



## **Memorial Tree Policy and Application Form**

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Date of Approval:	
Date of Review:	

## 1. Introduction

Croxley Green Parish Council (CGPC) recognises the wish, and demand, for Memorial Trees and will consider a memorial in Caius woodland in Croxley Green which is owned and managed by CGPC. CGPC will consider requests for Memorial Trees on an individual basis and retains the right to refuse or limit the number of Memorial Trees.

Applicants will be required to cover the costs of the Parish Council for any trees and plaques ordered, as well as any installation costs, via a donation.

## 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 ensure the safe recreational use and biodiversity of the woodland is not compromised and to ensure the quality of their appearance is maintained.
- The content of this policy may be revised as necessary at the discretion of CGPC.

## 3. General

- All applications for memorial trees should be made using the Memorial Tree Application form.
- The total cost for purchase and installation of the tree and plaque must be covered by the applicant prior to the ordering of the tree by the Parish Council. The tree and plaque will be owned solely by the Parish Council.
- Only a tree purchased specifically can be used for Memorial Trees. Existing trees may not be used.
- CGPC accepts no responsibility if a tree is damaged, vandalised, or stolen.
- The Council requires applicants to carry out regular watering of the tree until established, without endangering the safety of the public and themselves.
- The Parish Council will monitor the health of the tree after planting, and reserves the right to fell, or remove any diseased or damaged limbs as necessary for the health of the tree and/or public safety. Inspections by the Parish Council and its specialist advisers will determine if the tree is safe and the Parish Council or its officers shall be the final arbiters of any decision in this regard.

- CGPC will only permit memorials to individuals. Applications for deceased pets will not be considered.
- Memorials will be limited to trees and a plaque supplied by CGPC. No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the tree. These will be removed without reference to the original applicant.

#### **4. Eligibility**

The person the tree is in memory of was formerly:

- On the Electoral Register of Croxley Green.
- A 'close relative' (namely spouse, civil partner, parent, child or sibling) of a current or former inhabitant of Croxley Green.

#### **5. Tree Species**

Trees will be chosen by CGPC in discussion with the applicant to fit the planting scheme of the area. The applicant will be notified of the tree species to be planted. Trees will be

#### **6. Memorial Plaques**

Memorial plaques are permitted at the base of the tree. These must be wooden and no bigger than 100 mm x 150 mm in size. It can be mounted on a post or direct onto the ground. CGPC will order the plaque on behalf of the applicant to keep all plaques uniform. The applicant will be permitted to suggest the wording on the plaque. All wording must be approved by Croxley Green Parish Council. CGPC will not accept responsibility or liability in respect of any damage to or loss of a memorial plaque whatever the circumstances.

#### **7. Notes**

CGPC will have the right to refuse a tree request if the area is deemed full, the tree requested is not within their permitted list or the request comes for someone who has not lived or has no connections with Croxley Green (see item 4 above for eligibility).

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## Appendix A – Application to purchase a Memorial Tree

Please fill in all sections.

**Important:** When completed please return this application to [info@croxleygreen-pc.gov.uk](mailto:info@croxleygreen-pc.gov.uk) or send to:

The Parish Clerk, Croxley Green Parish Council, Community Way, Croxley Green, WD3 3SU.

This form, fully completed, must be received by Croxley Green Parish Council and full donation made before a Memorial Tree is purchased.

Name of person the tree to be in memory of

Eligibility for a Memorial Tree (See item 4 above)

Full Name of applicant

Address

Postcode

Contact Telephone Number

Email address

Relationship to the person the tree is in memory of

**Proposed wording for wooden plaque (maximum size 100x150mm)**

**Is a post required to mount the plaque onto? Yes / No**

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## Declaration

I declare that

- To the best of my knowledge and belief the information I have given is correct.
- I understand that CGPC accepts no responsibility if a tree is damaged, vandalised or stolen.
- I understand that CGPC reserves the right to remove trees at any time.
- I understand that this entitles me to have a plaque by the tree for 25 years (this can be extended when the 25 years expires).
- 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 Croxley Green Parish Council upon receipt of the invoice and I agree that the tree and plaque will not be purchased until this is received.

**Please submit the completed consent form with your application.**

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

Print Name: \_\_\_\_\_

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

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## Approval for plaque by Croxley Green Parish Council

Approval granted by \_\_\_\_\_ (Print name)

Signed \_\_\_\_\_

Date \_\_\_\_\_