



## Application Form – SERVE Register of Suppliers/Installers

All fields must be completed and incomplete forms will be returned.

### Section 1: Contact Details

Name (print): \_\_\_\_\_

Company (print): \_\_\_\_\_

Address (print): \_\_\_\_\_

\_\_\_\_\_

Contact telephone number (print): \_\_\_\_\_

Email (print): \_\_\_\_\_

Website (print): \_\_\_\_\_

Legal Status: \_\_\_\_\_

Overview of Company \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No OF Employees: \_\_\_\_\_

VAT Registered: Yes  No

If yes, VAT No. \_\_\_\_\_

C2 Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Or

I have included my Tax Clearance Cert

## Section 2: Products and Services

I wish to apply to be included on the list of Suppliers and Installers for the SERVE Project for the following services (tick all that apply):

- A. Supply and Installation of Energy Efficient Windows
- B. Supply and Installation of Wood Stoves/Inserts

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### A. Windows:

Under the SERVE Grant Scheme all windows must meet:

- All relevant national standards for safety and quality
- A maximum u value of 2.0 W/m<sup>2</sup> K on a whole window basis (frame and glazing).
- Will be installed airtight to houses without any gaps or draughts surrounding window frame.

I confirm that all windows supplied and fitted under this scheme will meet the above standards and I confirm that I will supply certified window U values to all homeowners (The Building Energy Rating Assessor will need this data to ensure eligibility for the grant payment).

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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### B. Wood Stoves:

The wood stoves/inserts supplied and installed must conform to one the following standards.

EN 13240 (Europe)  
Art. 15a (Austria)  
NS 3038/59 (Norway)  
EN 13229 (Europe) - **Insert Stoves Only**

**List of Stoves/Inserts**

	<b>Manufacturer</b>	<b>Model &amp; Size</b>	<b>Please state if the Stove/Insert is Wood Burning Only or a Wood Burning Variant of a Multi Fuel Stove</b>	<b>If the Stove/Insert is a Wood Burning Variant, please detail what measures will be taken to ensure that the Stove/Insert is sold as a Wood Burning Variant only</b>
1				
2				
3				
4				
5				
6				
7				

Further products can be attached on a separate sheet. Test certificates must be attached. The certificates must detail:

- Manufacturer Name and Model
- Testing Standard
- % Efficiency
- Testing Agency and Contact Details of Same.

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Only wood burning stoves/inserts or wood burning variants of multi fuel stoves/inserts will be grant aided.

In accordance with the SERVE requirements, I confirm that I (or a member of my staff) will supply and install wood burning only stoves/inserts or the wood burning variant of multi fuel stoves/inserts.

To ensure I (or a member of my staff) supply and install the wood burning variant of a multi-fuel stove/insert, I (or a member of my staff) will carry out the following measures as listed above.

I also understand that I (or a member of my staff) will be required to sign the required Declaration of Works Form to confirm that either a wood burning only stove/insert or the wood burning variant of a multi-fuel stove/insert was supplied and installed.

I (or a member of my staff) also understand that I (or a member of staff) will be required to confirm that the installation meets all regulatory requirements

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### **Section 3: Required Documents**

The following documents need to be supplied with this signed application form:

1. Tax Clearance Certificate or C2 Details
2. Evidence of Insurance Cover – Public, Product and Employers Liability where applicable
3. Safety Statement
4. Evidence of Product Quality Certification (where applicable)
5. Any other relevant information.

### **Section 4: Terms and Conditions:**

1. I undertake to furnish North Tipperary County Council with a valid Tax Clearance Certificate (“TCC”) or a C2 and Expiry Date. I accept that failure to furnish North Tipperary County Council with a valid TCC/C2 for each year shall result in my removal from the Registered Supplier and Installer List.
2. I understand that in order to remain eligible under the Scheme I am required to be registered on the Register of Suppliers/Installers at all stages during the installation process, including commissioning and the signing off of the Declaration of Works.
3. I declare that I am competent and have the necessary training and experience to enable me to satisfactorily and safely install/commission equipment in the area for which I apply for registration.
4. I undertake to achieve certification at my expense from an accredited training course in respect of each of the technology areas for which I am registered, where applicable. I accept that failure to achieve such certification for all appropriate staff (installers, designers etc) shall result in my removal from the Register of Suppliers/Installers.
5. I accept that installations grant aided under the Scheme and which I commission may, for quality control purposes, be inspected by the Tipperary Energy Agency/North Tipperary County Council or their authorised agents and I will assist, by making myself available and/or disclosing any requested information, and co-operate with any such inspection.
6. I fully consent to the results of such inspections being published by the Tipperary Energy Agency/ North Tipperary County Council or their agents and made available to the public in whatever media the Tipperary Energy Agency or North Tipperary County Council may at its discretion choose.
7. I accept that failure to act on a direction from North Tipperary County Council and/or the Tipperary Energy Agency or their authorised agents, to remedy a deficit identified as a result of an inspection may result in my removal from the Register of Suppliers/Installers
8. I accept that my engaging in fraudulent or inappropriate behaviour in relation to the Scheme will result in my removal from the Register of Suppliers/Installers. I also accept that any failure by me to comply with these Terms and Conditions may result in North Tipperary County Council removing me from the Register.
9. I am aware that North Tipperary County Council may de-register Supplier and Installers where North Tipperary County Council has evidence of repeated failures on the part of Supplier and Installers to deliver quality work or give customer satisfaction. I agree that any dispute between North Tipperary County Council and I in relation to any matter in connection with the Scheme shall in the first instance be discussed between us with a view to finding a resolution. I agree that if the discussion between North Tipperary County Council and I fails, the dispute may be referred by either of the parties to an independent mediator, accredited by the Centre for Effective Dispute Resolution and appointed, in the absence of agreement between the parties, by the Chairman (or his or her deputy) of the Irish Commercial Mediation Association. Any mediation shall take place at a venue chosen by the mediator. The appointed mediator will seek to mediate a resolution of the dispute.

10. I agree that if the dispute between myself and North Tipperary County Council is not resolved in accordance with clause 9, the dispute may then be referred by either party to arbitration under the Arbitration Rules and Procedures of the Chartered Institute of Arbitrators Irish Branch and, in the absence of agreement, either party can apply to the Chartered Institute of Arbitrators Irish Branch to have such an arbitrator appointed.
11. I accept that, in order to be reinstated to the list after deregistration in accordance with these Terms and Conditions, I may be required by North Tipperary County Council to contribute to the costs of any re-inspections arising out of any rework declarations previously issued by North Tipperary County Council or any of its agents or contractors. Furthermore I accept that I may be required by North Tipperary County Council to contribute to the cost of a number of inspections carried out on my installations after re-registration.
12. I agree at my expense to attend targeted workshops when requested by North Tipperary County Council and/or the Tipperary Energy Agency.
13. I undertake that the services provided by me pursuant to the Scheme will be carried out in accordance with recognised and accepted practices, acceptable industry standards and any applicable equipment installation guidelines and any relevant national and European laws and guidelines.
14. I accept that the Terms and Conditions for registration on the Registered Supplier and Installer List may be updated from time to time on the SERVE website and these updated Terms and Conditions shall apply to me with immediate effect.

## **Section 5: Declaration**

I confirm that I have read and accepted the Terms and Conditions for registration on the Register of Suppliers/Installers and that I enclose all relevant documentation.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Role in Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## **Return Completed Forms to:**

SERVE Project  
Community & Enterprise Department  
North Tipperary County Council  
Civic Offices  
Limerick Road,  
Nenagh  
Co. Tipperary

## **For further information:**

Telephone: 067 44671  
E-mail: [sheila.healy@northtippcoco.ie](mailto:sheila.healy@northtippcoco.ie)