This application form and checklist must be completed by applicants for / or leased Community Gardens on Council owned or Managed land.

Applicants should refer to Council’s *Community Gardens Assessment Guidelines, May 2020* prior to completing this form.

This form is structured around the two approval gateways:

## Gateway One

Preliminary assessment of the suitability of a proposed site for a community garden, including considering other Council or community use or priorities, the location and perceived demand for the proposed garden.

## Gateway Two

## If through the preliminary assessment the site is considered suitable, a more detailed assessment will be required. This assessment phase will require you to submit a plan and application, which Council will consider:

* The need for the Community Garden
* Governance and management arrangements
* Processes for fair and transparent plot allocation and garden membership
* Plans to encourage broader community engagement and social connection
* Your plans for reducing green waste and composting on site
* Your processes to identify, assess and manage risks
* Your sustainability plan and approach
* Associated licences and permits

## Lodging applications

Applications should be emailed to Council’s [helpdeskcbi@portphillip.vic.gov.au](mailto:helpdeskcbi@portphillip.vic.gov.au)

If you have any questions, contact Council’s Community Building and Inclusion Team via ASSIST 9209 6777.

## Applicant Details

|  |  |
| --- | --- |
| Community Garden Group Name |  |
| Proposed Site |  |
| Postal Address  [street address][suburb][postcode] |  |
| Phone numbers  [business hours] [after hours] |  |
| Email addresses  [correspondence with Council] |  |
| Applicant signature |  |
| Applicant completing this form |  |
| Date |  |

## Group Details

| Number of Members |  | | | |
| --- | --- | --- | --- | --- |
| Is the Group Incorporated? | **Yes** | **No** | **Incorporation Number** |  |
| **Auspiced Groups** | | | | |
| Is the Group being auspiced by an existing Incorporated Group for the purposes of the project? | **Yes** | **No** |  | |
| Have you attached a letter of support from you’re auspicing agent? | **Yes** | **No** |  | |
| Auspicing Group Name |  | |  | |
| Postal Address  [street address][suburb][postcode] |  | |  | |
| Phone numbers  [business hours] [after hours] |  | |  | |
| Email addresses  [for correspondence with Council] |  | |  | |
| Contacts for the public interest  [email] [phone] [social media] |  | |  | |
| Are you able to obtain / does the group currently have public liability insurance? | **Yes** | **No** | **Policy details**  Required Gateway 2 |  |
| Have you attached a copy of your (or your auspicing Group’s) Certificate of Currency for Public Liability Cover for at least $20,000,000 | **Yes** | **No** |  | |
| Have members had experience with community gardens previously? | **Yes** | **No** |  | |

Gateway One

## Proposed Community Garden Site

This preliminary assessment will determines the suitability of a proposed site for a community garden. During this time Council will consider if the site has been identified for other community uses or future projects, the demand for the garden, as well as considering the general suitability of the site.

| Address of the Proposed Site  [street address][suburb][postcode] |  | | |
| --- | --- | --- | --- |
| Are there any existing structures or services on the site? | **Yes** | **No** |  |
| Have you attached a site location plan? | **Yes** | **No** |  |
| Have you attached a site context plan or an annotated aerial photograph? | **Yes** | **No** |  |
| Have you attached a rough sketch of your proposal? | **Yes** | **No** |  |

## Site suitability

| Have you confirmed this land is owned or managed by Council? | **Yes** | **No** | If the land is not owned or managed by Council, you must negotiate access the landowner or authority directly.  Note: Planning approval may be required |
| --- | --- | --- | --- |
| Is the site of adequate land size to accommodate the garden and associated facilities? E.g. garden beds, tool shed, water tanks | **Yes** | **No** |  |
| Does the site have sunlight for at least 5-6 hours per day? | **Yes** | **No** |  |
| Is there current access to mains water, an opportunity to harvest rain water? | **Yes** | **No** |  |
| Do any existing trees or shrubs need to be removed to construct the garden? Note: you may require a planning permit. | **Yes** | **No** |  |
| Do you know the history of the site and is there any potential risk of soil contamination relating to past land use? | **Yes** | **No** |  |
| How will soil contamination be managed on this site? | **Yes** | **No** |  |

## Council and community use priorities

| Have you confirmed this land is owned or managed by Council? | **Yes** | **No** | If the land is not owned or managed by Council, you must negotiate access the landowner or authority directly.  Note: Planning approval may be required |
| --- | --- | --- | --- |
| Have you records from Council that indicate the site might be available for use as a community garden? | **Yes** | **No** | Please attach any relevant correspondence |
| How is the land currently used? |  | | |
| Do any other groups use this site? e.g. neighbourhood house, playgroup, sporting club? | **Yes** | **No** | Please list |

## Location and perceived demand for the proposed garden

| Have you attached letters of support for your project? | **Yes** | **No** |  |
| --- | --- | --- | --- |
| How will you recruit members and what are the likely number of members of your community gardening group? |  | | |
| Is the site accessible for a range of user groups, including people with a disability? | **Yes** | **No** |  |
| Have you conducted any preliminary consultations with the surrounding community? | **Yes** | **No** |  |
| What is the level of Interest? |  | | |
| Were any concerns raised? |  | | |
| What are the next two closest community gardens and how many people are on their waitlist? |  | | |
| How close are the nearest public toilets? |  | | |

| Council's Assessment Process - Gateway 1 Once you have compiled and submitted the above information to Council, the application will be assessed.  Written notification will be provided to indicate if the site is considered suitable and should proceed to the second gateway for a more detailed assessment. |
| --- |

Gateway Two

| Only complete this section following a successful Gateway 1 assessment, where written confirmation has been provided from Council. |
| --- |

## Proposed Community Garden - Management Plan

## This assessment phase will require you to submit a Community Garden Management Plan. A Management Plan Is a great tool to demonstrate how your group will plan for the long-term management of the gardens.

