



Solar PV Scheme Application Guide

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IMPORTANT NOTICES

- It is the responsibility of each applicant to the programme to ensure that they have read, and fully understand, this Application Guide (including importantly the Terms and Conditions of the programme as set out in Section 8) and the Home Owner Application Form before submitting a signed Application Form. Failure to fully adhere to the provisions of this Application Guide and the Application Form may result in application refusal, grant revocation, payment request refusal or grant claw back, depending on the particular status and stage of the grant (the 'Grant')
- Applicants may be selected as part of a sample verification and/or technical inspection process to ensure that grant aided works have been carried out and to the required specification. Where selected, applicants are required to grant access to their home for inspection within a specified period, failure of which may lead to grant refusal or grant clawback.
- SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any claim or cause of action arising out of, or in relation to, any equipment, product, work, system or installation in respect of which grant approval was given by SEAI.
- This Application Guide will be revised periodically. Check the SEAI website or call our contact centre to ensure that you have the latest version.

Glossary

“Applicant” means the owner of the home and applicant for grant.

“Company” means the company offering services who is required to be registered to the Scheme. The Registered Company is the business the homeowner has a contract with to complete the installation.

“Declaration of Works” or **“DOW”** means the document which the registered installer signs to declare that the installation meets the scheme’s requirements.

“Grant” means the funds eligible for payment under the scheme.

“Scheme” means the Solar PV Scheme

“Installer” means person who is registered as an installer to the Solar PV Scheme

“Code of Practice” means the document describing the installation requirements for eligible technologies under the Scheme

1 About the Scheme

A government funded support Scheme has been introduced to assist homeowners install microgeneration system in their home. The Scheme was launched in July 2018 and provides a grant towards the purchase and installation of a solar PV system and/or battery energy storage system.

This takes the form of a once-off payment to a homeowner based on the installation of products which meet the requirements of the Scheme. The eligible technologies will be solar PV systems (including metering etc.) and battery storage systems.

Residential homes will be eligible for support once per technology.

From January 2020 the Scheme operates similar to other SEAI Schemes where the Applicant is required to have received a grant offer from SEAI before proceeding with any works.

2 Grants available:

Grants are available to eligible Applicants for undertaking the following works, in accordance with the requirements of the Code of Practice as published on the SEAI website.

The support levels are as follows:

Solar PV Installations:

0-2 kWp Solar PV Systems €900 per kWp installed

*The first 2kWp of any solar PV system is eligible for support.

Solar PV **AND** battery Installations:

0-2 kWp Solar PV Systems €900 per kWp installed

2-4 kWp Solar PV systems €300 per kWp installed

Battery Storage €600 per home

2.1 Solar PV Systems

Solar photovoltaic systems (Solar PV Systems) are solar panels which generate electricity, such as silicon or thin film panels. This energy they generate can be used to power electrical devices in your home. It is important that the system is sized for self-consumption of the energy within the home as per the Code of Practice. Eligible systems are:

Solar PV Systems	up to 2kWp (about 6 to 8 panels)
Solar PV system with battery storage	up to 4kWp Battery to meet Scheme requirements

2.2 Battery Energy Storage Systems.

Battery Energy Storage System (BESS) is a system for storage of energy, which would otherwise export to the grid, and is eligible for a fixed grant when:

- Battery minimum storage of 2kWh; and
- Connected to minimum 2kWp system.

2.3 Requirements for Grants

All systems installed must comply with the requirements set out in the Code of Practice as published on the SEAI website and the Declaration of Works must be completed and signed off by a Solar PV Scheme Registered Installer.

The maximum grants levels are outlined in section 2 above. Where the level of expenditure is below the maximum grant value, only the actual expenditure will be reimbursed.

Homeowners are required to complete a Building Energy Rating (BER) on their home after the supported works have been completed and signed off. **To be eligible, the home energy performance post-works must be a BER C or better.** No additional support is provided for the BER Assessment under this Scheme.

In the instance where a Company is completing works within their own home then only the cost of materials will be deemed qualifying expenditure. Labour costs in this instance are not eligible for grant support.

The Applicant must first apply for and receive grant approval, they will then have 8 months to complete the works and submit the Declaration of Works and required documentation.

Grants may only be claimed after the measures are fully completed and the company has been paid by or has entered into a financing agreement with the homeowner.

3 Access to Data

The Applicant may be requested to participate in research as may be commissioned by SEAI to establish the Scheme's impacts and achievements. This involves the acquisition and recording of meter data for the solar PV system and electricity use in the home. This will be used to understand the Scheme impact, homeowner interaction and energy use and for the development of case studies for wider dissemination (protecting as appropriate all personal data, confidential or commercially sensitive information).

Data collected during this Scheme will be used for evaluation of the Scheme by SEAI and its agents. Aggregated data may be made available to participating host sites and to third parties for analysis subject however no personal data of Applicants will be included in this data and it will not affect your privacy rights.

4 Who is eligible for the Scheme?

Support is available to all homeowners of dwellings built and occupied before 1 January 2011. Homes built from 1 January 2011 onwards are required to have been constructed to the 2008 Building Regulations.

To be eligible to apply to the domestic solar PV Scheme, the following criteria must be met:

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- Grant approval from SEAI must be in place before any purchase of materials or commencement of measures undertaken
- The grant offer, once accepted by the Applicant, remains valid for eight months from the date of issue of grant offer notification.
- A **post works BER** must be completed with a home energy performance rating of **C or better**.
- Applicants are required to submit an ESB Networks NC6 form for the application for a connection to the electricity distribution system for a micro-generator. Please contact ESB Networks for guidance.
- Applicants must use a Company who are active on the Solar PV Scheme Registered Company List at the time of works.
- The electrical works must be completed by a Safe Electric Ireland electrician.
- The Declaration of works must be signed by a registered installer on the SEAI Solar PV Approved Installer list.
- The Scheme supports the installation of newly fitted materials and new products which cannot have been incentivised previously in the particular home under any other grant Scheme.
- The system must meet the requirements defined in the Solar PV Code of Practice.
- Qualifying expenditure includes materials and labour, except in the instance where a Company/Installer is completing works within their own home in which case only the cost of materials will be deemed qualifying expenditure.

5 Registered Company

All works must be completed by a registered company and installer (Solar PV Scheme Registered Company and Installer Lists) available on SEAI website or on request from 01 808 2100. The company must be registered for Solar PV systems.

Companies are registered by SEAI on the basis of a commitment to:

- Installing the works in accordance with the Technical Specifications
- Adherence to a professional Code of Practice
- Demonstrated tax compliance and sufficiency of insurance cover
- Use of a standard contract with the homeowner for all jobs
- Competency to install and commission the works

SEAI requires companies and installers to carry the relevant insurance policies provided by the insurance sector, to specified minimum cover levels. SEAI does not however prescribe the specific terms and conditions of those insurance policies.

A company who appears on the SEAI “Solar PV Scheme Registered Company List” does not infer any warranty or endorsement of that company by SEAI. SEAI accepts no liability or responsibility whether for breach of contract, negligence or otherwise in respect of any claim or cause of action arising out of or in relation to any equipment, material, system or installation in respect of which grant approval was given by SEAI.

6 Planning

The installation of solar panels on domestic properties is exempt from planning permission under the Planning and Development (Amendment) Regulations 2007, subject to certain conditions. These conditions are as follows:

- The size of any such panel together with any other such panel previously placed on or within the said curtilage, shall not exceed 12 sq. m or 50 per cent of the total roof area, whichever is the lesser;
- The distance between the plane of the wall or a pitched roof and the panel shall not exceed 15 cm;
- The distance between the plan of a flat roof and the panel shall not exceed 50 cm;
- The solar panels shall be a minimum of 50 cm from any edge of the wall or roof on which it is to be mounted;
- The height of a free standing solar array shall not exceed 2 metres at its highest point, above ground level;
- A free standing solar array shall not be placed on or forward of the front wall of the house;
- The erection of any free standing solar array shall not reduce the area of private open space to the rear or side of the house to less than 25 sq. m.

Where the proposed works do not comply with the foregoing, it will be necessary to contact your local planning department for specific guidance. In addition, depending on the exact classification (e.g. protected structure) or location of the property (e.g. architectural conservation area), further requirements may need to be considered. We recommend that you contact your local authority for guidance.

7 Application process

Agree a formal contract with your chosen Company- this is an explicit requirement for Companies. It is there for the purpose of consumer protection and may help avoid disputes which might otherwise arise.

Before applying have the following information available to hand:

1. MPRN - the Meter Point Reference Number. This number appears on your electricity bill and is 11 digits long. The address associated with the MPRN will be the contact address used by SEAI for all postal correspondence. You should ensure that the details registered with ESB networks for this MPRN are correct and accurate.
2. The year in which your house was built and occupied (must be prior to 2011).
3. Selected Registered Company
4. Details of system to be installed
5. For an online application you will need an email address.

