# Gas Efficiency Activities (Activities 37 to 42) Application Form

Version 1.0 – 1 March 2019

A person or organisation must be an accredited person (AP) and approved to undertake gas efficiency activities under the Victorian Energy Upgrades (VEU) program to be eligible to create Victorian energy efficiency certificates (VEECs) for these activities.

To lodge an application, you 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.
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 ‘gas efficiency activities’ checkbox in the ‘select activities’ section.
5. Upload this form and the supporting documentation.

If you are a new AP, we will issue you an invoice for the $500 accreditation fee once we are satisfied that all the necessary information has been provided. Existing APs do not need to pay the accreditation fee again.

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

All information supplied during the application process is treated as commercial in confidence.

1. Applicant details

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| Applicant details |
| **Q1.** VEU account name: | Click here to enter text. |
| **Q2.** Name of primary contact: | Click here to enter text. |
| **Q3.** Job title: | Click here to enter text. |
| **Q4.** Email: | Click here to enter text. |
| **Q5.** Contact phone number: |  |

1. Operations and implementation

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| Organisational overview |

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| Q6. What type of legal entity is your organisation? |
| Sole trader: |[ ]  Partnership: |[ ]  Private company: |[ ]
| Public company: |[ ]  Other, please specify: | Click here to enter text. |
| **Q7**. What is your organisation’s full legal name? | Click here to enter text. |
| **Q8**. What is your organisation’s ABN/ACN? (if you are applying for accreditation as a company, you must provide your ACN) | Click here to enter text. |
| **Q9**. What is your organisation’s core business? | Provide a **statement** of 100 words or less that describes your organisation’s core business. Please confirm if your organisation is part of a wider group of companies, e.g. the engineering division of an energy efficiency consultancy. |
| **Q10**. How many years has your organisation been in operation? | Click here to enter text. |
| **Q11**. Once your organisation is VEU program accredited, what percentage of your revenue do you anticipate will be derived from the VEU program? | Enter percentage |
| **Q12**. Describe your organisation’s relevant industry experience : | Provide a **statement** of 100 words or less, describing your organisation’s relevant experience in the gas installation and services industry. |
| **Q13**. Describe the type of gas efficiency activities your organisation intends to undertake: | Provide a **statement** describing the type of upgrades your organisation intends to undertake  |
| **Q14**. Describe your previous VEU experience: | Provide a **statement** of 100 words or less, describing your organisation’s relevant experience, and/or the experience of any relevant personnel, with the VEU program. Include the length of time for organisation and relevant personnel. |
| **Q15**. What is your target market? | Provide a **statement** of 50 words or less that describes the intended target market of your organisation’s gas efficiency activities (e.g. apartment blocks, industrial, mining or manufacturing facilities). |
| **Q16**. Describe the VEU related incentive/benefit your clients/consumers will receive: | Provide a **statement** of 50 words or less that describes the incentive model your organisation intends to use when providing gas efficiency services (e.g. free or discounted products and installation). |

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| Organisational structure |
| **Q17**. ***Upload a copy*** of an organisational chart that shows the structure of the portion of your organisation that is dedicated to VEU gas efficiency activities. To be complete, your organisational chart must record:* all roles and personnel involved with gas efficiency activities 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.
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| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **Implementation model** |
| **Q18**. **What is your organisation’s intended implementation model?** Please tick the boxes below as appropriate (as many as applicable). If more than one, please provide a detailed statement for each model outlining how your policies and procedures will differ according to the different implementation models.

