

The aim of this presentation is to provide an overview of the EPBD, SEI, BER, Dwelling Dimensions and Ventilation.

1 Introduction to Building Energy Rating (BER)

Building Energy Rating (BER), using the Dwelling Energy Assessment Procedure (DEAP), is the standardised method for the calculation of the energy performance of new dwellings in Ireland. For a BER assessment to be recognised by Sustainable Energy Ireland (SEI) it must be carried out by an SEI registered assessors in accordance with the DEAP methodology. This national methodology, made available by SEI, for the BER of new dwellings was published in June 2006 and can be viewed and downloaded as a calculation workbook and manual at www.sei.ie/ber. However, the BER assessor's version of the software is only available upon registration with SEI. Athlone Institute of Technology (AIT) will provide an approved training version of the software as part of this training course. The training version of the software is not to be used for commercial purposes, or distributed by the learner and is only to be used as required by this approved course.

The DEAP software has been designed to produce an energy rating of the dwelling similar to the A to G rating for a household electrical appliance. DEAP is a hybrid of the draft European Standard (EN13790) and the UK Standard Assessment Procedure (SAP). The SAP is the UK Government's recommended system for energy rating of dwellings. The SAP rating is used to fulfil requirements of the Building Regulations to notify and display an energy rating in new dwellings. The Carbon Index (CI) can be used to demonstrate compliance with Approved Document L1 (England and Wales) and Technical Standards Part J (Scotland).

The Irish national methodology for existing and non-residential buildings has not yet been decided. The European Standards body (CEN) is currently developing relevant standards. It is anticipated by SEI that "Those with better rated homes (i.e. more energy efficient homes) will be motivated to highlight this as a positive selling point while those with poorer rated homes may be motivated to upgrade their homes to improve the energy rating."

1.0.1 Provisional Certificates (Dwellings Sold from Drawings)

For domestic dwellings for which planning permission has been applied since 1st January 2007 a 'Provisional BER Certificate' must be produced by the vendor to potential buyers or tenants, when the new dwelling is offered for sale "off plans". This certificate is based upon the pre-construction plans.

1.0.2 "Final" Certificates

Following completion of the house a final certification must be carried out. This cert is based upon the as constructed dwelling. When the relevant new dwelling is completed, the vendor is obligated to arrange for a new BER certificate to be supplied to the purchaser, and this assessment is to take account of any design changes during construction. A "final" cert will apply to a dwelling for a maximum of 10 years.

1.0.3 Accredited Assessor

The owner/developer/vender of the new dwelling will engage a registered BER assessor listed on the Register of BER Assessors (www.sei.ie/ber) to carry out the BER based on the plans and specifications for the new building. All BER Assessors will be required to follow a standardised procedure using an approved calculation methodology and to adhere to a standard code of practice. It should be noted that a BER certificate must also be procured by the person commissioning a dwelling for their own use, prior to taking up occupation of the dwellings.

1.0.4 BER Label and Advisory Report

The standard procedure and software will also be used to generate "Building Energy Rating" (BER) labels and BER Advisory Reports as required under the EPBD. The format and contents of the Advisory Report have recently been made available by SEI and are downloadable from their website.

1.1 SEI's Role and Responsibility

Sustainable Energy Ireland (SEI) was set up by the Irish government in 2002 as the national energy agency to promote and assist the development of sustainable energy. SEI in conjunction with the Department of the Environment, Heritage and Local Government (DOEHLG) and the Department of Communications, Marine and Natural Resources (DCMNR) are jointly responsible for implementing the requirements of the EPBD. SEI is responsible for publishing the national methodology adopted for assessing energy rating of dwellings as required by the Energy Performance Building Directive (EPBD).

SEI has also responsibility under the European Communities (Energy Performance of Buildings) Regulations (SI No 666 of 2006) for the registration of BER Assessors and for the following:

- the maintenance of a register for BER Assessors
- for maintaining a methodology of BER assessment
- for registration and maintenance of a register of BER Assessments
- for certain quality assurance functions in respect of the scheme including determination of training requirements and operational standards and for the collection of registration and assessment fees from BER Assessors.

