Application for PDRS Accreditation – Part B

Method details – Reducing Demand Using Efficiency

Version 1.4, July 2024

Purpose of this form

This form is used to apply:

* For accreditation as an Accredited Certificate Provider or ‘ACP’ for the **Reducing Demand Using Efficiency (RDUE)** method under the Peak Demand Reduction Scheme (**PDRS**). You must also complete [*Application Form – Part A*](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/becoming-acp-pdrs).
* Add RDUE activities to your existing accreditation for the RDUE method under the PDRS. You must also complete [other required documentation](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/changing-your-pdrs-accreditation).

Refer to the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-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.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/Application-for-Accreditation-Guide-ACPs), and
* [How to comply as an ACP](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/how-comply-acp) page.

Your application information must be consistent with and meet the requirements set out in these documents.

Information on the [application for accreditation process](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-application-process) and the a[mendment to accreditation process](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/changing-your-pdrs-accreditation) is on our website.

Meaning of key terms and icons in this form

Words used in this form and defined in the PDRS Rule have the same meaning as in the PDRS Rule, unless the context requires otherwise.

Key terms

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

**Activity Definition** means an activity as specified in a Schedule to the PDRS Rule. The relevant activity definitions for RDUE are set out in Schedule B of the PDRS Rule.

**EUE** or **end-user equipment** means electricity consuming equipment, processes, or systems, including the equipment directly consuming electricity, and other equipment that causes, controls or influences the consumption of electricity.

**Implementation** means the delivery of an RPA at a Site.

**PRC** means **peak reduction certificate**. If this application is approved, you may be able to create PRCs from the activities conducted under the RPA.

**PDRS Rule** means the [***Peak Demand Reduction Scheme Rule of 2022***](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule). The PDRS Rule sets out the specific requirements of each calculation method under the PDRS. Requirements specific to RDUE are set out in clause 7.1 of the PDRS Rule.

**RPA** or ‘activity’ means **recognised peak activity**. The activity you plan to implement must meet all the criteria set out in clause 5 of the PDRS Rule. If your application is approved, you will be accredited for a specific RPA.

**Site** means the location of the EUE included in your activity, as defined by:

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

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

**You** means the applicant.

**We/us** means IPART.

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 clause 7.1 and the relevant activity definitions in Schedule B of the [PDRS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule).  Each activity has a [corresponding activity](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/reducing-demand-using-efficiency-method) under the Energy Savings Scheme (**ESS**). |
|  | Check the box for one or more of the activities that will be conducted under the RPA. |

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| **Activity HVAC1** **–** Install a new high efficiency air conditioner or replace an existing air conditioner with a high efficiency air conditioner (in a residential or small business site).  Corresponds with **Activity** **D16** under the ESS HEER method. |  |
| **Activity HVAC2 –** Install a new high efficiency air conditioner or replace an existing air conditioner with a high efficiency air conditioner (in a commercial or industrial site).  Corresponds with **Activity** **F4** under the ESS IHEAB method. |  |
| **Activity WH1 –** Replace one or more existing hot water boilers or water heaters with one or more air source heat pump water heaters.  Corresponds with **Activity** **F16** under the ESS IHEAB method. |  |
| **Activity RF2 –** Replace an existing refrigerated cabinet with a new high efficiency refrigerated cabinet.  Corresponds with **Activity** **F1** under the ESS IHEAB method. |  |
| **Activity SYS2 –** Install a new high efficiency pool pump or replace an existing pool pump with a high efficiency pool pump.  Corresponds with **Activity** **D5** under the ESS HEER method. |  |

#### Streamlined pathway

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|  | You can use the streamlined pathway if you are:  also applying for accreditation under the Energy Savings Scheme (**ESS**) for the corresponding ESS calculation method(s) and activities, or  accredited for the corresponding activities under the ESS or in the process of applying to amend your existing ESS accreditation to add the corresponding ESS calculation method(s) and activity definitions (Table 1). |

For the activities selected in question 1, are you accredited for the corresponding activities under the ESS or in the process of applying to amend your existing ESS accreditation to add the corresponding ESS calculation methods and activity definitions?

