

Please read carefully before completing the R02 Application Form for an Employee Domestic BER Assessor

Please ensure you have read and understand this R02 Application Form before submitting it to SEAI. If the application form is not fully completed it will be returned to you.

Please ensure the following before submitting the application form:

- That the employee has an appropriate construction related qualification, at least at Level 6 Award (Advanced Certificate/Higher Certificate) in construction studies or other cognate discipline or equivalent
- That the employee has successfully completed a validated BER Assessment Training Course and has been fully certified by the awarding body
- All applicants seeking registration after the 30th of June 2009 must have passed the SEAI Domestic BER Examination
- That the employee and employer have read and accepted the Code of Practice for BER Assessors
- Completed the BER Assessor Certificate of Insurance form
- Tax Clearance Certificate form is attached
- Application is signed and dated
- Employer has signed and fully completed the Direct Debit Mandate
- A copy of the employee's passport or drivers licence has been certified as valid by either a Garda Síochána, Notary Public or Peace Commissioner

The top four reasons why an application is returned are:

1. No IBAN number supplied on the Direct Debit form
2. Copy of ID is not certified as Valid
3. Applicant has not passed the Domestic BER Examination
4. Applicant has not submitted the BER Assessor Certificate of Insurance form
5. Applicant has not submitted a Tax Clearance Certificate

Registration Fees:

A first time registration fee of €1,000 is required to register with SEAI as a BER Assessor & subsequent employee registration fees are €500. Registration is on an annual basis and a fee of €100 will be charged. Fees are paid by direct debit only and no other forms of payment are accepted. The direct debit for your registration fees will be made on 20th of the next month or the nearest working day thereafter. Fees paid to SEAI are non-refundable.

The completed application form should be returned to:

Sustainable Energy Authority of Ireland
PO Box 780, An Post South City Delivery Office
Togher Industrial Estate, Cork City

If you have any queries regarding the BER Scheme please contact:

Telephone: 1890 734237

Email: info@ber.seai.ie

Website: www.seai.ie/ber

R02 - Application for Registration as an Employee Domestic BER Assessor

1. Applicant Details ¹	
Name:*	Title: (Mr/Mrs/Ms, etc.)*
Registered Name of Employer: * ²	Business Name No: * ³
Employer's Place of Business:*	
Employee's Registered e-mail: * ⁴	
Date of Birth: *	Telephone: *
Have you previously registered as a BER Assessor? * ⁵ Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide previous BER Assessor Number _____	Exam Eligibility Number issued to you by SEAI:
2. Assessor details that will appear on the Public Register of Assessors	
Name: As Above	Business Name: As Above
Place of Business: As Above	
E-mail:	Website:
Telephone:	Fax:
Locations Covered: *	
<input type="checkbox"/> Connaught <input type="checkbox"/> Munster <input type="checkbox"/> Ulster <input type="checkbox"/> Dublin <input type="checkbox"/> Rest of Leinster	
3. Certification Details*	
I have successfully completed the following validated BER Assessor's course:*	Date certified: * __/__/__ Name of Institution:*

¹ In accordance with the Regulations (S.I. No. 666 of 2006) the name of a BER Assessor, his/her employer's name and place of business, contact details and classes of buildings for which he/she is qualified to carry out BER Assessments will be published on the internet.

² Please provide exact name of company, partnership or public body.

³ A business name used by any Individual, body corporate or partnership and which name is not the same as their own true name(s) must be registered with the companies registration office at www.cro.ie

⁴ The BER Assessor's registered email will be used by SEAI for correspondence with the BER Assessor. Also all submissions to SEAI must be made using this address.

⁵ If you have previously registered as a BER Assessor please provide details of your Assessor ID No.

4. Employee Assessor's Declaration and Signature*

I confirm that I have an appropriate construction related qualification, at least at Level 6 Award (Advanced Certificate/Higher Certificate) in construction studies or other cognate discipline or equivalent.

I have read and hereby accept, as a condition of registration as a BER Assessor, the provisions of the Code of Practice for Building Energy Rating (BER) Assessors valid on today's date.*

Signed: _____

Date: ____/____/____

*Mandatory Fields

5. Employer's⁶ Support of BER Assessor's Registration*

Name of BER Assessor:*	
Name of Employer:*	
BER Employer No:	
Note: If you have already registered as a BER Assessor's Employer, you will have been assigned an Employer No by SEAI. Please enter it above and proceed directly to Section 6 'Employer's Declaration and Signature'.	
Employer's Address:*	
Employer's Registered E-mail:*	
Employer's Contact Name: * ⁷	
Employer's Contact Telephone:*	Employer's contact e-mail:
Telephone (1):*	Telephone (2):*
CRO No: ⁸	Fax:

First employee registration fee is €1,000 & subsequent employee registration fees are €500. **Please note that these fees are non-refundable.**

A certified copy of a valid photographic ID of the BER Assessor is required for registration.

