

Application for  
**SAP ASSESSMENT**  
and/or  
**ENERGY PERFORMANCE**  
**CERTIFICATE**

**PART ONE**

**1 Applicant's details**

Name: \_\_\_\_\_

Address \_\_\_\_\_

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

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**2 Agent's or Builder's details (if applicable)**

Name: \_\_\_\_\_

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

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

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**3 Location of building to which work relates**

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

**4 Site Details**

Total Number of Dwellings/Flats: \_\_\_\_\_

Number of house types: \_\_\_\_\_

Plot numbers (where applicable): \_\_\_\_\_

Charnwood Building Regulations Application Reference (where applicable): \_\_\_\_\_

**5 Application Type**

This application is for (please tick one or more boxes)

SAP assessment calculation

Energy Performance Certificate

**6 Payment enclosed**

Details of fees payable for this service are outlined overleaf

Net fee £ \_\_\_\_\_ + VAT at \_\_\_\_\_ % £ \_\_\_\_\_ = Total £ \_\_\_\_\_

**7 Statement**

This application is given in relation to the building details described herein and is accompanied by the appropriate fee. I acknowledge that Charnwood Borough Council will accept no responsibility for producing incorrect assessments due to inaccurate or false submitted details.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PART TWO

It is **essential** that you provide plans indicating a north point and any adjacent buildings or obstacles with your application(see Checklist overleaf)

Please also complete the remainder of this form.

### Ground Floor Construction (if not clear on plans)

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

### Main Wall Construction (if not clear on plans)

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

### Secondary Wall Construction (if not clear on plans)

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

### Roof Construction (if not clear on plans)

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

### Glazing (Please tick all applicable boxes)

Air gap:

6mm

12mm

16mm

18-28mm

Glass:

Double

Triple

Argon filled

Low E 'soft coat'

Low E 'hard coat'

Frame Material:

Upvc

Timber

Metal

### External doors (Please tick all applicable boxes)

	Solid	Half glazed	Fully glazed
Front:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rear:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Ventilation

Total number of extraction fans: \_\_\_\_\_

Whole house mechanical ventilation system: Yes/No

Heat recovery system: Yes/No

## Main Heating System

Fuel: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Combi Boiler: Yes/No

Efficiency: \_\_\_\_\_ (%)

Geo-thermal heat pump: Yes/No

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Under-floor heating: Yes/No

Solar Panels: Yes/No

Size: \_\_\_\_\_

Output: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Area: \_\_\_\_\_ (m<sup>2</sup>)

Orientation: \_\_\_\_\_

Pump electronically operated: Yes/No

## Heating Controls (Please tick all applicable boxes)

Programmer

Zone control

Room stat

Load compensator

TRVs

Interlock

## Secondary heating

Type: \_\_\_\_\_

Fuel: \_\_\_\_\_

Fireplace: Yes/No (if Yes, will this have a log burner installed? Yes/No)

## Electricity tariff (please tick as appropriate)

Standard

Economy-7

10 hour tariff

24 hour tariff

## Hot water

Supplied from central heating boiler:

Yes/No

## Cylinder

Capacity: \_\_\_\_\_ (litres)

Insulation thickness: \_\_\_\_\_ (mm)

Insulation type: Foam/jacket

Cylinder stat: Yes/No

Immersion heater: Yes/No

## Lighting

Number of standard light fittings: \_\_\_\_\_

Number of energy efficient internal light fittings: \_\_\_\_\_

Number of external lights: \_\_\_\_\_

## Air Leakage Test

Predicted air leakage rate: \_\_\_\_\_ (if unsure, the default rate of  $10 \text{ m}^3 / \text{m}^2 \cdot \text{hr}$  @50Pa)

## PART THREE

### CHARGES

Valid from 1<sup>st</sup> February 2009

#### SAP Assessment analysis

Up to 5 dwelling units (max. floor area 200m <sup>2</sup> )	£85 (+VAT) per unit
5 to 20 dwelling units (max. floor area 200m <sup>2</sup> )	£60 (+VAT) per unit
20+ dwelling units (max. floor area 200m <sup>2</sup> )	£45 (+VAT) per unit
Extension to dwelling	£250 (+VAT) per unit
Assessment of redesign	£45 (+VAT) per unit
Large domestic developments (floor area over 200m <sup>2</sup> )	Price on application
Non-standard dwellings	Price on application

#### Energy performance Certificate (Newly constructed dwellings only)

SAP calculation provided by Charnwood Borough Council (All cases)	£25 (+VAT) per unit
SAP calculation not provided by Charnwood Borough Council (All cases)	£75 (+VAT) per unit

### SUBMISSION CHECKLIST

To avoid delays in the processing of your application, please ensure you have provided the following. When you have done this, it would be helpful if you could tick the checkboxes accordingly.

- One copy of this completed application form signed and dated
- The relevant application fee
- Two copies of all relevant plans/drawings showing, where appropriate, floor plans, sections and elevations, all fully dimensioned and drawn to scale
- One copy of a Site Location Plan drawn to a scale of 1:1250, showing the boundary of the site outlined in red and the position and orientation of the building within it