Application for Accreditation – Part B

Method Details – Home Energy Efficiency Retrofits

Version 4.9, July 2024

Purpose of this form

This form is used to:

* apply for accreditation as an Accredited Certificate Provider or ‘ACP’ for the **Home Energy Efficiency Retrofits (HEER)** sub-method. You must also complete [*Application Form – Part A*](https://www.energysustainabilityschemes.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/Preparing-the-application).
* add HEER activities to your existing accreditation for the HEER or IHEAB sub-methods under the ESS. You must also complete [other required documentation](https://www.energysustainabilityschemes.nsw.gov.au/Accredited-Certificate-Providers/Operating-as-an-ACP/Changing-your-accreditation).

Refer to the [HEER Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/HEER-Method-Guide) to assist you in completing this form. Essential information about the requirements of applicants and ACPs is set out in the:

* [Application for Accreditation Guide](https://www.ess.nsw.gov.au/Home/Document-Search/Guides/Application-for-Accreditation-Guide-ACPs)
* [Obligations of an ACP](https://www.energysustainabilityschemes.nsw.gov.au/Accredited-Certificate-Providers/Obligations-of-an-ACP) page
* [Water Heater Equipment Requirements](https://www.ess.nsw.gov.au/Home/About-ESS/Product-acceptance/Water-heater-equipment).

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

Information on the [application process](https://www.ess.nsw.gov.au/Accredited-Certificate-Providers/Becoming-an-ACP/The-application-process) and the [amendment to accreditation process](https://www.energysustainabilityschemes.nsw.gov.au/Accredited-Certificate-Providers/Operating-as-an-ACP/Changing-your-accreditation) is on our website.

Meaning of key terms and icons in this form

Words which are defined in the ESS Rule and used in this Application Form have the same meaning in this Application Form as in the ESS Rule, unless the context requires otherwise.

Key terms

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

**Activity Definition** means an activity as specified in a Schedule to the ESS Rule. The relevant Activity Definitions for HEER are set out in Schedules D and E of the ESS Rule.

**ESC** means **energy savings certificate**. If this application for accreditation is approved, you may be able to create ESCs from the activities conducted under the RESA.

**ESS Rule** means the [***Energy Savings Scheme Rule of 2009***](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule). The ESS Rule sets out the specific requirements of each calculation method under the ESS. Requirements specific to HEER are set out in clause 9.8 of the ESS Rule. The ESS Rule is available on the ESS website.

**EUE** or **end-user equipment** means Eligible Fuel consuming equipment, processes, or systems, including the equipment directly consuming one or more Eligible Fuels, and other equipment or products that cause, control or influence the consumption of one or more Eligible Fuels, and includes (in the context of clause 8.8) a NABERS Building.

**Implementation** means the delivery of a RESA at a Site.

**RESA** means **recognised energy saving activity**. A RESA must meet all of the criteria set out in clause 5.3 of the ESS Rule. If this application for accreditation is approved, you will be accredited in respect of a specific energy saving activity.

**Site** means the location of the EUE included in a RESA, as defined by:

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

Icons

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

Method eligibility

#### Activities

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|  | Each activity must meet the requirements specified in the relevant activity definition in Schedules D and E of the ESS Rule and the appendices of the HEER Method Guide. |
|  | Check the box for one or more of the activities that will be conducted under the RESA. |

