# VEU Renewal of Accreditation Application Form

Version 1.0 – 19 November 2024

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| **Purpose of this form** |
| An individual or body corporate must be accredited under the Victorian Energy Upgrades (**VEU**) Program to create Victorian energy efficiency certificates (**VEECs**) under the VEU Program. This person is called an accredited person (**AP**). This application form must be used when applying to the Essential Services Commission (the commission) for a renewal of accreditation. ***Note: If you are applying for a grant of accreditation, or a variation in accreditation conditions (including approval to undertake additional activities, outside the renewal process),*** ***complete the appropriate form on our website******.*****Fees:**$1000 to apply for a renewal of accreditation **Please Note:*** This form is to be completed by, or on behalf of an individual or body corporate seeking renewal of accreditation under the VEU program.
* This form must be signed by an officer of the Applicant (as defined below), or if the Applicant is an individual, that individual.
* Giving information to the commission that the Applicant or its officers know to be incorrect, may have serious consequences, including refusal of the application.
* **It is an offence under s68 of the *Victorian Energy Efficiency Target Act 2007* (the VEET Act) to knowingly provide false or misleading information to the commission.**
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| **Instructions to apply for a renewal of accreditation** |
| Follow the instructions on page 3 of this form explaining which sections to completeAll application forms are available on our [website](https://www.esc.vic.gov.au/victorian-energy-upgrades-program/participating-veu-program/how-become-veu-accredited-person#tabs-container2)We will not begin processing an application until the relevant fee has been paid |

**Which sections of this form should you complete?**

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|  If the question does not apply to the activity you are applying for, the form will instruct you to select ‘no’ or skip it. |

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| **What happens next?** |
| Once a completed application form has been submitted and the fee paid, the commission has 20 business days to process your application. This timeline is often extended either due to requests for further information or by agreement with the Applicant.**The commission may request more information to ensure it is satisfied that the Applicant is fit and proper, and competent and capable, for the purposes of accreditation.****If approved**, the commission will provide written notice confirming the decision to approve the application for renewal. This notice will specify the commencement date of accreditation, the expiry date, and the deadline for the Applicant to apply for renewal. Additionally, it will outline the prescribed activities for which accreditation is granted. **If refused,** the commission will provide written notice regarding the decision to refuse the application. An Applicant may request an internal review of a refusal decision.  |

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| **Further Assistance** |
| Refer to the [Application Guide for Accredited Persons](https://www.esc.vic.gov.au/victorian-energy-upgrades-program/participating-veu-program/how-become-veu-accredited-person) on our website for guidance on completing and lodging this form. Contact the VEU Program support team with any questions about the application process via phone: (03) 9032 1310 or email: [veu@esc.vic.gov.au](https://asicconnect.asic.gov.au/public/;jsessionid=BKYWUr64r6ARJew1TxnajaL51sHngWw-2lFhoptVV-1_QejrXwoh!-1426131398) |

**Privacy collection notice – VEU Renewal of Accreditation Form**

The commission collects personal information through the Renewal of Accreditation Form (**the Form**) to perform the functions and powers conferred on it under the Victorian Energy Efficiency Target Act 2007 (**VEET Act**) and Victorian Energy Efficiency Target Regulations 2018.

This Collection Notice forms part of our [Privacy Policy,](https://www.esc.vic.gov.au/about-us/our-policies/privacy-and-confidential-information-policy) and together they form our notice for collecting personal information in the Application Form under Information Privacy Principle (**IPP**) 1.3.

Please read our Privacy Policy for additional information on:

* our personal and confidential information handling practices, including how we store and secure personal information
* the purposes for which we collect, use and disclose personal information, including in cooperation with law enforcement agencies, and
* our contact details including how you can access and correct your personal information.

**What we collect through the Form**

The personal information we collect in the Form comprises your or another person’s:

* contact details
* professional qualifications and details of any banning, disqualification, convictions or adverse findings by a Court or Tribunal or any other disciplinary or enforcement bodies

**Use and disclosure**

We collect personal information in the Form for purposes which include:

* assessing an application for renewal of accreditation to determine if it complies with the legislation and must be granted or refused
* determining whether an applicant is a fit and proper person, and competent and capable for the purposes of being accredited.

