

Declaration

Signed	Date
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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: www.witney-tc.gov.uk/privacy-policy

Application Process

Following receipt of a completed application form, your request will be 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 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: