Application for Accreditation – Part B

Method Details – Installation of High Efficiency Appliances for Businesses

Version 3.5, March 2024

Purpose of this form

This form is used to apply for accreditation as an Accredited Certificate Provider or ‘ACP’ for the **Installation of High Efficiency Appliances for Businesses (Business Appliances)** 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 [Business Appliances Method Guide](https://www.ess.nsw.gov.au/Home/About-ESS/Energy-savings-calculation-methods/Installation-of-High-Efficiency-Appliances-for-Business) 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)
* [Water Heater Equipment](https://www.ess.nsw.gov.au/Home/About-ESS/Product-acceptance/Water-heater-equipment) Requirements.

Your application information must be consistent with and meet the requirements set out in this guidance. 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.

**Activity definition** means an activity as specified in a Schedule to the ESS Rule. Activity definitions for Business Appliances are set out in Schedule F to the ESS Rule.

**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. Eligible fuels under this method are electricity and gas.]*

**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 Business Appliances are set out in clause 9.9 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.

**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, as defined by:

* an Address,
* a unique identifier, as specified for the relevant Implementation that identifies the affected EUE, or
* a method accepted by the Scheme Administrator.

Icons

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| --- | --- |
|  | 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 that 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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|  | Each activity must meet the requirements specified in the relevant activity definition in Schedule F to the ESS Rule. |
|  | Check the box for one or more of the activities that will be conducted under the RESA. |

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| **Activity F1.1** – Install a new high efficiency refrigerated cabinet |  |
| **Activity F1.2** – Replace an existing refrigerated display cabinet |  |
| **Activity F2** – Install a new high efficiency liquid chilling package |  |
| **Activity F3** – Install a new high efficiency close control air conditioner |  |
| **Activity F4** – Install a new high efficiency air conditioner or replace an existing air conditioner with a high efficiency air conditioner |  |
| **Activity F5** – Install an electronically commutated (brushless DC) motor to power a fan in a refrigerated cabinet, freezer or cool room |  |
| **Activity F6** – Install an electronically commutated (brushless DC) motor to power a ventilation fan |  |
| **Activity F7** – Install a new high efficiency motor or replace an existing motor with a high efficiency motor |  |
| **Activity F8** – Replace existing gas fired steam boiler with a high efficiency gas fired steam boiler |  |
| **Activity F9** – Replace existing gas fired hot water boiler or gas fired water heater with a high efficiency gas fired water boiler or gas fired hot water heater |  |
| **Activity F10** – Install an oxygen trim system on a gas fired steam boiler, hot water boiler or water heater |  |
| **Activity F11** – Replace burner on a gas fired steam boiler, hot water boiler or water heater |  |
| **Activity F12** – Install an economiser on a gas fired steam boiler, hot water boiler or water heater |  |
| **Activity F13** – Install a sensor based blowdown control on a gas fired steam boiler |  |
| **Activity F14** – Install a blowdown flash steam heat recovery system on a gas fired steam boiler |  |
| **Activity F15** – Install a residual blowdown heat exchanger on gas fired steam boiler |  |
| **Activity F16** – Replace one or more existing hot water boilers or water heaters with one or more air source heat pump water heater systems |  |
| **Activity F17** – Install one or more air source heat pump water heater systems |  |

#### Site

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|  | For implementations under the Business Appliances method, the site cannot be a residential building unless expressly permitted by the eligibility requirements for the relevant activity definition. |

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| For each activity selected in Question 1, describe how you will confirm that the site is an eligible site: | Click here to enter text |

#### Minimum co-payment requirement

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|  | For Activity Definitions F1.1, F1.2, F16 and F17[[1]](#footnote-1) the original energy saver must contribute a net amount of at least $200 (excluding GST) per item of EUE. Non-cash inducements and in-kind payments are not acceptable and payments cannot be reimbursed.  ACPs are responsible for the activities of third parties and for ensuring that third parties adhere to ESS Rule requirements, including the minimum co-payment requirement. |

Will you be implementing Activity Definitions F1.1, F1.2, F16 or F17?

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|  | Check the appropriate box and respond accordingly. |

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| No |  | 🡪 Go to Question 4 |
| Yes |  | 🡫 Provide the information below |

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| Describe how you will ensure the minimum co-payment requirement is met before you apply to register ESCs: | Click here to enter text |
| Describe what records you will collect to prove the minimum co-payment has been paid and has not been reimbursed: | Click here to enter text |
| Describe how you will ensure that third parties adhere to the minimum co-payment requirement: | Click here to enter text |
| Who will be responsible for calculating and collecting the minimum co-payment: | 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

#### Equipment requirements

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|  | Each item of EUE must meet the equipment requirements specified in the relevant activity definition. Refer to Schedule F to the ESS Rule. |

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| For each activity selected in Question 1, describe how you will ensure that EUE meets requirements specified in the relevant activity definition of the ESS Rule: | Click here to enter text |
| If selecting any hot water heater activities (definitions F16–F17), describe how you will ensure that the products have been accepted for use before you apply to register ESCs: | Click here to enter text |

#### Replacing EUE

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|  | Activities F1.2, F4, F7, F8, F9, F11 and F16 involve replacing EUE. |
|  | Equipment that is removed as part of the RESA must be disposed of appropriately. It must not be refurbished, re-used or resold. |
|  | If EUE containing refrigerants is removed as part of an upgrade, the refrigerants must be disposed of in a manner compliant with the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989 (Cth). |

Will you be replacing EUE?

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|  | Check the appropriate box and respond accordingly. |

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| No |  | 🡪 Go to Question 7 |
| Yes |  | 🡫 Provide the information below |

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| Describe how you will ensure that 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 that any refrigerants will be disposed of properly and how you will obtain evidence of refrigerant recycling (if relevant): | Click here to enter text |

Implementing the proposed activities

#### Installation and implementation requirements

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|  | Each item of EUE must meet the installation and/or implementation requirements specified in the relevant activity definition set out in Schedule F to the ESS Rule and the IHEAB method guide. |

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| Describe how you will ensure that every implementation is performed by a suitably qualified installer: | Click here to enter text |
| Describe how you will ensure that installers are aware of the equipment, installation and implementation requirements for your activity: | Click here to enter text |
| Describe how will you ensure the installation and implementation requirements are addressed for each implementation: | Click here to enter text |

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| 0. | Attach the installation declaration you will use. An ‘installer declaration’ template is available on the ESS website or you may develop your own. |

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| File name – installer declaration template: | Click here to enter text |

#### Gas activities

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|  | Activities F8 to F15 involve gas activities and activities F16–F17 may involve gas activities. Each item of EUE involving gas must meet the eligibility requirements specified in the relevant activity definition. |

Are you replacing, modifying or installing any EUE that involves the consumption of gas?

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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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| Describe how you will confirm that gas EUE are eligible: | Click here to enter text |
| Who will be conducting the site assessment and completing the ‘site assessment report’? | Click here to enter text |
| Describe how you will ensure that the site assessor has the appropriate skills, training and knowledge to identify that the eligibility requirements have been addressed: | Click here to enter text |
| If the site assessment requires particular technical expertise, or may pose a specific safety risk, please list the qualifications, training or certifications of the person or persons conducting the site assessment: | Click here to enter text |

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| 0. | Attach the site assessment report you will use. A ‘site assessment report’ template is available on the ESS website or you may develop your own. |

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| File name – site assessment report template: | Click here to enter text |

#### Maintain 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 consider customer and Site requirements when scoping the implementation: | Click here to enter text |
| Describe how you will ensure the customer is satisfied with the works and that it meets their needs and Site requirements: | Click here to enter text |

Calculating energy savings

#### Calculating energy savings

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|  | Deemed activity electricity and gas savings are inputs into the calculation of energy savings. They are calculated according to the relevant activity definition set out in Schedule F to the ESS Rule. Deemed activity electricity and gas savings factors are updated from time to time.  The electricity savings and gas savings calculations are set out in clause 9.9 of the ESS Rule. |

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| For each activity selected in Question 1, describe how you will determine the inputs to the deemed activity electricity and gas savings equations: | Click here to enter text |
| Describe how you will calculate energy savings from each implementation (i.e. provide details about spreadsheets or other calculation tools that you will use): | Click here to enter text |

#### Calculation tool

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|  | ESS Rule factors, including deemed activity electricity and gas savings factors, are updated from time to time. Your calculation tool must be capable of updating factors. |

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| Describe the calculation tool you will use and how it will meet ESS requirements: | Click here to enter text |
| Describe how you will ensure the calculation tool uses the correct electricity and gas savings factors: | Click here to enter text |

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| 0. | Attach the calculation spreadsheet(s) / tool(s) you will use to calculate energy savings. The spreadsheet / tool must show the steps and formula used to calculate energy savings. If you will be using proprietary software to calculate energy savings, provide screenshots or other information that demonstrate the calculations for each activity. |

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| File name – calculation spreadsheet / tool: | 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 |

1. The minimum co-payment of $200 (excluding GST) for Activity Definitions F16 and F17 applies from 19 June 2024. [↑](#footnote-ref-1)