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| **Activity D1** – Replace an external single-glazed window or door with a thermally efficient window or door |  |
| **Activity D2** – Modify an external window or glazed door by installing secondary glazing |  |
| **Activity D5** – Install a new high efficiency pool pump or replace an existing pool pump with a high efficiency pool pump |  |
| **Activity D11** – Replace an existing gas fired water heater with a high efficiency gas fired water heater |  |
| **Activity D12** – Install a high efficiency gas space heater or replace an existing gas space heater with a high efficiency gas space heater |  |
| **Activity D13** – Install a natural roof space ventilator |  |
| **Activity D14** – Install a fan-forced roof space ventilator, PV powered fan-forced roof space ventilator or an occupied space ventilator |  |
| **Activity D15** – Replace an exhaust fan with a self-sealing exhaust fan |  |
| **Activity D16** – Install a new high efficiency air conditioner or replace an existing air conditioner with a high efficiency air conditioner |  |
| **Activity D17** – Replace an existing electric water heater with an air source heat pump water heater |  |
| **Activity D18** – Replace an existing electric water heater with a solar (electric boosted) water heater |  |
| **Activity D19** – Replace an existing gas water heater with an air source heat pump water heater |  |
| **Activity D20** –Replace an existing gas water heater with a solar (electric boosted) water heater |  |
| **Activity D21** – Replace an existing gas water heater with a solar (gas boosted) water heater |  |
| **Activity E1** – Replace halogen downlight with an LED luminaire and/or lamp |  |
| **Activity E2** – Replace a linear halogen floodlight with a high efficiency lamp |  |
| **Activity E3** – Replace parabolic aluminised reflector (PAR) lamp with efficient luminaire and/or lamp |  |
| **Activity E4** – Replace a T8 or T12 luminaire with a T5 luminaire |  |
| **Activity E5** – Replace a T8 or T12 luminaire with a LED luminaire |  |
| **Activity E6** – Replace an existing showerhead with an ultra-low flow showerhead |  |
| **Activity E7** – Modify an external door with draught-proofing |  |
| **Activity E8** – Modify an external window with draught-proofing |  |
| **Activity E9** – Modify a fireplace chimney by sealing with a damper |  |
| **Activity E10** – Install an external blind to a window or door |  |
| **Activity E11** – Replace an Edison screw or bayonet lamp with an LED lamp for general lighting purposes |  |
| **Activity E12** – Modify an exhaust fan with a sealing product |  |
| **Activity E13** – Replace a T5 luminaire with a LED luminaire |  |

#### Risk management

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|  | You must have a documented risk management policy and risk register for each proposed activity. You must have an internal audit procedure for each proposed activity. |
|  | Provide details for each activity selected in Question 1. |

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| Describe your risk management policy for the proposed activities: | Click here to enter text |
| Describe your internal audit procedure to ensure your risk management procedures are continuously reviewed, updated and improved: | Click here to enter text |

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| 0. | Attach your risk management policy, fully documented risk assessment (risk register) and internal audit procedure for each of the selected activities. |

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| File name – risk management policy for each proposed activity: | Click here to enter text |
| File name – documented risk register covering all proposed activities: | Click here to enter text |
| File name – internal audit procedure: | Click here to enter text |

#### Minimum co-payment requirement

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|  | The Purchaser must contribute a minimum co-payment amount. For pool pump, air conditioner and water heater activities (D5 and D16-D21), the net amount is at least $200[[1]](#footnote-2) per item of EUE (excluding GST). For all other activities the net amount is at least $30 (excluding GST). Non-cash inducements and in-kind payments are not acceptable and payments cannot be reimbursed.  ACPs are responsible for the activities of third parties and for ensuring third parties adhere to ESS Rule requirements, including the minimum co-payment requirement. |

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

#### Ineligible activities

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|  | [Activities that are not eligible](https://www.ess.nsw.gov.au/Home/About-ESS/Overview-of-the-ESS/Excluded-activities) RESAs are set out in clause 5.4 of the [ESS Rule](https://www.ess.nsw.gov.au/Home/About-ESS/Legislation-ESS-Performance/ESS-Rule). If any of these activities are part of your RESA you need to explain how they will be excluded from your energy savings and ESC calculations. |

Are any ineligible activities included in the proposed RESA?

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|  | Check the appropriate box and respond accordingly. |

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| No |  | 🡪 Go to Question 5 |
| Yes |  | 🡫 Provide the information below |

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| Describe how any ineligible activities will be excluded from energy savings and ESC calculations: | Click here to enter text |

End-user equipment

#### Equipment requirements

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|  | Each item of EUE must meet the equipment requirements specified in the relevant activity definition. Refer to Schedules D and E of the ESS Rule and the appendices of the HEER Method Guide. |

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| For each activity selected in Question 1, describe the EUE you will use, indicating which product sellers, suppliers or manufacturers you will engage: | Click here to enter text |
| For each activity selected in Question 1, describe how you will ensure EUE meets requirements specified in the relevant activity definition of the ESS Rule: | Click here to enter text |
| If selecting any hot water heater activities (definitions D17–21), describe how you will ensure the products have been accepted for use before you apply to register ESCs: | Click here to enter text |
| If selecting any lighting activities (definitions E1–E5, E11 and E13), describe how you will ensure lighting equipment used in the lighting upgrade have been accepted for use before you apply to register ESCs: | Click here to enter text |

#### Replacing EUE

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|  | Activities D1, D5, D11, D12, D15, D16, D17, D18, D19, D20, D21, E1–E6, E11 or E13 involve replacing EUE.  Equipment that is removed as part of the RESA must be disposed of appropriately. It must not be refurbished, re-used or resold. |

Will you be replacing EUE?

