



The Rules

# Energy Performance Indicator

Version 1.1 — July 2024



NABERS is administered by the New South Wales Government.

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# 1 Introduction

## 1.1 General

### 1.1.1 About NABERS

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

An accredited NABERS 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.

NABERS provides energy star ratings for a range of building types and sectors, however, there are many sectors which are unable to currently obtain a NABERS star rating. Therefore, NABERS has developed a simple energy performance comparison tool (the NABERS Energy Performance Indicator (NEPI)) to bridge this gap. This tool provides a verified measure of energy and emissions intensity, using energy usage and floor area.

The purpose of this tool is to help these new sectors start their energy efficiency journey with NABERS. New sectors using this tool will help NABERS to refine and build these averages. This usage will also assist new sectors with moving towards eventually obtaining a full NABERS star rating.

A NEPI rating provides the following information:

- a) Verified average energy intensity.
- b) **Renewable Energy Indicator** percentage.
- c) Verified emissions.
- d) NABERS certificate and report.
- e) **Sector comparison dial** (only available to certain **building sectors**).

The **sector comparison dial** rates a building's performance against the average energy intensity of other buildings in that sector, providing a benchmark for progress as follows:

- a) Excellent.
- b) Good.
- c) Above average.
- d) Average.
- e) Below average.
- f) Making a start.
- g) Needs improvement.

The **sector comparison dial** is only available for select **building sectors**, due to data availability at time of rating tool creation. This list will be reviewed regularly by NABERS. Other eligible **building sectors** can still be rated even if a **sector comparison dial** is unavailable. The **building sectors** which have an available **sector comparison dial** at present are shown in Table 1.1.1.

**Table 1.1.1: Building sectors with an available sector comparison dial**

Sector	Sub-sector
Aquatic centres	N/A
Childcare centre	N/A
Correctional facilities	N/A
Emergency services and police stations	N/A
Laboratories	N/A
Outdoor and environmental education centres	N/A
<i>Public buildings:</i> Libraries, galleries, museums, religious buildings, community centres	Libraries
	Galleries & museums
	Courts
Storage facilities (including self-storage)	N/A
<i>Transport buildings:</i> Passenger transport	Airports (terminals & aerodromes)

### 1.1.2 About this document

This document contains **Rules** for **Assessors** conducting a rating with the NEPI tool as follows:

- a) **Building sector**, see Chapter 4.
- b) **Rated area**, see Chapter 5.
- c) **Energy usage highlights**, see Chapter 6.
- d) Minimum energy coverage, see Chapter 7.
- e) Documentation requirements for accredited ratings, see Chapter 8.

## 1.2 Interpretation of the Rules and Rulings

These **Rules** are to be read in conjunction with any relevant NABERS **Rulings**. **Rulings** are used to address specific issues that may arise after the publication of the **Rules**.

**Note:** **Rules** texts are amended as required by additional **Rulings**, which are published on the NABERS website at [www.nabers.gov.au](http://www.nabers.gov.au).

Where a conflict between these **Rules** and existing **Rulings** is present, the requirements of the **Rulings** take precedence over 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.

### 1.3 Situations not covered by the Rules

These **Rules** are intended to cover most types of facility or premises that are not covered by an existing NABERS tool. 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**. Where this occurs, the **Assessor** is required to retain written evidence of such correspondence.


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**. All written correspondence is required as evidence and should be collected prior to lodging the rating.

### 1.4 How to use this document

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 document, *NABERS The Rules — Energy Performance Indicator*. Other **Rules** documents mentioned in the text are distinguished from the present document by the inclusion of their title.

Text appearing **teal** and **bold** is a defined term. Defined terms can be found in Chapter 2 of these **Rules** or in the terms and definitions chapter of the respective **Rules** document.


The following formatting conventions may appear in this text:

 Important requirements and/or instructions are highlighted by an information callout box.

**Note:** Text appearing with a grey background is explanatory text only and is not to be read as part of the **Rules**.



**Example:** Text appearing with a green background is intended to demonstrate a worked example of the respective **Rules** section or **Ruling** section.

 This is a documentation requirement callout box.

## 1.5 Related documents

The following documents have been referenced within these **Rules**:

*NABERS Ruling — Shared Services and Facilities, v1.0, 2022*

*NABERS The Rules — Energy and Water for Apartment Buildings, v2.0, 2022*

*NABERS The Rules — Energy and Water for Hotels, v4.0, 2022*

*NABERS The Rules — Energy for Retail Stores, v1.0, 2024*

*NABERS The Rules — Energy for Warehouses and Cold Stores, v1.0, 2022*

*NABERS The Rules — Metering and Consumption, v2.2, 2024*

Australian Institute of Quantity Surveyors, *Book of Areas*, 2000

Building Owners and Managers Association (BOMA), *Method of Measurement*, 1989 or 2017

Building Owners and Managers Association (BOMA) *Method of Measurement (Net Rentable Area)*, 1985 or 2017

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
<b>acceptable data</b>	Data which meets the applicable accuracy and validity requirements of these <b>Rules</b> .
<b>acceptable estimate</b>	<p>The values derived from an estimation method permitted by these <b>Rules</b> in place of incomplete or uncertain data.</p> <p>Estimates that do not satisfy the above specifications are deemed unacceptable and cannot be used in the rating.</p>
<b>Assessor</b>	An accredited person authorised by the <b>National Administrator</b> to conduct NABERS ratings.
<b>Auditor</b>	A person employed by or contracted to the <b>National Administrator</b> to perform audits of NABERS rating applications.
<b>building sector</b>	The category describing the <b>rated premises'</b> purpose or how it is utilised, as defined in Table 4.2.
<b>end use(s)</b>	A purpose or activity (or a group of related purposes and activities) that energy is used for.
<b>energy usage highlight(s)</b>	Energy usage questions that will showcase high energy use activities of the <b>rated premises</b> , which may influence the premises' energy consumption intensity. These are used to assist interpretation of the rating result.
<b>Gross Floor Area (GFA)</b>	<p>The total constructed floor area of all storeys of the building(s) located within the <b>rated premises</b>, measured from the outside of the external walls or the centre of any common walls of the building, as defined by the <b>measurement standard for rated area</b>.</p> <p><b>Note:</b> This is essentially the space within the permanent walls of the building, enclosed by full height walls. Typically, <b>GFA</b> excludes:</p> <ol style="list-style-type: none"> <li>open-air spaces such as open-air corridor spaces, covered walkways, roof top terraces and verandahs, i.e. areas not enclosed by the building envelope;</li> <li>common vertical circulation, such as lifts and stairs;</li> </ol>

Term	Definition
	<ul style="list-style-type: none"> <li>c) storage and vehicular access, loading areas, garbage and services in the basement level;</li> <li>d) plant rooms, lift shafts and other areas used exclusively for mechanical services or ducting;</li> <li>e) car parking, loading bays;</li> <li>f) terraces and balconies that are not enclosed; and</li> <li>g) access between levels, or voids above a floor at the level of a storey or storey above.</li> </ul>
<b>Gross Lettable Area (GLA)</b>	See definition for ' <b>measurement standard for rated area</b> '.
<b>Gross Lettable Area Retail (GLAR)</b>	See definition for ' <b>measurement standard for rated area</b> '.
<b>measurement standard for rated area</b>	<p>The standard used for determining:</p> <ul style="list-style-type: none"> <li>a) the <b>Gross Floor Area (GFA)</b>: <ul style="list-style-type: none"> <li>1) the Fully Enclosed Covered Area (FECA) of a <b>rated premises</b>, as set out in the Australian Institute of Quantity Surveyors, <i>Book of Areas</i>, 2000; or</li> <li>2) the area definition set by any of the following planning authorities: <ul style="list-style-type: none"> <li>i) Australian Capital Territory: Territory Plan 2023.</li> <li>ii) New South Wales: Standard Instrument — Principal Local Environmental Plan 2006.</li> <li>iii) Queensland: Planning Regulation 2017.</li> <li>iv) Tasmanian Planning Scheme — State Planning Provisions 2024;</li> <li>v) Victorian Smart Planning; or</li> <li>vi) any other local council or State/Territory planning authority approved by the <b>National Administrator</b>.</li> </ul> </li> </ul> </li> <li>b) the <b>Gross Lettable Area Retail (GLAR)</b> as set out in the Property Council of Australia (PCA), <i>Method of Measurement: Commercial</i>, 2008;</li> <li>c) the <b>Gross Lettable Area (GLA)</b> as set out in the Property Council of Australia (PCA), <i>Method of Measurement: Commercial</i>, 2008;</li> <li>d) the <b>Net Lettable Area (NLA)</b> of a <b>rated premises</b>, as set out in:</li> </ul>

