Before submitting this form to RETA (WA) Pty Ltd, please ensure you have ALL of the supporting documentation listed below. Failure to supply any of these items may delay your application or possibly render it ineligible to claim VEECs:

* Completed, signed and dated Assignment Form
* Copy VBA compliance certificate
* Copy Electrical Safety Certificate clearly detailing the method of decommissioning and type of unit decommissioned.
* Recycling receipt of decommissioned unit (if available).
* Geo-tagged photo of the old unit before the upgrade.
* Geo-tagged photo demonstrating that the unit has been permanently rendered inoperable.
* Geo-tagged photo clearly showing brand, model and serial number of decommissioned unit.
* Proof of purchase clearly detailed product and model installed and also showing discount received (if applicable).

**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 **RETA (WA) Pty Ltd,** 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 **RETA (WA) Pty Ltd** 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: |
| Company name: |
| Company address: |
| Phone number: |
| Electrician licence number: |

|  |
| --- |
| Plumber details |
| Name: |
| Company name: |
| Company address: |
| Phone number: |
| Plumber licence number: |

|  |
| --- |
| Hot water product details |
| Brand: Product model: |
| Tank serial number: Collector serial number(s): |

|  |
| --- |
| What activity has been conducted? |
| 1A - Water heating - Gas/LPG storage replacing electric resistance |
| 1B - Water heating - Gas/LPG instantaneous replacing electric resistance |
| 1C – Water heating - Electric boosted solar replacing electric resistance |
| 1D – Water heating - Heat pump replacing electric resistance |
| 1F – Water heating - Gas/LPG boosted solar replacing electric resistance |

|  |
| --- |
| Please specify what method was used to decommission the product: |
|  |

|  |
| --- |
| 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 |
| VBA Compliance Certificate number: |
| Certificate of Electrical Safety number: |

|  |
| --- |
| Form of benefit provided |
|  Upfront cash  Price reduction  Delayed cash  Free installation  Other (please describe) |
| 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 provided a copy of the relevant certificate within five working days of installation
* the product has been installed in residential premises
* the product has been installed to replace an electric resistance water heater and will be 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 laws, 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 VBA Compliance Certificate for the work?  Yes  No |
| Have you received a Certificate of Electrical Safety 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
* 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 **RETA (WA) Pty Ltd**
* I have received an identifiable benefit from **RETA (WA) Pty Ltd** 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 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: |