

Fast | Affordable | Efficient

**BRISTOL DEA**  
DOMESTIC ENERGY ASSESSORS



## SAP Checklist for New build

To complete a SAP Calculation we need:

- 1) A completed Checklist
- 2) Building plans with dimensions (scale 1:100, 1:50)
- 3) Window schedule
- 4) Site plan
- 5) Ceiling heights (allow for floor thickness after ground floor)
- 6) North point

### 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. \_\_\_\_\_

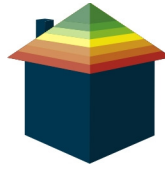
Estimated completion date of build: \_\_\_\_/\_\_\_\_/\_\_\_\_

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:  6mm  12mm  16mm  18-28mm  
Glazing:  double glazed  triple glazed  Argon filled  low 'E' soft coat  
Material:  PVCu  timber  metal  low 'E' hard coat
- 

**6. External Doors:**

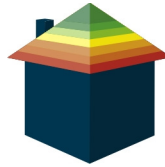
- Front: solid  half glazed  fully glazed   
Side: solid  half glazed  fully glazed   
Rear: solid  half glazed  fully glazed
- 

**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:

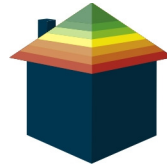
Total number of low 'E' lights:

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](http://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