

Perpetual Interment Right Contract

Mona Vale or Manly Cemetery (Memorial Niches)

2026/2027

If you need help lodging your form, contact us		Office use only	
Email	cemeteries@northernbeaches.nsw.gov.au	Form ID	4178
Phone	1300 434 434	TRIM Ref.	C001827
Cemeteries	Manly Cemetery Griffiths Street, Manly NSW 2095	Last updated	June 2026
	Mona Vale General Cemetery 107 Mona Vale Road, Mona Vale NSW 2103	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

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.	

Declaration

We, Northern Beaches Council, grant you (the interment right holder) the perpetual interment right and related services in this contract. Our agreement includes: • the Perpetual Interment Right Contract (this contract) • the Perpetual Interment Right Terms and Conditions (Annexure A) • any other annexures to this contract. Some terms in this agreement are defined or explained in Annexure A. Notes on the right side of this contract highlight useful terms and tell you where to find them in Annexure A.

Part A: Perpetual interment right

1: The interment right holder

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other		
Full name			
Address			
Suburb		Postcode	
Phone		Mobile	
Email			

Second right holder (if applicable)

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other		
Full name			
Address			
Suburb		Postcode	
Phone		Mobile	
Email			

2: Location

☐ Mona Vale Cemetery	☐ Manly Cemetery
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3: Interment site

Type	☐ Ash memorial ☐ Memorial panel	
Denomination	Section number	
Site Number/s		

4: Type and maximum number of interments included in the interment right

☐ Ash interment	Number of ash interments per site:
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5: Further contacts (next of kin or other secondary contact)

Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other		
Full name			
Address			
Suburb		Postcode	
Phone		Mobile	
Email			

Part B: General details

6: Religious and cultural or spiritual requirements

Please advise Council if you have any religious or cultural requirements.

7: Maintenance responsibilities

You are responsible for the costs and activity of maintaining any memorial or monument erected on your interment site.
We are responsible for maintaining the premises, including grassed interment sites with no landscaping or memorials, as well as the common areas of memorial gardens and walls.

8: Price

We will provide you with an invoice of costs as per our advertised fees and charges found on our website.

9: Interment service price disclosure - refer fees and charges on Council website

Current interment or placement fees are detailed in Council's fees and charges and may change over time - the applicable price will be determined at time of interment.

10: Payment

You must pay the total price within 30 days unless for an immediate funeral or memorial placement, in which case the due date will be 48 hours prior to the booking. Payments can be made via Bpay, credit card or cheque once an invoice has been raised, unless we otherwise agree and confirm this in writing. If you are buying the perpetual interment right pre-need and some or all of the services later, we will provide you with the price, due date for payment and method for payment of the services when you need them in future.

11: Transfer fee disclosure

If you choose to transfer the perpetual interment right, the current fee for a transfer application is listed in Council's fees and charges and this price is subject to change.

12: Council buy back

If you end this agreement early for your convenience, we will provide a refund less cancellation fee for unused sites only within 10 days of purchase. Council may also buy back unused interment right with no in situ monumental work for 50% of the current equivalent fee. Council does not buy back used interment rights.

Declarations and signatures

Both you and we agree that this contract can be signed electronically, in line with the Electronic Transactions Act 2000 (NSW). This will mean using an e-signing platform such as DocuSign or AdobeSign, or another method if we both agree to this in writing.
The agreement starts on the date that all parties sign this contract. We will give you a signed copy once this is done.

☐ Operator declaration and signature

Our representative (e.g., our employee) confirms the following:

- Before offering, negotiating, or making this agreement, we gave you information about our relevant basic product (basic ash interment, or basic cremation), our pricing information and the goods and services included in the price.
- We explained the terms and conditions of this contract to you.
- We gave you reasonable time and privacy to read these materials and ask questions about them and about the terms of this agreement.

Representative name and position			
Representative signature		Date	

☐ Interment right holder declaration and signature

You confirm and declare that:

- The operator, our representative or our authorised agent has explained the terms and conditions of this contract to you.
- Before offering, negotiating, or making this agreement, we gave you information about the operator's least expensive packages (such as basic ash interment, and basic cremation), our pricing information and the goods services included in the price.
- You have had reasonable time and privacy to read these materials and ask questions about them or about the terms of this agreement.
- All information you have given the operator, in this contract or other documents, is true and correct.

Interment right holder name			
Interment right holder signature		Date	

Annexure A : Perpetual Interment Terms and Conditions

These terms and conditions are part of the agreement between [Operator] (we, us) and the interment right holder(s) (you, your).

