# Non-Building Based Lighting Upgrade (Activity 35) Application Form

Version 1.0 – 10 December 2018

## Instructions

A person or organisation must be an accredited person (AP) and approved to undertake non-building based lighting upgrade activities under the Victorian Energy Upgrades (VEU) program to be eligible to create Victorian energy efficiency certificates (VEECs) for this activity.

To lodge an application, you must have an active VEU account. To apply for an account, use the relevant online form available on the VEET 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 ‘non-building based lighting’ 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 of 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

|  |  |
| --- | --- |
| Applicant details | |
| **Q1.** VEU account name: | Click here to enter text. |
| **Q2.** Name of primary 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. |

1. Operations and implementation

|  |  |  |  |
| --- | --- | --- | --- |
| Organisational overview | | | |
| **Q6**. Describe your organisation’s relevant experience: | | Provide a **statement** describing your organisation’s relevant experience undertaking non-building based lighting upgrades. | |
| **Q7**. Describe the type(s) of non-building based lighting upgrades your organisation intends to undertake: | | Provide a **statement** describing the type(s) of upgrades your organisation intends to undertake. | |
| **Organisational structure** | | | |
| **Q8**. ***Upload a copy*** of an organisation chart that outlines the structure of the portion of your organisation dedicated to non-building based lighting upgrade activities, and all roles and personnel involved in the management and delivery of non-building based lighting upgrade activities. To be complete, the statement or organisation chart must record:   * all roles related to non-building based lighting upgrade 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. | | | |
| **Document file name:** | Click here to enter text. | | |
| **Page reference:** | Click here to enter text. | | |
| **Implementation model** | | | |
| **Q9**. What is your organisation’s intended implementation model(s)? 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. Please also clarify:   * whether your organisation will use its own installers or contract installers * the anticipated percentage (%) of total installations to be undertaken using each of the listed implementation models * the type of installation environment(s) your organisation intends to focus on – e.g. private open air car parks or sporting fields. | | | |
| **i. Sole implementation**  Your organisation identifies/liaises with the energy consumer directly and is responsible for the design, installation and verification of the non-building based lighting upgrade activity. | | |  |
| **ii. Contracted implementation** | | |  |
| Your organisation identifies/liaises with the energy consumer directly. The project is wholly or partially undertaken by contracted personnel under the direction of your organisation. Please upload further detail in support and 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 identifies/liaises with the energy consumer directly. The project 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 completion of the project. 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, as per commission requirements. | |
| **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. | | |

1. Policies and procedures

|  |  |
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| Policies and procedures | |
| **Q10**. ***Upload a statement*** that describes your organisation’s policies and procedures for non-building based lighting activity. To be complete, the statement must include policies and procedures for:   * the decommissioning and recycling of removed lighting equipment in accordance with the VEET Regulations * ensuring that the baseline environment for an installation has not been altered prior to the installation (i.e. products replaced as part of an installation were not installed for the purposes of being decommissioned as part of the installation) * ensuring compliance with the network or asset owner’s installation requirements * data validation and quality assurance methods of non-building based lighting upgrades. | |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |

1. Quality and safety assurance

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| --- | --- | --- | --- | --- |
| Quality and safety management systems | | | | |
| **Q11**. Describe your organisation’s quality and safety management systems and how they relate to non-building based lighting upgrade activities: | | Provide a **statement** describing your organisation’s overall quality and safety management system, including how your organisation ensures that third party installers and contractors have adequate safety and quality management systems in place (where applicable). | | |
| **Document file name:** | Click here to enter text. | | | |
| **Page reference:** | Click here to enter text. | | | |
| **Quality management** | | | | |
| **Q12**. Is your organisation ISO 9001 certified? | | | | Yes/No |
| **If yes** – attach associated evidence: | | | | |
| **Attached evidence file name:** | Click here to enter text. | | | |
| **Page reference:** | Click here to enter text. | | | |
| **If no** – confirm the following and attach associated evidence: | | | | |
| I declare that the quality management systems of my organisation align with and satisfy the framework of ISO 9001 certification. | | | |  |
| **Attached evidence file name:** | Click here to enter text. | | | |
| **Page reference:** | Click here to enter text. | | | |
| **Q13.** Does your organisation have documented quality policies? | | | | Yes/No |
| **If yes** – attach associated evidence: | | | | |
| **Attached evidence file name:** | Click here to enter text. | | | |
| **Page reference:** | Click here to enter text. | | | |
| **Safety Management** | | | | |
| **Q14.** Is your organisation AS/NZS 4801 certified? | | | | Yes/No |
| **If yes** – attach associated evidence: | | | | |
| **Attached evidence file name:** | Click here to enter text. | | | |
| **Page reference:** | Click here to enter text. | | | |
| **If no** – confirm the following and attach associated evidence: | | | | |
| I declare that the safety management systems of my organisation align with and satisfy the framework of AS/NZS 4801. | | | |  |
| **Attached evidence file name:** | Click here to enter text. | | | |
| **Page reference:** | Click here to enter text. | | | |
| **Q15.** Does your organisation have documented safety policies? | | | | Yes/No |
| **If yes** – attach associated evidence: | | | | |
| **Attached evidence file name:** | Click here to enter text. | | | |
| **Page reference:** | Click here to enter text. | | | |
| **Q16.** Does your organisation have safe work methods that are in line with the compliance and risk profile of non-building based lighting upgrade activities (such as working at heights, operation of working at heights equipment, traffic and pedestrian management, working in close proximity to power lines etc.)? | | | Yes/No | |
| **If yes** – attach associated evidence | | | | |
| **Attached evidence file name:** | Click here to enter text. | | | |
| **Page reference:** | Click here to enter text. | | | |

