Application for Accreditation – Part B

Method Details – Aggregated Metered Baseline

Version 3.2, April 2023

Purpose of this form

This form is used to apply for accreditation as an Accredited Certificate Provider or ‘ACP’ for the **Metered Baseline Method – Aggregated Metered Baseline (AMB)** sub-method. It must be accompanied by *Application Form – Part A (general details)* and other supporting documentation as indicated in these forms.

Refer to the [AMB Method Guide](https://www.ess.nsw.gov.au/Home/About-ESS/Energy-savings-calculation-methods/Aggregated-Metered-Baseline) to assist you in completing this form. Essential information about the requirements of applicants and ACPs is set out in the:

* [ACP Application Guide](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Application-for-Accreditation-Guide-ACPs)
* [Record Keeping Guide](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Obligations-of-an-ACP/Record-keeping)
* [Guide to ACP’s Obligations](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Obligations-of-an-ACP).

Your application information must be consistent with and meet the requirements set out in these documents. More information on the [application process](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/The-application-process) can be found on the ESS website.

Meaning of key terms and icons in this form

Words which are defined in the ESS Rule and used in this Application Form have the same meaning in this Application Form as in the ESS Rule, unless the context requires otherwise.

Key terms

**ACP** means **accredited certificate provider**. If this application for accreditation is approved, you will be an ACP.

**Eligible fuels** means anything which, from time to time, is a “recognised form of energy” as that term is defined under clause 2 of Schedule 4A to the *Electricity Supply Act 1995*.

*[Note:* *This definition of eligible fuels differs from the definition of the same term under the ESS Rule. Electricity and gas are eligible fuels under this method.]*

**ESC** means **energy savings certificate**. If this application for accreditation is approved, you may be able to create ESCs from the activities conducted under the RESA.

**ESS Rule** means the [***Energy Savings Scheme Rule of 2009***](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule). The ESS Rule sets out the specific requirements of each calculation method under the ESS. Requirements specific to AMB are set out in clause 8.9 of the ESS Rule. The ESS Rule is available on the ESS website.

**EUE** means **end-user equipment.** EUE is equipment, processes, or systems which consume eligible fuels. This includes the equipment directly consuming one or more eligible fuels as well as equipment or products that cause, control or influence the consumption of one or more eligible fuels.

**Non-renewable fuels** means fuels which are existing in limited quantities that cannot be replaced after they have all been used. This includes coal, oil, gas, and nuclear fuels.

**Implementation** means the delivery of a RESA at a site.

**RESA** means **recognised energy saving activity**. A RESA must meet all of the criteria set out in clause 5.3 of the ESS Rule. If this application for accreditation is approved, you will be accredited in respect of a specific energy saving activity.

**Site** means the location of the EUE included in a RESA.

Icons

|  |  |
| --- | --- |
|  | Important information to assist you with completing the application. |
|  | Indicates an instruction for completing this form. |
| 0. | Indicates a document or supporting evidence to be provided with the application. |

How to complete and submit your application

1. Complete [Application for Accreditation – Part A](http://www.ess.nsw.gov.au/How_to_apply_for_accreditation/Apply_now_-_guides_and_application_forms) and Application for Accreditation – Part B (this form).
2. Finalise supporting documentation.
3. Review the completed application forms and supporting documentation to ensure they are concise, complete and accurate. This is an opportunity to demonstrate the effectiveness of your quality assurance procedures to IPART.
4. Submit the application forms and supporting documentation to IPART.

Method eligibility

#### Activities

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|  | Select one or more of the activities that will be included in the RESA. |

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| --- | --- |
| Increasing the efficiency of electricity consumption |  |
| Increasing the efficiency of gas consumption |  |

#### Accredited statistician

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| --- | --- |
|  | The statistician must be accredited by the Statistical Society of Australia Inc and be accepted by the Scheme Administrator. |
|  | Provide details of the Accredited statistician you have engaged. |

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| --- | --- |
| Accredited statistician’s name: | Click here to enter text |
| Company name: | Click here to enter text |
| ABN: | Click here to enter text |
| Postal address: | Click here to enter text |
| Phone number: | Click here to enter text |

#### Allocating sites to the treatment or control group

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| --- | --- |
| Describe how you will allocate each of the sites in a population to the treatment group or the control group using an unbiased selection method: | Click here to enter text |

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| 0. | Attach verification (in writing and with reasoning) from an accredited statistician that the unbiased selection method is valid |

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| File name – verification that the unbiased selection method is valid: | Click here to enter text |

#### Ineligible activities

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|  | [Activities that are not eligible](https://www.ess.nsw.gov.au/Home/About-ESS/Overview-of-the-ESS/Excluded-activities) RESAs are set out in clause 5.4 of the [ESS Rule](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule). If any of these activities are part of your RESA you need to explain how they will be excluded from your energy savings and ESC calculations. |

Are any ineligible activities included in the proposed RESA?

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|  | Check the appropriate box and respond accordingly. |

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| --- | --- | --- |
| No |  | 🡪 Go to Question 5 |
| Yes |  | 🡫 Provide the information below |

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| Describe how any ineligible activities will be excluded from energy savings and ESC calculations: | Click here to enter text |

End-user equipment

#### EUE activities

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|  | If your proposed activity does not involve modifying, replacing or installing EUE, it will not be a RESA and will not be eligible for accreditation under the ESS. |
|  | Select one or more of the activities that will be included in the RESA. |

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| **Modifying** – modifying EUE or the usage of EUE (including by installing additional components). |  |
| **Replacing** – removing existing EUE and replacing it with other EUE. |  |
| **Installing** – installing new EUE (where there is no existing EUE). |  |

#### EUE

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| Provide a list of the EUE that will be included in the proposed RESA: | Click here to enter text |
| Describe your experience implementing projects using the above EUE: | Click here to enter text |

#### Replacing EUE

Will you be replacing EUE?

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|  | Check the appropriate box and respond accordingly. |

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| No |  | 🡪 Go to Question 8 |
| Yes |  | 🡫 Provide the information below |

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|  | Equipment that is removed as part of the RESA must be disposed of appropriately. It must not be refurbished, re-used or resold. |
|  | Lighting equipment containing mercury removed during upgrades in metropolitan levy areas (refer Table A25 of the ESS Rule) must be recycled in accordance with the requirements of a Product Stewardship Scheme. |
|  | If EUE containing refrigerants is removed as part of an upgrade, the refrigerants must be disposed of in a manner that is compliant with the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989 (Cth). |

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| Describe how you will ensure EUE that is removed as part of the RESA is not refurbished, reused or resold: | Click here to enter text |
| Describe how you will ensure relevant lighting equipment is recycled in accordance with the requirements of a Product Stewardship Scheme: | Click here to enter text |
| Describe how you will ensure any refrigerants will be disposed of properly and how you will obtain evidence of refrigerant recycling: | Click here to enter text |

#### Installing new EUE

Will you be installing new EUE (where there is no existing EUE)?

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|  | Check the appropriate box and respond accordingly. |

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| No |  | 🡪 Go to Question 9 |
| Yes |  | 🡫 Provide the information below |

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|  | New EUE installed as part of the proposed RESA must have a greater energy efficiency than the average energy efficiency of, and consume less non-renewable fuel than, other EUE that provides the same type of function, output or service. Refer to clause 5.3B of the ESS Rule. |

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| Describe how you will ensure the efficiency of new EUE will be greater than the average energy efficiency of, and consume less non-renewable fuel than, other EUE that provides the same type, function, output or service: | Click here to enter text |

#### Maintaining production, service and safety levels

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|  | RESAs must not result in a reduction of production, service or safety levels. This means that the performance or outputs of the site must not be reduced as a result of the RESA. |

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| Describe how you will ensure the customer is satisfied with the treatment and it meets their needs and site requirements: | Click here to enter text |
| Describe how you will consider customer and site requirements when designing the treatment: | Click here to enter text |
| Describe how you will ensure any reductions in energy consumption have not arisen from a reduction in production, service or safety levels at the site: | Click here to enter text |

Energy data

#### Collecting and recording energy data

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| Describe the systems and processes you have in place to collect and record metered energy data for all sites in the population: | Click here to enter text |

#### Metered energy data

Are you using metered energy data held by an energy retailer or network service provider?

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| --- | --- |
|  | Check the appropriate box and respond accordingly. |

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| --- | --- | --- |
| No |  | 🡪 Go to Question 12 |
| Yes |  | 🡫 Provide the information below |

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|  | If you are not using metering data, you must notify the Scheme Administrator of any metering arrangement you intend to use and obtain written notice from the Scheme Administrator that the proposed metering arrangement meets the requirements of the ESS Rule. |

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| Describe the metering arrangement for all sites in the treatment and control groups: | Click here to enter text |

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| 0. | Attach evidence of compliance with the accuracy requirements of the National Measurement Institute document M6 (Electricity Meters). |

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| File name – evidence of compliance with the accuracy requirements: | Click here to enter text |

#### Measured energy consumption

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| Describe how you will account for sites with measured energy consumption data for only part of an implementation period, (e.g. due to attrition): | Click here to enter text |

Calculating energy savings

#### Observed energy savings

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| Describe the analysis method used to calculate the observed energy savings over each implementation period: | Click here to enter text |

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| 0. | Attach verification (with reasoning) from an accredited statistician that the analysis method is valid. |

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| File name – verification that the analysis method is valid: | Click here to enter text |

#### Accuracy of energy savings and ESC calculations

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|  | You must have appropriate procedures for checking calculations of energy savings and ESCs. If during an audit of your RESA the auditor identifies errors in calculations from which ESCs have been registered, you may be requested, or required, to forfeit any improperly created ESCs. |

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| Describe how your procedures will ensure the accuracy of energy savings and ESC calculations: | Click here to enter text |