



Application to change the nominated person for an accredited power station

- under section 30B of the *Renewable Energy (Electricity) Act 2000*

Purpose of this form

This form is to be used to apply to the Clean Energy Regulator, under section 30B of *Renewable Energy (Electricity) Act 2000* (the REE Act), for the change of nominated person for an accredited power station.

Eligibility

Section 30B(1) of the REE Act specifies that only a 'registered' person who is a stakeholder in relation to an accredited power station may apply for the change in nominated person for an accredited power station. A 'stakeholder' is either the owner or the operator of the power station. If the applicant is not a 'registered person' then the applicant must also become a registered person by lodging an [application for a registered person account](#) available on the [REC Registry](#).

Instructions for completing this form

Please read each part of the application carefully, fully answer all the questions, sign where indicated, and attach the required documentation.

You must complete and submit:

- **Part A: Power station details**
- **Part B: Current nominated person details**
- **Part C: Current nominated person declaration**
- **Part E: Proposed nominated person details**
- **Part F: Proposed nominated person declaration**

If relevant to your power station variation, you must complete and submit the following sections:

- **Part D: Declaration – Each other current stakeholder (if any)**
- **Part G: Declaration – Each other proposed stakeholder (if any)**

You can choose to complete this form by:

- printing the form and filling it in by hand, or

- saving the form and filling in an electronic copy.

Note that if you choose the second option, there may be times when you will need to print certain sections to sign them or to complete multiple entries for a single set of questions. These sections may be scanned back into the computer and submitted electronically with the rest of the form.

Pen colours	Please use a black or blue pen to write on the form.
Check boxes	Mark boxes like this <input type="checkbox"/> with a ✓ or ✗ . When an instruction asks you to 'tick' the box, you can still use either ✓ or ✗ .
Go to	Where you see an instruction like this — <input type="checkbox"/> Go to question 5 — mark the relevant box with a ✓ or ✗ and then skip to the question number shown. You do not need to answer the question(s) in between. Where an instruction has a black double arrow (▶▶), go to the next indicated part/section. Where an instruction has a black single arrow (▶), go to the next question. Where an instruction has a black single arrow pointing down (▼), fill in the field(s) directly below.
Mandatory questions	If all fields in a question are mandatory and must be completed (required) is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, (required if any) is added to the end of the question label text.
▶	This symbol indicates an instruction on what to do next.
①	This symbol indicates additional useful guidance to filling in the adjacent field or section.
📄	This symbol advises that more than one entry may be required for the section and therefore you may need to photocopy or print the section or fill in a duplicate section.
📎	This symbol advises that additional documentation to support a claim may need to be attached to the application.

Help filling in this form

If you require assistance or have any questions regarding this application process, please contact the Clean Energy Regulator general enquiries line on **1300 553 542** or email RETPowerstations@cleanenergyregulator.gov.au.

Submitting this form

A signed copy of this form should be kept for your records.

By email

Email the completed application to the Clean Energy Regulator at RETPowerstations@cleanenergyregulator.gov.au.

If the email and its attachments (the application and supporting documents) are larger than 10MB, they must be sent using multiple emails that are clearly marked (i.e. by including an identifier in the subject line, e.g. '1 of 3', '2 of 3', '3 of 3'). The signed application form must be saved as a single scanned file and not split into parts. Files may be zipped to reduce their size.

Office use:

Part A: Power station details

1. Power station name. (required)

i The power station name must be the same as the listing in the REC Registry.

Name	
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2. Accreditation code. (required)

i The code given to the power station at the time of accreditation. It must be the same as the listing in the REC Registry.

Accreditation code	
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Part B: Current nominated person details

3. Current nominated person name. (required)

i The name must be the same as the listing in the REC Registry.

Company/ individual name	
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4. Current nominated person Account ID. (required)

i The account ID must be the same as the listing in the REC Registry.

Account ID	
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5. Current primary contact. (required)

i The Primary Contact is the person that maintains the REC Registry account for the nominated person.

Title (e.g. Mr, Ms, Mrs, Dr)	
Name	
Position	

6. Is the current nominated person the owner or operator of the accredited power station? (required)

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Operator

7. Effective date for the change in nominated person for the accredited power station. (required)

Date	
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8. Have all eligible LGCs been created in the REC Registry by the current nominated person, up to the effective date listed in question 7? (required)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Part C: Current nominated person declaration

By signing below, the signatory:

- acknowledges that following the approval of the change in nominated person for an accredited power station, the current nominated person will no longer have the right to create large-scale generation certificates (LGCs) for the accredited power station detailed in Part A.
- declares that the information supplied in this form is true and correct and that he/she is authorised to make this application on behalf of the applicant named in the form; and
- acknowledges that giving false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995*.

