

Cemetery - Erect or alter a Monument or Headstone 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	4064
TRIM Ref.	C001828
Last updated	June 2024
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>	

Grave location and Interment Rights holder details

Location of graves	Mona Vale Cemetery		Manly Cemetery	
Denomination		Section		Site no.
Title	Mr Mrs Ms Other		Gender	
Interment Rights holder name				
or				
Name of applicant (authorised person such as Executor/POA/NOK)				
Address				Postcode
Email				Phone number

Special conditions for applicants

1. All Interment Right Holders of the burial site must sign their consent for the works proposed. If you are not the Interment Rights Holder, you may be required to submit an Application for Transfer of Interment Rights or provide other proof - such as Power of Attorney - to sign on behalf of the Holder.
2. The holder of the interment rights is responsible for the upkeep, maintenance and repair of any monument, structure or landscaping of the burial site.
3. Front steps are not part of the grave space and Council takes no responsibility for any damage caused by equipment that may occur during excavations for nearby burials or other maintenance work. Items placed on the step - such as pot plants - may be removed at any time without notice if they hinder maintenance or are a safety risk. VASE INSERTS are not permitted in front steps.
4. The Council may remove any structure, adornment, trees, shrubs or other vegetation from the Cemetery where, in their opinion, they have not been maintained, are encroaching onto adjoining burial sites, are encroaching into aisle ways, or it is in the interest of the Cemetery to do so.
5. Council will make every effort to contact the Interment Rights Holder or his/her representative on maintenance issues, but safety of the site and its users will be paramount in any decision made.
6. Note maximum permitted overall height from ground level at head of grave is 1.5m.
7. Details of the proposed inscriptions (including translation in English if applicable) must be supplied with all applications.
8. Inscriptions, photos or any other embellishment on the REAR FACE of the monument are not permitted.

I accept and agree to comply with the above conditions.

Signature of holder/authorised person		Date	
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Monumental Mason details

At the request of/on behalf of the Interment Rights Holder for the burial site/s mentioned above, I/We hereby apply for permission to:

Erect a headstone	Construct kerbing	Install a ledger slab	As per Council's fees & charges
Upgrade existing monument			
Add an inscription to existing headstone or to a plinth to be placed on the monument			
Other work (please describe)			
Monumental Mason - company name			
Contact name			
Address			Postcode
Phone			Mobile
Email			

Please note this form will not be processed without the following:

	Submitted
A sketch or CAD diagram of the proposed work (with dimensions of each element including location, size and diameter of dowels and dowel holes and composition of same eg stainless steel or fibreglass)	
Details of proposed footings including estimate of depth h- see Table 2 - p. 12 of AS 4204-2019.	
Details of all inscription work including English translation. Note - REAR inscriptions, photos or other embellishments on the back face of the monument are not permitted.	

Description of proposed monument (tick all that apply)

Granolite	Granite	Marble	Sandstone	Other
Ledger/slab	Concrete Infill with pebbles	Open landscaped centre		
Dimensions of front kerb (maximum height 350mm from ground level at foot of monument):				
Overall headstone height from ground level to apex of headstone (note maximum permitted overall height from ground level at head of grave is 1.5m) Special permission may be granted for additional minor decorative elements of 30cm high x 40cm wide.				
Width and thickness of headstone - refer to Table 1 - p.8 of AS 4204-2019 "Minimum stone thickness" For monuments crossing multiple graves provide total width of headstone.				
Length, diameter and material of dowels and dowel holes e.g. threaded marine grade stainless steel, fibreglass (refer to Table 3 - p.15 of AS 4204-2019 "Size of dowels and dowel holes".				
Width and length of internal opening for future burials				

Special conditions for monumental masons

<ol style="list-style-type: none"> 1. Contractors must report to the Cemetery site office and sign the visitors book upon arrival and departure 2. An inspection of the monument may be requested during construction and measurement of piers may be requested. Additional inspections of the monument may be requested during construction at any time. 3. Dimensions of burial sites at Mona Vale Cemetery are 2440mm x 1065mm. 4. Burial sites at Manly Cemetery are variable - average 2286mm x 1065mm - we strongly recommend prior measurement before ordering stone. 5. Only headstone and other structures that are sympathetic to the style, age and heritage significance of the cemetery will be approved. If plaques are to be mounted on a base, it must be of similar size to the existing headstone plaque and not be elevated more than 150mm above ground level. Additional inscriptions on an existing plaque or headstone should be similar to the style and design of the original. 6. Inscriptions on the rear face of the headstone are not permitted. 7. Plaques on War Grave monuments must be mounted on a separate plinth and placed in the centre infill section of the monument. 8. Any damage to existing structures or surrounding grounds resulting from the works must be repaired (like with like) at cost of Monumental Mason and all details provided to Council. 9. Work in progress must be barricaded and signposted to protect Cemetery staff and visitors. 10. Excess concrete must not be placed in adjoining graves - all rubbish and excess materials must be removed from site. 11. Graves must be numbered individually on centre front of the kerbing or headstone base. A name plate or inscription of your company name may be attached to the front right hand side of the memorial. 12. Work must conform to the current Australian Standard for Cemetery Headstones and monuments (AS 4204-2019) and other applicable Standards, as appropriate. 13. Work must be carried out in compliance with all requirements of the current Work Health and Safety Act and the current Work Health and Safety Regulation. 14. All work undertaken by Masons must be completed to the satisfaction of Northern Beaches Council. 15. A photo of the completed memorial is to be forwarded to Cemetery Administration.

I agree to comply with the above conditions and confirm the information contained within this application is correct.

Name of Monumental Mason			
Signature of Monumental Mason		Date	

Office use only

Stone Orchard updated		Cemetery invoice raised		Account paid	
Receipt no.		Issued by		Date	
Approvals letter sent		Photo of monument taken & uploaded		Forms scanned	