# Impact Report Approval Form

Project-Based Activities – Measurement and Verification

Version 2.0 – 11 December 2018

As an accredited person (AP), you must have a project impact report approved by the Essential Services Commission, to be eligible to create Victorian energy efficiency certificates (VEECs) under the measurement and verification (M&V) method of the Victorian Energy Upgrades (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 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 us. You must include the relevant impact report documentation and the corresponding approved measurement and verification professional’s (AM&VP’s) verification report along with this application form. Note that the AM&VP’s report can be either a basic verification report or a detailed verification report.

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 measurement and verification 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, request an inspection of the project premises and grant or refuse 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%20) . We will notify the applicant 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**. Please confirm which impact report this application relates to. | Choose an item. |
| **Q4**. Please confirm that no aspect of the project has changed since the scoping plan, project plan or relevant variation(s) were approved |[ ]
| **Lighting (fill out this section only if applicable)** |
| **Q5**. 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 as per the requirements stated in **Measurement and Verification Compliance Requirements** (this must include evidence) | [ ]  |
| The new lighting products are on our Register of Products |[ ]
| *Attach photographic evidence and declaration from 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** |
| **Q6**. What energy sources were affected by the project? (Tick all relevant boxes) |
| Electricity |[ ]  Liquefied petroleum gas (LPG) |[ ]  Other energy sources affected (Please provide details in text box below) |
| Natural gas |[ ]  Renewable energy |[ ]   | Click here to enter text. |
| **Greenhouse gas emissions** |
| **Q7**. 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 done to comply with any minimum standards? | Choose an item. |
| need to be done to comply with any mandatory legislative requirement? | Choose an item. |
| If correcting for over-servicing, please provide details (attach separate file if needed) | Click here to enter text. |
| **Final project cost** |
| **Q8**. What was the final project cost? | Click here to enter text. |

1. Project completion

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| Dates |
| **Q9**. Please enter the baseline start date | Click here to enter a date. |
| **Q10**. Please enter the baseline end date | Click here to enter a date. |
| **Q11**. Please enter the activity start date (project works start) | Click here to enter a date. |
| Attach document(s) verifying activity start date (see **Measurement and Verification Method Compliance Requirements** for further information) |
| **Document filename(s):** | Click here to enter text. |
| **Q12**. Please enter the activity end date | Click here to enter a date. |
| Attach document(s) verifying activity end date.  |
| **Document filename(s):** | Click here to enter text. |
| *Note - If this project was completed in a single stage, the activity end date (referred to in the PBA Regulations 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* ***Measurement and Verification Method Compliance Requirements*** *for further information)* |
| **Q13.** Attach document(s) verifying latest phase completion date (for multi-stage projects) |
| **Document filename(s)** | Click here to enter text. |
| **Q14**. Please enter the operating period start date (for forward creation) | Click here to enter a date. |
| **Q15**. Please enter the operating period end date (for forward creation) | Click here to enter a date. |
| **Project completion evidence** |
| **Q16**. Please attach all relevant final (as-built) engineering drawings relating to the project |
| **Document filename(s)** | Click here to enter text. |

1. Measurement and verification

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| Measurement and verification (M&V) plan compliance |
| **Q17.** You were required to submit an M&V plan as part of the project plan approval. For the project impact report to be deemed complete, a document containing the following discussion must be provided (check off items below to ensure completeness): |
| 1. Name of the person who made sure that the M&V plan was followed (normally the monitoring and measurement manager)
 |[ ]
| 1. How did this person ensure that the M&V plan was followed? (List any relevant actions, tasks, procedures and/or processes)
 |[ ]
| 1. Description and inventory of affected equipment, metering and energy sources and how this information in the M&V plan may have differed from the actual project
 |[ ]
| 1. Description of modeling approach; regression or an estimate of the mean and how this information in the M&V plan may have differed from the actual project
 |[ ]
| 1. Description of established baseline energy model for each gas and electricity source and how this information in the M&V plan may have differed from the actual project
 |[ ]
| 1. Baseline model and its comparison to an operating model and/or measured energy consumption in a reporting period and how this information in the M&V plan may have differed from the actual project
 |[ ]
| 1. Description of calculation approach; was the proposed type and frequency of reporting adequate for the actual project?
 |[ ]
| 1. Declaration by the monitoring and measurement manager that all of the above information is true and accurate
 |[ ]
| Attach document(s) which includes the above information |
| **Document filename(s):** | Click here to enter text. |

