

This form is to be completed by the Volunteer using the [Street Gardens Guidelines](#)

Volunteer details

Full Name

Address

Suburb

Postcode

Email

Phone number

Permissions

Are you the property owner?

(if NO, written permission from the property owner must be provided)

Yes

No

Do you live in a town house or apartment building?

(if YES, written permission from the body corporate or strata must be provided)

Yes

No

Surface treatment

Does the area in front of the house where you propose to plant the street garden have:

grass or vegetation cover with a sealed footpath?

grass or vegetation cover across the entire verge?

a paved or sealed surface across the entire verge?

PLEASE NOTE: paved/sealed surfaces on the verge can only be excavated by City of Newcastle (CN). This is only possible if CN has a street tree scheduled to be planted in the space and is able to excavate a space around the tree at the same time. This area can then be planted and maintained by the resident. In all other circumstances planter boxes must be used to create a street garden where the verge is sealed.

Street Garden Type

Please indicate the type of garden you wish to install (tick all that apply)

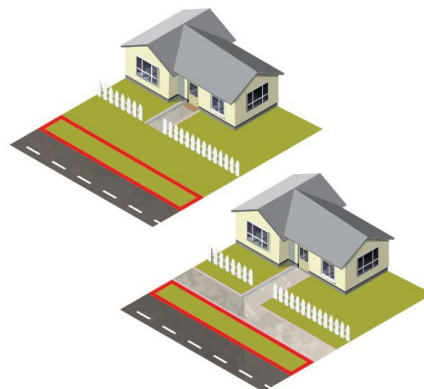
Front of House

(in natural soil at ground level)



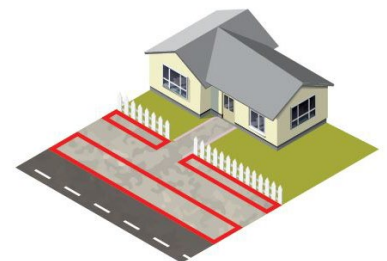
Kerb Side

(in natural soil at ground level)



Planter Boxes

(for full width paved verges or for any garden type where food plants will be grown)



Garden dimensions

Please include approximate dimensions of your proposed garden here

Front of house:

Length of garden (parallel to road) in millimetres:

Width of garden (perpendicular to road) in millimetres:

Kerb side:

Length of garden (parallel to road) in millimetres:

Width of garden (perpendicular to road) in millimetres:

Plants

What do you intend to plant in your garden? (select all that apply)

Native plants

Non-native annuals and other plants

Food plants (note: planter boxes with imported soil must be used for the growing of food plants)

Is there anything else you would like to tell us about your garden plans?

(you can also draw a simple sketch outline of your garden layout here if you wish, or attach one separately)

Street garden conditions

Please read the following conditions and tick to confirm that you understand them

The margin of the garden must be treadable and flush with the footpath and must not include raised edges such as brick, timber, plastic or stone surrounds, spiky plants, stakes or fencing

The garden must not create access or sightline barriers, present safety hazards for people using the footpath, nor impede access to any public utilities or facilities such as bus stops

Gardening activities, plants and equipment must not impede pedestrian access to the footpath

Planting must be carried out by hand at a depth of no more than 300mm. Mechanised tools and equipment must not be used, and care must be taken around stormwater drainage pipes and tree roots

The garden must not pose a safety risk and must be maintained in a way that does not create water, soil or mulch run-off from the garden onto the footpath, road surface or other properties

The garden must not result in the planting, pruning, damage or removal of street trees

Plants must not grow higher than 500mm tall

Groundcovers/treadable plants (nothing with any height) must be planted:

- 450mm in from the kerb
- 1000mm either side of a driveway
- 3000mm to a street corner

A minimum of 300mm must be kept clear between plants and power poles

A minimum of 1200mm footpath must be allowed for pedestrian access

Additional conditions for Planter Boxes (where applicable):

Please read the following conditions and tick to confirm that you understand them

The planter box must be constructed from untreated timber, plastic or Colorbond steel

The planter box must be between 600mm and 1200mm wide and between 600mm and 2400mm long

The planter box must be between 450mm and 600mm high (not including plants)

The planter box must maintain at least 300mm clearance to a power pole

The planter box must maintain at least 1000mm clearance either side of a driveway

The planter box cannot be constructed around (enclosing) the trunk of a street tree

The planter box must be installed above existing ground level with drainage directed to the kerb & gutter (but not across footpath surface)

The planter box should be self-wicking

Plants must not grow higher than 500mm tall (measured from the soil level of the planter box)

Risks and responsibilities

Please read the following terms and tick to confirm that you understand them

I have conducted a free property search via Dial Before You Dig at www.1100.com.au to identify the location of essential services and can confirm that my street garden will not impact on utilities or infrastructure. **(Note: this step is not required for Planter Box gardens as they are above ground only)**

My Dial Before You Dig reference number is: _____

I understand that I cannot commence the installation of my garden until I have received approval from CN to proceed

I understand that I will be required to cover all costs associated with the construction and ongoing maintenance of my street garden, including any damage to public infrastructure and replacement of failed or damaged plants

I am aware that if my street garden does not comply with the guidelines it may be removed by CN

I understand that street trees can only be planted or pruned by qualified CN arborists. Residents are not permitted to plant or prune a street tree themselves (requests for planting of a new tree, or maintenance of an existing tree can be lodged via our website or by phone)

I understand that I am responsible for my own safety while constructing, planting and maintaining my street garden

I understand that any children, who I am not a close relative of, that are participating in the planting and maintenance of the street garden must be accompanied by a parent or legal guardian

Declaration and induction checklist

I, (Volunteer's name) _____ declare that I have read and understood the Street garden conditions and Risks and responsibilities and agree to adhere to them.

I also declare that the information provided on this form is true and correct to the best of my knowledge.

Volunteer's signature: _____ Date: _____

Please email your completed form along with a recent photo of your proposed garden location to: mail@ncc.nsw.gov.au

PRIVACY DISCLAIMER

We are committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and our [Privacy Management Plan](#)

Purpose: We will use the information to process your request.

Intended recipients: Authorised City of Newcastle Officers and its contractors or agents.

Supply: Voluntary.

Consequence of non-provision: We may not be able to process your request.

Storage and security: Information will be stored in accordance with City of Newcastle's Records Management Policy.

Access: Contact us by phone on (02) 4974 2000 or attend the City Administration Centre.

OFFICE USE ONLY

Yes

No

1. Street Garden Registration completed, signed, and received by CN Officer
2. Identification of property owner confirmed via Land Register
3. WHS induction and checklist completed, signed and received by CN Officer