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| **FORM** |
| CER-ERF-VSP002 |
| V2.0 15/04/2021 |

Application for voluntary revocation of a registered project

under the *Carbon Credits (Carbon Farming Initiative) Act 2011*

# Purpose of this form

This form is to be used to apply to the Clean Energy Regulator, under sections 29 or 30 of the Carbon Credits (Carbon Farming Initiative) Rule 2015 (the CFI Rule), for the voluntary revocation of a registered project.

### 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.

Note: If the project is a sequestration offsets project, before making this application, the project must voluntarily relinquish the net total number of Australian carbon credit units (ACCU) issued in relation to the project. Email erf@cleanenergyregulator.gov.au for information on how to relinquish issued ACCUs.

You must complete and submit:

* Part A: Project details
* Part B: Project participant and contact details
* Part C: Reason for revocation
* Part D: Credits issued
* Part E: Declaration
* Application checklist

To learn more about the steps involved in participating in the Emissions Reduction Fund, including your obligations under this initiative, please visit the [Clean Energy Regulator website](http://www.cleanenergyregulator.gov.au/).

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: 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.

|  |  |
| --- | --- |
| **Pen colours** | Please use a **black** or **blue** pen to write on the form. |
| **Check boxes** | Mark boxes like this with a ✔ or ✘. When an instruction asks you to select the box, you can still use either ✔ or ✘. If completing the form electronically, double click the box to select it. |
| **Go to** | Where an instruction has a black double arrow (), go to the next indicated part/section. Where an instruction has a black single arrow (), go to the next question. Where an instruction has a black single arrow pointing down (), fill in the field(s) directly below. |
| **Mandatory questions** | If all fields in a question are mandatory and must be completed, **(required)** is added to the end of the question label text. If a field in a question is mandatory only IF a condition is met, **(required if any)** is added to the end of the question label text. |
|  | This symbol indicates an instruction on what to do next. |
|  | 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. |
| **Duplex printing** | 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.

### Submitting this form

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

#### By email

Email your completed application to the Clean Energy Regulator at erf@cleanenergyregulator.gov.au.

If you submit your application by email, you do not need to send the original hardcopy of the application by post.

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 and submitted as a single scanned file**. Files may be zipped to reduce their size.

#### By post

Alternatively, post your completed application with any accompanying documentation to:

**Emissions Reduction Fund
Clean Energy Regulator
GPO Box 621
Canberra ACT 2601**

1. Project details

To apply to revoke a registered project, you must supply the project details.

|  |  |
| --- | --- |
| Project identification number |       |
| Project name |       |

1. Project participant and contact details

Complete this part to identify the participant of the project or the nominee of the multiple participants for the project making this application (if they are making this application on their own behalf) or the participant/nominee on whose behalf this application is made.

* 1. Applicant’s name and contact details (required)
* Each person signing the declaration in Part F

Provide the details of the applicant

|  |  |
| --- | --- |
| Participant(s) name |       |
| Organisation identifier | ABN [ ]  | ACN [ ]  | ARBN [ ]  | ICN [ ]  |
|       |
| Email address |       |
| Contact number |       |

## Please select your relationship to the project specified in this application (required)

Tick the appropriate response

|  |  |
| --- | --- |
| [ ]  | Participant of the project |
| [ ]  | Nominee of multiple participants of the project |

## Please provide Agent contact details (if there is no Agent leave blank)

|  |  |
| --- | --- |
| Given name |       |
| Family name |       |
| Email address |       |
| Contact number |       |

1. Potential new participant/s
* Section 30(2A) of the Carbon Credits (Carbon Farming Initiative) Rule 2015 requires that when a voluntary revocation application is received, if the Clean Energy Regulator considers that the landholder or another person may want to be considered a project proponent for the project, the Clean Energy Regulator must take reasonable steps to inform that person of the application.
* The Clean Energy Regulator may delay making a decision on this application if another person has made, or is considering making, an application to become the listed project participant of the project.

If you already have written confirmation from the land holder or another party who may have the legal right to carry out the project that they do NOT wish to become a project proponent for the project, attaching a copy of that with this application may assist to streamline processing of your application.

## Identify the current land holders of the project area (required)

Where available, please also provide updated land title/s for the project area.

|  |  |
| --- | --- |
| Landholder name/s |       |
| Organisation identifier | ABN [ ]  | ACN [ ]  | ARBN [ ]  | ICN [ ]  |
|       |
| Address (please enter postal address) |       |
| Email address |       |
| Contact number |       |

## Nominate any other parties that may want to be considered a project participant of the project

If there is any other person who is likely to consider themselves eligible to be the project participant for this project please provide their contact details below.

|  |  |
| --- | --- |
| Contact person name |       |
| Organisation identifier | ABN [ ]  | ACN [ ]  | ARBN [ ]  | ICN [ ]  |
|       |
| Address (please enter postal address) |       |
| Email address |       |
| Contact number |       |

1. Reason for revocation

Complete this part to provide a reason for why you are requesting to revoke the project declaration and identify whether any project activities may have commenced.

## Reason why you are requesting to revoke the project (required)

|  |
| --- |
|       |

## Has the project begun to be implemented or activities under the method started (required)

* The following are examples of when a project has begun to be implemented
	1. Making a final investment decision in relation to the project;
	2. Acquiring or leasing a tangible asset (other than land) that is for use wholly of mainly for the purposes of the project;
	3. Commencing construction work for the purposes of the project;
	4. In the case of a sequestration offsets project – preparing soil for seeding or planting that is for the purposes of the project;
	5. In the case of a sequestration project – seeding, planting or fertilising plants that are for the purposes of the project;
	6. In the case of a sequestration offsets project – installing an irrigation or drainage system for the purposes of the project.

|  |  |  |
| --- | --- | --- |
| No | [ ]  |  |
| Yes | [ ]  | * List the activities and dates activities commenced.
 |
|  |  |       |

1. Credits issued

## If the project has received ACCUs, please provide evidence of the project having been issued with one or more certificates of entitlement (required)

* Section 29 (2) (c) of the Carbon Credits (Carbon Farming Initiative) Rule 2015 requires that evidence of any certificates of entitlement that have been issued in relation to the project be provided when an application to voluntarily revoke a project declaration is submitted.
* Evidence attached:

|  |  |  |
| --- | --- | --- |
| No | [ ]  | * Only select no if you have **not** received ACCUs for this project. Please go to Part F.
 |
| Yes | [ ]  | * Please attach evidence, for example copies of all certificates of entitlement that have been issued in relation to the project.
 |

## Please list the type and number of Australian carbon credits (ACCUs) issued for the project (required)

* Section 29 (2) (d) of the Carbon Credits (Carbon Farming Initiative) Rule 2015 requires you to provide details of the type and number of ACCUs issued to the project.
* Select the appropriate response and provide the number of that type of ACCUs issued for the project

|  |  |  |
| --- | --- | --- |
| **Type of ACCU** | **Select the appropriate response** | **Number of ACCUs** |
| Kyoto ACCUS | [ ]  |       |
| Non-Kyoto ACCUs | [ ]  |       |

## If the project is a sequestration offsets project, before making this application, have you voluntarily relinquished any issued ACCUs?

* Section 29 (1) (b) (i) & (ii) of the Carbon Credits (Carbon Farming Initiative) Rule 2015 requires before a project can make an application to revoke a project that sequestration projects voluntarily relinquish the net total number of ACCUs issued for the project. The net total number of ACCUs is the total number of ACCUs issued in relation to the project, less any ACCUs already relinquished under Part 7 of the Carbon Credits (Carbon Farming Initiative) Act 2011.
* **Please contact the Clean Energy Regulator before relinquishing any ACCUs. ACCUs relinquished will not be re-issued if your application is refused on the basis that you were removed as a listed project participant from the project declaration before the project declaration was revoked.**
* Evidence attached:

|  |  |  |
| --- | --- | --- |
| No | [ ]  | * You must voluntarily relinquish the net total of issued ACCUs before making this application. **Please however contact the Clean Energy Regulator before relinquishing any ACCUs.** Please email erf@cleanenergyregulator.gov.au for details on how to relinquish ACCUs
 |
| Yes | [ ]  | * Please attach evidence
 |
| N/A | [ ]  |  |

1. Declaration

All participants of the project must sign the declaration.

Under the *Criminal Code Act 1995* it is an offence for a person to give information or documentation to a Commonwealth entity if the person providing the information or documentation knows that the information or documentation is false or misleading.

## Declaration of participant (required)

* Complete and sign the declaration
* All multiple participants, including the nominee must complete and sign the declaration below

By signing below, the signatory declares that:

* all information and documents accompanying the application meets the requirements of subsection 29(2) of the CFI Rule (for applications where ACCUs have been issued in relation to the project) or subsection 30(2) of the CFI Rule (for applications where no ACCUs have been issued in relation to the project);
* all information provided in, or in relation to, this application (including attachments and any other supporting information) is, having made all reasonable enquiries, accurate, complete, true and correct and not misleading by inclusion or omission;
* the provision of false or misleading information is a serious offence and carries penalties under the *Criminal Code* and may have consequences under the *Carbon Credits (Carbon Farming Initiative) Act 2011* and other laws; and
* the personal information provided in this application may also be copied, recorded, used or disclosed by the Clean Energy Regulator for its administrative purposes, for example, to pre-populate other Clean Energy Regulator forms which the applicant wishes to fill out online in the future, and for improving the Clean Energy Regulator’s service delivery to the applicant.
* If there is more than one participant of the project, print or photocopy this page with the signature block, complete it for each additional participant of the project, and attach the copies to this application.

### Signed by:

|  |  |
| --- | --- |
| Signatory name |       |
| Signature |       |
| Position |       |
| Contact number | ( )      |
| Email address |       |
| Signature date (YYYY/MM/DD) |       |

# Application checklist

* Have you completed the following?

|  |  |
| --- | --- |
| **Check box** | **Task** |
| [ ]  | Completed all required fields |
| [ ]  | Attached all necessary documents and supporting evidence (where applicable) |
| [ ]  | Completed and signed the declaration(s) |

# Additional information

### About the Emissions Reduction Fund

The Emissions Reduction Fund is a voluntary carbon offsets scheme that provides new economic opportunities for a wide range of participants who take steps to reduce carbon pollution or increase carbon storage on the land. Emissions Reduction Fund eligible offsets projects generate Australian carbon credit units that can be sold to other individuals and businesses wanting to offset their own greenhouse gas emissions.

### Seeking legal advice

The Clean Energy Regulator provides guidance for general information purposes only. The information in this form and supplied by the Clean Energy Regulator should not be interpreted as independent professional advice. You should not rely solely on this information and should get professional legal advice relevant to your individual circumstances.

### Protection of information

The Clean Energy Regulator is bound by the secrecy provisions of Part 3 of the Clean Energy Regulator Act 2011 (Clean Energy Act) 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:

1. whether the information or opinion is true or not, and
2. 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 Australian National Registry of Emissions Units Act 2011, the Australian National Registry of Emissions Units Regulations 2011, the Carbon Credits (Carbon Farming Initiative) Act 2011, the Carbon Credits (Carbon Farming Initiative) Regulations 2011 and any legislative rules made under the Carbon Credits (Carbon Farming Initiative) Act 2011.

Personal information collected in relation to this application will be used for the purposes of assessing the application, auditing compliance, enforcement of relevant laws, regulations and legislative rule, the performance of our statutory functions and for related purposes. We will also use the personal information which you provide for our administrative purposes, for example, to pre-populate other Clean Energy Regulator forms which you wish to fill out online in the future, and for improving our service delivery to you.

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 on the [Clean Energy Regulator website](http://www.cleanenergyregulator.gov.au/About/Policies-and-publications/Condensed-privacy-policy/Full-privacy-policy).

### Disclosure of information

The Clean Energy Regulator is only able to disclose information relating to this application (including personal information) in accordance with the CER Act, the Privacy Act 1988 or as otherwise required by law.

The circumstances in which such information may be disclosed include:

* Disclosure to other agencies, persons or organisations to enable the verification of information contained in the application.
* Disclosure to the Secretary or authorised officer of a Department for the purpose of administering a program or collecting statistics relating to greenhouse gas emissions, energy consumption or energy production.
* Disclosure to certain agencies, bodies or persons where the Regulator is satisfied that disclosure will enable or assist those agencies, bodies or persons to perform or exercise their functions or powers, including the Australian Securities and Investments Commission, the Australian Competition and Consumer Commission and the Commissioner of Taxation.
* Disclosure for the purposes of law enforcement.
* Disclosure for the purposes of a climate change law or for the purposes of the performance of our functions under a climate change law.

### Accessibility disclaimer

Whilst the Clean Energy Regulator has worked to ensure this document is accessible, 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.