We may disclose personal information for the purposes for which we have collected it and:

* as required or authorised by the VEET Act or by a law of the Commonwealth, State or Territory
* to the public, where personal information is required to be published in a register that can be searched by the public, or on our website.

**Complaints**

If you believe we have breached the IPPs, you can submit a complaint in accordance with our Privacy Policy.

Part A - Renewal of accreditation

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| **Defined terms used in this form**  |

* **Applicant** means the individual or body corporate applying for renewal of accreditation.
* **Body corporate** means a legal entity that is not a natural person and includes a body as defined in section 9 of the *Corporations Act 2001* (Cth).
* **Compliance and enforcement action** means regulatory action of any kind (including warnings) that relate to a finding of non-compliance.
* **Officer** has meaning as defined in section 9 of the *Corporations Act 2001* (Cth) and includes a director, or secretary of the body corporate, and a person who makes or participates in making, decisions that affect the whole of or a substantial part of, the business, or who has the capacity to significantly affect the body corporate’s financial standing. This may include the Chief Executive Officer, the Chief Financial Officer and Managing Director.

**Related body corporate** has meaning as defined in the *Corporations Act 2001* (Cth) and may include a subsidiary body corporate, holding body corporate or a subsidiary of a holding body corporate.

## 1. Individual preparing this application

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| **Q1. Name and job title of the individual completing this application** |
| Click here to enter text |
| **Q2. Has a third party been engaged to assist in completing this application?** *If yes, please provide that individual’s name and/or business name.* |
| Click here to enter text. |
| **Q3. Email address of the individual completing this application**   |
| Click here to enter text. |
| **Q4. Contact phone number of the individual completing this application**  |
| Click here to enter text. |

## Applicant details

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| **Q5. Full legal name**  |
| Click here to enter text.  |
| **Q6. Business name (if applicable)** |
| Click here to enter text. |
| **Q7. Email address of the Applicant to be used by the commission to issue VEU correspondence** |
| Click here to enter text. |
| **Q8. ABN and/or ACN** *ABN given by the Australian Business Register and ACN (if the Applicant is a body corporate) given by ASIC.* |
| Click here to enter text. |
| **Q9. Upload a copy of the below:*** *If the Applicant is not a body corporate:* an Australian Business Register record.
* *If the Applicant is a body corporate:* a current and historical ASIC company extract that is no more than 30 days old. This can be obtained from the [ASIC Connect website](http://www.esc.vic.gov.au/public-lighting).
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| **Document file name:** | Click here to enter text. |
| **Q10. Address of principal place of business** |
| Click here to enter text. |
| **Q11. Applicant website**  |
| Click here to enter text. |

**Please note: It is an offence to knowingly provide false or misleading information to the Essential Services Commission, under section 68 of the *Victorian Energy Efficiency Target Act 2007*.**

## Officers of the Applicant (body corporate applicants only)

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| **Q12. Have any new officers been appointed or commenced in the last 12 months?***Only details of current officers are required. Officers who are no longer appointed or working for the Applicant do not need to be listed below.* |
| Click here to enter text. |
| **Q12.1. If yes, please provide details including their position and start date** |
| Click here to enter text. |

