



Administered by



Better Energy Homes scheme

Homeowner Application Form

Version 14

Instructions for Completing the Application Form

All fields in the form are **MANDATORY**. Incomplete applications will be returned. Please complete the Application Form in **BLOCK CAPITALS** with blue or black pen. Please complete AND sign the following sections:

Section A – MPRN (Meter Point reference Number), E-mail and House Details

Section B – Applicant details

Section C – Measures

Section D – Terms and Conditions and Applicant Declaration (**to be signed by applicant**). **In the instance where two people apply together, both must sign the Declaration.**

The completed Application Form should be returned to:

**Better Energy Homes scheme
Sustainable Energy Authority of Ireland
P.O. Box 119
Cahirciveen
Co. Kerry**

For further information regarding the Better Energy Homes scheme (the “Scheme”):

Web: www.seai.ie/betterenergyhomes
E-mail: info@betterenergyhomes.ie
Better Energy Homes Helpline: 1850 927000
Landline: (066) 947 5617
BER Assessor Helpline: 1890 734237

Important Notice

- It is the responsibility of each applicant to the Scheme to ensure that they have read, and fully understand, this Application Form (including importantly the **Terms and Conditions of the Scheme** as set out in Section D) and the Home Owner Application Guide before submitting a signed application form. Failure to fully adhere to the provisions of this Application Form and the Application Guide may result in application refusal, grant revocation, payment request refusal or grant clawback, depending on the particular status and stage of the grant (the ‘Grant’)
- Applicants may be selected as part of a sample verification and/or technical inspection process to ensure that grant aided works have been carried out and to the required specification. Where selected, applicants are required to grant access to their home for inspection within a specified period, failure of which may lead to grant refusal or grant clawback.
- SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any claim or cause of action arising out of, or in relation to, any equipment, materials, product, work, system or installation in respect of which grant approval was given by SEAI. The fact of registration on the Registered Contractors List for the Scheme does not infer any warranty or endorsement of that contractor by SEAI.

This Application Form will be revised periodically. Call the Helpline or check the SEAI website, www.seai.ie/betterenergyhomes to ensure that you have the latest version.



The Sustainable Energy Authority of Ireland is part financed by Ireland's EU Structural Funds Programme co-funded by the Irish Government and the European Union

Please use Block Capitals when completing this form

Section A – MPRN (Meter Point Reference Number), E-mail and House Details

MPRN

Your electricity Meter Point Reference Number (MPRN)*																			
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*11 digit number found on your electricity bill. Please note that grant related paperwork (Declaration of Works) will be sent to the installation address associated with this MPRN. Please ensure that the details registered with ESB networks and/or your electricity supplier are correct and accurate.

E-mail address																																											
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Dwelling Type (tick one)	<input type="checkbox"/> Mid-terrace house	<input type="checkbox"/> Top floor apartment
	<input type="checkbox"/> End of Terrace house	<input type="checkbox"/> Mid-floor apartment
	<input type="checkbox"/> Semi-detached house	<input type="checkbox"/> Ground Floor apartment
	<input type="checkbox"/> Detached house	
Year dwelling built*		

***Note:** To qualify for grant support a home must have been constructed prior to 2006 and measures must not comprise of an extension or material alteration as defined in the Building Regulations

Please tick box if the installation address is on an offshore island		Island name	
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Section B – Applicant details

Applicant Contact Details:

Title (Mr. Ms. Dr. Etc)	
First Name	
Surname	
Address*	
County	
Contact Phone Number	

*Please note the above address will not be used, saved in exceptional circumstances. All correspondence relevant to the grant will be sent to the address associated with the MPRN (see Section A above). Please ensure that the details registered with ESB networks are correct and accurate.

Section C – Measures

- Please indicate below the upgrade measures for which you are applying for a grant.
- You **MUST CHOOSE** a contractor from the SEAI Registered Contractor List at the time of application and enter their details in the box below. However you may change your contractor at a later stage if you so wish. You will be asked to identify the changed contractor at payment request stage.
- Please note the minimum grant amount for the first application must be €400. A BER grant, where applicable, does not count towards the €400 minimum.

