

PILOT FACT SHEET CERTIFICATION PROCESS



The Green Star – Communities PILOT rating tool, developed by the Green Building Council of Australia (GBCA), is one of Australia's first fully independent, national sustainability rating tools for communities. It is a voluntary rating tool which provides best practice benchmarks and third-party verification of the sustainability of communities and precinct wide developments.

This fact sheet provides information on the Green Star – Communities PILOT certification process.

Step 1

Project registration

Registration is a simple online process. Complete the Project Registration Form on the GBCA website.

During this process, you will be asked to confirm that your project meets all eligibility criteria. For more information on eligibility criteria, download the Eligibility Fact Sheet from www.greenstarcommunities.org.au.

Once you are registered, you will be allocated a Case Manager, and given a project registration number. The Case Manager will send you a Certification Agreement and Certification Invoice. The registration process is only complete when Green Building Council of Australia (GBCA) receives both the executed Certification Agreement and payment of the certification fee.

At this stage, we recommend you arrange a Green Star – Communities PILOT Inception Workshop with the GBCA. There is no additional cost involved, and the workshop can be held at any time following registration.



Step 2

Preparing the submission(s)

Once you have registered, your project team will begin to prepare a submission which demonstrates your project satisfies the Green Star – Communities PILOT credit requirements.

We encourage you to appoint a Green Star Accredited Professional (Communities) to your project team. For more information on this role, go to our website at: www.greenstarcommunities.org.au.

You must ensure that documentation for all claimed credits adheres to the Compliance Requirements outlined in the Green Star – Communities PILOT Submission Guideline. Download the Submission Guideline from our website: www.greenstarcommunities.org.au



Step 3

Round 1 Assessment

Once your submission is complete, you must notify the GBCA by completing a Submission Notification Form at least one week prior to submission. A Pre-Assessment Review will be conducted, which may identify issues you must resolve prior to your Round 1 Assessment.

Results of your Round 1 Assessment will be issued within six weeks. You may accept the results or request to resubmit documentation for credits 'to be confirmed' for a Round 2 assessment.

For more information on submission requirements, download the Green Star – Communities PILOT Submission Guideline from our website: www.greenstarcommunities.org.au

Credit-by-credit assessment option

You can have your documentation assessed and conditionally approved on a credit-by-credit basis prior to the Round 1 Assessment.

This means your project team can submit a credit for assessment at any point in time, provided you believe it has met the compliance requirements of the credit and have documented it in accordance with the documentation requirements.

You may submit credits individually, or in a 'package' of credits. An additional assessment fee is charged per credit.

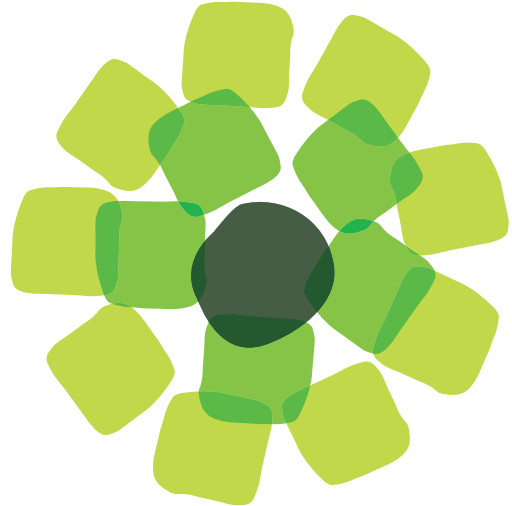
Step 4

Round 2 Assessment

Round 2 Assessment repeats the Round 1 Assessment process. This will take around four weeks from the time of submission (pending a successful pre-assessment review).

In the Round 2 submission, your project team must address only those credits not awarded in the Round 1 assessment.

Where possible, the Round 1 assessment panel will be reconvened for the Round 2 assessment. Each certified assessor will review the entire submission and meet to discuss the results of their review. The independent chair facilitates this discussion to ensure the correct assessment process is followed. A GBCA representative (usually the GBCA Case Manager) will also be present during each assessment to record the results.



Step 5

Certification

The assessment panel will advise GBCA whether your project has reached a 4, 5 or 6 Star Green Star – Communities PILOT rating and will award a certification accordingly.

When you achieve a Green Star – Communities PILOT rating, you will be given a licence to use the Green Star – Communities PILOT certification trade mark for a period up to five years. The licence will include information about the rules for marketing and other requirements, such as change of ownership, or changes to the community plan that may affect the certification of the project.

Your certified project will also be included on the public register of Green Star – Communities PILOT certified projects on GBCA's website, and we will work with you to promote your achievements.

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Step 6

Recertification

To retain your certification, your project must be recertified within five years of its initial certification.

This five-year time frame is made up of two components:

- The first three years: the period of project development that is to be assessed and recertified; and
- The final two years: during this period, you must document and submit the first three years of project development and its compliance with the planning and/or delivery requirements of the relevant credits.

Where successful recertification is achieved, your project will again be provided with a licence to use the Green Star – Communities certification trade mark for up to five years. The Green Star – Communities public register of certified projects will be updated accordingly.

For further information see:

www.greenstarcommunities.org.au

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