

# SAP Checklist- New Build (as designed)

## PROJECT DETAILS:

Site address:	
Postcode:	
Client name:	
Address:	
Postcode:	
Agent's name:	
Address (if applicable):	

## CONTACT DETAILS:

Who should we contact with any questions?

Company Name:		Contact Name:	
Telephone:		Email:	

## TIMESCALE:

Has this project already been submitted to Building Control?  Yes <input type="radio"/> No <input type="radio"/>	
Date:	
Estimated completion date of build:	

Please fill in the boxes to provide us with the following information:

<b>1. Is the property built in accordance to accredited construction details?</b>	No <input type="radio"/> Yes <input type="radio"/>
<b>2. Ground Floor:</b> <input type="checkbox"/> Floor covering (e.g. screed) <input type="checkbox"/> Insulation type <input type="checkbox"/> Insulation thickness <input type="checkbox"/> Floor type (e.g. Block & Beam)	
<b>3. Exposed Upper Floor e.g. between house and garage</b> <input type="checkbox"/> Floor covering (e.g. screed) <input type="checkbox"/> Insulation type <input type="checkbox"/> Insulation thickness <input type="checkbox"/> Floor type (e.g. Block & Beam)	
<b>4. Exposed wall 1:</b> <input type="checkbox"/> Outer Skin (e.g. brick) <input type="checkbox"/> Cavity <input type="checkbox"/> Insulation type <input type="checkbox"/> Insulation thickness <input type="checkbox"/> Inner skin (e.g. Celcon solar block) <input type="checkbox"/> Plasterboard on dabs	
<b>5. Exposed Wall 2 e.g. between house and garage</b> <input type="checkbox"/> Outer Skin (e.g. brick) <input type="checkbox"/> Cavity <input type="checkbox"/> Insulation type <input type="checkbox"/> Insulation thickness <input type="checkbox"/> Inner skin (e.g. Celcon solar block) <input type="checkbox"/> Plasterboard on dabs	

**6. Main Roof 1**

- Warm Roof / Cold Roof
- Cavity
- Insulation type
- Insulation thickness

**7. Other Roof (if applicable)**

- Warm Roof / Cold Roof
- Cavity
- Insulation type
- Insulation thickness

**8. Glazing:** please tick all the boxes that apply:

Air gap:	6mm	<input type="checkbox"/>	Double	<input type="checkbox"/>	PVCu	<input type="checkbox"/>
	12mm	<input type="checkbox"/>	Triple	<input type="checkbox"/>	Timber	<input type="checkbox"/>
	16mm	<input type="checkbox"/>	Argon fill	<input type="checkbox"/>	Metal	<input type="checkbox"/>
	16mm +	<input type="checkbox"/>	Low E 'soft coat'	<input type="checkbox"/>	Low E 'hard coat'	<input type="checkbox"/>

Fully draughtstripped as required

Please specify rooflights if applicable

**9. External doors:**

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

**10. Ventilation:**

Number of low energy extraction fans:	
Number of standard extraction fans:	
Mechanical ventilation system:	Yes <input type="radio"/> No <input type="radio"/>
Heat recovery system:	Yes <input type="radio"/> No <input type="radio"/>

**11. Main heating system:**

Fuel:		Model:		Manufacturer:	
Combi boiler:	Yes <input type="radio"/> No <input type="radio"/>				
% efficiency: <input type="checkbox"/>	Floor mounted: <input type="checkbox"/>	Wall mounted: <input type="checkbox"/>			
Radiators: <input type="checkbox"/>	Underfloor Heating: <input type="checkbox"/>				
Ground / Air Source heat pump:	Yes <input type="radio"/> No <input type="radio"/>				

**If yes, please see section 18.****12. Heating control details:** please tick all the boxes that are applicable.

Programmer: <input type="checkbox"/>	Zone control: other: <input type="checkbox"/>
Room stat: <input type="checkbox"/>	Load compensator: <input type="checkbox"/>
Thermostatic: <input type="checkbox"/>	Interlock: <input type="checkbox"/>
Radiator valves: <input type="checkbox"/>	

<b>13. Secondary heating:</b>					
Type:		Fuel:		Hetas Approved:	
<b>14. Electric tariff:</b>					
Standard:	<input type="checkbox"/>	economy 7:	<input type="checkbox"/>	10 hour tariff:	<input type="checkbox"/>
24 hour tariff:	<input type="checkbox"/>				
Other:	<input type="checkbox"/>				
<b>15. Hot water:</b>					
Is it from the central heating boiler:			Yes	<input type="radio"/>	No <input type="radio"/>
<b>16. Cylinder:</b>					
Capacity:		(litres)	Insulation thickness:		(mm)
<b>17. Lighting:</b>					
Total number of standard light fittings:					
Total number of low 'E' lights:					
Total number of external lights:					
<b>18. Renewable Technology:</b>					
Solar Thermal (Hot water)					
Photovoltaics:					
Solar Thermal (Hot water)					
Solar Thermal (Hot water)					

Thank you for completing the above form, please ensure that you also provide:

- Building Regulation floor plans, sections and elevations with dimensions and construction notes (scale 1:100, 1:50)
- Window schedule (if available)
- Site layout and location plan showing orientation

Should you require any assistance with this checklist please contact [buildingcontrol@midsussex.gov.uk](mailto:buildingcontrol@midsussex.gov.uk) or phone on 01444 477570

When completed, please email to [buildingcontrol@midsussex.gov.uk](mailto:buildingcontrol@midsussex.gov.uk), or post to:

Building Control, Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS.