

## Better Energy Homes Scheme - Contractors Registration Form Version 10.1

All registering contractors must provide the following information. Please note incomplete or missing forms will result in your registration being rejected and all forms being returned to you for resolution. Please use the check list to ensure you have included all the required information.

<b>Registration Form Enclosed</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All sections completed</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Signed and dated</li> </ul>	<input type="checkbox"/>
<b>Tax Details Enclosed</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Company / Sole Trader name matches the name on the contractor registration form</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Valid TCAN &amp; PPSN in date</li> </ul>	<input type="checkbox"/>
<b>Declaration of Insurance Form Enclosed</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Measures ticked on Insurance form match measures ticked on registration form</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Insurance is up to date</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Insurance form stamped by Insurer / Broker</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Employers liability section completed if Nominated Personnel have been named on registration form</li> </ul>	<input type="checkbox"/>
<b>External/Cavity Wall Insulation</b> – NSAI or Equivalent Registration ID provided.	<input type="checkbox"/>
<b>Heating Controls</b> – Fetac Level 6 National Craft Certification in Plumbing course certificate or an equivalent Plumbing qualification such as City and Guilds enclosed.	<input type="checkbox"/>
<b>Solar Thermal:</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Fetac Level 6 Domestic Solar Heating Installation course certificate enclosed</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Registered on the Renewable Energy Installer Register (RIR)</li> </ul>	<input type="checkbox"/>
<b>Heat Pump System – Proof of following qualifications enclosed (see the SEAI’s Domestic Technical Standards and Specifications (DTSS) for details of requirements):</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Fetac Level 6 Advanced Craft Cert in plumbing with module in minor electrical works</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Manufacturer’s training certificate(s) for each make of heat pump installed</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Fetac Level 6 Heat Pump Systems certificate</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Registered on the Renewable Energy Installer Register (RIR)</li> </ul>	<input type="checkbox"/>

The completed Registration Form can be returned by email to [contractor@betterenergyhomes.ie](mailto:contractor@betterenergyhomes.ie)

For further information regarding the Better Energy Homes scheme (the “Scheme”):

**Web:** [seai.ie/grants/home-energy-grants/individual-grants/](http://seai.ie/grants/home-energy-grants/individual-grants/)  
**E-mail:** [contractor@betterenergyhomes.ie](mailto:contractor@betterenergyhomes.ie)

**Better Energy Helpline:** 018082004

**Please use Block Capitals when completing this form and complete all sections.**

**1. Contractor Details:**

<b>Company /Trading Name</b>	
<b>Please tick</b>	<input type="checkbox"/> Company*    OR <input type="checkbox"/> Sole – Trader  <i>*If you have ticked Company, please provide Company Director name in print:</i> _____

**2. Key Contact Details:**

<b>Title</b>	
<b>Forename</b>	
<b>Surname</b>	
<b>Address</b>	
<b>County</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Mobile</b>	
<b>Fax</b>	

- Registered Contractors are obliged to maintain an active e-mail address to ensure that they are kept informed of procedural communications, scheme notices and information requests. Failure to do so by a Contractor may result in penalty points and possible de-registration in accordance with the Better Energy Homes scheme document Quality Assurance and Disciplinary Procedures
- The email address provided above will be the ONLY email address by which SEAI will communicate with you.

**3. Contractor Insurance Details:**

<b>Insurance:</b>	<b>Insurance Company:</b>	<b>Expiration Date:</b>
<b>Public and Products Liability Insurance:</b>		_/_/___
<b>Employer Liability Insurance:</b>		_/_/___

A Declaration of Insurance form is enclosed on page 10. Please ensure that this is completed and returned with your registration form.

**4. Business Details:**

<b>VAT Registered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>VAT No.</b>	
<b>Applicant PPSN/Tax Reference number</b>	
<b>Tax Clearance Access Number (TCAN)</b>	
<p><b>Have you or your company ever been registered previously under the Home Energy Saving, Greener Homes and/or Better Energy Homes schemes?</b></p> <p>*If yes please provide your previous registration ID number(s)</p>	<p>HES Contractor ID number.    __ __ __ __ __</p> <p>GHS Installer ID number.    __ __ __ __ __</p> <p>BEH installer ID number.    __ __ __ __ __</p>

**5. Serviced Areas: (please tick the areas you will service)**

<input type="checkbox"/> Dublin <input type="checkbox"/> Leinster (excluding Dublin) <input type="checkbox"/> Munster <input type="checkbox"/> Connacht <input type="checkbox"/> Ulster
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**6. Measure Type:**

**(Please only tick the measures that you are qualified and insured to undertake and wish to be registered for)**

<b>Attic / Roof Insulation</b>	<input type="checkbox"/> Yes
<b>Wall Insulation</b>	<input type="checkbox"/> Dry-lining Insulation: <input type="checkbox"/> Cavity – You or your company must be listed on the NSAI Agrément registered list or equivalent. <p>*Please enter your NSAI Agrément Registration ID number (or equivalent) here; _____</p> <input type="checkbox"/> External Insulation: <p>Please state below the manufacturer(s) whose product(s) you are approved to install:</p>

	<hr/> <p>*Please enter your NSAI Agrément Registration id number (or equivalent) here; _____</p>
<p><b>Heating Controls</b></p>	<p><b>Proof of following qualifications enclosed</b> (see the SEAI's Domestic Technical Standards and Specifications (DTSS) for details of requirements):</p> <p><input type="checkbox"/> Heating Controls Upgrade – You or your company must hold a Level 6 National Craft Certificate in plumbing or an equivalent plumbing qualification and must have completed a module on minor electrical work.</p>
<p><b>Solar Thermal</b></p>	<p><input type="checkbox"/> Solar Heating- Solar Heating – You or your company must have a Level 6 FETAC Certificate In Solar Domestic Hot Water Systems or equivalent qualification and must provide this at registration and be registered on SEAI's Renewable Installer Register (RIR). <i>Further information on the RIR is available <a href="#">here</a>.</i></p> <p><b>Please provide your Renewable Installer Register (RIR) ID Number:</b></p> <p><b>IE</b> _____</p>
<p><b>Heat Pump System</b></p>	<p><input type="checkbox"/> Air/Ground/Water/Exhaust air to Water heat pump systems</p> <p><input type="checkbox"/> Air to air heat pump systems</p> <p>Your company and nominated personnel must comply with the qualifications requirements in the Domestic Technical Standards and Specifications (DTSS) and provide proof of qualifications as above and be registered on SEAI's Renewable Installer Register (RIR). <i>Further information on the RIR is available <a href="#">here</a>.</i></p> <p><b>Please provide your Renewable Installer Register (RIR) ID Number:</b></p> <p><b>IE</b> _____</p> <p>Please state below the manufacturer(s) whose heat pumps you are trained to install:</p> <p>_____</p>


- Contractors must be qualified/ capable and competent of installing selected measures fully in accordance with the SEAI Domestic Technical Standards and Specifications, the Better Energy Homes Contractor’s Code of Practice, and any other directions and guidelines issued by SEAI from time to time.
- Documents for the Better Energy Homes programme are published on the Contractor Supports page of the Web site (<https://www.seai.ie/energy-in-business/contractor-supports/>). For other programmes, Contractors must ensure to follow the SEAI Domestic Technical Standards and Specifications, and any programme-specific guidelines, agreements and directions.
- By selecting a measure above, you are vouching for your ability to meet this requirement and your responsibility to ensure anyone undertaking these measures for you also meet these requirements.
- Contractors are obliged to inform SEAI immediately of any changes to a) their registration with NSAI (or equivalent) and/or b) the system/manufacturer whose product(s) they are approved to install.

**7. Nominated Personnel:**

Please list below, in block letters, your nominated personnel, including yourself if appropriate, and specify the measure they are nominated to sign for.

I declare that:

- My nominated personnel, shall either complete the works or attend the site either to supervise or inspect the works and sign off on works,
- Only my nominated personnel will sign off the Declaration of Works Form regarding measures completed under the Better Energy Homes scheme
- My nominated personnel have met or exceed the technical competency requirements for the specified measure for the Better Energy Homes scheme as specified by SEAI.

**Please use block letters (except for signature)**

<b>Name:</b>			
<b>Signature:</b>			
<b>Measure(s):</b>			
<b>Mobile:</b>		<b>Email:</b>	

<b>Name:</b>			
<b>Signature:</b>			
<b>Measure(s):</b>			
<b>Mobile:</b>		<b>Email:</b>	

<b>Name:</b>			
<b>Signature:</b>			
<b>Measure(s):</b>			
<b>Mobile:</b>		<b>Email:</b>	

<b>Name:</b>			
<b>Signature:</b>			
<b>Measure(s):</b>			
<b>Mobile:</b>		<b>Email:</b>	

<b>Name:</b>			
<b>Signature:</b>			
<b>Measure(s):</b>			
<b>Mobile:</b>		<b>Email:</b>	

