Renewable Energy Target exemption certificate Basis of Preparation Report template

February 2025

# Purpose of this template

This template shows how the Clean Energy Regulator (CER) recommends a Basis of Preparation (BoP) Report for an exemption certificate application to be structured. Layout and suggested content in the template are for guidance only.

The purpose of the BoP Report is to provide supporting information for the application. It demonstrates how the methodology reasonably identifies electricity consumed to conduct the emissions-intensive trade-exposed (EITE) activity at the site.

It is the applicant’s responsibility to ensure that supporting documents for their application meet regulation 22O of the [Renewable Energy (Electricity) Regulations 2001](https://www.legislation.gov.au/F2001B00053/latest/versions) [[1]](#footnote-2). Applicants should exercise their discretion when providing this information.

We expect the BoP Report to contain information that is accurate and current for the year of the application.

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# Basis of preparation report coversheet

|  |  |
| --- | --- |
| Report date and version |  |

## Prescribed person (the applicant)

|  |  |
| --- | --- |
| Name of applicant |  |
| Year of exemption |  |
| Primary contact |  |
| What is your [prescribed person](https://cer.gov.au/schemes/renewable-energy-target/renewable-energy-target-liability-and-exemptions/exemption-certificates#prescribed-person-categories)[[2]](#footnote-3) category and why? |  |
| Who is your liable entity or entities and why? |  |

## Electricity use method advice for the use amount overview

|  |  |
| --- | --- |
| Site name |  |
| Site address |  |
| Emissions-intensive trade-exposed (EITE) activity or activities at the site |  |
| Proposed use amount formula for certifiable amount (example: E (MWh) = M1 + M2 - E1) |  |
| Site billing meters with a National Metering Identifier (NMI) |  |

# Use amount formula terms

Only complete the sections that apply to your use amount formula.

## Meters

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Identifier  (NMI or meter number) | Type  (billing or internal) | Meter location  (for example, incomer 1) | Liable entity providing electricity |
| Meter 1 (M1) |  |  |  |  |
| Meter 2 (M2) |  |  |  |  |

## Other elements

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Description (proportion of load) | Units (percentage) | Explanation of the element (per unit proportion of non-eligible consumption) |
| Element 1 (E1) |  |  |  |
| Element 2 (E2) |  |  |  |

# Other meters

Only complete the fields that apply.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Identifier (NMI) | Type (MWh) | Meter location (for example, incomer 1) | Liable entity providing electricity |
| Other 1 (O1) |  |  |  |  |
| Other 2 (O2) |  |  |  |  |

# Overview of site

This section briefly describes:

* how the EITE activity is carried out on the site
* what determines the activity boundaries
* the source and flow of electricity consumed.

## EITE activity process overview

Summarise the activities carried out at the site (for example, overview of the production, manufacturing process and site facilities). Include process flowcharts if available.

|  |  |
| --- | --- |
| Summary of activities |  |

## Site layout

Insert a site map that includes:

* boundaries between eligible and noneligible EITE activities
* physical locations of meters and measurement points used to calculate data for formula meters
* other elements, site address and site access point(s)
* the proximity of any on-site generation and ownership of that electricity generated.

|  |  |
| --- | --- |
| Site map |  |

## Electrical layout

Insert a single line diagram that includes:

* metering points (including identifiers)
* activity boundaries
* electricity supplier connection points and billing meters
* on-site generation
* third party connections or load.

|  |  |
| --- | --- |
| Single line diagram |  |

# EITE activities

This section demonstrates the eligibility of each EITE activity and how it is distinguished from non-eligible activities on the site.

## Alignment of process to EITE definitions

List each EITE activity and compare the product and process specification with reference to Schedule 6 of the Regulations and [Emissions-Intensive Trade-Exposed Activity Boundaries Publication](https://www.dcceew.gov.au/energy/publications/emissions-intensive-trade-exposed-activity-boundaries)[[3]](#footnote-4)available on the Department of Climate Change, Energy, the Environment and Water website.

|  |  |
| --- | --- |
| EITE activities |  |

## How EITE boundaries are applied to site

Table or list all plant and equipment where recorded consumption forms part of the use amount formula. State whether plant or equipment is included within the activity boundary. Include any other relevant details and specifications.

|  |  |
| --- | --- |
| Plant and equipment details |  |

# Method for working out certifiable amount (electricity use method)

## Summary of the use amount formula

This is where you provide an overview of the method used to work out the certifiable amount, including:

* how the flow of electricity relates to the production process
* what assumptions are made
* how the method accounts for on-site generation, third party consumption, and multiple liable entities
* the advantages and limitations of the chosen method
* what alternatives were considered.

Add any other information that is relevant to your calculation.

|  |  |
| --- | --- |
| Overview of method |  |

## On-site generation

Refer to details provided in the application form. This section can be used to present relevant data, tables and graphs related to on-site generation. Include how the method accounts for generation, particularly its apportionment between EITE and non-EITE consumption.

|  |  |
| --- | --- |
| On-site generation details |  |

## Meter and other elements

Use this section to provide:

* additional information for the meters and other elements listed in your application such as meter specifications, accuracy and how and where data is recorded and collected
* details of constants used in the formula such as proportions (per unit value) or lump sum amount
* quality assurance or quality control strategy to ensure data integrity and meter reliability.

|  |  |
| --- | --- |
| Additional information |  |

## Use amount formula

Show the use amount formula to work out the amount of relevant acquisition of electricity (liable electricity) consumed in relation to the EITE activity. Show each step used to derive the proposed use amount formula starting with the first step as per the example below.

We encourage the use of simple formula, and this is the place to show how those simple versions are derived.

|  |  |
| --- | --- |
| Use amount formula |  |

# Appendices

List any supporting documents that you are attaching to your application. This could include maps and electrical diagrams, meter specifications, data tables and process flow charts.

|  |  |
| --- | --- |
| Supporting documents |  |

1. [Federal Register of Legislation - Renewable Energy (Electricity) Regulations 2001](https://www.legislation.gov.au/F2001B00053/latest/versions) [↑](#footnote-ref-2)
2. <https://cer.gov.au/schemes/renewable-energy-target/renewable-energy-target-liability-and-exemptions/exemption-certificates#prescribed-person-categories> [↑](#footnote-ref-3)
3. [Emissions-intensive trade-exposed activity boundaries - DCCEEW](https://www.dcceew.gov.au/energy/publications/emissions-intensive-trade-exposed-activity-boundaries) [↑](#footnote-ref-4)