



Energy Efficiency for Small Business Program

Registration form

Reduce your power bills and carbon pollution

The **Energy Efficiency for Small Business Program** offers a subsidised energy assessment, a tailored Energy Action Plan and 50 per cent off costs up to \$5,000*.

Businesses can access up to four hours free support to coordinate installation which includes getting quotes, overseeing work and completing paperwork for installing energy efficient equipment such as lighting, hot water, insulation and commercial refrigeration.



STEP 1 Register

- Complete Registration Form
- Pay assessment fee of \$75 or \$150*



STEP 2 Receive

- Subsidised energy assessment
- Tailored Energy Action Plan



STEP 3 Choose

- Your energy efficiency improvements
- Receive up to four hours coordination support at no cost



STEP 4 Install

- Give the go ahead to install
- Pay only 50% of cost of improvements*

* See Terms and Conditions



Receive a Certificate of Participation



All questions must be completed for us to process your registration**1 Business details**

Legal name of business _____ ABN ____-____-____-____-____

Trading name (if different from legal name) _____

Business address where energy efficiency measures will be installed (complete a separate form for each site) _____

Suburb/town _____ Post code _____

Business activity _____

Number of full time employees _____ How long have you been at your business premises? _____

Local council _____

2 Contact person

Title _____ First name _____ Last name _____

Job title _____

Email _____ Phone (business hours) _____

I heard about this Program via _____

 I own my business premises OR I lease my business premises I belong to a Chamber of Commerce Name _____ I belong to an Industry Association Name _____**3 Energy assessment**

My annual electricity bill is \$ _____ inc. GST

(You will need to provide copies of your electricity bills for the past 12 months at the time of your assessment to help determine how much electricity you can save).

Business size by electricity use:

 Small – less than \$5,000 (inc. GST) a year on electricity. Your total contribution to the cost of your energy assessment and Action Plan is \$75 (inc. GST). **Medium** – between \$5,000 to \$20,000 (inc. GST) a year on electricity. Your total contribution to the cost of your energy assessment and Action Plan is \$150 (inc. GST).

You will need to pay your contribution of either \$75 or \$150 direct to the assessor.

 I agree that the electricity network provider (e.g. Country Energy, Energy Australia, Integral Energy) for my business may disclose the electricity consumption data for my business to the Department of Environment, Climate Change and Water NSW (DECCW). The data collected will be used to evaluate the energy savings from the Energy Efficiency for Small Business Program.

I acknowledge that to facilitate the collection of this data, the assessor will record the National Meter Identifier (NMI) for my business at the time of the assessment. The NMI is a unique number used by electricity network providers to identify the electricity meter at my business premises and is noted on my electricity bill.

4 Commitment to energy efficiency measures I commit to implementing the no cost energy efficiency measures identified in my Energy Action Plan that are consistent with my business objectives.

5 Business owner's declaration

- I declare that the information given in this application is complete and correct and that I have read and agree to the Terms and Conditions.
- I acknowledge that DECCW may undertake checks to verify implementation of energy efficiency measures for which DECCW has provided funding and may contact me for feedback on the Energy Efficiency for Small Business Program.

Name of business owner _____

Signature of business owner _____ Date _____

I am willing to have my organisation's involvement in the Program used in publicity:

- Yes No

I would like to be contacted about other Government programs for helping small and medium sized businesses:

- Yes, via email Yes, via post No

I would like to receive information on how I can help combat climate change:

- Yes, via email Yes, via post No

6 Send your completed Registration Form to:

Department of Environment, Climate Change and Water NSW
Energy Efficiency for Small Business Program
PO BOX A290
Sydney South
NSW 1232
Or fax to: 02 8837 6099

For more information

Visit savepower.nsw.gov.au/business
Email sustainbus@environment.nsw.gov.au
Call Environment Line on 1300 361 967

Explanation of Terms*Energy assessment**

A DECCW appointed assessor will visit your business at a time that suits you, and identify opportunities for you to save electricity and money. Your contribution to the cost of the assessment will be \$75 (inc. GST) or \$150 (inc. GST) depending upon your electricity use.

Energy Action Plan

A brief report from the assessor that recommends energy efficiency improvements for you to implement, including no cost and low cost (less than 2 year payback) options, plus options with a payback period of more than 2 years.

Pay back period

Time it takes to get a return on your investment in energy saving actions as listed in your Energy Action Plan.

Example: If you spend \$500 on an energy efficiency measure (e.g. new lighting), and your

Energy Action Plan estimates you will save \$100 a year on your electricity bill as a result of spending this money, then the payback period is 5 years (i.e. $\$500/\$100 = 5$).

