



**Imperium**

Energy Consultants

## **NEW BUILD | SAP CHECKLIST**

This checklist has been created in order to make the process of carrying out your SAP calculations as smoothly as possible.

It is important that you fill out this checklist as accurately as possible to maintain compliance.

In order to complete your assessment we will require;

☐ A completed checklist

---

☐ Building regulations plans with dimensions and constructions note. 1:100 and 1:50  
**Please note that for multiple dwellings, if their construction method and details vary between plots, a separate checklist will be required for each different build.**

☐ Floor plans

☐ Sections

☐ Elevations

☐ List of amendments (if changes have been made to the original design)

☐ Window schedule

☐ Site location and layout, including orientation with North pointer

☐ Design stage DER (Dwelling Emission Rate) and SAP calculations (if applicable)

☐ Air pressure test certificate

☐ Were Approved Construction Details (ACD) adopted? Yes | No  
**If ACD's adopted, a copy of the Approved Construction Details Certificate must be provided. Approved construction details (limiting thermal bridging and air leakage) fully adopted see [www.planningportal.gov.uk](http://www.planningportal.gov.uk) for further information. Please note that by ticking yes, you are confirming that the dwelling has been constructed to this standard and that your EPCs cannot be issued if the signed sheets are not supplied as soon as they're available**

☐ A statement from the developer or equivalent, that the building has been constructed correctly in accordance with the building plans.

## PROJECT DETAILS

Site address for which SAP calculation is required:

Your name and address (if different from above) and company (if applicable)

## CONTACT DETAILS

Who should we contact if there are any queries about the SAP calculation?

Name:  Contact number:

Email:

---

## TIME FRAME / BUILDING CONTROL

Date this project is expected to be submitted to building control?

Estimated completion date of build?

Building regulations - Part L1A (new build) ☐ or Part L1B (re furb / conversion) ☐

Any specific requirements? No ☐ Yes

Are you trying to achieve a specific rating?

---

## BUILD TYPE

Property type: House ☐ Bungalow ☐ Flat ☐ Maisonette ☐

Built form: Detached ☐ Semi ☐ Mid terraced ☐ End terraced ☐

Flat type: Ground floor ☐ Middle ☐ Top ☐

Orientation of front door: N / NE / E / SE / S / SW / W / NW

Please tick the relevant boxes and complete the following details:

**FLOOR CONSTRUCTION**

Suspended Timber	<input type="checkbox"/>	Insulation Type	<input type="text"/>
Suspended Concrete	<input type="checkbox"/>	Product Name / Code	<input type="text"/>
Slab on Ground	<input type="checkbox"/>	Insulation Thickness	<input type="text"/>
		U-Value	<input type="text"/>

**MAIN WALL STRUCTURE**

Timber Frame	<input type="checkbox"/>	Brickwork	<input type="text"/>
Masonry Cavity Wall	<input type="checkbox"/>	Cavity	<input type="text"/>
• AAC Block, Filled Cavity	<input type="checkbox"/>	Insulation Type	<input type="text"/>
• Dense Block, Filled Cavity	<input type="checkbox"/>	Product Name / Code	<input type="text"/>
		Insulation Thickness	<input type="text"/>
		Plasterboard - Dot Dab	<input type="text"/>
		U-Value	<input type="text"/>

**SECONDARY WALLS**

<b>(Dormer Cheeks, Basement walls, Timber Cladding etc)</b>	Brickwork	<input type="text"/>
	Cavity	<input type="text"/>
	Insulation Type	<input type="text"/>
	Product Name / Code	<input type="text"/>
	Insulation Thickness	<input type="text"/>
	Plasterboard - Dot Dab	<input type="text"/>
	U-Value	<input type="text"/>

**PARTY WALL**

<b>(Between properties, between garage and property)</b>	Timber Frame	<input type="checkbox"/>
	AAC Block	<input type="checkbox"/>
	Dense Block	<input type="checkbox"/>

## PARTITIONS

(Internal walls in roof rooms etc)

Plasterboard on Timber Frame

Medium Blocks, Plasterboard on Dabs

Dense Block, Plasterboard on Dabs

Dense Block, Dense Plaster

## ROOF CONSTRUCTION

is the roof space habitable?

Yes

No

Insulated at

Rafters

Joists / Ceiling Level

Both

Insulation Type

Product Name / Code

Insulation Thickness

U-Value

## GLAZING (please tick all applicable)

Air Gap:

NA

6mm

12mm

16mm

18-28mm

Glazing:

Single

Double

Triple

Argon Filled

Low E Soft Coat

Material:

PVCu

Timber

Metal

Low E Hard Coat

Manufacturers declared U-Value evidence in order to include this.

