

SAP Checklist- New Build (as built)

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:

1. Is the property built in accordance to accredited construction details?	No <input type="radio"/> Yes <input type="radio"/>
2. Ground Floor: <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)	
3. Exposed Upper Floor e.g. between house and garage <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)	
4. Exposed wall 1: <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	
5. Exposed Wall 2 e.g. between house and garage <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:

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"/>

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"/>	

13. Secondary heating:				
Type:		Fuel:		Hetas Approved:
14. Electric tariff:				
Standard:	<input type="checkbox"/>	economy 7:	<input type="checkbox"/>	10 hour tariff:
24 hour tariff:	<input type="checkbox"/>			
Other:	<input type="checkbox"/>			
15. Hot water:				
Is it from the central heating boiler:		Yes <input type="radio"/> No <input type="radio"/>		
16. Cylinder:				
Capacity:		(litres)	Insulation thickness:	
				(mm)
17. Lighting:				
Total number of standard light fittings:				
Total number of low 'E' lights:				
Total number of external lights:				
18. Renewable Technology:				
Solar Thermal (Hot water)				
Photovoltaics:				
Solar Thermal (Hot water)				
Solar Thermal (Hot water)				
19. Air permeability Rate:				
Result achieved on site:				m3/hm2

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 or phone on 01444 477570

When completed, please email to buildingcontrol@midsussex.gov.uk, or post to:
Building Control, Mid Sussex District Council, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS.