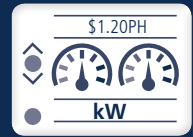


Carbon Neutral Adelaide

SUSTAINABILITY INCENTIVES SCHEME



Energy Monitoring System

Updated March 2017

Rebate Application Form

How to Apply

1. Please read and understand all sections of this application form, including eligibility criteria.
2. Obtain approval from your body corporate, landlord or equivalent (if required).
3. Use a licensed electrical contractor to install the energy monitoring system.
4. Complete, sign and lodge the application form with:
 - Receipts for the supply and installation of the energy monitor demonstrating full payment;
 - A letter of permission from your body corporate, landlord or equivalent (if required);
 - Manufacturer's technical specifications of the energy monitoring system; and
 - Electrical Certificate(s) of Compliance (obtained from your installer).

Eligibility Criteria and Conditions

General Eligibility

1. To be eligible a property must be located within the City of Adelaide municipal area.
2. Rebates are not available for installations completed more than 12 months prior to Council receiving the application form.
3. Sustainability Incentives Scheme (the Scheme) funding is subject to Council's annual budget processes and accordingly the funding is limited.
4. Council has the right to cease the Scheme at any time without notification and applications made to the Scheme are not guaranteed to receive funding (except where pre-installation commitment has been approved and activated – please refer to www.cityofadelaide.com.au/takeaction.)
5. Residents, businesses, building owners, tenants, community/strata corporations, universities, schools, community organisations and sporting groups are eligible to apply.
6. Limit Per Category:
 - Eligible Residential, Business, Education, Community and Sporting premises – Maximum of 1 incentive per rateable, rate exempt or rate rebated premise.
 - Building Owners, Community Corporations and Body Corporates – Maximum of 1 incentive per site record.
 - Government – ineligible except for Education Institutions – Maximum of 1 incentive per site record.
7. Rebates will be applied to the up-front, out-of-pocket installation cost incurred by the owner or occupier of the premise, Body Corporate or Community Corporations at the time of installation, after all other incentives, grants, rebates and discounts received have been deducted.
8. The applicant acknowledges and agrees that the City of Adelaide accepts no liability in respect of any claim, cause of actions, loss or damage arising out of, or in relation to, any device purchased or service procured under the Scheme.

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9. Environmental measures/devices supported through the Scheme must be installed by appropriately licensed installers and be installed and maintained in accordance with any relevant guidelines and in a manner which does not pose risks to the health or welfare of any person.
 10. An itemised receipt must be completed by the licensed installer and include their name, Australian Business Number (ABN), and the date, location, and description of the installation.
 11. It may take Council up to 30 working days after receiving an application to reimburse by cheque the agreed amount in accordance with the guidelines (if an application is successful).
 12. Council may request provision of information associated with the system for the preparation of a case study.

Approved Conditions

- **Strata or Community Title:** if the location for installation of a device supported through the Scheme is within a strata or community title property, proof of the approval to install the device from the body corporate or equivalent, must be provided with the application. (Refer to the relevant Strata Agreement).
- **Tenant:** if a tenant is applying for reimbursement, a written letter of permission from their landlord must be provided with their application to be eligible for the rebate.
- **Partnership Project:** incentives of >\$20,000 to a single site record in a financial year will be considered a 'Partnership Project' and will require the approval of Council – for example, this may occur when incentives from multiple categories are sought. A Partnership Project may require the applicant to participate in the development of a case study or other information sharing activity.

Energy Monitoring Storage System Criteria

1. The energy monitoring system must provide real-time energy monitoring of mains power consumption.
2. **Ineligible:** Smart electricity (utility) meters are ineligible for this incentive.
3. **The following evidence must be provided:**
 - a. Electrical Certificate(s) of Compliance signed by the licensed electrical contractor undertaking the installation detailing the electrical works completed;
 - b. An itemised receipt must be completed by the licensed installer and include the Australian Business Number (ABN), name, date, location of installation, brand and model of system installed, cost of work. It must also demonstrate a zero balance owing or evidence of an agreed payment plan; and
 - c. Manufacturer's technical specifications for the energy monitoring system.

Available Rebate

- The energy monitoring system is eligible for **50% of the installed cost up to a maximum of \$1,000.**



PLEASE COMPLETE AND SEND TO COUNCIL

Office Use Only

Date received: ___/___/___

Entered & signed: _____

HPE: _____

Applicant and Property details:

Title: _____ First Name: _____ Surname: _____

Organisation Name or Corporation and number (if applicable): _____

Email: _____

Phone (day): _____ Mobile: _____

PROPERTY ADDRESS: (within the City of Adelaide for which reimbursement is sought): _____

Postcode: _____

POSTAL ADDRESS (to send the rebate cheque to, if different from above): _____

Postcode: _____

Applicants relationship to Property (Property managers and installers cannot sign forms)

Owner (occupant) Owner (non-occupant) Tenant – attach approval from Landlord Strata or Community Corporation – include minutes from meeting indicating approval for installation

Landuse:

Residential Business Community or Sport Group Education Not-for-profit Other

Installation details:

Cost of system & installation: \$ _____ Date of installation: ___ / ___ / ___

Other Grants: \$ _____ Source: _____

Brand and model: _____

Installer details:

Company: _____ Contact person: _____

Phone: _____ Email: _____



APPLICATION DECLARATION

I acknowledge that the application and/or all supporting documentation may be made available for public scrutiny, for discussion at a Council meeting and to the Technical Regulator.

I agree to the eligibility criteria and conditions as set out in this document

I declare that the information included on and supplied with this form is true and correct and that:

- I have read, meet and agree to the above eligibility criteria and conditions.
- If applying on behalf of an organisation, I am an authorised representative of that organisation.
- If renting the property for which the devices and / or services are intended, I have attached the written permission of the property owner.
- I have attached a copy of the Electrical Certificate of Compliance
- I have attached a copy of the invoice and evidence of payment.

Signed: _____ Date: / /

Name (print): _____

Please return to:

SUSTAINABILITY PROGRAM

City of Adelaide

GPO BOX 2252 ADELAIDE SA 5001

incentives@cityofadelaide.com.au

