



The Rules

Energy and Water for Shopping Centres

Version 4.1 – February 2022



Cover photo: Located in Adelaide, South Australia, Elizabeth City Shopping Centre has received a NABERS Energy for Shopping Centre rating every year since 2012. Managed by Vicinity Centres and with a Gross Lettable Area (GLA) of just over 70,000 m², the centre and has seen large energy efficiency upgrades that has culminated in the achievement of a 6 stars NABERS Energy rating with 0 % GreenPower™ in 2020 (up from 3 Stars in 2012). Image courtesy of Vicinity Centres.

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1 Introduction

1.1 Summary

The National Australian Built Environment Rating System (NABERS) is a performance-based rating system managed by the **National Administrator**.

NABERS ratings are expressed as a number of stars, for example:

NABERS rating	Performance comparison
6 stars ★★★★★★	Market leading building performance
5 stars ★★★★★	Excellent building performance
3 stars ★★★	Market average building performance

An accredited NABERS for Shopping Centres energy or water rating is awarded when the **National Administrator** certifies a rating completed by an **Assessor**. The **National Administrator** may independently audit the rating and assist in resolving complex technical issues.

These **Rules** define the standard for assessing a rating. The **Rules** are amended as required by additional **rulings** which are published on the NABERS website: www.nabers.gov.au.

In addition to the **Rules**, an **Assessor** is to make use of relevant **rulings** and the **NABERS rating input form**. A list of the evidence needed to confirm a rating is given in [Chapter 13](#).

1.2 Interpretation of the Rules

Assessments for an accredited rating must comply with the version of the **Rules** and any relevant **rulings** current on the day the rating application is lodged to NABERS, unless—

- the **National Administrator** has specifically approved otherwise in writing, or
- the assessment is conducted under the terms of a NABERS Commitment Agreement which specifies an earlier version of the **Rules**.

A **ruling** takes precedence if there is any conflict with the **Rules**. If there is a conflict between **rulings**, the most recent takes precedence.

1.3 Situations not covered by the Rules

These **Rules** are intended to cover most shopping centre buildings. If an exceptional situation is encountered and the **Rules** are not easily applicable, the **Assessor** must contact the **National Administrator** for assistance.

Where an **Assessor** is unsure how to apply the **Rules**, the **National Administrator** may resolve the issue by making an interpretation of the **Rules** or by advising the use of a specific procedure that aligns with the intention of the **Rules**. Written correspondence from the **National Administrator** is required as evidence if this occurs.

Procedures not contained within these **Rules** may only be used for a particular rating with prior written approval from the **National Administrator**. Approval to use the same procedure must be sought from the **National Administrator** each time it is proposed to be used. Approval is entirely at the discretion of the **National Administrator**.

1.4 How to use this document

1.4.1 Purpose and overview

This document was re-published in 2020. This version is significantly different to previous versions. Several chapters that are common to NABERS ratings of all spaces have been removed. These chapters now appear in the document entitled *NABERS The Rules – Metering and Consumption*. It is intended that the current text be used alongside *NABERS The Rules – Metering and Consumption*.

The purpose of this document is to give clear requirements for **Assessors** when they are evaluating shopping centres for their energy and water usage to provide a NABERS rating.

This document provides the framework for assessing shopping centres in relation to the following elements:

- a) Total and centrally serviced area (Chapter 4);
- b) Hours of service (Chapter 5);
- c) Trading days (Chapter 6);
- d) Counting parking spaces (Chapter 7);
- e) Floor configuration (Chapter 8);
- f) Counting food court seats (Chapter 9);
- g) Gymnasium area (Chapter 10);
- h) Counting cinema theatrettes (Chapter 11); and
- i) Minimum energy and water coverage (Chapter 12).

Documentation requirements for these **Rules** are given in [Chapter 13](#).

Detailed requirements regarding energy and/or water sources and supply points, metering systems, validation of metering systems and other types of consumption can be found in *NABERS The Rules – Metering and Consumption*.

1.4.2 NABERS Energy for Shopping Centres

The more stars in a NABERS Energy rating, the lower the greenhouse gas emissions for the **rated premises**.

The NABERS Energy for Shopping Centres rating is calculated by first determining the average energy consumption of a shopping centre with the same building characteristics as the shopping centre being rated. The star rating is awarded based on how well the actual energy consumption of the shopping centre compares to the average benchmark. The rating is based on 12 months of actual **data**.

To ensure fair comparison, the average performance benchmarks are adjusted for factors such as the proportion of **centrally serviced** area, the hours of service and number of trading days. GreenPower™ purchases are taken into account but the rating without GreenPower™ is also displayed.

The NABERS Energy for Shopping Centres rating assesses greenhouse gas emissions associated with the energy consumed in supplying building central services to shopping centres. This includes all facilities provided by the shopping centre owner to retail tenants and the associated back-of-house requirements. Facilities include the following:

- a) common-area lighting and power (e.g. lifts, lobbies, foyers, plant rooms and common area toilets);
- b) lifts and escalators;
- c) air conditioning and ventilation, including centralised services provided to common areas and tenants;
- d) exterior lighting;
- e) exterior signage;
- f) generator fuel where it serves central services; and
- g) car park ventilation and lighting, where internal or external car parks within the legal boundaries of the site are provided to service the shopping centre.

A NABERS Energy for Shopping Centres rating does not include tenant energy used for light and power or tenant-controlled heating, air conditioning and ventilation.

1.4.3 NABERS Water for Shopping Centres

The more stars in a NABERS Water rating, the less water used by the rated building.

The NABERS Water for Shopping Centres rating is calculated by first determining the average water consumption of a shopping centre with the same building characteristics as the shopping centre being rated. The star rating is awarded based on how well the actual water consumption of the shopping centre compares to the average benchmark. The rating is based on 12 months of actual data.

To ensure fair comparison, the average performance benchmarks are adjusted for factors such as building area, number of cinema theatrettes, number of food court seats, gymnasium area and climate.

A NABERS Water for Shopping Centres rating does not count consumption of internally supplied recycled water or water from on-site sources such as rainwater tanks.

NABERS Water for Shopping Centres ratings can be conducted at the same time as a NABERS Energy for Shopping Centres rating.

1.4.4 Formatting conventions and referencing

The term '**Rules**' refers to a body of works produced by NABERS that specify what must be examined, tested and documented when an **Assessor** conducts a rating. Wherever the term is used in this document from Chapter 3 onwards, it refers to this particular document, *NABERS The Rules – Energy and Water for Shopping Centres*, unless otherwise specified. Other **Rules** documents mentioned in the text are distinguished from the present document by the inclusion of their title.

Notes and **examples**: Text appearing with a grey tint in the background is explanatory text only. It is not to be read as part of the **Rules** and/or is not essential for the proper use of this document.

Text appearing **dark green and bold** is a defined term (see Chapter 2).

All main references to documentation requirements appear *italicised and in aqua font*.

Internal cross references appear as numbered sections (e.g. Section 4.2) or chapters (e.g. Chapter 6) and are hyperlinked. Cross references to an individual **Rules** text (e.g. *NABERS The Rules – Metering and Consumption*) will be numbered appropriately together with the title of the specific text.

Any changes made in this version of the Rules have been highlighted in a blue box located under their respective subheading.

1.5 What is new in this version?

A list of the changes between this version (4.1) and the previous version (4.0) is as follows:

Section	Change
3.1.2	Clarified that while Shopping Centres with a GLAR of less than 5,000 m ² can be certified for NABERS Energy ratings, the resulting Energy star rating may not accurately reflect the premises' performance.
3.4.1	Added clarity regarding situation where a site visit cannot be undertaken or delegated to another Assessor. The content of this section has been split three subsections to aid in clarification.
4.6.1	Note deleted as confirmation of area is now conducted by the NABERS Perform platform.

A list of the main changes between version 4.0 and the version 3.0 is given in [Appendix C](#).

1.6 Related documents

NABERS The Rules – Metering and Consumption, v1.2, 2020

NABERS Ruling – On-site Renewable Electricity Generation (OREG) Systems, v1.0, 2020

AS 1668.4-2012, The use of ventilation and air conditioning in buildings, Part 4: Natural ventilation of buildings

Building Owners and Managers Association (BOMA), Method of Measurement, 1989

Building Owners and Managers Association (BOMA), Method of Measurement (Net Rentable Area), 1985

Property Council of Australia (PCA), Method of Measurement: Commercial, 2008

2 Terms and definitions

This Chapter lists the key terms and their definitions that are integral to the proper use of this document.

Term	Definition
acceptable data	Data which meets the applicable accuracy and validity requirements of these Rules .
acceptable estimate	The values derived from an estimation method permitted by these Rules in place of incomplete or uncertain data. Estimates that do not satisfy the above specifications are deemed unacceptable and cannot be used in the rating.
Assessor	An accredited person authorised by the National Administrator to conduct NABERS ratings for shopping centres.
AHU	Abbreviation of 'Air Handling Unit'.
Auditor	A person contracted to the National Administrator to perform audits of NABERS rating applications.
centrally serviced	A tenancy in a shopping centre where all air conditioning services provided to the tenancy are provided by the shopping centre plant. These services include heating, cooling, ventilation, and air movement. Where one or more of these services are provided by the tenant, the tenancy is considered non-centrally serviced. Note: The energy from FCUs and AHUs , which is provided by the tenant, can be included either by sub-metering and using this data or by including all the energy from the tenancy. This would allow the tenancy to be considered centrally serviced. Example: A tenancy does not need to be provided with full air conditioning services to be considered centrally serviced. If a tenancy receives cooling, ventilation and air movement from the shopping centre central plant but does not receive any heating at all, either from the central plant or from a tenant-controlled system, the tenancy is considered centrally serviced.
cinema facility	A group of cinema theatrettes operated as a single entity with common ticketing across all theatrettes.
cinema theatrette	A single room with a screen, permanent seating and provisions to present a movie to an audience within that room.

Term	Definition
end use	A purpose or activity (or a group of related purposes and activities) that water or energy is used for.
extended hours	A centrally serviced tenancy trades for extended hours if its publicly advertised weekly trading hours are higher than the shopping centre core hours. Note: The number of tenancies operating for extended hours in a shopping centre is usually small, often limited to major tenants and supermarkets.
FCU	Abbreviation of 'Fan Coil Unit'.
Gross Lettable Area Retail (GLAR)	The floor area, determined in accordance with the Measurement Standard for Shopping Centre Area , of spaces that can be used as retail tenancies within the premises to be rated. Note: This is essentially the space within the permanent walls of the building, excluding spaces for: a) Public access and use (including stairs, escalators, lift lobbies and passageways); b) Building, mechanical, air conditioning, electrical and other utility services; c) Staff and cleaning facilities (including toilets, tea rooms and cleaners' cupboards) which are not part of a tenant's fitout. Tenant storage areas not adjacent to the tenancy are also excluded.
kiosk	A permanent, stand-alone structure, with point of sale facilities, located in the common mall area of a shopping centre and leased for the duration of the rating period . Note: Retail merchandising units (i.e. moveable kiosk-type units), vending machines, ATMs and coin operated amusement machines are not included in the definition.
Measurement Standard for Shopping Centre Area	The standard used for determining the Gross Lettable Area Retail (GLAR) of a shopping centre tenancy, as set out in the <i>Property Council of Australia (PCA), Method of Measurement, 2008</i> .
metering system	A system of one or more devices providing an individual measurement. Note: For further information, refer to <i>NABERS The Rules – Metering and Consumption</i> .
NABERS rating input form	The rating input form provided by NABERS for use by Assessors in the calculation of accredited ratings. For NABERS ratings for Shopping Centres, this is in the NABERS Perform application.

Term	Definition
National Administrator	<p>The body responsible for administering the NABERS scheme, and in particular for the following functions:</p> <ul style="list-style-type: none"> a) establishing and maintaining the standards and procedures to be followed in all aspects of the operation of the scheme; b) determining issues that arise during the operation of the scheme and the making of ratings; c) accrediting Assessors and awarding accredited ratings in accordance with NABERS standards and procedures. <p>The functions of the National Administrator are undertaken by the NSW Government.</p>
pad site	<p>A free-standing tenancy located outside the shopping centre walls, within the shopping centre grounds.</p> <p>Note: Pad sites are typically located at the front of the shopping centre and leased to financial institutions or fast food restaurants.</p>
partially serviced	<p>A tenancy in a shopping centre where the heating, cooling and ventilation services are provided by the shopping centre plant, but the air movement is provided by the tenancy. Where heating, cooling or ventilation is also provided by the tenant, the tenancy is considered non-centrally serviced.</p> <p>Note: The definition of a partially serviced tenancy covers the scenario where the shopping centre provides the heating (where needed), cooling and ventilation. However, the FCUs within the tenancy is served by the tenant board.</p> <p>If any heating is provided by the tenancy, it is non-centrally serviced, regardless of the configuration of the remaining HVAC.</p>
potential error	<p>The total of all estimates (including assumptions, approximations, and un-verified data) included in the rating assessment. The NABERS rating input form automatically calculates the potential error based on the data provided.</p>
rated premises	<p>The building to be rated.</p>
rating period	<p>The 12-month base period for the rating, requiring at least 12 months of acceptable data upon which the rating is based.</p>
reasonably compared	<p>A space is considered reasonably compared to a retail tenancy if—</p> <ul style="list-style-type: none"> a) it is defined as GLAR, b) it is fit for continuous occupation during normal retail hours, and c) it requires adequate lighting and ventilation of a similar or higher standard of service to the bulk of the retail tenancies.
Rules	<p>Authoritative documents produced by the National Administrator that specifies what must be covered by an Assessor in order to produce a rating.</p>

Term	Definition
Ruling	An authoritative decision by the National Administrator which acts as an addition or amendment to this document.
Small Shopping Centre	A shopping centre with a Gross Lettable Area Retail (GLAR) of less than 15,000 m ² .
utility	<p>An organisation or company that holds a licence to retail electricity, gas or water, and that sells energy or water as its primary business.</p> <p>This definition excludes:</p> <ul style="list-style-type: none">a) Landlords which on-sell electricity or water where they neither hold a licence nor have an exemption deemed valid by the National Administrator for needing a licence;b) Third party contractors, such as meter reading providers.
validity period	The period during which the rating is valid for up to 12 months.

