



# WHAT CAN YOU DO IN YOUR WORLD?

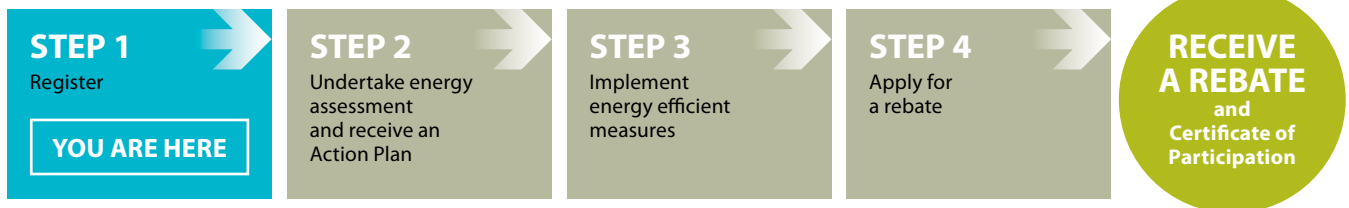


## Energy Efficiency for Small Business Program

# Registration Form

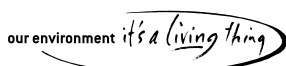
### Get a rebate to reduce your power bills and carbon pollution

Thank you for your interest in reducing electricity use and greenhouse gas emissions. To join the Energy Efficiency for Small Business Program and be eligible for a rebate you need to complete this Registration Form.



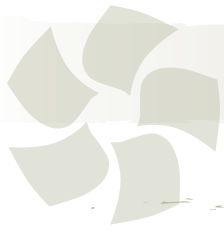
### Explanation of terms

- **Rebate**  
Reimbursement from the NSW Government of **50%** of the cost of purchasing and implementing energy efficiency measures (inc. GST) with a payback period of more than 2 years. Rebates of **up to a maximum of \$2,000 or \$5,000** are available depending on energy use.
- **Energy assessment**  
A DECC appointed assessor will visit your business to identify opportunities for you to save electricity and money.
- **Energy efficiency measures/improvements**  
Actions you can take to save electricity, include options that will not incur a cost.
- **Energy Action Plan**  
A plan that prioritises energy efficiency measures 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 efficiency measures as listed in your Energy Action Plan.  
Example: If you spend \$500 on an energy efficiency measure (e.g. new lighting), and your 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.  $\$500/\$100 = 5$ ).



Department of **Environment & Climate Change** NSW





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 employees \_\_\_\_\_ Date of business incorporation \_\_\_\_\_

Local council \_\_\_\_\_

**2 Contact person**

Title \_\_\_\_\_ First name \_\_\_\_\_ Last name \_\_\_\_\_

Job title \_\_\_\_\_

Email \_\_\_\_\_ Phone (business hours) \_\_\_\_\_

I heard about this Program via **ADVITECH** \_\_\_\_\_

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 assessment will be \$150 (inc. GST).

Medium – between \$5,000 to \$20,000 (inc. GST) a year on electricity. Your total contribution to the assessment will be \$300 (inc. GST).

You will need to pay a \$50 contribution to the assessor at the time of your assessment. The balance (either \$100 or \$250) will be deducted when you claim your rebate.

I authorise the Department of Environment and Climate Change NSW (DECC) to access my electricity use data from my energy provider for up to 24 months after the assessment.

Yes  No

Energy provider \_\_\_\_\_

Customer reference number \_\_\_\_\_

**4 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 acknowledge that DECC may undertake checks to verify implementation of energy efficiency measures for which a rebate is claimed and may contact me for feedback on the Energy Efficiency for Small Business Program.
- 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.

Name of business owner \_\_\_\_\_

Signature \_\_\_\_\_ 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 and Climate Change NSW  
 Energy Efficiency for Small Business Program  
 PO BOX A290  
 Sydney South  
 NSW 1232

Or fax to: 02 8837 6099

**For more information**Visit [www.environment.nsw.gov.au/sustainbus](http://www.environment.nsw.gov.au/sustainbus)Email [sustainbus@environment.nsw.gov.au](mailto:sustainbus@environment.nsw.gov.au)

Call the Environment Line on 1300 361 967

**FOR OFFICIAL DECC USE**

Registration No \_\_\_\_\_ Entered by \_\_\_\_\_ On \_\_\_\_/\_\_\_\_/20\_\_\_\_

Notes \_\_\_\_\_

**Privacy notice**

DECC collects and manages the personal information you provide in accordance with the *Privacy and Personal Information Protection Act 1998*.  
 Information collected by DECC may be disclosed to the Department of Planning 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 the Registration and Rebate Application Forms.

#### 1 Eligibility for the Energy Efficiency for Small Business Program

- 1.1 To be eligible for the Program, you must:
  - 1.1.1 be an owner of a business operating in NSW with electricity bills of up to about \$20,000 (inc. GST) or around 10 employees. Larger energy users and employers may be eligible on a case by case basis and should contact [sustainbus@environment.nsw.gov.au](mailto:sustainbus@environment.nsw.gov.au) to discuss their eligibility
  - 1.1.2 be committed to undertaking an energy assessment (coordinated by Department of Environment and Climate Change NSW (DECC) or its appointed agent)
  - 1.1.3 be a business committed to implementing the no cost energy efficiency measures listed in your Energy Action Plan
  - 1.1.4 complete and submit an Energy Efficiency for Small Business Program Registration Form.

