# VEEC Assignment Form Template: Commercial and industrial Heat Pump Water Heater Activity (Activity 44) - Business and Non-Residential Premises

#### Version 1.7– 24 July 2025

**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 is 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 of signing (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 or a cash-back arrangement).

You are responsible for ensuring you are satisfied with the terms of the assignment of certificates to **<insert name of accredited person>,** the accredited provider (as detailed below) prior to proceeding with the activity.

If you experience any issues with the outcome of this activity, you should contact **<insert name of accredited person>** to resolve the matter. For any outstanding issues, you can contact program staff members at the Essential Services Commission, the government body responsible for administering the program, by sending an email to [veu@esc.vic.gov.au](mailto:veu@esc.vic.gov.au).

## Section 2: Installation details and upgrade manager declaration

### Part A: Installation details

|  |  |
| --- | --- |
| Installation details | |
| Installation address: | |
| Installation date: | |
| Was this activity undertaken at a scheduled activity premises? Yes No | |
| Type of premises | Business/non-residential  Common area of multi-residential dwelling |

|  |
| --- |
| Upgrade manager details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |

|  |
| --- |
| Electrician details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |
| Electrician licence number: |

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| --- |
| Registered plumber details[[1]](#footnote-2) |
| Name: |
| Company name: |
| Company address: |
| Phone number: |
| Plumbing registration number: |

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| --- |
| Licensed Plumber details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |
| Plumber licence number: |

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| Refrigerant handling details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |
| Refrigerant handling licence number: |

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| --- |
| Certificate details (if required) |
| Victorian Building Authority (VBA) certificate of compliance: |
| Certificate of electrical safety (COES) number: |

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| Commercial and industrial heat pump upgrade scenarios (tick all that apply) |
|  44A(i) – Decommissioning a gas-fired water boiler/heater(s) and installing air source heat pump water heater(s) |
|  44A(ii) – Decommissioning an electric resistance water boiler/heater(s) and installing air source heat pump water heater(s) |
|  44A(iii) – Installing air source heat pump water heater(s) |

|  |  |
| --- | --- |
| Decommissioned product details (44A(i) and 44A(ii) only) (duplicate as required) | |
| Product brand: Product model: | |
| Serial number: | |
| Gas-fired hot water boiler | Gas-fired water heater |
| Electric resistance hot water boiler | Electric resistance water heater |
| Boiler/heater year of manufacture: Method of decommissioning: | |
| Quantity: | Thermal capacity (kW): |

|  |  |  |  |
| --- | --- | --- | --- |
| 44A(i), 44A(ii) & 44A(iii): Installed product details (duplicate as required) | | | |
| Product brand: | | | Product model: |
| Serial number: | | | Year of manufacture: |
| Tank |  New |  Existing |  |
| Tank brand: | | | Tank model: |
| Refrigerant: Type: | | | Charge: |
| Quantity: | | | |

|  |  |
| --- | --- |
| Attachments |  |
| Tax Invoice/proof of purchase: | YesNo |
| Technical sheets/manufacturers specifications | YesNo |
| Photographic evidence (as per activity guide): | YesNo |
| Certificate of electrical safety | YesNo |
| VBA compliance certificate | YesNo |

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| Co-payment details (includes product and labour/ installation costs) [[2]](#footnote-3) |
| Price of installed product(s) including GST (before VEEC incentive): $ |
| Consumer payment for installed product(s) including GST (after VEEC incentive)[[3]](#footnote-4): $ |

|  |
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| Form of benefit provided |
|  Upfront cash  Price reduction  Delayed cash  Other (please describe) |
| Amount of benefit provided for assignment of certificates: |

### Part B: Declaration by upgrade manager

I declare that:

* all persons involved in above upgrade are licensed or registered to carry out the required work
* 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 be provided a copy of the relevant certificate within five working days of installation
* the product was installed as modelled for listing in the Register of Products, except where an existing storage tank is used in place of a modelled component for activity 44A(i) and 44A(ii)
* where an existing storage tank is used with the installed product(s), the tank:
  + was manufactured less than 10 years before the existing product is decommissioned
  + has a volume that is greater than or equal to the volume of the modelled tank component
  + is insulated
* the product(s) was installed in accordance with manufacturer’s guidelines, relevant standards and legislation, including the *Electricity Safety Act 1998*, the *Gas Safety Act 1997*, the *Occupational Health and Safety Act 2004* and the *Building Act 1993*, and regulations made under those acts.
* the product has been installed at the stated premises which is a business or non-residential premises or the common area(s) of a multi-residential building
* 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 decommissioned hot water heater or boiler is at least 10 years old
* any product 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 consumer has paid a minimum co-payment amount of $1,000 (including GST) per installed product.
* I have provided the consumer with a copy of the warranty (with a minimum period of 5 years) for any installed heat pump water heater product(s) with an average insulated storage volume not exceeding 700 litres.
* the installation meets all relevant laws, standards and building codes.
* the information supplied in this form is complete and accurate and I am aware that it is an offence to provide false or misleading information to the Essential Services Commission under the *Victorian Energy Efficiency Target Act 2007*.

|  |  |
| --- | --- |
| Name: |  |
| Upgrade manager 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.* |

### Part B: Declaration by consumer or authorised representative

I declare that:

* I am the energy consumer or I am authorised to make this declaration on behalf of the above entity that is the consumer
* the above entity is the energy consumer of the premises at the above installation address
* 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 product(s) replaced as part of this installation was not installed for the purposes of being decommissioned as part of this installation
* to the best of my knowledge, the information provided by the installer in Part A, Section 2 is complete and accurate
* I understand that by signing this form I am assigning the right to create certificates for the installation to **<name of accredited person>**
* I have received an identifiable benefit from **<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 understand that the Essential Services Commission may use the details provided on this form to issue commission correspondence.
* I am aware that it is an offence to provide false or misleading information to the Essential Services Commission or any person exercising powers under or in connection with the Victorian Energy Efficiency Target Act 2007.

|  |  |
| --- | --- |
| Consumer (or authorised representative) signature:  Name:  Company name: | Date:  Position:  Phone number: |
| Email address: | |

**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 & 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. These fields are only required to be included/completed if installer undertaking the upgrade and signing this form is a registered plumber (not a licensed plumber) [↑](#footnote-ref-2)
2. This information is not required to be recorded on the VEEC assignment form if recorded in the invoice for the activity. [↑](#footnote-ref-3)
3. A minimum co-payment amount of $1,000 (including GST) must be made per installed product. [↑](#footnote-ref-4)