3 Key concepts and procedures

3.1 Eligibility Criteria

3.1.1 General

A premises is considered eligible for a NABERS rating if all of the eligibility criteria detailed below are met:

- a) Building type: during the **rating period**, the premises to be rated occupies a building or part of a building that is a shopping centre.
- b) Energy or water coverage of the premises: the minimum energy or water coverage for the rating scope and spaces included is met, as described in [Chapter 12](#).
- c) New buildings and major refurbishments: new buildings or buildings undertaking major refurbishments are eligible for a NABERS rating as soon as 12 months of a **rating period** can be completed. In these cases, the **rating period** can start as soon as the building is open to and accessible by the public.

A NABERS rating is based on a 12-month **rating period**. Once certified, the rating is valid for 12 months from the certification date (the **validity period**). For further information, see [Appendix B](#).

3.1.2 Size of shopping centres

V4.1 Clarified content.

Shopping Centres of all sizes can be rated for both NABERS Energy and NABERS Water ratings.

However, while Shopping Centres with a **GLAR** of less than 5,000 m² can be certified for NABERS Energy ratings, the resulting Energy star rating may not accurately reflect the premises' performance.

3.1.3 Typical versus atypical shopping centres

The benchmarks for energy ratings and water ratings were built for shopping centres with a 'typical' mix of retail tenancies and food and beverage tenancies (such as takeaway outlets and restaurants). Advice should be sought from the **National Administrator** on whether atypical shopping centres can still be rated on a case-by-case basis.

3.2 The rating period

A NABERS rating is based on a 12-month **rating period**. Once certified, the rating is valid for a further 12 months after the **rating period**. This is called the **validity period**.

It takes time for the **Assessor** to complete a rating. Therefore 120 days is given to lodge the rating after the end of the **rating period**. Ratings lodged after the 120 days will have a reduced **validity period** to ensure all ratings are based on current data.

The **Assessor** must respond to all questions from the **National Administrator** within 10 working days to avoid impacting the validity of the rating.

Assessors may submit a NABERS Energy rating and NABERS Water rating for the same premises as a combined rating application. When submitting a combined rating application, both ratings must have the same rating period.

More information on the **rating period**, **validity period** and time limits for submission can be found in Appendix B.

3.3 Standards for acceptable data and acceptable estimates

3.3.1 General

An assessment for an accredited NABERS Energy or Water for Shopping Centres rating must be based on the **acceptable data** or **acceptable estimates** specified in the **Rules** (including applicable **rulings**), or as directed by the **National Administrator**.

3.3.2 Acceptable data

If accurate and verifiable **acceptable data** is available, it must be used. Where a section of the **Rules** allows more than one type of data source to be used, and no particular priority is given, the following order of preference applies:

- a) Data obtained directly by the **Assessor**;
- b) Data provided by a third party without a significant interest in the operation or performance of the building or its equipment (such as an energy or water **utility**), including:
 - 1) Documents or other records provided by a third party which can be verified by the source (e.g. utility bills) or by the **Assessor** (e.g. building plans showing **GLAR**);
 - 2) Documents or other records which cannot be independently verified (e.g. plant operation data) but whose authenticity and accuracy is attested to by a credible and responsible person without a conflict of interest; or
 - 3) Verbal information provided by a credible and responsible person, recorded in writing by the **Assessor** with the full name, position, and contact details of the person giving the information.
- c) Data provided by the owner commissioning the rating, or a third party with a significant interest in the operation or performance of the building or its equipment (such as a facility manager, technical contractor or equipment supplier), including:

- 1) Documents or other records provided by a party to an agreement or transaction which can be verified by another party to the same agreement or transaction (e.g. leases);
- 2) Documents or other records which cannot be independently verified (e.g. plant operation data) but whose authenticity and accuracy is attested to by a credible and responsible person without a conflict of interest; or
- 3) Verbal information provided by a credible and responsible person, recorded in writing by the **Assessor** with the full name, position, and contact details of the person giving the information.

3.3.3 Acceptable estimates

Where **acceptable data** is not available, estimates (including assumptions, approximations and un-validated data) can be used if they are deemed to be **acceptable estimates** in accordance with these **Rules**.

Acceptable estimates must total no more than $\pm 5\%$ of the overall rating, as calculated using the **NABERS rating input form**. Where they are greater than 5%, the premises cannot be rated until sufficient **acceptable data** and/or **acceptable estimates** have been obtained.

3.4 Site visits

V4.1

Added clarity regarding situation where a site visit cannot be undertaken or delegated to another Assessor. The content of this section has been split three subsections to aid in clarification.

3.4.1 General

For every rating application, **Assessors** must conduct a site visit to inspect the **rated premises**. The purpose of the site visit is to:

- a) Become familiar with the layout, services and features of the **rated premises**;
- b) Confirm that documentation provided for the assessment is accurate, complete and up to date;
- c) Check that all required spaces have been included in the **GLAR**;
- d) Check for inclusions in and exclusions from energy and water coverage (as appropriate);
- e) Count mechanically and naturally ventilated car parking spaces, food court seats and **cinema theatrettes** as appropriate;
- f) Check floor configuration;
- g) Visit plant rooms to ensure that all relevant equipment is covered under the meters included in the rating; and
- h) Resolve any other issues that arise.

An **Assessor's** inspection of the **rated premises** is expected to include a physical check of the servicing arrangements provided to all tenancies sampled according to Section 4.5.

There may be circumstances where access to all or part of the premises is refused due to safety or security concerns. If this occurs, the **Assessor** must explain why they could not access these spaces, and fully document this in the **NABERS rating input form**. Any known impacts on the quality of the information obtained for the assessment must also be fully described (e.g. an **acceptable estimate** has been used in the absence of verified **data**).

3.4.2 Delegating a site visit to another Assessor

Where an **Assessor** cannot undertake a site visit to inspect the rated premises, **Assessors** may delegate this task to another **Assessor** accredited specifically for shopping centres.

The **Assessor** lodging the rating is responsible for the accuracy of the data. The **Assessor** must obtain and retain all the evidence required to prove their assumptions for auditing purposes, as per the documentation requirements listed in [Chapter 13](#).

3.4.3 Situations where a site visit cannot be conducted or delegated

Where there are significant difficulties visiting the site, the Assessor cannot conduct a site visit or cannot delegate this task to another **Assessor**, guidance must be sought from the **National Administrator** prior to submission of the rating application.

3.5 Documentation and record-keeping

3.5.1 Documentation required

An assessment may be based on copies of original documents such as **utility** bills, signed leases and other records, as long as the **Assessor** is satisfied that they are, or can be verified to be, true and complete records of the original documents or files. Access to original documents is highly desirable, if they are available.

3.5.2 Record keeping for auditing purposes

Assessors must keep for audit all records on which an assessment is based.

The records kept by **Assessors** must be to such a standard that it would be possible for another **Assessor** or an **Auditor** to accurately repeat the rating using only the documents provided. This includes records of assumptions made, and all information and calculations used as the basis for **acceptable estimates**. The records kept must be the actual documents used for the assessment or verifiable copies. Summaries are not acceptable.

Digital copies of documents are considered acceptable in all cases.

Records must be kept for seven years from the date the rating application was lodged. **Assessors** remain responsible for ratings they have conducted, even if they move companies.

3.6 Alternative methodologies

Assessors may find they need to use alternative methodology for obtaining or interpreting data for an assessment where standard methods outlined in the NABERS **Rules** cannot be applied. At a minimum, the alternative methodology must either be—

- a) equivalent to the preferred method in terms of its results, accuracy and validity, or
- b) acceptable in place of the preferred method, subject to the data resulting from the alternative method being treated as an estimate in accordance with Section 3.3, or other specified conditions on the use of the data.

All alternative methodologies must be approved by the **National Administrator** prior to use. For further information, please contact the **National Administrator**.

4 Total and centrally serviced area

4.1 Summary

In NABERS Energy and Water for Shopping Centres, the Total Shopping Centre Area of a building is measured through its **Gross Lettable Area Retail (GLAR)**. This figure is used to adjust the figures for energy and water consumption so that a fair comparison can be made between buildings of different sizes. This figure is not corrected for vacancies, as it is a measurement of the total shopping centre size.

For NABERS Energy for Shopping Centres, the **centrally serviced** Shopping Centre Area represents the portion of the Total Shopping Centre Area that is provided with full air conditioning services by the central plant. This figure is used to provide a meaningful comparison among centres that provide different service coverage to tenants, and it is corrected for vacancies.

For documentation requirements, see Section 13.2.

4.2 Process overview

The Total Shopping Centre Area and **centrally serviced** Shopping Centre Area are determined through a common validation process. The **NABERS rating input form** calculates the final Total Shopping Centre Area and **centrally serviced** Shopping Centre Area based on the results of this **validation** process.

A list of tenancies specifying the **GLAR** and servicing arrangements of each tenancy is the starting point for calculating the Total Shopping Centre Area and **centrally serviced** Shopping Centre Area. Once this list has been obtained, the **Assessor** must—

- a) divide the tenancies into contiguous blocks,
- b) confirm which tenancies are **centrally serviced**,
- c) confirm the tenant **GLAR** and
- d) assess vacancies.

This will require copies of plans, leases and a site investigation. The steps involved in performing the area calculations are outlined below in **Table 4.1**.

Table 4.1: Determining total and centrally serviced area

	Step	Reference
1	Obtain a list from the building owner showing the area of each tenancy and identifying whether each tenancy is centrally serviced or partially serviced	4.3
2	Divide the tenancies into contiguous blocks of centrally serviced , partially serviced and non- centrally serviced tenancies	4.4
3	Confirm of servicing arrangements of each block	4.5
4	Confirm the GLAR of large tenancies and additional tenancies as required	4.6
5	Adjust for vacancies	4.7

4.3 Listed area and servicing arrangements

4.3.1 General

Assessors must obtain a listing of all the tenancies in the shopping centre from the building owner, preferably in spreadsheet format. The list must include the following information for each tenancy in the centre:

- a) Tenancy name;
- b) Floor area;
- c) Confirmation, or otherwise, of central servicing or partial servicing.

For documentation requirements, see Section 13.2.1.

4.3.2 Typical retail spaces

Tenanted spaces included within the definition of a shopping centre include:

- a) Shops, department stores, supermarkets, gymnasiums, cinemas, children's playgrounds, cafés, restaurants, and health service providers;
- b) All support areas associated with the operations of such tenants of the shopping centre; and
- c) All tenanted spaces that can be **reasonably compared** to a retail tenancy.

Kiosks, pad sites and other stand-alone tenancies located within the boundary of the shopping centre site, including its grounds, may be included in the list.

4.3.3 Excluded spaces

The following spaces and occupancy types are not included within the definition of retail spaces:

- a) Offices that exist to serve purposes unrelated to the direct activities of a retail tenant in the shopping centre;

- b) Non-retail occupancies, such as hotels or apartments; and
- c) Data centres, other than required to support the activities of tenants within the shopping centre.

While non-retail spaces are generally excluded, functional spaces that may be converted to additional retail space without significant renovation can generally be included in a NABERS Shopping Centre Rating. **Table 4.2** below outlines the treatment of some specific uses of functional space.

Table 4.2 Treatment of functional spaces in shopping centre ratings

Example	Interpretation
Atypical tenancies (e.g. ice rinks) with different energy and/or water consumption patterns to surrounding tenancies	<p>Included, where the space is GLAR and the consumption is not separately sub metered.</p> <p>Excluded, where either the space is not GLAR or the consumption is separately sub metered.</p>
Car washes located within a shopping centre's carpark	<p>Included, where the space is GLAR and the consumption is not separately sub metered.</p> <p>Excluded, where either the space is not GLAR or the water consumption is separately sub metered.</p>
Indoor community spaces (e.g. public libraries and community halls)	Included . The space may be convertible to additional retail space.
Childcare centres	Included . The space may be convertible to additional retail space.

4.4 Grouping tenancies into contiguous blocks

4.4.1 General

The **Assessor** must prepare or obtain a plan of the shopping centre marked up with the tenancies listed as **centrally serviced**, **partially serviced** or non-**centrally serviced**.

Tenancies are grouped into contiguous blocks of tenancies that are either **centrally serviced**, **partially serviced** or non-**centrally serviced**. An example of this can be seen in **Figure 4.1**.

For documentation requirements, see Section 13.2.2.

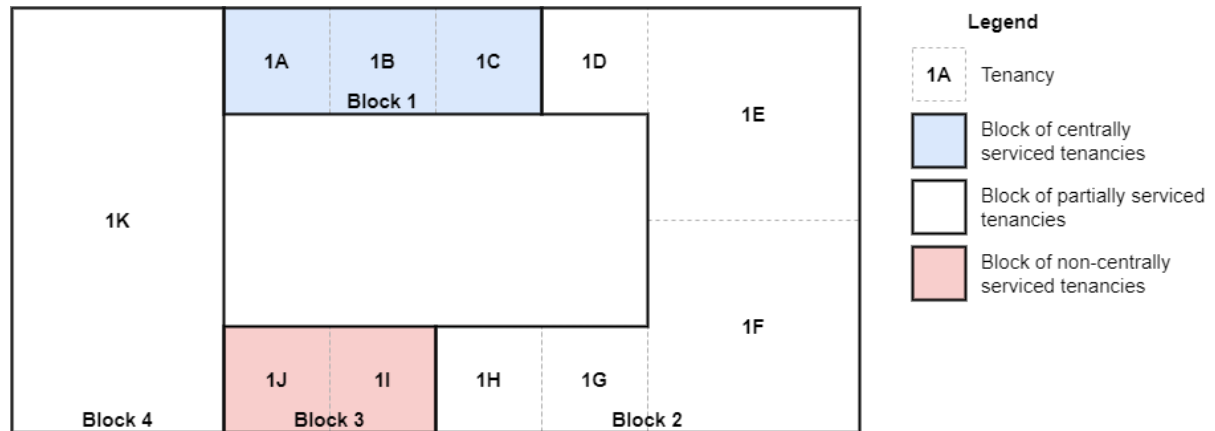


Figure 4.1: Example of the division of tenancies

4.4.2 Multi-level tenancies

Some retail tenants rent space over more than one shopping centre storey. This gives people the ability to move between floors via stairs, escalators or lifts within the same store. Such a configuration is considered to be a multi-level tenancy; and it is common among large anchor tenants, such as department stores.

Multi-level tenancies with spaces on multiple floors may be listed under the same block number, provided the following conditions are met:

- a) The retail tenant has leased space over two or more levels;
- b) People are able to move between floors without leaving the store; and
- c) The servicing arrangements (**centrally serviced**, **partially serviced** or **non-centrally serviced**) across all floors of the store are the same.

