



Project Application Form Guidance – High Efficiency Commercial Appliances

Purpose of this Guidance

This guidance details how to fill out the “ERF Project Application” in the [client portal](#) to submit an application for a project under the Carbon Credits (Carbon Farming Initiative- High Efficiency Commercial Appliances) Methodology Determination 2015 (the Method). The structure and headings in this document below mirror those in the “Project details” and “Eligibility details” sections of the client portal and this should assist you in completing these sections of the application.

The Clean Energy Regulator assesses your project to ensure that it is an eligible offsets project under the *Carbon Credits (Carbon Farming Initiative) Act 2011* (the Act), the Carbon Credits (Carbon Farming Initiative) Rule 2015 (the Rule) and the high efficiency commercial appliances method. The Act, the Rule and the Method set out requirements for the information that must be included in an application for declaration of an eligible offsets project.

Providing detailed information about your project will assist in assessing your application. If you want to provide additional information you can upload documents in the client portal.

Project Details

Is the project proposed to be carried out, or being carried out, entirely within Australia?

Under the requirements of the Act, all projects must be carried out in Australia including its external territories.

Method category

To apply under the High Efficiency Commercial Appliances method, you should select the ‘Energy Efficiency’ option in the drop-down menu.

Method

Select ‘High Efficiency Commercial Appliances’.

Does the project meet the newness requirement?

For a project to be declared an eligible offsets project, the project must meet the *newness requirement*.

You should ensure you have reviewed the newness requirements of section 27 (4A) to (4E) of the Act prior to selecting the appropriate response. For further guidance on the newness requirement please review the information on the Clean Energy Regulator's [website](#).

Section 11 of the Method provides alternative newness requirements for projects where a Notice of Intent (NOI) has been submitted. Projects only meet this requirement where a valid NOI was submitted before 13 December 2014 and the application is submitted prior to 1 July 2016.

Are the project activities funded under any of the government programs, or do they include any activities listed in section 21 of the Carbon Credits (Carbon Farming Initiative) Rule 2015 (rule)?

The Rule excludes certain activities funded by other government programs from being the subject of an eligible offsets project. The list of other government programs in section 21 of the Rule includes the Renewable Energy Target, the NSW Energy Savings Scheme, the Victorian Energy Efficiency Target and several other state and territory based energy efficiency schemes. Ensure that you review the requirements prior to selecting the appropriate response.

Is the project, or any part of it, required to be carried out by or under a law of the Commonwealth, a State or a Territory (regulatory additionality requirement)?

For a project to be declared an eligible offsets project, the project activities must not be required by law. This includes requirements of local development approvals and planning regulations, which are a requirement of state and territory law.

What start date do you wish to nominate for your project?

The start date of a project refers to the date that the project crediting period will begin. It does not refer to the date that the activities take place. For some projects, you may choose a date a few months after the activities have taken place when the project is fully operational and is generating abatement.

The start date for a High Efficiency Commercial Appliances project may be on or anytime within 18 months after the date the project is declared an eligible offsets project by the Clean Energy Regulator. When selecting this date be aware that legislatively the Clean Energy Regulator has 90 days to assess projects. You cannot select a start date earlier than the date the project is declared.

If you do not nominate a start date, the start date for your crediting period will be the day the project is declared an eligible offsets project by the Clean Energy Regulator.

What is the forward abatement estimate for the project?

The forward abatement estimate (FAE) is an estimate of the amount of carbon abatement, in tonnes of carbon dioxide equivalent (tCO₂-e), which corresponds to the number of Australian Carbon Credit Units (ACCUs) likely to be issued in relation to the project.

The purpose of the FAE is to allow the Clean Energy Regulator to assign an audit schedule for your project. It is an estimate only and can be rounded to the nearest 50 000 tCO₂-e over the crediting period for your project. More information can be found on the [FAE](#)¹ section of the Clean Energy Regulator's website.

¹ <http://www.cleanenergyregulator.gov.au/ERF/Want-to-participate-in-the-Emissions-Reduction-Fund/Step-1-Apply/Forward-abatement-estimates>

Total Crediting Period (years) of the project?

The crediting period for this method is 7 years. This field will be pre-populated and fixed.

Average Annual FAE (forward abatement estimate)?

The average annual FAE is the FAE / 7 (the crediting period). This field will be pre-populated based on the forward abatement estimate provided.

