

## RdSAP Conventions

Issued 13 December 2012 (v6.0)

New and amended conventions for v6.0 indicated by light blue background.

Note: This list will be extended as appropriate.

#	Topic	Conventions	Issue date
<b>1. General</b>			
1.01	Use of RdSAP	<p>RdSAP is for assessment of existing dwellings only. Where an EPC is required for a new dwelling under building regulations it must be a SAP EPC. Any new dwelling, including dwellings created by change of use, must be assessed using SAP. For this purpose a new dwelling is, in England, Wales or Northern Ireland, one completed on or after the relevant date. In Scotland this applies to a new dwelling submitted for building warrant on or after the relevant date. The relevant date is 6 April 2008 in E&amp;W, 30 September 2008 in NI, or 1 May 2007 in Scotland.</p> <p>For a new dwelling, where no on-construction EPC has been lodged a SAP EPC is still required, irrespective of whether the dwelling has been occupied. However, if (in E&amp;W and NI)</p> <ul style="list-style-type: none"> <li>- the SAP data set is not available, or</li> <li>- the SAP data set is available but the dwelling has been altered in such a way that the data is no longer applicable and the details of the alteration are unknown,</li> </ul> <p>it can be assessed using RdSAP.</p> <p>Note. In Scotland, a new dwelling for which the building warrant application was submitted before 1 May 2007 or a dwelling created by change of use (a defined conversion) does not require a SAP EPC under building regulations but will, under EPB regulations, require an RdSAP EPC when offered for sale or rental. A new dwelling for which the building warrant application was submitted on or after 1 May 2007 will need a SAP EPC as part of the completion certificate application process</p>	<p>Sept 2009</p> <p>amended January 2012</p> <p>amended December 2012</p>
1.02	Flat or maisonette	<p>A dwelling that does not extend to all storeys of the building is a flat or maisonette. RdSAP makes no distinction between flats and maisonettes as regards calculations; it is acceptable to select either type as definitions vary across the UK.</p>	<p>March 2010</p> <p>amended March 2011</p>

#	Topic	Conventions	Issue date
<b>2. Measurements and geometry</b>			
2.01	Measurements	Measure all perturbations (e.g. bay windows) but disregard chimney breasts unless assessor considers significant e.g. large inglenook.	Sept 2009
2.02	Precision of lengths	Measure to one decimal place (0.1 m) or better. Retain higher precision when that has been measured (especially room heights).	Sept 2009
2.03	Sheltered wall length (unheated corridors)	<p>Include in the heat loss perimeter.</p> <p>When a dwelling (flat or maisonette) has a sheltered wall to an unheated corridor on more than one storey the sheltered length is the total for all storeys with a sheltered wall (example: 2 storeys with sheltered wall on each storey, length of sheltered wall is 5 m on each storey: enter 10 m for the sheltered length).</p>	<p>Sept 2009</p> <p>Amended Oct 2010</p>
2.04	Habitable room count	<p>For a kitchen to be a kitchen/diner it must have space for a table and 4 chairs.</p> <p>A lounge/dining room where the door was temporarily removed (i.e. architrave and hinges still there) is two habitable rooms.</p> <p>A lounge/dining room with the door permanently removed (hinge holes filled etc) is one habitable room.</p> <p>An non-separated conservatory adds to the habitable room count if it has an internal quality door between it and the dwelling.</p>	Sept 2009
2.05	Basements (whether to include in the assessment)	<p>Include when accessed via a permanent fixed staircase such that one is able to walk downwards facing forwards and either:-</p> <ul style="list-style-type: none"> <li>- basement is heated via fixed heat emitters, or</li> <li>- basement is open to the rest of the dwelling.</li> </ul> <p>Does not necessarily contain habitable rooms.</p>	Sept 2009

