**Logo, company name

Description automatically generatedEligibility, Registration & Submission Form**

**Interiors NZv1.1**



This form is to be used by the Applicant or Applicant Agent when determining the eligibility of a project and is to be submitted to the New Zealand Green Building Council (NZGBC) once the project team has concluded that the project is eligible. The Applicant or Applicant Agent may approach the NZGBC with questions relating to the eligibility of their project by emailing [greenstarnz@nzgbc.org.nz.](mailto:greenstarnz@nzgbc.org.nz)

In addition, this form is to be re-submitted at Round 1 Submission. The purpose of this is to ensure that the NZGBC Assessors have an overview of the key facts about the building, and to prompt Green Star Accredited Professionals when compiling their submissions to provide important overarching information in a standardised format.

**At Project Registration**, please complete Sections One, Two and Three of this form.

**At Round 1 Submission**, please check that information in Sections One and Two is up-to-date, and complete section Four.

*Note: It is the project team's responsibility to ensure that accurate information is provided for the purposes of determining eligibility. If during the Green Star NZ assessment process it is determined that the project does not meet this eligibility criteria, the project will not be able to achieve a Certified Rating. The final determination of a project's eligibility is at the discretion of the NZGBC.*

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| **SECTION ONE: Project Information** | |
| Date: | Click or tap to enter a date. |

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| **GENERAL INFORMATION** | |
| Project Name: | Click or tap here to enter text. |
| Project Address: | Click or tap here to enter text. |
| **Building Owner/Client (Applicant):** | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. |
| Address of registered office: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |
| **Applicant billing contact (if different from the above)** | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |
| Purchase order (if required): | Click or tap here to enter text. |
| **Applicant Agent (if applicable):** | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |

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| **PROJECT TEAM**  *Note:* *Project Team can be left blank at registration if not appointed* | |
| Architect: | Click or tap here to enter text. |
| Structural Engineer: | Click or tap here to enter text. |
| Civil Engineer: | Click or tap here to enter text. |
| Building Services Engineer: | Click or tap here to enter text. |
| Main Contractor: | Click or tap here to enter text. |
| Quantity Surveyor: | Click or tap here to enter text. |
| Acoustic Consultant: | Click or tap here to enter text. |
| Project Manager: | Click or tap here to enter text. |
| Surveyor: | Click or tap here to enter text. |
| GSAP: | Click or tap here to enter text. |
| GSAP organisation/company: | Click or tap here to enter text. |
| **BUILDING & RATING INFORMATION** | |
| Star Rating Targeted: | Choose an item. |
| Number of Points Targeted: | Click or tap here to enter text. |
| Tenant(s) (If known) | Click or tap here to enter text. |
| Major Refurbishment or New Building? | Choose an item. |
| Certification Type:  **Single**: This is a project registration for a single building.  **Volume:** You are an organisation that wishes to certify common elements of their project design once, and then replicate on individual project sites. | Choose an item. |
| Primary Use | Choose an item. |
| Rating more than one project (how many projects are included in your project) | Click or tap here to enter text. |
| Intention to seek a Design Review certified rating? | Choose an item. |
| Estimated Practical Completion Date | Click or tap to enter a date. |
| Total Project's Contract Value\* | Click or tap here to enter text. |
| Small Project?  Building GFA <500m2 | Choose an item. |
| Proposed Submission Date | Click or tap to enter a date. |

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| **SECTION TWO: Project Eligibility** | |
| **Eligibility Criteria 1 - Building Type** | |
| 1.1 The building is either a new building or a major refurbishment and isn't a parking garage. | Choose an item. |
| **Eligibility Criteria 2 - Spatial Differentiation** | |
| 2.1 The project is clearly distinct and separate. | Choose an item. |
| 2.2 Shared building services (such as HVAC plant or water treatment) or amenities (such as waste rooms or bicycle facilities) do not affect the project's eligibility for Green Star assessment. | Choose an item. |
| *Note: Subtenancies are considered part of the fitout and cannot be excluded from the rating* | |
| **Eligibility Criteria 3 - Conditional Requirements** | |
| 3.1 Will the project meet the following Conditional Requirements? | |
| Environmental Performance Targets, Conditioning and Tuning | Choose an item. |
| Greenhouse Gas Emissions | Choose an item. |
| **Eligibility Criteria 4 - Timing of Registration and Certification** | |
| 4.1 I have read and agree to the following timing requirements. | Choose an item. |
| -As Built certified ratings must be achieved within 24 months of practical completion.  -As Built certified ratings do not expire.  -Design Review certified ratings must be achieved prior to practical completion.  -Design Review certified ratings will expire when either of the following occurs:   * The project achieves an As Built certified rating, or; * The project reaches 24 months post practical completion. * Design Review certified rating will be cancelled at any time if there is no intent to achieve an As Built certified rating. | |
| **Eligibility Criteria 5 - Minimum 4 Star Rating** | |
| 5.1 Does the project achieve a minimum score of 45 in self-assessment? | Choose an item. |

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| **SECTION THREE: Certification Agreement** |

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This confirmation of Agent's Authority provided to the NZGBC will be effective upon receipt by the NZGBC of an executed copy (execution by ticking box below) of this form.

