

APPLICATION FORM - SBR Hamilton, Wallsend and New Lambton 2026

Form Preview

Special Business Rate (SBR) Hamilton, Wallsend and New Lambton 2026

Information

Before completing this application, you should have read the [Special Business Rate Expenditure Policy, 2026 Special Business Rate Guidelines](#) and the [Newcastle 2040 Community Strategic Plan](#).

The Special Business Rate (SBR) means the special business rate levy paid by businesses within the SBR Precincts to City of Newcastle (CN). This SBR Program calls for Expressions of Interest (EOI) to enter into Service Agreements with Businesses and Not-For-Profit Organisations for the purpose of promotion, beautification and development of the SBR precincts of Hamilton, Wallsend and New Lambton.

Key Dates

Round Opens: Monday, 1 June 2026 at 9am (AEST)

Round Closes: Sunday, 28 June 2026 at 11:59pm (AEST)

Amount Per Application

Hamilton: \$4,000 - \$40,000 (ex GST)

Wallsend: \$4,000 - \$55,000 (ex GST)

New Lambton: \$4,000 - \$50,000 (ex GST)

Eligible Entities

- Legally constituted not-for-profit organisations
- Businesses

Consideration may be given to applications from individuals where their application is auspiced by, or partnering with, a registered organisation. If you require assistance please email sbr@ncc.nsw.gov.au or call 4974 2000 and you will be put through to an officer who can help with your SBR funding enquiry.

Eligibility

* indicates a required field

Before completing this application form, you should have read the [Special Business Rate Expenditure Policy](#) and the [2026 Special Business Rate Guidelines](#).

Applicants must be able to demonstrate that the project will predominantly benefit businesses in the nominated SBR Precinct. Access to the Precinct Maps can be found [here](#).

Please remember to save your work regularly by clicking on the **Save Progress** button at the top of your application.

Incomplete applications and/or applications received after the closing date will not be considered.

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This section of the application form is designed to help you, and us, understand if you are eligible for this funding.

Confirmation of Eligibility

Expressions of interest must comply with the following eligibility criteria:

- Applicants must be a registered organisation with an ABN (or ACN) or Not for Profit organisation. Consideration may be given to applications from individuals where their application is auspiced by, or partnering with, a registered organisation;
- Applications from businesses must demonstrate partnership with the community;
- Applicants must be able to demonstrate that the project will predominantly benefit businesses within the SBR Precinct;
- Only one application per project, per financial year, may be successful in obtaining funding from CN;
- Applicants must lodge a completed application using CN's Application Form in accordance with the 2026 SBR guidelines;
- The project/service/activity must occur in a publicly accessible place in or within close proximity of the SBR Precinct;
- The applicant must budget for all relevant CN fees, venue booking costs and event license costs, including related to CN assets;
- The project/service/activity must be consistent with the community values defined in the [Newcastle 2040 Community Strategic Plan](#);
- The Applicant is responsible for obtaining all regulatory approvals for the project/service/activity;
- Applicants must provide evidence that they have appropriate insurances in place if requested by CN;
- Applicants must provide evidence that they have obtained the consent of any relevant property owners if appropriate;
- Applicants must meet at least one quarter of the total project cost for applications on private property;
- The following minimum number of quotes must be obtained for each expenditure item:
 - Under \$3,000 - No written quote required
 - Between \$3,000 and \$150,000 - Two written quotes;
 - Between \$150,000 and \$200,000 - Three written quotes;
- No more than a total of 20 per cent of the requested funding amount can be for administration, project management or contingency costs, including wages;
- It is the CN's intention that SBR funding in 2026 will be apportioned evenly across the following categories:
 - Industry / business development
 - Place Activation / Event
 - Beautification / infrastructure development.

The following are ineligible for funding:

- Late or incomplete applications;
- Applicants who have overdue or non-compliant acquittals from previous funding from CN under any of CN's funding programs;
- Events, projects or activities with a religious, political or sectarian purpose, where that purpose may exclude or offend members of the broader community;
- Seeking funds for retrospective projects or activities;
- General fundraising appeals;

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- Proposals that duplicate a project, service or activity already existing within the SBR Precinct;
- Purchase and/or rent of land or buildings;
- Applications seeking funds for prize money, gifts or awards including gift vouchers;
- Applications seeking funds for personal benefit such as travel, meal or accommodation costs;
- Applicants who have an outstanding debt(s) to CN;
- Applicants who have had a previous Funding or Service Agreement with CN terminated due to a breach of the agreement;
- Applications for activities primarily driven by generating profit for individuals or companies; and
- Applications assessed by CN to hold unacceptable risk. Applicants may be required to submit a preliminary risk assessment for any activities with potential high risk. Applicants will be notified of the requirement prior to the assessment process commencing.

