VEEC Assignment Form Template: Destruction of Pre-1996 Refrigerator or Freezer (Activity 19) – Business and Non-Residential Premises

Version 1.0 – 10 December 2018

**Instructions for accredited persons (APs) 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: Activity details and accredited person or agent declaration**

**Part A: Activity details**

*(Part A is usually completed by the person removing the refrigerator / freezer from the premises, or the person to whom the refrigerator / freezer was first delivered after it was removed from the consumer’s premises. However, it may also be completed by the accredited person or their agent prior to destruction.)*

|  |
| --- |
| Activity details |
| Address of consumer’s premises: |
| Activity date[[1]](#footnote-1): |
| Was this activity undertaken at a scheduled activity premises? [ ] Yes [ ] No |

|  |
| --- |
| Accredited person or agent details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |

|  |
| --- |
| Refrigerator/freezer details |
| Type of refrigerator/freezer: [ ]  Single door [ ]  Two door |
| Brand and model: Serial number: |
| Location of serial number on refrigerator / freezer: |
| Year of manufacture (where possible): |
| Method of determining refrigerator/freezer was manufactured pre-1996: |
| Method of determining whether refrigerator was in working order: |

|  |
| --- |
| Licensed refrigerant handler details |
| Name of licence holder: |
| Licence number: Contact number: |

|  |
| --- |
| 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 of accredited person or agent:**

I hereby declare that:

* the above product has been removed from the consumer’s premises and the product has been destroyed in accordance with the requirements of the Victorian Energy Efficiency Target (VEET) Act 2007
* 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 a manufactured before 1996
* the scheduled substances contained within the refrigerator or freezer listed above have or will be disposed of in accordance with the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989of the Commonwealth
* I am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target (VEET) Act 2007.

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

**Section 3: Consumer details and declaration**

**Part A: Consumer details**

*(The consumer of gas or electricity associated with the use of the refrigerator / freezer, at the original premises from which it was removed)*

|  |
| --- |
| 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.*  |

**Part B: Declaration by authorised signatory**

I hereby declare that:

* I am authorised to sign on behalf of the above entity
* the entity listed above is the tenant/landlord/owner *(please circle as appropriate)* at the above address
* the information provided by the installer in Section 1 is correct and complete
* I understand that by signing this form I am assigning the right to create certificates for the destruction of the refrigerator or freezer 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 refrigerator / freezer has been removed from the above residential premises by **<insert name of accredited person>**
* 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 (VEET) Act 2007 and for related verification, audit and scheme monitoring purposes
* I am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target (VEET) Act 2007.

|  |
| --- |
| Signature: Date: Name: Position:Company name: Phone number: |

**Part C: Third party details (if applicable)**

*(Where a third party or agent of the AP receives the refrigerator / freezer on behalf of the consumer (e.g.: consumer’s refrigerator is taken to a recycling centre, local council or waste disposal site from which it is collected by the AP for destruction), the third party details should also be recorded)*

|  |
| --- |
| Agent details  |
| Business/company name: |
| Business/company type: |
| Phone number: |
| Address: |
| Date refrigerator received from consumer (if known): |

**Appendix A: Industries/business types**

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

1. This is either the day the fridge was removed or the day it was degassed, whichever is the latter date [↑](#footnote-ref-1)