

# COMMEMORATIVE TREE

Commemorative or dedicated trees can be placed in many of the South Hams parks and open spaces.

The Council is issuing a more detailed schedule of potential sites, and acceptable species, which will be available in June 2011.



## Maintenance

Memorial trees will normally be supplied as standard (2 – 3 metres height) and be planted in a weed free, mulched bed. They will be staked and guarded if necessary. They will be maintained for a three-year period. A plaque will be placed at base of the tree, usual size 200mm x 80mm with a maximum of 20 words.

## Vandalism and Damage

South Hams District Council cannot take responsibility for malicious damage to the tree or plaque. Trees which are significantly damaged may need to be removed. We will inform you of this and look to offer a replacement but this will be at the standard service cost applicable at the time.

## Charges

You can purchase a commemorative tree from the council for a charge of **£250** which includes:-

- Supply of tree
- Brass plaque, mounted on a wooden background and inscription (up to a maximum of 20 words)
- Preparation planting and guards/stakes (if required)

## Waiting Time

When agreed, trees will be planted the following November to March period.

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## Conditions of Dedications

1. Memorial trees will be maintained from planting until established which will normally be up to three years. Trees will be supplied in a minimum of a 45 litre container at an approximate height of 2 - 3 metres or equivalent.
2. Whilst the Council will try and accommodate the preference for the tree type and location, based on its guidance list of species and sites, it reserves the right to refuse an application if unsuitable. The charge for each tree including planting costs, stakes, compost, ties and brass plaque fitted to a wooden plinth will be £250 (inclusive of VAT).
3. The Council will not be held responsible for the replacement of damaged, missing or vandalised trees and plaques.
4. Trees will only be planted during the period November to March, however applications will be processed throughout the year.
5. The Council has no commitment to accept any application for a donated memorial tree.

## Planting

Applications for memorial trees will be processed all year round. Some applicants may want to be present when the tree is planted, this can be arranged at no extra cost during normal working hours. Prior notification will be necessary.

# APPLICATION FOR A COMMEMORATIVE TREE

**Type of tree preferred**.....  
(further discussion with an officer regarding your preferred location and species may be required). The charge for the tree includes delivery, planting and a brass plaque affixed to a wooden plinth and inscription of up to 20 words of your choice.

NAME .....

ADDRESS .....

.....Post Code.....

Tel no. .... Mobile no.....

E-mail.....

**Preferred Location** (Exact site and location subject to agreement with South Hams District Council)

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**Plaque inscription** (PRINT clearly and use BLOCK CAPITALS – max 20 words)

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Signing the application form will indicate agreement to the **Conditions of Dedications**.

**Signed**.....

**Print Name**.....

**Date**.....

Please return/e-mail the completed application form to:-  
Administration Office, Natural Environment and Recreation Team  
South Hams District Council, Follaton House, Plymouth Road  
Totnes TQ9 5NE  
Tel No. 01803 861234  
Fax No. 01803 861478  
E-mail – [catherine.freston@southhams.gov.uk](mailto:catherine.freston@southhams.gov.uk)

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## Data Protection

Your information will be used for consultation purposes regarding your application and will be held securely by South Hams District Council. The Council may share the information with other officers within the council to ensure this service is delivered but only where this is essential to provide the service or if required by law.