

Activity A - Expression of Interest

Form Preview

Introduction

About the Expression of Interest Form

The Retrofit Melbourne Financial Incentive Scheme supports owners and managers of commercial office buildings to improve the energy performance of their asset and contribute to sustainable urban environment and a thriving economy.

The scheme allows eligible commercial building owners to receive a partial reimbursement for costs associated with planning and implementing energy performance improvements. This Expression of Interest form is for reimbursements associated with undertaking a **NABERS Energy for Offices** rating for **Base Building** or **Whole Building**.

Reading the **guidelines**, on the [Retrofit Melbourne Financial Incentive Scheme webpage](#) is important to ensure you meet the eligibility criteria and understand the application requirements before commencing the application.

The City of Melbourne boundaries

The municipality's geographic footprint encompasses Docklands, East Melbourne, Fishermans Bend, Jolimont, Kensington, North Melbourne, Melbourne's central business district, Parkville, South Wharf, West Melbourne and areas of Carlton, Carlton North, Flemington, Port Melbourne, South Yarra and Southbank.

IMPORTANT NOTE: It does NOT cover the **Melbourne metropolitan area**. If in doubt please refer to our [interactive map](#).

Receive advice before you apply

Applicants are encouraged to engage with our Zero Carbon Buildings team to discuss starting or progressing your energy performance improvement journey. This could include discussing the grant opportunity and other matters relevant to energy efficiency upgrade and repositioning of your asset.

Please contact us on zerocarbonbuildings@melbourne.vic.gov.au, referencing the program name and application number you see below.

Program

This field is read only.

Application Number

This field is read only.

Eligibility

* indicates a required field

Confirmation of Eligibility

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Before proceeding, please confirm the following.

The applicant must:

- be the owner or authorised to act on behalf of the owner of a commercial building, located within the [City of Melbourne municipality](#). *Note: Reimbursements will be provided to building owners.*

The building owner must:

- be a private owner (including institutional investors, private investors, corporations, trusts, individual owners and not-for-profit organisations) or an Owners Corporation. *Note: Government entities, government agencies and government corporations are not eligible.*
- have a current Australian Business Number (ABN)
- have been operating for at least 12 months
- provide evidence of Public Liability Insurance (\$20M minimum)
- have no outstanding acquittals or debts with the City of Melbourne
- meet the minimum co-contribution requirements of the scheme
- provide all mandatory information and supporting documentation requested in the application form.

The building must:

- be located within the [City of Melbourne municipality](#)
- be more than 15 years old
- have a Net Lettable Area* between 1,000 m² and 20,000 m²
- be predominantly used as an office or is 'fit for office use'**
- have never received a NABERS energy rating, or demonstrate poor energy performance as evidenced by a NABERS Energy rating below or equal to 4 stars, obtained more than 12 months ago
- not be subject to disclosure requirements under the [Commercial Building Disclosure \(CBD\) program](#) for the validity period of the NABERS Energy certificate.

**Buildings with smaller floor areas may also be considered eligible, on a case-by-case basis.*

***'Fit for office use' is defined as fit for continuous occupation as an office, with adequate lighting and with suitable ventilation (such as air conditioning, natural ventilation or mixed-mode operation) of a similar or higher standard of service to the bulk of the office, as per [NABERS Energy and Water for Offices rules](#).*

You must confirm that all statements above are true and correct. *

☐ Yes

All the eligibility requirements listed need to be met to apply for Activity A of the scheme.

Commercial Building Disclosure Exemption

Is this building currently required to disclosure under the Commercial Building Disclosure (CBD) program? *

☐ No

Buildings required to disclose NABERS Energy performance are not eligible to apply for Activity A of the scheme. For more information about the CBD Program please visit <https://www.cbd.gov.au/which-buildings-are-affected/my-building-affected/disclosure-affected-buildings>

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Please specify the reason this building is exempt. *

Word count:

Must be no more than 150 words.

