

# Community Gardens Application Form

## Application Form

This application form, along with a Management Plan, Risk Assessment and Concept Design, is used when applying to establish a new community garden on Council owned and/or Council managed land

**An important step before submitting your application is to discuss your proposal with a Council officer at a consultation meeting.** If you have any questions about this form or to request a consultation meeting, please contact the Community and Recreation Planning Team at **community.team@maitland.nsw.gov.au or phone 02 4934 9700.**

For a community garden to be established on Council owned and/or Council managed land, the applicant must:

- Be an incorporated organisation OR auspiced by an incorporated organisation. Your group can apply to NSW Fair Trading to become an incorporated association. This will give the group some flexibility in the management of funds and enable you to open a bank account, obtain public liability insurance cover, and apply for government grants.
- Have public liability insurance to a minimum of \$20 million cover

GARDEN DETAILS	
Organisation Name	
Proposed number of members	
Proposed name of garden	
Garden location/address	
Has this site been pre-identified by Council as suitable for a community garden? (Yes/No*)	

\*If answering no please ensure a Site Assessment (Appendix A) has been included with the application

KEY CONTACT			
Garden Coordinator/Primary Contact			
First name		Surname	
Postal address			
Phone number		Mobile number	
Email			

Evidence of the support of at least five (5) community members is required to ensure your garden is successful. Please provide details and signatures below.

FIRST COMMUNITY MEMBER			
First name		Surname	
Postal address			
Phone number		Email	
Signature		Date	

SECOND COMMUNITY MEMBER			
First name		Surname	
Postal address			
Phone number		Email	
Signature		Date	

THIRD COMMUNITY MEMBER			
First name		Surname	
Postal address			
Phone number		Email	
Signature		Date	

FOURTH COMMUNITY MEMBER			
First name		Surname	
Postal address			
Phone number		Email	
Signature		Date	

FIFTH COMMUNITY MEMBER			
First name		Surname	
Postal address			
Phone number		Email	
Signature		Date	

# Management Plan

The Community Garden Management Plan template has been developed to:

- Assist garden groups to develop plans for effective management and sustainability of community gardens; and
- Provide information to Council as part of the application for community gardens on Council owned or managed land. A management plan demonstrates to Council and funding bodies that an appropriate level of planning and research has occurred to ensure your project is successful. You can use the prompts provided in this application form to develop your own management plan if desired.

## 1. Vision

What is the purpose of your community garden and what role will it play for members of the public in the local government area? E.g. socialise with your community, learn new skills, grow fresh produce etc

## 2. Management of Site

Please explain how you will manage the following elements of your community garden site and consider who will be responsible.

HOW WILL THIS BE MANAGED?	
Managing waste and contamination	
Garden tools and storage	
Site safety (detailed risk management plan required as separate document)	

Allocation and management of plots	
Pest and weed control	
Water connection (supply and management)	
Maintenance of site	

### 3. Risk Assessment

A Risk Assessment is important when planning your garden. You must attach a Risk Assessment with your application. The Risk Assessment should be accessible to all members and members of the public wishing to engage in the Community Garden space. A template can be found [here](#) and includes areas for consideration. You can use this document to extend or adjust to suit your specific community garden site and plan.

Consideration should be given to the following when developing your plan:

- How will you induct new members or site visitors to the group's health and safety procedures?
- Will group members be required to supply their own personal protective equipment PPE?
- How will you ensure all gardeners are wearing covered shoes when gardening?
- How will hazards such as needles or asbestos be managed?
- How will you document accidents and near misses?

## 4. Management Structure of Garden

Consider the roles required to effectively manage your community garden and list below. Please note the below roles are recommended but may look different from one group to another.

ROLE	FUNCTIONS	WHO (IF KNOWN)
<b>MANAGEMENT TEAM</b>		
President/Coordinator	Responsible for the coordination of the agreed development of the community garden and its effective operation. Primary contact with Council	
Vice President	Provides support to the president and can fill in on duties when the president is not available or requires assistance.	
Secretary	Organising meetings, keeping records and documents. Manages general duties for the garden group meetings.	
Treasurer	Manages community garden funds including banking and payments. Provides a balance sheet of incoming / outgoing funds and assists with grant funding. Any financial reports are developed and produced by the treasurer. These documents may be reported to stated government authority.	
Committee Members	Elected members that attend management team meetings and have voting rights.	
<b>OTHER POSSIBLE ROLES</b>		
General Garden Group Members	General garden group members contribute to the community garden. May pay an annual fee to be a member of the community garden.	
Fundraising and Sponsorship	Seeks funding and applies for grants.	
Events Coordinator	Assists to coordinate working bees and/or workshops / events.	
Compost and Recycling Coordinator	Leads any compost and recycling tasks or projects.	
Other		

## 5. Policies and Guidelines

Details of your policies and guidelines can be communicated in various ways including being displayed at your community garden and outlined in membership applications.

