Application for Accreditation – Part A

General Details - New applicants

Version 6.1, July 2024

Purpose of this form

Use this form to apply for accreditation as an Accredited Certificate Provider or ‘ACP’ in the Energy Savings Scheme (**ESS**) or the Peak Demand Reduction Scheme (**PDRS**). **This form is for applicants that are new to the ESS or PDRS (i.e. applicants that do not have a current accreditation under either scheme).**

You must also complete [***Application for Accreditation Form Part B***](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search?keys=%22application+form+part+B+-+ACPs%22&doc_date_to=&sort_by=search_api_relevance&sort_order=DESC)for the calculation method(s) that you intend to use. You must attach all supporting documents and information.

You must read the [Application for Accreditation Guide](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Application-for-Accreditation-Guide-ACPs/) which describes how we assess your application, communicate with you and make accreditation decisions. Visit our [website](https://www.energysustainabilityschemes.nsw.gov.au/) for information about preparing your application and understand the steps in the application process. You can also find information on obligations for ACPs and what it means to operate as an ACP.

If you are applying for accreditation under both ESS and PDRS, this form covers your applications under both schemes. Your answers in this form must address both ESS and PDRS requirements.

Meaning of key terms and icons in this form

Words which are defined in the ESS and PDRS Rules and used in this Application Form have the same meaning in this Application Form as in the Rules, 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).

**ESS Rule** means the [***Energy Savings Scheme Rule of 2009***](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule)**.**

**PDRS Rule** means the [***Peak Demand Reduction Scheme Rule of 2022***](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule)**.**

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

**Activity** is what an ACP does or implements to reduce energy consumption. If your application for accreditation is approved, you will be accredited for a specific activity. An activity is also called a recognised energy saving activity under the ESS and recognised peak activity under the PDRS.

**Certificate** means energy savings certificate under the ESS or peak reduction certificate under the PDRS.

**Method Guide** means the method guide applicable to the calculation method relevant to your application, as published on our website and updated from time to time.

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

**You** means the applicant.

**We/us** means IPART.

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 this form and [Application for Accreditation Form Part B](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search?keys=%22application+form+part+B+-+ACPs%22&doc_date_to=&sort_by=search_api_relevance&sort_order=DESC)for the calculation method(s) that you intend to use. Provide a complete response to all required questions.
2. 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 state the relevant location in that document (e.g. the page number).
3. Use the checklist at the end of this form to ensure you prepare all required documents.
4. Review your completed application forms and supporting documents to ensure that they are concise, complete, relevant and accurate. This is an opportunity to demonstrate the effectiveness of your quality assurance procedures to us.
5. [Login to TESSA](https://tessa.energysustainabilityschemes.nsw.gov.au/ipart?id=ipart_login), select ‘Apply for accreditation’, complete the form, upload your application form (Parts A and B) and all supporting documents, submit your application (see the [ESS](https://www.energysustainabilityschemes.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/Submitting-your-application) and [PDRS](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/submitting-your-application-tessa) websites for more information).
6. If applying for accreditation under both ESS and PDRS, submit 2 applications on TESSA – one for ESS and one for PDRS. Submit this Part A form with both your ESS and PDRS applications.

Our application process for the [ESS](https://www.energysustainabilityschemes.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/The-application-process) and [PDRS](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-application-process) and information about [TESSA](https://www.energysustainabilityschemes.nsw.gov.au/tessa) is described on [our website](https://www.energysustainabilityschemes.nsw.gov.au/).

Applicant

This section is about the applicant that is applying for accreditation as an ACP.

#### Applicant details

|  |  |
| --- | --- |
|  | Trusts and partnerships are not eligible for accreditation as they are not a ‘person’ as defined by the [Interpretation Act 1987](https://www.legislation.nsw.gov.au/#/view/act/1987/15/full), however the trustee and partner, respectively, may be a ‘person’ and eligible for accreditation. |
|  | Sole traders may be eligible for accreditation and may use this form to apply. |
|  | If your application is successful, your company name and accreditation information will be publicly available on the [Registry](https://www.ess.nsw.gov.au/Home/About-ESS/ESS-Registry) of Certificates, [our website](http://www.ess.nsw.gov.au/Accredited_Certificate_Providers/List_of_Accredited_Certificate_Providers) and other public platforms. It will also be used on your accreditation notice. |
|  | We ask for information about your business’ background to understand how your proposed activity fits within normal business practices. We visit your website to understand how your proposed activity fits with the goods and services you offer and the information you provide to customers. |
|  | Provide details about the applicant. You may provide the registered business or trading name if you operate under this name. |

