



EXTENSION & CHANGE OF USE DATASHEET SHEET AND BOOKING FORM

These questions require a yes (y), no (n) or a number answer and should only take a few moments to complete.

Please do not leave any fields blank. If not applicable please enter N/A.

Please either print or save this document with your name and send to:

leeblanchard@southern-assessors.co.uk	31 Batchelor Way Downton, Salisbury, Wiltshire, SP5 2AF Free Phone: 0800 6123801, Fax: 023 80871415 Duty Mobile: 07917624295
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PLEASE ALSO FORWARD A COPY OF ALL SCALED PLANS (Floor Plans / Sections / Elevations / Site Plan)

Your personal or business contact details	
Name	
Address	
Post code	
Email address Telephone No.	

Details of the property being assessed	
Dwelling name / number Street Town Post code	

Building Control Officer contact and telephone number	
Name	
Number	

Build details	
Is this Design Stage or Completed? (Enter (d) for design or (c) for completed)	
Number of open chimneys	
Number of open fire places	
Number of open flues	
Number of flue less gas fires	

Ventilation	
Number of passive vents	

Ventilation – Stand alone fans	
Number of standard energy extract fans	
Number of low energy extract fans*	

***To qualify as a Low Energy Fan, fan power must not exceed 0.3W / litre second**

Ventilation – MEV (Mechanical Extract Ventilation)	
Is the ventilation centralised?	
Number of fans	
SFP (Specific Fan Power)	
With heat recovery? If so please provide as many model & system details as possible.	

Electricity	
Electricity tariff (i.e. Economy 7, standard)	
Any additional electricity generation? (i.e PV, Wind)	
If so please detail system/model.	

Boilers	
Make and model number	
Heating controls (i.e. Zone control / TRV's etc)	
Emitter type (i.e. radiators, underfloor)	
Replacement to existing heating?	

Secondary heating	
Is there secondary heating? (Yes / No)	
If Yes, describe source	
Is it open flue or chimney?	
Is there an unconnected gas point? (Yes / No)	

Water heating

Fuel type	
Hot water tank? (Yes / No)	
Cylinder capacity (litres)	
Cylinder insulation thickness	
Water timed separately? (Yes / No)	

Solar Power

Is solar hot water present? (Yes / No)	
Size and type of collectors (gross m ²)	
Integrated thermal store or separate cylinder?	

Accredited Construction Details

Have Accredited Construction Details been used?*(Yes or No)	
Have Energy Saving Trust Advanced Construction Details been used?*(Yes or No)	

***We cannot proceed without this information**

Lighting

Number of dedicated low energy bulbs*	
Number of standard bulbs*	

***For spot lights count each individual bulb**

Windows & Doors

Glazing type (single, double, triple)	
Frame (i.e Timber/ PVC/ Metal)	
Low E Coating? (Yes / No)	
Argon Filled? (Yes / No)	
If replacements please detail existing openings	

Construction Details

Please tell us about any upgrades or improvements you intend to make to existing walls, floors and roof space – i.e filling empty cavity walls.

Heat Loss Floor construction including insulation thicknesses <i>(i.e ground floors, exposed upper floors over garage)</i>	Existing
	Proposed New

Heat Loss Wall construction including insulation thicknesses <i>(i.e exposed walls, separating walls to garages or communal areas)</i>	Existing
	Proposed New

Heat Loss Roof construction including insulation thicknesses <i>Please indicate whether pitched, flat or sloping ceilings.</i>	Existing
	Proposed New