



Benchmark Rating Method Compliance Requirements

Project-Based Activities

11 December 2018



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1. Introduction

1.1. About the VEU program

Under the Victorian Energy Efficiency Target Act 2007 (the VEET Act), the Essential Services Commission is responsible for monitoring compliance with the VEET Act, the Victorian Energy Efficiency Target Regulations 2018 (the principal VEET Regulations), the Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017 (the PBA Regulations), Benchmark Rating in Victorian Energy Upgrades – Specifications (the benchmark rating specifications).

Accredited persons (APs) must adhere to the requirements as outlined in the VEET Act, the principal VEET Regulations and the PBA Regulations, the Victorian Energy Efficiency Target Guidelines (the VEET Guidelines), benchmark rating specifications, and any guides issued by the commission.

1.2. About project-based activities

Project-based activities (PBA) allows an AP to create Victorian energy efficiency certificates (VEECs) for energy efficiency projects in business and non-residential premises, and Class 2 or Class 3 residential buildings under part A3 of the Building Code of Australia (BCA).

Benchmark rating is the second method introduced under PBA.

1.3. Purpose of this document

This document is designed to guide you as the AP, and other interested stakeholders through the compliance requirements for benchmark rating projects by outlining the evidence that you are required to collect and maintain for each project. It also contains compliance checklists for each stage of the project.

Those needing further guidance on key concepts and issues, stages, processes and resources for PBA benchmark rating are directed to the Benchmark Rating Method Activity Guide, available at www.esc.vic.gov.au/benchmark-rating.

1.4. How this document is structured

This document outlines the evidence that you are required to collect for each benchmark rating project. You should familiarise yourself with the documents that must be collected and provided to us upon request to verify that benchmark rating projects have been carried out in accordance with program compliance requirements. Monitoring compliance in consultation with the following checklists will help ensure that each project meets the requirements of the VEU program.

You will need a firm grasp of these key concepts and issues, as they are referred to in the compliance checklists. These key concepts and issues are covered in greater detail in the Benchmark Rating Method Activity Guide.

Section 2 of this document outlines the compliance checklists for the steps in the benchmark rating project process.

It is important that you familiarise yourself with the evidence that is required to be collected for each step. Similarly, it is essential that you pay close attention to the document collection requirements for each section outlined in the compliance checklists (i.e. mandatory or optional documents).

1.5. Legal context for this document

The commission has prepared this compliance requirements guide as a general summary of the relevant parts of the:

- Victorian Energy Efficiency Target Act 2007
- Victorian Energy Efficiency Target Regulations 2018
- Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017
- Benchmark Rating in Victorian Energy Upgrades – Specifications
- Victorian Energy Efficiency Target Guidelines.

Access the above legislative documents at www.esc.vic.gov.au/veu-legislation.

This document should not be relied upon as substitute for legal advice and should be read in conjunction with the above source documents. In the event of inconsistency between this explanatory note document and the above source documents, the content in the source documents takes precedence.

2. Compliance checklists

2.1. Compliance checklist – scoping and project plan approval

You can either apply for a scoping plan approval on its own, or apply for a combined scoping and project plan approval. To apply for combined scoping and project plan approval, the AP (you) must complete the relevant Scoping and Project Plan Approval Form and any other required forms (these can be found at www.esc.vic.gov.au/benchmark-rating) as well as providing the evidentiary requirements outlined in the following compliance checklist. These must be submitted to us for the scoping plan stage of a benchmark rating project. If you are applying for the scoping plan prior to applying for the project plan, you should use the relevant Scoping Plan Approval Form at this stage.

2.1.1. Applicant details

You must provide your details (the AP's details).