What is the estimate of the peak period of the project or abatement

This information will be considered when determining the timing of the project's scheduled audits.

Does the project require any regulatory approvals?

You must declare any regulatory approvals that will be required to undertake the project activities.

Have all relevant regulatory approvals been obtained for the project?

You do not need to have obtained all regulatory approvals when you apply, however, to be eligible for ACCUs, your project must have received all the required regulatory approvals by the end of the first reporting period.

If you have received regulatory approvals for the project you should include them in your application. If regulatory approvals have been received and a copy has not been provided to the Clean Energy Regulator, this may result in a delay in declaring the project an eligible offsets project.

Eligibility details

Where is the physical location of the project or how will the project boundary be defined?

The rule requires that information identifying the location of the project must be provided. This could be a street address or a latitude and longitude of the location. If the boundary of the project cannot be identified by the location, details of how the boundary of the project will be defined and a description of that boundary must be provided.

Minimum of one identified site requirement

To meet the requirements of the assessment process you will be required to demonstrate that you have the legal right to carry out the project for (at least) one building/address/location. Therefore you must provide at least one address/location in your response to this question.

If you are aware that there may be more Emissions Reduction Fund projects that are taking place at that site, or activities supported by other government programs, you should either specify the exact location of your project, or alert the Clean Energy Regulator of these activities so that they can be separated from the project (see section 15A of the Act – No double counting test).

If there are multiple locations involved in the project, provide the addresses in a structured format, either in the [address reporting template](#)² provided on the [Clean Energy Regulator website](#)³ or consistent with AS4590 or the [Australia Post address presentation standards](#)⁴, available at [Australia Post website](#)⁵.

Describe the project and activities

You must provide a detailed description of what the project will entail and how the project meets the eligibility requirements of Parts 2 and 3 of the Method.

Different information will need to be provided in the application depending on whether you have identified your installations or not:

For identified installations

Where the nature of the equipment installation and project address is already known, please provide the following information:

- The class of equipment unit from schedules 2, 3, 4 and 5.
- The type of building from schedule 6.
- Whether the installation is replacing existing equipment units, supplementing existing equipment units or providing a new service.

² <http://www.cleanenergyregulator.gov.au/DocumentAssets/Pages/Address-reporting-template.aspx>

³ <http://www.cleanenergyregulator.gov.au/>

⁴ <http://auspost.com.au/media/documents/australia-post-addressing-standards-1999.pdf>

⁵ <http://auspost.com.au/>

If there are multiple locations involved in the project, provide the addresses in a structured format, either in the [address reporting template](#) provided at www.cleanenergyregulator.gov.au or consistent with AS4590 or the Australia Post address presentation standards, available at www.auspost.com.au.

For installations not yet identified

If you are making an application and have not yet identified all of the equipment unit installations to be included in the project, then you must include the following information to answer this question:

- The class of equipment unit that you expect to be installed according to Schedules 2, 3, 4 and 5.
- The types of building or part of building in accordance with schedule 6.

What is an installation?

An installation consists of installing **one** of the following equipment units.

- A liquid-chilling package (the class as defined in schedule 2).
- An air conditioner (the class as defined in schedule 3).
- A close control air conditioner (the class as defined in schedule 4).
- A refrigerated display cabinet (the class as defined in schedule 5).

The installation must be carried out in a building or part of a building listed in schedule 6.

The equipment unit must be new and the model must be listed in the GEMS Register. A csv file for each equipment unit category can be downloaded from the [Energy Rating](#) website.

Additional information required

For identified or unidentified installations, the following information is required:

- All the States or Territories where the project is intended to be carried out.
- A brief description of how you will be recruiting sites to be part of the project. Examples of recruitment techniques may include 'selecting sites from a portfolio of buildings or businesses owned by the participant' and 'working with clients of an existing company that deals with the specified commercial appliances'.

If you are utilising a recruitment method that differs from the examples listed above, please provide more information about the method you will use to allow the assessor to understand how you will recruit sites into the project.

Describe the skill and expertise of any person intended to be used in carrying out the project consistently with the relevant method.

Having people involved in your project who can comply with the rules and requirements of the method for calculations, monitoring, record keeping and reporting is critical to the success of your project, as you cannot claim ACCUs unless you comply with these requirements. In your response to this question the Clean Energy Regulator is looking for evidence that you have considered these requirements of the method and why the party undertaking these activities is qualified to do so.

