

Non Domestic BER Assessor Registration Form

Please ensure the following before submitting your application:

- ☐ You have read and fully understand this registration form before submitting signed application to SEAI
- ☐ Copy of proof of membership of professional organisation.
- ☐ Copy of Degree Certificate
- ☐ You have passed the SEAI Non Domestic exam in the 24 month period prior to application.
- ☐ You have read and accepted the Code of Practice for BER Assessors.
- ☐ Application is signed, dated and all the mandatory fields are completed.
- ☐ The SEPA direct debit mandate form has been fully completed and signed by the relevant personnel.
- ☐ Attached completed BER Assessor Certificate of Insurance form.
- ☐ Attached the Tax Clearance Certificate.
- ☐ A copy of valid photographic ID(Drivers licence or passport) has been certified as valid by a Garda Síochána, Notary Public or Peace Commissioner.

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

Registration Fees:

A registration fee is required to register with SEAI as a Non Domestic BER Assessor.

Registration is automatically renewed annually and a renewal fee will be charged.

The registration and renewal fees and publication levies are published on:

http://www.seai.ie/Your_Building/BER/BER_Assessors/BER_Assessor_Registration/Schedule_of_Fees

Fees are paid by direct debit and no other payment methods are accepted. The direct debit for your registration and renewal fees and BER publication levies will be collected on the 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 135

Cahirciveen

Co. Kerry

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

Telephone: 1890 734237

Email: info@ber.seai.ie

Website: www.seai.ie/ber

1. Assessor Registration Details – To appear on Public Register of Assessors

Title: (Mr / Ms, etc.)*	First Name:*	Surname:*	
Company / Trading Name (If relevant)		Registered Business Number (If applicable)	
Business Address:*			
Email Address:*			
Website:			
Telephone / Mobile Number:*			
Fax Number:			
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?:* <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, Please provide your previous Non Domestic BER Assessor Number: _____			
Telephone / Mobile Number:*			
<small>If different from above</small>			
Registered Email Address:*			
<small>If different from above</small>			
Registered BER Assessors are obliged to maintain an active email address in accordance with the scheme rules. This email address will be used by SEAI for all official correspondence with the BER Assessor.			

3. Qualifying Professional Organisations and Memberships / Titles

A full list of the current professional organisations and membership titles can be found on the SEAI website: www.seai.ie/ber/qualifying_organisations_and_memberships

* 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.

Required Qualifications for becoming a Registered Non Domestic BER Assessor:

- A. A Degree in a Building Construction related discipline. (Minimum Level 7 or above under the National Framework of Qualifications.)

Degree Details: _____

Or

- B. Equivalent Qualifications

Details: _____

Membership of a Professional Organisation:

Professional Organisation: _____

Membership Type: _____

Membership Number: _____

5. Record Keeping Details*

☐ Records of BER Assessments carried out by myself as a Sole Trader, will be maintained by me in accordance with the scheme rules.

Or

☐ Records of BER Assessments carried out by BER Assessors registered under this Company will be maintained by this Company in accordance with the scheme rules.

☐ I agree to allow auditors on behalf of SEAI to visit and check these records if required.

6. Declaration and Signature of person to be Registered

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

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

Signed: _____ Date: ____/____/____

Section 7 should be completed by the person responsible for the maintenance of records, if details differ from that of the person applying to register as a non-domestic BER assessor.

7. Support of BER Assessor Registration

Name of Applicant:*			
Name of Employer:*			
BER Employer Number:			
Note: If you have already registered as an Employer for a Domestic or Non-Domestic BER Assessor you will have been assigned an Employer number by SEAI. Please enter it in the box above and proceed directly to Section 8.			
Employer's Address:*			
Employer's CRO No:*			
Employer's Registered E-mail:*			
Employer's Contact Name:			
Website:			
Telephone :			Fax:

Section 8 should be completed by the person responsible for the payment of registration fees and BER publication levies.

8. Declaration and Signature for Payment

I, _____ of _____ (Company Name if relevant), have read SEAI's Code of Practice for BER Assessors. In consideration of SEAI's agreement to register the named person in Section 1 of the BER Assessor Registration Form, we undertake to the Sustainable Energy Authority of 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 a 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.
- 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 the 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 named person in Section 1 of the Assessor Registration Form ceases to be authorised to carry out BER Assessments, 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 the registration fee, subsequent annual renewal fees and BER assessment publication levies. 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: __ / __ / __

Unique Mandate Reference:

Creditor Identifier:



Please complete all the fields below marked *

Response	Percentage
Yes, the U.S. should take action to address climate change	95%
No, the U.S. should not take action to address climate change	5%

Government	Percentage
Current government	85%
Previous government	15%

Age Group	Percentage
18-24	10%
25-34	15%
35-44	20%
45-54	25%
55-64	30%
65-74	35%
75-84	40%
85+	45%

Response	Percentage
Yes, the U.S. should take action to address climate change	95%
No, the U.S. should not take action to address climate change	5%

Country	Percentage (%)
Australia	70
Brazil	68
Canada	65
France	62
Germany	60
Greece	58
India	55
Italy	52
Japan	50
South Korea	48
Russia	45
Spain	42
UK	40
USA	38

[illegible][illegible]

*Country: Ireland

*Date of signing: ____/____/____

BER Assessor Certificate of Insurance

This form must be completed by a Registered Insurance Broker or Agent or 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 or Agent's Details:

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

9. Completed Forms

Please send your fully completed application form, including the completed Direct Debit Mandate and Certificate of Insurance form to:

Sustainable Energy Authority of Ireland,
P.O. Box 135,
Cahirciveen,
Co. Kerry

Please Note: Incomplete application forms will be returned in their entirety.

Please send copies of Qualification Certificates, TCC's & I.D's as originals will not be returned.

Please use the checklist on page one when submitting your application form, to ensure all required information has been provided.

Should you have any questions in relation to the completion of this form, please contact the BER Helpdesk on 1890 252 738 for assistance.