# VEEC Assignment Form Template: Building Based Lighting Upgrade (Activity 34) – Business and Non-Residential Premises

#### Version 1.6 – 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).

**Completion of form by electricians**

Where the electrician supplies a Certificate of Electrical Safety for the installation, they should complete Section 2, Part B1 of this form. Where the electrician does not supply a Certificate of Electrical Safety for the installation, they should complete Section 3, Part A of this form.

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: Upgrade details

### Part A: Eligibility checklist

|  |
| --- |
| Upgrade eligibility factors |
| The site is not a scheduled activity premises.  |
| The site is a scheduled activity premises. I declare that the appropriate notification of intention to undertake prescribed activity has been made to the Essential Services Commission and the activity was undertaken after the date of notification pursuant to Regulations 27 and 28 of the Victorian Energy Efficiency Target Regulations 2018.  |

### Part B: Personnel details - responsible electrician, upgrade manager and subcontractors

|  |
| --- |
| B1. Responsible electrician |
| Name: |
| Company name: |
| Electrician licence number: |
| Certificate of Electrical Safety number (if applicable): |
| Signature: Date: |

|  |
| --- |
| B2. Upgrade manager |
| Name: |
| Company name: |
| Company address |
| Phone number: |

|  |  |
| --- | --- |
| B3. Contractual arrangements |  |
| Who conducted the physical installation of the lighting equipment for this? (*Please tick one only*) |  |
| Direct employees of accredited person:  | All works subcontracted:  |
| Mix of direct employees of accredited person and individual subcontractors:  | Employees of the energy consumer (client):   |
| Mix of direct employees of accredited person and a subcontracted company:  | Other arrangement:  |
| If other, please describe: |  |

### Part C: Upgrade site details

|  |
| --- |
| Site summary |
| Own reference (to be used on all documentation associated with upgrade): |
| Upgrade site location: |
| Upgrade project commencement date: |
| Upgrade project completion (activity) date: |
| Floor space of the premises (m2): |
| Floor space of the upgraded section (m2): |
| Space type(s): |
| BCA classification\*: |
| Is the lighting upgrade at this site undertaken as part of building work which requires a building permit according to the Building Act 1993 and the Building Regulations 2006?  Yes  No |

|  |
| --- |
| Space type(s)/BCA classification(s) requirements |
| To determine the space types/BCA classifications, I have consulted Table 34.6 of Part 34 of the Victorian Energy Upgrades Specifications or the Building Based Lighting Upgrade Activity Guide  Yes  No |
| Where a premise(s) has more than one space type/BCA classification within a floor area of a single storey, I have taken the option of applying the major classification to that part of the upgrade under the condition that it incorporates not more than 10% of the floor area of a single storey. I am also aware that this provision does not apply for a laboratory of BCA class 2, 3 or 4.  Yes  No |
| Where I have applied the major classification to the upgrade (as above), I have included the percentage of floor area within the professionally drafted site plan or professionally drafted reflective ceiling plan (RCP) as evidence of the use of the major classification.  Yes  No |

### Part D: Decommissioning summary

|  |  |  |
| --- | --- | --- |
| Items | Total # decommissioned | Decommissioning method |
| Lamps: |  |  |
| Luminaires: |  |  |
| Ballast/transformers: |  |  |

### Part E: Upgrade products summary

|  |  |
| --- | --- |
| Items | Total # installed |
| Lamps: |  |
| Luminaires: |  |
| Control gear (ballast/transformer/driver): |  |
| Lighting control devices: |  |

### Part F: Form of benefit provided to energy consumer

|  |  |  |  |
| --- | --- | --- | --- |
| The following benefit has been provided to the energy consumer | | | |
| Upfront cash |  | Price reduction |  |
| Delayed cash |  | Free installation |  |
| Other (please describe): |  | | |

|  |  |
| --- | --- |
| Amount of benefit provided for assignment of right to create certificates | |
| Amount: |  |

## Section 3: Installer declarations

### Part A: Declaration by responsible electrician

I declare that:

* the electrical work at the stated site complies with the Australian/New Zealand Wiring Rules (AS/NZS 3000:2018 Electrical Installations), the Electricity Safety Act 1998 and the Electricity Safety (Installations) Regulations 2009
* where lamps are installed in outdoor environments, the lamp is fit for purpose and appropriately sealed to prevent water and dust coming in contact with the electrical circuit
* where lamps are installed as maintained emergency lighting, the installation complies with AS 2293.1 – 2005 Standard for Emergency Escape Lighting and Exit Signs for Buildings.

|  |
| --- |
| Responsible electrician |
| Name: |
| Company name: |
| Electrician licence number: |
| |  |  | | --- | --- | | Signature: | Date: | |

### Part B: AS/NZS 1680 compliance declaration

Unless an exemption has been approved by us, you must complete an AS/NZS 1680 compliance declaration. The template must be accompanied by the attachments outlined in the template.

|  |  |
| --- | --- |
| AS/NZS 1680 compliance declaration |  |
| An AS/NZS 1680 compliance declaration has been completed and signed by the authorised signatory. | Yes  No |
| An exemption from AS/NZS 1680 compliance has been approved by us and attached | Yes  No |

### Part C: Declaration by upgrade manager

I declare that:

* the above lighting upgrade was undertaken in the stated site in accordance with the requirements of the Victorian Energy Efficiency Target Act 2007 and the Victorian Energy Efficiency Target Regulations 2018
* 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
* all of the above information (and the information contained in the AS/NZS 1680 compliance declaration) relating to the lighting upgrade at the nominated address/site is true and accurate
* the above installation was undertaken by installers who are appropriately licensed and trained, for which evidence has been provided
* where decommissioning of an existing product applies, the product(s) replaced as part of this installation were 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)
* I understand and have complied with all relevant requirements set by the Environment Protection Authority in their Waste Management Policy (E-waste)
* any installed lighting control device, including any voltage reduction unit (VRU), is operating as designed and is appropriate for use with both the installation environment and the type of lamps being controlled
* this installation was undertaken in accordance with the provisions of *the* *Electricity Safety Act 1998, the Gas Safety Act 1997, the Occupational Health and Safety Act 2004, the Building Act 1993*, and the regulations under any of those Acts
* I have informed the consumer of their consumer rights in relation to this commercial transaction and that all liability in regards to the correct and safe installation of products lies with **<insert name of accredited person>**
* I have records of the lighting upgrade that meet the requirements specified in the evidentiary requirements
* all of the documentation relating to this lighting upgrade will be kept in accordance with the record keeping requirements of the *Victorian Energy Efficiency Target Act 2007* and the Victorian Energy Efficiency Target Regulations 2018
* during this upgrade no voltage reductions units have been installed in conjunction with electronic ballasts (such installations being ineligible for VEECs)
* 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 4: Consumer details and declaration

### Part A: Consumer details

|  |
| --- |
| Consumer details |
| Business/company name: |
| ABN / ACN:  |
| Have you received a Certificate of Electrical Safety for the work?  Yes  No |
| Industry/business type\*: |
| *\*Please fill in, or alternatively leave blank and tick one of the categories listed in Appendix A of this form.* |

### Part B: Declaration by authorised signatory

I 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
* the above entity is the energy consumer 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
* if the lighting upgrade involved modification of linear fluorescent luminaires to accept linear LED lamps, I understand that this work may have voided all or part of the original luminaire warranty
* 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
* to the best of my knowledge, the information provided by the installer in Section 2 is complete and accurate
* the Essential Services Commission has the right to inspect the installation with reasonable notice
* where decommissioning of an existing product applies, the product(s) replaced as part of this installation were 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)
* I understand that information on this form will be disclosed to the Essential Services Commission for the purpose of creating certificates 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:  Name: Position:  Company name: Phone number: |
| Email address: |

## Appendix A: Industries / business types

***(Please tick or manually fill in the “Industry / business type” field in Section 4, 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