# Project-Based Activities Application Form

Version 1.0 – 10 December 2018

A person or organisation must be an accredited person (AP) and approved to undertake project-based activities (PBA) 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 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. Select ‘New Accreditation’ from the ‘My Account’ menu.
4. Select ‘Application for PBA Activities’ then click ‘Apply’.
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), and the relevant activity guides, available at [www.esc.vic.gov.au/pba](http://www.esc.vic.gov.au/pba).

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

Participation in PBA will require the publication of some project details on the VEU Registry.

Projects with approved project plans will be listed on the public Register of Approved Project Plans. The register will contain the project name, the name of the AP, the location, the methods used to abate greenhouse gases, and any other information that the commission considers appropriate.

If an AP has concerns about sharing information they consider are commercial in confidence, they should discuss these concerns with the commission before lodging a project plan.

1. Applicant details

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| 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. |
| *\* Where the contact is not from the applicant organisation, please provide a letter of authority for the person to act on the organisation’s behalf. This authority must be from an authorised person from the organisation (e.g. director or company secretary).* |

1. Organisation overview

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| Organisational overview |
| **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. |
| **Q10**. How many years has your organisation been in operation? | Click here to enter text. |
| **Q11**. Once fully operational under PBA, what percentage of your organisation’s revenue do you anticipate will be derived from VEU related activity? | 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 industry/field relating to the PBA(s) you are applying for. For instance, if you are applying to undertake PBAs associated with water heating, describe your organisation’s experience in the water heating industry. |
| **Q13**. 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. |
| **Q14**. What is your target market? | Provide a **statement** of 50 words or less that describes the intended target market of your organisation’s PBA projects (e.g. regional SMEs, sporting complexes or your own sites). |
| **Q15**. Describe the PBA 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 PBA services (e.g. will you offer free products, discounted products, free installation, or no incentive other than energy savings at your own sites?). |
| **Other government energy efficiency programs or scheme** |
| **Q16**. What other government energy efficiency programs or schemes are you participating in or intending to participate in? Please tick the boxes below as appropriate (as many as applicable): |
| * ACT’s Energy Efficiency Improvement Scheme (EEIS)
 | Yes/No |
| * NSW’s Energy Saving Scheme (ESS)
 | Yes/No |
| * SA’s Retailer Energy Efficiency Scheme (REES)
 | Yes/No |
| * Commonwealth’s Emissions Reduction Fund
 | Yes/No |
| Other program/schemes not listed (please provide details): | Click here to enter text. |
| **Organisational structure** |
| **Q17.** Name the directors of your organisation (if your organisation is a small private company with less than five directors). | Click here to enter text. |
| **Q18.** How many staff does your organisation currently employ? | Click here to enter text. |
| **Q19.** How many of those staff would be dedicated to PBA related operations (PBA staff)? | Click here to enter text. |
| **Q20.** Once accredited, do you expect your PBA staff numbers to change? | Increase/stay the same/decrease. |
| **Q21.** How many of your PBA staff would be based in Victoria? | Click here to enter text. |
| **Q22.** Where will the remainder be based? | Click here to enter the city, and state. |
| **Q23**. **Upload an organisation chart** that provides the structure of the portion of your organisation dedicated to PBAs and all roles involved in the management and delivery of PBAs.To be complete, the statement or organisation chart must record:* all roles related to VEU activities
* 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. |
| **Applicant’s history** |
| **Q24**. Please confirm you have completed the questions in Appendix A regarding your history. You must also provide a completed Victorian statutory declaration stating the information you have provided in Appendix A of this form is true and correct. | Choose an item. |
| **Scope of potential projects** |
| **Q25**. Once accredited, how many VEU program PBA projects does your organisation intend to carry out each year? | Click here to enter text. |
| **Q26**. Which PBA methods does your organisation intend to calculate VEECs with? Please tick the boxes below as appropriate. |
|  **Measurement and verification** |[ ]  **Benchmark rating** |[ ]
| **Q27.** What types of technologies would be used for the intended PBA project(s)? | Provide a **statement** of 100 words or less that describes the technology(s) your organisation intends to use when carrying out PBA projects. How long have they been available in the Australian market? |
| **Q28.** What regulatory/government approvals are needed for this technology to be used in Victoria? | Provide a **statement** of 100 words or less that lists the regulatory or government approvals needed for the technology your organisation intends to use when carrying out PBA projects. |
| **Q29.** What other VEU program activities could this project be achieved under? | e.g. none / Activity 34 / all. |
| **Q30.** What is the motivation for using PBA instead of other activities? | Provide a **statement** of 50 words or less that describes why your organisation intends to use PBAs, rather than activities 1 to 42, to create VEECs. |
| **Implementation model** |
| **Q31.** What is your organisation’s intended implementation model?  |
| Provide a **detailed statement** of up to 1000 words that describes how your organisation intends to create VEECs under PBA. The statement must explain how all aspects of a PBA project will be undertaken, including who will be engaging with the energy consumer, who will be undertaking work for the purposes of the project and any commercial arrangements between your organisation and other relevant parties. |