Term	Definition
	<ol style="list-style-type: none"> <li>1) Property Council of Australia (PCA), <i>Method of Measurement: Commercial</i>, 2008; or</li> <li>2) Building Owners and Managers Association (BOMA), <i>Method of Measurement</i>, 1989 or 2017; or</li> <li>3) Building Owners and Managers Association (BOMA), <i>Method of Measurement (Net Rentable Area)</i>, 1985 or 2017.</li> </ol> <p>e) for commercial carparks, the area as set out in Section 5.2.2.</p>
<b>NABERS Perform</b>	A software tool administered by the <b>National Administrator</b> that is used by the Assessor for entering assessment data and performing some processing and analyses.
<b>NABERS rating input form</b>	The rating input form provided by the <b>National Administrator</b> for use by Assessors in the calculation of accredited ratings.
<b>National Administrator</b>	<p>The body responsible for administering NABERS, in particular the following areas:</p> <ol style="list-style-type: none"> <li>a) Establishing and maintaining the standards and procedures to be followed in all aspects of the operation of the system.</li> <li>b) Determining issues that arise during the operation of the system and the making of ratings.</li> <li>c) Accrediting Assessors and awarding accredited ratings in accordance with NABERS standards and procedures.</li> </ol> <p>The functions of the <b>National Administrator</b> are undertaken by the NSW Government.</p>
<b>Net Lettable Area (NLA)</b>	See definition for ' <b>measurement standard for rated area</b> '.
<b>potential error</b>	<p>The total of all <b>acceptable estimates</b> (including assumptions, approximations, and unverified data) included in the rating assessment.</p> <p><b>Note:</b> <b>NABERS Perform</b> automatically calculates the <b>potential error</b> based on the data provided.</p>
<b>rated area</b>	The final area determined by following the process described in these <b>Rules</b> .
<b>rated premises</b>	<p>The building(s) or part of a building to be rated, including outdoor facilities that are—</p> <ol style="list-style-type: none"> <li>a) for the rated building sector; and</li> </ol>

Term	Definition
	<ul style="list-style-type: none"> <li>b) within the legal boundaries of the premises; and</li> <li>c) under the operational control of the owner or its authorised party.</li> </ul>
<b>rating period</b>	The 12-month base period for the rating, requiring at least 12 contiguous months of <b>acceptable data</b> upon which the rating is based.
<b>Renewable Energy Indicator</b>	Displays the proportion of the building's energy that comes from onsite renewable energy generated and offsite renewable energy procured.
<b>Rules</b>	Authoritative document produced by the <b>National Administrator</b> that specifies what must be covered by an Assessor in order to produce a rating.
<b>Ruling</b>	An authoritative decision by the <b>National Administrator</b> which acts as an addition or amendment to the <b>Rules</b> .
<b>sector comparison dial</b>	Compares the energy consumption per square metre of the <b>rated premises</b> against the typical performance of buildings in the same <b>building sector</b> (for sectors where data is available). This benchmark is in the form of a visual dial.
<b>utility</b>	<p>An organisation or company that holds a licence to retail electricity or gas, and that sells energy as its primary business. This excludes:</p> <ul style="list-style-type: none"> <li>a) Landlords that on-sell electricity where they neither hold a licence nor have an exemption deemed valid by the <b>National Administrator</b> for needing a licence.</li> <li>b) Third-party contractors, such as meter reading providers.</li> </ul>
<b>validity period</b>	The post-certification period during which the rating is valid for up to 12 months.
	<b>Note:</b> See Appendix A for further details.

# 3 Key concepts and procedures

## 3.1 Eligibility criteria

### 3.1.1 General

Several criteria must be met for a premises to qualify for a NEPI rating. The premises is considered eligible for a rating if all the following criteria are met:

- a) *Premises type*: The **rated premises** must either be—
  - 1) part of a building in a multi-tenancy building (part building); or
  - 2) a whole building; or
  - 3) multiple buildings physically adjacent to each other, and operated/utilised to serve a common purpose or function (defined by a **building sector**).
- b) *Premises purpose/use*: During the **rating period**, the **rated premises**—
  - 1) can be classified under one of the **building sectors** defined in Table 4.2; and
  - 2) does not fall under any of the ineligible sectors listed in Section 3.1.2; and
  - 3) is not a mixed sector premises, i.e. it does not comprise of multiple **building sectors**.

If there are multiple sectors within a group of buildings, or within a multi-tenancy buildings, this must be undertaken as separate ratings.

**Note:** Contact NABERS for further guidance, i.e. if multiple buildings are being rated together, the buildings must have the same **building sectors**.

- c) *Premises energy coverage*: The minimum energy coverage for the premises type is met.
- d) *Premises area*: The **rated area** of the **rated premises** must be greater than 0 m<sup>2</sup>.
- e) *New premises and major refurbishments*: New premises, or premises undertaking major refurbishments, are eligible for a NABERS rating as soon as—
  - 1) 12 months of data is available for the **rating period**; or
  - 2) 12 months after occupancy certificates as defined by the respective jurisdiction are issued.
- f) *Premises operation*: The **rated premises** is operating as intended throughout the **rating period**.

### 3.1.2 Ineligible sectors

The following sectors are ineligible to be rated using the NEPI tool:

- a) **Rated premises** that are eligible for a certified rating using any of the other existing NABERS energy rating tools.
- b) Supermarkets.
- c) All shopping centres, regardless of the size.
- d) All tertiary educational facilities including premises used by registered training organisations (RTOs), universities and TAFE.
- e) Medical centres.

## 3.2 Rating period

A NEPI rating is based on a 12-month **rating period**. Once certified, the rating is valid for up to 12 months — this is 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**. The **validity period** of a rating cannot extend past 485 days from the end of the **rating period**, to ensure all ratings are based on current data.

Ratings lodged after the 120 days will have a reduced **validity period** that cannot extend past 365 days from the end of the **rating period**.

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

## 3.3 Standards for acceptable data and acceptable estimates

### 3.3.1 General

An assessment for an accredited NEPI 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 priority is specified, 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 premises or its equipment (such as an energy **utility**), including one of the following:
  - 1) Documents or other records provided by a third party which can be verified by the source, e.g. **utility** bills.
  - 2) Documents or other records which cannot be independently verified but whose authenticity and accuracy is attested to by a credible and responsible person without a conflict of interest.

- 3) Written information provided by a credible and responsible person, which includes their full name, position and contact details of the person giving the information.
  - 4) 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 premises 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. license to occupy, contracts or other legal agreements);
  - 2) Documents or other records which cannot be independently verified 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 unvalidated data) can be used if they are deemed to be **acceptable estimates** in accordance with these **Rules**.

