# Home Energy Rating Assessment Activity (Activity 45) Application Form

Version 1.0 – 31 May 2023

A person or organisation must be an accredited person (AP) and approved to undertake the home energy rating assessment activity under the Victorian Energy Upgrades (VEU) program to be eligible to create Victorian energy efficiency certificates (VEECs) for this activity.

To lodge an application, the applicant must have an active VEU account. To apply for an account, use the relevant online form available on the VEU Registry ([www.veu-registry.vic.gov.au](http://www.veu-registry.vic.gov.au)).

To lodge your application:

1. Answer all questions on this form (see below for questions to be completed for certain accredited persons)
2. Prepare all relevant supporting documentation referenced in this form.
3. Create either a new ‘application for additional activities’ (if you are already an AP) or a new ‘application for accreditation’ (if you are not an AP) via your VEU account.
4. Select the ‘Home energy rating assessment’, checkbox in the ‘select activities’ section.
5. Upload this form and the supporting documentation.

An officer of senior manager in the organisation must sign the application form (e.g. the Director, Company Secretary, Chief Executive Officer, Chief Financial Officer, Managing Director or equivalent).

If you are a new AP, we will issue you an invoice for the $500 accreditation fee. Existing APs do not need to pay the accreditation fee again.

Applicants should refer to the [Application Guide for Accredited Persons](http://www.esc.vic.gov.au/become-veu-accredited) for assistance in completing and lodging this form.

When providing the requested information to the commission, please identify which, if any, documents should be considered as ‘commercial-in-confidence’.

Note: Changes are coming to the accreditation process (including the application process) as a result of changes to the Victorian Energy Efficiency Target (Amendment) Act 2022. Those changes are due to come into effect 1 November 2023, unless proclaimed earlier.

|  |
| --- |
| Streamlined application for certain accredited persons |
| APs who are already accredited for any activity (except for activities 22, 24 and 25) under the VEU program are eligible to complete a streamlined application for this activity provided they have:   * received their accreditation approval for a VEU activity (except for activities 22, 24 and 25) within two years of submitting this application, and/or * created certificates for that VEU activity (except for activities 22, 24 and 25) under the program within two years of submitting this application.   **Applicants under the streamlined option must complete the following questions:**   * Section 1 – Applicant details: Q1 to Q5 * Section 2 – Operations and implementation: Q16 and Q17 * Section 3 – Policies and procedures: Q19, 20 and 21 * Section 4 – Documents to be supplied: Q27 * Section 5 – Declaration   All other applicants must complete the form in its entirety. |

# 1. Applicant details

|  |  |
| --- | --- |
| Applicant details | |
| **Q1**. VEU account name: | Click here to enter text. |
| **Q2**. Contact person: | Click here to enter text. |
| **Q3.** Job title: | Click here to enter text. |
| **Q4**. Email: | Click here to enter text. |
| **Q5**. Contact phone number: | Click here to enter text. |
| Chevron arrows outline***Go to question 16 – if you are eligible for the streamlined application*** | |

2. Operations and implementation

|  |
| --- |
| Organisational overview |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q6. What type of legal entity is the applicant? | | | | | | | | | |
| Sole trader: |  | Private company: | | |  | Public company: | | |  |
| Other, please specify: | |  | Click here to enter text. | | | | | | | |
| **Q7**. What is the full legal name of the applicant? Please include the ABN and ACN (for corporations) and upload a copy of ABR and/or ASIC Connect business/company extract record | | | | Click here to enter text. | | | | | |
| **Q8**. What is the applicant’s core business? | | | | Provide a statement of 100 words or less that describes the applicant’s core business. Please confirm if the applicant is part of a wider group of companies, e.g., the engineering division of an energy efficiency consultancy. | | | | | |
| **Q9**. How many years has the applicant been in operation? | | | | | | | Click here to enter text. | | |
| **Q10**. Once the applicant is fully operational under the VEU program, what percentage of the applicant’s revenue will be derived from this activity? | | | | | | | | Enter percentage | |
| **Q11**. Describe the applicant’s previous VEU experience: | | | | Provide a statement of 100 words or less, describing the applicant’s relevant experience, and/or the experience of any relevant personnel (with reference to the length of time), with the VEU program. | | | | | |
| **Q12**. Describe the applicant’s relevant industry experience: | | | | Provide a statement of 50 words or less, describing the applicant’s relevant experience with home energy rating assessments. Include detail of the type of energy rating program you have experience with (e.g., the Scorecard program). | | | | | |
| **Q13**. What is the applicant’s target market? | | | | Provide a statement of 50 words of less that describes the applicant’s intended target market for performing home energy rating assessment activities. For instance, apartments, residential homes etc. | | | | | |
| **Q14**. Describe the VEU related incentive/benefit the applicant’s clients/consumers will receive: | | | | Provide a statement of 50 words or less that describes the incentive model the applicant intends to use when providing home energy rating assessment activities (e.g., free or discounted assessment). | | | | | |

|  |  |
| --- | --- |
| Organisational structure | |
| **Q15**. Upload a copy of a statement or organisational chart that shows the structure of the portion of the applicant’s organisation/entity that is dedicated to home energy rating assessment activities. To be complete, the statement or organisational chart must record:   * all roles and personnel involved with the home energy rating assessment activity carried out under the program * the job titles of those roles * personnel names, if these roles are currently filled * any personnel or roles based outside Victoria. | |
| Document file name: | Click here to enter text. |
| Page reference: | Click here to enter text. |
| **Service delivery arrangements** | |
| |  |  | | --- | --- | | Q16. Describe the nature of the commercial relationship between the applicant and the Scorecard assessors who will be performing VEU home energy rating assessments. | The applicant is the Scorecard assessor  The applicant will employ Scorecard assessors  The applicant will contract the services of Scorecard assessors  Other, please specify:  Click here to enter text. | | |
| **Q17**. Upload a copy of any template contract that you intend to use, in the engagement of Scorecard assessors. | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | Document file name: | Click here to enter text. | | Page reference: | Click here to enter text. | | | Chevron arrows outline***Go to question 19 – if you are eligible for the streamlined application*** | | |

1. Policies and procedures

|  |
| --- |
| Processes and policies |
| **Q18**.Upload a copy of the applicant’s policies and procedures to ensure compliance with Victorian Energy Efficiency Target Regulations 2018 (VEET Regulations) and Victorian Energy Upgrades Specifications 2018 (VEU Specifications) for the home energy rating assessment activity. To be complete, the statement must include policies and procedures to address how you will:   * determine the eligibility of an energy consumer’s premises * contract and manage the accredited Scorecard assessors * perform quality assurance checks of Scorecard information prior to submitting activities for VEEC creation |

|  |  |
| --- | --- |
| Document file name: | Click here to enter text. |
| Page reference: | Click here to enter text. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q19. Upload a copy of the applicant’s policies and procedures to record, store and manage consumer information in accordance with privacy protocols (i.e., managing consumer data in line with consumer consent in the VEEC assignment form and Scorecard privacy and conflict of interest statement form).   |  |  | | --- | --- | | Document file name: | Click here to enter text. | | Page reference: | Click here to enter text. |   Q20: Upload a statement that describes how the applicant will ensure compliance with Australian Consumer Law (ACL) and the VEU code of conduct. The statement must include reference to how any scheme participant specific services (such as lead generation) undertaken by itself (employees)or sub-contracted third parties (whether on or offshore) will be undertaken in compliance with the code of conduct and Australian Consumer Law (ACL).   |  |  | | --- | --- | | Document file name: | Click here to enter text. | | Page reference: | Click here to enter text. |  |  | | --- | | Provision of information under the code of conduct |  |  |  |  | | --- | --- | --- | | Q21: Upload the following documents, which may include examples or templates, the applicant, or its associated scheme participants, will use to comply with the code of conduct (Schedule 6 of the VEET Regulations): | | | | * + 1. The standard identification card to be used by lead generators or marketers (clause 9 of the code of conduct) | | Yes/No | | * + 1. The information that will explain the VEU program to the consumer as required by the code of conduct (clause 13 of the code of conduct) | | Yes/No | | * + 1. The information that will explain the prescribed activity to the consumer as required by the code of conduct (clause 14 of the code of conduct) | | Yes/No | | * + 1. Any other information that will be provided to the consumer so they can make an informed decision about whether to undertake the prescribed activity (clause 15 of the code of conduct) | | Yes/No | | * + 1. A statement of rights (clause 17 of the code of conduct) | | Yes/No | | * + 1. The applicant template contract for the undertaking of the prescribed activity (clause 17 and 18 of the code of conduct) | | Yes/No | | * + 1. A template of the notice to be provided to residents likely to be directly affected by the prescribed activity (clause 23 of the code of conduct). | | Yes/No | | * + 1. The information to be provided to the consumer at the completion of the prescribed activity (clause 26 of the code of conduct). | | Yes/No | | * + 1. A document describing the applicant entity’s dispute resolution framework, including a copy of the information provided to consumers (clause 28 of the code of conduct). | | Yes/No | | Document file name: | Click here to enter text. | | | Page reference: | Click here to enter text. | |   Chevron arrows outline*Go to question 27 – if you are eligible for the streamlined application* |

1. Documents to be supplied

|  |  |  |  |
| --- | --- | --- | --- |
| Statutory declaration  For applicants that are not accredited persons under the VEU program | | | |
| **Q22**. The applicant, or director of the applicant where it is a company, must provide a completed statutory declaration to the effect that the information in Appendix A is true and complete to the best of the person’s knowledge after having made all reasonable inquiries. | | | |
| Document file name: | | Click here to enter text. | |
| Page reference: | | Click here to enter text. | |
| **Letter of undertaking**  **For applicants that are not accredited persons under the VEU program** | | | |
| **Q23**. Prepare a letter of undertaking using the pro forma at the end of this form (Appendix B). This is a legally binding agreement not to claim any benefit under a prescribed greenhouse gas scheme if that would result in a benefit being obtained under both that scheme and the VEU program in respect of the same activity. | | | |
| Document file name: | | Click here to enter text. | |
| Page reference: | | Click here to enter text. | |
| **Mandatory insurance**  **For applicants that are not accredited persons under the VEU program** | | | |
| **Q24**. Upload a copy of the applicant’s certificate of currency, showing:   * insured party details * insured party policy details * period of coverage * maximum amount that the policy covers.   Note: To participate in the home energy rating assessment activity in the VEU program, you must have the required insurance coverage:   * Public liability insurance cover of at least $5 million * Products liability insurance cover of at least $5 million (covering the replacement and/or rectification of customers' property damaged as a result of work performed by the accredited person) * Where advice is given and followed, professional indemnity insurance of at least $5 million, covering the replacement and/or rectification of customers’ property damaged as a result of any advice provided by the accredited person. | | | |
| Document file name: | Click here to enter text. | | |
| Page reference: | Click here to enter text. | | |
| **Letter of consent**  **For applicants that are not accredited persons under the VEU program** | | | |
| **Q25**. Please confirm whether the entity seeking accreditation is a participant in a prescribed greenhouse gas scheme, as set out in the VEET Regulations. | | | Yes/No |
| **Q26**. If yes to above, I have attached the signed letter of consent to release information with the application, authorising the disclosure of information relating to the entity by that administrator to the commission. | | | Yes/No |

|  |  |
| --- | --- |
| Assignment form | |
| **Q27**. Upload a copy of assignment form for the home energy rating assessment activity (activity 45). The document must be modelled on the relevant template which is available at [https://www.esc.vic.gov.au/home-energy-rating-assessment](https://www.esc.vic.gov.au/home-energy-rating-assessment%20) | |
| Document file name: | Click here to enter text. |

1. Declaration

|  |  |
| --- | --- |
| Declaration | |
| I declare the following:   * that all the information in this form is true and correct * that I am the applicant or am authorised to lodge this form on behalf of the applicant.   I consent to the provision of the following information to the administrators of greenhouse gas abatement schemes/energy efficiency schemes/emissions reduction schemes   * Information relating to the applicant’s accreditation under the Victorian Energy Upgrades (VEU) program, including approved activities covered by the accreditation * Information relating to activities undertaken under the VEU program * Information relating to Victorian energy efficiency certificates (VEECs) created by the applicant * Information relating to any compliance and enforcement actions and risk assessments concerning the applicant’s activities under the VEU program.   I acknowledge that it is an offence to knowingly provide false or misleading information or documents to the commission. | |
| Name: | Click here to enter text. |
| Signature: |  |
| Date: | Click here to enter a date. |
|  | |
| Name (witness): | Click here to enter text. |
| Signature: |  |
| Date: | Click here to enter a date. |

Appendix A

Please complete the questions below.