The Commercial Appliances method has requirements where suitably skilled persons will be required to carry out the project; e.g. an electrician and qualified refrigeration mechanics to carry out the equipment unit installations.

Does the participant or the multiple project participants, have the legal right to carry out the project?

You should read the information on legal right available on the [Legal right](#)⁶ page on the Clean Energy Regulator website and consider seeking professional legal advice before signing this form to ensure you have the legal right to carry out the project as required by the Act. Your response to this question should demonstrate that you have read and considered the issues identified in this advice.

You must provide evidence of your legal right to carry out the project at all sites listed on your application at the time of applying for registration. It is important to note that approval of the project by the Clean Energy Regulator does not establish legal right. You are required to keep records of any agreements with stakeholders. Legal right for all sites, activities and equipment in the project, including those added after registration, will be checked during audits.

Retain records as they will be relevant for audit purposes. All records that are created are required to be retained for a period of 7 years from when they are made and all offsets reports must be retained for 7 years from when they are given to the Clean Energy Regulator.

Facilities covered by the [National Greenhouse and Energy Reporting \(NGER\) Act 2007](#)

There are additional consent requirements for projects carried out at an NGER facility where the amount of reported scope 1 emissions of one or more greenhouse gases from the operation of the facility is likely to be more than 100,000 tonnes of carbon dioxide equivalent for one or more years in the crediting period for the project. In these cases, section 20 of the Rule requires that you must demonstrate that you have operational control of the facility or the consent to carry out the project from the person who has. If there is more than one participant then the requirement applies to all participants. Note that the person who has operational control of the facility may not necessarily be the one who can grant the legal right to carry out the project. Please also provide the location of the related NGER facility.

To assist the assessment of your application you must indicate whether your site is a relevant NGER facility, and provide supporting documentation to show that the person who has operational control of the facility has provided consent for the project to take place.

⁶ <http://www.cleanenergyregulator.gov.au/ERF/Want-to-participate-in-the-Emissions-Reduction-Fund/Planning-a-project/Legal-right>

Annex: Template for application

Completing the checkboxes in the following tables will allow you to fully describe the class or classes of equipment unit installations to be included in your project. You can attach this document as additional information to the project application form.

Type(s) of equipment unit installations and building (based on Schedules 2, 3, 4, 5 and 6)

Check the box for all of the class of equipment unit to be included in the project.

Schedule 2 Liquid-chilling package

Class	Condenser type	Cooling capacity (kW)	Check
1	Air cooled	350 to <500	<input type="checkbox"/>
2	Air cooled	500 to <700	<input type="checkbox"/>
3	Air cooled	700 to <1,000	<input type="checkbox"/>
4	Air cooled	1,000 to <1,500	<input type="checkbox"/>
5	Air cooled	≥1,500	<input type="checkbox"/>
6	Water cooled	350 to <500	<input type="checkbox"/>
7	Water cooled	500 to <700	<input type="checkbox"/>
8	Water cooled	700 to <1,000	<input type="checkbox"/>
9	Water cooled	1,000 to <1,500	<input type="checkbox"/>
10	Water cooled	≥1,500	<input type="checkbox"/>

Schedule 3 Air conditioners

Class	Product type	Capacity (kW)	Check
1	Non-ducted unitary	<10	<input type="checkbox"/>
2	Non-ducted unitary	10 to <19	<input type="checkbox"/>
3	Non-ducted split systems	< 4	<input type="checkbox"/>
4	Non-ducted split systems	4 to <10	<input type="checkbox"/>
5	Non-ducted split systems	10 to <19	<input type="checkbox"/>
6	Ducted systems	<10	<input type="checkbox"/>
7	Ducted systems	10 to <19	<input type="checkbox"/>
8	Multi-split systems	<4	<input type="checkbox"/>
9	Multi-split systems	4 to <10	<input type="checkbox"/>
10	Multi-split systems	10 to <19	<input type="checkbox"/>
11	All configurations	19 to 39	<input type="checkbox"/>
12	All configurations	>39 to 65	<input type="checkbox"/>