The photographic ID required is a copy of the applicant's passport or driving license certified as valid by a Garda Síochána, notary Public, practicing solicitor or Peace Commissioner.

⁶ For the purpose of this form, an employer of a BER Assessor is an employer as defined in employment legislation or an enterprise that retains a BER Assessor(s) as (a) sub contractor(s).

⁷ Please give the name of a contact person who will deal with SEAI regarding administrative matters

⁸ If a registered company please provide your Company Registration Office number

6. Record Keeping Detail*

- Records of BER Assessments carried out by BER Assessors registered under this company will be maintained by this company.

7. Employer's Declaration and Signature*

I, _____ of _____ "the Employer" being the employer of the above referenced BER Assessor, have read 'SEAI's Code of Practice for BER Assessors (Dwellings)'. In consideration of SEAI's agreement to register our employee/ contractor as a BER Assessor, we undertake to Sustainable Energy Ireland (SEAI):

- To release and indemnify SEAI against all actions, proceedings, claims or demands whatsoever arising out of or in connection with the execution of BER Assessments and acknowledge that no liability shall attach to SEAI:
 - for any error, omission, or malpractice arising from whatever cause in the execution of a BER Assessment carried out by the BER Assessor;
 - for the negligent or otherwise wrongful act or omission by the BER Assessor and
 - for a breach by the BER Assessor of the Regulations or of the Code of Practice for BER Assessors (Dwellings) ;
- To take responsibility for maintenance of such records and calculations as would be required to support and defend, should they be questioned, BER ratings carried out by the BER Assessor and
- To pay charges to SEAI in relation to the BER Assessor's annual registration charge and to publication of Building Energy Ratings carried out by the BER Assessor and hereby authorise payment from my account for such charges.

I undertake, further, to notify SEAI in writing if the Employee ceases to be authorised to carry out BER Assessments under the aegis of this Employer or if we decide to cease operations as BER Assessors. I understand that SEAI will provide us with monthly statements of our account related to Building Energy Rating and related activities. I agree to pay registration fees and subsequent renewal fees of €100 per annum and all BER levies by Direct Debit. I also hereby accept that these fees paid to SEAI are non-refundable.

Name of Authorised Signatory: _____

Title of Authorised Signatory: _____

Signature of Authorised Signatory: _____

Date: ____/____/____

Company Stamp

***Mandatory Fields**

8. Checklist*

Checklist of mandatory documents required for registration:

- Signed and completed application form
- Signed and completed direct debit mandate (if first registration) and
- Certified copy of valid photographic ID
- Completed BER Assessor Certificate of Insurance form
- Attached Tax Clearance Certificate form

Note: Incomplete applications will be returned in their entirety

9. Address

Please send your fully completed application form to:

Sustainable Energy Authority of Ireland
PO Box 780
An Post South City
Delivery Office
Togher Industrial Estate
Cork City

BER Assessor Certificate of Insurance

This form must be completed by a Registered Insurance Broker or Agent or an Insurance Company licensed to issue cover in the Republic of Ireland, as approved by the Financial Regulator.

Assessor / Insured Details:

Name of BER Assessor (s)/ Insured:	
SEAI BER Assessor Number(s):	
SEAI BER Employer Number:	
Business Name as per SEAI BER registration:	
Full Business description (as per policy):	

Public / Products Liability Insurance:

Policy provides an indemnity minimum limit of €6,500,000 any one event for Public Liability

Policy No.	Insurers:
Cover Start date:	Expiration date:

Professional Indemnity Insurance:

Professional liability insurance with a minimum limit of €1,300,000 for any one claim

Policy No.	Insurers:
Cover Start date:	Expiration date:

Employers Liability Insurance:

Number of employees directly employed by your company: _____

Employers liability insurance is not mandatory if the number of employees is zero

Policy provides an indemnity limit of not less than €13,000,000 for any one event

Policy No.	Insurers:
Cover Start date:	Expiration date:

We hereby certify that the above-mentioned BER Assessor holds the indicated insurances including the minimum standards as indicated / required by the Sustainable Energy Authority of Ireland (SEAI) for participation as a Registered BER Assessor. Policy documents and current renewal receipts must be available for inspection by SEAI or their appointed agents.

Insurance is an ongoing requirement for registration with SEAI and details must be completed with each new policy.

- The policies are in the jurisdiction of the Republic of Ireland
- Indemnity includes accidents occurring anywhere in Ireland
- Policy is current and the premium has been paid

Insurance Company or Broker's or Agent's Details:

Name:		<i>Insurance Company or Broker or Agent's Stamp:</i>
Signed:		
Position / Status:		
Date:		