

APPLICATION FORM FOR REGRADE CLASS: LEVEL 1

NSW Accredited Service Provider (ASP) Scheme

In order to be granted a higher grade, a Level 1 ASP must obtain the appropriate score determined by an assessment in accordance with the ASP Scheme Rules.

Application Process

If the applicant is satisfied that they have meet the criteria for a higher grade; then complete and lodge this application form with any evidence you have identified to support your application and attached with the **application fee** (see below). Applicants should carry out a self evaluation on whether they are ready to be regraded in accordance with the ASP Scheme Rules.

Assessment Process

A detailed assessment will be carried out as required for new applications. The Department of Planning & Environment (the Department) will arrange for this to occur once this completed application form and the application fee has been submitted.

The Department will obtain information or evidence from the relevant electricity distributor/s before considering the application, including information about any major non-conformances on work undertaken by the ASP. The Department will organise for an assessor to then evaluate the ASP in accordance with the rules. . The assessor will grade the ASP and a result will be obtained in accordance with the table below which can be found in the Scheme Rules.

Table 1: Level 1 Assessment Grading

Maximum Total Score possible	Applicant's Percentage	Applicant's ranking	Grading
284 (see Appendix A)	<u>total score</u> 284	Greater than 85%	A
		>70% and ≤85%	B
		≥55% and ≤70%	C
		Less than 55%	UNSUCCESSFUL

Note: If the ASP scores below 55%, the accreditation will be cancelled.

Application Fee

The cost is **\$1,580.00** (Please note there is a 0.4% bank incurred surcharge for payment by credit card, refer to page 2 of this application form for payment details) payable upon application. The fee is non refundable and applicable prior to the regrade outcome.

APPLICANTS DETAILS:

ASP Accreditation No: _____

Applicants Name: _____

Business Name: _____

Address: _____

Contact Person: _____

Contact Phone Number: _____

Applicants Signature: _____

Date _____

PAYMENT DETAILS

Please forward this form and payment to:

Email:

asp.scheme@planning.nsw.gov.au

Post:

Accredited Service Provider
Department of Planning & Environment
Locked Bag 5123
PARRAMATTA NSW 2124 or

Please make **cheques** for registration fees payable to:

NSW Department of Planning and Environment – Resources and Energy

If paying by **credit card** please complete the following section. Please note that all credit card transactions after 1st July 2017 will incur a 0.4% credit card surcharge fee.

Please debit my credit card account for **\$1580.00***

Please tick one: MasterCard Visa

Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Expiry date: ___ / ___

Cardholder's name (as shown on credit card) _____

Signature of cardholder: _____

Date: ___ / ___ / ___

*** Credit Card payments will incur an additional 0.4% surcharge of \$6.32**