



## 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](mailto: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 organisation, or be auspiced by an incorporated organisation.
- 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

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### 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).*

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### 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?

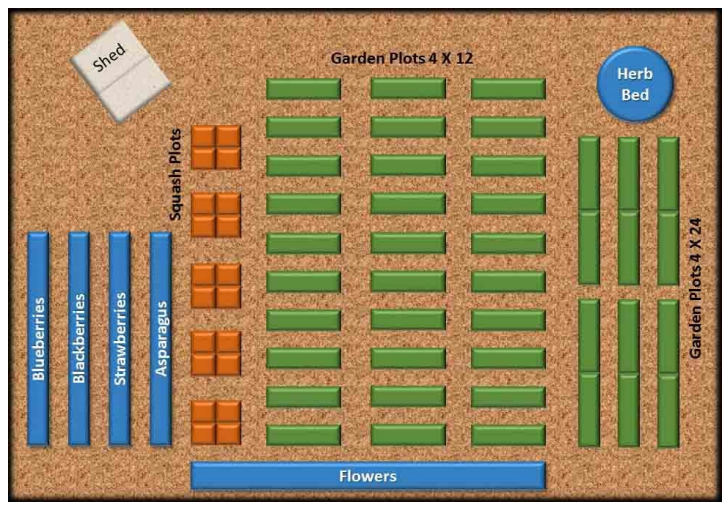
Please outline the proposed activities to take place at the community garden

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### 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



<b>Is the site accessible to a range of user groups?</b>	<b>Yes</b>	<b>No</b>
<b>Is the site accessible by public transport?</b>	<b>Yes</b>	<b>No</b>
<b>What type of community garden are you planning?</b>	<b>Single plots or allotments</b>	
	<b>Shared garden areas</b>	
	<b>A combination of both allotments and shared gardening areas</b>	
<b>What types of plants do you plan to grow?</b>	<b>Vegetables</b>	
	<b>Herbs</b>	
	<b>Native plants/bush foods</b>	
	<b>Fruit trees and shrubs</b>	
	<b>Flowers</b>	
	<b>Other</b>	

<b>What structures do you plan to build?</b>	<b>Seating</b>
	<b>Raised garden beds</b>
	<b>Compost bins</b>
	<b>BBQ</b>
	<b>Worm farm</b>
	<b>Shelter</b>
	<b>Storage</b>
	<b>Rainwater tanks</b>
	<b>Other</b>

**If "Other", please describe**

*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)**

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## **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 <https://www.logan.qld.gov.au/communitygardens>

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

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## **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 a template for your use, including sample costings which have been provided in the Garden Management Plan.

A template has been provided and is available on Logan City Council's Community Garden webpage or in the Community Garden Toolkit appendix..

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

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## **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  
(see *Garden Management Plan*)

Attach a Risk Management Plan (see *Garden Management Plan*)

Attach Any Letters of Support (optional)

Letter of Support from Auspicing Organisation (if applicable)

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## 9. SUBMITTING YOUR APPLICATION AND SUPPORTING DOCUMENTS

You can lodge your completed application:

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

**Can the site be seen from nearby houses or other premises?**                  **Yes**                  **No**