



Non-Domestic Microgen Scheme Application Guide

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Rialtas na hÉireann
Government of Ireland

IMPORTANT NOTICES

- It is the responsibility of each applicant applying to the Non-Domestic Microgen Scheme to ensure that they have read, and fully understand, this Application Guide (including importantly the Terms and Conditions of the programme as set out in Section 12) and the Application Form before submitting a signed Application Form. Failure to fully adhere to the provisions of this Application Guide and the Application Form may result in application refusal, grant revocation, payment request refusal or grant claw back, depending on the status and stage of the grant (the 'Grant')
- Applicants may be selected as part of a sample verification and/or technical inspection process to ensure that grant aided works have been carried out and to the required specification. Where selected, applicants are required to grant access to their business, agricultural, public body, or non-profit sector premises for inspection within a specified period, failure of which may lead to grant refusal or grant clawback.
- SEAI 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 SEAI.
- This Application Guide will be revised periodically. Check the SEAI website or call our contact centre to ensure that you have the latest version.

Glossary

“Applicant” means the owner of the business, agricultural, public body, or non-profit sector and applicant for grant.

“Company” means the company offering services who is required to be registered for the Scheme on the SEAI Non-Domestic Microgen List of Registered Companies. The Registered Company is the contractor that has a contract with the Applicant to complete the installation.

“Installer” means person who is registered for the Scheme on the SEAI Non-Domestic Microgen List of Registered Installers and signs the “Declaration of Works”.

The “Declaration of Works” or “DOW” means the document which the registered installer signs to declare that the installation meets the scheme’s requirements.

“Grant” means the funds eligible for payment under the scheme.

“Scheme” means the Non-Domestic Microgen Scheme.

“Code of Practice” means the document describing the installation requirements for eligible technologies under the Scheme.

Document Revisions

Version	Date	Changes to previous version
1.2	03 rd July 2023	Increase of Solar PV System Size to 1000kWp
1.3	01 st Aug 2023	Removal of De Minimis references/requirements to the Ts&Cs
1.4	04 th Dec 2023	Removal of Credit Union Reference

1 About the Scheme

The SEAI Non-Domestic Microgen Scheme is funded under the Microgeneration Support Scheme, a government funded support Scheme introduced to provide a range of supports to assist the business, agricultural, public body, or non-profit sector to develop renewable generation for self-consumption. The Scheme provides a grant towards the design, purchase and installation of a solar photovoltaic (PV) system for a non-domestic building.

This grant takes the form of a once-off payment based on the installation of a solar PV system (including metering etc.) that meet the requirements of the Scheme.

Applicants will be eligible for support once per MPRN.

Applicants are required to have received a grant offer from SEAI before proceeding with any works.

2 Grants Available:

Grants are available to eligible Applicants for undertaking the following works, in accordance with the requirements of the Code of Practice as published on the SEAI website.

The support levels are as follows:

Solar PV Installations:

0 - 2kWp solar PV systems - €900 per kWp installed

2.1 – 4kWp solar PV systems - €300 per kWp installed

4kWp = €2,400

5kWp = €2,400

6kWp = €2,400

7kWp - 20kWp = €300/kWp installed

21kWp – 200kWp = €200/kWp installed

201kWp – 1000kWp (1MWp) = €150/kWp installed.

>1000kWp (1MWp) = no additional support is available, but the maximum support of €162,600 is available for the first 1000kWp of these installations

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The table below indicates sample system sizes and associated grant values based on the cumulative amounts on the above rate bands:

Example Solar PV System Size	Grant Value
7kWp	€2,700
15kWp	€5,100
20kWp	€6,600
30kWp	€8,600
50kWp	€12,600
100kWp	€22,600
200kWp	€42,600
300kWp	€57,600
400kWp	€72,600
500kWp	€87,600
1000kWp	€162,600 (Max Grant Value)

2.1 Solar PV Systems

Solar photovoltaic systems (Solar PV Systems) are solar panels which generate electricity, such as silicon or thin film panels. The energy they generate can be used to power electrical devices in your premises. It is important that the system is sized for self-consumption of the energy within the applicant's premises as per the Code of Practice. Eligible systems are considered as:

Solar PV Systems: up to a maximum system size of 1000kWp (1MWp)

2.3 Requirements for Grants

All systems installed must comply with the requirements set out in the Code of Practice as published on the SEAI website and the Declaration of Works must be completed and signed off by a Non-Domestic Microgen Scheme Registered Company/Installer.

The maximum grants levels are outlined in section 2 above. Where the level of expenditure is below the maximum grant value, only the actual expenditure will be reimbursed.

Applicants are not required to have an existing Building Energy Rating (BER) certificate or complete one for their premises after the supported works have been completed and signed off.

In the instance where a Company or Installer is completing works within their own premises then only the cost of materials will be deemed qualifying expenditure. Labour costs in this instance are not eligible for grant support.