<b>Access and Inclusion</b>  See 'Accessibility' section on page 7 of Community Garden Guidelines for more recommendations.	
<b>Code of conduct</b>  What will be your members responsibilities to other gardeners and to the community?	
<b>Guiding Principles</b>  What guiding principles and behaviours are appropriate towards gardeners, visitors and the community garden site?	
<b>Dispute resolution process</b>  What will be the process for resolving major and minor conflict within the garden group? Under what circumstances and after which processes can we exclude a difficult person from the garden?	
<b>Alcohol and smoking on site</b>  How will you manage gardeners who wish to drink alcohol and / or smoke on site?	
<b>Pets</b>  Will you allow pets the garden? If so, how will your group manage this?  *Please note that if pets are included in your policies and guidelines, they should also be considered in your risk assessment.	

## 6. Financial Plan

Please outline below or attach a financial plan for costs related to establishing your community garden. This will help Council ensure community garden groups are sustainable.

Include the following:

- a. Proposed budget and funding sources for the development/construction of the garden
- b. Costs for planting out the garden
- c. Ongoing maintenance costs including plants, mulch, manure, tool repair etc
- d. Cost of annual insurances

## 7. Partnerships and Community Engagement

Please outline any partnerships and/or collaborations with other organisations or groups and the role they will play in your community garden.	
How will your group involve the local community? (e.g., working bees, workshops, open days or events)	



## 8. Garden Design and Layout

Please attach a basic concept plan or map of the proposed garden design including site orientation, placement of garden beds, composting system, tool shed etc (showing stages if appropriate). Please include the proposed boundary of the garden area and the neighbouring properties.

### What type of community garden are you planning? (select multiple if applicable)

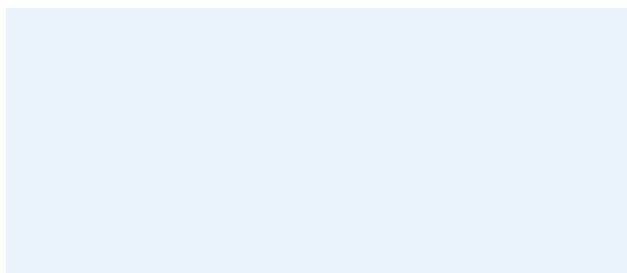
- ☐ Single plots or allotments (each member has a garden bed)
- ☐ Shared garden areas (a small number of members grow crops in planter boxes for their own use and for the community to harvest)
- ☐ Community garden bed (Council recommends at least one garden bed planted with herbs for the community to harvest. This encourages participation of the local community and reduces vandalism.)

### What structures do you plan to incorporate/build?

- ☐ Seating
- ☐ Raised garden beds
- ☐ Compost bins
- ☐ Worm farm
- ☐ Barbeque
- ☐ Shelter
- ☐ Sensory garden
- ☐ Rainwater tanks
- ☐ Other (please specify):

Please note that some structures may require Council approval or require a DA (Development Application).

### What impact will the proposed garden have on the site? (e.g. existing flora and fauna, neighbours)



### What type of plants do you intend to grow?

- ☐ Vegetables
- ☐ Herbs
- ☐ Native plants/bush foods
- ☐ Fruit trees and shrubs
- ☐ Flowers
- ☐ Shelter
- ☐ Other (please specify):

### Can the site be seen from nearby houses or other premises?

- ☐ Yes
- ☐ No

### Is the site accessible to a range of user groups? i.e. Is there an accessible path within the site as well as from the parking area?

- ☐ Yes
- ☐ No

### Is the site accessible by public transport?

- ☐ Yes
- ☐ No

### Is there parking nearby?

- ☐ Yes
- ☐ No

### Are there amenities such as public bathrooms nearby?

- ☐ Yes
- ☐ No

## 9. Exit Strategy

If required, what is your exit strategy for returning the garden to its original use? Note: returning the site to its original condition, within reason, will result in the refund of your bond.

