# VEEC Assignment Form Template: Lighting (Activities 21C, 21D, 21E and 21F) – Business and Non-Residential Premises

#### Version 1.3 – 31 January 2023

**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: Installer details, accredited person declaration and installer declaration

### Part A: Installation details

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

|  |
| --- |
| Electrician details |

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

|  |
| --- |
| Pre-installation inspection - Activity 21C installations only |

|  |  |
| --- | --- |
| I have performed the pre-installation assessment and physically inspected the existing equipment: | Yes  No |
| Any safety hazards identified have been resolved and the installation meets all relevant standards: | Yes  No |
| The existing transformers are compatible with the new lamps to which they will be connected: | Yes  No |

***Please note, where safety and compatibility requirements are not met the installation is not eligible for VEEC creation***

|  |  |  |
| --- | --- | --- |
| Please list the brand, model, and type of the existing transformers below: Activity 21C install | | |
| Brand: | Model: | Type (magnetic / electronic): |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Electrical safety requirements: Activity 21C, 21D, 21E and 21F installations | | |
| Was wiring work required for work undertaken in respect of the above installation? | Yes  No | |
| If yes to the above, please provide Certificate of Electrical Safety number: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Installation details: Activity 21C, 21D, 21E and 21F installations | | | | | | |
| The following lamp(s) have been installed at these premises (detail to be completed below): | | | | | | |
| Type of upgrade: | Brand: | Model / name: | Output (lumens): | Lighting efficacy: | Manufacturer rated hours: | Number of lamps: |
| LED 12V lamp (21C) |  |  |  |  |  |  |
| LED 240V downlight (21D)**\*** |  |  |  |  |  |  |
| LED 240V GU10 lamp (21E) |  |  |  |  |  |  |
| LED 240V downlight (21F)**\*\*** |  |  |  |  |  |  |

***(add more rows as required)***

***\* Activity 21D requires replacement of a 12 volt halogen downlight luminaire***

***\*\* Activity 21F requires replacement of a mains voltage halogen GU10 downlight luminaire***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Installation details: Activity 21C, 21D, 21E and 21F installations | | | | |
| Installed environment (room type/area): | Existing lamp type (incandescent/ halogen wattage): | Fitting type: i.e. reading lamp/multi-lamp (chandelier) or single lamp fitting(s) in ceiling | | Number and type of lamps installed: |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| Total number of eligible sockets in the premises (specify by activity): | | | | |
| Were any of the above lamps installed in a dimmable circuit?  If yes, how many lamps? Quantity: | | | Yes  No | |

|  |
| --- |
| Decommissioned items: Activity 21C, 21D, 21E and 21F installations |
| 21C  I have removed\_\_\_\_\_\_\_\_(quantity) 12 volt halogen lamps for decommissioning |
| 21D\*  I have removed\_\_\_\_\_\_\_\_(quantity) 12 volt halogen downlight and transformer for decommissioning |
| 21E  I have removed\_\_\_\_\_\_\_\_(quantity) 240 volt halogen GU10 lamps for decommissioning |
| 21F |
| I have removed\_\_\_\_\_\_\_\_(quantity) 240 volt halogen GU10lamps for decommissioning |
| \* *Activity 21D: the (pre-existing) halogen transformer(s) must not be in use as part of the new fitting installation* |

|  |
| --- |
| 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 electrician

I hereby declare that:

* the above lamp(s) have been installed in the stated premises
* I am a licensed electrician and the installation meets all mandatory industry standards
* where applicable the consumer has been informed that a 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
* no damage, fault or hazard was identified during the mandatory compatibility and safety inspection, and I determined that it was safe to proceed with the installation
* I confirm that the above activity was not undertaken at a scheduled activity premises listed on the Essential Service 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 lamp(s) which were removed from the stated premises will be decommissioned
* the lamp(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)
* where any lamp(s) was installed in a dimmable circuit, the lamp(s) is approved by the manufacturer as suitable for such a circuit
* in the case of activity 21C, lamp(s) installed are compatible with pre-existing transformer(s)
* 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

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| --- | --- |
| 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.* | |
| Have you received a Certificate of Electrical Safety for the work? | Yes  No |
| I have been advised whether a Certificate of Electrical Safety is required for the work undertaken and, if one is required, that I will be provided a copy of the relevant certificate\*\*: | Yes  No |
| Certificate of Electrical Safety certificate number\*\*: | |
| Have you had a VEU program lighting installation done in the past? | Yes  No |
| If you answered yes to the above question, please provide reason(s) for the subsequent visit(s)? | |
| How long has the business occupied these premises? | |

***\* only required where wiring work has been undertaken***

### Part B: Declaration by authorised signatory

I hereby declare that:

* I am the energy consumer, or I have been authorised to assign the right to create Victorian energy efficiency 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 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
* the information provided by the installer in Section 2 is correct and complete
* the lamp(s) replaced as part of this installation were 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 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 certificates under the Victorian Energy Efficiency Target Act 2007 and for related verification, audit, and program monitoring purposes
* 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:  Name: Position:  Company name: Phone number: |

## ****Appendix A: Industries/business types****

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