

COMMUNITY GARDEN APPLICATION FORM

Proposed Community garden location

Address

Group name

Group size

Is your group incorporated? Yes No

If your group is not incorporated provide evidence of support from an auspiced organisation.

Name of auspiced organisation

Does your group have publicity liability insurance? Yes No

If yes please provide a copy of the group's certificate of insurance.

CONTACT DETAILS

This person will receive general correspondence relating to this application.

Title First name Last name

Position

Street address

Postal address

Email

Home phone Mobile

Signature Date

CHECKLIST FOR THE SITE PLAN AND PLAN OF MANAGEMENT

DETAILS TO INCLUDE IN THE GARDEN DESIGN AND SITE PLAN

- Layout of garden beds (including number, size and details of type of construction materials)
- Location, size, basic design and construction materials of sheds for tool storage, shade structures and hot houses
- Location of current and proposed water connections, irrigation lines and water tanks and management of disposal of stormwater/runoff
- Location, basic design and materials of fencing and gates
- Location of pathways (are they wide enough for a lawn mower and wheelbarrow?)
- Location of fruit trees
- Location, type and size of signage
- Location of composting bays, vegetative waste, manure, mulch and building materials storage
- Car parking (either on site or within reasonable walking distance)
- Provision for access and equity (eg accessible beds and paths, will the garden be open to the public or have open days?)
- Location of existing trees and any natural or cultural heritage values
- Site topography, slope and solar access
- Location of nearest water connection and proposed new connections
- Location and/or distance from nearest public transport and public toilets

DETAILS TO INCLUDE IN THE PLAN OF MANAGEMENT

- Pictures of the site
- Long term vision (eg to learn about growing food, community meeting place, food security etc)
- Aims and objectives

- Outline of the group structure and how it will be managed:
 - o basic administrative and governance processes for members
 - o member roles and responsibilities of those involved
 - decision-making framework and conflict resolution processes
 - requirements for management and maintenance of garden plots (eg will there be a gardeners agreement?)
 - membership and membership fees
 - member induction processes
 - o communication and promotion (eg Facebook, emails, website)
 - o type of garden (communal and/or allotment beds)
- Management systems for the garden:
 - o rosters for watering and composting
 - o management of odours and vermin
 - o management of organic and non-organic waste
 - o management of aesthetics and messiness
 - o management of children and need for Working with Vulnerable People checks if supervised
 - o frequency of working bees
 - o policies on management of soil, water, organic principles, building materials, pets, alcohol, smoking, etc
- Risk management framework
- Evidence of public liability insurance
- Soil testing (eg site history, is there any history of contamination?)
- Budget of the costs for developing and running the garden
- Funding sources identified (membership fees, government grants, and in-kind support such as donations from local businesses)
- Evidence of local and neighbour support for the establishment of the community garden
- Planning scheme zone considered