

# VEEC Assignment of Rights Form

## Commercial Lighting Upgrade (34)

### Business and non-residential premises



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## Section 1 - Introductory Information

Energy consumers in respect of whom a prescribed activity is undertaken can create Victorian energy efficiency certificates (VEECs) under the *Victorian Energy Efficiency Target Act 2007* (the Act). One VEEC represents one tonne of carbon dioxide equivalent (CO<sub>2</sub>-e) to be reduced by the prescribed activity undertaken by the consumer.

Energy consumers or their authorised signatories are able to assign their right to create VEECs to an Accredited Person. In assigning their right to an Accredited Person, the Accredited Person will be entitled to create and own the certificates in respect of the prescribed activity undertaken by the consumer. In return, the Accredited Person should provide consumers with an identifiable benefit for the assignment, such as a price reduction on a product, free installation or a cash-back arrangement. Energy consumers should be aware that it is their responsibility to negotiate satisfactory terms with the Accredited Person in return for assigning their right to create VEECs.

## SECTION 2 – Mandatory Fields for Assignment (Parts A, B, C, D & E)

### PART A: Eligibility Checklist

Upgrade Eligibility Factors	Tick
The site is <b>not</b> compulsorily registered on the EREPs register under the Environment and Resource Efficiency Plans Program administered by the Environment Protection Authority.	
The site <b>is</b> a Class 3, 5, 6, 7, 8, 9 or 10(b) building, or the common area of a Class 2 building, as defined by the Building Code of Australia (BCA) 2008.	

### PART B: Personnel Details - Upgrade Manager, Electrician and Subcontractors

Upgrade Manager			
Name:			
Company name:			
Company address:			
Phone number:			
Electrician			
Name:			
Electrician license number:			
Certificate of electrical safety number (CoES):	<i>(if required)</i>		
Electrician signature:	<i>(if no CoES issued for upgrade)</i>	Date:	

Contractual Arrangements			
Who conducted the physical installation of the lighting equipment for this? Please tick one only			
Direct employees of AP:	<input type="checkbox"/>	All works subcontracted:	<input type="checkbox"/>
Mix of direct employees of AP and individual subcontractors:	<input type="checkbox"/>	Employees of the energy consumer (client):	<input type="checkbox"/>
Mix of direct employees of AP and a subcontracted company:	<input type="checkbox"/>	Other arrangement:	<input type="checkbox"/>
If other, please describe:	<input type="text"/>		

### PART C: Upgrade Details

Site Summary		
Own reference (to be used on all documentation associated with upgrade):	<input type="text"/>	
Floor space of the premises (m <sup>2</sup> ):	<input type="text"/>	
Floor space of the upgraded section (m <sup>2</sup> ):	<input type="text"/>	
Is the lighting upgrade at this site undertaken as part of building work which requires a building permit according to the <i>Building Act 1993</i> and the <i>Building Regulations 2006</i> ?	<b>Y / N</b>	
Decommissioning Summary		
Items	Total # decommissioned	Decommissioning method
Lamps:	<input type="text"/>	<input type="text"/>
Ballasts/Transformers:	<input type="text"/>	<input type="text"/>
Installation Summary		
Items	Total # installed	
Lamps:	<input type="text"/>	
Control gear (ballast/transformer/driver):	<input type="text"/>	
T5 adaptors:	<input type="text"/>	
Lighting control devices:	<input type="text"/>	

## SECTION 3 – General Compliance Information (Parts A, B, C, D, E)

### PART A: Upgrade Data Summary

*For each upgrade, you must maintain a data summary sheet modelled on the templates provided on the VEET website. The data summary sheet contains all information necessary to create certificates for the upgrade. Separate templates are provided for J6 and non-J6 upgrades. You must ensure you use the appropriate template. The completed upgrade data summary forms part of the documentation pack you must compile for each upgrade.*

