

Sustainable Apartments Program

Introduction

The Sustainable Apartments Program is an ACT Government initiative that provides tailored advice and planning support to help apartment buildings in Canberra begin their electrification journey.

The Program provides tailored, building-specific advice to help owners corporations understand electrification options for their building. This includes guidance on technical feasibility, renewable energy generation, electric vehicle charging, replacing gas systems with efficient electric alternatives, and indicative costs.

Support is flexible and tailored to each building's needs. It could include:

- general advice and indicative costings informed by demonstration projects
- a comprehensive service at no cost, including a site assessment, tailored electrification pathway and recommendation report
- ongoing guidance on equipment options and costings or external reports to help ensure best-practice electrification outcomes.

Program Documentation

Prior to completing this Registration, it is important the applicant familiarises themselves with the Sustainable Apartments Program (SAP).

Please refer to the following resources to understand the Program and its offerings,

- [Everyday Climate Choices Sustainable Apartments Program](#)
- [Sustainable Apartments Program Terms and Conditions](#)

Please note that it is the responsibility of the applicant to have read and understood the relevant documentation for the Program prior to completing this Registration Form.

Providing false or misleading information may affect the applicant's participation in the Program as outlined by the Sustainable Apartments Program Terms and Conditions.

Eligibility

Owners corporations, also known as body corporates, that manage an eligible apartment building within the ACT, can apply for the Program.

To be eligible, the premises must:

- be an apartment building style structure with a Class A unit plan as defined in the [Unit Titles Act 2001](#)
- be a completed development at the time of application;
- include existing gas infrastructure and appliances.

Need help?

Contact the team for any assistance with your registration:

Sustainable Apartments Program contact details

sustainablebusiness@act.gov.au Phone: 13 22 81 www.climatechoices.act.gov.au

Building Classification and Unit Plan Details

* indicates a required field

Building Classification

To be eligible for the Sustainable Apartments Program, your Unit Plan must be classified as Class A:

The ACT distinguishes between **Class A** and **Class B** units:

- **Class A** Units are generally multi-storey apartments. The owner owns the inside of the unit to the mid-point of shared walls and may own one or more subsidiaries, such as a care parking space or storage area.
- **Class B** Units are generally townhouse style units. The owner owns the inside and the outside of their unit and to the mid-point of the units' boundaries.

Please note: Unit Plans with only Townhouse style structures (Class B) and Unit Plans with only commercial units are **INELIGIBLE** to take part in the Program.

Is your Premises a 'Class A' building? *

- ☐ Yes
☐ No

If you select "No", you will be INELIGIBLE to take part in the Program. Should you wish to provide any comments or raise concerns, please contact us at sustainablebusiness@act.gov.au

Unit Plan details

What is the name of your Unit Plan? *

Organisation Name

What is the year of construction? *

Must be a date.

The entered date does not need be exact but the year noted should be accurate.

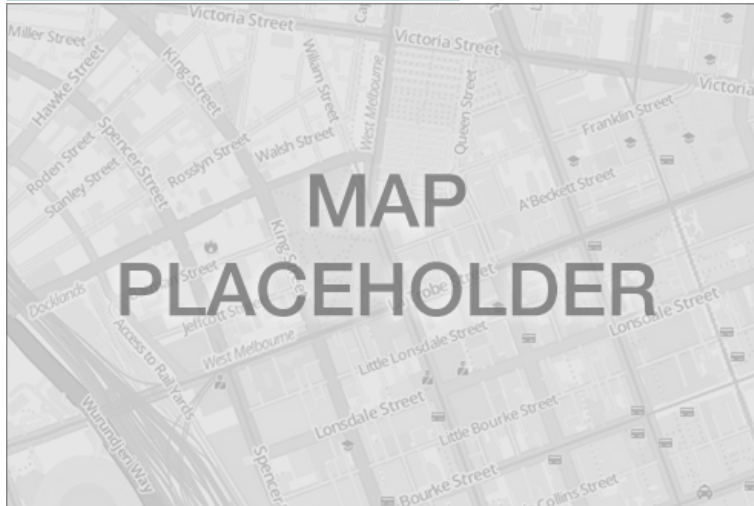
What is the Unit Plan number? *

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What is the address for the Unit Plan? *

