

iSHOP TOP LIVING



OVERVIEW

Shop Top Living (Program) is designed to provide financial support to property owners who have a space above their business, which could be turned into residential accommodation 'Shop Top Living Premises' in the future.

The purpose of this Program is to assist property owners in their journey of exploration to retrofit the above-mentioned spaces, with the end goal of independently submitting their own application for a Building Approval (BA) and/or Development Approval (DA).

BENEFITS OF THE PROGRAM

Shop Top Living may contribute towards:

- increasing the number of people residing in Ipswich Central
- supporting local businesses to stay open longer which in turn boosts economic activity
- supporting local employment, including major local employers like West Moreton Health
- providing unique housing options by retrofitting existing buildings, which is more sustainable
- improving the casual surveillance of the streets, which provides a sense of safety and security
- increased vibrancy of Ipswich Central by increasing after-hours activity.

WHAT IS THE PROGRAM?

Successful Program applicants will receive funds to be used towards costs including:

- engagement of the services of a building professional (i.e. including, but not limited to registered/qualified/licenced architects, designers, engineers, specialist consultants and/or building certifiers) to provide professional advice and relevant documentation
- designs and drawings intending to lead toward the relevant individual independently making their own application for Development Approval and/or Building Approval regarding the Shop Top Living Premises
- building certification (private)
- building/labour costs.

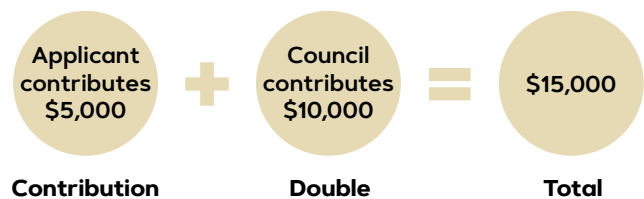
All expenses will need to be agreed to in writing and will form part of the written agreement.

In return, successful Program applicants will be expected to:

- progress towards submitting a Building Approval or Development Approval for their Shop Top Living Premises
- understand realistic costs, physical building requirements, timelines and requirements to retrofit a proposed Shop Top Living Premises
- provide Ipswich City Council (council) with reasonably requested information about the outcome of their individual project.

HOW MUCH MONEY CAN YOU APPLY FOR?

This is a 'double it' co-contribution funding Program – where an applicant is successful, and a subsequent agreement is made between council and the applicant, in writing. In that instance council will provide up to double the amount of what the property owner is willing to contribute up to a maximum of \$10,000 (excluding GST). This is available once per owner, business, per premises, per annum through the Program.



The total pool of funding is capped at \$50,000.

WHO CAN APPLY?

A property owner, who still has full legal control, physically located in the eligible pilot area ([Appendix 1](#)) who:

- has unused or underutilised floor space above the shop or premises
- has an appropriate business registration (ABN), including that of a sole trader.

WHO CANNOT APPLY?

- Properties owned or managed by Ipswich City Council, or a State or Federal Government agency
- Properties owned or operated by employees of Ipswich City Council, councillors or other government agencies
- Properties with overdue debts owing to Ipswich City Council
- Premises that are exclusively used as private residences.

APPLICATION PROCESS

**Applications open -
Monday 26 August 2024**

**Submit through [Smarty Grants](#)
Select Shop Top Living
and complete application**

Receipt of application

**Applications close -
Thursday 3 October 2024**

**Assessment of applications by council officers
Friday 4 October - Monday 14 October 2024**

**Notification of Applicants, successful or not,
on or before Wednesday 16 October 2024**

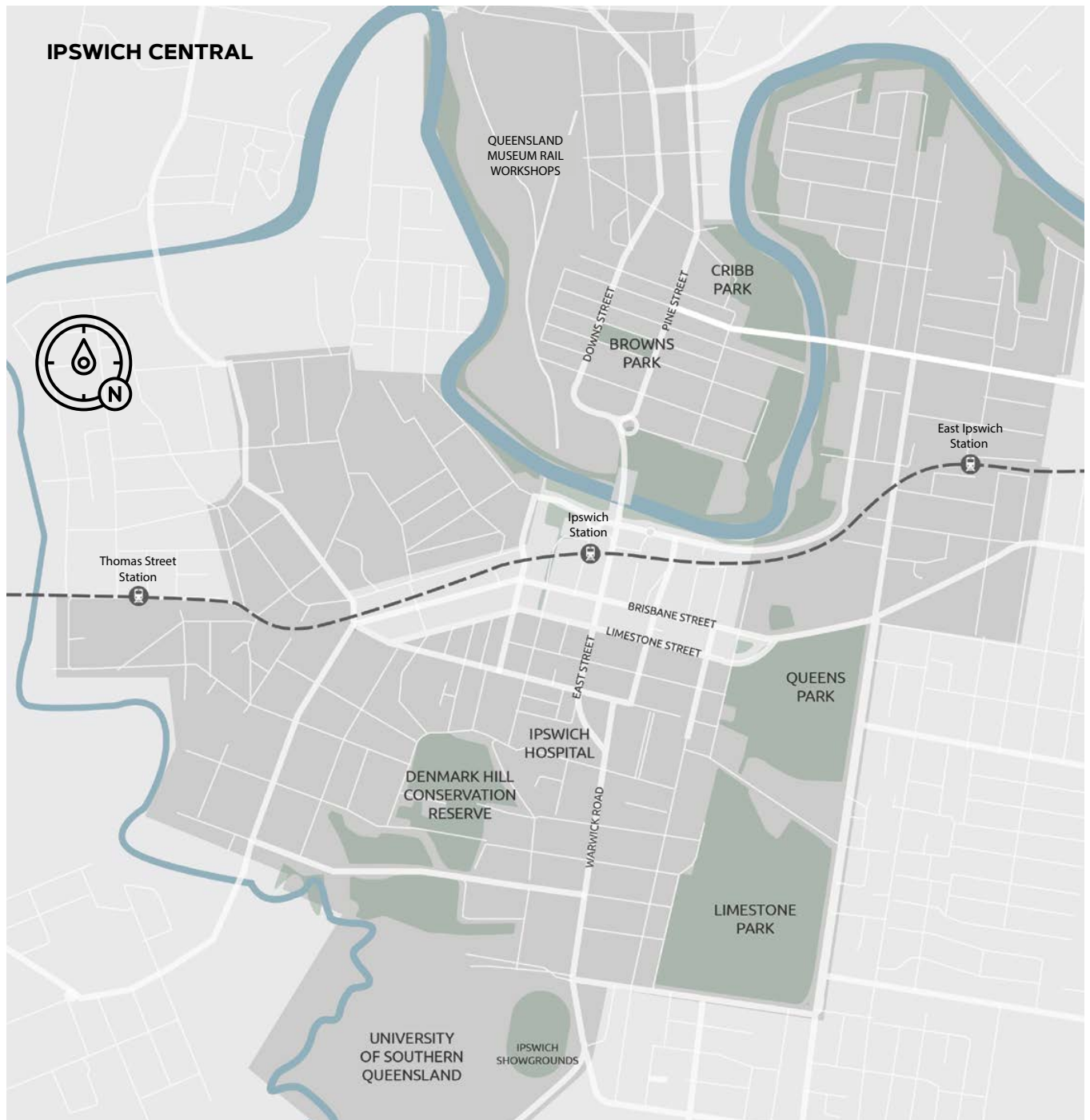
**Funds acquitted on or before
Friday 13 June 2025**