Tenancies that are contiguous to the multi-level tenancy and share the same servicing arrangements should also be grouped in the same block. An example of this can be seen in [Figure 4.2](#).

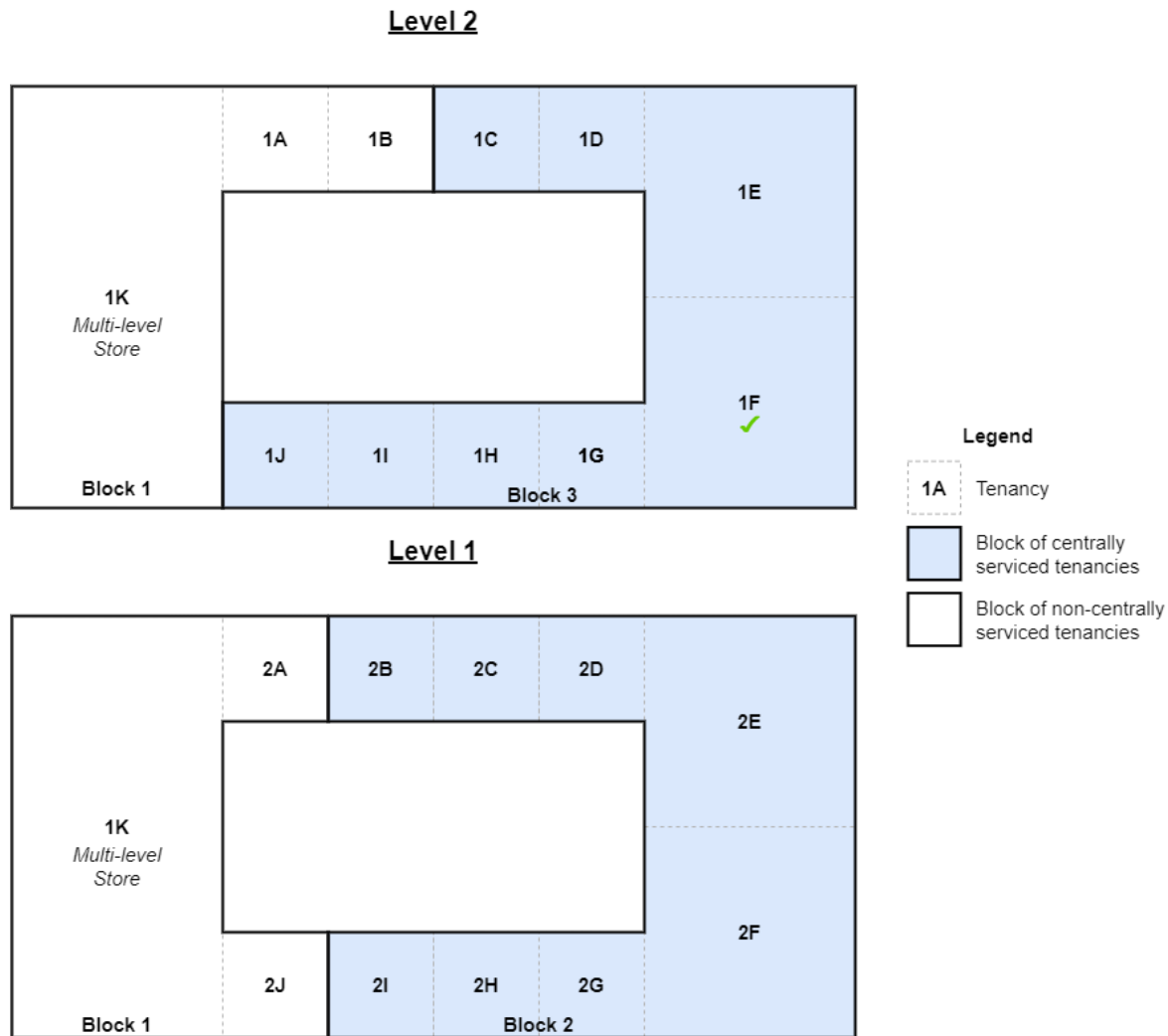


Figure 4.2: Example of servicing blocks containing a multi-level tenancy

Where the servicing arrangements of a multi-level tenancy differ between floors, the **Assessor** must split the multi-level tenancy into separate blocks by floor.

4.4.3 Kiosks

Assessors may group all **kiosk** tenancies with the same listed servicing together into one block. **Kiosk** tenancy blocks do not need to be contiguous and are permitted to span one or more levels.

4.5 Confirmation of servicing

4.5.1 General

Shopping centres provide varying levels of air conditioning to their tenancies. All energy from the shopping centre central plant must be included in the minimum energy coverage, however the different service levels are also considered. The **Assessor** must confirm the servicing arrangement (**centrally serviced**, **partially serviced** or **non-centrally serviced**) of each block to ensure the servicing information provided by the building owner is correct.

Note: For a list of factors to consider when determining the servicing arrangement of a tenancy, see Appendix A.

4.5.2 Sampling of tenancies

For each block, a minimum of one in fifteen tenancies must be checked by the **Assessor** to validate the servicing arrangements. If a block contains less than fifteen tenancies, a minimum of one tenancy must be sampled.

Where the listed servicing arrangement of the sampled tenancy is confirmed as correct, then the servicing arrangements of all tenancies in that block can be assumed to be the same.

Where the listed servicing arrangement of the sampled tenancy is incorrect (e.g. the sampled tenancy is listed as **centrally serviced**, but upon checking it is found to be **partially serviced**), the **Assessor** must check all tenancies in the block and where applicable tenancies must be grouped into blocks as per Section 4.4. An example of this can be seen in **Figure 4.3**.

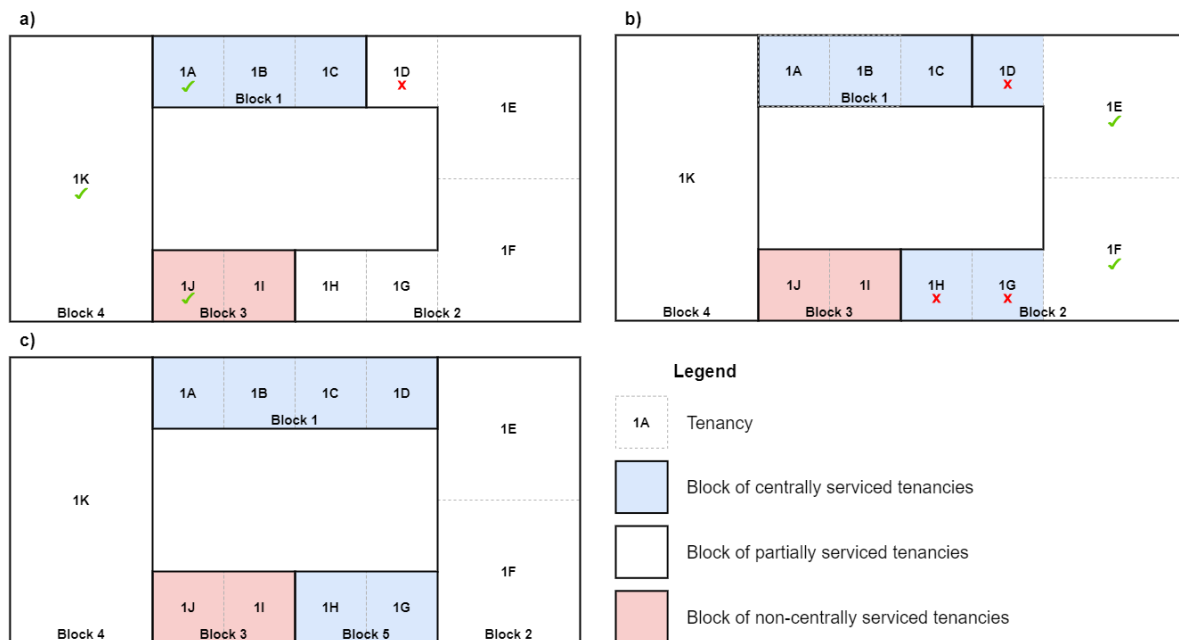


Figure 4.3: Example of confirmation of servicing arrangements of blocks.

Note to figure: In this example, tenancies were sampled to confirm servicing arrangements, but Tenancy 1D was found to be incorrectly listed (a). As such, all tenancies in Block 2 were checked and Tenancy 1G & Tenancy 1H were also found to be incorrectly listed (b). Therefore, the tenancies were grouped as per Section 4.4 and a new Block 5 was created (c).

Note 1: Assuming all tenancies are not **centrally serviced** in a block that was listed as centrally serviced may result in a lower star rating result. **Assessors** should justify why an inspection of all tenancies in that block was not possible.

Compliance with this section is deemed to satisfy the accuracy requirements of Section 3.3.

For NABERS Energy ratings of a **Small Shopping Centre** with a block that contains a gymnasium tenancy, the **Assessor** must perform a site visit to that tenancy to verify that the servicing information is correct.

Assessors must retain documentation on all validation checks that have been undertaken in case of auditing.

Note 2: Appendix A contains an example Tenancy Servicing Validation Form that can be used to record these checks.

For documentation requirements, see Section 13.2.3.

4.5.3 Servicing to part of a tenancy

In some cases, the tenancy may provide some supplementary air conditioning services, which may consist of full servicing or some servicing to parts of a tenancy. In such cases, the following rules apply:

- a) If the space receiving the tenant supplied services is normally accessible to the public during retail opening hours, then the tenancy must be considered non-**centrally serviced**.
- b) If the space receiving the tenant supplied services is not normally accessible to the public during retail opening hours, then the tenancy may be considered either **centrally serviced** or **partially serviced**, if all public spaces within the tenancy are also **centrally serviced** or **partially serviced** respectively.

4.5.4 Treatment of tenancy GLAR based on service arrangements

4.5.4.1 Centrally serviced tenancies

Where a tenancy is deemed to be **centrally serviced**, 100 % of the tenancy's **GLAR** contributes to the calculation of the **centrally serviced** Shopping Centre Area.

4.5.4.2 Partially serviced tenancies

Where a tenancy is deemed to be **partially serviced**, only 50 % of the tenancy's **GLAR** contributes to the calculation of the **centrally serviced** Shopping Centre Area to represent the Base Building providing a significant amount of service to the tenancy.

As this calculation is done automatically in the **NABERS rating input form**, **Assessors** must input 100 % of the tenancy's **GLAR** and select 'partially serviced' when prompted.

4.5.4.3 Non-centrally serviced tenancies

Where a tenancy is deemed to be non-**centrally serviced**, its **GLAR** does not contribute to the calculation of the **centrally serviced** Shopping Centre Area.

4.6 Confirmation of area

4.6.1 General

V4.1 Note deleted as confirmation of area is now conducted by the NABERS Perform platform.

Assessors must obtain written evidence confirming the **GLAR** of the following shopping centre tenancies:

- a) All tenancies greater than 10 % of the Total Shopping Centre Area.
- b) The largest tenancies in the shopping centre, with a combined total area not less than 50 % of the Total Shopping Centre Area.
- c) All **centrally serviced** or **partially serviced** tenancies greater than 10 % of the **centrally serviced** or **partially serviced** area (whichever is greater).

Assessors must enter the confirmed areas into the **NABERS rating input form**.

For documentation requirements, see Section 13.2.4.

4.6.2 Determining tenancy Gross Lettable Area Retail (GLAR)

The **GLAR** of the shopping centre must be verified by the **Assessor** to have been determined in accordance with the **Measurement Standard for Shopping Centre Area**, by one of the following methods:

- a) Reference to a third-party survey or to lease documentation that is explicitly based on the **Measurement Standard for Shopping Centre Area** or, alternatively, either the Building Owners and Managers Association (BOMA), *Method of Measurement*, 1989 or the BOMA, *Method of Measurement (Net Rentable Area)*, 1985; or, if not available
- b) Reference to a third-party survey or to lease documentation that is explicitly based on superseded documents considered to be the equivalent of the **Measurement Standard for Shopping Centre Area**; or, if not available
- c) Reference to lease documentation that does not explicitly reference the **Measurement Standard for Shopping Centre Area** but that has been verified by the **Assessor** to be **GLAR**; or, if not available
- d) Direct measurement from current plans or scaled prints, measured to the **Measurement Standard for Shopping Centre Area**; or, if not available
- e) Site measurements verified by the **Assessor** to have been done to the **Measurement Standard for Shopping Centre Area**.

4.6.3 Standard for acceptable data

Regardless of the method used to confirm the **GLAR**, the **Assessor** must conduct a site inspection to confirm the currency and general accuracy of the documentation related to the shopping centre tenancies during the **rating period**. Some information may be out of date and must be checked to ensure the space has not been altered.

Assessors should particularly check the accuracy of the **GLAR** listed in leasing documents, where there is no reference to the **Measurement Standard for Shopping Centre Area**. This is to ensure that the figure does not include any areas that are not considered to be **GLAR** under the standard such as loading docks or car parks.

Note: Compliance with this Section 4.6 is deemed to satisfy the accuracy requirements of Section 3.3.

4.7 Adjusting for vacancies

Assessors must identify each **centrally serviced** and **partially serviced** tenancy that has been vacant for any time during the **rating period** and enter this information in the **NABERS rating input form**.

A tenancy is defined as vacant if—

- a) it is not leased, or
- b) if the shopping centre manager has been notified or is otherwise aware that the area is not occupied and/or does not require services (whether or not they are provided).

Information regarding vacancy is not always readily available. Written documentation, (e.g. a signed statement that complies with Section 3.3) may need to be specifically requested from the shopping centre management. Verbal information alone is not acceptable.

For documentation requirements, see Section 13.2.5.

5 Hours of service

5.1 Summary

In NABERS Energy and Water for Shopping Centres ratings, the hours of service are used to determine customised energy and water benchmarks for each shopping centre. These benchmarks are based on the building's attributes, thus enabling a fair comparison to be made between shopping centres, even when services are provided to tenants for different amounts of time.

For documentation requirements, see Section 13.3.

Table 5.1 specifies the types of shopping centre ratings for which the hours of service are required.

Table 5.1: Shopping centre ratings requiring hours of service

Rating type	Hours of service
NABERS Energy for Shopping Centres	Required
NABERS Water for Shopping Centres > 15,000 m ²	Not required
NABERS Water for Shopping Centres < 15,000 m ²	Required

5.2 Process overview

The total hours of service are determined through the process as described in **Table 5.2**.

Table 5.2: Determining the hours of service

	Step	Reference
1	Determine the shopping centre core hours of operation	5.3.2
2	Determine extended hours of operation	5.3.3
3	Enter the number of core hours and number of extended hours into the NABERS rating input form	

5.3 Determining hours of service

5.3.1 General

The hours of service are the area-weighted hours of operation for all **centrally serviced** tenants, calculated using the shopping centre **core hours** of service and the **extended hours** of **centrally serviced** tenants.

The **Assessor** must enter the **core hours** and the **extended hours** into the **NABERS rating input form** which will automatically calculate the hours of service based on the data entered.

For **Small Shopping Centre** ratings, the hours of service are determined based on the core hours of service only. The **extended hours** of **centrally serviced** tenants are no longer required.

5.3.2 Core hours of operation

Note: The core hours of operation represent the hours in which most tenancies are open for trading. All **centrally serviced** tenancies are assumed to operate during these hours only, except where **extended hours** of trading can be proven.

The shopping centre core hours of operation must be obtained from publicly available records, such as the trading hours listed on the shopping centre website or in the shopping centre entrance. **Assessors** must ensure that the advertised hours represent the following:

- a) The times when most tenancies are open for trade, as opposed to the trading hours of individual tenants operating for **extended hours**; and
- b) A normal week of shopping centre operation, rather than special sales periods such as the end of the calendar or financial year.

For documentation requirements, see Section 13.3.1.

5.3.3 Extended hours of operation

A **centrally serviced** tenancy can be considered as operating **extended hours** when its operating hours are higher than the shopping centre core hours. The extended trading hours must be based on publicly advertised records showing the hours of trade of the specific tenancy operating **extended hours**. **Extended hours** can be advertised—

- a) on the shopping centre or tenancy website,
- b) at the store entrance,
- c) in promotional materials.

Where there is no documentation to prove **extended hours**, the **Assessor** must assume the tenancy operates during core hours only.

For NABERS ratings of a **Small Shopping Centre** with total **GLAR** < 15,000 m², the **Assessor** is not required to determine the extended trading hours.

Note: This section only applies to **centrally serviced** tenancies operating for longer than the shopping centre core hours. The **Assessor** is not required to confirm whether the operating hours of tenancies are less than the core hours. Neither is the **Assessor** required to determine the hours of operation of non-**centrally serviced** tenancies.

For documentation requirements, see Section 13.3.2.

6 Trading days

6.1 Summary

For NABERS Energy and Water for Shopping Centres ratings, the number of trading days is required. The maximum allowable trading days for shopping centres is legislated by the individual states and territories and is unlikely to change on a regular basis. Although some minor differences exist regarding trading regulations on public holidays, the most significant variant among states and territories is Sunday trading.

The number of trading days is used, along with other factors such as hours of service, to customise the energy and water consumption benchmarks for the shopping centre. This ensures that fair comparisons can be made between ratings even though the duration of services provided may vary between different shopping centres.

For documentation requirements, see Section 13.4.

Table 6.1 specifies the types of shopping centre ratings for which the count of trading days is required.

Table 6.1: Shopping centre ratings requiring counts of trading days

Rating type	Trading Days
NABERS Energy for Shopping Centres	Required
NABERS Water for Shopping Centres > 15,000 m ²	Not required
NABERS Water for Shopping Centres < 15,000 m ²	Required

6.2 Process overview

The total trading days are determined through the process as described in **Table 6.2**.

Table 6.2: Determining the trading days

	Step	Reference
1	Confirm the public holidays during the rating period	6.3.2
2	Determine whether the shopping centre traded during the rating period on Sundays and on each public holiday	6.3.3
3	Enter the number of trading days into the NABERS rating input form	

6.3 Determining the number of trading days

6.3.1 General

The **Assessor** must determine the number of days the shopping centre was open for trade during the **rating period** and enter the data into the **NABERS rating input form**.

6.3.2 Identifying public holidays

Confirmation of the public holidays that occurred during the **rating period** must be obtained from publicly available records. The **Assessor** must confirm that the public holidays relate to the specific state or territory in which the shopping centre is located.

6.3.3 Confirming trading days

The **Assessor** must obtain written documentation confirming whether the shopping centre traded during the **rating period** on—

- a) Sundays, and
- b) each public holiday.

If evidence of operation cannot be obtained for some of these days, the **Assessor** must assume that the shopping centre was not open for trading.

The total number of trading days is determined by subtracting the number of days that the centre did not trade from the number of days in the **rating period**.

Note 1: Where a shopping centre traded on a public holiday for half a day, 0.5 days can be included in the total number of trading days.

Note 2: The **Assessor** is not required to obtain evidence of trading during other periods of the year. The **Assessor** can assume that the shopping centre was open for trade for the remainder of the **rating period**.

For documentation requirements, see Section 13.4.1.

7 Counting parking spaces

7.1 Summary

For NABERS Energy for Shopping Centres ratings, the number of mechanically and naturally ventilated parking spaces is required. Therefore, a physical check is needed to confirm documented evidence.

The number of parking spaces is used, along with other factors such as hours of service and climate, to customise the energy consumption benchmarks for the shopping centre. This ensures that fair comparisons can be made between ratings even though the level of services provided may vary between different shopping centres.

For documentation requirements, see Section 13.5.

Table 7.1 specifies the types of shopping centre ratings for which the count of parking spaces is required.

Table 7.1: Shopping centre ratings requiring counts of parking spaces

Rating type	Count of parking spaces
NABERS Energy for Shopping Centres	Required
NABERS Water for Shopping Centres	Not required

7.2 Process overview

The number of parking spaces is determined through the process as described in **Table 7.2**.

Table 7.2: Determining the number of parking spaces

	Step	Reference
1	Obtain or prepare car park plan(s) and verify that it shows individual parking spaces & ventilation arrangements	7.3.3
2	Divide parking spaces into blocks with the same servicing arrangements	7.4.1
3	Physically verify the servicing arrangements of each block shown on the plans	7.4.2
4	Enter the number of naturally and mechanically ventilated parking spaces into the NABERS rating input form	7.4.3

7.3 Determining the number of parking spaces

7.3.1 Principle and definitions

7.3.1.1 General

The **Assessor** is required to—

- a) verify the number of parking spaces that service the shopping centre as shown on plans, and
- b) confirm whether they are mechanically or naturally ventilated.

7.3.1.2 Mechanically ventilated parking spaces

A parking space is counted as a mechanically ventilated parking space if all three of the following three conditions (a, b and c) are met:

- a) The parking space is not—
 - 1) in the open air, or
 - 2) adjacent to or within three (3) parking space widths of a section of wall that is 50 % or more gridded/louvered or open to permit natural ventilation.
- b) There is a car park supply or exhaust fan serving the car park level that the parking space is on;
- c) The car park fans either—
 - 1) run continuously, or
 - 2) are on a timeclock, or
 - 3) are controlled on the basis of carbon monoxide sensor operation.

7.3.1.3 Naturally ventilated parking spaces

A naturally ventilated parking space is any parking space that is not mechanically ventilated.

7.3.2 Parking space count inclusions and exclusions

7.3.2.1 Parking spaces to be included in the count

All parking spaces that exclusively service the shopping centre are to be included in the count.

Parking spaces not shown on the plan (including parking spaces located outside the property boundary) may only be included if written evidence is obtained confirming the following:

- a) These spaces are for the exclusive use of the shopping centre;
- b) Energy and water consumption data for these spaces is included.

7.3.2.2 Parking spaces to be excluded from the count

The following parking spaces must not be included in the count:

- a) Spaces that do not exclusively service the shopping centre;
- b) Spaces that are physically separated from the rest of the car park by a physical barrier that prevents use by shopping centre visitors;

- c) Spaces that are operated by or leased to a third party entity;
- d) Spaces located within loading docks.

7.3.2.3 Motorcycle parking spaces

For the purposes of conducting a parking space count, a group of four (4) contiguous motorcycle parking spaces is considered to be the equivalent of one (1) car parking space.

All motorcycle parking included in the count must be designated as such (e.g. through use of line marking, traffic signage and/or the site's traffic management plan).

7.3.3 Car park plan(s)

For documentation requirements, see Section 13.5.1.

7.3.3.1 Shopping Centres with existing car park plan(s)

Where a car park plan that has been confirmed in writing from site management is available, the **Assessor** must ensure the plan clearly shows both:

- a) Line-markings of individual parking spaces; and
- b) Ventilation arrangements of parking spaces.

Where the car park plan does not show ventilation arrangements, **Assessors** must conduct a physical inspection of the parking spaces and record ventilation arrangements.

7.3.3.2 Shopping Centres without existing car park plan(s)

Where a car park plan is not available, the **Assessor** must undertake the following:

- a) Conduct a physical count of all parking spaces;
- b) Draft a car park plan showing all the parking spaces and their ventilation arrangements; and
- c) Confirm the draft car park plan in writing from site management.

Once the car park plan has been confirmed by site management, the plan can be used for the current and subsequent ratings (see Section 7.3.2.1).

7.4 Verifying car park plan(s) and servicing arrangements

7.4.1 Dividing car parking spaces into blocks

The **Assessor** must divide parking spaces indicated in the car park plan(s) into blocks of spaces that are either naturally ventilated or mechanically ventilated. The car park plan(s) should be marked up to show each block and their respective servicing arrangements. See **Figure 7.1** for an example.

Note: The **Assessor** should separate the car park into reasonably well delineated blocks, such as a floor of a multi-level car park or a block of external parking spaces. Separate blocks should be used for naturally and mechanically ventilated parking spaces.

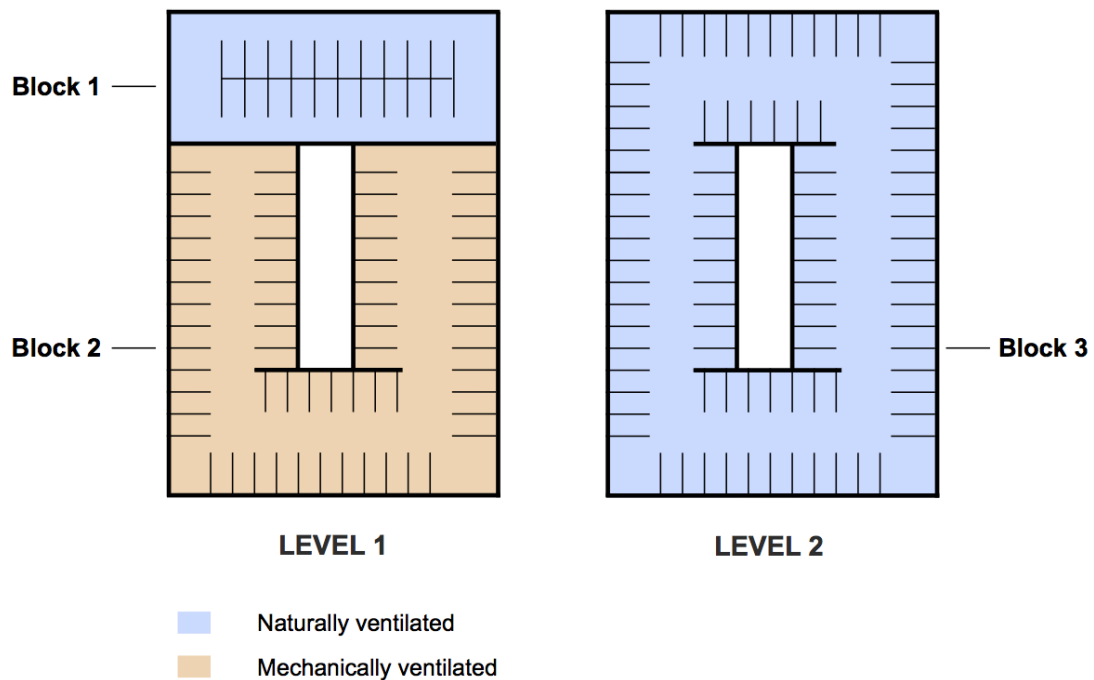


Figure 7.1: Example of dividing car parking spaces into blocks

7.4.2 Site inspection

The **Assessor** must conduct a physical verification of blocks to verify the accuracy of car park plan(s) and ventilation arrangements.

Any discrepancies must be noted on the car parking plan(s) and confirmed in writing by site management.

Evidence of physical verification must be retained in the event of L2 auditing.

For documentation requirements see Section 13.5.2.

7.4.3 Data to be entered into NABERS rating input form

Once verification has been completed, the following information must be entered into the **NABERS rating input form**:

- a) Number of parking spaces in each block; and
- b) Category of ventilation arrangement for each block.

8 Floor configuration

8.1 Summary

In NABERS Energy for Shopping Centres ratings, the **Assessor** must determine whether the floor configuration of the shopping centre is single storey or multi-storey.

The floor configuration is used to account for differences between single and multi-storey shopping centres, and to customise the energy consumption benchmarks for the shopping centre. This ensures that fair comparisons can be made between ratings even though the services provided may vary between different shopping centres.

For documentation requirements, see Section 13.6.

Table 8.1 specifies the types of shopping centre ratings for which the floor configuration is required.

Table 8.1: Shopping centre ratings requiring floor configuration

Rating type	Floor configuration
NABERS Energy for Shopping Centres	Required
NABERS Water for Shopping Centres	Not required

8.2 Determining single or multi-storey

8.2.1 Principle and definitions

For a shopping centre to be considered multi-storey, two or more of its floors must comply with the following two conditions:

- Floors must be located directly above each other; and
- Each floor must have a **GLAR** of at least 5 % of the Total Shopping Centre Area.

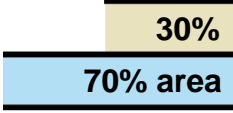
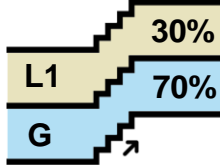

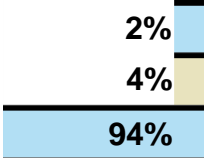
If a shopping centre does not meet both of the above conditions, it is considered single storey for the purposes of a NABERS Energy for Shopping Centres rating.

For documentation requirements, see Section 13.6.1.

8.2.2 Examples

See **Table 8.2** below for examples of the designation of multi-storey or single story.

