# VEEC Assignment Form Template: Water Efficient Pre-Rinse Spray Valve (Activity 36) – Business and Non-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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| --- |
| Installer details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |
| Plumber licence number (if applicable): |

|  |
| --- |
| Pre rinse spray valve details |
| Brand: Model: |
| Number installed: |
| Location(s) at premises where spray valves have been installed:  |

|  |
| --- |
| Decommissioning summary (if applicable)  |
| The existing spray valve has a water efficiency star rating of: |
| Where no star rating can be identified, the flow rate of the existing spray valve is (L/minute):  |
| Method of decommissioning: |
| Quantity decommissioned: |
| Is a backflow device or vacuum breaker installed at the premises? [ ]  Yes, already installed [ ]  Yes, included in this installation (plumber licence number required above) [ ]  No |
| Please specify what method was used to decommission the product: |

|  |
| --- |
| Installation certificate details |
| Is a VBA Compliance Certificate required for the work undertaken? YesNo |
| VBA Compliance Certificate number: |

|  |
| --- |
| Schedule Activity Premises |
| Was this activity undertaken at a scheduled activity premises? [ ]  Yes [ ]  No |

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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

I hereby declare that:

* I have installed the above product at the stated premises where no pre rinse spray valve was previously installed, or in the place of a pre rinse spray valve that did not have a 4 star or higher water efficiency rating in accordance with AS/NZS 6400:2005
* The installation meets the requirements of AS/NZS 3500 and the Plumbing Regulations 2008
* The installed product has a minimum star rating of 6 stars, determined in accordance with AS/NZS 6400
* where applicable the consumer has been informed that a VBA Compliance Certificate and/or Certificate of Electrical Safety is required for the work undertaken and will provided a copy of the relevant certificate within five working days of installation
* 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
* I have confirmed with the authorised signatory the product installed is suitable for intended use
* the authorised signatory has been informed of the requirements of the product, such as the need for a backflow device or vacuum breaker, and has been made aware of the consequences of not having such a device installed
* where a pre rinse spray valve has been replaced, it has been removed from the stated premises and will be decommissioned
* 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 installation meets all relevant standards, building codes and local council requirements
* 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 (VEET) 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.* |
| Installation address: |
| Installation date: |
| Have you had an installation done in the past? [ ]  Yes [ ]  No |
| If you answered yes to the above question, please provide reason(s) for the subsequent visit(s) |
| I have been informed that a VBA Compliance Certificate is required for the work undertaken and that I will be provided a copy of the relevant certificate: [ ]  Yes [ ]  No |

### Part B: Declaration by authorised signatory

I hereby declare that:

* I am the 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 tenant/landlord/owner *(please circle as appropriate)* 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
* 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
* 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 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 program 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*.*

|  |
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| 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