



APPLICATION FOR TREE PLANTING

In terms of the City of Cape Town's [Urban Forest Policy \(UFP\)](#), residents may apply for tree planting.

The following guidelines and application form apply:

APPLICATION FOR TREE PLANTING

I request permission for a tree(s) to be planted/provided.

Should there be insufficient space on the sidewalk, I request permission for a tree(s) to be planted inside my property.

I further agree to maintain the tree(s) to the best of my ability as prescribed by the Recreation and Parks Department.

Should the tree(s) planted inside my property result in any damage to my property, I will not hold the City liable for any claims or any legal activities that might arise from the damage.

All trees planted on sidewalks remain the property of the City, and pruning or removal thereof requires authorisation from the Recreation and Parks Department. The appropriate tree species will be determined in conjunction with the Area Head.

GUIDELINES FOR TREE PLANTING

Tree position

1. Trees may not be planted closer than 1,5 metres from the curb.
2. Trees should be placed 5 to 10 metres apart on road reserves, depending on species and space available.
3. No trees may be planted closer than 10 metres from a street intersection.
4. No trees may be planted closer than 2 metres from any of the following structures: fire hydrants; any electrical, telecommunications or network boxes; drainage catchpits; stay wires; etc.
5. No trees may be planted within 1 metre from any wall (depending on species).
6. No trees may be planted within 5 metres of a streetlight or power pole.
7. Trees should not be planted within 3 metres from a driveway.
8. Trees should not be planted within 5 metres from any road sign.
9. Trees should not be planted where they may interfere with any overhead or underground services.

Hole preparation and planting guideline

1. Dig a square hole of 1 metre x 1 metre and approximately 0,5 metres deep. Dig a hole at least twice the volume of the plant bag.
2. Mix the soil that was dug out with the following:
 - a. $\frac{1}{3}$ of the total soil volume of good compost;
 - b. 1 kg of super phosphate fertiliser/bone meal; and
 - c. $\frac{1}{2}$ kg of 2:3:2 or 3:1:5 fertiliser
3. Mix this soil mixture thoroughly.
4. Put this soil mixture back in the tree hole; leaving enough space for the root ball of the new tree.
5. Remove the tree from its plastic bag or container. Care must be taken not to damage the roots.
6. Plant the tree carefully. The soil level around the tree should remain the same as in the nursery container.
7. Firm the soil, make a neat dam basin (1 metre wide and 100 millimetres deep) around the tree to hold at least 50 litres of water then water it immediately.
8. Use wooden stakes where required and tie the tree to the stakes with proper tree ties/rubber chain type/old rubber hose or similar soft material so that the stakes do not damage the tree.
9. Mulch your tree to depth of 100 mm using organic matter e.g. chips or bark.
10. By watering your sidewalk trees regularly (50 liters/week according to the guidelines, depending on soil and climate) you will soon enjoy the pleasure of these trees.

Name and surname:

Contact number:

Email address:

Street address (with exact location where you want the tree planted):

I have read the application procedure and fully understand the contents thereof.

SIGNATURE

DATE

(FOR OFFICE USE)

Type/species of tree(s) to be planted/supplied:

Date planted/supplied:

Number of trees:

Stakes provided? (Y/N)

Yes No

Watering and maintenance agreement signed?

Yes No

Information captured by:

Date:

Please submit requests to: arborist@capetown.gov.za