

Community Garden Licence Application form

The City of Fremantle is dedicated to becoming a 'One Planet' council and recognises community gardening as a sustainable living practice and valuable recreational activity that builds strong community relationships and provides a wide range of benefits.

The City has a Community Garden Policy that provides for an incorporated association to enter into a licence arrangement with the City allowing it to develop appropriate City-owned land into a community garden. The licence does not allow exclusive rights to the land nor grant approval for the installation of permanent or semi-permanent buildings or structures.

Application process

To apply for a community garden licence review the City's Community Gardens Policy and Community Gardening Guide, then prepare and submit a Plan of Management that includes a minimum three-year workplan and minimum three-year budget along with the completed application form and all supporting documentation (refer checklist below).

During the assessment of your application you may be required to submit further information.

Community consultation is a requirement of the application process. The City will undertake community consultation prior to submitting the proposal for council approval. Representatives of your group will be required to assist in the community consultation process.

Completed applications can be:

Emailed: parksandlandscape@fremantle.wa.gov.au

Hand delivered: Town Hall Centre, 8 William St, Fremantle

Posted: PO BOX 807 Fremantle WA 6959

If you have any questions regarding community gardens or the application process you can speak with the City's Parks and Landscape team by calling 9432 9999.

Checklist of supporting documentation:

Please ensure you attach a copy of:

- ☐ your Plan of Management, including a site plan / map, and irrigation plan
- ☐ a workplan to implement your Plan of Management
- ☐ a budget to support your workplan
- ☐ your incorporation certificate
- ☐ your corporation's rules
- ☐ your certificate/s of insurance
- ☐ any additional information if required.

Proponent group

Refer Community Gardening Guide: 'Establishing a community garden', page 6, 'Administrative Systems' page 16, 'Internal organisation', page 24 and 'Governance', page 26.

Please provide a copy of your incorporation certificate and a copy of your corporation's rules.

Name of the group to hold the community garden licence

Are you incorporated? ☐ Yes ☐ No

If yes, attach a copy of your certificate of incorporation

What is your ABN?

Contact details for the group.

Contact details of the person we will correspond with regarding this community garden licence application. Write 'as above' if they are the same.

Who is on your governing / executive committee?

Chairperson / Coordinator

Secretary

Treasurer

Public officer (if you have one)

Governing / Executive committee members:

What skills are available within your group to operate your incorporated entity, community garden, and any other proposed activity? How these skills are made available? Attach additional information if needed.

How will you resolve any conflicts should they arise?

Membership

Refer Community Gardening Guide, 'Attracting new members', page 20, and 'Orienting and educating new members', pages 21 – 22.

How many members do you currently have?

Who is membership open to?

How will you recruit members?

Partnerships and links

Refer Community Gardening Guide, 'Developing community partnerships', page 7 and 'Community Partnerships', page 28.

What, if any, other partnerships or links will the community garden establish with other organisations or interest groups?

Insurance

Refer Community Gardening Guide, 'Insurance', page 13.

Your group will require a minimum \$10,000,000 of public liability insurance and you are required to provide your group's certificate of currency.

Are there any characteristics of the site or your activities that you will require additional insurance for? What arrangements have you made to purchase additional insurance?

You will need to provide a copy of any certificates of currency for additional insurance.

Site suitability for proposed use

Refer Community Gardening Guide, 'Clarifying aims and objectives', page 8.

What is the group's vision for the community garden?

What are the group's objectives for the community garden?

What is the address of the community garden site?

What is the total area of the land?

What is the land area that will be used as community garden?

Who will neighbour the community garden site?

Site design

Refer Community Gardening Guide, 'Design considerations for new gardens', page 10 - 11, and 'Maintenance systems', page 17.

Provide a plan of your proposed community garden design.

Have you made a 'dial-before-you-dig' request? What are the factors you need to consider as a result?

What are the results of your soil testing? Who undertook the testing and when did it occur? Please attach any relevant documentation?

How will you address any issues identified?

Are there any existing trees or infrastructure that will be impacted on by the implementation of your community garden? How will this be addressed?

Installation of signage is potentially subject to a separate development application. Contact the Duty Planning Officer on 9432 9999 for further information. Do you intend to install signage at the site?

A small 3m x 3m garden shed structure and fencing may be approved as part of the community garden licence application process. Do you intend to install any such structures on the site? If so, provide a brief description.

