



# Let's grow together

How to apply for a  
pop-up laneway garden





## Establishing a pop-up laneway Garden in Yarra

This booklet includes information that will assist you in establishing a pop-up laneway garden for you and your local community. A pop-up laneway garden is a garden which is located in the laneway directly adjacent to your property. The garden is to be developed, cared for and enjoyed by the community. Council encourages all laneway garden applicants to consider speaking with your neighbours to develop a joint garden proposal.

Yarra City Council recognises the importance of urban agriculture in creating a sustainable city where a robust, multicultural community lives and thrives. Community growing spaces provide an opportunity for the community to work together, building more resilient and liveable neighbourhoods through growing, producing and sharing fresh healthy food. These gardens are an effective means of inspiring and enabling food growing in the city and building social and economic wellbeing from the ground up – created for and by local people.

Community growing spaces may be located on appropriate public land, tended and cared for by the Permit holder and community. They may be:

Contents	
Education	2
Site Selection	3
Consultation	4
Application	9
Your obligation	11
Measure	12
Nurture and Enjoy	12
Share	12



**A planter box on a footpath or roadway**



**A productive tree**



**A nature strip garden**



**A pop-up laneway garden**

If you would like to start a community growing space, Council has created a process to assist in the establishment of a garden – making it simple, fun and safe.

# The process for developing a pop-up laneway garden

1.

## Education

Twice yearly, Council sponsors Community Growing Spaces Workshops – providing the community an opportunity to join the food growing community in Yarra, learn how to develop a community growing space in a laneway and prepare a successful application for a pop-up laneway garden. In each session, Council's Urban Agriculture facilitator will provide advice and assistance with the following:

Laneways which are more suitable for the development of a pop-up garden;

How you can address potential hazards for pedestrians and other traffic;

Means of gaining support and participation from your local neighbourhood for your garden;

Any access or safety issues you must take into consideration in your application; and

Completing a thorough application for your initiative.

**We ask that everyone attend a Community Growing Spaces Workshop for the development of a pop-up laneway garden prior to submitting an application.**

2.

## Site selection

The selection of a suitable laneway is essential for the development of a successful community growing space, along with the building of a strong resilient community. Many factors must be taken into consideration to ensure both the safety and rights of the community and the legal obligations of the Council are maintained.

When choosing an appropriate laneway consider the following:

Access requirements for the laneway (e.g. is the laneway used by trucks, cars, bicycles or only pedestrians?);

Appropriate access for emergency services;

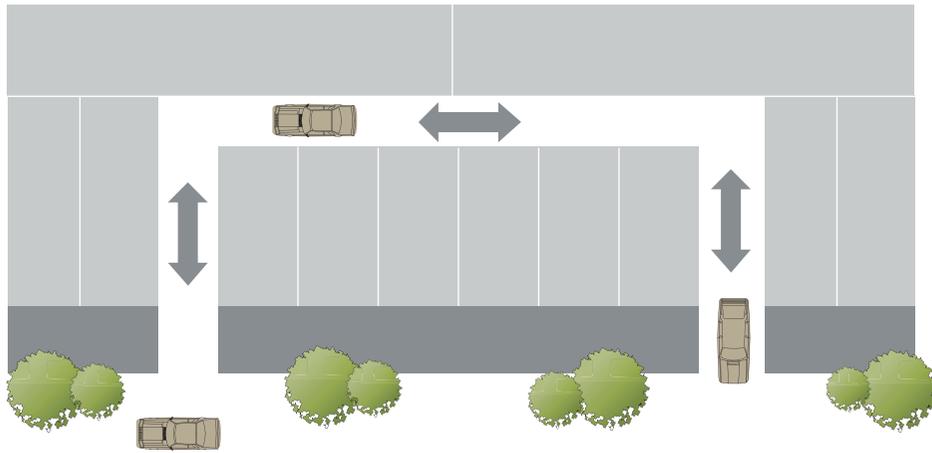
Property owners rights of access to their property from the laneway (whether by motor vehicle or otherwise);

Community rights of access to the laneway;

Council's statutory obligations as managers of the laneways/roads, including the encouragement of public safety on all public land, including roads and lanes, at all times;

Implementation of appropriate risk management processes in order to minimise any legal liability of Council and its ratepayers; and,

Assurance that laneways/roads are trafficable at all times (regarding their respective status whether for vehicles or pedestrians and/or emergency services).

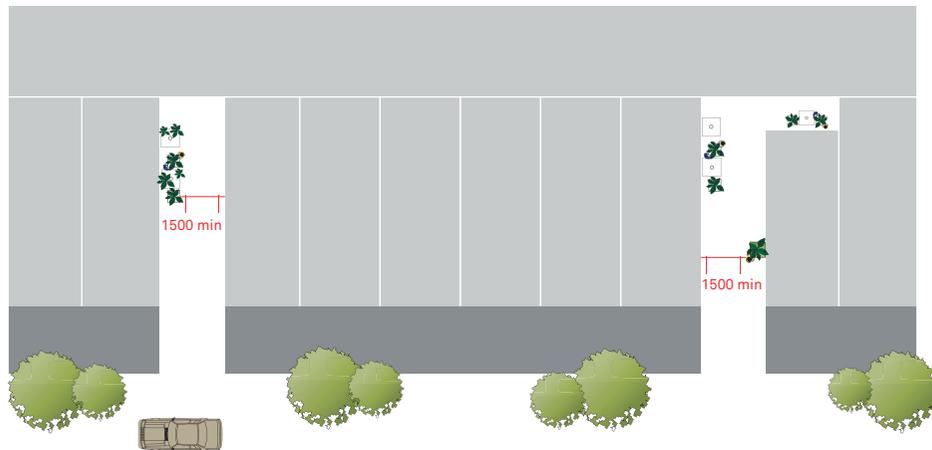


Laneways Type A

### Things to consider

Council has carefully developed an outline of categories to determine an area's suitability for pop-up laneway garden development. While this leaflet provides a general outline to assist you

in determining the suitability of your laneway for a pop-up garden, a short discussion with the Urban Agriculture Facilitator may help to clarify which category your laneway falls into.



Laneways Type C

Laneway category	Description of Laneway	Conditions of use
<b>A</b>	A laneway which is extensively used by abutting properties for regular vehicular access to off-street garages or carports.	A pop-up laneway garden will either be: - prohibited; or - in no way permitted to obstruct current vehicular access.
<b>B</b>	A laneway which is used by abutting properties for intermittent vehicular access to off-street garages or carports or occasional access for construction, repairs or delivery purposes.	Consent or permission may be granted with conditions to ensure partial or occasional access to neighbouring properties can be provided.  <b>Speak with the Urban Agriculture Facilitator to discuss potential conditions required to allow the garden to proceed.</b>
<b>C</b>	A laneway which is irregularly or not used by abutting properties for vehicular access to off-street garages, carports or other access requirements.	Consent or permission may be granted with conditions to ensure partial or occasional access to neighbouring properties can be provided. (Noting that public and emergency services access must be maintained at all times.)  <b>Speak with the Urban Agriculture Facilitator to discuss potential conditions required to allow the garden to proceed.</b>

## Other considerations

Have you considered legal access rights and requirements to any properties abutting the laneway, e.g. driveways, gates, etc? **(Please consult with the Urban Agriculture Facilitator if you require any clarification).**

Is the planter type suited to the ground conditions which it is set on? It is the responsibility of the applicant to ensure the suitability and especially the stability and safety of the receptacle selected.

Have you left an appropriate amount of space for required access down the laneway, including but not limited to emergency services?

Are the receptacles easily movable?

Have minimum clearance requirements been provided for car, truck, bicycle, pedestrian and emergency services?

Have you provided a minimum clearance of one metre around any light poles/service/drainage etc.?



## 3.

## Neighbourhood Consultation

This next stage begins with your neighbours. We ask that you discuss the project with your community to ensure they are supportive of your idea. You will have to seek permission from each neighbour that has a legal “right of access” to the laneway. Before we will be able to consider your application, a minimum of 85% agreement from the residents abutting the lane is required.

We suggest you arrange a neighbourhood gathering to explain your initiative and to give participants an opportunity to have their say. Encourage them to consider contributing to the garden by applying as well. The applications, while considered individually, may be submitted together. Council encourages groups of three or more community members to work together when establishing a community growing space. This encourages the sharing of resources, regular garden tasks, knowledge and friendship.

Be prepared to compromise to ensure broad support. Consider options such as an obligation to temporarily remove the garden (with reasonable notification) to ensure intermittent access when required. Your Urban Agriculture Facilitator can provide you with a list of similar gardens which have been approved by Council if your neighbours wish to view a successful garden.



4.

## The pop-up laneway garden permit application

Once you have neighbourhood support for your laneway garden, you can prepare your application.

Before submitting your pop-up laneway garden permit application please ensure you have done/provided the following:

Attended a workshop outlining the process for applying for a pop-up laneway garden;

Provided written evidence that you have engaged with each neighbour who has a legal "right of access" to the laneway;

Presented any relevant feedback expressed by your community, including any specific conditions you may have agreed to in reaching consent;

Produced a clear diagram to show the location of the garden and its position in the laneway, noting the dimensions of the laneway and any access requirements;

Provided a description of the garden's nature (e.g. the type and size of the receptacle/s being used and a photograph of the proposed site); and

Your full name and contact details.