The Applicant must first apply for and receive grant approval and will then have 8 months to complete the works and submit the Declaration of Works and required documentation. Submission of majority of documentation is generally dealt with by the associated Company responsible for the works.

Grants may only be claimed after the measures are fully completed and the Company has been paid by or has entered into a financing agreement with the Applicant.

3 Access to Data

The Applicant may be requested to participate in research as may be commissioned by SEAI to establish the Scheme's impacts and achievements. This involves the acquisition and recording (locally or remotely) of meter data for the solar PV system and electricity use in the premises. This will be used to understand the Scheme impact, non-domestic building interaction and energy use and for the development of case studies for wider dissemination (protecting as appropriate all personal data, confidential or commercially sensitive information).

Data collected during this Scheme will be used for evaluation of the Scheme by SEAI and its agents. Aggregated data may be made available to participating host sites and to third parties for analysis subject however no personal data of Applicants will be included in this data and it will not affect your privacy rights.

4 Who is eligible for the Scheme?

Support is available to all business, agricultural, public body, or non-profit sector. The premises must have been built and occupied on or before 31st Dec 2020.

To be eligible to apply to the Non-Domestic Microgen Scheme, the following criteria must be met:

- Grant approval from SEAI must be in place before any purchase of materials or commencement of measures undertaken.
- The grant offer, once accepted by the Applicant, remains valid for eight months from the date of issue of grant offer notification.
- Applicants are required to submit an ESB Networks NC5, or NC6, or NC7, or NC8 (in line with the requirements of ESB Networks) form for the application for a connection to the electricity distribution system for a generator. Please contact ESB Networks for guidance.
- The installation must be for self-consumption sites with electricity demand, i.e. the support is not for grid connected renewable electricity for export only.
- Applicants must use a Company who are active on the SEAI Solar PV List of Registered Companies and who in turn use an Installer who is active on the SEAI Non-Domestic Microgen List of Registered Installers at the time of works.
- The electrical works must be completed by a Safe Electric Ireland registered electrician.
- The Declaration of works must be signed by a registered installer on the SEAI Solar PV List of Registered Installers.
- The Scheme supports the installation of newly fitted materials and new products that cannot have been incentivised previously in the applicant's premises under any other grant Scheme (including grant schemes from other agencies and departments than SEAI).
- The system must meet the requirements defined in the Non-Domestic Microgen Scheme Code of Practice.

- Qualifying expenditure includes materials and labour, except in the instance where a Company/Installer is completing works within their own premises in which case only the cost of materials will be deemed qualifying expenditure.

5 Registered Company

All works must be completed by a registered Company and their associated Installer listed on the SEAI Non-Domestic Microgen List of Registered Companies/Installers available on the SEAI website.

Companies are registered by SEAI based on a commitment to:

- Installing the works in accordance with the relevant Standards.
- Adherence to the Non-Domestic Microgen Scheme Code of Practice (COP) for Installers
- Adherence to the Quality Assurance and Development Programme (QADP) for Solar PV Registered Companies & Registered Installers.
- Demonstrated tax compliance and sufficiency of insurance cover, including Professional Indemnity (PI) cover.
- Use of a standard contract with the Applicant for all works.
- Competency to install, test and commission the works

SEAI requires Companies and Installers to carry the relevant insurance policies provided by the insurance sector, to specified minimum cover levels. SEAI does not however prescribe the specific terms and conditions of those insurance policies.

A company who appears on the SEAI Solar PV List of Registered Companies/Installers does not infer any warranty or endorsement of that company by SEAI. SEAI 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, material, system, or installation in respect of which grant approval was given by SEAI.

6 Planning Permission

The installation of certain solar PV systems on non-domestic properties is exempt from planning permission under the Planning and Development (Amendment) Regulations 2008. (Updated Planning and Development Act 2000 (Exempted Development) (No. 3) Regulations 2022) and the Planning and Development (Solar Safeguarding Zone) Regulations 2022, subject to certain conditions. The Department of Housing Local Government and Heritage have revised these exemptions with effect from the 07th of October 2022 to further extend their scope in terms of allowable size of systems and types of buildings included. Where direct details are not provided in relation to the building type please refer to your local planning office for guidance. Please note outline below are for information only and it is the responsibility of the Applicant to ensure any installation is line with the local planning requirement of their local county council.

Note that **it is the applicant's sole responsibility to apply for and obtain the relevant planning permission**. SEAI has no role in validation of planning requirements for your property. Failure to obtain appropriate planning permission may result in action from the relevant planning authority.

The current exemption conditions are as follows:

Business or Light Industrial

The placing or erection on a roof of a business premises or light industrial building, or within the curtilage of a business premises or light industrial building, or on a roof of any ancillary buildings within the curtilage of a business premises or light industrial building of a solar photo-voltaic and/or solar thermal collector installation.

1. Where such development is located within a solar safeguarding zone, the total aperture area of any solar photo-voltaic and/or solar thermal collector panels, taken together with any other such panels previously placed on a roof, shall not exceed 300 square metres.
2. Where such development is located within a solar safeguarding zone, the planning authority for the area shall be notified in writing no later than 4 weeks after the commencement of such development and such notification shall include details regarding the location and scale of the development.
3. The distance between the plane of the roof and the solar photo-voltaic or solar thermal collector panels shall not exceed: a. for a business premises, 1.2 metres in the case of a flat roof or 15cm in any other case. b. for a light industrial building, 2 metres in the case of a flat roof or 50cm in any other case.
4. The solar photo-voltaic or solar thermal collector panels shall be a minimum of 2 metres in the case of a flat roof or 50cm in any other case from the edge of the roof on which it is mounted.
5. Development shall not be exempted development where the highest part of the solar photo-voltaic or solar thermal collector installation exceeds the highest part of any roof that is not a flat roof (excluding any chimney).
6. Any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels shall not be placed or erected on a wall or any roof that is not a flat roof.
7. The height of any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels on a flat roof shall not exceed 1.6 metres above roof level.
8. Any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels on a flat roof shall be a minimum of 2 metres from the edge of the roof on which it is mounted.
9. Any free-standing solar photo-voltaic or solar thermal collector installation shall not be placed or erected forward of the front wall of the business premises or light industrial building.
10. The total aperture area of any free-standing solar photo-voltaic and solar thermal collector panels taken together with any other such existing freestanding panels shall not exceed 75 square metres.
11. The height of any free-standing solar photovoltaic or solar thermal collector installation shall not exceed 2.5 metres at its highest point above ground level.
12. The placing or erection of a solar photovoltaic or solar thermal collector installation on any wall shall not be exempted development.
13. The placing or erection of any freestanding solar photo- voltaic or solar thermal collector installation within an Architectural Conservation Area shall only be exempted development if those works would not materially affect the character of the area.

14. No sign, advertisement or object not required for the functioning or safety of the solar photo-voltaic or solar thermal collector installation shall be attached to or exhibited on such installation.

15. Development under this Class shall only be exempted development where the solar photovoltaic or solar thermal collector installation is primarily used for the provision of electricity or heating for use within the curtilage of the business premises or light industrial building, and shall not be considered a change of use for the purposes of the Act.

16. Development under this Class which causes hazardous glint and/or glare shall not be exempted development and any solar photovoltaic or solar thermal collector panels which are causing hazardous glint and/or glare shall either be removed or be covered until such time as a mitigation plan to address the hazardous glint and/or glare is agreed and implemented to the satisfaction of the Planning Authority.

Industrial

The placing or erection on a roof or wall of an industrial building, or within the curtilage of an industrial building, or on a roof or wall of any ancillary buildings within the curtilage of an industrial building of a solar photovoltaic and/or a solar thermal collector installation.

1. Where such development is located within a solar safeguarding zone, the total aperture area of any solar photo-voltaic and/or solar thermal collector panels, taken together with any other such panels previously placed on a roof, shall not exceed 300 square metres.

2. Where such development is located within a solar safeguarding zone, the planning authority for the area shall be notified in writing no later than 4 weeks after the commencement of such development and such notification shall include details regarding the location and scale of the development.

3. The distance between the plane of the roof and the solar photo-voltaic or solar thermal collector panels shall not exceed 2 metres in the case of a flat roof or 1.2 metres in any other case.

4. The solar photo-voltaic or solar thermal collector panels shall be a minimum of 2 metres in the case of a flat roof or 50cm in any other case from the edge of the roof on which it is mounted.

5. Development shall not be exempted development where the highest part of the solar photo-voltaic or solar thermal collector installation exceeds the highest part of any roof that is not a flat roof (excluding any chimney).

6. Any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels shall not be placed or erected on a wall or any roof that is not a flat roof.

7. The height of any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels on a flat roof shall not exceed 1.6 metres above roof level.

8. Any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels on a flat roof shall be a minimum of 2 metres from the edge of the roof on which it is mounted.

9. The total aperture area of any wall mounted solar photo-voltaic and solar thermal collector panels taken together with any other such existing wall mounted panels shall not exceed 75 square metres.

10. The distance between the plane of the wall and the solar photo-voltaic or solar thermal collector panels shall not exceed 15cm.

11. The solar photovoltaic or solar thermal collector panels shall be a minimum of 50cm from the edge of the wall on which it is mounted.
12. Any free-standing solar photo-voltaic or solar thermal collector installation shall not be placed or erected forward of the front wall of the industrial building.
13. The total aperture area of any free-standing solar photo-voltaic and solar thermal collector panels taken together with any other such existing freestanding panels shall not exceed 75 square metres.
14. The height of any free-standing solar photovoltaic or solar thermal collector installation shall not exceed 2.5 metres at its highest point above ground level.
15. The placing or erection of any freestanding solar photovoltaic or solar thermal collector installation within an Architectural Conservation Area shall only be exempted development if those works would not materially affect the character of the area.
16. No sign, advertisement or object not required for the functioning or safety of the solar photo-voltaic or solar thermal collector installation shall be attached to or exhibited on such installation.
17. Development under this Class shall only be exempted development where the solar photovoltaic or solar thermal collector installation is primarily used for the provision of electricity or heating for use within the curtilage of the industrial building and shall not be considered a change of use for the purposes of the Act.
18. Development under this Class which causes hazardous glint and/or glare shall not be exempted development and any solar photovoltaic or solar thermal collector panels which are causing hazardous glint and/or glare shall either be removed or be covered until such time as a mitigation plan to address the hazardous glint and/or glare is agreed and implemented to the satisfaction of the Planning Authority.

Apartments

The placing or erection on a roof of a building **comprising apartments**, or on a roof of any ancillary buildings within the curtilage of a building comprising apartments of a solar photo-voltaic and/or solar thermal collector installation.

1. Where such development is located within a solar safeguarding zone, the total aperture area of any solar photo-voltaic and/or solar thermal collector panels, taken together with any other such panels previously placed on a roof, shall not exceed 300 square metres.
2. Where such development is located within a solar safeguarding zone, the planning authority for the area shall be notified in writing no later than 4 weeks after the commencement of such development and such notification shall include details regarding the location and scale of the development.
3. The distance between the plane of the roof and the solar photo-voltaic or solar thermal collector panels shall not exceed 1.2 metres in the case of a flat roof or 15cm in any other case.
4. The solar photo-voltaic or solar thermal collector panels shall be a minimum of 2 metres in the case of a flat roof or 50cm in any other case from the edge of the roof on which it is mounted.

5. Any ancillary equipment associated with solar photovoltaic or solar thermal collector panels shall not be placed or erected on a wall or any roof that is not a flat roof.
6. The height of any ancillary equipment associated with solar photovoltaic or solar thermal collector panels on a flat roof shall not exceed 1.6 metres above roof level.
7. Any ancillary equipment associated with solar photovoltaic or solar thermal collector panels on a flat roof shall be a minimum of 2 metres from the edge of the roof on which it is mounted.
8. The placing or erection of a solar photo-voltaic or solar thermal collector installation on any wall or the placing of any freestanding solar photovoltaic or solar thermal collector installation shall not be exempted development.
9. No sign, advertisement or object not required for the functioning or safety of the solar photo-voltaic or solar thermal collector installation shall be attached to or exhibited on such installation.
10. Development under this Class shall only be exempted development where the solar photovoltaic or solar thermal collector installation is primarily used for the provision of electricity or heating for use within the curtilage of the building comprising apartments and shall not be considered a change of use for the purposes of the Act.
11. Development under this Class which causes hazardous glint and/or glare shall not be exempted development and any solar photo-voltaic or solar thermal collector panels which are causing hazardous glint and/or glare shall either be removed or be covered until such time as a mitigation plan to address the hazardous glint and/or glare is agreed and implemented to the satisfaction of the Planning Authority.

The placing or erection on a roof, or within the curtilage, or on a roof of any ancillary buildings within the curtilage, of the following buildings or sites of a solar photovoltaic and/or solar thermal collector installation: **(i) an educational building, (ii) health centre or hospital, (iii) recreational or sports facility, (iv) place of worship, (v) community facility or centre, (vi) library.**

1. Where such development is located within a solar safeguarding zone, the total aperture area of any solar photo-voltaic and/or solar thermal collector panels, taken together with any other such panels previously placed on a roof, shall not exceed 300 square metres.
2. Where such development is located within a solar safeguarding zone, the planning authority for the area shall be notified in writing no later than 4 weeks after the commencement of such development and such notification shall include details regarding the location and scale of the development.
3. The distance between the plane of the roof and the solar photo-voltaic or solar thermal collector panels shall not exceed 1.2 metres in the case of a flat roof or 15cm in any other case.
4. The solar photovoltaic or solar thermal collector panels shall be a minimum of 2 metres in the case of a flat roof or 50cm in any other case from the edge of the roof on which it is mounted.
5. Any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels shall not be placed or erected on a wall or any roof that is not a flat roof.