Address



What is your owners corporation's 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	

Does your Unit Plan include existing gas infrastructure / appliances? *

- ☐ Yes
☐ No

If you select "No", you will be INELIGIBLE to take part in the Program. Should you wish to provide any comments or raise concerns, please contact us at sustainablebusiness@act.gov.au

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Primary contact

Name *

Title

First Name

Last Name

This is the person we will contact about this application

Phone Number ***Email *****The primary contact of this application is: ***

- ☐ A member of the owners corporation's executive committee
- ☐ A member of the owners corporation
- ☐ An employee from the strata management company
- ☐ Other:

What is your position on the executive committee? *

e.g. Treasurer, chairperson, secretary etc

What is the name of your strata management company? *

Organisation Name

What is your position title? ***What is your strata management company 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

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ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

About your Premises

* indicates a required field

Premises

A Premise refers to an individual building of residences within a Unit Plan. Some Unit Plans can be made up of several premises.

The Premises that are part of the Unit Plan (select all that apply): *

- ☐ are apartment complex style structures.
- ☐ are a combination of apartment complex style structures and townhouses
- ☐ are mixed-use Premises (Premises with a combination of residential and commercial units)
- ☐ Other

If 'Other' please include a short description of the type Premise found in your Unit Plan.

Does your Unit Plan have more than one Premise as part of Unit Plan? *

- ☐ Yes
- ☐ No

How many Premises are identified within the Unit Plan specified in this Application? *

Must be a whole number (no decimal place) and at least 1.

Is an Embedded Network contract currently in place? *

- ☐ Yes
- ☐ No

An embedded network is when a privately owned energy network is the supplier for multiple premises and residents within an apartment complex. As part of an Embedded Networks Contract an 'apartment wide' energy tariff rate may be negotiated. Residents of the apartment complex will need to pay as per the negotiated rate for the duration of the contract. In some contexts, the concept of an embedded network can extend beyond electricity to other utilities, including reticulated (centralised) hot water system.

Total floor area of the Premises excl. carpark (m²)

Must be a number.

Must be a number and at least 1. If exact figure is unknown, please enter an approximate figure.

What is the maximum number of storeys (above ground) of a Premise within the Unit Plan? *

Must be a number.

Must be a number and at least 1.

Carparking Facilities

Which of the following best describes the carparking facilities (select all that apply)? *

- ☐ Under ground / Basement
- ☐ Above ground / Multi-storey
- ☐ Surface-level parking area
- ☐ Other:

How many carparking spaces in total? *

Must be a whole number (no decimal place) and at least 1.

How many carpark spaces are allocated for visitors? *

Must be a whole number (no decimal place)

How many car park spaces are allocated to the commercial areas (if the apartment complex is mixed-use)?

Must be a number.

Are there any carparking spaces fitted with electric vehicle charging stations? *

- ☐ Yes
- ☐ No

How many carparking spaces are fitted with electric vehicle charging stations? *

Must be a whole number (no decimal place) and at least 1.

Existing Photovoltaic Solar Installation

Are there existing photovoltaic solar panel system installed on the Premises? *

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- ☐ Yes
☐ No

What is the size (in kW) of the existing photovoltaic solar panel system?

Must be a number and at least 1.

If exact figure is unknown, please enter an approximate figure.

Battery Storage System

Are there any existing solar battery storage systems installed on the premises? *

- ☐ Yes
☐ No

What is the energy storage capacity (kWh) of the existing battery system?

Must be a number.

Must be a number and at least 1. If exact figure is unknown, please enter an approximate figure.

Types of dwellings found in the Premises

What is the total number of residential dwellings found within the Unit Plan? *

Must be a number.

How many Studio apartments are part of the Premises? *

Must be a number.

(Note: a studio apartment is a self-contained residential unit consisting of a single habitable room that combines living, sleeping, and kitchen facilities, together with a separate bathroom.)

What is the average conditioned floor area (m²) of each studio apartment (Conditioned floor area is the floor area excluding bathrooms and storage areas)

Must be a number.

How many 1-Bedroom apartments are part of the Premises? *

Must be a number.