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| **i. Sole implementation**Your organisation identifies/liaises with the energy consumer directly and is responsible for design and/or fabrication, installation and verification.  |[ ]
| **ii. Contracted implementation** |[ ]
| Your organisation engages with the energy consumer directly. The installation is wholly or partially undertaken by contracted personnel under your organisation’s direction. Please indicate the attachment file name below. | Provide a **statement** describing the contracted implementation model your organisation intends to undertake. You must confirm what aspects will be performed by contracted personnel and describe the contractual arrangements/contractor management system in place. |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **iii. Sub-contracted implementation** |[ ]
| Your organisation engages with the energy consumer directly. The installation is wholly or partially undertaken by personnel under the direction of a sub-contracting company. Please indicate the attachment file name below. | Provide a statement describing the sub-contracted implementation model(s) your organisation intends to utilise. You must provide evidence of the applicable contractual arrangements clearly outlining the relevant responsibility and liability of each party, as per commission requirements, and describe the contractor management system in place. |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **iv. Third party implementation** |[ ]
| Your organisation is only involved in VEEC creation and associated due-diligence following installation. Please indicate the attachment file name below. | Provide a statement describing the third-party implementation model your organisation intends to utilise. To be complete, you must provide evidence of contractual arrangements, clearly outlining the relevant responsibility and liability of each party.  |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **v. Other** |[ ]
| If your organisation’s implementation model is not covered by any combination of the above. Please indicate the attachment file name below. | Click here to enter text. |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |

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1. Policies and procedures

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| Policies and procedures |
| **Q19**. ***Upload a statement*** that describes your organisation’s policies and procedures to ensure compliance with VEET Regulations and VEU specifications for gas efficiency activities. To be complete, the statement must include policies and procedures to ensure: * the eligibility of the premises (type of premises and class of building as per BCA)
* the eligibility of the baseline (type of baseline equipment, age of baseline equipment and installation of new components)
* the eligibility of the upgrade product (energy efficiency and inclusion of correct components)
* the decommissioning of replaced infrastructure where applicable in accordance with the VEET Regulations (applicable to activities 37, 38 and 41)
* that the baseline environment has not been altered prior to the installation (e.g. the products replaced as part of an installation were not installed for the purposes of being decommissioned as part of the installation)
* data validation and quality assurance of activities submitted for VEEC creation.
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| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **Safety Management** |
| **Q20.** Do your organisation’s safety management procedures? | Yes/No |
| Provide a **statement** describing how your organisation will ensure that contractors have relevant safety management systems in place for upgrades not directly undertaken by your organisation. |
| **The commission’s role in health and safety management** |
| It is the AP’s responsibility to assess and manage the risks of all aspects of gas efficiency activities. The commission is responsible for certificate registration, not occupational health and safety (OHS). The commission has no OHS jurisdiction in Victoria, and is not responsible for ensuring OHS requirements are met.Under 15(c) of the Victorian Energy Efficiency Target Regulations 2018 (the VEET Regulations), VEECs cannot be created if the accredited person knew, or ought to have known that the prescribed activity was not 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 or their respective regulations.In addition to the requirements, standards and specifications set out in the Victorian Energy Efficiency Target Act 2007 (the VEET Act) and the VEET Regulations, prescribed activities must be undertaken in accordance with all laws, regulations and codes of practice applicable to that activity.If the commission becomes aware that a gas efficiency activity does not meet any of the above provisions, the commission may not register VEECs for the project, and may refer the matter to the relevant regulator to investigate. |
| **Q21.** I agree that I understand my obligation in relation to health and safety management as outlined above. | Yes/No |

1. Standards and competencies

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| Minimum thermal efficiency requirements (complete this section if you intend to undertake activity 37 and 38)Activity 37 – Gas-fired steam boiler: British Standard (BS) 845- 2 & BS 845-1 Activity 38 – Gas-fired hot water boiler or gas-fired water heater: BS 7190 & BS 845-1 |
| **Q22. *Upload a statement*** of up to 1,000 words outlining how your organisation will ensure compliance with the minimum thermal efficiency requirements of **activity 37**: BS 845-2 (pre-commissioning) or BS 845-1 (post-commissioning), and of **activity 38**: BS 7190 (pre-commissioning) or BS 845-1 (post-commissioning).To be complete, the statement must describe the process, or processes, your organisation proposes to follow to meet the relevant standard. |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |

1. Documents to be supplied

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| Evidence of authority to signAll applicants to provide |
| **Q23.** Prepare a document demonstrating **evidence of authority to sign**. For companies this would be a copy of the ASIC Company Extract along with a letter on the company letterhead indicating the person lodging the application has the authority to sign on behalf of the company. For individuals this requirement would be satisfied by a certified copy of the applicant’s driver’s licence or passport. |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **Statutory declaration**For applicants that are not accredited persons under the VEU program |
| **Q24.** Provide a completed Victorian statutory declaration declaring that the information you have provided in **Appendix A** of this form is true and correct. |
| **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 |
| **Q25.** Prepare a **letter of undertaking (Appendix B)** using the pro forma at the end of this form. 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 |
| **Q26.** To participate in gas efficiency activities 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.
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| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **The certificate of currency is valid until:** | Select date. |
| **Letter of consent**All applicants to provide |
| **Q27**. 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 |
| **Q28.** 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 |

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| Assignment form  |
| **Q29. *Upload a copy*** of your organisation’s assignment form for Gas Efficiency Activities (Activities 37 - 42). The documents must be modelled on the relevant templates which are available at [www.esc.vic.gov.au/gas-efficiency-activities](http://www.esc.vic.gov.au/gas-efficiency-activities)).  |
| **Document file name:** | 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 consent to the provision of the following information to the administrators of greenhouse gas abatement schemes/energy efficiency schemes/emissions reduction schemes:* Information in respect of my account’s accreditation under the Victorian Energy Upgrade (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 under my VEU account for any period(s) requested by the administrator
* Information concerning compliance with the requirements of the VEU program, including matters pertaining to my account’s risk profile under the program
* Information relating to any enforcement actions which may be taken against my account by the Essential Services Commission under the VEU program

I approve the publication of my VEU account name and registration number in the Register of Accredited Persons upon accreditation approval which is made publicly available via the VEU Registry.I acknowledge that penalties may be applied for providing misleading information under the Victorian Energy Efficiency Target Act 2007. |
| 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. You must also provide a Victorian statutory declaration declaring that the answers you have provided in this appendix are true and correct.

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| **A1** | **Compliance in other schemes** |
| 1.1 | Have you previously participated in any similar scheme (e.g. another interstate energy efficiency scheme) to the VEU program? | [ ]  Yes | [ ]  No |
| 1.2 | Have you, or any of the organisation’s officers or senior managers, ever had your participation in the similar scheme suspended or cancelled, or proposed to be cancelled or suspended? | [ ]  Yes | [ ]  No |
| 1.3 | Have you ever had an application for accreditation or participation in a similar scheme/program refused? | [ ]  Yes | [ ]  No |

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| **A2** | **Disqualification of officers or senior management** |  |  |
| 2.1 | Have you, or any of the organisation’s officers or senior managers, 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. |

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| **A3** | **Criminal matters** |  |  |
| 3.1 | In the last 10 years, have you, or any of the organisation’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. |

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| **A4** | **Civil matters** |
| 341 | In the last 10 years, have you, or any of the organisation’s 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. |

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| **A5** | **Safety** |
| 5.1 | Have you, or any of the organisation’s 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. |

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| **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

*[PRINT ON COMPANY LETTERHEAD]*

VICTORIAN ENERGY EFFICIENCY TARGET ACT 2007, SECTION 10(2)

UNDERTAKINGS BY APPLICANT TO BECOME AN ACCREDITED PERSON

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. At the time of signing this letter, the applicant:
2. has advised the ESC of any prescribed greenhouse gas scheme of which it is a scheme participant; and
3. if a participant of a prescribed greenhouse gas scheme, has provided the ESC evidence in the form of the letter of consent to release information (as published by the ESC on its website), that the Applicant has agreed with the administrator of the prescribed greenhouse gas scheme for the administrator of the prescribed greenhouse gas scheme to divulge or communicate to the ESC:
	1. protected information concerning the Applicant; and
	2. any other information held by the administrator of the prescribed greenhouse gas scheme.
		* 1. The Applicant will, as soon as reasonably practicable after becoming a scheme participant in a prescribed greenhouse gas scheme that it has not already informed the ESC it is a participant of:
4. notify the ESC of that fact; and
5. provide to the ESC evidence, in the form of the letter of consent to release information (as published by the ESC on its website), that the Applicant has agreed with the administrator of the prescribed greenhouse gas scheme for the administrator of the prescribed greenhouse gas scheme to divulge or communicate to the ESC:
	1. protected information concerning the Applicant; and
	2. any other information held by the administrator of the prescribed greenhouse gas scheme.
		* 1. 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: / /