## Complaints and compliance history

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| **Complaints** |
| **Q13. Has the Applicant or its scheme participants received any complaints over the past 12 months related to its participation in the VEU Program?** *Select Yes or No from the dropdown.*  |
| Choose an item. |
| **Q13.1. If yes, provide a report detailing any complaints the Applicant or its scheme participants have received over the past 12 months related to its participation in the VEU Program. This should include:*** *A brief description of each complaint and how it was resolved (or whether it remains unresolved), and*
* *A breakdown of the source of all complaints e.g. installation issues, non-compliant lead generation.*
 |
| **Document file name:** | Click here to enter text. |
| **Q13.2 If yes, explain any changes the Applicant has made to its systems and processes which have been informed from the complaints.** |
| Click here to enter text. |
| **Quality Assurance and Compliance history** |
| **>> Skip to question 15 if you are applying to solely undertake activity(ies) 22, 24, 25 or 46.****Q14.**  **How many** **installations have been assessed as part of the Applicant’s quality assurance processes in the past 12 months? What percentage of total installations was this?** |
| Click here to enter text. |
| **Q14.1 How many of the quality assurance assessments completed were site inspections, how many were phone audits, and how many were desktop assessments?** |
| Click here to enter text. |
| **Q14.2** **What percentage of installations is the Applicant planning to check in the next 12 months and by what method (site inspections, phone audits, desktop assessments)?** |
| Click here to enter text. |
| **Q15.**  I**f the Applicant’s accreditation has been subject to any conditions or restrictions in the previous 12 months, explain how the Applicant complied with these requirements. Alternatively, if the Applicant did not comply with the specified conditions or restrictions, explain the non-compliance and the reason(s) for non-compliance.** |
| Click here to enter text. |
| **Q16. Has the Applicant, a related body corporate, or any of the officers of the Applicant (either while working for the Applicant or not), been the subject of compliance, enforcement or disciplinary action of any kind (including formal warnings) by an Australian regulator or professional body in the last 12 months?** *Select Yes or No from the dropdown box:**This could include, but is not limited to:** *Action taken by an electrical safety or other safety regulator including Worksafe Victoria, Energy Safe Victoria, the Victorian Building Authority, Clean Energy Council or their interstate/national counter-part regulators.*
* *Action taken by any accreditation scheme operator including the Essential Services Commission, Solar Victoria, the Clean Energy Regulator or similar interstate/national scheme operator.*
* *Action taken by any consumer affairs regulator including Consumer Affairs Victoria, the Australian Securities and Investments Commission, the Australian Competition and Consumer Commission or similar.*
 |
| Choose an item. |
| **Q16.1. If yes, provide details of each instance of compliance and enforcement action including the dates, location and circumstances.** |
| Click here to enter text. |
| **Occupational health and safety** |
| **>> Skip to question 18 if you are applying to solely undertake activity(ies) 22, 24, 25 or 46.****Q17. Provide a report detailing any occupational health and safety hazards, risks and/or incidents related to the Applicant’s participation in the VEU Program identified during the past 12 months. Detail any steps taken to report any notifiable incidents and manage the identified matters.**  |
| **Document file name:** | Click here to enter text. |

## Activities and business model

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| ***When submitting the application in the registry, under Tab 1 of the online application, select all the activities the Applicant plans to undertake in the next 12 months.******Note: If the Applicant is applying to add activities, complete Part B of this form.***  |
| **Q18. In the last 12 months, have there been changes to** 1. **the Applicant’s primary target market(s) and/or**
2. **the estimated percentage of revenue derived from the VEU program and/or**
3. **intended business model:**

*For instance, some examples of changes in business model include:a) the Applicant no longer employs installers and instead relies on external contractors to undertake prescribed activities on its behalfb) the Applicant has changed its business model from not allowing sub-contractors to a model where contractors are now permitted to engage sub-contractors to undertake prescribed activities:**c) the Applicant has started operating as an aggregator, i.e. Supported by legal arrangements with other scheme participants that create VEECs.* |
| Changes to primary target market? | Choose an item. |
| Changes to estimated percentage of revenue derived from the VEU program? | Choose an item. |
| Changes to intended business model? | Choose an item. |
| **Q18.1 If yes to any of the above, provide further details.**  |
| Click here to enter text. |
| **Other government energy efficiency programs or schemes** |
| **Q19. In the last 12 months, has the Applicant or any officers of the Applicant participated in other Commonwealth, state or local government energy efficiency programs or schemes?***Select as many boxes below as applicable. Please include any schemes or programs that the Applicant or officers of the Applicant are currently or have previously (in the last 12 months) participated in:*☐ ACT’s Energy Efficiency Improvement Scheme (EEIS)☐ NSW’s Energy Saving Scheme (ESS)☐ Retailer Energy Productivity Scheme (REPS)☐ Commonwealth’s Emissions Reduction Fund☐ Small-scale Renewable Energy Scheme (SRES)☐ Solar Victoria☐ Not Applicable☐ Other program/schemes not listed (provide details): |
| Click here to enter text. |

## Additional documents to be supplied

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| **Q20. Prepare a letter of undertaking using the template at** [**Appendix A.**](#_Appendix_AI_–)*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. |

## Declarations

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| **Fit and proper** |
| **The Applicant (or its officer on behalf of the Applicant) must provide the following declaration.**I declare that:* Since the last accreditation/renewal application, neither the Applicant, any related bodies corporate or any officer of the Applicant has been found guilty
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| * of any indictable offence, or an offence that, if committed in Victoria would constitute an indictable offence
 | Choose an item. |
| * of an offence under any law of the Commonwealth, or another State or a Territory, regulating an energy efficiency regime
 | Choose an item. |
| * in relation to the person's commission of an offence involving dishonesty or fraud.
 | Choose an item. |
| * Neither the Applicant, any related bodies corporate or any officer of the Applicant has a pending charge for an alleged commission by the person of an offence specified above.
 | Choose an item. |
| * Since the last accreditation/renewal application, neither the Applicant, any related bodies corporate or any officer of the Applicant has
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| * failed to comply with any conditions of accreditation
 | Choose an item. |
| * engaged in any improper or adverse conduct, including
	+ a failure to disclose information that has been requested of the person by the ESC or that is otherwise required to be provided under this Act or regulations made under it, or
	+ misleading, false or deceptive conduct
 | Choose an item. |
| * had its accreditation in any energy efficiency program in Australia suspended, revoked, cancelled or been disqualified from making applications for accreditation?
 | Choose an item. |
| * had any account it may hold for the holding, transfer and surrender of certificates (under this Act or under a law of another State or Territory or of the Commonwealth) suspended or cancelled?
 | Choose an item. |
| * become insolvent? For eg. Bankruptcy (for individuals) or gone into external administration (for body corporates)
 | Choose an item. |
| * been an officer of a company that has entered external administration.
 | Choose an item. |
| * failed to comply with any court or tribunal order relating to any energy efficiency scheme in Australia?
 | Choose an item. |
| * I am not aware of any other reason why the Applicant would not be considered fit and proper for the purposes of maintaining accreditation.
 | Choose an item. |

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| **If the Applicant’s response to any of the above points is “Not confirmed”, but the Applicant still believes they are fit and proper for the purposes of being accredited, please provide additional information to support this.** |
| Click here to enter text. |
| **Name:** | Click here to enter text. |
| **Signature:** |  |
| **Date:** | Click or tap to enter a date. |
| **Competent and capable** |
| **The Applicant (or its officer on behalf of the Applicant) must provide the following declaration.**I declare that: |
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| * the Applicant, its employees and/or contracted scheme participants have the appropriate licensing for undertaking the prescribed activities *(applicants applying solely to undertake activities 22, 24, 25 and 46 may skip this declaration)*
 | Choose an item. |
| * the Applicant has appropriate occupational health and safety policies, systems for managing hazards in the workplace and at worksites, and procedures for completion of safe work method statements *(applicants applying solely to undertake activities 22, 24, 25 and 46 may skip this declaration)*
 | Choose an item. |
| * appropriate training and induction in occupational health and safety is provided by the Applicant to its staff and contractors (*applicants applying solely to undertake activities 22, 24, 25 and 46 may skip this declaration)*
 | Choose an item. |
| * the Applicant has appropriate record-keeping policies, procedures and practices to ensure prescribed activities are undertaken in compliance with relevant occupational health and safety legislation *(applicants applying solely to undertake activities 22, 24, 25 and 46 may skip this declaration)*
 | Choose an item. |
| * I am not aware of any other reason why the Applicant would not be considered competent and capable for the purposes of maintaining accreditation
 | Choose an item. |

 |
| **If the Applicant’s response to any of the above points is “Not confirmed”, but the Applicant still believes they are competent and capable for the purposes of being accredited, please provide additional information to support this.** |
| Click here to enter text. |
| **Name:** | Click here to enter text. |
| **Signature:** |  |
| **Date:** | Click or tap to enter a date. |
| **General declaration** |
| **The Applicant (or its officer on behalf of the Applicant) must provide the following consent.** * For the purpose of section 65 of the VEET Act, I consent to the disclosure of the below information (which may include confidential or commercially sensitive information), by the commission to Solar Victoria and the administrators of prescribed greenhouse gas schemes, greenhouse gas abatement schemes, energy efficiency schemes and emissions reductions schemes as part of the administration of the VEET scheme and the administration of the relevant scheme by the administrator:

*Information that may be disclosed:* * *the Applicant’s accreditation (if approved), including:*
	+ *approved activities covered by the accreditation,*
	+ *activities undertaken under the VEU program*
* *any Victorian energy efficiency certificates created by the Applicant*
* *the Applicant’s compliance or non-compliance with the requirements of the VEU Program, including the VEU Code of Conduct,*
* *any enforcement or compliance action which may be or has been taken by the commission against the Applicant.*
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|  | Choose an item. |

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|  **The Applicant (or its officer on behalf of the Applicant) must provide the following consent:** * I consent to the administrators of prescribed greenhouse gas schemes, greenhouse gas abatement schemes, energy efficiency schemes and emissions reductions schemes, in which the Applicant participates, or has previously participated in, to disclose information to the commission (which may include confidential or commercially sensitive information) about the Applicant’s participation in the prescribed scheme to assist the commission in its administration of the VEET Act.
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|  | Choose an item. |

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| **The Applicant (or its officer on behalf of the Applicant) is required to make the following undertakings:** I undertake that the Applicant: * will notify the commission if the Applicant becomes a participant in a prescribed greenhouse gas scheme as soon as reasonably practicable
* will not claim any benefit under a prescribed greenhouse gas scheme if that would result in a benefit being obtained under both that scheme and the VEET scheme in respect of the same activity (unless an exception applies under the VEET Act).
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|  | Choose an item. |

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| **The Applicant (or its officer on behalf of the Applicant) is required to make the following declaration:** * The Applicant has put in place systems and procedures to ensure compliance with all relevant provisions of the *Electricity Safety Act 1998*, the *Gas Safety Act 1997*, the *Occupational Health and Safety Act 2004*, the *Building Act 1993*, the *Environmental Protection Act* and regulations made under those acts.

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|  | Choose an item. |

**The Applicant (or its officer on behalf of the Applicant) is required to make the following acknowledgments:** * I understand it is an offence to give information or documents to the commission that I know to be false or misleading in any material particular
* The provision of false or misleading information or documents may result in the application for accreditation being refused and enforcement action being taken by the commission.
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|  | Choose an item. |

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| **If the Applicant is an individual, the Applicant is required to make the following declarations:**I declare that: * I am the Applicant (proposed accredited person) making this application for accreditation to the commission
* To the best of my knowledge, the information supplied in this form is true and correct as at the date of this declaration (it is an offence to provide false or misleading information to the commission)

**If the Applicant is a body corporate, an officer of the Applicant is required to make the following declarations on behalf of the Applicant:** I declare that: * I am authorised to submit this application on behalf of the Applicant (the proposed accredited person)

I make each of the declarations on behalf of the Applicant after making all due and proper enquiries that the information supplied in this form is true and correct as at the date of this declaration (it is an offence to provide false or misleading information to the commission) |
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|  | Choose an item. |

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| **Name:** | Click here to enter text. |
| **Signature:** |  |
| **Date:** | Click or tap to enter a date. |

**Declaration for all officers of the Applicant**

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| **Declaration** |

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| I declare that:* to the best of my knowledge and belief that all the information in the application pertaining to me as an officer of the Applicant is true and correct as at the date of this application.
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| **Name:** | Click here to enter text. |
| **Signature:** |  |
| **Date:** | Click or tap to enter a date. |
| If there is more than one officer of the Applicant, please upload a document that includes declarations for each additional officer of the Applicant  |
| **Document file name:**  | Click here to enter text. |

Part B – Only complete if adding new activities

## Business model and prescribed activity delivery

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| **Business model** |
| **Q21. How does the Applicant intend to deliver the additional activity/activities?***For example, do you intend to deliver the prescribed activity/activities via the following business implementation model(s):** *Sole: your organisation will identify/liaise with the energy consumer directly and it is responsible for all aspects of the upgrade activity.*
* *Contracted: your organisation will identify/liaise with the energy consumer directly, and the activity is wholly or partially undertaken by a contractor under the direction of your organisation.*
* *Third party (aggregator): your organisation has no direct relationship with the energy consumer, but has established a legal arrangement with one or more scheme participants to create VEECs, supported by operational procedures to monitor and ensure compliance with all VEU Program Requirements.*
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| Click here to enter text. |

## Competence and capability requirements

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| **Experience and qualifications** |
| **Q22. Describe the Applicant’s relevant experience in the industry/field relating to the prescribed activities for which certificates will be created.*** *For example, if the Applicant is applying to undertake prescribed activities associated with water heating, describe the Applicant’s experience in the water heating industry. This may include describing the experience of relevant personnel in the organisation or any contracted third-party scheme participants providing services.*
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| Click here to enter text. |
| **Skills and licensing** |
| **>> Skip to question 25 if you are applying to solely undertake activity(ies) 22, 24, 25 or 46** |
| **Q23. Does the Applicant, its employees and/or contracted scheme participants have the appropriate licences for undertaking the prescribed activities?** *Select Yes or No or Not Applicable from the dropdown box:* |
| Choose an item. |
| **Q24. Upload a document listing the relevant licence(s) of the Applicant’s staff that will undertake prescribed activities.** *Include the licence number(s) and expiry date(s).* |
| **Document file name:** | Click here to enter text. |
| Click here to enter text. |

## Additional documents to be supplied

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| **Assignment form(s)** |
| **Q25. Provide a copy of the assignment forms for each prescribed activity which the Applicant is applying to be accredited.** *For applications to undertake lighting upgrade activities (activities 27, 34 and 35), this includes copies of AS/NZS**compliance declaration*. |
| **Document file names:** | Click here to enter text. |

All applicants, except those applying to solely undertake activities 22, 24, 25 or 46, are required to complete activity specific questions in Part B depending on which activity/activities they are applying to be accredited for.

**Those applying to solely undertake activities 22, 24, 25 or 46, do not need to complete activity specific questions below.**

## All activities (except activities 22, 24, 25 or 46)

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| **Eligibility** |

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| Q1. Uploadadocument that identifies the process that the Applicant and its scheme participants will follow to verify that an activity meets the eligibility requirements as set out in the regulations and VEU Specifications. *A separate process should be provided for each of the prescribed activities the Applicant seeks to be accredited to undertake* |
| **Document file name:** | Click here to enter text. |

## Gas efficiency activities (activities s 37-42)

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| **Insurance** |

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| Q27. To participate in gas efficiency activities in the VEU Program, in addition to the insurance requirements in Part A, the Applicant must have the required insurance coverage below:* *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 Applicant’s insurance certificate of currency, if required. |
| **Document file name:** | Click here to enter text. |

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| **Minimum thermal efficiency requirements** |

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| **If the Applicant intends to undertake activity 37 (gas-fired steam boiler) and/or activity 38 (gas-fired hot water boiler or gas-fired water heater):****Q28. Does the Applicant have systems and procedures in place to ensure compliance with the minimum thermal efficiency requirements of activity 37 and/or activity 38 in accordance with the following available standards/methods:*** *BS 845-2 (pre-commissioning), BS 845-1 (post-commissioning); or equivalent standard approved by the Essential Services Commission;* or
* *Commission Regulation (EU) No 813/2013;* or
* *The manufacturer’s technical specification for that product (for condensing boilers only).*
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| Choose an item. |

## Cold room activities (activity 43)

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| **Insurance** |

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| Q29. To participate in the cold room activity in the VEU Program, in addition to the insurance requirements in Part A, the Applicant must have the required insurance coverage below:* *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.*
* *Where the advice is being provided by a scheme participant, not the Applicant, the scheme participant will require insurance cover.*

Attach the Applicant’s insurance certificate of currency, if required. |
| **Document file name:** | Click here to enter text. |

## Commercial and industrial water heater (activity 44)

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| **Insurance** |

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| Q30. To participate in the commercial and industrial heat pump water heater activity in the VEU Program, in addition to the insurance requirements in Part A, the Applicant must have the required insurance coverage below:* *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.*
* *Where the advice is being provided by a scheme participant, not the accredited person, the scheme participant will require insurance cover.*

Attach the Applicant’s insurance certificate of currency, if required. |
| **Document file name:** | Click here to enter text. |

## Home energy rating assessment (HERA) activities

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| **Service delivery arrangements** |

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| **Q31. Identify the nature of the commercial relationship between the Applicant and the Scorecard assessors who will be performing VEU home energy rating assessments.***Select the applicable box:*[ ]  The Applicant is the Scorecard assessor**.** [ ]  The Applicant will employ Scorecard assessors**.**[ ]  The Applicant will contract the services of Scorecard assessors**.**[ ]  Scorecard assessors will be financially incentivised to identify prescribed activities that will be delivered by the Applicant.[ ]  Other, please specify: |
| Click here to enter text. |