Complete an online application through the SEAI Claims Portal, for full details please see SEAI website.

7.1 Getting the works done

Only proceed with the installation **after** you have applied for and received grant approval:

Organise for the works to be carried out and fully completed.

Pay the Company in full, or enter into a financing agreement, for measures completed and ensure the Installer signs the Declaration of Works form.

Once your solar PV system has been installed (after grant approval date), commissioned and the BER Assessment completed and all required documents have been submitted your application will be reviewed for payment.

Your installer will complete a **Declaration of Works Form** which describes the works completed and contains the information needed to support the grant payment processing.

The following is needed to request payment of your grant and your company will upload this information to the SEAI Scheme portal for SEAI to review:

1. Declaration of Works
2. Test and Commissioning Certificate
3. Safe Electric (RECI) copy of Certificate3
4. Completed ESB Networks NC6 Form
5. Completion of approved post-works BER of the property
6. Invoice describing works completed
7. Photographs of the installation as described in the Declaration of Works Form

SEAI will verify your installation meets the Scheme requirements through the information you submit online. If information is incomplete or missing, then your payment request may be rejected.

Once all criteria are met, payment will be made by electronic funds transfer (EFT) into the bank account you submit online. Please ensure that the account you provide is able to accept EFTs. If you are unsure, please check with your bank. Please note that currently we cannot process payments to Credit Union accounts.

Please note incomplete or missing forms will result in your grant claim being rejected. This in turn may result in a delay in your grant claim.

8 Homeowner Records

During the upgrade works you may receive various documents from your Company. It is very important that these documents are kept in a safe place and are available for either your BER Assessor or for an inspection by SEAI.

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

- Test and Commissioning Certificate
- Safe Electric (RECI) copy of Certificate3
- Completed ESB Networks NC6 Form
- Completed BER for the property
- Invoice describing works completed
- Photographs of the installation
- Datasheets for Solar PV Modules, Inverters, and Battery Energy Storage System
- Warranties for Solar PV Modules, Inverters, Mounting System
- Operation & Maintenance (O&M) Manual for Homeowner

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.

9 Home Insurance

While verified appropriate insurance for works are a requirement for company and installer registration it is recommended that homeowners advise their own home insurance companies of the planned works before they commence.

10 Contract for Works

It is a requirement of registration that all Companies have a written contract with homeowners for all works. Homeowners are therefore required to comply with this requirement and ensure that there is a contract in place between the Homeowner and the Company, which will ensure appropriate levels of consumer protection.

SEAI have made a model contract available on our website to help in this process. In instances where a Company refuses to comply with this requirement then homeowners are urged not to proceed with this company and to notify SEAI accordingly at (01) 808 2100.

11 Verification Inspections

All installations may be subject to inspections by SEAI to verify that they match the grant claim, meet the requirements of the Scheme or for quality purposes. Properties may be selected by a random sampling process or may be selected for specific reasons and homeowners will be notified by SEAI prior to such inspections.

It is important to note that, under the Terms and Conditions of the grant (See Clause 14 and 15 in the Terms and Conditions below); Applicants must grant access to their home for inspection within 14 days of initial request save in exceptional circumstances demonstrated to the satisfaction of the inspector and SEAI. Failure to allow access to the home for inspection may lead to grant refusal or grant repayment to SEAI.

Verification Inspections will precede payment of the grant and we will need to verify that the works are installed to the Scheme requirements. SEAI also reserves the right to carry out post-payment inspections for verification purposes and to support Scheme development.

Technical inspections consider the workmanship and quality aspects and typically take place once installation is completed and possibly after the payment of the grant; they will be scheduled for an appropriate time thereafter and will not delay payment.

The inspections Scheme is used to inform ongoing development and delivery of quality installations for the homeowner.