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|  | Check the appropriate box and respond accordingly. |

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

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|  | Lighting equipment containing mercury removed during upgrades in metropolitan levy areas (refer to Table A25 of Schedule A to the ESS Rule) must be recycled in accordance with the requirements of a product stewardship scheme.  If EUE containing refrigerants is removed as part of an upgrade, the refrigerants must be disposed of in a manner compliant with the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989 (Cth). |

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| Describe how you will ensure EUE that is removed as part of the RESA is not refurbished, reused or resold: | Click here to enter text |
| Describe how you will ensure relevant lighting equipment is recycled in accordance with the requirements of a product stewardship scheme, if relevant: | Click here to enter text |
| Describe how you will dispose of any refrigerants and obtain evidence of refrigerant recycling, such as a recycling receipt or tax invoice, if relevant: | Click here to enter text |

Implementing the proposed activities

#### Site assessment

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|  | The HEER method requires that a site assessment is done on or before the implementation date to identify the energy savings that may be generated at a Site from activities in Schedules D and E of the ESS Rule. |

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| Describe how you will confirm the Site is an eligible residential building or a small business site: | Click here to enter text |
| Who will be conducting the site assessment and completing the site assessor declaration? | Click here to enter text |
| Describe how you will ensure the site assessor has the appropriate skills, training and knowledge to identify the eligibility requirements have been addressed: | Click here to enter text |
| If the site assessment requires particular technical expertise, or may pose a specific safety risk, list the qualifications, training or certifications of the person or persons conducting the site assessment: | Click here to enter text |

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| 0. | Attach the site assessor declaration you will use. A [site assessor declaration template](https://www.ess.nsw.gov.au/Home/Document-Search/Templates/HEER-Template-Site-Assessor-Declaration) is provided on the ESS website or you may develop your own. |

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

#### Implementation requirements

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|  | Each item of EUE must meet the implementation requirements specified in the relevant activity definition. |

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

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| 0. | Attach the post implementation declaration you will use. A [post implementation declaration template](https://www.ess.nsw.gov.au/Home/Document-Search/Templates/HEER-Template-Post-Implementation-Declaration) is provided on the ESS website or you may develop your own. |

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

#### Customer requirements

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|  | The activity must not reduce safety levels or result in a permanent reduction of production or service levels (see clause 5.4(e) of the [ESS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule)). This means the implementation must meet customer requirements,. |

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| Describe how you will consider customer requirements when scoping the implementation: | Click here to enter text |
| Describe how you will ensure safety levels are not reduced and the customer is satisfied with the works and it meets their requirements: | Click here to enter text |

Calculating energy savings

#### Calculating energy savings

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|  | Deemed activity electricity and gas savings are inputs into the calculation of energy savings. They are calculated according to the relevant activity definition set out in Schedules D and E of the ESS Rule. Deemed activity electricity and gas savings factors are updated from time to time.  The electricity and gas savings calculations are set out in clause 9.8 of the ESS Rule. |

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

#### Calculation tool

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

Which calculation tool will you be using?

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|  | Check the appropriate box and respond accordingly. |

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| Own calculation tool |  | 🡫 Complete Questions 11a and 12 |
| Proprietary software |  | 🡫 Complete Questions 11b and 12 |

**11a. Own calculation tool**

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| Describe the calculation tool you will use and how it will meet ESS requirements: | Click here to enter text |
| Describe how you will ensure your 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 energy savings and ESCs. The spreadsheet / tool must show the steps and formula used to calculate energy savings and ESCs. |

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| File name – calculation spreadsheet / tool: | Click here to enter text |

**11b. Proprietary software**

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| Indicate which proprietary software, tool or application you will use: | Click here to enter text |
| Describe how you will ensure the calculation tool uses the correct factors: | Click here to enter text |

#### Accuracy of energy savings and ESC calculations

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|  | You must have appropriate procedures for checking calculations of energy savings and ESCs. If during an audit of your RESA the auditor identifies errors in calculations from which ESCs have been registered, you may be requested, or required, to forfeit any improperly created ESCs. |

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| Describe how your procedures will ensure the accuracy of energy savings and ESC calculations: | Click here to enter text |

1. From 19 June 2024, the minimum co-payment amount for Activity Definitions D5 and D16–D21 increases from $30 (excluding GST) to $200 (excluding GST). [↑](#footnote-ref-2)