

# Building Upgrade Finance Application

## About this form

This form is to be used by building owners to apply to enter into an Environmental Upgrade Agreement (EUA) with the City of Sydney for building upgrade finance. An EUA is a voluntary agreement between a Building Owner, a Finance Provider and a Council where:

- a Building Owner agrees to carry out environmental upgrade works to a building; and
- a Finance Provider agrees to advance funds to the Building Owner to finance those environmental upgrade works; and
- a Council levies a charge on relevant land (EUA Charge) to enable the repayment of the funds advanced.

The purpose of an EUA is to encourage Building Owners to invest in environmental improvements to their existing buildings by providing access to reduced interest and longer term finance.

The Local Government Act defines environmental upgrade works as works to improve the energy, water or environmental efficiency or sustainability of a building. Environmental upgrade works may require development consent or other approvals from the City of Sydney. Contact the City of Sydney before completing this form to determine whether the environmental upgrade works require development approval, as these must be obtained before submitting this form.

## How to complete this form

1. Ensure all fields have been filled in correctly.
2. Once completed this form can be submitted by email, mail and in person. Please refer to the Lodgement details section for more information.

### Part 1: Eligibility Criteria

Please answer the following questions to confirm your eligibility to proceed with your application. If you are unsure about the answers to these questions, please contact our Customer Service Centre on 9265 9333.

- |    |  |     |                          |    |                          |
|----|--|-----|--------------------------|----|--------------------------|
| 1. | Is the building located in the City of Sydney Local Government Area?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. | Can you confirm that the building is not subject to a registered Strata Plan or Company Title Strata Plan?                                   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. | Can you confirm that there are no outstanding Orders that have been issued in relation to the building pursuant to any relevant legislation? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. | Can you confirm that the Building Owner has no overdue debts to the City?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. | Have you obtained all authorisations and satisfied statutory requirements to undertake the upgrade works?                                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If you have answered Yes to ALL of these questions, you are eligible to proceed with your application.

## Part 2: Applicant Details

Title  Given Name/s  Family Name

Organisation/Company Name (if applicable)

Address

Email Address

Contact Number

## Part 3: Building Details

Address Number  Street name

Suburb

Lot number  Deposited Plan number  Age of Building

## Part 4: Owner Details

Title  Given Name/s  Family Name

Organisation/Company Name

ABN/ACN

Address

Contact Number  Email Address

If the Owner is a trustee of a trust, please provide the trust name and ABN:

Trust name

ABN

## Part 5: Finance Provider Details

Registered Name

ABN

ACN

Address

Phone

Email Address

Contact Name

## Part 6: Environmental Upgrade Works Description

Attach a description of the environmental upgrade works, including the amount of the advanced funds to finance those works provided by your finance provider (principle plus interest). An indicative value is adequate if this is not yet known.

## Part 7: Tenant Cost Savings

Is the building tenanted?    Yes     No

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

If you intend to recover contributions from your tenants we recommend that you discuss these contributions with your tenants before entering into an EUA.

## Part 8: Applicant Declaration

I have read the:

1. Council of the City of Sydney Building Upgrade Finance Policy;
2. Environmental Upgrade Agreement Template and additional conditions; and
3. the Council of the City of Sydney Environmental Upgrade Agreement Enforcement Procedure

and acknowledge that any Environmental Upgrade Agreement will be based on these documents.

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

Applicant's Name

Applicant's Signature

Date

## Part 9: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing Building Upgrade Finance applications.
- Intended recipients:** City of Sydney employees, any other government bodies as required by legislation, and any approved contractors required to provide this service are the intended recipients.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The Chief Finance Office at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

## Part 10: Lodgement Details

You can lodge the completed application by:

**MAIL:** Building Upgrade Finance  
Coordinator  
City of Sydney,  
GPO Box 1591  
Sydney NSW 2001

**DX:** 1251 Sydney

**EMAIL:** [eua@cityofsydney.nsw.gov.au](mailto:eua@cityofsydney.nsw.gov.au)

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
**See our website for details of all customer service centres and opening hours:**  
<http://www.cityofsydney.nsw.gov.au/customer-service>

**WHAT NOW:** Once your application is received a Council Officer will contact you if further information is required.  
For further information regarding your application please contact us by:

**TELEPHONE:** (02) 9265 9333 or visit our **WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

### Office Use Only

Receiving Officer

STATUS: APPROVED

DENIED

Date received

Application number