Documentation	Description
Completed questions in the Scoping and Project Plan Approval.	Q1-7 ¹ : You must fill in details such as account name, name of AP, address of AP, who the primary contact is and their contact details.
A site map may be provided where address does not give a clear indication of the site.	Q8: Give the full address of the project. Where the project does not have an address, or the site address is a very large area, provide further information on the specific location of the project site.
Completed question in the Scoping and Project Plan Approval Form.	Q9: Give an explanation of what the normal site activities are, i.e. what normally happens at the site where consumption of electricity or gas is being reduced.

2.1.2. Legal right

APs must identify the energy consumer, and provide details of their right to apply for and carry out this project.

Documentation	Description
Retailer document such as an energy bill. This must be a document which contains the retailer's letterhead and	Q10: You must provide evidence showing who the energy consumer at the site is. This should specifically relate to the electricity or gas being abated through the project.

¹ The question numbers indicated in this explanatory note reflect those of combined application forms. When using separate scoping and project plan application forms, question numbers may differ from those indicated. Please consult the relevant application form along with this explanatory note.

contact details, the site address (including any relevant NMI and/or MIRN) and the name of the energy consumer. This document is normally a copy of the energy bill (but at the scoping plan-only stage (i.e. not a combined application), this does not need to include energy consumption details, so this information can be blocked out).

Completed Registration of Interest Form (where you as the AP are not also the energy consumer).

Q11: Indicate whether or not you are also the energy consumer (e.g. if you are doing a project at your own site). In most cases this question will require a Registration Of Interest Form which has been signed by the AP and the energy consumer.

Document detailing relationship between energy consumer, owner, leaseholder, site operator/manager or any other entity involved.

Q12: Give a description of the ownership structure at the site. This information should clearly indicate where the energy consumer sits in relation to any other entity involved in the site.

Completed questions in the Scoping and Project Plan Approval Form.

Q13: (Optional question). If either you or the energy consumer are using an agent (e.g. a consultant) who will be providing us with information, please use this question to tell us about this.

Q14: (Optional question). Following on from the previous question, please indicate when we should contact the agent instead of you, and/or when we can expect the agent to contact us.

2.1.3. Project details

APs must provide details of the proposed project.

Documentation	Description
<p>Completed questions in the Scoping and Project Plan Approval Form.</p>	<p>Q15: A unique name which identifies the project:</p> <ul style="list-style-type: none"> Name must be suitable and not misleading about the project's ownership, scope or purpose. <p>Use the format [organisation name] [location] [purpose] [start date] e.g. Finance company Ballarat HVAC Upgrade Jan 2019. Note that if you or the energy consumer are concerned about having certain details publically listed, such as the name of the company, you do not need to have this explicitly stated in the project name, provided the name is suitable and does not mislead.</p> <p>Q16: Indicate whether or not the project is being undertaken at a site which is classed as business or non-residential.</p>

Q17: If the site is classed as residential, confirm whether or not the project relates to any services exclusively supplied to a sole-occupancy dwelling. For example, an apartment building can have a PBA project for equipment relating to common services (for example central HVAC), but cannot contain any element of energy consuming equipment in individual dwellings.

Q18: Confirm that the project abatement does not derive from the construction of a new building.

Q19: Indicate whether or not the site's address appears on the Register of SAP found at www.veu-registry.vic.gov.au/register-saps. Note that if the site is a SAP, then an authorised person at the site must 'opt-in' before the application can be considered, so this should be done well in advance of submitting the Scoping and Project Plan Approval Form (see the Large Energy User's Scheduled Activity Premises Guide for further information on 'opt-in' requirements).

Q20: Enter the date that project works are due to commence (at scoping plan-only stage, this can be an indicative date).

Q21: Select which energy services will be affected by the project. Pick from the list all that are relevant. Use the 'Other' field where the services are not included in the list. For projects with multiple energy conservation measures, you must include **all** services relating to the project. Note: You will **not** be able to vary this to increase the list of services once the scoping plan has been approved.

Q22: If lighting equipment will be installed as part of the project, this equipment **must** be listed on the Register of Products found at www.veu-registry.vic.gov.au/register-products before the next impact report can be approved.