1.2 Future requirements

The implementation of the BER is being carried out on a phased basis as outlined below:

1.2.1 New Domestic Dwellings:

From the 1st January 2007 onwards all new domestic dwellings for which planning permission was applied requires a BER when being sold or let. Transitional BER exemptions will apply to new dwellings for which planning permission is applied on or before 31st December 2006, where the new dwellings involved are substantially completed on or before 30th June 2008.

1.2.2 New Non-Domestic Buildings:

From the 1st July 2008 onwards all new non-domestic dwellings for which planning permission was applied requires a BER when being sold or let. Transitional BER exemptions will apply to new non-domestic buildings for which planning permission is applied on or before 30th June 2008 provided the new non-domestic buildings involved are substantially completed by 30th June 2010.

1.2.3 Existing Buildings

The legislation for BER which applies to Existing Buildings (dwellings and other buildings) when offered for sale or letting applies on or after 1st of January 2009. The owner of the premises must provide the resulting BER certificate and advisory report to prospective buyers/tenants.

1.3 Key Objectives of the EPBD, as set out in Article 1

The Energy Performance of Buildings Directive (EPBD) [2002/91/EC] is legislation which the European Union (EU) has ratified and member states have agreed on transposing to law. The EPBD stems from the *Kyoto Protocol* and is tailored to the reduction of greenhouse gas emissions. The EU adopted the Energy Performance of Buildings Directive [2002/91/EC] on 16 December 2002. The EPBD contains a package of mandatory measures designed to secure a significant reduction in CO₂ emissions from buildings. It will make a significant contribution to the implementation of the *National Climate Change Strategy – Ireland* (October 2000), particularly with regard to Chapter 6 (Built Environment and Residential Sector).

The principle objectives of the directive are:

- To promote the improvement of the energy performance of buildings across the EU through cost effective measures.
- To promote the convergence of building standards of Member States.

The measures to be implemented in each EU member state include:

- Methodology for calculating the energy performance of buildings.
- Application of performance standards for new and existing buildings.
- BER schemes for buildings offered for sale or rent.
- Feasibility assessment of alternative energy systems for buildings over 1000m²

1.4 EPBD Further Articles and implementation of Article 7 & the Statutory Instruments (S.I. No. 666 of 2006)

The EPBD is a comprehensive directive and consists of 17 articles some of which are briefly outlined below:

Article 3 of the EPBD requires each Member State to adopt a standard methodology for the calculation of the energy performance of buildings, on the basis of a general framework set out in the Annex to the Directive.

Articles 4 and 5 outline the minimum energy performance requirements for building which must be met by new buildings.

Article 7 of the EPBD requires that when a building is constructed, sold or rented out, the owner must provide a BER Label and Advisory Report to the prospective buyer or tenant.

The Minister for the Environment, Heritage and Local Government, in exercise of the powers conferred on him by Section 3 of the European Communities Act 1972 (No. 27 of 1972) and for the purpose of giving effect to certain provisions of Directive 2002/91/EC of the European Parliament and of the Council of 16 December 2002 on the energy performance of buildings, transposed these provisions into Irish law, as given in statutory instrument (S.I.) No. 666 of 2006 EUROPEAN COMMUNITIES (ENERGY PERFORMANCE OF BUILDINGS) REGULATIONS 2006.

1.5 DEAP

As outlined in the introduction the DEAP methodology has been adopted as the official Irish method for calculating the energy performance of dwellings.

The DEAP methodology takes into account a range of factors that contribute to annual energy requirements, associated CO₂ emissions and energy demands for the provision of space heating, water heating, ventilation and lighting of a dwelling. These factors include the following:

- Size, geometry and exposure of the dwelling

- Materials used for construction of the dwelling
- Thermal insulation of the different elements of the building fabric
- Ventilation characteristics of the dwelling and ventilation equipment
- Efficiency, responsiveness and control characteristics of the heating system(s)
- Solar gains through glazed openings of the dwelling
- Thermal storage (mass) capacity of the dwelling
- The fuel used to provide space and water heating, ventilation and lighting
- Renewable and alternative energy generation technologies incorporated in the dwelling.

