# Project Plan Approval Form

Project-Based Activities – Measurement and Verification

Version 2.1 – 12 September 2019

As an accredited person (AP), you must have scoping plan approval and a project plan must have been submitted to the Essential Services Commission (the commission), to be eligible to begin work on a project designed to create Victorian energy efficiency certificates (VEECs) under the measurement and verification (M&V) method of the Victorian Energy Upgrade (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 project plan 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 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 account on the VEU Registry and be accredited to undertake PBA.

Visit [www.veu-registry.vic.gov.au](http://www.veu-registry.vic.gov.au) 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](http://www.esc.vic.gov.au/become-veu-accredited).

To lodge your project plan approval application, 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 in the ‘Project plan attachments’ on the Project plan tab in your PBA measurement and verification project on the VEU Registry.
4. fill out all other required fields on the Project plan tab and submit to the commission.

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

Participation in PBA M&V projects will require the publication of some details of those projects on the VEU Registry. Projects with approved project plans will be listed on the Register of Approved Project Plans available at [www.veu-registry.vic.gov.au/register-projects](http://www.veu-registry.vic.gov.au/register-projects). 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 Measurement and Verification Method Activity Guide for a list of changes which require a variation application.* |
| **Q4**. Has a final site diagram been developed? | Choose an item. |
| *Attach a site diagram showing project locations and meter locations/arrangements within the site.**For* ***multi-site*** *projects you must provide a diagram specific to each site.**If this is a lighting project the site diagram should show the location of lighting products being replaced, including any lighting control devices such as sensors.* |
| **Attached site diagram file name:** | Click here to enter text. |
| **Q5**. For multi-site projects, describe how the proposed measurement boundaries are consistent for each premises. | Click here to enter text. |
| **Planned project timing** |
| *Note: the commission will not approve projects where the application for project plan approval is received after the date project works commence.* |
| **Q6** Have all relevant project approvals been obtained from all relevant regulatory bodies? | Choose an item. |
| If **no**, list details of the outstanding approvals. | Provide a ***list*** of the project’s required project approvals still outstanding, the relevant regulatory body, and expected time frame. |
| If project activities are to be carried out across multiple premises or measurement boundaries in stages, please provide an indicative schedule of works to be implemented (attach a separate document if necessary).Note: an operating/reporting period cannot start until all project upgrades within the relevant measurement boundary are completed (this includes testing and commissioning). | Click here to enter text. |
| **Q7**. What is the baseline measurement start date? | DD/MM/YY |
| **Q8**. What is the baseline measurement end date? | DD/MM/YY |
| **Q9**. What is the planned operating period start date (if there are any elements of forward creation)? | DD/MM/YY or N/A |
| **Q10**. What is the planned operating period end date (if there are any elements of forward creation)? | DD/MM/YY or N/A |
| If a project has multiple sites or measurement boundaries with different measurement dates for each site, please attach a document showing the answers to Q7-10 for each. |
| **Attached measurement dates file name:** | Click here to enter text. |
| **Q11**. What is the planned completion date of the project (this is the final activity end date for the project when works are complete in the last measurement boundary)?  | DD/MM/YY or N/A |
| **Lighting products (if applicable)** |
| **Q12**. Is lighting equipment to be installed or removed as part of the project? | Choose an item. |
| *If applicable, which lighting products are 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 any sensors). | Click here to enter text. |
| **Project abatement** |
| **Q13**. What is the estimated greenhouse gas reduction due to avoided grid electricity or gas use for this project?  | [in tonnes CO2-equivalent]. |
| **Q14**. Show details of the calculations of the estimated greenhouse gas reduction estimate given in Q13.  |
| * 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), any renewable energy savings, any virtual meters, and the project life (in years) which must account for the proposed persistence model if using forward creation. This must show the breakdown for each measurement boundary if applicable.* |
| 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 mathematical 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. This must show the breakdown for each measurement boundary if applicable.* |
| Click here to enter text |

1. Project team details

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| Organisation chart |
| **Q15**. Upload an organisation chart that shows the structure of the project leadership team (this differs from the question asked in your accreditation/approval application- that question concerns the team overseeing all projects, whereas this question is specific to the individual project that you are filling in this application for). This includes the project leadership team, the project experts, and how they interact with the project workforce. To be deemed complete, the statement or organisation chart must provide the following (check off items below to ensure completeness): |
| * + 1. Record the names of all project leadership team roles, including:
 |
| 1. upgrade manager
 |[ ]
| 1. risk manager
 |[ ]
| 1. monitoring and measurement manager
 |[ ]
| 1. other project leadership team roles
 |[ ]
| * + 1. show responsibilities, accountability and authority levels for each role
 |[ ]
| * + 1. describe the relevant skills, qualifications and experience required for each role
 |[ ]
| * + 1. identify any personnel/roles based outside Victoria.
 |[ ]
| **Document file name:** | Click here to enter text. | **Page reference:** | Enter text. |
| **Q16**. Are you as the AP confident that the entire project team has the specialist knowledge, skills and capacity required to deliver this project?  | Choose an item. |
| **Q17**. If **no**, what other specialist knowledge, skills or capacity is required to deliver this project? | Click here to enter text. |
| **Approved measurement and verification professional (AM&VP)** |
| **Q18**. Did a qualified CMVP and/or an AM&VP assist with developing the project or writing the measurement and verification (M&V) plan? | Choose an item. |
| *If* ***yes****,**please enter the name of the qualified CMVP or AM&VP who assisted with this:*  | Click here to enter text. |
| **Q19**. Has an AM&VP been appointed to provide the verification report? | Choose an item. |
| *If* ***yes****,**please enter the name of the AM&VP who you intend to provide the verification report:*  | Click here to enter text. |
| **Other expert advisors** |
| **Q20**. List the types of experts advising the project leadership team for this project. | Click here to enter text. |
| **Q21**. Are these experts carrying out any other team role in this PBA project? If ***yes***, which role(s)? | Click here to enter text. |
| **Q22**. What are the other experts’ responsibilities and functions in this project? | Provide a ***list*** describing the other experts’ responsibilities and functions in this PBA project. |
| **Q23**. What is the limit of the other experts’ professional indemnity insurance? | Click here to enter text |
| **Agents** |
| **Q24**. Has the site owner, energy consumer or AP engaged an agent to represent them? | Choose an item. |
| *If* ***yes****, provide the following agent details and attach a letter from site owner, energy consumer or AP showing that the agent has written authority to act on the AP's behalf.*  |
| Name of agent’s representative | Click here to enter text. | Job title | Click here to enter text. |
| Email | Click here to enter text. | Contact number | Click here to enter text. |
| **Attached letter file name:** | Click here to enter text. |
| **Q25**. What are the agent’s responsibilities and functions in this project? | Provide a ***statement*** that broadly describes the responsibilities and limits of the representative’s involvement, when the representative will communicate with the commission and when the commission should contact the agent instead of the AP. |
| **Q26**. What experience does the agent have with similar projects (where applicable)? | Provide a ***statement*** that broadly describes the representative’s experience with similar projects. |

