

Explanatory note - building based lighting upgrades - part 2: compliance requirements

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The Department of Environment, Land, Water and Planning develops policy for the [Victorian Energy Upgrades](#) program. The program provides incentives for Victorian households and organisations to make energy efficiency improvements that save money on their energy bills and reduce Victoria's greenhouse gas emissions

The Essential Services Commission administers the program as the 'Victorian Energy Efficiency Target scheme' under the *Victorian Energy Efficiency Target Act 2007*.

For more information, visit veet.vic.gov.au.

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1. Introduction

Under the *Victorian Energy Efficiency Target Act 2007* (the Act), the Essential Services Commission (the commission) is responsible for monitoring compliance with the Act and the *Victorian Energy Efficiency Regulations 2008* (the Principal Regulations).

Accredited persons (APs) are required to adhere to the requirements as outlined in the Act, the Principal Regulations and the *Victorian Energy Efficiency Target Guidelines* (the Guidelines).

The purpose of this document is to provide guidance to APs to ensure that all building based (BB) lighting upgrades are undertaken in accordance with the requirements under the VEET scheme. In particular, this document contains compliance checklists to provide guidance to APs undertaking BB lighting activities. Monitoring compliance in consultation with the following checklists will help ensure that each AP meets the requirements under the VEET scheme.

Participants seeking guidance on the compliance checklists for non-building based lighting upgrades should refer to *Explanatory note – non-building based lighting upgrade - part 2: compliance requirements*.

1.1. How this document is structured

This document outlines the evidence that APs are required to collect for each BB lighting upgrade. APs should familiarise themselves with the documents that must be collected and provided to the commission upon request to verify that BB lighting upgrades have been carried out in accordance with scheme and compliance requirements.

This explanatory note begins by making reference to key concepts and issues relating to BB lighting upgrades. All APs will need a firm grasp of these key concepts and issues, as they are referred to in the compliance checklists.

Sections 3 and 4 of this document outline the compliance checklists which detail the evidence you must collect to meet the following requirements:

- General requirements
- Evidentiary requirements per space type
- Evidentiary requirements per Building Code Australia (BCA)¹ classification.

¹ It is recommended that APs read Part A3 of the NCC Building Code of Australia – Volume One (as amended from time to time), Part 1.1 of the Guide to the BCA – Volume One and Part A3 of the Guide to the BCA - Volume One. All documents are available online and their contents should assist in the identification of space types.

It is important that you familiarise yourself with the evidence that is required to be collected for each upgrade, specific to the space type. Similarly, it is essential that all APs pay close attention to the document collection requirements for each section outlined in the compliance checklists (i.e. mandatory or optional documents).

1.2. Before you begin

This is not the only document you will need in order to understand how to participate in this activity. The compliance checklists have been developed with reference to the following documents which can be accessed via the VEET website:

- *Victorian Energy Efficiency Target Act 2007* (the Act)
- *Victorian Energy Efficiency Target Regulations 2008* (the Principal Regulations)
- *Victorian Energy Efficiency Target Guidelines* (the Guidelines)
- *Explanatory note – creating VEECs from prescribed activities*
- *Explanatory note – building based lighting upgrade - part 1: activity guidance*
- Frequently asked questions (FAQ) (see the top right corner of the VEET website).

There is also some specific BB lighting documentation that is not listed above but which will be referenced in this document. You should download a copy of each of these documents below and refer to them while reading this explanatory note. You can access them from the VEET website.

- [Schedule 34 documentation pack coversheet template](#)
- [Schedule 34 assignment form template](#)
- [Schedule 34 data summary and AS/NZS 1680 compliance declaration](#).

The commission has prepared this document to help APs ensure that all BB lighting upgrades comply with Schedule 34 of the Principal Regulations, and to inform APs of the evidence that must be collected and submitted to the commission to verify that the activity submitted is created in accordance with scheme requirements.

However, you should not rely on this document to discharge your legal responsibility and this document should be read in conjunction with the Act, the Principal Regulations and the Guidelines. You should review and have a thorough understanding of Schedule 34 of the Principal Regulations.

2. Key concepts and issues

There are a range of concepts and terminology that are specific to undertaking lighting upgrades in the VEET scheme. Even if you're an experienced lighting installer, to successfully participate in the scheme you will need to take the time to familiarise yourself with a range of key concepts and issues.

Please refer to [Explanatory note – building based lighting upgrade - part 1: activity guidance](#) for further information relating to these concepts, which provide context to the specific compliance requirements and associated evidentiary documentation APs are required to maintain for each BB lighting upgrade.

The compliance requirements are subject to periodic review and update. It is important that you adjust your compliance monitoring practices in accordance with the latest scheme updates and compliance requirements.

3. Compliance checklists – building based lighting upgrades

The following compliance checklist outlines the evidentiary requirements APs must collect for upgrades conducted in BB lighting environments. BB lighting environments specifically refer to a lighting upgrade that is undertaken in a building or structure captured under the BCA (as amended from time to time). This includes external lighting affixed to such buildings or structures.

3.1. Evidence of assignment of rights to create VEECs

APs must ensure that the assignment form captures all the relevant information in relation to the installation and that it reflects what is submitted to the commission.

| Documentation | Description |
|-------------------------|--|
| VEET assignment form | All fields in the assignment form must be complete and correctly filled in, including business details, space type(s) and/or BCA classification(s), project commencement and completion dates, product details, decommissioning method, etc. |
| VEET documentation pack | For each upgrade, APs must collate a documentation pack, which includes mandatory documentation required to create VEECs for a specific upgrade. Mandatory documents include (i) the VEET upgrade data summary, and (ii) AS/NZS 1680 compliance declaration. |

3.2. Evidence of commercial transaction and energy consumer

APs must have proof of the commercial transaction relating to the installation, including evidence of the energy consumer.

| Documentation | Description |
|---------------|---|
| Tax invoice | <p>A valid tax invoice for the work carried out.</p> <p>The invoice must include:</p> <ul style="list-style-type: none">• the name, address and ABN of the energy consumer• the installation address• an itemisation of lighting equipment installed (e.g. lamps, control gear, lighting control devices (LCDs²)). Specifically, the invoice should include the brand(s) and model(s) of all new lighting equipment installed. The listed product(s) must match the VEET products register.• the recipient• the supplier <p>Separately, APs should retain copies of tax invoices relating to purchase and sale of all lighting equipment which is installed as part of the lighting upgrade for the purposes of stock reconciliation and annual AP audits.</p> |

² Itemisation is not required for integrated LCDs. A lamp with an integrated LCD is one which has lighting control capabilities according to the product specification sheet.

3.3. Evidence of space type

APs must provide evidence of the space type(s) and building classification of premises in which the lighting upgrade was undertaken, to verify correct values for annual operating hours and maximum allowable illumination power density (IPD) (for J6 upgrades) for each different space claimed.³

| Documentation | Description |
|------------------------|--|
| Geo-tagged photographs | <p>The following geo-tagged photographs must be maintained and provided to the commission upon request:</p> <ul style="list-style-type: none">• a geo-tagged photograph of the outside of the premises⁴.• at least one geo-tagged photograph clearly identifying each space type(s) (as applicable) claimed. <p>The geo-tagged photographs must:</p> <ul style="list-style-type: none">• be clear and in focus• include a date stamp showing the date the photographs were taken• include the GPS derived latitude and longitude coordinates. This should be stored in the metadata and generated automatically by the device used to take the geo-tagged photographs. <p>Continued on next page ▶</p> |

³ APs must provide evidence of the current use/purpose of the space where the lighting upgrade is taking place. The commission will assess all pieces of evidence relating to the upgraded space type provided by APs and determine whether the correct space type has been claimed.

⁴ Portable buildings have special requirements for geo-tagged photos of the outside of the premises. For portable buildings which are permanently located, the photos must show that the building is permanently located, in addition to identifying the space type claimed.

| Documentation | Description |
|--|---|
| Professionally drafted reflective ceiling plan (RCP) or professionally drafted site plan | <p>A professionally drafted site plan or professionally drafted RCP must clearly show:</p> <ul style="list-style-type: none"> • all space types contained within the whole floor area (also indicating area/s not being claimed) • the specific space type(s) claimed (e.g. where common areas are upgraded in a BCA Class 2 building, the applicable lighting diagram(s) must clearly show the common areas). <p>Each part of the building upgrade must be classified separately. However, where a part has a different purpose and is not more than 10% of the floor area⁵ of the storey⁶ it is on, the classification applying to the major use may be applied to the whole storey. This provision does not apply when the minor use is a laboratory or part of a class 2, 3 or 4 building.</p> <p>Please ensure that the percentage of floor area is reflected within the professionally drafted site plan or professionally drafted RCP as evidence of the use of the major classification. Refer to Explanatory note: building based lighting upgrades – part 1: activity guidance for further information.</p> <p>Continued on next page ►</p> |

⁵ **Floor Area** means:

1. In relation to a building: the total area of all storeys.
2. In relation to a storey: the area of all floors of that storey measured over the enclosing walls, including:
 - a) the area of a mezzanine within the storey, measured within the finished surfaces of any external walls
 - b) the area occupied by any internal walls or partitions, any cupboard, or other built-in furniture, fixture or fitting
 - c) if there is no enclosing wall, an area which has a use that contributes to the fire load; or impacts on the safety, health or amenity of the occupants in relation to the provisions of the BCA.
3. In relation to a room: the area of the room measured within the finished surfaces of the walls, and includes the area occupied by any cupboard or other built-in furniture, fixture or fitting.
4. In relation to a fire compartment: the total area of all floors within the fire compartment measured within the finished surfaces of the bounding construction, and if there is no bounding construction, includes an area which has a use which contributes to the fire load.
5. In relation to an atrium: the total area of all floors within the atrium measured within the finished surfaces of the bounding construction and if no bounding construction, within the external walls.

⁶ **Storey** means a space within a building which is situated between one floor level and the next floor level above, or if there is no floor above, the ceiling or roof above, but not::

1. a space that only contains:
 - a) a lift shaft, stairway or meter room
 - b) a bathroom, shower room, laundry, water closet, or other sanity compartment
 - c) accommodation intended for more than three vehicles
 - d) a combination of the above.
2. a mezzanine.

| Documentation | Description |
|---|--|
| Declaration for activities claimed in portable buildings which are permanently located | <p>For activities in portable buildings which are permanently located, APs must provide the commission with a declaration, signed by the consumer, that the structure is permanent.</p> <p>The declaration must state that the building has been in its current position for at least one year before the activity is undertaken (detailing the precise period of time, where possible) and that it will remain so for the foreseeable future.</p> |
| Unique ID and tracking information | <p>For activities in portable buildings which are not permanently located, APs must provide the commission with written evidence of a compliance regime which ensures adequate unique identification and tracking of the portable building structures.</p> <p>This must be approved by the commission prior to the activity being undertaken.</p> |
| One additional piece of evidence for activities claimed in spaces above 4500 annual operating hours | <p>The additional piece of evidence, which must be provided for spaces above 4500 annual operating hours, differs per space type (excluding Car park – general (undercover) and Car Park – entry zone (first 20m of travel)).</p> <p>Refer to Table 3 and Table 4 below for supporting evidence which must be provided per space type/BCA classification claimed.</p> |

3.4. Baseline lighting configuration

APs must be able to prove the existence and nature of all pre-existing (baseline) lighting equipment (i.e. lamps, control gear and LCDs).

| Documentation | Description |
|---|---|
| VEET upgrade schematic & legend (baseline). | <p>This could be either a professionally drafted reflected ceiling plan, or a professionally drafted site plan.</p> <p>A professionally drafted RCP or professionally drafted site plan with an accompanying legend must be provided per upgrade.</p> <p>Irrespective of whether a professionally drafted RCP or site plan is provided, the diagrammatic representation and information documented must be produced to the highest standard practical, considering the size and nature of the particular upgrade.</p> <p>This must include:</p> <ul style="list-style-type: none">• the number and type(s) of lamp(s) and control gear (i.e. ballast(s)) in each area of the site (for newly installed lamps the brand and model must be clearly shown on the site plan through the use of a legend). The listed product(s) must also match the VEET products register.• the number and arrangement of any LCDs in each upgrade area, including (i) the type of LCD(s) and (ii) the group of lamps controlled by the LCD(s).• accurate dimensions of the room area(s). <p>Refer to Figure 1 for an example of a professionally drafted site plan/professionally drafted RCP.</p> <p>Please note: hand drawn site plans will not be accepted.</p> <p>Continued on next page ▶</p> |

| Documentation | Description |
|------------------------|---|
| Geo-tagged photographs | <p>The following geo-tagged photographs verifying the nature and configuration of pre-existing lighting equipment (for both pre- and post-upgrade) must be maintained and provided to the commission upon request:</p> <ul style="list-style-type: none"> • At least one geo-tagged photograph clearly identifying each space type(s) (as applicable) claimed must be provided. • A geo-tagged photograph of (i) the type of pre-existing lamp and another of (ii) the type of pre-existing control gear. • At least one geo-tagged photograph of (i) the type of upgrade lamp and another of (ii) the type of upgrade control gear (i.e. ballast/transformer/driver). • A geo-tagged photograph of any LCD(s)⁷ installed as part of the upgrade. • Geo-tagged photographs of each upgraded space type showing the arrangement of at least 75% of the existing lighting equipment before removal from its original position. • Geo-tagged photographs of each upgraded space type showing the arrangement of at least 50% of upgrade lighting equipment after installation. • Where high-bay⁸ products are replaced, a close-up geo-tagged photograph of at least one existing high-bay product for each upgrade space type, before removal from its original position. <p>The geo-tagged photographs must:</p> <ul style="list-style-type: none"> • be clear and in focus • include any relevant markings • include a date stamp showing the date the photographs were taken • include the GPS derived latitude and longitude coordinates. This should be stored in the metadata and generated automatically by the device used to take the geo-tagged photographs. |

⁷ Geo-tagged photographs are not required for integrated LCDs.

⁸ Items 27 to 31 listed in column 1 of 'Table 1 – Lamp circuit power' of the Principal Regulations are considered as baseline high-bay products.

3.5. Upgrade lighting configuration

APs must be able to prove the nature of all upgrade lighting equipment, including its configuration.

| Documentation | Description |
|--|--|
| VEET upgrade schematic & legend (upgrade) | See relevant entry for pre-existing (baseline) lighting configuration above. |
| Geo-tagged photographs | See relevant entry for pre-existing (baseline) lighting configuration above. |
| Evidence that installed LCDs are compatible with the type(s) of lamp(s) installed (where applicable) | <ul style="list-style-type: none">• A product specification sheet/manufacturers declaration must be maintained and provided to the commission upon request, as evidence that the installed LCDs are compatible with the type of lamp(s) installed.• For verification of compatibility you must also indicate the specification of the lamp(s) the LCD is controlling.• Refer to VEET upgrade & schematic legend (upgrade) for applicable requirements. |

3.6. Evidence of air conditioning

Evidence is required that the upgraded space(s) is/are air conditioned (where applicable). APs must be able to prove the upgraded space is air conditioned where the air conditioning multiplier is claimed.

| Documentation | Description |
|--|---|
| Evidence verifying if the upgraded space is air conditioned (where applicable) | <p>One of the following must be maintained and provided to the commission upon request:</p> <ul style="list-style-type: none">• A geo-tagged photograph, clearly showing the air conditioner (or vents or outlets) in each space type where the lighting upgrade occurred, or• An HVAC plan, clearly showing the area where the lighting upgrade occurred and the location of each air conditioning unit/outlet. |

3.7. Evidence of electrical compliance

APs must ensure that all work undertaken complies with the relevant standards, and that installers are appropriately licensed.

| Documentation | Description |
|--|---|
| Certificate of Electrical Safety (CoES) ⁹ | <p>A CoES must be provided if one is required by law.</p> <p>The certificate must include:</p> <ul style="list-style-type: none">• the location of the lighting upgrade• the type and number of existing (baseline) lamps, control gear and LCDs• the type and number of newly installed (upgrade) lamps, control gear and LCDs. <p>Requirements specific to modification¹⁰ style installations:</p> <p>Where a luminaire has been modified, the CoES must ensure that it:</p> <ul style="list-style-type: none">• complies with Energy Safe Victoria's requirements• defines the modification work for each type of linear fluorescent luminaire you modify• specifies that the modification work includes electrical isolation of the legacy ballast (and removal and destruction of the capacitor if one was present). <p>The CoES must be retained and be made available to the commission upon request.</p> |

⁹ An appendix may be provided with a CoES where there is insufficient space in the 'description of work undertaken' box to provide an accurate description of all the electrical installation work performed. Where an appendix is used with a CoES the following criteria must be fulfilled: (i) each page of the attachment must detail the CoES number (ii) the number of pages contained within the attachment must be detailed on the CoES and (iii) the CoES and each page of the attachment must be signed by the electrician responsible for the lighting upgrade.

¹⁰ Modification style installations are those where the existing linear fluorescent lamp is replaced with a linear LED lamp, the original starter is replaced with a fuse as supplied with the LED lamp (in accordance with instructions provided with the LED lamp), and the original fluorescent lamp control gear – including both the ballast and capacitor where fitted – is rendered inoperable by removal and destruction of the whole item (or, in the case of the ballast only, by removal and destruction of the terminal block). In instances where the ballast is left in-situ and decommissioned by removal and destruction of the terminal block; if a capacitor is fitted, the capacitor must be removed and destroyed.

3.8. Evidence of decommissioning (non NJ6-D)

Evidence of decommissioning where the ballast or transformer associated with the lamp is replaced or removed (for upgrades not conducted under NJ6-D).

