



RETAIL FRONTAGE IMPROVEMENT PROGRAM



**CITY OF
PARRAMATTA**

RETAIL FRONTAGE IMPROVEMENT PROGRAM

The Retail Frontage Improvement Program offers successful applicants a grant of up to 30% of the total costs of upgrade works, to the maximum dollar value of \$20,000. This pilot program is about bringing new life to Parramatta's architectural assets and streetscape that seeks to financially incentivise commercial property owners and tenants within the Parramatta LGA.

Improving retail shopfronts not only creates active frontages and enhances the city's vibrancy and presentation, but also supports the retail rebirth of Parramatta and its local centres.

Given the dramatic increase in residential development, transforming public spaces, the introduction of light rail and a rapidly growing population, the Retail Frontage Improvement Program is an essential building block in ensuring an improved retail experience in Parramatta.

Upgrade works include:

- painting of building facade, windows and awnings (colour to be in accordance with the Council's prescribed palette)
- cleaning of building facade above awning
- rationalisation or removal of signage either through repainting or physical removal
- removal of redundant air conditioning units
- removal of roller shutters or security grilles
- recladding of an existing awning structure
- installation of a disabled access ramp.

TERMS AND CONDITIONS

- (a) The Applicant is to submit a completed Application and provide all supporting documents.
- (b) Only 1 Application may be lodged per rateable property.

Quotes

(c) The Applicant must submit at least 3 quotes from licensed contractors. Each licensed contractor cannot be an associate of the Applicant or Owner. A licensed contractor will be an associate of the Applicant or Owner where the Applicant or Owner:

- (i) owns or has a financial interest in the licensed contractor's business;
- (ii) is related to the licensed contractor, business partner or employee of the licensed contractor;
- (iii) employs a family member of the licensed contractor;
- (iv) has a business in which the licensed contractor, business partner or employee of the licensed contractor has an interest; or
- (v) has a family member employed by the licensed contractor.

(d) All works involved in the Project are to be undertaken by a licensed contractor.

Determination of Application

(e) Council reserves the right, in assessing applications, to reject or otherwise assess the Application as it sees fit, and in its absolute discretion.

Council makes no warranty, representation or agreement with an Applicant as to the success or otherwise of their Application.

(f) Council will advise the Applicant in writing whether its Application has been successful or unsuccessful.

(g) If the Application is successful:

(i) Council will determine, in its absolute discretion, the amount it will financially contribute to the Project (Contribution); and (ii) the Applicant will need to enter into a Funding Agreement with Council if it wishes to proceed with the Project. A copy of Council's template Funding Agreement is enclosed.

Payment of Funding

(h) Council will reimburse the successful Applicant and not the licensed contractor.

(i) To claim the Contribution, the Applicant must provide Council with:

- (i) written advice that the works have been completed;
- (ii) a receipt from the contractor/s, including the ABN/s of the contractor/s; and
- (iii) ABN holders seeking to claim the GST component of the Project should provide a tax invoice (including ABN) to Council.

(j) Any overrun in costs is not the responsibility of Council and extra funds will not be granted.

Timing

(k) The Applicant should not commence the Project until the Applicant and Council have signed the Funding Agreement and the Applicant has fulfilled any pre-works conditions.

(l) Any part of the Project that is approved for funding under this Application must be completed within 6 months from the date of the Funding Agreement. Council reserves the right to consider an increase to the allocated time frame of up to 6 months.

Privacy

(m) The information provided by you on this Application will be used by Council or its agents to process this Application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where legislation requires or where you give permission for third party access.

(n) Please be aware that should your Application be recommended to receive financial assistance, public notice of Council's intention to provide you with assistance under the Retail Frontage Improvement Program will be undertaken before the matter is reported to Council for resolution. By completing and lodging the Application, you agree to public notice being given.



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1. Applicant Details

Name:

ABN (if applicable):

Address:

Email:

Contact Number:

2. Site Location

Street Number:

Street Name:

Suburb:

Postcode:

3. Owner's Consent

Are you owner of the Site? **Yes** **No**

If you are not the owner of the Site, what interest do you have in the Site (eg., tenant, licensee, etc):

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**The following must be completed by the Owner
(if the Applicant is not the Owner):**

I am the current registered proprietor of (insert address below)

**and I consent to the making of this Application by the Applicant for funding
under the Program and the carrying out of the Project on the Site.**

Owner Name:

Signature:

Date:

4. The Project

Works which may be eligible for funding from Council are as follows:

Category 1 – Building Facade Improvements

- **restoration of exterior finishes;**
- **repainting of building facade and windows;**
- **removal/relocation of air conditioning units;**
- **removal of roller shutters/security grilles;**
- **installation of disabled access ramp;**
- **provision of or renewal of streetscape (facade) lighting; and**
- **recladding of existing awning structure and fascia with new material.**

Category 2 – Awning Improvements

- **repair or replace an awning structure**

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Which Category is your Project in?

Category 1

Category 2

Please describe the work proposed to be undertaken on the Site as part of the Program: Please provide the following as relevant:

- **plans and photographs of the facade and detailing the proposed facade improvements; and**
- **if the Project involves painting, colour samples or a colour chart.**

Description of works:



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If you are successful with obtaining the funding, when would you intend to commence the works?

How long do you anticipate the Program for completing the works to take?

Have you obtained and attached to this Application at least 3 quotes for the Project? If not, Council cannot consider your Application.

Yes No

Do the quotes comply with the Terms and Conditions set out in this Application Form?

Yes No

Which is your preferred quote?

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5. Heritage

Is any part of the Site (that is impacted by the Project) a heritage item or heritage listed? Please review the flow charts in the attachment to determine whether the Project will have a heritage impact.

Yes No

If yes, have you spoken to Council’s heritage officer: (02 9806 5050)? Council encourages an Applicant to have already discussed the works and any heritage item or heritage listed property with Council’s heritage officer.

Yes No

6. Development Consent

a) do you need to lodge a Development Application and if so, when will it be lodged?

Yes No (please circle one)

Proposed lodgement date:

(b) have you spoken to Council’s duty planner regarding the Project (02 9806 5050)?

Yes No

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7. Program Checklist and Submission

In submitting this Application, I acknowledge that:

- I have read and understood the Terms and Conditions in this Application;
- I have completed the Application;
- I have attached all relevant documents to the Application including at least 3 quotes from a different licensed contractors for the works involved in the Project; and
- all information which I have included and provided in this Application is true and correct.

Name:

Signature:

Date:

8. Further Information

For further information regarding the Application, please contact:

Place Services

Telephone: 9806 5050

Email: placeservices@cityofparramatta.nsw.gov.au

Submit Form



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