# Application for PDRS Accreditation –streamlined application form

Version 1.1, February 2023

Purpose of this form

Use this form to apply for accreditation under the Peak Demand Reduction Scheme (PDRS) if you are already accredited as an Accredited Certificate Provider (ACP) under the Energy Savings Scheme (ESS) for the corresponding ESS calculation method and activity definitions.

See our [Reducing Demand Using Efficiency Method](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/activities) page for information about corresponding calculation methods and activity definitions and the [Existing ESS applicants](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/existing-ess-applicants) page for more information.

You may also use this form to apply for PDRS accreditation if you are in the process of applying for an amendment to your existing ESS accreditation to add the corresponding ESS calculation methods and activity definitions.

If this isn’t you, please see our PDRS [Application pathways](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/application-pathways) page for other options to apply for PDRS accreditation.

Visit the [PDRS website](https://www.energysustainabilityschemes.nsw.gov.au/pdrs) for more information if you need help [preparing your application](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/preparing-your-pdrs-application) or to understand the [steps in the application process](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-application-process). You can also find information about what it means to [operate as an ACP](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/operating-acp) in the PDRS.

How to complete and submit your application

To complete this form, provide a response to all required questions.

1. Where an attachment is required, provide the complete file name for the attachment in the file name field in this form. If included as part of a larger document, also specify the relevant location in that document (e.g. the page number).
2. Review the completed application forms and supporting documents to ensure they are concise, complete, relevant and accurate. This is an opportunity to demonstrate the effectiveness of your quality assurance procedures to us.
3. Use the application checklist at the end of this form to make sure you’ve included all the required documents.

Submit your application and documents in our online system TESSA by following these steps.

1. [Log in to TESSA](https://tessa.energysustainabilityschemes.nsw.gov.au/) and select ‘Application for Accreditation’.
2. Select the PDRS as the scheme and provide a response in all mandatory fields.
3. Upload this completed form and any other required documents into TESSA. See our [Submitting your application in TESSA](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/submitting-your-application-tessa) page for more information.

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|  | All communications about your application will be directed to your contacts that have been set up in TESSA. For privacy reasons, we won’t discuss your application with anyone else unless a delegated person of your organisation provides specific written permission. Only a signatory user can submit applications for accreditation and applications to amend an accreditation.More information about users within an ACP’s account is available on the [TESSA](https://www.energysustainabilityschemes.nsw.gov.au/tessa) page of our website. |

Conditions of accreditation

If your application is approved, you will receive an Accreditation Notice with conditions of accreditation. The Accreditation Notice will include requirements to conduct audits. The [Application for PDRS Accreditation Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/Application-PDRS-Accreditation-Guide-ACPs) details our general approach for setting audit regimes. For new applicants, we typically apply a pre-registration audit regime which means audits must be conducted before [certificates can be registered](https://www.energysustainabilityschemes.nsw.gov.au/registering-certificates).

Meaning of key terms and icons in this form

Words used in this form and defined in the PDRS Rule have the same meaning as in the PDRS Rule, unless the context requires otherwise.

Key terms

**Act** means the [***Electricity Supply Act 1995***](https://www.legislation.nsw.gov.au/#/view/act/1995/94).

**Regulation** means the [***Electricity Supply (General) Regulation 2014***](https://www.legislation.nsw.gov.au/#/view/regulation/2014/523)*.*

**PDRS Rule** means the [***Peak Demand Reduction Scheme Rule of 2022***](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule). We assess an application for accreditation against the requirements of the PDRS Rule, Regulation and the Act. The PDRS Rule sets out the specific requirements of each calculation method under the PDRS. Requirements specific to RDUE are set out in clause 7.3 of the PDRS Rule.

**ACP** means **accredited certificate provider**.

**Activity definition** means an activity as specified in a Schedule to the PDRS Rule. The relevant activity definitions for RDUE are set out in Schedule B of the PDRS Rule.

**EUE** means **end-user equipment.** EUE means electricity consuming equipment, processes, or systems, including the equipment directly consuming electricity, and other equipment that causes, controls or influences the consumption of electricity.

**Implementation** means the delivery of an RPA at a Site.

**PRC** means **peak reduction certificate**. If this application for accreditation is successful, you may be able to create PRCs from the Implementation of the RPA.

**RPA** means **recognised peak activity**. An RPA must meet all the criteria set out in clause 5 of the PDRS Rule. If this application for accreditation is successful, you will be accredited for a specific RPA.