Schedule 4 Close control air conditioners

Class	Net sensible cooling capacity (kW)	Check
1	<19.05	<input type="checkbox"/>
2	19.05 to <39.5	<input type="checkbox"/>
3	39.5 to <70.0	<input type="checkbox"/>
4	≥70.0	<input type="checkbox"/>

Schedule 5 Refrigerated display cabinets

Class	Cabinet type	M-package temperature class	Check
1	RS 1—Unlit shelves	All	<input type="checkbox"/>
2	RS 1—Lit shelves	All	<input type="checkbox"/>
3	RS 2—Unlit shelves	All	<input type="checkbox"/>
4	RS 2—Lit shelves	All	<input type="checkbox"/>
5	RS 3—Unlit shelves	All	<input type="checkbox"/>
6	RS 3—Lit shelves	All	<input type="checkbox"/>
7	RS 4—Glass door	All	<input type="checkbox"/>
8	RS 6—Gravity coil	All	<input type="checkbox"/>
9	RS 6—Fan coil	All	<input type="checkbox"/>
10	RS 7—Fan coil	All	<input type="checkbox"/>
11	RS 8—Gravity coil	All	<input type="checkbox"/>
12	RS 8—Fan coil	All	<input type="checkbox"/>
13	RS 9—Fan coil	All	<input type="checkbox"/>
14	RS 10—Low	All	<input type="checkbox"/>
15	RS 11	All	<input type="checkbox"/>
16	RS 12	All	<input type="checkbox"/>
17	RS 13—Solid sided	All	<input type="checkbox"/>
18	RS 13—Glass sided	All	<input type="checkbox"/>
19	RS14—Solid sided	All	<input type="checkbox"/>
20	RS 14—Glass sided	All	<input type="checkbox"/>
21	RS 15—Glass door	All	<input type="checkbox"/>
22	RS 16—Glass door	All	<input type="checkbox"/>
23	RS 18	All	<input type="checkbox"/>

Class	Cabinet type	M-package temperature class	Check
24	RS 19	All	<input type="checkbox"/>
25	HC1	M1	<input type="checkbox"/>
26	HC1	M2	<input type="checkbox"/>
27	HC2	M2	<input type="checkbox"/>
28	HC3	M1	<input type="checkbox"/>
29	HC4	M1	<input type="checkbox"/>
30	HC4	M2	<input type="checkbox"/>
31	HC6	M2	<input type="checkbox"/>
32	VC1	M1	<input type="checkbox"/>
33	VC1	M2	<input type="checkbox"/>
34	VC2	M1	<input type="checkbox"/>
35	VC2	M2	<input type="checkbox"/>
36	VC4 (solid door)	M1	<input type="checkbox"/>
37	VC4 (solid door)	M2	<input type="checkbox"/>
38	VC4 (glass door)	M1	<input type="checkbox"/>
39	VC4 (glass door)	M2	<input type="checkbox"/>
40	HF4	L1	<input type="checkbox"/>
41	HF4	L2	<input type="checkbox"/>
42	HF6	L1	<input type="checkbox"/>
43	HF6	L2	<input type="checkbox"/>
44	VF4 (solid door)	L1	<input type="checkbox"/>
45	VF4 (solid door)	L2	<input type="checkbox"/>
46	VF4 (glass door)	L1	<input type="checkbox"/>
47	VF4 (glass door)	L2	<input type="checkbox"/>

Schedule 6 Type of building or part of building

Class	Type of building or part of a building	Check
1	BCA Class 2 buildings (Common Areas)	<input type="checkbox"/>
2	BCA Class 3 buildings	<input type="checkbox"/>
3	BCA Class 5 buildings	<input type="checkbox"/>
4	BCA Class 6 buildings	<input type="checkbox"/>
5	BCA Class 7 buildings	<input type="checkbox"/>
6	BCA Class 8 buildings	<input type="checkbox"/>
7	BCA Class 9 buildings	<input type="checkbox"/>
8	Other place not covered above, other than in BCA Class 1, 2, 4 or 10 buildings/ structures.	<input type="checkbox"/>

The installation consists of:

Type of installation	Check
Replacing an existing equipment unit with a more efficient one	<input type="checkbox"/>
Supplementing an existing system by installing an additional equipment unit that is of a high energy efficiency level	<input type="checkbox"/>
Installing an equipment unit to service a new facility or function	<input type="checkbox"/>