VEET Upgrade Data Summary	Tick
An upgrade data summary has been completed and sighted by the authorised signatory.	<input type="checkbox"/>

**PART B: AS/NZS 1680 Compliance Declaration**

*For each upgrade, you must complete an AS/NZS 1680 Compliance Declaration modelled on the template provided on the VEET website. The template must be accompanied by various attachments, including a lux report or output report from lighting design software. The completed AS/NZS Compliance Declaration forms part of the documentation pack you must compile for each upgrade.*

AS/NZS 1680 Compliance Declaration	Tick
An AS/NZS 1680 Compliance Declaration has been completed and signed by the authorised signatory.	

**PART C: Documentation Pack**

*For each upgrade, you must create a documentation pack that includes all the compulsory documentation listed on Documentation Pack Coversheet and the Explanatory Note – Compliance Requirements for Accredited Persons by Prescribed Activity. Both of these documents are available from the VEET website.*

Documentation Pack	Tick
All the information necessary to compile the Documentation Pack for this upgrade has been compiled, including the Documentation Pack Coversheet.	

**PART D: Form of Benefit Provided to Energy Consumer**

The following benefit has been provided to the Energy Consumer			
Upfront cash		Price reduction	
Delayed cash		Free installation	
Other (please describe			
Amount of benefit provided for assignment of right to create certificates			
Amount:	\$		

## PART E: Declaration by Upgrade Manager

### Declaration by Upgrade Manager

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I hereby declare that:

- The above lighting upgrade was undertaken in the stated premises in accordance with the requirements of the *Victorian Energy Efficiency Target Act 2007* (the Act) and the *Victorian Energy Efficiency Target Regulations 2008* (the Regulations).
- I confirm that the above lighting upgrade was not undertaken in a premise compulsorily registered on the EREPs register under the Environment and Resource Efficiency Plans Program administered by the Environment Protection Authority.
- All of the above information (and the information contained in the associated upgrade data summary and AS/NZS 1680 compliance declaration) relating to the lighting upgrade at the nominated address is true and accurate.
- Any installed lighting control device, including any voltage reduction unit (VRU), is appropriate for use with the type of lamps it is required to control.
- This assignment form does not record information about any VRU that was installed during this upgrade in conjunction with electronic ballasts (such installations being ineligible for VEECs).
- All products listed above have been installed according to the manufacturer's guidelines.
- The above installation was undertaken by someone who is appropriately licensed, for which evidence has been provided (license number, certificate of electrical safety).
- This installation, including any wiring work, meets all the relevant standards and guidelines.
- All of the documentation relating to this lighting upgrade will be kept in accordance with the record keeping requirements of the Act and the Regulations.
- 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 Act.

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**Upgrade Manager signature:**

**Date:**

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## SECTION 4 – Mandatory Form Fields and Declaration (Parts A & B)

*(energy consumer or authorised signatory to complete)*

### PART A: Energy 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 the appended table in *Appendix A* of this form. You will be required to select an option from this list of 44 predetermined industry/business types for each installation on the VEEC Creation Application).

