

# Business Façade Improvement Program Policy

Corangamite Shire

June 2021

# Council Policy



## Business Façade Improvement Program Policy

### Introduction

This policy provides details on how Council will implement a seventh round of its Business Façade Improvement Program (BFIP).

### Purpose

The purpose of the BFIP is to provide an incentive for businesses from across the Corangamite Shire to complete improvements to their business facades.

### Scope

All businesses located within the Corangamite Shire that have street frontage where the works are visible from the front of the property will be eligible to be part of this program.

### Definitions

Council – Corangamite Shire Council

Program – Business Façade Improvement Program

### References

- Realising Terang - Community Plan
- Imagining Camperdown - Community Plan
- Blueprint for Timboon - Community Plan
- Corangamite Shire Economic Development Strategy
- Corangamite Shire Grants Policy

### Policy Detail

The aim of the BFIP is to have businesses located throughout the Shire to complete façade improvements.

Examples of works that could be completed as part of the program include:

- Painting of the façade
- Cleaning the existing façade
- Removal of redundant signage, air conditioning units and hoardings
- Installation of new business signage
- The minor repair, maintenance or reinstatement of missing elements
- Minor repairs to existing facade tile or stone accents
- Minor repairs to structural facade elements and awnings
- New, repairs and replacements of verandahs
- Installation of interior store lighting visible from the street
- Improvements or installations to business entrances that promote universal access.

The following restrictions apply for businesses to participate as part of the program:

- Council will not grant funds from the program retrospectively.
- Council will not provide funds for ongoing or administrative costs not directly related to the project.

- Council will not provide funds for purchasing equipment (e.g. ladders, gurneys, scaffolding, and safety barriers.) Hiring of equipment is permitted when related directly to the project.
- Applicants must be able to fund the cost of the works upfront and then Council will pay its contribution following the completion of works through an acquittal process
- Council will not grant funds for works where a planning permit has been refused.
- Council will not grant funds to a business with overdue debts at Council or outstanding acquittals from previous Council grant programs.

The program is open to any business located in the Corangamite Shire that has street frontage where the proposed works are visible from the front of the property. Home based or businesses with no street frontage are not eligible to apply.

Businesses that have been previously funded through this program area still eligible to apply to the program to complete additional or new works however preference will be given to businesses who have not previously been funded.

To be eligible for the program applicants must:

- Complete a Retail Area Façade Improvement Program Application Form including all associated documentation and application forms
- Have the building owners consent.

Businesses can apply on a \$1:\$1 basis to complete improvements to their facades with the amount capped at \$3,000 (exc. GST) per business.

An example of a business applying to the program would be:

- Business - \$3,000 (exc. GST)
- Council - \$3,000 (exc. GST).

Businesses will be able to contribute over the \$3,000 amount if they wanted to complete more significant works but would still only be eligible for \$3,000 (exc. GST) from Council.

If a business only wanted to complete minor works they could apply to the fund for an amount under \$3,000. An example of this would be:

- Business - \$1,000 (exc. GST)
- Council - \$1,000 (exc. GST).

To apply for funding as part of the program, businesses would be required to complete an application form and provide all required documentation as well as have understanding of the program guidelines to ensure they are aware of what is required to be completed as part of the program.

Planning fees would be waived by Council as part of the program to encourage participation however any relevant building permit fees would still apply. Buildings within heritage areas of the Shire will need to comply with relevant guidelines.

If painting is proposed to be completed as part of an application, a proposed colour palette would need to be submitted to Council as part of the application process that would be approved prior to works commencing in a meeting with Council Officers.

If new signage is proposed to be completed as part of an application, a design proposal would need to be submitted to Council as part of the application process that would need to be approved through the planning permit process prior to works commencing.

The funding that will be made available as part of the program, will only be provided to the businesses following the conclusion of the works once the acquittal process has been completed.

As part of the financial reconciliation process, businesses would be required to provide proof of all purchases and works before being able to access the funding which would be provided following the conclusion of works.

The program will commence with an application period running from July until August. Following this period an internal committee will evaluate the applications and a report would be prepared for a Council Meeting to allow Councillors to decide which businesses would be funded as part of the program.

Once a decision has been made by Council, business would then have until the end of May to complete all proposed works and would need to forward all associated documentation including invoices and proof of works so that Council can reimburse agreed expenses. All claims must be submitted by the end of May so the grant can be acquitted in the correct financial year.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

It is considered that this policy does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

**Review Date**

June 2025.