

Carbon Neutral Adelaide

SUSTAINABILITY INCENTIVES SCHEME



CitySwitch NABERS Energy Rating

Updated March 2017

Rebate Application Form

Background

The City of Adelaide is offering a rebate for the cost of a NABERS assessment as part of the CitySwitch Green Office program. **The rebate is 50% of the cost of the assessment to a maximum value of \$2,500.**

All existing and new CitySwitch Signatories are eligible to apply for a rebate on an accredited NABERS rating completed no more than 12 months prior to Council receiving the rebate application form.

How to Apply

1. Please read and understand all sections of this application form, including eligibility criteria and conditions.
2. Provide the CitySwitch Program Manager with evidence of engagement and proof of payment/s made to the accredited NABERS assessor.
3. Complete, sign and send the application form to the CitySwitch Adelaide Program Manager either by email or post.
4. Within 2 months of receiving it from the NSW Office of Environment and Heritage (OEH), send a copy of the NABERS energy rating certificate to the CitySwitch Adelaide Program Manager.

Eligibility Criteria and Conditions

1. Rebates will only be paid on accredited NABERS Energy ratings.
2. New and existing CitySwitch Signatories within City of Adelaide's municipal boundaries are eligible.
3. The rebate payable is 50% of the fee charged by a NABERS Accredited Assessor up to a maximum of \$2,500.
4. CitySwitch Signatories are still eligible to receive the NSW OEH administration fee discount voucher.
5. Evidence provided that an independent NABERS Accredited Assessor has completed an assessment no more than 12 months prior.
6. Written confirmation is provided from the NABERS Assessor of full payment.
7. This rebate is available for NABERS energy tenancy rating, or when the CitySwitch Signatory is unable to obtain a tenant only rating, a whole-building NABERS energy rating.
8. In the case of shared tenancies, only one rebate claim is allowed. All occupiers of the shared tenant space are eligible to become CitySwitch Signatories using the same NABERS energy rating certificate.
9. Non-Government Organisations, in the City of Adelaide, are eligible for a rebate on first and/or second ratings commenced after joining the CitySwitch Program.
10. State government agencies are eligible for their first rating after joining the CitySwitch Program in Adelaide.

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11. Only one rebate per tenancy is available during a 12 month period.
 12. A copy of the NABERS rating certificate must be provided to Council within 2 months of receiving the certificate.
 13. Funds are limited and rebates will be processed in the order that the initial application form is received by the CitySwitch Program Manager. Council has the right to cease the CitySwitch NABERS Energy Rebate Scheme at any time without notification and applications made to the scheme are not guaranteed to receive funding.
 14. Ratings that are required under Commercial Building Disclosure (CBD) are not eligible.
 15. It may take Council up to 30 working days after receiving proof of full payment to reimburse by cheque the agreed amount in accordance with the guidelines (if an application is successful).

Contact Information

To submit your application or for further information please contact:

CitySwitch Adelaide Program Manager
Phone: (08) 8203 7862
Email: cityswitch@cityofadelaide.com.au

Postal address:

CitySwitch Adelaide Program Manager
Sustainability Program
City of Adelaide
GPO Box 2252
Adelaide, SA 5001



CitySwitch NABERS Energy Rating APPLICATION FORM

PLEASE COMPLETE AND SEND TO COUNCIL

Office Use Only

Date received: ___/___/___

Entered & signed: _____

HPE: _____

CitySwitch Signatory – Customer tenancy information

Organisation name: _____

Tenancy address: _____

Postal address: _____

Suburb: _____

State: _____ Postcode: _____

ABN or ACN: _____

Contact name: _____

Phone: _____

Email: _____

I have attached the following documentation:

- Quote from the selected NABERS accredited assessor for a NABERS Energy rating.
- Evidence of engagement and payment in full of the selected NABERS Accredited Assessor.

Please select one of the following options:

- This will be the first NABERS energy rating rebate that my organisation has applied for since joining the CitySwitch Green Office Program.
- This will be the second NABERS energy rating that my organisation has applied for since joining the CitySwitch Green Office Program.

Please confirm by ticking the following box:

- This rating is not required of my organisation for this tenancy under the Australian Government's Building Energy Efficiency Disclosure Act 2010.

Please confirm your agreement by ticking the following boxes:

- I hereby release and indemnify the City of Adelaide and its staff and agents from any claims, demands or liabilities which I may have or which any other person may have in relation to or arising from the NABERS energy assessment.
- I have read and agree to the terms and conditions as detailed on the reverse of this form.
- I understand that I must provide a copy of the NABERS energy rating certificate within 2 months of receiving it from NSW Office of Environment and Heritage (OEH) and that rebates will only be paid when the CitySwitch Program Manager receives evidence of full payment to the NABERS assessor identified in the quote attached to this application.

Signature of applicant: _____ Date: ___ / ___ / ___

Office use only

Name of approving officer: _____

Signature: _____ Date: ___ / ___ / ___

Rebate approved: Yes No Rebate amount: _____

