# VEEC Assignment Form Template: Weather Sealing (Activity 15) – Residential Premises

#### Version 1.0 – 10 December 2018

**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.

## Section 2: Installation details and installer declaration

### Part A: Installation details

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

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| Installer/electrician details  |
| Installer name: |
| Electrician name (if applicable): |
| Electrician’s licence number (if applicable): |
| Company name: |
| Company address: |
| Phone number: |

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| Installation details |
| I have undertaken the following activities using products described below: |
| [ ] 15A: External door seal(s)[ ] 15C: Sealed exhaust fan(s)[ ] 15E: External wall vent seal(s)[ ] 15G: Temporary chimney or flue seal(s) | [ ] 15B: External window seal(s)[ ] 15D: Exhaust fan seal(s)[ ] 15F: Permanent chimney or flue seal(s)[ ] 15H: Evaporative ductwork cover(s) |

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| Activity (e.g. 15A – External door seal): | Installed environment (Room type/Area): | Product brand and model: | Number of products installed: | List each product brand and model\*\*Combination products only | Area of window (m2) (15B activities only) |
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| Electrical safety requirements – specific to activity 15C and 15D installations |
| * + 1. Was wiring work required for work undertaken in respect of the above installation?
 | [ ]  Yes [ ]  No |
| * + 1. If yes to the above, please provide certificate of electrical safety number:
 |
| * + 1. State the method of decommissioning (activity 15C only):
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| Form of benefit provided |
|  Upfront cash  Price reduction  Delayed cash  Free installation  Other (please describe) |
| Amount of benefit provided for assignment of certificates: |

### Part B: Declaration by installer/electrician\*

*\* (if an installation is undertaken under 15D, this declaration must be signed by an electrician)*

I hereby declare that:

* I have installed the above product(s) in residential premises
* I have installed the above product(s) according to the manufacturer’s instructions
* 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
* in the case of schedule 15D, I am a licensed electrician and the installation meets all mandatory industry standards
* where decommissioning of an existing product applies, the product(s) replaced as part of this installation was not installed for the purposes of being decommissioned as part of this installation (i.e. the baseline environment has not been altered prior to this installation)
* the product(s) replaced as part of this installation was not installed for the purposes of being decommissioned as part of this installation (i.e. the baseline environment has not been altered prior to this installation)
* the premises upgraded is predominantly heated by electricity or gas
* the information provided is complete and accurate and I am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target Act 2007
* the installed product(s) do not result in the volume of air that is exchanged at the premises each hour being less than 50% of the volume of the premises.

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| Signature: Date: |

## Section 3: Consumer details and declaration

### Part A: Consumer details

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| Consumer details  |
| Name: |
| Phone number: |
| 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\*\*:  |
| *\*\* only required where wiring work has been undertaken* |

### Part B: Declaration by consumer

I hereby declare that:

* I am the tenant/landlord/owner (*please delete as appropriate*) of the residence at the above installation address
* the premises upgraded is predominantly heated by electricity or gas
* the information provided by the installer in Section 2 is correct and complete
* where decommissioning of an existing product applies, the product(s) replaced as part of this installation was not installed for the purposes of being decommissioned as part of this installation (i.e. the baseline environment has not been altered prior to this installation)
* I understand that by signing this form I am assigning the right to create certificates for the installation to **<insert name of accredited person>**
* I have received an identifiable benefit from **<insert name of accredited person>** in exchange for assigning my rights to create the certificates for the above installation
* the Essential Services Commission has the right to inspect the installation with reasonable notice
* I understand that information on this form will be disclosed to the Essential Services Commission for the purpose of creating 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.

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| Signature: Date: |

END OF TEMPLATE