



8. FINANCE

Policy 8.4

BONDS HELD FOR WORKS

Version 3

8. FINANCE

8.4 BONDS HELD FOR WORKS

OBJECTIVE: To set a policy for the acceptance and refund of bond monies.

POLICY:

Council will accept a bond for works in relation to a development that requires a security bond. The bond will only be refunded when the conditions of consent are carried out to Council's satisfaction.

Upon request the bond will be refunded to the applicant upon satisfactory completion of works and services.

Such bonds shall only be held by Council for a period of up to five (5) years from the date of Council accepting the bond in lieu of works. However, if works are not completed within one (1) year Council will utilise the bond monies to finalise the outstanding works/services.

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| Maintained by Department: | Development | Approved by: | Council | | |
| Reference: | Dataworks: Policy Register | Council Policy No: | 8.4 | Effective Date: | 11/5/09 |
| Min No: | V1 - 06-349 V2 - 008-165 V3 - 09-189 | Version No: | 3 | Review Date: | Mar 2009 |
| Attachments: | | | | | |

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8.6 EXCESSIVE WATER USAGE ALLOWANCE FOR BREAKAGES

OBJECTIVES:

This policy provides a concession for excessive water usage which may be provided to landowners on the first occurrence that a breakage occurs beyond their control. ~~Which~~ causes excessive water usage accounts that ~~is inconsistent~~ with previous bill levels for the same owner on the same property.

POLICY:

1. The policy applies to property owners.
2. The policy applies once only for a particular property.
3. If an application is received in writing for Council to determine an account as showing excessive water usage due to damage to infrastructure on property owner's side of the meter, Council may consider relief for the account if it is evident that the ratepayer will incur financial hardship.
4. Applications should be addressed to the Finance Manager ~~who will assess and~~ determine the legitimacy of the application in accordance with investigation and with consideration of Council's Hardship Policy.
5. Proof of the breakage in infrastructure will need to be substantiated by the way of a tradesman's account showing the date of repairs and or supply of goods.
6. Council will average an account using the past four readings if it is determined the account is eligible for an excess water usage allowance.
7. The allowance is capped at \$200 in total per property and is available in a one off instance per property only.

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| Maintained by Department: | Corporate & Community | Approved by: | Council | Exhibition | |
| Reference: | Dataworks: Policy Register | Council Policy No: | 8.6 | Effective Date: | 16 February 2009 |
| Min No: | 07-52 O08-165 Exhibition O09-67 V3 - | Version No: | 3 | Reviewed Date: | Feb 2010 Aug 2013 |
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8. FINANCE

Policy 8.7

CHANGE IN CATEGORY FOR RATING PURPOSES

Version **3**

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8. FINANCE

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8.7 FINANCE – CHANGE IN CATEGORY FOR RATING PURPOSES

OBJECTIVES:

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To provide guidelines to determine date applicable for applications for change in category for rating purposes.

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POLICY:

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Section 524 Local Government Act 1993 states:

“A rateable person (or the person’s agent) must notify the council within 30 days after the person’s rateable land changes from one category to another.”

REQUEST ON ANNUAL BASIS

Where a rateable person (or the person’s agent) applies for a change in category of rateable land for rating purposes within 30 days of the receipt of the annual rate notice – i.e. prior to the end of August for notices issued as part of the general annual rate levy, or other date as applicable where the annual rate notice is issued after the main levy run, as a result of supplementary processing or sale of previously non-rateable land – then the date applicable shall be 1 July of the rating year for which the notice is issued.

Where a rateable person (or the person’s agent) applies for a change in category of rateable land for rating purposes within 30 days of the receipt of the annual rate notice as above, following purchase of the property, and the rateable person (or the person’s agent) has not been made aware of the category for rating purposes of the rateable land prior to the issue of the notice, either by written advice or by inclusion of the category of the rateable land on instalment notices - then the date applicable shall be the date of settlement applicable to the purchase of the property.

Where a rateable person (or the person’s agent) applies for a change in category of rateable land for rating purposes after the expiration of 30 days of the receipt of the annual rate notice – then the date applicable shall be the date of registration of the receipt of the application at Council.

REQUEST ON PART YEAR BASIS

Where a rateable person (or the person’s agent) applies for a change in category of rateable land for rating purposes from a date during a rating year – then the date applicable shall be the latest of the date of receipt of the application at Council or the date on the application.

