# Scoping and Project Plan Approval Form

Project-Based Activities – Measurement and Verification

Version 2.3 – 12 August 2022

As an accredited person (AP), you must have scoping approval and a project plan must have been submitted to the Essential Services Commission (the commission), to be eligible to begin work on a project designed to create Victorian energy efficiency certificates (VEECs) under the measurement and verification (M&V) method of the Victorian Energy Upgrade (VEU) program’s project-based activities (PBA).

Applicants should refer to the **Measurement and Verification Method Activity Guide** and **Measurement and Verification Method Compliance Requirements** for assistance in completing this form. These documents and all other related guides and forms can be found at the commission website at [www.esc.vic.gov.au/m-and-v](http://www.esc.vic.gov.au/m-and-v)

Applications for scoping and project plan approval are made via the VEU Registry at [www.veu-registry.vic.gov.au](http://www.veu-registry.vic.gov.au/)

To lodge an application for project plan approval, you must also have, or also be applying for, scoping approval. You can lodge scoping and project plan applications together or separately. If submitted separately, the scoping plan must be approved first. **This application form is for a combined scoping and project plan approval only.**

To lodge an application for scoping and project plan approval, you must first have an active VEU account be accredited to undertake PBA. Visit [www.veu-registry.vic.gov.au](file:///C:\Users\JCox\AppData\Roaming\Offline%20Records%20(EP)\Forms%20-%20VEU%20-%20Program%20Documents(3)\www.veu-registry.vic.gov.au) to open a new account. Information about becoming accredited can be found in the Application Guide for Accredited Persons, found at [www.esc.vic.gov.au/become-veu-accredited](http://www.esc.vic.gov.au/become-veu-accredited)

To lodge your scoping and project approval application:

1. Answer all relevant questions on this form.
2. Prepare all relevant supporting documentation referenced in this form.
3. Upload this form and the supporting documentation for the scoping plan in the ‘Scoping plan attachments’ on the Scoping plan tab of your PBA measurement and verification project on the VEU Registry.
4. Upload this form, or a blank document[[1]](#footnote-1), and the supporting documentation for the project plan in the ‘Project plan attachments’ on the Project plan tab of your PBA measurement and verification project on the VEU Registry.
5. Fill out all other required fields on the Scoping plan and Project plan tabs and submit to the commission.

We may require further information and/or require an inspection of the project premises before granting or refusing a scoping and project plan approval application. The latest information on current processing times for scoping plan applications can be found at [www.esc.vic.gov.au/pba](http://www.esc.vic.gov.au/pba). We will notify you of our decision in writing as soon as practicable after it has been made.

Participation in PBA M&V projects will require the publication of some details of those projects on the VEU Registry.

Projects with approved project plans will be listed on the Register of Approved Project Plans available at [www.veu-registry.vic.gov.au/register-projects](http://www.veu-registry.vic.gov.au/register-projects). The register will contain the project name, the accredited person (AP), the location, the methods used to abate greenhouse gases, and any other information that the commission considers appropriate.

If you have concerns about sharing information that you consider are commercial in confidence, you should discuss these with us before lodging a project plan.