1. Perpetual interment right

- a. This agreement gives you the exclusive right to a specific place for ashes, permanently. This is called a perpetual interment right. As the person who has this right, you are the interment right holder.
- b. As the interment right holder, you can nominate who is interred into the interment site. This is known as the 'person(s) to be interred'. You may nominate:
 - Yourself or another person, if you are buying the right 'pre-need' - which means you do not immediately need a place for ashes, or
 - A person who is deceased, if you are buying the right 'at-need' - which means you need a place for ashes now.
- c. We issue certificates confirming perpetual interment rights, and list current interment right holders in our cemetery operator's register. We must keep this register up to date and available to the public for inspection or for copies to be made on payment of a fee, subject to any applicable privacy laws.
- d. A perpetual interment right does not include any rights or title in the land, roads, building or other structures in the interment site or on the premises.
- e. Both parties to this agreement (you and us) agree that changes to the Cemeteries and Crematoria Act 2013 (the CC Act) and other laws can affect perpetual interment rights.
- f. If you buy a perpetual interment right when you are 'at-need' the contract will describe the services that you have chosen.
- g. If you buy a perpetual interment right to use in the future ('pre need'), you are buying the right now but (unless the contract states otherwise) you will need to pay for the interment service (ashes in the interment site) at the time of need. Whether you have selected related services (for example, a memorial service) within the contract or choose to add them later when needed, the price for these related services will be the price that applies in future when you need those services (if you still need them), unless otherwise specified in the contract.
- h. We must issue an order for interment before a person's ashes are placed in the interment site. We will contact you if we require any further information in order to do this.

2. Memorials, maintenance and goods and services

- a. As the interment right holder, you are the person authorised to place a memorial or monument at the interment site and deal with it in future as long as you comply with the below requirements.
- b. You must have our written approval to place a memorial or monument at the interment site (if it is not purchased as part of this contract). You also must place the memorial or monument in line with this approval.
- c. We will guide you on the type of memorial or monument that we will approve. We can prohibit, change or remove a memorial or monument if it does not have our approval or meet the requirements of the approval we provided.
- d. If you are buying a memorial or monument from us as part of this contract then it is already approved, although some types of memorial/monument are only approved for specific interment sites. You can find out more by visiting our premises or our website.
- e. You are not allowed to place anything at the interment site that we believe is a public safety risk. Anything we believe is hazardous may be removed by the operator without notice.
- f. We must maintain the premises regularly, at least to the minimum standard the law requires us to meet. This includes your interment site, with the exception of any memorial or monument built on your site. We may reduce the maintenance level in the future where we are no longer offering future interments at the premises.
- g. You are responsible for the costs or activity needed to install or maintain a memorial or monument unless otherwise specified in the contract.
- h. If the contract states we are responsible for maintaining the memorial or monument, we will take all reasonable steps to make sure that the maintenance:
 - is in line with agreed standards
 - respects any religious, spiritual or cultural requirements in the contract.
- i. We will take all reasonable steps to make sure that our goods and services meet any religious or cultural requirements outlined in the contract.
- j. You can buy extra goods and services from us after the agreement has started (which must be agreed in writing and will be a variation to this agreement). These items are not part of the total price. You must pay the rates that apply for them at the time.

3. Price and payment

- a. If you are buying the perpetual interment right at the time of need (at need), you agree to pay the total price for the perpetual interment right and any other goods and services selected at the start of our agreement. All fees and charges can be found on the Northern Beaches Council Website - northernbeaches.nsw.gov.au/services/cemeteries-and-memorials.
- b. If you are buying the perpetual interment right to use in the future (pre-need), you agree to pay for the perpetual interment right now and the interment service now or later at the time of need. You also agree to pay for any other related services selected, at the time of need (if you still need them).
- c. We update our policies, guides, rules and process documents from time to time in line with our needs and any changes in the law. The updated details will apply to this agreement, except that the updated details will not affect the agreed price or agreed services listed in the contract.
- d. Goods and services tax (GST) applies to certain (not all) goods and services that you buy from us. You must pay GST at the same time as you pay for your goods and services. If the contract does not state that GST applies to what you are buying, then you do not have to pay GST.

Annexure A : Perpetual Interment Terms and Conditions

These terms and conditions are part of the agreement between [Operator] (we, us) and the interment right holder(s) (you, your).

4. Changes and cancellations

- a. You can ask us to transfer ownership of the perpetual interment right to someone else. We must respond to a transfer request within a reasonable time. We charge a fee for transferring ownership.
- b. Perpetual interment rights can be held by 1 person (solely) or 2 or more people (jointly):
 - When a sole interment right holder dies, we must transfer the perpetual interment right to the person named in their will, or act as the law tells us if the interment right holder did not leave a will.
 - When a joint interment right holder dies, we must transfer the perpetual interment right to the surviving interment right holder.
- c. You must talk to us if you want to transfer your rights or duties under this agreement to someone else. Your changes must be legal, and we must agree to them in writing.
- d. Either party (you or we) can waive their own rights under this agreement by telling the other party in writing.
- e. We can cancel a perpetual interment right when:
 - the interment site has not been used within 50 years of the time when it was granted (as per the CC Act). The 50-year time period may change if the law changes.
 - we follow all other cancellation requirements under the CC Act.

