# VEEC Assignment Form Template: Replacing a Gas or LPG Water Heater (Activities 3C and 3D) – Residential Premises

#### Version 1.2 – 7 December 2023

**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).

**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.

## Section 2: Installation details and installer declaration

### Part A: Installation details

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| Installation details |
| Installation address: |
| Installation date: |

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

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

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

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| What activity has been conducted? |
| 3C – Water heating – Heat pump replacing gas/ LPG  |
| 3D – Water heating – Electric boosted solar replacing gas/LPG  |

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| --- |
| Decommissioned product details |
| Type of system being replaced  |  Storage or  Instantaneous |
| Size of tank being replaced (if storage) |  Less than 150 litres 150L to 225 litres 225 to 300 litres More than 300 litres |

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| Please specify the method used to decommission the product: |
|  |

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| Installed product details |
| Brand:  | Model: |
| Serial number(s): |
| Heat pump model number: | Tank model number: |

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

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| Pre-installation and installation sizing details  |
| Number of bedrooms in the premises:  |  1-2  3  4  5 or more |
| Do the product(s) installed match the recommended tank size listed in the Water Heating Consumer Fact Sheet? YesNo |
| \*If ‘no’, please provide the reason why the recommended tank size was not installed: |

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| 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 |
| VBA Compliance Certificate number: |
| Certificate of Electrical Safety number: |

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| 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 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 in a residential 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
* the product(s) replaced as part of this installation were not installed for the purposes of being decommissioned as part of this installation
* I have provided the consumer with the VEU Water Heating Consumer Fact Sheet and have
	+ provided them clear and accurate information on the suitability of the product(s) to be installed to meet their water heating needs.
	+ advised them on whether the size of the product(s) to be installed is consistent with the size recommended in the fact sheet
* the waste or debris generated from the activity, including the decommissioned product(s) (where it is practical and safe to remove the decommissioned product), 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 construction of the premises in which the activity was undertaken was not completed in the two-year period preceding the activity
* the installation meets all relevant laws, standards and building codes
* 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*.*

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| --- | --- |
| 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 all applicable boxes)

 remove the product(s), if it is practical and safe for the product to be removed

 disable and/or decommission the product(s) in a practical and safe manner so that it cannot be reused again, but the product will be left on site as it is not practical and safe for the product to be removed

 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 above scope of work

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

### Part B: Acknowledgement by consumer

I acknowledge that:

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

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| Signature: | Date: |

## Section 4: Consumer details and declaration

### Part A: Consumer details

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| Consumer details |
| Name: |
| Phone number: |
| Have you received a VBA Compliance Certificate for the work?  Yes  No |
| Have you received a Certificate of Electrical Safety 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 provided with the VEU Water Heating Consumer Fact Sheet and have been provided clear information to assist me in choosing the appropriate sized hot water system for my water heating needs |  Yes  No |
| I have been informed whether the size of the installed product is consistent with the size recommended in the VEU Water Heating Consumer Fact Sheet |  Yes  No |

### Part B: Declaration by consumer

I declare that:

* I am the energy consumer of the residence at the above installation address
* the information provided by the installer in Part A, Section 2 is correct and complete
* 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 or debris generated from the activity, including the decommissioned product(s) (where it is practical and safe to remove the decommissioned product(s)), has been removed from the premises
* 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 am aware that penalties can be applied for providing misleading information in this form under the Victorian Energy Efficiency Target Act 2007*.*

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

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-1)