**Part A: Scoping plan**

1. Applicant details

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| Applicant details | | | | | | | | | |
| **Q1**. VEU account name: | | Click here to enter text. | | | | | | | |
| **Q2**. Name of accredited person (AP): | | Click here to enter text. | | | | | | | |
| **Q3**. AP’s address: | Click here to enter text. | | | | | | | | |
| **Q4**. Name of primary contact: | Click here to enter text. | | | | **Q5**. Job title | Enter text. | | | |
| **Q6**. Email: | Click here to enter text. | | | | **Q7**. Phone number | Enter text. | | | |
| **Q8**. What are the normal commercial/business activities at the site? | | | | Click here to enter text. | | | | |  |
| **Legal right** | | | | | | | | | |
| **Q9**. Has the energy consumer provided an energy retailer document which identifies the energy consumer? | | | | | | | Choose an item. | | |
| *Attach site energy document. Note this can be a document such as an energy bill (with energy consumption data blanked out) or an official letter from the energy retailer. The document must identify the energy consumer and the site address.* | | | | | | | | | |
| **Attached energy retailer document file name:** | | | Click here to enter text. | | | | |  | |
| **Q10**. Are you as the AP also the energy consumer? | | | | | | | Choose an item. | | |
| *If* ***no****, attach completed* ***Registration of Interest Form****: Project-Based Activities to demonstrate that the energy consumer is aware of the project and agrees to progress the application. A Registration of Interest Form must be completed for each individual energy consumer. Note: this is not a legally binding agreement.* | | | | | | | | | |
| **Attached Registration of Interest Form file name:** | | | Click here to enter text. | | | | |  | |
| **Q11**. Is the energy consumer also the site owner? | | | | | | | Choose an item. | | |
| *If* ***no****, attach a document explaining the relationship between the site owner, energy consumer and any other entity involved in each site. For example, explain the site owner, site lease holder and site operator relationship, if these are different entities.* | | | | | | | | | |
| **Attached site ownership structure file name:** | | | | Click here to enter text. | | | | |  |

