

20 February 2017



WHO

This ESS Notice should be read by all applicants for accreditation, Accredited Certificate Providers (**ACPs**) and auditors involved in the Commercial Lighting Energy Savings Formula.



WHAT

In response to feedback from ACPs and auditors, the Scheme Administrator has separated the Building Lighting Information Sheet into two documents:¹

- ▼ *Commercial Lighting Fact Sheet*, and
- ▼ *Commercial Lighting Post Implementation Declaration*.

ACPs implementing lighting upgrades under the Commercial Lighting Energy Savings Formula must use these new documents in accordance with the process outlined in this notice.

The *Commercial Lighting Fact Sheet* must be provided to the purchaser at the commencement of the lighting upgrade. The purpose of the Fact Sheet is to give the purchaser:

- ▼ an overview of the ESS
- ▼ key details about commercial lighting activities, and
- ▼ contact details for relevant authorities.

The *Commercial Lighting Post Implementation Declaration* must be completed upon completion of the lighting upgrade. It confirms that the upgrade meets lighting quality requirements and that the purchaser is satisfied with the upgrade. The Post Implementation Declaration must be completed for each implementation and a copy of the completed form must be kept as a record for each implementation.



WHEN

The new documents **must be used by ACPs for all implementations with an implementation date on or after 20 March 2017** (and may be used before that date).

¹ Refer: www.ess.nsw.gov.au/Methods_for_calculating_energy_savings/Commercial_Lighting