

Cemetery - Erect or alter a Monument or Headstone



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	4064
TRIM Ref.	C001828
Last updated	June 2023
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	
<p>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.</p>	

Part 1: Interment Rights Holder Details

Location of graves	Mona Vale Cemetery		Manly Cemetery	
Denomination		Section		Site No
Title	Mr Mrs Ms Other		Gender	
First Name(s)				
Last Name				
Name of Applicant (if lodging on behalf of the rights holder and relationship to same)				
Address				Post Code
				Phone number
Date of Birth (dd/mm/yyyy)				Relationship to Deceased

Part 2: Special Conditions for Applicants

1. Mitance of Monuments, Structures or Landscaping
2. All Interment Right Holders of the burial site must sign their consent for the works proposed. Applications cannot be processed without acceptable proof of ownership. If you are not the Interment Rights Holder, you may be required to submit an Application for Transfer of Interment Rights or provide other proof - such as Power of Attorney - to sign on behalf of the Holder.
3. Applications may be referred to Council's Heritage Planner if considered to have a significant impact on heritage fabric of the cemetery. We welcome your questions so please contact Cemetery Administration to discuss your application prior to lodgement. The ownership right of monuments or other structures is deemed to be with the person or persons (or their heirs or successors) who caused the monument, structure or plant to be constructed or made.
4. The Council shall not be responsible for the upkeep, maintenance, repair etc, of any monument, structure or landscaping, inclusive of memorial plaques fitted to any Wall or Garden Niche area or to plaques on monuments on burial sites.
5. The owner of the burial interment rights is responsible for the upkeep, maintenance and repair of any monument, structure or landscaping of the site.
6. The Council may demolish and remove any monument or other structure or landscaping erected or planted on a burial site, which, in their opinion, is or may become dangerous, dilapidated or unsightly.
7. The Council may remove any structure, adornment, trees, shrubs or other vegetation from the Cemetery where, in their opinion, they have not been maintained, are encroaching onto adjoining burial sites, are encroaching into aisle ways, or it is in the interest of the Cemetery to do so.
8. Council will make every effort to contact the Interment Rights Holder or his/her representative on maintenance issues, but safety of the site and its users will be paramount in any decision made.
9. Dimensions of burial sites at Manly Cemetery are approximately 2286 x 1065 but can vary - measurement of all sites prior to ordering stone is HIGHLY RECOMMENDED.
10. Dimensions of sites at Mona Vale Cemetery are 2440mm x 1065mm.
11. Note maximum permitted overall height from ground level at head of grave is 1.5m. Special permission may be granted for additional minor decorative elements of 30cm high x 45cm wide. Council may also request an Engineers Certification that the proposed design/construction of any monument meets the requirements of AS 4204-2019
12. Front steps are not part of the grave space and Council takes no responsibility for any damage caused by equipment that may occur during excavations for nearby burials or other maintenance work. Items placed on the step - such as pot plants - may be removed at any time without notice if they hinder maintenance or are a safety risk. VASE INSERTS are not permitted in front steps.
13. Details of the proposed inscriptions (including translation in English if applicable) must be supplied with all applications.
14. Inscriptions, photos or any other embellishment on the REAR FACE of the monument are not permitted.
15. Each monument must be numbered individually in the centre front of the kerbing or headstone base. Monuments covering multiple sites must be numbered individually so as not to cause confusion unless special approval is granted for numbers to be displayed on only one grave.
16. A name plate or inscription of the Monumental Mason's company name must be attached to the front right hand side of the memorial.
17. Work must conform to the current Australian Standard for Cemetery Headstones and monuments (AS 4204-2019) and other applicable Standards, as appropriate.
18. Work must be carried out in compliance with all requirements of the current Work Health and Safety Act and the current Work Health and Safety Regulation.
19. Work in progress must be barricaded and signposted to protect Cemetery staff and visitors. All rubbish will be removed from the site when the work is finished or at any time when instructed to do so. A photo of the completed memorial is to be forwarded to Cemetery Administration.

I accept and agree to comply with the above conditions.

Name of Applicant			
Signature of Applicant		Date	
Witness Signature		Date	

Part 3 : Permission

At the request of/on behalf of the Interment Rights Holder for the burial site/s mentioned above, I/We hereby apply for permission to:			
Erect a Headstone	Construct kerbing	Install a ledger slab	As per Council's Fees & Charges
Upgrade existing monument or landscaping			
Add an inscription to existing headstone			
Other work (please describe)			
Monumental Mason - Company Name			
Contact Name		Licence No	
Address			
		Post Code	
Phone		Mobile	
Email			
Sub-contractor details (if applicable)			
Contact Name			
Address			
		Post Code	
Phone		Mobile	
Email			

Please note this form will not be processed without the following:	Submitted
A sketch or CAD diagram of the proposed work (with dimensions of each element including location, size and diameter of dowels and dowel holes and composition of same eg stainless steel or fibreglass)	
Details of proposed footings including estimate of depth h- see Table 2 - p. 12 of AS 4204-2019. Note soil type at Mona Vale Cemetery is predominantly a combination of loam and clay - with some variation between sandy clay to firm clay across the site.	
Details of all inscription work including English translation. Note - REAR inscriptions, photos or other embellishments on the back face of the monument are not permitted.	

