# Project Plan Approval Form

Project-Based Activities – Measurement and Verification

Version 2.0 – 11 December 2018

As an accredited person (AP), you must have scoping plan approval and a project plan must have been submitted to the Essential Services Commission (the commission), to be eligible to begin work on a project designed to create Victorian energy efficiency certificates (VEECs) under the measurement and verification (M&V) method of the Victorian Energy Upgrade (VEU) program’s project-based activities (PBA).

Applicants should refer to the **Measurement and Verification Method Activity Guide** and **Measurement and Verification 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/m-and-v](http://www.esc.vic.gov.au/m-and-v).

Applications for project plan 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 project plan approval, you must also have, or be applying for, scoping plan approval. You can lodge scoping and project plan applications together or separately. The scoping plan must be approved first.

To lodge an application for project plan approval, you must first have an active account on the VEU Registry and be accredited to undertake PBA.

Visit [www.veu-registry.vic.gov.au](http://www.veu-registry.vic.gov.au) to open a new account. Information about becoming accredited can be found in the Application Guide for Accredited Persons, found at [www.esc.vic.gov.au/become-veu-accredited](http://www.esc.vic.gov.au/become-veu-accredited).

To lodge your project plan approval application, you must:

1. answer all relevant questions on this form
2. prepare all relevant supporting documentation referenced by this form
3. upload this form and the supporting documentation in the ‘Project plan attachments’ on the Project plan tab in your PBA measurement and verification project on the VEU Registry.
4. fill out all other required fields on the Project plan tab and submit to the commission.

We may require further information, or may request an inspection of the project premises before granting or refusing project plan approval. The latest information on current processing times for scoping plan applications 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.

Participation in PBA M&V projects will require the publication of some details of those projects on the VEU Registry. Projects with approved project plans will be listed on the Register of Approved Project Plans available at [www.veu-registry.vic.gov.au/register-projects](http://www.veu-registry.vic.gov.au/register-projects). The register will contain the project name, the AP’s name, the location, the methods used to abate greenhouse gases, and any other information that we consider appropriate.

If you have concerns about sharing information that you consider is commercial in confidence, you should discuss these with us before lodging a project plan.

1. Project details

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| Project site |
| **Q1**. VEU account name | Click here to enter text. |
| **Q2**. Project name | Click here to enter text. |
| **Q3**. Have any aspects of the project changed since the scoping plan application was approved? | Choose an item. |
| *If* ***yes****, complete a Variation Approval Form.* |
| **Q4**. Has a final site diagram been developed? | Choose an item. |
| *Attach a site diagram showing project locations and meter locations/arrangements within the site.* |
| **Attached site diagram file name:** | Click here to enter text. |
| **Planned project timing** |
| **Q5**. Have all relevant project approvals been obtained from all relevant regulatory bodies? | Choose an item. |
| If **no**, list details of the outstanding approvals. | Provide a ***list*** of the project’s required project approvals still outstanding, the relevant regulatory body, and expected time frame. |
| **Q6**. What is the baseline measurement start date? | DD/MM/YY |
| **Q7**. What is the baseline measurement end date? | DD/MM/YY |
| **Q8**. When will project works commence (activity start date)? | DD/MM/YY |
| **Q9**. When will the changes be in service (activity end date)? | DD/MM/YY |
| *Note: the commission will not approve projects where the application for project plan approval is received after the date project works commence.* |
| If project activities are to be carried out in stages, please provide an indicative schedule of works to be implemented (attach a separate document if necessary). | Click here to enter text. |
| **Q10**. What is the planned operating period start date (if there are any elements of forward creation)? | DD/MM/YY or N/A |
| **Q11**. What is the planned operating period end date (if there are any elements of forward creation)? | DD/MM/YY or N/A |
| **Q12**. What is the planned completion date of the project? | DD/MM/YY or N/A |
| **Lighting products (if applicable)** |
| **Q13**. Is lighting equipment to be installed or removed as part of the project? | Choose an item. |
| *If applicable, which lighting products are to be installed?* *Only complete this question if the lighting equipment is different to that listed at scoping plan stage.*  |
| **VEU Activity** | **Brand** | **Model** |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| Choose an item. | Click here to enter text. | Click here to enter text. |
| *If you need more space, please attach a separate document to list the products* |
| **Attached lighting product list file name:** | Click here to enter text. |  |
| **Project finances and abatement** |
| **Q14**. What is the total estimated project cost? | Click here to enter text |
| **Q15**. What is the estimated greenhouse gas reduction due to avoided grid electricity or gas use for this project? | [in tonnes CO2-equivalent]. |
| **Q16**. Show details of the calculations of the estimated greenhouse gas reduction estimate given in Q15.  |
| *How have you calculated the greenhouse gas reduction estimate?* |
| Provide a ***worked calculation*** that includes all values used to determine the greenhouse gas savings estimate, including the regional factor, emissions factor(s), accuracy factor(s), any electricity savings (in MWh/year), any gas savings (in GJ/year), any renewable energy savings, any virtual meters, and the project life (in years) which must account for the proposed persistence model if using forward creation. |
| *How have you calculated the energy savings estimate(s)?* |
| Provide a ***calculation and explanation*** of your organisation’s estimated energy savings over the lifetime of the project. This can be a brief justification of where the savings estimates came from, and must include a breakdown of how much energy will be saved by each part of the project, where a project includes multiple energy conservation measures. Attach a separate document if required. |