1. Project details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project background | | | | | | | | | | | | | | | | | | | | | | | |
| **Q12**. What is the project name? | | | Click here to enter text. | | | | | | | | | | | | | | | | | | | | |
| *The name must be unique, suitable and not misleading about the project’s ownership, scope or purpose and follow the convention of [company name]\_[site]\_[project purpose]\_[start date] e.g. PackagingCompany\_Moorabbin\_Boiler\_Upgrade\_Dec 2017* | | | | | | | | | | | | | | | | | | | | | | | |
| **Q13**. For multi-site projects, explain the similarity of premises and upgrade, including:   * The service(s) affected (must be consistent for each premises) * the energy sources affected (must be consistent for each premises) | | | | | | | | | | | | | | Click here to enter text. | | | | | | | | | |
| **Q14**. Will the project be undertaken at a business or non-residential premises? | | | | | | | | | | | | | | | | | | Choose an item. | | | | | |
| **Q15**. Will the project be undertaken at a building classified under part A3 of the Building Code as Class 2 or 3 (this includes but may not be limited to apartment buildings, hotels, motels, hostels, backpacker and student accommodation)? | | | | | | | | | | | | | | | | | | Choose an item. | | | | | |
| *If* ***yes****, does the project relate to common building services, and not services which are supplied exclusively to a sole-occupancy dwelling (such as a room or unit)?* | | | | | | | | | | | | | | | | | | Choose an item. | | | | | |
| **Q16**. Please confirm that the project’s abatement does not come from the construction of a new building | | | | | | | | | | | | | | | | | | | | |  | | |
| **Q17**. Is the project on a site(s) that is on the Register of Scheduled Activity Premises (SAP)? | | | | | | | | | | | | | | | | | Choose an item. | | | | | | |
| **Project timing** | | | | | | | | | | | | | | | | | | | | | | | |
| *Note: the commission will not approve projects where the application for project plan approval is received after the date project works commence.* | | | | | | | | | | | | | | | | | | | | | | | |
| **Q18**. Have all relevant project approvals been obtained from all relevant regulatory bodies? | | | | | | | | | | | | | | | | | | | Choose an item. | | | | |
| If **no**, list details of the outstanding approvals | Provide a ***list*** of the project’s required project approvals still outstanding, the relevant regulatory body, and expected time frame. | | | | | | | | | | | | | | | | | | | | | | |
| If project activities are to be carried out across multiple premises or measurement boundaries in stages, please provide an indicative schedule of works to be implemented (attach a separate document if necessary).  Note: an operating/reporting period cannot start until all project upgrades within the relevant measurement boundary are completed (this includes testing and commissioning). | | | | | | | | | | | | Click here to enter text. | | | | | | | | | | | |
| **Q19**. What is the baseline measurement start date? | | | | | | | | | | | | | | | | | | | | DD/MM/YY | | | |
| **Q20**. What is the baseline measurement end date? | | | | | | | | | | | | | | | | | | | | DD/MM/YY | | | |
| **Q21**. What is the planned operating period start date (if there are any elements of forward creation)? | | | | | | | | | | | | | | | DD/MM/YY or N/A | | | | | | | | |
| **Q22**. What is the planned operating period end date (if there are any elements of forward creation)? | | | | | | | | | | | | | | | DD/MM/YY or N/A | | | | | | | | |
| If a project has multiple sites with different measurement dates for each site, please attach a document showing the answers to Q19-22 for each. | | | | | | | | | | | | | | | | | | | | | | | |
| **Attached measurement dates file name:** | | | | | | | Click here to enter text. | | | | | | | | | | | | | | | | |
| **Q23.** What is the planned completion date of the project (this is the final project works end date for the project when works are complete in the last measurement boundary)? | | | | | | | | | | | | | | | | DD/MM/YY or N/A | | | | | | | |
| **Project details** | | | | | | | | | | | | | | | | | | | | | | | |
| **Q24**. What are the main activities that will be undertaken as part of the project? | | | | | | Provide an overview of the main activity that will be undertaken as part of the project. | | | | | | | | | | | | | | | | | |
| **Q25** What site service(s) will be affected by the project? | | | | | | Provide a **list** of the site service(s) affected by the upgrade e.g. steam production, lighting, HVAC, pumps, etc. | | | | | | | | | | | | | | | | | |
| **Q26**. What energy consuming equipment will be installed? | | | | | | List and describe the energy consuming products that will be installed, removed or modified as part of the project. | | | | | | | | | | | | | | | | | |
| **Q27**. What energy consuming equipment will be removed, if any? | | | | | | List and describe the energy consuming equipment that will be removed as part of the project. | | | | | | | | | | | | | | | | | |
| **Q28**. What energy consuming equipment will be modified, if any? | | | | | | Provide a description of the modifications that will be made to the way an existing energy consuming product is used as part of the project. | | | | | | | | | | | | | | | | | |
| **Q29**. Provide details of any products installed or removed that will affect other energy consuming equipment on site. | | | | | | Describe the products that will be installed or removed to affect the energy consumption of an energy consuming product as part of the project. | | | | | | | | | | | | | | | | | |
| **Q30**. Describe any other techniques that aren’t covered by **questions 24-29** which will be used that affect the energy consumption of the project site? | | | | | | If other techniques will be used to affect energy consumption of the site, describe them. | | | | | | | | | | | | | | | | | |
| **Q31**. How will the project activities described in **questions 24-30** result in abatement? | | | | | | Provide a **statement** of 100 words or less that explains how the project activities described in questions 24-30 will result in abatement. | | | | | | | | | | | | | | | | | |
| **Q32**. Is lighting equipment to be installed or removed as part of the project? | | | | | | | | | | | | | | | | | Choose an item. | | | | | | |
| *If applicable, which lighting products are proposed to be installed?* | | | | | | | | | | | | | | | | | | | | | | | |
| **VEU Activity** | | | | **Brand** | | | | | | | | | **Model** | | | | | | | | | | |
| Choose an item. | | | | Click here to enter text. | | | | | | | | | Click here to enter text. | | | | | | | | | | |
| Choose an item. | | | | Click here to enter text. | | | | | | | | | Click here to enter text. | | | | | | | | | | |
| Choose an item. | | | | Click here to enter text. | | | | | | | | | Click here to enter text. | | | | | | | | | | |
| Choose an item. | | | | Click here to enter text. | | | | | | | | | Click here to enter text. | | | | | | | | | | |
| *If you need more space, please attach a separate document to list the products.* | | | | | | | | | | | | | | | | | | | | | | | |
| If **yes**, do any of these products include lighting control devices (such as occupancy sensors, daylight linked controls, etc.), and any changes to lighting design or use as a result of this project? | | | | | | | | | | | Choose an item. | | | | | | | | | | | | |
| **Attached lighting product list file name:** | | | | | | | | Click here to enter text. | | | | | | | | | | | | |  | | |
| If **yes**, provide a list of zones and lights being installed and replaced (including wattages and any sensors). | | | | | | | | Click here to enter text. | | | | | | | | | | | | |  | | |
| **Q33**. Has a final site layout diagram been attached? | | | | | | | | | | | | | | | | | Choose an item. | | | | | | |
| *Attach a site diagram showing project locations and meter locations/arrangements within the site, and a process flow diagram if applicable.*  *For* ***multi-site*** *projects you must provide a diagram specific to each site.*  *If this is a lighting project the site diagram should show the location of lighting products being replaced, including any lighting control devices such as sensors.* | | | | | | | | | | | | | | | | | | | | | | | |
| **Attached site layout file name(s):** | | | | | | | | | Click here to enter text. | | | | | | | | | | | | | |  |
| **Q34**. What project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already started? | | | | | | Provide a ***statement*** of 100 words or less that describes what project design, scoping, meter installation, asset installation, asset modification and/or project construction work has already been done as part of the project. | | | | | | | | | | | | | | | | | |
| **Energy** | | | | | | | | | | | | | | | | | | | | | | | |
| **Q35**. What current energy services will be affected? Please tick the boxes below as appropriate (as many as applicable). | | | | | | | | | | | | | | | | | | | | | | | |
| Electricity | |  | | | Liquefied petroleum gas (LPG) | | | | | | | | | | | | | | | | |  | |
| Natural gas | |  | | | Renewable energy | | | | | | | | | | | | | | | | |  | |
| Other energy services affected (please provide details) | | | | | | | | | | Click here to enter text. | | | | | | | | | | | | | |
| **Q36**. Does the project involve fuel switching to non-renewable fuels including fossil fuels, waste from fossil fuel sources, or wood from native forests (other than wood waste from a native forest which is a waste product from the construction of buildings or furniture, including timber off-cuts and timber from demolished buildings)? | | | | | | | | | | | | | | | | | Choose an item. | | | | | | |
| **Q37**. What new energy sources will be introduced? Please tick the boxes below as appropriate (as many as applicable). | | | | | | | | | | | | | | | | | | | | | | | |
| Electricity | |  | | | Liquefied petroleum gas (LPG) | | | | | | | | | | | | | | | | |  | |
| Natural gas | |  | | | Renewable energy | | | | | | | | | | | | | | | | |  | |
| Other energy sources introduced (please provide details) | | | | | | | | | | Click here to enter text. | | | | | | | | | | | | | |
| **Q38**. Does the site have any existing electricity generation equipment (for example, solar PV)? If **yes**, answer the following questions. | | | | | | | | | | Choose an item. | | | | | | | | | | | | | |
| Which site address(es) have the electricity generation equipment? | | | | | | | | | | Click here to enter text. | | | | | | | | | | | | | |
| What is the electrical generation capacity of the electricity generation equipment (in kW)? | | | | | | | | | | Click here to enter text. | | | | | | | | | | | | | |
| Does the existing electricity supplier agreement have an export cap? Provide details. | | | | | | | | | | Click here to enter text. | | | | | | | | | | | | | |
| **Greenhouse gas emissions** | | | | | | | | | | | | | | | | | | | | | | | |
| **Q39**. Identify the method(s) intended to be used to calculate the reduction in greenhouse gases (depending on the project you may need to select a combination): | | | | | | | | | | | | | | | | | | | | |  | | |
| Forward projection of savings using a baseline energy model and operating energy model | | | | | | | | | | | | | | | | | | | | |  | | |
| Annual reporting of savings using a baseline energy model and measured energy consumption | | | | | | | | | | | | | | | | | | | | |  | | |
| Forward projection of savings followed by annual reporting of savings | | | | | | | | | | | | | | | | | | | | |  | | |
| **Q40**. Detail the project’s participation in other greenhouse gas abatement schemes / energy efficiency schemes / emissions reduction schemes. | | | | | | Click here to enter text. | | | | | | | | | | | | | | | | | |

1. Undertakings

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| Applicant’s undertakings in relation to scoping plan approval | |
| **Q41.** I undertake that if any new lighting equipment is to be installed in carrying out the activity, that equipment will be listed on the Register of Products maintained by the commission at the time of certificate creation in respect of that activity. |  |
| **Q42.** I undertake that if any lighting equipment is removed in carrying out the activity it will be decommissioned. |  |
| **Q43.** I undertake that the project is not undertaken to comply with energy efficiency or greenhouse gas emissions requirements in any minimum standard or mandatory requirement under any legislation. |  |

**Part B: Project plan**

1. Project value

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| Project cost and abatement | |
| **Q44**. What is the estimated greenhouse gas reduction (as calculated using VEU methods) due to avoided grid electricity or gas use for this project? | [in tonnes CO2-equivalent]. |
| **Q45**. Show details of the calculations of the estimated greenhouse gas reduction estimate given in Q44. | |
| * How have you calculated the greenhouse gas reduction estimate?   *Provide a* ***worked calculation*** *that includes all values used to determine the greenhouse gas saving estimate, including the regional factor, emission factor(s), accuracy factor(s), any electricity savings (in MWh/year), any gas savings in (GJ/year), any renewable energy savings, any virtual meters, and the project life (in years) which must account for the proposed persistence model if using forward creation.* | |
| Click here to enter text. | |
| * How have you calculated the energy savings estimate(s) used in the greenhouse gas reduction estimate above?   *Provide a* ***calculation and explanation*** *of your organisation’s estimated energy savings over the lifetime of the project. This can be a brief mathematical justification of where the savings estimates came from and must include a breakdown of how much energy will be saved by each part of the project, where a project includes multiple energy conservation measures. Attach a separate document if required.* | |
| Click here to enter text. | |

1. Project team details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation chart | | | | | | | | | | | | | | |
| **Q46**. Upload an organisation chart that shows the structure of the project leadership team (this differs from the question asked in your accreditation/approval application- that question concerns the team overseeing all projects, whereas this question is specific to the individual project that you are filling in this application for). This includes the project leadership team, the project experts, and how they interact with the project workforce.  To be deemed complete, the statement or organisation chart must provide the following (check off items below to ensure completeness): | | | | | | | | | | | | | | |
| * + 1. Record the names of all project leadership team roles, including: | | | | | | | | | | | | | | |
| 1. upgrade manager | | | | | | | | | | | | | |  |
| 1. risk manager | | | | | | | | | | | | | |  |
| 1. monitoring and measurement manager | | | | | | | | | | | | | |  |
| 1. other project leadership team roles | | | | | | | | | | | | | |  |
| * + 1. show responsibilities, accountability and authority levels for each role | | | | | | | | | | | | | |  |
| * + 1. describe the relevant skills, qualifications and experience required for each role | | | | | | | | | | | | | |  |
| * + 1. identify any personnel/roles based outside Victoria. | | | | | | | | | | | | | |  |
| **Document file name:** | | Click here to enter text. | | | | | | | | | **Page reference:** | | Enter text. | |
| **Q47**. Are you as the AP confident that the entire project team has the specialist knowledge, skills and capacity required to deliver this project? | | | | | | | | | | | | Choose an item. | | |
| **Q48**. If **no**, what other specialist knowledge, skills or capacity is required to deliver this project? | | | Click here to enter text. | | | | | | | | | | | |
| **Approved measurement and verification professional (AM&VP)** | | | | | | | | | | | | | | |
| **Q49**. Did a qualified CMVP and/or an AM&VP assist with developing the project or writing the measurement and verification (M&V) plan? | | | | | | | | | | | | | Choose an item. | |
| *If* ***yes****,**please enter the name of the qualified CMVP or AM&VP who assisted with this:* | | | | | | | Click here to enter text. | | | | | | | |
| **Q50**. Has an AM&VP been appointed to provide the verification report? | | | | | | | | | | | | | Choose an item. | |
| *If* ***yes****,**please enter the name of the AM&VP who you intend to provide the verification report:* | | | | | | | | Click here to enter text. | | | | | | |
| **Other expert advisors** | | | | | | | | | | | | | | |
| **Q51**. List the types of experts advising the project leadership team for this project. | | | | | | | | | Click here to enter text. | | | | | |
| **Q52**. Are these experts carrying out any other team role in this PBA project? If ***yes***, which role(s)? | | | | | | | | | Click here to enter text. | | | | | |
| **Q53**. What are the other experts’ responsibilities and functions in this project? | | | | Provide a ***list*** describing the other experts’ responsibilities and functions in this PBA project. | | | | | | | | | | |
| **Q54**. What is the limit of the other experts’ professional indemnity insurance? | | | | | | | | | | Click here to enter text | | | | |
| **Agents** | | | | | | | | | | | | | | |
| **Q55**. Has the site owner, energy consumer or AP engaged an agent to represent them? | | | | | | | | | | | | | Choose an item. | |
| *If* ***yes****, provide the following agent details and attach a letter from site owner, energy consumer or AP showing that the agent has written authority to act on the AP's behalf.* | | | | | | | | | | | | | | |
| Name of agent’s representative | Click here to enter text. | | | | | Job title | | | | | Click here to enter text. | | | |
| Email | Click here to enter text. | | | | | Contact number | | | | | Click here to enter text. | | | |
| **Attached letter file name:** | | | | | Click here to enter text. | | | | | | | | | |
| **Q56**. What are the agent’s responsibilities and functions in this project? | | | | Provide a ***statement*** that broadly describes the responsibilities and limits of the representative’s involvement, when the representative will communicate with the commission and when the commission should contact the agent instead of the AP. | | | | | | | | | | |
| **Q57**. What experience does the agent have with similar projects (where applicable)? | | | | Provide a ***statement*** that broadly describes the representative’s experience with similar projects. | | | | | | | | | | |

1. Measurement and verification (M&V) plan details

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| Measurement and verification (M&V) plan details | | | | |
| **Q58**. The commission requires an M&V plan consistent with the Principles in Chapter 4 of EVO 10000-1:2014 *International* Performance Measurement and Verification Protocol (IPMVP) Core Concepts published by the Efficiency Valuation Organization in June 2014.  To be deemed complete, the M&V plan must provide the following (check off items to ensure completeness):   * + 1. M&V plan is consistent with the principles of M&V shown in Chapter 4 IPMVP 2014 | | | |  |
| 1. accurate: as accurate as the M&V budget will allow | |  | | |
| 1. complete: measurements to quantify significant effects, while estimating all others | |  | | |
| 1. consistent: similar reporting between projects, professionals, periods and type (efficiency versus supply) | |  | | |
| 1. relevant: measure the relevant savings, while estimating less significant parameters | |  | | |
| 1. transparent: all M&V activities are clearly and fully disclosed | |  | | |
| * + 1. M&V plan clearly identifies the IPMVP option(s) intended to be used to measure the reduction in energy use: | |  | | |
| 1. option B – retrofit isolation: all parameter measurement | |  | | |
| 1. option C – whole facility*.* | |  | | |
| *Note: options A (retrofit isolation: key parameter measurement) and D (calibrated simulation) are not currently eligible under the VEU program* | | | |  |
| * + 1. M&V plan clearly identifies the method(s) intended to be used to calculate the reduction in greenhouse gases and create VEECs: | |  | | |
| 1. forward projection of savings using a baseline energy model and operating energy model | |  | | |
| 1. annual reporting of savings using a baseline energy model and measured energy consumption | |  | | |
| 1. forward projection of savings followed by annual reporting of savings. | |  | | |
| * + 1. M&V plan identifies the person responsible for approving the site-specific M&V plan | |  | | |
| * + 1. M&V plan identifies the person responsible for making sure that the M&V plan is followed for the duration of the reporting period | |  | | |
| * + 1. M&V plan adequately discusses all topics from the M&V Plan Chapter 7, IPMVP 2014 (except Budget), including: | | | |  |
| 1. the project (termed the energy conservation measure in IPMVP), its intended result, and the operational verification procedures | |  | | |
| 1. the selected IPMVP option, measurement boundary and interactive effects | |  | | |
| 1. identify the baseline period, energy consumption and operating conditions | |  | | |
| 1. reporting period (for annual creation) and/or operating period (for forward creation) | |  | | |
| 1. basis for adjustment, including a brief description of the intended normal year (for forward creation) | |  | | |
| 1. data analysis procedures, algorithms and assumptions | |  | | |
| 1. meter specifications, points, periods and protocols (if option B is used, this includes details of the sub-metering used, including whether it is a temporary installation, calibration details and meter specifications) | |  | | |
| 1. monitoring responsibilities for reporting and recording | |  | | |
| 1. expected uncertainty from measurement, data capture, sampling and data analysis/modelling | |  | | |
| 1. report format | |  | | |
| 1. quality assurance procedures for report preparation | |  | | |
| * + 1. M&V plan contains all relevant project information, including: | |  | | |
| 1. if the project involves lighting equipment, details of any lighting products installed or replaced | |  | | |
| 1. a detailed explanation of the project including:  * any site service(s) affected by the upgrade * a list of energy consuming products, including specific details on whether that product will be installed, removed or modified * if a product’s use is modified, details of what these are * any products installed or removed that will affect other energy consuming products | |  | | |
| 1. a breakdown of current equipment, upgrade equipment and the energy consumption of each item | |  | | |
| 1. if using forward creation, details of which decay factor is intended to be used (including all inputs for the persistence model, if applicable) | |  | | |
| 1. if the project involves HVAC upgrades, details of whether electricity or gas is used for heating | |  | | |
| 1. any project activities related to behaviour change and their proportion of the total savings | |  | | |
| 1. whether this project has been affected by a State of Disaster or State of Emergency, such as those declared to help manage the COVID-19 pandemic, including details of how Accounting for COVID-19 Under VEU (2021) will be or is expected to be applied. | |  | | |
| * + 1. M&V plan terminology is consistent with terms from IPMVP 2014, where applicable | |  | | |
| *Attach measurement and verification plan* | | | | |
| **Attached measurement and verification plan file name:** | Click here to enter text. | |  | |

