

Sustainable Energy Grant Application Guide

Introduction

The Sustainable Energy Grant provides a financial incentive to homeowners that install sustainable energy technologies in their new homes or retrofits. It was designed to encourage more uptake of sustainable energy systems - such as renewable energy systems - in households. It also complements the Government's \$1,000 grant for solar hot water heating and hot water heat pump systems (for more information about the Government's scheme go to www.eeca.govt.nz or call 0800 358676).

The Sustainable Energy Grant applies to stand-alone technologies and it is available to customers going through the building consent process. Building consent customers will be eligible for a grant at the end of the building consent process if their building project meets specific criteria relating to sustainable building technology. Greater uptake of sustainable energy technology in the residential sector will reduce network energy consumption, reduce reliance on fossil fuels and reduce greenhouse gas emissions.

There is \$30,000 per annum available for 2008/09, 2009/10 and 2010/11. Grants from the fund are allocated on a case by case basis. Applications close on the last working day of June each year. The Council will also stop taking applications if the fund is already dedicated before the end of the financial year.

All applications will be processed by the Building Consents Team in conjunction with the associated building consent application.

Building consent customers installing the following types of technologies to new and retrofitted homes are eligible for a \$300

Council grant:

- solar water heating system
- wood pellet stoves or low emission wood-burners with hot-water "wet backs"
- hot water heat pump systems
- solar photo-voltaic (PV) systems
- micro wind turbine systems
- micro hydro systems.

For advice about the application process, specific projects and criteria contact:
Building Consents Customer Services, phone 801 4311

Criteria

Projects must fit the following criteria:

1. The sustainable energy technology must be installed to one or more residential dwelling (see Table 1 for more detail).
2. Applicants must be applying for a building consent for the building work.
3. The grant will be provided to building consent customers installing one or more of the following types of technologies to new and retrofitted homes:
 - solar water heating system
 - wood pellet stoves or low emission wood-burners with hot-water “wet backs”
 - hot water heat pump systems
 - solar photo-voltaic (PV) systems
 - micro wind turbine systems
 - micro hydro systems.

Table 1: Building Consent Customer Eligibility

Type of property being worked on Eligibility

Stand-alone residential dwelling Yes

Semi-detached residential dwelling Yes

Individual townhouse unit Yes

Individual apartment unit Yes

Apartment, townhouse or housing development involving more than one residential dwelling

Yes*

Commercial development of any description No

Non-profit organisation^ No

^ Registered non-profit organisations are eligible for grant funding for this type of activity under the general grants pools.

* \$300 is available per affected residential unit to a maximum of \$3,000.

Grant Conditions

The Council reserves the right to impose conditions when approving grants under this funding policy, as set below:

1. Grants will be subject to the availability of funds in any particular financial year.
2. One grant only will be considered for each project.
3. The Sustainable Energy Grant application must be submitted with a building consent application.
4. Applicants must list the approved Sustainable Energy Grant technologies in the ‘Description’ section of the building consent application. It is helpful to list any relevant product, design or installation standards that adhere to the applicants’ technologies. (see Table 2 for guidance on what information to provide)
5. Successful Grant applicants must pay a deposit fee upfront for their building consent.
6. The Sustainable Energy Grant application will receive final approval when the building consent is issued for the work.
7. The Council will not accept Sustainable Energy Grant applications after the building consent is issued for the building work.

8. A Code of Compliance Certificate (CCC) must be issued by the Council for the building works in order to receive the grant funds. This CCC must contain reference to the approved sustainable energy technology. Successful grant applicants will receive a grant of \$300 (plus GST if applicable) for individual residential dwellings. The grant amount for multi-unit residential projects will be determined on a case by case basis and the standard formula is \$300 per affected residential unit to a maximum of \$3,000.

9. The Council will only pay the grant to the individual or company that paid the building consent deposit fee.

10. The building work must be completed within two years of the building consent being approved as required by the Building Act 2004 for the issuing of the CCC. Grants must be claimed within this two year building window.

