

Nowra CBD Façade Improvement Financial Assistance Program Guidelines

1. PURPOSE

To encourage building owners and business operators within the program area to enhance the appearance of their façades through the provision of financial assistance for labour and materials.

2. STATEMENT

Improving façades can positively influence the perception of a place and encourage overall improvement in a CBD's economy, social and cultural environment, and safety. These guidelines recognise the program area as highly utilised for pedestrian movement and allows building owners and business operators to apply to receive financial assistance for labour and materials to improve their façades.

3. ELIGIBLE APPLICANTS

Building owners and business operators of a property within the program area, and who wish to undertake works to façades, are eligible to apply for financial assistance under the Nowra CBD Façade Improvement Financial Assistance Program. Eligible applicants are required to submit all relevant documentation and information with a completed application form. Government-owned properties are excluded from applying for financial assistance.



Figure 1 – Program Area

An assessment panel will evaluate applications against the ranked assessment criterion as outlined in these guidelines.

4. ELIGIBLE WORKS

All applications for financial assistance must be for physical works on façades within the program area, as shown at Figure 1. Buildings with façades directly adjacent to and fronting the program area may also be eligible for financial assistance if the initial funding allocation by Council is still available by the application closure date. However to be eligible, these works must complement works within the program area.

The Program only applies to commercial premises.

Building owners and business operators are able to apply for the following eligible works:

- Restoration of exterior finishes;
- Repainting of building façade and windows;
- Removal of opaque roller shutters or security grilles; and
- Upgrade/repair or replacement of awning structure.

Only works which are able to be completed within the time frame set by the assessment criteria (Part 6 of these guidelines) will be considered. Where works require planning approval (i.e. Development Consent or Complying Development Certificates), the relevant approval must be obtained prior to making an application for financial assistance.

5. INELIGIBLE WORKS

The following works are considered to be outside of the scope of the program and will be not considered for financial assistance:

- Removal of non-compliant / unauthorised signage;
- Installation of roller shutters or security grilles;
- Internal alterations and additions to a building; and
- Repair and modifications to roof structures (excluding awnings).

The following will also result in an application being ineligible:

- Where the use of the building has not received the appropriate planning approval;
- Where the building has overdue rates payable to Council;
- For the purchase of a building, site or movable item;
- Relocation of a building; and
- Work that has already been completed.

6. ASSESSMENT CRITERIA

To facilitate a consistent approach in reviewing and prioritising applications for financial assistance for this program, the following assessment criterion has been established:

- a) Is the project consistent with the relevant planning controls?
- b) Will the project contribute to a greater visual improvement to the façade and the overall streetscape and public domain (i.e. is it close to properties that are also committing to undertake improvement projects)?
- c) Can the project be completed by the end of the Financial Year? In some circumstances, Council reserves the right to consider an increase to the allocated time frame.

Notes:

- 1) Please note that your application does not have to meet all of the assessment criteria; however, applications are being assessed on their merit against each of the criteria.
- 2) If an applicant has applied for previous financial assistance or grant money, but were unsuccessful, the applicant will be eligible to apply for financial assistance under these guidelines.

Council reserves the right to approve or refuse an application for financial assistance in terms of the colour, material or method of execution as it considers appropriate.

7. FUNDING

A total sum of \$15,000 has been allocated to the Nowra CBD Façade Improvement Financial Assistance Program in the 2017/18 financial year.

The maximum level of financial assistance per property will be limited to 50% of the total cost of works (labour and materials) to a maximum dollar value of \$5,000 (excl. GST) per property. Council reserves the right to offer assistance of less than 50% of the cost of works if the financial assistance needs to be applied across more than 3 applications. The GST component of a project is excluded from the financial assistance.

Financial assistance will be provided at completion of the project and when Council has agreed that all work has been carried out satisfactorily and within the specified time frame.

If the amount of financial assistance applied for exceeds the budget for the financial year, Council may need to prioritise applications based on the assessment criteria. If the full budget is not used in its initial offer, funds will be considered for distribution to properties outside the program area or additional funds may be allocated to projects already funded.

8. PROCEDURE

- Applications may be lodged throughout the Financial Year.
- Applications must be lodged with appropriate detail and owners consent (if the applicant is not the landowner).
- All applications will be reviewed by Council staff in accordance with the assessment criteria of this program.
- Council staff will recommend suitable applications for financial assistance to the Nowra CBD Revitalisation Strategy Committee under their delegation.
- Successful applicants will be advised of Council's financial assistance and must accept the financial assistance in writing.
- Unsuccessful applicants will be notified of the outcome of their application.
- Successful applicants must complete the project by the end of the Financial Year or as indicated (unless agreed with Council). Once the works have been completed and paid for, the applicant must claim their eligible financial assistance in writing with the following information:
 - Tax Invoice to Council (including applicants ABN number) detailing the works completed for the approved financial assistance as agreed. The Tax Invoice must be exclusive of GST.
 - All receipts from contractors including contractors ABN evidencing full payment of the materials / works of paid receipts from contractors.
 - Statutory Declaration to declare true invoices and paid receipts.