



ESS Lighting Instruction Pack

Original Energy Saver

For projects completed:

AFTER 1 July 2014

This Instruction Pack is designed to simplify the processing of Energy Savings Certificates for commercial lighting projects. This Instruction Pack is designed for the **Original Energy Saver (End User)** – i.e. the Purchaser of the Lighting Upgrade.

Version 1.0
23 July 2014

ESS Lighting Instruction Pack – Original Energy Saver

In order to create ESCs for commercial lighting installations, the Original Energy Saver (i.e. the end user of the lighting upgrade that paid for the upgrade) will be required to provide the following information:

1. Signed Nomination Form

Attached to this Instruction Pack is a template Nomination Form. The Nomination Form shall be signed by the Original Energy Saver AND Demand Manager **PRIOR** to project completion otherwise it will be ineligible to create ESCs. Works should not commence until you are sure the Nomination Form has been signed and countersigned.

Note: the Original Energy Saver is deemed to be the party who purchased the lighting upgrade and is a beneficiary of the use of the lighting equipment. Contact Demand Manager if you are unsure who is the Original Energy Saver.

2. Site Plan

For all building classifications, except for healthcare and aged care facilities, a site plan for the facility is required. The Site Plan is different to a Lighting Plan as it shows the whole site, or part of the whole site indicating usage of the facility.

The Site Plan could be, for example, a fire evacuation plan or site fit out plan which shows the typical uses of the areas within the site (for example “Bar” or “Corridor”).

3. Operating Licence (for Healthcare and Aged Care operations only)

For health care and aged care establishments, a copy of the operating licence is required.

All evidence above should be provided to the Lighting Retailer unless otherwise agreed.

An ESS Information Sheet is attached to this Pack providing more detail on the Energy Savings Scheme.

Nomination Form Commercial Lighting Formula

Part A – Energy Saver Nomination

To be completed by the *original* Energy Saver (ie Purchaser) making the nomination

Original Energy Saver Details

Name:	
Company name:	
ABN:	
Installation Address:	
Postal Address:	
Phone Number:	
Have you signed a nomination form for this activity in the past?	Yes / No
(If yes, please provide a reason for the amended nomination form.)	
Have you been provided with an ESS Energy Saver Information Sheet? ?	Yes / No

Declaration by authorised signatory

I, _____, nominate Demand Manager Pty Ltd as the Energy Saver in respect of the lighting upgrade to be conducted at the installation address listed above. This nomination is effective to entitle Demand Manager Pty Ltd to create and own all “Energy Savings” in respect of the lighting upgrade at the installation address listed above once the upgrade has been completed and energy savings commence.

I hereby declare that:

- I am an authorised signatory of the above entity;
- I have received the contact details of the Accredited Certificate Provider named in Part B;
- I am the person who purchases or leases the good or services included in the lighting upgrade at the address above;
- I will directly benefit from the ongoing End-Use Services provided by the Equipment to be installed at the site;
- I am aware that I have to pay \$5 (excluding GST) per MWh of the Energy Savings, for the good or services making up the implementation;
- I (and any person on behalf of whom I make this nomination) have not previously made another nomination in respect of the this activity at this address under the Energy Savings Scheme (ESS);
- I agree to provide information regarding the above activities or provide reasonable access to the site to a representative of the Energy Savings Scheme or a member of the ESS Audit Services Panel, should it be required;
- I have received technical information on the equipment to be used in the upgrade and a working demonstration (if requested);

- The information provided is complete and accurate and I am aware that there are penalties for providing false or misleading information in this form.

Note:

- Section 158 of the Electricity Supply Act 1995 imposes a maximum penalty of \$11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator.

Signed by or on behalf of the Energy Saver

Signature:
Name of Signatory:
Position:
Date:

Part B – Accredited Certificate Provider

To be completed by the Accredited Certificate Provider receiving the nomination from the *original* Energy Saver (i.e. Purchaser) named in Part A

ACP Details

Name:	Demand Manager
Company Name:	Demand Manager Pty Ltd
ABN/ACN:	64 115 850 729
Postal Address:	PO Box Q1251 QVB Post Office NSW 1230
Phone Number:	02 9279 4704

Declaration by authorised signatory

I hereby declare that:

- I am an authorised signatory of the Accredited Certificate Provider named above;
- The lighting upgrade to be conducted at the installation address identified in Part A of this form will not result in a reduction of service levels (including safety levels).
- The information contained in this form is correct and not misleading by inclusion or omission; and
- I am aware that there are penalties for providing false or misleading information in this form.
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Note:

- Section 158 of the *Electricity Supply Act 1995* imposes a maximum penalty of \$11,000 and/or six (6) months imprisonment for knowingly providing false or misleading information to the Scheme Administrator
 - Section 138 of the *Electricity Supply Act 1995* imposes a maximum penalty of \$220,000 for failure to comply with a condition of accreditation and may additionally result in the suspension or cancellation of the Accredited Certificate Provider's accreditation under clause 95 of the *Electricity Supply (General) Regulation 2001*
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Signed by or on behalf of the Accredited Certificate Provider

Signature:
Name of Signatory:
Position:
Date:

ENERGY SAVINGS SCHEME

Energy Saver Information Sheet

Commercial Lighting Activities

1 General Information

1.1 What is the Energy Savings Scheme?

The NSW Energy Savings Scheme (ESS) reduces electricity consumption in NSW by creating financial incentives for organisations to invest in energy savings projects. Energy savings are achieved by installing, improving or replacing energy savings equipment.

