

# Business Energy Upgrades Scheme

## Pre-App Info Form – BMS Controls

### Introduction

This form has been compiled to assist you as the Applicant to obtain the required information for your application for the above measure. The sections below mirror the questions outlined within the application portal. You will know some of the information but will likely require assistance from your chosen Contractor for the technical elements.

The minimum requirements of the scheme are also outlined so you can confirm with your Contractor their ability and agreement to comply with same prior to you nominating them as part of your application.

*Please note this form is not a required step of the scheme and a copy of same is not required by SEAI. We would however strongly recommend it's use, to make your application and eventual successful receipt of grant as seamless as possible.*

### Application details

The following sections outline the information you will need to complete your application for the above measure.

You will also require the following details to complete your application:

- Building MPRN associated with these works.
- Business bank accounts details.

### Building details

Building Type	Select
Bar/Rest	
Commercial Kitchen	
Hall	
Hospital	
Hotel	
Leisure Centre	
Office	
Retail	
School	
Swimming Pool	
Warehouse	

**Total Floor Area (All Levels) m<sup>2</sup>**

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**Number of Floors**

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### Measure Details

<b>Proposed BMS Works (<i>Select one</i>)</b>	<b>Select</b>
New Installation	
Upgrade to Existing	

<b>System Type (<i>Select one</i>)</b>	<b>Select</b>
Wired	
Wireless	

<b>Confirmation Statements (<i>must confirm compliance</i>)</b>	<b>Yes</b>
I confirm that a centralised control & monitoring system is included as part of the works. *	
I confirm that automatic monitoring and recording of energy use, in line with Energy Performance of Buildings Regulations 2021 Technical Guidance, is included as part of the works. *	

*\*Unless existing or complementary system exists*

**Number of Points (*total*)**

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**Number of New Valves <50mm (*Select one*)**

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**Number of New Valves >=50mm (*Select one*)**

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### Please select the Company that will be responsible to install this measure

Company Name	
Company Phone/Mobile Number	
Company Email	

**Important:** Please ensure that the contact details provided above are correct. When you submit your application, your chosen company will receive an automated email to this address. This will include technical details relating to your grant application, your name and the business address.

### Minimum requirements

The minimum requirements of the scheme are also outlined. Ensure you gain confirmation from your selected Company/Contractor of their ability and agreement to comply with same prior to you nominating them as part of your application.

Your grant cannot be paid if these requirements are not met.

### Technical requirements

The minimum technical requirements of the scheme are as outlined in the Contractor Info Form this particular measure, available for download in same location on webpage as this Pre-App Form.

### Payment documentation

The below completion documentation must be uploaded by you (the Applicant) as part of your request for payment. Ensure you gain confirmation from your selected Company/Contractor of their ability and agreement to provide all this documentation in a timely manner following completion of the works prior to you nominating them as part of your application.

Your grant cannot be paid if these requirements are not met.

### Documentation

Testing, Commissioning Cert (Manufacturer or Agent) - incl. layout drawings of all points

RECI Cert

Equipment Data Sheets Incl. Certification (incl. panel drawings, narrative and points list)

Declaration of Works

Invoice of Works

Photographs of the Installation

De-Minimus Declaration (where applicable)

GBER requirements verification (where applicable)

## Photographs

Installation Location (Before) Incl. Existing Kit (fields devices)

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Installation Location (After) Incl. New Kit (field devices)

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New Equipment - Labelling

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Controls Panel(s)

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Pipework Connections

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Controls Point Wiring

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Power Point Wiring

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## **Company & installer registration**

**We do not require an applicant to select a company from a register. This allows you to use your preferred company to complete the works and allows more of the supply chain to participate in the scheme.**

**However, in order to monitor quality within the supply chain for the scheme we do require that all companies and their associated installers carry out a registration process the first time they are nominated under the scheme. This is a simple process and they do not have to be registered to commence the works but rather before you make an application for payment.**

**Please note as part of the registration they can decide whether they wish to be on the published register of companies and installers or not. If they opt out of this list, they will remain in the application portal in case they want certain clients to select them on future applications.**

**It is important that prior to commencing the works both your nominated Company/Contractor and their associated Installer download the registration forms for their respective roles and satisfy themselves they can comply with all Terms and Conditions outlined therein.**

**Your grant cannot be paid if these requirements are not met.**

## Declaration

I \_\_\_\_\_ (Company Name), as the nominated Company for the outlined works on behalf of \_\_\_\_\_ (Applicant Name), hereby agree to meet all requirements above and those referred to in related documentation to ensure compliance with the requirements for payment of the associated SEAI grant.

Signed \_\_\_\_\_ Company Representative

Signed \_\_\_\_\_ Applicant Representative