

Placement of Ash Remains in Burial Site Application Form 2026/2027

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	4063
TRIM Ref.	C001827
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
Levy	NSW Government Interment Services Levy applies to all ash interments and burials.
In person	Visit one of our Customer Service Centres with the completed supporting documentation to apply and pay over the counter.
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 and supporting documents to council@northernbeaches.nsw.gov.au and following application/permit approval, an invoice for payment will be issued with the various payment options available.
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

Part 1: Details of the deceased

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Other	Gender	
First name/s			
Last name			
Address of deceased			
		Postcode	
Date of birth (dd/mm/yyyy)		Place of birth	
Date of death		Age	
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: Interment Rights Holder/Secondary contact details (burial site owner)

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

Part 3: Placement process

When the Interment Rights Holder is deceased, an Application for Transfer of Interment Rights must be lodged and approved before permission to proceed with the Ashes Placement can be granted.				
Site location	Manly ☐	Mona Vale ☐	Site number	
Denomination				
Section				
What is the desired location of the ashes in the grave? (see diagram below)				
Place ashes:	ASAP ☐		When plaque is ready ☐	
Container	Size:		Shape:	
Material:	Cardboard ☐	Plastic ☐	Wood ☐	Other:

Headstone

TOP LEFT	TOP RIGHT
MID LEFT	MID RIGHT
FOOT LEFT	FOOT RIGHT

Location diagram

Please note:

If family wishes to be present at ashes placement, please contact Council for bookings.
Ashes will be interred as close as possible to the desired location at the discretion of the caretaker.
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.

Office use only

Stone orchard updated	☐	Ash remains placement date?	
Cemetery invoice raised	☐	Forms scanned to TRIM	☐
Date account paid?	Yes ☐	No ☐	Confirmation letter sent ☐