



Application for In-Principle Approval to Establish a Community Garden

This form is to be completed after *Form E1: Site Assessment* and advice has been received to proceed to this formal application stage. For information about applying to establish a community garden on community land, refer to Fact Sheet: *Community Gardens on Community Land*.

Part 1 Applicant Details

Community Garden Group Name			
Contact Person Name			
Postal Address	Street Address:		
	Suburb/Town	State	Postcode
Phone Numbers	BH	AH	
Email Address			
Applicant Signature		Date: / /	

Part 2 Group Details

Number of Members	Current:	Maximum Number:	
Is the Group Incorporated?	Yes <input type="checkbox"/>	Incorporation Number:	
	No <input type="checkbox"/>		
Is the Group being auspiced by an existing Incorporated Group for the purposes of the project?	Yes <input type="checkbox"/> - fill in contact details below and request a letter of support from the auspicing Group	No <input type="checkbox"/> - go to page 2	
Auspicing Group details (if applicable)			
Group Name			
Contact Person Name			
Postal Address	Street Address:		
	Suburb/Town	State	Postcode
Phone Numbers	BH	AH	
Contact Person Signature		Date: / /	

Part 2 Group Details (Cont'd)

How is the Group structured? Include brief details on roles, meetings and decision-making.																																		
Have any of the members had experience in Community Garden Groups previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>																																	
Does the Group include members that are skilled in (tick as many as appropriate)?	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Plant propagation</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Soil analysis</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Making compost</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Using mulch</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Pest management</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Planting and harvesting</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Garden construction</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Garden design</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Group management</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Community development</td> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> </tr> <tr> <td colspan="3" style="padding: 2px;"> <input type="checkbox"/> Other (specify): </td> </tr> </table>	Plant propagation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Soil analysis	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Making compost	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Using mulch	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Pest management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Planting and harvesting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Garden construction	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Garden design	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Group management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Community development	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Other (specify):		
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<input type="checkbox"/> Other (specify):																																		
If any of these skills do not exist within the Group, how do you intend to find those skills?																																		

Part 3 Site Details

Project Site Address	Number and Street		
	Suburb/Town	State	Postcode
Project Site Lot and DP			
Has the site been assessed using the <i>Form E1 - Site Assessment</i> ?	Yes <input type="checkbox"/> No <input type="checkbox"/> – Complete Form E1 and submit to Council’s contact officer and await advice to proceed to this formal application stage		

Part 4 Community Garden Project Details

Type of Community Garden	<input type="checkbox"/> Shared Garden <input type="checkbox"/> Allotment Garden	<input type="checkbox"/> Combination of Shared and Allotment <input type="checkbox"/> Other (specify) _____
What is the purpose of the proposed Community Garden (tick as many as applicable)?	<input type="checkbox"/> Recreation <input type="checkbox"/> Community building <input type="checkbox"/> Nutrition	<input type="checkbox"/> Improved access to healthy food <input type="checkbox"/> Sustainability education <input type="checkbox"/> Other (specify) _____
What is the benefit of this project to the greater community?	_____ _____ _____	
Is this project proposed to link to any existing community activities?	Yes <input type="checkbox"/> – Give a brief description No <input type="checkbox"/>	
	_____ _____ _____	
Has the surrounding community been consulted about the project?	Yes <input type="checkbox"/> – explain consultation methods and outcomes of consultation No <input type="checkbox"/>	
	_____ _____ _____	

Community Garden Plan of Management

It must be demonstrated that there is adequate commitment and capacity within the group to plan and establish the garden and provide for its ongoing maintenance. A Plan of Management is a good tool to demonstrate these requirements and plan for the long-term management of the garden. At a minimum, the following should be included in your Plan of Management and attached to this application.

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

Part 5 Risk Management and Safety

Has a Risk Assessment and/or Safety Plan been prepared for the project? <i>(This is strongly recommended and could be included in the Plan of Management)</i>	Yes <input type="checkbox"/> – attach a copy of the Risk Assessment and/or Safety Plan No <input type="checkbox"/>
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A copy of your Certificate of Currency for Public Liability Cover for at least \$10,000,000 (or auspicing Group's if applicable) must be attached.

Part 6 Application Checklist

Have you:	<input type="checkbox"/> filled in all parts of this form? <input type="checkbox"/> attached the completed <i>Form E1: Site Assessment</i> ? <input type="checkbox"/> attached the Plan of Management for your proposed garden, including an A3-sized basic Concept Plan of the project? <input type="checkbox"/> attached a copy of your (or your auspicing Group's) Certificate of Currency for Public Liability Cover of at least \$10,000,000? <input type="checkbox"/> attached your Risk Assessment and/or Safety Plan (if applicable)? <input type="checkbox"/> attached letter of support for your project from auspicing group (if requested in Part 2)? <input type="checkbox"/> attached other letters of support for your project (optional)?
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Part 7 Lodgement Details

You can lodge the completed form with any supporting material as follows:

By Email: council@wollongong.nsw.gov.au

By Mail: The General Manager
 Wollongong City Council
 Locked Bag 8821
 WOLLONGONG DC NSW 2500

Attention: Environmental Strategy and Planning Division

Privacy Notification (*Privacy and Personal Information Protection Act 1998 – Section 10*)

The personal information that Council is collecting from you on this application form is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the file in which the Application will be filed. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. Council is collecting this personal information from you in order to comply with the requirements of the legislation under which the Application is made. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council on telephone 4227 7111.