

Perpetual Right of Interment Application Burial Site or Memorial 23/24



If you need help lodging your form, contact us	
Email	cemeteries@northernbeaches.nsw.gov.au
Phone	1300 434 434
Cemeteries	Manly Cemetery Griffiths Street, Manly NSW 2095
	Mona Vale General Cemetery 107 Mona Vale Road, Mona Vale NSW 2103

Office use only	
Form ID	4111
TRIM Ref.	
Last updated	November 2023
Business unit	Property
Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Privacy Declaration	
<p>Information collected on this form is held in accordance with the Privacy and Personal Information Protection Act 1998. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the Cemeteries and Crematoria Act 2013. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the Privacy and Personal Information Protection Act 1998.</p>	

Do you already own a site/s at Manly or Mona Vale General Cemetery?	No	Yes
*If yes - there is a State Government imposed limit of 2 unused burial sites per person from 3 March 2011		

Part 1: Proposed Location

Location	Manly	Mona Vale
Interment Right for Monumental Site	Interment Right for Memorial Position	Interment Right for Headstone Lawn Site
Area/Denomination eg. Catholic, non-sectarian, memorial garden		
Site Section eg. T, U, B		
Site No/s		
Name of Deceased	N/A	

Part 2: Applicant Details

Name/s listed below will become the "Holder" of the Interment Right and will have sole authority over interments/placements and future memorialisation for the site/s concerned. If more than two applicants, please attach additional details.

Title	Mr	Ms	Mrs	Dr	Other
Name					
Address					
Phone				Mobile	
Email					
Relationship to Deceased				N/A	Date of Birth

Title	Mr	Ms	Mrs	Dr	Other
Name					
Address					
Phone				Mobile	
Email					
Relationship to Applicant 1				N/A	Date of Birth

Part 3: Secondary Contact /Next of Kin

This person has no claim over the Interment Rights - but may assist Council to contact Holder if address or other details have changed in the future.

Title	Mr	Ms	Mrs	Dr	Other
Name					
Address					
Phone				Mobile	
Email					
Relationship to Applicants				N/A	Date of Birth

Part 4: Instructions For Future Interments

Do you wish to nominate who can be interred in this grave in the future?		No – no nomination	Yes – as per details below
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	

Part 5: Payment Details

Please refer to Cemetery Fees and Charges

Purchase date	
Right of Interment fee	
Interment fee <i>Note - interment (burial) or placement of ash remains fees cannot be pre-paid i.e. these fees are only payable at the time of need</i>	
Sundry fees	
Balance Payable	
Payment Details	

Part 6: Key Terms and Conditions

Please refer to "Cemetery Regulations" for full terms and conditions available on Council's website

1. An Interment Right is a contract with the cemetery operator that allows interments of human remains to take place in a particular location in a cemetery. **There is no entitlement to any real estate.**
2. **The Interment Right application fee does not include extras, e.g. interment site digging fees, maintenance fee, memorial permit fees, or other administrative charges.**
3. The interment rights for a monumental burial site include a 2 in-coffin (with coffin or casket of maximum height of 450mm) interments and up to 6 containers of ashes. No monumental work is included.
4. The interment rights for a headstone lawn burial site include 2 in-coffin interments and a granite headstone (pre-installed) with space for two inscriptions but does not include the inscription plaque/s. The site can be used for up to 6 additional ashes interments but only two standard plaques of size 381mm x 216mm are permitted on the monument. Additional inscriptions may be attached to the supplied headstone at the discretion of the Cemetery Manager and must not encroach onto adjacent grassed areas.
5. Fees must be paid in full before an interment is performed, or a plaque/headstone/monument is ordered. Council accepts cheque, VISA, MasterCard, American Express and Bpay payments. All card transactions incur a card processing fee of 0.5%. Please note: if a purchase is for a service that is to occur within seven (7) working days, a personal or company cheque is not acceptable.
 - The Applicant will be issued an invoice and will be required to pay the full balance of the purchase price within 48 hours prior to a scheduled funeral service or within 30 days if not for immediate interment.
 - If payment is not received in accordance with the above conditions, Council may cancel the application. If this occurs, Council will refund any payments already made (less cancellation fee).
6. Interment Rights issued to multiple applicants are held jointly. On the death of a joint holder of an Interment Right, it passes on to the surviving joint Interment Right holder/s.
7. A certificate will be issued to the Interment Rights Holder/s as proof of ownership and may be requested when booking an interment service. A replacement certificate may be issued if the original certificate is lost, stolen or destroyed, upon application and payment of Council's associated fee.
8. The Interment Right holders' preferred funeral director or other designated person is responsible for coordinating the interment and funeral arrangements (including compliance with Council's policies and applicable legislation and regulations).
9. A memorial to the deceased person can be erected upon the interment site, subject to the following:
 - a. The memorial is of a type allowed under Council's policy/procedures/requirements in that specific interment section;
 - b. No memorial may be erected without Council's prior written approval; and
 - c. No existing memorial may be altered or removed without Council's prior written approval
 - d. Front steps are permitted for new monumental work on the condition that they are not used to store flowers, plants or any other item.
 - e. At the present time, the maximum height of a new monument from top of foundation to apex of the headstone is 1.5m. An additional minor decorative element of maximum 30cm and width of 40cm may be permitted up to an absolute maximum of 1.8m.
10. Council may request additional supportive information or Engineer's Certification to verify that a monument meets the requirements of AS 4204-2019 or other applicable Australian Standard, code of practice or other regulatory requirement.

