# Scoping and 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 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 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 Method 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 scoping and 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 also be applying for, scoping approval. You can lodge scoping and project plan applications together or separately. If submitted separately, the scoping plan must be approved first. **This application form is for a combined scoping and project plan approval only.**

To lodge an application for scoping and project plan approval, you must first have an active VEU account on the [VEU Registry](https://veu.esc.vic.gov.au/vpr/s/pbaprojectplans) and be accredited to undertake PBA.

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

To lodge your application for scoping and project plan approval:

answer all relevant questions on this form

prepare all relevant supporting documentation referenced in this form

upload this form and the supporting documentation for the scoping plan in the ‘Scoping plan attachments’ section on the Scoping plan page of your PBA benchmark rating project application in the VEU Registry

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

fill out all other required fields on the Scoping plan and Project plan pages and submit to the commission.

We may require further information and/or require an inspection of the project premises before granting or refusing a scoping and 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 the applicant 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 details, the location, the methods used to abate greenhouse gases, and any other information that the commission considers appropriate.

If you have concerns about sharing information you consider are commercial in confidence, you should discuss these with us before lodging a project plan.

**Part A: Scoping plan**

Applicant details

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| Applicant details |
| **Q1**. VEU account name: | Click here to enter text. |
| **Q2**. Name of accredited person (AP): | Click here to enter text. |
| **Q3**. AP’s address: | Click here to enter text. |
| **Q4**. Name of primary contact: | Click here to enter text. | **Q5**. Job title | Click here to enter text. |
| **Q6**. Email: | Click here to enter text. | **Q7**. Phone number | Click here to enter text. |
| **Q8**. Project address: | Click here to enter text. | City/Suburb/Town: | Click here to enter text. |
| or Lot/DP number or GPS co-ordinates *where there is no valid site address* | Click here to enter text. | State: | Enter text. | Postcode: | Enter text. |
| **Q9**. What are the normal commercial/business activities at the site? | Click here to enter text. |  |
| **Legal right** |
| **Q10**. Has the energy consumer provided an energy retailer document which identifies the energy consumer? | Choose an item. |
| *Attach site energy document. Note this can be a document such as an energy bill (with energy consumption data blanked out) or an official letter from the energy retailer. The document must identify the energy consumer and the site address*  |
| **Attached energy retailer document file name:** | Click here to enter text. |  |
| **Q11**. Is the AP also the energy consumer? | Choose an item. |
| *If* ***no****, attach completed* ***Registration of Interest Form*** *to demonstrate that the energy consumer is aware of the project and agrees to progress the application.*  |
| **Attached Registration of Interest Form file name:** | Click here to enter text. |  |
| **Q12**. Is the energy consumer also the entity who will be stated on the benchmark administrator rating certificates as the rating holder? | Choose an item. |
| *If* ***no****, attach a document explaining the relationship between the site owner, energy consumer and any other entity involved in the site. For example, explain the site owner, site lease holder and site operator relationship, if these are different entities.* |
| **Attached site ownership structure file name:** | Click here to enter text. |  |
| **Q13**. Is the AP, site owner, or energy consumer represented by an agent? | Choose an item. |
| 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. |
| **Q14**. What will the agent do during the project (where applicable)? | 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. |

Project

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| Project background |
| **Q15**. What is the project name? | Click here to enter text. |
| *The name must be unique, suitable and not misleading about the project’s ownership, scope or purpose and follow the convention of [company name]\_[site]\_[project purpose]\_[start date] e.g. FinanceCompany\_Ballarat\_HVAC Upgrade\_Dec 2018* |
| **Q16**. Will the project be undertaken at a business or non-residential premises? | Choose an item. |
| **Q17**. Will the project be undertaken at a building classified under part A3 of the Building Code as Class 2 or 3 (this includes but may not be limited to apartment buildings, hotels, motels, hostels, backpacker and student accommodation)? | Choose an item. |
| *If* ***yes****, does the project relate to common building services, and not services which are supplied exclusively to a sole-occupancy dwelling (such as a room or unit)?* | Choose an item. |
| **Q18**. Please confirm that the project’s abatement does not come from the construction of a new building |[ ]
| **Q19**. Is the project on a site that is on the Register of Scheduled Activity Premises (SAP)? | Choose an item. |
| **Q20**. When will project works commence (activity start date)?  | DD/MM/YY |
| **Q21**. Which service(s) will be affected? (Tick as many as relevant) |
| * Building management system (BMS)
 |[ ]
| * Server rooms and related services
 |[ ]
| * Lift/escalator services
 |[ ]
| * Signage
 |[ ]
| * Car park services
 |[ ]
| * Boiler, steam and hot water services
 |[ ]
| * Commercial refrigeration
 |[ ]
| * Industrial refrigeration
 |[ ]
| * Compressed air
 |[ ]
| * Motor, pump and fan services
 |[ ]
| * Cogeneration/tri-generation
 |[ ]
| * Commercial heating, ventilation and air conditioning (HVAC)
 |[ ]
| * Industrial heating, ventilation and cooling
 |[ ]
| * Lighting
 |[ ]
| * Other – please list

*If the relevant type of equipment is not covered by any combination of the above.* | [ ]  |
| Provide a ***list*** of any other relevant services that will be affected by the project. |
| **Q22**. 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. |  |
| **Q23**. What project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already started? | Click here to enter text. |
| **Energy** |
| **Q24**. What current energy sources will be affected? Please tick the boxes below as appropriate (as many as applicable). |
| Electricity |[ ]  Liquefied petroleum gas (LPG) |[ ]
| Natural gas |[ ]  Renewable energy |[ ]
| Other energy sources affected (please provide details) | Click here to enter text. |
| **Q25**. Does the project involve 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)? | Choose an item. |
| **Q26**. What new energy sources will be introduced? Please tick the boxes below as appropriate (as many as applicable). |
| Electricity |[ ]  Liquefied petroleum gas (LPG) |[ ]
| Natural gas |[ ]   Renewable energy |[ ]
| Other energy sources introduced (please provide details) | Click here to enter text. |
| **Greenhouse gas emissions** |
| **Q27.** Identify the nominated benchmark administrator and process intended to be used to calculate the reduction in greenhouse gases  | Choose an item. |
| If **other**, please state which benchmark administrator and process you intend to use | Click here to enter text. |
| **Q28.** Explain how the project will reduce greenhouse gas emissions | Click here to enter text. |
| **Q29**. Detail the project’s participation in other greenhouse gas abatement schemes/energy efficiency schemes/emissions reduction schemes.  | Click here to enter text. |

Undertakings

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| Applicant’s undertakings in relation to scoping plan approval |
| **Q30.** If any new lighting equipment is to be installed in carrying out the activity, that equipment will be listed on the VEU Register of Products maintained by the commission at the time of certificate creation in respect of that activity. |[ ]
| **Q31.** Where lighting equipment is removed in carrying out the activity, the lighting equipment it replaces will be decommissioned. |[ ]
| **Q32.** The project is not undertaken to comply with energy efficiency or greenhouse gas emissions requirements in any minimum standard or mandatory requirement under any legislation. |[ ]

**Part B: Project plan**

Project details

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| Project site |
| **Q33**. 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** |
| **Q34**. What is the total estimated project cost? | Click here to enter text. |
| **Q35**. What is the estimated greenhouse gas reduction due to avoided grid electricity or gas use for this project? | [in tonnes CO2-equivalent] |
| **Q36**. Show details of the calculations of the estimated greenhouse gas reduction estimate given in Q35.  |
| * 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** |
| **Q37**. What is the baseline rating period start date? | DD/MM/YY |
| **Q38**. What is the baseline rating period end date? | DD/MM/YY |
| **Q39**. When will project works commence (project works start date)? | DD/MM/YY |
| **Q40**. When will the changes be in service (project works end date, the date at which the project is completed)? | DD/MM/YY |

Project expert details

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| Expert advisors |
| **Q41**. Did an assessor from the relevant approved benchmark administrator provide advice on this project?  | Click here to enter text. |
| *If* ***yes****, what is their name and organisation, if applicable?* | Click here to enter text. |
| **Q42**. 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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| **Mandatory insurance** |
| **Q43**.Will this project be carried out at your own site? | Choose an item. |
| *If* ***yes****, please attach a signed* **Insurance Waiver Declaration** availableat[*www.esc.vic.gov.au/benchmark-rating*](http://www.esc.vic.gov.au/benchmark-rating) |
| **Document file name:** | Click here to enter text. |
| If**no***,* confirm that you have and will maintain appropriate levels of insurance while participating in this project*.* | Choose an item. |
| **Application format** |
| **Q44**. 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 3 and 7 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: combined** scoping and 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. |

Declaration

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| Declaration |
| **Q45**. 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 VEU account specified in Section 1 of this document 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 Method Activity Guidance** 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 VEEC 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 declare that I am aware that a project is eligible to create VEECs if it:* reduces greenhouse gas emissions while maintaining current service levels and/or production capacity.
* reduces greenhouse gas emissions when service levels are reduced to correct over-servicing

I declare that I am aware that a project is not eligible to create VEECs if:* it reduces greenhouse gas emissions by reducing current service or production levels
* it participates in other greenhouse gas abatement schemes/energy efficiency schemes/emissions reduction schemes, except as noted in section 22(b) of the Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017.

If lighting equipment is to be removed or installed as part of the project, I declare that the current (baseline) lighting equipment has been in place for at least six months. I declare that I am aware that the project may be ineligible to create VEECs if the scoping plan has not been received before the following work has commenced at the premises:* installing or modify an asset, other than a meter
* commencing project construction work.

I understand the commission is required to publish the AP’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
* this prescribed activity 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 scoping and 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. |
| Click here to enter text.………………………………………Name |  | ………………………………………Signature |  | DD/MM/YY……………………………Date |
| Click here to enter text.………………………………………Name (witness) |  | ………………………………………Signature |  | DD/MM/YY……………………………Date |