

# APPLICATION FORM

## For Scenic Rim Façade Improvement Scheme

This form is to be completed by eligible property owner or business owners (with property owners consent) within the Scenic Rim when applying to participate in the Scenic Rim Regional Council Façade Improvement Scheme.

Please refer to the Façade Improvement Scheme Guidelines for further information.

In order for your application to be assessed you must complete all sections of this form and provide all supporting information.

APPLICANT DETAILS			
Organisation name:		ABN:	
Contact name:			
Property address:			
Street number and name	City/Town	State	Postcode
Postal address (if different):			
Preferred contact number:		Email:	
BUSINESS DETAILS			
Are you the property owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (please ensure the property owner's consent is obtained)	
If not, what is your company status?			
If you are a tenant, what is your business name?			
SITE DETAILS			
Street address:			
Lot number:		Plan number:	
DETAILS			
Are the works visible from the street?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please describe proposed improvement works (including how the works will be visible from the street):			

What is the current use of the building (name of tenant and business):

**What is the estimated timeframe to complete the works?** *(Please note the works have to be completed within four months of the signed letter of agreement.)*

**Quotes** *(Please attach quotes from licensed contractors and suppliers).* Applicants are to engage local contractors and suppliers of goods and services (this will be reviewed/assessed subject to the applicant not being able to source the required goods or services Scenic Rim. Please briefly outline the details of contractors or suppliers sourced within the Scenic Rim and any exemptions requested for those outside of the region.

**Grant Allocations:**

The cost of works undertaken by the applicant will be supported by a Council contribution of 25% of the project total, to a maximum of \$3000.00.

**Funds requested through this grant program (list ex GST and + GST amounts)?**

**Total cost of project?**

**Applicants may be awarded full or partial funding for certain elements of their application or awarded funding at a lesser amount than the applicant has applied for. Any lesser financial assistance will involve consultation with the applicant prior to the grant application being approved.**

**Applicants must be able to fund the costs of the works up front as Council will provide its share of the funding at the completion of works and appropriate acquittal.**

**Alternatively, invoices relating to the project as per the signed letter of agreement can be paid directly by Council to the preferred supplier at completion of the project, if requested as part of the application.**

**PROPERTY OWNER'S DETAILS**

*(Please complete if the applicant is different to the property owner. If signing on the property owner's behalf as the owner's legal representative, or authorised agent, please attach documentary evidence of the nature of the legal authority e.g. power of attorney, executor, trustee, managing agent etc.)*

**Organisation name:**

**ABN:**

**Contact name/s:**

**Postal address:**

**Preferred contact number:**

**Email:**

**PROPERTY OWNER'S DECLARATION**

As the owner of the property or the owner's legal representative or authorised agent, to which this application relates, I consent to this application being made by the applicant and for authorised Council officer/s to enter or attend the property to carry out inspections relating to this application, if required.

**Name:**

**Signature:**

**Date:**

**APPLICANT DECLARATION**

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability and agree to the following criteria details in the Façade Improvement Scheme Guidelines:

Acknowledging grant allocations as outlined in the guidelines:

Improvements must be to the building facades located within the Scenic Rim, preferably within a town centre;

Improvements must be eligible works and obtain any necessary building or planning permits;

Improvements must meet the requirements of the design guidelines, and where applicable, embrace the principals of the Scenic Rim Public Domain Guidelines;

Improvements must meet the eligibility and assessment criteria; and

Terms and conditions.

**Name:**

**Signature:**

**Date:**

#### SUPPORTING DOCUMENTATION CHECKLIST

Please remember to provide the following supporting documentation when submitting this form:

- ☐ Detailed plan of the proposed improvement works
- ☐ Approvals and permits for works being carried out prior to being undertaken
- ☐ Photographs of the front façade prior to works being undertaken
- ☐ Quotes from licensed contractors and suppliers, and
- ☐ Documentary evidence as property owner's legal representative or authorised agent and the nature of the legal authority (if applicable).

#### ADDITIONAL INFORMATION

**Grant application approvals.** Council will advise the applicant in writing of the outcome of this application.

How to claim grant funding

To claim the grant funds, the applicant must provide Council with:

- ☐ Written advice that the works have been completed
- ☐ A receipt from the licenced contractor, including the ABN of the contractor, and
- ☐ A tax invoice (including ABN) to Council for the agreed grant sum (inclusive of GST).