

## 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 (CO<sub>2</sub>-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](mailto:veu@esc.vic.gov.au).

## Section 2: Installation details and installer declaration

### Part A: Installation details

#### Installation details

Installation address:	Installation date:

#### Electrician details

Name:	Phone number:
Company name:	
Company address:	
Electrician licence number:	

#### Plumber details

Name:	Phone number:
Company name:	
Company address:	
Plumbing licence number:	

#### Space heater product details

Brand:	Product model:
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<p><b>Decommissioned product</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ducted gas</li> <li><input type="checkbox"/> A Central electric resistance (floor area at least 100m<sup>2</sup>)</li> <li><input type="checkbox"/> Ducted air to air heat pump</li> <li><input type="checkbox"/> A hard-wired electric room heater</li> <li><input type="checkbox"/> An existing gas or LPG room heater</li> <li><input type="checkbox"/> A room air to air heat pump</li> <li><input type="checkbox"/> A plug-in electric heater used as the main form of heating the premises</li> <li><input type="checkbox"/> A wood fired room heater used as the main form of heating the premises</li> <li><input type="checkbox"/> A refrigerative air conditioner that is not located in a bedroom or a room &lt; 20m<sup>2</sup></li> <li><input type="checkbox"/> Other (please specify) _____</li> <li><input type="checkbox"/> No product decommissioned</li> </ul>	<p><b>Installed product</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5A: Ducted gas heater</li> <li><input type="checkbox"/> 7A: Ducted air to air heat pump</li> <li><input type="checkbox"/> 9A: Gas or LPG heater that is flued</li> <li><input type="checkbox"/> 10A: Air to air heat pump (not ducted)</li> <li><input type="checkbox"/> 23A: Ducted evaporative cooler</li> </ul>
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Please specify method used to decommission the product:

For decommissioning electric resistance heaters (activity 5 & 7), please provide floor area the decommissioned product heated:

## Installation 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: **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
- the product has been installed in a residential premises
- where applicable, the existing unit 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

Name:

Phone number:

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 consumer

I hereby declare that:

- I am the tenant/landlord/owner (please circle as appropriate) of the residence at the above installation address
- the information provided by the installer in Section 2 is correct and complete
- I understand that by signing this form I am assigning the right to create certificates for the installation to **Homelab**
- 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 existing environment has not been altered prior to this installation)
- I have received an identifiable benefit from **Homelab** 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 VEECs 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:

## 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.
5. **PLEASE DO NOT RENAME OR COMPRESS PICTURES** Send us a sample email attachment to confirm. Emails have 10mb attachment limit so send 2-3 pictures at a time or upload to Dropbox
6. Select supplier and approved product you want to install (this could be your plumber, local supply shop)
7. Ask for a quote (optionally send to us to confirm the rebate) review and approve if OK
8. Arrange installation – ask plumber and electrician to put the following text on their certificates, in addition to their own requirements and depending on who removed the old product and who installed the new one

Removed/Disconnected old <brand, model, serial> Quantity: <qty> Location: <list locations>  
 Installed new <brand, model, serial> Quantity: <qty> Location: <list locations>

9. Collect evidence as it becomes available
10. Check the assignment form (this form) is filled in and signed by all parties
11. Scan all documents (or take picture). Ensure all details are clear and readable
12. Send all files to [support@homelab.com.au](mailto:support@homelab.com.au) – for larger pictures you may need to send multiple emails.
13. 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 (old product rendered permanently inoperable) while still on site	Yes
	<i>Must be done by installer and documented with pictures and description on the certificate</i>	
	<i>Method depends on product and installation type – hole through drained water tank, cables cut, parts or controls removed</i>	
	Closeup picture of brand/model/serial number of new appliance/product	Yes
	Picture(s) of new product after installation	Yes
	Purchase invoice with your name/business name, address, brand and model of installed product	Yes
	Invoice for works with your name/business name, address, brand and model of installed product	Yes
	Certificate of electrical safety (if wiring was required) – see Activity Checklist (8)	Yes
	Plumbing certificate (VBA compliance certificate) – see Activity Checklist (8)	Yes
	Recycling receipt/invoice (not yard docket)	Yes
	<i>Please contact us if you are unable to obtain recycling proof – receipt /invoice or pictures of the unit at the recycling plant</i>	
	Filled in Assignment Form (this form) and signed by all parties	Yes

## Product Checklist

To check if the product is approved

1. Go to <https://www.veu-registry.vic.gov.au/Public/ProductRegistrySearch.aspx>
2. Select activity from pull down list and press “Search” button

A list will be displayed of all approved products. You can filter it by entering text in white input field in the header of each column. You don't need to enter full text as it appears on the list, first few letters/numbers can be searched on as well.

If the product you are looking for does not appear on the list, it means its not approved for a rebate. You may have to go back to your supplier and ask for a quote on approved product.