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VERIFICATION OF USAGE

Where a rateable person (or the person's agent) applies for a change in category of rateable land, Council must confirm usage of the rateable land either by a request from the rateable person (or the person's agent) for the removal of the consent to operate as a business or by attendance at the property by one of Council's inspectors. Should attendance by one of Council's inspectors be required a fee will be applicable for that attendance.

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Where Council declares the rateable land in the application to be within the category requested on the application for change in category of rateable land, then an adjustment to annual rates levied on the rateable land will be made from the date applicable as determined above.

Where a rateable person (or the person's agent) applies for a change in category of rateable land on the basis that the rateable land is not currently being utilised for business purposes but the building(s) on the rateable land are intended for business purposes and/or the rateable land is zoned or designated for use under an environmental planning instrument for business purposes and/or the predominant categorisation of surrounding land is business – then no change in category shall be applicable.

Council may consider other applications on merit where undisputable evidence of usage is provided e.g. verifiable tenancy agreements for the rateable land from a licensed real estate agent.

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| Maintained by Department: | <u>Corporate & Community</u> | Approved by: | Council | | |
| Reference: | Policy Register | Council Policy No: | 8. x | Effective Date: | 21 Oct 2008 |
| Min No: | O08-10 (V1) O08-165 (V2) <u>V3 -</u> | Version No: | 2 3 | Reviewed Date: | October 2009 <u>October 2013</u> July 2014 |
| Attachments: | 1. Application for change in category of land for rating purposes | | | | |

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APPLICATION FOR CHANGE IN CATEGORY OF LAND CATEGORISATION FOR RATING PURPOSES

Property Number _____

Name of Rateable Person (or Person's agent) _____

Address _____

Identification/Description of the land the application relates to (as per rate notice) _____

Notified category or sub-category of the land (as per Rate Notice) _____

Category proposed by applicant _____

Details of present and recent uses made of the land (if known) _____

Is the land vacant or are any buildings or structures are erected or situated on the Land? Describe these _____

Reasons why the proposed category or sub-category is more appropriate _____

Signature of applicant _____

Date _____

Contact Phone Number _____

Privacy and personal information protection notice

By completing this form you are providing Council with personal information. Council will collect the information only for a lawful purpose directly relating to function(s) of the Council. Council will take reasonable care not to disclose personal information. Exempt documents are identified in section 12 of the Local Government Act 1993.

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| AN INSPECTION FEE FOR ATTENDANCE BY A BUILDING INSPECTOR IS APPLICABLE FOR THIS APPLICATION | |
| Office Use Only | |
| To Council Meeting: | Minute Number: |

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8. FINANCE

Policy 8.8

MAIN ST FACADE RESTORATION PROGRAM

Version **3**

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 Department:

8. FINANCE

8.8 MAIN ST FACADE RESTORATION PROGRAM

OBJECTIVE:

To provide financial assistance to the owners of properties, within the Lithgow, Wallerawang and Portland CBDs, by assisting in the restoration of the external facade of their premises which will in turn restore and highlight the town centre precincts.

POLICY:

The Main St Facade Restoration Program was developed by Council, as a key initiative of the Economic Development Shop Front Committee in September 2010.

The Facade Restoration Program will provide financial assistance to the owners of properties within the CBD areas of Lithgow, Wallerawang and Portland to assist in the restoration of building facades. It is envisaged that this will uplift the image of the areas by restoring and highlighting some of the impressive buildings in the town centre precincts.

The program applies to all commercial properties in Main St Lithgow, from the intersection of Lithgow and Main Sts to the intersection of Bridge and Main Sts, business rated properties in Railway Pde Lithgow and Mort st, Lithgow, Main St Wallerawang from the Black Bridge to the Railway Station and Wolgan St Portland from Wallerawang Rd to Williewa St.

Works likely to be funded as part of the program include repair, maintenance, or reinstatement of traditional windows, awnings or decoration as well as reinstatement of colour schemes. Works that would not meet the requirements of the program would include additions or alterations, internal decoration and the construction of new buildings.

A Development Application must be submitted to Council if the works are identified as a heritage item or if works include structural alteration, demolition or construction of new building elements.

A property is defined under this program as either a lot with a Torrens Title or a Strata Title unit.

The funds will be allocated to successful applicants on a dollar for dollar basis, following completion and inspection of pre approved works by the Economic Development Shop Front Committee to a maximum of \$2,500. Council will cap its total expenditure as per the budget allocation in the Management Plan.