General Building Information

*** indicates a required field**

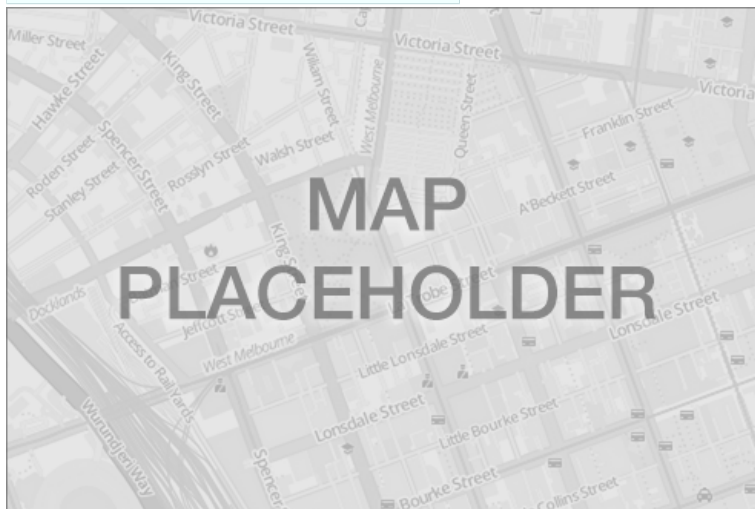
Building Characteristics

Building Name

If applicable

Building Address *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Building Construction Year *

Must be a number.

Building Gross Floor Area (m2) *

Must be a number.

Office Net Lettable Area (m2) *

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Must be a number.

Office Grade *

Building Owner or Owners Corporation

Name *

Organisation Name

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Baseline Building Energy Use

* indicates a required field

Existing NABERS Energy - office

Have you received a NABERS Energy rating for the building in the last 5 years? *

☐ Yes

☐ No

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To be eligible for the scheme, your previous NABERS Energy certificate must have been obtained more than 12 months ago.

Please fill the following information, relevant to the last NABERS Energy assessment for the building.

NABERS Scope *

- ☐ Base Building ☐ Whole Building

NABERS Rating *

Must be a number.

NABERS Reference Number *

NABERS Expiry Date *

Must be a date.

Upload the NABERS Energy Certificate and Report *

Attach a file:

A minimum of 2 files must be attached.

Building Energy Use - office

Please provide 12 months of energy use data, based on utility and energy bills, for the office base building or whole building.

Building Boundary *

- ☐ Base Building ☐ Whole Building

Start and end date might vary from one energy type to the other. Please indicate a representative 12-months period.

Start Date *

Must be a date.

End Date *

Must be a date.

Electricity (kWh/year) *

Must be a number.

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Onsite Renewable Electricity (kWh/year) *

Must be a number.

Voluntary Purchase Renewable Electricity (kWh/year) *

Includes GreenPower, voluntarily surrendered LGCs from both electricity generated offsite, and from electricity generated onsite that is exported to the grid.

Gas (MJ/year) *

Must be a number.

LPG (L/year) *

Must be a number.

Diesel (L/year) *

Must be a number.

Project Details

* indicates a required field

Project Description

Activity A provides the option to undertake a NABERS Energy Rating. Please provide a short description of your project below.

Short project description *

Word count:

Must be no more than 150 words.

Project Timing

Start Date *

Must be a date.

End Date *

Anticipated end date should be within 4 months of anticipated start date.

Qualified Service provider

Is your selected service provider a NABERS Energy and Water Accredited Assessor for Offices? *

☐ Yes

For Activity A, you must engage a NABERS Accredited Energy and Water Assessor for Offices.

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NABERS Energy and Water for Office Accredited Assessor *

First Name

Last Name

Organisation *

Project Budget

* indicates a required field

Have you received a minimum of 2 quotes from Qualified Service Providers? *

☐ Yes

A minimum of 2 quotes from Qualified Service Providers are required for submitting your Expression of Interest for the scheme.

Please provide the following project cost information.

Total Project Cost *

What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

The maximum reimbursement for Activity A is 50% of the Project Cost of \$2,500, whichever smaller.

Please attach quote of the preferred Qualified Service Provider *

Attach a file:

Applicant Information

* indicates a required field

Applicant Information

Project Contact *

First Name

Last Name

Organisation *

Role *

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Phone Number *

Must be an Australian phone number.
Please include the area code for landlines, in Victoria the area code is '03'.

Email *

Must be an email address.

Building Owner Consent

Are you the Building Owner? *

☐ Yes ☐ No

Do you have written consent from the Building Owner or the Owners Corporation to apply for the scheme? *

☐ Yes
Consent of the property owner is required for submitting your Expression of Interest for the scheme.

Please upload the owner letter of consent to apply the scheme. *

Attach a file:

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I agree * ☐ Yes

Feedback

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process.

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

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Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Word count:

Must be no more than 250 words.