

# Solar PV Scheme Application Guide

For Homeowners

Sustainable Energy Authority of Ireland  
PO Box 119  
Cahirciveen  
Co Kerry  
Tel: 01 808 20 04



**Rialtas na hÉireann**  
Government of Ireland

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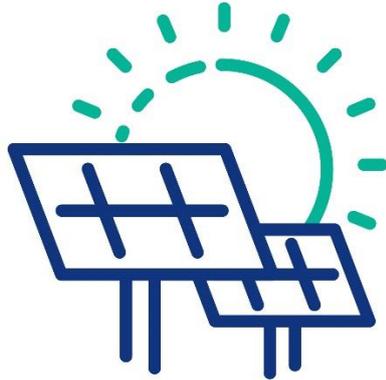
### **Terms and Conditions**

The Solar PV Scheme (the "Scheme") which operates under the Microgeneration Support Scheme, is funded by the Department of Environment, Climate, and Communications through SEAI.

All applications are subject to the following conditions which are available on our website: <https://www.seai.ie/grants/home-energy-grants/solar-electricity-grant/Solar-PV-Terms-And-Conditions.pdf>

## About this grant

The SEAI Solar PV Scheme is funded under the government's Microgeneration Support Scheme which provides a range of supports to assist homes in generating renewable energy.



### What is Solar PV?

Solar panels that produce electricity are known as solar photovoltaic (PV) modules. Solar PV panels capture the light from the sun and convert it into the electricity that is used in your home to power your TV, kettle, toaster, phone charger, radio, oven, and more.

### Need help or more information?

If you need any help with the information in this guide or with making an application, please call us on (01) 808 20 04 or email [solarpv@seai.ie](mailto:solarpv@seai.ie).

## Eligibility and Grant Amount

### Who can apply for this grant?

You **can** apply for this grant if:

- ✓ You own your home
- ✓ Your home was built and occupied before 2021
- ✓ Your home has not previously received SEAI grant support for Solar PV

You **cannot** apply for this grant if:

- ✗ You have either purchased material for your solar PV system or started your solar PV installation.

### What grants are available?

Grants are available for the purchase and installation of a solar PV system on homes.

The grant is paid on a pro rata basis, for example for a 2.5 kWp system the grant amount paid would be €1500.

### Solar PV Grant Values

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| Value                                    | Example  |
|--|--|
| €700 for each kWp up to 2 kWp            | €1400 for 2 kWp panels                           |
| €200 for each additional kWp up to 4 kWp | €1600 for 3 kWp panels<br>€1800 for 4 kWp panels |

**Total Solar PV grant capped at €1800**

### Zero % VAT on Solar PV Installations

There is zero % VAT on Solar PV Installations since 1st May 2023 (this must be claimed in a single contract/invoice).

### I'm a Solar PV Company or Installer, Can I Claim Labour Costs?

Where a registered Solar PV Company (i.e. the owner of the company or a named individual), or a registered Installer, is completing works within their own home, then only the cost of materials can be claimed back. Labour costs in this instance are not eligible for grant support.

## Getting Started

What are the steps to apply for and receive this grant?

-  1. Find a SEAI registered Solar PV company to complete your installation and sign a contract with them to install your panels.
-  2. Create your grant application before installation begins.
-  3. Arrange a post-installation Building Energy Rating (BER) Assessment once you have a start date for your installation.
-  4. Install your solar panels and complete the BER Assessment.
-  5. Your Solar PV Company and BER Assessor will take care of all the paperwork and submit them to us.
-  6. Once your paperwork is submitted and approved, you will receive your grant payment.

## Step 1. Find a Solar PV Company

You will need to use an active **SEAI registered Solar PV Company** to complete all works.

Companies are registered with SEAI based on a commitment to:

- ✓ Installing the works in accordance with the Technical Specifications
- ✓ Adherence to a professional Code of Practice
- ✓ Demonstrated tax compliance and insurance cover
- ✓ Use of a standard contract with the homeowner
- ✓ Competency to install and commission the works
- ✓ Installing a size-appropriate system for self-consumption as per the Code of Practice

### Ask for references

A company may be registered with SEAI as a Solar PV provider or installer, but SEAI is not endorsing their work. You should ask your chosen Solar PV Company for **references** and speak with some of their previous customers. This will allow you to ask about their quality of work.

