

HOT SPOT SCHEME - Guidelines and Application Form

About the Scheme

The Hot Spot Scheme is one of the Council's approved Undergrounding Funding Schemes. The Scheme provides opportunities to improve safety in situations where relatively small-scale works will result in significant benefits (usually to a small number of property owners).

This Scheme should be used in instances where there are safety or other demonstrable reasons why such works should be undertaken prior to the scheduled undergrounding of that particular area.

Generally, the works will be localised in nature and generally will not result in undergrounding. For example, Hot Spot works may include relocation of stobie poles and cables in close proximity to dwellings, balconies, significant trees, driveways etc. and where there are issues of public safety.

Council funding (of up to 100% of the total cost) may be provided in order to accelerate small scale projects which would otherwise not be undertaken prior to the scheduled undergrounding program for a particular street or streets. If approved, Council will fund and arrange for the necessary works to be carried out.

For works involving undergrounding, applications should be submitted under the Residential / Business or Developer Schemes.

Who can apply?

Any Adelaide City Council resident, business owner or property owner can apply for works to be undertaken under this Scheme.

What are the funding arrangements?

A successful Application under this Scheme may be totally funded by Council.

Those Applications which do not fully meet the criteria but can demonstrate some public benefit will still be considered and may receive part funding from the Council. In those cases, the Applicant would be required to provide or seek private funding for the balance of the cost of the works. The amount of funding to be contributed by the Council will be determined at the Council's absolute discretion.

Each Application will be considered on its merits and is subject to the availability of Council funds.

What are the assessment criteria?

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

- Is the relocation of ETSA infrastructure required for safety reasons?
- Are the proposed works part of a larger area already identified in the Council Undergrounding Implementation Program?

- What is the benefit of undertaking these works prior to the timing indicated in the Implementation Programs? For example, would the cost to Council of undertaking the specified works now be greater or less than the cost if the works were to be undertaken as part of the wider program based on the timing in the Implementation Programs.

When can I apply?

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

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

How are Applications made and what is the assessment process?

1. PRE - APPLICATION DISCUSSION - a resident, business owner or property owner interested in making an Application for works and / or funding by Council should first discuss the matter with the Lighting and Electrical Team on (08) 8203 7647 and refer to any materials made available by the Council (including this brochure) to assist in undertaking the Scheme, their potential eligibility and the Application process.
2. APPLICATION – an Application should be made using the Hot Spot Undergrounding Scheme Application Form accompanied by the required information set out on the Application form.
3. APPLICATION ASSESSMENT - the Application will be assessed against the priorities, criteria and any other relevant Council policies/legislation.
4. DECISION NOTIFICATION - If the Application is approved and funds are available the Council will seek quotations for the work and provide progress reports to the Applicant. Where it has been agreed that a contribution to the cost of the works is required from the Applicant then the Council will enter into an agreement with the Applicant setting out the relevant terms and conditions.

If the Application is not considered to be appropriate for funding by the Council then the Applicant will be notified of the reasons for refusal.

Important Conditions applying to this Scheme

Meeting eligibility, priority and assessment criteria is not a guarantee of funding. 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 and 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 a result of an Applicant's anticipation of successful funding.

HOT SPOT UNDERGROUNDING SCHEME APPLICATION FORM

NAME OF APPLICANT:

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(Any Adelaide City Council resident, business owner or property owner can apply for works to be undertaken under this Scheme).

STREET ADDRESS OF APPLICANT:

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LOCATION OF PROPOSED PROJECT:

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POSTAL ADDRESS: (if different to above)

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CONTACT PERSON FOR FURTHER INFORMATION:

Name:

Tel: (H) (Mob)..... Fax:

Email:

PLEASE DESCRIBE THE PROPOSED PROJECT (include details of 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 HOT SPOT 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 funding by 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 Hot Spot Scheme - Guidelines for Applicants before completing the Application Form.