Applications will be considered on an individual property only once every five years or sooner if Councils total allocation for the year has not been fully expended and the project is considered a high priority on its merit.

The project may also receive support from Councils Heritage Advisor who could provide specific advice on colour schemes and / or the external façade of a building at no cost to the property owner.

Lithgow City Council [Policy 8 8 Main St Facade Restoration Program - Track Changes.doc](#)

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To be considered for the project a formal application must be submitted to Council's Economic Development Shopfront Committee detailing the project, description of the colours or materials to be used, written quotations from suppliers or licensed tradesperson, a timeframe of when the work will be undertaken and written owners consent if applicable.

If the project is successful formal written advice will be provided by Council and payment will be made after satisfactory completion and inspection of the works and upon the supply of a valid GST Tax invoice supplied by the applicant.

Payment will be made after satisfactory completion and inspection of the work and upon the supply of a valid GST Tax invoice from the applicant.

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| Maintained by Department: | Corporate & Community | Approved by: | Council | |
| Reference: | Dataworks: Policy Register | Council Policy No: | 8.x | Effective Date: |
| Min No: | V1 V2 12-137 V3 - | Version No: | 3 | Reviewed Date: |
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POLICY:¶

The Facade Restoration Program will provide financial assistance to the owners of commercial properties within the CBD areas of Lithgow, Wallerawang and Portland, defined as follows to assist in the restoration of the external building facades: ¶

Main St Lithgow from the intersection of Lithgow and Main Sts to the intersection of Bridge and Main Sts, business rated properties in Railway Pde Lithgow and Mort st, Lithgow¶

Main St Wallerawang from the Black Bridge to the Railway Station ¶

Wolgan St Portland from Wallerawang Rd to Williewa St. ¶

¶

Works likely to be funded as part of the program include repair, maintenance, or reinstatement of traditional windows, awnings or decoration as well as reinstatement of colour schemes. Works that would not meet the requirements of the program would include additions or alterations, internal decoration and the construction of new buildings. ¶

¶

A Development Application may be required depending on the work to be undertaken. ¶

¶

A property is defined under this program as either a lot with a Torrens Title or a Strata Title unit.¶

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Funds will be allocated to ... [2]

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This Policy will be reviewed as required and at a minimum at least once during the term of Council.¶

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| Maintained by Department: | Finance | Approved by: | Council | | |
| Reference: | Dataworks: Policy Register | Council Policy No: | 8.8 | Effective Date: | V1 06/11 V2 02/12 |
| Min No: | V1: | Version No: | 2 | Review Date: | June 2011 Feb 2012 |
| Attachments: | | | | | |

POLICY:

The Facade Restoration Program will provide financial assistance to the owners of commercial properties within the CBD areas of Lithgow, Wallerawang and Portland, defined as follows to assist in the restoration of the external building facades:

Main St Lithgow from the intersection of Lithgow and Main Sts to the intersection of Bridge and Main Sts, business rated properties in Railway Pde Lithgow and Mort st, Lithgow

Main St Wallerawang from the Black Bridge to the Railway Station

Wolgan St Portland from Wallerawang Rd to Williewa St.

Works likely to be funded as part of the program include repair, maintenance, or reinstatement of traditional windows, awnings or decoration as well as reinstatement of colour schemes. Works that would not meet the requirements of the program would include additions or alterations, internal decoration and the construction of new buildings.

A Development Application may be required depending on the work to be undertaken.

A property is defined under this program as either a lot with a Torrens Title or a Strata Title unit.

Funds will be allocated to a successful applicant on a \$2 spent for a \$1 to be granted, following completion and inspection of pre approved works to a maximum of \$2,500 (GST Inc) and Council will cap its total expenditure as per the value allocated by Council in the Management Plan.

Applications will be considered on an individual property only once every five years or sooner if Councils total allocation for the year has not been fully expended and the project is considered a high priority on its merits.

The project may also receive support from Council's Heritage Advisor who may provide specific advice on colour schemes and / or the external façade of a building at no cost to the property owner.

A written application must be completed and submitted to Councils Economic Development Shopfront Committee detailing the project, description of the colours or materials to be used, written quotations from suppliers or licensed tradesperson, a timeframe of when the work will be undertaken and written owners consent if applicable.

Successful applicants will be formally advised in writing from Council

REVIEW:

This Policy will be reviewed as required and at a minimum at least once during the term of Council.