

Carbon Neutral Adelaide

SUSTAINABILITY INCENTIVES SCHEME



Hot Water Systems

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. Obtain relevant approvals including development approval (contact **8203 7185**).
4. Use a licensed electrical and/or gas contractor to install, replace or add to the hot water system.
5. Complete, sign and lodge the application form with:
 - Receipts for the supply and installation of a solar hot water system demonstrating full payment;
 - A letter of permission from your body corporate, landlord or equivalent (if required); and
 - Electrical and/or Gas Certificate(s) of Compliance.

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 the Australian Business Number (ABN), name, 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 and water use for the preparation of a case study.

Approval Conditions

1. **Strata or Community Title:** If the location for installation of a solar hot water system supported through the Scheme is within a strata or community title property, proof of the approval to install the system from the body corporate or equivalent must be provided with the application. (Refer to your relevant Strata Agreement).
2. **Tenant:** If a tenant is applying for reimbursement, a letter of permission from their landlord must be provided with their application to be eligible for the rebate.
3. **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.

Development Approval

Please contact Council's Development Assessment staff on 8203 7185 during business hours to discuss planning and building requirements for hot water systems installations specific to your property.

Development Approval will be required for:

1. Any hot water system on a State Heritage listed place.
2. Any hot water system on a Local Heritage listed place where the hot water system can be seen from the ground level on a public street.
3. Any water storage tank that is on the roof or at roof height.

Where a Council Development Approval is required to be lodged:

1. The Scheme will waive Council development application fees for hot water installations (please note that Council will not waive State Heritage fees), and
2. A rebate will only be provided once the Development Approval (D.A.) is granted, the system is installed according to the conditions set out in the D.A., and the relevant paperwork is submitted.



Hot Water System Criteria

1. Hot water systems must be eligible under the Australian Government Small-scale Renewable Energy Scheme (SRES) for the creation of Small-scale Technology Certificates (STCs).
2. To receive the rebate for installation or replacement of a hot water system, the invoice must clearly state that the specific works that were completed.
3. The hot water system must be a permanent fixture to the premises and cannot be removed without prior consent of Council for a period of 5 years from the date of the payment of the rebate. Council reserves the right to require reimbursement if the system is removed within this period.
4. **Ineligible systems:** Hot water systems that are part of the base building or common property of multistorey office buildings are ineligible for this incentive.
5. **The following evidence must be provided:**
 - a. An Electrical Certificate of Compliance signed by the licensed electrical contractor and/or Gas Certificate of Compliance signed by the licensed gas contractor undertaking the installation, and must detail the work that is completed (including whether it is replacement, additional or new);
 - b. An itemised receipt must be completed by the licensed installer and include the Australian Business Number (ABN), name, date, location of installation, size of system, cost of work, and any government rebates including Small Technology Certificates (STCs). It must also demonstrate a zero balance owing (or evidence of an agreed payment plan).

Available Rebate

1. The following systems are eligible for 25% of the total installation cost of up to \$1,000:

- a. Replacing electric instantaneous and storage systems with:
 - Gas boosted solar.
 - Heat-pump boosted solar, or
 - Heat-pump hot water system.
 - b. Addition of solar thermal to existing instantaneous and storage systems;
 - c. Addition of solar thermal to existing gas or electric storage or instantaneous systems; or
 - d. Installing a new solar or heat-pump hot water system on a new development.
2. Hot water systems are eligible for **50% of the total installation cost of up to \$500 for:**
- Adding of solar photovoltaic direct feed to an existing electric instantaneous and storage hot water systems using smart load control systems.



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: _____

Applicant's Relationship to Property (Property Managers and Installers cannot sign form):

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

Landuse

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

Installation details

Installed system cost: \$ _____ Brand / Model: _____

Other Grants: \$ _____ Source: _____

Date of installation: / /

Where on the property is hot water system being installed? _____

Installer Details

Company: _____ Contact Person: _____

Phone: _____

Email: _____

Reimbursement sought (See 'Available Rebate section')

Describe which of the rebates you are applying for. Rebate is 25% of the installed cost up to \$1,000.

Addition of solar PV to existing hot water system: 50% of the installed cost of up to \$500.



Development Approval Waiver

1. Is the hot water system installed on a State Heritage listed place? Yes No

2. Is the hot water system installed on a Local Heritage listed place or within a Historic (Conservation) Zone?
Yes No

3. Is the water storage tank on the roof or at roof height? Yes No

- I have contacted Council's Development Assessment staff to discuss the installation of a hot water system at my property.

Date: / /

Contact name: _____

- Development Approval is not required
- If Development Approval has been obtained, please provide the Development Application reference number below and attach a copy of the Decision Notification Form.
- The hot water system has been installed in accordance with the conditions set out in the Development Approval.

Development Application Number: _____

Date Received: / /

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 renting the property for which the devices and/or services are intended, I have attached the written permission of the property owner.
- If applying on behalf of an organisation, I am an authorised representative of that organisation.
- If the installation is subject to approval from a body corporate, I have attached written permission from a body corporate meeting.
- I have attached a copy of the Electrical and/or Gas Certificate of Compliance.
- I have attached a copy of the invoice and evidence of full payment.

Signed: _____

Date: / /

Name (print): _____

Please return to:

SUSTAINABILITY PROGRAM

City of Adelaide

GPO BOX 2252 ADELAIDE SA 5001

incentives@cityofadelaide.com.au

