



APPLICATION FOR THE PLANTING OF A MEMORIAL TREE(S)

(BLOCK CAPITALS PLEASE)

Name:

Address:

.....

Email: Telephone number:

PREFERRED LOCATION FOR THE TREE (PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE):

1stChoice:

.....
.....
.....

2nd Choice (if applicable):

.....
.....
.....

The Open Spaces Team will contact you if there are any queries regarding the proposed location.

GUIDELINES:

1. The tree species and location will be agreed between the Council and the applicant. The Council's decision being final.

NOTES:

1. Please return one signed and dated copy of this form to: **Cleansing & Open Spaces, Charnwood Borough Council, Southfields Road, Loughborough LE12 2TN** or environmental.services.admin@charnwood.gov.uk
2. Subject to the agreement of the tree's location, an invoice for **£500.00** for a 16-18cm tree will be sent to you. Prices include VAT at 20%. Other tree sizes may be available, and these will be priced accordingly.

(Please **do not** send payment. An invoice will be sent on receipt of the application form).

I/We have read the Council's Memorial Guidance and Conditions set out on the back of this form, subject to which the Council is prepared to provide and plant a Commemorative Tree and agree to be bound by them.

Signed: Date:

Conditions

1. Memorial plaques will not be permitted on or near trees. No additional mementoes, e.g. flowers, statues, vases, etc. will be permitted on or around the plant or tree.
2. Trees will be chosen to fit into the planting scheme of the chosen open space. A choice of trees and plants and their cost will be provided to the applicant.
3. The total cost of a tree will be dependent of the species of that chosen by the applicant. The Council charges will be in accordance with the current charging policy.
4. Throughout its existence, the tree will remain in the ownership of the Council.
5. The Council will maintain the tree in line with its current maintenance programme and reasonable effort will be taken by the Council to maintain the tree in good condition.
6. Although not liable for replacement, any tree or plant which dies, is damaged or is stolen, by whatever reason or means, the Council reserves the right to replace or refit the same entirely at its discretion and at its own expense.
7. The Council reserves the right to relocate or remove completely any tree if it is deemed to be in the Council's best interest. Notification of such action will be made to the applicant at his or her last known address.

(Office Use Only)

Tree No.	Date planted
Tree species	
Sum paid £	Invoice No
Invoice date	