# VEEC Assignment Form Template: Non-Building Based Lighting Upgrade (Activity 35) – Business and Non-Residential Premises

#### Version 1.6 – 8 April 2024

**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](mailto:veu@esc.vic.gov.au).

## Section 2: Installation details

### Part A: Eligibility checklist

|  |
| --- |
| Upgrade eligibility factors |
| The site is not a scheduled activity premises.  |
| The site is a scheduled activity premises. I declare that the appropriate notification of intention to undertake prescribed activity has been made to the Essential Services Commission and the activity was undertaken after the date of notification pursuant to Regulations 27 and 28 of the Victorian Energy Efficiency Target Regulations 2018.  |

### Part B: Personnel details - Upgrade manager, supervising electrician / line-worker and subcontractors

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

|  |
| --- |
| Supervising electrician / line-worker (installer) |
| Name: |
| Company name: |
| Licence/registration number: |
| Certificate of Electrical Safety number (if applicable): |
| Supervising electrician / line-worker signature: Date: |

|  |
| --- |
| Contractual arrangements |
| Who conducted the physical installation of the lighting equipment for this? (*Please tick one only*) |
| Direct employees of accredited person:  All works subcontracted: |
| Mix of direct employees of accredited person and individual subcontractors:  Employees of the energy consumer (client) |
| Mix of direct employees of accredited person and a subcontracted company:  Other arrangement: |
| If other, please describe: |

### Part C: Upgrade details

|  |
| --- |
| Site and date summary |
| Own reference (to be used on all documentation associated with upgrade): |
| Installation address/location: |
| Upgrade project commencement date: |
| Upgrade project completion(activity) date: |
| Area (space) type: |
| AS/NZS 1158 lighting subcategory or AS 2560 specific lighting application: |
| Sports field lighting level of play (e.g. recreational, amateur, semi-professional or professional): (only applicable to sports field lighting activities): |

|  |  |
| --- | --- |
| Space type(s)/BCA classification(s) requirements |  |
| To determine the area (space) type, I have consulted the Annual Operating Hours in Table 35.9 of the Victorian Energy Upgrades Specifications 2018 or the Non-building Based Lighting Upgrade Activity Guide | Yes  No |
| I have consulted the AS/NZS 1158 / AS 2560 standard series to determine the relevant part of the standard and lighting category specification required for the area (space) type. | Yes  No |

### Part D: Decommissioning summary

|  |  |  |
| --- | --- | --- |
| Items | Total # decommissioned | Decommissioning method |
| Lamps: |  |  |
| Luminaires: |  |  |
| Ballast/transformers: |  |  |

### Part E: Installation products summary

|  |  |
| --- | --- |
| Items | Total # installed |
| Lamps: |  |
| Luminaires: |  |
| Control gear (ballast/transformer/driver): |  |
| Lighting control devices: |  |

## Section 3: Installer declaration

### Part A: AS/NZS 1158 / AS 2560 compliance declaration

For each upgrade, you must complete a compliance declaration modelled on the templates found at: www.esc.vic.gov.au/veu. The template must be accompanied by the attachments outlined in the compliance declaration template.

|  |  |
| --- | --- |
| Document requirement |  |
| An AS/NZS 1158 or AS 2560 compliance declaration has been completed and signed by the authorised signatory, lighting designer and upgrade manager (circle which compliance declaration has been provided). | Yes  No |

### Part B: Training identification matrix and installer qualification declaration

For each upgrade, you must complete a training identification matrix and installer declaration modelled on the template found at [www.esc.vic.gov.au/non-building-based-lighting](http://www.esc.vic.gov.au/non-building-based-lighting)

|  |  |
| --- | --- |
| Document requirement |  |
| The training identification matrix and installer qualifications declaration has been completed and signed by the upgrade manager and accredited person. | Yes  No |

### Part C: 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 D: Declaration by upgrade manager

I declare that:

* the above lighting upgrade was undertaken in the stated site in accordance with the requirements of the *Victorian Energy Efficiency Target Act 2007* and the Victorian Energy Efficiency Target Regulations 2018
* 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
* all of the above information (and the information contained in the associated training identification matrix and installer qualification declaration, and AS/NZS 1158 / AS 2560 compliance declaration) relating to the lighting upgrade at the nominated address/site is true and accurate
* the above installation was undertaken by installers who are appropriately licensed and trained, for which evidence has been provided
* where decommissioning of an existing product applies, the product(s) replaced as part of this installation were 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 and have complied with all relevant requirements set by the Environment Protection Authority in their Waste Management Policy (E-waste)
* this installation, including any wiring work, meets all the relevant standards and guidelines
* I have informed the energy consumer of their consumer rights in relation to this commercial transaction and that all liability in regards to the correct and safe installation of products lies with **<insert name of accredited person>**
* I have records of the lighting upgrade that meet the requirements specified in the evidentiary requirements
* all of the documentation relating to this lighting upgrade will be kept in accordance with the record keeping requirements of the *Victorian Energy Efficiency Target Act 2007* and the Victorian Energy Efficiency Target Regulations 2018
* 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*.

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

## Section 4: 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.* |
| Postal address (if different from the 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 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
* 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 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
* if the lighting upgrade involved modification of linear fluorescent luminaires to accept linear LED lamps, I understand that this work may have voided all or part of the original luminaire warranty
* to the best of my knowledge, the information provided by the installer in Section 2 and 3 is complete and accurate
* 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 were 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)
* all of the documentation relating to this lighting upgrade will be kept in accordance with the record keeping requirements of the *Victorian Energy Efficiency Target Act 2007* and the Victorian Energy Efficiency Target Regulations 2018
* 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.*

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

## Appendix A: Industries / business types

***(Please tick one or manually fill in the “Industry / business type” field in Section 4, 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