

### Applicants Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact No: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Proposed Building

Building Address: \_\_\_\_\_

Are you the property owner?                      Yes    No

If not, what is your company status? \_\_\_\_\_

If you are tenant what is your business name? \_\_\_\_\_

If you are not the building owner please have the owner complete the following section.

### Property Owner Consent

As the owner of the property to which this application relates, I consent to this application being made. I also consent to an authorised Council Officer(s) to enter the property to carry out inspections relating to this application.

Without the property owner's consent, we cannot accept the application. 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 documentary evidence of your status (e.g. power of attorney, executor, trustee, company director etc).

The following section must be completed by the owner (s) and/or authorised representative

I, \_\_\_\_\_

Consent to the making of this application for funds under the Façade Improvement Scheme. If awarded I give permission for the proposed work to be undertaken as outlined in this application.

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Privacy Notice:** Livingstone Shire Council is collecting the personal information you are supplying on this form for the purpose of processing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent, unless required or authorised by law.

### Proposal

Are the works  
visible from the  
street?

Yes

No

Please describe your proposed improvement works and attach a detailed plan of works and confirm how the works will be visible from the street:

What is the current use of the building (name of tenant and business)?

Have you spoken to the neighbouring business operators/owners about your proposed property improvement? Will your neighbours participate in the Façade Improvement Scheme?

What is the estimated timeframe to complete the works? Note: the works have to be completed within six months of the signed agreement. (Schedule of works)

## Quote/s

Please attach two quotes from local licensed contractors.

### Quote 1

From: \_\_\_\_\_

Total (Cost including GST) \_\_\_\_\_

### Quote 2

From: \_\_\_\_\_

Total (Cost including GST) \_\_\_\_\_

Which quote do you prefer?

QUOTE:      Quote 1

Quote 2

Date: \_\_\_\_\_

### **Requirements of the application:**

The applicant agrees that improvements comply with the criteria detailed in the Façade Improvement Scheme Information Package being:

- Grant allocations;
- Improvements must be to the façades of shops located within the designated area;
- Improvements must be eligible works;
- Improvements must meet the requirements of the design guidelines;
- Improvements must meet the eligibility and assessment criteria; and
- Applicants agree to the terms and conditions.

### **Approval of grant application**

Council will advise the applicant in writing if the grant application is successful or unsuccessful

### **How to claim grant funding**

To claim the grant funds, the applicant must provide Council with:

1. Written advice that the works have been completed; and
2. A receipt from the contractor, including the ABN of the contractor; and
3. A tax invoice (including ABN) to Council for the agreed grant sum (inclusive of GST)

Email to [economicdevelopment@livingstone.qld.gov.au](mailto:economicdevelopment@livingstone.qld.gov.au) or forward to Strategic Growth & Development Livingstone Shire Council  
PO Box 2292  
Yeppoon QLD 4700

### **Application submission checklist**

- I have read and understood the grant criteria as detailed in the Livingstone Shire Council Façade
- I have completed all parts of the Application Form
- I have the building owner's consent in writing
- I have included improvement plans
- Two formal quotes from local licensed contractors
- Planning approvals and permits for all works being carried out
- Before photos (to be submitted with application) and after photos (to be submitted with acquittal of invoice) of the building