12 Terms and Conditions

The Solar PV Scheme (the “Scheme”) is funded by the Department of Communications, Climate Action and Environment through SEAI. The funding for the Scheme is limited and all applications are subject to the following conditions:

1. The Application Guide, Application Form and Terms and Conditions are those published on the SEAI website on the date of submitting the application. However, SEAI may, if required by law or otherwise and without incurring any liability, vary, revise or supplement the Terms and Conditions of the Scheme after the Applicant’s submission of an application and these revised or supplemented Terms and Conditions (as published on the SEAI website) will apply to the application unless the Applicant chooses to withdraw its application or withdraw from the contract. The Applicant must monitor SEAI’s website in order to learn of any such changes to the Terms and Conditions.
2. The Applicant's agreement with SEAI in the event of a Grant Offer being accepted will comprise the Terms and Conditions, the Application Guide (including its Appendices), and the rest of the Application Form. The Applicant, having accepted the Grant Offer and communicated their acceptance of it to SEAI, shall comply with and agree to be bound by the provisions of the Terms and Conditions of the Scheme and these documents. In the event of any conflict arising between these documents the order of precedence shall be:
 - a. the Terms and Conditions of the Scheme
 - b. the rest of the Application Guide less the Terms and Conditions of the Scheme
 - c. the rest of the Application Form less the Terms and Conditions of the Scheme
3. It is a condition of the Scheme that the Solar PV system is installed in a home that is a private residence.
4. Any installation or expenditure incurred prior to the Scheme opening will be deemed ineligible.
5. Applications will generally only be accepted on the SEAI website. Applications must be submitted by private individuals. Neither a Company nor an Assessor may apply on your behalf.
6. Only one Solar PV system will be supported at a property.
7. Any home which received SEAI support for a solar PV system under another Scheme is not eligible for grant support under the Solar PV Scheme (e.g. Better Energy Communities, Deep Retrofit, Micro-generation Trial). The Applicant vouches that the measures applied for have not already been supported by other government Schemes.
8. The Applicant must be the owner of an existing home built and occupied before 1 January 2011, located in the Republic of Ireland.
9. The Applicant must have a Building Energy Rating (BER) assessment of their home undertaken by a registered BER Assessor following completion of the upgrade works. To be eligible the home energy performance post-works must be at minimum BER C or better.
10. Applicants must ensure that they accept their Grant Offer and the attaching terms and conditions. A grant is accepted by:
 - a. Online: Acceptance is confirmed by submitting the application.
 - b. Offline: The Grant Offer including the Acceptance of Offer form will be issued to your postal address. The Acceptance of Offer form needs to be signed by the Applicant and returned in accordance with the timelines prescribed by SEAI. If you do not return your Acceptance of Offer form within these timelines, your Grant Offer will lapse, and you have to reapply.

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11. The Applicant must secure approval from SEAI before assuming he/she will receive the Grant. SEAI reserves the right to reject/approve applications for Grants under the Scheme.
12. The Applicant must ensure Grant approval is received before proceeding with any product purchase or installation work. Costs incurred prior to Grant approval are ineligible and may result in the entire Grant being withdrawn.
13. The Grant, once approved, is only payable in respect of the type of measures identified in the Application and referenced in the Grant Offer.
14. Once the Applicant has received Grant approval, they will have 8 months to complete the works and submit the declaration of works.
15. The Applicant may be requested to participate in follow-up research as may be commissioned by SEAI to establish the Scheme's impacts and achievements. This will also include the acquisition of information and data for the development of case studies for wider dissemination (protecting as appropriate all personal data, confidential or commercially sensitive information).
16. The solar PV system, battery energy storage system and meter point data may be used by SEAI or its agents to assess the impact of micro-generation on the local electricity system and the development of future methods. SEAI may assess this data directly or share aggregated data with third parties for analysis purposes.
17. Applications should be made through our website www.seai.ie along with all of the applicable support documents as outlined. In exceptional circumstances, SEAI may accept an application by post.
18. Payments are only made by electronic fund transfer into the bank account nominated by the homeowner on the application.
19. The timing of fulfilment of the Grant to approved Applicants is subject to the funding allocated by government to the Scheme in a particular calendar year, in accordance with public financial procedures. Where all other conditions are met, payment will be made on a "first come, first served" basis. Where funding is exhausted in a particular calendar year, payment to remaining Applicants will be deferred until such time as further funds may become available. Deferred payments will receive priority, if and when those funds become available
20. SEAI and its agents reserve the right to conduct visits to properties in receipt of a Solar PV Grant to satisfy itself that the installation has been completed in line with these Terms and Conditions either prior to making a payment in respect of any claim or following a payment in respect of any claim. Failure to accommodate such visits may result in revocation of the Grant or repayment of the Grant.
21. Should his/ her property be selected as part of a sample inspection process, the applicant must grant full access to his/ her home for verification and/or technical inspection within 14 days of request for access, save in exceptional circumstances demonstrated to the satisfaction of the inspector. Failure to satisfy this full access requirement will be considered a breach of these Terms and Conditions (see Clause 32 below). The applicant may also be requested to participate in follow-up research (by telephone call, SMS survey, email or postal questionnaire) as may be commissioned by SEAI or its agents in relation to the inspection process. The applicant acknowledges that SEAI will have to provide certain contact details to third party contractors in relation to these matters and the applicant hereby consents to SEAI making these disclosures.
22. The householder must facilitate any reasonable request made by SEAI or its agents requiring the Company to return to the house in order to make good any works deemed not to meet the standards of the Scheme.
23. The Applicant must engage a Company listed on the SEAI Registered Company list to carry out the supported measure. The Company must be active on the SEAI Registered Companies list at the time of application and when works are being carried out.

