
Procedure Title:	Business Streetscape Funding
Procedure No:	402
Procedure Subject:	Community Grant
Directorate:	Director of Community & Cultural Services
Department:	Community Services
Responsible Officer:	Chief Executive Officer
Authorised by:	North Burnett Regional Council
References:	General Policy 218 – Business Streetscape
Adopted Date:	
Review Date:	

INTRODUCTION:

This procedure has been developed to ensure that all applicants provide all relevant information as required by Council and that all applications possess an equal opportunity for approval by the North Burnett Regional Council members

PROCEDURE:

The North Burnett Regional Council (NBRC) General Policy 218 – Business Streetscape, must be read in conjunction with the completion of form 218-01 (Application for Business Streetscape Funding). If the applicant deems that a section is not relevant, then they shall insert “N/A” (Not Applicable).

The applicant may appeal any decision that Council deems necessary within a 30 day period from the date of notification of Council making a decision.

1. The applicant is to place a tick in the box adjacent to the township area that the business is associated with.
2. Section 1 – Print the full name of the applicant.
3. Section 2 – Print the full name of the business as exhibited on the Australian Business Register and beneath the business name their Australian Business Number (ABN) is to be inserted.
4. Section 3 – Print the physical address of the business.

PROCEDURE: (continued)

5. Section 4 – Print the business postal address.
6. Section 5 – Print the business telephone and facsimile numbers.
7. Section 6 - Print the applicants personal telephone and facsimile numbers.
8. Section 7 – Print the applicant’s mobile telephone number and business e-mail address.
9. Section 8 - Write a brief description (not more than 100 words) regarding the intended work that the funding will support.
10. Section 9 - A budget of the proposed work is to be detailed. This budget is to include the cost of all materials, labour and other associated costs. Council may request written quotes to support the listed costs.
11. Section 10 – Print the intended start date.
12. Section 11 – Print the intended completion date.
13. Section 12 – Print the overall time period.
14. Section 13 – Print a proposed date and time that a representative from the NBRC may be permitted to inspect the completed project. The NBRC representative shall inspect the completed work for acceptable professional quality and to ensure that all conditions within the application have been met. Photographs of the site prior to commencement of the work and upon completion of the work will also be obtained.
15. Section 14 – Print a list of all licenses and/or permits that must be obtained prior to, during and/or upon completion of the proposed activities. The NBRC compliance section shall assess the request after submission to ensure that all relevant documents have been listed. NBRC Compliance Officer/s shall sign the document if all licenses and permits are listed, or they may request by writing in the box other permits and/or licenses that shall be required. The Compliance Officer/s shall then notify the applicant of the alterations. Should the applicant agree to the addition or subtraction within this section the procedure shall continue. Should the applicant not be willing to agree to the alteration as suggested by the Compliance Officer/s the application shall be rejected.
16. Section 15 – Print any special instructions that the Compliance Officer/s, applicant/s or Council recommends. Negotiations with the applicant shall then be commenced to ensure that all special instructions are agreed.
17. Section 16 – Print the business name, sign the form and print the applicants name in the spaces provided.

18. Section 17 – The completed application form shall then be presented to the next General Meeting of Council for resolution.

PROCEDURE: (continued)

- 18.1 Should Council deem that the application be rejected a circle shall be placed around the word “NO” in section 17, after which the CEO shall sign the document and delegate that the applicant be advised of the decision. The applicant shall be advised in writing of the Council’s decision and has the right to appeal the decision. The date and time of the notification to the applicant shall be inserted in section 17 of the application form.
- 18.2 Should Council deem that the application should be accepted a circle shall be placed around the word “YES” in section 17 of the application. Council may impose further conditions to the application, all of which shall be noted and inserted onto the document in section 15. The CEO shall then sign the document. The applicant shall be advised in writing of the Council decision and has the right to appeal the suggested alterations that Council may request (should there be any alterations). The date and time of the notification to the applicant shall be inserted in section 17 of the application form.
- 18.3 Should further recommendations be suggested by Council; follow sections 14 and 15 of this document, then follow on from this section. Should no further negotiations or instructions be requested by the applicant, then follow sections 15 to the end of this document.
19. Applicant shall send Council photographs of intended worksite prior to the commencement of work. Upon completion of the work, or on the date and time as indicated in section 13 of the application form, an inspection shall be conducted by a NBRC qualified officer or his / her delegate to ensure that all requirements of the application has been completed to legislative requirements.
 - 19.1. In the occurrence that the work has not been completed to the satisfaction of the application form the Inspector shall indicate this information, sign and date the insertion on the application form in section 18. An extension may be granted by negotiation with the NBRC. If an extension of time is granted then follow this section at the time and date that has been re-negotiated.
 - 19.2 When the work has been completed to the agreed upon standard then the Inspecting Officer or his/her delegate shall highlight the “Yes” in section 18 of the application form, complete the balance of the section and return the completed application form to the Director of Community and Cultural Services or his / her delegate for authorization of payment. The payment authorization shall then be forwarded to the Finance Section for payment.
20. When the agreed upon funds have been issued then section 19 shall be completed by the Director of Community and Cultural Services after notification by the Director of Corporate Services and Finance or his/her delegate.

Application for Business Streetscape Funding

Form Title: **Application for Business Streetscape Funding**

Form No: 218-01

Please Use One Form For Each Proposed Project.

Please tick which area the intended work is to be performed:

- Biggenden Eidsvold Gayndah
 Monto Mount Perry Mundubbera

1. Applicants Name:
2. Business Name: ABN:
3. Physical Address:
4. Postal Address: Locality/Suburb State Postcode:
5. Work Phone: () Business Fax: ()
6. Home Phone: () Home Fax: ()
7. Mobile No.: E-mail:

8. Please Provide a Brief description of the Proposed Work:

9. Please Provide a Detailed Budget of Costs:

10. Intended Start Date:
11. Intended Completion Date:
12. Overall Time Period:
13. Date/Time Council Can Inspect the Work: Time Council Can Inspect the Work:

14. Indicate Licenses and/or Permits Required:

Signature of NBRC Compliance Officer: _____ Date: _____

15. Special Instructions:

16. APPLICANTS AUTHORISATION:
I, _____(Applicants Name) have read NBRC General Policy 218 – Business Streetscape and agree to comply with all requirements of this agreement.

Signature of Applicant: _____ Date: _____

Print Name of Applicant: _____

17. COUNCIL DECISION: Approved: YES NO

Signature of CEO or Delegate: _____ Date: _____

Name of Signatory: _____

Date Applicant Notified of Decision: _____

18. Inspection of Work Details:

Date: _____ Work Completed in Compliance with Application (Yes/No): _____

If No please indicate necessary Work to be Completed: _____

Signature of Inspector: _____ Date: _____

Name of Inspector: _____

Date: _____ Work Completed in Compliance with Application (Yes/No): _____

If No please indicate necessary Work to be Completed: _____

Date: _____ Work Completed in Compliance with Application (Yes/No): _____

Signature of Inspector: _____ Date: _____

Name of Inspector: _____

19. Date funds paid to Applicant: _____ Cheque No: _____

20. Associated Documents:

1. General Policy 218 – Business Streetscape

Under the Information Privacy Act, the information that you have provided will be used for the purpose of assessing your application and will not be disclosed to any third parties without having your written or verbal authorisation, unless we are required to by law.