Please tick to confirm that your application complies with all eligibility criteria listed above *

Yes No

If your application does not comply, you will be deemed ineligible and your application will not progress to the assessment stage.

Organisation Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, please click [here](#).

Applicant Organisation Details

Applicant organisation name *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

ABN (if applicable)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN

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Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type More information
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Applicant Postal Address

Address

Applicant website

Must be a URL

Primary contact person *

Title First Name Last Name

This is the person we will correspond with about this grant

Position held in organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Must be an Australian phone number.

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

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Auspice Information

* indicates a required field

Is your organisation auspiced by another organisation for the purpose of this grant?

Yes No

Organisations without an ABN must be auspiced by a registered organisation.

Auspice organisation details

Name of auspicing organisation *

Organisation Name

Auspicing organisation's website *

Must be a URL.

Primary contact at auspicing organisation *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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We may contact this person to verify the agreement to participate in this project

Position held in organisation *

E.g. Manager, Fundraising Coordinator

Auspice primary address *

Address

<input type="text"/>
<input type="text"/>

Contact person's phone number *

Must be an Australian phone number.

Contact person's email *

Must be an email address.

Please attach a letter from the auspicing organisation confirming this arrangement is valid and current *

Attach a file:

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Letter must be signed by an authorised person (e.g. Manager, CEO, Board Chair) and must include name, position, signature and date)

Does the auspicing organisation have an Australian Business Number (ABN)? *

Yes

No

ABN of Auspicing Organisation

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Activity Details

* indicates a required field

Activity title *

Provide a name for your project/program/initiative. Your title should be short but descriptive.

Please provide a short summary of your proposed Activity *

Word count:

Must be no more than 100 words.

Be descriptive, but succinct. Include a brief summary of who this Activity is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes).

Background *

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Why is your Activity needed?

Relevant Precinct

In what business precinct will your Activity occur? *

- Hamilton
- Wallsend
- New Lambton

Activity Timing

Anticipated start date *

Must be a date and no earlier than 17/8/2026.
If unknown, provide your best guess.

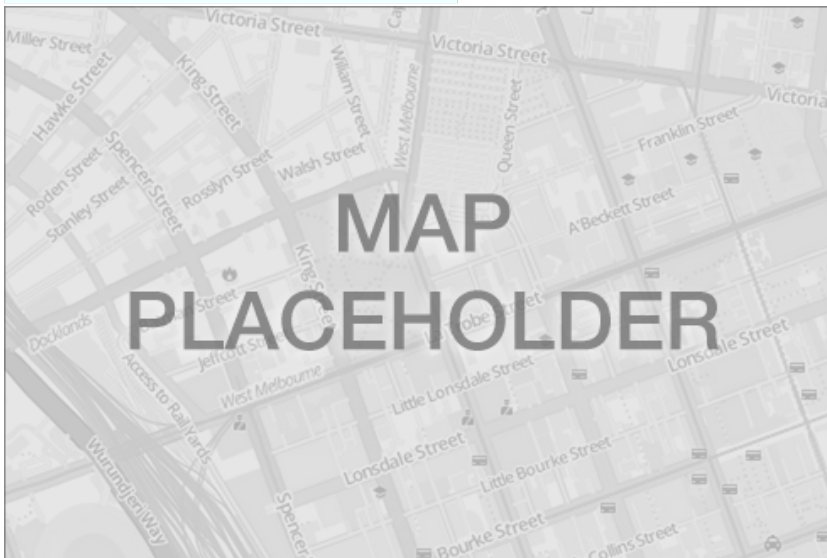
Anticipated end date *

Must be a date.
If unknown, provide your best guess.

Activity Location

Address

Address



Any, but at least one field is required.

If your activities involves various locations please outline.

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Our Community Strategic Plan 'Newcastle 2040' is a shared community vision enabling us to develop priorities and actions to help make Newcastle a liveable, sustainable, inclusive global city. It has four themes:

1. Liveable
2. Sustainable
3. Creative
4. Achieving Together

Each Theme has relevant Priorities and Objectives. **Please select the most relevant priorities for the outcomes of your Activity.** The Themes and Objectives are outline on our plan on a page here.

1. Liveable

- 1.1 Enriched neighbourhoods and places
- 1.2 Connected and fair communities
- 1.3 Safe, active and linked movement across the city
- 1.4 Innovative and connected city

2. Sustainable

- 2.1 Action on climate change
- 2.2 Nature-based solutions
- 2.3 Circular economy

3. Creative

- 3.1 Vibrant and creative city
- 3.2 Opportunities in jobs, learning and innovation
- 3.3 Celebrating culture
- 3.4 City-shaping partnerships

4. Achieving Together

- 4.1 Inclusive and integrated planning
- 4.2 Trust and transparency
- 4.3 Collaborative and innovative approach

How will your Activity help CN achieve these priorities?

Word count:

Must be no more than 300 words.

Which category does your Activity focus on? *

- Industry / Business Development
- Place Activation / Event
- Beautification / Infrastructure
- Promotion

If more than one category applies to your proposal, please select the most applicable

United Nations Sustainable Development Goals

Alignment with United Nations Sustainable Development Goals

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Please outline how your Activity follows the United Nations Sustainable Development Goals (SDG).

Please select all that apply.

More information on the United Nations SDGs can be found [here](#).

Sustainable Development Goals

- Affordable Clean Energy
- Clean Water and Sanitation
- Climate Action
- Decent Work and Economic Growth
- Gender Equality
- Good Health and Well-being
- Industry, Innovation and Infrastructure
- Life Below Water
- Life on Land
- No Poverty
- Partnership for the Goals
- Peace, Justice and Strong Institutions
- Quality Education
- Reduced Inequalities
- Responsible Consumption and Production
- Sustainable Cities and Communities
- Zero Hunger

Please provide detail on the anticipated outcomes of your Activity and how the proposed Activity will deliver the outcomes you seek *

Word count:

Must be no more than 200 words.

Does this initiative have community support? In particular, do the local businesses affected by this Activity support the activities you are proposing? *

- Yes No Don't know

Please provide details of your engagement with local businesses / community groups *

Word count:

Must be no more than 150 words.

Please upload letters of support (if available/relevant)

Attach a file:

A maximum of 5 files can be attached

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Activity Details - Supporting Information

* indicates a required field

Business Support within the Precinct

How will your Activity support businesses within the local business precinct *

Word count:

Must be no more than 200 words.

Activity Delivery

Please provide information on your organisation's ability to undertake the work you propose in this Activity, including previous projects that you have completed which are of similar size and nature. *

Word count:

Must be no more than 200 words.

Include in this section information about your strategies for providing the inputs (money, staff/ volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant.

Collaboration and Partnerships

How will the proposed Activity promote and foster constructive and cooperative relationships between relevant stakeholders? *

Word count:

Must be no more than 200 words.

Relevant stakeholders may include community organisations, City of Newcastle, businesses, charities etc.

Collaborating Organisation Details

Please provide details of all collaborating organisations that you will be working with to deliver the outcomes for the proposed Activity.

Organisation Name	Contribution to proposed Activity	Is collaboration confirmed?
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Knowledge Building Capacity

Please detail the ability of the Activity to capture information and learnings to inform future initiatives towards economic and community development. *

Word count:

Must be no more than 200 words.

Legacy and Ongoing Impact

Please provide information on how the proposed Activity will continue to have a positive impact on local businesses and the community beyond the proposed Activity's lifespan. *

Word count:

Must be no more than 200 words.

Project Milestones

* indicates a required field

What are the major tasks involved in delivering your project?

Task	Start Date	Finish Date	Notes
eg planning, major activities, evaluation	Must be a date.	Must be a date.	Add explanatory notes

CN Acknowledgement

Do you have a Marketing and Communications Plan? *

Yes

No

If Yes, please upload a copy of your Marketing and Communications Plan

Attach a file:

Do you agree to acknowledge City of Newcastle support in all marketing and communications activities? *

Yes

No

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Please provide a description of the method of how the City of Newcastle support will be acknowledged, as well as examples of any unique opportunities to recognise this support. *

Note: CN may request collaboration between other SBR approved projects or relevant Business Improvement Associations for maximum benefit to the Newcastle community

Activity Budget

* indicates a required field

Total Amount Requested *

\$

Must be a dollar amount and at least 4000.