11. Council reserves the right to refuse permission for any proposed memorial construction or alteration in its absolute discretion without assigning any reason. Council has the right (but not the obligation) to remove any unapproved memorial or alteration without notice to any person.
12. Monument ownership and all the responsibilities therein, reside with the Interment Right holder/s or interred deceased's Executor/heirs and successors to the interment site where they have erected a monument. Monuments erected by Council are the responsibility of Council. All memorial plaques supplied by Council remain the property and responsibility of interment right holders.
13. Council may accept and process any application concerning an Interment Right from any person/s declaring they are authorised to do so (upon provision of written or documentary evidence satisfactory to Council and payment of the associated fee).
14. Council may repurchase or revoke unused Interment Rights from the holder/s in accordance with then current Council policy and in-line with the requirements of the Cemeteries and Crematoria Act or future equivalent.
15. A living Holder's Interment Rights may be transferred, but only after consultation with Council. Transfer of the Interment Right is only operative upon successful approval of the Transfer of Interment Right Application.
16. Any unused Interment Rights of a deceased Holder can be transferred pursuant to the will or intestacy of a deceased Interment Rights holder. In this instance, the transfer of the Interment Right is only operative upon successful approval of the transfer application.
17. A person must not do any of the following within a cemetery:
 - Damage, deface, interfere with or alter interment sites
 - Damage, deface, interfere with or alter monuments
 - Inter or exhume any human remains, whether cremated or not
 - Take part in any gathering, meeting or assemble, except for the purpose of religious, research, historical, educational or other ceremony of interment or commemoration
 - Plant any tree, shrub, herbage or other plant without prior Council consent
 - Place artificial flowers in the cemetery unless securely fixed into a vase approved by Council
18. A person must abide by all site rules within a cemetery.
19. Council reserves the right to review and/or amend these terms and conditions, its holdings, interment sites and property within its cemeteries at any time, without notice to you.

Part 7: Acknowledgement

I have read, understood and accept the attached terms and conditions for the purchase of interment rights at the Mona Vale or Manly Cemetery and agree to abide by the cemetery regulations:

1. as contained in this application; and
2. as contained in the Northern Beaches Cemetery Regulations available at northernbeaches.nsw.gov.au or available from the cemetery operator upon request.

1. Name	
Signature	
Date	

2. Name	
Signature	
Date	
Notes	

Proof of identity

Is applicant a ratepayer?	Yes	No - Council Officer to tick and initial at least two types of ID sighted - one must be photo ID.
Passport		Drivers Licence
Birth Certificate		Credit Card
EFTPOS Card		Medicare Card
Club Membership Card		Tertiary Education Card
Pension Card		Healthcare Card

Office Use Only

Stone Orchard updated	ID checked
Cemetery invoice raised & sent to Finance	Document scanned
Account paid	New certificate issued