

Livingstone Façade Improvement Scheme Application Guidelines

INTRODUCTION

Livingstone Shire Council's Façade Improvement Scheme seeks to work in partnership with local business and property owners in our region to facilitate and support the revitalisation of commercial building façades. The appearance of our town, our businesses and the surrounding streets create a powerful first impression of the Capricorn Coast region. Council is supporting property owners to undertake upgrades to building façades that will help to revitalise our region.

PROJECT SCOPE

An allocation of \$15,000 has been budgeted in the 2018/2019 financial year and grants will be available until the grant allocation has been expended.

The appetite for future stages of the Scheme will be determined from the outcomes of this current round. Eligible projects are for building facades that contain an operating commercial use.

Round 3 funding of the Livingstone Shire Council Façade Improvement Scheme is now open. Applications will now be accepted from property owners within the Livingstone Shire Council.

PROGRAM GOALS

Improving façades has been found to positively influence sense of place and encourage overall improvement in a Town Centre's economy, social and cultural environment and safety. The goals of the Schemes target area are:

- To promote an improved partnership between Council and private building owners and business operators in enhancing the appearance of the Shire.
- To provide financial assistance to encourage building owners to undertake works to upgrade the facades of buildings in the Town Centre.

The Scheme compliments other revitalisation initiatives to:

- Promote the viability and vitality of retail and commercial businesses;
- Assists commercial building owners to attract and retain tenants;
- Contribute to the quality of life for residents, workers and visitors to the Capricorn Coast region;
- Make the town centre streets inviting and interesting places to work and shop; and
- Build local community and civic pride along with the business community across the Capricorn Coast region.

LEVEL OF FUNDING AVAILABLE

It is a requirement of the Livingstone Façade Improvement Scheme Guidelines that Council's contribution will be 25% of the agreed project cost (minimum spend \$1,000), up to a maximum subsidy of \$3,000 per applicant (excluding GST). Given the limited amount of funding available each application will be assessed on merit.

Funding will be allocated on a case-by-case basis subject to Council assessment and approval until the 2018/2019 allocated budget of \$15,000 has been expended or the Pilot Project year has ended. Submitting an application does not guarantee a grant or a specific grant amount. All project proposals are subject to a comprehensive review of the building storefront and façade and must meet high quality standards and be eligible works. Only one grant is eligible per property.

Once approved, applicants will be required to enter into a funding agreement with Council. This agreement will outline the level of funding approved and timeframes for works to be undertaken and completed, applicants will also be required to submit an outcome report within three months of your projects completion or prior to the end of the financial year to acquit funding.

Funding will be released to the successful applicant once the improvement works have been completed, a tax invoice from the applicant is provided with the licenced contractors' invoice attached showing the payment for the works and photographs (in an electronic format) showing the before and after façade improvement.

TIMING OF THE PROJECTS

The applicant's proposed works are to be carried out as detailed in the approved proposal within three months of signing the letter of agreement.

DEADLINE FOR ROUND ONE APPLICATIONS

Applications open on Wednesday, 20 February 2019 and will close on Wednesday, 13 March 2019, or prior if funds have been expended. All funds must be acquitted by COB Friday, 15 June 2019

Applications will be assessed and the applicant will be notified of the outcome of their application within four weeks of the application date.

PRINCIPLES

Council commits itself to the following principles:

- **Accounting and transparency:** A framework for transparency and a system of accountability
- **Beautification:** Enable and encourage implementation of beautified building façades and other façade improvements that are visible from the public realm.
- **Activation:** Promote and encourage activation of façades to create an engaging public realm.
- **Participation:** Enable property owners and stakeholders the opportunity to actively contribute in the beautification of our town centre and encouraging others in the vicinity to ensure continuity in improvements.

- **Pride:** Creation of positive stakeholder and community pride as well as a sense of broad ownership of the town centre.
- **Relationship:** Encouraging positive relationships with stakeholders to deliver improvement to the town centre.

DETAIL IN THE PROJECT

You will need the following supporting information/documentation for your application and proposal:

Description: A clear description stating what proposed works will be undertaken.

Quotes: Obtain a minimum of two quotes for façade works (quotes from a local licenced contractor).

Colour Scheme: Where the application is proposing painting of the building, a colour scheme is required to be submitted. If the original colour scheme is being retained the proposal needs to be complimentary to the Town Centre and the buildings surroundings.

Photographs: Photographs of the building's current façade, each elevation and close ups of the area affected by the project. Successful applicants will be required to take progression photos and final completed works in the same locations.