### 8. Terms and Conditions. Read carefully and sign declaration

1. I, as the individual completing and executing this registration form agree to be bound by the following Terms and Conditions and subject to the disciplinary measures for breach of same (in accordance with the Better Energy Homes) scheme Quality Assurance System and Disciplinary Procedure (see [www.seai.ie/betterenergyhomes](http://www.seai.ie/betterenergyhomes)). For the avoidance of doubt, where I as an individual, seek to apply for registration on behalf of a company, both the company and I will be bound by these Terms and Conditions and any disciplinary measures taken for breach of same will apply both to the company that has authorised me to apply on its behalf and to me, the individual.
2. I acknowledge and confirm that SEAI may also refuse an application for registration of an individual or company if such registration would result in a breach of these Terms and Conditions or if the object or effect of such registration is reasonably considered by SEAI to be the circumvention of the application, or potential application, of disciplinary measures to another individual or company
3. I confirm that I have reviewed and accept these Terms and Conditions for registration on the Registered Contractor List and that I will comply with these Terms and Conditions. I will also ensure that all nominated personnel on this registration form and any contractors or permitted subcontractors engaged by me to provide services under the Better Energy Homes scheme (the "Scheme") are made aware of and adhere to these Terms and Conditions. I agree that I am fully responsible for the acts and omissions of such nominated personnel, contractors or subcontractors.
4. I accept that my, or my nominated personnel, engaging in fraudulent or inappropriate behaviour in relation to the Scheme may result in my removal from the Registered Contractor List. I also accept that any failure by me or my nominated personnel to comply with these Terms and Conditions may result in my removal from the Registered Contractor List. This is without prejudice to any other appropriate action that SEAI may take in order to safeguard its interests and the reputation of the Scheme. I accept that fraudulent or inappropriate behaviour includes, but is not limited, to:

- (a) signing a Declaration of Works form prior to completion of the declared works;
  - (b) in any other way enabling or facilitating me, my nominated personnel, Scheme applicants or other persons to receive payment of grant monies for works which have not been completed at the time of grant payment;
  - (c) being connected in any way with the carrying out of works under the Scheme, whether directly or indirectly (including, without limitation, as a principal, partner in, manager, director or employee of a registered contractor, or a sub-contractor to a registered contractor) during a period of deregistration, unless otherwise mandated to do so by SEAI by written instruction;
  - (d) facilitating the participation, of or provision of services by (including, without limitation, as principal, partner, manager, director, employee, sub-contractor or otherwise) a contractor, that is currently subject to deregistration, in the carrying out of Scheme works, unless otherwise mandated to do so by SEAI;
  - (e) circumventing the spirit and intent of a contractors deregistration; and
  - (f) any other behaviour which can reasonably be considered to be intended or to have the effect of circumventing the application, or potential application, of these Terms and Conditions or disciplinary measures.
5. I agree, where so directed, to assist SEAI and its agents in any investigations concerning fraudulent or inappropriate behaviour relating to any aspect of the scheme. I accept that failure to act on a direction from SEAI or its authorised agent or contractor to assist SEAI and to furnish information sought in this regard may result in my removal and/or the removal of my company from the Registered Contractor List.
  6. I undertake to furnish SEAI with a tax reference number and tax clearance access number for the purpose of SEAI verifying the validity of the tax clearance certificate using those numbers. The numbers shall not be used by SEAI for any other purpose. I accept that failure to have a valid tax clearance certificate shall result in my removal and/or my company's removal from the Registered Contractor List.
  7. I undertake to maintain in place up to date Public and Products Liability, and where applicable Employers Liability Insurance each year that I am included on the Registered Contractor List and I attach SEAI's standard Declaration of Insurance form completed by my insurer, agent, or broker to this effect. I accept that failure to furnish SEAI with this Declaration of Insurance on an annual basis may result in my removal and/or my company's removal from the Registered Contractor List.
  8. I understand that in order to remain eligible under the Scheme I am required to be registered on the Registered Contractor List at **all** stages in the installation process relating to installations where I am the nominated Contractor in the grant application.
  9. I declare that all my nominated personnel, who shall supervise and sign off on works, are competent, qualified and have the necessary training and experience to enable them to satisfactorily and safely install, or supervise the installation of, the home energy efficiency measures ("Measures") for which I apply for registration. I declare that all services will be delivered with all due skill, care and diligence using materials which are fit for purpose and of adequate quality and will only use adequately qualified personnel, including the nominated personnel, in providing the services.
  10. I declare that all my nominated personnel, who shall either complete the works or attend the site either to supervise or inspect the works and sign off on works, have met or exceeded the technical competency requirements for the Scheme as specified by SEAI.
  11. I accept that Measures which I or my nominated personnel install, or supervise the installation of, may, for verification or quality control purposes, be inspected by SEAI or its authorised agents or contractors and I will assist, by making myself available and/or disclosing any requested information, and co-operate with any such inspector.