If the lighting products you plan on using are not relevant to the requirements of Activity 21, 27, 34 or 35 installation environments and are highly specialised for the specific project purpose, you may contact us to discuss details. The product(s) *may* be able to be added to the register under a specialised category. If this is the case, it is best to contact us early to confirm whether or not the product is eligible for use using this method.

The brand and model entered in this list **must** match the **exact** terms used on the Register of Products.

Note that if there are multiple products, list all of these in the brand/model fields or in the case where the form does not provide enough space, attach a separate list with

Make a declaration in the Scoping and Project Plan Approval Form stating whether or not the site is listed on the Register of Scheduled Activity Premises (SAP).

Completed questions in the Scoping and Project Plan Approval Form.

these details.

Completed question in the Scoping and Project Plan Approval Form.

Q23: Give an explanation of any work which has already been carried out. This includes project planning and design, scoping, meter installation, asset installation, asset modification and/or project construction work. Use this field to give as much detail as possible. We may request further information on this or arrange to visit the site if this information is unclear.

2.1.4. Energy

You must provide details on the sources of energy supply at the site.

Documentation	Description
Completed questions in the Scoping and Project Plan Approval Form.	<p>Q24: List all of the energy sources at the site which will be affected by the project. Select from the list, and give details of any other energy sources affected using the text box.</p> <p>Q25: Confirm whether or not the project involves fuel switching to non-renewable fuels including fossil fuels, waste from fossil fuel sources, or wood from native forests (other than wood waste from a native forest which is a waste product from the construction of buildings or furniture, including timber off-cuts and timber from demolished buildings)? Note that this type of project is not eligible to create VEECs. For example, you cannot create certificates for a project which switches from a gas-fired steam boiler to a steam boiler fueled by waste oil (where that oil is fossil-based).</p> <p>Q26: List the energy sources at the site which will be introduced by the project. Select from the list, and give details of any other energy sources affected using the text box.</p>

2.1.5. Greenhouse gas emissions

You must provide details on the greenhouse gas emissions at the site.

Documentation	Description
Completed questions in the Scoping and Project Plan Approval Form.	<p>Q27: Selection of the approved benchmark administrator and process intended to be used in the project. A list of approved benchmark administrators can be found in the benchmark rating specifications.</p> <p>Q28: You must give an explanation of how the project will reduce greenhouse gas emissions from electricity or gas</p>

consumption. This may include a list of the equipment to be upgraded or may indicate how a change in fuel type, process or operation might reduce greenhouse gas emissions.

Q29: You must explain participation in any other prescribed scheme (where relevant). To avoid double-counting abatement, any participation in other prescribed schemes must be fully explained, including a description of how it is intended to separate out any abatement relative to the differing schemes. This will require introducing additional metering specifically relating to this.

2.1.6. Applicant’s undertakings in relation to scoping plan approval

You must complete the undertakings detailed in this section of the Scoping and Project Plan Approval Form.

Documentation	Description
Completed questions in the Scoping and Project Plan Approval Form.	Q30-32: All undertakings must be completed regardless of the project activities.

2.2. Compliance checklist – project plan

The following compliance checklist outlines the evidentiary requirements you must submit for the project plan stage.

2.2.1. Project site

You must provide details relating to the project site.

Documentation	Description
Completed questions in the Scoping and Project Plan Approval Form.	<p>Q33: Indicate if there is any renewable energy generation equipment to be installed between the baseline period and the reporting period. If there will be, then you must indicate if the systems claim benefits under any other prescribed greenhouse gas scheme (so for example if STC’s or LGC’s are also being claimed, you must tell us about this here). If this is the case, you must describe how this generation claimed under the other scheme will be measured and accounted for using the unaccounted energy value in the calculations.</p> <p>It may be useful to attach a drawing to help explain the above arrangements. If you have one, please attach this to the application and enter the filename of the drawing in the appropriate field.</p>

Note – the following question is only applicable to an individual Project Plan Approval Form.

