

Staff Checklist - Community Garden

Distribute guidelines and supporting documents to enquiring group / individual

There needs to be a group commitment and consideration to the questions and issues raised in supporting documents including determining a group contact and how the group will attain public liability insurance.

Discuss project with applicant group

Groups can discuss matters such as proposed site/s, group structure etc to identify/resolve any outstanding issues.

Request the group submits an application form

Assist group through the process of lodging an application and advise them to wait for approval prior to proceeding.

Assessment

Council will assess applications in accordance with the *NSW Local Government Act, 1993* and this policy.

Agreement / approval / licence or lease issued

If approved and depending on the tenure and management structure governing the land- a temporary 1 year agreement / approval / licence or lease will be issued to the successful group and provided all conditions are satisfied, a subsequent 3 or 5 year agreement / approval / licence or lease with on-going renewal will be issued.

Re-negotiation with group

If not approved, Council staff will negotiate with the group to see if they would like to work through the reasons why the garden was not approved to see if a further application can be submitted once the concerns of Council are addressed.

Works can commence

On ground works and application for grants and funding can commence.