

DEVELOPER SCHEME - Guidelines for Applicants and Application Form

About the Scheme

The Developer Scheme is one of the Council's Undergrounding Funding Schemes and provides opportunities for developers seeking a contribution from the Council towards the cost of undergrounding identified ETSA powerlines and telecommunications infrastructure adjacent to their developments. Such works will improve the presentation of their projects

This Scheme involves Council making a fixed funding contribution towards the cost incurred by the Developer in undertaking identified undergrounding works.

Who can apply?

Developers seeking a Council contribution to the cost of undergrounding infrastructure adjacent to their developments.

Note: Developers undertaking the sub-division of land where the provision of essential services infrastructure (eg electricity, and water) is required pursuant to the Development Act 1993 will not be eligible for funding.

What are the funding arrangements?

A successful Application under this Scheme may be eligible for up to 50% contribution from Council to the costs of the identified undergrounding and associated works. The actual amount to be contributed by the Council is determined in the Council's absolute discretion and is subject to a case-by-case assessment of Applications, the priority of the works and the funds available for the Scheme.

Generally, the Applicant is required to undertake the identified undergrounding and associated works to Council and ETSA standards and pay all costs until the works are satisfactorily completed and have been inspected and accepted by Council and ETSA. Council's contribution would then be paid to the Applicant when the works have been signed off and arrangements pertaining to a 12 month defects liability period for Council Assets have been confirmed to the Council's satisfaction.

What are the assessment criteria?

In addition to general eligibility criteria and Council priorities, an Application for funding under this Scheme will be assessed against the following criteria:

- Is the proposed undergrounding identified in the Council's Undergrounding Implementation Program?
- Does the proposed undergrounding address one or more Hot Spots.
- What is the benefit of undertaking these works prior to the timing indicated in the Council's Undergrounding Implementation Program?
- Availability of funding from Council

Applications will not be considered where undergrounding works have commenced or for retrospective works.

When can I apply?

The Council's Undergrounding Scheme is an annual programme in keeping with the Council's financial and budget calendar of 1 July to June 30.

Applications can be submitted at anytime but approval will be dependent on the assessment and availability of funding.

How are Applications made and what is the assessment process?

A Developer interested in applying for funding under this scheme should follow the following process:

1. PRE - APPLICATION DISCUSSION - anyone interested in making an Application for undergrounding funding by Council should first discuss the matter and their proposal with the LIGHTING AND ELECTRICAL TEAM telephone (08) 82037647 and refer to any materials made available by the Council to assist in understanding the Scheme, their potential eligibility and the Application process.
2. APPLICATION – an Application for undergrounding funding should be made using the Developer Undergrounding Scheme Application Form. The Application should be accompanied by the required information set out on the Application form.
3. PRELIMINARY REVIEW – the Application will be assessed initially by Council staff to determine whether the Application provides the relevant information and is eligible for assessment against the Scheme criteria. If the Application is not complete it will be returned to the Applicant with a request for further information. If the Application is not eligible for consideration it will be refused and returned to the Applicant.

Applications are to include the following information:

- a. ETSA UTILITIES QUOTE – the Applicant will be required to seek an ETSA Utilities quote for their component of the identified undergrounding works. The Applicant will be required to pay the costs charged by ETSA Utilities for quoting on the cost of the ETSA portion of the proposed undergrounding works. The Applicant must then provide Council with a copy of the ETSA quotation.
 - b. ASSOCIATED WORKS QUOTE - Council will need to also consider the costs of any associated works to be undertaken in conjunction with the undergrounding works that would not form part of the ETSA Utilities component to be funded by the Applicant. This may include works such as, street lighting, traffic signalling alterations and undergrounding from the street to private properties. The Applicant must seek quotations for this work and provide Council with copies of those quotations.
4. APPLICATION ASSESSMENT - eligible Applications will then be assessed against the priorities, criteria and any other relevant Council policies / legislation.
 5. DECISION TO PROCEED - once the ETSA Utilities Quote and Associated Works Quotes are received, Council will assess whether it wishes to proceed to provide funding in respect of the Applicant. If the Council determines to proceed, a letter will be sent to the Applicant providing an indication of the extent of funding that the Application may be eligible for and enclosing the Council's standard Funding Agreement for identified undergrounding works. This letter will seek an indication as to whether the Applicant wishes to proceed based on the Council's offer.

6. FUNDING AGREEMENT – Council and the Applicant will need to complete the relevant details and then execute Council's standard Funding Agreement in relation to the identified undergrounding works, the funding and related matters. .
7. WORKS UNDERTAKEN AND FUNDING PROVIDED – once the Funding Agreement has been executed, the Applicant must undertake the works in accordance with the terms and conditions of the Funding Agreement and any ancillary agreements or authorisations entered with the Council. The Applicant must make payment directly to ETSA Utilities and those providing the Associated Works (unless otherwise outlined in the Funding Agreement). The Council will provide the agreed funding on and subject to the terms and conditions set out in the Funding Agreement.

Important Conditions Applying to this Scheme

Meeting eligibility, priority and assessment criteria is not a guarantee of funding as the number and value of applications may exceed the annual funds available for the Scheme. Final funding decisions are made on the merit of each Application against the abovementioned criteria.

Funding decisions made by the Council are final and eligible Applicants will be notified in writing of the outcome of their Application.

The Council will not be responsible for any expenses incurred as result of an Applicant's anticipation of successful funding.

DEVELOPER UNDERGROUNDING SCHEME APPLICATION FORM

NAME OF APPLICANT:

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(Who is contracting for and responsible for payment of work ("Developer").

STREET ADDRESS OF APPLICANT:

LOCATION OF PROPOSED PROJECT:

POSTAL ADDRESS: (if different to above)

CONTACT PERSON FOR FURTHER INFORMATION:

Name:

Tel: (H) (Mob) Fax:

Email:

DOES APPLICANT HAVE AN ABN? YES/NO ABN:

IF NO: "I hereby certify that the supply is made to you in my capacity as an individual and the supply is made in the course of an activity that is wholly of a private or domestic nature".

IF YES: No payment will be made without a tax invoice addressed to the Adelaide City Council, when claiming funding contribution.

IS APPLICANT REGISTERED FOR GST? YES/NO

PLEASE DESCRIBE THE PROPOSED PROJECT (include details of costs including ETSA Utilities Quote and Associated Works Quote, properties affected and termination points – provide sketch plan of Project, including street photographs etc).

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DESCRIBE HOW THIS PROJECT MEETS COUNCIL'S DEVELOPER UNDERGROUNDING SCHEME CRITERIA? (Attach supporting statement).

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As the Applicant, I request that the above Project to be undertaken at this location, be considered for financial assistance from the Council.

Signature:

Date:

Please ensure all questions have been completed

Please return to: LIGHTING AND ELECTRICAL TEAM, ADELAIDE CITY COUNCIL, GPO BOX 2252,
ADELAIDE SA 5001

OFFICE USE ONLY		

NB: Applicants must read the Developer Scheme - Guidelines for Applicants before completing the Application Form.