

Please read carefully before completing the R01 Application Form for a Individual Domestic BER Assessor

Please ensure you have read and understand this Application Form before submitting it to SEAI. If the application form is not fully completed it will be returned to you.

Please ensure the following before submitting the application form:

- You have an appropriate construction related qualification, at least at Level 6 Award (Advanced Certificate/Higher Certificate) in construction studies or other cognate discipline or equivalent
- You have successfully completed a BER Assessment Training Course and have been fully certified by the awarding body
- All applicants seeking registration after the 30th of June 2009 must have passed the SEAI Domestic BER Examination
- You have read and accepted the Code of Practice for BER Assessors
- Completed the BER Assessor Certificate of Insurance form
- Attached the Tax Clearance Certificate
- All the mandatory fields are completed
- Application is signed and dated
- Direct Debit Mandate is fully completed and signed
- A copy of your passport or drivers licence has been certified as valid by either a Garda Síochána, Notary Public or Peace Commissioner

The top four reasons why an application is returned are:

- No IBAN number supplied on the Direct Debit form
- Copy of ID is not certified as Valid
- Applicant has not passed the Domestic BER Examination
- Applicant has not completed the BER Assessor Certificate of Insurance form
- Applicant has not attached a Tax Clearance Certificate form

Registration Fees:

A first time registration fee of €1,000 is required to register with SEAI as a BER Assessor. Registration is on an annual basis and a renewal fee of €100 will be charged. Fees are paid by direct debit and no other payment methods are accepted. The direct debit for your registration fees will be made on 20th of the next month or the nearest working day thereafter. Fees paid to SEAI are non-refundable.

Use of Business or Trade Name

We can only accept a business or trade name if it has been registered with the Companies Registration Office (www.cro.ie). If you have not registered, we will register your application under your own name.

The completed application form should be returned to:

Sustainable Energy Authority of Ireland
PO Box 780, An Post South City Delivery Office
Togher Industrial Estate, Cork City

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

Telephone: 1890 734237

Email: info@ber.seai.ie

Website: www.seai.ie/ber

R01 - Application for Registration as an Individual Domestic BER Assessor

1. Applicant Details ¹	
Name:*	Title: (Mr/Mrs/Ms, etc.)*
Place of Business:*	
Business Name:	Business Name No:*
Registered E-mail: *	
Date of Birth: *	Telephone: *
Have you previously registered as a BER Assessor?* Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide your previous BER Assessor Number _____	Exam Eligibility Number issued to you by SEAI:
2. Assessor details that will appear on the Public Register of Assessors	
Name: As Above	Business Name: As Above
Place of Business: As Above	
E-mail:	Website:
Telephone:	Fax:
Locations Covered: *	
<input type="checkbox"/> Connaught <input type="checkbox"/> Munster <input type="checkbox"/> Ulster <input type="checkbox"/> Dublin <input type="checkbox"/> Rest of Leinster	
3. Certification Details*	
I have successfully completed the following validated BER Assessor's course:*	Date certified:* __/__/__ Name of Institution:*
4. Record Keeping Details*	
<input type="checkbox"/> I agree to maintain records of BER Assessments carried out by me.	

*Mandatory Fields

¹ In accordance with the Regulation (S.I. No. 666 of 2006) the name of BER Assessor, place of business, contact details and classes of buildings for which he/she is qualified to carry out BER Assessments must be published on the internet.

² A business name used by any individual, body corporate or partnership and which name is not the same as their own true name(s) must be registered with the Company Registration Office at www.cro.ie

5. Declaration and Signature*

I confirm that I have an appropriate construction related qualification, at least at Level 6 Award (Advanced Certificate/Higher Certificate) in construction studies or other cognate discipline or equivalent.

I have read and hereby accept, as a condition of registration as a BER Assessor, the provisions of the Code of Practice for Building Energy Rating (BER) Assessors valid on today's date. I also agree to pay the registration fee of €1,000, subsequent renewal fees of €100 per annum and BER levies by direct debit. I also hereby accept that these fees paid to SEAI are non-refundable.

Signed: _____

Date: ____/____/____

A certified copy of a valid photographic ID of the BER Assessor is required for registration.

The photographic ID required is a copy of the applicant's passport or driving license certified as valid by a Garda Síochána, notary Public, practicing solicitor or Peace Commissioner.

6. Checklist*

Checklist of documents required for registration:

- Signed and completed application form
- Signed and completed direct debit mandate
- Completed BER Assessor Certificate of Insurance form
- Attached the Tax Clearance Certificate
- Certified copy of valid photographic ID certified by a Garda Síochána, practicing solicitor, Notary Public or Peace Commissioner

Note: Incomplete applications will be returned in their entirety

7. Address*

Please send your fully completed application form to:

Sustainable Energy Authority of Ireland
PO Box 780
An Post South City
Delivery Office
Togher Industrial Estate
Cork City

BER Assessor Certificate of Insurance

This form must be completed by a Registered Insurance Broker or Agent or an Insurance Company licensed to issue 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 (as per policy):	

Public / Products Liability Insurance:

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

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

Professional Indemnity Insurance:

Professional liability insurance with a minimum limit 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 your company: _____

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

Insurance Company or Broker's or Agent's Details:

Name:		<i>Insurance Company or Broker or Agent's Stamp:</i>
Signed:		
Position / Status:		
Date:		