# Impact Report Approval Form

Project-Based Activities – Benchmark Rating

Version 1.0 – 11 December 2018

As an accredited person (AP), you must have a project impact report approved by the Essential Services Commission (the commission) to be eligible to create Victorian energy efficiency certificates (VEECs) under the benchmark rating method of the Victorian Energy Efficiency Upgrade (VEU) program’s project-based activities (PBA).

Applicants should refer to the **Benchmark Rating Method Activity Guide** and **Benchmark Rating Method Compliance Requirements** for assistance in completing this form. These documents and all other related guides and forms can be found at the commission website at [www.esc.vic.gov.au/benchmark-rating](http://www.esc.vic.gov.au/benchmark-rating).

Applications for impact report approval are made via the VEU Registry at [www.veu-registry.vic.gov.au](http://www.veu-registry.vic.gov.au).

To lodge an application for impact report approval, you must have had a corresponding project plan previously approved by the commission. You must include the relevant impact report documentation and the corresponding report ratings consistent with the approved benchmark administrator for the relevant building type along with this application form.

To lodge your impact report approval application, you must:

1. answer all relevant questions on this form
2. prepare all relevant supporting documentation referenced by this form
3. create a ‘new impact report’ on the impact report tab in your PBA benchmark rating project on the VEU Registry at [www.veu-registry.vic.gov.au](http://www.veu-registry.vic.gov.au) and upload this form and the supporting documentation
4. fill out all other required fields and submit to the commission.

We may require further information and/or require an inspection of the project premises before granting or refusing an application for impact report approval. The latest information on current processing times for applications for impact report approval can be found at [www.esc.vic.gov.au/pba](http://www.esc.vic.gov.au/pba). We will notify you of our decision in writing as soon as practicable after it has been made.

All information supplied by you during this application is treated as commercial in confidence, unless otherwise stated.

1. Project details

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| Project details | | | | | | | | | | | | | | |
| **Q1**. VEU account name: | | | | | Click here to enter text. | | | | | | | | | |
| **Q2**. Project name | | | | Click here to enter text. | | | | | | | | | | |
| Q3. What are the number of whole calendar years between the baseline period and the reporting period? | | | | | | | | | Click here to enter text. | | | | | |
| *Note: this is determined by subtracting the year in which the baseline period ends from the year in which the reporting period ends e.g. 1 Jan 2020 – 31 July 2018 results in 2 whole years* | | | | | | | | | | | | | | |
| **Q4**. Please confirm which impact report this application relates to. | | | | | | | | | Choose an item. | | | | | |
| **Q5.** Identify the nominated benchmark administrator used to calculate the reduction in greenhouse gases | | | | | | | | | Choose an item. | | | | | |
| **Q6**. Please confirm that no aspect of the project has changed since the project plan or relevant variation(s) were approved | | | | | | | | | | | |  | | |
| **Q7**. Please indicate if a variation was approved to change any aspect of the scoping or project plan? | | | | | | | | | | | Choose an item. | | | |
| **Lighting (fill out this section only if applicable)** | | | | | | | | | | | | | | |
| **Q8**. If lighting products were removed or installed as part of the project, I declare that: | | | | | | | | | | | | | | |
| The old lighting products including any control gear were removed and de-commissioned properly (include evidence) | | | | | | | | | | | |  | | |
| The installed lighting products are on the commission’s Register of products at [www.veu-registry.vic.gov.au/register-products](http://www.veu-registry.gov.au/register-products). | | | | | | | | | | | |  | | |
| *Attach photographic evidence and a declaration from a recycling company showing that the old lighting products and control gear were de-commissioned properly.* | | | | | | | | | | | | | | |
| **Attached evidence file name:** | | | | | | Click here to enter text. | | | | | | |  | |
| **Attached recycling declaration file name:** | | | | | | Click here to enter text. | | | | | | |  | |
| **Energy sources** | | | | | | | | | | | | | | |
| **Q9**. What energy sources were affected by the project? (Tick all relevant boxes) | | | | | | | | | | | | | | |
| Electricity |  | Liquefied petroleum gas (LPG) | | | | | | | | | | | |  |
| Natural gas |  | Renewable energy | | | | | | | | | | | |  |
| Other energy sources affected (please provide details) | | | | | | | Click here to enter text. | | | | | | | |
| **Greenhouse gas emissions** | | | | | | | | | | | | | | |
| **Q10**. Did the project: | | | | | | | | | | | | | | |
| reduce greenhouse gas emissions by reducing service or production levels? | | | | | | | | | | Choose an item. | | | | |
| reduce greenhouse gas emissions whilst maintaining service or production levels? | | | | | | | | | | Choose an item. | | | | |
| reduce greenhouse gas emissions levels by correcting over-servicing? | | | | | | | | | | Choose an item. | | | | |
| need to be undertaken to comply with any minimum standards? | | | | | | | | | | Choose an item. | | | | |
| need to be undertaken to comply with any mandatory legislative requirement? | | | | | | | | | | Choose an item. | | | | |
| If correcting for over-servicing, please provide details | | | Click here to enter text. | | | | | | | | | | | |
| **Attached evidence file name:** | | | Click here to enter text. | | | | | | | | | | | |
| **Final project cost** | | | | | | | | | | | | | | |
| **Q11**. What was the final project cost? | | | | | | | | Click here to enter text. | | | | | | |