1. Record keeping

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| Record keeping policy |

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| Q32. Upload a statement of 1000 words or less describing your organisation’s record keeping policy. To be deemed complete, your statement must include reference to the methods of collecting and storing relevant information associated with the following: |

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| * + 1. Installations (e.g. assignment forms)
 | Yes/No |

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| * + 1. Use of job numbers, or a similar tool, to reconcile documents associated with individual installations
 | Yes/No |

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| * + 1. Stock management (including stock reconciliation and purchase invoices) personnel.
 | Yes/No |

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| * + 1. Audits conducted by your organisation
 | Yes/No |

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| * + 1. Decommissioning, where required (e.g. lighting upgrades)
 | Yes/No |

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| * + 1. Security, user access, and backup
 | Yes/No |

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| * + 1. Employees (e.g. records such as contracts, ID, police checks, training certification etc.)
 | Yes/No |

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| * + 1. Whether records are kept in hard or soft copy (or both).
 | Yes/No |

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| 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 |
| To be accredited under PBA, applicants are required to confirm whether their organisation has certified quality and safety management systems (e.g. certified to AS/NZS ISO 9001 **and** AS/NZS 4801), or if not, whether their organisation has systems aligned with the framework of both those standards. |
| **Quality management** |
| **Q.33**. Is your organisation ISO 9001 certified? | Yes/No |
| **If yes** – attach certificate |
| **If no** – complete declaration |
| I declare that my organisation’s quality management systems align with and satisfy the framework of ISO 9001 certification. I have attached quality management system documents. | Yes/No |
| **Attached certificate or quality management system file name(s):** | Click here to enter text. |
| **Q34.** Do your organisation’s quality management procedures ensure the accuracy of VEEC calculations? | Yes/No |
| Provide a **statement** describing your intended approach to ensuring the quality of evidence to support the accuracy of the calculated energy savings. Where the upgrade is not directly undertaken by the organisation, please outline how your organisation will ensure that contractors will have relevant quality management systems in place. |
| **Safety Management** |
| **Q35.** Is your organisation AS/NZS 4801 certified? | Yes/No |
| **If yes** – attach certificate |
| **If no** – complete declaration |
| I declare that my organisation’s safety management systems align with and satisfy the framework of AS/NZS 4801 certification. I have attached safety management system documents | Yes/No |
| **Attached certificate or safety management system file name(s):** | Click here to enter text. |
| **Q36.** Do your organisation’s safety management procedures ensure adequate safe work methods are in place to deal with risks that may be encountered in PBA upgrades? | 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 PBA projects. The commission is responsible for certificate registration, not project 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 PBA project 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. |
| **Q37.** I agree that I understand my obligation in relation to health and safety management as outlined above. | Yes/No |

1. Documents to be supplied

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| Evidence of authority to sign |
| **Q38.** 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** |
| **Q39.** 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** |
| **Q40.** 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 for the same activity. |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **Mandatory insurance** |
| **Q41.** To participate in the VEU program, APs must have the required insurance coverage:* + 1. Public liability insurance of at least $5 million
		2. Where products are installed, product liability insurance of at least $5 million, covering the replacement and/or rectification of customers' property damaged as a result of any work performed by the accredited person
		3. 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.

