

# Common Land Development Application (CPD) 2022.

## For development or improvement of common land and property.

Before a community member can develop or improve AAEV common land or property, a CPD is required. This form will help step you through the process to approval. If your proposal is about using (rather than developing) common property for events, workshops etc please complete the Common property use (CPU) form.

Our vision is to create a resilient, creative, water sensitive environment consistent with our permaculture, community and artistic ethos. Ideally, we'll provide shade, amenity, habitat for local plants and wildlife, and a closed loop/no waste ecosystem or landscapes that help us to improve food security.

Please note that some developments on common land are likely to incur more ongoing volunteer or paid labour, or resources so they are not necessarily the best option (e.g., fruit trees require water, pruning, etc and infrastructure such as bridges, pergolas, etc., also requires maintenance). Please talk to neighbours and NG coordinator if you are considering more fruit trees or other elements needing ongoing maintenance as part of your application.

### Step by step guide.

**Step 1. Talk about your proposal** with your group coordinator and your neighbours

**Step 2. Complete a Common Land Application (CPD).** Tick those boxes that apply. If the questions are not relevant, leave blank.

Part 1 of the form collects information that allows us to approve applications.

Part 2 is instructions for approving/reviewing and next steps in the process.

If neighbours have issues or there are some negative impacts, we will try to negotiate a solution or refer the issues to the next general meeting for a community decision.

**Step 3. Review the Application** – The CPD is reviewed by the coordinator who directs it to the MC or approving group.

**Step 4. The CPD is noted as being 'approved'** and work can get underway.

**Title of your proposal:**

**Contact Details (must be a lot owner/member of CC21109) :**

**Name(s):**

**Date**

**Lot number:**

**Email:**

**Common property location:**

*Please attach a map or diagram with the location of the proposal marked on it.*

## PART 1

### Description of your proposal.

*Tell us what you want to do...add additional pages if needed.*

1. Is your proposal consistent with AAEV bylaws?  *Tick if YES. Leave blank if NO.*
2. Are the plants that you have chosen included on the village Vegetation Guidelines?
3. Are you intending to cover all costs yourself?

### How does your proposal make a positive contribution to our vision for a creative environment consistent with our permaculture ethos and nurturing community? (tick if YES)

4. Supports food security (fruit, nuts, vegetables, bush tucker etc)
5. Helps create a resilient, creative, sustainable or water sensitive landscape
6. Helps establish a no waste, closed loop ecosystem
7. Incorporates artistic or creative elements

### What did the immediate neighbours say? What did other Village residents say?

*To what extent have you consulted? If there is opposition, please provide some information about the issues and responses so we can find solutions that will hopefully meet everyone's needs.*

### Activities associated with your proposal

- |   |                                     |
|---|-------------------------------------|
| Training workshops/classes/education    | <input type="checkbox"/>            |
| Providing food and drink                | <input type="checkbox"/>            |
| Animal keeping                          | <input type="checkbox"/>            |
| Signage                                 | <input type="checkbox"/>            |
| Build permanent or temporary structures | <input checked="" type="checkbox"/> |
| Other (please specify)                  |                                     |

### What may be the negative impacts of your proposal? (tick any that apply)

- |  |                          |
|--|--------------------------|
| Increases mains water use on common land           | <input type="checkbox"/> |
| Needs additional recycled water use on common land | <input type="checkbox"/> |
| Could create future fire hazards                   | <input type="checkbox"/> |
| Noise/nuisance issues                              | <input type="checkbox"/> |
| Generates waste, carbon emissions/dust/fumes/smoke | <input type="checkbox"/> |

Increases Village electricity use	<input type="checkbox"/>
Requires Village storage space	<input type="checkbox"/>
Increased maintenance/volunteering required on the common land	<input type="checkbox"/>

**What is the cost of the proposal?**

*Please include cost breakdown of various components if necessary*

*Please provide details of ongoing maintenance/servicing timing and costs and who is responsible for ongoing operation, maintenance and/or management*

**What government controls and regulations (Council, State, federal), if any, apply? (You are required to tell us, please don't leave it up to us to find out.)**

**If questions 9-14 below are not relevant to your proposal, please leave blank. Continue through the form.**

9. Will you require exclusive, private use? (ie other AAEV members cannot freely access and use the common property)		<i>An Agreement with the Community Corporation may be required.</i>
10. Will permanent or temporary structures/artworks be built?		<i>A special resolution is required.</i>
11. Do you need Village resources or funds to complete your proposal?		<i>The proposal may need to wait for funds to be budgeted.</i>
12. Does your proposal involve keeping animals on common land?		<i>An Agreement with the Community Corporation is required.</i>
13. Does the project cover a large area or have an impact on existing Village infrastructure (carparks, stormwater/irrigation, retaining walls, lighting etc?)		<i>The application needs to be fitted into our sinking fund schedule of Works.</i>
14. Is the proposal intended to generate income?		<i>Approval at a GM may be required.</i>

**Is there a zero/low cost alternative to the proposal?**

*This question is about thinking creatively about whether we really need it and whether there may be alternatives. Our aim is to reduce our footprint on the planet so we ask this question in all seriousness: Do we really need it? Is there an alternative way to achieve what you want?*

**Send the completed form to the neighbourhood coordinator or committee coordinator.**

**PART 2: Next steps**

The coordinator liaises with Management Committee to approve the application. In most cases, the MC reviews the application via email and advises the member. The approval is then noted in the minutes of the MC meeting.

**Review**

Do the immediate neighbours and other NG members support the proposal in principle?

Can fast track approval be given by the neighbourhood coordinator? (Compliant with bylaws, no negative response or impacts, no/low cost and/or budget available). Please note that delegation of approvals for vegetation has been made to the NEC (or the Management Committee in the absence of NEC). We will seek authority for approvals by NG's.

What is the cost of the proposal to AAEV?

How will the area be maintained in the short term and over the longer term? Who will do it?

**Asset Plan: End of life of capital items (lifespan). Leave blank if not relevant.**

How many years will it last?	<10 years	< 20 years	> 20 years
Will we replace it at the end of its useful life?	no	maybe	yes
What happens at the end of its useful life?	landfill	Recycled/repurposed	composted

**Is further risk assessment required (asset reference group can do this if required)? What insurances are necessary, if any?**

*As a Community Corporation we're all responsible for making sure our environment is safe to be in and safe to use. We insure the common property to guard against tragedy or disaster, but we also need to be mindful of not introducing additional risks that are hard to manage. Some risks may be: changed storm water flow that may result in localised flooding; future issues with tree roots; overshadowing solar panels; creating trip hazards etc. If we know the risks, we can make sure we manage them. Can you think about some of the things that might go wrong or things we may need to attend to?*

How important is the proposal to AAEV?

Is the proposal required in the coming budget year? Why?

Asset Reference Group review

Management Committee review

Fast track (fully compliant, straightforward proposal)

Ordinary resolution (simple majority in favour)

Special (no more than 25% vote against)  
*(required if improvements other than landscape are being made to common property)*

Unanimous (all those voting, approve)  
*(required if the common property is being used to produce income – unless compliant with bylaws)*

Names of resolution proposer and seconder

Proposed by:

Seconded by:

GM decision including any specific terms and conditions:

Approval date: