Guide to Completing the Online Application

Support Scheme for Renewable Heat (Tariff Scheme)

April 2022, Version 1

Contents

Guide to Completing the Online Application Support Scheme for Renewable Heat (Tariff Scheme)

1. INTRODUCTION

1.1 This document is designed to assist the applicants in completing their Online Application for the Tariff component of the Support Scheme for Renewable Heat ("**SSRH**"). It is recommended that applicants refer to these instructions while completing their application, to ensure that all questions are answered correctly.

Applications which are not completed correctly will not be accepted. The evaluation process will only begin when correctly completed applications are submitted and all required supporting documentation is provided.

1.2 The Online Application is available on the SSRH page on the SEAI website and must be submitted via the on the online portal (PEP) 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 for completing the online application; and

1.3.2 provide a guide to completing the online application.

1.4 This guide relates **solely** to the application for the Tariff Scheme component of the SSRH Scheme.

To jump to a specific application form or question, go to the table of contents on page 2 and click on the relevant item while holding down the CTRL key.

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 online application can be saved and revisited later

2.1.2 each applicant should ensure that they understand the application process and the Operating Rules and Guidelines in advance of submitting the application to SEAI

2.1.3 SEAI recommends that each applicant engages such experts/professionals/technical advisors as may be necessary in respect of the Project to complete the Application in advance of submitting the Application to SEAI

2.1.4 SEAI requires each applicant to read and understand the:

2.1.4.1   Terms and Conditions

2.1.4.2   Tariff Scheme Operating Rules and Guidelines

2.1.4.3   Guide to Completing the Application Form

2.1.4.4   Privacy Policy, in advance of submitting their Application to SEAI

2.1.5   the information provided in the Application will be verified by the supporting documentation to be submitted to SEAI; and

2.1.6   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(s) 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/year); and

3.1.6   the applicant's tax reference number.

4.   QUERIES

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

5. HOW TO COMPLETE THE ONLINE APPLICATION

This application should be completed by the Applicant or the Applicant representative, with the assistance of the EED Expert. Please click on the following link to SSRH website, to begin your application.
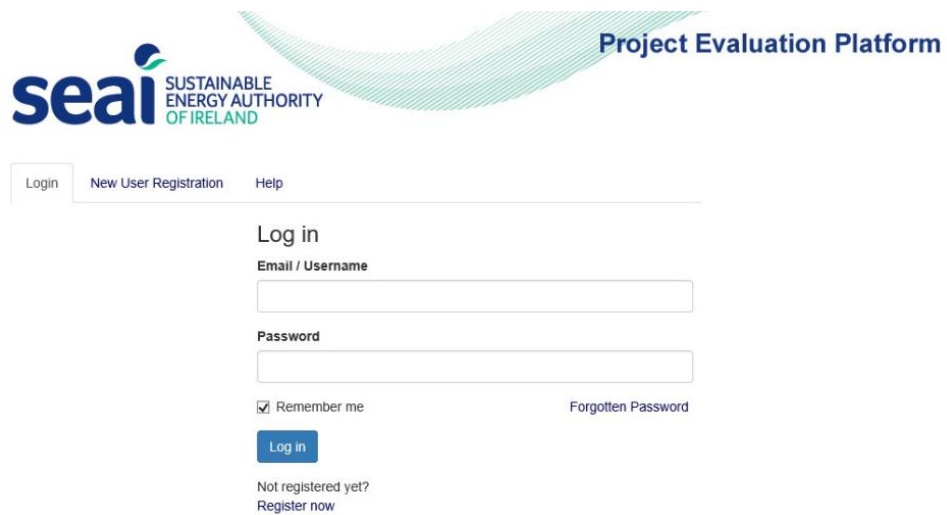
https://www.seai.ie/business-and-public-sector/business-grants-and-supports/support-scheme-renewable-heat/

Applicants are required to submit their application documentation via the SEAI Project Evaluation Platform (PEP) Portal by clicking the 'apply now' button on the SSRH website:

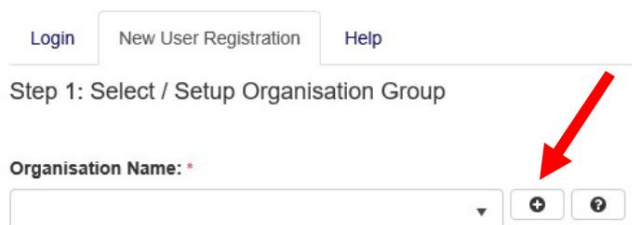### 5.1 USER REGISTRATION

To access the portal please go to https://pepportal.seai.ie/

- First time users will need to create a login, please go to the New User Registration tab
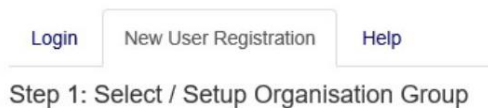
- If your Organisation name is not included in the dropdown list, please set up a new organisation by selecting the + button.

- Create Organisation, the following pop-up will appear. Complete all fields and click Create.

- Once you have created your organisation you will return to the New User Registration page.

    Step 1. Select your newly created Organisation Name.

    Step 2. Under Selected User Type, select Applicant.

Step 3. Complete new user information. Create a username and password. Please remember these details, as you will need your username and password for future access to your PEP account.

- You will receive the following message:

- Return to the login tab and enter your newly created username and password. Click Login.
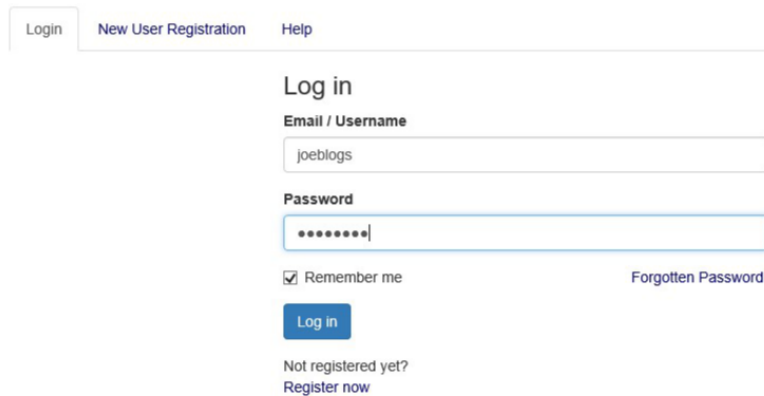
In this document, please find further guidelines on how to fill and submit your application via PEP.

A list of supporting documentation is also required to be submitted along with the application form as given below:

1. Declaration of Establishment (if required)
2. Declaration of Solvency
3. Declaration of Funding
4. Document with Tax Reference Number
5. Declaration of Incentive Effect (if required)
6. Declaration of Eligible Building
7. BER Certificate and Advisory report in respect of each of Eligible Building/Space
8. Opinion on Compliance with Building Control and Building Regulations (if applicable)
9. Design Report
10. Miscellaneous

Please ensure all supporting documentation and declarations are uploaded in PEP as pdf files.

5.2 CREATING AN APPLICATION

- After you log in, you will see the following home page. Please select the Applications tab from the sidebar menu.
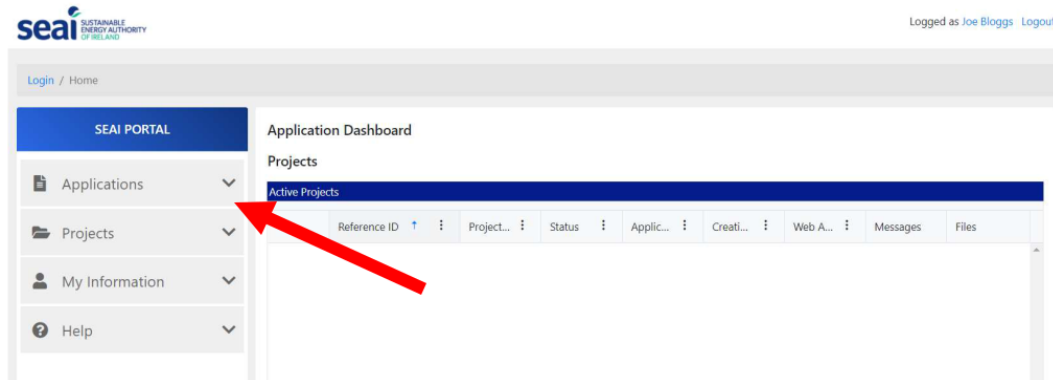
- And select SSRH from the dropdown menu.
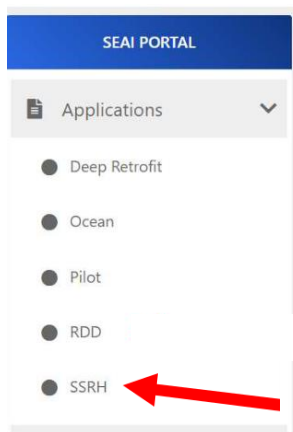
- Under the 'Applications Under Review' heading. Click the + Add button to create a new application.
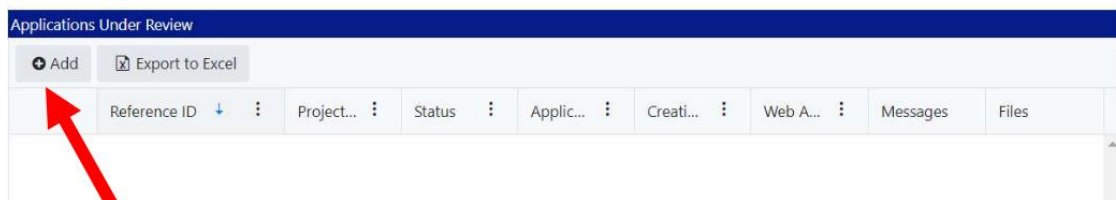
5.3 SSRH APPLICATION – SECTION A – ADMINISTRATION (MVP)

A 1. APPLICANT DETAILS

This section provides guidance on completing the first page of the application form.

Please enter the applicant's organisation's details in these fields.

- Project Title

Please insert a Project title. This will be title given to your Project on correspondence from SEAI.

- Project Type

Please select SSRH.

- Applicant Organization Name

If the applicant is a sole trader, please provide applicant's name.
If the applicant is a corporate entity, please provide the registered name of the organisation/ business.

- Principal Business Activity

Please describe the main business activity carried out by the applicant in this field.

- Company No.

This question is relevant to body corporates only. Please enter the Company Registration Number for the applicant (if applicable).

- VAT No.

This question is relevant to body corporates only. Please enter the VAT Number for the applicant (if applicable).

- Tax Clearance Access No.

Please select the applicant's tax registration number type. In the case of a sole trader, this will be your PPSN.

- Total Project Costs

Please provide an estimated cost for the eligible installation (heating system) and identify VAT, if applicable.

- Costs Requested from SEAI

Please provide the amount per annum you believe you will be eligible for based on the current published rate card and your calculation of Eligible heat per annum.

- Project Duration (Months)

Please provide an estimated time for construction/ installation.
Note: The project can only commence after receipt of the letter of offer (LOO).

Contact Details

- First Name

Please insert the first name of the applicant, or the name of the entity applying for the Tariff.

- Last Name

Please insert the last name of the applicant. If the applicant is **not** a sole trader, please leave this field blank.

- Address line 1 and Address line 2

Please insert the applicant's registered or principal address.

- City

Please insert the name of the town / city in which the applicant's registered or principal address is located.

- County

Please select the appropriate county from the 26 Counties available on the drop-down menu.

- Eircode

Please insert the Eircode for the applicant's registered or principal address. (https://finder.eircode.ie/#/)

- Telephone

Please insert the telephone number of the applicant or the Applicant's Representative

- Mobile

Please insert the mobile number of the applicant or the Applicant's Representative

- E-mail

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.

- Website

If applicable

- Financial Controller's name and email

 If applicable

A2 – PROJECT SUMMARY

(EXECUTIVE SUMMARY - BRIEF OVERVIEW OF THE PROJECT)

➢ Please provide a high-level summary in the box provided.

➢ The summary should encapsulate all aspects of the project and stating why SEAI should fund it.

➢ 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.

➢ Please keep your description concise, as you are limited to 500 characters in this field.

SECTION B: PROJECT DETAILS (SSRH)

B1. BUSINESS INFORMATION

- Entity Type

Please select one of the following from the drop-down menu based on the best fit.

- Company Size

Please select the best fit from the dropdown menu (Small and Medium Enterprise or Large Enterprise)

- 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.
- 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.

 If you are in doubt as to whether you are an SME, or a Large Enterprise please contact SEAI.

- Sector

Please select the sector from the drop-down menu that best describes (or most closely resembles) the sector the applicant is engaged in.

- Sub Sector

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

- Is the applicant ordinarily resident in Ireland?

Yes/ No (If you have been tax resident in Ireland for three consecutive tax years, you become ordinarily resident **from the beginning of the fourth tax year**. If you leave Ireland after this time, you continue to be ordinarily resident for three consecutive tax years)

B2. PROJECT DETAILS

- Project Start Date

Please insert the date that it is proposed that the Project will commence (Please note that only a new Eligible Installation, purchased and costs incurred after the date SEAI receives your signed Letter of Offer, will be regarded as being eligible for funding).

- Project End Date

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.

- Support Type

Please select 'Tariff' from the dropdown, for biomass or CHP boilers.
In case of Heat Pump application, please select 'Grant'.

- Equipment Type

Please select one of the three options from the dropdown – AD gas boiler | biomass boiler | HE CHP boiler

B3. LOCATION

Primary Project Location

- Description

Please provide a brief description of the site of the primary project location, e.g., industrial estate, farm, greenfield/ brownfield site etc.

- MPRN (if applicable)

  - Please insert the Meter Point Reference Number (MPRN) for the location at which it is proposed that the heat generating equipment will be installed.

  - 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.

  - 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.

  - 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 No MPRN option.

- Eircode

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 https://finder.eircode.ie/#/
Please ensure that the Eircode, the MPRN and the address match.

- Address Line 1 and Line 2

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.

- City/Town

Please insert the name of the town / city in which it is proposed that the heat generating equipment will be installed.

- County

Please select the appropriate county from the 26 Counties available on the drop-down menu.

- BER (if applicable)

Please enter the BER Number which is assigned to a building when the first BER/DEC is published. It is a nine-digit number printed on the BER/DEC Certificate.

- GPRN (if applicable)

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.

Secondary Project Location

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 of any additional locations.

B4. GENERAL INFORMATION

1. Please provide schematic diagrams for the proposed heating system (include the proposed heat generating equipment and any additional heat sources, heat emitters, circulating pumps and metering equipment).

    -   A sample schematic along with the guidelines is provided in appendix A3 of the <u>Design Report Guidance (Tariff Scheme)</u>.

    -   The diagram should identify 1. Each heat source connected to the heating system, 2. The heat generating equipment, heat emitters, heat consuming equipment and related ancillary equipment for which the grant funding is sought. 3. Each eligible building, eligible space, and eligible process, 4. The metering equipment; and 5. Any other information required to give a full understanding of the heating system and heat use.

    -   Any heat used in the heating system that does not qualify as Eligible heat must be separately metered so that eligible heat and ineligible heat can be measured accurately. The schematic diagram should clearly show any heat leaving the heating system that does not qualify as Eligible heat. The schematic diagram should also include any other heat sources connected to the heating system.

    1.1. Please provide a site map of the proposed installation identifying the structure/s that will house the heat generating equipment, all structures connected to the heat system showing the location of all the meters.

    A sample site map along with the guidelines is provided in appendix A3 of the Design report template (Tariff scheme). Each applicant must submit a labelled diagram of their site with the location of the building and proposed system together with all ancillary equipment.

2. How will the heat generated be used? (select all that apply)

    Please select one or more of the Eligible Purpose that the heat generated by the heat generating equipment will be used for. Please bear in mind when completing this section that the heat used for Eligible Purpose must be Eligible Heat. If the heat being used for any of purposes outlined below is not Eligible Heat, the Eligible Purpose should not be selected.
    Please select one or more of the following options - Space Heating | Water Heating | Process Heating

3. Please provide the make, model and heat output capacity of the new installation and the fuel that the new installation will use below.

    Press 'Add' and enter the details under each head for one or more boilers.

    3.1 Will the installation (including all parts) be new at the time of completion and first commissioning?

    Please select Yes/ No

4. What is the gross efficiency of the new heat generating equipment?

    Boiler plate efficiency is available from the boiler supplier or on the equipment data sheet.

5. What is the SCOP of your Heat Pump?

    This question is relevant in case you selected Grant instead of Tariff as support type in 'Section B2. Project Details'.

6. Estimated Eligible heat output MWh/yr

Please insert the applicant's estimated Eligible Heat output in MWh/ yr. A best guess based on your previous years' heat output is required here. Please bear in mind that an estimate of eligible heat output is what is being requested. Applicants may need expert advice to make an estimation of eligible heat. This figure will be useful in calculating cost benefit of investing in a new heating system.

7. What type of structure or structures will benefit from the heat generated by the proposed installation?

Please select the type of associated building(s)/ structure(s) that will benefit from the new equipment, from the drop-down menu.

8. Provide one of the following documents to confirm that the building is non-domestic: (1) planning permission issued by a local authority; or (2) rate receipts from the Local County or Town Council

Please attach one of the two documents to confirm that the building is non-domestic as any domestic buildings are ineligible for receiving the SSRH grant.

9. If you are installing a renewable heat generation technology in a new building, what is the quoted cost of the fossil fuel equivalent?

This question is only relevant to a new heat sources in buildings where a replacement or supplemental heat sources is not being requested. If you are installing a new heat source in a new building, please insert the cost of a fossil fuel equivalent heat source (inclusive of VAT).

10. What is the area of the associated building(s)/ structure(s) in meters squared?

Please insert the area of the Eligible Space that will benefit from the Eligible Heat in meters squared.

11. Are you replacing an existing fossil fuel heat source with the proposed system?

Please select Yes/ No from the dropdown to indicate whether or not the heat generating equipment will replace an existing fossil fuel heat source.

12. Please include the make, model, capacity, fuel types and age of the existing fossil fuel heating source.

If selected Yes in Q.11, please provide 1. The make, 2. The model, 3. The heat output capacity, 4. The fuel type in the space provided, and 5. The age of the equipment.

13. If you are not replacing an existing heat source, is this a new building?

Please select Yes/ No from the dropdown to indicate whether or not the new equipment will be installed in an Eligible Building that has recently been constructed or an Eligible Building that has not yet been fitted with a heating system.

14. Please explain why the renewable heat generation equipment is needed and what it will be used for?

Please indicate if the equipment that heated the associated building(s)/ structure(s) previously was fuelled by a renewable heat source. Further, please explain if the associated building(s)/ structure(s) is being converted from a use that did not require any heating i.e., (dry storage warehouse) to a heated warehouse for furniture etc.

15. Are you planning to install/retain any back up or parallel heat source in connection to the proposed heat-generating equipment? If YES, then please explain.

Please select Yes/ No from the dropdown to indicate whether or not a back-up or additional heat source will be operated.

Back up/ Peak load/ Portion lead/ Other

16. Please provide the make, model, heat output capacity and fuel type of the backup below.

If selected YES in Q.15, please insert the required details of any other heat sources that will be used in parallel or as a back-up in the table below.
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B5. STRUCTURE ELIGIBILITY VERIFICATION

1. How many building(s)/ structure(s) are you planning to heat?

Please advise how many associated building(s)/ structure(s) you intend to supply Eligible Heat with

2. Please provide a brief description of the structure in which the Eligible Heat will be used (e.g.: Hotel)

Please provide a brief description of the Eligible Building which will receive the benefit of Eligible Heat, e.g., Office Building. Please bear in mind that domestic heat use, other than in connection with a District Heating Scheme, will not be eligible to receive grant funding.

3. Please provide a description of the structures in which the Eligible Heat will be used.

If selected more than 1 in response to Q.1, please provide a brief description of each Eligible Buildings' use that will receive Eligible Heat, and location of each Eligible Building.

4. Is each structure fully enclosed on all sides?

Please select Yes/ No, to indicate whether each Eligible Building(s)/ structure(s) is wholly enclosed.

5. Please describe the temporary or permanent opening(s) in each structure.

If the Eligible Building(s) are not fully enclosed, please describe each of the openings and advise whether each opening is temporarily or permanently open.

6. What is the purpose that each opening serves?

Please indicate briefly the purpose each opening in each structure.

7. Was the associated building/structure built in accordance with Part L of 2008 building regulations (or later regulations)?

Yes/ No

8. Will you be submitting an opinion of compliance with building regulations and building controls issued from a suitably qualified professional instead of a BER Certificate and Advisory Report?

If selected Yes in Q.7, please select Yes/ No from the dropdown menu.

9. Please insert the appropriate U-Values for your building in the table below. The U-Values for your building will be contained in your BER Report.

-   If selected No for Q.8, please insert appropriate U-Values (determined in accordance with Part L of the 2008 Building Regulations and displayed a BER Certificate and Advisory report) in respect of one of the buildings that will qualify as Eligible Buildings in your understanding.

-   If the Eligible Heat is being supplied to more than one building, please provide an annex detailing the U-Values for each building in the format provided below, identifying the location of each building.

B7. EVALUATION OF ENERGY EFFICIENCY

Baseline heat energy performance – consumption

1. What method of heat energy calculation did you use to get your baseline energy performance?

Select the most appropriate option from the dropdown menu – Heat metering | Bill analysis | Bureau service | Building energy management system | Other

2. Please select your main fuel type.

Please select the fuel type from the list in the dropdown menu. This is the main source of heat that you have been using for your heat demand up to this date. For more than one heat source, please combine and provide the total amount of each particular fuel type.

3. Please provide the amount of fuel used to generate Eligible Heat in the previous year in litres.

Please enter the amount of fuel consumed in your business over the period of one year (litres of oil, gas, diesel etc.). The applicant must retain copies of the fuel bills used in the event of a further inspection from SEAI for the duration of the scheme.

4. Please provide the amount of fuel used to generate Eligible Heat in the previous year in Tonnes.

Please enter the amount of fuel consumed in your business over the period of one year (tonnes of coal, peat etc.). The applicant must retain copies of the fuel bills used in the event of a further inspection from SEAI for the duration of the scheme.

5. Caloric Value for the selected fuel (MJ/Tonne).

This can be found on the SEAI website link - https://www.seai.ie/data-and-insights/seai-statistics/conversion-factors/

6. Total Caloric Value Used (MJ)

Please enter the value obtained on multiplying the calorific value of the selected fuel type with the amount of fuel used to generate eligible heat in the previous year.

7. Total MWh Used (i.e., Baseline Heat Energy Performance for previous year).

Please refer to the energy conversion factors which can be found in the link provided in Q 5 for conversion of MJ to MWh.

8. Do you expect your eligible baseline to change in the future?

Please select Yes/ No from the dropdown menu.

9. How would it change?

Please select Increase/ Decrease from the dropdown menu.

10. What is the MWh difference that you expect?

Please insert the amount by which your heat use is expected to change (increase or decrease) in MWh/year.

11. Your projected future projected baseline energy heat consumption (MWh/year).

This is automatically calculated.

12. What is the reason for the Decrease/ Increase?

Please give a simple justification.

How do you manage your energy?

13. Select your energy management plan/standard. Other - Please describe.

ISO50001 | Energy Map| M&C plan report | Other

14. What type of heat energy measurement tools do you use? Other - Please Describe.

Select the most appropriate option from the dropdown menu – Heat metering | Bill analysis | Bureau service | Building energy management system | Other

15. Opportunity Register. List your energy performance improvement Actions. Estimate the proposed energy savings as a result of your planned Energy Performance Improvement Actions Carry out an economic analysis for each EPIA and prioritise those to be implemented

- Energy performance improvement actions (EPIAs) are clear and quantified improvement actions that will positively impact on the efficiency of the whole heating system.

- This could include improvements to the building fabric above the minimum required U-Values. A low-cost energy performance improvement action could be achieved by simply getting a specialist to service your heat emitting equipment to improve its efficiency, or even by acting to lower your heat requirement by one degree.

- The applicant is required to list the energy performance improvement actions and investigate the cost and effort required for each, compared to the benefit to heat energy efficiency they will bring.

16. What energy efficiency expertise do you have access to? Other - Please describe energy efficiency expertise of the applicant.

Energy efficiency professional | In house expert | Other

17. Will the applicant be supported by an obligated party on this Project?

Yes/ No

18. Please select the energy partner that will be supporting the Project

If selected Yes for Q.17, please select the energy partner from the list in the dropdown menu.

Carry out an evaluation of energy uses?

19. Energy Uses.

Please fill the following to create your 'Energy uses chart'.

20. Total Calculated eligible heat in MWh per year

Same as Q.6 in section B4 above.

Type of Heat Usage:
21. How much heat was produced for each type (MWhs)?

Please add the appropriate values in the boxes provided below.

22. Please provide a benchmark in respect to heat use in your sector.

Provide the heat consumption per product (or per Sqm). The key performance indicator is an energy consumption rate usually related to output. This comes from a recognized source with the date of publication.

23. Sector

Agriculture, forestry, and fishing | Industry | Other

24. Describe your Key Performance Indicator (KPI).

- It is recommended that the proposed heat use compares favourably with benchmarks, best practice and/ or KPIs appropriate to your application. A benchmark could be the amount of heat consumed, per unit output or unit area. Your businesses' performance in this method of comparison should rate as favourably with similar industry performance indicators.

- Applicants should compare their own business where possible with similar size businesses using similar equipment and report seeing if they have used more or less energy to produce the same amount of product. In the absence of available published benchmarks that are comparable to the business there are still options available. An applicant can find the closest relevant published benchmark and explain in their application why their business is different to the competitor and make adjustments to the KPI to more accurately reflect the applicant business.

25. Enter Units of measure to be used in you KPI calculation.

Units produced | square meters | litres of water

26. Enter how many of those units do you produce in a year (or area)

We want to know about the benchmark for heat used in your industry. In the example in grey, our KPI is meters squared per kWh per year.
Please insert the quantity that applies to your business in the box. For kWh, please insert the amount of floor area in square meters that you require to heat. If your KPI is units of products sold to market, then please insert the number of litres that you shipped to market for last year.

27. What is the energy consumption benchmark KPI for this sector? Please refer to the CIBSE Guide F & CIBSE TM46 for a list of industry benchmarks.

By researching an industry benchmark, you can compare your business to other similar businesses in your industry. Most industries have completed research on the amount of energy that is used to complete various tasks, these are referred to as KPIs.
If your KPI is litres of orange juice sent to market, then please insert the published figure that you will compare your performance to (please identify if this refers to best or average KPI).

28. Total Calculated Heat Benchmark (MWh/Units/Yr)

This is automatically calculated.

29. What is the source of your benchmark data?

Please insert the title and date of publication of the paper or the report that you are using as a source for your industry energy consumption benchmarks.

30. Date of publications

Please fill this if applicable, in case of research publications.

31.   Unique/Novel Enterprise

If your application is a unique or novel process for which there is no credible benchmark, we need to know more about how you have calculated your heat load.

32.   In the absence of SSRH support what alternative heating solution would (or could) be implemented?

Beneficiaries must describe the situation without the aid, i.e., a situation that is referred to as the counterfactual scenario, or the alternative scenario or project.

If the SSRH was not available and you were making the decision to install heat generating equipment, what equipment or scenario would you invest in.

Example 1: My current fossil fuel boiler is relatively young compared to the lifespan of the brand and it can with a normal service continue to satisfy my heat requirements for the foreseeable future.

Example 2: My current fossil fuel boiler is near the end of its service life and, I will either need to completely overhaul it or replace it with a new boiler with the same heat output capacity.