

LEEDS CITY COUNCIL BUILDING CONTROL SERVICES INFORMATION FOR SAP RATING

COMPLETION OF THIS FORM WILL AID THE PROCESSING OF YOUR APPLICATION. ALL RELEVANT PARTS SHOULD BE COMPLETED TO ALLOW ACCURATE ASSESSMENT.

Name:	Application No: (If known)
Address:	Date:

OVERALL DWELLING DIMENSIONS

	Area (m ²)	Average Room Height (m)
Ground Floor	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
First Floor	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
Second Floor	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
Third and other Floors	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
Main Living Area (see note 4)	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>

Notes:

1 Dimensions refer to the inner surfaces of the elements bounding the dwelling. Thus floor dimensions are obtained by measuring between the inner surfaces of the perimeter walls. This measurement should include all internal walls and built-in cupboards that are accessible from the occupied area of the dwelling. It should include porches and conservatories where they are heated and form part of the habitable space. It should, however, exclude porches and conservatories where they are not heated and are clearly divided from the dwelling.

2 Storey height is the total height between the ceiling surface of a given storey and the ceiling surface of the storey below. For a single storey dwelling, or the ground floor of a dwelling with more than one storey, this measurement should be from floor surface to ceiling surface.

3 Where the upper rooms extend into the roof space then the wall height is defined up to the level of the wall plate or the internal angle between the wall and the sloping ceiling/roof.

4 Main living area is the floor area of the main living room and must include the area of rooms that are accessible from it without opening doors or using stairs.

5 External wall area should be gross, i.e. ignoring any openings.

	Area (m ²)
AREAS	
Main External Wall Area (see note 5)	<input style="width: 80px; height: 25px;" type="text"/>
Main Roof	<input style="width: 80px; height: 25px;" type="text"/>
Other Roof (if any)	<input style="width: 80px; height: 25px;" type="text"/>
Roof Pitch in Degrees	<input style="width: 80px; height: 25px;" type="text"/>
Is there a Basement present?	<input style="width: 80px; height: 25px;" type="text"/>

VENTILATION

Number of Chimneys (see note 6)

Number of Flues (see note 6)

Number of fans/passive vents (see note 7)

Does the house have the following:-

Draught lobby (see note 8)

Suspended wooden floor (see note 9)

No. of side sheltered

Is main wall construction timber or masonry?

Is floor sealed or not?

Mechanical ventilation (see note 10)

Mechanical ventilation with heat recovery

Low Energy Lighting %

U-Value of Constructional Elements: *As specified on the approved plan or built on site.*

Ground Floor

Wall

Roof

Notes:

6 Chimneys and flues should be entered only when they are unrestricted. Balanced flues, such as those on many gas boilers and wall-mounted convector heaters, should not be included.

7 Extract fans, including cooker hoods and other independent extractor fans should be included in the "number of fans" category, but those that form part of a whole-dwelling mechanical ventilation system should be excluded.

8 Draught lobby is a porch or similar enclosure covering the main entrance door, where upon entering (with a pram) the porch door can be closed before opening the main door. Both doors to be draught sealed. Must enter into a hallway not direct to a room.

9 For a suspended timber floor to be classed as "sealed" all joints in the decking material and its perimeter must be draught-sealed (i.e. using suitable adhesives or mastics.)

10 Mechanical ventilation should only be entered if the whole dwelling is served by a mechanical ventilation system. Where whole-dwelling mechanical ventilation systems have a heat-exchanger to recover heat from the stale air being extracted from the dwelling, this should be noted.

OPENINGS

Room	Window		Orientation e.g. North/South etc.	Type (see below)	Frame	Gap
	Height	Width				

Notes:

For 'type' select from the following list and state whether the frame is wood , metal , PVC-U or thermal break and whether the air gap is 6 or 12mm. Window area refers to the total area of the openings, including frames.

Window Single Glazed

Window Double Glazed

Window Double Glazed Low E

Window Double Glazed Argon

Window Triple Glazed

Door ½ Double Glazed

Door Full Double Glazed

Door Single Glazed

Door Solid Timber Panel or Similar

Door ½ Single Glazed

Doors should be classified as follows:-

Glazed Area	Assume to be
Less than 15% of opening size	Solid
15-30%	½ glazed
30-60%	Fully glazed
Over 60%	Class as a window

HEATING

MAIN SYSTEM

Type of Boiler Manufacturers declared efficiency

Controls:

Heating

State all heating controls to be installed

Programmer..... **Yes / No**
 Room thermostat..... **Yes / No**
 Thermostatic radiator valves..... **Yes / No**
 Other (specify)

Hot Water

State if water heating system is on a separate control to heating **Yes / No**
 Confirm that a boiler interlock is to be installed **Yes / No**

SECONDARY SYSTEM (i.e. coal effect gas fire)

Is there a solar water heating panel?
 Area of panel (m²)
 Is primary pipe work insulated?
 Cylinder thermostat (yes or no)
 Hot water cylinder volume (litres)
 Cylinder insulation thickness (mm)
 Type of cylinder insulation (jacket or foam)
 Economy 7 tariff installed? **Yes / No**

Secondary Heating. Manufacturers declared efficiency Controls

If no secondary heating is specified the SAP assumes this to be electric.

Signature..... Telephone Number.....
 (During work hours)

