Application to suspend the accreditation of an accredited power station

under section 30E of the *Renewable Energy (Electricity) Act 2000*

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| FORM |
| CER-RET-045 |
| v1.1 06/06/2023 |

# Purpose of this form

This form is to be used by the nominated person for an accredited power station to apply to the Clean Energy Regulator to suspend the accreditation of the power station under section 30E of *Renewable Energy (Electricity) Act 2000* (the REE Act). Based on this form the Clean Energy Regulator may suspend the accreditation of an accredited power station for a period of time, which may be indefinitely.

This application form may be appropriate to use in circumstances when an accredited power station:

* has been decommissioned
* has all electricity generation shut down for an extended period of time
* has stakeholders not wishing to continue their engagement with the Large-scale Renewable Energy Target scheme.

Eligibility

Regulation 20D of the *Renewable Energy (Electricity) Regulations 2001* specifies that only the ‘nominated person’ of an accredited power station is authorised to apply for its accreditation to be suspended.

The application must provide a reason for the proposed suspension. The nominated person must specify the day the proposed suspension is to begin and the period of the proposed suspension (which may be indefinitely).

The application must be accompanied by a statement in writing from any other stakeholder in relation to the power station indicating that the stakeholder agrees to the making of the application.

Important

Large-scale generation certificates (LGCs) cannot subsequently be created in respect of any electricity generated by an accredited power station during a period of suspension.

While suspended the power station may be exempt from other obligations such as submitting electricity generation returns (EGRs) depending on the timing and period of suspension.

# 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.

You must complete and submit:

* Part A: Power station details
* Part B: Nominated person details
* Part C: Details of the application
* Part D: Declaration – Each other stakeholder (if any)
* Part E: Declaration – Nominated person for the power station

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.

|  |  |
| --- | --- |
| 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 ‘tick’ the box, you can still use either ✔ or ✘. |
| Go to | Where you see an instruction like this - **£** Go to **question 5** - mark the relevant box with a ✔ or ✘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 (8), go to the next indicated part/section. Where an instruction has a black single arrow (4), go to the next question. Where an instruction has a black single arrow pointing down (6), 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. |
| 4 | This symbol indicates an instruction on what to do next. |
| i | This symbol indicates additional useful guidance to filling in the adjacent field or section. |
| 4 | 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. |
| ë | 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 cer-ret-powerstations@cer.gov.au

Submitting this form

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

### By email

Email a scanned or completed application to the Clean Energy Regulator at cer-ret-powerstations@cer.gov.au

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 as a single scanned file and not split into parts. Files may be zipped to reduce their size.

### By post

Post your completed application with any accompanying documentation to:

Clean Energy Applications
Clean Energy Regulator
GPO Box 621
Canberra ACT 2601

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

|  |  |
| --- | --- |
| Office use: |  |

1. Power station details
2. Power station name (required)
* The power station name must be the same as the listing in the REC Registry.

|  |  |
| --- | --- |
| Name |       |

1. Accreditation code (required)
* The code given to the power station at the time of accreditation. It must be the same as the listing in the REC Registry.

|  |  |
| --- | --- |
| Accreditation code |       |

1. Nominated person details
2. Nominated person name (required)
* The name must be the same as the listing in the REC Registry.

|  |  |
| --- | --- |
| Company/ individual name |       |

1. Nominated person Account ID (required)
* The account ID can be found by an account holder in the REC Registry.

|  |  |
| --- | --- |
| Account ID |       |

1. Primary contact (required)
* The primary contact is the person that maintains the REC Registry account for the nominated person.

|  |  |
| --- | --- |
| Title (e.g. Mr, Ms, Mrs, Dr) |       |
| Name |       |
| Position |       |

1. Is the nominated person the owner or the operator of the accredited power station? Both boxes may be checked (required)

|  |  |
| --- | --- |
| [ ]  | Owner |
| [ ]  | Operator |

1. Details of the application
2. Provide a reason for the proposed suspension (required)

|  |  |
| --- | --- |
| Reason |       |

1. Specify the day the proposed suspension is to begin (required)

|  |  |
| --- | --- |
| Date |       |

1. Specify the period of the proposed suspension which may be indefinite (required)

|  |  |
| --- | --- |
| Date |       |

1. Have all eligible LGCs been created in the REC Registry by the current nominated person up to the effective date listed in question 7? (required)

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No (we will contact you) |

1. Declaration – Each other stakeholder (if any)

4 This section must be signed by each other stakeholder in the power station (if any). If there is more than one stakeholder this section should be reproduced and completed by each stakeholder. It may be signed by an individual stakeholder or by a representative of the stakeholder.