### Sign a contract

Ensure you have a **written contract** in place with your Solar PV Company before the installation starts. A contract is there for consumer protection and may help avoid disputes that might otherwise arise. If a Company refuses to provide you with a contract, we urge you not to proceed with this company and to notify SEAI on (01) 808 2004. A contract template is available on our [website](#).

### Changing your Solar PV Company

You can change your Solar PV Company before your installation starts by cancelling your current grant offer and reapplying for the grant. Please **let us know before installation begins** or your grant offer will be invalid.

- You can find a SEAI registered Solar PV Company on our website [www.seai.ie/SolarPVCompanies](http://www.seai.ie/SolarPVCompanies)

## Step 2. Create Your Grant Application

### What do I need to complete an application?

- ✓ You will need an **email address** to apply through the online application portal.
- ✓ Alternatively, you can contact us to receive a paper-based application form. See below for our contact details.
- ✓ Your **address** including your Eircode, which you can find at [www.finder.eircode.ie](http://www.finder.eircode.ie)
- ✓ The **IBAN** and **BIC** for the bank account you want the grant to be paid into.
- ✓ Your **Meter Point Reference Number (MPRN)**. This is the 11-digit number found at the top of your electricity bill. We will send all paperwork to this address, so please check that your MPRN address as shown on your electricity bill is correct.
- ✓ The **year your house was built**. If unsure, please contact ESB Networks for the year of connection to the electricity network.
- ✓ The **name of your chosen Solar PV Company**. You must provide us with the name of the Solar PV Company that will be installing your Solar PV system.
- ✓ The **size of the solar PV system** you will be installing. Your Solar PV Company will tell you this.

- You can apply for this grant on our online application portal <https://mgen.seai.ie/>
- Please contact us on (01) 808 20 04 or [solarpv@seai.ie](mailto:solarpv@seai.ie) to receive a paper-based application form in the post.

### What happens once I submit my application?

Once you have submitted your application you will receive a grant approval email or letter from SEAI.

Once you have received this grant approval, you may proceed with installing your solar PV. SEAI will also notify your chosen Solar PV Company that your application has been successful.

SEAI will provide you chosen Solar PV Company with the necessary grant documents which they will fill out and return to SEAI when your solar PV installation is complete.

### How long will my grant offer be valid for?

Once you receive grant approval from SEAI, you will then have **8 months** to complete your installation.

Your Solar PV Company and BER Assessor will also have to submit their paperwork to SEAI before the grant expires.

### What if I need to change my Solar PV Company?

If you change your Solar PV Company you will need to cancel your grant offer and reapply before your solar PV system is installed. This can only be done if the works have not started. Please contact us so we can help you with this.

### What if I need to change my solar PV system size?

If you change the size or the type of your installation you must receive prior approval from the SEAI. Any change not notified and approved by the SEAI will not be eligible for payment.

### What if the grant amounts have changed before I reapply?

If you cancel your application and then recreate a new application, and in the meantime the SEAI grant amount has changed, you are only eligible to receive a grant offer for the amount available when you reapply.

## **What else should I consider before installation?**

### **Home Insurance**

You should let your home insurance company know of the installation before it starts.

### **Will I need planning permission for my Solar PV?**

Domestic houses, regardless of location, may now install unlimited solar panels on their rooftops without any requirement for planning permission (subject to certain conditions).

- ✓ There is no limit to the area of solar panels which can be installed on rooftops of homes, anywhere in the country
- ✓ Solar installations will be able to cover the entire roof of a house
- ✓ The 12sqm/50% roof limit which previously applied to houses has been removed nationwide
- ✓ Heritage homes, Listed buildings and homes in Special Areas of Conservation will need to contact their Local Authority regarding planning, before proceeding.

If your planned works don't comply with these conditions, you must contact the planning department of your Local Authority for specific guidance. In addition, depending on the:

- ✓ Exact classification - for example, a protected structure  
or
- ✓ The location of the property - for example, an architectural conservation area

further requirements may need to be considered. We recommend that you contact the planning department of your Local Authority for guidance.

### What is my Solar PV Company responsible for?

- ✓ Ensuring a contract is in place with you
- ✓ Ensuring your installation meets best practice and the required installation and technical standards of this grant scheme
- ✓ Arranging for a SEAI registered Solar PV Installer to complete your installation
- ✓ Submitting a NC6 form to ESB Networks registering your installation with them for connection to the electricity grid
- ✓ Uploading completed documentation to SEAI when the installation is complete

### What is the Solar PV installer responsible for?

- ✓ Completing the installation
- ✓ Declaring that the solar PV installation meets this grant scheme requirements
- ✓ Completing and signing the Declaration of Works Form

## Step 3. Schedule Your BER Assessment

You will need to complete a **Building Energy Rating (BER)** Assessment **after** the installation is complete. A SEAI registered BER Assessor must be used for this, and they are in high demand.

