

SAP Checklist- Conversion (change of use)

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:

New Structure

<p>1. Ground Floor:</p> <ul style="list-style-type: none"><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)	
<p>3. Exposed Upper Floor e.g. between house and garage</p> <ul style="list-style-type: none"><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)	
<p>4. Exposed wall 1:</p> <ul style="list-style-type: none"><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	
<p>5. Exposed Wall 2 e.g. between house and garage</p> <ul style="list-style-type: none"><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:	<input type="checkbox"/>
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)					

Existing / Upgraded Structures

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)	
Please provide details of any proposed improvements	
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	
Please provide details of any proposed improvements	

<p>5. Exposed Wall 2 e.g. between house and garage</p> <ul style="list-style-type: none"><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	
<p>6. Main Roof 1</p> <ul style="list-style-type: none"><input type="checkbox"/> Warm Roof / Cold Roof<input type="checkbox"/> Cavity<input type="checkbox"/> Insulation type<input type="checkbox"/> Insulation thickness	
<p>Please provide details of any proposed improvements</p>	
<p>7. Other Roof (if applicable)</p> <ul style="list-style-type: none"><input type="checkbox"/> Warm Roof / Cold Roof<input type="checkbox"/> Cavity<input type="checkbox"/> Insulation type<input type="checkbox"/> Insulation thickness	
<p>Please provide details of any proposed improvements</p>	

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

No Yes

Please specify rooflights if applicable

Please give details of any existing windows to be replaced (size, location, etc.).

If not shown on plan, please specify area (in m2) of all windows and that will be covered by the extension:

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"/>

Fully draughtstripped as required

No Yes

Please give details of any existing windows to be replaced (size, location, etc.).

If not shown on plan, please specify area (in m2) of all windows and that will be covered by the extension:

10. Ventilation:

Number of low energy extraction fans:

Number of standard extraction fans:

Mechanical ventilation system:

Yes No

Heat recovery system:

Yes No **11. Main heating system:**

Fuel:

Model:

Manufacturer:

Combi boiler:

Yes No % efficiency: Floor mounted: Wall mounted: Radiators: Underfloor Heating:

Ground / Air Source heat pump:

Yes No **If yes, please see section 18.****12. Heating control details:** please tick all the boxes that are applicable.Programmer: Zone control: other: Room stat: Load compensator: Thermostatic: Interlock: Radiator valves: **13. Secondary heating:**

Type:

Fuel:

Hetas Approved:

14. Electric tariff:

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"/>		

15. Hot water:

Is it from the central heating boiler:	Yes <input type="radio"/>	No <input type="radio"/>
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16. Cylinder:

Capacity:		(litres)	Insulation thickness:		(mm)
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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)	

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.