Table 8.2: Examples of multi-storey and single storey configurations

Example	Floor configuration	Reason
	Multi-storey	Floors are directly above each other and meet the minimum floor size requirements
	Multi-storey	Floors are directly above each other and meet the minimum floor size requirements
	Single storey	Floors are not directly above each other
	Single storey	Only one floor meets the minimum size requirement of 5 % of the Total Shopping Centre Area

9 Counting food court seats

9.1 Summary

In NABERS Energy and Water for Shopping Centres ratings, the number of food court seats is required. This means that a physical count on site is required.

The number of food court seats is used to index the scale of catering facilities in the shopping centre, and to customise the energy and water consumption benchmarks. This ensures that fair comparisons can be made between ratings even though the level of services provided may vary between different shopping centres.

For documentation requirements, see Section 13.7.

Table 9.1 specifies the types of shopping centre ratings for which the count of food court seats is required.

Table 9.1: Shopping centre ratings requiring counts of food court seats

Rating type	Count of foot court seats
NABERS Energy for Shopping Centres > 15,000 m ²	Not required
NABERS Energy for Shopping Centres < 15,000 m ²	Required
NABERS Water for Shopping Centres	Required

9.2 Process overview

The number of food court seats is determined through the process as described in **Table 9.2**.

Table 9.2: Determining the number of food court seats

	Step	Reference
1	Obtain or prepare a schedule or plan of all food court seats and conduct an inspection	9.3.2
2	Conduct a count of food court seats	9.3.3
3	Enter the number of food court seats in each food court into the NABERS rating input form	

9.3 Determining the number of food court seats

9.3.1 Principle and definitions

The **Assessor** is required to identify all food courts within the shopping centre and count the number of seats within each food court.

A seat is counted as a food court seat if it is:

- a) Located within an area adjacent to more than one food outlet;
- b) Neither part of the **GLAR** of an individual tenancy nor reserved for the customers of an individual tenant;
- c) Provided with seats, tables or benches to eat from;
- d) Intended for use by the customers of multiple food outlets;
- e) Not intended as general circulation seating.

If the seating is a bench, rather than a specific seat, then a food court seat can be counted for every 0.5 m of bench length.

9.3.2 Conducting a site inspection

The **Assessor** must either obtain a plan of the shopping centre food courts, identifying all food court seats, or prepare a plan or schedule on site. The **Assessor** must conduct a site inspection to confirm:

- a) The schedule or plan is current and accurate and mark revisions where necessary;
- b) Whether seats shown on the plan meet the interpretation of a food court seat defined in Section 9.3.1.

For documentation requirements, see Section 13.7.1.

9.3.3 Conducting a count

The **Assessor** must count the number of food court seats in each food court and enter the data into the **NABERS rating input form**. The number of food court seats must be based on a physical site count.

10 Gymnasium area

10.1 Summary

For NABERS Water for Shopping Centres ratings, the total **GLAR** of all gymnasiums in the shopping centre is required. This is used to index the level of showering facilities in the shopping centre, and to customise the water consumption benchmarks. This ensures that fair comparisons can be made between ratings even though the level of services provided may vary between different shopping centres.

For NABERS Energy for **Small Shopping Centres**, the area of **centrally serviced** gymnasiums is required. This represents the portion of the gymnasium area that is provided with full air conditioning services by the central plant to provide a meaningful comparison among centres that provide different servicing configurations to gymnasium tenants.

For documentation requirements, see Section 13.8.

Table 10.1 specifies the types of shopping centre ratings for which the **GLAR** of gymnasiums is required.

Table 10.1: Shopping centres requiring the GLAR of gymnasiums

Rating type	Gymnasium area required
NABERS Energy for Shopping Centres > 15,000 m ²	Not required
NABERS Energy for Shopping Centres < 15,000 m ²	Centrally serviced gymnasium area
NABERS Water for Shopping Centres	Total gymnasium area

10.2 Process overview

The area of gymnasiums is determined through the process described in **Table 10.2**.

Table 10.2: Determining gymnasium area

	Step	Reference
1	Identify all public gymnasiums within the shopping centre	10.3.1
2	Determine the GLAR of all public gymnasiums	10.3.2
3	Determine the GLAR of all public gymnasiums that are centrally serviced if it is a NABERS Energy for Small Shopping Centres rating	4.5

	Step	Reference
4	Enter the GLAR and servicing information of each gymnasium into the NABERS rating input form	

10.3 Determining the gymnasium area

10.3.1 Principle and definitions

The **Assessor** is required to identify all public gymnasiums located in the shopping centre and determine their **GLAR**.

“Public gymnasium” includes gyms and swimming pools that are open to the public that provide showering facilities to attendees.

Public gymnasiums that are **centrally serviced** are required to be identified when rating shopping centres with a **GLAR** less than 15,000 m² for NABERS Energy ratings.

10.3.2 Determining gymnasium Gross Lettable Area Retail

The **GLAR** of the public gymnasiums must be verified by the **Assessor** to have been measured in compliance with the **Measurement Standard for Shopping Centre Area**, using one of the methods outlined in Section 4.6.2.

If the **GLAR** of the gymnasiums cannot be verified, the gymnasium area contributes to the rating **potential error**. The rating can proceed if the **potential error** does not exceed 5 %.

For documentation requirements, see Section 13.8.1.

10.3.3 Standard for acceptable data

Regardless of the method used to confirm the gymnasium **GLAR**, the **Assessor** must conduct a site inspection to confirm the currency and general accuracy of the documentation related to the gymnasiums during the **rating period**. Some information may be out of date and must be checked to ensure the space has not been altered.

11 Counting cinema theatrettes

11.1 Summary

For NABERS Water for Shopping Centres ratings, the number of **cinema theatrettes** is required. This means that a physical count on site is required.

The number of **cinema theatrettes** is used as a measure of the scale of cinema facilities in the shopping centre, and to customise the water consumption benchmarks. This ensures that fair comparisons can be made between ratings even though the level of services provided may vary between different shopping centres.

For documentation requirements, see Section 13.9.

Table 11.1 specifies the types of shopping centre ratings for which the count of **cinema theatrettes** is required.

Table 11.1: Shopping centres requiring a count of theatrettes

Rating type	Count of cinema theatrettes
NABERS Energy for Shopping Centres	Not required
NABERS Water for Shopping Centres	Required

11.2 Process overview

The number of **cinema theatrettes** is determined through the process described in **Table 11.2**.

Table 11.2: Determining the number of cinema theatrettes

	Step	Reference
1	Identify all cinema facilities within the shopping centre	11.3.2
2	Determine the number of cinema theatrettes within each cinema facility	11.3.3
3	Enter the number of cinema theatrettes in each cinema facility into the NABERS rating input form	

11.3 Determining the number of cinema theatrettes

11.3.1 Principle and definitions

The **Assessor** is required to identify all **cinema facilities** within the shopping centre and count the number of **cinema theatrettes** within each facility.

11.3.2 Conducting a site inspection

The **Assessor** must either obtain a plan of the shopping centre cinemas, identifying all **cinema theatrettes**, or prepare a plan or schedule on site.

The **Assessor** must conduct a site inspection to ensure that the schedule or plan is current and accurate and mark revisions where necessary.

For documentation requirements, see Section 13.9.1.

11.3.3 Conducting a count

The **Assessor** must count the number of cinema theatrettes in each **cinema facility** and enter the data into the **NABERS rating input form**.

The number of **cinema theatrettes** must be based on an actual site count of cinema theatrettes in each **cinema facility**.

12 Minimum energy and water coverage

12.1 Summary

Correctly interpreting the scope of energy and water supply and consumption data is essential to the accuracy of NABERS Energy and Water for Shopping Centres ratings. The key principles are as follows:

- a) An assessment for an accredited rating must include all sources of external energy and water supplied to the **rated premises**, and must cover all of the energy and water **end uses** specified for the rating type listed in Sections 12.3.2 and 12.3.2 respectively.
- b) **Utility** and **non-utility metering systems** that meet the requirements of *NABERS The Rules – Metering and Consumption* may be used in any combination to achieve the required coverage, subject to the accuracy requirements of Section 3.3.

Note 1: The scope is not necessarily restricted to spaces included in the total and **centrally serviced** shopping centre area calculation.

Note 2: Where several instances of very similar individual **end uses** occur together so as to form a single collection (e.g. luminaires in a lighting grid, taps in a washroom, or emergency lighting in a stairwell) then the collection is to be regarded as a single **end use**.

This Chapter is to be read in conjunction with Chapter 3 of *NABERS The Rules – Metering and Consumption*.

For documentation requirements, see Section 13.10.

12.2 Minimum energy coverage

12.2.1 General

Once the energy sources and their supply points have been determined, **Assessors** must ensure that all the required energy **end uses** as listed in this chapter are covered by the sources and supply points identified in accordance with Chapter 3 of *NABERS The Rules – Metering and Consumption*.

If an end use is required to be included in the rating but is not covered by one of the supply points identified, then the **Assessor** must use one of the alternative allowable methods listed in Chapter 7 of *NABERS The Rules – Metering and Consumption* to ensure the minimum energy coverage requirements can be met.

12.2.2 Energy coverage

The minimum energy coverage is the energy consumed in supplying building central services to shopping centre tenancies and common spaces during the **rating period**, and includes the following:

- a) Common-area lighting and power (e.g. lifts, lobbies, food courts, plant rooms and common-area toilets);
- b) Lifts and escalators in common areas;
- c) Air conditioning and ventilation, including:
 - 1) Centralised services provided to common areas;
 - 2) Centralised services provided to tenancies and **pad sites**.
- d) Exterior lighting;
- e) Exterior signage;
- f) Generator fuel where it serves central services;
- g) Car park ventilation and lighting, where internal or external car parks within the legal boundaries of the site are provided to service the shopping centre;
- h) Energy associated with centre management or back-of-house areas not included in the **GLAR**.

The **Assessor** must examine available single-line diagrams and electrical circuit schedules and visit the plant rooms to ensure that all relevant equipment is covered under the meters included in the rating.

For documentation requirements, see Section 13.10.1.

For more information on on-site renewable systems, refer to *NABERS Ruling – On-site Renewable Electricity Generation (OREG) Systems*.

For more information on GreenPower™, refer to Section 4.5 of *NABERS The Rules – Metering and Consumption*.

12.2.3 Partially and centrally serviced tenancies

Energy from HVAC services in non-**centrally serviced** tenancies, or the fan in **partially serviced** tenancies may be included in the rating. Once included, if the energy coverage is met for a **centrally serviced** tenancy, the tenancy may be considered **centrally serviced**.

Example: A tenancy has all HVAC services provided by the Base Building, except for the fan in the **FCU**. The tenancy would be considered **partially serviced**. However, if the fan energy is sub-metered and including in the rating, it may be considered **centrally serviced** instead.

12.2.4 Exterior signage

Generally, energy use for exterior signage must be included in the rating, unless it does not relate to the function, tenants, ownership or management of the shopping centre.

Exterior signage may also be excluded from the rating for situations where—

- a) It is specifically promoting a single tenant,
- b) It is owned and managed by the tenant, and

- c) the consumption data for the signage is missing or cannot be easily obtained.

12.2.5 Car parks

12.2.5.1 General

The energy use of lighting and ventilation in car parks servicing the shopping centre must be included in the rating. This applies whether the energy use is separately metered or not.

Note: Where parking is not available to shopping centre visitors (e.g. spaces are leased to office tenants under a separate agreement) then it is not considered to be servicing the shopping centre and is therefore not included.

12.2.5.2 Proportional exclusion of energy use

Where the **Assessor** has identified under Section 7.4.2 that car parking spaces do not service the shopping centre, a proportion of the energy use associated with the non-shopping centre car spaces may be excluded from the rating in accordance with the following rules:

- a) Proportional exclusion of car park energy use is only permitted where there is a separate meter (or group of meters) that covers the entire energy use associated with the car park but does not cover any other aspect of the building's central services energy use that must be included in the assessment.

Example: It is not uncommon for car park metering to include other basement services such as hydraulic pumping. In such cases, proportioning is not permitted.

- b) Where lease documents assign a proportion of the measured car park energy use, then the share(s) specified in the documentation must be used in the assessment.
- c) If no specific allocation of the energy use is given in lease documentation, the relevant proportion is calculated by dividing the number of parking spaces included in the parking space count by the total number of parking spaces.

The **Assessor** must fully document both the method and all data used to proportion car park energy usage.

For documentation requirements, see Section 13.10.2.

12.2.5.3 Standard for acceptable data

Compliance with this Section 12.2.5 on car parks is deemed to satisfy the accuracy requirements of Section 3.3.

12.2.6 Exclusions

12.2.6.1 General

Energy use may only be excluded from a rating if:

- a) The energy is not part of the minimum energy coverage of the rating;
- b) There is a methodology within the **Rules** that permits exclusion; and

- c) The coverage, accuracy and **validation** requirements for the metering of the exclusion are not met.

The metering for any exclusion must not include any **end uses** that are required under the minimum energy coverage.

12.2.6.2 Electric vehicle charging points

The energy associated with electric vehicle charging points does not form part of the minimum energy coverage and is not required to be included. Emissions associated with moving vehicles are not included in the scope of ratings.

12.3 Minimum water coverage

12.3.1 General

Once the water sources and their supply points have been determined, **Assessors** must ensure that all the required water end uses as listed in this chapter are covered by the sources and supply points identified in accordance with Chapter 3 of *NABERS The Rules – Metering and Consumption*.

If an **end use** is required to be included in the rating but is not covered by one of the supply points identified, then the **Assessor** must use one of the alternative allowable methods listed in Chapter 7 of *NABERS The Rules – Metering and Consumption* to ensure the minimum water coverage requirements can be met.

12.3.2 Water coverage

The minimum water coverage is all water uses within the shopping centre used to support the shopping centre and its tenants during the **rating period**. It includes the following features and services:

- a) Taps and sinks;
- b) Air conditioning and other central services (e.g. general cleaning, façade cleaning, etc.);
- c) All services supplied to the shopping centre, such as showers, swimming pools, etc.;
- d) Fire services;
- e) Water features and irrigation associated with the shopping centre (including areas outside the building not considered **GLAR**, but within site boundaries), unless primarily associated with non-shopping centre facilities such as hotels;
- f) Toilets and washing facilities;
- g) Water associated with centre management or back-of-house areas not included in the **GLAR**.

The **Assessor** must examine available documentation, floor plans and reticulation diagrams, and visit the plant rooms to ensure that all relevant equipment is covered under the meters included in the rating.

