

City of Greater Bendigo Community Garden Application Form

Part 1 Applicant Details

Community Garden Group Name		
Contact Person Name		
Postal Address	Street Address:	
	Suburb:	Postcode:
Phone Numbers	Business hours:	After hours:
Email Address		
Applicant Signature		Date:

Part 2 Group Details

Number of Formal Members		
Is the Group Incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Incorporation Number:
Is the Group being auspiced by an existing Incorporated Group for the purposes of the project?	<input type="checkbox"/> Yes – fill in contact details and attach a letter of support from the auspicing group <input type="checkbox"/> No	
Does the Group currently have, or are you able to obtain public liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Policy details
Have any of the members had experience with community gardens previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details

Part 3 Site Details

Proposed Site Address	Number and Street:	
	Suburb:	Postcode:
What is the land currently used for? e.g. passive recreation, sporting activities.		
Are there any existing structures or services on the site?		
Will a heavy vehicle gutter crossover need to be installed to allow vehicle access to the site?		

Safety and Vandalism

Have you identified any safety concerns or other issues relating to the site?	
Does the site have lighting?	
Does the site have good visibility from nearby houses or businesses?	

Accessibility

How far is the site from public transport, bicycle tracks and footpaths?	
How far is the site from a public car park?	
How close are the nearest public toilets?	
Is the site accessible for a range of user groups, including disabled access if required by participants?	

How far is the site from any community facilities such as schools and aged care facilities?	
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Utilities

Is the site connected to any existing utilities? 'Dial Before You Dig' – www.1100.com.au	
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Size

Is the site of adequate land size to accommodate the garden and associated facilities? E.g. garden beds, tool shed, water tanks	
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Soil Quality, Drainage and Slope

What is the soil type at the site?	
Do you know the history of the site and is there any potential risk of soil contamination relating to past land use?	
Is the site subjected to flooding or poor drainage?	
What is the slope/contour of the land?	

Sunlight and Water

Does the site have sunlight for at least 5-6 hours per day?	
Is there current access to mains water or an opportunity to harvest rain water or recycled water?	

Environmental Considerations

Is there native vegetation on site? Provide details	
Do any existing trees or shrubs need to be removed to construct the garden?	
Are there environmental weeds on site?	
Is the site of ecological or cultural significance?	

Part 4 Community Garden Project Details

[illegible]

(Explain the method of consultation and key issues for and against the garden)	<input type="checkbox"/> No
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Community Garden Management Plan

A Community Garden Management Plan will help your group plan for and establish the garden and provide for its ongoing maintenance and growth. A Management Plan is a good tool to demonstrate these requirements and to plan for the long-term management of the gardens.

A Community Garden Management Plan needs to be submitted as part of your application. At a minimum, the following should be included in your Management Plan:

- Aims and objectives of the group
- How decisions will be made
- The conflict-resolution process
- How new members will be recruited
- Proposed methods of fundraising
- Hours of operation and access
- Methods of gardening
- What plants will be grown
- How organic waste will be managed
- What is the water source and how will water be conserved
- How pests will be controlled
- How vandalism will be prevented
- How you will ensure the site stays tidy
- How you will minimise noise and odour
- An A3-sized basic Concept Plan of the Garden layout.

Part 5 Application Checklist

Have you:	<input type="checkbox"/> filled in all parts of the Application form?
	<input type="checkbox"/> attached a copy of your (or your auspicing Group's) Certificate of Currency for Public Liability Cover for at least \$10,000,000 in Council's name.
	<input type="checkbox"/> attached a letter of support for your project from an auspicing group if appropriate?
	<input type="checkbox"/> attached letters of support for your project?
	<input type="checkbox"/> attached the Management Plan for your proposed garden, including an A3 basic Concept Plan of the Garden?

Lodgement details

You can lodge this completed form with any supporting material to the City's Active and Healthy Lifestyles Unit team via activeandhealthylifestyles@bendigo.vic.gov.au or PO Box 733, Bendigo VIC 3552.