11. The grant funds will not be issued by the Council if the applicant amends their building consent resulting in the removal of the relevant sustainable energy technology from the building work or if the applicant fails to install the technology.

How to Apply

The Sustainable Energy Grant application must be submitted with a building consent application. The Council will not accept Grant applications after the building consent is issued for the building work.

The application process has three stages:

- stage 1: Grant application
- stage 2: construction and inspection
- stage 3: issuing of CCC
- stage 4: Grant transfer.

A flow chart attached as appendix 1 provides an additional summarised overview of the process.

Stage 1: Sustainable Energy Grant application

1. Fill in the Sustainable Energy Grant **Application Form**. You have two options:

- a. PDF File – labelled ‘Application Form Hard Copy’ – this needs to be printed off and filled in by hand.
- b. Microsoft Word document – labelled ‘Application Form Electronic’ – this can be downloaded from our website
 - o Click on **Application From Electronic**
 - o Click **Save** and save the document onto your computer
 - o Open up the document and type your answers to the questions
 - o Save as you go, then print out the finished document and sign it.

Note: This document is protected, which means that you can only type into the areas that are shaded grey, or click on the grey boxes to mark them. If you have any problems formatting the document then contact the Grants Team for assistance.

2. Submit the Grant Application Form with your building consent application at the Building Consents and Licensing Front Desk located on Level 1 of the Municipal Office Building at 101 Wakefield Street. Customers may also choose to submit their Grant and building consent applications by mail.

3. The Building Consents Team will review the building consent application and undertake a deposit fee calculation for the consent. At the same time, they will process the application for the Grant and give an on-the-spot decision about whether the applicant meets the Grant criteria.

4. If both the Grant application and the building consent application are accepted, the deposit fee for the building consent is then paid in full by the customer. The building consent application is processed by the Building Consents Team. If the building consent is approved and issued, the customer can begin building work. It is important to note that the final approval for the Sustainable Energy Grant will only be received when the building consent has been issued. If a building consent is not issued for whatever reason, the Grant application will not be accepted.

Stage 2: Construction and inspection

5. Once the building consent is issued, the customer initiates building work installing one or more of the approved technologies. The customer will request inspections from Council building officers to inspect the building work. Customers have two years to complete the building work from the date that the building consent was issued as per standard building regulations.

Stage 3: Issue of Code of Compliance Certificate

6. When the building work is complete the customer will apply for a code of compliance certificate (CCC). The CCC application will be processed by Council staff who, along with other standard building requirements, will ensure the relevant sustainable energy technology was installed correctly.

Stage 4: Sustainable Energy Grant funding paid

7. When the CCC is approved, the Council will automatically release the funding to the customers bank account.

Assessment Process

The grant application assessment process is directly linked to a building consent assessment process. There are two ways to apply for a building consent: appointment or mail-in. The Grant assessment process varies slightly depending on which building consent process you take.

By face-to-face appointment for a building consent:

- Make an appointment with the building consents team.

- Submit the Grant application with a building consent application at the appointment.

The Grants application will be assessed on the spot in 15-20 minutes and the customer will know whether their Grant application is approved at the end of this short assessment.

The Grant application will receive automatic final approval if and when the building consent for the work is issued. The statutory requirement is to process building consents within 20 days.

By mailing in a building consent:

- Applicants will usually enquire about deposit fee estimate before mailing the consent.

- Applicant mails building consent and Grant application together and attach a check with the deposit fee amount.

A decision is made within 24 hrs whether to process the building consent and whether the Grant application has been accepted. The applicant will receive confirmation of the results of this assessment.

The Grant application will receive automatic final approval if and when the building consent for the work is issued. The statutory requirement is to process building consents within 20 days.

