

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 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 **Homelab**, 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 **Homelab** 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****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:

Plumber details

Name:

Company name:

Company address:

Phone number:

Plumbing licence number:

Space heater product details

Brand:

Product model:

Decommissioned product

- Ducted gas
- A Central electric resistance (floor area at least 100m²)
- Ducted air to air heat pump
- A hard-wired electric room heater
- An existing gas or LPG room heater
- A room air to air heat pump
- A plug-in electric heater used as the main form of heating the premises
- A wood fired room heater used as the main form of heating the premises
- A refrigerative a/c that is not located in a bedroom or a room less than 20m²
- No product decommissioned

Installed product

- 5A: Ducted gas heater
- 7A: Ducted air to air heat pump
- 9A: Gas or LPG heater that is flued
- 10A: Air to air heat pump (not ducted)
- 23A: Ducted evaporative cooler

Note: Items in green are eligible for SBESP vouchers.

Please specify method used to decommission the product:

For electric resistance heaters (activities 5 and 7 only), please provide floor area that the decommissioned product heated:

Installation certificate detailsIs a VBA Compliance Certificate required for the work undertaken? No Yes, Number:Is a Certificate of Electrical Safety required for the work undertaken? Yes No, Number:

Form of benefit: Delayed Cash Amount of benefit provided for assignment of certificates:

Part B: Declaration by installer

I hereby declare that:

- I am licensed to undertake the installation of the above product
- 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
- the product has been installed at the stated premises
- where applicable, the existing product has been removed and/or rendered permanently inoperable
- where decommissioning of an existing product applies, the product(s) replaced as part of this installation was 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)
- the installation meets all relevant standards, building codes and local council requirements
- 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 3: Consumer details and declaration

Part A: Consumer details

Consumer details

Business/company Name:

ABN: _____

Industry/business type*:

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

I have been informed that a VBA Compliance Certificate 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 hereby declare that:

- I am the 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
- the above entity is the tenant/landlord/owner (*please delete as appropriate*) of the premises at the above installation address
- 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
- the information provided by the installer in Section 2 is correct and complete
- where decommissioning of an existing product applies, the product(s) replaced as part of this installation was 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 by signing this form I am assigning the right to create certificates for the product to **Homelab**
- the above entity has received an identifiable benefit from **Homelab** 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 scheme 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:

Activity Checklist

1. Check Installer section of the form to see what installer qualifications will be required (licensed plumber, licensed electrician, registered builder etc)
2. Check if the products purchased/installed are approved (see **Product Checklist** below)
3. Review **Evidence Checklist** below to make sure all documents will be available
4. Ensure your camera can take pictures with GPS location saved – this can be set in camera settings and you may also need to enable GPS and/or Mobile Data on your phone. Remember to disable this feature after installation if you don't normally use it or share your pictures with friends or social media. Please make sure your camera creates JPG files not JPEG as JPEG format does not preserve pictures internal information.
5. Arrange installation
6. Collect evidence as it becomes available
7. Check the assignment form (this form) is filled in and signed by all parties
8. Scan all documents (or take picture). Ensure all details are clear and readable
9. Send all files to support@homelab.com.au – for larger pictures you may need to send multiple emails.
10. We will then process and submit the claim. The registration may take 4 weeks or more and when successful we will contact you for bank details to pay your rebate.

Evidence Checklist

✓	Evidence – check Activity Guide for any changes/updates to this list	Req
	Picture(s) of old product/appliance prior removal	Yes
	Closeup picture of brand/model/serial number of old appliance/product	Yes
	Picture of decommissioning method (destruction) or recycling receipt	Yes
	Closeup picture of brand/model/serial number of new appliance/product	Yes
	Picture(s) of new product after installation	Yes
	Purchase invoice with business name, address, brand and model of installed product	Yes
	Invoice for works with business name, address, brand and model of installed product	Yes
	Certificate of electrical safety (if wiring was required)	Yes
	Plumbing certificate (VBA compliance certificate)	Yes
	Recycling invoice	Yes
	Filled in Assignment Form (this form) and signed by all parties	Yes

Product Checklist

To check if the product is approved and how much rebate you can get

1. Go to <https://www.veu-registry.vic.gov.au/Public/Calculator/VEECCalculator.aspx>
2. Select activity date = current or past date
3. Select Sector = Business
4. Select activity from pull down list

Note: The screen will refresh with additional input fields specific for each activity.

5. Fill in all required fields.

Note: Product Brand and Product Model fields contain the list of approved products for the activity, so if you can't find your specific product on the list it means it is not approved and you cannot claim rebate on it.

6. Press Calculate button at the bottom of the page
7. The screen will refresh and will have a number of "Eligible VEECs" (certificates)
8. Use Voucher Multiplier from SBESP Schedule to calculate number of SBESP vouchers
9. Multiply Vouchers and VEECs by \$40(inc GST) to get the amount of rebate