6. The height of any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels on a flat roof shall not exceed 1.6 metres above roof level.
7. Any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels on a flat roof shall be a minimum of 2 metres from the edge of the roof on which it is mounted.
8. Any free-standing solar photo-voltaic or solar thermal collector installation shall not be placed or erected forward of the front wall of the building or site.
9. The total aperture area of any freestanding solar photovoltaic and solar thermal collector panels taken together with any other such existing freestanding panels shall not exceed 75 square metres.
10. The height of any free-standing solar photo-voltaic or solar thermal collector installation shall not exceed 2.5 metres at its highest point above ground level.
11. The placing or erection of a solar photo-voltaic or solar thermal collector installation on any wall shall not be exempted development.
12. The placing or erection of any freestanding solar photovoltaic or solar thermal collector installation within an Architectural Conservation Area shall only be exempted development if those works would not materially affect the character of the area.
13. No sign, advertisement or object not required for the functioning or safety of the solar photo-voltaic or solar thermal collector installation shall be attached to or exhibited on such installation.
14. Development under this Class shall only be exempted development where the solar photovoltaic or solar thermal collector installation is primarily used for the provision of electricity or heating for use within the curtilage of the building or site and shall not be considered a change of use for the purposes of the Act.
15. Development under this Class which causes hazardous glint and/or glare shall not be exempted development and any solar photovoltaic or solar thermal collector panels which are causing hazardous glint and/or glare shall either be removed or be covered until such time as a mitigation plan to address the hazardous glint and/or glare is agreed and implemented to the satisfaction of the Planning Authority.

Agricultural Holding

The placing or erection on a roof or wall of an agricultural structure, or within the curtilage of an agricultural holding, or on a roof or wall of any ancillary buildings within the curtilage of an agricultural holding of a solar photovoltaic and/or solar thermal collector installation.

1. Where such development is located within a solar safeguarding zone, the total aperture area of any solar photo-voltaic and/or solar thermal collector panels, taken together with any other such panels previously placed on a roof, shall not exceed 300 square metres.
2. Where such development is located within a solar safeguarding zone, the planning authority for the area shall be notified in writing no later than 4 weeks after the commencement of such development and such notification shall include details regarding the location and scale of the development.
3. The distance between the plane of the roof and the solar photo-voltaic or solar thermal collector panels shall not exceed 1.2 metres in the case of a flat roof or 15cm in any other case.

4. The solar photo-voltaic or solar thermal collector panels shall be a minimum of 2 metres in the case of a flat roof or 50cm in any other case from the edge of the roof on which it is mounted.
5. Development shall not be exempted development where the highest part of the solar photo-voltaic or solar thermal collector installation exceeds the highest part of any roof that is not a flat roof (excluding any chimney).
6. Any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels shall not be placed or erected on a wall or any roof that is not a flat roof.
7. The height of any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels on a flat roof shall not exceed 1.6 metres above roof level.
8. Any ancillary equipment associated with solar photo-voltaic or solar thermal collector panels on a flat roof shall be a minimum of 2 metres from the edge of the roof on which it is mounted.
9. The total aperture area of any wall mounted solar photo-voltaic and solar thermal collector panels taken together with any other such existing wall mounted panels shall not exceed 75 square metres.
10. The distance between the plane of the wall and the solar photo-voltaic or solar thermal collector panels shall not exceed 15cm.
11. The solar photovoltaic or solar thermal collector panels shall be a minimum of 50cm from the edge of the wall on which it is mounted.
12. Any free-standing solar photo-voltaic or solar thermal collector installation shall not be placed or erected forward of the front wall of the nearest agricultural structure, within the curtilage of the agricultural holding, to a public road.
13. The total aperture area of any free-standing solar photo-voltaic and solar thermal collector panels taken together with any other such existing freestanding panels shall not exceed 75 square metres.
14. The height of any freestanding solar photovoltaic or solar thermal collector installation shall not exceed 2.5 metres at its highest point above ground level.
15. The placing or erection of any free-standing solar photo-voltaic or solar thermal collector installation within an Architectural Conservation Area shall only be exempted development if those works would not materially affect the character of the area.
16. No sign, advertisement or object not required for the functioning or safety of the solar photo-voltaic or solar thermal collector installation shall be attached to or exhibited on such installation.
17. Development under this Class shall only be exempted development where the solar photovoltaic or solar thermal collector installation is primarily used for the provision of electricity or heating for use within the curtilage of the agricultural holding and shall not be considered a change of use for the purposes of the Act.
18. Development under this Class which causes hazardous glint and/or glare shall not be exempted development and any solar photovoltaic or solar thermal collector panels which are causing hazardous glint and/or glare shall either be removed or be covered until such time as a mitigation plan to address the hazardous glint and/or glare is agreed and implemented to the satisfaction of the Planning Authority.

7 Application process

Agree a formal contract with your chosen Company - this is an explicit requirement for Companies. It is there for the purpose of documenting the agreement between the parties, consumer and contractor protection and may help avoid disputes which might otherwise arise.