## This plan should address the principles for Licenced Community Gardens as outlined In Council’s Community Gardens Assessment Guideline. During this assessment phase Council will consider:

* The need for the Community Garden
* Governance and management arrangements
* Processes for fair and transparent plot allocation and garden membership
* Plans to encourage broader community engagement and social connection
* Your plans for reducing green waste and composting on site
* Your processes to identify, assess and manage risks
* Sustainability Plan
* Associated licences and permits

The following is a checklist and outline of elements that should be included in or attached to your Management Plan:

| Have you have attached detailed plans showing: |  | | |
| --- | --- | --- | --- |
| * a site location plan including existing structures or services on the site, mains and other water? | **Yes** | **No** |  |
| * the location and design of signage and up to date contact details. This signage should acknowledge traditional owners and Council's contribution of the site. | **Yes** | **No** |  |
| * a concept plan and of the proposed garden including garden beds and type fencing if required, amenities, sheds, composting and garden waste, seating and gathering spaces? | **Yes** | **No** |  |

## The Need for the Community Garden

| Have you attached letters of support for your project? | **Yes** | **No** |  |
| --- | --- | --- | --- |
| Has the surrounding community been consulted about the project and what were the outcomes?  Be sure to explain the method of consultation and key issues for and against the garden and attach letters of support from all adjoining property owners that adjoin the site. | **Yes** | **No** | Provide details |
| What are the number of members of your community gardening group? |  | | |

## Governance and management arrangements

| What are the aims and objectives of your group and garden |  | | | |
| --- | --- | --- | --- | --- |
| Have you outlined how group decisions will be made? |  |  |  | |
| Is there a process outlined for conflict resolution? | **Yes** | **No** |  | |
| Can you confirm the groups availability of funds to construct the garden, are you able to raise funds and be financially sustainable?  Consider establishing and building the garden, any ongoing management and upkeep that may be required. | **Yes** | **No** |  | |
| Have you attached details of public liability insurance? | **Yes** | **No** | **Policy details** |  |
| Have you attached a copy of your (or your auspicing Group’s) Certificate of Currency for Public Liability Cover for at least $20,000,000 | **Yes** | **No** |  | |

## Process for fair and transparent plot allocation and garden membership

| Type of Community Garden | Allotment garden  Communal garden  Combined allotment and shared garden  Other (specify) | | |
| --- | --- | --- | --- |
| If plots are allocated, have you outlined a process to support plot allocations or sharing of produce? | **Yes** | **No** |  |
| What is your process for memberships, encouraging and inducting new members? |  | | |

## Plans to encourage broader community engagement and social connection

| Outlined the benefit of this project to the broader Port Phillip community? |  | | |
| --- | --- | --- | --- |
| Is the project proposed linked to any existing community activities and programs that support social inclusion?  Provide any letters of support | **Yes** | **No** | Please list and attach letters of support |
| How will your garden be accessible to the broader public? What opportunities are provided for residents not directly involved in the gardens to access the facility? |  | | |
| Are you able to hold, and report on the numbers of events hosted to foster social inclusion for the neighbourhood? | **Yes** | **No** |  |
| Do you have an approach outlined for being a *good neighbour*? Have you outlined how you will manage noise, pests and odor? | **Yes** | **No** |  |
| Does your garden achieve [universal design](https://projects.ncsu.edu/ncsu/design/cud/about_ud/udprinciplestext.htm) principles?  How do you intend to achieve accessibility and equitable access for all? | **Yes** | **No** | This might Include considering how people with disability, older community members, or people with culturally or linguistically diverse backgrounds might be welcomed Into your garden. |

## Sustainability, reducing green waste and composting on site

| Outlined your gardens approach to sustainability? |  | | |
| --- | --- | --- | --- |
| How you will manage green waste and composting on site? |  | | |
| Have you considered how the gardens will access water for use on site? How will this be achieved? | **Yes** | **No** |  |

## Identifying, assessing and managing risk

| Have you conducted a risk assessment? | **Yes** | **No** | Please attach |
| --- | --- | --- | --- |
| How will your group plan to manage risks on site? |  | | |
| Have you outlined how your garden will manage soil contamination? | **Yes** | **No** | Attach any relevant plans or supporting information. |
|  |  |  |  |

## Associated licenses and permits

| Will the site require planning approval for the use of development of a community garden? | **Yes** | **No** | Please discuss this with Council’s planning department |
| --- | --- | --- | --- |
| Where gardens are to be provided for a limited tenure, (e.g. where the site may be waiting on another use / development) how will the group manage the removal of the garden and reinstatement of the site? | **Yes** | **No** |  |

| Council's Assessment Process - Gateway 2 Once you have compiled and submitted the above information to Council, the application will be assessed.  Written notification will be provided to indicate if the site is considered suitable. If the site and Garden Management Plan is suitable, applicants will be informed in writing of this decision and will outline:   * application requirements for formal planning approval were required * likely tenancy arrangements including requirements that may form part of formal user agreement |
| --- |