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|  | Check the appropriate box and respond accordingly. |

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| --- | --- | --- |
| Yes |  | 🡪 Go to Question 10 and complete questions  10-12 |
| No |  | 🡫 Go to Question 3 |

#### Risk management

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|  | For activities HVAC1 and SYS2 that take place within households and small businesses, you must have a documented risk management policy, risk register and internal audit procedure. |
|  | 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 |

#### Ineligible activities

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|  | [Activities that are not eligible](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/activities) are set out in clause 5.4 of the [PDRS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule). If your proposed activity includes any of these you need to explain how they will be excluded from your peak demand reduction capacity and PRC calculations. |

Are any ineligible activities included in your proposed activity?

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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 peak demand reduction capacity and PRC 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 Schedule B of the [PDRS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule) and the appendices of the [PDRS Method Guide](https://www.energysustainabilityschemes.nsw.gov.au/Home/Document-Search/Guides/RDUE-Peak-Demand-Savings-Capacity-Method-Guide).  Some activities have multiple equipment requirements that you must address in your responses below. |

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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 that equipment requirements specified in the relevant activity definition of the PDRS Rule are met: | Click here to enter text |
| If you selected activity WH1 in Question 1, describe how you will ensure the products have been accepted for use before you apply to register PRCs: | Click here to enter text |

#### Replacing or removing EUE

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|  | Activities HVAC1, HVAC2, SYS2, WH1 and RF2 involve replacing or removing EUE.  Equipment that is removed as part of the activity must be disposed of appropriately. It must not be refurbished, re-used or resold. |

Will you be replacing or removing 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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|  | If EUE containing refrigerants is removed as part of an upgrade, the refrigerants must be disposed of in a manner that is compliant with the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989. |

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| Describe how you will ensure that EUE that is removed as part of the activity is not refurbished, reused or resold: | 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

#### Sites

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|  | To calculate peak demand reduction capacity for an implementation, the site must be an eligible site (that is, a residential building and small business site for HVAC1 and SYS2, and not a residential building for HVAC2, RF2 and WH1). |

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| Describe how you will confirm the site is an eligible site: | 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 that every implementation is performed by a suitably qualified installer: | Click here to enter text |
| Describe how you will ensure that 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 |

#### 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(a) of the [PDRS Rule](https://www.energysustainabilityschemes.nsw.gov.au/pdrs/pdrs-rule)). This means the implementation must meet customer requirements.  You must use the post implementation and installer declaration forms provided on the PDRS website. |

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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 peak demand reduction capacity

#### Calculating peak demand reduction capacity

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|  | Deemed activity peak demand reduction capacity factors are inputs into the calculation of PRCs. They are calculated according to the relevant activity definition set out in Schedule B of the PDRS Rule. Deemed activity peak demand reduction capacity factors are updated from time to time.  The peak demand reduction capacity calculations are set out in Schedule B of the PDRS Rule. |

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| For each activity selected in Question 1, describe how you will determine the inputs to the deemed activity equations: | Click here to enter text |
| Describe how you will calculate peak demand reduction capacity 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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|  | PDRS Rule factors are updated from time to time. Your calculation tool must be capable of updating factors.  ACPs can use proprietary software to calculate peak demand reduction capacity and PRCs. ACPs are still responsible to ensure that calculations are in accordance with the PDRS Rule. |

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 PDRS 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 peak demand reduction capacity and PRCs. The spreadsheet / tool must show the steps and formula used to calculate peak demand reduction capacity and PRCs. |

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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 peak demand reduction capacity and PRC calculations

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|  | You must have appropriate procedures for checking calculations of peak demand reduction capacity and PRCs. If during an audit of your RPA the auditor identifies errors in calculations from which PRCs have been registered, you may be requested, or required, to forfeit any improperly created PRCs. |

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| Describe how your procedures will ensure the accuracy of peak demand reduction capacity and PRC calculations: | Click here to enter text |

Application checklist

You can use this checklist to ensure you have attached all your documents.

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| Risk management policy (question 3) |  |
| Risk register (question 3) |  |
| Internal audit procedure (question 3) |  |
| Calculation spreadsheet(s) / tool(s) (question 11) |  |