# VEEC Assignment Form Template: Low Flow Shower Rose (Activity 17) – Residential Premises

#### Version 1.3 – 8 April 2024

**Instructions for accredited persons (APs) using this template**

You must complete a VEEC assignment form to record the assignment of rights for the certificates from the energy consumer to your organisation for an activity under the Victorian Energy Upgrades program.

In using this VEEC assignment form template, you will need to:

* include **all** of the information and fields as outlined in Sections 1, 2 and 3 below into your own document to ensure compliance with the legislation
* customise the form to add your company logo and contact details
* customise the form if you wish the form to accommodate more than one activity
* ensure that all content in the form are legible to the consumer (e.g. minimum font size of Arial 9 or equivalent).

**Do not** change the words or add additional items to the declaration (e.g. your own terms and conditions) – except when customising a form to accommodate more than one activity.

**Submitting your VEEC assignment form for approval**

As part of the accreditation application process, you must provide a copy of your form for review to the commission. We may also require that you submit your forms to us for approval where updates are made to the assignment form template (as required). If you are customising your form to accommodate more than one activity, we recommend that you submit your form for review to us.

**Providing a copy of your VEEC assignment form to consumers**

You must provide a copy of the VEEC assignment form (or a document containing the same information) to consumers at the time of signing (written assignment) or within 10 business days (electronic assignment).

START OF TEMPLATE

## Section 1: Consumer rights information

As the energy consumer, you own the rights to create certificates for energy saving activities undertaken at your premises under the Victorian Energy Upgrades program.One certificate represents one tonne of carbon dioxide equivalent (CO2-e) to be reduced by the activity.

You can assign your right to create certificates to an accredited provider under the Victorian Energy Upgrades program. In assigning your right, the accredited provider will be entitled to create and own the certificates for the activity undertaken at your premises. In return, the accredited provider should provide you with an identifiable benefit (e.g. price reduction on a product, free installation, or a cash-back arrangement).

You are responsible for ensuring you are satisfied with the terms of the assignment of certificates to **<insert name of accredited person>,** the accredited provider (as detailed below) prior to proceeding with the activity.

If you experience any issues with the outcome of this activity, you should contact **<insert name of accredited person>** to resolve the matter. For any outstanding issues, you can contact program staff members at the Essential Services Commission, the government body responsible for administering the program, by sending an email to [veu@esc.vic.gov.au](mailto:veu@esc.vic.gov.au).

## Section 2: Installation details and installer declaration

### Part A: Installation details

|  |
| --- |
| Installation details |
| Installation address: |
| Installation date: |

|  |  |
| --- | --- |
| Installer details |  |
| Name: | Phone number: |
| Company name: |  |
| Company address: |  |

|  |
| --- |
| Low flow shower rose details |
| Product brand: Product model: |
| Number installed: |

|  |
| --- |
| Form of benefit provided |
|  Upfront cash  Price reduction  Delayed cash  Free installation  Other (please describe) |
| Amount of benefit provided for assignment of certificates: |

### Part B: Declaration by installer

I hereby declare that:

* I have installed the above product in residential premises in the place of a shower rose with a flow rate above 9L/min
* the replaced shower rose(s) has been removed from the residential premises and will be decommissioned
* the product(s) replaced as part of this installation was not installed for the purposes of being decommissioned as part of this installation (i.e. the baseline environment has not been altered prior to this installation)
* the installation meets all relevant laws, standards and building codes
* the information supplied in this form is complete and accurate and I am aware that it is an offence to provide false or misleading information to the Essential Services Commission under the *Victorian Energy Efficiency Target Act 2007*.

|  |
| --- |
| Signature: Date: |

## Section 3: Consumer details and declaration

### Part A: Consumer details

|  |
| --- |
| Consumer details |
| Name: |
| Phone number: |
| Email address: |
| Have you had an installation done in the past?  Yes  No |
| If you answered yes to the above question, please provide reason(s) for the subsequent visit(s)? |

### Part B: Declaration by consumer

I hereby declare that:

* I am the energy consumer, or I am authorised to make this declaration on behalf of the above entity that is the consumer
* I confirm that the above activity was not undertaken at a scheduled activity premises listed on the Essential Services Commission’s Register of Scheduled Activity Premises on the VEU Registry. If undertaken at a scheduled activity premises, I declare that the appropriate notification of intention to undertake prescribed activity has been made to the Essential Services Commission
* to the best of my knowledge, the information provided by the installer in Part A, Section 2 is complete and accurate
* the product(s) replaced as part of this installation was not installed for the purposes of being decommissioned as part of this installation (i.e. the existing environment has not been altered prior to this installation)
* I understand that by signing this form I am assigning the right to create certificates for the installation to **<insert name of accredited person>**
* I have received an identifiable benefit from **<insert name of accredited person>** in exchange for assigning my rights to create the certificates for the above installation
* the Essential Services Commission has the right to inspect the installation with reasonable notice
* I understand that information on this form will be disclosed to the Essential Services Commission for the purpose of creating VEECs under the *Victorian Energy Efficiency Target Act 2007* and for related verification, audit and program monitoring purposes
* I understand that the Essential Services Commission may use the details provided on this form to issue commission correspondence.
* I am aware that it is an offence to provide false or misleading information to the Essential Services Commission or any person exercising powers under or in connection with the Victorian Energy Efficiency Target Act 2007*.*

|  |
| --- |
| Signature: Date: |

END OF TEMPLATE