

Activity B - 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 an **Energy and Carbon Improvement Plan** or an **Electrification Feasibility Assessment**.

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 scheme 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

Activity B - Expression of Interest

Form Preview

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.
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'**
- demonstrate poor energy performance as evidenced by a NABERS Energy rating below or equal to 4 stars, obtained within the past 12 months***.

*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](#).

*** Exceptions may be considered on a case-by-case basis for buildings that are ineligible for a NABERS Energy rating but can demonstrate poor energy efficiency.

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 B of the scheme.

Activity A Participation

Have you previously received City of Melbourne funding under Activity A of this scheme? *

☐ Yes

☐ No

Activity A supports building owners and managers undertaking a NABERS Energy assessment.

General Building Information

* indicates a required field

Activity B - Expression of Interest

Form Preview

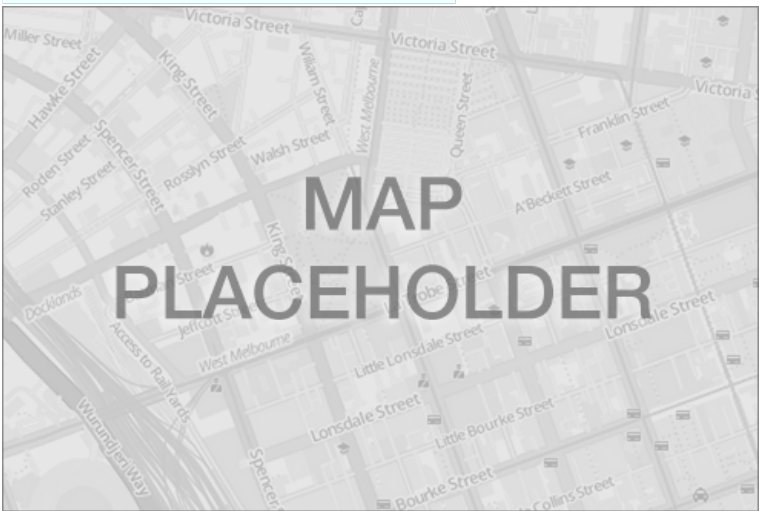
Building Characteristics

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.

Building Net Lettable Area (m2) *

Must be a number.

Office Grade *

Building Owner or Owners Corporation

Name *

Organisation Name

Activity B - Expression of Interest

Form Preview

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 within the last 12 months? *

☐ Yes ☐ No

A NABERS Energy certificate obtained within the last 12 months is required before applying for Activity B. Exceptions may be granted for buildings that face genuine barriers to obtaining one.

Please provide the reason your building has not obtained a NABERS Energy rating within the last 12 months. *

Activity B - Expression of Interest

Form Preview

Word count:

Must be no more than 150 words.

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

NABERS Scope *

☐ Base Building

☐ Whole Building

NABERS Rating *

To be eligible for Activity B you should have a NABERS Energy rating of 4 stars or less.

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.

Activity B - Expression of Interest

Form Preview

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

Selection of Activity B Stream

Activity B - Stream *

- ☐ Energy and Carbon Improvement Plan
- ☐ Electrification Feasibility Assessment

Project Timing

Start Date *

Must be a date.

End Date *

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

Expected Outcomes

Provide a short project description, including the scope of works and any site specific information. *

Word count:

Must be no more than 250 words.

Data Collection

Activity B - Expression of Interest

Form Preview

Asset Definition and Data Collection - Will the assessment clearly define asset, energy and carbon boundaries and collect sufficient data to support a robust analysis? Example of data that should be included are energy consumption, BMS/EMS metering data, asset registers and as-built documentation.

Site Inspection and Interviews - Will the consultant/contractor undertake a detailed site inspection of all accessible areas and supplement this with interviews with facility management staff to gain a comprehensive understanding of building operation?

Please indicate whether your proposed project meets those minimum requirements indicated above.

*

☐ Yes

Meeting the data collection requirements is a mandatory condition for submitting an Expression of Interest for the scheme.

Analysis

Energy and Carbon Baseline Development - Will the assessment establish a quantified baseline of energy consumption and operational carbon emissions, including energy end-use breakdowns and emissions calculations?

Energy Performance and Benchmarking - Will the assessment include benchmarking of energy performance for end use categories and identify / establish areas of underperformance and potential for end use improvement?

