

# Façade Improvement Scheme Application Form



**Privacy Notice:** Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed by eligible property and business owners within the defined area of the CBD when applying to participate in the Rockhampton Regional Council Façade Improvement Scheme. Please refer to the Façade Improvement Scheme Information Package for further information.

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## Applicant Details

Organisation name:

ABN:

Contact name:

Residential address:

Street number and name

City

State

Postcode

Postal address (if different):

Preferred contact number:

Email:

## Business Details

Are you the property owner?  Yes  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  No

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)*:

Have you spoken to the neighbouring business operators/owners about the proposed property improvement? Will your neighbours participate in the Façade Improvement Scheme?

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

**Quote** *(Please attach two quotes from local licensed contractors.)*

Preferred quote?     Quote 1     Quote 2    Date:

**Property Owner's Details** *(Please complete if the applicant is different to the property owner. If signing on the owner's behalf as the owner's legal representative, please attach documentary evidence of the nature of the legal authority eg power of attorney, executor, trustee 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, to which this application relates, I consent to this application being made and for authorised Council officer/s to enter the property to carry out inspections relating to this application if required.

Name:    Signature:    Date:

## Customer's 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 Information Package:

- Grant allocations;
- Improvements must be to the facades of shops located within the designated area;
- Improvements must be eligible works;
- Improvements must meet the requirements of the design guidelines;
- Improvements must meet the eligibility and assessment criteria; and
- Terms and conditions.

Name:

Signature:

Date:

## Supporting Documentation

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;
- Two quotes from local licensed contractors; and
- Documentary evidence as property owner's legal representative and the nature of the legal authority (if applicable).

## Additional Information

### Grant application approvals

Council will advise the applicant in writing on 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 contractor, including the ABN of the contractor; and
- A tax invoice (including ABN) to Council for the agreed grant sum (inclusive of GST).