|  |  |
| --- | --- |
| Organisation name (legal name of entity applying for accreditation): | Click here to enter text |
| Registered business or trading name, if relevant:  | Click here to enter text |
| Website(s): | Click here to enter text |
| Social media platforms (if applicable): | Click here to enter text |
| Describe your organisation, its core purpose, size, length of operation, activities and the goods and/or services provided: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach your Current Company Extract that is dated no more than four weeks before the date the application is submitted.Current Company Extracts may be purchased from the Australian Securities and Investments Commission (ASIC) or an ASIC approved information broker. |

|  |  |
| --- | --- |
| File name – Current company extract: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach evidence of your registered business name, if applicable. |

|  |  |
| --- | --- |
| File name – Registered business or trading name: | Click here to enter text |

#### Participation in government energy efficiency schemes

Do you participate in the ESS, PDRS or other government energy efficiency schemes (e.g. Victorian Energy Upgrades and Renewable Energy Target)?

|  |  |
| --- | --- |
| 0. | You may participate as a certificate provider or in another capacity (e.g. contractor, installer). |
|  | Check the appropriate box and respond accordingly. |

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section – Fit and proper person test |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | We will consider your response here when deciding your application, and determining conditions to impose, including audit conditions. Refer to Section 3 of the [Application for Accreditation Guide – ACPs](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Application-for-Accreditation-Guide-ACPs) for information on our general approach. |
|  | Provide details about your involvement with other schemes. |

|  |  |
| --- | --- |
| List the government energy efficiency programs or schemes that you have participated in: | [ ]  Energy Savings Scheme[ ]  Peak Demand Reduction Scheme[ ]  Victorian Energy Upgrades program[ ]  Renewable Energy Target scheme[ ]  Others (list below): Click here to enter text |
| Describe the nature and scope of your participation in these programs or schemes, including whether you participate as a certificate provider or in a different capacity:If you do not participate as a certificate provider, describe your role and list the certificate providers you have worked with: | Click here to enter text |

Have your activities as a certificate provider been audited?

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

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section – Fit and proper person test |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
| 0. | Attach copies of the most recent independent audit reports (no more than two) of your participation as a certificate provider in other government energy efficiency programs or schemes.  |

|  |  |
| --- | --- |
| File name(s) – Audit report(s): | Click here to enter text |

Fit and proper person test

This section tests whether you are a fit and proper person to be accredited as an ACP.

|  |  |
| --- | --- |
|  | When we consider your application, we must be satisfied that you are a ‘fit and proper person’ to be accredited. When considering your response, we will consider matters including:how recently the matters disclosed in your application occurredthe nature and seriousness of each such matterwhether the matter was rectified to all parties’ satisfaction within a timely manner, andthe standard of character, honesty and integrity shown in you and your associates’ previous commercial dealings. |
|  | The information we require is similar to the ‘fit and proper person’ tests used by other regulators. |

#### Fit and proper person test

|  |  |
| --- | --- |
|  | Provide a response to the questions below. These questions relate to both the applicant (i.e. the organisation that is applying for accreditation) and your directors and managers. |

Character and reputation

|  |  |
| --- | --- |
| Are you or any of your directors or managers involved as a participant in the ESS, PDRS or a similar scheme? | Choose an item. |
| Have you or any of your directors or managers previously participated in the ESS, PDRS or a similar scheme? | Choose an item. |
| Have you or any of your directors or managers ever had your participation in the ESS, PDRS or a similar scheme suspended or cancelled, or proposed to be suspended or cancelled? | Choose an item. |
| Have you or any of your directors or managers ever had an application for accreditation or participation in the ESS, PDRS or a similar scheme refused? | Choose an item. |
| Have you or any of your directors or managers ever been subject to a penalty, an enforceable undertaking, the cancellation of an accreditation, licence etc (otherwise than at your request) or other compliance action as the result of a compliance issue/s arising from your participation in the ESS, PDRS or a similar scheme? | Choose an item. |
| **If you answered Yes to any of the above, provide details:** | Click here to enter text |