24. Installations must meet all relevant regulations and meet the Code of Practice for the Solar PV Scheme.
25. All electrical work must be undertaken by a fully qualified and authorised electrician registered with Safe Electric Ireland.
26. Applicants must ensure that all electrical work complies with National Rules on Electrical Installation. A Safe Electric Ireland Certificate Number 3 will be required to evidence this compliance.
27. SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation or the qualification or performance of the Company in respect of which a Grant Offer has issued, or Grant approval or payment was given by SEAI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEAI, or any of its agents or servants, in respect of the cost, quality, efficiency and /or benefit of any work, equipment, materials, product, service or installation provided under the Scheme.
28. The Applicant must obtain all necessary consents, permissions and statutory approvals and have authority to install the measures in his/her home
29. Full responsibility for the information presented in the application form and supporting documentation submitted rests with the Applicant concerned. Neither SEAI nor their agents accept any responsibility for errors or omissions contained in applications for Grant aid or any required supporting documentation.
30. It is the responsibility of the Applicant to familiarise him/herself with the Scheme Terms and Conditions, the specifications and any amendments thereof and with the consequences for breaches of the Scheme.
31. SEAI has the right to revoke funds where there are issues with project delivery e.g. quality, safety, timelines, completion and incorrect products as per the Code of Practice.
32. In the event of any breach of the Scheme Terms and Conditions, the specifications and any amendments thereof by the Applicant, and where the Applicant has received payment pursuant to the Scheme, SEAI shall, amongst its remedies against the Applicant, be entitled to demand the complete repayment of and fully clawback the Grant. The Applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
33. In relation to any complaints or appeals under the Solar PV programme, the Applicant shall follow the SEAI Complaints and Appeals Policy contained within the SEAI Customer Charter, published on the SEAI website and amended from time to time.
34. The Applicant and SEAI will attempt to resolve any disputes in connection with the Scheme amicably. Where resolution in this manner is not successful, the escalation in the SEAI Complaints and Appeals Policy contained within the SEAI Customer Charter shall be followed.
35. Any false, fictitious or fraudulent statements or claims knowingly made on Grant applications, or supporting documentation, submitted in respect of previous Grant applications / claims or otherwise made to SEAI, its authorised officers, or Inspector, or any breach of these Terms and Conditions of the Scheme may result in current and future applications being deemed ineligible by SEAI. In respect of applications where the Applicant has already received payment pursuant to the Scheme, Clause 31 shall also apply.
36. Any personal information which an Applicant provides to SEAI will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988-2018, as amended or replaced from time to time, and pursuant to the General Data Protection Regulation (meaning Regulation (EU) 2016/679 and all applicable data protection legislation. Further information about how SEAI will use and hold your

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personal data and your personal data right are contained in the Solar PV Scheme Data Protection and Privacy Statement.

37. The Applicant acknowledges that SEAI is subject to the requirements of the Freedom of Information Act 2014 (“FOIA”) and shall assist and co-operate with SEAI to enable SEAI to comply with its information disclosure obligations. SEAI undertakes to use its reasonable endeavours to hold confidential any information provided by the Applicant, subject to the SEAI’s obligations under law, including the FOIA.
38. The Applicant understands that all of the data collected in the administration of the Scheme will be aggregated by SEAI as a means of analysing the overall Scheme effectiveness e.g. in terms of cumulative achievements, market trends, and/ or environmental impacts. The disclosure of this data will not involve the release of any personal data.
39. SEAI may contact you occasionally to gather your valuable opinion on micro-generation or related matters. We will seek your consent for participation in such research surveys.