# VEEC Assignment Form Template: Space Heating and Cooling (Activity 6) – Business and Non-Residential Premises

#### Version 1.4 – 12 December 2024

**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 Victorian energy efficiency certificate (VEEC) represents one tonne of carbon dioxide equivalent (CO2-e) to be reduced by the activity.

You can 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, 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: |

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

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

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

|  |  |
| --- | --- |
| Decommissioning scenario and decommissioned product details | |
| Hard-wired resistance electric room heater only (no refrigerative air conditioner) which is the main form of heating.  Hard-wired resistance electric heater which is the main form of heating any premises and refrigerative air conditioner  Central electric resistance that provides heating to at least 100m2 floor area or slab heater only (no refrigerative air conditioner) which is the main form of heating.  Central electric resistance that provides heating to at least 100m2 floor area or slab heater which is the main form of heating, and refrigerative air conditioner  Ducted reverse cycle air conditioner with is the main form of heating  Non-ducted reverse cycle air conditioner  Ducted gas heater only which is the main form of heating  Ducted gas heater which is the main form of heating any premises and refrigerative air conditioner (whether ducted or not)  Non-ducted gas heater only (no refrigerative air conditioner)  Non-ducted gas heater and refrigerative air conditioner  No decommissioning | |
| Brand | Model |

|  |
| --- |
| Decommissioning and disposal details: |
| Method used to decommission the product(s): |
| Was decommissioned product removed from the premises for disposal? ☐ Yes ☐ No |
| Justification for why it was not safe or practical to remove the product (where product was not removed): |

|  |  |  |
| --- | --- | --- |
| Installed product details | | |
| Product type:  6A: Ducted air to air R < 10 kW  6B(ii): Ducted air to air 25 kW ≤ R < 39 kW  6D: Non-ducted air to air R < 4 kW  6E(ii): Non-ducted air to air 7 kW ≤ R < 10 kW  6G Non-ducted air to air 39kW < R ≤ 65kW | 6B(i): Ducted air to air 10 kW ≤ R < 25 kW  6C: Ducted air to air 39 kW < R ≤ 65 kW  6E(i): Non-ducted air to air 4 kW ≤ R < 7 kW  6F: Non-ducted air to air 10kW ≤ R ≤ 39kW | |
| Brand: Model: | | |
| Serial number(s): | | |
| Sum of the rated heating capacity (in kW) of all installed indoor units (for multi-split systems only): | |  |
| Sum of the rated cooling capacity (in kW) of all installed indoor units (for multi-split systems only): | |  |
| Are all indoor units installed from the same original equipment manufacturer as the connected outdoor unit (for multi-split systems only)? | | ☐ Yes ☐ No ☐ N/A |
| Was ductwork of decommissioned product replaced as part of installation of new product? (for replacement of ducted systems with ducted systems only) | | ☐ Yes ☐ No ☐ N/A |

*Above information (as appropriate) to be recorded for each product installed as part of this assignment of rights*

|  |  |
| --- | --- |
| 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: |

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

### Part B: Declaration by installer

I declare that:

* I am registered or licensed to undertake the installation of the above product(s)
* I am registered or licensed to decommission the replaced product(s), or the replaced product(s) have been decommissioned by an appropriately registered or licensed person
* the product(s) have been installed at the stated premises
* 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
* where existing product(s) were decommissioned as part of this activity:
  + the product(s) replaced as part of this installation were not installed for the purposes of being decommissioned as part of this installation
  + the construction of the premises in which the activity was undertaken was not completed in the two-year period preceding the date the activity was undertaken.
* the waste and/ or debris generated from the activity, including the decommissioned product(s) (where it is practical and safe to remove the decommissioned product(s)), will be removed from the consumer’s premises and will be disposed of in accordance with all applicable waste management requirements under the *Environment Protection Act 2017* and its regulations.
* 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 3: Agreement between installer and consumer on scope of decommissioning work as part of installation

As part of the installation of the new product(s), the installer will: (tick applicable box)

 disable, decommission and remove the replaced product(s) for disposal

 disable and decommission the replaced product(s) so that it cannot be used again, but the product will be left on site as it is not practical and safe for the product to be removed

As part of the installation of the new product(s), the installer will: (tick applicable box)

 undertake, or organise, the completion of all necessary building repair work as part of the installation

 undertake, or organise, the completion of some of the building repair work as part of the installation (list what work will be included and what will not be included)

 not be responsible for undertaking or organising any building repair work as part of the installation

### Part A: Declaration by installer

I declare that:

* I have informed the consumer of the scope of work required to decommission the old product(s) and install new product(s) and the consumer has agreed to the above scope of work

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

### Part B: Acknowledgement by representative of consumer

I acknowledge that:

* the replaced product(s) will need to be decommissioned in a practical and safe manner so that it cannot be used again
* I have been informed and agree to above scope of work being carried out by the installer as part of the decommissioning of the old product(s) and installing new product(s).

|  |  |
| --- | --- |
| 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.* | | |
| 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 |

### Part B: Declaration by Authorised Signatory

I declare that:

* I am the energy consumer or I am the authorised representative of the above entity that is the energy consumer
* 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
* to the best of my knowledge, the information provided by the installer in Part A, Section 2 is complete and accurate
* where existing product(s) were decommissioned as part of this activity, the product(s) replaced as part of this installation was not installed for the purposes of being decommissioned as part of this installation
* the waste and/or debris generated from the activity, including the decommissioned product(s) (where it is practical and safe to remove the decommissioned product(s)), have been removed from the premises
* 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 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 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

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 captured on the VEEC assignment form if captured in the invoice for the activity. [↑](#footnote-ref-3)
3. Minimum amount of $200 (including GST) must be paid by the consumer for each installed product from 1 February 2025. [↑](#footnote-ref-4)