Before applying have the following information available to hand:

1. MPRN - the Meter Point Reference Number. This number appears on your electricity bill and is 11 digits long. The address and Eircode associated with the MPRN will be the contact address used by SEAI for all postal correspondence. You should ensure that the details registered with ESB networks for this MPRN are correct and accurate.
2. The year in which the building was built and occupied (must be prior to 2021).
3. Selected Registered Company.
4. Details of system to be installed.
5. For an online application you will need an email address.
6. Business or any other relevant unique identifier

Complete an online application through the SEAI Claims Portal, for full details please see SEAI website.

7.1 Getting the works done

Only proceed with the installation **after** you have received grant approval:

Organise for the works to be carried out and fully completed.

Pay the Company in full, or enter into a financing agreement, for measures completed and ensure the Installer signs the **Declaration of Works** form.

Once your solar PV system has been installed (after grant approval date), commissioned and all required documents have been submitted. Your installer will complete a **Declaration of Works** form which describes the works completed and contains the information needed to support the grant payment processing.

The following is needed to request payment of your grant and your company will upload this information to the SEAI Scheme portal for SEAI to review:

1. Declaration of Works
2. Test and Commissioning Certificate.
3. Safe Electric (RECI) copy of Certificate.
4. Completed ESB Networks NC5, or NC6, or NC7, or NC8 Form
5. Invoice describing works completed²
6. Photographs of the installation as described in the Declaration of Works Form
7. Your application will be then reviewed for payment.

SEAI will verify your installation meets the Scheme requirements through the information you submit online. If information is incomplete or missing, then your payment request may be rejected.

² SEAI may, at its discretion, seek additional records to validate the payment including a record of the payment on bank statements, and a statement of receipt of payment from the installation company.

Once all criteria are met, payment will be made by electronic funds transfer (EFT) into the bank account you submit online. Please ensure that the account you provide is compatible to accept EFTs. If you are unsure, please check with your bank.

Please note incomplete or missing forms will result in your grant claim being rejected. This in turn may result in a delay in your grant claim.

8 Applicant Records

During the upgrade works you may receive various documents from your Company. It is very important that these documents are kept in a safe place and are available for audit or inspection by SEAI.

The information that you will receive may include some of the following:

- Test and Commissioning Certificate
- Safe Electric (RECI) copy of Certificate 3
- Completed ESB Networks NC5, or NC6, or NC7, or NC8 Form
- Invoice describing works completed.
- Photographs of the installation
- Datasheets for Solar PV Modules, Inverters and Mounting System
- Warranties for Solar PV Modules, Inverters and Mounting System
- Operation & Maintenance (O&M) Manual for new system

This information may also be useful if the building is sold in the future or if you encounter a problem with any of the work. SEAI recommends that you keep all this information together in a safe place for future reference.

9 Business Insurance

While verified appropriate insurance for works are a requirement for company and installer registration, it is recommended that the Applicant advise their own business/building insurance companies of the planned works before they commence.

10 Contract for Works

It is a requirement of registration that all Companies have a written contract with the Applicant for all works. Applicants are therefore required to comply with this requirement and ensure that there is a contract in place between the Applicant and the Company, which will ensure appropriate levels of consumer protection.

SEAI have made a model contract available on our website to help in this process. In instances where a Company refuses to comply with this requirement then Applicant is urged not to proceed with this company and to notify SEAI accordingly at (01) 808 2004.

11 Audits and Inspections

All installations may be subject to desktop audit and inspections by SEAI to verify that they match the grant claim, meet the requirements of the Scheme or for quality purposes. Properties may be selected by a random sampling process or may be selected for specific reasons and Applicants will be notified by SEAI prior to such inspections.

It is important to note that, under the Terms and Conditions of the grant (See Clauses 18-21 in the Terms and Conditions below). Applicants must grant access to their premises for inspection within 14 days of initial request save in exceptional circumstances demonstrated to the satisfaction of the inspector and SEAI. Failure to allow access to the premises for inspection may lead to grant refusal or grant repayment to SEAI.

Inspections will precede payment of the grant and we will need to verify that the works are installed to the Scheme requirements. SEAI also reserves the right to carry out post-payment inspections for verification purposes and to support Scheme development.

In instances where the Applicant is not the building owner, they shall be solely responsible for gaining any required approvals and access to areas both within and outside their own demise as well as any required attendance by a Landlord representative for security and guidance purposes. The applicant shall also be responsible for requesting any potential information requirements of the Landlord regarding those attending site on behalf of the SEAI inspection unit. Any such request shall be issued at least 5 days before any potential deadline to provide same. Lack of cooperation from a Landlord shall not be accepted as a valid reason for non-compliance with an inspection request and the implications of same as outlined shall still apply.

The inspections process is used to inform ongoing development and delivery of quality installations for the Applicant.

