



Coast 2 Coast Property Assessment

SAP Assessments – Guidance Notes

Please read all sections before forwarding any information.

Correspondence Address – Please also include billing name and address if different to correspondence address.

Plans – I have to be able to calculate areas and volumes so detailed plans are required. I need plan, elevation and section views plus a site location plan. Electronic plans in pdf or CAD format are preferable. Please note that if paper plans are used for the assessment I reserve the right to make an additional charge if called for audit to cover charges made by my accreditation scheme.

Original construction date – **For conversions**, the date of build of the original building along with date of conversion to a dwelling is needed. For new builds construction date is when work starts on site. Please also include date of Building Regulations approval and a copy of the document. **For extensions** please include date of construction of existing house and the date of Building Regulations approval for the extension. Please include the planning application reference.

Orientation of Building – This is normally the direction the front door faces.

Extensions – For extensions where the calculation is based on the whole dwelling please include details of the existing house and the new extension walls, roof and floors.

Main external wall construction – from external to internal with as much detail as possible especially relating to make and type of blocks and insulation. Please note that use of unnamed blocks will generally result in poorer results. For timber frames the size of studwork and centre will be required. For extensions, details of existing building will normally be required. Please include overall thickness of walls.

Other wall construction – please include details of other types of external walls, internal partitions, party walls and stud walls in the roof where applicable. Please include size and spacing of timber studs.

Roof construction – where there are differing types please include details of each i.e. pitched roof-insulated at rafters, pitched roof-insulated at flat ceiling, flat roof etc. Please include size and spacing of rafters/joists along with full details of insulation used.

Ground floor – please also include details of any exposed floor (including over garages or unused spaces).

Windows, rooflights and external doors – Please provide supporting documentation from the manufacturer or supplier. Only whole frame u-values are now used. If you do not have a window

schedule then please complete the attached form ensuring that windows and doors are related to particular walls. For extensions please provide details of existing house windows and if no certification is available then approximate age (pre or post 2002), thickness of air gap and type of frame (timber or upvc etc.) will be helpful. Please also include the area of windows and doors removed or no longer exposed as part of the project.

Heating systems – Please provide makes and models of the heat source(s). For dwellings assessed under Building Regulations 2013 please note that there are a number of changes. Boilers are now listed in the PCDB database (formerly SEDBUK then PCDF) and efficiencies are slightly lower. The age of the heating pump is now categorised as 2013 or later or 2012 or earlier (only for separate pumps at present). If the heat source is not listed on PCDB then poorer default figures have to be used.

Heating system design flow temperature will be required along with a copy of the commissioning certificate before an as built SAP report can be compiled (new builds only)

Heating controls – Enhanced heating controls such as load or weather compensators can only be credited in the calculation if they are listed in the PCDB database otherwise default values are used.

Hot water cylinders – size, make and model and/or details from the manufacturers label including measured heat loss where possible.

Solar thermal, Solar PV panels and Air Source Heat Pumps – full details are needed including type, area and orientation of panels if appropriate. If installed under the MCS scheme then a copy of the certificate is required.

Thermal Bridging (new builds only) – This has become very important for new builds and **it is unlikely that a dwelling will comply with Part L without specifying one of the enhanced construction details** such as Accredited Construction Details, Constructive Details, LABC Construction Details or other construction details issued by product manufacturers. It is quite possible that a combination of these may be used but I can advise further on this. The links below may assist you.

Accredited Construction Details

<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/partl/bcassociateddocuments9/acd>

Constructive Details Ltd (only applicable where aircrete blocks are used)

<http://www.constructivedetails.co.uk/>

Xtratherm Accredited Details (only applicable when Xtratherm products are used)

<https://www.xtratherm.com/resources/acds/>

BRE Certified Details and Products Scheme

<https://www.bre.co.uk/certifiedthermalproducts/>

Air Pressure Tests (generally only for new builds) - As with thermal bridging this is very important and a test may be necessary to achieve compliance with Part L even when not necessarily required by Building Regulations. **It is likely that either no test or a result in excess of 5.0m³ @ q50 will not allow Part L compliance.** A certificate showing the air test result will be required.

Documentation – Where particular u-values are being claimed then supporting documentation will be required. Clear photos of labels on items such as boilers and hot water cylinders are helpful.

As Built SAP Reports and Energy Performance Certificates (EPCs) – these can only be issued once written confirmation has been received stating that the dwelling has been completed to the specification outlined and that the building has been commissioned. At this stage documentation relating to window and door u-values, confirmation of accredited construction details, air test certificate and heating system commissioning certificate will be required if appropriate.

New Builds – Please note that small changes to specification between the design stage and as built stage for new build properties can result in a Part L compliance failure and changes to compensate for this when the build is complete can be costly. The assessment notes and u-value calculations should be carefully read and any changes to specification referred to the SAP Consultant before committing to purchase of materials or heating equipment.