

## Application for Exemption from Energy Efficiency Disclosure Obligations

This application form is for use by building owners or lessors who wish to apply for an exemption from a disclosure obligation under section 17 of the *Building Energy Efficiency Disclosure Act 2010* (BEED Act).

Please ensure you have read the Exemption guidance note prior to submitting this application.

### PART A – APPLICANT DETAILS

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1. Please indicate whether you are applying as a (tick which one applies):

Building Owner       Lessor

2. Application details

The regulated entity information will be confirmed through relevant registers, if the name and number is not a match the application may be returned for rectification which may result in unnecessary delays.

Corporation / Entity Name: \_\_\_\_\_

If constitutional corporation, please indicate and provide one of the following:

- Australian Business Number (ABN)      **Number:** \_\_\_\_\_
- Australian Company Number (ACN)
- Australian Registered Business Number (ARBN)

3. Applicant's Entity Address Details:

Telephone Number: (    ) \_\_\_\_\_      Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

State/ Territory: 

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Postcode: 

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4. Applicant's Details:

Mr      **First Name:** \_\_\_\_\_      **Last Name:** \_\_\_\_\_

Ms

**Applicant Contact Details continued.**

Telephone Number: ( ) \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

State/ Territory: 

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Postcode: 

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**PART B – BUILDING DETAILS**

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**1. Building Name and Address:**

Building Name: \_\_\_\_\_

Building Street Address: (PO Box address not acceptable)

\_\_\_\_\_  
\_\_\_\_\_

State/ Territory: 

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Postcode: 

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**2. Please provide the Net-Lettable-Area (NLA) of the Building:**

\_\_\_\_\_ m<sup>2</sup> (required)

**3. Has this Building/ Tenancy Received a Previous Exemption? If so, provide:**

Date Previous Exemption Granted: \_\_\_\_\_

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## PART C – REASONS FOR EXEMPTION

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1. Please state your reason for seeking exemption (tick all that apply):

- The Building/Area is used for Police or Security Operations *If selected, please attach correspondence confirming that access is not possible due to police or security operations including contact details to allow CBD team to confirm the information.*
- Unable to assign NABERS Energy for Offices Rating due to characteristics of the Building/Area *If selected, please ensure the Supporting Statement is completed by a CBD Accredited Assessor as per 'Part F' of this application.*

2. Please indicate which section you are seeking exemption under (tick all that apply):

- (a) Section 11 and 15 of the [BEED Act](#), the property will be listed for:  
(Section 11 exempts you from having a BEEC and section 15 exempts you from displaying a rating on advertising)
- Sale    Lease    Sub-lease
- (b) Section 12 of the [BEED Act](#), as a BEEC has been requested by a prospective purchaser/lessee:  
(Section 12 exempts you when a BEEC is requested by a prospective purchaser/ lessor)
- Yes    No

3. List details of the steps you have taken to comply with disclosure obligations in the future including timeframes for being able to comply (if applicable).

## PART D – PAYMENT DETAILS

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**The application fee is \$402 (GST Free)\*.** The fee can only be paid by either electronic fund transfer, cheque or by Credit card. Please note that CBD cannot provide a tax invoice for payments prior to them being paid.

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**Electronic Funds Transfer**

**Please deposit the payment into the following account before submitting this form.** *Ensure that your building address (see below) is included in your bank electronic transfer in the payment description field.*

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**BSB: 092-009**

**Account Number: 115859**

**Account Name: Department of the Environment and Energy**

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The Electronic Funds transfer is to include the Building Address (not the building name) in the payment description field. As many characters of the address are to be provided to ensure that the payment can be clearly identified and processed against the application. The payment should be made at the same time as lodging the application.

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**Cheque**

**Please make cheque payable to:** (please see part E for mailing address)  
**'Department of the Environment and Energy'**

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(DD/MM/YY)

(your application will not be processed until full payment has been received by the Department)

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**Credit Card**

**If you wish to pay for your application with a Credit Card, please use the Payment Request form or call Accounts on (02) 6274 1151.**

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The form is to be emailed separately as per the instructions, please don't send it with this application.

I have sent payment via the Credit Card payment request [form](#)

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Please note that the application for exemption processing only commences once a correctly rendered application and payment has been received.

