

**DACORUM BOROUGH COUNCIL - BUILDING CONTROL**

Please return to: Building Control, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, Herts HP1 1HH  
 Tel: 01442 228587 Fax: 01442 228581 Email: building.control@dacorum.gov.uk

**SAP RATING INFORMATION - NEW DWELLINGS**

All relevant parts should be completed to allow accurate assessment by our assessors.  
 Please read and follow all guidelines below.

**PROPERTY DETAILS**

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

**OVERALL DWELLING DIMENSIONS**

	Area (m2)	Av Room Height (m)
Ground Floor	<input type="text"/>	<input type="text"/>
First Floor	<input type="text"/>	<input type="text"/>
Second Floor	<input type="text"/>	<input type="text"/>
Third and other Floors	<input type="text"/>	<input type="text"/>
Exposed perimeter at ground floor (m)	<input type="text"/>	

The dwelling dimensions return to the internal floor area. All measurements should be taken through all internal walls and built-in cupboards.

Porches and conservatories should be included where they are heated and form part of a habitable space, but excluded where they do not.

**VENTILATION RATE**

Number of chimneys	<input type="text"/>
Number of flues	<input type="text"/>
Number of fans/passive vents	<input type="text"/>
Number of storeys	<input type="text"/>
Wall construction	<input type="text"/>
Ground floor construction	<input type="text"/>
Is there a draught lobby?	<input type="text"/>
Percentage of windows and doors draught stripped	<input type="text"/>
Number of sheltered sides to dwelling	<input type="text"/>
Is there mechanical ventilation?	<input type="text"/>

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

Extract fans including cooker hoods and other independent extractor fans should be included in the "number of fans" category.

Mechanical ventilation should only be included if the whole property is served by a ventilation management system.

**HEAT LOSS**

Approximate year of construction	<input type="text"/>		
	Area (m2)	Type	Air Gap
Doors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Windows (Single)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Windows (Double)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Windows (Low E)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Windows (Triple)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rooflights	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Area (m2)	Construction	
Ground floor construction	<input type="text"/>	<input type="text"/>	
Wall construction	<input type="text"/>	<input type="text"/>	
Wall construction (2)	<input type="text"/>	<input type="text"/>	
Roof construction	<input type="text"/>	<input type="text"/>	
Roof construction (2)	<input type="text"/>	<input type="text"/>	
Area exposed to floor	<input type="text"/>	<input type="text"/>	
Area of semi-exposed floor	<input type="text"/>	<input type="text"/>	
Area of semi-exposed wall	<input type="text"/>	<input type="text"/>	

Wall areas should be stated once the windows and doors have been deducted.

The areas of building elements are derived using the same principles as set out in the dwelling dimensions section.

U-values for the walls and roofs may be obtained from manufactures information and should be calculated using the proportional area method in the CIBSE guide A3.

Roof area is also net of any rooflights or windows set in the roof.

U-values for floors should be calculated using the procedure described in appendix C of Approved Document L.

Semi-exposed elements are those between heated areas and unheated spaces such as garages and conservatories.

**DETAILS OF HEATING SYSTEM AND CONTROLS**

Main heating group	<input type="text"/>
Main heating system	<input type="text"/>
Controls	<input type="text"/>
Fuel for main heating	<input type="text"/>
Secondary heating group, system and fuel (if applicable)	<input type="text"/>
Water heating system and fuel type	<input type="text"/>
Does the dwelling have central heating?	<input type="text"/>
Is it served by a pump?	<input type="text"/>
Does the boiler have a fan assisted flue?	<input type="text"/>

The water heating system should be entered if different from the other systems mentioned above.

**WATER HEATING ENERGY REQUIREMENTS**

Is the hot water heating system instantaneous at the point of use?

  


Does the dwelling have a hot water tank?

State the type and thickness of insulation provided for the tank

Does the dwelling have a solar water heating panel? If yes, please state area.

Does the system have primary pipework?

  


Is the primary pipework insulated?

  


Is there a cylinder stat?

  


Please state YES or NO.

**SOLAR GAINS**

SAP Solar Access Factor

Which category best describes your dwelling? (Please tick one only)

Very little shading  
 Average shading  
 Worse than average shading  
 Heavily shaded

  
  
  


Please indicate the orientation of glazed areas (Windows/Doors)

Orientation	Area (m2)	Classification
North	<input type="text"/>	<input type="text"/>
Northeast	<input type="text"/>	<input type="text"/>
East	<input type="text"/>	<input type="text"/>
Southeast	<input type="text"/>	<input type="text"/>
South	<input type="text"/>	<input type="text"/>
Southwest	<input type="text"/>	<input type="text"/>
West	<input type="text"/>	<input type="text"/>
Northwest	<input type="text"/>	<input type="text"/>
Rooflights (1)	<input type="text"/>	<input type="text"/>
Rooflights (2)	<input type="text"/>	<input type="text"/>

Please indicate which of the options apply by placing a tick in the relevant box.

Please state to relevant areas of glazing for each orientation and specify the glazing classification.

Classification

Please state to relevant areas of glazing for each orientation and specify the glazing classification:

Windows:

A = Single B = Double C = Double Low E  
 D = Triple

Rooflights:

A = Single B = Double C = Double Low E  
 D = Triple

Rooflight Orientation:

1 = North 2 = East 3 = South 4 = West

(ie Double glazed rooflight, facing East = B2)

**FUEL COSTS**

Is the water heating (main system) by immersion heater?

Yes   
 No

If yes, please indicate type present:

Single   
 Dual   
 Other

Please indicate which electricity tariff is used to power the pump and fan

Standard   
 24 Hour

Please indicate relevant criteria by placing a tick in the relevant boxes.

**YOUR DETAILS** (The completed energy rating will be forwarded to this address)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES**

A fee of **£117.50** including VAT should be forwarded with this information form. Cheques should be made payable to Dacorum Borough Council and forwarded to Building Control, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, Herts HP1 1HH.

We also require a full set of detailed drawings (plans, elevations and sections), together with a detailed specification for the works to enable us to check compliance with this checklist.

Your completed Energy rating will be forwarded to you within 5 - 10 working days subject to workload. Should this timescale not be possible, we will inform you as soon as possible.

Should you have any questions regarding this form, please contact Building Control on 01442 228587, or email us at [building.control@dacorum.gov.uk](mailto:building.control@dacorum.gov.uk). This form is also available to download from our website at [www.dacorum.gov.uk/buildingcontrol](http://www.dacorum.gov.uk/buildingcontrol)