APs must ensure that all existing lighting equipment (i.e. lamps and control gear) has been decommissioned in accordance with the Principal Regulations.

| Documentation | Description |
|-----------------------------|---|
| Evidence of decommissioning | <p>Ballast/transformers and capacitors (where fitted) must be 'rendered permanently unusable' to qualify for decommissioning. If it is possible to reverse any modifications made to the legacy control gear as part of the lighting upgrade, then it does not qualify as decommissioned.</p> <p>Acceptable methods of decommissioning the ballast/choke, and fluorescent luminaires include:</p> <ul style="list-style-type: none">• complete removal of all redundant electrical components, inclusive of the ballast and capacitor (where fitted)• removal or destruction of the ballast terminal block and capacitor (where fitted). <p>Please note: All modifications to luminaires must be completed in compliance with AS/NZS 3000 (Wiring Rules) & AS/NZS 60598 (Luminaires-General requirements and tests).</p> <p>APs must maintain the following evidence as proof that all removed lighting equipment (including lamps and control gear) has been properly decommissioned (as applicable):</p> <ul style="list-style-type: none">• Geo-tagged photographs of the ballast/transformer showing the absence of the terminal block or geo-tagged photographs of the removed terminal block• Geo-tagged photographs of all removed lamps and control gear (where the terminal block is not removed and the existing control gear physically removed) in a pile or in a recycling container• Geo-tagged photographs of the removed capacitors (for upgrades conducted under NJ6-A, NJ6-B(i) and NJ6-C)• Third-party recycling receipts, clearly showing:<ul style="list-style-type: none">• an itemised breakdown of the disposed equipment (showing the lamp type and type of control gear)• the date of collection.• Stock reconciliation of all pre-existing and installed lighting equipment. |

3.9. Evidence of decommissioning (NJ6-D)

Evidence of decommissioning where the ballast or transformer associated with the lamp is not replaced (for NJ6-D upgrades only).

APs must ensure that all existing lighting control gear has been decommissioned in accordance with the Principal Regulations.

| Documentation | Description |
|-----------------------------|--|
| Evidence of decommissioning | <p>Third-party recycling receipts as evidence that all removed lighting equipment have been properly decommissioned (as applicable).</p> <p>The receipts should clearly show:</p> <ul style="list-style-type: none">• an itemised breakdown of the disposed equipment (showing the lamp type and type of control gear)• the date of collection. <p>Separately, APs must also ensure that they maintain a stock reconciliation of all pre-existing and installed lighting equipment.</p> |

3.10. Evidence of AS/NZS 1680 compliance¹¹

APs must ensure that the completed lighting upgrade complies with illuminance levels and maintained illuminance levels, as well as obtaining agreement from the consumer or authorised signatory that the upgrade is fit-for-purpose.

| Documentation | Description |
|---|---|
| AS/NZS 1680 compliance declaration with associated evidence (Refer to Tables 1 and 2 below) | A completed AS/NZS 1680 compliance declaration based on the template provided on the VEET website. The declaration must be accompanied by a maintained illuminance table, photometric data, or the output report of lighting design software (as required). See the tables below as a guide to what evidence is required per upgrade. |

Table 1: AS/NZS 1680 compliance – evidence requirements for upgrades ≤ 100 VEECs

| Upgrade ≤ 100 VEECs ¹² | | |
|-----------------------------------|--|--|
| | Lighting design software used | No lighting design undertaken |
| Mandatory | Declaration coversheet | Declaration coversheet |
| Optional | Lighting software output report Photometric data for lamps (showing lumen depreciation) | Maintained illuminance table, when applicable (template provided) Lux report Photometric data for lamps (showing lumen depreciation) |

Table 2: AS/NZS 1680 compliance – evidence requirements for upgrades >100 VEECs

| Upgrade > 100 VEECs | | |
|---------------------|---|---|
| Mandatory | Declaration coversheet Lighting software output report Photometric data for lamps (showing lumen depreciation). | Declaration coversheet Maintained illuminance table, when applicable (template provided) Lux report Photometric data for lamps (showing lumen depreciation). |

¹¹ Please refer to *Explanatory note – building based lighting upgrade part 1: activity guidance*, for information relating to exemptions to AS/NZS 1680.

¹² This condition applies to an entire upgrade. If a single upgrade is submitted in multiple parts (on an activity basis) and is > 100 VEECs in total, then the 'optional' category does not apply. In such instances, mandatory evidence must be supplied with each part of the upgrade.

3.11. Evidence of power factor

APs must ensure that they abide by all relevant legislation, codes and guidelines relating to power factor values (where applicable).

| Documentation | Description |
|---|--|
| Evidence of adequate power factor value | <p>If linear LED lamps have been retrofitted into linear fluorescent luminaires without the removal of a legacy ballast and/or capacitor, from 16 May 2016 the power factor of the upgraded lighting circuit must be measured and assessed using a method previously approved by the commission.</p> <p>The aim of the power factor measurement is to ensure the upgrade does not have a detrimental impact on the customer's compliance with section 4.3 of the Electricity Distribution Code (EDC) or an adverse effect on the customer's overall energy use.</p> <p>A copy of the EDC can be found at: http://www.esc.vic.gov.au/document/energy/34914-electricity-distribution-code-version-9-current/.</p> <p>Adequate evidence of the approved measurement and assessment approach used, and the result of the power factor measurement must be retained, and be made available to the commission upon request.</p> |

3.12. Product requirements

APs must ensure that newly installed lighting equipment is listed as 'approved' on the Register of products.

| Documentation | Description |
|-----------------------|--|
| VEET product approval | <p>To create certificates under the VEET scheme, APs must use products listed as 'approved' on the VEET product register at the time of the prescribed activity.</p> <p>The brand and model of the products must match the details of the VEET product register. This also includes the brand and model of the remote control gear supplied with the product (where applicable).</p> |

3.13. Record keeping requirements

APs must ensure that appropriate records are kept to verify all details of the upgrade which relate to the calculation of greenhouse gas abatement and the creation of certificates.

| Documentation | Description |
|---------------|---|
| Miscellaneous | <p>VEET Audit and Compliance may request additional supporting evidence to confirm details relevant to the calculation of abatement, the proper creation of certificates as well as subsequent validation and registration of claims.</p> <p>APs must ensure that the maintained documentation constitutes an auditable record of the work undertaken in each area of the site. It is the responsibility of the AP to ensure it meets this standard.</p> <p>If the standard of documentation maintained fails to provide an auditable record of the work undertaken, the AP may be required to surrender certificates equal to those that cannot be verified.</p> |

4. Space type evidence requirements

4.1. Table 3 - Space types

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|--|------------------------------|--|
| Auditorium, church and public hall | 2,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Board room and conference room | 3,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Carpark - general (undercover) and car park - entry zone (first 20m of travel) | 7,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Common rooms, spaces and corridors in a Class 2 building | 7,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, 2. Upgrade schematic and legend with clear reference to the building classification, and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission¹⁴. |

¹³ Further guidance about space types is available in the BCA Guides located at www.abcb.gov.au

¹⁴ The commission will only accept a building surveyor's report as independent third party documentation where the provided report includes a detailed assessment and justification of the building class determination, consistent with the Building Code of Australia (BCA).

