

# Community Garden Grants:

How to apply for a permit or licence for land use approval



*Everyday*  
**climate  
choices**



## Fact Sheet

There are two approval processes for garden construction:

- Low Impact Gardens:
  - > Urban Parks and Places Volunteering Program
  - > Urban Minor Gardens (on unleased land, open to public)
- Typical Community Gardens (on unleased land, closed to public).

### Low Impact Gardens

These types of gardens include low impact plantings (vegetables, flowers, shrubs and small trees) in garden beds (in-ground, raised and wicking) that are temporary in nature. Examples of this include creating raised garden beds within a neighbourhood park (or unused neighbourhood land), placing wicking garden beds around neighbourhood shops (or garden beds if there is suitable land) and creating micro-forests within a neighbourhood park.

Where a permit is required, applications are free for community groups and can be issued for up to 3 years, with the possibility for renewal. The approval process takes up to 28 days after all the required supporting documentation is provided. Approval will take into consideration things such as land zoning and bushfire zoning requirements, contaminated sites information, Municipal Infrastructure Standards, other land use requirements and public safety.

### The process to apply for a land use permit is below:

- Complete the [Application for Public Unleased Land Permit form](#)
- Develop a site plan - this must show the position of all objects which will allow an assessment of public safety and amenity (dimensions, placement of garden beds, etc.)
- Develop a risk assessment plan - this document must be comprehensive, covering all predictable hazards and control measures. There is no set format for this, however templates are available on request from [TCCS.Commlanduse@act.gov.au](mailto:TCCS.Commlanduse@act.gov.au)
- Obtain public liability insurance of \$10 million
- Email the completed documentation for a land use permit to the TCCS Municipal Team for consideration [TCCS.Commlanduse@act.gov.au](mailto:TCCS.Commlanduse@act.gov.au)

# Community Garden Grants: permit and licence approval

## Typical Community Gardens

If your proposed garden is to be within a fenced off area on public land (where the public pay a membership and/or plot fee to an organisation for access to the garden) you are required to obtain an Unleased Land 303 Licence to occupy that area. These are identified as Community Gardens in the Guide to Community Gardens in the ACT\*, EPSDD guidelines. Examples of this include a typical Canberra Organic Growers Society (COGS) style of community garden. Please read the application form and the guide before you begin the process. The approval process can take up to 4 months after all the required supporting documentation is provided. Currently, no fees apply for not-for-profit community garden licences.

### The process to apply for a land use licence is below:

- Complete the Application for the Grant of a Licence form (provided on request)
- Develop a detailed Site Plan - this must accurately show the licence area including position of all structures and objects which will allow an assessment of public safety and amenity (dimensions, placement of garden beds, fencing, etc.).
- Develop a Risk Management Plan - this document must be comprehensive, covering all predictable hazards and control measures. There is no set format for this, however an example template can be sent upon request from [TCCS.LandUse@act.gov.au](mailto:TCCS.LandUse@act.gov.au)
- Obtain Public Liability Insurance of \$20 million
- Provide Certificate of Business Registration (if applicable)
- Development Application Notice of decision (approval)
- Email the completed documentation for a land use license to the TCCS Land Use and Compliance team for consideration [TCCS.Landuse@act.gov.au](mailto:TCCS.Landuse@act.gov.au)

If you need help determining if you are required to apply for a permit or licence, please contact [EPSDD.communitygrants@act.gov.au](mailto:EPSDD.communitygrants@act.gov.au) with your proposed garden site plan and request advice and guidance on the land use application process, including the associated documents.

\* Please note this guide is currently being reviewed, certain links and ACT Government departments provided in the guide may be outdated, if you would like clarification on information supplied in the guide please contact [EPSDD.communitygrants@act.gov.au](mailto:EPSDD.communitygrants@act.gov.au)