



Home Energy Saving (HES) scheme - Homeowner Application Form Version 1.0

Instruction 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**)

The completed Application Form should be returned to:

**Home Energy Saving scheme
Sustainable Energy Ireland
Glasnevin
Dublin 9**

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

Web: www.sei.ie/hes
E-mail: hes@sei.ie
Phone: 1850 927000

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. SEI 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 SEI. The fact of registration on the Registered Contractors List for the Scheme does not infer any warranty or endorsement of that contractor by SEI.

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



*Funded by the Irish Government under the National Development Plan
2007-2013 with programmes part financed by the European Union*

Home Energy Saving (HES) scheme - Homeowner Application

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"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></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:** Home must have been constructed prior to 2006 to qualify for grant support

Please tick box if the installation address is on an offshore island

| | |
|--------------------|--|
| Island name | |
|--------------------|--|

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.

| Measure Type | | Contractor Name and ID Number (chosen from Registered Contractor list) |
|--|---|---|
| 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) | _____ - - - - - |
| Building Energy Rating (BER) | <input type="checkbox"/> Before/After BER* (€200) | |

***Note:** 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.sei.ie/ber. Please note you will be required to provide the BER Certificate numbers for your assessments at grant payment stage.

Please note the minimum grant amount for the first application must be €500. Where a BER grant is applied for, the €200 BER Grant cannot count towards the €500 minimum.

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 EBS or 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 SEI website on the date of submitting the application. However, SEI 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 SEI website) may apply to the application unless the applicant chooses to withdraw its application. The applicant must monitor SEI's website in order to learn of any such changes to the Terms and Conditions.
2. The applicant's agreement with SEI 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 SEI 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.sei.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 of 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 HES scheme.
 6. 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.
 7. Approval of the grant only becomes valid upon receipt by SEI of the issued Grant Offer signed by the applicant indicating his/her unconditional acceptance in accordance with the timelines prescribed by SEI. In the case of online applications, acceptance is confirmed through receipt of an e-mail from the applicant indicating the applicant's acceptance of the Grant Offer.
 8. The applicant must secure approval from SEI before assuming he/she will receive the grant. SEI reserves the right to reject/approve applications for grants under the Scheme.
 9. The applicant must ensure grant approval is received before proceeding with any product purchase or installation work.
 10. The grant, once approved, is only payable in respect of the type of measures and contractor(s) identified in the Application and referenced in the Grant Offer.
 11. 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 SEI 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 be available. Deferred payments will receive priority, if and when those funds become available.
 12. 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 SEI and made available to the public in whatever media SEI 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 SEI or its agents to establish the Scheme's impacts and achievements. The applicant acknowledges that SEI will have to provide certain contact details to third party contractors in relation to these matters and the applicant hereby consents to SEI making these disclosures.
 13. The householder must facilitate any reasonable request made by Sustainable Energy Ireland or its agents requiring the installer return to the house in order to make good any works deemed not to meet the standards of the Home Energy Savings Pilot Scheme.
 14. The applicant must obtain all necessary consents, permissions and statutory approvals and have authority to install the measures in his/her home.
 15. SEI 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 SEI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEI, 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 SEI.
 16. The information in the documents referred to in section 2 and on SEI'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.
 17. In the event of any breach of these Terms and Conditions of the Scheme or the other documents referred to in section 2 above by the applicant and where the applicant has received payment pursuant to the Scheme, SEI 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 SEI containing such demand.
 18. The applicant shall follow the SEI complaints procedure in relation to any disputes between the applicant and SEI concerning any matter in connection with the Scheme.

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 SEI, as data controller, and its agents, storing the information which I provide to SEI on its database. I note that SEI agrees that SEI 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 SEI 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, SEI's professional advisers, outsourced service providers and any inspectors and researchers which SEI might engage. These persons will be required to comply with the Data Protection Acts 1988 and 2003. I understand that I may request SEI to grant me access to my personal data which SEI holds.
- I also understand that all of the data collected in the administration of the Scheme will be aggregated by SEI 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 SEI 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 SEI.
- I understand that SEI 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 agree with the terms and conditions of the Scheme set out in this Application 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 Ireland
Glasnevin
Dublin 9**

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 SEI.
- 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.



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



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