# VEEC Assignment Form Template: Home Energy Rating Assessment (Activity 45) – Residential Premises

#### Version 1.0 – 29 June 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
* 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 executed 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 the form (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 assessment 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 – Assessment details, accredited person declaration and assessor declaration

Part A: Assessment details

|  |
| --- |
| Assessment details  |
| Assessment address:  |
| Assessment date: |
| Scorecard certificate assessment number:  |
| Building class: [ ]  Class 1a (detached dwelling / townhouse) [ ]  Class 2 (apartment / flat)  |

|  |
| --- |
| Assessor details  |
| Name:  |
| Company name:  |
| Assessor number:  |
| Phone number:  |

|  |
| --- |
| Form of benefit provided  |
| [ ]  Price reduction [ ]  Delayed cash [ ]  Free assessment [ ]  Other (please describe) |
| Amount of benefit provided for assignment: |

### Part B: Declaration by assessor

I declare that:

* I have completed an assessment at the consumer premises, the assessment meeting all relevant requirements under the Scorecard assessment program
* I have complied with both the Scorecard program’s code of conduct and the VEU program’s code of conduct
* the assessment has been undertaken in a residential premises classified as a Class 1a or 2 building (under Part A6 of Volume One of the Building Code), and which is not situated on retirement village land (within the meaning of the Retirement Villages Act 1986)
* I acknowledge that that it is an offence to knowingly provide false and misleading information in this form.

|  |
| --- |
| Assessor signature: Date: |

## Section 3 – Consumer details and declaration

### Part A: Consumer details

|  |
| --- |
| Consumer details  |
| Name: |
| Phone number: |
| Have you had a Scorecard assessment done at this premises as part of the VEU program in the past five years?  | [ ]  Yes [ ]  No |
| I consent to being contacted about products or services that aim to increase the energy performance rating of my home  | [ ]  Yes [ ]  No |

### Part B: Declaration by consumer

I declare that:

* I am the energy consumer of the residence at the above address
* the assessor completed an assessment at the premises at the above address
* I have received an identifiable benefit from **<insert name of accredited person>** in exchange for assigning my rights to create the VEECs for the above Scorecard assessment
* I understand that by signing this form I am assigning the right to create certificates for the product to **<insert name of accredited person>**
* 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 information on this form may also be disclosed by the Essential Services Commission to the Department of Energy, Environment and Climate Action 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*.*

|  |
| --- |
| Consumer signature: Date: |

END TEMPLATE