



## Stakeholder agreement to the making of an application

FORM
CER-RET-037
v1.0 24/08/2018

- under Section 13 of the Renewable Energy (Electricity) Act 2000, or
- under Section 30B of the Renewable Energy (Electricity) Act 2000.

### Purpose of this form

This form must be completed by any person who is a Stakeholder of a power station, together with the applicant making either of the following:

- an application for accreditation of a power station under section 13 of the *Renewable Energy (Electricity) Act 2000* (REE Act), or
- an application to change the nominated person for an accredited power station under section 30B of the REE Act.

It is a requirement of both section 13 and section 30B of the REE Act that a written statement is made from each other Stakeholder of a power station indicating that they agree to the making of an application.

A **Stakeholder** is any person who:

- operates the components of a power station (whether alone or together with one or more persons), or
- owns all, or a part, of the components of a power station (whether alone or together with one or more persons).

By agreeing to the making of an application, the Stakeholder agrees that the applicant will become the Nominated Person for an accredited power station acquiring rights and obligations under the REE Act.

#### Nominated Person

The applicant making an application for accreditation of a power station becomes the Nominated Person for the power station if the application is approved. The Nominated Person must be knowledgeable of, and ensure compliance with, relevant parts of the REE Act and the *Renewable Energy (Electricity) Regulations 2001*.

The Nominated Person operates a REC Registry account for an accredited power station and may create large-scale generation certificates (LGCs) for any eligible electricity generated by the power station. The Nominated Person must ensure ongoing compliance of the operation of the power station with all relevant laws. The Nominated Person must submit an annual Electricity Generation Return (EGR) statement reporting on the operation of the accredited power station. The accreditation of an accredited power station may be suspended by the Clean Energy Regulator if it is not operated in accordance with applicable Commonwealth and State or Territory laws.

## Eligibility

This form must be completed when more than one person (i.e. multiple individuals or companies) own or operate a power station which is the subject of an application.

**This form is not required to be completed if the applicant is the sole owner and operator of a power station subject to the making of an application.**

## Instructions for completing this form

The applicant is required to fill out the sections relevant to the applicant (Parts A, B, C and F) and provide the form to Stakeholders for their agreement and signing (Parts D and E).

Please complete:

- **Part A: Application type**
- **Part B: Power station details**
- **Part C: Applicant details**
- **Part D: Owner or Operator (Stakeholder) details**
- **Part E: Declaration – Owner or Operator (Stakeholder)**
- **Part F: 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.

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.
<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

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 [enquiries@cleanenergyregulator.gov.au](mailto:enquiries@cleanenergyregulator.gov.au).


## Submitting this form

Please upload a copy of this form onto the REC Registry to support your application for accreditation of a power station or email a copy 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 10 MB, 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: Application type

 This section should be completed by the applicant, that is, the person seeking to become the nominated person of an accredited power station.

### 1. This form supports an application to: (required)

<input type="checkbox"/>	Accredit a power station under Section 13 of the <i>Renewable Energy (Electricity) Act 2000</i>
<input type="checkbox"/>	Vary the nominated person under Section 30B of the <i>Renewable Energy (Electricity) Act 2000</i>

## Part B: Power station details

 This section should be completed by the applicant.

### 2. Power station name (required)

 Please provide the name of the power station as stated in your REC Registry application.

Power station name	<input type="text"/>
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### 3. Power station address (required)

 Please provide the address of the power station as stated in your REC Registry application.

Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>		
Suburb/city	<input type="text"/>		
State/territory	<input type="text"/>	Postcode	<input type="text"/>

## Part C: Applicant details


 This section should be completed by the applicant.

### 4. Application Account ID (required)

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

Account ID	<input type="text"/>
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### 5. Applicant details (required)

 Please provide the name of the individual or company that is the applicant. The name you provide here must be the same name as has been given in your REC Registry application.

Company/ Individual name	<input type="text"/>
Contact name	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

## Part D: Other Stakeholder details

 This section is to be completed by any owner or operator (Stakeholder) who is not the applicant.

### 6. Your name and contact details (required)

Company/ individual name			
ABN (if applicable)			
Contact name		Phone	
Email			
Address (if individual)			
Date of Birth (if individual)			


### 7. Are you a co-owner or another operator of the power station identified in Part B of this form? (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 by Stakeholder

By signing below, the signatory

- declares that you are authorised to make this declaration on behalf of the Stakeholder
- declares that to the best of your knowledge the information supplied in this form is true and correct
- agrees to the making of the application under the provision identified in Part A of this form by the applicant identified in Part C of this form with respect to the power station identified in Part B of this form
- understands and acknowledges that the applicant acquires the rights of a Nominated Person for the accredited power station under the *Renewable Energy (Electricity) Act 2000* once the application identified in Part A of this form has been approved by the Clean Energy Regulator
- gives permission to the Clean Energy Regulator to contact you about the making of the application identified in Part A of this form
- grants the Clean Energy Regulator, giving recognition to provisions of the *Privacy Act 1988* and any other lawful limitations in place, permission to record information about you in relation to the making of the application identified in Part A of this form in whatever form or manner the Regulator sees fit.
- 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	
Company	
Signature	

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

## Part F: Checklist

- ▶ Have you completed the following? Tick the box when you've completed the task beside it.

<input type="checkbox"/>	Part A: Application type
<input type="checkbox"/>	Part B: Power station details
<input type="checkbox"/>	Part C: Applicant details
<input type="checkbox"/>	Part D: Other Stakeholder details
<input type="checkbox"/>	Part E: Declaration – Owner or Operator (Stakeholder)
<input type="checkbox"/>	Part F: 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:

- 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](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
- 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](mailto:enquiries@cleanenergyregulator.gov.au).



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