1. Project team details

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| Upgrade manager (role) |
| **Q17**. What education qualification is required of your upgrade manager? | Provide a ***statement*** of 100 words or less, describing the upgrade manager's highest level of education (degree, TAFE, high school, other). |
| **Q18**. What project management qualification and/or experience is required of your upgrade manager? | Provide a ***statement*** of 100 words or less, describing the upgrade manager’s highest project management qualification (degree, diploma, certificate, etc.) and any relevant experience. |
| **Q19**. How many years project management experience is required of your upgrade manager? | Click here to enter text |
| **Q20**. What are the upgrade manager’s responsibilities and functions in this project? | Provide a ***list*** describing the upgrade manager’s responsibilities and functions in this PBA project. |
| **Risk manager (role)** |
| **Q21**. Is the risk manager’s role being carried out in conjunction with another role on this project? If **yes**, which role/s? | Click here to enter text. |
| **Q22**. What risk management qualification and/or experience is required of your risk manager? | Provide a ***statement*** of 100 words or less, describing the risk manager's highest risk management qualification (degree, diploma, certificate, etc.) and any relevant experience. |
| **Q23**. How many years risk management experience is required of your risk manager? | Click here to enter text |
| **Q24**. What are the risk manager’s responsibilities and functions in this project? | Provide a list describing the risk manager’s responsibilities and functions in this PBA project. |
| **Monitoring and measurement manager (role)** |
| **Q25**. Is the monitoring and measurement manager’s role being carried out in conjunction with another role? If **yes**, which role/s? | Click here to enter text. |
| **Q26**. What qualification and/or experience is required of your monitoring and measurement manager? | Provide a ***statement*** of 100 words or less, describing the monitoring and measurement manager’s highest monitoring and measurement qualification (degree, diploma, certificate, etc.) and any relevant experience. |
| **Q27**. How many years monitoring and measurement experience is required of your monitoring and measurement manager? | Click here to enter text |
| **Q28**. What are the monitoring and measurement manager’s responsibilities and functions in this project? | Provide a ***list*** describing the monitoring and measurement manager’s responsibilities and functions in this PBA project. |
| **Agents** |
| **Q29**. Has the site owner, energy consumer or AP engaged an agent to represent them? | Yes |
| *If* ***yes****, provide the following agent details and attach a letter from site owner, energy consumer or AP showing that the agent has written authority to act on the AP's behalf.*  |
| Name of agent’s representative | Click here to enter text. | Job title | Click here to enter text. |
| Email | Click here to enter text. | Contact number | Click here to enter text. |
| **Attached letter file name:** | Click here to enter text. |
| **Q30**. What are the agent’s responsibilities and functions in this project? | Provide a ***statement*** that broadly describes the responsibilities and limits of the representative’s involvement, when the representative will communicate with the commission and when the commission should contact the agent instead of the AP. |
| **Q31**. What experience does the agent have with similar projects (where applicable)? | Provide a ***statement*** that broadly describes the representative’s experience with similar projects. |
| **Other project leadership team roles** |
| **Q32**. What other roles are in the project leadership team? | Click here to enter text. |
| **Q33**. Are these roles being carried out in conjunction with another role(s) on this project? If **yes**, which role(s)? | Click here to enter text. |
| **Q34**. What are the other project leadership team members’ responsibilities and functions in this project? | Provide a list describing the other project team leadership members’ responsibilities and functions in this PBA project. |