#### 2 Registration

- 2.1 An Energy Efficiency for Small Business Program Registration Form must be completed and submitted.
- 2.2 The Registration Form will be verified by the DECC.

#### 3 Assessment

- 3.1 If the assessor determines prior to the completion of the assessment that your business has no or very few low cost energy efficiency opportunities, no assessment will take place and there is no cost to you.
- 3.2 Businesses will contribute up to 50% of the cost of the assessment. This will be \$150 (inc. GST) per site assessed if using less than \$5,000 (inc. GST) of electricity a year and/or \$300 (inc. GST) per site assessed if using between \$5,000 (inc. GST) and \$20,000 (inc. GST) of electricity a year.
- 3.3 The business contribution to the assessment will be paid in two stages:
  - 3.3.1 \$50 at the time of your assessment
  - 3.3.2 The balance will be deducted when you claim your rebate. \$100 (inc. GST) per site assessed if using less than \$5,000 (inc. GST) of electricity a year or \$250 (inc. GST) per site assessed if using between \$5,000 (inc. GST) and \$20,000 (inc. GST) of electricity a year.

#### 4 Eligibility for a rebate

- 4.1 To be eligible for a 50% rebate up to a maximum of \$5,000 (subject to clause 4.2.3), you must:
  - 4.1.1 be an owner of a business operating in NSW with electricity bills of up to about \$20,000 (inc. GST) a year or around 10 employees, which:
    - a. is registered in the Energy Efficiency for Small Business Program and
    - b. has undertaken an energy assessment (coordinated by DECC or its appointed agent), and
    - c. after the energy assessment, has installed some or all of the recommended energy efficiency measures with a greater than 2 year payback period.
  - 4.1.2 complete and sign the Energy Efficiency for Small Business Program Rebate Application Form
  - 4.1.3 attach original invoice(s) and proof of payment (receipt(s) indicating date and payment in full for the purchase and installation of energy efficiency measures as listed in your Energy Action Plan). Preference should be given to actions in order of priority listed. The receipt(s) must be in the applicant's business name and state the address of the premises where the measures were installed
  - 4.1.4 attach a copy of your Energy Action Plan
  - 4.1.5 ensure DECC receives the Rebate Application Form within six months of the date of your energy assessment.
- 4.2 Rebates are restricted to energy efficiency improvements in:
  - lighting <sup>1</sup>, including skylights
  - heating, ventilation and air-conditioning <sup>2</sup>
  - electric motors <sup>1</sup>
  - air compressors
  - commercial refrigeration <sup>1</sup>
  - boilers
  - insulation <sup>3</sup>
  - hot water systems <sup>4</sup>

- 4.2.1 for which you have not received any other rebates or incentives from other programs available through DECC or other funding bodies
- 4.2.2 which were installed by a licensed tradesperson where required by law
- 4.2.3 where the rebate requested does not exceed:
  - a. \$2,000 for businesses with electricity bills of less than \$5,000 (inc. GST) a year
  - b. \$5,000 for businesses with electricity bills of \$5,000-\$20,000 (inc. GST) a year
- 4.2.4 which are not for domestic/household purposes
- 4.2.5 which meet all relevant standards, approvals and local government requirements.

#### 5 Application for a rebate

- 5.1 An application for a rebate must be submitted on an Energy Efficiency for Small Business Program Rebate Application Form within six months of your energy assessment.
- 5.2 The application will be verified by the DECC and a random site check may be undertaken prior to a rebate being issued.
- 5.3 A business may apply for more than one rebate but the sum of the rebates shall not exceed the eligibility as per 4.2.3.

#### 6 Research

For two years following installation, Program participants agree to participate in DECC research about energy efficiency across small and medium sized businesses.

#### 7 Feedback and publicity

DECC may contact participants for feedback on the Energy Efficiency for Small Business Program and may publicise the businesses' involvement in the Program with their prior approval.

#### 8 Refund of rebate

- 8.1 Applicants may be required to repay the rebate if any of these Terms and Conditions are found to have been breached.
- 8.2 Where no energy efficiency measures eligible for a rebate have been identified from the energy assessment, the participating business will be refunded the full cost of the assessment, less a \$30 administration fee.

#### 9 Program changes

Registration Forms and Rebate Application Forms must be received by DECC prior to 30 June 2011. DECC 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.

#### 10 Liability

- 10.1 The applicant acknowledges and agrees that as far as the law permits, DECC (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 assessment and installation of energy efficient improvements that is the subject of this funding assistance.
- 10.2 The applicant agrees that they release DECC from any claim or liability arising out of, or in relation to, the energy assessment and installation of energy efficiency measures that is the subject of the registration or rebate application to the extent that claim or liability is not caused by DECC's negligence or breach of this application or any other term implied by law.

#### 11 Payment

- 11.1 Payment of approved rebates will be by cheque only. The cheque will be made payable to the trading name of the business and sent to the contact person, as identified in the Energy Efficiency for Small Business Program Rebate Application Form.
- 11.2 Payment of the rebate may take up to 60 days to process.

#### 12 Recognition

You will receive a Certificate of Participation which recognises your efforts to reduce electricity use and greenhouse gas emissions.

#### 13 Privacy notice

DECC collects and manages the personal information you provide in accordance with the Privacy and Personal Information Protection Act 1998. Information collected by DECC may be disclosed to the Department of Planning 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)

2 energy efficient improvements must have a 4 1/2 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 need to generate 20 renewable energy certificates or gas hot water systems need to have a minimum of 4 star rating