What is the total financial support you are requesting in this application?

Total Activity Cost *

\$

What is the total budgeted cost (dollars) of your project?

Are you requesting funding for a single year or multiple years? *

Single Year

Multiple Years

Note - Event proposals are ineligible to apply for multi-year funding. Multi-year projects for a maximum duration of two years for other categories will be considered

Is the funding you are requesting from CN more than \$40,000 for Hamilton or more than \$55,000 for Wallsend or more than \$50,000 for New Lambton? *

Yes

No

As you have indicated that you are requested more than \$40,000 for Hamilton or more than \$55,000 for Wallsend or more than \$50,000 for New Lambton for funding from CN, you are required to contact the relevant CN Officer prior to submission to discuss project proposal viability.

Please email sbr@ncc.nsw.gov.au to arrange this discussion.

Once discussion has occurred, please upload email confirmation you have received from the relevant CN Officer as a record of this interaction.

Upload Correspondence

Attach a file:

Multi Year Projects

You have indicated that you are requesting funding over multiple years. Please indicate the amount of funding requested in Year 1 and Year 2.

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Note: these two amounts must equal the Total Amount Requested above.

Year 1 Amount Requested *

\$

Must be a dollar amount.

Year 2 Amount Requested *

\$

Must be a dollar amount.

Budget (GST Exclusive)

Please outline your Activity budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns.

Use the 'Notes' column for any additional information you think we should be aware of.

For expense items over \$3,000, quotes will need to be provided in the file upload area below the tables.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures - e.g. type \$1000 not \$1,000 - this will ensure your figures for each table total correctly.

Do you intend to hold event/s or activities in public spaces? *

- Yes No

You must include in your expenditure budget ALL costs related to delivery of events held in public spaces, including CN fees, event licences, and venue hire (including goods and services provided by CN).

Please confirm you have understood the above condition *

- Yes No

Budget (GST exclusive)

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
include amount requested from CN				
			\$	
			\$	
			\$	
			\$	

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Expenditure Description	Expenditure Type	Funding to be used	Expenditure Amount	Notes
			\$	
			\$	
			\$	
			\$	

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income Less Expenditure

This number/amount is calculated.

The following minimum number of quotes must be obtained for each expenditure item listed in the table above:

Under \$3,000 - No written quote required

Between \$3,000 and \$150,000 - Two written quotes

Between \$150,000 and \$200,000 - Three written quotes

Please attach quotes for expenditure items over \$3,000

Quote Description

Comment

Quote Description	Comment

Confirmation of quotes submission

Have you provided all necessary quotes for proposed expenditure? *

Yes

No

Commitment to Obtain Quotes

As you have been unable to provide all necessary quotes by the closing date of this application, do you agree to provide all necessary quotes if successful?

Yes

No

Note - funding will not be provided until quote requirements are met.

Value with Public Money

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Please provide a short summary on how the proposed project represents value for money *

Word count:

Must be no more than 200 words.

Are you, or any other collaborating organisation, contributing non-financial resources to this Activity? *

Yes

No

These many include volunteer labour, use of equipment / facilities etc.

Other inputs

If there are proposed non-financial contributions or inputs you will need please provide details of these below

Confirmed?

Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.	

Supporting Documentation

Public Liability Insurance Certificate of Currency *

Attach a file:

Public Liability of \$20m is required. Please ensure your uploads are named appropriately

Workers Compensation Insurance Certificate of Currency *

Attach a file:

Please ensure your uploads are named appropriately

Name of Supporting Documentation

Attach a file:

Optional - Please upload any relevant documentation to support your application

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Certification and Feedback

* indicates a required field

Certification

Thank you!

Thank you for completing the 2026 Special Business Rate - Hamilton, Wallsend and New Lambton precincts Application Form, and for your interest in initiating a Project for the benefit of the Newcastle Local Government Area. Please note that provision of information through this form will be used for assessment under the Special Business Rate Program Policy and Guidelines and application does not guarantee support from the City of Newcastle.

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

Yes

No

Name of authorised person. NOTE: This is the person that the Funding Agreement will be issued to for signing.

*

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (eg CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date