**LONDON COLNEY PARISH COUNCIL**

**APPLICATION FOR A MEMORIAL TREE OR BENCH**

Thank you for your interest in erecting a memorial in London Colney. Please complete the application form and return by email to [info@londoncolney-pc.gov.uk](mailto:info@londoncolney-pc.gov.uk) or by post to:

London Colney Parish Council

Caledon Community Centre

Caledon Road

London Colney

Herts AL2 1PU

|  |  |
| --- | --- |
| Name of Applicant |  |
| Address |  |
| Phone (home) |  |
| Phone (mobile) |  |
| Email address |  |
| **What Memorial would you like to erect? (please tick preferred option)** | BENCH 🞏  TREE 🞏 |
| **TREE OPTIONS** | |
| Please state which species of tree you would prefer. Please leave this section empty if you don’t have a preference. NB Only native British species will be planted. |  |
| Where would you like the tree?  Please give the site name and describe or sketch your preferred location. If you only give a site name, the Council will decide on a suitable location |  |
| Would you like to present at the planting? |  |
| ***The tree planting season runs from November – March***. | |

|  |  |
| --- | --- |
| **MEMORIAL PLAQUE** | |
| Please print the wording **CLEARLY IN BLOCK CAPITALS** in the box. Carefully check the spelling as this will avoid your memorial being delayed. | |
| Inscription Wording |  |

**Design of Memorial Bench**



**What next?**

The Council will acknowledge receipt of your application and it will be discussed at the next Environment & Neighbourhood Committee meeting. **The Council’s decision is final.**

You will be invoiced for the full amount at the time of planting/installing bench.

**PLEASE SIGN AND DATE BELOW TO CONFIRM YOU UNDERSTAND THE FOLLOWING:**

* I have completed the form and the information I have provided is correct.
* I understand the Council will not be liable for any mistakes I have made in providing this information.
* I agree to abide by the Memorial Policy that accompanies this application.
* The Council will make every effort to maintain your tree but as it will be installed on a public site it cannot be held liable for any damage or vandalism.
* The Council will guarantee the tree against defect (drought, poor quality stock and poor-quality maintenance) until established, which usually takes 1-2 years.

|  |  |
| --- | --- |
| Name |  |
| Date |  |

If sending electronically please enter your name, we will deem this to be confirmation of you accepting the above.