1. Project completion

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| Dates | | | |
| **Q12**. Please enter the baseline period start date | | Click here to enter text. | |
| **Q13**. Please enter the baseline period end date | | Click here to enter text. | |
| **Q14**. Please enter the activity start date (project works start) | | Click here to enter text. | |
| *Attach document(s) verifying the activity start date* (see [Measurement and Verification Method Compliance Requirements](https://www.veet.vic.gov.au/public/pub.aspx?id=465) for further information) | | | |
| **Attached evidence file name:** | Click here to enter text. | |  |
| **Q15**.Please enter the activity end date | | Click here to enter text. | |
| *Note: If this project was completed in a single stage, the activity end (referred to in the Victorian Energy Efficiency Target (Project-Based Activities)* Regulations *2017 as the implementation start time) is the date, and optionally the time, at which project works were completed and the equipment was brought back into service. If the project was completed in multiple stages, this is the date, and optionally the time, at which the first stage of project works was completed and brought back into service (see* ***Benchmark Rating Method Compliance Requirements*** *for further information)*  *Attach document(s) verifying the activity end date* (see [Measurement and Verification Method Compliance Requirements](https://www.veet.vic.gov.au/public/pub.aspx?id=465) for further information) | | | |
| **Attached evidence file name:** | Click here to enter text. | |  |

1. Project impact report

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| Baseline | | | | | | | | | |
| **Q16**. Provide an explanation why the nominated baseline period was selected. | | | Click here to enter text. | | | | | | |
| **Benchmark rating reports and related documents** | | | | | | | | | |
| **Q17.** Provide copies of the benchmark rating certificate and report for the baseline period using the approved benchmark administrator (this must clearly show the rating of the building excluding GreenPower) | | | | | | | | | |
| **Document file names:** | Click here to enter text. | | | | | | | |  |
| **Q18.** Provide copies of the benchmark rating certificate and report for the reporting period using the approved benchmark administrator | | | | | | | | | |
| **Document file names:** | Click here to enter text. | | | | | | | |  |
| **Q19.** Provide copies of baseline period documents which include a description of any on-site generation or sub-meters that exclude energy consumption, such as the baseline benchmark rating data summary, hospital rating spreadsheet or other documents. | | | | | | | | | |
| **Document file name(s):** | Click here to enter text. | | | | | | | |  |
| **Q20.** Provide copies of reporting period documents which include a description of any on-site generation or sub-meters that exclude energy consumption, such as the reporting benchmark rating data summary, hospital rating spreadsheet or other documents. | | | | | | | | | |
| **Document file name(s):** | Click here to enter text. | | | | | | | |  |
| **Abatement** | | | | | | | | | |
| **Q21**. Attach a document containing worked solutions of the abatement calculations, including all of the detail specified in **Benchmark Rating Method Compliance Requirements**. | | | | | | | | | |
| **Document file name(s):** | Click here to enter text. | | | | | | | |  |
| **Q22**. Provide a description of any counted savings included in the calculations | | | | Click here to enter text. | | | | | |
| **Q23**. Provide a description of any negative savings used in the calculations | | | | Click here to enter text. | | | | | |
| **Q24**. Have any renewable energy generation systems been installed between the end date of the baseline period and the end date of this reporting period? | | | | Click here to enter text. | | | | | |
| If ***yes***,will these have claimed benefits under another prescribed greenhouse gas scheme? | | | | Click here to enter text. | | | | | |
| If ***yes***, provide details of any unaccounted energy consumption during the reporting period due to claiming benefits under another scheme, including an explanation of the metering arrangements and raw data (attach documents showing the metering arrangements and showing the raw meter data used to calculate unaccounted energy consumption) | | | | Click here to enter text. | | | | | |
| **Document file name(s):** | Click here to enter text. | | | | | | |  | |
| **Q25**. Have any metering or sub-metering arrangements changed since the baseline rating report was completed? | | | | | | | Choose an item. | | |
| If ***yes***, provide details of any unaccounted energy consumption due to the change | | | | Click here to enter text. | | | | | |
| **Q26**. Number of VEECs calculated using Equation 1 of the [Benchmark Rating in Victorian Energy Upgrades - Specifications](https://www.veet.vic.gov.au/Public/pub.aspx?id=493). | | | | Click here to enter text. | | | | | |
| **Reverse calculator** | | | | | | | | | |
| **Q27**. Has the building undergone a renovation or upgrade that required planning approval between the start of the baseline period and the end of the relevant reporting period? | | | | | Choose an item. | | | | |
| If ***yes***, what is the rating published on the benchmark rating report for the most recent reporting period that ends prior to the issue of planning approval? | | | | | Choose an item. | | | | |
| If **y*es***, is the building required to meet a minimum rating under the planning scheme of the Local Government Area that applies to the building? What is this rating? | | | | | Choose an item. | | | | |
| *Note: the rating input into the reverse calculator will be the higher of these two, or if the building is not required to meet a minimum rating, 4.5 stars for a data centre or 4 stars for any other type of building. If applicable please attach evidence that shows the minimum rating the building is required to achieve under the relevant Local Government Area planning scheme.* | | | | | | | | | |
| **Document file name(s):** | | Click here to enter text. | | | | | | |  |
| **Q28**. Attach the reverse calculator used to calculate the maximum allowable energy use for the baseline period  *Note: the rating input into the reverse calculator must not account for the purchase of GreenPower* | | | | | | | | | |
| **Reverse calculator spreadsheet file name:** | | Click here to enter text. | | | | | | |  |
| **Q29.** Does the reverse calculator take into account the percentage breakdown of all fuels used in the building where the project is undertaken, where each fuel has been determined by converting into MWh any measurement of energy consumed at the building that is not measured in MWh? | | | | | | Choose an item. | | | |
| *Note: if the measurement is not in terms of energy, the energy content factor for that fuel type is determined using the Commonwealth Department of Environment’s August 2016 publication entitled* National Greenhouse Accounts Factor | | | | | | | | | |

1. Benchmark administrator accredited assessor

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| Conflict of Interest | | | |
| **Q30**. What is the name and organisation name of the approved benchmark administrator accredited assessor who has provided the baseline rating? | | Click here to enter text. | |
| **Q31**. What is the name and organisation name of the approved benchmark administrator accredited assessor who has provided the reporting rating? | | Click here to enter text. | |
| **Q32**. Are either of the accredited assessors who provided the baseline and reporting period rating reports also the AP, energy consumer, site owner, site operator, or have had any other involvement with the site or project? | | | Choose an item. |
| **Q33.** Please provide a Conflict of Interest Declaration outlining any (actual or perceived) conflicts of interest and how they will be managed  *Note: if this declaration is being provided with the first impact report and different accredited assessors completed the baseline and first reporting period rating reports, then two Conflict of Interest Declaration forms must be attached here*. | | | |
| **Document file name(s):** | Click here to enter text. | | |

