Application for Accreditation – Part A

General Details – Current ACPs

Version 3.0, May 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**) and/or the Peak Demand Reduction Scheme (**PDRS**). **This form is for applicants that have other current accreditations in either the ESS or PDRS.** As a current ACP, you do not need to provide as much information as new applicants.

Some parts of this form have a ‘streamlined path’ where you do not need to provide information. However, we may request that information during the application process if there are related issues on your compliance record or identified in audits.

You must also complete [***Application for Accreditation Form Part B***](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/Preparing-the-application)for the [calculation method(s)](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Calculation-methods) 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 or to understand the steps in the application process.

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 Rule and used in this Application Form have the same meaning in this Application Form as in the ESS and 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)*.*

**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**.

**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 recognised energy savings 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 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.ess.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/Preparing-the-application)for the [calculation method(s)](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Calculation-methods) 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 and select [submit your application](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/submitting-your-application-tessa).

6. If applying for accreditations under both ESS and PDRS, submit 2 applications in TESSA – one for ESS and one for PDRS. Submit this Part A form with both your ESS and PDRS applications.

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

Applicant

#### Applicant details

|  |  |
| --- | --- |
|  | Provide the ACP name and the Accreditation ID of an existing accreditation. |

|  |  |
| --- | --- |
| ACP name: | Click here to enter text |
| Accreditation ID of an existing accreditation: | 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 [Method Guide.](https://www.energysustainabilityschemes.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/Preparing-the-application)  |
|  | 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 within 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.energysustainabilityschemes.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.ess.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/Preparing-the-application). 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. |
|  | An example of an activity delivery process flow chart is available on our [website](https://www.energysustainabilityschemes.nsw.gov.au/documents/template/template-example-activity-delivery-process-flow-chart-v11). |
| 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 will be implementing the activity for customers, you 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 8 |
| Yes | [ ]  | 🡫 Provide the information below |

Will your customer engagement processes be the same as your existing accreditation(s) and have these been audited under either the ESS or PDRS?

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

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

|  |  |
| --- | --- |
|  | You must demonstrate how you and your representatives will meet the 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 4.2.2 and Table 4.2 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/or** attach your customer engagement documentation. |

|  |  |
| --- | --- |
| Describe your customer engagement processes: **and/or,** attach your document(s) 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/sites/default/files/cm9_documents/RDUE-Peak-Demand-Savings-Capacity-Method-Guide-V1.2.PDF)  |
|  | 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 capacity holder?

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

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

Are your nomination processes the same as your existing accreditation(s) and have these been audited under either the ESS or PDRS?

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

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

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

|  |  |
| --- | --- |
| Describe how you will obtain nomination from the customer 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/Home/Document-search/Templates/Template-Nomination-form) on our website to develop your nomination form. |

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

#### Insurance

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| --- | --- |
|  | ACPs and their contractors 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/sites/default/files/cm9_documents/RDUE-Peak-Demand-Savings-Capacity-Method-Guide-V1.2.PDF). |

Will you and your 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 |

Is insurance required for any of your other accreditations?

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

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

|  |  |
| --- | --- |
|  | If your application is successful, your accreditation notice will likely include conditions requiring you to hold and maintain insurance.  |
| 0. | Attach evidence that you and your contractors hold the required insurance. |

|  |  |
| --- | --- |
| File name(s) – Insurance: |  |

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.

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|  | As an ACP, you will be responsible for the conduct of all representatives (including. employees, contractors, third parties, installers) involved in your activity. 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 4.2.3 of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/sites/default/files/cm9_documents/RDUE-Peak-Demand-Savings-Capacity-Method-Guide-V1.2.PDF). |

Will you manage representatives in the same way as your existing accreditation(s) and have these been audited under either the ESS or PDRS?

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

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

|  |  |
| --- | --- |
| 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 4.2.3 and Table 4.3 of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/sites/default/files/cm9_documents/RDUE-Peak-Demand-Savings-Capacity-Method-Guide-V1.2.PDF). |
| 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/sites/default/files/cm9_documents/RDUE-Peak-Demand-Savings-Capacity-Method-Guide-V1.2.PDF). |

|  |  |
| --- | --- |
| File name(s) – Training material | 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](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Operating-as-an-ACP/Auditing-and-reporting-requirements). 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 4.2.1 and Table 4.1 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 and quality assurance arrangements

Will your record keeping and quality assurance processes and procedures be the same as for your existing accreditation(s) and have they been audited under either the ESS or PDRS?

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

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

|  |  |
| --- | --- |
|  | 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 4.2.1 and Table 4.1 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](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Operating-as-an-ACP/Auditing-and-reporting-requirements), 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, however we will address all communications to the person that submitted the application in TESSA. |

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:is signed by people who have the authority to bind the company applying for accreditation, andis dated 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) of Schedule 4A to the Electricity Supply Act 1995 imposes a maximum penalty of $11,000 and/or six (6) months imprisonment 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 IPART:
	+ 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.

|  |  |
| --- | --- |
| Application for Accreditation Form Part B (question 3) | [ ]  |
| Activity delivery process flow chart (question 4) | [ ]  |
| Customer engagement documentation (if applicable) (question 5) | [ ]  |
| Nomination form (if applicable) (question 6) | [ ]  |
| Evidence of insurance (if applicable) (question 7) | [ ]  |
| Training material (question 9) | [ ]  |
| Document register (if applicable) (question 10) | [ ]  |
| Record keeping processes and procedures (if applicable) (question 11) | [ ]  |
| Quality assurance processes and procedures (if applicable) (question 11) | [ ]  |
| Letter of authority – consultant (if applicable) (question 13) | [ ]  |