Q2: Indicate if there have been any changes since the corresponding scoping plan application for the same project was approved (where relevant). If changes have been made, an application for variation may need to be made using the Variation Approval Form.

2.2.2. Project finances and abatement

You must provide details relating to the project finances.

Documentation	Description
Completed questions in the Scoping and Project Plan Approval form.	Q34: Give the estimated cost of the project. This cost should be in Australian Dollars, and should relate to the entire project. If the project includes non-VEU elements, please indicate only the cost of the elements which relate to the VEU project activities.
	Q35: Give an estimate of the greenhouse gas abatement likely to result from this project. For projects which include non-VEU elements, this estimate should relate to only the VEU related project activities.
	Q36: Provide details on how the greenhouse gas abatement estimate in the previous question was calculated. This can be a collection of calculations and explanations. Where more space is needed, please attach a separate worksheet and write the filename of this in the text box.

2.2.3. Planned project timing

You must provide details of all planned timeframes for the project activities. This differs from any timeframe given in the scoping plan, where the scoping plan timeframes were indicative, the timeframes in the project plan should be the actual dates activities are planned. Any change to these dates will require a variation.

Documentation	Description
Completed questions in the Scoping and Project Plan Approval Form.	Q37: Give the date the baseline period is planned to begin. This is the first date that is included within the baseline rating report.
	Q38: Give the date the baseline period is planned to end. This is the last date that is included within the baseline rating report.

Q39: Give the date that project works are planned to begin (known as the activity start date). This is the date that activities start (e.g. old equipment is switched off in order to install a new upgrade).

Q40: Give the date that the project works are planned to end and any changes brought back into service (known as the activity end date²). This is the date, and optionally the time, that activities end (e.g. the date that upgraded equipment is switched back on after commissioning). Use the text box to supply further dates if work is planned to be carried out in stages. If the project is to be carried out in multiple stages, the date field should reflect the date that the first group of project activities comes back into service. This date sets the start of the reporting period, so should be carefully considered.

Q41: If the project is to be completed in multiple stages, please give the date that all project works are expected to be fully completed. That is the date at which all equipment comes back into service after project activities have been carried out.

2.2.4. Expert advisors

You must provide details relating to any expert advisors used in the planning and implementation of the project.

Documentation	Description
Completed questions in the Scoping and Project Plan Approval Form.	<p>Q42: If advice was provided by an assessor from the nominated approved benchmark administrator, please indicate so, giving the assessors details. Note that this differs from the person actually carrying out the rating assessment, so you do not need to list the details of the person carrying out the assessment, only the details of the person who provided additional advice.</p> <p>Q43: If an expert was used or is planned to be used, list their responsibilities and functions in the project.</p>

2.2.5. Insurance

You must maintain appropriate levels of insurance.

² Referred to in the PBA Regulations as the implementation start date.

Documentation	Description
Make declaration in the Scoping and Project Plan Approval Form.	Q44: If the project is to be carried out at your own site, you must provide a signed insurance waiver document. Otherwise you must declare that your insurance level is appropriate for participation in this project.

2.2.6. Application format

You as the AP must provide details on any templates you have used instead of the Scoping and Project Plan Approval Form.

Documentation	Description
Completed questions in the Scoping and Project Plan Approval Form.	Q45: Selecting 'Yes' in answer to this question means that only questions, declarations and signatures from this point onwards need to be provided.
Attach completed approved template document including all related file attachments.	You must have had your template approved by the commission prior to selecting 'Yes'. Please contact us via VEU Support at veu@esc.vic.gov.au to discuss your proposed template.
Unique project name.	Please include a unique project name, as per the instructions for Q15.

2.2.7. Declaration

You must agree with and certify that you have understood and will comply with the declarations listed in the Scoping and Project Plan Approval Form.

