

# Guide to Completing the Application Form

## Support Scheme for Renewable Heat (Tariff Scheme)

May 2019 Edition

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### 1. INTRODUCTION

- 1.1 This document is a guide to completing the Application Form for the Tariff component of the Support Scheme for Renewable Heat ("SSRH").
- 1.2 The Application Form is available on the SSRH page on the SEAI website. The Application Form must be submitted via the online portal on the SEAI website.
- 1.3 The purpose of the guide is to assist prospective applicants to:
  - 1.3.1 identify and gather the information that the applicant will need to have to hand in order to complete the Application Form; and
  - 1.3.2 provide a guide to completing the Application Form.
- 1.4 This guide relates **solely** to the application for the Tariff Scheme component of the SSRH Scheme.
- 1.5 Capitalised terms in this guide shall have the meaning given to them in the Tariff Scheme Operating Rules and Guidelines, unless the context otherwise admits. The Tariff Scheme Operating Rules and Guidelines are available on the SSRH page on the SEAI website.

### 2. TIPS FOR COMPLETING THE APPLICATION FORM

- 2.1 As a starting point, SEAI recommends that each applicant take note of the following:
  - 2.1.1 the Application Form cannot be saved and revisited at a later date. It must be completed in one sitting;
  - 2.1.2 to avoid losing your work, we recommend that all necessary paperwork and enquiries are made in advance of attempting to complete the Application Form. A list of the documentation required to assist an applicant to complete the Application Form is contained below;
  - 2.1.3 the information provided in the Application Form in respect of the Project will need to be expanded on in the Technical Submission Form.
  - 2.1.4 each applicant should ensure that they understand the application process and the Operating Rules and Guidelines in advance of submitting an Application Form to SEAI;
  - 2.1.5 SEAI recommends that each applicant engages such experts/professionals/technical advisors as may be necessary in respect of the Project in order to complete the Application Form in advance of submitting the Application Form to SEAI.
  - 2.1.6 pre-Letter of Offer costs will not be funded by SEAI;

- 2.1.7 SEAI requires each applicant to read and understand the:
  - 2.1.7.1 Terms and Conditions;
  - 2.1.7.2 Tariff Scheme Operating Rules and Guidelines;
  - 2.1.7.3 Guide to Completing the Application Form;
  - 2.1.7.4 Technical Submission Form;
  - 2.1.7.5 Guide to Completing the Technical Submission Form; and
  - 2.1.7.6 Privacy Policy,in advance of submitting their Application Form to SEAI;
- 2.1.8 the information provided in the Application Form will be verified by the supporting documentation to be submitted to SEAI; and
- 2.1.9 SEAI will not determine if an applicant is eligible to participate in the Scheme until the Offer Stage. At the Offer Stage, a Letter of Offer and a Tariff Agreement will be issued to eligible applicants.

### 3. DOCUMENTATION REQUIRED TO COMPLETE THE APPLICATION FORM

- 3.1 Each applicant will need to have the following documentation to hand, in order to complete the Application Form:
  - 3.1.1 the most recent set of annual accounts approved in respect of the applicant, to assist the applicant in determining if it/he/she is an SME or a Large Enterprise;
  - 3.1.2 an electricity bill showing your MPRN;
  - 3.1.3 a gas bill, if you are connected to the gas mains, showing your GPRN;
  - 3.1.4 the Eircode of the applicant and the Project location(s);
  - 3.1.5 the estimate of Eligible Heat that will be used on annual basis in megawatt hours per annum (MWh/yr); and
  - 3.1.6 the applicant's tax reference number.

### 4. GUIDE TO COMPLETING THE APPLICATION FORM

To assist applicants to complete the Application Form for the Tariff Scheme, contained in the **Annex 1** is a guide to answering the questions on the Application Form.

### 5. QUERIES

Queries in relation to the Scheme can be e-mailed to [ssrh@seai.ie](mailto:ssrh@seai.ie). Alternatively, you can contact a member of the SSRH team on (01) 808 2100.

Annex 1

No.	Question	Required Information
<b>A. Applicant Contact Details</b>		
1	<b>First Name / Company</b>	Please insert the first name of the applicant, if the applicant is a sole trader. If the applicant is not a sole trader, please insert the name of the entity applying for the Tariff.
2	<b>Last Name</b>	Please insert the last name of the applicant, if the applicant is a sole trader. If the applicant is not a sole trader, please leave this field blank.
3	<b>E-mail Address</b>	Please insert the e-mail address of the applicant (if the applicant is a sole trader) or the person within the applicant's organisation who is submitting the application.
4	<b>Confirm E-mail Address</b>	Please re-insert the e-mail address for the applicant or the person within the applicant's organisation who is submitting the application.
<b>B. Applicant Representative</b>		
1	<b>First Name</b>	Please insert the first name of the person with whom SEAI should liaise in relation to the Project within the applicant's organisation.
2	<b>Last Name</b>	Please insert the last name of the person with whom SEAI should liaise in relation to the Project within the applicant's organisation. SEAI will direct all correspondence in relation to the Project to the person identified in field B1 and B2.
3	<b>E-mail Address</b>	Please insert the e-mail address for the person identified in field B1 and B2 above.
4	<b>Confirm</b>	Please confirm the e-mail address for the person identified in field B1 and B2 above.