1. Documents to be supplied

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mandatory insurance** | | | | | |
| **Q59**.Will this project be carried out at your own site? | | | Choose an item. | | |
| *If* ***yes****, please attach a signed* **Insurance Waiver Declaration** *available at* [*www.esc.vic.gov.au/m-and-v*](http://www.esc.vic.gov.au/m-and-v) | | | | | |
| **Document file name:** | Click here to enter text. | | | | |
| If**no***,* confirm that you have and will maintain appropriate levels of insurance while participating in this project*.* | | | Choose an item. | | |
| **Application format** | | | | | |
| **Q60**. Have you provided the information required in this form in another format (for example, your own template project plan)? **If yes, you must still submit this form with Section 3 and 11 completed.** | | | | Choose an item. | |
| *If* ***yes****, have you had this format approved by the commission?* | | | | Choose an item. | |
| **Project name:** | | Click here to enter text. | | |  |
| **Document file name:** | | Click here to enter text. | | |  |
| **Please note: combined** scoping and project plan applications will only be accepted if provided in this application form, unless you have prior approval from the commission. Please contact us via [veu@esc.vic.gov.au](mailto:veu@esc.vic.gov.au) to discuss your proposed template. | | | | | |

|  |  |
| --- | --- |
| Geo tagged photographic evidence (if applicable) | |
| **Q61**. Have you provided geo-tagged photographs of the incumbent baseline equipment with the following specifications? | |
| 1. clear and in focus |  |
| 1. include any relevant markings |  |
| 1. include a date stamp showing the date the photographs were taken |  |
| 1. include the GPS derived latitude and longitude coordinates. This should be stored in the metadata and generated automatically by the device used to take the geo-tagged photographs. |  |

