



Getting a NABERS Energy rating for your office

NABERS Energy ratings for offices are based on actual operational data related to your office building or tenancy over a 12-month period.

If you are a tenant who leases or privately owns a workspace within an office building, you can get a tenancy rating. This only considers the energy consumption you are in control of.

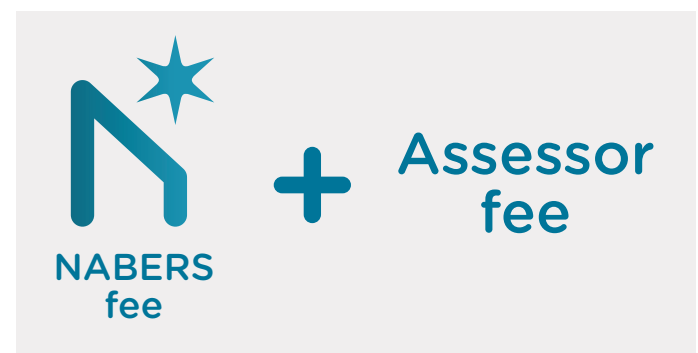
If you are a building owner or manager, you can get:

- a **base building rating**: taking into account central services like heating and cooling systems, and lifts and lobby lighting
- a **whole building rating**: combining both the base building rating and the tenancy rating in one rating, usually because the building has only one tenant.

Selecting an assessor

A NABERS rating can only be carried out by an Accredited Assessor, and you can search for one [here](#). The assessor is responsible for calculating and lodging your rating application with the NABERS Technical Team.

What are the costs?



The cost of a rating is made up of a NABERS lodgement fee plus the assessor fee. This will vary based on the complexity of your building, the time it takes to do the assessment and any service level agreements in place. It's a good idea to get more than one quote.

Getting your rating

Once your assessor has collected the information they need and calculated the rating, it's submitted to the NABERS Technical Team who audit the information before certifying the final rating.

A NABERS Energy rating is compulsory whenever an office building larger than 1,000 square meters is being sold or leased.

What you will need for your assessment:



1. Consumption data

Your assessor will need 12 months of bills for all sources of energy consumption such as electricity, gas, LPG or diesel. Please provide full copies so your assessor can look at your energy use in detail.

If you are unable to obtain energy bills for a 12-month period, you will need to get in touch with your energy supplier to grant your assessor permission to access the data.



2. Evidence of your net lettable area

Documents such as layout plans and lease documents confirm the net lettable area of the space you have or are renting.

Plans or documents must be up to date and available for use. If not, a registered surveyor will need to revise or prepare them.



3. Number of computers

For whole building or tenancy ratings, assessors will need a count of computers regularly used in the office. This data is not required for base building ratings.



4. Hours of occupancy

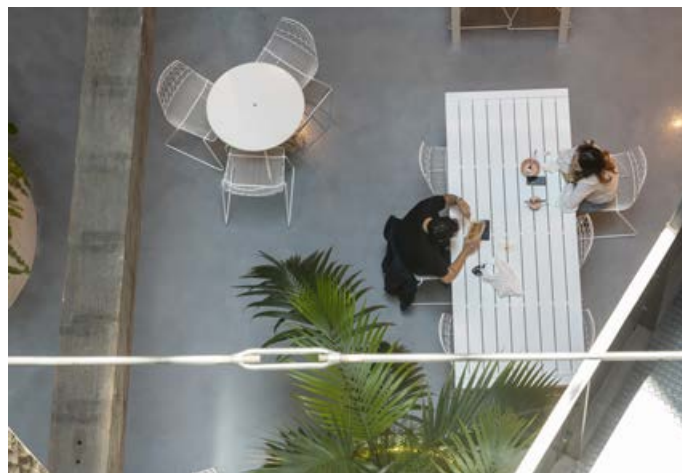
For tenancy and whole building ratings, an assessor will generally survey managers to understand arrival and leaving patterns of people within the building.

Base building ratings are based on the agreed hours per week for which services are provided by the landlord to the tenants.



5. Renewable energy information for your building or tenancy

Any data and evidence you have of all renewable energy generated, purchased or used by your premises. This includes energy produced onsite from solar PV systems, renewable energy purchased directly from renewable energy suppliers and renewable energy certificates purchased to reduce the carbon emissions of your energy consumption.



Promoting your rating

If your rating was above average, shout it from the rooftops! There is plenty you can do to celebrate your achievement and encourage others to do the same. The NABERS website has a Brand Toolkit for Customers if you'd like to start using the NABERS logos in your reporting as well as some ideas to promote your sustainability credentials.

Improving your rating

If your rating was below average (or below your expectations), remember that that just means you have a bigger opportunity to save when making changes around your building or office. It's a good tool to communicate with your colleagues and stakeholders about how you plan to improve in the future.

In fact, experience has shown that when committed to getting a NABERS rating every year:

- office buildings reduce their energy consumption on average by 35% and their CO₂ emissions by almost 50%
- some buildings have reduced energy consumption by 75-80%.

For building owners, knowledge about your building's performance can lead to improvements that reduce operating costs, increase market value, increase rental income and reduce vacancy rates. High performing buildings attract high performing tenants.

If you're a tenant, join forces with your landlord to ensure your building continues to provide a comfortable, healthy and energy-efficient environment.

For more information go to:

nabers.gov.au/ratings/our-ratings/nabers-energy