Documentation	Description
Signed declarations in the Scoping and Project Plan Approval Form.	Q46: All declarations must be read, understood and complied with. A signature of the AP and appropriate witness must certify these statements.

2.3. Compliance checklist – variations to scoping or project plans

The following compliance checklist outlines the evidentiary requirements you as the AP must submit for varying a scoping plan or project plan.

2.3.1. Variations to previously approved scoping or project plans

You must seek approval from us to vary approved scoping and/or project plans. The Variation Approval Form can be found at www.esc.vic.gov.au/benchmark-rating.

Documentation	Description
Completed Variation Approval Form.	You must propose variations to the planned project and seek our approval before the variation is implemented. The Benchmark Rating Activity Guide details which variations can be considered and which cannot.
Attached evidentiary documentation.	Any evidentiary documentation supporting this application should be attached (e.g. revised headcount forecast).

2.4. Compliance checklist – impact report

The following compliance checklist outlines the evidentiary requirements APs must include with each application for impact report approval submitted. To apply for impact report approval, complete the Impact Report Approval Form and any other required forms (these can be found at www.esc.vic.gov.au/benchmark-rating) as well as providing documentation as outlined in more detail below.

2.4.1. Project details

APs must seek approval of the commission for impact report applications.

Documentation	Description
Completed questions in the Impact Report Approval Form.	Q1: You must fill in the AP's VEU account name. Q2: Give the project name that this application refers to. The text must be an exact match for the project name given in the corresponding scoping and project plan application and any approved variations for the same project. Q3: Give the number of whole calendar years between the baseline period and the reporting period. This number is simply the calendar year from the reporting period end date (the one relating to this application), minus the calendar year from the baseline period end date. Q4: Indicate which impact report this application relates to (pick

from the list in the form).

Q5: Identify which process developed by an approved benchmark administrator was used to produce the ratings report relating to this application (pick from the list in the form).

Q6: Tick this box to confirm that no aspect of the project has changed since either the project plan or the latest variation was approved.

Q7: Identify if a variation to the project was approved after the submission of a Variation Approval Form.

2.4.2. Lighting (if applicable)

Where lighting products were removed or installed as part of the project, the old equipment must have been appropriately decommissioned and the new equipment should be the exact brand and model you told us about in the scoping and project plan applications or any relevant approved variations. Ignore this question if lighting equipment was not installed or removed as part of this project.

Documentation	Description
Completed declarations in the Impact Report Approval Form.	Q8: Both declarations must be read, understood and complied with.
Evidence of decommissioning of the lighting products and/or control gear (e.g. before and after geo-tagged photographs). Recycling declaration	All lighting products and control gear which were removed or bypassed as part of the project must have been appropriately decommissioned. This can be a geo-tagged photograph of decommissioned equipment showing brand and model label, along with a recycling receipt. Any mercury containing lighting product(s) replaced as part of the installation must be disposed of in a class of waste disposal facility as determined by the commission. Any lighting product(s) replaced as part of the installation must not have been installed for the purposes of being decommissioned as part of the project (i.e. the baseline environment must not be altered prior to the installation). Refer to the Building Based Lighting Upgrade Guide found at www.esc.vic.gov.au/building-based-lighting for further details on decommissioning.

2.4.3. Energy sources

You must identify the energy sources affected by the project.

Documentation	Description
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Completed question in the Impact Report Approval Form.

Q9: List all of the sources of energy which were affected by the project (tick all relevant boxes). Where an energy source is not listed, please use the text box to identify this energy source.

Relevant energy sources are the different types of energy that are consumed or generated within the project measurement boundary.

2.4.4. Greenhouse gas emissions

You must respond to the questions about greenhouse gas emissions relating to the project.