Do you intend to install other built forms? For example, rainwater tank, compost bins, paths, landscaping, seating and raised garden beds. Please note that additional buildings are subject to a separate Development Application and will not form part of a community garden licence.

What materials will be used to construct your community garden?

Water supply and management

Please note that the City will require water consumption to be measured and will recoup all water consumption charges from the group. The installation of the required infrastructure will be the responsibility of the group, in consultation with the City.

Is there access to water? If not, how will this be addressed?

Is there access to ablutions? If not, how will this be addressed?

Will members using the garden be able to obtain potable water while on the site?

What is the estimated total water use for the site per year?

How will the water be connected from the water service point to the garden? (You will need to provide an irrigation design).

What waterwise gardening practices will be used?

Waste, pest and weed management

How will waste be managed?

- *Organic*

- *Inorganic*

How will odours be managed?

How will fruit fly be controlled?

How will rodents and other vermin be controlled?

How will weeds be controlled?

How will you ensure that the site remains in an attractive, safe and functional state?

Soil development and fertiliser use

How will soil health be managed?

Site safety

Refer Community Gardening Guide, 'Plans of Management', page 9, and 'Health and safety systems', page 16.

Is a risk assessment and risk management framework for your community garden detailed within your 'Plan of Management'?

How will the safety of community gardeners be addressed while on-site and during gardening activities? e.g. chemical and equipment use and storage, physical safety. Please attach additional information if needed.

Community engagement

Refer Community Gardening Guide, 'Internal organisation', page 24, 'Internal Communication', page 25 and 'Governance', page 26.

How will the community garden engage and / or communicate with its neighbours and the wider community on an ongoing basis?

How will the group address any complaints or potential objections? E.g. noise, attraction of vandals, loss of parking space, aesthetics, pests, alienation of public open space, neighbours.

Access and use

When and how will the garden be accessed?

How will you accommodate parking requirements?

What provisions will there be for universal access?

What, if any, other access arrangements will the group promote?

Request for additional support from the City.

Do you require additional support from the City? Please state what you are requesting?

Plan of management

Refer Community Gardening Guide, 'Clarifying aims and objectives', page 8 and 'Plans of management', page 9.

Provide a "Plan of Management" detailing the vision and objectives of your community garden and how you intend to operate your garden.

Three year work plan

Refer Community Gardening Guide, 'Implementing your design', page 13.

Provide a minimum three-year workplan to develop your community garden, include all aspects of the activity e.g. administrative requirements, construction, ongoing management, fundraising, events. You may like to use the attached template.

Note - your agreed three year work plan will be attached to the community garden licence and used to assess performance under the licence.

Financial management

Refer Community Gardening Guide, 'Funding your garden', page 12.

It is the intention that community gardens are planned to become financially independent. You will therefore need to provide a minimum three-year budget implementing your workplan referred to above. You may like to use the attached template

You may also find the resource [Funding Your Community Garden](http://www.communitygardenswa.org.au/media/articles/Resources---Resources-To-Download/Funding-Your-Community-Garden.pdf) by Anne Goodall helpful.

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Declaration and signature

The information provided on this form and in the associated supporting documentation is complete and correct. I represent this group and have the authority to submit this application and supporting documentation on their behalf.

Signature:

Name:

Job title:

Group name:

Telephone:

Email:

XX Community Garden

Work plan

Activity (What you are you doing)	Risk (High Medium, Low) (To community garden if not achieved)	Responsibility (Who in your group will ensure this activity is completed)	Commencement Date (When will the activity start)	Completion Date (When will the activity finish)	Stakeholders (who else are key players in the success of this activity)	Cost / Funding (how will this activity be paid for, in-kind support should be noted)		Comment
						Who	How much	
Year one								
Year two								
Year three								
Year four								
Year five								

XX Community Garden

Budget

	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE
Income					
Memberships					
Donations					
Sponsorship					
Grants					
Total income					
Expenditure					
<i>Design</i>					
e.g Soil testing					
Site works					
Professional expertise					
Connecting to services					
<i>Capital</i>					
e.g. Garden beds					
Signage					
Reticulation					
Garden shed					
<i>Operating</i>					
Water					
Electricity					
Soil Conditioners					
Insurance					
Total expenditure					
Income LESS expenditure					