portfolio Eligibility Criteria

## project Name: [name]

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

There are a number of eligibility criteria that must be met in order for buildings to be considered eligible to be assessed and certified under the *Green Star – Performance* rating tool. This Submission Template assists project teams in confirming that their project is indeed eligible for a rating.

If you’re not sure of any of the projects within the portfolio are eligible, please submit an Eligibility request online via the [Green Star Project Manager](http://www.gbca.org.au/green-star-project-manager/). Ineligible projects will not be awarded a Green Star rating.

Please complete this Submission Template accurately and include the completed template within the project’s Green Star submission.

If you answer ‘no’ to any of the below questions, the project is not considered to meet the eligibility requirements. If this is the case, please contact your project’s Technical Coordinator.

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| **Building Type** | |
| **Do the buildings meet the Building Type eligibility criteria?** I.e. it is not a BCA Class 1 building. | **[Y/N]** |
| If unsure, please provide adequate description, below, as to why the buildings are considered to have met the eligibility criteria. | |
| *Please leave blank if not applicable.* | |

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| **Timing of Submission for Certification** | |
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| When is documentation intended to be submitted to the GBCA for assessment? | *dd/mm/yyyy* |
| Have all buildings either:   1. achieved a *Green Star – As Built* rating AND been occupied for at least 18 months after the date of receiving the Occupancy Certificates; OR 2. not achieved a *Green Star – As Built* rating AND been occupied for at least 36 months after the date of receiving the Occupancy Certificates. | **[Y/NA]** |
| Have all buildings been operating under normal operating conditions for at least the last 12 months? | **[Y/N]** |
| **Do the buildings meet the Timing of Submission for Certification eligibility criteria?** | **[Y/N]** |
| If unsure, please provide adequate description, below, as to why the buildings are considered to have met the eligibility criteria. | |
| *Please leave blank if not applicable.* | |

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| **Requirement for Best Practice rating** | |
| Is the applicant targeting certification of 4 Star Green Star (Best Practice) or better? If no, please answer “NA” to the next three questions. This requirement is not applicable to *Green Star – Performance* certification of 1 Star to 3 Stars. | **[Y/N]** |
| Has every building in the portfolio achieved one of the below in credit 15 Greenhouse Gas Emissions?   * At least 4-Star NABERS Energy without GreenPower for 15A; * At least 10% better than the average greenhouse gas baseline without GreenPower or other low-emission electricity generated off-site for 15B 15C and 15D. | **[Y/N/NA]** |
| Has every building in the portfolio achieved one of the below in credit 19 Potable Water?   * For compliance pathway 19A — at least 3.0-Star NABERS Water, without externally supplied recycled water; * For compliance pathways 19B, 19C and 19D — at least 10% better than the nominal average performer potable water baseline, without externally supplied recycled water. | **[Y/N/NA]** |
| **Do the buildings meet the Conditional Requirements eligibility criteria?** | **[Y/N/NA]** |
| If unsure, please provide adequate description, below, as to why the buildings are considered to have met the eligibility criteria. | |
| *Please leave blank if not applicable.* | |

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| **Distinct Boundary** | |
| **Do all buildings within the portfolio meet the Distinct Boundary eligibility criteria?** | **[Y/N]** |
| If unsure, please provide adequate description, below, as to why the buildings are considered to have met the eligibility criteria. | |
| *Please leave blank if not applicable.* | |

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| **Minimum Occupancy** | |
| **Did all buildings have at least one (1) full time occupant to occupy the space during the performance period?** | **[Y/N]** |
| If unsure, please provide adequate description, below, as to why the buildings are considered to have met the eligibility criteria. | |
| *Please leave blank if not applicable.* | |

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| **Timing of Performance Period** | |
| What is the project’s Green Star registration date? As per the project’s registration certificate sent via email. | *dd/mm/yyyy* |
| What is the portfolio’s nominated performance period? The performance period is 12 consecutive months from which data will be drawn for the purposes of the project’s *Green Star – Performance* assessment.  The GBCA notes that all buildings included in this portfolio must demonstrate compliance within this performance period. It is acknowledged that some datasets such as Greenhouse gas emissions and potable water may not fall completely within this period. | *dd/mm/yyyy  to  dd/mm/yyyy* |
| Does the portfolio’s performance period:   1. Begin no earlier than 12 months prior to the portfolio’s Green Star registration date; and 2. End no later than 60 months after the portfolio’s Green Star registration date? | **[Y/N]** |
| **Does the Portfolio meet the Timing of Performance Period eligibility criteria?** | **[Y/N]** |
| If unsure, please provide adequate description, below, as to why the buildings are considered to have met the eligibility criteria. | |
| *Please leave blank if not applicable.* | |

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| **Other Requirements** | |
| Do the projects within the Portfolio comply with all Environmental and Occupational Health & Safety Laws? | **[Y/N]** |
| Do the projects within the Portfolio commit to share its building energy and water usage data with the GBCA? | **[Y/N]** |
| **Does the Portfolio meet the Other Requirements eligibility criteria?** | **[Y/N]** |
| If unsure, please provide adequate description, below, as to why the buildings are considered to have met the eligibility criteria. | |
| *Please leave blank if not applicable.* | |

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| **Portfolio Summary** | | | | | | |
| **Please complete the following summary table for assets to be included in this portfolio rating. Where the period of data used to demonstrate compliance with the Greenhouse Gas Emissions and Potable Water credits, please list in the table below.** | | | | | | |
| GS Number | Building Name | Building Address | Performance period for GHG Emissions | | Performance period for Potable Water | Targeted Rating |
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# DECLARATION

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

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

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[Date]

––– **Report end** –––