



District Council of Elliston Shopfront Improvement Program



District Council of Elliston, 21 Beach Terrace ELLISTON SA 5670
Ph: 08 8687 9177 Fax 08 8687 9176 www.elliston.sa.gov.au

Shopfront Improvement Program Application Guidelines

Introduction

The Shopfront Improvement Program aims to improve the presentation of towns and streetscapes in the District Council of Elliston. The program is open to businesses with street frontage.

The program provides a grant from Council on a \$1.1 basis up to \$2,000 for businesses to complete improvements to the building façade.

Scope:

All businesses located in the commercial area of a town within the District Council of Elliston with street frontage will be eligible to be part of this program.

Works that can be completed as part of the program include:

- ⇒ Painting of the façade
- ⇒ Cleaning of the existing façade
- ⇒ Removal of redundant signage, air conditioning units and hoardings
- ⇒ Minor repair, maintenance or reinstatement of missing elements
- ⇒ Minor repairs to existing façade tile or stone accents
- ⇒ Minor repairs to structural façade elements and awnings
- ⇒ New repairs or replacements of verandahs
- ⇒ Installation of new business signage

How do I apply?

To apply for the program, simply complete the Shopfront Improvement Program Application Form, include all supporting documentation and return it to:

Shopfront Improvement Program
District Council of Elliston
PO Box 46
ELLISTON SA 5670
dce@elliston.sa.gov.au

Information to be provided with application

You will need to provide the following documents as part of your application:

Description of works to be completed as part of the application form.

- A quote for the proposed works.
- Where the application is proposing the painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the buildings existing condition will need to be provided including close ups of the affected areas. Photographs will also need to be provided following the completion of the works if the application is successful.
- A Development Approval may be required for the proposed works that need to be completed (see application form). The permit process if required can run in tandem with this application. Council will not grant funds for works where a Development Approval is required and has not been granted.
- If your building is heritage listed, you will be required to undertake research to provide Council with evidence including photographs or other documentation, Council may be able to assist with this research or provide information on whether your business is located within a heritage building.

Application Details

To apply for funding as part of the Shopfront Improvement Program, applicants will need to consider the following:

Council will not grant funds from the program retrospectively.

Council will not provide funds for ongoing or administrative costs not directly related to the project.

Council will not provide funds for equipment purchasing (eg ladders, gurneys, scaffolding and safety barriers). Hiring of equipment is permitted when related directly to the project.

Council will not grant funds for works where a Development Approval has been refused.

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Assessment of Applications

Applications will need to be submitted to Council by 10 August each financial year.

Level of Funding Available

Businesses can apply on a \$1:1 basis to complete improvements to their facades with the amount capped at \$2,000 per business.

An example of a business applying to the program would be:

Business \$2,000

Council \$2,000

Businesses would be able to contribute over the \$2,000 amount in order to complete more significant works but would still only be eligible for \$2,000 from Council.

If a business only wanted to complete minor works they could apply to the program for an amount under \$2,000. An example of this would be:

Business \$1,000

Council \$1,000

Timing of Project

Once Council has resolved to grant funds to the successful applicants, the works will need to be completed by 31 May each financial year so that funding can be provided to the applicant in that financial year.

How do I find out if my application has been successful?

Applicants will be notified whether their application is successful or unsuccessful in writing..

How do I receive funding as part of the Program?

Businesses have until 31 May of the year of application to complete all proposed works and would need to forward all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted by 14 June that year so the grant can be acquitted in the current financial year.

Council Contact

For further information on the District Council of Elliston Shopfront Improvement Program and for all enquiries about an application for a Development Approval, please contact Council's Works Manager, Tim Mills on 8687 9906.

Shopfront Improvement Program Application Form

Applicant Details

Business:/ Shop: _____

Applicant details: _____

Grant amount: _____
(Excluding GST)

Proposed building façade details

Building Owner: _____

Address: _____

Town: _____

Applicant postal address
(All correspondence will be sent to this address)

Postal address: _____

Town: _____

Postcode: _____

Phone number: _____

Mobile number: _____

Email: _____

Building Owner's Consent

Without owners' consent council cannot accept this application. If you are unsure who owns the building you may contact Council's Administration Officer either in person or via a letter or email stating the building address and your intent for the information.

