Perpetual Right of Interment Application New Manly Granite Columbarium Wall 2026/2027

Northern Beaches Council

Note: Only 1 application required if purchaser is buying multiple sites in same name.

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	4175
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.

Lodgement options	
In person	Visit the Manly 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 with supporting documentation to cemeteries@northernbeaches.nsw.gov.au
Payment options	
Payment	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: Applicant details

Name/s listed below will become the "Holder" of the Interment Right and will have sole authority over interments/placements and future memorialisation for the site/s concerned. If more than two applicants, please attach additional details.

Title	◯ Mr ◯ Ms ◯ Mrs ◯ Dr ◯ Other		
Name			
Address			
Phone		Mobile	
Email			
Relationship to deceased	◯ N/A	Date of birth	

Title	◯ Mr ◯ Ms ◯ Mrs ◯ Dr ◯ Other		
Name			
Address			
Phone		Mobile	
Email			
Relationship to applicant 1	◯ N/A	Date of birth	

Part 2: Secondary contact/Next of Kin

This person has no claim over the Interment Rights - but may assist Council to contact Holder if address or other details have changed in the future.

Title	◯ Mr ◯ Ms ◯ Mrs ◯ Dr ◯ Other		
Name			
Address			
Phone		Mobile	
Email			
Relationship to applicants	◯ N/A	Date of birth	

Part 3: Proposed location

Site preference (select only one option)		◯ Premium - Top rows 1 and 2 - $6,372	◯ Superior - Rows 3 and 4 - $5,547
		◯ Standard - Rows 5 and 6 - $4,722	All costs include GST
Outlook (select only one option)		◯ Facing East (towards playground)	◯ Facing West (overlooking cemetery)
		◯ No preference	
Number of single sites requested (1 site/niche per ashes container) *		◯ 1 ◯ 2 ◯ 3 ◯ 4	
Name of deceased (if for immediate use)**	◯ N/A		

* Maximum 2 sites per applicant

** For immediate use we will send you a separate form to arrange the placement of the ashes and supply/ installation of the bronze plaque.

Part 4: Key Terms and Conditions

Please refer to "Cemetery Regulations" for full terms and conditions available on Council's website

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 fees, maintenance fee, memorial permit fees, memorial plaque, placement of ashes or other administrative charges.
3. The interment rights for a niche interment site include 1 position in the memorial wall.
4. Fees must be paid in full before an interment is performed, or a plaque is ordered. Council accepts cheque, VISA, MasterCard, American Express and Bpay payments. All card transactions incur a card processing fee of 0.5% until 1 October 2026. Please note: if a purchase is for a service that is to occur within seven (7) working days, a personal or company cheque is not acceptable.
    - The Applicant will be issued an invoice and will be required to pay the full balance of the purchase price within 48 hours prior to a scheduled funeral service or within 30 days if not for immediate interment.
    - If payment is not received in accordance with the above conditions, Council may cancel the application. If this occurs, Council will refund any payments already made (less cancellation fee).
5. 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 surviving joint Interment Right holder/s.
6. A certificate will be issued to the Interment Rights 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, upon application and payment of Council's associated fee.
7. A memorial to the deceased person can be placed upon the niche, 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 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. All memorial plaques supplied by Council remain the property and responsibility of interment right holders.
10. 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 Council and payment of the associated fee).
11. Council may repurchase unused Interment Rights from the holder/s in accordance with Council's then current policy.
12. A living Holder's Interment Rights may be transferred, but only after consultation with Council. Transfer of the Interment Right is only operative upon successful approval of the Transfer of Interment Right Application.
13. 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 upon successful approval of the transfer application.
14. Council may revoke unused interment rights in accordance with the then current requirements of the Cemeteries and Crematoria Act or future equivalent.
15. A person must abide by the cemetery site rules when in the cemetery including but not limited to:
    - Damage, deface, interfere with or alter interment sites
    - Damage, deface, interfere with or alter monuments
    - Inter or exhume any human remains, whether cremated or not
    - Take part in any gathering, meeting or assemble, except for the purpose of religious, research, historical, educational or other ceremony of interment or commemoration
    - Plant any tree, shrub, herbage or other plant without prior Council consent
    - Place artificial flowers on the memorial wall unless they are securely fixed into a vase approved by Council
16. Council reserves the right to review and/or amend these terms and conditions, interment sites and property within its cemeteries at any time, without notice to you.

Part 5: Acknowledgement

I have read, understood and accept the attached terms and conditions for the purchase of interment rights at the Manly Cemetery and agree to abide by the cemetery regulations: 1. as contained in this application; and 2. as contained in the Northern Beaches Cemetery Regulations available at northernbeaches.nsw.gov.au or available from the cemetery operator upon request.

1. Name	
Signature	
Date	

2. Name	
Signature	
Date	
Notes	

Proof of identity

Is applicant a ratepayer? ◯ Yes ◯ No - Council Officer to tick and initial at least two types of ID sighted - one must be photo ID.	
◯ Passport	◯ Drivers Licence
◯ Birth Certificate	◯ Credit Card
◯ EFTPOS Card	◯ Medicare Card
◯ Club Membership Card	◯ Tertiary Education Card
◯ Pension Card	◯ Healthcare Card

Office use only - sites allocated

◯ Stone Orchard updated	◯ ID checked
◯ Cemetery invoice raised & sent to Finance	◯ Document scanned
◯ Account paid	◯ New certificate issued