

# ADELAIDE SUSTAINABLE CITY Incentives Scheme



## LED Downlight (Halogen Downlight Replacement)

### 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 remove the halogen downlights and install the LED downlights and drivers.
4. Complete, sign and lodge the application form with:
  - Receipts for the supply and installation of the LED downlights demonstrating full payment (through a zero balance owing or evidence of an agreed payment plan).
  - A letter of permission from your body corporate, landlord or equivalent (if required).
  - Electrical Certificate(s) of Compliance (obtained from your installer) detailing the removal of existing halogen lights and transformers and the installation of new LED downlights and drivers.

### Eligibility Criteria and Conditions

#### General Eligibility

- To be eligible a property must be located within the Adelaide City Council municipal area and works must be completed after 1 July 2015.
- Reimbursements are not available for installations completed more than 12 months prior to Council receipt of the application form.
- Incentives Scheme (Scheme) funding is subject to Council's annual budget processes and funding is limited.
- 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.
- Residents, small businesses, building owners, tenants and community/strata corporations, universities, schools, community organisations and sporting groups are eligible to apply.
- Eligible small business is defined as rateable premises with  $\leq 250\text{m}^2$  net lettable floor area and State Valuation Land Use Codes 21 – Retail Trade, 22 – Financial, Assurance and Real Estate Services, 23 and 24 - Personal Services and 25 – Business Services. LED downlights must be located within the floor area of the eligible small business premises.
- Halogen downlight replacement activities in common areas of office buildings are ineligible for this incentive.
- Limit Per Category:
  - Eligible residential & business premises - Maximum of 1 incentive per rateable, rate exempt or rate rebated premise.
  - Business owners, Community Corporations and Body Corporates - Maximum of 1 incentive per site record.
  - Government – Ineligible except for schools up to maximum of 1 incentive per site record.
- Rebates will be applied to the up-front out-of-pocket cost incurred by the owner or occupier of the premise, Body Corporate or Community Corporation at the time of installation. The cost is after all other incentives, rebates and discounts received have been deducted.
- If the location for installation of lighting supported through the Scheme is within a common property area of a strata or community titled building, proof of the approval to install the device from the body corporate or equivalent, must be provided with the application and where the application is for common area lighting, apartment buildings must be participating in the Smart Blocks Program ([www.smartblocks.com.au](http://www.smartblocks.com.au)).



- 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.
- Incentives of >\$20,000 to a single site record in a year will be considered a 'Partnership Project' and will require the approval of Council and involve the sharing of lessons learnt and development of a case study. For example, this may occur when individual units and the common area within an apartment block receive incentives.
- 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.
- An electrical certificate of compliance signed by the licensed electrical contractor undertaking the installation must be provided.
- The applicant acknowledges and agrees that Adelaide City Council 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 Adelaide Sustainable City Incentives.
- It may take Council up to 20 working days after receiving an application to reimburse by cheque the agreed amount in accordance with the guidelines (if an application is successful).
- Council may request provision of information associated with installed lighting and energy use for the preparation of a case study.

### **LED Downlight (Halogen Downlight Replacement) Criteria**

- Must involve replacement of halogen downlights with LED downlights, including replacement of transformers with new LED drivers.
- The LED downlight replacement is eligible for 30% of the total installed cost up to \$30 per fitting, to a maximum of \$1,000. Additional expenses associated with cabling or other electrical upgrades are not eligible costs.
- Electrical Certificate(s) of Compliance (obtained from your installer) must be provided, detailing the removal of existing halogen lights and transformers and the installation of new LED downlights and drivers.
- An itemised receipt must be completed by the licensed installer and include the Australian Business Number (ABN), name, date, location of installation, cost of work and any government rebates. The receipt must clearly show the costs associated with lighting and driver replacement only, including supply and installation and not include the costs of cabling and other electrical work.



## APPLICATION DETAILS – Please complete and send to Council

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation or Community Corporation number (if applicable): \_\_\_\_\_

Relationship to Property (please circle):      Owner      Owner/Tenant      Tenant      Community Corporation

Email: \_\_\_\_\_ Phone (day): \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

POSTAL ADDRESS (if different from above)

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Total cost: \$ \_\_\_\_\_ Cost of supply and installation: \$ \_\_\_\_\_ per light fitting:

Number of downlights: \_\_\_\_\_ Installation date: \_\_\_\_\_

LED light power consumption/fitting: \_\_\_\_\_ watts/LED downlight

Additional details: \_\_\_\_\_

## Application Declaration

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

I agree to the eligibility criteria and conditions as set out in this document and 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;
- I/we agree to participate in the preparation of a case study that may be used by Council (if requested).
- 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 the permission of the property owner; and
- if the installation is subject to approval from a body corporate, permission has been obtained.

Signed: \_\_\_\_\_ Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

### CITY SUSTAINABILITY AND PARK LANDS

ADELAIDE CITY COUNCIL

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