Commercial lighting upgrades are an eligible activity in the ESS. The energy savings from the lighting upgrade being proposed at your commercial premises can be calculated using the Commercial Lighting Formula (clause 9.4 of the ESS Rule).

1.2 What is an ACP?

Organisations can participate voluntarily in the ESS by becoming an Accredited Certificate Provider (ACP). ACPs implement energy savings projects and create energy savings certificates (ESCs).

ACPs sell ESCs, usually to Scheme Participants such as electricity retailers who surrender ESCs to meet their energy savings targets under the ESS. Being able to profit from the sale of ESCs creates the financial incentive for organisations to apply to become an ACP.

All ACPs are responsible for their own business operations. ACPs and the energy saving activities they undertake are not funded or subsidized by the NSW Government, or the ESS.

1.3 The Original Energy Saver

The energy savings from an energy savings project belong to the person responsible for paying the electricity bill at the premises where the energy savings activity takes place - we call them the 'original energy saver'. Participation in the ESS as an original energy saver is voluntary.

1.4 Making a Nomination

Original energy savers can transfer the rights to the energy savings from an energy savings activity such as a lighting upgrade to an ACP – this is called a ‘nomination’. Ordinarily, an ACP will offer to carry out energy savings activities for an original energy saver at reduced cost in return for a nomination. The ACP may then use the energy savings to create and sell ESCs to offset the cost of the activity.

If you wish to nominate an ACP as the new energy saver, you will be asked to complete a nomination form and to sign a declaration.

1.5 What benefits does the original energy saver receive?

Original Energy Savers will generally benefit from lower electricity bills due to the reduction in electricity consumption resulting from the upgrade to efficient lighting technology. Original energy savers may also receive additional benefits from ACPs such as free or reduced price products and/or installations.

2 What to consider if you are offered a lighting upgrade.

Replacing lighting equipment with more energy efficient lighting equipment is one way ACPs can generate energy savings and create ESCs. You may be approached by an ACP or by a third party working for, or in conjunction with, an ACP with a proposal for a lighting upgrade at your premises.

In order to create ESCs from a lighting upgrade, an ACP must collect evidence of the type of equipment that was removed and the type of equipment that replaced it. They may also wish to claim that the lights operate for longer than the standard operating hours and will need to collect evidence to support this.

The maintenance of light levels is also a key requirement, as energy savings cannot be claimed where they result in a reduction in lighting output or service levels. Testing is carried out to ensure that the new lighting configuration meets relevant lighting standards.

In addition to meeting relevant lighting standards, the lighting upgrade must be fit for purpose. This means that the lighting upgrade must be suitable for the situation in which it will be used. Before agreeing to a lighting upgrade, you should be satisfied that the ACP, or ACP’s representative, has considered the specific lighting needs you may require for your business premises. You may wish to ask about their qualifications or experience in the lighting industry, or ask for a demonstration of the lighting equipment being proposed.

3 Who to contact about your lighting upgrade

If you agree to a proposed lighting upgrade by an ACP, your first point of contact for issues relating to the upgrade should be the ACP, or the ACP's representative that you are working with. Once the work has been completed, you should ensure that you keep a copy of the nomination form you have signed, as the nomination form lists the contact details of the ACP responsible for your lighting upgrade. If you have not yet signed a nomination form, you should ensure that you have the contact details of the ACP or representative who has provided you with this information sheet.

3.1 Product failure or performance reduction

If a product fails prematurely (before the product lifetime has expired) or reduces in function (e.g. light levels of a lamp drop or the colour changes noticeably, or a product stops working) you should contact the ACP to give them the opportunity to resolve the issue. If it is still not resolved, you should contact the **Consumer, Trader & Tenancy - Consumer Claims division** of NSW Fair Trading on 1300 135 399 or visit www.cttt.nsw.gov.au for further information.

3.2 Your rights as a consumer

The NSW Energy Savings Scheme accredits ACPs to undertake energy savings activities under the Scheme. However, the Scheme does not certify or provide verification of the ACP's professional standards or in any way provide assurance over the quality or appropriateness of the lighting products installed by the ACP. As a consumer, you should take all due care to ensure that the products being installed in your premises are appropriate to your needs.

For more information on your rights as a consumer, please contact the **Australian Competition & Consumer Commission (ACCC)** on 1300 302 502 or visit www.accc.gov.au.

4 Further information about the ESS

For more information about the ESS, please refer to the ESS website at:

www.ess.nsw.gov.au/Home

Questions regarding scheme compliance can be forwarded to:

ess_compliance@ipart.nsw.gov.au