



**Rebate Application Form**

**1 Business details**

Legal name of business \_\_\_\_\_ ABN \_\_\_\_\_

Trading name (if different from legal name) \_\_\_\_\_

Business address where energy efficiency measures have been installed (complete a separate form for each site)

\_\_\_\_\_  
\_\_\_\_\_

Suburb/town \_\_\_\_\_ Post code \_\_\_\_\_

Business address to send rebate cheque

Same as above OR  Please provide address details below:

Address \_\_\_\_\_

\_\_\_\_\_

Suburb/town \_\_\_\_\_ Post code \_\_\_\_\_

**2 Contact person**

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

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

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

**3 Energy assessment**

Date of assessment \_\_\_\_\_

Assessor name \_\_\_\_\_

Assessor business name \_\_\_\_\_

(Attach a copy of your Energy Action Plan)

**Rebate Application Form**

Please copy this page if you used more than one installer.

**4 Energy efficiency installer's declaration**

I certify that I have supplied and/or installed the energy efficiency improvements below. I certify that the information provided in this application about the technologies supplied and/or installed is truthful and correct.

Technology	Type/Brand/Model of new technology	Number purchased	Cost of new technology \$ (inc. GST) A	Date of installation	Cost of installation \$ (inc. GST) B	Total cost of technology & installation \$ (inc. GST) A+B
<input type="checkbox"/> Lighting, including skylights						
<input type="checkbox"/> Heating, ventilation and air-conditioning						
<input type="checkbox"/> Electric motors						
<input type="checkbox"/> Air compressors						
<input type="checkbox"/> Commercial refrigeration						
<input type="checkbox"/> Boilers						
<input type="checkbox"/> Insulation						
<b>Total cost (inc. GST)</b>						<b>\$</b>
<b>50% of total cost (inc. GST)</b>						<b>\$</b>

**Installer details**

Name \_\_\_\_\_

Business name \_\_\_\_\_

ABN \_\_\_\_\_ Phone \_\_\_\_\_

Signature of installer \_\_\_\_\_ Date \_\_\_\_\_



5 Business owner's declaration

I certify that (please tick):

- I am the owner of the premises where the energy efficiency measures and improvements have been made or I have written approval from the owner of the premises to install any energy efficiency improvements which may affect the property.
- All standards, approval and local government requirements relating to installation of the energy efficient technologies have been met.
- Activities carried out by my business are lawful and meet the regulatory and other requirements of government.
- I have read, understood and accept the Terms and Conditions of the Program.
- The information contained in this application is complete, truthful and correct and I am eligible for the rebate in accordance with the Terms and Conditions.
- I have attached the original receipt(s) for the purchase and installation of energy efficiency improvements.
- I have attached a copy of my Energy Action Plan.

Total rebate applied for:

50% of total cost (inc. GST) of supply and installation of energy efficient measures and improvements (as noted in Section 4)*	\$
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\* Important note:

- (a) A maximum of **\$2,000** for businesses with electricity bills of less than \$5,000 (inc. GST) a year and **\$5,000** for businesses with electricity bills of \$5,000-\$20,000 (inc. GST) a year may be entered above.
- (b) The balance of your financial contribution to the assessment (\$100 or \$250) will be deducted from this amount.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICIAL DECC USE

Registration number \_\_\_\_\_ Entered by \_\_\_\_\_ On \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Approved     Not Eligible     RFI    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 rebate, 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
    - b. has undertaken an energy assessment (coordinated by DECC or its appointed agent) and
    - c. installed 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 receipt(s) indicating 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, including skylights
  - in heating, ventilation and air-conditioning
  - in electric motors
  - in air compressors
  - in commercial refrigeration
  - in boilers
  - in insulation
  - in hot water systems
  - 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.

## Rebate Application Form

### Your rebate application checklist

- I have read and agree to the attached Terms and Conditions.
  - The person(s) who installed the energy efficiency measures has completed and signed Section 4 of this Form.
  - I have completed Sections 1, 2, 3 and 5 of this Form and signed the declaration.
  - I have attached original receipt(s) to this Form, indicating payment in full, for the purchase and installation of energy efficiency measures (DECC will post the original receipts back to you after processing your application).
  - I have attached a copy of my Energy Action Plan to this Form.
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### Send your completed Rebate Application Form to:

Department of Environment and Climate Change NSW  
Energy Efficiency for Small Business Program  
PO BOX A290  
Sydney South  
NSW 1232

### 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

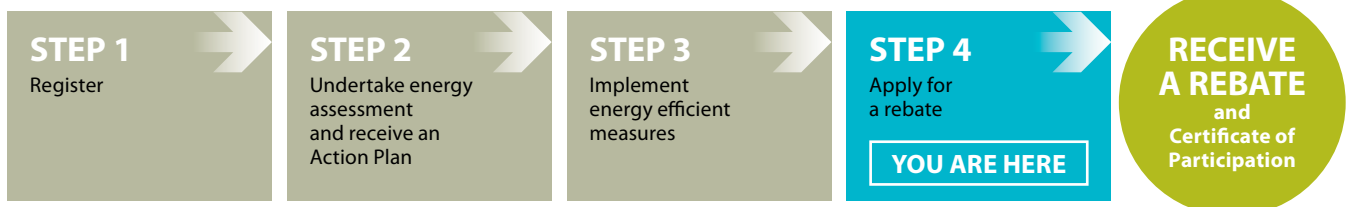


# Energy Efficiency for Small Business Program

## Rebate Application Form

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

Congratulations on implementing energy efficiency measures and taking steps to reduce greenhouse gas emissions as part of the Energy Efficiency for Small Business Program. To apply for a rebate, you need to complete this Rebate Application Form.



### Instructions

- Complete Sections 1, 2, 3 and 5 and sign the declaration.
- Ensure the person(s) who installs the energy efficiency measures completes and signs Section 4.
- For help in completing this Form, please call the Environment Line on 1300 361 967.

### Explanation of terms

- **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.  $\$500/\$100 = 5$ ).
- **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.

