

**Please read carefully before completing the PBR01 application form for registration as a Display Energy Certificate (DEC) Assessor for Large Public Buildings**

Please ensure that you have read and fully understand this Application Form before submitting a signed application form to SEAI.

**Please ensure the following before submitting the application form:**

- You have read and accepted the DEC Assessors Code of Practice.
- All the fields are completed.
- Application is signed and dated.
- You have attended a DEC Public Buildings workshop.

Applicants applying under option 1 MUST also include:

- Copy of a Degree Certificate in a building related discipline (level 7 under the National Framework for Qualifications).
- Certified copy of valid photographic ID (Driver's Licence or Passport)
- Certification is validated by a Garda Síochána, Notary Public or Peace Commissioner.

**Registration Fees:**

There is no registration fee for DEC Public Buildings Assessors.

**Please note** - Registration will be on an annual basis.

**The completed application form should be returned to:**

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

**If you have any queries please contact:**










Telephone: 1890 252 738

Email: [registered@ber.seai.ie](mailto:registered@ber.seai.ie)

Website: [www.seai.ie/ber](http://www.seai.ie/ber)

## PBR01 - Application for Registration as a DEC Assessor for Large Public Buildings

### 1. Assessor Registration details to appear on Public Register

Title: (Mr/ Ms, etc.)	 First Name*:	 Surname*:
 Place of Business*:		
 Trade Name:		 Telephone (1)*:
 Registered e-mail*:		 Telephone (2):
 Website:		 Fax:

### 2. Assessor Registration details – private

Date of Birth*:	Mobile:
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### 3. Qualifications\*

There are two routes to qualification as a DEC Assessor for Large Public Buildings:

**Option 1** – Satisfy the following criteria:

- A degree in building related discipline (level 7 under the National Framework for Qualifications)  
Degree \_\_\_\_\_
- I have successfully completed the following DEC Assessor for public buildings workshop:  
Location: \_\_\_\_\_  
Date attended: \_\_\_/\_\_\_/\_\_\_\_\_

**OR**

**Option 2** – Already registered with SEAI as a Non Domestic BER Assessor:

- ND BER Assessor Number for non domestic buildings \_\_\_\_\_
- I have successfully completed the following DEC Assessor for public buildings workshop:  
Location: \_\_\_\_\_  
Date attended: \_\_\_/\_\_\_/\_\_\_\_\_

### 4. Record Keeping Details\*

- I agree to maintain records of DEC Assessments carried out by me.

**\*Mandatory Fields**

### 5. Declaration and Signature\*

I have read and hereby accept, as a condition of registration as a DEC Assessor, the provisions of the Code of Practice for Display Energy Certificate (DEC) Assessors for Large Public Service Buildings valid on today's date.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### 6. Address

Please send your fully completed application form & the required documentation to:

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

### 7. Checklist

#### Checklist of documents required for Registration:

#### Option 1

- Signed and completed application form.
- Certified copy of valid photographic ID
- Copy of degree certificate in a building related discipline (level 7 under the National Framework for Qualifications).
- Certification by a Garda Síochána, Notary Public or Peace Commissioner.

#### Option 2

- Signed and completed application form.
- ND BER Assessor Number for non domestic buildings.

#### \*Mandatory Fields

#### **Note:**

Incomplete Applications will be returned in their entirety.  
Originals will not be returned, please send certified copies.