This section must be signed by the current nominated person, if an individual, or by a representative of the applicant on their behalf.

The representative must be:

- For a body corporate, the executive officer for whom details are provided in this application.
- For a trust, one of the trustees for whom details are provided in this application.
- For a corporation sole, the individual constituting the corporation sole for whom details are provided in this application.
- For a body politic or local governing body, the officeholder for whom details are provided in this application.

Full name of signatory			
Title/position			
Organisation (if applicable)			
Signature			

	Day (dd)	Month (mm)	Year (yyyy)
Signature date			

Part D: Declaration – Each other current stakeholder (if any)

This section must be signed by each other current stakeholder in the power station (if any). If there is more than one stakeholder this section should be reproduced and completed by each stakeholder. It may be signed by an individual stakeholder or by a representative of the stakeholder.

The representative must be:

- For a body corporate, the executive officer for whom details are provided in this application.
- For a trust, one of the trustees for whom details are provided in this application.
- For a corporation sole, the individual constituting the corporation sole for whom details are provided in this application.
- For a body politic or local governing body, the officeholder for whom details are provided in this application.

By signing below, the signatory:

- declares that the information supplied in this form is true and correct and that he/she is authorised to make this application on behalf of the applicant named in the form;
- agrees to the making of this application; and
- acknowledges that giving false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995*.

Full name of signatory	
Title/position	
Organisation (if applicable)	
Signature	

	Day (dd)	Month (mm)	Year (yyyy)
Signature date			

Part E: Proposed nominated person details

9. Proposed nominated person name. (required)

i The name must be the same as the listing in the REC Registry.

Company/ individual name	
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10. Proposed nominated person Account ID. (required)

i The account ID must be the same as the listing in the REC Registry. The proposed nominated person must have received a registered person account on the REC Registry to be considered a 'registered person' under section 30B(1) of the REE Act. A change to nominated person application will not be properly made until the proposed nominated person has become a 'registered person'.

Account ID	
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11. Primary contact. (required)

Title (e.g. Mr, Ms, Mrs, Dr)	
Name	
Position	
Phone	
Email	

12. Is the proposed nominated person the owner or operator of the accredited power station? (required)

<input type="checkbox"/>	Owner (whether alone or together with one or more persons)
<input type="checkbox"/>	Operator (whether alone or together with one or more persons)

13. Effective date for the change in nominated person for the accredited power station. This date must be the same as that listed in question 7. (required)

Date	
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Part F: Proposed nominated person declaration

By signing below, the signatory:

- a) acknowledges that the nominated person for an accredited power station is required under the REE Act to lodge an annual electricity generation return for each calendar year by 14 February of the following year, outlining the amount of electricity generated and the number of LGCs created for the previous year as required by section 20 of the Act, failing which the accreditation of the power station can be suspended under section 30E of the Act;
- b) acknowledges that the REE Act requires registered persons to keep all records and any supporting information for a minimum period of five years as required by section 160 of the REE Act;
- c) acknowledges that the Clean Energy Regulator may conduct an audit in respect of the power station and/or creation of LGCs;
- d) declares that each other stakeholder in relation to the power station has agreed to the making of this application;
- e) declares that the information supplied in this form is true and correct and that he/she is authorised to make this application on behalf of the applicant named in the form;
- f) acknowledges that giving false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995*; and
- g) acknowledges that following the approval of the change in nominated person for an accredited power stations, the proposed nominated person will be responsible for ensuring that the power station remains compliant with the requirements of the REE Act and *Renewable Energy (Electricity) Regulations 2001*.

This section must be signed by the proposed nominated person, if an individual, or by a representative of the applicant on their behalf.

The representative must be:

- For a body corporate, the executive officer for whom details are provided in this application.
- For a trust, one of the trustees for whom details are provided in this application.
- For a corporation sole, the individual constituting the corporation sole for whom details are provided in this application.
- For a body politic or local governing body, the officeholder for whom details are provided in this application.