**Site** means the location of the EUE included in a RPA, 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.

**TESSA** means **The Energy Security Safeguard Application**, our online system.

**You** means the applicant.

**We/us** means IPART.

Icons

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|  | Important information to assist you with completing the application |
|  | An instruction for completing this form |
| 0. | A document or supporting evidence to be provided with the application |

Applicant

#### Applicant details

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|  | Provide the organisation name as it appears in TESSA. |

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| Organisation name (legal name of entity applying for accreditation): | Click here to enter text |

Method eligibility

#### Activities

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|  | You must already be accredited for the corresponding ESS activities or have applied to amend your ESS accreditation to include the corresponding activities. See our [Reducing Demand Using Efficiency Method](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/activities) page for information on corresponding ESS activities. Each activity must meet the requirements specified in clause 7.3 and in the relevant activity definitions in Schedule B of the [PDRS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule).  |
|  | Check the box for one or more of the activities that will be conducted under the RPA. |

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| **Activity HVAC1** **–** Install a new high efficiency air conditioner or replace an existing air conditioner with a high efficiency air conditioner (in a residential or small business site) | [ ]  |
| **Activity HVAC2 –** Install a new high efficiency air conditioner or replace an existing air conditioner with a high efficiency air conditioner (in a commercial or industrial site) | [ ]  |
| **Activity WH1 –** Replace one or more existing hot water boilers or water heaters with one or more air source heat pump water heaters | [ ]  |
| **Activity RF1** **–** Remove a spare refrigerator or freezer | [ ]  |
| **Activity RF2 –** Replace an existing refrigerated cabinet with a new high efficiency refrigerated cabinet | [ ]  |
| **Activity SYS1 –** Install a new high efficiency ventilation or refrigeration motor or replace an existing ventilation or refrigeration motor with a high efficiency ventilation or refrigeration motor | [ ]  |
| **Activity SYS2 –** Replace an existing pool pump with a high efficiency pool pump | [ ]  |

Calculating peak demand reduction capacity

#### Calculating peak demand reduction capacity

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|  | Deemed activity peak demand reduction capacity are inputs into the calculation of PRCs. They are calculated according to the activity definition set out in Schedule B of the [PDRS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule). Deemed activity peak demand reduction capacity factors are updated from time to time.The peak demand reduction capacity calculations are set out in Schedule B of the PDRS Rule. |

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| For each activity selected in Question 2, describe how you will determine the inputs to the deemed activity equations: | Click here to enter text |
| Describe how you will calculate peak demand reduction capacity 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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|  | PDRS Rule 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 PDRS requirements: | Click here to enter text |
| Describe how you will ensure the calculation tool uses the correct factors: | Click here to enter text |

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| 0. | Attach the calculation spreadsheet(s) / tool(s) you will use to calculate peak demand reduction capacity. The spreadsheet / tool must show the steps and formula used to calculate peak demand reduction capacity. If you will be using proprietary software to calculate peak demand reduction capacity, 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 peak demand reduction capacity and PRC calculations

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|  | You must have appropriate procedures for checking calculations of peak demand reduction capacity and PRCs. If during an audit of your RPA the auditor identifies errors in calculations from which PRCs have been registered, you may be requested, or required, to forfeit any improperly created PRCs. |

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| Describe how your procedures will ensure the accuracy of peak demand reduction capacity and PRC calculations: | Click here to enter text |

Declaration

The declaration and authorisation below must be made by the signatory user set up in your TESSA account.

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|  | [Clause 130](https://legislation.nsw.gov.au/view/html/inforce/current/act-1995-094#sch.4A-sec.130) of Schedule 4A to the Act imposes a maximum penalty of $11,000 and/or 6 months imprisonment for knowingly providing false or misleading information to us, as the Scheme Administrator. |

#### Declaration

By ticking the box below, I hereby declare that:

* I have completed Application for PDRS Accreditation – Streamlined application.
* I have read and understood the information and requirements set out in Application for PDRS Accreditation – Streamlined application, the Application for PDRS Accreditation Guide and the relevant Method Guide.
* The applicant is not engaged in an industry, and do not carry out an activity, that benefits from a full exemption from the PDRS.
* The applicant not a related body corporate of a person who is engaged in an industry, or does carry out an activity, that benefits from a full exemption from the PDRS.
* Where estimates or indicative values have been provided in this application these are based on the best available data and methods.
* The information in this application, including any attachments, is complete, true and correct and not misleading by inclusion or omission.
* I understand and accept the obligations placed on Accredited Certificate Providers and their directors and managers.
* I am authorised to make this application and the authorisations below on behalf of the applicant.
* I am aware there are penalties for providing false or misleading information to IPART as Scheme Administrator of the Peak Demand Reduction Scheme in this application and when operating under the accreditation.

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| By ticking this box you declare the matters listed above  | [ ]  |

By ticking the box below, I hereby authorise:

* IPART to copy, record, use or disclose any of the information provided in this application for the purpose of assessing and making a decision on the application, auditing, compliance, and enforcement of laws, regulations and legislative rules, the performance of IPART’s statutory functions and for related purposes, subject to requirements of relevant laws.
* IPART to contact the administrator of any government scheme or program to obtain information on the applicant’s performance in that scheme or program, and
* that administrator to disclose that information from time to time, for the purpose of assessing and making a decision on the application, and in addition for auditing, compliance, enforcement of laws, regulations and legislative rules, the performance of IPART’s statutory functions and for related purposes, subject to requirements of relevant laws.

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| By ticking this box you authorise the things listed above  | [ ]  |