Process for multi-unit housing developments

Apartments and townhouses

Developers of apartments and townhouses have the option of placing commercial sustainable energy technologies on their buildings that provide renewable electricity, heat or hot water to all tenants. In this situation, the Council will provide a grant based on the following formula: \$300 per affected tenant up to a maximum of \$3,000.

The Council will only provide funding for affected tenants. Grants will be provided to developers that install any of the following technologies into multi-unit residential developments:

- solar water heating system
- wood pellet stoves or low emission wood-burners with hot-water “wet backs”
- hot water heat pump systems
- solar photo-voltaic (PV) systems
- micro wind turbine systems
- micro hydro systems.

Three simple and generic examples are provided below of how the Grant programme will operate for multi-unit residential development.

Example 1: Six unit town house development with solar hot water system that provides a heated water booster to all units. $6 \text{ units} \times \$300/\text{unit} = \$1800 < \$3000$. **\$1,800 grant.**

Example 2: Twenty unit apartment complex with solar PV system that provides renewable electricity to all units. $20 \text{ units} \times \$300/\text{unit} = \$6000 > \3000 . **\$3,000 grant** is provided as this is the maximum available to multi-unit residential developments.

Example 3: Eight unit apartment with a wood chip boiler that provides space heating to all units. $8 \text{ units} \times \$300 = \$2400 < \$3000$. **\$2,400 grant.**

Housing developments

Developers of homes have the options of placing individual sustainable energy technologies on each home. The same rules for single homes apply to multi-unit housing developments.

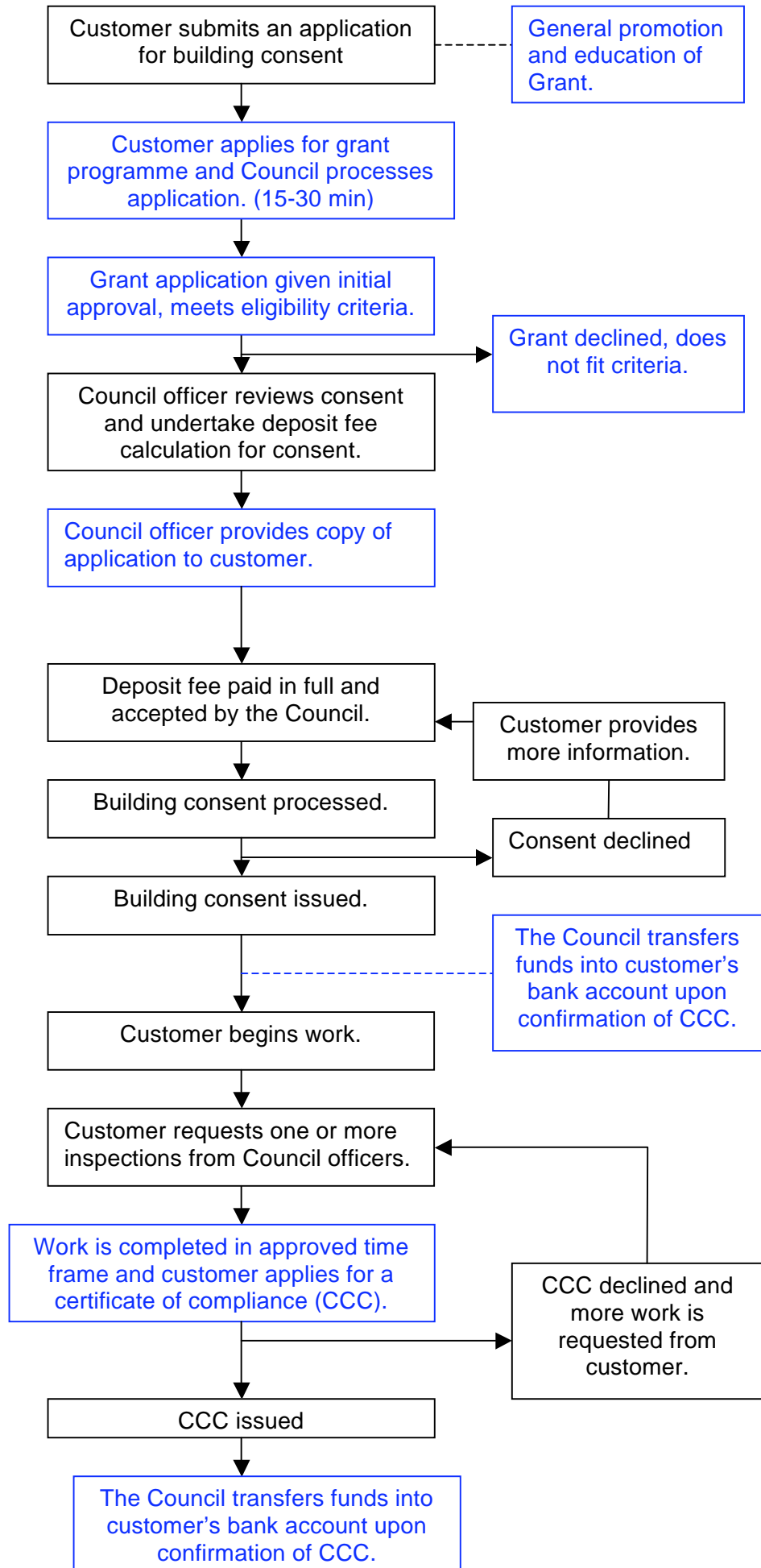
Example 1: Twenty home housing development with solar hot water heating systems installed on each home. $20 \times \$300 = \$6,000 > \$3,000$. **\$3,000 grant** is provided as this is the maximum available to multi-unit residential developments.

