

Form C: Application to Establish a Formal Community Garden

Thank you for your expression of interest in establishing a formal community garden in the Kiama LGA.

There are six important steps to complete before Council will be able to make a decision on your request. They are listed below.

If you have any questions about this procedure, please contact Council's Health Promotion Officer on 4232 0444.

1. Read Council's *Guidelines for the Establishment of Community Gardens* document and *Community Garden's Policy* to understand how to start a community garden in Kiama Municipality on Council land, and check that your community group is eligible to apply for use of a community garden site.
2. Discuss your preferred site for your garden with Council's Health Promotion Officer.
3. Identify your organisation structure i.e. will you be your own incorporated organisation or have an auspice agreement. If you organisation is in the process of becoming an incorporated organisation your incorporated status must be finalised before entering into a lease with Council.
4. Make your own detailed assessment of your preferred site (Council identified site/own identified site). Council has identified some potential sites that may be used but you should assess your preferred site to be sure it is suitable for the type of garden that you want to establish. *With a clear understanding of the site, the group will have a good foundation for success.*
5. Design your proposed garden.
6. Complete this Application Form and attachments and submit it to Council.

Applications to develop community gardens on land not owned or managed by Council do not require council approval (unless you plan to include structures that require DA approval).

Part 1: Applicant Details

Community Garden Group Name

Contact Person	1	2
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Phone Numbers	1	2
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Emergency Contact	Phone

Registered Name

Incorporation Number (if not being Auspiced) INC

Postal Address:

Suburb/Town _____ State _____ Postcode _____

Email Address

(APPLICANT NAME)

(SIGNATURE)

(DATE)

Part 2: Group Details

Is the Community Garden Group being Auspiced by an existing organisation? Yes No

If no, go to Part 4. If yes, answer questions below about the auspice organisation.

A responsible officer of the auspicng organisation must sign this application.

Registered Name of Incorporated Auspicing Organisation

ABN Number

Incorporation Number

Name of authorised officer for Auspicing Organisation

Phone Numbers BH AH

Email Address

(APPLICANT NAME)

(SIGNATURE)

(DATE)

Part 3: Auspicing Organisation Authorisation

We _____ (Name of Auspicing Organisation)
agree to auspice the above community garden group and are legally able to enter into an
auspice arrangement.

Name of authorized officer for Auspicing Organisation

(APPLICANT NAME)

(SIGNATURE)

(DATE)

Part 4: Site Details

Site Name

Site Address

Suburb/Town

State

Postcode

Part 5: Community Garden Details

Attach A3 garden design for the particular site that you wish to use.

Part 6 Lodgement Details

You can lodge the completed application with the supporting material:

- By mail: The General Manager
 Kiama Municipal Council
 PO Box 75
 Kiama 2533
 ATTENTION: Community Services Division
- By hand: At Council's Administration Centre
 11 Manning Street
 Kiama
- By email: council@kiama.nsw.gov.au
 Attention: Health Promotion Officer, Kiama Municipal Council