

# Activate Cassowary Coast Development Incentives



## Façade Improvement Incentive Scheme

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July 2018

Policy Number 4.16

*Application Form*

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# CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903 Fax: (07) 4061 4258

Email: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)

## REQUEST FORM - Façade Improvement Incentive Scheme – Policy No: 4.16

Council's Activate Cassowary Coast Development Incentives – Façade Improvement Incentive Scheme aims to work in partnership with commercial property and business owners to revitalise eligible building façades and shopfronts through a Council Grant/Funding Arrangement.

To see if your commercial property is eligible, please refer to the [Activate Cassowary Coast Development Incentives – Façade Improvement Incentive Scheme Policy 4.16](#) or contact Council's Planning section on (07) 4030 2265.

Please complete details below and return to:

- delivering to: Council offices at 70 Rankin Street, Innisfail or 38-40 Bryant Street, Tully;
- emailing to: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au);
- faxing the form to: (07) 4061 4258; or
- posting the form to: Chief Executive Officer  
Cassowary Coast Regional Council  
PO Box 887  
INNISFAIL QLD 4860

### Applicant details

<b>Name/s (individual or company name in full):</b>	
<b>For companies, contact name:</b>	
<b>Postal Address:</b>	
<b>Contact number:</b>	
<b>Email address:</b>	

### Building/Façade details

<b>Property description (Lot on Plan):</b>	
<b>Property address:</b>	
<b>Property owner details:</b>	
<b>Owner's consent attached:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Current use of the building (include details of tenant and business):</b>	

**Please Note:** Council cannot accept the application without the property owner's consent. If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authorisation and attach documentary evidence of your status (e.g. Power of Attorney, Executor, Trustee, Company Director etc.)

<b>Details of the proposal</b>		
<b>Details of the proposed works</b>		
<b>Confirm how the works will be visible from the street</b>		
<b>Do the proposed works require building or planning approval? Has this approval been obtained?</b>		
<b>Have adjoining property owners been consulted about the proposed building improvements?</b>		
<b>Estimated project cost (EX GST)</b>		
<b>Amount of funding requested (EX GST)</b>		
<b>Proposed project commencement date</b>		
<b>Proposed project completion date</b>		
<b>Briefly detail the timeline of works</b>		
<b>Supporting documentation (Attached)</b>		
<b>Plan of the proposed works</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Photo of the proposed improvement area</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Minimum of three quotes from local licensed contractors</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

## Assessment criteria

Please provide a response to each item, where applicable

The physical appearance of the facade and overall streetscape are improved

The design contributes to the improved safety of the streetscape

The improvements enhance the architectural, character and/or historical features of the building

The improvements exemplify innovation and creative design

The proposed improvements within the Innisfail area significantly contribute to the revitalisation of the area and are in keeping with the surrounding heritage buildings

The improvements within the Tully area significantly contribute to the revitalisation of the area and are in keeping with the surrounding heritage buildings

The improvements within the Cardwell and Greater Mission Beach areas significantly contribute to the revitalisation of these areas

The improvements for commercial buildings within the Villages Local Plan or with frontage to the Bruce Highway or Mourilyan Road or a Tourist Route significantly contribute to the economic activation of the Cassowary Coast region

## Declaration

As the applicant, to which this application relates:

- I consent to this application being made;
- I consent for authorised Council Officers to enter the property to carry out inspections relating to this application;
- I agree to undertake the proposed works as outlined in this application.

Signature/s:

Date:

## What Happens Next?

- The application will be assessed by Council in accordance with the scheme requirements;
- Council will notify successful and unsuccessful applicants in writing within four weeks of the closing dates for the applications;
- An offer of acceptance will be sent to the successful applicants. It must be signed and returned within 10 business days of the issue date. Council reserves the right to withdraw the acceptance should the letter not be returned within the required timeframe;
- The proposed works are to be carried out as per the detailed proposal. Works are to be completed within four months of signing the Letter of Agreement;
- Once the works are completed the applicant is to write to the Chief Executive Officer advising that works have been completed, the letter must be accompanied by:
  - a signed statement confirming that the improvement works have been finalised;
  - a tax invoice from the applicant with the licensed contractors' invoice attached showing the payment for the works;
  - photos of the old façade/shopfront prior to the works being undertaken;
  - photos of the new façade/shopfront after the works have been undertaken;
  - consent from the applicant for Council to use the before and after images of the façade/shopfront for commercial purposes; and
  - a summary of the works undertaken.
- Council will inspect the works undertaken and if they have been completed in accordance with the approved application, funding will be released to the successful applicant in accordance with the funding arrangement outlined within this guideline.

*Cassowary Coast Regional Council is collecting your personal information in order to process your application. Any personal information collected by Cassowary Coast Regional Council will be for lawful purposes directly related to the functions of Council. Cassowary Coast Regional Council will take all reasonable precautions to respect the privacy of individuals in accordance with the Information Privacy Act 2009 (Qld) and will protect the personal information it holds from misuse, unauthorised access and modification. This information will only be disclosed to any other third party with your written authorisation or as required by law.*