# VEEC Assignment Form Template: Public Lighting Upgrade (Activity 27) – Business and Non-Residential Sector

#### Version 1.2 – 1 July 2022

**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 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: 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: |

### Part B: Upgrade details

|  |
| --- |
| Site summary |
| Own reference (to be used on all documentation associated with upgrade): |
| Upgrade site location: |
| Upgrade project commencement date: |
| Upgrade project completion (activity) date: |
| Installation undertaken on lighting assets owned by:  DNSP Council  RRA |
| Area (space) type:  Road (not traffic signals)  Public/outdoor space (not sports field) |
| AS/NZS 1158 lighting subcategory: |

### Part C: Decommissioning summary

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

### Part D: Installation summary

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

### Part E: 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: |  |

## Section 3: Accredited person declaration and installer declaration

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

For each upgrade, you must complete a compliance declaration template. The template must be accompanied by the attachments outlined in the template.

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

### Part B: Declaration by accredited person

**<insert name of accredited person>**declares that it has ensured that it, and all scheme participants, have complied with the code of conduct at all times during regulated actions and prescribed activities.

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

### Part C: Declaration by upgrade manager

I hereby 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
* all of the above information (and the information contained in the AS/NZS 1158 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)
* any installed lighting control device is compatible with the type of lamps it is required to control
* this installation, including any wiring work, meets all the relevant standards and guidelines
* 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 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.

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

## Section 4: Consumer details and declaration

### Part A: Consumer details

|  |
| --- |
| Consumer details |
| Business/company name: |
| ABN / ACN:  |
| 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
* 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
* I have signed this assignment form and confirm that the information provided by the installer in section 2, section 3 and any associated attachments is correct and complete
* 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)
* 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.

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

END OF TEMPLATE