

# Business Energy Upgrades Scheme

## Pre-App Info Form – Heat Pumps

### 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>**

---

**Number of Floors (No.)**

---

### Measure details

<b>What existing system will the heat pump serve? (Select one)</b>	<b>Select</b>
Heating	
Heating , Cooling & Ventilation	
Heating , Cooling & Ventilation & Hot Water	
Heating and Hot Water	
Heating and Ventilation	
Heating Hot Water and Ventilation	
Hot Water	

<b>What heat pump technology are you planning to install? (Select one)</b>	<b>Select</b>
Air to Air Split/VRF	
Air to Water	
Air to Water (HT)	
Air to Water Combined (Heating and Cooling)	
Air to Water Combined HT (Heating and Cooling)	
Air to Water LT & HT Cascade	
Air to Water Split/VRF	
Geothermal	
Water to Water off Dry Air Cooler	

*\* In the case of Split/VRF selections the highlighted sections do not require completion. You can proceed directly to Company/Contractor details.*

Are you replacing the current emitters? *	Select
No	
Yes	

What are the Existing Emitters? *	Select
FCU	
Rad	
Mix	

**How many Fan Coil Units are you replacing (as applicable) \***

---

**How many radiators are you replacing (as applicable) \***

---

Are you replacing pipework? *	Select
No	
Yes	

**What is the Estimate % based on length of existing? (as applicable)\***

---

**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) – Heat Pumps, Emitters, Pipework

---

RECI Cert

---

Equipment Data Sheets Incl. Certification

---

Declaration of Works

---

Invoice of Works

---

Photographs of the Installation

---

Scaled layout Drawings including plant, pipework and emitters. (New pipework and overall to be highlighted.)

---

De-Minimus Declaration (where applicable)

---

GBER requirements verification (where applicable)

---

### **Photographs**

---

Installation Location (Before) Incl. Existing Kit – Heat Pumps, Emitters

---

Installation Location (After) Incl. New Kit – Heat Pumps, Emitters

---

New Equipment (Heat Pumps, Emitters)- Labelling

---

Controls Panel

---

Pipework (Sample Install)

---

---

Controls Point Wiring

---

Power Point Wiring

---

## 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