# VEU Variation to Accreditation Conditions Form

Version 1.1 – 19 November 2024

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| Purpose of this form |
| This application form must be used when applying to the Essential Services Commission for a variation of accreditation conditions.***Note: If you are applying for a grant of accreditation or renewal of accreditation,*** [***complete the appropriate form on our website***](https://www.esc.vic.gov.au/victorian-energy-upgrades-program/participating-veu-program/how-become-veu-accredited-person#tabs-container1)***.*****Fees:** $1500 to apply to vary conditions of accreditation **Please Note:*** This form is for existing accredited persons who have successfully renewed their accreditation and new accredited persons from 1 July 2023 to apply to vary conditions of their accreditation.
* This form is to be completed by, or on behalf of an individual or body corporate seeking to vary conditions of accreditation.
* This form must be signed by an officer of the Applicant, (as defined below), or if the Applicant is an individual, that individual.
* Answering "no" to a question on this form will not necessarily be grounds for refusal. It may prompt a request for information and further assessment.
* 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 variation of accreditation conditions |
| Lights On with solid fillAll 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) Follow the instructions on page 3 of this form explaining which sections to completeRefer to the [Application Guide](https://www.esc.vic.gov.au/victorian-energy-upgrades-program/participating-veu-program/how-become-veu-accredited-person) for a list of required documentsWe will not begin processing an application until the relevant fee has been paid |

Which sections of this form should you complete?

 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? |
| 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.Badge Tick1 with solid fill**If approved**, the commission will provide written notice confirming the decision to approve the application and noting the prescribed activities that the accredited person may undertake. 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. **Badge Cross with solid fillIf refused,** the commission will issue a 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#tabs-container1) 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 |

Privacy collection notice – VEU Variation of Accreditation Application Form

The commission collections personal information through the VEU Accreditation Application Form (Application 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 2007.

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 Application Form**

The personal information we collect in the Application 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 Application form for purposes which include to:

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

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

* 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 – Variation of accreditation conditions

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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).
* **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.

## Individual preparing this application

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| **Q1. Name and job title of the individual preparing 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 preparing this application**   |
| Click here to enter text. |
| **Q4. Contact phone number of the individual preparing 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. |

## Activities

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| ***When submitting the application in the registry, under Tab 1 of the online application select the additional activities the Applicant plans to undertake in the next 12 months.*** |

## Business model and prescribed activity delivery

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| **Q8. 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.*
 |
| Click here to enter text. |

## Competence and capability requirements

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| **Experience and qualifications** |
| **Q9. 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.*
 |
| Click here to enter text. |
| **>> Skip to question 12, if you are applying to solely undertake activity 22, 24, 25 or 46.** |
| **Skills and licensing** |
| **Q10. 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. |
| **Q11. 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. |

## Additional documents to be supplied

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| **Assignment form(s)** |
| **Q12. 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. |

## Declaration

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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)

**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.

**The Applicant (or its officer on behalf of the Applicant) is required to make the following acknowledgments:** * 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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| **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** |
| 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 – VEU activity application

 Applicants 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 Part B of this form.**

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

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| Eligibility |

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| Q13. 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. |

## 9. Gas efficiency activities (activities 37-42)

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| Insurance |

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| Q14. 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  |
| **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):****Q15. 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).*
 |
| Choose an item. |

**10. Cold room activities (activity 43)**

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| Insurance |

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| Q16. 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. |

**11. Commercial and industrial water heater (activity 44)**

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| Insurance |

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| Q17. 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. |

**12. Home energy rating assessment (HERA) activities**

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| Service delivery arrangements |
| **Q18. 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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| Q19. 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.*
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| **Document file name:** | Click here to enter text. |

**13. Project-Based Activities (PBA)**

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| Quality management |
| **Q20. 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. |
| **Safety Management systems** |
| **Q21. 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. |
| **Q22. 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 |
| **Q23. 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. |
| **Q24. 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**
	* + 1. 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

2.has advised the ESC of any prescribed greenhouse gas scheme in which it participates; and

* 1. 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 or tap to enter a date.