1. Standards and competencies

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| AS/NZS 1158 and AS 2560 | | |
| **Q17. *Upload a statement*** outlining how your organisation’s systems incorporate the requirements of AS/NZS 1158 and/or AS 2560. | | |
| **Document file name:** | Click here to enter text. | |
| **Page reference:** | Click here to enter text. | |
| **Training** | | |
| **Q18**. What is your internal training delivery model? | | Provide a **statement** describing relevant training provided by your organisation, detailing the content that will be covered, including occupational health and safety training. To be complete, the statement must make reference to how the training will be delivered, who will deliver the training (including their qualifications and experience to do so) and any testing or assessment that will be conducted at the conclusion of the training. The statement must also describe how the training models will differ according to the different implementation models your organisation will use. |
| **Q19. *Upload a statement*** and any associated evidence outlining your organisation’s external training procedure.  To be deemed complete, it must outline the relevant training records of service delivery personnel and reference all required mandatory safety training (MST) with regard to the following installation environments. (Please refer to Non-Building Based Lighting Upgrade Activity Guide.) | | |
| |  |  | | --- | --- | | * + 1. Traffic management | Yes/No | | | |
| |  |  | | --- | --- | | * + 1. Working at heights | Yes/No | | | |
| |  |  | | --- | --- | | * + 1. Operation of EWP (scissor-type) | Yes/No | | | |
| |  |  | | --- | --- | | * + 1. Operation of EWP (scissor-type) | Yes/No | | | |
| |  |  | | --- | --- | | * + 1. Operation of EWP (boom-type, under 11 metres) | Yes/No | | | |
| |  |  | | --- | --- | | * + 1. Overhead utilities (power lines) | Yes/No | | | |
| **Document file name:** | Click here to enter text. | |
| **Page reference:** | Click here to enter text. | |

1. Documents to be supplied

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evidence of authority to sign  All applicants to provide | | | | |
| **Q20.** 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 | | | | |
| **Q21.** 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 | | | | |
| **Q22.** 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 | | | | |
| **Q23.** To participate in additional activities in the VEU program, you must have the required insurance coverage:   * Public liability insurance cover of at least $5 million, and * 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). | | | | |
| **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 to release information**  All applicants to provide | | | | |
| **Q24**. 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 |
| **Q25.** If yes to above, I have attached the signed **letter of consent to release information** (Appendix C) authorising the disclosure of information relating to the entity by that administrator to the commission. | | | | Yes/No |

|  |  |
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| Assignment form and AS/NZS 1150 and/or AS 2560 compliance declaration(s) | |
| **Q26. *Upload a copy*** of your organisation’s assignment form and AS/NZS 1150 and/or AS 2560 compliance declaration(s). The documents must be modelled on the relevant templates provided at [www.esc.vic.gov.au/non-building-based-lighting](http://www.esc.vic.gov.au/non-building-based-lighting). | |
| **Document file name:** | Click here to enter text. |

1. Declaration

|  |  |
| --- | --- |
| 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 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: Statutory declaration

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | |

|  |  |
| --- | --- |
| **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: Letter of undertaking

***[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: / /

# Appendix C: Letter of consent to release information

***[Print on company letterhead]***

<DATE>

<Insert administrator>

<Name of prescribed greenhouse gas scheme>

<Street address>

<Suburb>

<State> <Postcode>

**Consent for <insert prescribed greenhouse gas scheme> to release information to the Victorian Energy Upgrades program administrator**

I, <insert name>, as an authorised representative of <insert company name>, give consent to the <insert administrator>, as administrator of the <insert prescribed greenhouse gas scheme>, to disclose any information relating to <insert company name> to the Essential Services Commission (the commission) in its capacity as the administrator of the Victoria Energy Upgrades program – program administered under the Victorian Energy Efficiency Target Act 2007.

Yours faithfully,

<Name>

<Job Title>

<Insert company name>

<Date>