

1. Property Details

Application ID		MPRN	
One Stop Shop (OSS)	EIRCODE:		

Dwelling type – please tick				
Detached	Semi-Detached	End Terrace	Mid Terrace	Apartment

Heritage grading – please tick			
Protected Structure	Proposed Protected Structure	Architectural Conservation Area	Not Protected

Other details – please tick		
Energy Poor	Non corporate rental property	

Date of construction			
Main house		Extension, if applicable	

2. Pre-works assessments & analysis

Indicate all the pre-works assessment and analysis carried out at the property.

Pre-works – Y or N/A			
Home Energy Assessment (inc. pre BER, projected post BER, Technical Assessment)		Thermal bridge assessment is carried out in accordance with I.S. EN ISO 10211:2017 and BR 497 (i.e. by NSAI Thermal Modeller Scheme Registration)	
Building Condition Survey		Thermal Imaging Report	
Hygrothermal Analysis Report (e.g. to EN ISO 13788:2012 or EN 15026:2023)		Dynamic Energy Simulation Report (e.g. using BIM, IES-VE, DesignBuilder)	
Retrofit Strategy (e.g. to EN 16883)		Other – please specify	

Works Measures: Note: CWI, EWI &/or IWI rafter &/or flat roof insulation and Y or N/A for the remainder			
Wall Insulation (EWI/IWI/CWI)		Heat Pump (excl. Air to Air)	
Ceiling insulation		Heat Pump with CH System	
Rafter Insulation, Flat Roof Insulation		Heat Pump Air-to-Air	
Floor insulation		Heating Controls	
Windows (replacement)		Solar PV	
Windows (secondary glazing)		Solar Thermal	
Windows (glazing replacement)		Air Tightness	
External Door		Mechanical Ventilation	

3. Pre-Works Energy Use

Fuel	No. Of Units	Gross Calorific Value	kWh usage
Oil			
Gas			
Elec			
Solid Fuel / Other			
Total Energy Consumption (kWh)			

Note: Refer to the following link for guidance on completion of Section 3. [One-Stop-Shop-Pre-Work-Energy-Usage.pdf](https://seai.ie/One-Stop-Shop-Pre-Work-Energy-Usage.pdf) (seai.ie)

4. Declarations

Traditional Building Professional Declaration										
I confirm that I am the Traditional Building Professional ¹ engaged by the homeowner for professional service throughout the energy efficient retrofit work. I confirm that the SEAI grant aided energy efficient retrofit works to the traditional building have been completed in accordance with Improving Energy Efficiency in Traditional Buildings - Guidance for Specifiers and Installers (DHLGH 2023) ²										
Signed					Date			/		/
NAME (BLOCK CAPITALS)										
COMPANY NAME										
Professional Body - Registration No										
Note: Where the signatory is performing the role for, or on behalf of, an employer or partnership please provide the name, address and contact details of the employer / partnership.										
Name:										
Address:										
Contact Phone Number:										
Email address:										

Homeowner Declaration										
I confirm that the works indicated in Section 2 above have been completed by our contracted One Stop Shop. I will facilitate any reasonable request to conduct an inspection / audit process.										
Signed					Date			/		/
NAME (BLOCK CAPITALS)										

¹ Must be one of the following: Architects that are on the register maintained by the RIAI under Part 3 of the Building Control Act 2007, or, Building Surveyors that are on the register maintained by the SCSi under Part 5 of the Building Control Act 2007; or Chartered Engineers on the register maintained by Engineers Ireland under Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969) and who has proven and appropriate conservation expertise.

² www.gov.ie/pdf/?file=https://assets.gov.ie/279129/adb2c10d-86d7-4632-8368-65faba79ad22.pdf
OSS Declaration of Works for Traditional Homes V.1.0

One Stop Shop Declaration									
<p>I confirm that the OSS has been paid the net cost of the works (upgrade cost less the grant or other supports) or has entered an agreed payment schedule contract for the works described. I understand that where the homeowner's total expenditure is less than the fixed grant amounts then the lower amount will be the grant payment. I understand that all works may be inspected by SEAI or its agents. I will facilitate any reasonable request to conduct an inspection / audit process.</p> <p>I confirm energy efficiency retrofit works have been completed in accordance with the required technical standards and specifications</p>									
Signed					Date				
							/		
NAME (BLOCK CAPITALS)									

5. Cost information (incl VAT)

Provide details on the pre-works costs and the measures installed below. Material costs associated with works on non-eligible section of the home, such as an extension built in 2011, should not be included.

