

## **RESIDENTIAL/BUSINESS SCHEME - Guidelines and Application Form**

### About the Scheme

The Residential/Business Scheme provides opportunities for one or more residents, private owners or business owners (or a single resident/private owner/business owner) to provide private funding to assist the Council with the undergrounding of particular streets (or segments of streets) for the benefit of the residents/property owners/business owners.

### Who can apply?

One or more Adelaide City Council residents, business or property owners can apply for funding under this scheme.

Applications must be submitted by one applicant, either as an individual applicant or as a representative of a group.

### 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 Council is determined at 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.

The Applicant will need to provide their contribution in advance of the works commencing.

### What are the assessment criteria?

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

- Is the proposed undergrounding identified in the Council 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 Undergrounding Implementation Programs?
- Availability of funding from Council

### When can I apply?

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 Council funding

### How are Applications made and what is the assessment process?

A resident, business owner or property owner 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 with the Lighting and Electrical Team (08) 8203 7647 and refer to any materials available from the Council to assist in undertaking the Scheme, their potential eligibility and the Application process.
2. **APPLICATION** – an Application for undergrounding funding should be made using the Residential / Business Undergrounding Scheme Application Form accompanied by the required information set out on the Application form. Where an Application is on behalf of a group, it should clearly set out the name of the group the person representing the group and evidence that the group has agreed to that person as group representative.
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 or funds are not available it will be refused and returned to the Applicant.
4. **APPLICATION ASSESSMENT** - the eligible Application will be assessed against the priorities, criteria and any other relevant Council policies / legislation.
5. **PROJECT COSTS ESTIMATE** – The Council will consider the costs associated with the proposed undergrounding project with a view to determining a Project Cost Estimate to form the basis for the Council's and the Applicant's respective funding contributions.
6. **DECISION TO PROCEED** - once the Project Cost Estimate and the Council's and the Applicant's respective funding contributions are determined by the Council a letter will be sent to the Applicant providing an indication of the Project Costs component to be funded by the Applicant and enclosing the Council's standard Funding Agreement for the Residential/Business Scheme. The Funding Agreement sets out the terms and conditions on which the Works are to be undertaken, the funding to be provided and the circumstances in which arrangements between the parties may be varied. The letter will also seek an indication as to whether the Applicant wishes to proceed based on the Council's offer and that the required funding can be secured by the group when the Agreement is executed.
7. **FUNDING AGREEMENT** – Council and the Applicant will need to complete the relevant details and then execute Council's standard form Funding Agreement for the Residential/Business Scheme. The Applicant should ensure that the terms and conditions of the Funding Agreement are understood prior to execution.
8. **FUNDING PROVIDED** – once the Funding Agreement has been executed, the Applicant must make payment directly to the Council. Council will provide its agreed funding and undertake to carry out the works 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 a result of an Applicant's anticipation of successful funding.

## RESIDENTIAL / BUSINESS UNDERGROUNDING SCHEME APPLICATION FORM

### NAME OF APPLICANT OR GROUP REPRESENTATIVE:

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(One or more Adelaide City Council residents, business owners or property owners are eligible to apply for funding under this scheme. Applications must however be from one applicant, be it an individual or a body represented by an individual). Groups must attach evidence that they agree for the person shown above to act as their representative.

### STREET ADDRESS OF APPLICANT OR GROUP REPRESENTATIVE:

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### LOCATION OF PROPOSED PROJECT:

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### POSTAL ADDRESS OF APPLICANT OR GROUP REPRESENTATIVE: (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 RESIDENTIAL / BUSINESS 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 a funding agreement between the Applicant and 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 Residential/Business Scheme - Guidelines for Applicants before completing the Application Form.