Disqualification of directors or managers.

|  |  |
| --- | --- |
| Have any of your directors or managers ever been disqualified from managing a corporation under the [*Corporations Act 2001 (Commonwealth)*](https://www.legislation.gov.au/C2004A00818/latest/text)? | Choose an item. |
| **If you answered Yes, provide details:** | Click here to enter text |

Criminal convictions and other proceedings

|  |  |
| --- | --- |
| In the last 10 years, have you or any of your directors or managers been convicted of an offence against a law of the Commonwealth, a State, a Territory or a foreign country where the offence relates to dishonest conduct? | Choose an item. |
| In the last 10 years, have you or any of your directors or managers been the subject of any charge or other proceedings for an offence against a law of the Commonwealth, a State, a Territory or a foreign country where the offence relates to breach of duty owed by company directors in that jurisdiction? | Choose an item. |
| **If you answered Yes to any of the above, provide details:** | Click here to enter text |

Civil matters

|  |  |
| --- | --- |
| Have you ever been an insolvent under administration or a Chapter 5 body corporate (as those terms are defined in the [*Corporations Act 2001* (Cth)](https://www.legislation.gov.au/Details/C2020C00219), or are you applying to take the benefit of any law for the relief of bankrupt or insolvent debtors? | Choose an item. |
| If you are a corporation, have any of your directors or managers ever been insolvent under administration or an officer of a Chapter 5 body corporate (as those terms are defined in the [*Corporations Act 2001* (Cth)](https://www.legislation.gov.au/Details/C2020C00219)? | Choose an item. |
| Are any of your directors or managers, or is any body corporate of which your directors or managers are a director or manager, applying to take the benefit of any law for the relief of bankrupt or insolvent debtors? | Choose an item. |
| **If you answered Yes to any of the above, provide details:** | Click here to enter text |

Financial status

|  |  |
| --- | --- |
| In the last 10 years, have you or any of your directors or managers incurred any civil liability for breach of trust or other breach of fiduciary duty, dishonesty, negligence or recklessness? | Choose an item. |
| **If you answered Yes, provide details:** | Click here to enter text |

Safety

|  |  |
| --- | --- |
| Have you or any of your directors or managers ever been the subject of proceedings for unsafe work practices in any State or proceedings for an offence against work health and safety legislation in any State? | Choose an item. |
| **If you answered Yes, provide details:** | Click here to enter text |

Scope of activity

To be an ACP, you must be accredited for an activity and calculation method. This section covers the scope of your proposed activity.

|  |  |
| --- | --- |
|  | **ESS:** The [ESS Rule](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule) describes requirements for an ESS activity (clauses 5.3 to 5.5).**PDRS:** The [PDRS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule) describes requirements for a PDRS activity (clause 5). |

#### Activity description

|  |  |
| --- | --- |
|  | Your activity description helps us understand your proposed activity and how it will increase the efficiency of energy consumption (ESS) or provide capacity to reduce peak demand (PDRS). |
|  | Provide a description of your proposed activity, including a detailed explanation of what you plan to do, equipment you will implement, the locations where you intend to work and volumes of activity (including how many certificates you think you will create in the first 3 years). |

|  |  |
| --- | --- |
| Activity description: | Click here to enter text |

#### Calculation method(s)

|  |  |
| --- | --- |
|  | Energy savings and peak demand reduction capacity are calculated according to the relevant calculation method (or ‘method’). These requirements are stipulated within the [ESS Rule](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule), [PDRS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule) and relevant [Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search?keys=method%20guide%22&doc_date_to=&sort_by=search_api_relevance&sort_order=DESC&f%5B0%5D=doc_industry%3A1535&f%5B1%5D=doc_industry%3A1562&f%5B2%5D=doc_types%3A923&f%5B3%5D=document_status%3A944). |
|  | You must submit a completed **Application for Accreditation – Part B** form for the method you intend to use. If your application is approved, your responses in this form will inform the method‑specific conditions we impose on you in your accreditation notice. |
|  | Applications usually include only one method, but some can include a combination of methods. See section 1 of the [Application for Accreditation Guide](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Application-for-Accreditation-Guide-ACPs). |
|  | Select the calculation method or group of calculation methods for this application. |

