# VEEC Assignment Form Template: Gas Heating Ductwork (Activity 28) – Business and Non-Residential Premises

#### Version 1.2 – 8 April 2024

**Instructions for accredited persons (APs) on 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 are able to 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, accredited person declaration and installer declaration

### Part A: Installation details

|  |  |
| --- | --- |
| Installation details | |
| Installation address: | |
| Installation date: | |
| Was this activity undertaken at a scheduled activity premises? | Yes  No |

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

|  |
| --- |
| Decommissioning details |
| Please state how the old gas ductwork has been decommissioned: |

|  |  |
| --- | --- |
| The attached heating unit | |
| Please state the size (heating capacity in kW) of the heating unit to which the new ductwork is being attached | |
| Has a new heating unit been installed? | Yes  No, the unit is pre-existing |
| If you have answered yes to the above question please provide the details below | |
| Product brand: | |
| Product model: | |
| Output (kW): | |

|  |  |
| --- | --- |
| Installation certification details | |
| Is a VBA Compliance Certificate required for the work undertaken? | Yes  No |
| Is a Certificate of Electrical Safety required for the work undertaken? | Yes  No |
| Certificate of Electrical Safety number: | |
| VBA Compliance Certificate number: | |

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|  |
| --- |
| Gas ductwork details |
| Product brand: |
| Product model: |
| Area covered in m²: |

|  |
| --- |
| 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 accredited person

**<insert name of accredited person>**declares that it has ensured that it, and all scheme participants, have complied with the code of conduct at all times during regulated actions and prescribed activities.

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

### Part C: Declaration by installer

I hereby declare that:

* I am licensed to undertake the installation of the above ductwork
* where applicable the consumer has been informed that a VBA Compliance Certificate and/or Certificate of Electrical Safety is required for the work undertaken and will be provided a copy of the relevant certificate within five working days of installation
* 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’s
* the ductwork has been installed in the stated premises
* the replaced ductwork has been decommissioned. The installation meets all relevant standards, building codes and local council requirements
* 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 information provided is complete and accurate and that I am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target Act 2007.

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

## Section 3: Consumer details and declaration

### Part A: Consumer details

|  |  |
| --- | --- |
| Consumer details | |
| Business/company Name: | |
| ABN / ACN:  | |
| Industry/business type\*: | |
| *\*Please fill in, or alternatively leave blank and tick one of the categories listed in Appendix A of this form.* | |
| I have been informed that a VBA Compliance Certificate and/or Certificate of Electrical Safety is required for the work undertaken and that I will be provided a copy of the relevant certificate: | Yes  No |

### Part B: Declaration by authorised signatory

I hereby declare that:

* I am the consumer or I have been authorised to assign the right to create Victorian energy certificates (VEECs) on behalf of the owner of the right to create certificates. I have provided proof of this authority
* the above entity is the tenant/landlord/owner (please delete as appropriate) of the premises at the above installation address
* 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
* the information provided by the installer in Section 2 is correct and complete
* 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>**
* the above entity has received an identifiable benefit from **<insert name of accredited person>** in exchange for assigning its right 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 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:  Name: Position:  Company name: Phone number: |
| Email address: |

**Appendix A: Industries/business types**

(*Please tick one or manually fill in the “Industry / business type” in Section 3, Part A)*

1 Accommodation services 

2 Administrative & support services 

3 Agriculture, forestry and fishing 

4 Arts and entertainment - cinema, art gallery & creative 

5 Construction - building & other 

6 Construction - land & site preparation 

7 Education - community 

8 Education - preschool, childcare & kindergarten 

9 Education - primary school & high school 

10 Education - tertiary 

11 Electricity, gas, water & waste services 

12 Financial services - banks 

13 Food & beverage services 

14 Government bodies & agencies 

15 Hair and beauty 

16 Health care and assistance - hospitals 

17 Health care and assistance - medical & other 

18 Information media and telecommunications 

19 Internet service providers & data processing services 

20 Library and other information services 

21 Manufacturing - clothing, textiles & footwear 

22 Manufacturing - food & drinks 

23 Manufacturing - furniture 

24 Manufacturing - other 

25 Manufacturing - petroleum & coal 

26 Manufacturing - pulp, paper & paperboard 

27 Mining 

28 Other 

29 Postal services 

30 Professional services 

31 Real estate services 

32 Rental & hiring - property operators/hire facilities 

33 Retail trade - food retailing 

34 Retail trade - fuel retailing 

35 Retail trade - motor vehicle 

36 Retail trade - online non store based 

37 Retail trade - store-based 

38 Sports & recreation - gym, sports clubs & other 

39 Transport services 

40 Warehousing & storage services 

41 Wholesale trade - grocery & other 

42 Wholesale trade - machinery & equipment 

43 Wholesale trade - motor vehicle & parts 

44 Wholesale trade - other goods 

END OF TEMPLATE