Example 2: Six home housing development with small scale wind turbines that provide renewable electricity to each home. $6 \times \$300 = \$1,800 < \$3,000$. **\$1,800 grant.**

Managing the ‘first come first serve’ approach

There is a \$30,000 fund available for the next three financial years starting in 2008/09. The Council will only approve grants when there is funding available in the same financial year. The Council will keep track of application numbers and the earmarked funds available. Funds will be issued once a CCC is provided to the applicant. If a grant applicant does not complete their building work in the same financial year that the grant was approved, the Council will accrue the funds to the next financial year. Applicants have two years to complete the work once the building consent is issued.

Flow Chart for Sustainable Energy Grant Appendix 1



A Guide to information required with building consent application to show compliance of the building code

Building code clause	B1	B2		E2	G12	C1	Electrical regulations
Solar water heating	G12/AS2 except where Specific Engineer Design (SED) wind zone or weight of unit exceeds limit, in which case B1/VM1 used and PS1 from engineer required	G12/AS2		G12/AS2	G12/AS2		
Pellet fires and low emission wood burners connected to a wet back		Free standing	5 yrs	E2/AS1 details for penetration of roof by flue	G12/AS1 AS/NZS 2918	C/AS1 Pt 9 paragraph 9.1 and AS/NZS 2918	
		Inbuilt	15 yrs				
		flue	15 yrs				
Hot water heat pump					G12/AS1		Energy certificate at CCC stage
Photovoltaic panel	where Specific Engineer Design (SED) wind zone or weight of unit exceeds limit, B1/VM1 used and PS1 from engineer required	Structure integral with the panel	15 yrs	alternative solution – use details in G12/AS2 for roof penetration weathertightness details for comparison			Energy certificate at CCC stage
		Separate structure supporting panel	50 years or specified intended life				
		PV Unit	15 yrs				
Micro wind turbine	B1/VM1 used and PS1 from engineer required	Turbine	15				Energy certificate at CCC stage
		structure	50 yrs or specified intended life				
Micro hydro turbine	B1/VM1 used and PS1 from engineer required	Turbine	15				Energy certificate at CCC stage
		structure	50 yrs or specified intended life				