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|---|------------------------------|--|
| Courtroom | 2,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Dormitory of a Class 3 building used for sleeping only or sleeping and study | 3,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Health care ¹⁵ - children's ward, examination room, patient ward, all patient care areas including corridors where cyanosis lamps are used | 6,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Public health care building: copy of the public health care facilities list published by the Victorian Health Department in its website showing the facility subject to the upgrade, or • Private health care building: evidence of the facility being licensed to operate under the <i>Health Services Act 1988</i> and the <i>Health Services (Private Hospitals and Day Procedure Centres) Regulations 2013</i> (or as changed from time to time), or <p>Any other third-party documentation which verifies the space type as deemed acceptable by the commission¹⁶.</p> |

¹⁵ Health care buildings are distinguished from doctor or dentist surgeries.

¹⁶ The commission will only accept a building surveyor's report as independent third party documentation where the provided report includes a detailed assessment and justification of the building class determination, consistent with the Building Code of Australia (BCA).

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|---|------------------------------|---|
| Laboratory area - artificially lit to an ambient level of 400 lx or more | 3,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Library - stack and shelving area, reading room and general areas | 3,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Lounge area for communal use in a Class 3 building or Class 9c aged care building | 7,000 | <p>For Class 3 buildings:</p> <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual operating licence which relates to the classification of the building, • Annual essential safety measures report, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission¹⁷. |

¹⁷ See preceding note.

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|---|------------------------------|---|
| Lounge area for communal use in a Class 3 building or Class 9c aged care building | 7,000 | <p>For Class 9c buildings:</p> <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • For accommodation facilities for the aged, children or people with disabilities, funded by the government, a copy of the Department of Social Services (DSS) published list of low-level care facilities, in which the facility subject to the upgrade is listed, • For non-government funded care facilities (e.g. retirement villages), evidence that the land is registered to be used as a retirement village obtained through the Fair Trading website, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission¹⁸. |
| Maintained emergency lighting | 8,500 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type and emergency light(s), and 3. One of the following: <ul style="list-style-type: none"> • Electric lighting design (compliant with AS 2293.1), or • Document showing statutory legal requirements for safety or of the related purpose¹⁹. |

¹⁸ See preceding note.

¹⁹ Only independent third-party documentation from a body qualified to inspect maintained emergency lighting will be accepted as evidence.

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|---|------------------------------|--|
| Museum and gallery - circulation, cleaning and service lighting | 2,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Office | 3,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Restaurant, café, bar, hotel lounge and a space for the serving and consumption of food or drinks | 5,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual operating licence which relates to the classification of the building (where applicable), or • Web page printouts (only applicable for upgrades ≤ 200 VEECs) showing the service provided and the premises address (where an official webpage address is not available, the web page print out can be sourced from a shopping centre directory, True Local or Yellow Pages web page), or • Web page printouts²⁰ (applicable for upgrades > 200 VEECs) including the official web page address, showing the service provided and the premises address, or • annual essential safety measures report, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission²¹. |

²⁰ **Please note:** online directories, social media pages or the like will not be accepted in place of an official web page print outs.

²¹ See preceding note.

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|--|------------------------------|---|
| Retail space including a museum and gallery whose purpose is the sale of objects | 5,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Web page printouts (only applicable for upgrades ≤ 200 VEECs) showing the service provided and the premises address (where an official webpage address is not available, the web page print out can be sourced from a shopping centre directory, True Local or Yellow Pages web page), • Web page printouts (applicable for upgrades > 200 VEECs) including the official web page address, showing the service provided and the premises address, • Annual essential safety measures report, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission²². |
| School - general purpose learning areas and tutorial rooms | 3,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |
| Sole-occupancy unit of a Class 3 building | 3,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, and 2. Upgrade schematic and legend with clear references to the space type(s). |

²² See preceding note.

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|--|------------------------------|---|
| Sole-occupancy unit of a Class 9c aged care building | 6,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • For accommodation facilities for the aged, children or people with disabilities, funded by the government, a copy of the Department of Social Services (DSS) published list of low-level care facilities, in which the facility subject to the upgrade is listed, or • For non-government funded care facilities (e.g. retirement villages), evidence that the land is registered to be used as a retirement village obtained through the Fair Trading website. |
| Storage with shelving no higher than 75% of the height of the aisle lighting | 5,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Web page printouts (only applicable for upgrades ≤ 200 VEECs) showing the service provided and the premises address (where an official webpage address is not available, the web page print out can be sourced from a shopping centre directory, True Local or Yellow Pages web page), • Web page printouts (applicable for upgrades > 200 VEECs) including the official web page address, showing the service provided and the premises address, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission²³. |

²³ See preceding note.

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|---|------------------------------|---|
| Storage with shelving higher than 75% of the height of the aisle lighting | 5,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Web page printouts (only applicable for upgrades ≤ 200 VEECs) showing the service provided and the premises address (where an official webpage address is not available, the web page print out can be sourced from a shopping centre directory, True Local or Yellow Pages web page), • Web page printouts (applicable for upgrades > 200 VEECs) including the official web page address, showing the service provided and the premises address, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission²⁴. |

²⁴ See preceding note.

| Space types ¹³ | Annual operating hours (AOH) | Evidentiary requirements for space type verification |
|------------------------------------|--|---|
| Wholesale storage and display area | 5,000 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Web page printouts (only applicable for upgrades ≤ 200 VEECs) showing the service provided and the premises address (where an official webpage address is not available, the web page print out can be sourced from a shopping centre directory, True Local or Yellow Pages web page), • Web page printouts (applicable for upgrades > 200 VEECs) including the official web page address, showing the service provided and the premises address, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission²⁵. |
| Unlisted space type | Value as per BCA classification of the space | Refer to next section: BCA building classification evidence requirements. |

²⁵ See preceding note.