For documentation requirements, see Section 13.10.3.

For more information on rainwater capture and recycling, refer to Section 8.3 of *NABERS The Rules – Metering and Consumption*.

For more information on accounting for recycled water, refer to Section 4.6 of *NABERS The Rules – Metering and Consumption*.

12.3.3 Fire system consumption

Water consumption from the operation of a building's fire system, whether consumed in an emergency or during testing, is considered a cost of operating a building and must be included in the calculation of water consumption if it is metered. If it is not metered, fire system consumption need not be included.

Note: Metered fire system consumption that is re-used within the building will tend to improve the rating.

12.4 Exclusions

Energy or water use may only be excluded from a rating if permitted by a provision of these **Rules** and either—

- a) quantified by a method of measurement or estimation specified in that provision, or
- b) separately metered (or otherwise measured in the case of batch deliveries) from all energy uses to be included in the rating.

Any exclusion must only cover the specific item being excluded. This means that every item to be excluded must be assessed separately, and the justification for its exclusion is to be included in the documentation.

Water use may only be excluded from a rating if—

- a) the water is not part of the minimum required water coverage of the rating, and
- b) there is a methodology within the **Rules** that permits the exclusion, and
- c) the coverage, accuracy and validation requirements for the metering of the exclusion are met.

The metering for any exclusion must not include any **end uses** that are required under the minimum water coverage.

For documentation requirements, see Section 13.10.4.

12.5 Vacant spaces

The energy and water use (within the scope of the minimum coverage of the rating) of vacant spaces must always be **included**, even though the space may have been excluded from or discounted in the calculation of **centrally serviced** area under Section 4.5.

Note: Tenant lighting and power of a vacant space does not need to be included in the rating, as these services are not part of the minimum energy coverage.

13 Documentation required

13.1 Summary





13.1.1 Information and documentation requirements

The information in the tables below is required for a rating. Information may be contained in many different formats. The purpose of the documentation is to provide an acceptable, credible source of the required information. In some instances, specific document types may be unnecessary for an individual rating. Or, under different rating circumstances, the specific document types may carry multiple items of information required for the rating. The qualifying factor is not the type of document but that the documentation contains the required information in an acceptable format.

The tables in Section 13.2 onwards are organised based on the divisions of previous chapters (Chapter 3 through to Chapter 12). All the required information should be obtained from the owner/manager of the premises before a site visit, and then confirmed during the site visit and subsequent assessment. A site inspection helps to verify that the information provided is accurate, current and complete.

Individual ratings may require additional information or documentation depending on the individual circumstances of the **rated premises**. **Table 13.1** provides an overview of the documentation required for energy and water ratings according to **data type**.

Table 13.1: Overview of documentation required for energy and water ratings

Data Type	Information Required	NABERS Energy	NABERS Water
Climate	The building's postcode		
Total Shopping Centre Area	The Gross Lettable Area Retail (GLAR) of all retail tenancy areas assessed to Property Council of Australia (PCA), <i>Method of Measurement: Commercial, 2008</i>		

Data Type	Information Required	NABERS Energy	NABERS Water
Centrally Serviced Shopping Centre Area	The GLAR of shops that receive full air conditioning services from the centre (i.e. heating, cooling and air movement)	<input checked="" type="checkbox"/>	
Hours of service	The hours of operation of centrally serviced tenancies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ¹
Number of trading days	The number of trading days per year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ¹
Parking spaces	The number of mechanically and naturally ventilated parking spaces	<input checked="" type="checkbox"/>	
Floor configuration	Confirmation on whether the shopping centre is single or multi storey	<input checked="" type="checkbox"/>	
Number of food court seats	The number of seats within the common area that are assigned to the food court	<input checked="" type="checkbox"/> ¹	<input checked="" type="checkbox"/>
Number of cinema theatrettes	The number of separate cinema theatrettes within the shopping centre		<input checked="" type="checkbox"/>
Gymnasiums	The GLAR of gymnasium tenants		<input checked="" type="checkbox"/>
Centrally serviced Gymnasium Area	The GLAR of gymnasiums that are centrally serviced	<input checked="" type="checkbox"/> ¹	
Energy use	12 months of continuous data for all energy supplied to the shopping centre Base Building systems	<input checked="" type="checkbox"/>	
Water use	12 months of data for all external water supplied to the shopping centre		<input checked="" type="checkbox"/>

¹ This information is only required for **Small Shopping Centres** with a **GLAR** less than 5,000 m².

13.1.2 Documentation retention

Assessors must keep copies of the documentation that contains information on which an assessment is based, including any specific guidance or approvals given by the **National Administrator**.

All data retained for audit must be in a form which facilitates reviews and makes anomalies easily apparent.

Access to original documents is highly desirable if they are available. Copies of original documents may be used as evidence as long as the **Assessor** is satisfied that they are, or can be verified to be, true and complete records of the original documents or files.

13.2 Documentation required for Chapter 4: Total and centrally serviced area

Topic	Requirements	Documentation
13.2.1 Listed area and servicing arrangements	Section 4.3	<p><u>Required Information</u></p> <p>Assessors must retain a list of tenancies obtained from the building owner showing the following information for each tenancy:</p> <ul style="list-style-type: none"> a) The tenancy name; b) Area; and c) Servicing arrangements.
13.2.2 Grouping tenancies into contiguous blocks	Section 4.4	<p><u>Required Information</u></p> <p>Assessors must retain documentation that, as per the requirements of Section 4.4, groups tenancies into contiguous blocks of either—</p> <ul style="list-style-type: none"> a) centrally serviced tenancies, b) partially services tenancies, or c) Non-centrally serviced tenancies.

Topic	Requirements	Documentation
<p>13.2.3 Confirmation of central servicing</p>	<p>Section 4.5</p>	<p><u>Required information</u> Assessors must retain evidence that tenancy servicing arrangements have been confirmed through a process of sampling and undertaking a validation check of the information provided.</p> <p>Note: Appendix A contains an example Tenancy Servicing Validation Form that can be used as a record of these checks.</p> <p><u>Documentation Examples</u> Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Shopping centre drawings that identify tenancy servicing arrangements and arrangement of blocks for rating purposes; b) Documentation that outline which tenancies were sampled for validation checks and the result of the validation checks; c) Site Photos; d) Video recordings; e) Assessor site notes and other relevant documentation.
<p>13.2.4 Confirmation of area</p>	<p>Section 4.6</p>	<p><u>Required Information</u> Assessors must retain evidence of validation of the GLAR of tenancies, to the Measurement Standard for Shopping Centre Area.</p> <p><u>Documentation Examples</u> Documentation that can be used as evidence includes, in order of preference:</p>

Topic	Requirements	Documentation
		<p>a) A third-party survey or lease documentation that is explicitly based on the Measurement Standard for Shopping Centre Area, or superseded documents considered to be the equivalent of the Measurement Standard for Shopping Centre Area; or, if not available</p> <p>b) Direct measurement from current plans or scaled prints, measured to the Measurement Standard for Shopping Centre Area.</p> <p>For any tenancy where GLAR was confirmed, the Assessors must retain one of the following documentation types:</p> <ol style="list-style-type: none"> 1) In order of preference: Surveys, leases, or other third-party documentation identifying the tenancy area made to the Measurement Standard for Shopping Centre Area; 2) Lease documentation identifying the tenancy area, with no reference to the Measurement Standard for Shopping Centre Area, but that has been verified by the Assessor to be GLAR through checks by the Assessor during a site visit or written confirmation from a third-party; or 3) Assessor's calculations based on plans or site measurements identifying the tenancy in question, made to the Measurement Standard for Shopping Centre Area.
<p>13.2.5 Adjusting for vacancies</p>	<p>Section 4.7</p>	<p><u>Required Information</u> Assessors must retain evidence verifying any tenancies that were vacant for any time during the rating period from the building owner.</p>

13.3 Documentation required for Chapter 5: Hours of service

Topic	Requirements	Documentation
13.3.1 Core hours of operation	Section 5.3.2	<p><u>Required Information</u></p> <p>Assessors must retain evidence that shows how the core hours were determined.</p> <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Copies of publicly available written notifications (either physical or electronic); b) Photographic evidence of publicly advertised hours of operation.
13.3.2 Extended hours of operation	Section 5.3.3	<p><u>Required Information</u></p> <p>Assessors must retain evidence that confirms any extended hours of operation.</p> <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Copies of publicly available written notifications (either physical or electronic); b) Photographic evidence of publicly advertised hours of operation.

13.4 Documentation required for Chapter 6: Trading days

Topic	Requirements	Documentation
13.4.1 Determining the number of trading days	Section 6.3	<p><u>Required Information</u></p> <p>Assessors must retain evidence that confirms shopping centre operation on Sundays and Public Holidays.</p> <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) A signed statement from the shopping centre management; b) Copies of written records confirming operation.

13.5 Documentation required for Chapter 7: Counting parking spaces

Topic	Requirements	Documentation
13.5.1 Car parking plan(s)	Section 7.3.3.1	<p><u>Required Information</u></p> <p>Assessors must retain evidence that confirms the amount of car parks that service the premises and their ventilation arrangements.</p> <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Car park drawings, identifying whether a space is naturally or mechanically ventilated and showing the parking space count;

Topic	Requirements	Documentation
		<ul style="list-style-type: none"> b) A plan or schedule of parking spaces, that identifies blocks of naturally or mechanically ventilated parking spaces and records the number of spaces in each block; c) Written confirmation, (e.g. lease documentation) that confirm the number of spaces that service the shopping centre and the ventilation arrangements of spaces.
<p>13.5.2 Site inspection</p>	<p>Section 7.4.2</p>	<p><u>Required Information</u></p> <p>Assessors must retain evidence of the physical site inspection, including confirmation of spaces that do not service the premises.</p> <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Marked-up car park drawings; b) Site Photos; c) Video recordings; d) Assessor site notes and other relevant documents.

13.6 Documentation required for Chapter 8: Floor configuration

Topic	Requirements	Documentation
13.6.1 Determining single story or multi-story	Section 8.1	<p><u>Required Information</u></p> <p>Assessors must retain evidence that demonstrate the floor configuration of the premises.</p> <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Marked-up floor plans of the shopping centre, or Assessor site notes showing the shopping centre floor area configuration. b) The aggregated GLAR of each retail floor that complies with the requirements of Section 4.6.

13.7 Documentation required for Chapter 9: Counting food court seats

Topic	Requirements	Documentation
13.7.1 Conducting a site inspection	Section 9.3.2	<p><u>Required Information</u></p> <p>Assessors must retain evidence of the food court seat count, including identification of all food court blocks and the number of seats in each block.</p> <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p>

Topic	Requirements	Documentation
		a) Marked-up food court drawings, identifying all food court seats and showing the food court seat count; b) Site Photos; c) Video recordings; d) Assessor site notes and other relevant documentation.

13.8 Documentation required for Chapter 10: Gymnasium area

Topic	Requirements	Documentation
13.8.1 Determining gymnasium Gross Lettable Area Retail (GLAR)	Section 10.3.2	<p><u>Required Information</u></p> <p>Assessors must retain evidence that confirms validation of—</p> <ul style="list-style-type: none"> a) central servicing arrangements of all gymnasiums, and b) the GLAR of all gymnasiums, to the Measurement Standard for Shopping Centre Area. <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) For validation of central servicing arrangements, see ‘Documentation Examples’ in Section 13.2.3; b) For validation of the GLAR, see ‘Documentation Examples’ in Section 13.2.4.

13.9 Documentation required for Chapter 11: Counting cinema theatrettes

Topic	Requirements	Documentation
<p>13.9.1 Conducting a site inspection</p>	<p>Section 11.3.2</p>	<p><u>Required Information</u></p> <p>Assessors must retain evidence of the cinema theatrette count, including identification of all cinema theatrette blocks and the number of cinema theatrettes in each block.</p> <p><u>Documentation Examples</u></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> a) Shopping centre drawings, identifying all cinema theatrettes and showing the cinema theatrette count; b) Site Photos; c) Video recordings; d) Assessor site notes and other relevant documentation.

13.10 Documentation required for Chapter 12: Energy and water coverage

Topic	Requirements	Documentation
13.10.1 Minimum energy coverage	Section 12.2.5	<p><u>Required Information</u></p> <p>The documentation requirements contained within Section 9.2 of NABERS <i>The Rules – Metering and Consumption</i> apply.</p> <p>Where an existing single-line diagram is unavailable, a progressive confirmation of coverage over several ratings is permitted. This confirmation must be completed as part of a site visit and documented on the existing single-line diagram in sufficient detail.</p>
13.10.2 Car parks	Section 12.2.5	<p><u>Required Information</u></p> <p>Assessor must retain evidence of any agreements by the building owner and shopping centre tenants, or between the building owner and third parties, concerning—</p> <ul style="list-style-type: none"> a) car park usage, b) apportionment of utility costs for common or shared facilities. <p>Documentation retained must show the method and data used to proportion car park energy usage.</p>
13.10.3 Minimum water coverage	Section 12.3	<p><u>Required Information</u></p> <p>The documentation requirements contained within Section 9.2 of NABERS <i>The Rules – Metering and Consumption</i> apply.</p>

Topic	Requirements	Documentation
		<p>Assessors must retain evidence of any agreements between the building owner and shopping centre tenants, or between tenants, to apportion water costs for common or shared facilities.</p> <p>The documentation required for water coverage includes:</p> <ul style="list-style-type: none"> a) Reticulation diagrams showing all relevant equipment and metering systems; b) Documentation of the source, quantities and any non-recycled component of externally supplied recycled water; c) Calculations or documentation confirming any consumption to be excluded from the rating and substantiating the grounds for the exclusion.
<p>13.10.4 Exclusions</p>	<p>Section 12.4</p>	<p><u>Required Information</u></p> <p>Assessors must retain evidence that supports any exclusions used as part of the rating application, including—</p> <ul style="list-style-type: none"> a) information confirming any consumption to be excluded from the rating, b) calculations, and c) documentation substantiating the grounds for the exclusion.

Appendices

Summary

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Appendix A – Tenancy Servicing Validation Form

The following template is an example of a tenancy servicing validation form that an **Assessor** may use for each tenancy where central servicing has been validated in accordance with Section 4.5.

Written evidence confirming servicing arrangements for each tenancy, whether using this template, an altered template or other appropriate documentation, must be completed and kept on file for auditing purposes.