|  |  |
| --- | --- |
| Select the method or group of methods: | Choose an item. |

|  |  |
| --- | --- |
| 0. | Attach your completed [Application for Accreditation Form Part B](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search?keys=%22application+form+part+B+-+ACPs%22&doc_date_to=&sort_by=search_api_relevance&sort_order=DESC). If your application includes a combination of methods, attach a completed Part B form for each method. |

|  |  |
| --- | --- |
| File name – Application for Accreditation Form Part B: | Click here to enter text |

Activity delivery

This section relates to your processes for delivering the activity, obtaining nomination as the energy saver (ESS) or capacity holder (PDRS) and engaging with customers.

#### Activity delivery process flow chart

|  |  |
| --- | --- |
|  | You must provide your ‘activity delivery process flow chart’. This is a key document in your application as it links the people, information and processes to your activities. This must be a graphical picture of all your proposed activities and must be consistent with the information in your application. |
|  | Your ‘activity delivery process flow chart’ must set out all activities, people (by relationship to ACP & activity), documents, templates, systems, tools and procedures involved in carrying out your proposed activity. It must include key activities and steps in sequence to deliver your activity, such as engaging customers, issuing quotes, nomination and managing payments, implementing your energy saving activities, collecting and storing documentation, carrying out quality assurance and applying to register certificates.If other parties (installers, partners, clients, service providers) are involved in any step or task of the delivery of your activities, your flow chart must clearly show which steps or tasks they are responsible for. If the activity is fully delivered by a another party you work with (or are planning to work with) to create certificates on their behalf, your flow chart must still meet all of the above requirements. |
|  | An example of an activity delivery process flow chart is available on our [website](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Templates/Template-RESA-delivery-process-flow-chart). |
|  | Provide a description of your business model for implementing activities. |

|  |  |
| --- | --- |
| Describe your business model for implementing activities and any other parties (installers, partners, clients, service providers, product suppliers) involved in the delivery of your activities: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach your activity delivery process flow chart. |

|  |  |
| --- | --- |
| File name – activity delivery process flow chart: | Click here to enter text |

#### Customer engagement processes

|  |  |
| --- | --- |
|  | Customer refers to the original energy saver/capacity holder who nominates the ACP as the energy saver/capacity holder for the purposes of creating certificates. If you or your representatives will be implementing the activity for customers, you and your representatives must have documented customer engagement and complaints handling processes and procedures. |

Will you be implementing the activity for customers?

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

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to Question 11 |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | You must demonstrate how you and your representatives will meet requirements for customer engagement. If your application is successful, your accreditation notice will likely include conditions requiring you to meet customer engagement requirements. These are described in:**ESS:** Section 1.4 and Table 4 of the [Minimum requirements of conduct (Notice 01/2013)](https://www.ess.nsw.gov.au/Home/Document-Search/Notices/Notice-012013-Minimum-requirements-of-conduct). **PDRS**: Section 3.2.2 and Table 3.2 of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide). |
|  | For some methods/activities, ACPs must provide a fact sheet to their customers. See the Method Guide for requirements. |
|  | Provide a detailed description **and** attach your customer engagement documentation.  |

|  |  |
| --- | --- |
| Describe your and, if applicable, your representative’s customer engagement processes: **and** list file name(s) here: | Click here to enter text |

#### Nomination as the energy saver/capacity holder

|  |  |
| --- | --- |
|  | You may need to be nominated as the energy saver/capacity holder. To determine whether nomination is required, refer to:**ESS**: [ESS General Requirements Guide](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Obligations-of-an-ACP/General-Requirements-Guide). **PDRS**: [PDRS Method Guide.](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide)  |
|  | If nomination is required and your application is approved, your accreditation notice will likely include conditions requiring you to meet nomination requirements. |

Will you need to be nominated as the energy saver or the capacity holder?