What is the average conditioned floor area (m²) of each 1-Bedroom apartment (Conditioned floor area is the floor area excluding bathrooms and storage areas)

Must be a number.

How many 2-Bedroom apartments are part of the Premises? *

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Must be a number.

What is the average conditioned floor area (m²) of each 2-Bedroom apartment (Conditioned floor area is the floor area excluding bathrooms and storage areas)

Must be a number.

How many 3-Bedroom apartments are part of the Premises? *

Must be a number.

What is the average conditioned floor area (m²) of each 3-Bedroom apartment (Conditioned floor area is the floor area excluding bathrooms and storage areas)

Must be a number.

How many Townhouses/Villas are part of the Premises?

Must be a number.

If Other, please specify:

Are there any Commercial Tenancies as part of the Premises? *

- ☐ Yes
☐ No

Are there any Common Areas and Facilities as part of the Premises? *

- ☐ Yes
☐ No

Types of Common Areas and Facilities

What are the Common Area and Facilities available as part of the Unit Plan? select all that apply. *

- ☐ Laundry
☐ Swimming Pool
☐ Gymnasium
☐ Sauna
☐ Outdoor Common Areas
☐ Lounge Area
☐ None of the above
☐ Other

How many common washing machine units are available as part of the Unit Plan?

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Must be a whole number (no decimal place).

How many common dryer units are available as part of the Unit Plan?

Must be a whole number (no decimal place).

What is the volume (m³) of the swimming pool?

Must be a number.

If exact figure is unknown, please enter an approximate figure.

Is the swimming pool heated? *

- ☐ Yes
☐ No

What is the floor size (m²) of the gymnasium?

Must be a number.

If exact figure is unknown, please enter an approximate figure.

What is the total floor size (m²) of the lounge areas?

Must be a number.

If exact figure is unknown, please enter an approximate figure.

Please describe the other types of common areas/facilities found within the Unit Plan. *

Existing Services

How many gas meters are currently installed in the Unit Plan? *

Must be a whole number (no decimal place) and at least 1.

Is natural gas used for space (room) heating within the Unit Plan? *

- ☐ Yes
☐ No

Which areas of the site are provided with natural gas space heating (select all that apply)?

- ☐ Residential dwellings
☐ Common areas and facilities

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Which of the following best describes the natural gas space heating system/s of the site?

- ☐ Central Plant (one system serves multiple dwellings)
- ☐ Individual (one system per dwelling)
- ☐ Combination of the above

Are there any known issues with the natural gas space heating system/s (select all that apply)?

- ☐ Aged / Reaching end-of-life
- ☐ Poor condition
- ☐ Not fit for purpose
- ☐ Unreliable
- ☐ Other
- ☐ No known issues

If Other known issues of the existing natural gas space heating system/s, please specify: *

Which of the following best describes the heating and cooling system/s installed in the Residential Dwellings (select all that apply)?

- ☐ Gas ducted gas heater (heating only)
- ☐ Gas wall heater/s (heating only)
- ☐ Hot water wall radiators - gas fired boiler (heating only)
- ☐ Hot water in-floor heating - gas fired boiler (heating only)
- ☐ Centralised gas fired package heating
- ☐ Centralised gas fired boiler serving hydronic heating
- ☐ Electric in-floor heating (heating only)
- ☐ Electric panel heater (heating only)
- ☐ Split system - wall-mounted air conditioner/s (cooling and heating)
- ☐ Ducted air conditioner (cooling and heating)
- ☐ Variable Refrigerant Flow/Volume (VRF/VRV) system/s
- ☐ Centralised electric heat pump system (cooling and heating)
- ☐ Centralised electric packaged heating and cooling unit/s
- ☐ Centralised electric hydronic system (chiller and/or boiler)
- ☐ Other:

If individual gas space heating systems are installed in the residential dwellings, have any of the dwellings replaced the gas system with an electric system?

- ☐ Yes
- ☐ No

If so, how many dwellings? *

Must be a number.

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Which of the following best describes the heating and cooling system/s installed in the Common Areas & Facilities (select all that apply)?