1. Declaration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Declaration | | | | |
| **Q62**. 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 VEU account listed in Section 1 of this document in matters relating to the Victorian Energy Efficiency Target Act 2007.  I have read and understood the information and requirements set out in the **Measurement and Verification Method Activity Guide** and **Measurement and Verification Method** [**Compliance Requirement**](https://www.veet.vic.gov.au/public/pub.aspx?id=465)s.  I consent to the provision of the following information owned by my organisation to the Department of Environment, Land, Water and Planning (DELWP), the administrators of other greenhouse gas abatement schemes/energy efficiency schemes/emissions reduction schemes (such as the Emissions Reduction Fund (ERF) and the Renewable Energy Target (RET)), and other state or commonwealth government departments and agencies as stated in s66 of the Victorian Energy Efficiency Target Act 2007:   * information which may include confidential and commercially sensitive information relating to activities undertaken or proposed to be undertaken once accredited under the VEU program * information to determine if VEU projects are already claiming benefits under these other prescribed schemes.   I am aware that a project is eligible to create VEECs if it:   * reduces greenhouse gas emissions while maintaining current service levels and/or production capacity * reduces greenhouse gas emissions and if service levels are reduced to correct over-servicing.   I am aware that a project is not eligible to create VEECs if it:   * reduces greenhouse gas emissions by reducing current service or production levels * participates in other greenhouse gas abatement schemes/energy efficiency schemes/emissions reduction schemes, except as noted in section 22(b) of the Victorian Energy Efficiency Target (Project-Based Activities) Regulations 2017.   If lighting equipment is to be removed or installed as part of the project, I declare that the current (baseline) lighting equipment has been in place for at least six months.  I declare that I am aware that the commission may not grant a scoping approval and the project may therefore be ineligible to create VEECs if the following work has commenced at the premises:   * installing or modify an asset, other than a meter * commencing project construction work.   I acknowledge that:   * I must assess all relevant risks pertaining to this project, and have appropriate safe work methods and other systems (e.g. safety, quality, etc.) in place to manage those risks * all projects must be undertaken in accordance with the laws, regulations and codes of practice applicable to that activity and that I am responsible in ensuring this takes place * all projects must meet WorkSafe Victoria’s relevant work place health and safety compliance codes for the type of project environment and that I am responsible for ensuring this happens * all projects must be undertaken in accordance with the provisions of the Electricity Safety Act1998, the Gas Safety Act 1997, the Occupational Health and Safety Act 2004, the Building Act 1993 and their respective regulations in order to generate VEECs and that I am responsible for ensuring this happens * penalties may be applied for providing misleading information under Section 68 of the Victorian Energy Efficiency Target Act 2007.   If this project involves lighting product(s) being replaced, I declare that:   * I have disposed of all mercury containing lighting equipment in a class of waste disposal facility as determined by the commission * the lighting product(s) were not installed for the purposes of being decommissioned as part of the project (i.e. all activities claimed involve a genuine upgrade).   I approve the publication of the accredited person’s name, the project name, the project location and methods intended to be used to calculate the reduction in greenhouse gases in the Register of Approved Project Plans which will be publicly available on the VEU Registry.  I hold or can access the specialist knowledge, skills and capacity required to deliver this project.  I have produced a measurement and verification plan that is consistent with the Principles in Chapter 4 of EVO 10000-1:2014International Performance Measurement and Verification Protocol (IPMVP) core concepts published by the Efficiency Valuation Organisation in June 2014.  I will manage the project in line with my organisation’s quality and safety management systems.  I have provided all the information required in the scoping and project plan application.  I have updated the commission of any changes to answers and information provided in Appendix A of our previously supplied Project-Based Activities Application and the Victorian statutory declaration attached to that application, which have occurred since that application was approved.  I will update the commission of any changes to answers and information provided in Appendix A of our previously supplied Project-Based Activities Application Form and the Victorian statutory declaration attached to that application within 28 days of the change occurring. | | | | |
| Click here to enter text.  ……………………………………  Name |  | ………………………………………  Signature |  | DD/MM/YY  ……………………..  Date |
| Click here to enter text.  ……………………………………  Name (witness) |  | ………………………………………  Signature |  | DD/MM/YY  ……………………..  Date |

1. The system requires an application form to be attached to both the scoping and project plan tabs [↑](#footnote-ref-1)