



# Witney Town Council Memorial Tree Application Form

Witney Town Council recognises that trees are an integral part of the local landscape, contribute towards carbon offsetting and assist with the wider issues of climate change. Tree donation requests are welcomed, and the Council will accommodate them where it is possible to do so.

This application form is to be used to apply for a tree to be planted on land owned by Witney Town Council and covers requests for tree donations and memorial trees, the latter being as a gift to Witney and not a personal memorial. Please see Witney Town Council's Memorial Tree Policy for details.

#### **Personal Details**

Name						
Address						
Email Address						
Telephone Number						
Request Details						
Reason for Request  This could be on behalf of a group, to be in memory of someone, fundraising etc.*						
Preferred Location and reason  Please state an area such as Ley's Recreation Ground, West Witney Sports Ground, Burwell QE2 Field, King George's Field, Eton Close, Woodgreen rather than a specific location.						
*Detailing the reason could help officers to find anothor or appropriate.	ier suitable	location's if the	e location is not W	itney Town	Council I	and
Would you accept an alternative location?	Yes			No	)	

Please note: If no and the preferred location is not acceptable the request will be rejected at the discretion of the Council.

### **Declaration**

Signed	Date

By signing this declaration, you are agreeing that you have read and understood the Town Council's Memorial Tree Policy and agree for your details to be held in relation to this application. Witney Town Council is committed to ensuring the security and protection of the personal information that it processes, and to provide a compliant and consistent approach to data protection. The Town Council's Privacy Statement can be found here: <a href="https://www.witney-tc.gov.uk/privacy-policy">www.witney-tc.gov.uk/privacy-policy</a>

# **Application Process**

Following receipt of a completed application form, your request will be a reviewed by a Witney Town Council Officer and acknowledged within 28 days. A decision and subsequent planting may take longer but we will acknowledge receipt of your application and advise on appropriate timescales.

Autumn is the optimum time to plant a tree and Witney Town Council aims to plant the majority of its trees during this period. If an application is received too late it may be deferred to the following year's tree planting programme.

## Charges

If your application is successful, the Town Council will advise of you of any associated charges for the tree donation; this could include the cost of the tree, planting, staking, irrigation and a tree guard, and provisional care. Costs cannot be provided beforehand as the request is dependent on the tree species suitable for each location.

On conclusion of a successful application, the tree donation will be entered into the Town Council's Tree Donation Register, with details including name, location, tree species and date of planting.

## Please return this form to:

Facilities Witney Town Council 51B Market Square Witney OX28 6AG

Email: facilities@witney-tc.gov.uk

Office Use Only:		
Tree Number:	Location:	
Tree Species:	Planting Date:	
Cost:	Paid:	