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

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

|  |  |
| --- | --- |
|  | Describe how you will meet nomination requirements. |

|  |  |
| --- | --- |
| Describe how you will obtain nomination as the energy saver or capacity holder from the original energy saver or capacity holder (usually customers) for each implementation of your proposed activity: | Click here to enter text |

|  |  |
| --- | --- |
| 0. | Attach your nomination form. You must use the [nomination form template](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/nomination-capacity-holder) (or the [nomination specification](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/nomination-capacity-holder) if applying for PDRS Activity Definition BESS2) on our website to develop your nomination form. |

|  |  |
| --- | --- |
| File name – Nomination form: | Click here to enter text |

#### Insurance

|  |  |
| --- | --- |
|  | ACPs and any contractors involved in the delivery of the proposed activity may be required to hold and maintain insurance. To determine whether you are required to hold insurance, refer to:**ESS**: [General Requirements Guide](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Obligations-of-an-ACP/General-Requirements-Guide).**PDRS:** [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide). |

Will you and any contractors need to hold and maintain insurance?

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

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section: Representatives |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | If your application is successful, your accreditation notice will likely include conditions requiring you to hold and maintain insurance. This requirement will be tested at audit. |
| 0. | Attach evidence that you and any contractors involved in the delivery of the proposed activity hold appropriate insurance. |

|  |  |
| --- | --- |
| File name(s) – Insurance: | Click here to enter text |

Managing representatives

This section is about the people that will be managing and implementing your proposed activity and the training that you will provide to them.

|  |  |
| --- | --- |
|  | As an ACP, you will be responsible for the conduct of all representatives (including employees, contractors, third parties, installers, partners, service providers) involved in your activity. If you are working with a client or a business partner to create certificates on their behalf, they and their representatives are considered your representatives.As the Scheme Administrator, we will hold you responsible for all actions, omissions and information from representatives acting on your behalf, regardless of any contract or agreement between you and the representative and other parties. |
|  | If your application is successful, your accreditation notice will likely include conditions for managing representatives. |

#### Control over representatives

|  |  |
| --- | --- |
|  | You must have effective control over any person undertaking the activity on your behalf (i.e. your representatives), including all activities in the promotion and delivery of the activity. You and your representatives must comply with all relevant legislation. Refer to:**ESS:** Section 1.1 and Table 1 of the [Minimum requirements of conduct (Notice 01/2013)](https://www.ess.nsw.gov.au/Home/Document-Search/Notices/Notice-012013-Minimum-requirements-of-conduct). **PDRS**: Section 3.3.3 of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide). |

|  |  |
| --- | --- |
| Describe how you will ensure you have effective control over your representatives to ensure they meet the requirements: | Click here to enter text |
| Describe how you will ensure you and your representatives meet requirements, including compliance with all relevant laws: | Click here to enter text |
| Describe how you will ensure you and your representatives meet ESS/PDRS customer engagement requirements. | Click here to enter text |

#### Training

|  |  |
| --- | --- |
|  | As an ACP, you are responsible for ensuring that appropriate training is provided to any person undertaking any part of your activity, so they can effectively represent you and comply with requirements. This includes all the items identified in:**ESS**: Section 1.2 and Table 2 of the [Minimum requirements of conduct (Notice 01/2013)](https://www.ess.nsw.gov.au/Home/Document-Search/Notices/Notice-012013-Minimum-requirements-of-conduct).**PDRS**: Section 3.3.3 and Table 3.3 of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide). |
| 0. | Attach your training material (e.g. presentation slides, handouts, etc.) that you will use for training people involved in your activity. Your training material must include all required content described in the [*Minimum requirements of conduct (Notice 01/2013)*](https://www.ess.nsw.gov.au/Home/Document-Search/Notices/Notice-012013-Minimum-requirements-of-conduct) and/or [*PDRS Method Guide*](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide). |

|  |  |
| --- | --- |
| File name(s) – Training material: | Click here to enter text |