12. I fully consent to the results of such inspections being published by SEAI or its agents or contractors and made available to the public in whatever media SEAI may at its discretion choose.
13. I accept that failure to act on a direction from SEAI or its authorised agent or contractor, to remedy a deficit identified as a result of an inspection may result in my removal and/or my company's removal from the Registered Contractor List. I accept that failure of a verification inspection may lead to my automatic de-registration and permanent removal from the Registered Contractor List.
14. I am aware that SEAI may de-register Contractors where SEAI has evidence of repeated failures on the part of Contractors or their nominated personnel to deliver quality work or give customer satisfaction. SEAI have put in place a Quality Assurance System, the key elements and processes of which are outlined in the document Quality Assurance System and Disciplinary Procedure available on <https://www.seai.ie/publications/Better-Energy-Homes-QADP.pdf>, which I have read and accept the terms set out therein. I understand that SEAI may publish and make public information concerning and/or my company's deregistration from the Registered Contractors List and the reasons for same.
15. I agree that any dispute between me and SEAI in relation to any matter in connection with the Scheme shall in the first instance be discussed between us with a view to finding a resolution. I agree that if the discussion between me and SEAI fails, the dispute may be referred by either of the parties to an independent mediator.
16. I understand that I may appeal any decision taken by SEAI in accordance with the Better Energy Homes Quality Assurance System and Disciplinary Procedure. I also understand that the above non-statutory right of appeal is without prejudice to my rights of recourse to the Courts of Ireland.
17. I undertake to enter into a written contract with the homeowner prior to commencing work. I undertake that the Template Contract Guidance available at <https://www.seai.ie/publications/template-contract-guidance.pdf> or an equivalent on no less favourable terms to the homeowner will be used.
18. I undertake to ensure that an optimum solution is provided to the homeowner where physically and economically feasible e.g. insulating all exposed walls in the case of wall insulation or all of the roof/attic where this measure is selected. Physical feasibility refers to areas that are accessible. Economic feasibility refers only to the viability of the installation itself. Economic feasibility in this case does not refer to the ability of the homeowner to fund their portion of the capital cost of a conventional installation.
19. I accept that, in order to be reinstated to the list after deregistration in accordance with these Terms and Conditions, I may be required by SEAI to contribute to the costs of any re-inspections arising out of any rework declarations previously issued by SEAI or any of its agents or contractors. Furthermore I accept that I may be required by SEAI to contribute to the cost of a number (at SEAI's discretion) of inspections carried out on my installations after re-registration.
20. I agree to attend, or have nominated personnel attend, targeted workshops at my expense when directed by SEAI.
21. I undertake that the services provided by me pursuant to the Scheme will be carried out in accordance with recognised and accepted practices, acceptable industry standards, any applicable equipment installation guidelines and any relevant national and European laws and guidelines.
22. I undertake that the services provided by me pursuant to the Scheme will be carried out in accordance with the SEAI Domestic Technical Standards and Specifications. Furthermore, I undertake to comply with the requirements set out in the Better Energy Homes Contractor's Code of Practice, and any other directions and guidelines issued by SEAI from time to time.
23. I accept that SEAI's Domestic Technical Standards and Specifications, the Better Energy Homes Contractor's Code of Practice and other SEAI guidelines and directions may be updated from time to time on the SEAI website and these updated documents shall apply to me from immediate effect.