4.2. Table 4 - BCA building classification evidence requirements

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------|------------------------------|--|--|
| Class 2 (common areas) | 7,000 | Common areas ²⁶ of a residential building, which is a building containing two or more sole-occupancy units ²⁷ each being separated by a dwelling | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, 2. Upgrade schematic and legend with clear reference to the building classification, and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission²⁸. |

²⁶ **Common areas** means for buildings:

- (a) owned under strata title, the common property as defined in the *Owners Corporation Act 2006* (VIC), or
- (b) not owned under strata title (e.g. under company title), the non-residential property of BCA Class 2 buildings.

²⁷ **Sole-occupancy unit** means a room or other part of a building for occupation by one or joint owner, lessee, tenant, or other occupier to the exclusion of any other owner, lessee, tenant, or other occupier and includes:

- (a) a dwelling, or
- (b) a room or suite of rooms in a Class 3 building which includes sleeping facilities, or
- (c) a room or suite of associated rooms in a Class 5,6,7,8 or 9 building, or
- (d) a room or suite of associated rooms in a class 9c *aged care building*, which includes sleeping facilities and any area for the exclusive use of a resident.

²⁸ The commission will only accept a building surveyor's report as independent third party documentation where the provided report includes a detailed assessment and justification of the building class determination, consistent with the Building Code of Australia (BCA).

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------|------------------------------|--|--|
| Class 3 (common areas) | 7,000 | <p>Common areas of a residential building, other than buildings of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including:</p> <ul style="list-style-type: none"> • a boarding house, guest house, hostel, lodging house or backpackers accommodation, or • a residential part of a hotel or motel, or • a residential part of a school²⁹, or • accommodation for the aged, children or people with disabilities, or • a residential part of a health care building³⁰ which accommodates members of staff, or a residential part of a detention centre³¹. | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, 2. Upgrade schematic and legend with clear references to the building classification, and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Annual essential safety measures report, • For accommodation facilities for the aged, children or people with disabilities, funded by the government, a copy of the Department of Social Services (DSS) published list of low-level care facilities, in which the facility subject to the upgrade is listed, • For non-government funded care facilities (e.g. retirement villages), evidence that the land is registered to be used as a retirement village obtained through the Fair Trading website, or • Any other third-party documentation which verifies the space type/building classification as deemed acceptable by the commission³². |

²⁹ **School** includes a primary or secondary school, college, university or similar educational establishment.

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------------|------------------------------|---|--|
| Class 3 (other than common areas) | 3,000 | <p>Residential building, other than a building of Class 1 or 2, which is common place of long term or transient living for a number of unrelated persons, including:</p> <ul style="list-style-type: none"> • a boarding house, guest house, hostel, lodging house or backpackers accommodation, or • a residential part of a hotel or motel, or • a residential part of a school, or • accommodation for the aged, children or people with disabilities, or • a residential part of a health care building which accommodates members of staff, or • a residential part of a detention centre. | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, and 2. Upgrade schematic and legend with clear references to the building classification. |

³⁰ **Health-care building** means a building whose occupants or patients undergoing medical treatment generally need physical assistance to evacuate the building during an emergency and includes:

- (a) a public or private hospital, or
- (b) a nursing home or similar facility for sick or disabled persons needing full-time care, or
- (c) a clinic, day surgery or procedure unit where the effects of the predominant treatment administered involve patients becoming non-ambulatory and requiring supervised medical care on the premises for some time after the treatment.

³¹ **Detention Centre** means a building in which persons are securely detained by means of the built structure including a prison, remand centre, juvenile detention centre, holding cells or psychiatric detention centre.

³² See preceding note.

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------|------------------------------|--|--|
| Class 5 buildings | 3,000 | An office building used for professional ³³ or commercial purposes, excluding buildings of Class 6, 7, 8 or 9 | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, and 2. Upgrade schematic and legend with clear references to the building classification. |

³³ This includes professional chambers or suites.

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------|------------------------------|--|---|
| Class 6 buildings | 5,000 | <p>A shop or other building for the sale of goods by retail or the supply of services direct to the public, including:</p> <ul style="list-style-type: none"> • an eating room, café, restaurant, milk or soft drink bar, or • a dining room, bar area that is not an assembly building³⁴, shop or kiosk part of a hotel or motel, or • a hairdresser or barber shop, public laundry, or undertakers establishment, or • market or sale room, show room, or service station³⁵. | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the space type, 2. Upgrade schematic and legend with clear references to the space type(s), and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual operating licence which relates to the classification of the building (where applicable), or • Web page printouts (only applicable for upgrades ≤ 200 VEECs) showing the service provided and the premises address (where an official webpage address is not available, the web page print out can be sourced from a shopping centre directory, True Local or Yellow Pages web page), • Web page printouts (applicable for upgrades > 200 VEECs) printouts³⁶, including the official web page address, showing the service provided and the premises address, • Annual essential safety measures report, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission³⁷. |

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|---|------------------------------|--|--|
| Class 7a car park (other than an open air car park) | 7,000 | A building used for the parking of motor vehicles but is neither a private garage nor used for the servicing of vehicles, other than washing, cleaning or polishing. | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, and 2. Upgrade schematic and legend with clear references to the building classification. |

³⁴ **Assembly building** means a building where people may assemble for:

- (a) civic, theatrical, social, political or religious purposes including a library, theatre, public hall or place of worship or
- (b) educational purposes in a school, early childhood centre, preschool or the like, or
- (c) entertainment, recreational or sporting purposes including:
 - (i) a discotheque, nightclub or a bar area of a hotel or motel providing live entertainment or containing a dance floor, or
 - (ii) a cinema, or
 - (iii) a sports stadium, sporting or other club (including gyms), or
- (d) transit purposes including a bus station, railway station, airport or ferry terminal.

³⁵ **Service station** means a garage which is not a private garage and is for the servicing of vehicles, other than only washing, cleaning or polishing.

³⁶ **Please note:** online directories, social media pages or the like will not be accepted in place of an official web page print outs.

³⁷ See preceding note.

