

Fast | Affordable | Efficient

BRISTOL DEA
DOMESTIC ENERGY ASSESSORS

SAP Checklist for change of use and conversions



To complete a SAP Calculation we need:

- 1) A completed Checklist for each resultant unit
- 2) Building plans with dimensions (scale 1:100, 1:50)
- 3) Window schedule
- 4) Site plan inc North point
- 5) Ceiling heights (allow for floor thickness after ground floor)
- 6) Clearly identify new windows/doors, boilers (inc controls) and upgraded roof wall and floor insulation to the existing and new elements of the dwelling.

PROJECT DETAILS:

Site address for which SAP Calculation(s) is required: _____

_____ Post Code: _____

Your name and address (if different from above): _____

_____ Post Code: _____

Agent's name and address (if applicable) _____

_____ Post Code: _____

CONTACT DETAILS:

Whom should we contact if there are any queries about the SAP Calculation?

Name: _____ Telephone: _____

E-mail: _____

TIMEFRAME:

Has this project already been submitted to Building Control?

No Yes Date: ____/____/____ APP No. _____

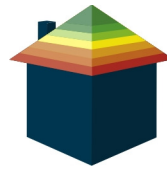
Estimated completion date of build: ____/____/____

Service required: 'Fast-Track' service (48 hours)
'Standard' service (10 - 14 days)

PAYMENT DETAILS:

Cheque enclosed: Name on cheque: _____

BACS transaction: (lloyds sort code: 309213. Bristol DEA Account: 03556478)



Please complete the following details and U-Values for 1, 2, 3 & 4 if not included on your plans.

1. Floor Construction:

Please describe or sketch the structure of the floor, including details of the following:

- Insulation type
- Insulation thickness

2. Main wall structure:

Please describe or sketch the structure of the main wall, including details of:

- Brickwork
- Cavity size
- Insulation type
- Insulation thickness
- Plasterboard

3. Secondary wall (e.g. studs, wall between garage & dwelling, dormer cheeks):

Please describe or sketch the structure of the wall including details of the following:

- Brickwork
- Cavity size
- Insulation type
- Insulation thickness
- Plasterboard

4. Roof Construction:

Please describe or sketch the structure of the roof:

Is the roof space a habitable area?
Yes / No



5. Glazing: Please tick all the boxes that are applicable:

- | | | | | |
|-----------|--|--|---------------------------------------|--|
| Air gap: | <input type="checkbox"/> 6mm | <input type="checkbox"/> 12mm | <input type="checkbox"/> 16mm | <input type="checkbox"/> 18-28mm |
| Glazing: | <input type="checkbox"/> double glazed | <input type="checkbox"/> triple glazed | <input type="checkbox"/> Argon filled | <input type="checkbox"/> low 'E' soft coat |
| Material: | <input type="checkbox"/> PVCu | <input type="checkbox"/> timber | <input type="checkbox"/> metal | <input type="checkbox"/> low 'E' hard coat |
-

6. External Doors:

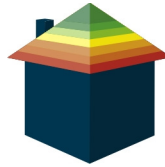
- | | | | |
|--------|--------------------------------|--------------------------------------|---------------------------------------|
| Front: | solid <input type="checkbox"/> | half glazed <input type="checkbox"/> | fully glazed <input type="checkbox"/> |
| Side: | solid <input type="checkbox"/> | half glazed <input type="checkbox"/> | fully glazed <input type="checkbox"/> |
| Rear: | solid <input type="checkbox"/> | half glazed <input type="checkbox"/> | fully glazed <input type="checkbox"/> |
-

7. Ventilation:

- Total number of low energy extraction fans
- Total number of extraction fans
- Whole house mechanical ventilation system Yes / No
- Heat recovery system Yes / No
- Solar Panels: size/output/description: _____
-

8. Main Heating System:

- Fuel: _____ Model: _____ Manufacturer: _____
- Combi boiler? Yes / No
- % efficiency floor mounted wall mounted
- Is a Geo-thermal heat pump being installed? Yes / No
- Output & description: _____
-



9. Heating Control details:

Please tick all the boxes that are applicable:

- Programmer Room stat Zone control TRV's
 Load compensator

10. Secondary Heating:

Type: _____ Fuel: _____ Hetas Approved?

If you are installing a fireplace, is it enclosed?

Yes Or, is it open in the grate?

11. Electric Tariff:

Standard Economy 7 10 hour tariff 24 hour tariff

Other: _____

12. Hot Water:

Is it from the central heating boiler? Yes / No

13. Cylinder:

Capacity (litres) Insulation thickness (mm)

14. Lighting:

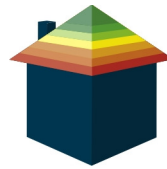
Total number of standard light fittings:

Total number of low 'E' lights:

Total number of external lights:

14. Projected Air Pressure Rate:

Please contact Customer Support if you require an explanation.



Fast | Affordable | Efficient

BRISTOL DEA
DOMESTIC ENERGY ASSESSORS

16. **Building Control:**

Is this build monitored by an Approved Inspector?

Or your local Building Control Officer?

Or a combination of both?

(Please note: according to Part L Regulations, it will be very difficult to achieve a SAP 'pass' result without appointing an Accredited Inspector. For further details, please check the Government website: www.dclg.gov.uk)

**If you have any questions about this Checklist
contact our Customer Support Team on **01179730606****

When completed, send to:
Bristol DEA, 35 Alma Vale rd Clifton Bristol BS8 2HL