

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 **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:

Installer details

Name:

Phone number:

Company name:

Company address:

Plumbing licence number:

Gas ductwork details

Product brand:

Product model:

Area covered in m²:

Decommissioning details

Please state how the old gas ductwork has been decommissioned:

The attached heating unit

Please state the size (heating capacity in kW) of the heating unit to which the new ductwork is being attached

Has a new heating unit been installed?

Yes

No, the unit is pre-existing

If you have answered yes to the above question please provide the details below:

Product brand:

Product model:

Output (kW):

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 ductwork
- where applicable the consumer has been informed that a VBA Compliance Certificate and/or a 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 ductwork has been installed in residential premises
- the replaced ductwork has been decommissioned
- 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:

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 delete as appropriate) of the residence at the above installation address
- the information provided by the installer in 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 (i.e. the existing 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 installation to **Homelab**
- 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 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:

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

Replaced old ductwork with new <brand, model > 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 – 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 old product	Yes
	Closeup picture of brand/model of new product	Yes
	Picture(s) of new product after installation	Yes
	Purchase invoice with your name, address, brand and model of installed product	Yes
	Invoice for works with your 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
	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.