Note: A Building Energy rating (BER) is an integral part of all Better Energy Homes applications whereby homeowners must undertake a BER on their home **after** they have completed the measures for which they have applied. BER funding of €50 is available once per home and will be automatically assigned to your application if you are eligible. If your home has already received BER grant funding then you can receive no further BER grants. All BER assessments must be performed by a registered BER assessor. To select a BER assessor please see the list of registered assessors at www.seai.ie/ber or call 1890 734237.

Measure Type		Contractor Name	ID Number
Attic Insulation	<input type="checkbox"/> Yes (€200)		— — — — —
Wall Insulation (Select one only)			
Cavity	<input type="checkbox"/> Cavity (€250)		— — — — —
Internal Wall Insulation (Dry Lining)	<input type="checkbox"/> Apartment (any) <u>OR</u> Mid-terraced House (€900) <input type="checkbox"/> Semi-detached <u>OR</u> End of Terrace (€1,350) <input type="checkbox"/> Detached House (€1,800)		— — — — —
External Wall Insulation	<input type="checkbox"/> Apartment (any) <u>OR</u> Mid-terrace House (€1,800) <input type="checkbox"/> Semi-detached <u>OR</u> End of Terrace (€2,700) <input type="checkbox"/> Detached House (€3,600)		— — — — —
Heating Controls Upgrade (Select one only)	<input type="checkbox"/> Heating Controls Upgrade with High Efficiency Gas Boiler Installation (€560) <input type="checkbox"/> Heating Controls Upgrade with High Efficiency Oil Boiler Installation (€560) <input type="checkbox"/> Heating Controls Upgrade Only (€400)		— — — — —
Solar Heating*	<input type="checkbox"/> Solar Heating (€800)		— — — — —

*You are not permitted to apply if grant aid has already been paid for solar heating on this property.

Section D – Terms and Conditions and Applicant Declaration (Read carefully and Sign declaration)

1. The Application Guide, Application Form and Terms and Conditions are those published on the SEAI website on the date of submitting the application. However, SEAI may, if required by law or otherwise and without incurring any liability, vary, revise or supplement the Terms and Conditions of the Scheme after the applicant's submission of an application and these revised or supplemented Terms and Conditions (as published on the SEAI website) will apply to the application unless the applicant chooses to withdraw its application or withdraw from the contract. The applicant must monitor SEAI's website in order to learn of any such changes to the Terms and Conditions.
2. The applicant's agreement with SEAI in the event of a Grant Offer being accepted will comprise the Terms and Conditions, the Application Guide (including its Appendices), and the rest of the Application Form. The applicant having accepted the Grant Offer and communicated their acceptance of it to SEAI shall comply with and agree to be bound by the provisions of these documents. In the event of any conflict arising between these documents the order of precedence shall be:
 - a. the Terms and Conditions of the Scheme
 - b. the rest of the Application Guide less the Terms and Conditions of the Scheme
 - c. the rest of the Application Form less the Terms and Conditions of the Scheme
3. The applicant must ensure that he / she completes and submits, to the extent applicable, the latest version of the Application Form (see www.seai.ie/betterenergyhomes or call 1850 927000 for the latest version). Neither a Contractor nor an Assessor may apply on your behalf.
4. The applicant must be the owner of an existing home built before 2006, located in the Republic of Ireland, in respect of which the Grant application is made (not applicable to mobile homes, caravans, houseboats or other temporary dwellings). Only fixed permanent dwellings are supported.
5. The applicant must undertake a measure(s) identified from the measure types supported under the Scheme. Grants may only be claimed after the measures are fully completed and the Contractor has been paid by or has entered into a financing agreement with the homeowner.
6. The applicant must have a Building Energy Rating (BER) assessment of their home undertaken by a registered BER Assessor following completion of the upgrade works. The applicant must, in conjunction with their chosen BER Assessor, provide SEAI with evidence of this BER by way of the forms provided to them at time of Grant Offer.
7. The spirit and objective of the Scheme is to assist homeowners in improving the energy efficiency of their homes. The applicant therefore agrees that its application relates to works which are economically and physically practicable and which will secure the optimal energy efficiency improvements to its home. The applicant also agrees that the Grant monies will be coupled with its funds to the extent necessary to achieve this goal. In specifying works to which this application relates, the applicant confirms that its application does not concern works which are inefficient or incomplete in nature so as to render the expenditure of the Grant monies uneconomic.
8. The applicant vouches that measures applied for have not already been supported by other government schemes or by SEAI through Better Energy Homes or other schemes.
9. The applicant must engage a Contractor listed on the SEAI Registered Contractor List (see Section 6 of the Application) to carry out the supported measure. The Contractor must be active on the SEAI Registered Contractors List at the time of works.
10. Applicants must ensure that they accept their Grant Offer and the attaching terms and conditions. A grant is accepted by:
 - a. Online: Acceptance is confirmed by selecting the "Accept" option on the "Confirm Offer Acceptance" Screen
 - b. Offline: The Grant Offer including the Acceptance of Offer form will be issued to your postal address. The Acceptance of Offer form needs to be signed by the applicant and returned in accordance with the timelines prescribed by SEAI. If you do not return your Acceptance of Offer form, your Grant Offer will lapse and you have to reapply.
11. The applicant must secure approval from SEAI before assuming he/she will receive the Grant. SEAI reserves the right to reject/approve applications for Grants under the Scheme.
12. The applicant must ensure Grant approval is received before proceeding with any product purchase or installation work.
13. The Grant, once approved, is only payable in respect of the type of measures identified in the Application and referenced in the Grant Offer.
14. The six month term of the Grant starts on the date the Grant Offer has been made. All work and documentation must be submitted to SEAI before the six month Grant expiry date, noted on the Grant Offer. Failure to do so will result in your Grant being declined.
15. The timing of fulfilment of the Grant to approved applicants is subject to the funding allocated by government to the Scheme / programme in a particular calendar year, in accordance with public financial procedures. Where all other conditions are met, payment will be made on a "first come, first served" basis. Where funding is exhausted in a particular calendar year, payment to remaining applicants will be deferred until such time as further funds may become available. Deferred payments will receive priority, if and when those funds become available.