1. Stakeholder name (required)

|  |  |
| --- | --- |
| Company/ individual name |       |

1. Stakeholder ACN or ABN
* This field is mandatory for an Australian registered company or ABN holder.

|  |  |
| --- | --- |
| Registration number |       |

1. Stakeholder contact person

|  |  |
| --- | --- |
| Title (for example Mr, Ms, Mrs, Dr) |       |
| Name |       |
| Position |       |
| Address (line 1) |       |
| Address (line2) |       |
| State |       | Postcode |       | Country |       |
| Telephone number |       |
| Email |       |

1. Is the stakeholder the owner or operator of the accredited power station? (required)

|  |  |
| --- | --- |
| [ ]  | Owner |
| [ ]  | Operator |

This section must be signed by the stakeholder, if an individual, or by a representative of the stakeholder on their behalf.

The representative must be:

1. For a body corporate: the executive officer for whom details are provided in this application
2. For a trust: one of the trustees for whom details are provided in this application
3. For a corporation sole: the individual constituting the corporation sole for whom details are provided in this application
4. For a body politic or local governing body: the officeholder for whom details are provided in this application.

By signing below, the signatory:

1. **declares that the information supplied in this form is true and correct and that he/she is authorised to complete this part of the application on behalf of the stakeholder named in this form;**
2. **agrees to the making of this application;**
3. **acknowledges that no large-scale generation certificates may be created for the period of suspension; and**
4. **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  |       |
| Organisation (if applicable) |       |
| Signature  |  |

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

1. Declaration – Nominated person for the power station

This section must be signed by the applicant, if an individual, or by a representative of the applicant on their behalf.

The representative must be as follows:

* For a body corporate: the executive officer for whom details are provided in this application.
* For a trust: one of the trustees for whom details are provided in this application.
* For a corporation sole: the individual constituting the corporation sole for whom details are provided in this application.
* For a body politic or local governing body: the officeholder for whom details are provided in this application.

By signing below, the signatory:

1. declares that the information supplied in this form is true and correct and that he/she is authorised to make this application on behalf of the applicant named in the form; and
2. acknowledges that no large-scale generation certificates may be created for the period of suspension; and
3. that all necessary large-scale generation certificates claims and electricity generation returns have been submitted prior to this application; and
4. 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 |       |
| Organisation(if applicable) |       |
| Signature |  |

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

# Application checklist

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

Part A Power station details

|  |  |  |
| --- | --- | --- |
| Tick | Task |  |
| [ ]  | Completed all required fields. |  |

Part B Nominated person details

|  |  |  |
| --- | --- | --- |
| Tick | Task |  |
| [ ]  | Completed all required fields. |  |

Part C Details of the application

|  |  |  |
| --- | --- | --- |
| Tick | Task |  |
| [ ]  | Completed all required fields. |  |

Part D Declaration – Each other stakeholder (if any)

|  |  |  |
| --- | --- | --- |
| Tick | Task |  |
| [ ]  | Obtained all declarations made by any other stakeholder (if any) |  |

Part E Declaration – Nominated person for the power station

|  |  |  |
| --- | --- | --- |
| Tick | Task |  |
| [ ]  | Signed declaration on behalf of the applicant |  |

# Additional information

Definitions

* Definitions marked with an asterisk are definitions repeated from legislation.

For the purposes of this form:

|  |  |
| --- | --- |
| applicant | means the nominated person for the power station |
| each other stakeholder | means either any owners or operators of the power station other than the nominated person |
| executive officer | In relation to a body corporate, means:* a director of the body corporate, or
* the chief executive officer (however described) of the body corporate, or
* the chief financial officer (however described) of the body corporate, or
* the secretary of the body corporate
 |
| person | This can mean any of the following:* a body corporate
* a trust
* a corporation sole
* a body politic
* a local governing body, or
* an individual.
 |
| REE Act | means the *Renewable Energy (Electricity) Act 2000* |
| REE Regulations | means Renewable Energy (Electricity) Regulations 2001 |

Assessment of the application

During assessment of this application, the Clean Energy Regulator may check the generation data and any electricity generation returns (EGRs) lodged for the power station since accreditation.

The Clean Energy Regulator may initiate further engagement with the applicant or any stakeholder about the application during our assessment. The Clean Energy Regulator may require the nominated person to enter generation data or lodge EGRs for a year or years before deciding the application.

The Clean Energy Regulator may take into account the reason given in the application, as well as other information, in deciding the application.

The Clean Energy Regulator may decide against suspending the accreditation of the accredited power station.

The Clean Energy Regulator will notify the applicant of our decision on the application, with the reason for our decision provided.

Note, any electricity generated by the power station while its accreditation is suspended under section 30E of the REE Act is to be excluded from all calculations under section 18 of the REE Act.

Publishing of information

The Clean Energy Regulator may amend the register of accredited power station to show the ‘Power station suspension status’ as ‘Suspended’ depending on our decision in respect of the application.

Protection of information

The Clean Energy Regulator is bound by the secrecy provisions in Part 3 of the *Clean Energy Regulator Act 2011* and by the *Privacy Act 1988*.

Privacy statement

'Personal information', as defined in the *Privacy Act 1988*, means any information from which a person’s identity is apparent or can be reasonably ascertained.

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. The collection of personal information is authorised by the *Clean Energy Act 2011* and the *Renewable Electricity Act 2000*.

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
* 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. 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@cer.gov.au