Documentation	Description
Completed questions in the Impact Report Approval form	<p>Q10: Answer 'Yes' or 'No' to each of the questions. Where the project involved any instance of correcting for over-servicing, give details of why this was necessary in the text box.</p> <p>The purpose of PBA is not to reduce service levels unless there is clear evidence of over-servicing. If this is the case, you must provide a detailed statement giving justification for this reduction. Any justification must also have evidence verifying the statement. For example, for lighting projects, this evidence could be a detailed lux-level report prepared by a lighting expert (e.g. a Member or a Fellow of the Illuminating Engineering Society of Australia – MIES or FIES) showing over-servicing of lighting in the area in question. Use the text box to indicate the filename of any related documents which have been attached.</p>

2.4.5. Final project cost

You must declare the final project cost.

Documentation	Description
Completed question in the Impact Report Approval Form.	Q11: Enter the final project cost. This cost should only include the activities relating to the achievement of abatement under the VEU program. Additional project activities unrelated to the program do not need to be included.

2.4.6. Dates

You must provide the dates activities actually happened.

Documentation	Description
Completed question in the Impact Report Approval Form.	Q12: Enter the baseline period start date, which is the first day covered by the benchmark rating report for the baseline period (before the project work has been carried out).
Final invoice or delivery dates	Q13: Enter the reporting period end date, which is the last day

of equipment.	covered by the benchmark rating report for the reporting period (after the project work has been carried out).
Invoices for installation work (dated) OR commissioning engineer's report (in some cases) OR other acceptable document(s) which provide(s) evidence of the activity start date.	<p>Q14: The date that project works begin is important as the commission cannot approve plans where work has already started. Evidence clearly showing this start date must be provided.</p> <p>You must provide documentation showing the date that equipment was delivered, the date of the earliest final invoice (i.e. the final invoice for the first piece of equipment), or the date that installation/modifications took place as detailed in an installers invoice. If the project was commissioned on the same day as installation, a commissioning engineer's report may also have this date (generally for small projects – so if using a commissioning engineer's report we would need to see additional evidence that this was a one-day installation).</p> <p>We must be satisfied that this documentation verifies the commencement of project works. If the start date cannot be verified, alternative documentation must be provided.</p>
Commissioning engineer's report OR installer's invoice.	<p>Q15: The date that the activity ends is also important as this sets the dates for all subsequent reporting periods. This is the date project works were completed and brought back into service. For multi-phase projects, this is the date that the piece of equipment for the first activity was brought back into service after any upgrade/modification. In either case, the application for impact report approval should include some evidence such as a commissioning engineer's report or an invoice from an installer showing this date.</p>

2.4.7. Baseline

You must provide an explanation for the baseline period.

Documentation	Description
Completed question in the Impact Report Approval Form.	Q16: Give details of why the baseline period was selected.

2.4.8. Benchmark rating reports and related documents

You must attach copies of the benchmark rating reports for both the baseline and reporting periods. These reports should include the corresponding data summary spreadsheets (which you will need to request from the benchmark rating assessor).

Documentation	Description
Approved benchmark rating report for the baseline period	Q17: Attach the benchmark rating certificate, report and any other relevant documents (such as the rating data summary or hospital

(the baseline rating report). This must include the relevant data summary if applicable.

rating spreadsheet, as applicable).

Approved benchmark rating report for the reporting period (the reporting rating report). This must include the relevant data summary if applicable.

Q18: Attach the benchmark rating certificate and report.

Q19: For the baseline, attach copies of documents which describe any on-site generation or sub-meters that exclude energy consumption, such as the benchmark rating tool data summary, hospital rating spreadsheet or other similar documents.

Q20: For the reporting period, attach copies of documents which describe any on-site generation or sub-meters that exclude energy consumption, such as the benchmark rating tool data summary, hospital rating spreadsheet or other similar documents.

2.4.9. Abatement

You must provide details of the abatement calculations and explain how the final abatement figure was arrived at.