Full name of signatory	
Title/position	
Organisation (if applicable)	
Signature	

	Day (dd)	Month (mm)	Year (yyyy)
Signature date			

Part G: Declaration – Each other proposed stakeholder (if any)

This section only needs to be completed if there will be both a new nominated person and a change in stakeholders for the power station (e.g. if there is to be a transfer in the ownership or operation of the power station).

This section must be signed by each other proposed stakeholder in the power station (if any). If there is more than one stakeholder this section should be reproduced and completed by each stakeholder. It may be signed by an individual or by a representative of the stakeholder.

The representative must be:

- For a body corporate, the executive officer for whom details are provided in this application.
- For a trust, one of the trustees for whom details are provided in this application.
- For a corporation sole, the individual constituting the corporation sole for whom details are provided in this application.
- For a body politic or local governing body, the officeholder for whom details are provided in this application.

By signing below, the signatory:

- declares that the information supplied in this form is true and correct and that he/she is authorised to make this application on behalf of the applicant named in the form;
- agrees to the making of this application; and
- acknowledges that giving false or misleading information is a serious offence and carries penalties under the *Criminal Code Act 1995*.

Full name of signatory	
Title/position	
Organisation (if applicable)	
Signature	

	Day (dd)	Month (mm)	Year (yyyy)
Signature date			

Application checklist

▶ Have you completed the following? Tick the box when you have completed the task beside it.

<input type="checkbox"/>	Part A: Power station details
<input type="checkbox"/>	Part B: Current nominated person details
<input type="checkbox"/>	Part C: Current nominated person declaration
<input type="checkbox"/>	Part D: Declaration – Each other current stakeholder (if any)
<input type="checkbox"/>	Part E: Proposed nominated person details
<input type="checkbox"/>	Part F: Proposed nominated person declaration
<input type="checkbox"/>	Part G: Declaration – Each other proposed stakeholder (if any)

Additional information

About the Renewable Energy Target

The Renewable Energy Target is an Australian Government scheme designed to reduce emissions of greenhouse gases in the electricity sector and encourage the additional generation of electricity from sustainable and renewable sources.

Protection of information

The Clean Energy Regulator is bound by the secrecy provisions of Part 3 of the *Clean Energy Regulator Act 2011* for the information it collects in relation to this application and also by the *Privacy Act 1988* in regard to personal information it collects.

Privacy statement

'Personal information', is defined in the *Privacy Act 1988*, to mean information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- a) whether the information or opinion is true or not; and
- b) whether the information or opinion is recorded in a material form or not.

The collection of personal information relating to this application is authorised by the *Renewable Energy (Electricity) Act 2000* (Cth).

Personal information collected in relation to this application will be used for the purpose of assessing the application, auditing compliance, enforcement of relevant laws and regulations and for related purposes. We cannot process the application if we do not collect relevant personal information.

The Clean Energy Regulator's Privacy Policy contains information about the agency's procedures for handling personal information including how a person can access their personal information held by the agency, and how to seek correction of such information. The Privacy Policy also contains information about how to complain about a breach of the Australian Privacy Principles. The Clean Energy Regulator's Privacy Policy can be found at www.cleanenergyregulator.gov.au.

Disclosure of information

The Clean Energy Regulator and authorised staff are only able to disclose information relating to the affairs of a person (including personal information) collected in relation to this application in accordance with the *Clean Energy Regulator Act 2011* or as otherwise required by law.

Part 3 of the *Clean Energy Regulator Act 2011* prevents disclosure of relevant information except in circumstances set out in that Part. Those circumstances include:

- disclosure for the purposes of a climate change law
- disclosure to the Minister
- disclosure of summaries or statistics if those summaries or statistics are not likely to enable the identification of a person
- disclosure to certain bodies where the Chair of the Clean Energy Regulator is satisfied that disclosure will assist those bodies in the performance of their functions or powers, including the Australian Securities and Investment Commission, and the Australian Competition and Consumer Commission, and
- disclosure for the purposes of enforcement of the criminal law, enforcement of a law imposing a pecuniary penalty or for protection of the public revenue, if the Chair of the Clean Energy Regulator is satisfied that disclosure is reasonably necessary for such purpose.

Accessibility disclaimer

The Clean Energy Regulator has worked to ensure that this document is accessible but please contact us to obtain an alternative version if you are having difficulty or you have specific accessibility needs. Please call **1300 553 542** or email the name of the form and your needs to enquiries@cleanenergyregulator.gov.au.



Australian Government
Clean Energy Regulator

**RENEWABLE
ENERGY
TARGET**

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