

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.



**CITY OF
PARRAMATTA**