5. End of agreement

- a. You or we can end the agreement if the other party breaches the agreement and either:
 - the breach can be fixed, but the party does not fix it within 60 days of being told in writing about the breach, or
 - the breach cannot be fixed.
- b. You can end this agreement by writing to us 30 days before you want it to end, and in line with clause 5(c).
- c. Council may agree to buy back the site for an agreed sum (typically 50% of the current equivalent fee) as per the adopted fees and charges applicable at the time.
- d. The agreement automatically ends when you have paid us all the fees you owe and either:
 - the placement of ashes in the interment site has been completed, or
 - we have cancelled your perpetual interment right, in line with section 52 of the CC Act.
- e. Some rights and duties that you and we have under this agreement continue after the agreement has ended. These include the rights and duties set out in:
 - clauses 1(c), 2(b), 2(d), 2(e), 2(g), 2(h), 2(i), 4(c), 4(d), 5(f), 5(g), 7
 - clause 6 (for as long as legally required)
 - any other terms (including Contract details and Definitions) which are intended to continue after the agreement has ended.
- f. Where an exhumation has taken place in line with section 66 of the CC Act, the rights and duties set out in clauses 2(b), 2(d), 2(e), 2(g), 2(h), 2(i), 4(c), 4(d), 7 that you and we have under this agreement will no longer continue.
- g. If any part of the agreement cannot be enforced in court, then that part will be treated separately but the rest of the contract stands

6. Personal information

- a. You agree that we need to collect and store personal information in line with this agreement, the CC Act and privacy legislation. We will use this personal information to provide the rights, goods and services this agreement covers.
- b. We must manage personal information in line with our privacy policy and privacy legislation. We may need to share it with other regulatory authorities, if the law requires us to do so.
- c. You must not give us other people's personal information unless they agree that we can have it and use it.
- d. You must make sure that we have correct and up-to-date details (including contact details) for you and any next of kin or secondary contact which is necessary for us to provide the rights, goods and services this agreement covers. Please contact [insert privacy or equivalent relevant contact details] if you wish to check, update or correct any of the personal information that you give us.
- e. We will write to you when we need to tell you something, and we will use the contact details set out in the contract, or the updated contact details you have given us.

7. Consumer protections, disputes and complaints

- a. We will follow all relevant laws when we provide you with the rights, goods and services included in this agreement. This includes complying with Australian Consumer Law, privacy laws, work health and safety law, the CC Act, and public health laws.
- b. Nothing in the contract changes or limits your legal rights as a consumer. Find out more about these rights at <https://www.accc.gov.au/consumers/buying-products-and-services>.
- c. We and you agree to follow our dispute resolution process if there is a disagreement about anything in this agreement. You can find and access our complaints and dispute resolution process at northernbeaches.nsw.gov.au.
- d. Our dispute resolution process is consistent with the CC Act, and gives us the power to decide who holds the perpetual interment right for a particular site (on application), based on the CC Act.
- e. To give us your feedback or to complain, please contact cemetery administration on 1300 434 434 or cemeteries@northernbeaches.nsw.gov.au.
- f. If you are not satisfied with how we deal with your complaint, our dispute resolution process shows you who to contact next. In addition, you can also contact the government authority that regulates us: Cemeteries & Crematoria NSW. Visit <https://www.cemeteries.nsw.gov.au/complaints-and-enquiries/complaints>.
- g. The laws of New South Wales govern this agreement. If you or we are unhappy with the dispute resolution outcome and the complaint is taken to court, you or we will use a New South Wales court.

Definitions

Term	Definition
at-need	The circumstances when a person needs a place for ashes immediately. This usually means that a person has recently died (or where death is imminently expected).
authorised agent	A party that we engage to act on our behalf, such as a funeral director.
CC Act	The Cemeteries and Crematoria Act 2013 (NSW)
cremation	A process for reducing bodily remains by fire, heat, alkaline hydrolysis or another method allowed by the regulations.
crematorium	A building where deceased people are cremated. It does not matter whether or not the building (or part of it) is also used for memorial services.
interment	The process of either: • burying human remains in the earth (directly in the earth or in a container) • placing human remains in a mausoleum, vault, columbarium or other structure designed to hold human remains.
interment right holder or you or your	The person recorded in the cemetery operator's register as the person that currently has the perpetual interment right.
interment site	The specific location on the premises where a person's ashes will be placed.
memorial	A gravestone, plaque, cenotaph or other monument, or any other structure or permanent physical object used to memorialise a person.
operator or we, our or us	Northern Beaches Council
operator's register	A register kept by a cemetery or crematorium operator, in line with section 63 of the CC Act.
order for interment	A written order that the operator creates to confirm the details of the interment immediately prior to it occurring.
person(s) to be interred	The person(s) whose ashes are to be buried or placed in the interment site.
perpetual interment right	The right to have a person permanently buried or their ashes placed at the interment site, in line with this agreement and section 44 of the CC Act.
premises	The cemetery or crematorium named in item 1 of the Perpetual Interment Contract.
pre-need	The circumstances when a person needs a place for ashes at a future date. This usually means that no-one has recently died.
representative	An officer, employee or volunteer that the operator authorises to act as its representative for the purpose of making this agreement. To be clear, a representative is not the same as an authorised agent.