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------|------------------------------|--|---|
| Class 7b buildings | 5,000 | A building used for storage, or display of goods or produce for sale by wholesale. | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, 2. Upgrade schematic and legend with clear references to the building classification, and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Web page printouts (only applicable for upgrades ≤ 200 VEECs) showing the service provided and the premises address (where an official webpage address is not available, the web page print out can be sourced from a shopping centre directory, True Local or Yellow Pages web page), • Web page printouts (applicable for upgrades > 200 VEECs) (including the official web page address) showing the service provided and the premises address, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission³⁸. |

³⁸ See preceding note.

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|---------------------------------------|------------------------------|---|---|
| Class 8 (ANZSIC Division C) buildings | 5,000 | A laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried out on for trade, sale or gain and it is classified under the ANZSIC Division C, Manufacturing ³⁹ | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, 2. Upgrade schematic and legend with clear references to the building classification, and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Web page printouts (only applicable for upgrades ≤ 200 VEECs) showing the service provided and the premises address (where an official webpage address is not available, the web page print out can be sourced from a shopping centre directory, True Local or Yellow Pages web page), • Web page printouts (applicable for upgrades > 200 VEECs) (including the official web page address) showing the service provided and the premises address, • Company annual report, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission⁴⁰. |

³⁹ **ANZIC Division C – Manufacturing** are units often described as plants, factories or mills and characteristically use power-driven machines and other materials-handling equipment to produce goods (e.g., bottling, canning, vehicle manufacturing, metal transforming, etc.). For the complete list see: www.npi.gov.au/reporting/industry-reporting-materials/anzsic-code-list

⁴⁰ The ESC will only accept a building surveyor's report as independent third party documentation where the provided report includes a detailed assessment and justification of the building class determination, consistent with the Building Code of Australia (BCA).

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|--|------------------------------|--|--|
| Class 8 (Other than ANZSIC Division C) buildings | 3,000 | A laboratory, or a building in which a handcraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried out on for trade, sale or gain and it is not classified under the ANZSIC Division C, Manufacturing ⁴¹ | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, and 2. Upgrade schematic and legend with clear references to the building classification. |

⁴¹ **ANZIC Division C – Manufacturing** are units often described as plants, factories or mills and characteristically use power-driven machines and other materials-handling equipment to produce goods (e.g., bottling, canning, vehicle manufacturing, metal transforming, etc.). For the complete list see: www.npi.gov.au/reporting/industry-reporting-materials/anzsic-code-list

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------|------------------------------|--|--|
| Class 9a buildings | 6,000 | A health care building ⁴² , including those parts of the building set aside as a laboratory | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, 2. Upgrade schematic and legend with clear references to the building classification, and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • Public health care building: copy of the public health care facilities list published by the Victorian Health Department in its website showing the facility subject to the upgrade, • Private health care building: evidence of the facility being licensed to operate under the <i>Health Services Act 1988</i> and the <i>Health Services (Private Hospitals and Day Procedure Centres) Regulations 2013</i> (or as changed from time to time), or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission⁴³. |

⁴² **Health-care building** means a building whose occupants or patients undergoing medical treatment generally need physical assistance to evacuate the building in case of an emergency and includes:

- (a) a public or private hospital, or
- (b) a nursing home or similar facility for sick or disabled persons needing full-time care, or
- (c) a clinic, day surgery or procedure unit where the effects of the predominant treatment administered involve patients becoming non-ambulatory and requiring supervised medical care on the premises for some time after the treatment.

⁴³ See preceding note.

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------|------------------------------|---|--|
| Class 9b Buildings | 2,000 | <p>An assembly building, including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class</p> <p>An assembly building is a building where people may assemble for:</p> <ul style="list-style-type: none"> a) civic, theatrical, social, political or religious purposes including a library, theatre, public hall, place of worship, or b) educational purposes in a school, early childhood centre⁴⁴, preschool or the like, or c) entertainment, recreational or sporting purposes including: <ul style="list-style-type: none"> – a discotheque, nightclub or a bar area of a hotel or motel providing live entertainment or containing a dance floor, or – a cinema, or – a sports stadium, sporting or other club (including gyms), or d) transit purposes including a bus or railway station, airport or ferry terminal. | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, and 2. Upgrade schematic and legend with clear references to the building classification. |

⁴⁴ **Early Childhood Centre** means any premises or part thereof providing or intending to provide a centre-based education and care service within the meaning of the *Education and Care Services National Law Act 2010* (Vic), the Education and Care Services National Regulation and centre-based services that are licensed or approved under State and Territory children's services law, but excludes education and care primarily provided to school aged children in outside school hours settings.

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------|------------------------------|-------------------------------------|--|
| Class 9c Buildings | 6,000 | An aged care building ⁴⁵ | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, 2. Upgrade schematic and legend with clear references to the building classification, and 3. One of the following: <ul style="list-style-type: none"> • Regulatory or contractual documentation which verifies the building classification/space type, • For accommodation facilities for the aged, children or people with disabilities, funded by the government, a copy of the Department of Social Services (DSS) published list of low-level care facilities, in which the facility subject to the upgrade is listed, • For non-government funded care facilities (e.g. retirement villages), evidence that the land is registered to be used as a retirement village obtained through the Fair Trading website, or • Any other third-party documentation which verifies the space type as deemed acceptable by the commission⁴⁶. |

⁴⁵ **Aged-care building** means a building used for residential accommodation of aged persons who, due to varying degrees of incapacity associated with the aging process, are provided with personal care services and 24 hour staff assistance to evacuate the building during an emergency.