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| **Insurance** |

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| Q32. Upload a copy of the Applicant’s certificate of currency, showing:* *insured party details*
* *insured party policy details*
* *period of coverage*
* *maximum amount that the policy covers.*

Note: To participate in the home energy rating assessment activity 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.*
 |
| **Document file name:** | Click here to enter text. |

## Project-Based Activities (PBA)

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| **Quality management** |

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| **Q33. Is the Applicant ISO 9001 certified?** *Select Yes or No from the dropdown box.* |
| Choose an item. |
| **If yes** **– upload certificate** |
| **Document file name:** | Click here to enter text. |
| **If no – complete declaration below to confirm that the quality management systems align with the framework of ISO 9001 certification.** |
| **I declare that the Applicant’s quality management systems align with and satisfy the framework of ISO 9001 certification.** *Select Yes or No from the dropdown box.* |
| Choose an item. |

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| --- |
| **Safety management** |

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| --- |
| **Q34. Is the Applicant AS/NZS 4801 certified?** *Select Yes or No from the dropdown box.* |
| Choose an item. |
| **If yes – upload certificate** |
| **Document file name:** | Click here to enter text. |
| **If no – complete the declaration below, to confirm that the safety management systems align with the framework of AS/NZS 4801 certification.****I declare that the Applicant’s safety management systems align with and satisfy the framework of AS/NZS 4801 certification.** *Select Yes or No from the dropdown box.* |
| Choose an item. |
| **Q35. Does the Applicant have safe work methods that are in line with the compliance and risk profile for undertaking PBAs?** *Select Yes or No from the dropdown box.* |
| Choose an item.  |

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| **Insurance** |

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| --- |
| **Q36. To participate in PBAs under the VEU Program, in addition to the insurance requirements in Part A, the Applicant must have the required insurance coverage below:*** *Where advice is given and followed, professional indemnity insurance covering the replacement and/or rectification of customers’ property damaged as a result of any advice provided by the AP.*
 |
| **Document file name:** | Click here to enter text. |
| **Q37. If the Applicant is applying to be an AP who intends to carry out a project at its own site, it is exempt from the mandatory requirements**.*In this case, please upload a signed ‘Insurance waiver declaration – project-based activities’ form. 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 PBA. |
| **Document file name:** | Click here to enter text. |
| **The certificate of currency is valid until:** | Click or tap to enter a date. |

|  |
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| **Declaration** |

|  |
| --- |
| 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 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 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. |
| **Name:** | Click here to enter text. |
| **Signature:**  |  |
| **Date:** | Click or tap to enter a date. |

# Appendix A – Template: 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:

[Body corporate Name]

[ACN

[Body corporate 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” 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**

At the time of signing this letter, the Applicant:

1. Is a participant, or has previously been a participant in the following prescribed greenhouse gas schemes:

☐ ACT’s Energy Efficiency Improvement Scheme (EEIS)

☐ NSW’s Energy Saving Scheme (ESS)

☐ Retailer Energy Productivity Scheme (REPS)

☐ any Solar Victoria scheme

☐ Small-scale Renewable Energy Scheme (SRES)

☐ Commonwealth’s Emissions Reduction Fund

☐ Other, please specify: Click here to enter text.

☐ Not Applicable

* 1. Has advised the ESC of any prescribed greenhouse gas scheme in which it participates.
	2. Authorises the administrator of any prescribed greenhouse gas scheme in which it participates or has participated in the past, to release the following information to the ESC:,
1. protected information concerning the Applicant; and
2. any other information concerning the Applicant held by the administrator of the prescribed greenhouse gas scheme.

2.4 Will, as soon as reasonably practicable after becoming a participant in a prescribed greenhouse gas scheme that it has not already informed the ESC it is a participant of, notify the ESC of that fact.

2.5 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, unless an exception applies under the VEET Act.

Signed for and on behalf of

[Body corporate Name]

[Name]

[Title]

[Body corporate Name] 

 Signature

in the presence of

 

Witness name Signature of witness

Dated: Click here to enter text.