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

## 3.4 Site visits

### 3.4.1 General

An integral part of all NABERS ratings is the site visit to inspect the **rated premises**. The purpose of the site visit is as follows:

- 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 **rated area** calculation and energy coverage (as appropriate).
- d) Check for inclusions in, and exclusions from, energy coverage (as appropriate).
- e) Confirm energy sources.
- f) Visit plant rooms and switch rooms to ensure that all relevant equipment is covered under the meters included in the rating.

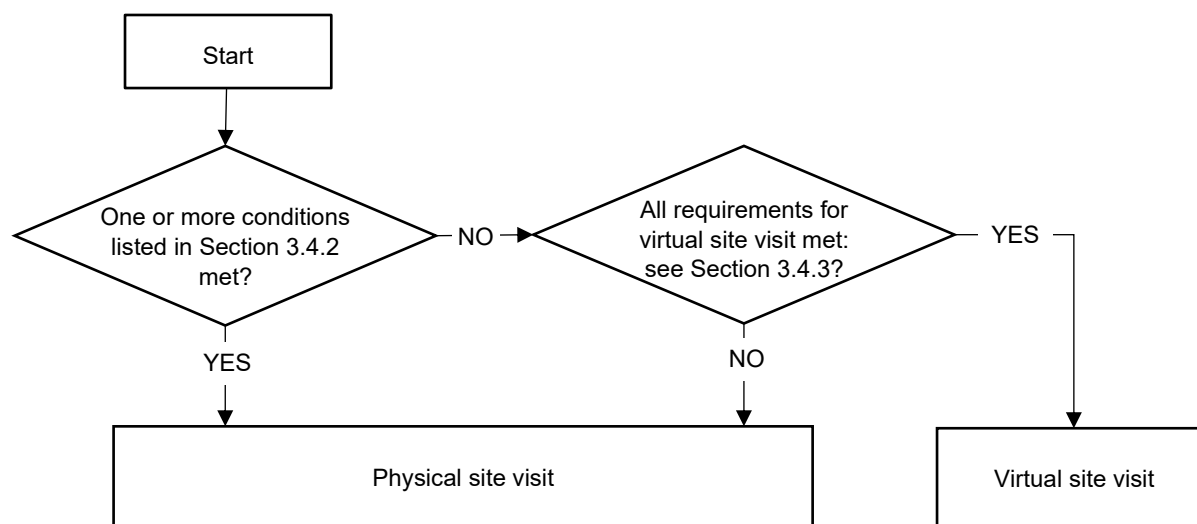


g) Resolve any other issues that arise as part of the rating process.

An **Assessor's** inspection of the **rated premises** is expected to include a physical check of the servicing arrangements provided to the site.

As part of the NEPI rating tool, the **Assessor** must either conduct a physical site visit or virtual site visit. The process of deciding is summarised in Figure 3.4.1, and based on the requirements listed in Sections 3.4.2 to 3.4.3.

**Figure 3.4.1: Process to determine site visit type**



Site visits (physical or virtual) must occur during the **rating period** or during the 120 days period following the **rating period**. A new site visit must be conducted as part of every NABERS rating application.

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, including but not limited to, the documentation requirements listed in Chapter 8.

### 3.4.2 Physical site visits

**Assessors** must conduct a physical site visit of the premises under any of the following circumstances:

- It is the first time the premises is being rated by that **Assessor**.
- If the premises is subject to conditions requiring on-site checks.
- A physical site visit was not conducted within the last 3 years before the end of the **rating period**.
- If significant changes to servicing arrangements or building usage have been made.
- If the **rated area** has changed by more than 20% since the last rating.

**Assessors** must contact the **National Administrator** to determine whether a virtual site visit might be appropriate in cases where a physical site visit is required but not possible for legitimate reasons, e.g. travel can't be undertaken because of a declared natural disaster event.

### 3.4.3 Virtual site visits

An **Assessor** may elect to do a virtual site visit in lieu of a physical site visit only in scenarios where none of the conditions in Section 3.4.2 apply. A virtual site visit must include each of the following:

- a) A site inspection carried out by another **Assessor** accredited in a different tool, or a building or facility manager who is familiar with the site. The person conducting the site inspection must record photos and videos as they proceed, and this evidence may only be used for a single rating, i.e. it must not be re-used for subsequent ratings.

**Note:** The **Assessor** is ultimately responsible for ensuring the person conducting the site inspection has sufficient competency and is clear about their objectives, and that they obtain the necessary evidence for the rating. For a rating application, the **Assessor** remains responsible for the accuracy of the data collected by others when conducting a virtual site visit.

- b) Use of knowledge and notes from prior physical site visits. **Assessors** can use information and evidence collected from a prior physical site visit, provided that—
  - 1) the **Assessor** undertook the prior physical site visit themselves or is able to obtain a detailed briefing with notes and photos from a previous **Assessor**; and
  - 2) there is evidence that the prior physical site visit was within the last 3 years before the end of the **rating period**.

This must not include the re-use of actual data, e.g. energy consumption.

- c) As relevant, confirmation of site plans, servicing arrangements and as-built drawings of fit outs (e.g. mechanical, electrical and/or desk layout drawings) received from building managers or facility managers.

When conducting a virtual site visit, **Assessors** must retain evidence of all communications used as part of confirming various aspects of the site, including from the **Assessor** to the person conducting the 'walk through'.

## 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 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 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. Email confirmations or correspondences need to be saved for record purposes.

Records must be kept for 7 years from the date the rating application was lodged. **Assessors** remain responsible for ratings they have conducted, even if they move companies.

# 4 Building sector

## 4.1 General

A building's energy intensity is strongly dependent on the purpose and main activity occurring in the **rated premises**. For NEPI ratings, the **building sector** is used to categorise the **rated premises** based on their purpose and how they are used. This enables the NEPI tool to compare the **rated premises'** energy intensity with sites within in the same category/sector.

See Sections 3.1.1 to 3.1.2 for details on building eligibility criteria.

## 4.2 Determine building sector

The **Assessor** must determine the **building sector** for the premises being rated, referring to the definitions specified in Table 4.2. Where a sector has a sub-sector in its definition, the **Assessor** must identify the applicable sub-sector as part of the main **building sector** used for the rating.

**Note:** Where **Assessors** are unsure of the most appropriate **building sector** to select, or if the building does not fall within the listed **building sectors** and excluded **building sectors**, they should contact the **National Administrator**.


### Example 1: Determining **building sector** for yoga studio

Based on Table 4.2, the sector is "Gymnasiums" and the sub-sector is "Yoga/pilates studio". Therefore, the **building sector** is "Gymnasiums: Yoga/pilates studio".

### Example 2: Determining **building sector** for police station

Based on Table 4.2, the sector is "Emergency services and police stations". There is no sub-sector definition for "Emergency services and police stations".

Therefore, the **building sector** is "Emergency services and police stations".

 For documentation requirements, see Section 8.2.