The DEAP methodology is based on standardised assumptions based on occupancy, levels and durations of heating, usage of domestic electrical appliances, etc. No account is made for individual characteristics of the household occupying the dwelling when the rating is calculated, for example:

- household size and composition
- individual heating patterns and temperatures
- ownership and efficiency of particular domestic electrical appliances

Geographical location within Ireland is also not factored. Hence, a given dwelling specification will yield the same result in all parts of Ireland in respect of Building Regulations compliance and BER.

The DEAP methodology and BER procedure calculates a monthly energy balance for space heating and aggregates these figures over a heating season spanning October to May inclusive.

The energy requirements is calculated based on the size of the dwelling and is a function of the following:

- heating system control
- responsiveness
- efficiency characteristics
- fuel characteristics

Finally, account is also taken of calculated lighting energy (electricity) requirement in determining the overall results.

1.6 Overview of Part L

The aim of Part L of the First Schedule to the Building Regulations is to limit the use of fossil fuel energy and related CO₂ emissions arising from the operation of buildings, while ensuring that occupants can achieve adequate levels of lighting and thermal comfort. Buildings should be designed and constructed to achieve this aim as far as is practicable. For dwellings, the primary method of demonstrating compliance is to show that the calculated rate of CO₂ emissions associated with the operation of the dwelling does not exceed a target value specified in Part L.

Conservation of Fuel and Energy	L1	A building shall be designed and constructed so as to ensure that the energy performance of the building is such as to limit the amount of energy required for the operation of the building and the amount of CO ₂ emissions associated with this energy use insofar as is reasonably practicable.
Dwellings	L2	For dwellings, the requirement of L1 shall be met by: <ul style="list-style-type: none"> (a) providing that the CO₂ emissions associated with energy use for space heating, water heating, ventilation and lighting of a new dwelling, calculated using the method published by Sustainable Energy Ireland, are limited insofar as is reasonably practicable; (b) limiting heat loss and, where appropriate, maximising heat gain through the fabric of the building; (c) controlling, as appropriate, the output of the space heating and hot water systems; (d) limiting the heat loss from pipes, ducts and vessels used for the transport or storage of heated water or air.
Buildings other than dwellings	L3	For buildings other than dwellings, the requirements of L1 shall be met by: <ul style="list-style-type: none"> (a) limiting the heat loss and, where appropriate, maximising the heat gains through the fabric of the building; (b) providing energy efficient space and water heating services including adequate control of these services; (c) ensuring that the building is appropriately designed to limit need for cooling and, where air-conditioning or mechanical ventilation is installed, that installed systems are energy efficient, appropriately sized and adequately controlled; (d) limiting the heat loss from pipes, ducts and vessels used for the transport or storage of heated water or air; (e) limiting the heat gains by chilled water and refrigerant vessels, and by pipes and ducts that serve air conditioning systems; (f) providing energy efficient artificial lighting systems (other than emergency lighting, display lighting or specialist process lighting) and adequate control of these systems.

The DEAP method is used to demonstrate compliance with certain provisions of Part L of the Building Regulations. All new dwellings must comply with the Building Regulations including Part L which relates to energy. If a registered BER assessor finds that a new dwelling does not comply with the regulations, he or she is required to advise his/her client that they appear to be in breach of Regulations, explain the issues that have resulted in the apparent breach, encourage them in as strong terms as possible to rectify issues. He or she should also advise his or her client that the new owner will have a right of access to this information.

1.7 Overview of CDEM and MPCDER

The Carbon Dioxide Emission Rate (CDER) associated with energy use is based on the following energy consumption sources:

- space heating
- water heating
- ventilation
- lighting

The CDER is calculated for standardised temperature conditions. The CDER so calculated for the dwelling should be less than the Maximum Permitted CO₂ Emission Rate (MPCDER).

