



# SAP Form (conversions)

Please send us the following information:

1. This completed SAP Form.
2. A full set of scale plans (inc floor plans, elevations, sections and site plan showing North, preferably via email).
3. Manufacturers' details where possible.

**Site address (including postcode):**

**Contact Name:**

**Contact address (including postcode):**

Tel (landline):

Tel (mobile):

Email:

1. **Which Part L Building Regulations edition does this project come under?**

2. **Floor construction (if not shown on plans).**

Please describe or sketch the structure of the floor, including the type and thickness of insulation:



3. **Main Wall Structure (if not shown on plans).**

Please describe or sketch the main wall construction, including details of brickwork, size of cavity, insulation (type & thickness) and plasterboard:

4. **Secondary Walls (if not shown on plans).**

This includes stud walls, wall between garage and dwelling, dormer wall construction and party walls between dwellings. Please describe or sketch the structure of the wall, including details of brickwork, size of cavity, insulation (type & thickness) and plasterboard:

5. **Roof Construction (if not shown on plans).**

Please describe or sketch the structure of the roof, together with type & depth of insulation:

6. **Glazing.**

(If available please include a window & door size schedule):

Air Gap:

Glass:

Frame Material:

Whole window U Value (if known):  W/m<sup>2</sup>K



**7. External Doors.**

U Value (if known):  W/m<sup>2</sup>K

External Door material:

Front:

Rear:

Side:

Other:

**8. Ventilation.**

Total number of air bricks for secondary heating ventilation:

Heat Recovery System?:

If 'yes' please input make and model (if known):

If 'no' please input total number of extraction fans:

**9. Main heating system.**

Fuel:

Boiler Type:

Make and model (if known):

**10. Heating Controls.**

**11. Additional Heating Controls.**

Delayed Start Stat:

Load Compensator:

Enhanced Load Compensator:

Weather Compensator:

12. **Heat Emitter.**

For underfloor please describe:

13. **Secondary heating.**

14. **Electric tariff.**

15. **Is hot water provided by the central heating boiler?**

16. **Cylinder.**

Is there a hot water cylinder?

Make and model if known:

Please tick if applicable: –

Independent time control:

Cylinder in heated space:

Cylinder volume:

 (litres)

Cylinder thermostat:

Immersion heater:

Insulation thickness:

 (mm)



## 17. Lighting.

Total number of light fittings:

Number of energy efficient internal lights:

Are there any external light fittings:

## 18. Renewable Technologies

### *Solar Thermal Panels*

Type of panel:

Area (net aperture):  (m<sup>2</sup>)

Pitch (degrees):

Orientation:

How is solar heated hot water stored?   
Please enclose manufacturers details if possible.

### *Photovoltaic Solar Panels*

PV cells power (kw peak 0.00-40.00):

Overshading:

Pitch (degrees):

Orientation:

Please enclose manufacturers details if possible.

### *Micro Wind Turbines*

Location:

Rotor Diameter:  (m)

Hub Height:  (m)

Please enclose manufacturers details if possible.

Are you using any other Low or Zero Carbon Technologies?

If yes please give details separately.



We normally send SAP calculations via email.  
If you would prefer a printed copy please tick here.

Please tick here to confirm you would like us to go ahead (or sign below).

Signature:

Date:

Please use the box below for any additional details:

If you have any queries at all about this form please do not hesitate to contact us.

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