Heritage: If your building is Heritage Listed or adjoins a Heritage Listed place, you may be required to undertake a heritage cultural study of your building and refer the proposal to Council's Development Assessment unit for assessment. Applicants will need to provide evidence of the buildings heritage status. You will be required to submit historical photographs of the building façade.

ELIGIBLE WORKS

The work must improve the building and street frontage by doing more than maintenance. Façade storefront restoration works eligible for grant assessment includes the following:

- Lighting
- Exterior Walls
- Windows
- Doors
- Storefronts
- Entranceways
- Awnings/Canopies
- Exterior architectural and/or artistic features
- Architectural/designer fees (to a maximum of \$500)
- Landscaping (to a maximum of \$500)
- Façade painting
- Removal of cladding from presently concealed historic character buildings
- Reinstatement of lost elements, or fabric to the façade of the building
- Signage (only the permanent, installation components of the signage included and graphic elements are excluded)
- Limited permanent interior improvements (the reconfiguration of the interior walls, display spaces and interior window finishes to enhance the function and displays of the storefronts) and entry

TERMS AND CONDITIONS

Applications for, and approval of funds under the Scheme, must be made prior to the project commencing. Applications will be assessed against the Scheme Guidelines, at the Assessment Panels absolute discretion and all applications may not be successful. Industrial Use Building Façade applications will not be accepted by Council.

Council will not grant funds retrospectively to works completed prior to the approval of an application. Council will not provide funds for operational or administrative costs related to the project. Grants will not pay for business marketing or promotion. Council will not provide grant funds for capital expenses (for example ladders, gurneys, scaffolding and safety barriers). Hiring of equipment is permitted when directly related to the project. Applicants must be able to fund the costs of the works up front as Council will provide its share of the funding at the completion of works. Applications will not be accepted for projects that already have previous Façade Improvement Scheme grant funding from Council.

ASSESSMENTS OF THE APPLICATIONS

Applications under the Scheme will be assessed by Council against the Assessment Guidelines of the Scheme. Applications will be ranked based on assessment criteria and the level of financial support will be provided to the highest ranking applicants. Council reserves the right to seek further information or clarification of a proposal to facilitate an improved outcome. Council may only authorise the approval of the grant funds if the funds are available and within the budget approved by Council. Grants are awarded based on merit and not all applications that meet with assessment guidelines will be funded.

REQUIREMENTS OF THE SCHEME

To be eligible for the Scheme the following requirements must be achieved:

- Improvements proposed must be to the façade of the building that are visible from the street
- Applicants must be the building owner, or have proof of the building owners consent to conduct work to the building's façade
- The applicant must be the property owner or occupy a commercial use property such as; office building, retail shop, newsagents, jewellery store etcetera
- The applicant must provide their matched contribution in cash and not in-kind
- The applicant must show how the project will benefit the building's presentation
- Applicants must file an improvement plan detailing the planned improvements
- Applicants must submit 'before photos' of the proposed building with the application form
- Applicants must submit two formal quotes from local licenced contractors
- 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 the required permits
- Key active frontages mean that the premises has street-oriented development, meaning buildings are built up to the front property boundary to form a traditional 'main street' character

COUNCIL PLANNING REQUIREMENTS

It is the applicant's responsibility to obtain any necessary building or planning permits and to ensure that chosen contractors are aware that they need to meet all areas of Council compliance and Work Safe Queensland regulations relating to the identification, handling and removal of asbestos products.

Replacement or enhancement works of existing structures will not generally require a planning approval, unless the building is heritage listed. However, any new structures such as adding an awning to your building will require planning approval. Council's Duty Planner service is available, free of charge, to guide you on development and planning scheme requirements and an appointment to meet the Duty Planner can be made by calling Council's Customer Service line.

NOTIFICATION OF SUCCESSFUL APPLICANTS

Council will notify both successful and unsuccessful applicants the outcome of their application in writing within four weeks of receiving the application.

An offer of acceptance will be sent to the successful applicants and must be signed and returned within seven days of the issue date. Council reserves the right to withdraw the acceptance should the letter not be returned within the required timeframe.

HOW DO I APPLY?

Property owners considering making an application under the Livingstone Façade Improvement Scheme are encouraged to discuss their potential project with the Project Support Officer prior to submitting an application. Property owners are also encouraged to seek professional advice from suitable qualified architects or designers to assist with the development of the proposed improvements.

Please download and complete the application form online www.livingstone.qld.gov.au > Projects & Placemaking > Façade Improvement Scheme and submit it along with the supporting documentation to economicdevelopment@livingstone.qld.gov.au or call 07 4913 5000 for further information.



Pictured above: 51-52 James Street, Yeppoon before and after a significant Façade Improvement