The MPCDER for a domestic dwelling is derived as follows:

The carbon dioxide emission rate is calculated using the DEAP methodology for a reference dwelling of the same size and shape as the dwelling to be assessed, but with the relevant characteristics specified in Appendix C of Part L. Table 37 and 38 from Part L, Appendix C, is shown herein. These tables outline the parameters used in the calculation of the MPCDER. The CDER and MPCDER are expressed in terms of kilograms of CO₂ per square metre floor area per year (kg CO₂/m²/annum).

The calculated CDER takes account of the relevant characteristics of the actual dwelling.

These include the fuel to be used for space and water heating.

Provision is made for 10% of space heating to be supplied by a secondary heating system. Where a chimney or flue is provided and an open fire or other appliance fitted, this appliance is presumed to be the secondary heating system and the efficiency of the actual appliance with its appropriate fuel should be used in the calculation.

Where no appliance is actually installed, the presence of the following appliances should be assumed when calculating the CDER:-

- If a gas point is located adjacent to the hearth, a decorative fuel effect fire open to the chimney or flue, with a gross efficiency of 20%.

- If there is no gas point, then an open solid fuel fire in grate with a gross efficiency of 30%. Where no specific provision is made, the secondary source is presumed to be electricity.

Where a building contains more than one dwelling (such as in a terrace of houses or a block of apartments), reasonable provision would be to show that:

- every individual dwelling has a CDER that is no greater than its corresponding MPCDER, or
- the average CDER for all dwellings in the building is no greater than would exist if each dwelling exactly achieved its individual target, i.e. the average of the MPCDER for all dwellings. The average CDER for all dwellings is derived by multiplying the CDER for each individual dwelling by the floor area of that dwelling, adding together and dividing the result by the sum of the floor areas of all dwellings. The average MPCDER for all dwellings is calculated in a similar manner, i.e. the MPCDER for each individual dwelling is multiplied by the floor area of that dwelling, and the sum of these divided by the sum of the floor areas of all dwellings. Common areas in the building are not included in these calculations.

Table 37: Values of key characteristics of reference dwelling	
Element or system	Value
Size and shape of dwelling	Same as actual dwelling
Opening areas (windows, rooflights and doors)	25% of total floor area, or sum of exposed roof and wall area, whichever is the lesser
Walls	One opaque door of area 1.85 m ² , any other doors fully glazed U = 0.27 W/m ² K
Floors (ground or exposed)	U = 0.25 W/m ² K
Roofs	U = 0.16 W/m ² K
Windows, rooflights and glazed doors	U = 2.2 W/m ² K
Opaque door	U = 3.0 W/m ² K
Living area fraction	Same as actual dwelling
Shading and orientation	All glazing orientated E/W; average over shading
Number of sheltered sides	2
Allowance for thermal bridging	0.11 x total exposed surface area
Ventilation system	Natural ventilation with intermittent extract fans
Air permeability – Basic Air Change Rate	0.5 air changes per hour
Chimneys	One
Other Open flues	None
Extract fans	3 for dwellings with floor area greater than 100 m ² 2 for smaller dwellings
Main space and water heating system, including system controls and fuel used	Generally as for actual dwelling Boiler efficiency as for actual boiler or 78%, whichever is the lower Where space and/or water heating by renewable sources provided in actual building, the following assumptions should be used for the calculation of MPCDER for reference dwelling: <ul style="list-style-type: none"> - Where renewable sources provide partial space and/or water heating, it should be assumed that all space and water heating need is met by main space and water heating system. - Where renewable sources meet the main space and/or water heating need, the alternative space and/or water heating system as set out in Table 38 below should be assumed for calculation of MPCDER.
Secondary space heating	The same as applied in calculation of CDER of actual dwelling.

