



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 Mona Vale Road, Mona Vale NSW 2103

Office use only	
Form ID	4062
TRIM Ref	C001828
Last Updated	September 2020
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

To be completed by the Burial Rights Holder

Part 1: Removal of Ashes

I,			
of			
request that the cremation ashes of the late:			
be removed from Niche/Burial Site No:			
Name of cremation applicant (if not Rights Holder)		Date	
Relationship to Deceased			
Signature of cremation applicant			
Phone		Email	
Signature of Rights Holder		Date	
Relationship to Deceased			
Phone		Email	

Part 2: Instructions for Ash Removal

To be collected by family		To be sent to the following address:	
Address (Via Registered Post):			
		Post Code	
Instructions for grave or niche AFTER removal of ash remains (e.g. Sell back to Council, Transfer to New Party etc). Please tick			
Retain for someone else		Transfer to New Holder	Sell back to Council

To be completed by Burial Rights Holder when ash remains are collected from the Cemetery Office.
--

Part 3: Collection of Ash Remains

I,			
of			
have taken possession of the cremation ashes of the late:			
Signature		Date	
Witness Signature		Date	
Witness Name			
Witness Address			
Phone		Email	

OFFICE USE ONLY			
Fee: Wall niche \$470	Fee: Garden Niche \$370	Fee: Burial Site \$370	
Invoice raised			
Transfer forms sent			
Stone Orchard Updated			
Account paid/refund requisition raised			
Remains removed for collection	Yes	Date	
Family Advised	Yes	Date	
Plan Updated			
Forms Scanned			
Date			