24. I agree to indemnify SEAI and keep SEAI indemnified from and against any losses, liabilities, demands, damages, costs, claims and expenses (including, without limitation, legal costs and expenses) awarded against or suffered, incurred or paid by SEAI which arise out of, or are consequential upon or connected with a claim made against SEAI by a homeowner relating to the Contractor's acts or omissions in installing Measures and providing services to that homeowner.
25. I agree to indemnify and keep indemnified SEAI from and against all costs, claims, demands, liabilities, expenses, damages or losses in accordance with the specified insurance terms for registration as a Contractor (including without limitation any direct or indirect consequential losses, loss of profit and loss of reputation, and all interest, penalties and legal and other professional costs and expenses) arising out of or in connection with my failure to obtain approvals or consents or my failure in ensuring these approvals or consents were in place as appropriate to the works.
26. I accept that these Terms and Conditions may be updated from time to time on the SEAI website and these updated Terms and Conditions shall apply to me and my company with immediate effect.
27. I accept that in the course of the Scheme SEAI may update the technical competency requirements for a given Measure. I agree at my own expense to update my technical competency, or that of my nominated personnel, as directed by SEAI. This may include a requirement to undertake specified accredited training for which all reasonable notice will be given.
28. I agree not to subcontract or contract provision of the services provided by me pursuant to the Scheme to any third parties without first obtaining the consent of the homeowner, but in any case, I will not contract or subcontract provision of such services to any third party who is not a registered contractor on the Registered Contractor List for the same Measures for which I apply for registration.
29. I accept that in carrying out services pursuant to the Scheme that I shall not be acting in my capacity as a consumer but that I shall be acting in the course of my business.
30. I understand and accept that I (or my employees) will be required to give undertakings and vouch for works undertaken, where these declarations will thereafter be used by the homeowner in support of requests to SEAI for cash grant payment.

**I have read, understand and agree to strictly adhere to the Better Energy Homes scheme Terms and Conditions.**

Company Name:	
Director's Signature:	
Director's Name: (BLOCK LETTERS PLEASE)	
Date:	

**Please send all completed documentation (referring to the checklist on page one) by email to [contractor@betterenergyhomes.ie](mailto:contractor@betterenergyhomes.ie)**

**FOR OFFICE USE ONLY**

Staged	Initialled	Date
1. Form checked		
2. Rejected Form Checked		
3. Form Input		
4. Input audited		
5. Amended/Updated		

## Contractor Declaration of Insurance

This form must be completed by a Registered Insurance Broker, Agent or an Insurance Company licensed to issue cover in the Republic of Ireland, or licensed to issue cover in the contractor’s jurisdiction.

We hereby certify that the under-mentioned Insurer is authorised to issue insurance in the Republic of Ireland on the following basis (Please tick the appropriate box below)

a. the insurance is issued by an insurance undertaking established in the Republic of Ireland and authorised by the Central Bank of Ireland to conduct business in the Republic of Ireland for the below classes of insurance.

b. the insurance is issued by an insurance undertaking established and authorised to conduct business in another EU/EEA state and is permitted by the Central Bank of Ireland to conduct business in the Republic of Ireland on a ‘freedom of establishment’ or freedom of service’ basis for the below classes of insurance.

Please insert below the insurance undertakings Central Bank of Ireland reference number

**Central Bank of Ireland Ref No.** \_\_\_\_\_

c. the insurance is issued by an insurance undertaking other than a. and b. above authorised by the Central Bank of Ireland to conduct business in the Republic of Ireland for the below classes of insurance.

Please insert below the insurance undertakings Central Bank of Ireland reference number

**Central Bank of Ireland Ref No.** \_\_\_\_\_

We hereby certify that the under-mentioned contractor holds the indicated insurances including the minimum standards as indicated / required by the Sustainable Energy Authority of Ireland (SEAI) for participation as a Registered Contractor under the Better Energy Homes scheme. Policy documents and current renewal receipts must be available for inspection.

### Contractor / Insured Details

Name of Contractor / Insured:	
Address of Contractor / Insured:	
Full Business description (as per policy):	
The Contractor / Insured is covered under their policy to carry out the following work:  Please tick ALL appropriate boxes	Roof Insulation <input type="checkbox"/>
	Cavity Wall Insulation <input type="checkbox"/> Dry-lining Insulation (Wall) <input type="checkbox"/>
	External Wall Insulation <input type="checkbox"/>
	Heating Controls Upgrade <input type="checkbox"/> Solar Thermal <input type="checkbox"/>
	Heat Pump Systems <input type="checkbox"/>
Number of Persons Employed:	

### Employers Liability Insurance

Insurers:	Policy No.
Cover start date:	Expiration date:

- Policy provides an indemnity limit of not less than €13,000,000 any one event
- Jurisdiction includes Republic of Ireland
- Indemnity includes accidents occurring anywhere in Ireland
- Policy is current and the premium has been paid

### Public / Products Liability Insurance

Insurers:	Policy No.
Cover start date:	Expiration date:

- Policy provides an indemnity limit of not less than €6,500,000 any one event for Public Liability and not less than €6,500,000 in the aggregate for Products Liability
- Jurisdiction includes 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		