Pre-works costs

Pre-works type	Cost
Building Condition Survey	
Hygrothermal Analysis Report (e.g. to EN ISO 13788:2012 or EN 15026:2023)	
Retrofit Strategy (e.g. to EN 16883)	
Thermal Bridge Assessment (e.g. by NSAI Thermal Modeller Scheme Registration)	
Thermal Imaging Report	
Dynamic Energy Simulation Report (e.g. using BIM, IES-VE, DesignBuilder)	
Other – please specify	

External Wall Insulation

Product name		
Product thermal conductivity (W/mK)		
Product thickness (mm)		
Calculated U-value (W/m ² K) of building element		
Total cost (Incl. VAT)	€	€
m ² installed		
Cost per m ² (Incl. VAT)	€	€

Internal Wall Insulation

Product name		
Product thermal conductivity (W/mK)		
Product thickness (mm)		
Elemental U-value (W/m ² K)		
Total cost (Incl. VAT)	€	€
m ² installed		
Cost per m ² (Incl. VAT)	€	€

Cavity Wall Insulation

Product name	
Product thermal conductivity (W/mK)	
Product thickness (mm)	
Elemental U-value (W/m ² K)	
Total cost (Incl. VAT)	€
m ² installed	
Cost per m ² (Incl. VAT)	€

Roof Insulation

Insulation	Ceiling	Rafter	Flat Roof
Product name			
Product thermal conductivity (W/mK)			
Product thickness (mm)			
Elemental U-value (W/m ² K)			
Total cost (Incl. VAT)			
m ² Installed			
Cost per m ² (Incl. VAT)			

Window Replacement

Product name	
U-value (W/m ² K)	
Specialist product	
Total cost (Incl. VAT)	€
Number of windows installed	
m ² installed	
Cost per m ² (Incl. VAT)	€

Window Secondary Glazing

Product name	
U-value (W/m ² K)	
Specialist product	
Total cost (Incl. VAT)	€
Number of windows installed	
m ² installed	
Cost per m ² (Incl. VAT)	€

Window Glazing Replacement

Product name	
U-value (W/m ² K)	
Specialist product	
Total cost (Incl. VAT)	€
Number of windows installed	
m ² installed	
Cost per m ² (Incl. VAT)	€

External Doors

Product name	
U-value (W/m ² K)	
Total cost (Incl. VAT)	€
Number of doors installed	
m ² installed	
Cost per m ² (Incl. VAT)	€

Floor Insulation

Floor insulation installed in a solid concrete GF slab (m ² or N/A)	
Floor insulation installed to a suspended timber floor (m ² or N/A)	
Total cost (Incl. VAT)	€
Total cost per m ² (Incl. VAT)	€

Heat Pump

Manufacturer of Heat Pump		
Type	Monobloc / Split	A/W, A/A etc..
Details / Size of Heat Pump	Whole house floor area:	KW
Model		
Total cost (Incl. VAT)	€	

Central Heating

No. of radiators before works.			
No. of radiators replaced		Percentage of radiator replaced	
Total cost (Incl. VAT)	Total cost €		
	Total cost / rad €		
Underfloor heating installed yes / NA		m ² of underfloor heating installed	
Total cost incl. VAT (Cost associate with heating installation work only i.e., not the installation of floor insulation)	Total cost €		
	Total cost / m ² €		

Heating controls only

Existing Main Heating System e.g., Gas central heating	
Existing Boiler – Year of Installation	
Total cost of heating controls including VAT	€
Total cost of High Efficiency boiler including VAT if applicable	€

Solar Hot Water

Total cost (Incl. VAT)	€
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Installed Works		
Panel Type Installed (Tick One)	Tube	Plate
Aperture Area of Panels Installed (m ²)	_____ . _____ m ²	

Solar PV

Total cost (Incl. VAT)	€
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Installed Works	
Solar PV System Size	kWp

Mechanical Ventilation

Total cost (Incl. VAT)	€
Type of ventilation e.g., MVHR	
Validation Certificate No.	

Airtightness Measures and Test

Airtightness Measures	
Total cost (Incl. VAT)	€

Airtightness Test	
Total cost (Incl. VAT)	€
Airtightness result	m ³ /hr/m ²
Airtightness Tester (Name)	
NSAI / INAB Reference Number	

DATA PROTECTION STATEMENT

Sustainable Energy Authority of Ireland (SEAI) is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The personal data supplied on this Form is required for the purpose of administering your application under the SEAI National Home Energy Upgrade Scheme. The personal data collected on this Form will be used to administer your application and confirm your eligibility for an SEAI grant under the Scheme. This data will be securely retained in line with SEAI's Records Retention Schedule.

Further details on how we process and share your personal data can be found on our Privacy Notice(s) at [OSS Privacy Notice](#). If you have any concerns or require further information, please contact our Data Protection Officer at dataprotection@seai.ie