Transfer of Interment Right Application 2026/2027

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	4109
TRIM Ref.	
Last updated	June 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.

Payment options	
Fees	Refer to the 2026/27 fees and charges on the Northern Beaches Council website
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 to council@northernbeaches.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received.
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

Part 1: Transfer Of Interment Rights

1.1 Transfers of Interment Right/s requested by a current (living) Interment Right Holder
The current Holder/s may direct Council to transfer the interment rights by completing the application and providing a Statutory Declaration witnessed by a JP nominating the new holder/s.

1.2 Transfers of Interment Rights by Executor or appointed Administrator of deceased Holder's Estate

The Executor/s of an Estate may apply to transfer the Interment Right/s by completing the application and providing a Statutory Declaration witnessed by a JP nominating the new Holder/s and a copy of the Probate. A copy of the original cemetery purchase receipt and/or Interment Rights certificate should also be attached if available.

1.3 Transfers of Interment Rights by next of kin where Holder died intestate
The Interment Rights are considered to be an asset of the Estate and will generally be distributed according to the laws of intestacy. In the event of a dispute Council may recommend that families seek their own legal determination on the matter in its absolute discretion.
The following documents will be required to support the claim including:

- a Death Certificate for the original Interment Right Holder listing their spouse and/or children (if applicable)
- a family tree diagram detailing the link between the Applicant and the Holder, and any other relatives in between - including their dates of death
- a Statutory Declaration outlining the reasons for the transfer e.g. "My Grandfather John was the original Rights Holder. His wife and children have all died and I am his only surviving grandchild. I wish to claim the rights so that I can have a monument built for my Grandfather. "

1.4 Fees
An administration fee applies to all transfers, unless associated with a recent interment (within 12 months). The fees are detailed on our current fees and charges schedule.

1.5 Interment Rights Certificate to be issued by Council
An Interment Right Certificate will be issued to the new Holder/s upon approval of the application and full payment of applicable fee.

Part 2: Permission (site details)

Location details		◯ Mona Vale ◯ Manly		
Denomination				
Section			Site no/s	
And/or	Memorial niche nection		Site no/s	

Current Interment Right Holder/s details (owner of site)		Deceased ◯	
Name (Mr/Ms/Mrs/Miss/Dr)			
Address			
Postal address			
Phone		Mobile	
Email		DOB	

Proposed New Rights Holder			
Name			
Relationship to Original Interment Rights Holder			
Address			
Postal address			
Phone		Mobile	
Email		DOB	

Secondary contact/Next of Kin - this person has no claim over the Interment Rights - but may assist Council to contact new Holder if address or other details have changed			
Name			
Relationship to applicants:			
Address			
Postal address			
Phone			
Mobile			
Email		DOB	

Supporting documents required

Transfer from existing Holder to new Holder - Statutory Declaration	◯
Transfer from Deceased Holder via a bequest - Statutory Declaration + copy of Probate/Letters of Administration	◯
Transfer from Deceased Holder via intestacy - Death Certificate, Statutory Declaration + additional information as requested	◯

Northern Beaches Council - Cemetery Terms and Conditions

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, maintenance fee, memorial permit fee, other administrative charges.
3. 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 remaining joint Interment Right holder/s.
4. A certificate will be issued to the 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, on application and payment of the Cemetery Operator's associated fee.
5. No more than two (2) unused Interment Rights in a cemetery can be held for any individual person, without the approval of the Cemetery Agency (CCANSW)
6. 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 regulations).
7. 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
8. 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.
9. 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 the Council and payment of the associated fee).
10. Council may repurchase unused Interment Rights from the holder/s in accordance with Council's then current policy.
11. The purchase of interment rights may be cancelled upon application and will be subject to a cancellation fee.
12. 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 when a Transfer of Interment Right Application is submitted with payment of the associated fee, and approved and processed by Council.
13. 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.
14. Graves can usually be dug to a depth to accommodate two coffins. However, occasionally, due to rock or stability problems not evident prior to commencement of digging the grave, ground conditions may not allow for burial in an allocated plot. In these circumstances an alternate plot will be allocated.
15. Glass or other items such as pot plants placed upon, around or in front of the grave or memorial area that Council deems to be a safety hazard are not permitted and if necessary may be removed without notice to any person.
16. 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.
17. Additional information is available in the Cemetery Regulations available at www.northernbeaches.nsw.gov.au or on request.

Acknowledgement	
I have read, understood and accept the above terms and conditions for the transfer of a grave or other memorial at the Mona Vale or Manly Cemetery.	
1. Current Interment Right Holder	
Signature	
Date	
2. Second Interment Right Holder (if applicable)	
Signature	
Date	
3. New Interment Right Holder	
Signature	
Date	
4. Second Interment Right Holder (if applicable)	
Signature	
Date	

Statutory Declaration - Oaths Act 1900, NSW, Eighth Schedule			
Transfer Of Burial or Niche Interment Right for the ◯ Mona Vale or ◯ Manly Cemetery			
I/ We			
Of address,			
do hereby request the transfer of the Interment or Niche Right/s for the following burial site/s and/or memorial niche/s			
◯ Grave denomination			
Section		Site no/s	
and/or ◯ Memorial Niche Section		Site no/s	
◯ To: (me/myself)	or	◯ To the following person/s or entity:	
Name/s			

For the following reason/s

◯ I am the current interment rights holder

◯ I am the Executor/Administrator/POA for the registered interment rights holder

◯ Other (please explain your relationship to registered holder, your justification for the transfer and note whether other descendants have agreed to the transfer)

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.		
Declared at:		on (date)
(Signature of declarant):		
in the presence of an authorised witness, who states:		
I, (name of authorised witness)	a (qualification of authorised witness)	

certify the following matters concerning the making of this statutory declaration by the person who made it:

1. I saw the face of the person OR I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. I have known the person for at least 12 months OR I have not known the person for at least 12 months but I have confirmed the person's identity using an identification document and the document I relied on was:

(describe identification relied on)		
Signature of authorised witness		Date:

Office use only

CODE: Mona Vale 40061000/4203 Manly 40061001/4203	
◯ Stone Orchard updated	◯ Account paid
◯ Cemetery invoice raised	◯ Documents scanned
◯ Refund req raised?	◯ New certificate issued