

City Centre Facade Improvement Scheme Expressions of Interest Guidelines

Introduction:

Mackay Regional Council's Facade Improvement Scheme seeks to work in partnership with Mackay City Centre property owners to facilitate and support the revitalisation of commercial facades. The appearance of your city, your business and the surrounding streets create a powerful first impression of our city. Council is supporting property owners to undertake upgrades to building facades that will help to revitalise the city centre.

Project Scope

Expressions of Interests are currently being accepted. There is no deadline for the lodgement of an Expression of Interest. Applications will be reviewed by council within two weeks and applicants will be contacted in writing. Applications will now be accepted for businesses within the city centre boundary, from Caneland Central to the River Street boat ramp; and between Alfred and River Streets (see map below) Buildings which have received funding from previous Facade Improvement rounds, are not eligible for further funding.



Mackay City Centre Boundary

Deadline for Expressions of Interest

Expressions of Interests are currently being accepted. There is no deadline for the lodgement of an Expression of Interest.

Applications will be assessed and the applicant will be notified of the outcome of their application within two weeks.

Principles

Council commits itself to the following principles:

- **Accounting and transparency:** A framework for transparency and a system of accountability
- **Beautification:** Enable and encourage implementation of beautified building facades and other facade improvements that are visible from the public realm.
- **Activation:** Promote and encourage activation of the facades to create a more engaging public realm.
- **Heritage:** Celebrates and recognises the City Centre heritage building facades.
- **Participation:** Enable property owners and stakeholders the opportunity to contribute actively in the beautification of our city and encouraging others in the vicinity to ensure continuity in improvements.
- **Pride:** Creation of positive stakeholder and community pride as well as a sense of broad ownership of City Centre.
- **Relationships:** Encouraging positive relationships with stakeholders to deliver improvement to the City Centre.

Detail the Project

You will need the following supporting information/documentation for your proposal:

Description: A clear description stating what proposed works will be undertaken.

Quotes: Obtain a minimum of two quotes for facade works (quotes from a licensed contractor).

Colour Scheme: Where the application is proposing painting of the building, a colour scheme is required to be submitted. If the original colour scheme has not been retained The proposal needs to be complimentary to the City Centre colour palette and the buildings surroundings

Photographs: Photographs of the building's current facade, each elevation and close ups of the area affected by the project is required. Successful applicants will be required to take progression photos and final completed works in the same locations.

Heritage: If your building is Heritage Listed, you may be required to undertake a heritage or cultural study of your building. Applicants will need to provide evidence of the buildings heritage status. You will be required to submit historical photographs of the building facade. Some Information may be found in Council's 'Conserving heritage houses in the Mackay region' and 'Art Deco in Mackay' documents as well as the Mackay City Library.

Terms and Conditions

Applications for, and approval of funds under the Scheme, must be made prior to the project commencing. Applications will be assessed against the Scheme Guidelines, at Councils absolute discretion and all applications may not be successful. Council will not grant funds retrospectively to works completed prior to the approval of an application. Council will not provide funds for operational or administrative costs related to the project. Grants will not pay for business marketing or promotion. Council will not provide grant funds for capital expenses (for example ladders, gurneys, scaffolding and safety barriers). Hiring of equipment is permitted when

directly related to the project. Applicants must be able to fund the costs of the works up front as Council will provide its share of the funding at the completion of works. Applications will not be accepted for projects that already have received previous Façade Improvement Scheme grant funding from Council

Assessments of the Applications

Applications under the Scheme will be assessed by Council against the Assessment Guidelines of the scheme. Applications will be ranked based on assessment criteria and the level of financial support will be provided to the highest ranking applicants Council reserves the right to seek further information or clarification of a proposal to facilitate an improved outcome. Council may only authorise the approval of the grant funds if the funds are available and within the budget approved by Council. Grants are awarded based on merit and not all applications that meet with assessment guidelines will be funded.

Requirements of the Scheme

To be eligible for the scheme the following requirements must be achieved.

- Improvements proposed must be to the facade of the building that are visible from the street;
- Applicants must be the building owner or have proof of the building owner's consent to conduct work to the building's façade;
- The applicant must provide their matched contribution in cash and not in-kind;
- The applicant must show how the project will benefit the building's presentation;
- Applicants must file an improvement plan detailing the planned improvements;
- Applicants must submit before photos of the proposed building with completed application;
- Applicants must submit two formal quotes from licensed contractors for same works;
- Heritage listed buildings will require planning approval through Council; and All work being carried out must have the required permits and approvals through Council.
- Key active frontages mean that the premises has street orientated development, meaning buildings are built up to the front property boundary to form a traditional 'main street' character.

Council Planning Requirements

It is the applicant's responsibility to obtain any necessary building or planning permit and to ensure that chosen contractors are aware that they need to meet all areas of council compliance and Worksafe Queensland regulations relating to the identification, handling and removal of asbestos products.

Replacement or enhancement works of existing structures will not generally require a planning approval, unless the building is heritage listed. However, any new structures such as adding an awning to your building will require planning approval. For further information please visit: www.mackay.qld.gov.au/business/planning_and_development/new_planning_schemes

Level of Funding Available

It is a requirement of the Facade Improvement Scheme Guidelines that Council's contribution is to be matched by the applicant up to a maximum amount as determined below:

Works under \$1999,99 (excluding GST) - maximum rebate of 50% of the project spend (excluding GST) per applicant.

Up to \$10,000 – maximum rebate of \$2,000 (excluding GST) per applicant.

\$10,001 and over – maximum rebate of \$3,000 (excluding GST) per applicant.

The applicant may wish to, of their own accord, contribute additional funds beyond the matched contribution.

Once approved applicants will be required to enter into a funding agreement with Council this agreement will outline the level of funding approved and timeframes for work to be undertaken and completed, you will also be required to submit an outcome report within three months of your projects completion.

Funding will be released to the successful applicant once the improvement works have been completed, a tax invoice from the applicant is provided with the licensed contractors' invoice attached showing the payment for the works and photographs showing the before and after facade improvement.

Timing of the Projects

The applicant's proposed works are to be carried out as detailed in the approved proposal within four months of signing the letter of agreement.

Notification of successful applicants

Council will notify both successful and unsuccessful applicants the outcome of their application in writing within two weeks of receiving the application.

An offer of acceptance will be sent to the successful applicants and must be signed and returned within seven days of the issue date. Council reserves the right to withdraw the acceptance should the letter not be returned within the required timeframe.

How do I apply

Property owners considering making an application under the Facade Improvement Scheme are encouraged to discuss their potential project with the City Centre Coordinator prior to submitting an application. Property owners are also encouraged to seek professional advise from suitably qualified architects or designers to assist with the development of the proposed improvements.

Please complete Expressions of Interest on Smarty Grants as well as submitting any supporting documentation.