

**Please read carefully before completing the application form for registration as a Display Energy Certificate (DEC) Assessor**

Please ensure that you have read and fully understand this Application Form before submitting a signed application form to SEAI.

**Please ensure the following before submitting the application form:**

- ☐ You are currently registered as a Non-Domestic BER Assessor
- ☐ You have successfully completed a DEC Assessor Workshop delivered by SEAI
- ☐ All the fields are completed
- ☐ Application is signed and dated

**Registration and Renewal Fees:**

There is no registration fee to register with SEAI as a DEC Assessor. Registration is on an annual basis and no renewal fee will be charged.

**Publication Levy of Display Energy Certificates by DEC Assessors:**

The Display Energy Certificate publication levy is published in:

[http://www.seai.ie/Your\\_Building/BER/BER\\_Assessors/BER\\_Assessor\\_Registration/Schedule\\_of\\_Fees/](http://www.seai.ie/Your_Building/BER/BER_Assessors/BER_Assessor_Registration/Schedule_of_Fees/)

**Please note:**

DEC Assessors are required to maintain their Non-Domestic BER Assessor registration as a condition of Registration as a DEC Assessor.

**Completed application forms should be returned to:**

Sustainable Energy Authority of Ireland  
PO Box 135  
Cahirciveen  
Co Kerry

**If you have any queries please contact:**

Telephone: 1890 252 738  
Email: [registered@ber.seai.ie](mailto:registered@ber.seai.ie)  
Website: [www.seai.ie/ber](http://www.seai.ie/ber)

## Application for Registration as a DEC Assessor

### 1. Applicant Details<sup>1</sup>

Name:*	Title: (Mr/Mrs/Ms, etc.)*
Place of Business:*	
Business Name:	Business Name No:*
Registered E-mail:*	
Date of Birth:*	Telephone:*

### 2. Assessor details will appear on the Public Register of DEC Assessors

Name: As Above	Business Name: As Above
Place of Business: As Above	
Email:	Website:
Telephone:	Fax:
Locations Covered: *	
<input type="checkbox"/> Connaught <input type="checkbox"/> Munster <input type="checkbox"/> Ulster <input type="checkbox"/> Dublin <input type="checkbox"/> Rest of Leinster	

### 3. Qualifications\*

Non-Domestic BER Assessor Number:*
I have successfully completed the following DEC Assessor workshop delivered by SEAI: * Location: _____ Date attended: ____/____/____

### 4. Record Keeping Details\*

<input type="checkbox"/> I agree to maintain records of DEC Assessments carried out by me.
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#### \*Mandatory fields

<sup>1</sup> In accordance with the Regulation (S.I. No. 243 of 2012) the name of DEC Assessor, place of business, contact details and classes of buildings for which he/she is qualified to carry out assessments must be published on the internet.

<sup>2</sup> A business name used by an individual, corporate body or partnership and which name is not the same as their own true name(s) must be registered with the Company Registration Office at [www.cro.ie](http://www.cro.ie)

### 5. Declaration and Signature\*

I have read and hereby accept, as a condition of registration as a DEC Assessor, the provisions of the Code of Practice for BER / DEC Assessors valid on today's date. I also agree to pay the DEC publication levies by direct debit. I also hereby accept that these fees paid to SEAI are non-refundable.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### 6. Address\*

Please send your fully completed application form to:

Sustainable Energy Authority Of Ireland  
PO Box 135  
Cahirciveen  
Co Kerry

### 7. Checklist

#### **Checklist of documents required for registration:**

- ☐ Signed and completed application form.

**Note: Incomplete applications will be returned in their entirety.**

### 8. For SEAI Use

DEC Assessor Number:

Annual Renewal Date: