

# SHOPFRONT FACADE UPGRADE PROGRAM (“PROGRAM”) APPLICATION FORM FOR SUBSIDY

## APPLICANT DETAILS

NAME OF BUSINESS (as it appears on ABN)

ABN

SHOP NAME

APPLICANT NAME(S)

MAILING ADDRESS

SUBURB

STATE

POSTCODE

APPLICANT EMAIL ADDRESS

CONTACT NO

MOBILE

## PROPOSED SITE LOCATION

STREET NUMBER

STREET NAME

SUBURB

POSTCODE

ARE YOU THE:

- Tenant  
 Owner

## OWNER’S CONSENT

IF YOU ARE THE TENANT, IS THE CONSENT LETTER FROM THE OWNER INCLUDED?

- Yes  
 No

## DEVELOPMENT APPLICATION

IS A DEVELOPMENT APPROVAL REQUIRED FOR IMPROVEMENTS?

*It is the Applicant's responsibility to enquire as to whether they require a development approval for the proposed work, before submitting this application (A Town Planner is available at customer service Monday-Friday 8.30am-12.00pm)*

- Yes  
 No

IF YES, DA and CONSTRUCTIONS CERTIFICATE NUMBER(S):

## QUOTES

Please Attach TWO (2) ITEMISED QUOTES FROM LICENCED CONTRACTORS

QUOTE 1

DATE



FROM

TOTAL COST (INCLUDING GST)

QUOTE 2

DATE



FROM

TOTAL COST (INCLUDING GST)

NAME OF THE PREFERRED CONTRACTOR

## PROPOSED SHOPFRONT FAÇADE UPGRADE WORKS (“WORKS”)

WORK ABOVE AND INCLUDING THE AWNING

Yes  No

WORK BELOW THE AWNING

Yes  No

DISABILITY ACCESS

Yes  No

STANDARDISED AWNING

Yes  No

PROVIDE A DESCRIPTION OF THE PROPOSED WORKS DETAILING ALL THE ALTERATIONS/MODIFICATIONS/IMPROVEMENTS TO THE SHOPFRONT FAÇADE.

If you propose to repaint the building's façade, include the name of the colour and brand of paint. Also include a paint chart or paint samples detailing where each of the selected colours are to be applied to be building i.e. main wall colour, highlight and trim colours.

#### SCALE DRAWING

Attach a scale drawing of the proposed works to this application.

I understand and will comply with the Terms and Conditions attached to this application as well as the SHOPFRONT FAÇADE UPGRADE PROGRAM GUIDELINES.

PRINT NAME(S)

SIGNATURE OF APPLICANT(S)

DATE

## APPROVAL OF APPLICATION

Council will advise the Applicant in writing if the subsidy application is successful or unsuccessful.

## ENTERING INTO AN AGREEMENT WITH COUNCIL

Prior to commencing works the Applicant will need to enter into an agreement with Council detailing the Schedule of Works and the agreed subsidy sum.

## HOW TO CLAIM FUNDING

To claim the subsidy sum, the Applicant must provide Council with:

- a) Written advice that the works have been completed;
- b) Confirmed that the work has been completed within 12 months of subsidy approval from Council;
- c) A receipt from the contractor, (including ABN) showing the work has been paid in full; and
- d) A tax invoice (including ABN) to Council from the applicant for the agreed sum.

## FORWARD THE APPLICATION TO

Post  
Liverpool City Council  
Shopfront Façade Upgrade Program, City Economy  
Locked Bag 7064, Liverpool BC, NSW 1871

Email  
[business@liverpool.nsw.gov.au](mailto:business@liverpool.nsw.gov.au)

In person  
Liverpool City Council  
33 Moore St, Liverpool NSW 2170

## HOW DID YOU FIND OUT ABOUT THE PROGRAM?

Please advise how you become aware of the initiative

- Information received from Council
- Council website
- Word of Mouth
- Council's Newsletter

## SHOPFRONT FACADE UPGRADE PROGRAM CHECKLIST

- I have read and understood the Terms and Conditions of the Program, as outlined on page 5 of this form
- I have completed the Application Form.
- I have obtained the owner's consent to lodge this application (applicable if you are not the owner).
- I have provided a scale drawing of the building's facade detailing the proposed façade improvements.
- If repainting, I have provided paint chart or paint samples showing colours?
- I have provided two (2) itemised quotes from licensed contractors for the proposed façade improvements.

## TERMS AND CONDITIONS

To ensure that Shopfront Façade Upgrade Works (**Works**) undertaken under the Shopfront Façade Upgrade Program (**Program**) are delivered in a satisfactory manner, and are of a consistently high standard, the following terms and conditions apply:

1. The Program applies only to the exterior façade(s) of the property which has public access onto a laneway or commercial street.
2. Applications will only be considered if all necessary documents are submitted, including:
  - Owner's consent (if applicable);
  - Plans;
  - Two (2) itemised quotes from the contractors who are proposed to carry out the Works; and
  - Planning approvals from Council (if applicable).
3. Council reserves the right to approve or refuse any application it receives.
4. Applications which qualify for the subsidy will be approved by Council on a first-come, first-served basis until the total annual Program budget allocation is expended.
5. Applications must be approved by Council, and an agreement entered into between Council and the Applicant, before any Works are undertaken (**Agreement for Subsidy**).
6. The Works must be undertaken by licensed contractors agreed by Council using recognised new quality materials.
7. On completion, the Works must be inspected by Council and the subsidy paid only if the Works have been completed in its entirety as set out in the Agreement for Subsidy.
8. Works approved for the subsidy must be completed within 12 months from the date of the Agreement for Subsidy or the subsidy will be forfeited and reallocated in Council's absolute discretion.
9. Any overrun in cost is not the responsibility of Council and extra funds will not be granted.
10. Subsidies will be paid by a Council cheque or EFT after submission to Council of:
  - a) Written advice that the Works have been completed;
  - b) Confirmation that the Works were completed within 12 months of subsidy approval from Council;
  - c) A receipt from the contractor (including ABN) confirming that the Works have been paid by the Applicant in full; and
  - d) A Tax Invoice (including ABN) to Council from the applicant for the agreed sum.
11. Council are not responsible for the Works or its ongoing maintenance. The extent of Council's obligations is the payment of the subsidy, subject to these terms and conditions.
12. To the extent permitted by law, the Applicant releases, discharges and indemnifies (and must keep indemnified), Council from and against any claim, expenses, losses (including consequential losses) and damages which may be brought against or made upon or incurred by Council arising under or in connection with the Works including but not limited to any negligent or unlawful act or omission of the Applicant or its employees, contractors and agents, any loss of or damage to real or personal property, and personal injury or death caused or contributed to by the Applicant or its employees, contractors and agents.