TERMS AND CONDITIONS

By submitting the Application, the Applicant acknowledges, and agrees to abide by, all the terms and conditions listed herein:

1. Submission of the Application does not guarantee participation in the Program.
2. Whether or not an application is accepted to receive Council funding, is completely at Council's discretion. The decision to reject an application is Council's decision alone, and is final.
3. Upon submission of an application, Council may contact the Applicant for further information in order to establish a written agreement about how funding is to be paid, and in what manner.
4. It is solely at Council's discretion as to whether funding is paid as a lump sum, or in stages, and that will also be subject to written agreement with Council.
5. Where the aforementioned written agreement cannot be fulfilled, the application will be rejected. This rejection can also occur at any time, and even in circumstances where council has already made a part payment of the funding.
6. Applicants agree to:
 - a. Take part in a consideration process to assist Council's consideration of their application;
 - b. If requested by Council, provide copies of any document/material (including but not limited to proof of ownership or requisite level of legal control/permission from the relevant legal owner) as part of their participation in the exercise.
 - c. If requested by Council, agrees to provide evidence of them having expended their financial contribution prior to Council paying their financial contribution
7. Applicants:
 - a. Must have, and warrant that, they have legal control over, and apply in relation to, physical premises that is suitable for Shop Top Living at the time of making the Application, and, at the time they receive any funding paid by Council to them;
 - b. Must apply in relation to premises located within the outlined Ipswich Central area as seen in [Appendix 1](#);
 - c. Warrant that they will only use the Council funding towards matters to be agreed, in writing, between Council and the Applicant.
 - d. Warrant that, if they are unable to use the Council funding towards the matters agreed between them, and Council, they are to return the funding (within 30 days of written request sent by Council) – unless they are able to agree an alternative matter to which the funding should be applied (again with Council and in writing).
 - e. Acknowledges and accepts that the provision of this funding, by Council, does not comprise Building or Development Approval, any other "approval", "licence" and/or "permit", required by legislation, industry standard, codes, whether able to be provided by Council, or other body. The provision of funding should also not be taken to be an indication or otherwise, that the Applicant will be successful in obtaining same.
 - f. Acknowledge and agree it is entirely up to the applicant to determine, and engage, any appropriate third-party experts to assist them in progression towards Building Approval, Development Approvals and/or any other approval/permit, licence required. The Applicant also acknowledges and agrees, Council has no direct employment relationship with that third Party, nor is it liable for that engagement in any way.
8. The Funding is up to \$10,000 (ex GST) per owner, business, per premises, per annum through the Program.
9. Council takes no responsibility for any financial loss, damages, personal injury or damage to property caused by the Applicant's, or third party's, participation in the Program. Nor does it take any responsibility for the fact that the Applicant may not be successful in obtaining a Building Approval and/or Planning Approval (or any other approval/permit/licence required by law).
10. To the maximum extent permitted by law, Council disclaims all liability in respect of any injury, loss, expense, costs or damage (including consequential loss or damage) which may be suffered or incurred, or which may arise directly or indirectly, in respect of the Applicant's participation in the Program, that is ultimately suffered by the Applicant and/or suffered by any Third Party.
11. By applying for this Program, all successful Applicants agree to hold Council harmless and indemnify it against any claims it may have, or a third party(s) may have, against Council in relation to the Applicant's participation in the Program.
12. If any of these terms and conditions (in whole or in part) becomes illegal, void or unenforceable, that should not invalidate the remaining Terms and Conditions above.

APPENDIX 1



Maps are indicative only
and are subject to change.




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