12 Terms and Conditions

The Non-Domestic Microgen Scheme (the “Scheme”), which operates under the Microgeneration Support Scheme, is funded by the Government of Ireland through SEAI. The funding for the Scheme is limited and all applications are subject to the following conditions:

1. The Application Guide, Application Form and Terms and Conditions are those published on the SEAI website on the date of submission of the application. However, SEAI may, if required by law or otherwise 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 (as published on the SEAI website) will apply to the application unless the Applicant chooses to withdraw its application or withdraw from the contract. The Applicant must monitor SEAI’s website in order to learn of any such changes to the Terms and Conditions.
2. The Applicant’s agreement with SEAI in the event of a Grant Offer being approved will comprise the Terms and Conditions, the Application Guide (including its Appendices), and the rest of the Application Form. The Applicant, having accepted the Grant Offer and communicated their acceptance of it to SEAI, shall comply with and agree to be bound by the provisions of the Terms and Conditions of the Scheme and 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 rest of the Application Guide less the Terms and Conditions of the Scheme.
 - c. If you receive grants, subsidies or similar type payments from a government department or public authority of more than €10,000 during a calendar year, you will need a Tax Clearance Certificate. The Grantee shall ensure during the term of this Grant Agreement and until all Grant sums are paid, possess an up-to-date tax clearance from the Irish Revenue Commissioners which is verifiable on the Revenue Online System.
3. Any installation or expenditure incurred prior to the Scheme opening will be deemed ineligible.
4. Applications will generally only be received on the SEAI website. Applications must be submitted by private individuals. Neither a Company nor an Assessor may apply on your behalf.
5. Only one Solar PV system will be supported per MPRN (Meter Point Reference Number).
6. Any installation that previously received SEAI support for a solar PV system under another Scheme is not eligible for grant support under the Microgeneration Support Scheme (e.g., Better Energy Communities, Domestic Solar PV, EXEED (Excellence in Energy Efficiency Design), Micro-generation Trial). The Applicant vouches that the measures applied for have not already been supported by other government Schemes.
7. An applicant may not cumulate aid across this Scheme and any other grant aid schemes from any Irish Government or State Agency source.
8. The premises was built before 1 January 2021 and located in the Republic of Ireland.
9. Applicants must ensure that they accept their Grant Offer and the attaching terms and conditions. A grant is accepted by:
 - a. Online: Receipt is acknowledged when submitting the application.
 - b. Offline: The Grant Offer including the Acceptance of Offer form will be issued to your postal address. The Acceptance of Offer form needs to be signed by the Applicant and returned in accordance with the timelines prescribed by SEAI. If you do not return your Acceptance of Offer form within these timelines, your Grant Offer will lapse, and you will need to reapply.
10. The Applicant must secure approval from SEAI before assuming he/she will receive the Grant. SEAI reserves the right to reject/approve applications for Grants under the Scheme.

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11. The Applicant must ensure Grant approval is received before proceeding with any product purchase or installation work. Costs incurred prior to Grant approval are ineligible and may result in the entire Grant being withdrawn.
12. The Grant, once approved, is only payable in respect of the type of measures identified in the Application and referenced in the Grant Offer.
13. Once the Applicant has received Grant approval, they will have 8 months to complete the works and submit the declaration of works.
14. The Applicant may be requested to participate in follow-up research as may be commissioned by SEAI to establish the Scheme's impacts and achievements. This will also include the acquisition of information and data for the development of case studies for wider dissemination (protecting as appropriate all personal data, confidential or commercially sensitive information).
15. The solar PV system, battery energy storage system and meter point data may be used by SEAI or its agents to assess the impact of micro-generation on the local electricity system and the development of future methods. SEAI may assess this data directly or share aggregated data with third parties for analysis purposes.
16. Applications should be made through our website www.seai.ie along with all applicable support documents as outlined. In exceptional circumstances, SEAI may accept an application by post.
17. Payments are only made by electronic fund transfer into the bank account nominated by the applicant on the application.
18. The timing of fulfilment of the Grant to approved Applicants is subject to the funding allocated by government to the Scheme in a particular calendar year, in accordance with public financial procedures. Where all other conditions are met, payment will be made 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 may become available. Deferred payments will receive priority, if and when those funds become available.
19. SEAI and its` agents reserve the right to conduct desktop audits on and visits to properties in receipt of a Non-Domestic Microgen Scheme Grant to satisfy itself that the installation has been completed in line with relevant standards, Non-Domestic Microgen Scheme Code of Practice for Installers and these Terms and Conditions, either prior to making a payment in respect of any claim or following a payment in respect of any claim. Failure to accommodate such desktop audits and visits may result in revocation of the Grant or repayment of the Grant.
20. Should the applicant's premises be selected as part of a sample inspection process, the applicant must grant full access to the premises for verification and/or technical inspection within 14 days of request for access, save in exceptional circumstances demonstrated to the satisfaction of the inspector. Failure to satisfy this full access requirement will be considered a breach of these Terms and Conditions (see Clause 32 below). The applicant may also be requested to participate in follow-up research (by telephone call, SMS survey, email, or postal questionnaire) as may be commissioned by SEAI or its agents in relation to the inspection process. The applicant acknowledges that SEAI will have to provide certain contact details to third party contractors in relation to these matters and the applicant hereby consents to SEAI making these disclosures.
21. The Applicant must facilitate any reasonable request made by SEAI agents requiring the Company to return to the premises to make good any works deemed not to meet the standards of the Scheme.
22. The Applicant must engage a Company listed on the list of NDMG Solar PV Registered Companies to carry out the supported measure. The Company must be active on the SEAI list of NDMG Solar PV Registered Companies/Installers at the time of application and when works are being carried out.

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23. Installations must meet all relevant regulations and meet the Code of Practice for the Non-Domestic Microgen Scheme.
24. All electrical work must be undertaken by a fully qualified and authorised electrician registered with Safe Electric Ireland.
25. Applicants must ensure that all electrical work complies with National Rules on Electrical Installation. A Safe Electric Ireland Certificate Number 3 will be required to evidence this compliance.
26. SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation or the qualification or performance of the Company in respect of which a Grant Offer has issued, or Grant approval or payment was given by SEAI. No undertaking, guarantee, assurance, or other warranty, express or implied, is given by SEAI, or any of its agents or servants, in respect of the cost, quality, efficiency and /or benefit of any work, equipment, materials, product, service or installation provided under the Scheme.
27. An audit or inspection does not infer any warranty or approval by SEAI of the quality or suitability of the works undertaken by or on behalf of the applicant. The audit or inspection does not relieve the applicant of its obligations under the Grant Scheme nor of its contractual obligations to third parties with regards to any defects identified at the time of inspection, not identified at the time of inspection or that may arise after the inspection. SEAI accepts no liability or responsibility, whether for breach of the Non-Domestic Microgen Scheme Terms and Conditions 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 SEAI and which was inspected by SEAI.
28. The Applicant must obtain all necessary consents, permissions and statutory approvals and have authority to install the measures on their premises.
29. Full responsibility for the information presented in the application form and supporting documentation submitted rests with the Applicant concerned. Neither SEAI nor their agents accept any responsibility for errors or omissions contained in applications for Grant aid or any required supporting documentation.
30. It is the responsibility of the Applicant to familiarise him/herself with the Scheme Terms and Conditions, the specifications, and any amendments thereof and with the consequences for breaches of the Scheme.
31. SEAI has the right to revoke funds where there are issues with project delivery e.g., quality, safety, timelines, completion, and incorrect products as per the Code of Practice.
32. In the event of any breach of the Scheme Terms and Conditions, the specifications, and any amendments thereof by the Applicant, and where the Applicant has received payment pursuant to the Scheme, SEAI shall, amongst its remedies against the Applicant, be entitled to demand the complete repayment of and fully clawback the Grant. The Applicant agrees to comply with any such demand within one month of the date of the letter from SEAI containing such demand.
33. In relation to any complaints or appeals under the Non-Domestic Microgen Scheme, the Applicant shall follow the SEAI Complaints and Appeals Policy contained within the SEAI Customer Charter, published on the SEAI website and amended from time to time.
34. The Applicant and SEAI will attempt to resolve any disputes in connection with the Scheme amicably. Where resolution in this manner is not successful, the escalation in the SEAI Complaints and Appeals Policy contained within the SEAI Customer Charter shall be followed.
35. Any false, fictitious or fraudulent statements or claims knowingly made on Grant applications, or supporting documentation, submitted in respect of previous Grant applications / claims or otherwise made to SEAI, its authorised officers, or Inspector, or any breach of these Terms and

Conditions of the Scheme may result in current and future applications being deemed ineligible by SEAI. In respect of applications where the Applicant has already received payment pursuant to the Scheme, Clause 31 shall also apply.

36. Any personal information which an Applicant provides to SEAI will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988-2018, as amended or replaced from time to time, and pursuant to the General Data Protection Regulation (meaning Regulation (EU) 2016/679 and all applicable data protection legislation. Further information about how SEAI will use and hold your personal data and your personal data right are contained in the Microgeneration Support Scheme Data Protection and Privacy Statement.
37. The Applicant acknowledges that SEAI is subject to the requirements of the Freedom of Information Act 2014 (“FOIA”) and shall assist and co-operate with SEAI to enable SEAI to comply with its information disclosure obligations. SEAI undertakes to use its reasonable endeavours to hold confidential any information provided by the Applicant, subject to the SEAI’s obligations under law, including the FOIA.
38. The Applicant understands that all data collected in the administration of the Scheme will be aggregated by SEAI as a means of analysing the overall Scheme effectiveness e.g., in terms of cumulative achievements, market trends, and/ or environmental impacts. The disclosure of this data will not involve the release of any personal data.
39. SEAI may contact you occasionally to gather your valuable opinion on micro-generation or related matters. We will seek your consent for participation in such research surveys.