Documentation	Description
Attached document containing data, evidence, reasoning, justification and discussion of the abatement calculations.	<p>Q21-Q25: This section requires you to provide all of the information, documentation, descriptions, modeling and data which explains and justifies the abatement calculations. This includes:</p> <ul style="list-style-type: none"> description on how calculations have been undertaken (including written justification on steps, assumptions made and decisions taken) description and approach taken to counted savings, negative savings and unaccounted savings detailed calculations using Equations 1-5 of the benchmark rating specifications (as relevant) description of any renewable energy systems installed at the project site (between the end of the baseline period and the end of the reporting period) and how these have been dealt with in the calculations description of arrangements between certificates claimed under the VEU program and any other prescribed greenhouse gas scheme, where applicable

Completed question in the Impact Report Approval Form.	<ul style="list-style-type: none"> description of any different metering arrangements between this reporting period and the baseline period. <p>Q26: Number of VEECs calculated using Equation 1 of the benchmark rating specifications.</p>
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2.4.10. Reverse calculator

APs must attach a copy of the reverse calculator in spreadsheet form and answer questions relating to this.

Documentation	Description
Completed questions in the Impact Report Approval Form.	<p>Q27: Identify if the building has undergone a renovation or had an upgrade that required planning approval (e.g. from the local council) in the period between the start of the baseline period and the end of the reporting period (for this impact report).</p> <p>Where this is the case, identify the benchmark rating from the most recent ratings report ending prior to when planning approval was issued; and identify any minimum rating required under the planning requirements of the local government area that applies to the building.</p>
Reverse calculator from the approved benchmark administrator.	<p>Q28: Attach the reverse calculator in spreadsheet form.</p> <p>Q29: Confirm that the breakdown of all fuels input into the reverse calculator have been completed in units of MWh.</p>

2.4.11. Conflict of interest

You must provide details of any conflict of interest, real or perceived. This is done by submitting a Conflict of Interest Declaration for any relevant rating periods. This document can be found at www.esc.vic.gov.au/benchmark-rating.

Documentation	Description
Completed questions in the Impact Report Approval Form.	<p>Q30: Give the name and organisation of the assessor who provided the benchmark rating for the baseline period.</p> <p>Q31: Give the name and organisation of the assessor who provided the benchmark rating for the reporting period.</p> <p>Q32: Indicate if any of these assessors are also the AP, energy consumer, site owner, site operator, or if they have had any other involvement with the site or project.</p>

Completed Conflict of Interest Declaration for both baseline and reporting periods. Q33: Please provide a Conflict of Interest Declaration outlining any (actual or perceived) conflicts of interest and how they will be managed. These forms should be completed and signed by the assessor of the rating reports (if the same assessor carried out both baseline and reporting assessments, they only need to provide one form).

2.4.12. VEEC assignment form

An authorised representative of the energy consumer must assign rights to create certificates to you, the AP. This still must be completed even if you are also the energy consumer.

Documentation	Description
Completed VEEC Assignment Form for Project-Based Activities	Q34: The assignment form must be completed and signed by the energy consumer and AP. This only needs to happen for the first impact report.

2.4.13. Application format

You must provide details of any templates you have used instead of the standard Impact Report Approval Form.

Documentation	Description
Completed questions in the Impact Report Approval Form.	Q35: Selecting 'Yes' in answer to this question means that only questions, declarations and signatures from this point onwards need to be provided.
Attach completed approved template document including all related file attachments.	You must have had your template approved by us prior to selecting 'Yes'. Please contact us via VEU Support at veu@esc.vic.gov.au to discuss your proposed template.
Unique project name.	Give the project name that this application refers to. The text must be an exact match for the project name given in the corresponding scoping and project plan applications for the same project.

2.4.14. Declaration

You must agree with and certify that you have understood and will comply with the declarations listed in the Impact Report Approval Form.

Documentation	Description
Signed declarations in the Impact Report Approval Form.	Q36: All declarations must be read, understood and complied with. A signature of the AP and appropriate witness must certify these statements.

Document version control

Version	Amendments made	Date published
V1.0	First release following the amendment of the Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017 on 11 December 2018.	11 December 2018