#### Register of representatives

|  |  |
| --- | --- |
|  | As an ACP, you must have and maintain a register of representatives (employees, contractors and any other parties) conducting activities for you. You must record specific and current information about your representatives as detailed in:**ESS**: Section 1.3 and Table 3 of the [Minimum requirements of conduct (Notice 01/2013)](https://www.ess.nsw.gov.au/Home/Document-Search/Notices/Notice-012013-Minimum-requirements-of-conduct).**PDRS**: Section 3.3.3 of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide). |
|  | You may provide a detailed description **or** attach your register of representatives (if representatives have not yet been engaged, you may provide an unfilled register of representatives to illustrate the information you will maintain). |

|  |  |
| --- | --- |
| Describe how your register of representatives meets requirements:**or** attach your register of representatives and list the file name here: | Click here to enter text |

Record keeping and quality assurance

This section is about your processes and procedures for obtaining and retaining accurate records that support energy savings activities.

|  |  |
| --- | --- |
|  | The Regulation requires you, as an ACP, to have record keeping arrangements with respect to your activity that are approved by the Scheme Administrator. As an ACP, your record keeping arrangements will be reviewed by external auditors. You must provide external auditors with access to your systems, documents and records that support your activity. |
|  | If your application is successful, your accreditation notice will likely include conditions requiring you to meet record keeping and quality assurance requirements. |

#### Document register

|  |  |
| --- | --- |
|  | You must keep a register of the documents that you need to collect and retain to prove you have met all requirements to create certificates. Refer to:**ESS**: Chapter 3 and section 4.1 of the [Record Keeping Guide](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Record-Keeping-Guide). **PDRS**: Section 3.3.1 and Table 3.1 of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide).  |
|  | You do not need to provide your document register if the method guide for your selected calculation method lists the minimum required records that must be collected and retained for each implementation. |

Is the calculation method for this application for the Project Impact Assessment with Measurement and Verification or Aggregated Metered Baseline method?

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

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the Question 14 |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | You may provide a detailed description **or** attach your document register. |

|  |  |
| --- | --- |
| Describe how your document register meets requirements: **or** attach your document register and list the file name here: | Click here to enter text |

#### Record keeping arrangements

|  |  |
| --- | --- |
|  | ACPs must have documented record keeping and quality assurance processes and procedures. You must demonstrate how you will meet the requirements of:**ESS**: Sections 4.2 and 4.3 of the [Record Keeping Guide](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Record-Keeping-Guide). **PDRS**: Section 3.3.1 and Table 3.1 of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide).  |
|  | You may provide a detailed description **or** attach your documented processes and procedures. |

|  |  |
| --- | --- |
| Describe how your record keeping processes and procedures meet requirements: **or** attach your record keeping documentation and list file name(s) here: | Click here to enter text |
| Describe how your quality assurance processes and procedures meet requirements: **or** attach your quality assurance documentation and list file name(s) here: | Click here to enter text |
| Are your existing record keeping and quality assurance procedures operational? When were they last audited?: | Click here to enter text |

Conditions of accreditation

If your application is approved, you will receive an accreditation notice with conditions of accreditation.

The accreditation notices sets out when an audit of an accreditation is required, the things that must be audited and any limits on certificate creation. Our general approach to setting these conditions is in the [Applications for Accreditation Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/Application-for-Accreditation-Guide-ACPs). In summary, if you have demonstrated experience as a certificate provider, we may apply periodic audit conditions and a limit on the number of unaudited certificates you can register. Your experience must be supported with a good compliance record, including good audit results. Otherwise, we apply pre-registration audit conditions which means you must conduct an audit before you can [register certificates](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Operating-as-an-ACP/Registering-and-trading-ESCs).

We know that every business is different. If our general approach does not suit your business needs, you may request something different. You must:

explain why our typical approach won’t work for you, and

demonstrate your ability to manage risks and maintain good compliance in your proposed situation.

#### Audit and certificate limit conditions

|  |  |
| --- | --- |
|  | You may provide any comments on our general approach to setting audit conditions and certificate creation limits or request something different. |

|  |  |
| --- | --- |
| Comments on audit conditions and certificate creation limits: | Click here to enter text |

Contact details

#### External consultant

|  |  |
| --- | --- |
|  | You may use an external consultant to assist you in the preparation of your application and, if successful, the ongoing accreditation. We may need to liaise directly with your consultant. |

Is an external consultant assisting you with your application?

