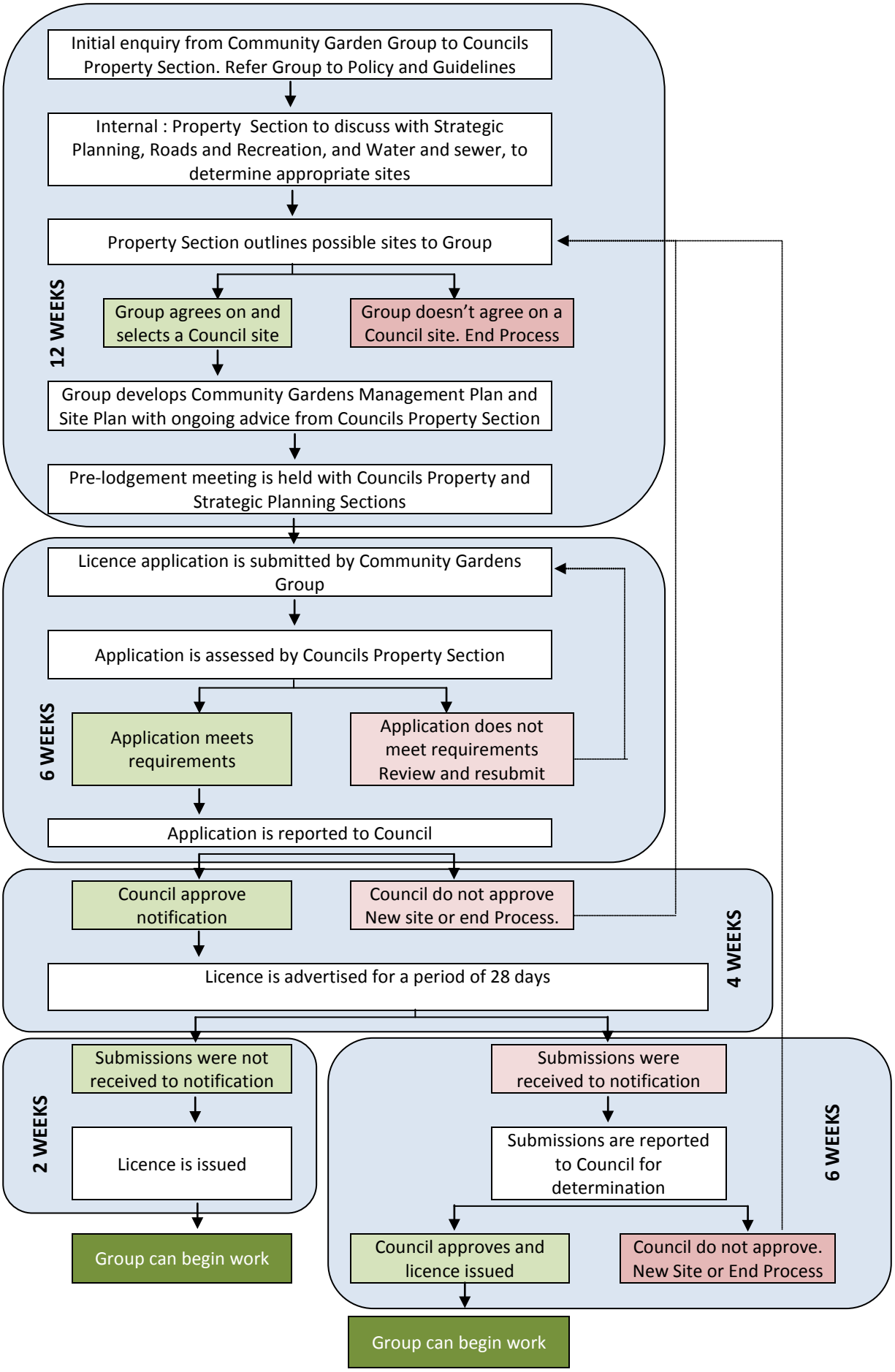
APPENDIX D - COMMUNITY GARDENS LICENCE APPLICATION PROCESS


Initial enquiry from Community Garden Group to Councils Property Section. Refer Group to Policy and Guidelines
Internal : Property Section to discuss with Strategic Planning, Roads and Recreation, and Water and sewer, to determine appropriate sites
Property Section outlines possible sites to Group
12 WEEKS
Group agrees on and selects a Council site
Group doesn't agree on a Council site. End Process
Group develops Community Gardens Management Plan and Site Plan with ongoing advice from Councils Property Section
Pre-lodgement meeting is held with Councils Property and Strategic Planning Sections
Licence application is submitted by Community Gardens Group
Application is assessed by Councils Property Section
6 WEEKS
Application meets requirements
Application does not meet requirements Review and resubmit
Application is reported to Council
Council approve notification
Council do not approve New site or end Process.
4 WEEKS
Licence is advertised for a period of 28 days
Submissions were not received to notification
2 WEEKS
Licence is issued
Group can begin work
Submissions were received to notification
Submissions are reported to Council for determination
6 WEEKS
Council approves and licence issued
Council do not approve. New Site or End Process
Group can begin work