

COMMUNITY GARDENS

INFORMATION FOR APPLICANTS



A community garden is a unique use of public open space, managed by the community primarily for producing food and contributing to a sustainable urban environment. It is a place for learning and sharing about sustainable living practices while actively building community through shared activities and contributing to improved health and well-being.



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Are you considering applying to use council land to set up a community garden?

This leaflet explains how local community groups and individuals can make it happen in Holdfast Bay and should be read together with the City of Holdfast Bay **Community Gardens Guidelines** available on: www.holdfast.sa.gov.au

If you would prefer a hard copy of the guidelines please contact Council on **8229 9999** or email: mail@holdfast.sa.gov.au

Please note: To enter into a lease or licence agreement for using council land, a community group must be incorporated and have appropriate insurances and financial arrangements in place. Alternatively, a local group or individual can provide written evidence that they come under the auspices of an already incorporated association with whom Council may enter an agreement.



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How to apply to use council land for a community garden

Step 1: Read the City of Holdfast Bay **Community Gardens Guidelines** available on www.holdfast.sa.gov.au

Step 2: Establish a community garden group with common ideas and:

- Complete the Guidelines **Checklist – ideas ...**
- Become an incorporated association OR
- Arrange to come under the auspices of an existing incorporated body.

Step 3: Contact Council to arrange a meeting and be well prepared to discuss your proposal:

- Establish good communications
- Let us know your intentions / clarify issues
- Find out how Council may be able to assist.

Step 4: Work with Council officer/s to:

- Assess and choose a suitable location, using the site selection criteria listed in the City of Holdfast Bay **Community Gardens Guidelines**
- Ensure compliance with all legislative and other Council requirements and discuss community consultation obligations and conditions.

Step 5: Complete and submit the **Community Gardens Application Form** available on www.holdfast.sa.gov.au

Step 6: City of Holdfast Bay will assess your application and notify you of the outcomes in writing. If your application is successful, proceed through the next stages.

Step 7: City of Holdfast Bay will facilitate Community Consultation if needed.

Step 8: Following community consultation:

- Address all issues arising
- Obtain all necessary approvals
- Ensure all insurances, and Occupational Health Safety & Welfare and other relevant procedures are in place.

Step 9: Determine your group's current capacity to finalise design sketches, prepare the site, project manage the development and maintain the garden.

If necessary, identify and obtain required additional resources, sponsorships etc.

Step 10: Liaise with council officer/s to finalise the lease / licence agreement details and sign the document.

Step 11: Ensure funding arrangements are in place:

- Sufficient income secured
- Detailed budget prepared.

COMMENCEMENT