Cemetery - Removal of Ash Remains

Northern Beaches Council

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	4062
TRIM Ref.	C001827
Last updated	May 2026
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
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.

Part 1: Removal of ashes

To be completed by Interment Rights Holder

I,				
of				
request that the cremation ashes of the late:				
be removed from niche/burial Site No:				
Signature of rights holder		Date		
Relationship to deceased				
Phone		Email		

Part 2: Instructions for ash removal

To be collected by family ◯	To be sent to the following address: ◯		
Address (via Registered Post):			
		Postcode	
Instructions for grave or niche AFTER removal of ash remains (e.g. Sell back to Council, Transfer to New Party etc). Please tick			
Retain for someone else ◯	Transfer to new holder Please complete Transfer Form 4109 ◯	Sell back to Council Please complete Buyback Form 4141 ◯	

Part 3: Collection of ash remains

To be completed by Burial Rights holder when ash remains are collected from the Cemetery office.

I,			
of			
have taken possession of the Ash Remains of the Late:			
Signature		Date	
Witness signature		Date	
Witness name			
Witness address			
		Phone	
Email			
Please provide proof of identity with the completed form			

OFFICE USE ONLY				
1. Invoice raised				◯
2. Account paid / refund requisition raised				◯
3. Stone Orchard updated				◯
4. Transfer forms sent				◯
5. Remains removed for collection	Yes	◯	Date	
6. Family advised	Yes	◯	Date	
7. Forms scanned				◯
8. Proof of identity sighted				◯