**Table 4.2: Building sector definitions**

<b>Sector</b>	<b>Sector definition</b>	<b>Sub-sector</b>
Agricultural & aquacultural buildings	Buildings associated with agricultural and aquacultural activities including bulk storage of produce, e.g. shearing sheds, poultry sheds, wool sheds, glasshouses, fruit packing sheds, grain silos and shearers' quarters.  Abattoirs must use the manufacturing facilities sector benchmark.	N/A
Aquatic centres	A complex typically consisting of various pools, sports and recreation facilities that can be used for public or private use. These centres often offer a range of additional amenities, such as a gym, sauna, spa, and café, among others.	N/A
Cemeteries & crematoriums	Premises where the main activity is preparing deceased persons for burial, internment or cremation, organising funerals. This also includes cemeteries.	N/A
Childcare centre	Buildings or facilities primarily used to provide, or support the provision of, day care of infants or children. This excludes pre-school, early learning centres, and kindergartens.	N/A
Correctional facilities	Buildings or precincts primarily used as a custodial correctional facility (i.e. correctional centre and custody centre), community correctional facility/centres/complexes, detention centre, or prison, as declared by the state and territory (in accordance with the states' and territories' relevant Act).  Police stations with some custody area within its premises must be rated under "Emergency services and police stations" sector.	N/A

Sector	Sector definition	Sub-sector
Emergency services and police stations	<p>A building or facility set aside for emergency services, such as fire stations, paramedic/ambulance depots, and police stations, where there is a vehicle garaging area, as well as offices and other facilities to support the services being provided.</p> <p>Hospitals and medical centres are excluded.</p>	N/A
Entertainment & recreation	<p>Any public entertainment and recreation facilities, including:</p> <ul style="list-style-type: none"> <li>a) <i>Sports centres</i>: Sport centres with indoor and/or outdoor spaces and facilities predominantly for games/leisure activities that involve physical exertion and/or hand-eye coordination. These facilities may also provide dining and gaming facilities as supplementary services, including sports stadiums.</li> <li>b) Other entertainment &amp; recreation centres: These venues include:                             <ul style="list-style-type: none"> <li>1) Indoor venues that showcase ticketed performances, such as theatres, playhouses or cinemas.</li> <li>2) Indoor amusement parks.</li> <li>3) Outdoor amusement parks.</li> </ul> </li> </ul> <p>The following building types must use a different sector:</p> <ul style="list-style-type: none"> <li>1) <i>Public buildings</i>: Libraries, galleries, museums, community centres.</li> <li>2) Aquatic centres.</li> <li>3) Gymnasiums.</li> <li>4) <i>Food &amp; beverage (F&amp;B)</i>: Pubs and clubs.</li> </ul>	<ul style="list-style-type: none"> <li>a) Sports centres.</li> <li>b) Other entertainment &amp; recreation centres.</li> </ul>

Sector	Sector definition	Sub-sector
Food & beverage (F&B)	<p>A space that provides F&amp;B services, including:</p> <ul style="list-style-type: none"> <li>a) <i>Restaurants &amp; cafes</i>: Shops where F&amp;B are the predominant service sold, and can be consumed on the premises, regardless of whether there is seating and/or table service dedicated for consumption on the premises.</li> <li>b) <i>Pubs &amp; clubs</i>: Licensed venues (such as pubs and clubs) mainly serving alcoholic beverages for consumption on/off the premises, which may also provide food services, gambling, live entertainment and/or dancing.</li> <li>c) <i>Other F&amp;B</i>: Others, including takeaway food services and catering services.</li> </ul>	<ul style="list-style-type: none"> <li>a) Restaurants &amp; cafes.</li> <li>b) Pubs &amp; clubs.</li> <li>c) <i>Other F&amp;B</i>: Takeaway food services, catering services.</li> </ul>
Food retailing services	<p>A space where the main activity is retailing food items/products to customers in store, whether or not the selling is organised on a self-service basis, specifically the following:</p> <ul style="list-style-type: none"> <li>a) <i>Bakeries and confectioneries (shop)</i>: A building or tenancy where confectionery, biscuits, breads, pastries and cakes are sold, regardless of presence of baking equipment on the same premises.</li> <li>b) <i>Others</i>: A specialised food retailer dedicated to retailing one of the following:                             <ul style="list-style-type: none"> <li>1) Beverage and liquor for consumption off the premises.</li> <li>2) Fresh meat, fish, poultry.</li> <li>3) Fruits and vegetables.</li> <li>4) Smallgoods and cured meats.</li> </ul> </li> </ul> <p>Stores that mainly engage in selling a diverse range of food lines (e.g. different types of groceries and non-specialised food line) are excluded.</p>	<ul style="list-style-type: none"> <li>a) Bakeries &amp; confectioneries (shop).</li> <li>b) Other.</li> </ul>

Sector	Sector definition	Sub-sector
	<p><b>Note:</b> For non-retail bakeries and confectioneries, see “Manufacturing facilities”.</p>	
Gymnasiums	<p>A space primarily used for exercise and fitness, available to the public where it is used as follows:</p> <ul style="list-style-type: none"> <li>a) <i>Yoga/pilates studio</i>: the space only has a studio area and shower facilities (e.g. pilates/yoga studio), with minimal powered fitness equipment.</li> <li>b) <i>Others</i>: Powered exercise and fitness equipment is present, where individuals can engage in various forms of physical activity, including, but not limited to, weightlifting, cardiovascular exercise and group fitness classes.</li> </ul> <p><b>Note:</b> A gymnasium with one or more swimming pools or spas, should use the aquatic centre sector benchmark as the energy intensity is more comparable.</p>	<ul style="list-style-type: none"> <li>a) Yoga/pilates studio.</li> <li>b) Others.</li> </ul>
Laboratories	Buildings or facilities primarily used for forensics, scientific testing and analysis services, medical pathology services, veterinary pathology services, teaching and research in a laboratory environment. The main activities on-site include physical or chemical testing, calibration testing, mechanical testing, thermal testing and biological testing.	N/A
Lodging/ accommodation	Any building, facility or precinct that provides accommodation, excluding accommodation types that are rateable under the <i>NABERS The Rules — Energy and Water for Hotels</i> and <i>NABERS The Rules — Energy and Water for Apartment Buildings</i> tools.	<ul style="list-style-type: none"> <li>a) Caravan park.</li> <li>b) Others.</li> </ul>



Sector	Sector definition	Sub-sector
	<p>a) Caravan parks: a site that has camping grounds, cabins, and can accommodate caravans and other moveable dwellings, and share amenities and facilities.</p> <p>b) Others: all others as defined above.</p> <p>Student accommodation buildings are excluded as they are rateable under other NABERS energy rating tools.</p>	
Manufacturing facilities	<p>Industrial buildings that produce and assemble intermediate and final goods, including:</p> <p>a) <i>Bakery product factory (manufacture only)</i>: Baking facilities without in-store customer access.</p> <p>b) <i>Others</i>: Such as, but not limited to, assembly plants, printing works, abattoirs, beverage manufacturing.</p> <p>Bakeries where the products are also sold directly to consumers from the same premises must use the food retailing services sector.</p> <p>This excludes buildings that predominantly generate electricity for sale.</p>	<p>a) Bakery product factory (manufacture only).</p> <p>b) Others.</p>
Outdoor & environmental education centres	<p>A campus or facility where outdoor and environmental programs are offered or provided to students or adults. This includes centres with day-visit centres and/or residential camp facilities. The facilities are available to different school or community groups.</p>	N/A
<i>Public buildings:</i> Libraries, galleries, museums, religious	<p>Any public buildings, including government buildings, as follows:</p> <p>a) <i>Libraries</i>: maintain collections of documents or music, with services that facilitate their use. All or parts of these collections may be accessible electronically.</p>	<p>a) Libraries.</p> <p>b) Galleries &amp; museums.</p>

Sector	Sector definition	Sub-sector
buildings & community centres	<ul style="list-style-type: none"> <li>b) <i>Galleries &amp; museums</i>: Maintains and curates a collection of objects including art work, and a portion of the collection is accessible to the public for viewing as part of the current exhibitions.</li> <li>c) <i>Courts</i>: Used as law/judicial courts.</li> <li>d) <i>Religious buildings</i>: Associated with worship, religious services, or in support of programs sponsored by religious bodies.</li> <li>e) <i>Community centres</i>: Used by members of a community for social gatherings and educational activities, including town/city halls.</li> <li>f) <i>Others</i>: For purposes other than those described above.</li> </ul>	<ul style="list-style-type: none"> <li>c) Courts.</li> <li>d) Religious buildings.</li> <li>e) Community centres.</li> <li>f) Other.</li> </ul>
Services & retail	<p>A space used as follows:</p> <ul style="list-style-type: none"> <li>a) <i>Petrol station</i>: Service station (where the main activity is retailing petrol/diesel).</li> <li>b) <i>Automotive repair garage</i>: Automotive repair and maintenance garages/ shop.</li> <li>c) <i>Car dealership</i>: The sale of new and/or used automotive vehicles.</li> <li>d) <i>Dry-cleaners and laundromats</i>: Provides dry cleaning or laundry services on site. This includes self-service laundry services, where washing machines and dryers are available to individual customers.</li> </ul> <p><b>Note:</b> For all other retail sectors, refer to <i>NABERS The Rules — Energy for Retail Stores</i>.</p>	<ul style="list-style-type: none"> <li>a) Petrol station.</li> <li>b) Automotive repair garage.</li> <li>c) Car dealerships.</li> <li>d) Dry-cleaner &amp; laundromats.</li> </ul>

