



## SAP Data Forms – Guidance Notes

**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.

**Main 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 extensions, details of existing building will normally be required.

**Other main wall construction** – please include details of other external walls, internal partitions, party walls and stud walls in the roof where applicable. Please include size 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 if possible 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 walls are related to particular walls. For extensions please provide details of existing windows where possible.

**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 PCDF database (formerly SEDBUK) and efficiencies are slightly lower. The age of the heating pump is now categorised as 2013 or later or 2102 or earlier (only for separate pumps at present).

**Heating controls** – Enhanced heating controls such as load or weather compensators can only be credited in the calculation if they are listed in the PCDF database.

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

**Solar thermal or solar PV panels** – full details are needed including type, area and orientation. If installed under the MCS scheme then a copy of the certificate is required.

**Thermal Bridging** (generally only for new builds) – 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 Ltd or other accredited construction details. 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**

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

**Air Pressure Tests** (generally only for new builds) - As with thermal bridging this is now important and a test may be necessary to achieve compliance with Part L even when not necessarily required by Building Regulations.

**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.

**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 it has been commissioned. At this stage documentation relating to window and door u-values and confirmation of accredited construction details will be required if appropriate.