

# Business Façade Improvement Program Policy

Date Adopted:	
Adopted By:	Council
Review Due:	June 2025
Responsible Officer:	Laura Redgrave
Directorate:	Wellbeing, Planning and Regulation
REF No:	<a href="#">SGSC-1634754049-556</a>

## PURPOSE

This policy provides detail on how Council will implement the Business Façade Improvement Program (BFIP).

The BFIP provides an incentive for businesses across the Southern Grampians Shire Council to complete improvements to their business facades.

## DEFINITIONS

Council – Southern Grampians Shire Council  
Program – Business Façade Improvement Program

## APPLICATION AND SCOPE

All businesses in the Southern Grampians Shire Council that have visible street frontage from the property's front will be eligible to be part of this program.

## GENERAL PROVISIONS

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 in the Southern Grampians Shire Council that has street frontage where the proposed works are visible from the property's front. Home based or businesses without street frontage are not eligible to apply.

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

To be eligible for the program applicants must:

- Complete a Business Façade Improvement Program Application Form including all associated documentation and application forms.
- Have the building owner's 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 is:

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

Businesses may contribute more than \$3,000 if they intend to complete more significant works however the contribution from Council will not exceed \$3,000 (exc. GST).

If a business intends to complete minor works, they may apply to the fund for an amount under \$3,000. An example of this:

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

## IMPLEMENTATION

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

Planning fees are waived by Council as part of the program to encourage participation however any relevant building permit fees will 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 is required to be submitted to Council as part of the application process. Any colour palette will need approval by Council Officers prior to commencing works.

If new signage is proposed to be completed as part of an application, a design proposal will need to be submitted to the Council as part of the application process. Approval through the planning permit process is required prior to commencing work.

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 will be required to provide proof of all purchases and works before being able to access the funding which will 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. A report will be prepared for a Council Meeting to allow Councillor's to review Officer recommendations to decide which businesses will be funded as part of the program.

Once a decision has been made by Council, businesses will have until the end of May in the following financial year to complete all proposed works and will 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.

## CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy [Choose an item.](#) compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## GENDER EQUALITY COMPLIANCE

It is considered that this policy is compatible with the relevant gender equality principles identified in the *Gender Equality Act 2020*.

Is a Gender Impact Assessment required?

- Yes  
 No

## REVIEW

This Policy must be reviewed a minimum of twelve (12) months.

## AUTHORISED

**Council**

**Signature**

**Date**

**END**