Are you the property owner? Yes ☐ No ☐

If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach relevant documentary evidence of you status (eg power of attorney, executor, trustee, company director etc).

The following section must be completed by the owner(s)

I/We _____
(print name)

Consent to the making of this application for funds under the District Council of Elliston Shopfront Improvement Program and the undertaking of proposed works detailed in this application.

Address: _____

Town: _____

Postcode: _____

Phone No: _____

Mobile No: _____

Email: _____

Signed: _____

Date: _____

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The Proposal

Façade improvement for heritage listed building?

Yes ☐ No ☐

Are the works visible from the street?

Yes ☐ No ☐

Have you discussed the proposal with Council's Planning Officer?

Yes ☐ No ☐

Type of works to be completed (tick boxes)

- ☐ Painting of the façade
- ☐ Cleaning the existing facade
- ☐ Removal of redundant signage air conditioning units and hoardings
- ☐ The minor repair, maintenance or reinstatement of missing elements
- ☐ Minor repairs to existing façade tile or stone accents
- ☐ Minor repairs to structural façade elements and awnings
- ☐ New, repairs and replacements of verandahs
- ☐ Installation of new business signage

NOTE: you should check with Council's Works Manager on 8687 9906 to see if any of the above works also require Development Approval eg Painting on a façade.

Detailed description of works and how they are visible from the street.

Present use of the building and benefit of completing works to building?

What are the benefits of the works for the town's streetscape?

Have you spoken with any neighbouring businesses about participating in the District Council of Elliston Shopfront Improvement Program? (Please list)

Estimate time frame of the works (note works must be complete by 31 May to allow the grant payment to be completed in the financial year of application.)

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Have you previously received grant funding?

Yes ☐ No ☐

Quotes

Please attach a quote of the works from a licensed contractor. (If more than one please complete all). If using more than one contractor, please provide all relevant information below.

Contractor name: _____

Quote number: _____

Date: _____

Contractor name: _____

Quote number: _____

Date: _____

Contractor name: _____

Quote number: _____

Date: _____

Total Cost (exc GST): _____

Documentation to include as part of application

- ☐ Copy of quote
- ☐ Photographs of current building state
- ☐ Proposed colour scheme (if applicable)
- ☐ Confirmation of heritage listing (if applicable)
- ☐ Development Approval application (if applicable)
- ☐ Signage design (if applicable)

Next Stages

- Submit District Council of Elliston Shopfront Improvement Program Application and all other required documentation by 10 August. It is also recommended that you contact Council to discuss whether a Development Approval is required for the works you plan to undertake
- Report prepared for Council to consider all applications made to the program
- Council may contact the applicant if further information is required
- Decision made by Councillors at Council Meeting on successful applications
- Council will notify all successful and non-successful applicants by mail
- Applicant to carry out works by 31 May as per the application and agreement letter
- Businesses must submit all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses and complete the acquittal form attached..
- All claims must be submitted by 14 June so the grant can be acquitted in the current financial year.

If you have any questions about the Shopfront Improvement Program, please contact Tim Mills on 8687 9906 or email tmills@elliston.sa.gov.au



SHOPFRONT IMPROVEMENT PROGRAM ACQUITTAL FORM

Shopfront Improvement Program - Grant Recipient Details	
Recipient (organisation)	
Postal address of recipient	
Phone number:	
Fax number:	
Contact Person Full Name	
Total amount of funding received from Council	
Is the project complete?	Yes / No
Date project was completed	
Banking details:	Bank: _____ BSB: _____ Account #: _____

Acquittal details (Please attach)	
<input type="checkbox"/> Receipts of goods/ services purchased with Council funding	
I CERTIFY THAT THE ABOVE ATTACHMENTS ARE A TRUE AND ACCURATE RECORD OF THE DISTRIBUTION OF THE FUNDING APPROVED BY THE DISTRICT COUNCIL OF ELLISTON	
Full name:	Signature:
Position held:	Date:
Post acquittal (with receipts) to District Council of Elliston, PO Box 46, Elliston, SA, 5670. Phone 8687 9177 if you have enquiries.	