Part 4: Description of Proposed Monument (tick all that apply)

Granolite	Granite	Marble	Sandstone	Other
Ledger/Slab	Concrete Infill with Pebbles	Open Landscaped Centre		
Dimensions of front kerb (Maximum height 350mm from ground level at foot of monument):				
Overall headstone height from top of footing at ground level to apex of headstone (Note maximum permitted overall height from ground level at head of grave is 1.5m) Special permission may be granted for additional minor decorative elements of 30cm high x 40cm wide. Council may also request an Engineers Certification that the proposed design/construction of any monument meets the requirements of AS 4204-2019.				
Width and thickness of Headstone - refer to Table 1 - p.8 of AS 4204-2019 "Minimum stone thickness" For monuments crossing multiple graves provide total width of headstone.				
Length, diameter and material of dowels and dowel holes e.g. threaded marine grade stainless steel, fibreglass (refer to Table 3 - p.15 of AS 4204-2019 "Size of dowels and dowel holes".				
Width and length of internal opening for future burials				
Estimated overall weight of monument: (less than 2 tonnes, 2-3 tonnes, 3-4 tonnes).				
Estimated depth of piers from ground level"Concrete strength? (minimum 20 MPa)				

Part 5: Special conditions for Monumental Masons

<ol style="list-style-type: none"> 1. Contractors must report to the Cemetery site office and sign the visitors book upon arrival and departure 2. n inspection of the monument may be requested during construction and measurement of piers may be requested. Additional inspections of the monument may be requested during construction at any time. 3. Dimensions of burial sites at Mona Vale Cemetery are 2440mm x 1065mm. 4. Burial sites at Manly Cemetery are variable - average 2286mm x 1065mm - we strongly recommend prior measurement before ordering stone. 5. Only headstone and other structures that are sympathetic to the style, age and heritage significance of the cemetery will be approved. If plaques are to be mounted on a base, it must be of similar size to the existing headstone plaque and not be elevated more than 150mm above ground level. Additional inscriptions on an existing plaque or headstone should be similar to the style and design of the original. 6. Plaques commemorating persons not interred in the grave should be located on the front kerb of the grave and must not be larger than 250mm x 150mm. 7. Plaques on War Grave monuments cannot be mounted on the kerb (as per above) - they must be mounted on a separate plinth and placed in the centre infill section of the monument. 8. Any damage to existing structures or surrounding grounds resulting from the works must be repaired (like with like) at cost of Monumental Mason and all details provided to Council. Work that is likely to damage tree roots or other adjacent landscaping features will not be approved. 9. Graves with work in progress must be clearly marked and barricaded while concrete is curing etc. Work in progress must be barricaded and signposted to protect Cemetery staff and visitors. 10. Excess concrete must not be placed in adjoining graves - all rubbish and excess materials must be removed from site. 11. Graves must be numbered individually on centre front of the kerbing or headstone base. A name plate or inscription of your company name may be attached to the front right hand side of the memorial. 12. Work must conform to the current Australian Standard for Cemetery Headstones and monuments (AS 4204-2019) and other applicable Standards, as appropriate. 13. Work must be carried out in compliance with all requirements of the current Work Health and Safety Act and the current Work Health and Safety Regulation. 14. All work undertaken by Masons must be completed to the satisfaction of Northern Beaches Council. 15. A photo of the completed memorial is to be forwarded to Cemetery Administration.

I agree to comply with the above conditions and confirm the information contained within this application is correct.			
Name of Monumental Mason			
Signature of Monumental Mason		Date	

Part 6: Iconic Graves of Manly Cemetery

Name	Years	Plot Number	Comments
Bryant, Charles David Jones	1883-1937	ZA25	
Bryant, Milicent Maude	1878-1927	H389	
Blacket, Edwin	1849-1908		
Browne, William Charles	1841-1916		
Ellery, Peter		S211	No headstone
Du Faur, Emmeline Freda	1882-1935	H654	No headstone
Dugdale, Henry	Died 1924	H191	
Gosper, Emily Maud	Died 1919		
Hayes, Charles Hadley	Died 1924	A46	
Hilder, Alfred			
Merrett, Oswald G.H 'Ossie'	Died 1925	H288	
Miller, Sarah Anne	1809-1884		
Montefiore, Horace	Died 1920	Z037	
Morris, Augustus	c1820-1895	B424	
Pickering, George & Martha	George died in 1867	B562	
Richards, Thomas	1831-1898	B126	
Richards, Thomas James MC 'Rusty'	1887-1935	Z373	
Row, Frank Leonard 'Banger'	1877-1950	B011	
Russell, Frederick B	1810-1883	E321	
Skinner, Benjamin	1826-1893	B513	
Sly, George & Sons	Died 1927	P126	No headstone
Smith, Anne Margaret	1822-1866	B351	
Smith, John Trenchard	Died 1980	B406	
Stoneman, Peter	1816-1883	S169	
Trinity Bay Aboriginal (No Name)	1874-1891	B281	
Woods, John	Died 1904		

Office use only					
Stone Orchard Updated		Cemetery Invoice Raised		Account Paid	
Receipt No		Issued By		Date	
Approvals Letter Sent		Photo of Monument taken & uploaded		Forms Scanned	