1. Project expert details

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| Approved measurement and verification professional (AM&VP) |
| **Q35**. Did the project team engage an AM&VP or any other M&V practitioner to assist with the compilation of the measurement and verification (M&V) plan? | Choose an item. |
| *If* ***yes****,**please enter the name of the AM&VP or other M&V practitioner who assisted with this:*  | Click here to enter text. |
| **Q36**. Does the project team intend to engage an AM&VP for the remainder of the project other than for verification of the impact report as required by the PBA Regulations? | Choose an item. |
| *If* ***yes****,**please enter the name of the AM&VP who you intend to engage:*  | Click here to enter text. |
| **Other expert advisors** |
| **Q37**. List the types of experts advising the project leadership team for this project. | Click here to enter text. |
| **Q38**. Are these experts carrying out any other team role in this PBA project? If ***yes***, which role/s? | Click here to enter text. |
| **Q39**. What are the other experts’ responsibilities and functions in this project? | Provide a ***list*** describing the other experts’ responsibilities and functions in this PBA project. |
| **Q40**. What is the limit of the other experts’ professional indemnity insurance? | Click here to enter text |

1. Project workforce details

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| Implementation model |
| **Q41**. Description of implementation model. | Provide a ***statement*** describing any changes to your intended implementation model (own site, sole implementation, contracted implementation, sub-contracted implementation, third party implementation, etc.) that have been made between your accreditation application and this project plan application. Include descriptions of how all aspects of a PBA project will be undertaken in the implementation model your organisation now intends to undertake. |
| Are details of contractual arrangements for sub-contractors available on request? | Choose an item. |

1. Project organisation details

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| Organisation chart |
| **Q42**. Upload an organisation chart that shows the structure of the project leadership team (this differs from the question asked in your accreditation/approval application- that question concerns the team overseeing all projects, whereas this question is specific to the individual project that you are filling in this application for). This includes the project leadership team, the project experts, and how they interact with the project workforce. To be deemed complete, the statement or organisation chart must provide the following (check off items below to ensure completeness): |
| * + 1. record the names of all project leadership team roles
 |[ ]
| * + 1. show responsibilities, accountability and authority levels for each role
 |[ ]
| * + 1. describe the relevant skills, qualifications and experience required for each role
 |[ ]
| * + 1. identify any personnel/roles based outside Victoria.
 |[ ]
| **Document file name:** | Click here to enter text. | **Page reference:** | Enter text. |
| **Q43**. Are you as the AP confident that the entire project team has the specialist knowledge, skills and capacity required to deliver this project?  | Choose an item. |
| **Q44**. If **no**, what other specialist knowledge, skills or capacity is required to deliver this project? | Provide a ***list*** ***and*** ***description*** of the extra specialist knowledge, skills or capacity required to deliver this project. |