Coordination of retrofit/installation

An assessor will provide free of charge, up to 4 hours assistance to help you implement energy efficiency recommendations from your Energy Action Plan. This includes obtaining competitive quotations, management of installation/retrofit and all associated paperwork.

FOR OFFICIAL DECCW USE

Registration No _____ Entered by _____ On ____/____/20____

Notes _____

Privacy notice

DECCW collects and manages the personal information you provide in accordance with the *Privacy and Personal Information Protection Act 1998*. Information collected by DECCW may be declared to other NSW Government agencies and/or the relevant local council, energy utility or industry association.

Terms and Conditions

The following Terms and Conditions apply to the NSW Government's Energy Efficiency for Small Business Program. Please read them carefully before signing this Registration Form.

1 Defined Terms

In these terms and conditions the following words have these meanings:

- 1.1 DECCW means the Department of Environment, Climate Change and Water NSW
- 1.2 **Energy Action Plan** is a plan setting out the recommended ways for your business to improve its energy efficiency, prepared by a DECCW assessor
- 1.3 **Energy efficiency measures** recommendations or actions that improve energy consumption or efficiency of energy in equipment listed in 6.2
- 1.4 **Program** the NSW Government's Energy Efficiency for Small Business Program
- 1.5 **Subsidy Payment** has the meaning set out in clause 6.5
- 1.6 **You** means the business owner participating in the Program and signing this Registration Form.

2 Eligibility to apply for the Program

- 2.1 To be eligible for the Program, you must:
 - 2.1.1 be an owner of a business operating in NSW with electricity bills of up to about \$20,000 per year (inc. GST) or employ up to about 10 full time staff
 - 2.1.2 be committed to undertaking an energy efficiency assessment (coordinated by DECCW or its appointed agent)
 - 2.1.3 be committed to implementing the no cost energy efficiency measures listed in your Energy Action Plan that are consistent with your business objectives.

3 Registration

- 3.1 This Registration form must be completed in full and submitted to DECCW
- 3.2 The Registration form will be verified by DECCW and may be returned to you if incomplete.

4 Assessment

- 4.1 At the time of your energy efficiency assessment you must provide copies of your electricity bills for 12 months prior to the assessment
- 4.2 Your business must contribute 25% of the cost of the assessment. This will be: \$75 (inc. GST) per site assessed if using less than \$5,000 (inc. GST) of electricity a year; \$150 (inc. GST) per site assessed if using between \$5,000 (inc. GST) and \$20,000 (inc. GST) of electricity a year
- 4.3 Your contribution to the assessment must be paid at the time of your assessment
- 4.4 If the assessor determines prior to the completion of the assessment that your business has no or very few energy efficiency opportunities, no assessment will take place and there will be no cost to you
- 4.5 Where no energy efficiency measures eligible for a Subsidy Payment are identified from the energy efficiency assessment your contribution to the assessment under clause 4.2 will be refunded, less a \$50 administration fee
- 4.6 Following the completion of your business energy assessment you will be provided with an Energy Action Plan.

5 Authorisations

- 5.1 If requested by you, the assessor will obtain quotes for agreed energy efficiency measures on your behalf
- 5.2 To proceed with any of the agreed energy efficiency measures in your Energy Action Plan:
 - 5.2.1 You must sign an Authorisation to retrofit for the agreed items in your Energy Action Plan. The assessor will then coordinate installation on your behalf
- 5.3 On completion of the installation you and each tradesperson(s)/service provider(s) must sign Form 2 - Installation complete (provided by the assessor) for each item
- 5.4 To apply for the Subsidy Payment, within 7-14 days of installation, you must submit to the assessor
 - a. your signed original(s) of Form 2 - Installation complete
 - b. original quote(s) for the energy efficiency measures installed
 - c. Form 1 - Authorisation to retrofit
 - d. original invoice(s) for the energy efficiency measures installed
 - e. proof of payment/receipt(s) indicating date and payment of the cost of purchase and installation of energy efficiency measures. The receipt(s) must be in your business name and state the address of the premises where the measures were installed
 - f. signed original of Form 3 - Authorisation to pay.

