# Submission Requirements Checklist

### individual Building portfolio

### round: [1 or 2]

### Project Name: [name]

### Project Number: GS- [####]

### 

### administration

|  |  |
| --- | --- |
| Latest *Green Star – Performance v1.2* scorecard, as found on the GBCA website, has been completed with the points claimed for this submission. |  |
| No technical questions are outstanding. |  |
| No invoices are outstanding. |  |
| Submission notification has been provided to GBCA at least 1 week prior to submitting for assessment. |  |
| If Round 2, Round 1 submission has been appended within each credit re-submitted for Round 2 assessment. |  |
| Has the Recognised Provider program been used on the project? |  |
| If Round 2, an updated *Green Star – Performance v1.2* scorecard has been completed with points claimed for this submission. |  |

### Eligibility criteria

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| --- | --- |
| All eligibility criteria for *Green Star – Performance v1.2* have been met. Eligibility criteria can be found on the [GBCA website](http://www.gbca.org.au) and in the Submission Guidelines. |  |
| The Eligibility Criteria Submission Template has been completed and included in this submission. |  |

### Submission Content

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| --- | --- |
| The Nominated Building Systems Template has been included with the submission for assessment. |  |
| The Regularly Occupied Spaces Template has been included with the submission for assessment. |  |
| Submission Templates for all and each credit claimed, including N/A (Not Applicable) have been included with the submission for assessment. |  |
| The submission for all and each credit claimed includes all supporting documentation required (i.e. does not include ‘information to follow’). |  |
| All drawings and other supporting documentation are still legible after scanning, especially small stamps, monitors, sensors, sub-meters etc. |  |
| All relevant communication with the GBCA is included (e.g. technical questions) in the applicable credit. |  |
| All drawings have a legible title block. |  |
| All drawings are marked ‘As Built’. |  |
| When reports or contracts are used as supporting documentation, the author / organisation has been identified. |  |
| When letters are used as supporting documentation, they are signed and on letterhead. |  |

### Submission presentation

|  |  |
| --- | --- |
| The folder structure format and order corresponds to Green Star categories as outlined on the GBCA website, and includes a separate folder title ‘General’ which includes all non-credit specific documentation such as this Submission Template. |  |
| Each credit submission, including the Submission Template, is no larger than 100MB. |  |
| Documents have been saved for digital on-screen use only and not for printing in high resolution, with options to compress images enabled. |  |
| All documents have been orientated in the same direction and no blank pages have been included in the submission. |  |
| All documents have been bookmarked to facilitate navigation or have page numbers. |  |

### Submission delivery

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| --- | --- |
| GBCA accepts online submissions only. When you are ready to submit documentation for assessment, go to the Green Star Project Manager and nominate the due date and submission information. More information on this can be found on the GBCA [website](http://www.gbca.org.au/green-star/certification/guides-resources-templates/submissions-portal/36428.htm). |  |

## DECLARATION

I, the project contact, confirm that the information provided in this document is truthful and accurate at the time of completion. I confirm that:

* I have reviewed this checklist, to ensure that it aligns with the submission provided to the GBCA for assessment.
* I understand that the Certified Assessor(s) reserve the right to not assess a submission that is not done in accordance with the Submission Templates and this Checklist.
* I take complete responsibility for the accuracy and completeness of the submission for assessment.

Provide author details, including name, position and email address:

[Date]

**DISCLAIMER:**

**A completed version of this checklist must be included within the General Requirements section of the Green Star submission.**

**This checklist has been developed for project teams to use when compiling the submission documentation for assessment.**

**The accuracy and completeness of the submission is entirely the responsibility of the project team. The GBCA will not be held accountable for incorrect or incomplete submissions sent to the GBCA and scheduled for assessment.**

––– **Report end** –––