Decarbonisation Pathways and Target Setting - Will the plan establish a pathway to achieve 'zero carbon ready' outcomes by 2040, with interim targets aligned to recognised benchmarks (e.g. CRREM, Science Based Targets, Green Star)?

Please indicate whether your proposed project meets those minimum requirements indicated above.

*

☐ Yes

Meeting the analysis requirements is a mandatory condition for submitting an Expression of Interest for the scheme.

Opportunity Identification and Evaluation

Options Identification and Impact Assessment - Will a comprehensive set of energy and carbon reduction opportunities be identified (e.g. efficiency, electrification, renewables) **and assessed for impacts on energy, cost, emissions, NABERS and operations outcomes?**

Options Evaluation and Prioritisation - Will the opportunities be evaluated using consistent metrics (e.g. cost, payback, ROI, carbon abatement, deliverability, disruption) **and prioritised into short-, medium- and long-term actions?**

Please indicate whether your proposed project meets those minimum requirements indicated above.

*

☐ Yes

Activity B - Expression of Interest

Form Preview

Meeting the opportunity identification and evaluation requirements is a mandatory condition for submitting an Expression of Interest for the scheme.

Expected Outcomes

Provide a short project description, including the scope of works, gas systems coverage (space heating, domestic hot water, gas cooking) and any site specific information. *

Word count:

Must be no more than 250 words.

Data Collection

Data and Plant Sizing Methodology - Will the assessment utilise available building data (e.g. BMCS, metering, drawings, O&M manuals) and apply a robust methodology to size electric replacement systems (e.g. winter peak analysis, engineering calculations based on current and anticipated future operation)?

Site Inspection - Will the consultant/contractor undertake a detailed site inspection of all accessible areas relevant to electrification works?

Please indicate whether your proposed project meets those minimum requirements indicated above.

*

☐ Yes

Meeting the data collection requirements is a mandatory condition for submitting an Expression of Interest for the scheme.

Analysis

Options and Impact Assessment - Will multiple electrification options be assessed and compared (e.g. heat pumps, thermal storage, heat recovery), including impacts on NABERS, operations, spatial requirements, and peak electrical demand?

Electrical Infrastructure Assessment - Will the assessment evaluate existing electrical capacity and constraints (e.g. substation, switchboards, maximum demand) and identify required upgrades of the various options?

Please indicate whether your proposed project meets those minimum requirements indicated above.

*

☐ Yes

Meeting the analysis requirements is a mandatory condition for submitting an Expression of Interest for the scheme.

Opportunity Identification and Evaluation

Activity B - Expression of Interest

Form Preview

Deliverables and Design Outputs - Will the assessment include concept designs and supporting outputs (e.g. layouts, schematics, plant locations and electrical upgrades) **of the various options?**

Energy, Carbon and Cost Assessments - Will the energy, carbon and cost (opex/capex) **impacts of the various options be quantified as part of the assessment?**

Please indicate whether your proposed project meets those minimum requirements indicated above.

*

☐ Yes

Meeting the opportunity identification and evaluation requirements is a mandatory condition for submitting an Expression of Interest for the scheme.

Qualified Service provider

Energy and Carbon Improvement Plan - The preferred Qualified Service Provider should meet the requirements of AS3598.1:2014 (Type 1 or 2 as appropriate).

Please refer to the [scheme guidelines](#) for more information regarding the Qualified Service Provider minimum requirements.

Qualified Service provider

Electrification Feasibility Assessment - The preferred Qualified Service Provider should be a suitably qualified consultant or contractor with demonstrated experience in mechanical and electrical building systems and electrification projects.

Please refer to the [scheme guidelines](#) for more information regarding the Qualified Service Provider minimum requirements.

Is your selected service provider a Qualified Service Provider, as described in the scheme guidelines? *

☐ Yes

Engaging a Qualified Service Provider is required for submitting your Expression of Interest for the scheme.

Qualified Service Provider Details *

First Name

Last Name

Organisation *

Project Budget

Activity B - Expression of Interest

Form Preview

* 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 B is 50% of the Project Cost or \$7,500, 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 *

Phone Number *

Must be an Australian phone number.

Email *

Activity B - Expression of Interest

Form Preview

Must be an email address.

Building Owner Consent

Applications will only be considered with consent of the property owner.

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

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

Activity B - Expression of Interest

Form Preview

Word count:

Must be no more than 250 words.