

## Energy Consultants

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### PROJECT DATASHEET

Please complete all the questions to enable us to carry out a SAP assessment on your project. If you require any assistance completing this datasheet, please telephone us on 01303 274497.

Please do not leave any fields blank, please enter N/A if a question is not applicable.

Please return the datasheet to us either by email –

[info@milstedassociates.co.uk](mailto:info@milstedassociates.co.uk)

- or -

the postal address above

#### PLEASE FORWARD A COPY OF ALL SCALED PLANS

i.e. notation, floor plans, sections, elevations and site plan  
(preferably electronically in AutoCAD format)

#### Your personal details

|                  |  |
|------------------|--|
| Name             |  |
| Address          |  |
| Post code        |  |
| Email address    |  |
| Telephone number |  |

#### Details of property

|                     |  |
|---------------------|--|
| House name / number |  |
| Street name         |  |
| Town                |  |
| Post code           |  |

#### Building control officer details

|                     |  |
|---------------------|--|
| Authority / Company |  |
| Reference number    |  |
| Name                |  |
| Email address       |  |
| Telephone number    |  |

|   |  |
|---|--|
| Approximate year the property was built |  |
|---|--|

#### Construction details of the existing property

|   |  |
|---|--|
| Ground floor construction including details of insulation                                     |  |
| External walls construction including details of insulation<br>Approximate thickness of walls |  |

**Construction details of the existing property continued..**

|  |  |
|--|--|
| Internal walls<br>ground floor<br>first floor  |  |
| Roof<br>construction including<br>details of insulation<br>Give details of any proposed increase<br>you intend to make to the insulation |  |

**Existing Windows**

|   |  |
|---|--|
| Approximate age   |  |
| Glazing   | *Single / Double / Triple                                  |
| Air gap   | *12mm / 16mm / other .....mm<br>*Air filled / Argon filled |
| Low-e coating   | *Soft coat / Hard coat                                     |
| Frame type  | *Timber / upvc / Metal                                     |
| Manufacturers declared u-value if known   |  |
| Do you intend to replace these windows<br>as part of this project?<br>Please give details |  |

**Doors**

|   |  |
|---|--|
| Approximate age   |  |
| Type  | *Solid / Half glazed / Fully glazed                        |
| Glazing   | *Single / Double / Triple                                  |
| Air gap   | *12mm / 16mm / other .....mm<br>*Air filled / Argon filled |
| Low-e coating   | *Soft coat / Hard coat                                     |
| Frame type  | *Timber / upvc / Metal                                     |
| Manufacturers declared u-value if known   |  |
| Do you intend to replace these windows<br>as part of this project?<br>Please give details |  |

**Current heating**

|  |   |
|--|---|
| Central heating by<br>(if heat pump see below)   | *Radiators / Underfloor heating /<br>Heat pump / Others   |
| Fuel<br>If solid fuel, type  | *Gas / Oil / Solid fuel / Other                           |
| Boiler make<br>model   |   |
| Heating controls<br>programmer<br>room thermostat<br>TRV's<br>boiler energy manager<br>other   | *Yes / No<br>*Yes / No number =<br>*Yes / No<br>*Yes / No |
| Do you propose to replace the boiler?<br>If yes, please give full details of make<br>and model |   |

| Current secondary heating  |  |
|--|--|
| Fuel<br>If solid fuel, type  | *Gas / Oil / Electric / Solid fuel /                     |
| Electric tariff  | *Standard / 7 hour / 10 hour /<br>24 hour heating tariff |
| Heater make<br>model<br>manufacturer's declared<br>efficiency  |  |
| Do you propose to replace the current<br>heating?<br>If yes, please give full details of make,<br>model and efficiency |  |

| Current hot water heating  |  |
|--|--|
| Supplied by heating boiler<br>If no please supply details                                    | *Yes / No  |
| Size of hot water tank   | litres   |
| Tank insulation factory fitted<br>jacket   | *Yes / No thickness .....mm<br>*Yes / No thickness .....mm |
| Tank manufacturer  |  |
| Tank model number  |  |
| Tank declared heat loss factor   | kWh/day  |
| Immersion heater backup  | *Yes / No  |
| Is the cylinder in a heated space  | *Yes / No  |
| Cylinder thermostat  | *Yes / No  |
| Are solar panels present?  | *Yes / No (if yes, see below)                              |
| Do you propose to replace the tank?<br>If yes, please give full details of make<br>and model |  |

| Ventilation        |  |
|--------------------|--|
| No of chimneys     |  |
| No of flues        |  |
| No of exhaust fans |  |
| Location of fans   |  |

| Details of the extension   |  |
|--|--|
| Ground floor<br>construction including<br>details of insulation  |  |
| External walls<br>construction including<br>details of insulation<br>Approximate thickness of walls                                      |  |
| Internal walls<br>ground floor<br>first floor  |  |
| Roof<br>construction including<br>details of insulation<br>Give details of any proposed increase<br>you intend to make to the insulation |  |

|                                |  |
|--------------------------------|--|
| New windows                    |  |
| Glazing                        | *Single / Double / Triple                                  |
| Air gap                        | *12mm / 16mm / other .....mm<br>*Air filled / Argon filled |
| Low-e coating                  | *Soft coat / Hard coat                                     |
| Frame type                     | *Timber / upvc / Metal                                     |
| Manufacturers declared u-value |  |

|                                |  |
|--------------------------------|--|
| New roof windows               |  |
| Glazing                        | *Single / Double / Triple                                  |
| Air gap                        | *12mm / 16mm / other .....mm<br>*Air filled / Argon filled |
| Low-e coating                  | *Soft coat / Hard coat                                     |
| Frame type                     | *Timber / upvc / Metal                                     |
| Manufacturers declared u-value |  |

|                                |  |
|--------------------------------|--|
| New french doors               |  |
| Glazing                        | *Single / Double / Triple                                  |
| Air gap                        | *12mm / 16mm / other .....mm<br>*Air filled / Argon filled |
| Low-e coating                  | *Soft coat / Hard coat                                     |
| Frame type                     | *Timber / upvc / Metal                                     |
| Manufacturers declared u-value |  |

|                                |  |
|--------------------------------|--|
| New doors                      |  |
| Type                           | *Solid / Half glazed / Fully glazed                        |
| Glazing                        | *Single / Double / Triple                                  |
| Air gap                        | *12mm / 16mm / other .....mm<br>*Air filled / Argon filled |
| Low-e coating                  | *Soft coat / Hard coat                                     |
| Frame type                     | *Timber / upvc / Metal                                     |
| Manufacturers declared u-value |  |

The information above is submitted with additional project evidence attached and I / we certify that the information is true and accurate.

I / we fully understand the requirements of Milsted Associates and agree to their terms and conditions. (Copy available on request)

|                        |  |
|------------------------|--|
| Signature of applicant |  |
| Position               |  |
| Company                |  |
| Date                   |  |

### Important Notes

Please complete this Datasheet as much as possible. If you have any questions, please don't hesitate to contact us.

Please enclose full scaled drawings of all plans, elevations, sections, building regulation notes and all manufacturers information for any special elements.

To ensure that our costs are competitive, we prefer that all information is supplied in an electronic format. Plans should be in AutoCAD format to assist in measurements, takeoffs etc. Other information can be in PDF format.

Should the building specification change from the information supplied, we advise