**Attach the relevant insurance policies**If you are applying to be an AP who intends to carry out a project at your own site, you are exempt from these three mandatory requirements. In this case, please attach a signed ‘Insurance waiver declaration – project-based activities’ form. For clarity, APs acting on their own site are responsible for assessing their own insurance needs; the commission does not mandate them.All APs should consider the need for professional indemnity insurance for any experts they contract to provide advice on PBAs. |
| **Document file name:** | Click here to enter text. |
| **Page reference:** | Click here to enter text. |
| **The certificate of currency is valid until:** | DD/MM/YY |
| **Letter of consent to release information** |
| **Q42**. Please confirm whether your organisation is a participant in a prescribed greenhouse gas scheme, as set out in the Victorian Energy Efficiency Target Regulations 2018. | Yes/No |
| **Q43**. If yes to above, I have attached a signed **letter of consent to release information** (Appendix C) authorising disclosure of information relating to the organisation by the relevant administrator to the commission. | Yes/No/NA |

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 have read and understood the information and requirements, relevant to the PBA method I intend to use to calculate VEECs, set out in the following guidance documents: * Measurement and Verification Method Activity Guide
* Measurement and Verification Method Compliance Requirements
* Benchmark Rating Method Activity Guide
* Benchmark Rating Method Compliance Requirements

I consent to the provision of the following information to the administrators of greenhouse gas abatement schemes/energy efficiency schemes/emissions reduction schemes:* Information on my account’s VEU accreditation, including approved activities covered by the accreditation
* Information relating to activities undertaken once accredited under the VEU program
* Information relating to Victorian energy efficiency certificates created under this VEU accreditation 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 scheme
* 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 name/company name and registration number in the Register of Accredited Persons upon accreditation approval which is publicly available via the VEU Registry.I am aware that any lighting equipment removed during the project must be decommissioned safely and appropriately, and any new or replacement lighting equipment must be a product already approved by the Register of Products.I know that all PBA activities must be undertaken in accordance with all of the laws, regulations and codes of practice applicable to that activity.I know that I must assess all relevant PBA project risks and will have appropriate safe work methods and other systems in place to manage those risks.I acknowledge that penalties may be applied for providing misleading information under section 68 of the Victorian Energy Efficiency Target Act 2007. |
| Name: | Click here to enter text. |
| Signature:  |  |
| Date: | MM/DD/YY |
|  |  |
| Name (witness):  | Click here to enter text. |
| Signature: |  |
| Date: | MM/DD/YY |

# 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.

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| **A1** | **Compliance in the VEU program** |
| 1.1 | Have you or any of the organisation’s officers or senior managers previously participated in 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 VEU program suspended or cancelled, or proposed to be cancelled or suspended? | [ ]  Yes | [ ]  No |
| 1.3 | Have you or any of the organisation’s officers or senior managers ever had an application for accreditation or participation in the VEU program refused? | [ ]  Yes | [ ]  No |
| 1.4 | If yes to any of these, please provide details |
|  | Click here to enter text. |

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| **A2** | **Compliance in other schemes** |
| 2.1 | Have you previously participated in any similar scheme (e.g. another interstate energy efficiency scheme) to the VEU program? | [ ]  Yes | [ ]  No |
| 2.2 | 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 |
| 2.3 | Have you ever had an application for accreditation or participation in the similar scheme refused? | [ ]  Yes | [ ]  No |
| 2.4 | If yes to any of these, please provide details |
|  | Click here to enter text. |

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| **A3** | **Disqualification of officers or senior management** |  |  |
| 3.1 | 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 |
| 3.2 | If yes, please provide details |  |  |
|  | Click here to enter text. |

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| **A4** | **Criminal matters** |  |  |
| 4.1 | 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 |
| 4.2 | If yes, please provide details |  |  |
|  | Click here to enter text. |

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| **A5** | **Civil matters** |
| 5.1 | 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 |
| 5.2 | If yes, please provide details |  |  |
|  | Click here to enter text. |

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| **A6** | **Safety** |
| 6.1 | 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 |
| 6.2 | If yes, please provide details |  |  |
|  | Click here to enter text. |

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| **A7** | **Signature** |
|  | **Signed by authorised signatory of the applicant** |
| Signature: |  |
| Name of signatory: | Click here to enter text. |
| Date: | DD/MM/YYYY |

# 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 Commission 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.
	3. 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 Commission 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.
	3. 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>