1. Project impact report

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| The project impact report must contain data, reasoning, justification and evidence for a number of criteria. This information allows us to verify the pre- and post-project conditions so that an accurate calculation of abatement can be confirmed. The following questions must be answered, and appropriate documentation should be uploaded as evidence along with this application. This list is not exhaustive and other items should be added where it is appropriate to do so. For a more comprehensive guide, please refer to the Impact Report Checklist, available at [www.esc.vic.gov.au/m-and-v](http://www.esc.vic.gov.au/m-and-v). |
| Attach impact report document (note that some of the sections further below may already be included as appendices in the impact report document) |
| **Document filename(s)** | Click here to enter text. |
| **Baseline** |
| **Q18**. The baseline period section of the project impact report should include discussion, as well as data, evidence, reasoning and justification (where applicable), regarding the following items (the monitoring and measurement manager should check off these items to declare that these have been included): |
| 1. Details of the measurement boundary including any relevant drawings/diagrams/mapping co-ordinates
 |[ ]
| 1. Details of the measurement period and why this was selected, including whether or not the model intends to explain a full year’s operation. Where you wish to use the operating energy model to explain a full year and the elected measurement period is less than 12 months, you must include justification and evidence that a complete operating cycle has been included.
 |[ ]
| 1. Details of the measurement type (e.g. continuous data collection)
 |[ ]
| 1. Details of the measurement frequency and time intervals for each variable and why these were selected
 |[ ]
| 1. List of variables used (including dependent and independent), and their effective ranges
 |[ ]
| 1. Raw data files (in Microsoft Excel format)
 |[ ]
| 1. Data collection methods and who was responsible for this, including an explanation of how missing data was dealt with
 |[ ]
| 1. Explanation of how data was stored and who was responsible for this
 |[ ]
| 1. Full description of the modelling undertaken
 |[ ]
| 1. List of site constants and their standard values
 |[ ]
| 1. Full description and details of any sampling methods used (where applicable)
 |[ ]
| 1. The baseline model equation, and the corresponding data file in Microsoft Excel format showing clearly how this was derived
 |[ ]
| 1. Evidence that the baseline model complies with the International Performance Measurement and Verification Protocol (IPMVP), including details of the required statistical tests (R2 model fit, bias error, independent variable sensitivity t-stat and CVRMSE)
 |[ ]
| **Document file name(s):** | Click here to enter text. |
| **Methods** |
| **Q19**. Please select the method of VEEC creation: | Choose an item. |
| **Q20**. Please indicate why this method was chosen? | Click here to enter text. |
| **Q21**. Please indicate the IPMVP method chosen: | Choose an item. |
| **Q22**. Please justify your choice of IPMVP method: | Click here to enter text. |
| **Operating/reporting period** |
| **Q23**. The operating/reporting period section of the project impact report should include discussion, as well as data, evidence, reasoning and justification (where applicable), regarding the following items (the monitoring and measurement manager should check off these items to declare that these have been included): |
| 1. Details of the measurement period and why this was selected, including whether or not the model intends to explain a full year’s operation. Where you wish to use the operating energy model to explain a full year and the elected measurement period is less than 12 months, you must include justification and evidence that a complete operating cycle has been included.
 |[ ]
| 1. Details of the measurement frequency and time intervals for each variable and why these were selected
 |[ ]
| 1. List of variables used (including dependent and independent) and their effective ranges
 |[ ]
| 1. Raw data files (in Microsoft Excel format)
 |[ ]
| 1. Data collection methods, including how missing data was dealt with
 |[ ]
| 1. Explanation of how data was stored and who was responsible for this
 |[ ]
| 1. Full description of the modelling undertaken
 |[ ]
| 1. List of site constants and their standard values
 |[ ]
| 1. Full description and details of any sampling methods used (where applicable)
 |[ ]
| 1. Full details, justification and description of the normal year including values for all variables used in the models (if forward creation was used)
 |[ ]
| 1. The operating model equation (if forward creation was used) and the corresponding data file in Microsoft Excel format, showing clearly how this was derived
 |[ ]
| 1. Evidence that the operating model complies with IPMVP, including details of the required statistical tests (R2 model fit, bias error, independent variable sensitivity t-stat and CVRMSE)
 |[ ]
| **Document file name(s):** | Click here to enter text. |
| **Abatement calculations** |
| **Q24**. The abatement calculations section of the project impact report should include discussion, as well as data, evidence, reasoning and justification (where applicable), regarding the following items (the monitoring and measurement manager should check off these items to declare that these have been included): |
| 1. Description on how calculations have been undertaken (including written justification on steps and decisions taken)
 |[ ]
| 1. Description and approach taken to interactive savings
 |[ ]
| 1. Detailed calculations using Equations 1-5 of the Measurement and verification in Victorian Energy Upgrades – Specifications(as relevant)
 |[ ]
| 1. Calculation of the accuracy factor and relative precision (including justification and evidence such as calibration certificates for metering equipment)
 |[ ]
| 1. Description of the approach taken with significant digits
 |[ ]
| 1. Description and calculation of counted savings
 |[ ]
| 1. Number of VEECs calculated using Equation 1 of the Measurement and Verification in Victorian Energy Upgrades – Specifications
 |[ ]
| **Document file name(s):** | Click here to enter text. |
| **Decay factor** |
| **Q25**. The decay factor section of the project impact report should include discussion, as well as data, evidence, reasoning and justification (where applicable), regarding the following items (the monitoring and measurement manager should check off these items to declare that these have been included): |
| 1. Selection of the decay model (persistence model) used
 |[ ]
| 1. Where a persistence model has been used, a description of the criteria used
 |[ ]
| 1. Provide a justification of the model used and for the criteria used in the model
 |[ ]
| **Document file name(s):** | Click here to enter text. |

