Application for Placement of Ash Remains - Memorial Gardens, Columbaria or other memorials 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	4045
TRIM Ref.	C001827
Last updated	June 2026
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

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 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 to council@northernbeaches.nsw.gov.au and 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 - for garden niches only

Place ashes:		ASAP ◯		When plaque is ready ◯
Container		Size:		Shape:
Material:	Cardboard ◯	Plastic ◯	Wood ◯	Other:
If family wishes to be present at ashes placement, please contact Council for bookings (additional fees apply)				

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: 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	GNA ◯	GNB ◯	GNC ◯	GND ◯	178 x 102
◯ Gumtree Grove Memorial Gardens E - H	GNE ◯	GNF ◯	GNG ◯	GNH ◯	185 x 185
◯ 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 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
Do you wish to make an appointment to design the plaque? (additional fees apply)		◯ 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			
Note: Council accepts no responsibility for the quality or design of the final plaque, once the design has been approved. *Please review your design carefully and ensure you are fully satisfied before giving approval.*			

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:		◯