- ☐ Gas ducted gas heater (heating only)
- ☐ Gas wall heater/s (heating only)
- ☐ Hot water wall radiators - gas fired boiler (heating only)
- ☐ Hot water in-floor heating - gas fired boiler (heating only)
- ☐ Centralised gas fired package heating
- ☐ Centralised gas fired boiler serving hydronic heating
- ☐ Electric in-floor heating (heating only)
- ☐ Electric panel heater (heating only)
- ☐ Split system - wall-mounted air conditioner/s (cooling and heating)
- ☐ Ducted air conditioner (cooling and heating)
- ☐ Variable Refrigerant Flow/Volume (VRF/VRV) system/s
- ☐ Centralised electric heat pump system (cooling and heating)
- ☐ Centralised electric packaged heating and cooling unit/s
- ☐ Other:

Is natural gas used for hot water within the site? *

- ☐ Yes
- ☐ No

Which areas of the site are provided with natural gas hot water (select all that apply)?

- ☐ Residential dwellings
- ☐ Common areas and facilities
- ☐ Commercial tenancies

Which of the following best describes the natural gas hot water system/s on site?

- ☐ Central Plant (one system serves multiple dwellings)
- ☐ Individual (one system per dwelling)
- ☐ Combination of the above

Are there any known issues with the natural gas hot water system/s on the Premises (select all that apply)? *

- ☐ Aged / Reaching end-of-life
- ☐ Poor condition
- ☐ Not fit for purpose
- ☐ Unreliable
- ☐ Other
- ☐ No known issues

If Other known issues of the existing natural gas hot water system/s, please specify: *

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Which of the following best describes the hot water system/s installed in Residential Dwellings (select all that apply)?

- ☐ Centralised gas instantaneous (continuous flow)
- ☐ Centralised electric instantaneous (continuous flow)
- ☐ Centralised gas storage tank/s
- ☐ Centralised electric resistance storage hot water tank/s
- ☐ Centralised electric heat pump/s
- ☐ Centralised solar hot water with gas boost
- ☐ Centralised solar hot water with electric boost
- ☐ Individual gas instantaneous (continuous flow)
- ☐ Individual electric instantaneous (continuous flow)
- ☐ Individual gas storage tank/s
- ☐ Individual electric resistance storage hot water tank/s
- ☐ Individual electric heat pump/s
- ☐ Individual solar hot water with gas boost
- ☐ Individual solar hot water with electric boost
- ☐ Other:

If individual gas hot water systems are installed in the residential dwellings, have any of the dwellings replaced the gas system with an electric system?

- ☐ Yes
- ☐ No

If so, how many dwellings? *

Must be a number.

Which of the following best describes the hot water system/s installed in Common Areas & Facilities (select all that apply)?

- ☐ Gas instantaneous (continuous flow)
- ☐ Electric instantaneous (continuous flow)
- ☐ Gas storage tank/s
- ☐ Electric resistance storage tank/s
- ☐ Electric heat pump/s
- ☐ Solar hot water with gas boost
- ☐ Solar hot water with electric boost
- ☐ Other:

Is natural gas used for cooking at the site? *

- ☐ Yes
- ☐ No

What areas of the site are provided with natural gas cooking appliances (select all that apply)? *

- ☐ Residential dwellings

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- ☐ Common areas and facilities
- ☐ Outdoor barbeque areas
- ☐ Commercial kitchens
- ☐ Other

Please specify the other areas of the site that are provided with natural gas cooking appliances. *

Have any dwellings replaced the gas cooktop with electric alternatives? *

- ☐ Yes
- ☐ No

If so, how many dwellings have replaced their gas cooktops? *

Must be a number.

Is natural gas used with any other miscellaneous facilities on site? *

- ☐ Swimming pool heating
- ☐ Laundry
- ☐ Other
- ☐ Not Applicable

How many natural gas use laundry units are part of the Unit Plan?

Must be a number.

Please specify any other facilities that use natural gas on site. *

Existing Limitations

*** indicates a required field**

Are there any known issues with the existing power supply to the site? (e.g. limited capacity, infrastructure upgrades, etc.)

