

# Community garden application form

**You have been invited to fill out this application form** following your submission of an Expression of Interest form and subsequent meeting with Council staff. **Use this form to apply for Council assistance in starting a community garden** on Council-owned or controlled land.

You should by now have familiarised yourself with community gardening in Randwick by referring to Randwick documents: Randwick City Council's Community Garden Policy; Randwick City Council's Community Garden Guidelines; Community Garden Template for a Plan of Management; the booklet *Getting Started in Community Gardening*.

**Following your submission of this form**, Council staff will contact you (see page 4 for details).

## Applicant details:

1. Name of your community garden team: .....
2. Primary contact person and details: Title: ..... Given name/s: ..... Family name: .....  
Phone: ..... Mobile: ..... Email: .....  
Postal address: .....  
Registered address (if different from postal address): .....  
ABN (if applicable): .....
3. Current number of members ..... Estimated maximum number .....
4. Have you appointed a member of your group to liaise with Council? ☐ YES ☐ NO
5. Has your community garden organisation:  
registered as an incorporated association? ☐ YES ☐ NO  
purchased public liability insurance? ☐ YES ☐ NO

If yes, please attach a copy of your insurance policy to this application form.

**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 with your Development Application.

1. Can the site be seen from nearby houses or other premises? ☐ YES ☐ NO
2. Is the site: accessible to a range of user groups? ☐ YES ☐ NO  
accessible by public transport? ☐ YES ☐ NO
3. Does the site receive the minimum four to six hours of sunlight a day, throughout the year, necessary to grow vegetables? ☐ YES ☐ NO
4. How will you irrigate the community garden? .....  
.....

## Proposed community garden features

### 1. What type of community garden do you plan?

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

### 2. What types of plants do you plan to grow?

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

### 3. 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 .....

### 4. What types of training does your group need assistance with?

- ☐ site analysis to assist in the design ☐ garden design
- ☐ organic gardening techniques ☐ organic pest management
- ☐ plant propagation ☐ seed saving
- ☐ maintaining compost and worm farms ☐ making a no-dig garden
- ☐ garden management — running effective meetings; participatory decision making; resolving disagreement
- ☐ other .....

## Plan of Management (POM)

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.

Please refer to the document, Community Garden Template for a Plan of Management which will help you develop your POM. You can add brief descriptions of how your group would address the points below. 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. Management structure

- 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 you will 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.

### 2. Management structure

- include a list of the management positions and their role (eg president, treasurer, secretary)
- what will be your members' 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 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 onsite
- dogs onsite.

### 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.

### 6. 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.

### 7. 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 for the project
- ☐ letters of support (optional)
- ☐ letter of support from Auspicing Group (only if applicable)
- ☐ Development Application including Statement of Environmental Effects

Any other relevant documents (please provide details): .....

Applicants name: .....

Applicant signature: .....

Date: .....

## Privacy and personal information protection notice

- **Purpose of collection:** for assessment of an application to use Public Land for a new community garden
- **Intended recipients:** Council officers and authorised contractors of Randwick City Council
- **Supply:** Voluntary, however, a completed application is necessary to seek permission to use an area of Public Land for a new community garden in the Randwick City Council area
- **Access and correction:** Council staff or Freedom of Information Requests
- **Storage:** Council's Document Management Systems and Archives.

## Submitting completed community garden application form

You can lodge your completed application:

- **by email** council@randwick.nsw.gov.au
- **by post** Randwick City Council, 30 Frances Street RANDWICK 2031
- **in person** at Council offices, 30 Frances Street Randwick.

## Next steps

- **assessment process including submission of your detailed garden design (Development Application):** your application must be accompanied with a Development Application (your detailed garden design and statement of environmental effects) will be assessed by a review panel and Council's Development Application assessment team
- **consultation process:** during the Council exhibition period, local residents and business surrounding the proposed site is be consulted, 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 Development Application and 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.