# Project Plan Approval Form

Project-Based Activities – Benchmark Rating

Version 1.3 – 20 June 2025

As an accredited person (AP), you must have submitted a scoping plan application to us, the Essential Services Commission to be eligible to begin work on a project designed to create Victorian energy efficiency certificates (VEECs) under the benchmark rating method of the Victorian Energy Upgrades (VEU) program’s project-based activities (PBA). A project plan application must also be submitted to the commission before the completion of project works (the activity end date), in order for the project to be eligible to create VEECs.

Applicants should refer to the **Benchmark Rating Activity Guide** and **Benchmark Rating 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/benchmark-rating](http://www.esc.vic.gov.au/benchmark-rating)

Applications for project plan approval are made via the VEU Registry at <https://veu.esc.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 VEU account on the [VEU Registry](https://veu.esc.vic.gov.au/s/) and be accredited to undertake PBA – benchmark rating.

Visit <https://veu.esc.vic.gov.au/s/registration> 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.

To lodge your application for project plan approval, 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 for the project plan in the ‘Project plan attachments’ section on the Project plan page of your PBA benchmark rating project application in the [VEU Registry](https://veu.esc.vic.gov.au/s/)
4. fill out all other required fields on the Project plan page and submit to the commission.

We may require further information and/or require an inspection of the project premises before granting or refusing a project plan approval application. 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 a decision in writing as soon as practicable after it has been made.

Participation in PBA benchmark rating projects will require the publication of some project details on the VEU Registry. Projects with approved project plans will be listed on the [Register of Approved Project Plans](https://veu.esc.vic.gov.au/vpr/s/pbaprojectplans) . 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. Refer to the Benchmark Rating Activity Guide for a list of changes which require a variation application.* |
| **Q4**. Will any renewable energy generation systems be installed between the baseline and reporting period? | Click here to enter text. |
| If **yes**, will these systems have claimed benefits under another prescribed greenhouse gas scheme? | Click here to enter text. |
| *Note: any energy generated using renewable energy systems installed during this time must be metered and included as unaccounted energy.* |
| If **yes**, how will the unaccounted energy due to renewable energy systems claiming benefits under another prescribed greenhouse gas scheme be measured and reported? | Click here to enter text. |
| *(OPTIONAL) Attach a document to show the arrangements (if applicable, this evidence must be provided at the impact report stage).* |
| **Attached document(s) file name(s):** | Click here to enter text. |
| **Project finances and abatement** |
| **Q5**. What is the total estimated project cost? | Click here to enter text. |
| **Q6**. What is the estimated greenhouse gas reduction due to avoided grid electricity or gas use for this project? | Click here to enter text. |
| **Q7**. Show details of the calculations of the estimated greenhouse gas reduction estimate given in Q6.  |
| * How have you calculated the greenhouse gas reduction estimate?

*Provide a* ***worked calculation*** *that includes all values used to determine the greenhouse gas saving estimate, including the regional factor, emission factor(s), accuracy factor(s), any electricity savings (in MWh/year), any gas savings in (GJ/year), and any renewable energy savings.* |
| Click here to enter text. |
| * How have you calculated the energy savings estimate(s) used in the greenhouse gas reduction estimate above?

*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.*  |
| Click here to enter text. |
| **Planned project timing** |
| **Q8**. What is the baseline period start date? | DD/MM/YY |
| **Q9**. What is the baseline period end date? | DD/MM/YY |
| **Q10**. When will project works commence (project works start date)? | DD/MM/YY |
| **Q11**. When will the changes be in service (project works end date, the date at which the project is completed)? | DD/MM/YY |
| **Lighting products** |
| **Q12**. Is lighting equipment to be installed or removed as part of the project? | Choose an item. |
| *If applicable, which lighting products are proposed to be installed?*  |
| **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. |  |
| If **yes**, provide details of any changes to the use or installation of lighting control devices (such as occupancy sensors, daylight linked controls, etc.), and any changes to lighting design or use as a result of this project.  | Click here to enter text. |
| If **yes**, provide a list of zones and lights being installed and replaced (including wattages and sensors).  | Click here to enter text. |
| If **yes**, attach a site diagram showing the location of lighting products being replaced, including any lighting control devices such as sensors |
| **Attached lighting diagram file name:** |  Click here to enter text. |  |

1. Project expert details

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| Expert advisors |
| **Q13**. Did an assessor from the relevant approved benchmark administrator provide advice on this project?  | Choose an item. |
| If **yes**, what is their name and organisation, if applicable? | Click here to enter text. |
| **Q14**. What are the experts’ responsibilities and functions in this project? | Provide a ***list*** describing the other experts’ responsibilities and functions in this PBA project. |

1. Documents to be supplied

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| Application format |
| **Q15**. 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 4 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 the commission via veu@esc.vic.gov.au to discuss your proposed template. |

1. Declaration

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| Declaration |
| **Q16**. 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 **Benchmark Rating Activity Guide** and **Benchmark Rating Method Compliance Requirements***.* I will liaise with all benchmark administrator assessors who have provided, or will provide, benchmark ratings which will be used to calculate the number of VEECs to be created by this project in order to obtain information and records, including but not limited to: evidence of the measurement boundaries, metering and sub-metering arrangements and all other information required to calculate those ratings. I will retain these records for a period ending no sooner than six years following the registration of the last certificate for this project.I consent to the provision of the following information owned by my organisation to the Department of Energy, Environment, and Climate Action (DEECA),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)), and other state or commonwealth government departments and agencies as stated in s66 of the *Victorian Energy Efficiency Target Act 2007*:* information which may include confidential and commercially sensitive information relating to activities undertaken or proposed to be undertaken once accredited under the VEU program
* information to determine if VEU projects are already claiming benefits under these other prescribed schemes.

I understand the Victorian Energy Efficiency Target (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 is publicly available on the VEU Registry.I have conducted due diligence that allows me to declare that the project team holds or can access the specialist knowledge, skills and capacity required to deliver this project.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.

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 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 have updated the commission of any changes to answers and information provided in any previously supplied forms as part of this project, or accreditation application to undertake PBA activities, that have occurred since those forms were approved.I will update the commission of any changes to answers and information provided in the PBA accreditation application process within 28 days of the change occurring.I have updated the commission of any changes to answers and information provided in any previously supplied forms as part of this project, or accreditation application to undertake PBA activities, that have occurred since those forms were approved.I will update the commission of any changes to answers and information provided in the PBA accreditation application process 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 |