

Community Garden Application Form

Please ensure you have read the Community Garden Toolkit prior to completing this application form. Please note that this is not a funding application form.

An important step prior to submitting your application is to discuss your proposal with a Council officer in a pre-lodgement meeting. To request a pre-lodgement meeting, please e-mail **communitygardens@logan.qld.gov.au** or phone **3412 3412**

This application form is to be completed when applying to establish a new community garden on Council owned and/or Council-controlled land.

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

- Have Public Liability Insurance to a minimum of \$20 million
- Be an incorporated association, or be auspiced by an incorporated association
- Be a not for profit organisation

Privacy Collection Notice: *This information will only be accessed by employees and/or Councillors of Logan City Council. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

1. Eligibility Checklist

If your project is being auspiced, please answer the eligibility questions on behalf of the auspicing organisation.

Is your organisation incorporated?	YES	NO
Does your organisation have \$20 million public liability insurance?	YES	NO

2. Applicant Details

Organisation Name

Primary Contact Details

Family Name

Given Name/s

Postal Address

Contact Phone Number

Mobile

E-mail Address

Position within the group



3. Proposed Garden Details

Garden Group Name

Proposed Garden Site Address

Current Number of Members for Garden Group

Garden Group Members Names and Roles

(Further details can be provided in the Garden Management Plan).

4. Garden Purpose and Proposed Activities

What is your vision/purpose for the community garden?

Will the community garden be open to the public? YES NO

Please provide details:

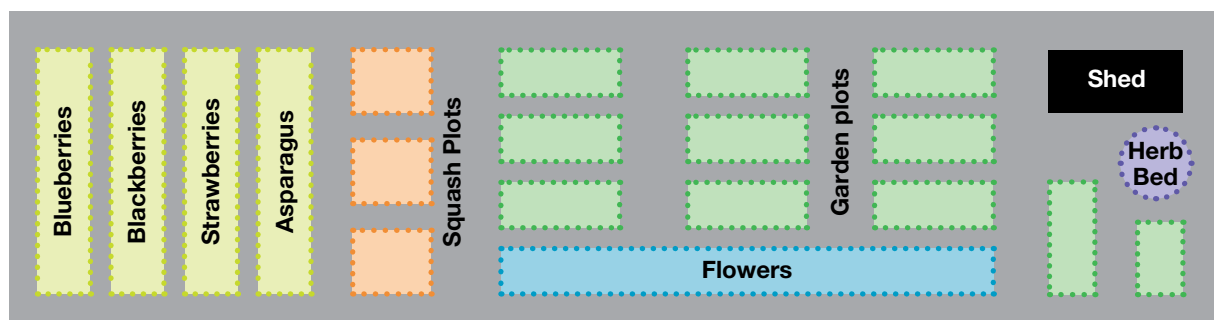
What benefits will the garden have on the local area?

Please outline the proposed activities to take place at the community garden

5. Proposed 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).

Example



Is the site accessible to a range of user groups?

YES NO

Is the site accessible by public transport?

YES NO

What type of community garden are you planning?

Single plots or allotments

Shared garden areas

A combination of both allotments and shared gardening areas

What types of plants do you plan to grow?

Vegetables

Herbs

Native plants/bush foods

Fruit trees and shrubs

Flowers

Other *(please specify)*

What structures do you plan to build?

Seating

Raised garden beds

Compost bins

BBQ

Worm farm

Shelter

Storage

Rainwater tanks

Other *(please specify)*

Please note that some structures may require Council approval. (eg: building, plumbing and retaining walls greater than 1m)

What impact will the proposed garden on the site have? (eg: existing flora and fauna, neighbours)



6. Garden Management Plan

Please be aware that Council requires applicants to submit a management plan as part of the lease agreement and assessment process.

You can access and complete Council's Garden Management Plan by downloading and completing the form from Council's website via logan.qld.gov.au/communitygardens

Please attach a copy of the Garden Management Plan with your application.

7. Budget to Establish Garden

As part of the assessment process, Council requires you to submit a Community Garden Development Budget required to establish your community garden. This will assist the Garden Assessment Panel to determine whether your group has considered a financial plan for costs relating to establishing your garden.

Council has provided an example budget plan template for your use that can be found on page 28.

Please ensure you attach a copy of the budget when submitting your application.



8. Checklist and Applicant Declaration

Have had a pre-lodgement meeting with Council's Community Development Officer

Attach a copy of Certification of Incorporation

Attach a copy of the Public Liability Insurance to a minimum of \$20 million

Complete Application Form

Attach a Garden Management Plan

Attach the Community Garden Development Budget

Attach a Risk Management Plan

Attach Any Letters of Support (optional)

Letter of Support from Auspicing Organisation (if applicable).

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

YES

NO

10. Submitting your Application and Supporting Documents

You can lodge your completed application via:

Email: communitygardens@logan.qld.gov.au

Post: Logan City Council, PO BOX 3226
Logan City DC Qld 4114

In Person: Council's Administration Centre,
150 Wembley Road, Logan Central