

**Greener Homes Scheme
Phase III
(Existing Dwellings)
Homeowner Application Form
Version 3.0**

IMPORTANT NOTICE

It is the responsibility of each applicant to the Greener Homes Scheme to ensure that they have read, and fully understand, this Application Form and the Home Owner Application Guide before submitting a signed application form. Failure to fully adhere to the provisions of this Application Form and the Application Guide will result in application refusal, grant revocation or payment request refusal, depending on the particular status and stage of the grant. SEI 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 SEI.

This Application Form will be revised periodically. Call the Helpline 1850 734 734 or check the SEI website (www.sei.ie/greenerhomes) to ensure that you have the latest version.

PLEASE READ CAREFULLY THE APPLICATION GUIDE BEFORE COMPLETING THIS FORM.

Instruction for Completing the Application Form

The assistance of an installer will be required in completing the Application Form.
Please complete the Application Form in **BLOCK CAPITALS** with blue or black pen.
Please complete:

- Sections A.1 – A.4 (The Applicant)
- Section B.1 or B.2 or B.3 or B.4 depending on product selected (Technical Details – Proposed Installation)
- Section C (Application Declaration)
- Section D (Terms and Conditions)

Please ensure that you have fully read and accept the terms and conditions contained in section D. Please note that an **incomplete Application Form** may result in a delay in the processing and/or rejection of your application.

All the information requested in the application form is **mandatory** and failure to complete fully will result in the application being returned.

The completed Application Form should be returned to:

Greener Homes Scheme
Sustainable Energy Ireland
Glasnevin
Dublin 9

For further information regarding the Greener Homes Scheme (the "Scheme"):

Web	www.sei.ie/greenerhomes
E-mail	greenerhomes@sei.ie
Phone	1850 734 734

NOTE: Please ensure compliance with the following eligibility criteria when filling out your application form:

- **Grant eligibility commenced with the launch of Phase III of the Scheme on the 22nd July 2008. If any product procurement or work was initiated prior to this date then you are not eligible to apply for a grant. (Product Procurement includes any form of ordering, deposit and/or stage payment as well as product delivery. Work includes any installation relating to the Renewable Heating System being applied for under the Greener Homes Scheme).**
- **No purchase or work should be initiated before receiving a formal Letter of Offer from SEI.**
- **Once approved and a request for payment is made, confirmation of the above, including proof of purchase is a requirement for payment of the grant.**

Section A – The Applicant

Please complete shaded areas with BLOCK CAPITALS and tick boxes where appropriate

A.1 Application

For which technology are you applying: (tick one only):

- Biomass Gasification Solar Thermal Heat Pump

- This is my first application for this installation address

- I have applied before Please enter Previous Ref. Number

Only one grant will be provided per dwelling under Phase III of the Greener Homes Scheme. Where a dwelling had an installation funded under Phase I or Phase II, that dwelling will not be eligible for further grant aid under the Scheme. If you have already received or are in the process of receiving a grant under Phase I or Phase II please do not send in this application form as it will not be accepted.

A.2 Applicant Details

Name

Address

Phone

Mobile

E-mail

A.3 Bank details *

Bank Name

Bank Branch / Address

Bank Sort Code - -

Account Holders Name

Account Number

* We are unable to process EBS and Credit Union accounts at this time.

A.4 Installation Details

Installation Address, if different from above.

Address

Property Details: Only existing dwellings are supported.

- An existing dwelling has been occupied for a minimum of one year
- An existing dwelling has an existing heating system
- SEI's QA programme involves site visits at which time the stated age of the house can be verified
- The installing engineer is required to vouch for the age of the house at time of commissioning

Building Age (estimated years) years
(ESB Meter Point Reference Number – top right hand corner on ESB Bill)

Mid terrace Detached Apartment
 End terrace Semi-detached

Property Size:

Floor Area m²
No. of bedrooms

Fuel Displacement

Primary heating fuel:

- Oil Solid Fuel (Coal / Peat) Electricity
 Gas -LPG Gas - Natural

Total estimated system cost (incl. product purchase and installation)
(including VAT)

*Anticipated date of Installation Completion (dd/mm/yyyy) Cannot be less than 21 days from application submission

* Please allow a minimum of **TWENTY ONE DAYS** for processing of your application. Any purchase or installation should not be initiated before receiving a formal Letter of Offer from SEI.

Note: All the information above is **MANDATORY** and failure to complete will result in the return of the application.

B.4 Heat Pump – Proposed Installation

The assistance of an installer will be required in completing Section B.

Installer Details: Applicants must use Installers who have registered with SEI and that Installer must be registered at the time of application **and** at time of system commissioning.

Installer Name Installer ID

Note: Application **MUST INCLUDE** Installer ID found on the Registered List of Installers. Applications made without the SEI Installer ID will be returned to applicant as incomplete. See Scheme Application Guide and Registered Installer List.

Intended Purpose (tick one)

- Space Heating Only Hot Water Only Space and Hot Water

Product Details:

Registered Product - SEI Product ID

Product Manufacturer Product Make

Product Model Product Model Number

Supplier Design Heat Output (kW)

Rated Heat Output (kW) Estimated Electricity Input (kW)

Note: Application **MUST INCLUDE** the SEI Product ID found on the Registered Product List. Applications made without the SEI Product ID will be returned to applicant as incomplete. See Scheme Application Guide and Registered Product List.

Product / System Details:

Please tick **ONE** of the grant options below

- | | | |
|---|--------|-------------------------------------|
| Heat Pump - Horizontal Ground Collector | €2,500 | <input type="checkbox"/> |
| Heat Pump - Vertical Ground Collector | €3,500 | <input type="checkbox"/> |
| Heat Pump - Water (well) to Water | €2,500 | <input checked="" type="checkbox"/> |
| Heat Pump - Air Source | €2,000 | <input type="checkbox"/> |

Space heating distribution (where applicable)

- Under floor Radiators
 Air blowers Convectors

Section C – Terms and Conditions of the Scheme

1. The Application Guide, Application Form and Terms and Conditions are those published on the SEI website on the date of submitting the application. However, SEI may, if required by law 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 may apply to the application unless the applicant chooses to withdraw its application.
2. The applicant's agreement with SEI in the event of a Letter of Offer being signed will comprise the Terms and Conditions, the Application Guide (including its Appendices), the Applicant Declaration in the Application Form and the rest of the Application Form. The applicant shall comply with and agrees to be bound by the provisions of 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 Applicant Declaration in the Application Form;
 - c. the rest of the Application Guide less the Terms and Conditions of the Scheme; and
 - d. the rest of the Application Form less the Terms and Conditions of the Scheme and less the Applicant Declaration.
3. The applicant must ensure that he/she completes and submits, to the extent applicable, the latest version of the Application Form (see www.sei.ie/greenerhomes for the latest version)
4. The applicant must be the owner of an existing home, located in the Republic of Ireland, in respect of which the grant application is made (not applicable to mobile homes, caravans, houseboats or other temporary dwellings). Only existing dwellings are supported.
 - An existing dwelling has been occupied for a minimum of one year
 - An existing dwelling has an existing heating system
 - SEI's QA programme involves site visits at which time the stated age of the house can be verified
 - The installing engineer is required to vouch for the age of the house at time of commissioning
5. The applicant must install a new product identified in the product types and listed on the Registered Product List (see **Section 4** of the Application Guide).
6. The applicant must engage an installer listed on the Registered Installer List (see **Section 6** of the Application Guide).
7. Approval of the grant only becomes valid upon receipt by SEI of the issued Letter of Offer signed by the applicant indicating his/her acceptance.
8. The applicant must secure approval from SEI before assuming he/she will receive the grant. SEI reserves the right to reject/approve applications for grants under the Scheme
9. The applicant must ensure grant approval is received before proceeding with any product purchase or installation work;
10. The grant, once approved, is only payable in respect of the type of product and installer identified in the Application Form and referenced in the Letter of Offer.
11. The timing of payment to approved applicants is subject to the funding allocated to the Scheme / programme in a particular calendar year, in accordance with public financial procedures. Where all other conditions are met, payment will be made by SEI 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 are available. Deferred payments will receive priority, if and when those funds become available.
12. Should his/her property be selected as part of a sample inspection process, the applicant must make his/her home available for verification and/or technical inspection. The applicant consents to the results of such inspections being published by SEI and made available to the public in whatever media SEI may, at its discretion, choose. The applicant must also be prepared to participate in follow-up research (telephone or postal questionnaire) as may be commissioned by

- SEI to establish the Scheme's impacts and achievements. The applicant acknowledges that SEI will have to provide certain contact details to third party contractors in relation to these matters.
13. The applicant must obtain all necessary consents, permissions and statutory approvals and have authority to install the technology in his/her home.
 14. SEI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any dispute, claim or cause of action arising out of, or in relation to, any product (or its suitability), equipment (or its suitability), work, system, service, specification, standard, installation or the qualification or performance of the installer in respect of which grant approval or payment was given by SEI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEI, or any of its agents or servants, in respect of the cost, quality, efficiency and/or benefit of any work, equipment, product, service or installation provided under the Scheme. The fact of registration on the Registered Product List or the Registered Installer List for the Scheme does not infer any warranty or endorsement of that product or installer by SEI.
 15. The information provided herein and on SEI's website is provided solely for the purpose of providing assistance to the public, and is not intended to warrant or guarantee the quality of the product and/or the installation chosen by the grant applicant.
 16. In the event of any breach of these Terms and Conditions of the Scheme or the other documents referred to in section 2 above by the applicant and where the applicant has received payment pursuant to the Scheme, SEI shall, amongst its remedies against the applicant, be entitled to demand the complete repayment of the grant payment and the applicant agrees to comply with any such demand within one month of the date of the letter from SEI containing such demand.
 17. The applicant shall follow the SEI complaints procedure in relation to any disputes between the applicant and SEI concerning any matter in connection with the Scheme.

Section D - Applicant Declaration

- Grant approval, indicated through a letter of offer, must be in place before any product is purchased or installation work commenced. If any purchase has been made or works commenced prior to the date of this application then I acknowledge and confirm that this application will be ineligible for support. I confirm that no such purchases or works have occurred prior to the date set out below. Verification checks form part of the Scheme's inspection regime and these will be undertaken in a number of homes. Installers are required to confirm details, including date of installations with a penalty of removal from the List of Registered Installers for invalid declarations.
- I agree and consent to SEI, as data controller, and its agents, storing the information which I provide to SEI on its database. SEI agrees and hereby notifies you that SEI and its agents shall only process personal data about you in accordance with the Data Protection Acts 1988 and 2003. I agree and consent to personal data which I provide being used by SEI or its agents for grant approval and payment purposes and to facilitate the administration of the grant process and the Scheme and for the purposes of liaising with installers and where appropriate inspectors and researchers. This may require my personal data being supplied to and discussed with any other persons or organisations helping to assess and monitor this application including without limitation, SEI's professional advisers and any inspectors and researchers which SEI might engage. These persons will be required to comply with the Data Protection Acts 1988 and 2003. I understand that I may request SEI to grant me access to my personal data which SEI holds.
- I also understand that all of the data collected in the administration of the Scheme will be aggregated by SEI as a means of analysing the overall Scheme effectiveness e.g. in terms of cumulative achievements, market trends, and/or environmental impacts. I understand that the disclosure of this aggregated data will not involve the release of any personal data. My signature on this Application Form is treated as confirmation that SEI and its agents may use the data which I have supplied for the aforementioned purposes.

I have read in full and agree with the Application Form and the Scheme Application Guide including its appendices.

I confirm that the dwelling for which I am applying is an existing dwelling as per the terms and conditions of the Scheme (see point 4).

I have read and agree with the terms and conditions of the Scheme which are set out in section C of this Application Form and also in section 11 of the Application Guide. I certify that the information entered on this Application Form is true, accurate and complete in all respects.

Applicant's Name:
(BLOCK CAPITALS PLEASE)

Applicant's Signature:

Date:

SEI may wish to use the information relating to your particular installation for the purposes of a case study, publicity, promotional materials (print and / or web).

Please tick below if you are happy to allow your project details be utilised for these purposes.

The completed Application Form should be returned to:

**Greener Homes Scheme
Sustainable Energy Ireland
Glasnevin
Dublin 9**