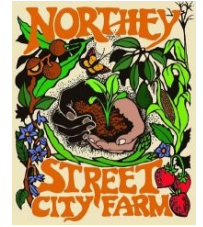


Northey St City Farm (NSCF) Allotment Gardens Guidelines 2023



Thank you for your interest in renting an allotment at Northey Street City Farm!

Allotments are garden beds that are leased to individuals, households or community groups (allotment-holders) to cultivate for their own use.

1. ALLOCATION OF ALLOTMENTS

As allotments become available, vacancies are advertised through the NSCF e-news and facebook page if there is nobody on the waiting list.

Allotment applicants need to be familiar with these NSCF Allotment Guidelines. Completion of the online application form [HERE](#) indicates agreement to abide by these guidelines.

In the event of there being insufficient allotments, a waiting list will be kept and allotments allocated as they become available. The method of allocation will be 'first come-first served', based on the current waiting list, unless, in the opinion of NSCF, there are special circumstances.

Each allotment-holder must be a current member of Northey Street City Farm Association Inc.

2. HOLDING OF ALLOTMENTS

NSCF operates on land leased from the Brisbane City Council, which involves responsibilities such as demonstratively serving the community. Allotment-holders may not transfer their allotment to another person/group without the permission of NSCF. If an allotment-holder is unable to maintain their allotment, it is the allotment holder's responsibility to inform NSCF by email and the allotment will be re-allocated. In order for the allotments to be accessible to the maximum number of people possible, no household may hold more than one plot. NSCF reserves the right to define a household for the purposes of these guidelines.

A contact phone number is required on all application forms to allow the NSCF to contact an allotment holder when email correspondence has failed in regards to an untended allotment.

3. FEES AND MEMBERSHIP

There is an annual fee payable for a garden allotment, which is invoiced at the start of the financial year.

Fee options are as follows:

- \$4/week (\$208 annually) - Health Care Card / Low Income
- \$6/week (\$312 annually) - Middle Income
- \$8/week (\$416 annually) - High Income / Organisations.

By offering a sliding scale fee, we are able to make our allotments more accessible to low-income earners. We ask you to nominate the amount which is most suited to your financial situation.

- For a new allotment holder, the fee is calculated pro-rata at the weekly fee, to cover the remaining period until June 30th. If the allotment is allocated in April, May or June, then the renewal fee may be sought at the same time. New allotment holders will also be invoiced for a \$70 bond.
- For a renewal, the fee shall cover the next full financial year, and a reminder email sent approximately 2 weeks later. NSCF will not chase up unpaid allotment fees. If a fee is not received by July 30th, the allotment will be re-allocated.

Allotment-holders who give up their allotments during the (paid) year will not receive any allotment fee refund; however they will receive their \$70 bond if the allotment is clear of weeds and in a good condition, as per section 8.

If the allotments become inaccessible or unusable due to flooding for periods of more than a week, NSCF is able to provide refunds or credits for the time they are unavailable.

Allotment holders must be members of NSCF. NSCF members receive a 10% discount on purchases from the City Farm Nursery, where you can buy allotment needs like seedlings, mulch, and soil amendments. Allotment holders are encouraged to exercise their membership rights by participating in the running of this community organisation.

4. SHED and TOOLS

4.1. Lock

The shed must be kept locked at all times. A combination lock is provided for this purpose and the combination shall be issued to all allotment holders.

This combination should not be shared with other people unless they are maintaining your allotment whilst you are not present.

4.2. Garden Tools

There is a range of tools and two wheelbarrows provided in the allotments shed for communal use. All tools privately owned should be labelled as such, and not used by other allotment-holders without authorization.

If any garden equipment is missing, allotment-holders should report this to NSCF Education and Farming Manager or other staff as soon as possible.

4.3. Storage

All single-use items (such as left-over fencing material) should not be stored in the shed. Similarly, unopened bags of mulch, compost, soil (etc.) should not be stored in the shed.

Allotment holders must be aware that the allotments are subject to flooding in the first few months of the year, and as such, it is preferred that no open bags of mulch, compost, soil (etc.) are stored in the shed during this period.

5. SIGN ON & INCIDENTS

5.1. Sign on

All allotment-holders are required to log their attendance at the allotments by signing in and out in the book provided. This is required to ensure all allotment-holders are covered by the Farm's insurance whilst on site.

5.2. Incidents

Please report all incidents, no matter how minor, to the Education and Farming Manager as soon as possible. An incident report may be required to be filled out.

6. RESPONSIBILITIES OF ALLOTMENT-HOLDERS FOR THEIR OWN ALLOTMENTS

6.1. Maintenance of Allotments

Allotment-holders are responsible for the care and maintenance of their individual allotments throughout the year. It is the responsibility of allotment-holders to maintain their allotment, and the expectation is that allotment holders tend their allotments at least once a week.

It is expected that the allotments are actively being used and are kept free from weeds.

The allotments may have a sign placed in them, with their name and wording to discourage theft.

Due to personal safety and insurance issues, allotment-holders are strongly advised to work on their allotments in daylight hours only.

6.1. Pathways

Allotment-holders are responsible for keeping the pathways around their allotment free of rubbish and any items that may be obstructing the pathways or be a hindrance or safety issue to mowing, including overgrown plants from the allotment, netting and trellis/fencing material.

6.2. Appropriate Plants

Trees and large permanent shrubs are not suitable for allotments because they may block sun to other allotments. Allotment-holders who wish to grow large plants must advise NSCF before allotments are allocated. Plants declared under the Land Protection Act (2002) are not permitted.