1. Measurement and verification (M&V) plan details

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| Measurement and verification (M&V) plan details |
| **Q45**. The commission requires an M&V plan consistent with the Principles in Chapter 4 of EVO 10000-1:2014 International Performance Measurement and Verification Protocol (IPMVP) core concepts published by the Efficiency Valuation Organization in June 2014. To be deemed complete, the M&V plan must provide the following (check off items to ensure completeness):* + 1. M&V plan is consistent with the principles of M&V shown in Chapter 4 IPMVP 2014:
 |  |
| 1. accurate: as accurate as the M&V budget will allow
 |[ ]
| 1. complete: measurements to quantify significant effects, while estimating all others
 |[ ]
| 1. consistent: similar reporting between projects, professionals, periods and type (efficiency versus supply)
 |[ ]
| 1. relevant: measure the relevant savings, while estimating less significant parameters
 |[ ]
| 1. transparent: all M&V activities are clearly and fully disclosed.
 |[ ]
| * + 1. M&V plan clearly identifies the IPMVP option intended to be used to measure the reduction in energy use (identify the chosen option):
 |  |
| 1. option B – retrofit isolation: all parameter measurement
 |[ ]
| 1. option C – whole facility*.*
 |[ ]
| *Note: options A (retrofit isolation: key parameter measurement) and D (calibrated simulation) are not currently eligible under the VEU program.*  |  |
| * + 1. M&V plan clearly identifies the methods intended to be used to calculate the reduction in greenhouse gases and create VEECs (identify the chosen option):
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| 1. forward projection of savings using a baseline energy model and operating energy model
 |[ ]
| 1. annual reporting of savings using a baseline energy model and measured energy consumption
 |[ ]
| 1. a combination of forward projection of savings followed by annual reporting of savings.
 |[ ]
| * + 1. M&V plan identifies the person responsible for approving the site-specific M&V plan.
 |[ ]
| * + 1. M&V plan identifies the person responsible for making sure that the M&V plan is followed for the duration of the reporting period.
 |[ ]
| * + 1. M&V plan adequately discusses all topics from the M&V Plan Chapter 7, IPMVP 2014 (except Budget), including:
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| 1. the project (termed the energy conservation measure in IPMVP), its intended result, and the operational verification procedures
 |[ ]
| 1. the selected IPMVP option, measurement boundary and interactive effects
 |[ ]
| 1. identify the baseline period, energy consumption and operating conditions
 |[ ]
| 1. reporting period (for annual creation) and/or operating period (for forward creation)
 |[ ]
| 1. basis for adjustment including a brief description of the intended normal year (for forward creation)
 |[ ]
| 1. data analysis procedures, algorithms and assumptions
 |[ ]
| 1. meter specifications, points, periods and protocols
 |[ ]
| 1. monitoring responsibilities for reporting and recording
 |[ ]
| 1. expected uncertainty from measurement, data capture, sampling and data analysis/modelling
 |[ ]
| 1. report format
 |[ ]
| 1. quality assurance procedures for report preparation.
 |[ ]
| * + 1. M&V plan terminology is consistent with terms from IPMVP 2014, where applicable.
 |[ ]
| *Attach measurement and verification plan* |
| **Attached measurement and verification plan file name:** | Click here to enter text. |  |

1. Documents to be supplied

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| Application format |
| **Q46**. Have you provided the information required in this form in another format (for example, your own template project plan)? **If yes, you must still submit this form with Section 8 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:** project plan 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 to discuss your proposed template. |

1. Declaration

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| Declaration |
| **Q47**. 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 (VEET) Act 2007.I have read and understood the information and requirements set out in the Measurement and Verification Method Activity Guide and Measurement and Verification Method Compliance Requirements.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 Victorian Energy Upgrade (VEU) program
* information to determine if Victorian Energy Efficiency Target projects are already claiming benefits under these other prescribed schemes.

I understand the Victorian Project-Based Activities Regulations 2017 require the commission to publish the accredited person’s name, the project name, the project location and methods intended to be used to calculate the reduction in greenhouse gases in the Register of approved project plans which will be publicly available on the VEU Registry.I hold or can access the specialist knowledge, skills and capacity required to deliver this project.I have produced a measurement and verification plan that is consistent with the Principles in Chapter 4 of EVO 10000-1:2014International Performance Measurement and Verification Protocol (IPMVP) Core Concepts published by the Efficiency Valuation Organisation in June 2014.I acknowledge that:* I must 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
* all projects must 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
* all projects must meet WorkSafe Victoria’s relevant work place health and safety compliance codes for the type of project environment and that I am responsible for ensuring this happens
* all projects must 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
* penalties may be applied for providing misleading information under Section 68 of the Victorian Energy Efficiency Target Act 2007.

I will manage the project in line with my organisation’s quality and safety management systems.I have provided all the information required in the project plan application.I acknowledge that penalties may be applied for providing misleading information under Section 68 of the Victorian Energy Efficiency Target Act 2007. 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 have updated the commission of any changes to answers and information provided in Appendix A of our previously supplied Project-Based Activities Application Form 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 Project-Based Activities Application Formand 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 |