

Non-Domestic BER Assessor Registration Form

1. Pre-qualification Criteria:

To join the Non-Domestic BER Register, candidates must satisfy two qualification criteria:

1. The first is an NFQ Level 7 degree/qualification in a building or construction related discipline.
2. The second is proof of membership with one of the professional bodies listed on SEAI's website at the specified grade.

Please see SEAI's website for additional supporting information on acceptable building or construction related disciplines and proof of membership/grades from acceptable professional organisations.

Please ensure that you have met the pre-qualification requirements before completing your registration to become a BER Assessor.

1a. Proof of Qualifications in a Building or Construction Related Discipline.

Please provide details of your completed NFQ Level 7 degree/qualification in a building or construction related discipline:

- Name of course;
- Name of training/course provider;
- Details and duration of relevant subjects covered, as identified on SEAI's website;

Please submit a copy of your certificate alongside your registration application.

1b. Proof of Membership in a Professional Organisation*.

Please provide details of appropriate membership to a relevant professional body at the specified grade:

- Name of professional body/organisation;
- Details of membership grade;
- Membership number;

Please submit a copy of your proof of membership alongside your registration application.

** Please ensure your proof of membership within a professional organisation and eligible grade is listed on SEAI's approved list, available [here](#).*

2. BER Training Course

Candidates must demonstrate the successful completion of the Non-Domestic BER Assessor Training Course with one of SEAI's registered training providers.

Candidates are required to achieve a minimum grade of **70%** in order to register with SEAI as BER assessor.

Please note that all grades will be validated with the relevant BER Training Provider prior to registration.

2a. Please provide details of your completed Non-Domestic BER Assessor Training Course;

- Name of training course;
- Name of training course provider;
- Date training was completed;
- Grade achieved;

Please submit a copy of your certificate with your registration application.

3. Assessor Registration Details - Public

Please provide the below information to appear on the public register of BER assessor.

Fields marked with an asterisk (*) indicate mandatory fields.

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: *			
Locations Covered: (Tick as appropriate)	<input type="checkbox"/> Connaught <input type="checkbox"/> Munster <input type="checkbox"/> Ulster <input type="checkbox"/> Dublin <input type="checkbox"/> Rest of Leinster		

4. Business Details

Please provide Tax Clearance Details or attach Tax Clearance Certificate to form.

PPSN/Tax Reference Number:	
Access Number:	

5. Assessor Registration Details - Private

Please provide the below information for use by SEAI in setting up and maintaining your BER assessor account.

Date of Birth: *

Telephone / Mobile Number: *

(If different from above)

Registered Email Address: *

(If different from above)

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.

6. Record Keeping Details

Complete the relevant section of the registration form as outlined below.

Please tick where appropriate.

- 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 visit and check these records if required.**

7. Declaration and Signature of person to be Registered

Complete the relevant section of the registration form as outlined below.

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: ____/____/____

8. Support of BER Assessor Registration

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.

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 email: *

Employer's Contact Name:

Website:

Telephone:

9. Declaration and Signature for Payment

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

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 3** 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 registration, annual registration renewal 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 3** of the Assessor Registration Form ceases to be authorised to carry out BER Assessments, or if we decide to cease operations as a BER Assessor.

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: _____

Company Stamp or Seal

Date: ____/____/____

SEPA Direct Debit Mandate

Unique Mandate Reference:

Creditor Identifier:



By signing this mandate form, you authorise (A) Sustainable Energy Authority of Ireland to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Sustainable Energy Authority of Ireland.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please complete all the fields below marked *

*Name of Account Holder:

*Your Address:
Address Line 1

Address Line 2

*City/postcode

*Country:

*IBAN Number

*Swift BIC

Please post completed mandate to
 *Creditors Name: Sustainable Energy Authority of Ireland
 *Creditors Address Line 1: PO Box 135, Cahirciveen
 *Address Line 2: Co Kerry
 *Country: Ireland

*Type of payment Recurrent **or** One-Off Payment (Please tick ✓)

*Signature(s): _____

*Date of signing: ____/____/____

BER Assessor Certificate of Insurance

*Indicates mandatory fields

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. 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 on (as per policy):	

Please note: All sections need to be completed. Only Assessor account numbers entered will be updated.

Public / Products Liability Insurance:

Policy provides an indemnity minimum limit of €6,500,000 for any one event for Public Liability

*Policy No.	*Insurers:
*Cover Start date:	*Expiration date:

Professional Indemnity Insurance:

Professional liability insurance with a minimum limited 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 the company:	
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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 Domestic, Non-Domestic, DEC

*Please tick Assessor Registration type covered by Insurer

Domestic Non-Domestic DEC

Insurance Company or Broker or Agent's Details:

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

Registration Checklist	
Please ensure you have obtained and provided all of the relevant below documentation to submit alongside your non-domestic BER Assessor application.	
If the registration form is not fully completed with all relevant documentation it will be returned to you.	
You have read and fully understand this registration form before submitting your signed application to SEAI;	
You have the appropriate an NFQ Level 7 degree/qualification in a building or construction related discipline and have provided a copy of the relevant certificate(s)/proof of qualification(s);	
You have successfully completed the Non-Domestic BER Training Course, have been fully certified by the relevant awarding body and have provided a copy of your certificate;	
You have read and accepted the Code of Practice for BER Assessors;	
Your registration application is signed, dated and all of the mandatory fields are completed;	
The SEPA direct debit mandate is fully completed and signed by the relevant personnel and the recurrent box is ticked ;	
The BER Assessor Certificate of Insurance form is completed and provided as part of your application. Please ensure the BER Assessor's name is completed on the insurance form;	
You have attached the Tax Clearance Certificate;	
You have provided a copy of a valid photographic ID (drivers license or passport) that has been certified as valid by an Garda Siochana, Notary Public or Peace Commissioner.	

Registration Fees:

A registration fee is required to register with SEAI as a Domestic BER Assessor. Registration is automatically renewed annually, and the registration renewal fee will be charged.

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

https://www.seai.ie/register-with-seai/ber-assessor/Schedule_of_fees.pdf

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.

Return information:

Email completed form to: info@ber.seai.ie **or by post to**

SEAI, PO Box 135 Cahirciveen, Co. Kerry

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

Telephone: 01 8082054

Email: info@ber.seai.ie