Please allow a minimum of 15 working days to process your application. The CBD team will contact you if there are any issues with your application.

\*This fee is a prescribed fee for exemption applications under the BEED Act and is payable regardless of whether the exemption is granted or not granted. Whilst the prescribed fee remains at \$402, there is no GST payable on this amount and you will not be able to claim an input tax credit. A receipt will be provided to the Applicant with the letter of notification of the decision regarding the exemption application. To expedite decision making on your application, we encourage you to make payment by electronic fund transfer.

## PART E – PRIVACY NOTICE, DECLARATION AND SIGNATURE

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### 1. Privacy, Use & Disclosure Notice

Section 19 of the BEED Act makes it an offence to provide false or misleading information or documents relating to this Act for the purposes of obtaining a BEEC. The maximum penalty for such an offence under the BEED Act and under Division 137 of the *Criminal Code* is imprisonment up to 24 months.

By signing below, the signatory acknowledges that he or she is the owner, or an authorised representative of the Applicant, and that the information contained in this application for exemption is true and correct in all material particulars. The signatory also acknowledges that any of the information provided in this form may be copied, recorded, used or disclosed for the purposes of ensuring compliance with the BEED Act.

I understand that the information within and accompanying this application can be audited under subsection 34(3)(a)(iii) and (iv) of the BEED Act and that I am required to retain all the information for a period of 7 years.

Full name of the Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: type your name in the signature box if submitting by email

## Submitting this Exemption Application

This application can be sent electronically to: [info@cbd.gov.au](mailto:info@cbd.gov.au)

or mailed to:

**Commercial Building Disclosure  
Exemptions Administrator  
Energy Efficiency Division  
Department of the Environment and Energy  
GPO Box 787  
CANBERRA ACT 2601**

## PART F - SUPPORTING STATEMENT BY COMMERCIAL BUILDING DISCLOSURE (CBD) ACCREDITED ASSESSOR (IF APPLICABLE)

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This statement is to support an application for the exemption from an energy efficiency disclosure obligation under Section 17 of the *Building Energy Efficiency Disclosure Act 2010* (the BEED Act). This statement is made in accordance with r 5(1)(k)-(m) of the *Building Energy Efficiency Disclosure Regulations 2010* (the BEED Regulations).

Supporting Statements must only be made by a CBD Accredited Assessors and submitted via the CBD Assessor Portal. If your exemption application requires a supporting statement then you must organise/commission a CBD Accredited Assessor – prior to CBD submission – and agree/ notify with that assessor that he/ she will be required to complete a supporting statement. Only CBD Accredited Assessors have access to the CBD Assessor Portal, supporting statements cannot be submitted by any other means.

CBD does not organise/ nor act as an intermediary between parties and CBD Accredited Assessors to make supporting statements. Failure to notify, contact and agree with a CBD Accredited Assessor to make a supporting statement prior to this exemption form's submission to CBD will result in this Exemption application not progressing until such arrangements have been made.

Please enter the details of the commissioned CBD Accredited Assessor. Upon receiving this Exemption Application, CBD will notify the CBD Accredited Assessor – via the CBD Assessor Portal – that there is a supporting statement to make against this Exemption Application. When the supporting statement has been completed and submitted by the CBD Accredited Assessor, then the Exemption application formally begins the processing stage.

It is important to note that the CBD system will transfer the details from exactly how they appear in this form into the assessor portal – CBD suggests that you check your application before submission – any inconsistencies will result in a request for this Exemption form to be resubmitted to CBD.

### COMMISSIONED CBD ASSESSOR DETAILS

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Mr      First Name: \_\_\_\_\_      Last Name: \_\_\_\_\_  
 Ms

CBD Accreditation number:      CBDA    

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### HOW TO FIND A CBD ACCREDITED ASSESSOR

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CBD lists the contact details of all CBD accredited assessors – via the CBD Accredited Assessor Register on the CBD website.

This register can be found here: <http://cbd.gov.au/registers/find-a-cbd-accredited-assessor>

If you require any assistance in filling out this form or information on the exemption application process, please email: [info@cbd.gov.au](mailto:info@cbd.gov.au)

Alternatively you can call the CBD enquiry line on: 1800 020 131