# **Energy Security safeguard schemes**

Template: Nomination Form for individuals and corporations/registered bodies

**For all methods under the Energy Savings Scheme and Peak Demand Reduction Scheme**

## Purpose of this template

The Energy Savings Scheme (ESS) and the Peak Demand Reduction Scheme (PDRS) require an Accredited Certificate Provider (ACP) to be nominated as the energy saver or capacity holder to create certificates. This template is the nomination form approved by the Scheme Administrator.

It can be used to nominate the ACP as the energy saver/capacity holder for an implementation of an **activity** at a particular site for the ESS and the PDRS.

## Instructions for ACPs using this template

To use this template, you will need to:

* Copy the wording from pages 2 to 4 of this document into your own document, formatting as appropriate and deleting footnotes.
* Fill in Sections 2 and 3 of the form.
* Request that the original energy saver/capacity holder completes Sections 1, 4 and 5 of the form, including a signing and dating the form.

You must fill in the Implementation details at **Section 2** in a way that specifically describes the activity. Make sure to:

* Include a full description of the activity and the Activity Definition so that the purchaser understands what will be installed. Providing the Activity Definition label only (e.g. D16) will not be sufficient to meet this requirement.
* Describe the quantity of equipment installed/removed. It should be unambiguous which products are specified in the form. Examples include:
  + 1 existing pool pump replaced with new pool pump
  + Lighting products replaced for 3 bedrooms and 1 living room.
  + 1 gas-fired boiler removed, and replaced with air-source heat pump water heater.

**You must give a completed copy of the form to the nominator within 7 days of them signing it.** This can be a digital copy or a physical photocopy.

The wording in this template may not be appropriate in all circumstances, so you may need to modify it. If you wish to modify the wording in this template, you must submit your proposed wording to the Scheme Administrator for approval by emailing [ESS\_compliance@ipart.nsw.gov.au](mailto:ESS_compliance@ipart.nsw.gov.au).

**Energy saver/Capacity holder Nomination**

*The Energy Savings Scheme (ESS) and the Peak Demand Reduction Scheme (PDRS) create certificates from projects that produce energy savings and/or the capacity to reduce demand on our electricity network during peak times. As the person that has undertaken a project you are the original Energy saver/Capacity holder (****Section 1****) and have the right to the energy savings, and/or the peak demand reduction capacity for the activity described in* ***Section 2****. By signing this form, you give them the right to be the energy saver/capacity holder for the purpose of these schemes, so that they can then create and sell certificates.*

**1. Original Energy saver/Capacity holder details**

|  |  |
| --- | --- |
| Name | [Click here to enter text] |
| ABN/ACN | [Click here to enter text] |
| Email | [Click here to enter text] |
| Phone number | [Click here to enter text] |

**2. Implementation and Activity details**

Peak Demand Reduction Scheme (PDRS)  Energy Savings Scheme (ESS)

|  |  |
| --- | --- |
| Address   * Add new line for each site | [Click here to enter text] |
| Description[[1]](#footnote-1)   * describe activity and which equipment items are installed/removed | [Click here to enter text]  e.g. replaced existing aircon with new system – 1 indoor and 1 outdoor unit.  e.g. replaced lighting fixtures in 3 meeting rooms and 1 kitchen. |

**3. Accredited Certificate Provider details**

|  |  |
| --- | --- |
| ACP name (company) |  |
| ABN/ACN |  |
| Contact name |  |
| Contact email |  |
| Contact phone |  |
| PDRS accreditation # |  |
| ESS accreditation # |  |

**4. Past activities implemented at the site(s)**

*Only one person can be nominated as the energy saver/capacity holder for the activity described in* ***Section 2****. You cannot sign this form if you have nominated another person for those activities unless you have revoked that nomination.*

|  |  |  |
| --- | --- | --- |
| Have you or, to the best of your knowledge, has any other person, previously nominated an energy saver/capacity holder for the activity/s at the site(s) listed above in Section 2? | | Yes  No |
| If yes, please provide a reason for the new nomination form | [Click here to enter text] | |

**5. Nomination of the Accredited Certificate Provider**

I, the person described in **Section 1**, or a person authorized to execute this nomination form on behalf of the company or registered body described in **Section 1**, nominate the person described in **Section 3** as the energy saver and capacity holder for the activities set out in **Section 2**, on behalf of the company or registered body described in **Section 1** as applicable.

This nomination form takes effect from the date it is signed and remains in force until I revoke it in writing to the ACP described in **Section 3**, and by email to IPART as the Scheme Administrator at ESS\_Compliance@ipart.nsw.gov.au.

I declare that:

* I am the original energy saver/capacity holder, or I am authorised to execute this nomination form on behalf of the original energy saver/capacity holder.
* The information provided in this nomination form is accurate and is not misleading by inclusion or omission.
* I will assist a representative of the Scheme Administrator (IPART), or a member of the Energy Security Safeguard Schemes Audit Services Panel by providing information or reasonable access to the sites described in **Section 2**.
* The date recorded below is the date when I signed this form.
* **I understand that the ACP is required to provide a completed copy of this form for my records within 7 days of me signing this form.**

**Signed and dated by the original energy saver/capacity holder or their authorised signatory**

|  |  |
| --- | --- |
| Signature |  |
| Name | [Click here to enter text] |
| Date signed | [Click here to enter a date] |

1. Describe the activity to be undertaken and list the Activity Definition from the ESS/PDRS Rule. Ensure to describe the activity so that the nominator can identify what the activity is. [↑](#footnote-ref-1)