Tenancy:	
Inspection date:	Inspected by:
Block number:	Block location:
Heating:	Circle items applicable: <ul style="list-style-type: none">• Not provided to this tenancy by any services• Provided by hot air from central services• Provided by electric/heat pump heating powered from central service energy supply• Provided by hot water from central services• Other, please specify
Cooling:	Circle items applicable: <ul style="list-style-type: none">• Not provided to this tenancy by any services• Provided by cool air from central services• Provided by chilled water from central services• Provided by DX cooling on the central services power supply• Other, please specify
Ventilation Air: (i.e. provision of outside air)	Circle items applicable: <ul style="list-style-type: none">• Not provided to this tenancy by any services• Provided by central services air supply• Provided by tenant specific central services powered from the central services power supply• Other, please specify
Air Movement: (i.e. provision of movement of air within the space)	Circle items applicable: <ul style="list-style-type: none">• Not provided to this tenancy by any services• Provided by fan/air supply powered from central services• Other, please specify

Appendix B – The rating period

B.1 Allowance for lodgement

A NABERS rating is based on 12 months of **acceptable data**, called the **rating period**. Once certified, the rating is valid for up to 12 months, called the **validity period**.

It takes time for the **Assessor** to complete a rating, so 120 days is given to lodge the rating after the end of the **rating period**. Ratings lodged after the 120 days will have a reduced **validity period** to ensure all ratings are based on current data.

The following scenarios illustrate this principle.

Scenario 1

A NABERS Rating is lodged with the **National Administrator** within 120 days of the end of the **rating period**. It will be valid for 365 days from the date of certification. See **Figure B.1**.

Example:

- The **rating period** is 1 January 2017 to 31 December 2017. The due date is therefore 30 April 2018.
- The **Assessor** lodges the rating on 1 February 2018, and the **National Administrator** certifies it on 5 February 2018. This is before the due date.
- The rating will therefore be valid for 365 days from the date of certification (5 February 2018).
- It will expire on 5 February 2019.

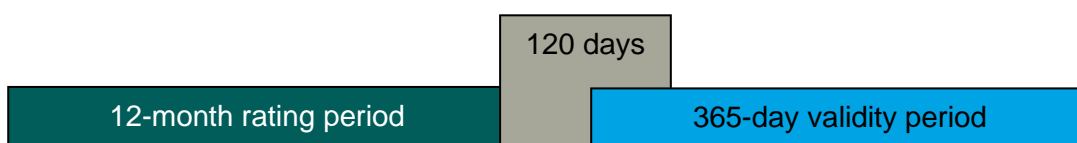


Figure B.1: A rating lodged within 120 days of the end of rating period

Scenario 2

A NABERS Rating is lodged with the **National Administrator** more than 120 days after the end of the **rating period**. It will be valid for 365 days from the end of the **rating period**. See **Figure B.2**.

Example:

- a) The **rating period** is 1 January 2017 to 31 December 2017. The due date is therefore 30 April 2018.
- b) The **Assessor** lodges the rating on 1 June 2018, and the **National Administrator** certifies it on 6 June 2018. This is after the due date.
- c) The rating will therefore be valid for 365 days from the end of the **rating period** (31 December 2017).
- d) It will expire on 31 December 2018.

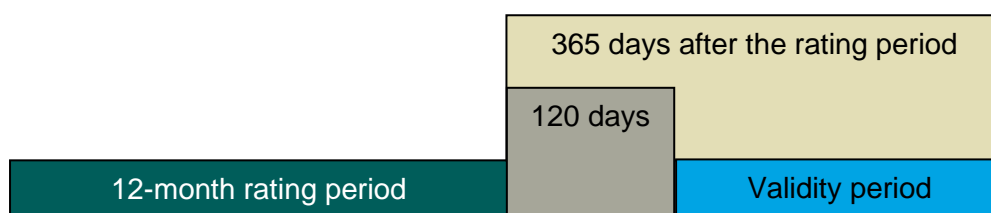


Figure B.2: A rating lodged after 120 days from the end of rating period

B.2 Allowance for responses

Assessors are given 120 days after the **rating period** to lodge ratings with the **National Administrator**. The **Assessor** should allow 10 working days within this 120-day period for a response from the **National Administrator**. The **National Administrator** then allows a further 10 working days for the **Assessor** to respond to any queries that arise from quality assurance checks before certification.

When the **Assessor** is required to provide clarification multiple times, this must be done within the allowable 10 working days period.

If the **Assessor** has not responded adequately to all queries and the rating has not been certified within 120 days of the end of the **rating period** + 10 working days, the rating will only be valid for up to 365 days from the end of the **rating period**. This does not include the time taken by the **National Administrator**.

The following scenario illustrates this principle.

Scenario 3

A NABERS Rating is lodged with the **National Administrator** one day before the lodgement due date (120 days from the end of the **rating period**). Depending on how quickly the **Assessor** responds to clarifications, the rating will either be valid for 365 days from the date of certification or 365 days from the end of the **rating period**.

Example:

- a) The **rating period** is 1 January 2017 to 31 December 2017. The due date is therefore 30 April 2018.
- b) The **Assessor** lodges the rating on 29 April 2018, 119 days after the end of the **rating period**.
- c) The **National Administrator** responds on 3 May 2018 requesting further clarification. The **Assessor** must provide adequate clarification by 14 May 2018 (120 days from the end of the rating period plus 10 working days) for the rating to be valid for 365 days from the date of certification.
- d) If the **Assessor** responds on the 8 May 2018, the rating will be certified and valid until the 8 May 2019.
- e) If the **Assessor** does not respond with clarification until the 30 May 2018, the rating will only be valid until 365 days from the end of the **rating period** and therefore will expire on the 31 December 2018.

B.3 Adjusting the rating period

After the rating has been lodged, the **Assessor** may require the **rating period** to be changed. The **rating period** may only be adjusted by a maximum of 62 days from the first lodgement. A new rating will need to be created if the **Assessor** would like to adjust the **rating period** by more than this.

Note: A rating is required to comply with the **Rules** that are current at the time of lodgement. **Assessors** are advised to seek advice and request a **ruling** (if needed) prior to lodging ratings that may require one.

B.4 Lodging successive ratings

For a building which already has a current rating, there are two options to complete another rating of the same type: Replace or Renew.

Note 1: The **Assessor** will be prompted to select Replace or Renew when creating a rating. This selection can be changed just before the rating is lodged but not after.

Note 2: Where a premises lodges a NABERS Energy rating application and NABERS Water rating application as a combined application on NABERS Perform, **Assessors** have the ability to:

- a) Select 'Replace' for both ratings;
- b) Select 'Renew' for both ratings; or
- c) Select 'Replace' for one rating and select 'Renew' for the other rating, providing both ratings have the same **rating period**.

Option 1: Replace

The Replace option allows the new certified rating to replace the existing rating immediately upon certification.

There will be a loss of the existing rating’s remaining **validity period**. This option might be chosen if the new rating is better than the existing rating. See **Figure B.3**.



Figure B.3: The existing rating replaced by a new rating

Option 2: Renew

The Renew option allows the new certified rating to begin its **validity period** immediately after the existing rating **validity period** expires. This option is often chosen when a site is most concerned with maximising the **validity period**.

As ratings are based on current data, the new **validity period** cannot not exceed 485 days from the end of the **rating period**. To ensure the new rating maximum **validity period** is achieved, the **validity period** must start within 120 days after the end of the rating period.

The following scenario illustrates this principle.

Scenario 4

A NABERS Rating is lodged with the **National Administrator** and the Renew option has been selected. The new rating begins its **validity period** within 120 days after the end of the **rating period**. See **Figure B.4**.

Example:

- a) The current rating’s **validity period** expired 31 December 2017.
- b) The **rating period** is 1 October 2016 to 30 September 2017 for the renewal rating.
- c) The **Assessor** lodges the renewal 1 November 2017 and it is certified by the **National Administrator** 7 November 2017.
- d) The **validity period** for the renewal will be 1 January 2018 to 31 December 2018.

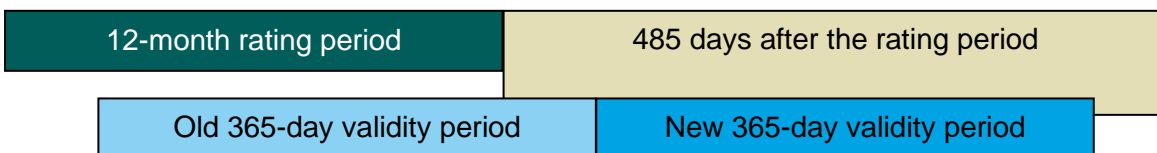


Figure B.4: The validity period for the new rating begins once the old rating expires and the new validity period is 365 days

If the new rating’s **validity period** begins more than 120 days after the end of the **rating period**, the validity will be reduced as the **validity period** will exceed 485 days from the end of the **rating period**.

Note: An expired rating can be renewed. The **validity period** will begin on the date of certification, rather than the date the previous rating expired.

The following scenario illustrates this principle.

Scenario 5

A NABERS Rating is lodged with the **National Administrator** and the Renew option has been selected. The new rating begins its **validity period** over 120 days after the end of the **rating period**. See **Figure B.5**.

Example:

- a) The current rating’s **validity period** expired 31 December 2017.
- b) The **rating period** is 1 August 2016 to 31 July 2017 for the renewal rating.
- c) The **Assessor** lodges the renewal 1 November 2017 and it is certified by the **National Administrator** 7 November 2017.
- d) The **validity period** for the renewal will be 1 January 2018 to 28 November 2018, 485 days after the end of the **rating period**.

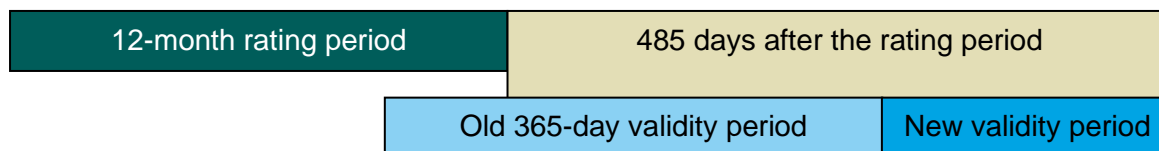


Figure B.5: The validity period for the new rating begins once the old rating expires and the new validity period is less than 365 days

Appendix C – List of changes

The following tables document the history of the content of *NABERS The Rules – Energy and Water for Shopping Centres* v3.0 in order to produce version 4.0.

Energy and Water for Shopping Centres – Chapter 1 – Overview		
The structure and contents of Chapter 1 has been revised and updated. Several new sections were added, including <i>Formatting conventions and referencing</i> . Purpose of this document and relationship to new <i>Metering and Consumption Rules</i> document explained.		
Version 3.0 (old location)	Version 4.0 (new location)	Changes made
1.1 About NABERS Energy and Water for Shopping Centres ratings	1.1 and 1.4	Edited for clarity and brought into line with NABERS Style Guide Additional sections which are standard text in Rules documents now appear as <i>1.2 Interpretation of the Rules</i> and <i>1.3 Situations not covered by the Rules</i> .
1.2 About this document	1.5 and 1.6	Table of main changes updated. Related documents section expanded to list secondary material referenced in the text: <ul style="list-style-type: none"> • <i>NABERS The Rules – Metering and Consumption</i>, v1.0, 2020 • <i>NABERS Ruling – On-site Renewable Generation Systems</i>, v1.0, 2020 • AS 1668.4-2012, <i>The use of ventilation and air conditioning in buildings, Part 4: Natural ventilation of buildings</i> • Property Council of Australia (PCA), <i>Method of Measurement: Commercial – 2008 (1997 reprint)</i> • Building Owners and Managers Association (BOMA), <i>Method of Measurement</i>, 1989

		<ul style="list-style-type: none"> • Building Owners and Managers Association (BOMA), <i>Method of Measurement (Net Rentable Area)</i>, 1985
Chapter 1	Chapter 1	<p>New structure:</p> <ul style="list-style-type: none"> • Summary • Interpretation of the Rules • Situations not covered by the Rules • How to use this document • What is new in this version? • Related documents

Energy and Water for Shopping Centres– Chapter 2 – Overview

Chapter 2 has undergone considerable editing and has had a title change from ‘Key concepts’ to ‘Terms and definitions’. Most of its content moved to other chapters (or documents). Chapter 2 in v4.0 contains solely the terms and definitions integral to the proper understanding and use of the document.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
2.1 The Assessment Process	–	Removed.
2.2 Definitions	Chapter 2	<p>The following definitions have been updated:</p> <ul style="list-style-type: none"> ▪ centrally serviced ▪ end use ▪ GLAR ▪ metering system ▪ potential error ▪ reasonably compared ▪ Rules ▪ utility <p>The following have been added:</p> <ul style="list-style-type: none"> ▪ AHU

		<ul style="list-style-type: none"> ▪ FCU ▪ NABERS rating input form ▪ rated premises ▪ ruling ▪ validity period <p>The following have been deleted:</p> <ul style="list-style-type: none"> ▪ Alternative method ▪ Assumption ▪ Core Hours ▪ Data ▪ Data type ▪ Estimate ▪ metering systems requiring validation ▪ non-utility meter ▪ source ▪ Tenancy Servicing Validation Form ▪ un-validated metering systems ▪ utility meter • verification
2.3 Interpretation	1.2 and 1.3	Integrated into the Introductory chapter.
2.4 Proposed New Methods	–	Removed
2.5 Summary of Data & Documentation Needed	13.1	Content incorporated into new Chapter 13.
2.6 The Rating Period	3.2 and Appendix B	Most of the content incorporated into new Appendix B.
2.7 Acceptable Data & Acceptable Estimates	<i>NABERS The Rules – Metering and Consumption</i>	Separated and incorporated into <i>NABERS The Rules – Metering and Consumption</i>

2.8 Site inspection	Section 3.4	Minor editorial changes.
2.9 Documentation and record-keeping	Section 13.1	Content incorporated into new Chapter 13.
2.10 Eligibility criteria	3.1	Minor editorial changes.

Energy and Water for Shopping Centres – Chapter 3 – Key concepts and procedures

Chapter 3 contains the remainder of the former Chapter 2 (minus the definitions), the content of which has been reviewed and restructured to align with the new Rules format.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
3.3.1	3.1	Mostly new section which consolidates existing requirements as well as clarifying what makes a building eligible. Wording of Section 3.1.3 revised for clarity, particularly with regard to what is included in a typical mix of retail and food and beverage tenancies.
2.6	3.2 and Appendix B	Content reduced and simplified as most information can now be found in Appendix B.
2.7	3.3	Section reviewed and simplified for clarity.
2.8	3.4	Edited for clarity but content the same.
2.9	3.5	Edited for clarity but content the same.
2.2	3.6	Former definition of 'Alternative Method' made into its own section. Content reviewed and simplified.

