



# Application to change the owner or operator of an accredited power station

- under Section 13 of the *Renewable Energy (Electricity) Act 2000*

## Purpose of this form

This form is to be used by the current nominated person in the REC Registry to advise of a change of owner or operator of an accredited power station, where this change does not involve the nominated person, under Section 13 of the *Renewable Energy (Electricity) Act 2000* (the REE Act).

### Eligibility

This form must be completed by the current nominated person of the accredited power station, with relevant sections completed by any departing stakeholder and incoming stakeholder.

For the purposes of this form, a ‘departing stakeholder’ is a person who is not the nominated person and is currently listed as an owner or operator of the power station in the REC Registry, and either:

- no longer owns or operates components of the power station, or
- intends to cease owning or operating components of the power station.

For the purposes of this form, an ‘incoming stakeholder’ is a person who is not the nominated person and either:

- currently owns or operates components of the power station, or
- intends to own or operate components of the power station.

Once this application is approved by the Clean Energy Regulator, the change of owner or operator will be completed in the REC Registry.

Please be aware that notification of changes to the owner or operator of a power station is also a requirement and will be necessary when your electricity generation return (EGR) is due.

To change the owner or operator of a power station, where this owner or operator is the nominated person, please complete an [Application to change the nominated person for an accredited power station form](#).

Where there are multiple persons who own or operate components of the power station who are continuing to own or operate the power station, please contact the Clean Energy Regulator general enquiries line on **1300 553 542** or email [CER-RET-Powerstations@cleanenergyregulator.gov.au](mailto:CER-RET-Powerstations@cleanenergyregulator.gov.au).

## 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: Nominated person details**
- **Part C: Nominated person declaration**
- **Part D: Departing stakeholder details (if any)**
- **Part E: Declaration – Departing stakeholder (if any)**
- **Part F: Incoming stakeholder details**
- **Part G: Incoming stakeholder declaration**
- **Part H: Checklist**

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 in order to sign them or in order 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.

<b>Pen colours</b>	Please use a <b>black</b> or <b>blue</b> pen to write on the form.
<b>Check boxes</b>	Mark boxes like this <input type="checkbox"/> with a <b>✓</b> or <b>✗</b> . When an instruction asks you to ‘tick’ the box, you can still use either <b>✓</b> or <b>✗</b> .
<b>Go to</b>	Where you see an instruction like this - <input type="checkbox"/> Go to <b>question 5</b> - mark the relevant box with a <b>✓</b> or <b>✗</b> 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 ( <b>▶▶</b> ), go to the next indicated part/section. Where an instruction has a black single arrow ( <b>▶</b> ), go to the next question. Where an instruction has a black single arrow pointing down ( <b>▼</b> ), fill in the field(s) directly below.
<b>Mandatory questions</b>	If all fields in a question are mandatory and must be completed, <b>(required)</b> is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, <b>(required if any)</b> is added to the end of the question label text.
<b>▶</b>	This symbol indicates an instruction on what to do next.
<b>①</b>	This symbol indicates additional useful guidance to filling in the adjacent field or section.
<b>📄</b>	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.
<b>Duplex printing</b>	This form is designed to be duplex printed to save on paper. All new sections start on the right-hand side of a page spread.

## Help filling in this form

Guidance for filling in this form is available on the [Clean Energy Regulator website](#).

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 [CER-RET-Powerstations@cleanenergyregulator.gov.au](mailto:CER-RET-Powerstations@cleanenergyregulator.gov.au).

## Submitting this form

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

### By email

Alternatively, email your scanned, completed application to the Clean Energy Regulator at [RETPowerstations@cleanenergyregulator.gov.au](mailto: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)

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

Name	<input type="text"/>
------	----------------------

### 2. Accreditation code. (required)

 *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	<input type="text"/>
--------------------	----------------------

## Part B: 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	
-----------------------------	--

### 4. Current nominated person Account ID. (required)

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

Account ID	
------------	--

### 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. Effective date for the change in owner or operator for the accredited power station. (required)

Date	
------	--

## Part C: Nominated person declaration

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

By signing below, the signatory:

- 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 nominated person listed below, and
- b) 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 D: Departing stakeholder (if any)

 Parts D and E need to be completed by any departing stakeholder

### 7. Departing stakeholder name. (required)

Company/ individual name	
-----------------------------	--

### 8. Departing stakeholder Australian Business Number (ABN). (required)

Company/ individual ABN	
----------------------------	--

### 9. Primary contact. (required)

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

### 10. Is the departing stakeholder 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)

## Part E: Declaration – Departing stakeholder (if any)

This section must be signed by any departing stakeholders listed in the REC Registry, other than the nominated person. If there is more than one departing stakeholder this section should be reproduced and completed by each stakeholder. It may be signed by an individual owner or operator or by a representative of the owner or operator.

By signing below, the signatory:

- a) declares that the information supplied in this form is true and correct and that he/she is authorised to make this declaration on behalf of the stakeholder named below
- b) agrees to the making of this application, and
- c) 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 F: Incoming stakeholder details

 Parts F and G must be completed by the new owner or operator of the power station.

### 11. Incoming stakeholder name. (required)

Company/ individual name	
-----------------------------	--

### 12. Incoming stakeholder Australian Business Number (ABN). (required)

Company/ individual ABN	
----------------------------	--

### 13. Primary contact. (required)

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

### 14. Will the person be the new 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)

## Part G: Incoming stakeholder declaration

By signing below, the signatory:

- a) acknowledges that the Clean Energy Regulator may conduct an audit in respect of the power station and/or creation of large-scale generation certificates
- b) declares that the information supplied in this form is true and correct and that he/she is authorised to make this declaration on behalf of the stakeholder named below
- c) agrees to the making of this application, and
- d) 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 H: 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: Nominated person details
<input type="checkbox"/>	Part C: Nominated person declaration
<input type="checkbox"/>	Part D: Departing stakeholder details (if any)
<input type="checkbox"/>	Part E: Declaration – Departing stakeholder (if any)
<input type="checkbox"/>	Part F: Incoming stakeholder details
<input type="checkbox"/>	Part G: Incoming stakeholder declaration
<input type="checkbox"/>	Part H: Checklist

## 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 whether the information or opinion is:

- e) true or not, and
- f) 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](http://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
- to the Minister
- of summaries or statistics if those summaries or statistics are not likely to enable the identification of a person
- 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
- 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](mailto:enquiries@cleanenergyregulator.gov.au).



---

This page is intentionally blank

---