



Australian Government

Clean Energy Regulator

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# Guidance on completing Annex C to the application to register a project: Emissions avoidance project (CER-ERF-ANX003)

Version 1.0 – 13 July 2015

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## Purpose of this guidance

This guidance is provided to assist you to complete Annex C to the application to register a project: emissions avoidance project (CER-ERF-ANX003) under the Carbon Credits (Carbon Farming Initiative- Commercial Buildings) Methodology Determination 2015 (commercial buildings method).

For your project to be registered by the Clean Energy Regulator, your application must meet the eligibility requirements set out in Part 2 and 3 of the commercial buildings method. Part 3, Section 9 of the method includes specific requirements for the information that must be provided in your application.

When putting together your application you should review the requirements of the method and provide the Clean Energy Regulator with sufficient information to assess your answers to the questions asked. This guidance will assist you to identify what information should be provided in Annex C. Providing the correct information in sufficient detail will assist the timely assessment of your application. The text boxes on the form indicate where responses should be provided, but they are not intended to be a guide for response length. It is expected that applicants will attach extra information to the form.

## Disclaimer

This document provides general guidance concerning Annex C to the application to register a project: Emissions Avoidance project under the Carbon Credits (Carbon Farming Initiative- Commercial Buildings) Methodology Determination 2015 (commercial buildings method). While reasonable steps have been taken in compiling this document, the Clean Energy Regulator accepts no responsibility for the accuracy, currency or completeness of the information contained in the document.

The Clean Energy Regulator recommends that you consult the relevant legislation and seek legal or professional advice concerning your circumstances.

The Clean Energy Regulator is not engaged in providing legal or professional advice in making this document available.

## Part A: Participant details

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### A1. Participant identification details

*A response to this question is mandatory.*

You must provide the same details here that you provided in [Part A of Application to register a project \(CER-ERF-PAP001\)](#)<sup>1</sup>.

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<sup>1</sup> <http://www.cleanenergyregulator.gov.au/DocumentAssets/Pages/CER-ERF-PAP001---Project-application.aspx>

## Part B: Project details

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### B1. Where is the project location?

A response to this question is mandatory.

**i** You will need to identify at least one site in your answer to this question.

**h** A [template is available on the Clean Energy Regulator website<sup>2</sup>](#) to assist you to provide details of project location including project address(s) and building type(s). This template can be completed and attached to Annexure C to the application to register a project.

For the commercial buildings method, you need to provide detailed information relating to both the type of building(s) that the project will be carried out in and the location(s) of the building(s).

Some potential participants will already know all project sites (buildings that the project will be carried out in) to be included in their project, while others, particularly aggregators, may not yet have identified all project sites. The information you provide in question 1 will differ depending on whether all sites have been identified.

#### Addresses

The simplest way to provide the information for question 1 may be to attach a separate spreadsheet or table with the required information, e.g. building name, unit number, street number, street name, suburb, state and postcode etc., listed in separate columns, as per the template referred to above. Where most addresses are not yet known, you must

- state that all buildings have not yet been identified
- identify all the states or territories where the project is intended to be carried out, and
- identify the method of recruitment that you will use to recruit additional sites. Examples of recruitment methods that you may wish to use are listed below. If you are utilising a recruitment method that differs from these examples please provide relevant information about the method you will use for example:
  - » selecting sample from building stock owned by participant
  - » selecting sample from building stock managed by participant
  - » franchise offering to participating franchisees
  - » existing building clients
  - » sales leads
  - » direct business to business marketing and/or
  - » National Australian built environment rating system (NABERS) rating clients of the participants.

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

## Building types

You must indicate which of the eligible building types each building falls under. Under the commercial buildings method, building types used must only be of the following types

- Office building
- Shopping centre
- Hotel

No other building types are eligible and projects with other building types will be deemed ineligible.

You must also confirm that the selected buildings are eligible to have a NABERS rating. Additionally, where the building or buildings selected for the project are office buildings, you must state the type of NABERS (office) energy rating sought: base building, tenancy, whole of building rating.

## B2. Describe your project and activities

*A response to this question is mandatory.*

- 📎 Attach extra information where required.

In your response you should 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. The form refers to declaration requirements which can be found in Part 3 Section 9 of the method. A detailed description should include:

- the specific activities and equipment that will be involved in the project
- a detailed description of the types of equipment or building components involved if those activities include modifying, installing, removing or replacing equipment (whether or not energy-consuming equipment) or other building components
- how the activities and equipment deployed will collectively reach the minimum abatement amount of a one star increase in each of the buildings' NABERS rating, and
- whether any energy consuming or producing equipment that will be removed will be disposed of, broken down into components and those components recycled, or sold to a third party on the condition that they will be broken down and recycled.

Where you know the specific detail of the activities please provide these details. For example, the description of a known chiller replacement in a known building might be:

*The existing chiller at 1 Example Street will be removed and replaced with a new 100kW Model123 absorption chiller, the old system will be degassed, the refrigerant recycled, the chiller rendered unusable and disposed of. Based on the results of our energy audit and the NABERS reverse calculator, this upgrade in combination with the other activities included in the project will increase the NABERS energy rating for 1 Example Street by 1 star.*

Where you do not know the specific details of the activities, more general details can be provided, for example the description of an aggregator planning to undertake lighting upgrades as one of a suite of services might be:

*Our aggregation business will identify lighting installations with inefficient 48W fluorescent lights; we will remove these lights and replace them with the appropriate LED lights for the space, based on recommendations by our lighting designer. The old lights will be disposed of by a recycling company. In combination with the other activities in the project this will be sufficient to increase an average 2.5 star office building's NABERS rating by at least 1 star. Our NABERS assessor will assess each building selected for our project to ensure the activities listed here can increase the NABERS energy rating for that building by at least one star.*

The list below gives a number of examples of different activities that could contribute to a commercial buildings project.

- Lighting upgrades with light emitting diode (LED)
- Lighting upgrades with halogen
- Lighting upgrades with fluorescent
- Improved day-lighting utilisation
- Heating ventilation and air conditioning (HVAC) - Chillers
- HVAC - Cooling towers
- HVAC - Pumps
- HVAC - Motors
- HVAC - Fans
- Ground source heat pump water heater
- Refrigerated display cabinets
- Cold room or freezer room
- Cloud computing or server virtualisation
- Computer equipment upgrades
- Uninterruptable power supply
- Domestic size appliances (e.g. fridge or TV)
- Glazing
- Gas boiler upgrade
- Instantaneous gas water heater
- Electric resistance water heater
- HVAC - Air conditioners

## Disposal of equipment

Section 10 of the method outlines requirements for disposal of equipment. If your project will involve disposal of any energy consuming equipment that and/or equipment that generates electricity for consumption at the building, the equipment must not be refurbished, reused or resold. If your project will involve the disposal of equipment, please describe, for each activity, how the equipment will be disposed of in accordance with the method.

### **B3. Describe the skill and expertise of any person intended to be used in carrying out the project consistently with the relevant method**

*A response to this question is mandatory.*

 Attach extra information where required.

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 (to Part B question 3) 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.

For example, to determine that the level of abatement delivery in each building can meet the required one star improvement, the project will require someone with NABERS accreditation qualifications. Some examples of other relevant qualifications may include:

- Accredited engineers
- National greenhouse and energy reporting (NGERs) auditors
- Qualified auditors from relevant state schemes
- Certified energy efficiency specialist (CEES) or certified energy efficiency leader (CEEL)
- Certified international performance measurement and verification protocol (IPMVP) assessors.

Where available, please provide any supporting documents or materials such as third party audits. Third party audits and third party technical assessments will provide additional assurance regarding the background and qualification of those involved.

## B4. Do you have the legal right to carry out the project

*A response to this question is mandatory.*

 Attach extra information where required.

You should read the information on legal right available on the Clean Energy Regulator's website for more information 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 CFI 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 however that approval of the project by the Clean Energy Regulator does not establish legal right. You should document any agreements with stakeholders to your own satisfaction. Legal right for all buildings included in the project (including those added after registration) will be checked during audits.

It is suggested that you review lease documents and service schedules relating to any tenancies. This may assist in identifying potential stakeholders from whom consent or a legal declaration may be required. Identify in your response that you have done this.

It is also suggested that you identify the project site with sufficient clarity and certainty that any future lessees of the area can be clearly identified.

You should ask any potential stakeholders whether there is already an emissions reduction project occurring on the project site and ask to be notified about any future projects persons may wish to undertake.

Retain records as they will be relevant for audit purposes.