# VEEC Assignment Form Template: Cold Room Activity (Activity 43) - Business and Non-Residential Premises

#### Version 1.6 – 18 February 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 (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.

### Section 2: Installation details and installer declaration

### Part A: Eligibility checklist

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| Upgrade eligibility factors |
| The site is not a scheduled activity premises. o |
| 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. o |

### Part B: Personnel details

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

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

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| Electrician details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |
| Electrician licence number: |
| Certificate of electrical safety (COES) number (if applicable) |

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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: |
| Victorian Building Authority (VBA) certificate of compliance (if applicable): |

### Part B: Upgrade details

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| Site and date details |
| Installation address: |
| Installation date: |

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| Cold room activity scenarios (tick all that apply) |
|  43A: Cold room - EEV and superheat controller |
|  43B(i): Cold room - three components |
|  43B(ii): Cold room – five components |

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| 43A: Installed product details (duplicate as required) |
|  Cold room operating at or above 0oC (cool room) |
|  Cold room installed or upgraded for the purposes of operating below 0oC (freezers) |
| Cold room internal floor area (in m2): |
| Type of product(s) to be stored in the cold room |
| Upgrade refrigerant type: |
| Product list (provide details for all parts of the product) |
| Electronic expansion valve | Brand: | Model:  |
| Superheat controller | Brand: | Model: |

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| 43B(i): Installed product and details (duplicate as required) |
|  Cold room operating at or above 0oC (cool room) |
|  Cold room installed or upgraded for the purposes of operating below 0oC (freezers) |
| Cold room internal floor area (in m2): |
| Type of product(s) to be stored in the cold room |
| Upgrade refrigerant type: |
| Product list (provide details for the parts that apply to your upgrade as per activity requirements)  |
|  Varying condensing temperature technology products | Brand: | Model: |
|  Compressors  | Brand: | Model: |
|  Electronic expansion valve (EEV)  and  superheat controller | Brand: | Model: |
| Brand: | Model: |
|  EC/VSD condenser fan | Brand: | Model: |
|  EC evaporator fan | Brand: | Model: |

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| 43B(ii): Installed product details (duplicate as required) |
|  Cold room operating at or above 0oC (cool room) |
|  Cold room installed or upgraded for the purposes of operating below 0oC (freezers) |
| Cold room internal floor area (in m2): |
| Type of product(s) to be stored in the cold room |
| Upgrade refrigerant type: |
| Product list (provide details for the parts that apply to your upgrade as per activity requirements)  |
| Varying condensing temperature technology products | Brand: | Model: |
| Compressor | Brand: |  Model: |
| Electronic expansion valve (EEV) and superheat controller | Brand: | Model: |
| Brand: | Model: |
| EC/VSD condenser fan | Brand: | Model: |
| EC evaporator fan | Brand: | Model: |

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| --- | --- |
| Attachments |  |
| Technical specification(s)/data sheet(s):  | YesNo |
| Record of cold room internal dimensions (either specification or drawing and statutory declaration)[[2]](#footnote-3): | YesNo |
| Tax invoice/proof of purchase:  | YesNo |
| Photographic evidence (as per activity guide):  | YesNo |
| Certificate of electrical safety (if applicable): | YesNo |
| VBA compliance certificate (if applicable): | YesNo |

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| Co-payment details (includes product and labour/installation costs)[[3]](#footnote-4)  |
| Price of installed product(s) including GST (before VEEC incentive): $ |
| Consumer payment for installed product(s) including GST (after VEEC incentive)[[4]](#footnote-5): $ |

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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: |

## Section 3: Upgrade manager declaration

I declare that:

* all installers are registered or licenced to undertake the installation of the above products
* the product(s) was installed in accordance with manufacturer’s guidelines, relevant product/installation standards and legislation
* the electronic expansion valve and superheat controller are compatible to be installed together in the refrigeration system of the upgraded cold room
* the installed product(s) is eligible under the Victorian Energy Efficiency Target Regulations 2018
* the installed cold room is not a refrigerated display cabinet; or equipment or a product used exclusively for medical, scientific or research purposes, nor is it a portable or mobile cold room or refrigerated container.
* 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 installation meets all relevant laws, standards and building codes.
* the consumer has paid $500 or more (including GST) for each cold room installed or upgraded (for 43B scenarios only).
* where upgrade is for a cold room operating at below 0oC, I am satisfied the cold room will be used for the purpose of operating below 0oC
* 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*.

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| Upgrade Manager signature: | Date: |

## Section 4: 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 installed cold room is not a refrigerated display cabinet; or equipment or a product used exclusively for medical, scientific or research purposes, nor is it a portable or mobile cold room or refrigerated container.
* to the best of my knowledge, the information provided by the installer in Section 2 is complete and accurate
* 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 **<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*.*

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| 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 4, 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. If specification sheet is not available, a drawing of the internal room dimensions clearly showing the measurements of each area and a statutory declaration that the drawing is an accurate representation of the internal dimensions of the cold room is required. [↑](#footnote-ref-3)
3. This information is not required to be recorded on the VEEC assignment form if recorded in the invoice for the activity. [↑](#footnote-ref-4)
4. For 43B scenarios, minimum amount of $500 (including GST) must be paid by the consumer per cold room installed or upgraded. [↑](#footnote-ref-5)