

Home Energy Saving (HES) scheme - Homeowner Application Form Version 10.0

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 more than two people apply together, both must sign the Declaration.

The completed Application Form should be returned to:

**Home Energy Saving Scheme
The Sustainable Energy Authority of Ireland
P.O. Box 119
Cahirciveen
Co. Kerry**

For further information regarding the Home Energy Saving (HES) scheme (the "Scheme"):

Web: www.seai.ie/hes
E-mail: hes@seai.ie
HES Helpline Phone: 1850 927000
BER Assessor Helpline: 1890 734237

Important Notice

It is the responsibility of each applicant to the Home Energy Saving 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/hes to ensure that you have the latest version.

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 – which is the 11 digit number found on your electricity bill | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> | | | | | | | | | | | |
| | | | | | | | | | | | | |

| | |
|-----------------------|--|
| E-mail address | |
|-----------------------|--|

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

***Note:** To qualify for grant support a home must have been constructed prior to 2006 and measures must not comprise 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 | |
|--------------------|--|

Please tick box if you are part of a Homeowner Cluster

Section B – Measures

- Please indicate below the upgrade measures for which you are applying for a grant. In the case of wall insulation and heating upgrades you may only select one of the three options presented.
- You **MUST CHOOSE** a contractor from the HES 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 €500. A BER grant, where applicable, does not count towards the €500 minimum.

Note: A Building Energy rating (BER) is to be an integral part of all HES applications whereby homeowners must undertake a BER on their home **after** they have completed the measures for which they have applied for above. This will give homeowners an objective assessment of the energy performance of their home following upgrade works, including a rating on an A-G scale. BER funding of €100 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. It is advisable that you apply for and undertake all planned grant aided works at the same time to minimise the costs of multiple BER assessments. 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 and ID Number |
|--|---|-------------------------------|
| Roof Insulation | <input type="checkbox"/> Yes (€250) | |
| Wall Insulation (Select one only) | <input type="checkbox"/> Cavity (€400) <input type="checkbox"/> Dry-Lining Insulation (€2,500) <input type="checkbox"/> External Insulation (€4,000) | |
| Heating Controls (Select one only) | <input type="checkbox"/> High Efficiency Gas Boiler Installation with Heating Controls Upgrade (€700) <input type="checkbox"/> High Efficiency Oil Boiler Installation with Heating Controls Upgrade (€700) <input type="checkbox"/> Heating Controls Upgrade Only (€500) | |

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/hes 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). Only existing dwellings are supported.
5. The applicant must undertake a measure(s) identified from the measure types supported under the HES 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 HES 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 must engage a contractor listed on the Registered Contractor List (see Section 6 of the Application Guide) to carry out the supported measure.
9. Approval of the grant only becomes valid upon receipt by SEAI of the issued Grant Offer signed by the applicant indicating his/her unconditional acceptance in accordance with the timelines prescribed by SEAI. Applicants must ensure that they personally accept their grant offer and the attaching terms and conditions.
10. 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.
11. The applicant must ensure grant approval is received before proceeding with any product purchase or installation work.
12. The grant, once approved, is only payable in respect of the type of measures identified in the Application and referenced in the Grant Offer.
13. The timing of payment 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 by SEAI 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.
14. 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.
15. 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 Home Energy Saving scheme.
16. The applicant must obtain all necessary consents, permissions and statutory approvals and have authority to install the measures in his/her home.
17. 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 a 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.
18. 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 grant applicant.
19. 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 payment and the applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
20. 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.
 21. The applicant shall have a formal contract in place with each of their chosen registered contractors before works commence.
 22. An Applicant is not eligible for a grant where he/she has received previously a grant for that measure from either SEAI, or another state organisation or public body.

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:

**Home Energy Saving 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.
- Grant eligibility commenced with the opening of the scheme for homeowner applications. If any product procurement or work was initiated prior to this date then you are not eligible to apply for a grant. (Product Procurement includes any form of ordering, deposit and/or stage payment as well as product delivery. Work includes any installation relating to the energy efficiency measures being applied for under the Home Energy Saving scheme).
- Please ensure that grant approval is received ahead of any product purchase or installation work.
- Once approved and a request for payment is made, confirmation of the above, including proof of purchase 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 | | |