

# BUILDING SURVEY FORM

New Build SAP Calculations

&

Domestic “On Construction” Energy Performance Certificates

(Please note for any EPC to be lodged we must also have a signed declaration form)

Proposed Property Address;

.....  
.....  
.....  
.....  
.....

Postcode.....

(This will be address shown on the final “On Construction” EPC)



(Please complete as many questions as possible)

1. Is the property sheltered by any trees or buildings etc? building or obstacle?

If yes – how many sides are sheltered.....  
overshadowed?.....

2. Is the building overshadowed by another building or obstacle?

If yes how much of the building is

3. Will/have Accredited Construction Details been used

Yes (enclose signed certificates) No

4. Will/has the building been Pressure tested

Yes (enclose test certificates) No

5. Mechanical Ventilation - (circle system type and answer accordingly)

(This section does NOT cover localized standalone systems i.e. kitchen extract fans, Balanced flues & Passive stack ventilation.)

None – standard ventilation only i.e. extract fans, balanced flues etc

Whole House (Please enclose copies of all manufactures literature)

Mechanical with extract ventilation Manufacturer.....

Positive input ventilation from outside Model.....

Whole house with heat recovery Appendix Q rated Yes No

Positive input ventilation from loft

6. Total number of fixed internal light fittings?.....

Total number of Low Energy Light Fittings?.....

7. Orientation of Front Door?  
(For flats, use main entrance door orientation)

- North
- North/East
- East
- South/East
- South
- South/West
- West
- North/West

8. Window Details

Cavity? 12mm 16mm 20mm

Frame? PVC Timber Metal/Aluminum

Coating? Low E soft coat Low E hard coat

Manufacturers U-value for complete window.....

9. Fixed External Lighting?

Yes No

Is the external lighting low energy?

Yes No

**10.** Details of Main space heating and controls?.....

Type of main heating system?.....

Date heating system was installed?(VERY IMPORTANT).....

Heating system make & model number (VERY IMPORTANT).....

.....

Heating controls (i.e. Room stats, TRV's).....

.....

Is the boiler in a heated space? Yes No

Type of hot water system? (i.e. from the primary heating system).....

.....

**11.** Does the building have a hot water cylinder?.....

If yes – is it located in a heated space.....

What type of insulation (i.e. jacket).....

Thickness of insulation (in mm).....

Volume of water storage (in litres).....

**12.** Secondary heating System. (Normally in the living/sitting room) i.e. gas fire with balanced flue

Manufacturer.....

Type/Make.....

Fuel.....

Efficiency.....

**13.** Is the project required to meet Code for Sustainable Homes?

Yes No

If yes what level is required?

Level 1 / level 2 / Level 3 / Level 4 / Level 5 / Level 6



PLEASE INDICATE HOW YOU WANT YOUR RESULTS ISSUED & WHO TO BE SUBMITTED TO (Please Circle):

Issued in

Hardcopy (paper)                      PDF format emailed                      or                      Posted on Disc

Submitted to\*

Client                      Architect                      M&E Engineer                      Building Control                      Approved Inspector

If submitted to Building Control or Approved Inspector which Local Authority or App. Inspec?

.....

**\* Our fees only allow for one hardcopy to be issued to one recipient. (emailed free of charge) Additional copies will be charged at standard rate of £10.00 per report on top of our initial fees.**

## Important Notes

1. Please complete the survey form as much as possible, if you have any questions please don't hesitate to contact the office
2. Please enclose full to scale drawings of all plans, elevations, sections, building regulations notes and all manufactures information of any special elements
3. Should the building specification change from our initial assessment, we strongly advise that you contact us to discuss how it will impact the final calculation.
4. Once your project is complete you will need to contact us for an "As Built" Calculation & "On Construction" Energy Performance Certificate. (At this time you will need to provide us with additional information such as Pressure Test Certificates – Contact us at this time to discuss exactly what we need)
5. We offer additional services such as SBEM calculations, Energy statements and Code for Sustainable Homes Assessments.
6. Our payment terms as **strictly by return** as noted on our invoice. Any deviation can result in late fee charges.
7. Private clients must pay upfront when submitting this survey form.

## Survey Checklist

- Completed Survey Form
- Drawings – Plans, Sections, Elevations
- Payment – Private Clients only
- Signed declaration form – (only needed when lodging EPC's)