|  |  |  |  |
| --- | --- | --- | --- |
| **A1** | **Compliance in other schemes** | | |
| 1.1 | Has the applicant, a related company, or any the applicant entity’s officers or senior managers, either working for the applicant entity or any other entity previously participated in a similar scheme (e.g., another interstate energy efficiency scheme) to the VEU program? | Yes | No |
| 1.2 | Has the applicant entity, a related company, or any the applicant entity’s officers or senior managers, either working for the applicant entity or any other entity in a similar scheme suspended or cancelled, or proposed to be cancelled or suspended? | Yes | No |
| 1.3 | Has the applicant entity, a related company, or any the applicant entity’s officers or senior managers, either working for the applicant entity or any other entity ever had an application for accreditation or participation in a similar scheme/program refused? | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **A2** | **Disqualification of officers or senior management** |  |  |
| 2.1 | Has the applicant entity, a related company, or any the applicant entity’s officers or senior managers, either working for the applicant entity or any other entity, ever been disqualified from managing a corporation under the Corporations Act 2001 (Cth)? | Yes | No |
| 2.2 | If yes, please provide details |  |  |
|  | Click here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **A3** | **Criminal matters** |  |  |
| 3.1 | In the last 10 years, has the applicant entity, a related company or any of the applicant entity’s officers or senior managers, been convicted of an offence against a law of the Commonwealth, a state, a territory or a foreign country where the offence relates to dishonest conduct and/or breach of duty? | Yes | No |
| 3.2 | If yes, please provide details |  |  |
|  | Click here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **A4** | **Civil matters** | | |
| 4.1 | In the last 10 years, has the applicant, a related company or any of the applicant officers or senior managers, incurred any civil liability for breach of trust or other breach of fiduciary duty, dishonesty, negligence or recklessness? | Yes | No |
| 4.2 | If yes, please provide details |  |  |
|  | Click here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **A5** | **Safety** | | |
| 5.1 | Has the applicant, a related company or any of the applicant officers or senior managers, ever been the subject of proceedings for unsafe work practices in any state/territory or proceedings for an offence against work, health and safety legislation in any state/territory? | Yes | No |
| 5.2 | If yes, please provide details |  |  |
|  | Click here to enter text. | | |

|  |  |
| --- | --- |
| **A6** | **Signature** |
|  | **Signed by authorised signatory of the applicant** |
| Signature: |  |
| Name of signatory: | Click here to enter text. |
| Date: | Click here to enter a date. |

Appendix B: Template – Letter of undertaking

*[PRINT ON COMPANY LETTERHEAD]*

UNDERTAKINGS PROVIDED PURSUANT TO SECTION 10(2) OF THE VICTORIAN ENERGY EFFICIENCY TARGET ACT 2007

These undertakings are given to the Essential Services Commission by:

[Company Name]

[ABN]

[Company Address]

(the “Applicant”)

1. **Definitions**

**benefit** means a benefit as defined in section 10(3) of the Victorian Energy Efficiency Target Act 2007.

**ESC** means the Essential Services Commission established under section 7 of the Essential Services Commission Act 2001.

**prescribed greenhouse gas scheme** means a prescribed greenhouse gas scheme as defined in section 3 of the Victorian Energy Efficiency Target Act 2007.

**protected information** means information that is provided to the administrator of the “prescribed greenhouse gas scheme” of which is not publicly available.

**VEEC** means a certificate means created under Division 3 of the VEET Act.

**VEET Act** means the Victorian Energy Efficiency Target Act 2007.

1. **Undertakings**
   * + 1. The applicant:
          1. has advised the ESC of any prescribed greenhouse gas scheme of which it is a scheme participant; and
          2. where it is a scheme participant in a prescribed greenhouse gas scheme, has consented to administrator of that prescribed greenhouse gas scheme disclosing any information requested by the ESC relating to the applicant’s participation in the prescribed greenhouse gas scheme.

2.2 The applicant will, as soon as reasonably practicable after becoming a scheme participant in a prescribed greenhouse gas scheme that it has not informed the ESC it is a participant of pursuant to clause 2.1:

(a) notify the ESC that it has become a scheme participant in the prescribed greenhouse gas scheme; and

(b) consent to the administrator of that prescribed greenhouse gas scheme disclosing any information requested by the ESC relating to the applicant’s participation in the prescribed greenhouse gas scheme.

2.3 The Applicant will not claim, while a participant in a prescribed greenhouse gas scheme, a benefit under that scheme if a VEEC has been created in respect of the same activity.

Signed for and on behalf of

[Company Name]

[Name]

[Title]

[Company Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

in the presence of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness name Signature of witness

Dated: / /