1. Documents to be supplied

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| VEEC Assignment Form | | | | | | |
| **Q34**. If this is the first impact report you are submitting for this project, you must also attach a completed VEEC Assignment Form for Project-Based Activities. | | | | | | |
| **Document file name:** | | Click here to enter text. | | | |  |
| **Application format** | | | | | | |
| **Q35.** Have you provided the information required in this form in another format (for example, your own template impact report application? **You must still submit this form with Section 6 Declaration completed.** | | | | Choose an item. | | |
| If **yes**, have you had this format approved by the commission? | | | | Choose an item. | | |
| Project name: | Click here to enter text. | | | | | |
| **Document file name:** | | | Click here to enter text. | |  | |
| **Please note:** impact report applications will only be accepted if provided in this application form, unless you have prior approval from the commission. Please contact us via [veu@esc.vic.gov.au](mailto:veu@esc.vic.gov.au) to discuss your proposed template. | | | | | | |

1. Declaration

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| **Declaration** | | | | |
| **Q36.** I certify that all of the above details are correct at the time of completing this form and that I am authorised to act on behalf of the above account in matters relating to the Victorian Energy Efficiency Target Act 2007.  I have read and understood the information and requirements set out in the [**Benchmark Rating Method Activity Guide**](https://www.veet.vic.gov.au/public/pub.aspx?id=464) and [**Benchmark Rating Method Compliance Requirements**](https://www.veet.vic.gov.au/public/pub.aspx?id=465).  I consent to the provision of the following information owned by my organisation to the Department of Environment, Land, Water and Planning (DELWP) and the administrators of other greenhouse gas abatement schemes/energy efficiency schemes/emissions reduction schemes (such as the Emissions Reduction Fund (ERF) and the Renewable Energy Target (RET)):   * information which may include confidential and commercially sensitive information relating to activities undertaken or proposed to be undertaken once accredited under the VEU program. * information to determine if VEU projects are already claiming benefits under these other prescribed schemes.   I declare that:   * this project was and continues to be undertaken in accordance with the provisions of the Electricity Safety Act 1998, the Gas Safety Act 1997, the Occupational Health and Safety Act 2004, the Building Act 1993 and their respective regulations in order to generate VEECs and that I am responsible for ensuring this happens for the duration of this project. * this project was and continues to be undertaken in accordance with the laws, regulations and codes of practice applicable to that activity and that I am responsible in ensuring this takes place for the duration of this project. * I will continue to assess all relevant risks pertaining to this project, and have appropriate safe work methods and other systems (e.g. safety, quality, etc.) in place to manage those risks. * I will continue to manage the project in line with my organisation’s quality and safety management systems. * I have provided all the information required in this impact report application.   If this project involves lighting product(s) being replaced, I declare that:   * I have disposed of all mercury containing lighting equipment in a class of waste disposal facility as determined by the commission * the lighting product(s) were not installed for the purposes of being decommissioned as part of the project (i.e. all activities claimed involve a genuine upgrade).   I acknowledge that penalties may be applied for providing misleading information under Section 68 of the Victorian Energy Efficiency Target Act 2007.  I have updated the commission of any changes to answers and information provided in Appendix A of our previously supplied *Application for approval* and the Victorian Statutory Declaration attached to that application, which have occurred since that application was approved.  I will update the commission of any changes to answers and information provided in Appendix A of our previously supplied *Application for approval* and the Victorian Statutory Declaration attached to that application within 28 days of the change occurring. | | | | |
| Click here to enter text.  ………………………………………  Name |  | ………………………………………  Signature |  | DD/MM/YY  ……………………………  Date |
| Click here to enter text.  ………………………………………  Name (witness) |  | ………………………………………  Signature |  | DD/MM/YY  ……………………………  Date |