Table 38: Assumed space and/or water heating for reference dwelling (when renewable source provides main space and/or water heating for dwelling being assessed)	
Element or system	Value
Heating fuel (space and water)	Mains gas
Boiler	Efficiency 78% room-sealed fanned flue
Heating system and controls (when renewable source provides main space heating)	Boiler and radiators; Timer + TRVs with boiler interlock
Hot water system (when renewable source provides main water heating)	Stored hot water, heated by boiler separate time and temperature control for space and water heating
Hot water cylinder	120 litre cylinder insulated with 35 mm of factory applied foam
Primary water heating losses	Primary pipework not insulated, cylinder temperature controlled by thermostat

1.8 Administration, assessor registration and general requirements as set out by SEI

Much of the following section is available from the SEI website on www.sei.ie

1.8.1 Registration

On successful completion of this course (an overall pass mark of 70% must be achieved); students may apply to become registration as a BER registered assessors of new dwellings.

There are two types of registration as an individual ("Self-Employed Assessor") or as an employee of an employer ("Employee Assessor"). Applicants must then complete the relevant Application Form (R01 or R02) and the employee assessor must also arrange for the completion of the Employers Support Form. All applicants must review and formally accept the [Code of Conduct](#) for BER Assessors.

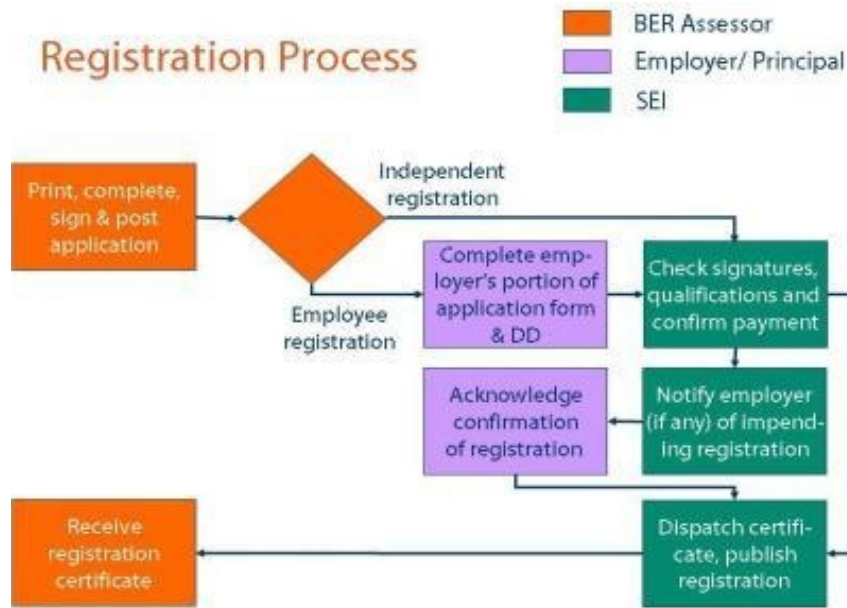
R01 - [Application Form for Self Employed BER Assessors](#)

R02 - [Application Form for Employed BER Assessors and Employer Support Form](#)

The signed form and required documentation should be sent in hard copy to:

Energy Performance of Buildings Department,
Sustainable Energy Ireland,
Glasnevin,
Dublin 9.

In order to become registered applicants must also submit the required ID and pay the appropriate registration fee to SEI as the registration body.



SEI has stated that “Registration is normally for a one-year period. Approximately one month before a BER Assessor’s registration is due for renewal, SEI will send a renewal notice to him/her. A BER Assessor’s registration will be automatically renewed unless the BER Assessor requests otherwise.

A BER Assessor may resign from the scheme at any time by writing to: The Registrar, Energy Performance of Buildings Directive, Sustainable Energy Ireland, Glasnevin, Dublin 9.

SEI may, at its discretion, suspend or terminate the registration of a BER Assessor, for example following:

Failure by a BER Assessor to attend or to satisfactorily complete a course of periodic training as required by SEI or;

Failure by a BER Assessor to comply with a direction under the European Communities (Energy Performance of Buildings) [Regulations](#), 2006 or;

Failure by a BER Assessor to carry out a BER assessment in a fit and proper manner, or to maintain or provide satisfactory data, documentation or records of any such assessment or;

A BER Assessor committing, or aiding or abetting the committing of an offence under the [Regulations](#) or;

SEI forming an opinion that the BER Assessor has ceased to be capable of performing his or her functions under the regulations properly and efficiently. If a BER Assessor registration is resigned, suspended or terminated, it must be noted on the [Register of BER Assessors](#).

