



'ADOPT A TREE' APPLICATION FORM

Please submit requests to: Arborist@capetown.gov.za or your local Head: Horticulture

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:

SECTION 1: APPLICATION CATEGORY

Please indicate the applicable category:

- A: Residential / Individual Street Tree
- B: Community Partnership (CID/ Friends Groups etc)
- C: Councillor Request (Annual Arbor Month Ward Greening Allocation)
- D: Other (please specify): _____

SECTION 2: APPLICANT DETAILS

Applicant Name / Organisation: _____

Contact Person: _____

Contact Number: _____

Email Address: _____

FOR COUNCILLOR APPLICATIONS:

Councillor name: _____

Ward Number: _____

Sub-Council: _____

SECTION 3: PLANTING LOCATION

Exact Address / Site Name: _____

Description of Location: _____

Land Type:

- Park
- Road Verge
- Sidewalk
- Other City Land (please specify): _____

SECTION 4: TREE REQUEST DETAILS

Number of Trees Requested: _____

Preferred Species (if known): (Provide a prioritised list of maximum 3 species)

1. _____
2. _____
3. _____

Proposed Planting Date: _____

IMPORTANT GUIDELINES

Seasonal Planting Window

Tree planting is generally limited to the winter rainfall season (May – September) to ensure successful establishment. Supply outside this period may be postponed.

Tree Size and Quantity Limits

Residential Sidewalk Trees

- Maximum of 1 tree per property
- Maximum of 2 trees for corner properties
- Standard container size supplied: 20 litre trees (approximately 1.5 m tall)

Community / Organisational Planting

- Maximum of 2 large bag size trees (see below) per application
- Additional smaller trees may be requested, subject to site suitability and nursery availability

Large Bag Sizes 100 litre – 500 litres

- Tree approximately 2m to 4m tall
- Subject to nursery availability and operational capacity

Councillor Applications

- Maximum of 10 trees (20 litre containers - approximately 1.5 m tall) may be supplied.

SECTION 5: COLLECTION OR DELIVERY

Collection location: Newlands Nursery (Newlands Forest Road)

Will applicant collect from Nursery?

- Yes: Vehicle capacity _____
- No

SECTION 6: PLANTING ARRANGEMENTS

- Applicant will plant
- City to plant (subject to resources)

Notes on tree size handling capacity

- 20 litres – easily handled by one person
- 50 litres – requires two people
- 100 litres – require approximately four people
- 250 litres – require mechanical handling

Large trees may only be allocated where suitable planting capacity exists.

SECTION 7: MAINTENANCE COMMITMENT

Person Responsible for Maintenance: _____

Contact Details: _____

I/We commit to:

- Watering and maintaining the tree(s) for a minimum of three (3) years
- Following the City's prescribed tree planting and establishment guidelines
- Obtaining written approval before pruning or removal
- Acknowledging that trees planted on City land remain City property

WATERING GUIDELINES

Due to the windy and dry summer season in the Western Cape, irrigation is a crucial factor for successful tree establishment.

Recommended watering schedule:

Year 1 – 80 litres per week

Year 2 – 80 litres every second week

Year 3 – 80 litres every third week

Year 4+ – water as required depending on site and species

Watering requirements may vary depending on soil and climate conditions.

Final irrigation recommendations may be provided by the Area Head.

DECLARATION

I understand the above requirements and agree to comply with the conditions of this agreement to the best of my ability.

Signature: _____

Date: _____

SECTION 7: OFFICE USE ONLY

Application Category: A / B / C / D

Inspection Date: _____

Approved:

Yes

No

Species Approved: _____

Number Approved: _____

Tree Size Approved: _____

Planting Method:

Collection

City Planting

Captured in Tree Register:

Yes

Official Name: _____

Signature: _____

Date: _____