Sector	Sector definition	Sub-sector
Storage facilities (including self-storage)	Buildings or warehouses that are primarily used for storage, including self-storage facilities, storage depots, storage sheds and warehouses. This sector excludes warehouses that are rateable under the <i>NABERS The Rules — Energy for Warehouses and Cold Stores</i> tool.	N/A
<i>Transport buildings:</i> Passenger transport	Building(s) primarily used in providing passenger transport services, as follows: a) <i>Airports (terminals &amp; aerodromes):</i> Area is intended for use wholly or partly for air transport services, i.e. arrival, departure or movement of aircraft. It includes airports and air terminals, and areas in the same precinct that provide air transport support services. This also includes airports and aerodromes that are registered with the Civil Aviation Safety Authority (CASA) or exempted from registration. b) <i>Train stations:</i> Facilities are used for accessing, disembarking, unloading and the interchange of persons (primarily), using other modes of transport, including railway/train stations. c) <i>Others:</i> This includes bus terminals/interchanges, ferry terminals, and cruise ship terminals.	a) Airports (terminals & aerodromes). b) Train stations. c) Others.
<i>Transport buildings:</i> Others	Building(s) used for transport services, including freight and parking vehicles. This includes, but is not limited to, non-passenger transport buildings (i.e. freights and port loading, cargo sheds), and commercial carparks.	N/A

# 5 Rated area

## 5.1 General

For the NEPI, the **rated area** of the premises being rated is used to provide a meaningful comparison of energy use between similar sites of different sizes.

A building's energy consumption is strongly dependent on size of the **rated premises**. For NEPI ratings, the **rated area** of the premises is used as a scaling factor, to determine the energy intensity. This enables a meaningful comparison of energy use between similar sites of different sizes.

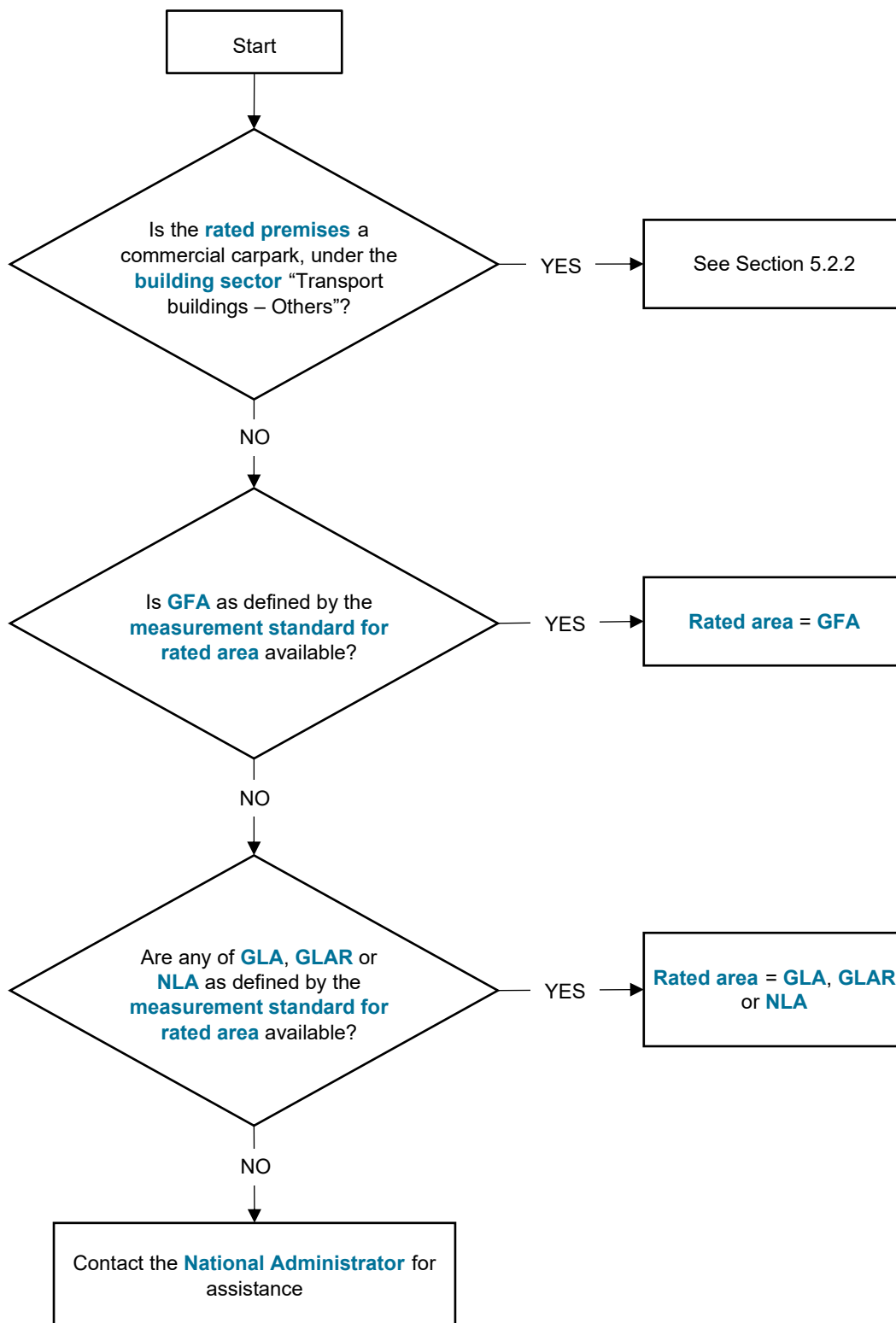
**Note:** Standard of measurement for the **rated area** using **GFA** in this rating tool may differ from other NABERS tools that use **GFA**.

## 5.2 Determine rated area

### 5.2.1 General

The type of area used for the rating varies depending on the sector and type of area evidence available. The **rated area** must be determined in accordance with the process shown in Figure 5.2.1:

**Figure 5.2.1: Determining rated area**



**Note:** Multiple types of area can be used in a single rating. For example, the **rated area** can be calculated using a combination of **GLA** and **GFA**, provided that coverage of each area type is mutually exclusive.

## 5.2.2 Rated area for commercial carparks

For commercial carparks, the **rated area** is the sum of areas at all building floor levels, including covered and uncovered areas and accessways (e.g. stairs and driving ramps). The area is measured from the normal inside face of any exterior walls, balustrades and supports, ignoring any projections from these faces.

**Note:** Projections may include plinths, columns and piers.

## 5.2.3 Standard for acceptable data

The **rated area** must be verified by the **Assessor** to have been determined in accordance with the **measurement standard for rated area**, by any of the following methods (where available):

- a) Reference to a third-party survey or to-lease documentation that is explicitly based on the **measurement standard for rated area** or, alternatively, either the Building Owners and Managers Association (BOMA), *Method of Measurement*, 1989 or the Building Owners and Managers Association (BOMA), *Method of Measurement (Net Rentable Area)*, 1985.
- b) Reference to a third-party survey or to-lease documentation that is explicitly based on superseded documents considered to be the equivalent of **measurement standard for rated area**.
- c) Direct measurement from current site plans or scaled prints, measured to the **measurement standard for rated area**.
- d) Site measurements verified by the **Assessor** to have been done to the **measurement standard for rated area**.
- e) Land titles, development or planning documentation.

Regardless of the method used to determine the **rated area**, the **Assessor** must ensure that the information accurately reflects the configuration of the **rated premises** and its uses 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 area listed in leasing documents, where there is no reference to the **measurement standard for rated area**. This is to ensure that the figure does not include any areas that are not considered to be included under the relevant standard, e.g. loading docks or car parks in **GLAR**.

If unsure, or if there are significant difficulties in determining the **rated area**, **Assessors** should contact the **National Administrator** for further guidance.



For documentation requirements, see Section 8.3.

## 5.2.4 Area measurement estimates

If the **rated area** of the **rated premises** cannot be verified by the **Assessor** in accordance with Section 5.2.3, then the estimated area of that space must be added to the **potential error** for area.

# 6 Energy usage highlights

## 6.1 General

A building's energy intensity is dependent on the premises' operational characteristics, such as type of equipment operated and operational hours. Differences in these characteristics may explain why two premises in the same **building sector** have different energy intensities and receive different performance indicator results. The NEPI uses a series of questions to highlight differences in operational characteristics of the **rated premises**. For each rating, the **Assessor** must provide a response to certain questions specified in Section 6.2.

## 6.2 Operational characteristics

### 6.2.1 General

**Assessors** must provide a response to questions specific to the premises' type and **building sector**, as specified in Sections 6.2.2 to 6.2.3, respectively.

### 6.2.2 Energy usage highlights based on premises type

The following questions must be answered based on the premises types:

- a) For all ratings (any premises type):
  - 1) Does any part of the **rated premises** operate 24 hours, 7 days a week?  
(Yes, the entire rated premises / Yes, part of the rated premises / No)
  - 2) Does the **rated premises** operate seasonally or throughout the year?  
(Seasonally / Throughout the year / Only part of the rated premises operates seasonally)
- b) For the part building ratings: Does the energy consumption under the **rated premises' utility** meter include heating, ventilation and air-conditioning (HVAC) to the **rated premises**?  
(Yes / No)



For documentation requirements, see Section 8.4.

### 6.2.3 Energy usage highlights based on building sector

Additional questions that must be answered depending on the **building sector** are specified in Table 6.2.3.



For documentation requirements, see Section 8.4.

**Table 6.2.3: Additional energy usage highlight questions by sector**

<b>Building sector</b>		<b>Energy usage highlight questions</b>
<b>Sector</b>	<b>Sub-sectors</b>	
Agricultural & aquacultural buildings	N/A	Does the <b>rated premises</b> include refrigeration? (Yes/No)
Aquatic centres	N/A	1) Where are the swimming pools located, i.e. indoors/outdoors/both indoors and outdoors? 2) Are the pools heated or unheated, i.e. heated/unheated/both heated and unheated?
Cemeteries and crematoriums	N/A	Does the <b>rated premises</b> include any cremation furnaces? (Yes/No)
Childcare centre	N/A	N/A
Correctional facilities	N/A	Does the <b>rated premises</b> include a custody area? (Yes/No)
Food & beverage (F&B)	a) Restaurants & cafes b) Pubs & clubs c) Other F&B: Takeaway food services, catering services	N/A
Food retailing services	a) Bakeries and confectioneries (shop)	N/A
	b) Other	1) Are there more than two baking ovens that are used commercially on site on a regular basis? (Yes/No) 2) Are there refrigeration equipment, such as display fridges/freezers, cool rooms on site? (Yes/No)
Emergency services and police stations	N/A	Is the <b>rated premises</b> a police station (No/Yes/Yes, includes long-term holding cells)



Building sector		Energy usage highlight questions
Sector	Sub-sectors	
Entertainment & recreation	a) Sports centres b) Other entertainment & recreation centres	1) Does the <b>rated premises</b> include kitchens that cook and prepare hot food? (Yes/No)  2) Does the <b>rated premises</b> have outdoor sporting fields? (Yes/No)
Gymnasiums	a) Yoga/pilates studio b) Others	Does the metered energy consumption include hot water for shower facilities? (Yes/No)
Laboratories	N/A	1) What type of laboratories are present, i.e. wet, dry, or both?  2) Does the <b>rated premises</b> have any cleanrooms, PC2, PC3, or PC4 labs? (Yes/No)  <b>Note:</b> PC refers to physical containment.
Lodging/ accommodation	a) Caravan park b) Others	N/A
Manufacturing facilities	a) Bakery product factory (manufacture only)	N/A
	b) Others	1) Is the <b>rated premises</b> an assembly-only facility? (Yes/No)  2) What product is manufactured on site? Please specify.
Outdoor & environmental education centres	N/A	Does the <b>rated premises</b> provide any heating or air-conditioning? (Yes/No)
<i>Public buildings:</i> Libraries, galleries, museums, religious buildings, community centres	a) Libraries b) Galleries & museums c) Courts d) Religious buildings e) Community centres f) Other	N/A

Building sector		Energy usage highlight questions
Sector	Sub-sectors	
Retail/services	a) Petrol station	Does the metered consumption include EV chargers? (Yes/No)
	b) Automotive repair garage	N/A
	c) Car dealerships	
	d) Dry-cleaner and laundromats	Does the <b>rated premises</b> provide supplementary services such as ironing? (Yes/No)
Storage facilities (including self-storage)	N/A	1) Is there vertical transport (e.g. lift) on site? (Yes/No) 2) Are there climate-controlled storage units on site? (Yes/No)
<i>Transport buildings:</i> Passenger transport	a) Airports (terminals & aerodromes) b) Train stations c) Others	N/A
<i>Transport buildings:</i> Others	N/A	N/A


# 7 Minimum energy coverage

## 7.1 General

**Assessors** will need to determine the energy a premises uses for a NEPI. This must be done in compliance with Chapter 3 of *NABERS The Rules — Metering and Consumption* as well as this chapter.

This chapter summarises the minimum energy coverage for the NEPI that must be considered in these calculations.

For minimum energy requirements in relation to shared services and facilities, refer to *NABERS Ruling — Shared Services and Facilities*.

 For documentation requirements, see Section 8.5.

## 7.2 Minimum energy end uses coverage

### 7.2.1 General


**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 Sections 4.2 and 4.3 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.

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 documented.

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

**Note:** Alternative allowable methods include small **end use** estimations. See Section 7.2.2 of *NABERS The Rules — Metering and Consumption*.

 For documentation requirements, see Section 8.5.

### 7.2.2 Part building

A part building applies where the **rated premises** is a tenancy within one building that is shared with other tenancies.

The required minimum energy coverage is the energy consumed in supplying all services to the **rated premises** during the **rating period**. This energy coverage includes the following:

- a) All lighting and power, e.g. staff rooms, domestic hot water.
- b) Vertical transport, e.g. lifts and escalators.
- c) All air conditioning and ventilation to all areas within the **rated premises** including:
  - 1) Heating.
  - 2) Cooling.
  - 3) Heat rejection plant.
  - 4) Air distribution and movement.
  - 5) Outside air.
  - 6) Miscellaneous exhaust, supply or ventilation fans.
- d) Generator fuel that serves the **rated premises**.
- e) Specialised equipment used within the **rated premises**.
- f) Exterior signage on the **rated premises** that—
  - 1) is primarily used for identifying or advertising the premises' owner or tenant; or
  - 2) displays the **rated premises'** name.
- g) Cooking energy used in on-site kitchens, regardless of the end customer of the food prepared.
- h) Any specialised equipment used to support or service the **rated premises'** operations.