6 Eligibility for subsidised costs

- 6.1 To be eligible for the Subsidy Payment for energy efficiency measures you must:
 - 6.1.1 engage your assessor as per 5.2.1
 - 6.1.2 be an owner of a business operating in NSW with electricity bills of up to about \$20,000 (inc. GST) a year, which:
 - a. is registered in the Program; and
 - b. has undertaken an energy efficiency assessment (coordinated by DECCW or its appointed agent), received an Energy Action Plan and you must have agreed to the installation of some or all of the recommended energy efficiency measures. Preference should be given to actions in order of priority listed in the Energy Action Plan.

- 6.2 Energy efficiency measures are measures limited to the following:
 - lighting¹, including skylights
 - heating, ventilation and air-conditioning²
 - electric motors¹
 - air compressors
 - commercial refrigeration¹
 - boilers
 - insulation³
 - hot water systems⁴.
- 6.3 Subject to clause 6.4, only energy efficiency measures set out in 6.2 are eligible for the Subsidy Payment.
- 6.4 The energy efficiency measures will not be eligible for the Subsidy Payment if:
 - 6.4.1 You have received any other funding, rebates or incentives from other programs available through DECCW or other funding bodies in respect of that energy efficiency measure;
 - 6.4.2 the energy efficiency measure was not installed by a licensed tradesperson(s) where required by law
 - 6.4.3 the energy efficiency measure is used for domestic or household purposes
 - 6.4.4 the energy efficiency measure does not meet all applicable standards, approvals and local government requirements.
- 6.5 The Subsidy Payment is a payment by DECCW on your behalf of 50% of the total cost of the energy efficiency measures you have installed from your Energy Action Plan to a maximum of:
 - a. \$2,000 for businesses with electricity bills of less than \$5,000 (inc. GST) a year; or
 - b. \$5,000 for businesses with electricity bills of \$5,000-\$20,000 (inc. GST) a year.

7 Research and evaluation

- 7.1 DECCW may contact you to seek your participation in DECCW research relating to energy efficiency in small and medium sized businesses.

8 Feedback and publicity

- 8.1 DECCW may contact you for feedback on the Program and may, with your permission, publicise your involvement in the Program.

9 Refund of subsidised costs

- 9.1 In the event that you are found to have acted in breach of any of these terms and conditions you will be required to repay the Subsidy Payment to DECCW.

10 Program changes and duration

- 10.1 To obtain the full benefit of the Program, Form 1 - Authorisation to retrofit must be received by DECCW prior to 30 June 2011. DECCW reserves the right, at its sole and absolute discretion and at any time, to change any or all of the Terms and Conditions of the Program or to cancel the Program.

11 Liability

- 11.1 You acknowledge and agree that DECCW is not responsible for the work done by tradespersons appointed to undertake work in connection with the Program. Any person engaged to undertake any work on your premises is engaged by you and you are responsible for taking all reasonable precautions in choosing and engaging such tradespersons.
- 11.2 You acknowledge and agree that as far as the law permits, DECCW (and its successors) accepts no liability in respect to any claim, cause of action or loss or damage arising out of, or in relation to an energy efficiency assessment or installation of energy efficiency items recommended in the Energy Action Plan, including but not limited to energy efficiency measures subject to the Subsidy Payment.
- 11.3 You release DECCW from any claim or liability arising out of, or in relation to, the energy efficiency assessment or installation of energy efficiency measures in connection with the energy efficiency assessment to the extent that the claim or liability is not caused by DECCW's negligence or breach of these terms and conditions or any other term implied by law.

12 DECCW subsidy payment

- 12.1 Payment by DECCW of the Subsidy Payment will be made on your behalf directly to the tradesperson(s)/service provider(s) within 28 days of receipt of the signed and dated Form 3 - Installation complete and all associated materials in accordance with clause 5.4.

13 Recognition

- 13.1 After payment of the Subsidy Payment you will receive a Certificate of Participation which recognises your efforts to reduce electricity use and carbon pollution.
- 13.2 Original receipts or invoices will be returned to you with a letter confirming payment.

14 Privacy notice

- 14.1 DECCW collects and manages the personal information you provide in accordance with the *Privacy and Personal Information Protection Act 1998*. Information collected by DECCW may be disclosed to other NSW government agencies and/or the relevant local council, energy utility or industry association.

¹ energy efficient improvements must meet or exceed the Mandatory Energy Performance Standards (MEPS) and Australian Standards.

² energy efficient improvements must have a 4 ½ star or above rating, or must have a minimum cooling energy efficiency ratio (EER) of 3.2

³ energy efficient improvements must meet the minimum R-values stipulated for each local government area in NSW.

⁴ solar hot water systems must generate 20 renewable energy certificates or gas hot water systems must have a minimum of 4 star rating