This confirmation is part of, and subject to, the [Green Star Certification Agreement](https://www.nzgbc.org.nz/Attachment?Action=Download&Attachment_id=44912) between the Applicant and NZGBC.

This confirmation applies to the project identified above under the heading "Project Information".

If the Certification Agreement is to be modified it will cost a minimum of $200 subject to the complexity of the required changes.

SCOPE OF AUTHORITY

1. The Applicant confirms that the Agent has been granted authority to accept the Certification Agreement in relation to the Project on behalf, and with the full knowledge, of the Applicant.
2. The Applicant understands that by providing this Confirmation, it will be bound by the actions of the Agent as if the same were taken directly by the Applicant.

REVOCATION OF AUTHORITY

1. The Applicant acknowledges that the NZGBC and its employees, agents, successors, and assigns will continue to rely on the representation of authority provided by this Confirmation unless and until the NZGBC receives written notice from the Owner that the authority of the Agent to act on its behalf has been revoked, and the NZGBC provides notice to the Applicant of the receipt and acceptance of the termination of authority.
2. Any termination of authority only applies to the Agent's actions taken following NZGBC's acknowledgement of the termination of the Agent's authority.

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|  | **EXECUTION**  **The Agent/Applicant consents to all the provisions of this Confirmation** |

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|  | **PUBLICITY**  **The Client/Building Owner is happy for NZGBC to publicise the Green Star registration of the project** |

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| **SECTION FOUR: Submission Checklist**  *This section is to be completed when Round 1 is submitted.* | |
| **PROJECT DESCRIPTION**  *This information provides the Assessors with an overview of the project and may be used in NZGBC communications*. | |
| Brief description of which floors form part of the tenancy | Click or tap here to enter text. |
| Brief description of any sub-let areas | Click or tap here to enter text. |
| Brief description of the location/use of any communal toilets/kitchens etc. | Click or tap here to enter text. |
| Brief description of the tenancy services | Click or tap here to enter text. |
| Brief description of the tenancy key sustainable features | Click or tap here to enter text. |
| **Shared services**. Please describe any shared services which the project accesses such as shared carparks, energy systems or air- conditioning equipment. | Click or tap here to enter text. |
| **Interesting and challenging features**. Please describe the most interesting and challenging features present in the project. | Click or tap here to enter text. |
| Contract type. Please briefly describe the type of design and construction process that has been undertaken by the project.  E.g. This project has followed a `typical' design and construction path. A full tender design package was developed by the design team (to approximately 70% design) which was then put out for tender. A main building contractor was then appointed. OR The timeline for this project was quite rapid and necessitated a Design and Construct style design process etc. | Click or tap here to enter text. |

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| **CHECKLIST** | | |
| Section1 and Section 2 have been updated in this form. | | |
| We are aware of Technical Clarifications applicable to this project and the submission is in line with these. | | |
| We have contacted the NZGBC one week prior to delivering the submission. | | |
| The submission has been peer reviewed prior to sending it to the NZGBC. | | |
| The scorecard has been included? | | |
| Insert filename(s) here | Click or tap here to enter text. | |
| The producer statements have been used for the thermal and energy models. | | |
| Insert filename(s) here | Click or tap here to enter text. | |
| The Area Definition Form has been included in the submission. | | |
| Insert filename here | Click or tap here to enter text. | |
| Is there any Technical Question raised for this project?  If yes, please provide details in the form below. | | Choose an item. |

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| **TECHNICAL QUESTION** | | |
| Credit | Status | Response from NZGBC |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
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| **KEY MILESTONE DATE** |

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| Start of Design (Concept design) | Click or tap to enter a date. |
| Completion of Design | Click or tap to enter a date. |
| Start of Construction | Click or tap to enter a date. |
| Practical Completion (Issuance of CCC) | Click or tap to enter a date. |

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| **NARRATIVE** (optional): Please provide any additional comments or notes regarding special circumstances or considerations regarding the submission. |
| Click or tap here to enter text. |

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| **\*TOTAL PROJECT CONTRACT VALUE** |
| The project contract value is defined as the dollar value required to complete the works for the entire project, including site works (landscaping, external paving, etc). The following may be excluded when determining total contract value:  -Demolition works;  -Consultants, design fees, project management fees;  -Works outside the site area; and  -Buildings or areas within the site that are not being assessed for purposes of Green Star.  -Where a number of amenities or services are shared between stages in a larger development, the NZGBC expects that the cost apportioned to the rated stage is equivalent to the use that the stage will have of these facilities. |

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| Name | Click or tap here to enter text. | | Position and Company | Click or tap here to enter text. | | |  |
|  | | | | | | |  |
| Signature |  | | | | Date | Click or tap to enter a date. |  |
|  |  |  |  | | | |  |
| GSAP Signature |  | | | | Date | Click or tap to enter a date. |  |
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