16. Should his / her property be selected as part of a sample inspection process (see the Application Guide for further information on this process), the applicant must grant full access to his / her home for verification and/or technical inspection within **14** days of request for access, save in exceptional circumstances demonstrated to the satisfaction of the inspector. Failure to satisfy this full access requirement will be considered a breach of these Terms and Conditions (see Clause 21 below). In the instance of wall assessments, some of these inspections may result in the undertaking of "invasive" tests, including boroscope probing and thermal imaging. The applicant consents to such inspections and to the results of such inspections being published by SEAI and made available to the public in whatever media SEAI may, at its discretion, choose. The applicant must also be prepared to participate in follow-up research (telephone or postal questionnaire) as may be commissioned by SEAI or its agents to establish the Scheme's impacts and achievements. The applicant acknowledges that SEAI will have to provide certain contact details to third party contractors in relation to these matters and the applicant hereby consents to SEAI making these disclosures.
17. The householder must facilitate any reasonable request made by SEAI or its agents requiring the contractor to return to the house in order to make good any works deemed not to meet the standards of the Scheme.
18. The applicant must obtain all necessary consents, permissions and statutory approvals and have authority to install the measures in his/her home.
19. SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation or the qualification or performance of the Contractor in respect of which a Grant Offer has issued, or grant approval or payment was given by SEAI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEAI, or any of its agents or servants, in respect of the cost, quality, efficiency and/or benefit of any work, equipment, materials, product, service or installation provided under the Scheme. The fact of registration on the Registered Contractors List for the Scheme does not infer any warranty or endorsement of that contractor by SEAI.
20. The information in the documents referred to in Clause 2 and on SEAI's website is not intended to warrant or guarantee the quality of the materials, product and/or the installation chosen by the applicant.
21. In the event of any breach of these Terms and Conditions of the Scheme or the other documents referred to in Clause 2 above by the applicant and where the applicant has received payment pursuant to the Scheme, SEAI shall, amongst its remedies against the applicant, be entitled to demand the complete repayment of and fully clawback the Grant and the applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
22. With the exception of Clause 16 above which must be complied with in accordance with the terms of that Clause, the applicant shall follow the SEAI complaints procedure in relation to any disputes between the applicant and SEAI concerning any matter in connection with the Scheme.
23. The applicant shall have a formal contract in place with each of their chosen registered Contractors before works commence.
24. In order to evaluate the impacts of its programmes, SEAI may require access to energy use data for homes supported. Applicants hereby accept that SEAI will have right to access metered electricity and gas usage for periods prior to and after Grant aided works are undertaken. [Note: Where access is being made it will first be notified to the applicant and also will only be reported in an aggregated manner which respects the confidentiality of individual energy users].
25. Any false, fictitious or fraudulent statements or claims knowingly made on grant applications, Declaration of Works or supporting documentation, submitted in respect of previous grant applications / claims or otherwise made to SEAI, its authorised officers, or a Better Energy Inspector, or any breach of these Terms and Conditions of the Scheme may result in current and future applications being deemed ineligible by SEAI. In respect of applications where the applicant has already received payment pursuant to the Scheme, Clause 21 shall also apply.

Applicant Declaration

- I confirm that Grant approval, indicated through a Grant Offer, will be in place before any product is purchased or installation work is commenced. I accept that if any purchase has been made or works commenced prior to the Grant approval date this application will be ineligible. I confirm that no such purchases or works have occurred prior to the date of this application.
- I note that verification checks form part of the Scheme's inspection regime and that these will be undertaken in a number of homes. I acknowledge that I will be required to grant full access to my home within the specified period referred to in Clause 16 above should my property be selected as part of any inspection process. I acknowledge that my chosen contractor(s) is required to confirm details, including date of completion of measures with a penalty of removal from the List of Registered Contractors for invalid declarations.
- I understand that any false, fictitious or fraudulent statements or claims in any form knowingly made by me to SEAI, its authorised officers or a Better Energy Inspector may result in demand for Grant repayment and full clawback of the Grant and may result in current and future applications being deemed ineligible by SEAI.
- I agree and consent to SEAI, as data controller, and its agents, storing the information which I provide to SEAI on its database. I note that SEAI agrees that SEAI and its agents shall only process my personal data in accordance with the

Data Protection Acts 1988 and 2003. I agree and consent to personal data which I provide being used by SEAI or its agents for the purposes of the Scheme including grant approval and payment purposes and to facilitate the administration of the Grant process and the Scheme and for the purposes of liaising with contractors and where appropriate inspectors and researchers. This may require my personal data being supplied to and discussed with any other persons or organisations helping to assess and monitor this application including without limitation, SEAI's professional advisers, outsourced service providers and any inspectors and researchers which SEAI might engage. These persons will be required to comply with the Data Protection Acts 1988 and 2003. I understand that I may request SEAI to grant me access to my personal data which SEAI holds.

- I also understand that all of the data collected in the administration of the Scheme will be aggregated by SEAI as a means of analysing the overall Scheme effectiveness e.g. in terms of cumulative achievements, market trends, and/or environmental impacts. I understand that the disclosure of this aggregated data will not involve the release of any personal data. My signature on this Application (in the case of on-line applications, indicating agreement to the terms and conditions in the application submission) is treated as confirmation that SEAI and its agents may use the data which I have supplied for the aforementioned purposes.
- I hereby consent to my name, address and Grant details (including amount and nature of measures adopted) being made available to the public and other authorities by SEAI.
- I understand that SEAI shall use my Meter Point Reference Number (MPRN) for the purposes of identification, validation and verification of my application and I consent to these uses. I acknowledge that the address associated with the MPRN will be the contact address used by SEAI for all postal correspondence and it is my responsibility to ensure that the details registered with ESB networks for this MPRN are correct and accurate.
- I have read in full the Scheme Application Guide and Application Form including all appendices.
- I have read and accept the Terms and Conditions of the Scheme set out in this Application Form and also the Application Guide. I certify that the information entered on this Application is true, accurate and complete in all respects.

Applicant's Name:
(BLOCK CAPITALS PLEASE)

Applicant's Signature:

Date:

Please send all completed documentation to:
Better Energy Homes scheme
Sustainable Energy Authority of Ireland
P.O. Box 119
Cahirciveen
Co. Kerry

IMPORTANT NOTES

- Please allow a minimum of **TWENTY WORKING DAYS** for processing of your application. Any purchase or installation should not be initiated before receiving a formal Letter of Offer from SEAI. An offer will lapse e.g. no longer exist, if you fail to return a signed acceptance form which is included with the letter of Offer within the required 30 days.
- All of the above information is **MANDATORY**. Incomplete applications will be returned.
- Once approved and a request for payment is made, acceptance of the above Terms and Conditions is a requirement for payment of the Grant

FOR OFFICE USE ONLY

Staged	Initialled	Date
1. Form checked		
2. Form Input		
3. Input audited		
4. Communication sent to Homeowner		
5. Form scanned		