## Declaration

As the garden President / Coordinator and primary applicant;

- ☐ I have read / understand and agree to the terms of the Community Gardens Guidelines and Policy
- ☐ I have completed and attached all required documentation and confirm that it is true and accurate to the best of my knowledge
- ☐ I acknowledge that Maitland City Council will make elements of our proposal available to local residents for feedback/comment as part of the application review process

Print Name	Signature	Date

*The personal information you have provided is collected for the purpose of processing your application. Maitland City Council is committed to the principles of the Privacy and Personal Information Protection Act 1998 (NSW) and the personal information you have provided will be stored, accessed, disclosed, used, retained and disposed of by Maitland City Council in accordance with its Privacy Management Plan.*

## Lodging Your Application

Lodge your completed application and supporting documentation via:

- Email [community.team@maitland.nsw.gov.au](mailto:community.team@maitland.nsw.gov.au)
- Post to Manager Community and Recreation Planning, Maitland City Council, PO Box 220, Maitland, NSW 2320
- In person at Maitland Administration Centre offices, 263 High Street, Maitland NSW 2320

### Application Checklist

- ☐ Have had a consultation meeting with Council
- ☐ Completed Community Garden Application Form
- ☐ Attach a copy of Incorporation Certification, or letter of support from auspicating association
- ☐ Attach a copy of your Public Liability Insurance Certificate
- ☐ Attach a Risk Assessment
- ☐ Attach any letters of support (optional)
- ☐ Attach a basic concept plan of the proposed garden design showing entry points, pathways, and garden areas (this can be hand drawn). If your Community Garden requires a development application, then a final landscape plan will need to be submitted with your application
- ☐ If you are enquiring about a site that is not pre-identified by Council, you will need to complete a site assessment (found in APPENDIX A).

## What's Next?

Applications are assessed each quarter. If your application goes to a Council meeting as part of Development Application, a formal public exhibition period of 28 days may be required. If a Development Application is not required, Maitland City Council will make elements of your proposal available to the public for feedback/comment as part of the application review process. During this period, residents and businesses surrounding the proposed site can submit feedback to be considered by Council.

You will receive notification from Council as to the status of your application. The status types are:

- Approved
- Information Required
- DA Required or
- Site not viable

Please see below as to what each status means for you.

## **YOU HAVE BEEN APPROVED**

Hooray. Your application has been tentatively approved. To obtain final approval, there are a few additional steps before your shovel can hit the soil. Once the below steps have been completed, you can get started:

1. A formal licence agreement will be entered into with your group.
2. The payment of a bond is required (information will be provided to you as to how much, how and when to pay).
3. A site induction will be conducted with Council officers to formally handover access to the site.

## **INFORMATION REQUIRED**

Almost there. Council requires additional information or requires amendments to your application to progress it. Amendments may include, but are not limited to:

- Changes to your design
- Clarification on component/s of your application
- Adjustments to your risk assessment or management plan

You will receive clear communication from Council regarding what amendments need to be made to your application for it to progress and Council will, within reason, support you with these amendments.

## **DEVELOPMENT APPLICATION (DA) REQUIRED**

You're a step closer to digging into your community garden but due to the site chosen or the features you have proposed to include, a Development Application (DA) is required. What does this mean?

A formal application to Council for development that requires consent under the NSW Environmental Planning and Assessment Act 1979. The application requires owner's consent, a site plan, a Statement of Environmental Effects and depending on the scope of works, supporting technical reports.

Council will provide you with more information upon responding to your initial application, as to what is required from you to submit a DA. Council will, within reason, support you with this process.

## **THE SITE IS NOT VIABLE**

Unfortunately, due to various reasons, some sites may not be suitable for a community garden. Please know that Council is in full support of community gardens being established across Maitland and we will work with groups who have selected an unsuitable site, to find one that is viable.

**Please note, Council has and will continue to pre-identify viable sites across the region to reduce the groundwork required from groups.**

## APPENDIX A

### Site Assessment Criteria

Site Address	
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#### COMMUNITY GARDEN SITE ASSESSMENT (PLEASE COMPLETE IF REQUIRED)

CRITERIA	DESCRIPTION	CRITERIA MET? Yes/No	COMMENTS
Location	The site of the proposed community garden should be reasonably flat and located on Council owned land or Crown land under Council management. These sites are usually established for community use such as parks, open spaces, and community centres.		
Safety	Sites should have no major safety or health concerns and have good passive surveillance of the site and pedestrians		
Accessibility	Sites should be accessible for a range of user groups including for people with a disability. Sites should also be easily accessible for maintenance and delivery of materials. Where a DA is required, specific accessibility considerations must be addressed as identified in the DA documentation		
Solar Access	Sites need to be suitable for growing food and receive full sunlight ideally for at least. 5 - 6 hours per day throughout the year.		
Size	There are no set size stipulations for community gardens. However, sites will need to accommodate basic garden facilities. Sites will be assessed on a site by site basis and size limits may be required depending on the location.		

Water	Sites with easy access to water or buildings nearby from which rainwater can be collected are preferred.		
Soil Contamination	<p>Sites may need to be checked to ensure there is no soil contamination.</p> <p>*Check with Council prior to undertaking soil testing to see if known soil testing has been completed on this site previously.</p>		
Other	Community garden sites will need to ensure they do not compromise public space accessibility and any of the current or planned functional requirements / uses of public land or have a significant detrimental impact on neighbouring land uses.		