**Memorial Planting Policy**

1. Introduction

Lowestoft Town Council recognises the wish for Memorial Trees and will consider a memorial on land owned by the Town Council. The Town Council will consider requests for Memorial Trees on an individual basis and retains the right to refuse or limit the number of Memorial Trees.

2. Objectives

This policy has been produced with the following guiding principles:

• To be respectful and sympathetic to those seeking to plant a tree.

• To establish responsibility for the maintenance, repair and replacement of memorials.

• To ensure that memorial trees are not out of place in the area in which they are situated.

The content of this policy may be revised as necessary at the discretion of Lowestoft Town Council.

3. General

• All applications for memorial trees should be made using the Memorial Tree Application form.

• All trees must be paid for by the applicant prior to purchase and installation by the Town Council.

• Lowestoft Town Council will inform the applicant of the price on receipt of an application form.

• Only a tree purchased specifically can be used for Memorial Trees. Existing trees may not be used.

• Lowestoft Town Council accepts no responsibility if a tree is damaged, vandalised or stolen.

• Lowestoft Town Council reserves the right to remove trees at any time.

• Lowestoft Town Council will only permit memorials to individuals. Applications for deceased pets will not be considered.

• Memorials will be limited to trees and a wooden plaque as specified below. No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the planted tree.

• Trees will be chosen by Lowestoft Town Council in discussion with the applicant to fit the planting scheme of the particular park or area. The applicant will be notified of the tree species to be planted. • There will be a charge for the tree, stake, guard and planting labour.

• Memorial Plaques are permitted at the base of the tree. All wording must be approved by Lowestoft Town Council.

• Lowestoft Town Council will have the right to refuse a tree request if the area is deemed full or unsuitable for further planting or the tree request is not within their permitted list. Lowestoft Town Council will hold ownership details on file for the sole purpose of the tree management only and will

only contact the owners if there are any issues relating to the trees. If there is no response from the registered owner, Lowestoft Town Council will take necessary action to ensure safety and resolve the issue. Please ensure you keep your details up to date and inform Lowestoft Town Council of any change of address or contact details.

4. **2022/23 fees from 1st April 2022:**

Tree: (A choice is available on request)

12/14 (stem diameter at 3’) in a 45 litre bag including Stake and Tie £130.00 + VAT

Planting £ 75.00 + VAT

Treegator water bag £ 30.00 + VAT

Watering (two years\*) £200.00 + VAT

\*If the tree fails to survive in its first year, the second year watering cost will be refunded to the applicant.

**Memorial Planting Application Form**

|  |
| --- |
| **Full Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of the person the tree to be in memory of:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Relationship to the person the tree is in memory of** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Your Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Proposed Location for planting: (please be as specific as possible** - **this can either be a postcode, Lat/Long co-ordinate, GPS co-ordinate, Google Maps Plus Code or What3Words code)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**The plaque measures 150mm x 225mm**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Insert proposed wording below:** | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Once your application is approved, you will be invoiced for payment. The tree will not be purchased until full payment has been received.**

I declare that to the best of my knowledge and belief the information I have given is correct. I understand that Lowestoft Town Council accepts no responsibility if a tree or plaque (if appropriate) is damaged, vandalised or stolen.

I understand that Lowestoft Town Council reserves the right to remove trees at any time.

I authorise the Council to make any necessary enquiries to verify the information on this form.

I understand that additional conditions may be attached to support this application.

Payment will be made to Lowestoft Town Council upon receipt of the invoice and I agree that the tree and plaque will not be purchased until this is received.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By submitting this application form you acknowledge and agree with all the points set above.**

**Please contact Lowestoft Town Council on 0330 053 6019 or email admin@lowestofttowncouncil.gov.uk if you have any queries or concerns.**