To avoid delaying grant payment, we suggest you contact a BER Assessor and schedule a post-installation assessment once you have a start date for your Solar PV installation.

- You can find a SEAI registered BER Assessor on our website here <https://ndber.seai.ie/PASS/Assessors/Search.aspx>

## **Step 4. Install Your Solar PV and Complete Your BER Assessment**

### **Installing your Solar PV**

#### **On Your Installation Day**

- ✓ Check that the company installing your solar PV matches the company that is named on your grant offer. If you have changed your Solar PV Company, you must let us know and you must reapply for the grant.
- ✓ Check that the size of the system being installed matches what is on your grant offer. If your solar PV system size has changed, you must let us know and you must reapply for the grant.
- ✓ Confirm that your solar PV company will submit your documents to SEAI within 3-5 days.
- ✓ Sign the Declaration of Works form
- ✓ Ensure your installer gives you any relevant solar PV manuals or documents. Keep these safe in case your home is chosen for a Quality Assurance Inspection.

#### **After Your Installation**

- ✓ Pay your Solar PV Company in fullYour Solar PV Company will now submit the completed installation documents to SEAI.
- ✓ You should now confirm with your BER Assessor that they will be arriving as scheduled to complete your BER Assessment.

## Completing your BER Assessment

When your solar PV system is fully installed, you will need to complete a **Building Energy Rating (BER)** Assessment.

- ✓ A SEAI registered BER Assessor must be used for this.
- ✓ They will complete a BER Assessment on your home and **publish** the results on the SEAI BER National Register.

- You can find a SEAI registered BER Assessor on our website here <https://ndber.seai.ie/PASS/Assessors/Search.aspx>
- You can visit the SEAI National BER Register online here <https://ndber.seai.ie/pass/ber/search.aspx>

## Step 5. Making a Request for Payment

### Submission of Documents

#### When can you make a request for payment?

The grant can only be claimed once the installation is fully complete, and the Solar PV Company has been paid or has entered into a financing agreement with the homeowner.

#### What needs to be submitted?

Your Solar PV Company will submit to the SEAI all the documents required to make a request for payment. They will submit:

- ✓ Declaration of Works (Completed and signed by the Installer)
- ✓ Inspection, Test and Commissioning Certificate
- ✓ Safe Electric ('RECI') copy of Certificate
- ✓ Completed ESB Networks NC6 Form
- ✓ Completion of approved post-works BER Assessment of the property (see please note below)
- ✓ Invoice describing the works completed
- ✓ Photographs of the installation as described in the Declaration of Works Form (above)

Please note: Your BER Assessor will submit your BER Assessment paperwork by publishing it on the National BER Register.

SEAI will review all documents submitted and will verify your installation meets the Scheme requirements.

- Once your documents have been submitted by your Solar PV Company, you can check the status of your request for payment by logging into your account on the online application portal <https://mgen.seai.ie/>

## Quality Assurance Inspection

You may be randomly selected for a Quality Assurance Inspection. You may receive documents from your Company or Installer, and **it is very important that these documents are kept in a safe place.**

These documents should be made available to either your BER Assessor or Quality Assurance Inspector if required.

The documents that you will receive may include some of the following:

- ✓ Operation & Maintenance (O&M) Manual for Homeowner
- ✓ Basic start up, shut down, safety and O&M Instructions
- ✓ Test and Commissioning Certificate
- ✓ Safe Electric (RECI) copy of Certificate
- ✓ Completed ESB Networks NC6 Form
- ✓ Completed BER Assessment for the property
- ✓ Photographs of the installation
- ✓ Invoice describing works completed
- ✓ Datasheets for Solar PV Modules, Inverters and Mounting system
- ✓ Warranties for Solar PV Modules, Inverters and Mounting System
- ✓ Estimation of system performance

This information may also be useful if you wish to sell your house or if you encounter a problem with any of the work. SEAI recommends that you keep all this information together in a safe place for future reference.

## **Step 6. Receiving Your Grant Payment**

Once your documents have been fully received, reviewed, and approved payment will be made by electronic funds transfer (EFT) into the bank account that you provided details for in your application.