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

|  |  |  |
| --- | --- | --- |
| No | [ ]  | 🡪 Go to the next section – Declaration |
| Yes | [ ]  | 🡫 Provide the information below |

|  |  |
| --- | --- |
|  | Provide details of the external consultant. |

|  |  |
| --- | --- |
| Salutation: | Click here to enter text |
| Full name: | Click here to enter text |
| Job title: | Click here to enter text |
| Organisation name: | Click here to enter text |
| Contact number: | Click here to enter text |
| Email address: | Click here to enter text |
| Describe how your consultant is involved: | Click here to enter text |

|  |  |
| --- | --- |
|  | We require a letter of authority for us to liaise directly with your consultant(s). The letter of authority must detail whether your consultant is authorised to liaise with us regarding both your application, and if successful, your ongoing accreditation.  |
| 0. | Attach a letter of authority that is:signed by people who have the authority to bind the company applying for accreditation, anddated no more than 4 weeks before the date that your application is submitted. A letter of authority is signed by people who have authority to bind the company if it is signed by, for example, two of your directors, your director and your company secretary, or your sole director who is also your sole company secretary. |

|  |  |
| --- | --- |
| File name – Letter of authority: | Click here to enter text |

Declaration

The declaration and authorisation below must be made by the signatory set up in your TESSA account. Only an authorised signatory may submit the application in TESSA.

|  |  |
| --- | --- |
|  | [Clause 61](https://legislation.nsw.gov.au/view/html/inforce/current/act-1995-094#sch.4A-sec.61) and [clause 130](https://legislation.nsw.gov.au/view/html/inforce/current/act-1995-094#sch.4A-sec.130) of Schedule 4A to the Electricity Supply Act 1995 impose a maximum penalty of $11,000 (and/or 6 months imprisonment under cl. 61) for knowingly providing false or misleading information to us, as the Scheme Administrator. |

#### Declaration

By ticking the box below, I declare that:

* I have completed Application for Accreditation - Part A (General Details) and Application for Accreditation - Part B (Method Details).
* I have read and understood the information and requirements set out in Application for Accreditation - Part A (General Details), Application for Accreditation - Part B (Method Details), the Application for Accreditation Guide – ACPs, and the relevant Method Guide.
* For ESS applications, I have read and understood the information and requirements set out in the Record Keeping Guide and the General Requirements Guide.
* The applicant is not engaged in an industry, and does not carry out an activity, that benefits from a full exemption from the ESS or PDRS.
* The applicant is 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 ESS or PDRS.
* Where this is the Application Form Part A that I submit in support of simultaneous applications for accreditation under both the ESS and the PDRS, I request that you:
	+ treat this completed Application Form Part A as part of both applications, and
	+ where this completed Application Form Part A refers to documents that relate to the ESS, read those references as references to the equivalent documents that relate to the PDRS, and vice versa.
* 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 ACPs and their directors and managers.
* I am authorised to make this application and the authorisations below on behalf of the applicant.
* I am aware that there are penalties for providing false or misleading information to IPART in this application and when operating under the accreditation.

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

By ticking the box below, I authorise:

* IPART to copy, record, use or disclose any of the information provided in this application.
* IPART to contact the administrator of any government scheme or program to obtain information on the applicant’s performance in that scheme or program.
* 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.

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

Application checklist

You may use this checklist to ensure that you have attached your documentation.

|  |  |
| --- | --- |
| Current Company Extract (question 1) | [ ]  |
| Registered business or trading name (if applicable) (question 1) | [ ]  |
| Audit reports of your participation as a certificate provider in other government energy efficiency programs or schemes (question 2) | [ ]  |
| Application for Accreditation Form Part B (question 5) | [ ]  |
| Activity delivery process flow chart (question 6) | [ ]  |
| Customer engagement documentation (if applicable) (question 7) | [ ]  |
| Nomination form (if applicable) (question 8) | [ ]  |
| Evidence of insurance (if applicable) (question 9) | [ ]  |
| Training material (question 11) | [ ]  |
| Register of representatives (question 12) | [ ]  |
| Document register (if applicable) (question 13) | [ ]  |
| Record keeping processes and procedures (if applicable) (question 14) | [ ]  |
| Quality assurance processes and procedures (if applicable) (question 14) | [ ]  |
| Letter of authority – consultant (if applicable) (question 16) | [ ]  |