

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 before 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 **(07) 3412 3412**.

This application form is used 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.

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

First name

Postal address

Contact number

Mobile

E-mail

Position within
the group



3. Proposed garden details

Garden group name

Proposed garden site address

Proposed number of members

Garden group members names and roles
(further details can be provided in the
Garden Management Plan)

What benefits will the garden have on the
local area?

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

4. Garden purpose and proposed activities

What is your vision and/or purpose for the
community garden?

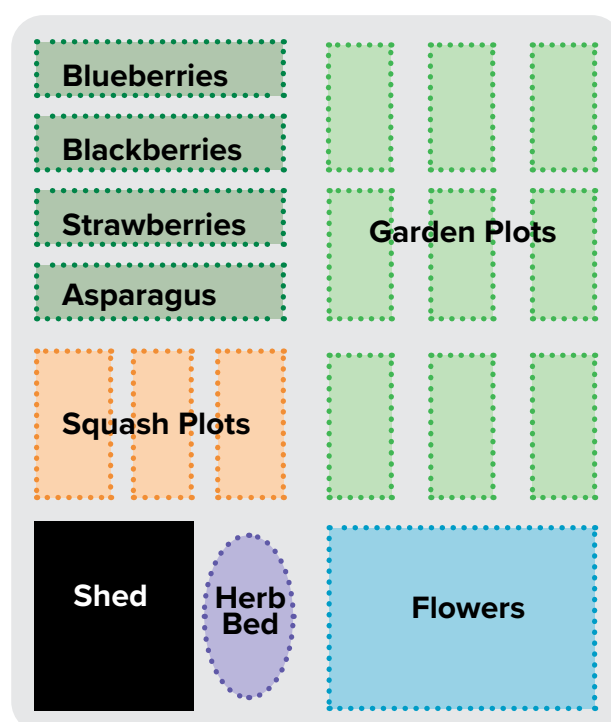
Will the community garden be open to the
public?

YES

NO

5. Proposed Garden Site Details

Please attach a basic concept plan or map of
the proposed garden design. Please
ensure this is provided at A3 size showing
entry points, pathways and garden areas
(this can be hand drawn). **Example:**



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

YES NO

Is the site accessible to a range of user groups?

YES NO

Is the site accessible by public transport?

YES NO

Is there parking nearby, and amenities such as public bathrooms?

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

Barbeque

Worm farm

Shelter

Sensory garden

Storage

Rainwater tanks

Other (please specify)

Please note that some structures may require Council approval. For example, 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. Proposed Garden Lease

Please outline the proposed lease duration for the community garden:

1 year

3 years

5 years

7. Garden Management Plan

Please be aware that Council requires applicants to submit a Community Garden Management Plan as part of the lease agreement and assessment process.

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

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

8. Budget to establish garden

As part of the assessment process, Council requires you to submit a Community Garden Development budget 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 you could use on page 30.

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

9. 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 the Community Garden Application Form

Attach a Community 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).

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