# VEEC Assignment Form Template: Space Heating (Activities 5, 7, 9, 10 and 23) – Business and Non-Residential Premises

#### Version 1.2 – 1 July 2022

**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 Victorian energy efficiency certificate (VEEC) 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, accredited person declaration and installer declaration

### Part A: Installation details

|  |
| --- |
| Installation details  |
| Installation address: |
| Installation date: |
| Was this activity undertaken at a scheduled activity premises?  | [ ]  Yes [ ]  No |

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

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

|  |
| --- |
| Space heater product details |
| Brand: Product model: |
| Decommissioned product[ ]  Ducted gas [ ]  A Central electric resistance (floor area at least 100m2[ ]  Ducted air to air heat pump [ ]  A hard-wired electric room heater[ ]  An existing gas or LPG room heater[ ]  A room air to air heat pump[ ]  A plug in electric heater used as the main form of heating the premises[ ]  A wood fired room heater used as the main form of heating the premises[ ]  A refrigerative air conditioner that is not located in a bedroom or a room less than 20m2[ ]  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_[ ]  No product decommissioned | Installed product[ ]  5A: Ducted gas heater[ ]  7A: Ducted air to air heat pump[ ]  9A: Gas or LPG heater that is flued[ ]  10A: Air to air heat pump (not ducted)[ ]  23A: Ducted evaporative cooler |
| Please specify method used to decommission the product: |
| For decommissioning electric resistance heaters (activities 5 and 7 only), please provide the floor area that the decommissioned product heated: |

|  |  |
| --- | --- |
| Installation certificate details  |  |
| Is a VBA Compliance Certificate required for the work undertaken?  | [ ]  Yes [ ]  No |
| Is a Certificate of Electrical Safety required for the work undertaken?  | [ ]  Yes [ ]  No |
| Certificate of Electrical Safety number: |
| VBA Compliance Certificate 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 by accredited person

**<insert name of accredited person>**declares that it has ensured that it, and all scheme participants, have complied with the code of conduct at all times during regulated actions and prescribed activities.

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

### Part C: Declaration by installer

I hereby declare that:

* I am licensed to undertake the installation of the above product
* 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
* 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 product has been installed at the stated premises
* where applicable, the existing product has been removed and/or rendered permanently inoperable
* where activity scenario 9A(iii) or scenario 10A(iii) has been undertaken, if the wood fired heater is a fireplace, I am appropriately qualified to decommission fireplaces
* 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)
* where activity scenario 10A(iv) or scenario 10A(v) has been undertaken, I have decommissioned two different products
* 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 Act 2007.

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

## Section 3: Consumer details and declaration

### Part A: Consumer details

|  |  |
| --- | --- |
| 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.*  |
| Have you received a Certificate of Electrical Safety for the work?  | [ ]  Yes [ ]  No |
| Have you received a VBA Compliance Certificate for the work?  | [ ]  Yes [ ]  No |
| I have been informed that a VBA Compliance Certificate and/or Certificate of Electrical Safety is required for the work undertaken and that I will be provided a copy of the relevant certificate:  | [ ]  Yes [ ]  No |
| 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 energy 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 energy consumer 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
* 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 product to **<insert name of accredited person>**
* the above entity has received an identifiable benefit from **<insert name of accredited person>** in exchange for assigning its right to create the certificates for the above product
* 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.

|  |  |
| --- | --- |
| 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