

Environmental Upgrade Agreement Application Form



About this form

This form is to be used by building owners to apply for an Environmental Upgrade Agreement (EUA). It must be completed and approved before an EUA template agreement can be completed.

How to complete this form

1. Ensure all fields have been filled in correctly.
2. Once completed, submit the form by email, facsimile, mail or in person. Refer to *Section 8* for details.

SECTION 1: Eligibility Criteria

Please answer the following questions to confirm your eligibility to proceed with this application. If you have any questions, contact the EUA Program Coordinator on (02) 4974 2000.

1. Are the proposed works being undertaken on an existing building which is **OUTSIDE** The City of Newcastle local government area? Yes No
2. Is the building subject to a registered strata plan? Yes No
3. Are there any outstanding amounts (rates or other debts) payable to The City of Newcastle in respect of the property and its owner? Yes No
4. Are there any outstanding Orders that have been issued under the *Local Government Act 1993*, the *Environmental Planning and Assessment Act 1979*, or the *Protection of the Environment Operations Act 1997*? This extends to tenants occupying this property who are in breach of their consent. Yes No

If you have answered NO to ALL of these questions, you are eligible to proceed.

SECTION 2: Building and Owner Details *(please print)*

Building Details

Address number	Street name	Building name <i>(if known)</i>			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Suburb	Postcode	Lot number	Lot DP	Age of building	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Building Owner Details

Family name or Company name and ABN

If the owner is not a company, what type of entity are they?

- Trust
- Managed Investment Scheme
- Partnership
- Individual
- Other *(please specify)*

SECTION 2: Building and Owner Details cont'... (please print)

Contact Name

First name

Surname

Contact address (this must be a registered Australian address)

Postal address

Suburb

State

Postcode

Contact Details

Mobile

Business

Fax

Email address

SECTION 3: Finance Provider Details (please print)

Registered name

ABN

ACN

Address

Phone

Fax

Email address

Contact name

SECTION 4: Description of works/ Development Approvals

You need to provide a description of the proposed environmental upgrade works with this application, including the cost (required EUA loan amount). An indicative value is adequate if this is not yet known. Please refer to The City of Newcastle's Environmental Upgrade **Policy** for a description of what are considered environmental upgrade works and the acceptable calculation standards.

Development approval may be required to carry out the upgrade works to the building. Please contact Council's Development and Building Advisory Service on (02) 4794 2000 before completing this application to determine whether the environmental upgrade works comply with all Council property development requirements.

NOTE: It is the responsibility of the applicant to obtain all required development approvals from The City of Newcastle prior to submitting this application.

SECTION 5: Tenant Cost Savings

Is the building tenanted? Yes No

If yes, do you plan to recover contributions from your tenants? Yes No

NOTE: The City of Newcastle requires that if you intend to recover contributions from your tenants you must disclose this to the tenant(s) before entering into the EUA.

SECTION 6: Building Owner Declaration

- * I have read the The City of Newcastle Environmental Upgrade Agreement **Policy** and agree to be bound by it.
- * I have read the The City of Newcastle Environmental Upgrade Agreement **Enforcement Procedure** - a copy of which is also at Annexure 6 of the EUA template agreement - and agree to be bound by it.

I declare all the information I have provided is true and correct.

Building owner name

Building owner signature

Date

SECTION 7: Pre-submission Checklist

Please ensure that you have completed the following items before submitting the application form.

1. **Section 1:** You answered NO to all of the questions. Yes
2. **Sections 2, 3, 5:** All information fields have been completed. Yes
3. **Section 4:** A description of the proposed environmental upgrade works including the value of the EUA are attached. Yes
4. **Section 5:** Development approval has been secured from The City of Newcastle (*if required*). Yes
5. **Section 6:** The form has been signed and dated. Yes

SECTION 8: Lodgement Details

Please lodge the completed application form by:

Mail Att: EUA Program Coordinator
The City of Newcastle
PO Box 489
Newcastle NSW 2300

In person Ground Floor, The City of Newcastle Administration Centre, 282 King Street, Newcastle
Monday - Friday, between 8.30am-5pm

Email eua@ncc.nsw.gov.au **Fax** (02) 4974 2222

For information regarding your application please contact the EUA Program Coordinator via:

Phone (02) 4974 2000

Email eua@ncc.nsw.gov.au

SECTION 9: Next Steps

Once your application is received a Council Officer will contact you if further information is required.

The City of Newcastle will then assess and either approve/ decline your application. You will be notified by mail of the decision within three (3) working weeks of Council receiving your application.

If approved, you will then need to pay the Application Processing Fee. These fees are charged to cover Council's administrative costs. You (the building owner), the finance provider and The City of Newcastle will then complete the Environmental Upgrade Agreement template agreement and annexures. This document is required to formally enter into the EUA.

NOTE: The EUA Policy, Enforcement Procedure, Schedule of Fees and Charges and the EUA template agreement and can be downloaded from Council's website: www.cityofnewcastle.nsw.gov.au/environmental_upgrade_agreements

Privacy & Personal Information Protection Notice

Purpose of collection:	For assessment of Environment Upgrade Agreement applications.
Intended recipients:	The City of Newcastle Council staff. NSW Office of Environment and Heritage staff.
Supply:	The information supplied in this application will enable an application to be assessed by Council. If the information is not provided, the application may not be accepted.
Access/ correction:	Council staff or Government Information (Public Access) Act requests.
Storage:	Council's record management system and archives.

Office Use Only

Receiving Officer

STATUS:

APPROVED

DENIED

Date received

Application number