1. Measurement and verification (M&V) plan details

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| Measurement and verification (M&V) plan details |
| **Q27**. The commission requires an M&V plan consistent with the Principles in Chapter 4 of EVO 10000-1:2014 International Performance Measurement and Verification Protocol (IPMVP) core concepts published by the Efficiency Valuation Organization in June 2014. To be deemed complete, the M&V plan must provide the following (check off items to ensure completeness):* + 1. M&V plan is consistent with the principles of M&V shown in Chapter 4 IPMVP 2014:
 |  |
| 1. accurate: as accurate as the M&V budget will allow
 |[ ]
| 1. complete: measurements to quantify significant effects, while estimating all others
 |[ ]
| 1. consistent: similar reporting between projects, professionals, periods and type (efficiency versus supply)
 |[ ]
| 1. relevant: measure the relevant savings, while estimating less significant parameters
 |[ ]
| 1. transparent: all M&V activities are clearly and fully disclosed for all addresses and measurement boundaries.
 |[ ]
| * + 1. M&V plan clearly identifies the IPMVP option(s) intended to be used to measure the reduction in energy use:
 |  |
| 1. option B – retrofit isolation: all parameter measurement
 |[ ]
| 1. option C – whole facility*.*
 |[ ]
| *Note: options A (retrofit isolation: key parameter measurement) and D (calibrated simulation) are not currently eligible under the VEU program.*  |  |
| * + 1. M&V plan clearly identifies the method(s) intended to be used to calculate the reduction in greenhouse gases and create VEECs:
 |  |
| 1. forward projection of savings using a baseline energy model and operating energy model
 |[ ]
| 1. annual reporting of savings using a baseline energy model and measured energy consumption
 |[ ]
| 1. forward projection of savings followed by annual reporting of savings.
 |[ ]
| * + 1. M&V plan identifies the person responsible for approving the site-specific M&V plan.
 |[ ]
| * + 1. M&V plan identifies the person responsible for making sure that the M&V plan is followed for the duration of the reporting period.
 |[ ]
| * + 1. M&V plan adequately discusses all topics from the M&V Plan Chapter 7, IPMVP 2014 (except Budget), including:
 |  |
| 1. the project (termed the energy conservation measure in IPMVP), its intended result, and the operational verification procedures
 |[ ]
| 1. the selected IPMVP option, measurement boundary and interactive effects. If using option C this must include discussion on whether of the savings are expected to be more than 10 % of the baseline energy consumption
 |[ ]
| 1. identify the baseline period, energy consumption and operating conditions
 |[ ]
| 1. reporting period (for annual creation) and/or operating period (for forward creation)
 |[ ]
| 1. basis for adjustment including a brief description of the intended normal year (for forward creation)
 |[ ]
| 1. data analysis procedures, algorithms and assumptions
 |[ ]
| 1. meter specifications, points, periods and protocols. If option B is used, this includes details of the sub-metering used, including whether it is a temporary installation, calibration details and meter specifications
 |[ ]
| 1. monitoring responsibilities for reporting and recording
 |[ ]
| 1. expected uncertainty from measurement, data capture, sampling and data analysis/modelling, and how missing data will be addressed
 |[ ]
| 1. report format
 |[ ]
| 1. quality assurance procedures for report preparation.
 |[ ]
| 1. M&V plan contains all relevant project information, including:
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| 1. if the project involves lighting equipment, details of any lighting products installed or replaced
 |[ ]
| 1. a detailed explanation of the project including:
* any site service(s) affected by the upgrade
* a list of energy consuming equipment, including specific details on whether that product will be installed, removed or modified
* if the equipment’s use is modified, details of what these are
* any equipment installed or removed that will affect other energy consuming equipment
 |[ ]
| 1. a breakdown of current equipment, upgrade equipment and the energy consumption of each item
 |[ ]
| 1. if using forward creation, details of which decay factor is intended to be used (including all inputs for the persistence model, if applicable)
 |[ ]
| 1. if the project involves HVAC upgrades, details of whether electricity or gas is used for heating
 |[ ]
| 1. any project activities related to behavior change and their proportion of the total savings
 |[ ]
| 1. M&V plan terminology is consistent with terms from IPMVP 2014, where applicable.
 |[ ]
| *Attach measurement and verification plan* |
| **Attached measurement and verification plan file name:** | Click here to enter text. |  |

1. Documents to be supplied

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| Application format |
| **Q28**. 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 8 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 us via veu@esc.vic.gov.au to discuss your proposed template. |

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| Geo tagged photographic evidence (if applicable) |
| **Q29**. Have you provided geo-tagged photographs of the incumbent baseline equipment with the following specifications? |
| 1. clear and in focus
 |[ ]
| 1. include any relevant markings
 |[ ]
| 1. include a date stamp showing the date the photographs were taken
 |[ ]
| 1. include the GPS derived latitude and longitude coordinates. This should be stored in the metadata and generated automatically by the device used to take the geo-tagged photographs.
 |[ ]

1. Declaration

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| Declaration |
| **Q30**. 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 (VEET) Act 2007.I have read and understood the information and requirements set out in the Measurement and Verification Method Activity Guide and Measurement 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),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 Victorian Energy Upgrade (VEU) program
* information to determine if Victorian Energy Efficiency Target projects are already claiming benefits under these other prescribed schemes.

I understand the Victorian 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 will be publicly available on the VEU Registry.I hold or can access the specialist knowledge, skills and capacity required to deliver this project.I have produced a measurement and verification plan that is consistent with the Principles in Chapter 4 of EVO 10000-1:2014International Performance Measurement and Verification Protocol (IPMVP) Core Concepts published by the Efficiency Valuation Organisation in June 2014.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.

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.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 Formand 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 |