



## Community Garden Site Assessment Checklist

### 1. Applicant Details

Name of Applicant / Group		
Name of Primary Contact Person		
Address of Primary Contact Person	Number and Street	
	Suburb	Postcode
Email address		
Contact phone number		

### 2. Proposed Site Details

Proposed Address of Food Growing site	Number and Street	
	Suburb	Postcode
Site Lot No		
Site Owner		
Size of the land (in m <sup>2</sup> )		

### 3. Current Site Use

What is the site currently used for? (Eg. passive recreation, sporting ground, dog walking, etc.)	
Please list any existing structures on the site (eg. buildings, sheds, seating, fences, paving, existing trees / gardens)	

#### 4. Location

Distance of site from med-high density residential area (i.e. apartments / flats / housing estates)	
Please list any community centres, neighbourhood houses, schools, churches and aged care centres located within 10 minutes / 500 metres walking distance from the site	
Is the site on or near a natural conservation area or within 100 metres of a natural waterway such as the Moonee Ponds or Merri Creek?	

#### 5. Community Interest and Support

What community need is the garden is aiming to meet? What will be the benefit(s) to the community it will serve?	
How many people are interested in establishing a community garden on this site? Please list the members of your community garden group.	Number of members: _____ Names of members: _____ _____ _____ _____ _____ _____ _____ _____
Have community meetings taken place to discuss the community garden proposal? List the date(s) on which meetings took place and <b>attach meeting minutes</b> if available	
Is the garden group incorporated or being supported by an incorporated group	<input type="checkbox"/> We are an Incorporated Association Name of Association: _____ <input type="checkbox"/> We are being supported by an Incorporated Association

	<p>Name of supporting Association and nature of your relationship with them:</p> <hr/> <hr/>																										
<p>Has the group developed a <b>Purpose, Vision and Objectives</b> for the garden? Detail here or attach if available</p>	<hr/> <hr/> <hr/>																										
<p>Have the occupants of nearby houses and businesses been informed of the proposed garden? If so list the addresses / businesses and how they have been contacted eg. Door knocked, letter box drop, attended community meeting etc.</p>	<p>Number of households / businesses informed: _____</p> <table data-bbox="678 795 1396 1288"> <thead> <tr> <th data-bbox="678 795 1053 828">Address of Household:</th> <th data-bbox="1157 795 1396 828">How Contacted:</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <table data-bbox="678 1310 1396 1512"> <thead> <tr> <th data-bbox="678 1310 1053 1344">Name and Address of Business:</th> <th data-bbox="1157 1310 1396 1344">How Contacted</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Address of Household:	How Contacted:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Name and Address of Business:	How Contacted	_____	_____	_____	_____	_____	_____
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<p>Of the neighbours / businesses contacted, what percentage have said they are supportive of and / or would like to be involved with the proposed garden? <b>Attach letter(s) of support.</b></p>																											

## 6. Costs

<p>How do you plan to fund the community garden? (refer to Resources and Support in the Moreland Food Growing Assessment Guidelines for suggestions).</p>	
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### 7. Accessibility and Services

<p>Indicate types of public transport in the area and the distance from the site:</p>	<p>Type of Public Transport:</p> <p><input type="checkbox"/> Tram</p> <p><input type="checkbox"/> Bus</p> <p><input type="checkbox"/> Train</p> <p><input type="checkbox"/> Bike Tracks</p> <p><input type="checkbox"/> Foot paths / Walking tracks</p>	<p>Distance from site:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Is there vehicle access to the site, including access to deliver infrastructure, soil, mulch etc.?</p>		
<p>Is the site accessible to a range of user groups, including disabled access if required by garden users?</p>		
<p>Is there access to electricity on site?</p>		
<p>How close are the nearest public toilets?</p>		

### 8. Safety and Security

<p>Is the site in a high profile location easily observed by nearby houses, shopping areas and businesses?</p>	
<p>Are you aware of any safety or crime issues in the area?</p>	

<p>What type of lighting is there on and around the site?</p>	
<p>Are there major roads nearby? If so are there barriers to pollution and noise from traffic? Is the site safe for small children?</p>	
<p>Are there likely to be issues with noise, pollution, and / or weed infestations from adjoining sites?</p>	

### 9. Soil Quality and Topography

<p>What is the history of use of the site? Has the risk of soil contamination at the site been assessed?</p>	
<p>What is the soil type and structure (eg. clay, sand or loam)? Would soil need to be brought onto the site?</p>	
<p>Is there good drainage on the site (i.e. does water soak in quickly or cause water-logging)? Is there the potential for flooding on site?</p>	
<p>What is the current ground cover?</p>	
<p>What is the slope and contour of the land?</p>	

### 10. Water and Solar Access

Does the site have sunlight for at least 6 hours per day? Are there any large trees or buildings blocking solar access?	
Is there a mains water source on the site?	
Is there scope to harvest rain water on site?	
What direction does the wind generally come from? Is there wind turbulence caused by nearby buildings or walls? Will plant growth be affected by wind?	

### 11. Research / Advice Sought

What resources (eg. community garden guidelines / manuals) have been consulted in the development of this community garden proposal (please list)		
Has advice been sought from Council in the development of this proposal? Eg. Food System Officer, Open Space, Properties. List the departments / person contacted	Council Department: _____ _____ _____	Person Contacted: _____ _____ _____
Has advice been sought from other experts in the development of this proposal? Eg. Other community gardens, Moreland Community Gardening Inc, Moreland Food Gardens Network, 3000acres (refer to Moreland Food Growing Assessment Guidelines for suggestions). List the organisations contacted.		



## 12. Supporting Documentation

Indicate supporting documentation supplied with assessment:

- Community Garden Group Purpose, Vision and Objectives
  - Community Meeting Minutes
  - Letter(s) of support
  - Other (Please list):
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## 13. Site Plan

Attach a plan of the proposed garden. This can be a rough drawing indicating land size, orientation, existing structures / trees, pathways, proposed location of garden beds, water tanks etc.