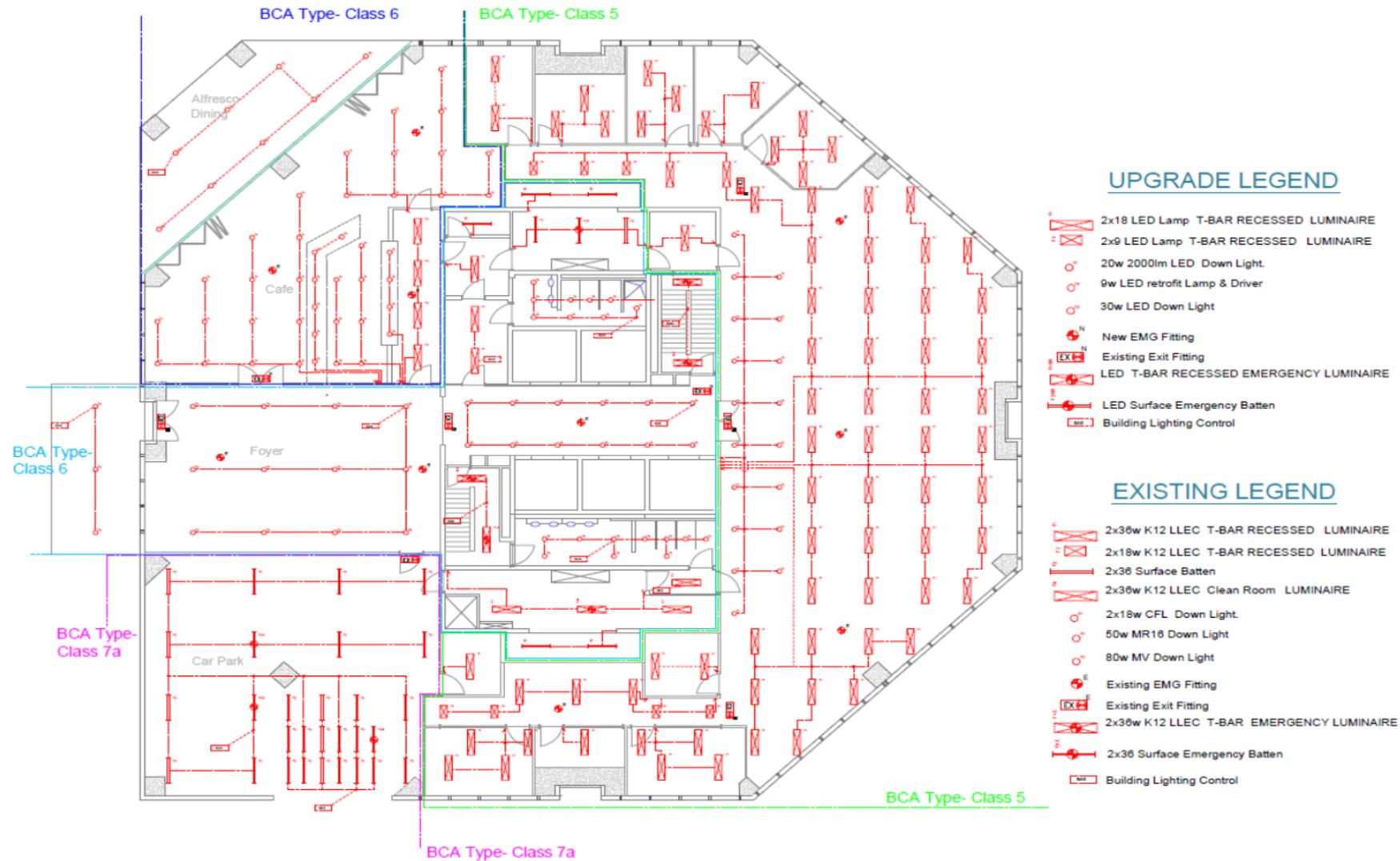
⁴⁶ See preceding note.

| BCA building classification | Annual operating hours (AOH) | Description | Evidentiary requirements for space type verification |
|-----------------------------------|------------------------------|--|--|
| Class 10b Buildings ⁴⁷ | 1,000 | A structure being a fence, mast, antenna, retaining or free standing wall, swimming pool ⁴⁸ , or the like | <ol style="list-style-type: none"> 1. At least one geo-tagged photograph of each space type that clearly verifies the building classification, and 2. Upgrade schematic and legend with clear references to the building classification. |

⁴⁷ **Please note:** free-standing lights, street lights, traffic lights or similar, are not regarded as a light affixed to a Class 10b structure and are instead a form of NBB lighting.

⁴⁸ **Swimming pool** means any excavation or structure containing water and used primarily for swimming, wading, paddling or the like, including a bathing or wading pool, or spa.

Figure 1: Professionally drafted reflective ceiling plan example – guide only



5. Legal context for this document

The commission has prepared this explanatory note document as a general summary of relevant parts of the:

- [Victorian Energy Efficiency Target Act 2007](#)
- [Victorian Energy Efficiency Target Regulations 2008](#)
- [Victorian Energy Efficiency Target Scheme Guidelines](#)

This document should not be relied upon as substitute for legal advice and should be read in conjunction with the above source documents. In the event of inconsistency between this explanatory note document and the above source documents, the content in the source documents takes precedence.

Document version control

The RM reference for this document is: C/16/14002

| Version | Amendments made | Date published |
|---------|--|------------------|
| V 1.0 | Creation of new document (formally <i>Explanatory note: compliance requirements for accredited persons by prescribed activity</i>) | 1 August 2016 |
| V 1.1 | Clarification/update of evidentiary requirements relating to space type evidence and decommissioning evidence for upgrades not conducted under NJ6-D. Clarification of 'health care' building space type definition. | 1 September 2016 |
| V 1.2 | Clarification/update of decommissioning requirements. Clarification of AS/NZS 1680 compliance requirements for upgrades <100 VEECs and > 100 VEECs. Clarification of space type evidence. | 1 December 2016 |
| V 1.3 | Update of evidentiary requirements for space types with 5,000 annual operating hours. Clarification on what types of third party documentation and regulatory or contractual documentation is acceptable to the commission. | 10 February 2017 |
| V 1.4 | Updated product installation requirements. (Section 3.14) | 1 April 2017 |
| V 2.0 | Clarification of Class 10b structures. Update to CoES requirements. (Section 3.9) Updated to new Victorian Energy Upgrades template. | 22 December 2017 |
| V 2.1 | Addition of details relating to publishing a Register of BCA classification determinations and clarification of eligibility/requirements for portable buildings. (Section 3.3) | 26 February 2018 |
| V 2.2 | Addition of three new evidence requirements to confirm the existence and nature of the baseline lighting configuration. (Section 3.4) | 6 September 2018 |