

## Dedication Garden Tree Request

### About this Request

Newbiggin by the Sea Town Council, in conjunction with Northumberland County Council, has established an area of open land opposite Memorial Park for the dedication of trees by residents or compatriots of Newbiggin by the Sea in memory of their deceased loved ones.

Trees will be planted twice a year during winter to maximise the likelihood of the trees' survival. Certain terms and conditions apply to any request; please carefully read them at the back of this leaflet.

### The Process

1. Complete the **request form**, along with a cheque to cover total costs, and post it to:  
Newbiggin by the Sea Town Council,  
Town Clerk,  
Town Council Offices,  
Community Arts Centre,  
Woodhorn Lane,  
Newbiggin by the Sea,  
Northumberland NE64 6PY.
2. The Town Clerk will acknowledge receipt of your request and inform you of the next planting and dedication service.
3. You will be invited to the dedication service where you will be able to plant your tree.

## Terms and Conditions

1. All trees and artefacts remain the property of Newbiggin Town Council.
2. No human or animal remains may be buried in or around the area. Ashes may be scattered in or around the area. The area designated is not a burial or internment site.
3. Trees and artefacts can only be included in the Dedication Garden with written permission of Newbiggin Town Council.
4. The cost of the trees, plaques, tree supports and maintenance must be paid in full and in advance of the trees being dedicated into the Garden. All money received through this scheme will be used to finance the purchase of trees, guards and maintenance works. Remaining money will be transferred to the Friends of the Dedication Garden for future investment in the area.
5. Trees can only be planted at specific times of year as directed by Newbiggin Town Council. This is to ensure that trees are planted in their dormant stage to provide the tree with the greatest chance of survival. Trees will be planted as part of a multi-faith dedication service arranged by the Newbiggin Town Council.
6. Only trees that are approved by Newbiggin Town Council may be planted in the Dedication Garden. This is to ensure that hardy trees that are suited to the environment and surroundings are planted and are likely to survive.
7. The Dedication Garden will be maintained jointly by the Friends of the Dedication Garden, Newbiggin Town Council and Northumberland County Council.
8. You will automatically become part of the Friends of the Dedication Garden, but can opt out of the group at any time. You are strongly encouraged to take an active role in the Friends group, to maintain and develop the Dedication Garden.
9. Terms and Conditions may be changed by Newbiggin Town Council at any time and without any prior notice.

## Friends of the Dedication Garden

The Friends of the Dedication Garden is a group of individuals involved in maintaining and improving the Dedication Garden. The Friends group aims to:

- Work with Newbiggin Town Council and Northumberland County Council as partners to develop and maintain the Dedication Garden.
- Represent the wishes of the relatives and friends of those dedicated in the Garden.
- Access funding and voluntary sector support services to further their aims.

The Friends is a constituted membership organisation that anyone can join, and to which those making a request for a memorial tree are automatically joined. Membership is free, but a donation of £2 is suggested from those who have not planted a tree or who did so more than three years ago. Monies raised will be used by the Friends to further enhance the Garden.

## Dedication Garden Tree Request Form

Please complete the following details to request a memorial tree for the Dedication Garden.

### About You

Your Name: \_\_\_\_\_

Your Address (inc Post Code): \_\_\_\_\_

\_\_\_\_\_

Your telephone number(s): \_\_\_\_\_

Your email address: \_\_\_\_\_

The person(s) to whom the tree(s) will be dedicated: \_\_\_\_\_

\_\_\_\_\_

### Choose a Tree

Please select the tree(s) that you wish to plant:

Tree Variety	Price per Tree	Number of Trees	Total Cost
 <b>Swedish Whitebeam (<i>Sorbus intermedia</i>)</b> Deciduous, grey bark, dome shaped crown, stout horizontal branches, green upper leaves with white hairs underneath.	£100		
 <b>Rowan (<i>Sorbus aucuparia</i>)</b> Deciduous, smooth silvery grey bark turning scaly grey-brown, hairy leaves with white flowers and red berries.	£100		
 <b>Silver birch (<i>Betula pendula</i>)</b> Deciduous, slender trunk, arched branches, white bark, catkins producing winged seeds.	£100		
 <b>Holly (<i>Ilex aquifolium</i>)</b> Evergreen, smooth grey bark, sharp spines on leaves, white flowers producing bright red berries in winter.	£100		
 <b>Sycamore Maple (<i>Acer pseudoplatanus</i>)</b> Deciduous, dark green leaves with red stalks.	£100		
 <b>Wild Cherry (<i>Prunus avium</i>)</b> Deciduous, smooth purplish-brown bark, red or orange leaves in autumn, dark purple/red cherries.	£100		

	<b>Small-leaved Lime (<i>Tilia cordata</i>)</b> Deciduous, heart-shaped leaves, rich heavy scent attractive to bees.	£100		
<b>Total Cost</b>				

### Add Guards and Maintenance

Item	Price per unit	Number of Trees	Total Cost
Tree Guards and Stakes: please add one for each tree that you are planting.	£37		
Maintenance for 3 years: please add one for each tree that you are planting.	£30		
<b>Total Cost</b>			

### Include a Plaque

You may also wish to add a memorial plaque to the tree. Please complete the following details if a plaque is required. If more than one plaque is required with different text, please add the details of other plaques on a separate sheet and attach to this request.

Plaque Text Max 80 characters inc spaces over 3 lines	Price per unit	Number of Plaques	Total Cost
Text for Plaque (please check spelling):	£100		
<b>Total Cost</b>			

### Calculate the Total Cost

Please add up the totals from each table to come to a total cost for your request: £ \_\_\_\_\_. Please make cheques payable to 'Newbiggin Town Council' and attach to your completed request.

### Sign the Agreement

By signing below you accept the terms and conditions of the Dedication Garden and agree to abide by them.

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

**Please post your completed request form to Newbiggin Town Council.**

For Newbiggin Town Council use only:

Request number: \_\_\_\_\_ Date received: \_\_\_\_\_ Date dedicated: \_\_\_\_\_

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