- ☐ Yes
- ☐ No
- ☐ I don't know

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Please specify any know issues with the existing power supply to the site. *

Are there any known structural issues or limitations related to the Premises on site (e.g. rooftops, plant room slabs, etc.)?

- ☐ Yes
☐ No
☐ I don't know

Please specify any known structural issues or limitations related to the Premises on site. *

Are there any other known limitations or constraints for the electrification of the Unit Plan?

Information Availability

*** indicates a required field**

Documentation Availability

Please advise the Program if the documents mentioned below will be made available upon request.

Letter of Consent - a letter from the respective Owners Corporation authorising the Sustainable Apartments Program to request electrical infrastructure details (where available) *

- ☐ Yes ☐ No ☐ Not Applicable

Note: The consent enables the Program to assess the building's electrical capacity and to evaluate the feasibility of proposed sustainability upgrades.

Architectural drawings (including floor plans, site plan, etc.) *

- ☐ Yes ☐ No ☐ Not Applicable

Mechanical services drawings and/or Operation & Maintenance manual (heating and cooling) *

- ☐ Yes ☐ No ☐ Not Applicable

Electrical services drawings and/or Operation & Maintenance manual *

- ☐ Yes ☐ No ☐ Not Applicable

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Hydraulic services drawings and/or Operation & Maintenance manual *

☐ Yes ☐ No ☐ Not Applicable

12 months of electricity bills for at least one of each dwelling typology *

☐ Yes ☐ No ☐ Not Applicable

12 months of natural gas bills for at least one of each dwelling typology *

☐ Yes ☐ No ☐ Not Applicable

12 months of electricity bills for common areas and facilities *

☐ Yes ☐ No ☐ Not Applicable

12 months of natural gas bills for common areas and facilities *

☐ Yes ☐ No ☐ Not Applicable

Owners Corporation Approval

Once accepted to participate in the Program, the applicant must provide a letter of consent*stating that owners corporation of the Unit Plan will,

- 1) Take part in the Program and agrees to the Terms and Conditions of the Sustainable Apartments Program.
- 2) Agree for De-Identified Material to be shared publicly. This will include reports developed as well as learnings and finding derived.
- 3) Permit the Program to access the Eligible Site's energy consumption data and electrical infrastructure details.
- 4) Permit the Program to request additional information about the Eligible Site from the relevant suppliers as needed.

*As per section 6.2.2 'Supporting Documentation', paragraph 5 of the Sustainable Apartments Program Terms and Conditions.

*

☐ Yes, I can provide a letter of consent if the Unit Plan associated with this application is accepted to participate in the Program, as per section 6.2.2 'Supporting Documentation', paragraph 5 of the Sustainable Apartments Program Terms and Conditions.

Applicant Declaration

* indicates a required field

I acknowledge and agree that:

- The Participant is an Owners Corporation responsible for the management of the Eligible Property.
- The Participant has authority to apply for and participate in the Program on behalf of the Owners Corporation.
- The Participant has obtained all necessary approvals, permissions and consents required to participate in the Program and permit access to the Eligible Property.
- The Participant has read and agrees to comply with the Program Terms and Conditions.

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- The Participant agrees to provide electricity and gas billing information, building documentation and other information reasonably required by the Territory for the purposes of the Program.
- The Participant authorises the Territory to obtain relevant information from electricity retailers, Access Canberra and other relevant third parties for the purposes of administering the Program.
- The Participant authorises the Program Team to access and inspect the Eligible Property for the purposes of the Program.
- The Participant acknowledges that any Report or Program Outcomes are provided for information purposes only and do not constitute engineering, financial, legal or other professional advice.
- The Participant acknowledges that any cost estimates provided under the Program are indicative only.
- The Participant acknowledges that de-identified information, findings, insights and learnings derived from the Program may be used, published and shared by the Territory for research, reporting, policy and program development purposes.
- The Participant consents to the collection, use and disclosure of personal information in accordance with the Program Terms and Conditions and the Information Privacy Act 2014.
- The Participant acknowledges that the Territory may amend, suspend or terminate the Program and that participation does not create any entitlement to funding, rebates, approvals or other benefits.

Name *

Title	First Name	Last Name

Position ***Email ***

Must be an email address.

Phone Number *

Must be an Australian phone number.