Your application can be submitted online at [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au). Alternatively, you can visit Council offices at Richmond Town Hall (333 Bridge Road, Richmond) or at Collingwood Town hall (140 Hoddle Street, Abbotsford) using the application form provided on the website. You can expect to receive a recommendation from the Urban Agriculture Facilitator on your application within 30 days of the submission date. Dependent upon specific conditions, some gardens may take more time.

Should your pop-up laneway garden application be successful, you will be asked to pay the annual Permit fee of \$52.00 or as set by Council from time to time. This fee goes towards the cost of public liability insurance coverage, provided by Council.

After payment, an Authorised Officer in Council's Compliance & Parking Services (Local Laws) Branch will issue a permit, noting the specific laneway and laneway type, your contact details, along with any specific conditions relating to your application, including:

The type of garden you will be constructing;

Any specific conditions you have agreed to through the consultation process with your neighbours; and

Removal of the growing space if no longer required.



By accepting this permit you ensure that you are covered through Council's public liability insurance policy, otherwise you may be personally liable in the event of an incident. If a claim is ever made against a laneway garden, the permit holder will be required to pay \$250 excess.

The permit is for a one-year period from September to September. Before your permit expires you will be visited by a Council officer to discuss your intentions for the following year. It will be necessary to reapply if you wish a new annual permit to be issued.

5.

**Internal Council Consultation\***

During the initial consideration of the suitability of a laneway for the establishment of a pop-up garden (as outlined in section 2 above), Council officers are required to confer with Council's:

Compliance & Parking (Local Laws) Branch

Construction Management Branch

Traffic and Special Projects

City Works

Building Assets

Risk, Audit and Procurement



\*The applicant is not required to attend internal consultation.

6.

**Your obligations**

As a part of receiving the permit, the applicant fully accepts that they:

Have assumed responsibility to establish the garden, including the planters (as outlined in the permit), and can provide soil and all other materials required to establish a garden;

Have assumed the responsibility of maintenance in and around the pop-up laneway garden, including the removal of any rubbish, soil, green waste, etc.

Will fully comply both with the spirit of the pop-up gardens program and the conditions of the proposal as outlined in the permit;

Will remove all items from the Council land when the permit expires or is cancelled;

Have responsibility for establishing the pop-up garden as outlined in the permit, providing the planter box or container, the soil and any other required materials.



7.

## Measure

To measure the benefits of this program Council will map the community growing spaces and encourage participants to record their harvest from their own gardens. Recording the productivity of your harvest can be very rewarding and will help future Urban Agriculture projects gain support.



8.

## Nurture and enjoy

Enjoy and make the most of your growing space. Please consider the visual impact of your garden on your neighbours and maintain your garden accordingly. An untended garden can appear as if no one is using it and may attract vandalism or complaints. If you find that you cannot adequately maintain your garden, please contact Council to discuss options to share or forfeit your growing space. If your garden is clearly left unattended for an extended period of time, Council may remove it following consultation with the applicant or nearby residents.



9.

## Share

Share photos of your thriving laneway garden and find pictures of other Yarra gardens using the hash tag **#YarraUrbanGardens**.



## Definitions

### Permit

Means a permit granted by the Council pursuant to the Council's Local Law No 2 of 2012 – Roads and Council Land Local Law.

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### Authorised Officer

Means a Council Officer duly authorised by the Council or the Chief Executive Officer to issue Permits.

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FOR INFORMATION IN YOUR LANGUAGE ABOUT THIS DOCUMENT OR ABOUT COUNCIL, PLEASE CALL 9280 1940 AND QUOTE THE **REF** NUMBER BELOW.

**ARABIC**

للمعلومات باللغة العربية، حول هذا المستند أو عن المجلس البلدي، نرجو الإتصال هاتفيا على الرقم 9280 1930 وأذكر رقم المرجع **REF** المذكور أدناه.

**SIMPLIFIED CHINESE**

欲知有关本文件或议会的普通话版本信息，请致电9280 1937并报上下列**REF**号码。

**TRADITIONAL CHINESE**

欲知有關本文檔或議會的粵語版本資訊，請致電9280 1932並報上下列**REF**號碼。

**GREEK**

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**ITALIAN**

PER AVERE INFORMAZIONI IN ITALIANO SU QUESTO DOCUMENTO O SUL COMUNE, SI PREGA CHIAMARE IL NUMERO 9280 1931 E CITARE IL NUMERO DI RIFERIMENTO (**REF** NUMBER) SOTTOINDICATO.

**SPANISH**

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**VIETNAMESE**

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**Contact Council's  
Urban Agriculture Facilitator  
at  
[info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)**

