

Terms and Conditions

The District Council of Adur and The Borough Council of Worthing (referred to as “Adur & Worthing Councils” or “the council(s)”)

Tree Sponsorship Scheme

1. Street tree sponsorship scheme

This Scheme allows individuals, businesses or groups using crowdfunding, to donate funds to Adur & Worthing Councils for the planting of a street tree at an approved, designated location. The tree remains the exclusive property and responsibility of the councils at all times.

Donation amount and contributions

The required sponsorship donation is £300. The sponsor agrees to water the tree until it is established.

Tree specification and selection

By donating through this Scheme, you are kindly contributing funds to Adur & Worthing Councils for the planting of a tree in a street or other council-owned location. Please note that the planted tree will remain the property of, and the responsibility for its maintenance will lie solely with, Adur & Worthing Councils.

The tree planted will typically be a 5-10 year-old "instant impact" tree, standing at between 3-4 metres high, with tree stakes and an irrigation bag. The final specification is subject to change based on practical considerations.

The council will choose the type of tree to be planted. It has to ensure that the right tree is chosen for the selected location and taking into account factors including: ground conditions, proximity to buildings, highway conditions, and the existing mix of local trees. While the council welcomes suggestions from residents, the final decision rests with the councils to ensure the correct species is chosen for the location.

Location approval and process

1. **Location selection:** Sponsors must confirm their preferred location when completing the online sponsorship request form. Locations are restricted to council-owned streets or housing estates; private roads or land are excluded.
2. **Council survey:** Upon receipt of a sponsorship request, the council will conduct a site survey to confirm if planting is feasible at the requested spot or within a few feet. The survey will assess factors including: pavement width, proximity to services (e.g., gas, electricity, water, broadband), street furniture, sight-lines, and general streetscape (this is not an exhaustive list). We will, where possible, always seek to approve a tree sponsorship request.
3. **Response time:** The council aims to respond to the sponsorship request within sixteen weeks of submission via the Adur & Worthing Councils' website.

4. **Payment:** Payment will be taken at the point of request. A refund will be provided should we not be able to approve the requested location or an alternative location agreed with the sponsor.
5. **Confirmation:** If the location is approved, the councils will confirm via email and inform the sponsor of the approximate planting time.
6. **Rejection and alternative:** If planting is not possible at the suggested location, the councils will notify the sponsor and may suggest an alternative location. If there is no alternative location, or the sponsor does not wish to accept the alternative location, then a refund will be arranged within 10 working days.

Planting schedule

Trees are typically planted during the late autumn and winter period. This gives trees the best chance of establishing. Residents cannot attend the planting.

If a tree is sponsored by 1st December then we will endeavour to plant the tree by the following March but this is subject to work schedules. If we are not able to plant the tree until the following planting season we will let you know.

Watering responsibilities

- **Sponsor watering:** By sponsoring a tree you are committing to water the tree weekly with around 35 litres from approximately April to August until the tree is established (this is usually for the first three years but may take longer in very dry weather). The watering schedule may need to be increased during particularly hot and dry periods. If the tree you sponsor is not near where you live, you will need to make sure you can still water the tree or arrange for someone else to do so on your behalf.
- **Safety:** For safety, sponsors must not stand in the roadway or carry amounts of water that pose a risk of injury or conduct any other activity that puts themselves or other members of the public or council staff at any risk of injury.
- **Reminders:** The council may contact the sponsor regarding general tree maintenance.

Tree failure and replacement

Trees can fail due to various reasons, including vandalism, vehicle damage, disease, or lack of watering.

- The council will endeavour to replace the tree once within the first three years after planting, if damaged due to vandalism and subject to the council's financial position.
- To report any issues concerning the tree, please contact neighbourhood@adur-worthing.gov.uk

Dedication, identification, and removal

- **Plaques and ashes:** Sponsors are prohibited from displaying dedication plaques or sprinkling ashes around the base of sponsored street trees.

- **Identification:** The council reserves the right to affix a label to the tree indicating that it has been sponsored and watered by the local community.
- **Removal:** The council reserves the right to move or remove any tree if unforeseen circumstances require it.

Payment, processing, and cancellation

Card payment details are required as part of the sponsorship request and are securely held by GOV.UK Pay, a payment provider built by central government for public sector organisations, used by Adur & Worthing Councils. Payment is processed at the point of sponsorship request.

The council reserves the right to cancel a sponsorship request and refund the donation if the council determines that the tree will be used in a manner inconsistent with the Scheme's intent. The council is not required to provide an explanation for such cancellation.

2. Park tree sponsorship scheme

This Scheme allows individuals to donate £450 to the council for the planting of a tree in one of the council's parks. The tree remains the exclusive property and responsibility of the council at all times.

Tree specification, selection, and location

- **Tree specification:** The tree planted will typically be a 5-10 year-old "instant impact" tree, standing at between 3-4 metres high, with tree stakes and a weld mesh tree guard.
- **Tree and location selection:** The sponsor requests the park or green space when completing the online sponsorship request form. The council will choose the appropriate tree type and the exact location within the park. While the council welcomes location and species suggestions, the final decision rests with the council and the location will be provided to the sponsor.

Planting, watering, and maintenance

- **Planting:** Planting occurs in the late autumn and winter period. Residents cannot attend the planting.
- **Watering:** The council is responsible for watering the tree, typically from April to August each year for the first three years.
- **Failure and replacement:** The council will endeavour to replace the tree once within the first three years after planting, if damaged due to vandalism and subject to the council's financial position.
- **Dedication and removal:** No dedication plaques or sprinkling of ashes are permitted. The council reserves the right to label the tree to indicate community sponsorship and to move or remove the tree if required, replacing it in a suitable location.

Payment

Card payment details are required as part of the sponsorship request and are securely held by GOV.UK Pay, a payment provider built by central government for public sector organisations, used by Adur & Worthing Councils. Payment is processed at the point of sponsorship request.

3. Communications and data protection

The council will use your contact details exclusively for communications related to your tree sponsorship. Your details will not be used for any other purpose or passed to third parties without your explicit permission. The council complies with all current data protection legislation. A copy of the councils' Data Protection Privacy Notice can be found on our website.