If a BER Assessor's registration is resigned, suspended or terminated, SEI will refund any registration fees paid for any period of a registration year for which the BER Assessor was not registered after deducting any debts owed to SEI in respect of publication of BER assessments or other [BER fees](#).

A registered BER Assessor who has resigned his or her registration or whose registration has been suspended or terminated must remove all reference to registration from his notepaper and property and shall not in any way represent himself/herself or his/her business as being registered with SEI. If requested by SEI, he or she must return all SEI property including the BER Assessor registration certificate.

Process Diagram”

1.8.2 BER Assessor's Code of Conduct

SEI have stated that “The primary objective of the BER Assessor's Code of Conduct is to ensure that BER Assessors have a clear understanding of, and a formal commitment to meet, their obligation to deliver a high quality BER assessment service in the marketplace. Important terms used throughout this Code of Conduct are defined in the [EPBD Regulations](#). These regulations are the national legislation giving effect to the [Buildings Directive of the European Parliament and Council](#) .

The BER Assessor's [Code of Conduct](#) details the roles and responsibilities of BER Assessors and SEI and provides for a comprehensive BER assessment system to ensure the delivery of a technically proficient and timely service to end users ensuring high standards of professional conduct. Delivery by BER Assessors of a high quality service in an independent manner is essential to the reputation and reliability of the scheme.”

1.8.3 Role of a BER Employer

It has been stipulated by SEI that “Where an Employer (partnership, company or public body) offers BER assessment services to clients via Employees who are registered assessors, certain obligations in the [Code of Conduct](#) can be assumed directly by the Employer as opposed to the Employee BER Assessor. SEI has established a procedure to enable the Employer of a BER Assessor to enter into a direct relationship with SEI in respect of the following obligations:

- Indemnification of SEI in respect of liabilities arising as a result of Employee BER Assessor's activities;

- Payment of [registration fees and/or levies](#) for registration of a BER Assessor and for publication of BER certificates issued on behalf of the Employer; and
- Retention and maintenance of all records, data and documentation as would be required to defend, should they be questioned, assessments carried out by the BER Assessor on behalf of the Employer. Records, data and documentation must be stored in a secure, confidential and accessible manner as required in the BER Assessor's Code of Conduct."

1.8.4 Insurance

SEI have also stated that "SEI has received advice that professional indemnity insurance should be sought by BER Assessors to provide a specified level of cover in respect of any one claim plus legal costs. Professional liability cover operates on a "claims made" basis which means that claims can only be made during the years in which the relevant policy is active. Therefore, BER Assessors should be aware of the need to provide "run-off" cover after they have ceased to be a BER Assessor and should seek appropriate assurances from their insurer that they will provide such cover.

BER Assessors should also consider whether they need public liability and/or employer's liability insurance."

1.8.5 Record Keeping

SRI require "Upon completion of a BER assessment for a new dwelling, the BER Assessor shall submit to SEI the related BER data file from the Dwelling Energy Assessment Procedure ([DEAP](#)) software and any associated data and/or documentation that SEI shall determine from time to time. In accordance with the [European Communities \(Energy Performance of Buildings\) Regulations, 2006](#) , SEI shall only publish a BER certificate if SEI accepts a BER data file into the [BER Register](#).

In accordance with the Regulations, all data, documentation and records relating to a BER assessment are the property of SEI and shall be furnished to SEI on demand.

These include:

- BER Certificates;
- Provisional BER Certificates;
- Advisory Reports;
- BER data files constituting the output of BER assessments; and
- All supporting drawings, data and other documentation supporting the BER assessment.

The BER Assessor is responsible for retention and maintenance of all such data, documentation and records as (s)he considers may be required to support any assessments (s)he has carried out.”

1.8.6 Schedule of Fees BER Assessor Registration Fee (Dwellings)

As shown the “Schedule of Fees” a registration fee of €1,000 is required to register with SEI as a BER Assessor. General registration will be on an annual basis, however, registrations in 2007 will not expire until December 2008, due to expectations of lower volumes of rating during 2007 and 2008 in advance of the requirement for the energy rating of existing dwellings. A fee of €500 will be charged for annual renewal of registration.