### 7.2.3 Multi-building or whole building energy rating

A multi-building or whole building energy rating applies where **rated premises** is a tenancy or tenancies occupying the whole building or multiple buildings within a precinct (as detailed in Section 3.1.1). The required minimum energy coverage is the energy consumed in supplying all services to the **rated premises** during the **rating period**. This energy coverage includes the following:

- a) All **end uses** listed in Section 7.2.2.
- b) Exterior lighting.
- c) Sump pits and hydraulic pumping that serves the **rated premises**.

### 7.2.4 Energy use in unoccupied or disused spaces

The energy use of unoccupied or disused spaces (within the scope of the required minimum energy coverage of the rating) must always be included.

## 7.2.5 Exclusions

### 7.2.5.1 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; 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 energy coverage.



For documentation requirements, see Section 8.5.

### 7.2.5.2 Electric vehicle charging points

The energy associated with electric vehicle charge 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.

**Note:** This section applies specifically to electric cars and not mobility transports, such as electric carts or buggies, which are only used within the **rated premises**.

### 7.2.5.3 Transmission towers

The energy used by antennas/transmission towers that provide service to the locality/suburb are not part of the energy coverage. Typically, this would be where a premises leases roof space to a telecommunications company to operate their telecommunications equipment for servicing of the locale.

### 7.2.5.4 Fuel or energy sold or used off site

The energy associated with the following does not form part of the minimum energy coverage and is not required to be included:

- a) Fuel or energy sold to customers.
- b) Fuel or energy for consumption off site.

**Example:** Fuel that can be excluded is as follows:

- 1) Petrol or diesel sold at a petrol station.
- 2) Fuel used to top up vehicles sold at a car dealership.
- 3) Fuel used to top up vehicles repaired or serviced at an automotive repair garage.
- 4) Fuel used for passenger transport vehicles, e.g. planes in airports.

# 8 Documentation requirements for accredited ratings

## 8.1 General

The **Assessor** must keep all records on which an assessment is based, including any specific guidance or approvals given by the **National Administrator**. Data retained for audit must be in a form which facilitates reviews and makes anomalies easily apparent.

Access to original documents is preferred 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.

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. However, 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 information in Sections 8.2 to 8.5 is required for a rating. It is organised based on the divisions of previous chapters, see Chapters 4 to 7. All the required information should be obtained from the building owner/manager of the premises before a site visit, and then confirmed during the site visit and subsequent assessment. An on-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**.

Documentation requirements from *NABERS The Rules — Metering and Consumption* apply in addition to those set out below.

## 8.2 Documentation required for Chapter 4: Building sector

Topic	Requirements	Documentation
<b>Building sector</b>	Chapter 4	<p><i>Required information</i></p> <p>The <b>Assessor</b> must retain evidence that supports the <b>building sector</b> assigned to the <b>rated premises</b>.</p> <p><i>Documentation examples</i></p>

Topic	Requirements	Documentation
		<p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> <li>a) Photographs of the <b>rated premises</b>, showing how it is used/operated.</li> <li>b) Name of premises or organisation occupying the <b>rated premises</b>.</li> <li>c) <b>Assessor</b> notes that demonstrate compliance with the sector definition.</li> </ul>

### 8.3 Documentation required for Chapter 5: Rated area

Topic	Requirements	Documentation
<b>Rated area</b>	Chapter 5	<p><i>Required information</i></p> <p>The <b>Assessor</b> must retain evidence that the <b>rated area</b> has been correctly calculated and verified. All documentation used as evidence must be determined in accordance with the <b>measurement standard for rated area</b>.</p> <p><i>Documentation examples</i></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> <li>a) Surveys.</li> <li>b) Other third-party documentation.</li> <li>c) Direct measurement from drawings, plans or prints (to scale).</li> <li>e) Site measurement verified by the <b>Assessor</b> identifying the <b>rated premises</b>.</li> <li>f) Leases (including information about the measurement standard or equivalent).</li> <li>g) State issued land title registry, deposited plan or registered plan showing the site area.</li> </ul> <p>All of the documentation listed above must be made to/based on the <b>measurement standard for rated area</b>.</p>

## 8.4 Documentation required for Chapter 6: Energy usage highlights

Topic	Requirements	Documentation
<p><b>Energy usage highlights</b> based on premises type</p>	Section 6.2.2	<p><i>Required information</i></p> <p>The <b>Assessor</b> must retain evidence that support the response provided for each <b>energy usage highlights</b> question, for the <b>rated premises</b>. The documentation required may differ depending on the question.</p> <p><i>Documentation examples</i></p> <p>For operational hours and seasonality, documentation that can be used as evidence includes:</p> <ol style="list-style-type: none"> <li>Copies of publicly available written notifications (either physical or electronic).</li> <li>Photographic evidence of publicly advertised hours of operation.</li> <li>Written confirmation of the hours and months the premises operated during the <b>rating period</b> provided by a credible and responsible person (including their full name, position and contact details), and recorded in writing by the <b>Assessor</b>.</li> </ol> <p>For part buildings, documentation that can be used as evidence includes:</p> <ol style="list-style-type: none"> <li>Drawings that identify servicing arrangements for the premises.</li> <li>Site photos.</li> <li>Video recordings.</li> <li><b>Assessor</b> site notes and other relevant documentation.</li> <li>Other documentation: See Section 11.2.3 of <i>NABERS The Rules — Metering and Consumption</i>.</li> </ol>
<p><b>Energy usage highlights</b> based on <b>building sector</b></p>	Section 6.2.3	<p><i>Required information</i></p> <p>The <b>Assessor</b> must retain evidence that support the response provided for each <b>energy usage highlights</b> question, for the <b>rated premises</b>. The documentation required may differ depending on the question.</p> <p><i>Documentation examples</i></p>



Topic	Requirements	Documentation
		<p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> <li>a) Photographs showing the presence of the facilities/equipment raised in the <b>energy usage highlights</b> question.</li> <li>b) <b>Assessor</b> notes that demonstrate the features, equipment, or operations of the <b>rated premises</b>.</li> <li>c) Written confirmation of the features, equipment, or operations of the <b>rated premises</b> from a person that meets Section 3.3.2 of these <b>Rules</b>.</li> </ul>

## 8.5 Documentation required for Chapter 7: Minimum energy coverage

Topic	Requirements	Documentation
Minimum energy <b>end uses</b> coverage	Section 7.2	<p><i>Required information</i></p> <p>For documentation required to confirm minimum energy coverage, see Section 11.2.3 of <i>NABERS The Rules — Metering and Consumption</i>.</p>
Exclusions	Section 7.2.5	<p><i>Required information</i></p> <p>The <b>Assessor</b> must retain data regarding any energy consumption that is excluded. This includes calculations and information relating to the energy use of the excluded area which is not predominantly serving the students and staff.</p> <p>The <b>Assessor</b> must make reference to the metering and exclusion requirements of other NABERS <b>Rules</b> documents, as appropriate.</p> <p><i>Documentation examples</i></p> <p>Documentation that can be used as evidence includes:</p> <ul style="list-style-type: none"> <li>a) Marked up electrical or gas reticulation diagram demonstrating the metering configuration of the excluded area.</li> <li>b) <b>Assessor</b> notes on the purpose and function of the excluded area.</li> </ul>

# Appendix A Rating period

## A.1 Allowance for lodgement

### A.1.1 General

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

Sections A.1.2 and A.1.3 provide examples of this principle.

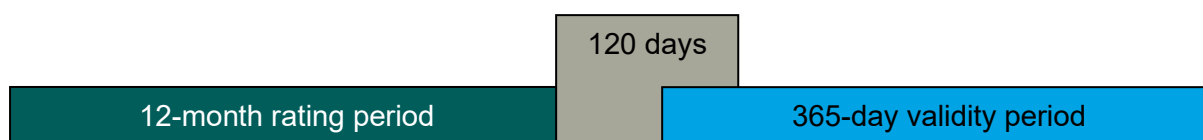
### A.1.2 Scenario 1

A NABERS rating is lodged with the **National Administrator** within 120 calendar days of the end of the **rating period**. It will be valid for 365 days from the date of certification: see Figure A.1.2.

**Example:** The process for date of certification will be as follows:

- The **rating period** is 1 January 2024 to 31 December 2024. The due date is therefore 30 April 2025.
- The **Assessor** lodges the rating on 1 February 2025, and the **National Administrator** certifies it on 5 February 2025. This is before the due date.
- The rating will therefore be valid for 365 days from the date of certification (5 February 2025).
- The validity period will be 5 February 2025 to 4 February 2026.

**Figure A.1.2: Rating lodged within 120 days of end of rating period**



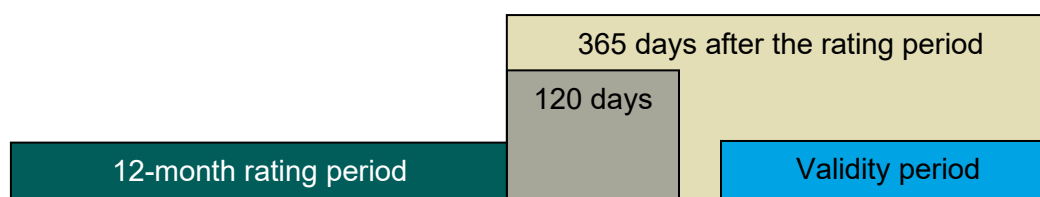
### A.1.3 Scenario 2

A NABERS rating is lodged with the **National Administrator** more than 120 calendar days after the end of the **rating period**. It will be valid for 365 days from the end of the **rating period**: see Figure A.1.3.

**Example:** The process for date of certification will be as follows:

- The **rating period** is 1 January 2024 to 31 December 2024. The due date is therefore 30 April 2025.
- The **Assessor** lodges the rating on 1 June 2025, and the **National Administrator** certifies it on 6 June 2025. The rating was lodged after the due date.
- The rating will therefore be valid for 365 days from the end of the **rating period** (31 December 2024).
- The validity period will be 6 June 2025 to 31 December 2025.

**Figure A.1.3: A rating lodged after 120 days from end of rating period**



## A.2 Allowance for responses

### A.2.1 General

**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**.

As ratings are based on current data, the **validity period** cannot not exceed 485 days from the end of the **rating period**. This means that if an **Assessor** lodges a rating towards the end of the 120-day period and it is certified after the due date because of processing and response time, the **validity period** may be less than 365 days.

Section A.2.2 provides an example of this principle.

### A.2.2 Scenario

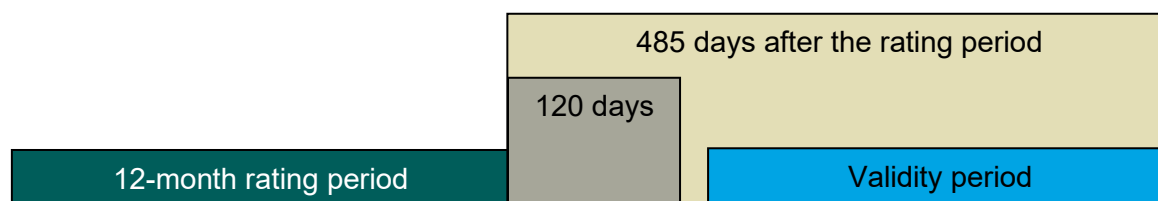
A NABERS rating is lodged with the **National Administrator** one day before the lodgement due date (120 days from the end of the **rating period**). The **National Administrator** takes 7 calendar days to complete quality assurance checks, and the **Assessor** takes 6 calendar days to respond to queries that arose from the quality assurance checks. The rating will be valid for 485 days from the end of the **rating period**: see Figure A.2.2.

**Example:** The process for date of certification will be as follows:

- The **rating period** is 1 January 2024 to 31 December 2024. The due date is therefore 30 April 2025.
- The **Assessor** lodges the rating on 29 April 2025, 119 days after the end of the **rating period**. This is before the due date.
- The **National Administrator** responds on 6 May 2025 requesting further clarification.

- d) The **Assessor** responds on 12 May 2025 and the rating is certified the same day on 12 May 2025.
- e) The **validity period** cannot extend past 485 days from the end of the rating period (30 April 2026).
- f) The **validity period** will therefore be 12 May 2025 to 30 April 2026 (353 days from the date of certification).

**Figure A.2.2: A rating lodged before, but certified after 120 days from the end of the rating period**



### A.3 Adjusting 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.

Requests to adjust the **rating period** for a NEPI rating after lodgement will be considered by the **National Administrator** on a case-by-case basis.

### A.4 Lodging successive ratings

#### A.4.1 General

For a premises which already has a current rating, there are two options to complete another rating of the same type: replace or renew.

**Note:** 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.

#### A.4.2 Option 1: Replace

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

There will be 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 A.4.2.

**Figure A.4.2: Existing rating replaced by new rating**



### A.4.3 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**.

Section A.4.4 provides an example of this principle.

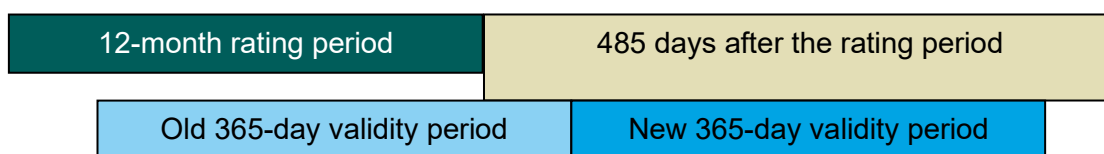
### A.4.4 Scenario 1

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 A.4.4.

**Example:** The process for date of certification will be as follows:

- a) The current rating’s **validity period** expired on 31 December 2024.
- b) The **rating period** is 1 October 2023 to 30 September 2024 for the renewal rating.
- c) The **Assessor** lodges the renewal on 1 November 2024 and it is certified by the **National Administrator** 7 November 2024.
- d) The **validity period** for the renewal will be 1 January 2025 to 31 December 2025.

**Figure A.4.4: Validity period for new rating begins once old rating expires and 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.

Section A.4.5 provides an example of this principle.

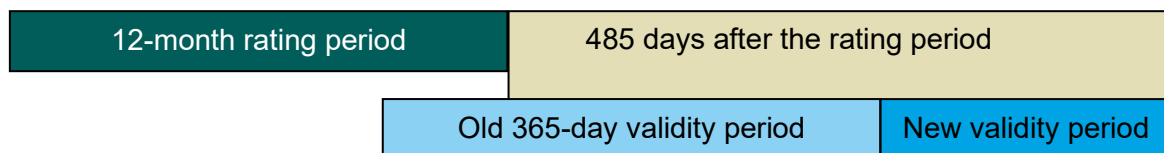
### A.4.5 Scenario 2

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 calendar days after the end of the **rating period**, see Figure A.4.5.

**Example:** The process for date of certification will be as follows:

- a) The current rating’s **validity period** expired on 31 December 2024.
- b) The **rating period** is 1 August 2023 to 31 July 2024 for the renewal rating.
- c) The **Assessor** lodges the renewal on 1 November 2024 and it is certified by the **National Administrator** on 7 November 2024.
- d) The **validity period** for the renewal will be 1 January 2025 to 28 November 2025, 485 days after the end of the **rating period**.

**Figure A.4.5: Validity period for new rating begins once old rating expires and new validity period is less than 365 days**



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