

# JETTY ROAD GLENELG TOURIST PRECINCT SHOPFRONT GRANT 2018/19 APPLICATION FORM

24 Jetty Road, Brighton. Postal Address: PO Box 19, Brighton SA 5048. Telephone 8179 9505 Email: [abrown@holdfast.sa.gov.au](mailto:abrown@holdfast.sa.gov.au)

APPLICANT'S FULL NAME \_\_\_\_\_

OCCUPYING TENANT: \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

CERTIFICATE OF TITLE REFERENCE \_\_\_\_\_ DATE: \_\_\_\_\_

IS THE SITE A LOCAL OR STATE HERITAGE PLACE?      Yes       No

## DESCRIPTION OF WORK FOR WHICH FUNDING IS SOUGHT

(Attach appropriate documentation prepared by suitable person or company. Please attached photos is site)

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**SIGNAGE OR PAINTING WORKS:** (Please advise proposed colours to be used)

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**DO YOU REQUIRE A SECTION OF THE FOOTPATH TO BE BLOCKED/CLOSED OFF FOR WORKS TO BE UNDERTAKEN?**

Yes       No

**IF YES,** please note that you will need to complete a hoarding application through the City of Holdfast Bay to place hoarding, scaffolding or equipment on a public road/or footpath. A minimum of 2 days are required to assess applications, fees apply.

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**COST OF WORK** (Attach at least two quotes from suitable persons or companies)

\_\_\_\_\_ **GRANT AMOUNT SOUGHT:** \_\_\_\_\_

**LANDLORD APPROVAL**

Has landlord approval been obtained **Yes**  **No**   
(Attach evidence of approval)

**NAME OF LANDLORD:** \_\_\_\_\_

**COMMENCEMENT DATE:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

**HAS DEVELOPMENT APPROVAL BEEN GRANTED** **Yes**  **No**  **N/A**

Where required, applications will not be considered until Development Approval has been obtained.

**ACKNOWLEDGMENT**

I/we acknowledge that I/we have read and understood the administrative arrangements, including the expressed Terms and conditions, which apply to the City of Holdfast Bay Shopfront Fund Grants as set out in the page overleaf, and accept and agree to abide by those term and conditions.

\_\_\_\_\_  
Signature as Tenant(s)

\_\_\_\_\_  
Date

# JETTY ROAD GLENELG TOURIST PRECINCT 2018/19 SHOPFRONT GRANT GUIDELINES

The City of Holdfast Bay Shopfront Grant Program assists the owners and/or tenants of buildings within the Jetty Road precinct to enhance their exterior appearances.

Enquiries can initially be directed to [abrown@holdfast.sa.gov.au](mailto:abrown@holdfast.sa.gov.au)

## Eligibility to Apply

- Applications can be made by building owners, landlords and tenants (with the owner's/landlord's approval)

## Funded Works

- Improvements or upgrades to external shop frontage to enhance character
- Re-painting or additional external materials and treatments that provide attractive detailing (eg. texture or tiling)
- Repairs/upgrades to verandahs, guttering/downpipes, canopies and awnings that are visible from the street
- Building faced elements to better interact with the street (eg. installation of folding doors/windows or increasing extent of windows/glazing to shopfront)

The following are excluded:

- Development assessment fees
- Improvements already commenced or completed
- Internal fit-outs (except improvements to front display areas visible to the street)
- Non-fixed or movable signs
- Other improvements not visible from the street
- Routine maintenance/cleaning
- Staffing/operational costs
- Property purchase or business relocation
- Foundation works/underpinning.

## APPLICATION

Must be in the form provided by Council; must be by the building owner(s), landlord or by a tenant with the approval of the building owner(s); must include a full description of the type of work to be done; information submitted to include written quotations from appropriate contractors, program for work from contract acceptance to completion, cost estimate of all work to be done specifically identifying the components for which assistance is sought. Photographs, plans and specifications to be provided where possible.

First Round: Applications must be by the closing date of 13 April 2018.

Second Round: Applications must be by the closing date of 12 October 2018.

## LEVEL OF SUBSIDY

Depending on demand for assistance and funds available for the remainder of the respective financial year; a maximum of 50% of value of subsidised work, not to exceed \$5,000.

## PROCESS

Call for applications to occur twice per financial year; decisions to be made by Council within 4 weeks of applications closing, excluding any delay while additional information is sought and provided; the Chief Executive Officer and relevant staff are authorised to determine recipients of grant assistance; work must be complete within six (6) months from notification of assistance being made during early November 2018.

Applications are vetted against the following scoring criteria: Quality of Proposed works/benefits to be provided; Aesthetic improvements to be provided by the works; Value for money, Council versus application contribution and the ability to complete the works within the nominated timeframes; a simple form of agreement will be documented between the applicant and Chief Executive Officer to record the appropriate details and commitments of each party.

## PAYMENT BY COUNCIL

Will only be made as a reimbursement of building owner(s) expenditure after full documentation is received. This includes written notification that works are complete, receipts and photos as evidence of works; Council will inspect the completed work components before making payment.

## QUALITY ASSURANCE

Is primarily the building owner(s) responsibility and will be assessed by Council at the conclusion of the work before payment is made; Council to be advised at the stages of contract acceptance, work commencement, other milestones nominated by Council (dependent on the nature of the work) and completion; advice to Council at the above-mentioned stages does not oblige Council to undertake an inspection of the work at that stage; any inspection or site visit by Council representatives will not constitute an inspection for the purposes of Council's Development Act responsibilities and Council will not warrant the workmanship or other qualities of the work as a result of any inspection or visit.

## PUBLICITY

Council has the right to arrange photographs, video recording or similar of the building prior to work, while work is in progress and/or at completion, for the purpose of show casing the work on its website and/or other publications.

## LIABILITY

Council will accept no liability in any respect for any claim or damage of any form which may result from the work; it shall be the building owner(s) obligation to hold current and appropriate insurance cover; while Council will provide the financial assistance as agreed, the building owner will have full responsibility for all acts and failures to act by any party in relation to design, documentation, contract(s) or the work on site.