6.3. Trellises

Consideration must be given to other allotment-holders regarding trellis placement, height and shading. No more than two borders of an allotment may be trellised.

6.4. Building and other Materials

Permanent structures must not be built on allotments or on vacant areas of the NSCF. Allotment-holders cannot use the NSCF facilities to store building materials.

Inappropriate materials such as chipboard, medium-density fibreboard (MDF), glass or treated pine must not be used. If you are in any doubt please contact the NSCF Education and Farming Manager.

6.5. Soil and Organic Inputs

Allotment-holders are responsible for improving the condition of the soil in their allotment. It is important that nutrients are put back into the soil after every season. This can be achieved by adding manure, compost, 'chop n drop' and mulch.

Soil is not to be removed from any allotments.

At times, NSCF will make compost available to allotment holders.

Garden beds must be topped up to 350 mm depth at all times.

Please do not dig beyond the 400 mm / bottom of the bed as all beds are capped with geotextile fabric to meet with our Contaminated Soil Management Plan.

6.6. Water

All allotment-holders are required to not waste water and to adhere to the current guidelines for water use as outlined by the Queensland State Government. Water usage information will be posted on-site by NSCF. We encourage mulching to conserve water in your allotment.

6.7. Waste Management

Allotment-holders are required to keep their allotments and surrounding areas tidy and recycle organic materials appropriately.

As far as practical, all organic refuse from the allotment that is placed in the compost area provided, must be cut into small pieces, and all weeds are to be added to the weed tea barrels.

Compost is to be distributed at the discretion of the NSCF Education and Farming Manager.

All non-plant rubbish (including cigarette butts) must be disposed of in the appropriate bins provided onsite or taken home. Rubbish is not to be left in the allotment area. This includes the beds, the shed and compost bay area. Unused pots must not be left within a bed – as they can be washed into the waterway by a flood.

6.8. Fertilisers and Control of Garden Pests

Please use organic garden practice 😊

Pesticides, herbicides (including glyphosate), other toxic chemicals or non-organic fertilizers are not to be used (or introduced to the site). Consult NSCF for acceptable alternatives.

6.9. Noise

Please consider NSCF's neighbours and other allotment -holders.

6.10. Children

Children are welcome at NSCF. Parents are responsible for their own children in the garden.

6.11. Animals

Dogs on a leash are permitted in the allotment area. Dogs not on a leash, cats and other pets are not permitted in the allotment area.

6.12. No Smoking

Northey Street City Farm is a designated no-smoking area, with the exception of the signed smoking area in the car park.

7. CODE OF CONDUCT

Each allotment-holder has the right to quiet enjoyment of the NSCF Community Garden.

We are all responsible for the security, safety and harmony of the NSCF Community Garden.

Respect one another's beliefs and cultural differences.

No plants or equipment are to be removed from another allotment without permission.

Willful damage to any area of the NSCF Community Gardens is unacceptable.

Alcohol or any form of substance abuse is unacceptable.

8. RELEASING AN ALLOTMENT

When you release your allotment, you are responsible for removing all weeds and structures from your bed. Further, all plants should be removed unless notified by NSCF staff that they may remain for the next allotment holder or for communal use if the bed cannot be allocated.

9. FORFEITURE OF ALLOTMENTS

Allotment ownership operates strictly on a 'use it or lose it basis'.

It is expected that allotment owners will visit the garden on at least a weekly basis, maintain their beds, water according to government/NSCF regulations, grow crops, and remove weeds and finished or diseased plants promptly.

If allotment-holders are going out of Brisbane for work or holidays, they must arrange a minder for their allotment. Please notify the Education and Farming Manager if you will be unable to attend the garden for an extended period.

If the allotment becomes overgrown or vegetation encroaches onto neighbouring plots, the allotment holder will be notified of the issue by email. The allotment may be forfeited without refund unless the allotment holder responds and steps are taken address the issue Alternatively, the allotment-holder must satisfy NSCF that there are exceptional circumstances. The allotment-holder will receive an email, a follow up phone call, followed by forfeiture of the plot two weeks later if no substantial improvement takes place.

NSCF reserves the right, at the time that allotment subscriptions are due, to discontinue allotment allocations which have not been maintained in accord with these guidelines and the application agreement.

10. MAINTENANCE OF COMMON GARDEN BEDS AND PUBLIC AREAS

Allotment-holders are invited to help care for the common beds and public areas within the allotment area.

Regular working bees are arranged by NSCF staff. They provide a time for allotment-holders to meet and exchange ideas. Allotment-holders who are not able to attend working bees are invited to put in equivalent hours work in the communal areas of the garden, or other tasks, which may be listed on the allotments notice board.

Leaking taps, damage to the gardens, or lost/broken equipment need to be reported to NSCF.

Non-allotment areas are not for personal use and plants must not be removed from non-allotment areas unless approved.

11. DEALING WITH PROBLEMS OR CONCERNS

If allotment-holders have any concerns about the garden or about other allotment-holders, they should contact the Education and Farming Manager. If necessary, the dispute resolution process as outlined in the NSCF Policy & Procedures Manual may be used. A copy of the manual may be obtained on request from the NSCF office.

12. REVIEW OF GUIDELINES & VIABILITY

'NSCF Allotment Gardens - Guidelines' is a living document, and may be revised from time to time. NSCF reserves the right to amend or add to this document. Allotment holders will be advised of changes to the guidelines. Further, as NSCF leases the land from BCC and is therefore subject to their governance - NSCF reserves the right to discontinue this program.

We look forward to you joining our Northey Street City Farm community!