Energy and Water for Shopping Centres – Chapter 4 – Total and centrally serviced area

Chapter 3 of v3.0 has become Chapter 4 in v4.0. All the documentation requirements have been moved to Chapter 13. All figures have been reviewed and updated.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
3.1	4.1 and 4.2	Slightly reworded for clarity and validation process content added to following section to complement figure.
3.2	4.2	Content the same, just reformatted.
3.3	4.3	New content outlining treatment of specific types of tenancies. Childcare centres added to Table 4.2.
3.4	4.4	Content mostly the same. Subsection 4.4.2 reviewed and simplified for clarity, and the requirement to list multi-level tenancies under the same block number has been amended (softened).
3.5	4.5	The reader directed to Appendix A when considering servicing arrangements (note in Section 4.5.1). Content added to clarify what to do when validation check finds a tenancy has been mislabelled (Section 4.5.2). Use of Tenancy Servicing Validation Form is no longer mandatory; however, Assessors must still provide evidence of the validation checks and the results. Figure 4.3: new figure added to highlight process of validation check. Subsection added (4.5.4) to provide clarity on how the GLAR of a tenancy is treated based on servicing arrangement.
3.6	4.6	Requirement for confirmation of GLAR of “...additional tenancies entered into NABERS Rate” has been removed as this is not supported in NABERS Perform. Figure 4.4 describing confirming shopping centre GLAR deleted.
3.7	4.7	Content the same, just reformatted.

Energy and Water for Shopping Centres – Chapter 5 – Hours of service

Chapter 4 of v3.0 has become Chapter 5 in v4.0.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
4.1	5.1	Content the same, just reformatted.
4.2.1	5.2	Process overview moved to become its own section in keeping with flow of other chapters.
4.2	5.3	No change to extended hours section after review. Documentation requirements moved to Chapter 13.

Energy and Water for Shopping Centres – Chapter 6 – Trading days

Chapter 5 of v3.0 has become Chapter 6 in v4.0.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
5.1	6.1	Content same.
5.2.1	6.2	Process overview moved to become its own section in keeping with flow of other chapters.
5.2	6.3	Content same. Documentation requirements moved to Chapter 13.

Energy and Water for Shopping Centres – Chapter 7 – Counting parking spaces

Chapter 6 of v3.0 has become Chapter 7 in v4.0.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
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6.1	7.1	Wording clarified to require a 'check' of parking spaces rather than a 'count'. 'Car' has been deleted to make more inclusive of other vehicle types.
6.2.2	7.2	Process overview moved to separate level 2 heading in keeping with flow of other chapters. Wording of Table 7.2 clarified to include ventilation arrangements.
	7.3.1	Wording of 'mechanically ventilated parking spaces' updated for clarity and section aligned with AB rules.
6.2.3	7.3.2	Section completely re-written to clarify what is to be included and excluded in the count. Section on motorcycle parking spaces added.
6.2.4	7.3.3	Site inspection section and requirements updated and clarified and moved to Chapter 13. Requirements of section rewritten in terms of if a plan is available and if a plan is not available. Requirement to show ventilation arrangements on the plan added.
6.2.5	7.4	Requirement for Assessors to physically count each car park space removed. Reasons for this are the amount of time (and therefore money) it requires and the fact that other methods for obtaining a count are available, such as parking audits carried out by shopping centre management. Section about spaces not in use removed due to findings that the addition of data for unavailability made little difference to the rating. (Once this has been removed from the Rules, it will also be removed from the interface.) Section on data to be entered into the NABERS rating input form added.
6.2.6	13.5	Documentation requirements moved to Section 13.5.

Energy and Water for Shopping Centres – Chapter 8 – Floor configuration

Chapter 7 of v3.0 has become Chapter 8 in v4.0.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
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7.1	8.1	Content same.
7.2	8.2	Content same.
7.3	13.6	Moved to Chapter 13.

Energy and Water for Shopping Centres – Chapter 9 – Counting food court seats

Chapter 8 of v3.0 has become Chapter 9 in v4.0.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
8.1	9.1	Content same.
8.2.2	9.2	Unavailability data requirement removed from Table 9.2. Remainder of content is the same.
8.2	9.3	Requirements for seats not in use for more than four weeks (Section 8.2.4) removed. Documentation requirements moved to Chapter 13.

Energy and Water for Shopping Centres – Chapter 10 – Gymnasium area

Chapter 9 of v3.0 has become Chapter 10 in v4.0.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
9.1	10.1	Content same.
9.2.2	10.2	Unavailability data requirement removed from Table 10.2. Process overview moved to separate level 2 heading in keeping with flow of other chapters.

	10.3	<p>Content added to allow for gymnasium area to be added to potential error in order for a rating to proceed if the GLAR cannot be verified (Section 10.3.2).</p> <p>Requirements for gymnasiums not in use for more than four weeks removed.</p> <p>Documentation requirements moved to Chapter 13.</p>
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Energy and Water for Shopping Centres – Chapter 11 – Counting cinema theatrettes

Chapter 10 of v3.0 has become Chapter 11 in v4.0.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
10.1	11.1	Content same.
10.2.2	11.2	Unavailability data requirement removed from Table 11.2.
10.2	11.3	<p>Requirements for cinema theatrettes not in use for more than four weeks removed.</p> <p>Documentation requirements moved to Chapter 13.</p>

Energy and Water for Shopping Centres – Chapter 12 – Minimum energy and water coverage

Former Chapter 12 on energy coverage has been combined with former Chapter 13 on water coverage to form this new chapter. These chapters have been reviewed and restructured to align with the new Rules format. Some content has been removed as it belongs in the Metering and Consumption Rules. Where possible, content has been simplified for clarity.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
11.1	12.1 and 12.2	The summary section of 12.1 combines content drawn from Sections 11.1 and 12.1 of the previous version. Link to Chapter 3 of <i>NABERS The Rules – Metering and Consumption</i> added in 12.1.
11.1.5	12.2.4	Additional paragraph added regarding other situations for exclusions for exterior signage.

11.1.6	12.2.6	Section on energy exclusions re-written. Section on electric vehicle charging points added.
11.2	–	On-site generation section removed and link to <i>NABERS Ruling – On-site Renewable Electricity Generation (OREG) Systems</i> for more information on on-site renewable systems added.
11.3	–	Greenpower removed section as content features in <i>NABERS Rules – Metering and Consumption</i> .
11.4	13.10	Documentation removed to Chapter 13.
12.1	12.1 and 12.3	Introductory content about water combined with energy in 12.1. Some paragraphs moved around for improve flow of sections, such as on-site capture and recycling, which was moved up to 12.3.
12.2	13.10	Documentation removed to Chapter 13.

Energy and Water for Shopping Centres – Chapters 13 and 14 of v3.0

Chapters 13 and 14 of v3.0 have been moved entirely to the new document published in 2020, *NABERS The Rules – Metering and Consumption*.

Version 3.0 (old location)	NABERS The Rules – Metering and Consumption (new location)	Changes made
Chapter 13 Metering systems		The whole of this chapter has been incorporated into <i>NABERS Metering and Consumption Rules</i> as it relates to metering systems in a variety of building types, not just in Shopping Centres. The spread across chapters in <i>NABERS The Rules – Metering and Consumption</i> is due to the division between utility metering systems and non-utility metering systems. A considerable portion (from Section 13.4 onwards) regarding the validation of non-utility metering systems has been reworked into a new chapter (Chapter 6) in the <i>NABERS The Rules – Metering and Consumption</i> . The main changes to this data are as follows:

13.1 Summary	–	Removed – no longer applicable due to restructure.
13.2 High voltage electricity metering	3.4.5	Section reworded for clarity and in relation to new structure.
13.3 Non-utility meter records	5.3.4	'Minimum frequency of readings' title changed to 'meter reading dates' and information on cumulative meters added.
	5.2	<ul style="list-style-type: none"> 'Measurements and formats required' title changed to 'data unit and format checks'. Gas pressure correction factor requirements updated in Table 5.2.
13.4 Non-utility metering system validation	Chapter 6	<ul style="list-style-type: none"> Process to calculate validation (table) – added Metering systems requiring validation – revised and pulse meter information moved down to Section 6.2.2.3 Non-utility meter management plan and Figure 10 – removed Concept of a checking a random sample of meter types – removed Validation of meters in embedded networks – added Validation checks – information greatly expanded upon and reworked to incorporate non-utility validation information from Appendix C of v3.0
Chapter 14 Consumption data	The whole of this chapter has been incorporated into <i>NABERS The Rules – Metering and Consumption</i> as it relates to consumption of energy and water in a variety of building types, not just in Shopping Centres. The spread across chapters in <i>NABERS Rules – Metering and Consumption</i> is due to the division between utility metering systems and non-utility metering systems.	
14.1 Summary	–	Removed – no longer applicable due to restructure.
14.2 Definitions	–	Removed – unnecessary as they appear in Chapter 2.
14.3 Measuring consumption	3.2	<ul style="list-style-type: none"> 'Measuring consumption' – title changed to 'Energy and water sources and supply points' All information revised and separate energy and water sections merged together Process tables – removed Processes for determining consumption – removed Figures 11, 12 and 13 – removed
	7.2.2	<ul style="list-style-type: none"> List of methods at beginning of 9.3 – removed 'Exclusions based on financially reconciled utility costs' – reworded for clarity 'Determining the fixed proportion' – reference to OTA rather than lease documentation

14.4 Including or excluding consumption		<ul style="list-style-type: none"> • ‘Energy exclusions based on area weighting’ – reference to GLAR added and references to small retail, educational and medical spaces
	7.2.1	<ul style="list-style-type: none"> • ‘Estimating small un-metered end uses’ – title changed to ‘Including small un-metered electricity uses’ • Method revised and wording clarified • Example – removed • Paragraphs on thermal energy – removed
14.5 Batch-delivered supplies	7.3	<ul style="list-style-type: none"> • ‘Measurement and estimation’ – title changed to ‘Real consumption measurement’ and wording revised • ‘Estimating from capacity measurements’ – title changed to ‘Calculating an alternative estimate’ and wording revised • ‘Batch-delivered recycled water’ – edited for clarity • ‘Batch-delivered water for direct uses’ – edited for clarity • ‘Standard for acceptable data’ – removed
14.6 Utility bill units and formats	4.2	<ul style="list-style-type: none"> • Table 4.2 – same • Note after table – added • ‘Natural gas bill formats’ – section added • ‘Energy bill formats’ – formula is the same; text revised
14.7 Periods covered by utility data	4.3.5 and 5.3.5	‘Stand-alone NABERS energy or water for shopping centres ratings – information split to cover utility metering systems (Chapter 4) and non-utility metering systems (Chapter 5).
	5.4.2	‘Adjusting for gaps at the start or end of the rating period’ – reworded for clarity
	5.4.3.2	<ul style="list-style-type: none"> • ‘Estimating unrecorded consumption’ title changed to ‘Metering data used for inclusions’ • Slightly reworded for clarity
	4.4.4	<ul style="list-style-type: none"> • ‘Using valid meter readings before and after missing data’ title changed to ‘Adjusting for gaps during the billing period – where cumulative meter readings are available’ • Some slight rewording • Default heating values updated in Table 4.3
14.8 Correcting non-utility meter readings	6.4	<ul style="list-style-type: none"> • Correcting non-utility meter readings – title change to ‘Adjustments resulting from validation checks’; requirements for validation (under points a) and b)) and for licensed and qualified persons added

		<ul style="list-style-type: none"> Assessments where corrections can be made – same Assessments where corrections cannot be made – reworded; Figure 15 removed
14.9 Documentation required	Chapter 9	All documentation requirements revised and moved to Chapter 9.

Energy and Water for Shopping Centres – Chapter 13 – Documentation required

Appendix A in v3.0 has become Chapter 13 in v4.0. All documentation requirements within the document have been consolidated into the new Chapter 13 which goes through the document by section and outlines information required and (where applicable) documentation examples.

The content has been reviewed and simplified for clarity, with some content removed as it belongs in the *NABERS Rules – Metering and Consumption*.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
	13.2.3	Content removed due to removal of Appendix A – TBC
	13.5.3 c)	Content removed due to deletions in text relating to unavailability periods.
	13.7.2	Content removed due to deletions in text relating to unavailability periods.
	13.8.1	Requirements for use of the Tenancy Servicing Validation Form removed
	13.8.2	Content removed due to deletions in text relating to unavailability periods.
	13.9.2	Requirements relating to lack of use for more than four weeks removed.
	13.10.1	Added content that allows for progressive confirmation of coverage to develop a new single line of a premises.

Energy and Water for Shopping Centres – Appendices

The appendices are no longer numbered but stand-alone sections of the text. The previous Appendix A has been added to Chapter 13; Appendix B remains unchanged; Appendix C now appears in *NABERS The Rules – Metering and Consumption*. An appendix on the rating period has been added.

Version 3.0 (old location)	Version 4.0 (new location)	Changes made
Appendix A	Chapter 13	Appendix A removed as deemed unnecessary step for Assessors to have to complete as it is not required in the Rate applications/interfaces. All the example documentation in this checklist is now covered in Chapter 13.
Appendix B	Appendix A	No change.
Appendix C	<i>NABERS The Rules – Metering and Consumption</i> , Chapter 6 and Appendix A	<ul style="list-style-type: none"> • All textual content incorporated into Chapter 6 of <i>Metering and Consumption Rules</i> • Figures of various types of meters – removed • Validation record templates separated to form new Appendix A of <i>Metering and Consumption Rules</i> • Validation record for water – removed • Separate RMRS validation record created and other non-utility validation forms simplified
–	Appendix B	<p>Appendix added to describe, in detail, the rating period. The same information appears in the newest version of <i>NABERS Rules – Energy and Water for Offices</i>. It is foreseen that this information about the rating period might be better added to the suite of documents as a ruling, rather than remain as repeated information in several documents. This will be amended in future updates to these texts.</p> <p>Please note: this is an updated version of the Appendix added to the new Office Rules. The updates made are to support NABERS Perform.</p>

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