Logo, company name

Description automatically generatedCommunity Groups Tree Donation FormThank you for your interest in planting trees in local greenspace/s that you help to look after.  
  
To help us understand the opportunities available for more tree planting, we would like you to tell us about your group and the nominated site in this initial expression of interest form.  
  
We will then ask for further information about sites which pass initial consideration to develop plans for tree planting. This will likely include a site visit with the group.  
  
To be considered for tree donations in the autumn 2022 – spring 2023 planting season, **please fill out this form by 15.08.2022 and return to:** [**coedcaerdyddproject@cardiff.gov.uk**](mailto:coedcaerdyddproject@cardiff.gov.uk)  
  
You are welcome to speak to us about your ideas prior to submission via the email address above or phone **07970 407227**.

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| **1) Community group information** | |
| **Group name:** |  |
| **Name of lead contact:** |  |
| **Contact email:** |  |
| **Contact phone:** |  |
| **Please provide a brief description of your group’s remit / activities:** |  |

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| **2) Nominated site information** | |
| **Name of site:** |  |
| **Address:** (including postcode – please include “What three words” reference if possible) |  |
| **Who owns the site?** (e.g. Named group, Parks, Community Council, community trust) |  |
| **Do you already have consent to plant trees on this site?** (please provide evidence – e.g. email) |  |
| **Are there any other groups (that you know of) which also use the site?** (e.g. sports clubs, schools, other environmental or community groups) |  |

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| **3) Nominated site map and proposed tree planting** |
| **Please insert a map of the nominated site, noting any habitats or nature features, and indicate proposed tree planting areas:**  (this can be done by using Snip and Sketch or similar application – please see instructions below) |
|  |
| **Snip and Sketch instructions:**   * Download the Snip and Sketch application * Find your nominated site on Google Maps (use satellite view) * Open Snip and Sketch application or press and hold “windows, shift and S” keys * Click “New” and click and drag over the area you want to copy from Google Maps * You can then use the tools to edit the image, including circling areas to note habitats or where you would like trees to be planted |

**What happens next?**  
  
Thank you for completing this initial expression of interest site form.   
  
**To be considered for the autumn 2022 – spring 2023 season, please return this form by 15.08.2022 to** [**coedcaerdyddproject@cardiff.gov.uk**](mailto:coedcaerdyddproject@cardiff.gov.uk)  
  
We will complete an initial desktop exercise to determine whether the site may be suitable for tree planting. If nominated sites pass the initial criteria, we will check site ecological value, services (e.g. water, telecommunications), and permissions.  
  
We may determine the site is not suitable for tree planting due to several factors; including size, conflict with other site uses, and conflict with other existing habitats already important for biodiversity. If we determine the site is unsuitable, there will be other opportunities to join us in tree planting in sites across Cardiff.  
  
If these checks are passed, we will then work with your group to determine planting designs and reserve your trees.   
  
We will then confirm with you a suitable tree collection or delivery and planting date within the tree planting season (autumn 2022 - spring 2023).   
  
If you have any queries, please contact: [**coedcaerdyddproject@cardiff.gov.uk**](mailto:coedcaerdyddproject@cardiff.gov.uk) or **07970 407227**