Installation address: \_\_\_\_\_

Number of levels included: \_\_\_\_\_

Upgrade project commencement date: \_\_\_\_\_

Upgrade project completion (activity) date: \_\_\_\_\_

Postal address (if different from installation address): \_\_\_\_\_

Have you received a certificate of electrical safety for the work?  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 tenant/landlord/owner (please delete as appropriate) of the premises at the above installation address.
- I confirm that the above commercial lighting upgrade was not undertaken in a premise compulsorily registered on the EREPs register under the Environment and Resource Efficiency Plans Program administered by the Environment Protection Authority.
- I have signed this assignment form and confirm that the information provided by the installer in Section 2, Section 3 and any associated appendices is correct and complete.
- I understand that by signing this form I am assigning the right to create VEECs for the above lighting upgrade to Demand Manager Pty Ltd
- The above entity has received an identifiable benefit from Demand Manager Pty Ltd in exchange for assigning its right to create the VEECs for the above lighting upgrade.
- The Essential Services Commission has the right to inspect the installation with reasonable notice.
- The Essential Services Commission has the right to inspect any documentation which relates to the undertaking of a lighting upgrade at the above listed premises, according to the *Victorian Energy Efficiency Target Act 2007* (the Act) and the *Victorian Energy Efficiency Target Regulations 2008* (the Regulations).
- All of the documentation relating to this lighting upgrade will be kept in accordance with the record keeping requirements of the Act and the Regulations.
- I understand that information on this form will be disclosed to the Essential Services Commission for the purpose of creating VEECs under the Act 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 Act.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_ First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

## APPENDIX A – Industries / Business Types

(Please tick one or manually fill in the “Industry / business type” field on page 8)

1	Accommodation Services	<input type="checkbox"/>
2	Administrative & Support Services	<input type="checkbox"/>
3	Agriculture, Forestry and Fishing	<input type="checkbox"/>
4	Arts and Entertainment- Cinema, Art Gallery & Creative	<input type="checkbox"/>
5	Construction- Building & Other	<input type="checkbox"/>
6	Construction- Land & Site Preparation	<input type="checkbox"/>
7	Education- Community	<input type="checkbox"/>
8	Education- Preschool, Childcare & Kindergarten	<input type="checkbox"/>
9	Education- Primary School & High School	<input type="checkbox"/>
10	Education- Tertiary	<input type="checkbox"/>
11	Electricity, Gas, Water & Waste Services	<input type="checkbox"/>
12	Financial Services- Banks	<input type="checkbox"/>
13	Food & Beverage Services	<input type="checkbox"/>
14	Government Bodies & Agencies	<input type="checkbox"/>
15	Hair and Beauty	<input type="checkbox"/>
16	Health Care and Assistance- Hospitals	<input type="checkbox"/>
17	Health Care and Assistance- Medical & Other	<input type="checkbox"/>
18	Information Media and Telecommunications	<input type="checkbox"/>
19	Internet Service Providers & Data Processing Services	<input type="checkbox"/>
20	Library and Other Information Services	<input type="checkbox"/>
21	Manufacturing- Clothing, Textiles & Footwear	<input type="checkbox"/>
22	Manufacturing- Food & Drinks	<input type="checkbox"/>
23	Manufacturing- Furniture	<input type="checkbox"/>
24	Manufacturing- Other	<input type="checkbox"/>
25	Manufacturing- Petroleum & Coal	<input type="checkbox"/>
26	Manufacturing- Pulp, Paper & Paperboard	<input type="checkbox"/>
27	Mining	<input type="checkbox"/>
28	Other	<input type="checkbox"/>
29	Postal Services	<input type="checkbox"/>
30	Professional Services	<input type="checkbox"/>
31	Real Estate Services	<input type="checkbox"/>
32	Rental & Hiring- Property Operators/Hire Facilities	<input type="checkbox"/>
33	Retail Trade- Food Retailing	<input type="checkbox"/>
34	Retail Trade- Fuel Retailing	<input type="checkbox"/>
35	Retail Trade- Motor Vehicle	<input type="checkbox"/>
36	Retail Trade- Online Non Store Based	<input type="checkbox"/>
37	Retail Trade- Store-Based	<input type="checkbox"/>
38	Sports and Recreation- Gym, Sports Clubs & Other	<input type="checkbox"/>
39	Transport Services	<input type="checkbox"/>
40	Warehousing & Storage Services	<input type="checkbox"/>
41	Wholesale Trade- Grocery & Other	<input type="checkbox"/>
42	Wholesale Trade- Machinery & Equipment	<input type="checkbox"/>
43	Wholesale Trade- Motor Vehicle & Parts	<input type="checkbox"/>
44	Wholesale Trade- Other Goods	<input type="checkbox"/>