



Administered by



Better Energy Homes scheme

Homeowner Application Form

Version 12

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 – Measures

Section C – Applicant and Bank Details

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
BER Assessor Helpline: 1890 734237

Important Notice

- It is the responsibility of each applicant to the Better Energy Homes scheme to ensure that they have read, and fully understand, this Application Form 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 will result in application refusal, grant revocation or payment request refusal, depending on the particular status and stage of the grant.
- 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

Section C – Applicant and Bank Details

Applicant Contact Details:

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

Installation Dwelling Details (if different from above):

Address	
County	

Bank Details:

- Bank details are required as ALL grant payments will be made by Electronic Funds Transfer into applicants accounts.
- NOTE: We are unable to process Credit Union accounts at this time.

Account Holder Name:									
Bank Name:									
Bank Sort Code:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								
Account Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								

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 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) may apply to the application unless the applicant chooses to withdraw its application. 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 for the latest version).
4. The applicant must be the owner of an existing home built before 2006, located in the Republic of Ireland, in respect which the Grant application is made (not applicable to mobile homes, caravans, houseboats or other temporary dwellings). Only existing dwellings are supported.
5. The applicant must undertake a measure(s) identified from the measure types supported under the Better Energy Homes scheme.
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 Better Energy Homes 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 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 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, the applicant must make his / her home available for verification and/or technical inspection. 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 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 the Sustainable Energy Authority of Ireland 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 Better Energy Homes 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 point 2 and on SEAI's website is provided solely for the purpose of providing assistance to the public, and 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 point 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 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. 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].

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 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 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 MPRN number for the purposes of identification, validation and verification of my application and I consent to these uses.
- 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		