

### Purpose

The purpose of this policy is to incentivise landlords and/or business owners in Bowen, Proserpine, Collinsville and Airlie Beach to improve their individual shopfronts through the grant outlined in this policy.

### Scope

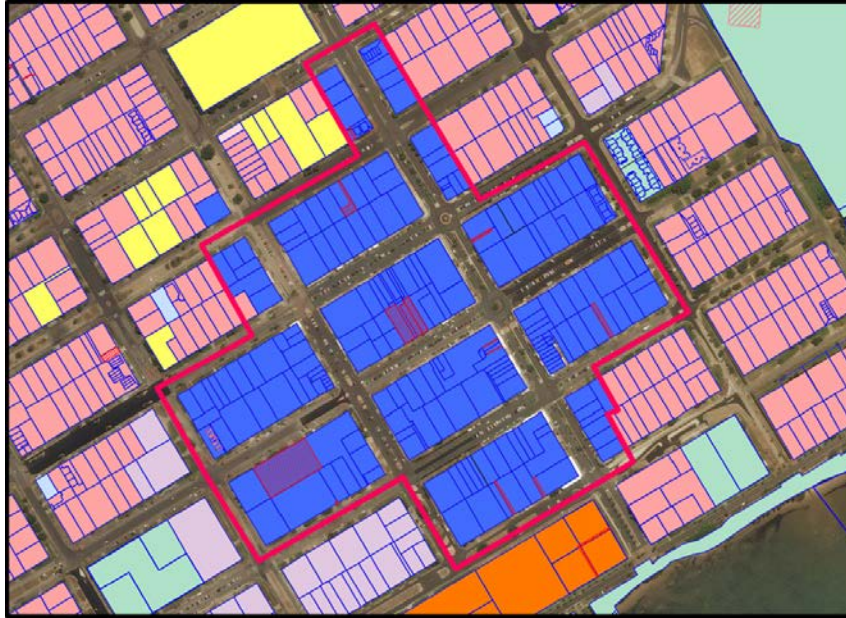
This policy is applicable to:

- a) all commercial premises fronting the street from 1 Main Street to 140 Main Street, Proserpine, encompassing both sides of the street.
- b) all commercial premises within the Major Centre Zone in Bowen, being shops in Herbert Street, Powell Street, Williams Street, George Street, Dalrymple Street and Gregory Streets facing the street.
- c) all commercial premises within the CBD in Collinsville, being shops in Stanley Street facing the street.
- d) all commercial premises fronting the Airlie Beach Main Precinct from the StarFish roundabout to Coconut Grove / Shute Harbour Rd roundabout including Airlie Esplanade.

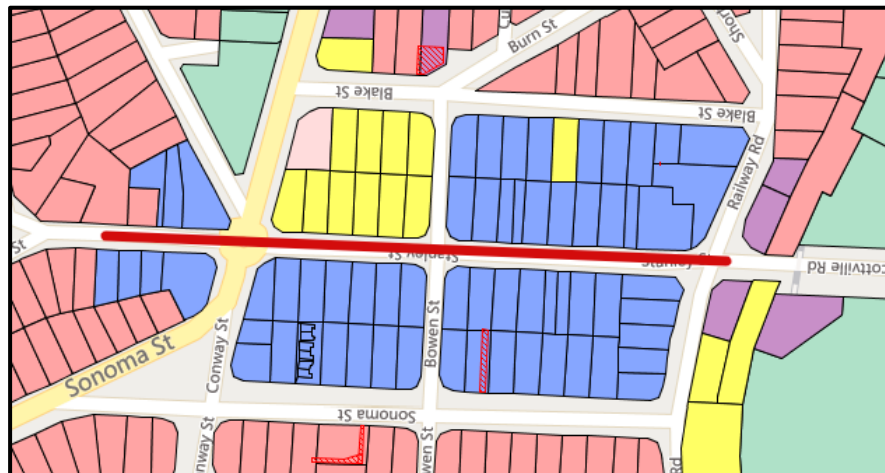
*Shown on mapping below for clarity.*



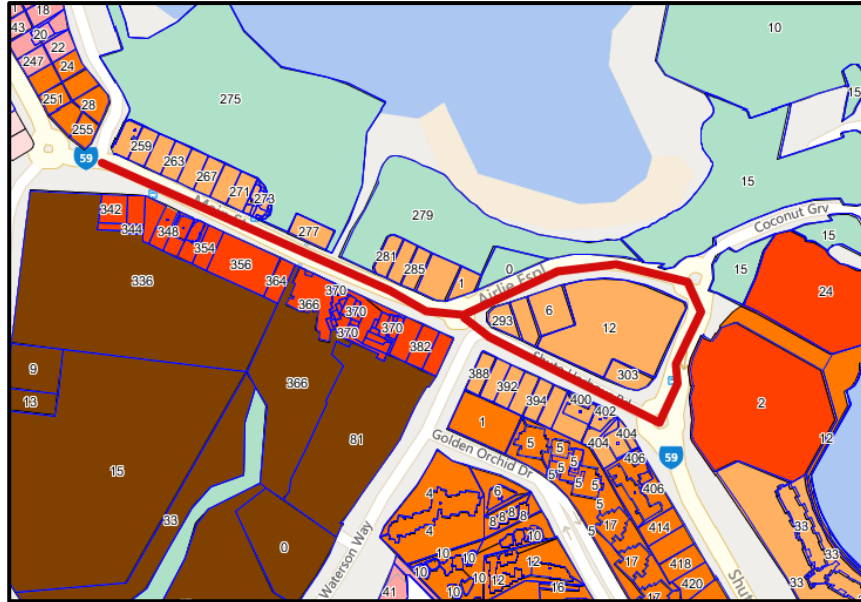
Proserpine



Bowen



Collinsville



Airlie Beach

## Policy Statement

### 1.0 Levels of Funding Available

Council's contribution to each grant will be to up to 50% of the eligible works and will be capped depending on the following factors:

- For shopfronts up to and including 12 metres long: a maximum Council contribution of \$3000 may be granted; or
- For shopfronts over 12 metres: a maximum Council contribution of \$5000 may be granted.

No more than \$500 can be attributed to landscaping.

### 2.0 Eligibility Criteria

Eligible works on commercial properties only include:

- Lighting;
- Redecorating exterior walls;
- Upgrades to windows and doors;
- Enhancing entranceways of shops;
- Awning/canopies;

- Exterior architectural and/or artistic features;
- Landscaping (to a maximum of \$500);
- Façade painting and murals;
- Removal of cladding from presently concealed historic character buildings;
- Reinstatement of lost elements or fabric to the façade of the building; and
- Signage; or
- Any combination of the above.

### 3.0 Ineligibility Criteria

Grant works exclude:

- building & planning applications;
- application fees; and
- shopfronts facing laneways.

### 4.0 Rules for Assessment

- 4.1 An application cannot be accepted if there is outstanding fees and charges to Council on a subject property.
- 4.2 Council reserves the right to seek further information or clarification of a proposal to facilitate an improved outcome.
- 4.3 Grants are awarded based on merit and not all applications that meet the assessment criteria may be funded.
- 4.4 An application for the Policy must be made before any works commence onsite.
- 4.5 Applications will be assessed against the Eligibility Criteria and these Rules of Assessment.
- 4.6 The applicant must obtain all necessary planning and building approvals before commencement of works.
- 4.7 Council will not grant funds for operational or administrative costs related to the project.
- 4.8 Grants will not be paid for business marketing or promotion.
- 4.9 Council will not provide grants for capital purchases (for example ladders, gurneys, scaffolding and safety barriers).
- 4.10 Applicants must fund the costs of the works up front as Council reimburse the agreed funding amount in accordance with the funding agreement.
- 4.11 Only one grant application is lodged per business/individual shopfront; however a number of business owners may jointly make a combined application.

### 5.0 Assessment Criteria

- 5.1 Improvements proposed must be to the façade of the building that are visible from the street but does not include laneways.
- 5.2 Applicants must be the building owner, or businesses having proof of the building owners consent to conduct work to the building's façade
- 5.3 The applicant must provide their matched contribution in cash and not in-kind
- 5.4 The applicant must show how the project will benefit the building's presentation
- 5.5 Applicants must file a plan detailing the improvements
- 5.6 Applicants must submit 'before photos' of the proposed building with the completed application
- 5.7 Applicants must submit two formal quotes from local licenced contractors for proposed works
- 5.8 Works to Heritage Listed buildings that require planning approval through Council's Development Assessment unit or the State Assessment and Referral Agency must obtain the necessary permits prior to works commencing and all work must be carried as per these approvals.

### 6.0 Application Process

- 6.1 Applicant should complete an application form. The application form will require:
  - a) Description: A clear description stating what proposed works will be undertaken including sketches or rendered images.
  - b) Quotes for works (a minimum of 2 quotes from a local licenced contractor).
  - c) Photographs: Photographs of the building's current façade, each elevation and close ups of the area affected by the works. Successful applicants will be required to take final completed works in the same locations.
  - d) Heritage: If a building is Heritage Listed or adjoins a Heritage Listed place, applicants may be required to seek advice relating to the potential heritage impacts and refer the proposal to Council's Development Assessment unit for consideration.
  - e) Project plan and timing of proposed works.
  - f) Owners consent required.
- 6.2 Council will be briefed on the applications.
- 6.3 Applying does not automatically merit approval, each application is subject to Council assessment and approval.
- 6.4 Applicants will be required to enter a Funding Agreement with Council, the Agreement will outline the level of funding approved and the timeframes for works to be undertaken and completed.
- 6.5 An application will be required to submit advice within three months of the project's completion to acquit funding.

- 6.6 Timing – the proposed works should be completed as detailed in the approved proposal within 12 months of signing a Funding Agreement.
- 6.7 A Grant Acquittal Form, tax invoices, proof of payment, before and after photos must be provided prior to Council releasing funding.

Any enquiries regarding the Façade Improvement Policy are to be directed to Council's Strategic Planning Branch on 07 4945 0263.

### Definitions

**CEO** refers to the Chief Executive Officer of the Whitsunday Regional Council appointed in accordance with the *Local Government Act 2009*.

**Council** refers to the Whitsunday Regional Council

**Employee** refers to any employee, contractor, volunteer etc. of the Council

### Relating Documents

- Façade Improvement – Funding Agreement
- Façade Improvement Application Form
- Grant Acquittal Form

### Effective Date

11 December 2019

### Review Date

12 months from date of adoption.