1. Approved measurement and verification professional (AM&VP)

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| AM&VP selection |
| **Q26**. What is the name of the AM&VP verifying this project impact report? | Click here to enter text. |
| **Q27**. What type of report is the AM&VP supplying? | Choose an item. |
| **Q28**. Has the AM&VP recommended any improvements to your reporting? | Choose an item. |
| If **yes**, please list the AM&VP’s recommendations that you have already addressed and/or will be addressing in future: | Click here to enter text. |
| **Q29**. Provide confirmation that the AM&VP has met all independence requirements |
| *Confirm that the AM&VP has been independent from the project at all times before reviewing the impact report, and that this has been declared in their verification report.* |[ ]
| *If using a* ***detailed verification report****,**confirm that the AM&VP is and has been independent from the AP at all times during the project, and that this has been declared in their verification report. This means that for this type of report they cannot be an employee of the AP, or any subsidiary or parent company.* |[ ]
| *Attach AM&VP’s report* |
| **Document file name(s):** | Click here to enter text. |

1. Documents to be supplied

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| VEEC assignment form |
| **Q30**. 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** |
| **Q31.** 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 8 Declaration completed.** | Choose an item. |
| *If* ***yes****, have you had this format approved by us?* | Choose an item. |
| **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 us. Please contact us via veu@esc.vic.gov.au to discuss your proposed template. |

1. Declaration

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| Declaration |
| **Q32.** 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 **Measurement and Verification Method Activity Guide** and [**Measurement**](https://www.veet.vic.gov.au/Public/Pub.aspx?id=465) **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 Upgrades (VEU) program.
* information to determine if VEU projects are already claiming benefits under these other prescribed schemes.

I acknowledge that:* this project was 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.
* all project activities were 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 must 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.
* 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 Form 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 |