We will need manufactures

## ROOFLIGHT (please tick all applicable)

Air Gap:

NA

6mm

12mm

16mm

18-28mm

Glazing:

Single

Double

Triple

Argon Filled

Low E Soft Coat

Material:

PVCu

Timber

Metal

Low E Hard Coat

Manufacturers declared U-Value evidence in order to include this.

We will need manufactures



---

## EXTERNAL DOORS

Front:	N/A	<input type="checkbox"/>	Solid	<input type="checkbox"/>	Half Glazed	<input type="checkbox"/>	Fully Glazed	<input type="checkbox"/>
Side:	N/A	<input type="checkbox"/>	Solid	<input type="checkbox"/>	Half Glazed	<input type="checkbox"/>	Fully Glazed	<input type="checkbox"/>
Rear:	N/A	<input type="checkbox"/>	Solid	<input type="checkbox"/>	Half Glazed	<input type="checkbox"/>	Fully Glazed	<input type="checkbox"/>

---

## VENTILATION

Total number of fans:  Low energy fans:

Whole house mechanical ventilation system: Yes ☐ No ☐

Heat recovery System? Yes ☐ No ☐

Manufacturer:  Product Name:

---

## RENEWABLES

Solar Panels: Area:  m2 (gross or net)

Orientation: N / NE / E / SE / S / SW / W / NW

Connected to hot water tank: Yes ☐ No ☐

Other details if known; (collector efficiency, heat loss efficiency)

Photovoltaic Panels: Installed Peak Power:  kWp

Area of panels:  m2

Degree pitch of panels:

Orientation: N / NE / E / SE / S / SW / W / NW

---

## MAIN HEATING SYSTEM

Fuel:  Model:  Manufacturer:

Is a combi boiler being installed? Yes ☐ No ☐

Floor mounted ☐ Wall mounted ☐

System: Radiators ☐ Underfloor ☐ Both ☐

Is a heat pump being installed? Yes ☐ No ☐

Heat Source: Ground ☐ Water ☐ Air ☐

Other details

---

## HEATING CONTROL DETAILS (Please tick all applicable)

Programmer ☐ Zone Control ☐ Enhanced Load Compensator ☐

Room Thermostat ☐ Load Compensator ☐ Delayed Thermostat ☐

Thermostatic Radiator Valves (TRV's) ☐ Weather Compensator ☐

---

## FLUE GAS HEAT RECOVERY SYSTEM

Has a FGHRs been installed? Yes ☐ No ☐

Manufacture:  Model name:

---

## SECONDARY HEATING

Type:  Fuel:

Hetas approved? Yes ☐ No ☐

If you are installing a fireplace is it enclosed or open in the grate?

---

## ELECTRICITY TARIFF

Standard ☐ Economy 7 ☐ 10 Hour Tariff ☐ 24 Hour Tariff ☐

Other:

---

### CYLINDER (if applicable)

Capacity:  Litres

Insulation Thickness:

---

### HOT WATER

Produced by the central heating boiler? Yes ☐ No ☐

---

### WASTE WATER HEAT RECOVERY SYSTEM

Has a WWHR been installed? Yes ☐ No ☐

---

### LIGHTING (Building REGs = 75% Low Energy Lights)

How many low energy light fittings will be installed?

How many standard / normal light fittings will be installed?

---

### THERMAL BRIDGING

Accredited Construction Details ☐

Enhanced Construction Details ☐

Calculated PSI Values for junctions ☐ (please supply evidence)

Existing Buildings ☐

---

### ADDITIONAL INFORMATION

Please use this space to provide any other details that may be useful.



**AIR PERMEABILITY RATE**

Has an air test been carried out? Yes ☐ No ☐

Measured rate:  m<sup>3</sup>/hr/m<sup>2</sup>

**Please note that an air test certificate will be required as evidence. So will be required in order to produce your final EPC.  
A copy can be sent in with this checklist.**

**Declaration**

By signing below, you are confirming that the above property has been built in accordance with the building plans and checklist specifications as submitted to  
Imperium Energy Consultants Ltd

<b>Signed</b>	<input type="text"/>	<b>Print</b>	<input type="text"/>
<b>Position</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>

Once you have signed and completed this checklist. Please either print pages 1 to 7 and post to:

**Imperium Energy Consultants Ltd  
26 Holmes Avenue  
Plymouth  
PL3 6LW**

**or**

scan and email a completed checklist to

**sap@imperiumec.co.uk**

Should you require any assistance completing this checklist, please contact us  
on

**Contact@imperiumec.co.uk**

