

**Please read carefully before completing the R06 Application Form  
for an INDIVIDUAL non domestic BER Assessor**

Please ensure that you are applying as an Individual (Self Employed) Assessor, have read and fully understand this Application Form before submitting a signed application to SEAI.

**Limited Companies MUST complete the EMPLOYEE non domestic BER Assessor application form.**

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

- Read and accepted the Code of Practice for BER Assessors.
- Application is signed, dated and all the mandatory fields are completed.
- Passed the SEAI Non Domestic exam
- Fully completed and signed the direct debit mandate.
- Completed the BER Assessor Certificate of Insurance form.
- Attached the Tax Clearance Certificate
- A copy of valid photographic ID (Driver's Licence or Passport) has been certified as valid by a Garda Síochána, Notary Public or Peace Commissioner.
- Copy of proof of membership of professional organisation.
- Copy of Degree Certificate.

**If the application is not fully completed with all relevant documentation it will be returned to you.**

**Registration Fees:**

A registration fee of €100 is required to register with SEAI as a non domestic BER Assessor on the scheme. Registration is on an annual basis and a fee of €100 will be charged.

Fees are paid by direct debit and no other payment methods 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.

**Use of Business or Trade Name**

We can only accept a business or trade name if it has been registered with the Companies Registration Office ([www.cro.ie](http://www.cro.ie)). If you have not registered, we will register your application under your own name.

**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](mailto:info@ber.seai.ie)

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

## R06 - Application for registration as an Individual Non Domestic BER Assessor

### 1. Assessor Registration Details - to appear on Public Register of Assessors<sup>1</sup>

Title: (Mr/ Ms, etc.)*	 First Name:*	 Surname:*
 Place of Business:*		
 Business Name:		
Business Name No <sup>2</sup> :*		
 Registered e-mail: SEAI will use for all official correspondence with the BER Assessor.		
 Web Site:		
 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		

### 2. Assessor Registration Details - private

Date of Birth: *
Have you previously registered as a Non Domestic BER Assessor? <sup>3*</sup> Yes ·      No ·
If Yes please provide your previous Non Domestic BER Assessor Number _____

### 3. Qualifying Professional Organisations and Memberships/Titles

**A full list of the current Professional Organisations & Membership Titles can be found on the SEAI website:**

[www.seai.ie/ber/qualifying\\_organisations\\_and\\_memberships](http://www.seai.ie/ber/qualifying_organisations_and_memberships)

<sup>1</sup> In accordance with the Regulation (S.I. No. 666 of 2006) the name of BER Assessor, place of business, contact details and classes of buildings for which he/she is qualified to carry out BER Assessments must be published on the internet.

<sup>2</sup> 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 Company Registration Office at [www.cro.ie](http://www.cro.ie)

<sup>3</sup> If you have previously registered as an ND BER Assessor please provide details of your Assessor ID Number.

\*Mandatory Fields

Complete the relevant section of the application form as outlined below

#### 4. Assessor Qualification Details

An applicant must:

1. Hold a qualification in a building construction related discipline and
2. Hold membership of a professional qualifying organisation at a specified grade

##### **Qualifications in a building construction related discipline**

- a) A degree in building construction related discipline (level 7 under the National Framework of Qualifications)

Degree \_\_\_\_\_

or

- b) Equivalent Qualifications

\_\_\_\_\_

##### **Membership of a Professional Organisation**

Professional organisation \_\_\_\_\_

Membership Type \_\_\_\_\_

Membership Number \_\_\_\_\_

### 5. Record Keeping Details \*

- I agree to maintain records of BER Assessments carried out by me at the place of business referenced in Section 1 above.
- I agree to allow inspections on behalf of SEAI to visit and check records if required.

### 6. Declaration and Signature from the Registered Assessor \*

I have read and hereby accept, as a condition of registration as a Non Domestic BER Assessor, the provisions of the BER Assessor's Code of Practice valid on today's date.

I agree to pay registration fees of €100 subsequent annual renewal fees €100 and assessment lodgement fees €50 by direct debit. I also hereby accept that these fees paid to SEAI are non-refundable.

I hereby give authorisation for SEAI to verify my credentials with the listed organisations.

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

### 7. 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

#### \*Mandatory Fields

**Note:**

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



## 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:		