No.	Question	Required Information
<b>E-mail Address</b>		
<b>C. Applicant's Registered / Principal Address</b>		
1	<b>Eircode</b>	Please insert the Eircode for the applicant's registered or principal address.
2	<b>Address Line 1 /Address Line 2 /</b>	Please insert the applicant's registered or principal address.
3	<b>Town / City</b>	Please insert the name of the town / city in which the applicant's registered or principal address is located.
4	<b>Select a County</b>	Please select the appropriate county from the 26 Counties available on the drop down menu.
<b>D. Contact Numbers</b>		
1	<b>Mobile Number</b>	Please insert the mobile telephone number of the applicant or the Applicant's Representative
2	<b>Phone Number</b>	Please insert the telephone number of the applicant or the Applicant's Representative
<b>E. Nominated Project Contact</b>		
1	<b>Tick the box if you want to appoint a Nominated Project Contact:</b>	<p>This is an optional field. You are not required to appoint a Nominated Project Contact. This option has been included to allow applicants to appoint third party professionals to liaise directly with SEAI in respect of a Project and to submit the Technical Submission Form on the applicant's behalf.</p> <p>If you do not tick this box, we will liaise with the individual identified as the applicant or the Applicant's Representative in respect of the Project.</p> <p>If you wish to appoint a Nominated Project Contact, please tick the box adjacent to this text. By ticking this box, you are authorising SEAI to liaise with the Nominated Project Contact on your behalf.</p> <p>The Nominated Project Contact must be a person.</p>

No.	Question	Required Information
2	<b>First Name</b>	Please insert the Nominated Project Contact's first name in this field.
3	<b>Last Name</b>	Please insert the Nominated Project Contact's last name in this field.
4	<b>Job Title</b>	Please insert the Nominated Project Contact's job title and qualifications in this field.
5	<b>E-mail</b>	Please insert the Nominated Project Contact's e-mail address in this field.
6	<b>Confirm E-mail</b>	Please insert the Nominated Project Contact's e-mail address in this field.
7	<b>Contact Number</b>	Please insert the Nominated Project Contact's contact number in this field.

## F. Applicant's Business Information

1	<b>Enter Business Name / Sole Trader Name</b>	Please insert the business name/trading name for the applicant, if it is different to the applicant's name.
2	<b>Principal Business activity</b>	Please describe the main business activity carried out by the applicant in this field
3	<b>Select an Entity</b>	Please select the applicant's legal entity classification from the options available on the drop down menu.
4	<b>If other please specify</b>	If you have selected other in field F3, please explain what is meant by "other" in the field above.
5	<b>Company Size</b>	<p>Please select either (1) Small and Medium Enterprise or (2) Large Enterprise</p> <p>A small and medium enterprise (or SME) is an entity that (1) employs fewer than 250 persons (2) has an annual turnover not exceeding EUR 50 million and (3) an annual balance sheet total not exceeding EUR 43 million and (4) is an autonomous organisation.</p> <p>A Large Enterprise is an entity that independently or together with other associated or group companies (taken as a whole) exceeds the SME threshold set out in the paragraph above.</p>

No.	Question	Required Information
		If you are in doubt as to whether you are an SME or a Large Enterprise please contact SEAI.
6	<b>Sector</b>	Please select the sector from the drop down menu that best describes (or most closely resembles) the sector the applicant is engaged in.
7	<b>Sub Sector</b>	Please select the sub sector listed in the drop down menu best describes (or most closely resembles) the sub sector the applicant is engaged in
8	<b>Company Registration Number</b>	This question is relevant to body corporates only. Please enter the Company Registration Number for the applicant (if applicable).
9	<b>Tax Reference Number Type</b>	Please select the applicant's tax registration number type. In the case of a sole trader, this will be your PPSN.
10	<b>Vat Registered:</b>	Please select "yes" if the applicant is VAT registered or "no" if the applicant is not VAT registered

## G. Project Description

1	<b>Project Title</b>	Please insert a Project title. This will be title given to your Project on correspondence from SEAI.
2	<b>Description of the Project</b>	<p>Please provide a brief overview of the proposed Project. The description of the Project should include all aspects of the Project for which funding is being sought.</p> <p>Please keep your description concise, as you are limited to 500 characters in this field.</p>
3	<b>MPRN</b>	<p>Please insert the Meter Point Reference Number (<b>MPRN</b>) for the location at which it is proposed that the heat generating equipment will be installed.</p> <p>The MPRN is the unique eleven-digit number assigned to an electricity connection and meter. It starts with the number 10 and is displayed on the bill from your electricity supplier.</p> <p>Once you have entered the MPRN number the address below will autofill. If the auto-filled address does not match the location of the proposed Eligible Installation, please check that you have inserted the correct MPRN. If it still does not match, please contact the SSRH team for advice.</p>

No.	Question	Required Information
		If you do not currently have an MPRN on the site where the Eligible Installation is proposed. This could be because it is a green field site. Then you can select the <b>No MPRN</b> option.
4	<b>Eircode</b>	Please insert the Eircode for the address at which it is proposed that the heat generating equipment will be installed. You can find the Eircode for a property at <a href="https://finder.eircode.ie/#/">https://finder.eircode.ie/#/</a> Please ensure that the Eircode, the MPRN and the address match.
5	<b>Address Line 1 / Address Line 2</b>	Please insert the address of the property at which it is proposed that the heat generating equipment will be installed. This address provided will be used to verify the Eircode and MPRN given by the applicant on the Application Form.
6	<b>City</b>	Please insert the name of the town / city in which it is proposed that the heat generating equipment will be installed.
7	<b>Select a County</b>	Please select the appropriate county from the 26 Counties available on the drop down menu.
8	<b>GPRN</b>	Please insert the Gas Point Reference Number (GPRN) for the property at which the heat generating equipment will be installed. The GPRN is a seven-digit number on your gas bill. It refers to a mains gas connection and is unique to your Eligible Installation. Any location without a mains gas connection or outside the mains gas network will not have a GPRN.
9	<b>Is there a secondary location that will participate in / benefit from the Project?</b>	If appropriate, please insert details of any secondary location benefitting from the Eligible Installation. Some Projects may have multiple locations benefitting from the Eligible Installation. If there are more than two locations, please provide details or any additional locations in the Technical Submission Form.
10	<b>Project Start Date</b>	Please insert the date that it is proposed that the Project will commence (Please note that only a <b>new</b> Eligible Installation, purchased and costs incurred after the date SEAI receives your signed Letter of Offer, will be regarded as being eligible for funding).
11	<b>Project End Date</b>	Please insert the anticipated date on which the Project will be completed. This is the date of completion, on which the Eligible Installation is complete and running, ready for inspection if that is considered necessary.



No.	Question	Required Information
12	<b>Project Type</b>	The Tariff option has been automatically selected. Nothing further is required from you here.
13	<b>Device model</b>	Please insert the heat generating equipment make and model here. This information will be available on the equipment label. Your consultant or installer be able to provide you with this information.
14	<b>% Efficiency Rating</b>	Please insert the “% efficiency” relates to boilers and can be found on the equipment data sheet or on the equipment’s data plate affixed to the equipment.
15	<b>Heat output capacity kW</b>	Please insert the heat output capacity of the heat generating equipment in kilowatts The output capacity is available on the nameplate of the equipment you intend to install it will be in kW. It represents the maximum amount of heat that your Eligible Installation can produce.
16	<b>Estimated Eligible Heat output MWh/yr</b>	Please insert the applicant’s estimated Eligible Heat output in megawatt hours per year. A best guess, based on your previous years’ heat output is what is required here. Please bear in mind that an estimate of <b>Eligible Heat</b> output is what is being requested here. For more information on what qualifies as Eligible Heat, please consult the Tariff Scheme Operating Rules and Guidelines. Applicants may need expert advice to make an estimation of Eligible Heat. This figure will be very useful to you when calculating cost benefit of investing in a new Eligible Installation. If you have the figure in kWhs per year, you can divide by 1000 to get MWh per year.
17	<b>Select what technology you are switching from</b>	Select the appropriate option from the dropdown menu.
18	<b>Heating Usage</b>	Choose one or more of the drop down options available, as appropriate. Applicants may use the heat generating equipment for one or more Eligible Heat uses. <b>Heating a space</b> means the heating of rooms or other enclosed spaces within Buildings, typically through the supply of hot liquid to heat emitters, such as radiators and under floor heating.

No.	Question	Required Information
<p><b>Heating water</b> means the heating of water for direct use, such as commercial and industrial hot water or for use in schools or hospitals.</p> <p><b>Process heating</b> means carrying out a process, (other than generating electricity), such as the use of heat to carry out a specific process such as industrial cooking, drying, pasteurisation or chemicals manufacture. It does not include heat used for the generation of electricity.</p>		
<p><b>H. Applicant Declaration</b></p>		
1	<p><b>Please read and agree to the Terms &amp; Conditions and the Tariff Scheme Operating Rules and Guidelines</b></p>	<p>Applicants must read the Terms and Conditions and the Tariff Scheme Operating Rules and Guidelines and agree to be bound by them in order to submit the Application Form.</p> <p>If an applicant does not agree to the Terms and Conditions and the Tariff Scheme Operating Rules and Guidelines, they should not submit the Application Form.</p>
2	<p><b>Please read and accept the Privacy Policy</b></p>	<p>Applicants must read the Privacy Policy and agree to be bound by it in order to submit the Application Form.</p> <p>If an applicant does not agree the Privacy Policy, they should not submit the Application Form.</p>