

Application for Placement of Ash Remains - Memorial Gardens, Columbaria or other memorials 2024/2025



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	4045
TRIM Ref.	C001827
Last updated	June 2024
Business unit	Property
Application No.	
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>	

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au
Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1: Details of the deceased

Title	Mr	Mrs	Ms	Other	Gender	
First name/s						
Last name						
Address of deceased					Postcode	
					Place of Birth	
Date of birth (dd/mm/yyyy)					Age	
Date of death						
Cause of death						
Place of death	Home	Nursing Home	Hospital	Other:		
Place of death address (if not home)					Postcode	
Is Veteran	Yes	No				
Marital status					Religion	
Former occupation						
Funeral director						
Crematorium						
Current location of ash remains						

Part 2: Intended location of memorial plaque

Intended location	Manly Cemetery				Mona Vale Cemetery	
Niche section (please select)	Site number (please select)				Plaque size (mm)	
SO Reynolds Memorial Wall - Ashes will be divided into two containers, only one will fit into the niche cavity. Please indicate your preference for the second container. Option 1: Ashes to be scattered in the gardens at Mona Vale Cemetery Option 2: Ashes will be collected	AA	AB	AC	AD	137 x 102 or 178 x 102	
Pittwater Memorial Wall Panel (memorial only - no ashes)	MPA	MPB	MPC	MPD	110 x 110	
Pittwater Memorial Wall Niche	GRA	GRB	GRC	GRD	185 x 185	
Memorial Gardens A - D Gumtree Grove Memorial Gardens E - H	GNA	GNB	GNC	GND	178 x 102 or 185 x 185	
	GNE	GNF	GNG	GNH		
Pittwater Family Rock Memorial	FRB	FRC	FRD		178 x 102	
Memorial - Cylinder Memorial					158 diameter	
Manly Garden of Remembrance Columbarium Columns	CA		CB		230 x 152	
Manly Garden of Remembrance Columbarium Walls - Single or Double	WA	WB	WC	WD	184 x 152 or 338 x 152	
Manly Granite Columbarium Wall	GA	GB	GC	GD	210 x 210	
Niche number						

Part 3: Placement process

Do family wish to be present at ashes placement. If YES, propose date and time below. Please contact cemetery for bookings (additional fees apply)		Yes	No	
Proposed date and time:				
If NO, place ashes:		ASAP	When plaque is ready	
Container		Size:	Shape:	
Material:	Cardboard	Plastic	Wood	Other:

Please note:

The ashes will be placed underground in the same container as supplied by the Crematorium unless by special request.
Placement will not proceed until account is paid.

Part 4: Interment Rights Holder/Secondary contact details

Title	Mr	Mrs	Ms	Other	Gender	
First name/s						
Last name						
Address					Postcode	
					Date of birth	
Relationship to the deceased					Mobile	
Home phone						
Email						
Signature					Date	

Part 5: Memorial Plaque order form

Order form & details for intended memorial plaque			
Niche section & number (number will be engraved upon bottom right hand side)			
Memorial plaque only - no ashes	Niche - new position	Niche - position next to family member (match plaques)	
Do you wish this plaque to match the style and layout of an existing family plaque?		Yes	No
Eg: In Loving Memory Of, In Loving Remembrance Of, Cherished Memories Of, In Memory Of			
Given names:			
Family name:			
Date of birth eg. 1.1.2019, 1st January 2019		Date of death	
General text eg. Loved and Adored Father of, Devoted Wife of, Cherished Grandfather of...			
Epitaph Eg: At Rest, Rest in Peace, Always Remembered, In God's Care, So Dearly Loved, So Sadly Missed, Forever in Our Thoughts, Cherished Memories, God has him/her in His keeping, We have him/her in our hearts, Here Rests a Gentleman, Sleeping Peacefully, She hid her tears and shared her smiles...			
Additional items - may incur an additional cost:			
Borders	We recommend a simple line border for the majority of plaques. Additional styles/designs maybe available upon request.		
Fonts	We recommend Times New Roman or Helvetica to make plaques easy to read. Other fonts maybe available upon request.		
Decorative emblems	A variety of Emblems are available. Service badges are included at no charge when a letter from the Office of Australian War Graves, is supplied authorising use of the service badge.		
Perpetual flowers	A variety of beautiful painted bronze flowers are available.		
Vases	A variety of bronze vases are available to be attached to the plaque OR in some cases on the wall next to the plaque.		
Special Requests/notes			

Office use only

Stone Orchard updated	
Cemetery invoice raised	
Date account paid	
Forms scanned	
Draft plaque prepared	
Layout sent for approval	

Approval received and order placed			
Invoice for extras raised			
Plaque received	Date:		
Family advised			
Installed	Date:		
Letter/regulations sent	Date:		