

For Office Use only: Client No:
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# APPLICATION FORM

Please read the accompanying "Guidance Notes" document before completing this application.  
 Please complete in **BLOCK CAPITALS** and black ink. Photocopies and faxes are not acceptable.  
 Applicants will require information from, and the assistance of, an installer in order to complete Section B.  
 Where applicants are installing more than one renewable energy technology, a separate application form will be required for each technology installation.  
**Please return your completed application form and at least ONE original installation quote, including the one with which you have decided to proceed, to:**  
**Reconnect, c/o Action Renewables, PO Box 1070, Belfast, BT1 9EB**

**DATA PROTECTION STATEMENT**

DETI, Action Renewables and their respective agents, as data controllers, will hold the information you provide on a database. This information will be used solely for the purposes of administering Reconnect, and analysing its success, at the discretion of DETI and for the purposes set out in the attached Terms and Conditions. As such, it may be necessary to supply your application details to a person or organisation associated with the implementation of the Environment and Renewable Energy Fund. Information received under this programme may also be shared with other Government Agencies for the prevention and detection of fraud. By signing this application form at Section C, you, the applicant, agree that DETI, Action Renewables and their agents may use the information you have provided for the aforementioned purposes.

In future the data controllers, individually, would like to send you further relevant information and advice about sustainable energy via post and/or email. Please tick this box if you would prefer not to receive this information.

**SECTION A – HOUSEHOLDER DETAILS**

**A.1. Applicant Name**

Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**A.2. Address**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

**A.3. Installation Address (if different to A.2.)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

**A.4. If A.3. is different to A.2. is this:**

New Build \_\_\_\_\_ Other \_\_\_\_\_ Please explain \_\_\_\_\_

**A.5.** Daytime Tel. \_\_\_\_\_ Mobile Tel. \_\_\_\_\_

**A.6.** Type of Property (tick one)

Detached  Mid Terrace  Apartment  Semi-detached  End Terrace

**A.7.** Number of bedrooms \_\_\_\_\_

**A.8.** Building Age (enter 0 if new build) \_\_\_\_\_ years

**A.9.** Floor Area \_\_\_\_\_ m2 or \_\_\_\_\_ ft2

## SECTION B – INSTALLATION DETAILS

The installer will be required to provide information to complete this section

**B.1.** Installer Name \_\_\_\_\_ **B.2.** Installer Company \_\_\_\_\_

**B.3.** Installer Registration Number (See Guidance Notes) \_\_\_\_\_

### **B.4. Technology to be installed (Tick one only)**

Solar water heating       Air source heat pump       Wood pellet stove   
Ground source heat pump       Wind turbineSolar PV panel       Water source heat pump   
Wood fuelled boiler       Hydroelectric

**B.5.** Technology Make \_\_\_\_\_ **B.6.** Technology Model \_\_\_\_\_

**B.7.** Technology Installation Details (See Guidance Notes) \_\_\_\_\_

**B.8.** Main Technology Product Registration Code (See Guidance Notes) \_\_\_\_\_

**B.9.** Secondary Equipment Product Registration Code (Required for Solar Water Heating, PV and Wind only See Guidance Notes) \_\_\_\_\_

**B.10.** Installed Capacity \_\_\_\_\_ kW

(If solar water heating panels give estimated annual output \_\_\_\_\_ kWh

(If heat pump give electrical input rating kWe and thermal output rating \_\_\_\_\_ kWth)

### **B.11. Current fuel (or alternative fuel if new build) being displaced (tick all applicable)**

Solid fuel (mostly coal)       Oil       Economy 7 storage heating   
Solid fuel (mostly peat)       Gas       Immersion hot water heating   
Solid fuel (mostly wood)       Electricity

**B.12.** Total Cost of Installation (pre-grant) of chosen quote £ \_\_\_\_\_ (inc. VAT at 5%)

**B.13.** Are you eligible to reclaim VAT on this installation?    Yes     No

**B.14.** Have you applied for any other Government funding for this installation    Yes     No

If Yes please indicate which scheme:

Clear Skies       SEI Greener Homes Scheme

Low Carbon Buildings Programme       Major PV Demonstration Programme

Other

Please Specify \_\_\_\_\_

## SECTION C – COMPLIANCE AND DECLARATION

**The applicant must tick the following boxes to confirm compliance with the terms of grant offer:**

- I confirm that the installation has not commenced.
- I confirm that I have not been awarded, and have not and will not apply for, any other government grants to support this installation.
- I confirm that I am the owner or joint owner of the property.
- I confirm that the installation property's primary function is domestic.
- I will abide by all regulatory requirements, including those relevant to Smoke Control Areas.
- I enclose one valid quote signed by a registered installer  
(See Guidance Notes, Sections B1-B3)
- I agree to advise Action Renewables of any material changes  
to my application such as change of installer and/or change of product.
- I agree to participate in any monitoring scheme deemed necessary by DETI  
and to allow the installation of, and access to, any monitoring equipment if requested.
- I agree for details of my installation to be used as a case study.
- I agree for details of my installation to be used for media  
or promotional purposes, if requested.
- I will allow DETI, or its agents, to inspect my property prior  
to and after installation, if requested.

**C.1. Applicant Signature** (By signing you declare that you have read and agree to be bound by the Terms & Conditions of Reconnect and that all the information you have provided is true, accurate and complete.)

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**C.2. Date**

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# TERMS AND CONDITIONS EFFECTIVE FROM 1ST JANUARY 2007

## 1.0 GENERAL CONDITIONS

- 1.1 Installations must be associated with a household. You must therefore be the owner or joint owner (acting with the consent of the other joint owner(s) unless they are jointly applying with you) of the property; the property must be a permanent building and the property's primary function should be domestic. You may be required to prove ownership by supplying the Managing Agent (Action Renewables) with a recent, valid mortgage statement or copy of deeds.
- 1.2 To apply for a grant you must complete the attached application form in full and send it to Action Renewables together with ONE original quote for the complete cost of installing the chosen technology. To be valid, the quote must be from your chosen installer, be an original, include the applicant's name and installation address, be on headed paper and be signed by a registered installer. (See Section 3).
- 1.3 Incomplete application forms and applications without supporting documentation will be returned to applicants.
- 1.4 The total eligible cost of installation, pre-grant, as indicated in Question B.12 should be identical to the quotation for total eligible installation costs given on one of the enclosed quotations. Your chosen installer, product and cost must all be identical to the information given on this quotation.
- 1.5 By signing this application, you agree to be bound by these terms and conditions.
- 1.6 Action Renewables, in relation to the administration of Reconnect, acting on behalf of the Department of Enterprise, Trade and Investment, reserves the right to inspect your property or properties prior to installation of the renewable energy equipment, with your permission, to ensure compliance with the terms and conditions of the Reconnect fund.
- 1.7 Action Renewables reserves the right to query the content of applications and to site inspect any application.
- 1.8 The applicant agrees to allow the installation to be publicised as deemed necessary for the purposes of promoting Reconnect.

## 2.0 ELIGIBILITY FOR GRANT

- 2.1 Reconnect will only provide grant assistance to installations of renewable energy technologies in Northern Ireland. Installations in the Republic of Ireland and Great Britain (England, Scotland and Wales) are not eligible for grant assistance under this programme. Other grant regimes exist in these jurisdictions. In the Republic of Ireland householders should contact Sustainable Energy Ireland ([www.sei.ie](http://www.sei.ie)). In Scotland householders should contact Scottish Community and Householder Renewables Initiative ([www.est.org.uk/schri](http://www.est.org.uk/schri)) and in England and Wales householders should contact the Low Carbon Buildings Programme ([www.lowcarbonbuildings.org](http://www.lowcarbonbuildings.org)).
- 2.2 You will not be eligible for a grant if you have received or will receive any other government funding for your chosen technology installation, including but not restricted to Clear Skies, the Major Photovoltaic Demonstration Programme, the Low Carbon Buildings Programme or the SEI Greener Homes Scheme.
- 2.3 You must ensure that you have received your letter of offer of grant before instructing your installer to proceed with installation. Installations which have already commenced will not attract a grant. Grants will only be payable on production of invoices and commissioning certificates which are dated after the date of the letter of offer.
- 2.4 Grants are only available in relation to the types of microgeneration technology detailed in the Guidance Notes associated with the application form.
- 2.5 A maximum of two applications per household are permitted provided that the two technologies proposed for installation are complementary. However you must make a separate application for each technology. Details of complementary technologies are given in Section B.4 of the associated Guidance Notes.
- 2.6 All equipment installed must be new. Neither second-hand nor refurbished equipment will be eligible for grant assistance.

## 3.0 REGISTERED INSTALLERS AND PRODUCTS

- 3.1 To be eligible for a grant, the applicant must select an installer that is currently registered either by the Renewable Energy Installer Academy (REIA) or by the Low Carbon Building Programme.
- 3.2 DIY installations will not attract a grant.
- 3.3 To be eligible for a grant, the applicant must select a product(s) that is currently registered by the Low Carbon Building Programme or the SEI Greener Homes Scheme. This applies to both main technology and secondary equipment. Registered Product lists are available at ([www.reconnect.org.uk](http://www.reconnect.org.uk)).
- 3.4 Applications without a registered product code or registered installer number will be returned.
- 3.5 Low Carbon Building Programme 'provisionally' registered installers may be used.

## 4.0 CONSENTS AND APPROVALS

- 4.1 You must ensure that all statutory consents such as Planning Permission and Building Control approval are obtained. Copies of these consents must be enclosed with your claim.
- 4.2 If you live in a Smoke Control Area it is illegal to install a wood-burning appliance that is not an 'Exempt Appliance'. More information on Smoke Control Areas, including a list of Exempt Appliances, can be obtained from [www.uksmokecontrolareas.co.uk](http://www.uksmokecontrolareas.co.uk)
- 4.3 If applicable a grid connection agreement must be sought from Northern Ireland Electricity (NIE). An overview of grid connection and generating and trading electricity is available on Action Renewables' website at [www.actionrenewables.org/generating/index.html](http://www.actionrenewables.org/generating/index.html)
- 4.4 If installing a hydroelectric turbine, permission for water abstraction must be obtained from Department of Arts, Culture and Leisure, (Inland Fisheries Division): Fishery Office, 152 Vow Road, Ballymoney, Co. Antrim, BT53 7NT, before making an application to Reconnect. Evidence of this permission must be attached to the Reconnect application.

## 5.0 OFFER OF GRANT

- 5.1 If your application for a grant is approved, the Department of Enterprise, Trade and Investment (DETI) will issue a letter of offer. The letter will specify a deadline of 6 months from the date of the letter, by which the installation of the technology must have been completed and the claim submitted as directed in the letter of offer.
- 5.2 Letters of offer will also enclose a grant claim form, which you will need in order to submit your grant claim. You should ensure that you keep the offer letter and claim form in a safe place.
- 5.3 Grant funds are limited and grant offers will be made on a "first come, first served" basis, subject to the overall availability of funds. The Department of Enterprise, Trade and Investment (DETI) cannot and do not guarantee that any application for a grant will be successful.
- 5.4 Offers will be made on the basis of the information you have supplied. If any of this information changes, including contact details, you have a contractual obligation to inform DETI of the change. Depending on the nature of the change, the terms of the grant may be altered or the grant offer withdrawn.
- 5.5 Any offer of grant made by DETI is personal to you and accordingly you are not entitled to transfer any of your rights or obligations in respect of that offer and these terms and conditions without the prior written consent of DETI.

## 6.0 RECORD KEEPING AND INSPECTIONS

- 6.1 After installation, as long as you are given reasonable notice, you must permit Action Renewables and its authorised inspectors or any other representatives to have access to the property for the purposes of inspecting the technology or to access monitoring equipment, which maybe installed by DETI.
- 6.2 If DETI asks you to do so at any time, you must provide such additional information and co-operation as required for the purposes of monitoring energy use of the property and/or performance of the technology. DETI will be entitled to use this information for the purpose of publishing reports and for other purposes associated with renewable energy technologies.

## 7.0 LIABILITY OF DETI AND THE MANAGING AGENT

The information provided in publications and elsewhere in relation to Reconnect and renewable energy technologies is intended as a guide only, and DETI and any Managing Agent acting on the Department's behalf does not accept liability for any loss or damage that you may suffer as a result of using that information.

- 7.1 DETI and any Managing Agent acting on its behalf cannot and does not guarantee or underwrite the performance of any technology (whether an approved product or otherwise) and/or any installer (whether or not a registered installer). You should ensure that the installer you engage provides you with the necessary information in relation to any warranty cover and the insurance cover it has in place.
- 7.2 In the unlikely event that any member of the Managing Agent, its employees, officers or agents were to suffer or incur any losses, damages costs or expenses and/or to have claims made against it, and/or any of them, as a result of your installation or use of the technology or any other of your activities in connection with the grant or the property, then unless caused by the Managing Agent or its employee's/officer's/agent's own negligence, you must compensate the Managing Agent fully in respect of the relevant losses, damages, expenses or claims.
- 7.3 DETI is entitled at any time to vary these terms and conditions and will give notice to applicants if necessary.