The registration fee can only be made via direct debit mandate. The direct debit will be presented to the bank immediately on receipt of application for registration and the registration fee will be debited. Payment is normally considered to have been made once this transaction is confirmed. In the case where the payments are to be made by a person’s Employer who has already established a direct debit, receipt of the instruction from the Employer to debit the registration fee will be considered to be payment, while also allowing for transaction processing time.

1.8.6.1 Other Fees

In addition to the BER Assessor registration fee, there are [charges and levies](#) for the publication of BER Ratings on the BER Register. You will find details of all of these transaction costs in the [schedule](#) of charges.

Schedule of Fees under the Building Energy Rating (BER) Scheme

Publication of BER Certificates by SEI

Fee for publication of a BER Certificate on the BER Register by SEI:	€25
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Registration of BER Assessors by SEI

Annual Registration of BER Assessors¹

Employer Registration (including 1 st Employee Assessor):	€1,000
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2 nd and subsequent Employee Assessors ² :	€500
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Self-Employed Assessor Registration:	€1,000
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Annual Renewals (Employee & Self-Employed Assessors):	€500
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Ad Hoc Fees

Fee for Direct Debit Representation (following failure to clear)	€7.50
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Fees are subject to review by SEI. All fees are exclusive of VAT and may be subject to VAT.

¹ Registrations in 2007 will be valid until 31st December 2008.

² Provided that the employer has signed indemnities in respect of his/her employees and agreed to make day-to-day payments and handle record keeping.

1.8.7 Energy Rating Fees Charged By the Assessors

The amount charged by BER Assessors for their services is a matter for agreement between the BER Assessor and the client. SEI may, in its absolute discretion, set out guidance to the market regarding reasonable fees to be charged by BER Assessors for particular kinds of assignment.

In addition to the [registration fees](#) charged on initial registration or subsequent renewal, BER Assessors are required to pay a charge to SEI for each and every BER certificate published on the [BER Register](#).

A monthly statement detailing transaction fees will be issued by email as soon as possible after the month end and the direct debit will be made on 15th of the month or the nearest working day thereafter.

Failure of a direct debit on two successive months or in any three months in a rolling year will result in the BER Assessor's registration being suspended. A BER Assessor whose registration has been suspended will not be able to submit BER assessments to SEI. BER Assessors whose registration has been suspended as a result of non-payment will not be re-registered unless and until:

All outstanding accounts have been settled; and

SEI has checked their financial status and come to a satisfactory conclusion.

By agreement with SEI, these fees may be paid by a BER Assessor's [employer](#). SEI publishes these fees and may, at its sole discretion, vary them. All [fees](#) charged by SEI will be quoted exclusive of VAT and may be subject to VAT. SEI shall notify BER Assessors in advance of any changes to this charge.

SEI Template

Acceptance

I/We [Name of Client], agree to appoint [Name of BER Assessor] to carry out a BER assessment of [Name/Address of Building (s)] I accept that it is my responsibility to provide accurate information regarding this dwelling for the purposes of the assessment and accept the terms and conditions outlined in this letter of appointment.

Signed for and on behalf of the client

Letter of Engagement for a BER Assessor's Client**Template**

(on BER Assessor's Headed Notepaper)

Name & Address of Client

Date

Dear [Name of Client],

Thank you for appointing me/us to carry out a Building Energy Rating (BER) Assessment of [name/address of building(s) to be assessed]. I/We am/are happy to accept this assignment on the following terms and conditions:

1. The BER Assessment will be carried out in accordance with the Code of Conduct for BER Assessors. In particular, it will be carried out in an independent manner by [me or a named registered BER Consultant] based on drawings, and other data supplied by you and any other investigations required. On the basis of this information, I/we will complete a BER assessment of the building(s) and submit it to Sustainable Energy Ireland (SEI) for publication.
2. All information and documentation that you supply to me in connection with this application (whether requested by me or otherwise) will become the property of SEI. I/We have an obligation to you to protect the confidentiality of this information and will not disclose it without your agreement to do so unless otherwise required to do so by law. If we are required by law to release any such information we shall notify you promptly if possible.
3. I/We and SEI shall have no responsibility for any loss or damage that may arise as a result of the Building Energy Rating assessment or result. The methodology used for the BER assessment incorporates standard occupancy assumptions and a range of technical judgements on the energy efficiency of various building components and attributes. A BER may change over time due to many factors including deterioration or modification to the fabric of the building, or its elements. As a result, an energy rating is only a guide to the overall energy efficiency of a building. In practice, energy efficiency is highly dependent on how occupants use the building.
4. I/We have an ongoing responsibility to ensure the accuracy of BER certificates issued based upon my/our assessment. For that purpose, it may be necessary for me/us and/or Sustainable Energy Ireland (SEI) or its agents to visit the building to check that it complies with the drawings upon which the BER Certificate has been based. You and/or the owner(s) or subsequent owners of the building(s) may be requested to make allow me/us or the employees of SEI or its agents to visit the building(s) for this purpose. If you decide not to facilitate such a request, SEI may decide to revoke the relevant BER Certificate.
5. My fee for the BER Assessment will be €_____ incl. VAT. This fee is inclusive of all costs including payment to SEI for publication of the relevant BER assessment(s).

Please confirm your agreement with the terms of this letter by signing the acceptance form below and returning it to me at your earliest convenience or, alternatively, please let us know if you have a different understanding of the terms of our appointment.

Yours sincerely,

BER Assessor

1.9 BER Submission Process - BER ASSESSMENT REGISTRATION PROCESS

1.9.1 Submission of BER Assessment by Registered BER Assessor

The assessor completes an assessment and saves it in his Local SQL database. He/she can then attach these files to an email and send the email from his or her registered email address to berassessments@sei.ie. emails sent from any other address or to any other address will not be processed by SEI.

Please take note of the following additional points about the BER assessment registration process:

Change of personal details:

Putting revised personal information (address, telephone, email etc.) on the property and assessor details screen in DEAP (shown below) will not result in your address being changed on the register of BER assessors or on SEI's database. If you have changed your personal details you will need to send the changes to berregistrations@sei.ie. SEI will make the necessary changes and send a confirmation when it has been done.

BER Assessor Number and Company Number

The procedures for inputting BER assessor number and company number are as follows:

- BER assessor number This is the BER assessor number that was assigned to you upon registration;
- Company number If you are self employed, this is your own BER assessor number. If you have registered as an employed BER assessor, this is the number assigned to your employer.



Voluntary Assessments

The planning reference is the reference number of the planning authority related to the application for planning permission for the subject property. No application will be processed unless planning permission was applied for after 1st January 2007.

1.9.2 Receipt and Acknowledgement by SEI of BER Assessment

Upon receipt of a BER assessment as indicated above, SEI will:

Acknowledge receipt of the BER assessment by email;

Check that it has been sent from the registered email of a registered BER assessor and, if the BER assessor is employed, that he or she has been registered as an employee of the company referenced in the assessment;

Check that a planning reference has been indicated in the assessment file;

Check the data in the BER assessments to ensure that it falls within certain parameters;

Check the BER assessment calculation.

If the BER assessment does not pass these tests, it will be returned to the BER assessor. When the BER assessor has made the necessary alterations, he or she should resubmit the modified BER assessment.

1.9.3 Registration of BER Assessment

A BER certificate will be produced by SEI in pdf format and emailed to the BER assessor. At the same time, SEI will publish the BER assessment on the statutory BER register. This register is accessible on SEI's web site within the BER assessor area.

1.9.4 Payment of Registration Levy

As soon as the BER assessment has been published, the BER assessor's bank account will be debited with the registration levy or, in the case of a BER assessor who is employed, the amount will be debited from his/her employer's account. A statement will be issued to each BER assessor or his/her employer, on the 5th of each month and a direct debit will be taken from the account on the 20th of each month.