# Variation Approval Form

Project-Based Activities

Version 3.2 – 26 August 2025

As an accredited person (AP), you must have scoping plan approval, project plan approval (if applicable) and impact report approval from the Essential Services Commission to be eligible to create Victorian energy efficiency certificates (VEECs) under project-based activities (PBA) in the Victorian Energy Upgrade (VEU) program.

As the AP you can vary some aspects of your scoping and project plans after they have been approved, should circumstances warrant it. However, others (such as the physical location of the project) cannot be varied. In such cases a new application must be lodged, beginning with a new scoping plan. Further information, including lists of acceptable and unacceptable variations for each PBA method are found in the following documents:

* **Measurement and Verification Activity Guide** (for measurement and verification projects) – found at [www.esc.vic.gov.au/m-and-v](http://www.esc.vic.gov.au/m-and-v)
* **Benchmark Rating Activity Guide** (for benchmark rating projects) – found at [www.esc.vic.gov.au/benchmark-rating](http://www.esc.vic.gov.au/benchmark-rating)

You should seek advice from us as soon as the need to vary your project arises, to check that your variation is likely to be eligible.

It is important to note that projects cannot create VEECs while variation requests are being processed. Submission of any other documentation must wait until the outcome of the variation application has been decided.

Unapproved changes that affect the result of any impact reports could result in the impact report being refused, because in general, information contained within the impact reports must match with the scoping and project plans for that project.

This form allows you to apply to vary the scoping plan or project plan, either together or separately. We will assess this form and any other attached documentation and request more detailed information from you if required.

To lodge your variation application:

1. Read this form, and the information in the [**Measurement and Verification Activity Guide**](https://www.veet.vic.gov.au/public/pub.aspx?id=464) (for measurement and verification projects) or the [**Benchmark Rating Activity Guide**](https://www.veet.vic.gov.au/public/pub.aspx?id=498) (for benchmark rating projects), which explains what types of variations are acceptable and unacceptable.
2. If you consider that your variation is acceptable, answer all questions in this form.
3. Prepare all relevant supporting documentation referenced by this form (in particular, where you answer ‘Yes’ to certain Yes/No questions).
4. Create a new ‘application for variation’ via your [VEU Registry](https://veu.esc.vic.gov.au/s/) account, and upload this form and the supporting documentation.
5. Project details

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| Project background | | | | | | | | |
| **Q1**. VEU account name | Click here to enter text. | | | | | | | |
| **Q2**. What is the project name? | Click here to enter text. | | | | | | | |
| **Q3**. What forms, plans and reports do you intend to vary? Please tick the boxes (as many as applicable). | | | | | | | | |
| Scoping plan | |  | Project plan | | | | |  |
| Other (please provide details) | Click here to enter text. | | | | | | | |
| **Amended project details** | | | | | | | | |
| **Q4**. What are the amended project’s activities? | | | | | Click here to enter text. | | | |
| **Q5**. What variations to the project activities are sought? | | | | | Click here to enter text. | | | |
| **Q6**. Have the scope of services or energy sources changed? | | | | | Click here to enter text. | | | |
| **Q7**. Will the planned changes increase, decrease or maintain the project’s energy savings? | | | | | Click here to enter text. | | | |
| **Q8.** Is there a need for an updated site diagram showing the amended project? *If yes, please attach an updated site diagram* | | | | | | | Choose an item. | |
| **Attached diagram file name:** | | | | Click here to enter text. | | | | |
| **Project timing** | | | | | | | | |
| **Q9**. Are there any changes to the timings stated in the project plan? | | | | | | | Choose an item. | |
| *If* ***yes****, please explain the changes* | | | | Click here to enter text. | | | | |
| **Project finances** | | | | | | | | |
| **Q10**. What is the amended project’s total cost? | | | | | | Click here to enter text. | | |
| **Q11**. What is the total estimated number of VEECs to be generated by the amended project? | | | | | | Click here to enter text. | | |

1. Project team details

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| --- | --- | --- | --- |
| Project team member roles | | | |
| **Q12**. Are there any changes in the roles of the project team for this project? | | | Choose an item. |
| **Q13**. If so, what are the amended details of these roles? | | Click here to enter text. | |
| **Q14.** Are you as the AP confident that the project team holds, or can access, the specialist knowledge, skills or capacity required to deliver this new project? | | | Choose an item. |
| **Implementation model** | | | |
| **Q15.** Has your organisation’s implementation model changed? | | | Choose an item. |
| *If* ***yes****, please explain the change* | Click here to enter text. | | |

1. Project Type

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| --- | --- | --- | --- |
| Project type | | | |
| **Q16**. Is a change to the project type being sought, e.g. from standard M&V to SMM or vice versa? (If you chose “no”, proceed directly to section 4) | | | Choose an item. |
| **Q17**. What is the current project type and is the proposed new project type? | | | |
| Current project type: | | | Choose an item. |
| New project type: | | | Choose an item. |
| **Q18**. Explain why the project type needs to be changed. You must demonstrate why you are unable to complete the project using the project type specified at scoping plan stage. For projects moving from SMM to standard M&V, a M&V plan and project plan approval form will need to be provided with this variation approval form.  Provide evidence and other documents to support your explanation below: | | Provide justification for why the project type needs to be changed. Optimising certificate return is not an acceptable justification. | |
| **Please attach relevant file(s) and enter the filename(s)** | Click here to enter text. | | |

1. Other

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| --- | --- | --- |
| Other changes | | |
| **Q19.** Are there any other changes you need to explain? | | Choose an item. |
| **Please attach any other relevant file(s) and enter the filename(s)** | Click here to enter text. | |

1. Declaration

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| Declaration | | | | |
| 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 following explanatory notes, as applicable to the method being undertaken:   * [**Measurement**](https://www.veet.vic.gov.au/Public/Pub.aspx?id=464) **and Verification Activity Guide** (for measurement and verification projects) * [**Benchmar**](https://www.veet.vic.gov.au/Public/Pub.aspx?id=498)**k Rating Activity Guide** (for benchmark rating projects).   I know that I must assess all relevant risks pertaining to this project, and have appropriate safe work methods and other systems in place to manage those risks.  I acknowledge that penalties may be applied for providing misleading information under Section 68 of the *Victorian Energy Efficiency Target Act 2007*. | | | | |
| Click here to enter text.  ………………………………………  Name |  | ………………………………………  Signature |  | DD/MM/YY  ……………………………  Date |
| Click here to enter text.  ………………………………………  Name (witness) |  | ………………………………………  Signature |  | DD/MM/YY  ……………………………  Date |