

Community Garden Application Form



Lodge Applications at Ballina Shire Council • 40 Cherry Street • Ballina (Mon - Fri 8.15am to 4.30pm)

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Starting a Community Garden requires an application form. Use this form to apply for Council consent in starting a community garden on Council-owned or controlled land. This application does not replace a Development Application (DA), if a DA is required.

This application forms the assessment criteria for community garden applications and should be read in conjunction with Council's [Community Gardens Policy](#).

Following your submission of this form, Council staff will contact you.

Applicant Details

Name of your Community Garden team

Primary Contact Person

Phone

Mobile

Email

Postal Address

ABN (if applicable)

Current no. of members

Estimated maximum no. of members

Have you appointed a member of your group to liaise with Council?

Yes No

Has your community garden organisation registered as an incorporated association?

Yes No

Has your community garden organisation purchased public liability insurance?

Yes No

If yes, please attach a copy of your insurance policy to this application form. Insurance must cover \$20 million public liability and personal accident insurance.

Note: Your group will need to incorporate and purchase insurance before a Council licence can be drawn up to authorise community gardening. No works can be carried out before a licence is issued.

Proposed community garden site details

Please attach a basic concept plan of the proposed garden design printed at A3 size showing entry points, pathways and garden areas (this can be hand drawn). Your final landscape plan will need to be submitted for planning consent.

Can the site be seen clearly from the street?

Yes No

Is the site accessible to a range of user groups?

Yes No

Is the site accessible by public transport?

Yes No

Does the site receive the minimum five to six hours of sunlight a day, throughout the day, necessary to grow vegetables?

Yes No

Are there any safety or health concerns?

Yes No

How will you irrigate the community garden?

Proposed community garden site details

What type of community garden do you plan?

- single plots or allotments shared garden areas
 a garden combining both allotments and shared gardening areas

What type of plants do you plan to grow?

- vegetables fruit/nut trees and shrubs
 herbs flowers
 native plants/bush foods
 other

What structures do you plan to build?

- seating fencing
 raised garden beds shelter to protect gardeners from sun and rain
 compost bins worm farm
 BBQ educational signage
 secure storage for tools, records and other items rainwater tanks
 other

What types of in-kind support might you want from Council?

- mulch water
 reuse materials
 other

Who will be able to access the site?

- wheelchair access vehicle access
 open public access

Has the site been assessed for contamination?

- Yes No

It may not always be possible to find a site to meet all of the required criteria as outlined in the Community Gardens Policy.

It must be demonstrated that there is sufficient commitment and capacity within your community garden group to plan, establish and effectively manage the proposed garden.

Listed below are the areas for consideration in such internal documents. You can add brief descriptions of how your group would address the points below and attach this document to your application. This document should be about 8-15 pages in length depending on whether you include diagrams and photographs.

1. Vision

- purpose, aims and objectives

2. Site management

- management of the whole site (eg waste management, pest management, soil, improvement, water management of runoff and drainage, use and harvesting of water and types of sustainable materials brought on site and their storage)
- site safety - how will you manage health and safety in the garden eg safe use of tools and outline training process for new gardeners, how will you document accidents etc
- allocation and management of plots
- management of shared areas.

3. Management structure

- include a list of the management positions and their role (eg president, treasurer, secretary)
- what will be your member's responsibilities to other gardeners and to the community garden (eg behaviour, site safety and orderliness, treatment of visitors)
- how you will make decisions together (eg consensus, majority rule, resolving conflict)
- how you will communicate between the management team and the membership.

4. Policies

- access and equity (eg opening times, will the garden shed be locked at night, when can interested people enquire about joining, disabled access and acceptance of a range of people and children)
- alcohol, smoking and drugs on-site
- dogs on-site

5. Funding the continued operation of the community garden

- membership costs, fundraising, grants.

6. Training

- what will be your process of inducting new gardeners into the garden practices (eg compost production, organic gardening methods such as pest management)
- what initial training will be needed in the start-up stage of the garden.

7. Partnerships and community engagement

- potential partnerships with other organisations (if these already exist, consider attaching letters of support from them to this application)
- how the garden will involve the local community.

8. Work Health & Safety

- risk assessment for the site
- how hazards will be mitigated.

9. Contacts

- for the public, for council, internal, coordinators of teams.

The reason Council asks about all of the above issues is because they are common to most community gardens and not addressing them during the planning phase of starting a community garden can lead to severe disagreement and difficulty at a later time.

Checklist and applicant declaration

Please ensure the checklist has been completed and the following supporting documentation is attached to this application:

- a basic concept plan of the proposed garden design printed at A3 size showing entry points, pathways and garden areas (this can be hand drawn)
- a Plan of Management or internal policy/procedure for the project
- letters of support (optional)
- letter of support from Auspicing Group (only if applicable)
- any other relevant documents (please provide details)

Applicant's Name

Applicant Signature

Date

Next steps

Assessment process including submission of your detailed garden design: your application may require a DA and will be assessed by a review panel of Council.

Consultation process: during the Council exhibition period, local residents and businesses surrounding the proposed site will be notified and any feedback will be considered by Council.

Council approval: if the application is supported by Council, Council will contact your group regarding the result.

Licence agreement: if your Community Garden Application is approved by Council, then a formal licence agreement will be entered into with your group, at this stage your group must become incorporated and have public liability insurance.

Funding: Council encourages successful applicants to apply for grants after they have approval and a signed licence agreement to utilise the site for community garden purposes.

Privacy Protection Notice

The completed Community Gardens Application Form contains personal information which is being collected for the purpose of assessing this application to use public land. The information will be processed by the Civil Services Division of Ballina Shire Council and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.