#	Topic	Conventions	Issue date
2.06	Roof rooms / Attics  (whether to include in the assessment and rules for detailed measurements)	<p>Include when accessed via a permanent fixed staircase such that one is able to walk downwards facing forwards. Does not necessarily contain habitable rooms.</p> <p>For a roof room to be classed as such and not a separate storey, the height of the common wall must be less than 1.8 m for at least 50% of the common wall (excluding gable ends or party walls). The common wall is a vertical continuation of the external wall of the storey below.</p> <p>There is no explicit allowance for dormer windows except to include in the floor area of the roof rooms.</p> <p>See appended diagrams.</p> <p>Detailed measurements are required only if evidence exists that the slope/stud wall/gable wall have differing levels of insulation or their U-values are known.</p> <p>If all elements of the roof room (slope/stud/gable) have the same insulation and the U-value is available, the U-value can be overwritten whilst leaving the RDSAP assumed areas as is.</p> <p>Where detailed measurements are made and the floor area of the parts of the dormer windows protruding beyond the roof line is less than 20% of the floor area of the roof room, measure the elements of the roof room as if the dormers were not there. Otherwise total the vertical elements of all dormers in that building part and enter as stud wall and the flat ceiling elements as flat ceiling.</p>	March 2010  amended January 2012
2.07	Rooms within a Mansard roof	A storey having non-vertical walls of at least 70° pitch constitutes a separate storey; it is not treated as roof rooms. Use alternative wall if appropriate.	March 2010
2.08	Whole dwelling (or building part) within roof	<p>When the property or a building part of it is a single storey entirely located within a roof, model as:</p> <ul style="list-style-type: none"> <li>- lowest occupied level</li> <li>- timber frame construction of appropriate age band</li> <li>- room height must be entered as 2.2 m</li> <li>- include area and perimeter measurements as a normal storey</li> <li>- enter roof as pitched roof.</li> </ul> <p>If there are two storeys within the roof, enter the lower storey as above and the upper storey as rooms-in-roof.</p>	March 2010  amended December 2012

#	Topic	Conventions	Issue date
2.09	Porches (whether to include in the assessment)	If heated always include (separated or not). If external and not heated, disregard. If internal, not heated and thermally separated, disregard.	Sept 2009
2.10	Mezzanine floor	Enter the part of the property above and below the mezzanine deck as a two storey extension. Treat the remaining part as a single level with the full floor to ceiling/roof height. If the mezzanine is located such that it has no heat loss perimeter then assign a nominal 1 m perimeter to each floor of the mezzanine part and deduct 1 m from the heat loss perimeter of the other part.	March 2010  Amended Oct 2010
2.11	Vertical extension	Where an extension has been built over part of the existing dwelling, divide the part built over into two, one of which has "same dwelling above" and for the other describe the roof construction and insulation. Enter the new upper floor as an extension with "same dwelling below" and the original part with "same dwelling above" for the roof description. It is possible for an extension to be both above and alongside the rest of the dwelling. Such a building part is not defined in RdSAP and in this case divide the extension into two, one above and the other alongside. A roof room cannot be a vertical extension in its own right.	March 2010 amended March 2011 amended December 2012
2.12	More than 4 extensions	Add together floor areas and exposed perimeters of extensions (or add extension to main dwelling) to reduce to four extensions. Combine parts having the most similar age bands (refer to SAP Appendix S for U-values of relevant constructions). Use alternative wall where appropriate.	March 2010 amended March 2011

#	Topic	Conventions	Issue date
2.13	Alternative wall	<p>In determining whether an alternative wall is applicable the significant features are construction type, dry lining, age band and insulation.</p> <p>Walls of the same construction but different thickness within a building part are not considered alternative walls unless they are stone walls.</p> <p>For stone walls assess thickness at each external elevation and at each storey and use alternative wall if the thickness varies by more than 100 mm, see also <b>2.22</b>.</p> <p>Disregard when less than 10% of total exposed wall area of the building part (including windows and doors) unless documentary or visual evidence exists of different retrofitted insulation either of the alternative wall or of the remaining wall in the building part. When entering alternative wall area into software exclude the area of any windows and doors contained in the alternative wall.</p> <p>Consolidate walls of same type.</p> <p>If there are two areas of external wall of different construction types within a building part that should be regarded as alternative wall, review the way in which the property has been divided to try and eliminate this situation. Where that is not possible the alternative wall is the one with the larger area.</p> <p>In the case of the wall separating the dwelling from an unheated corridor or stairwell, where this wall is of different construction or insulation to the external walls (e.g. not insulated but external walls are), make it an alternative wall and mark it as sheltered.</p>	<p>March 2010</p> <p>amended January 2012</p> <p>amended December 2012</p>
2.14	Window area	<p>In RdSAP the definition of what is a window and what is a door is defined by the area of glazing in relation to the area of the whole opening, i.e. door and frame. To be classed as a window a glazed door and frame must contain glazing amounting to 60% or more of its surface area. Generally 60% or more glazing is likely to occur only in a patio door.</p>	<p>March 2010</p> <p>amended December 2012</p>

#	Topic	Conventions	Issue date
2.15	Glazed area	<p>Consider the whole dwelling (windows, glazed doors and roof lights), including any extensions (<b>but not conservatories</b>).</p> <p><b>Typical</b> applies if the surface area of the glazing in the dwelling is essentially as would be expected of a typical property of that age, type, size and character. Even if there is slightly more or less glazing than would be expected, up to 10% more or less.</p> <p><b>More than typical</b> applies if there is significantly more surface area of glazing than would be expected (15%-30% more), perhaps because there is a large sun room or numerous patio doors have been added.</p> <p><b>Less than typical</b> applies if there is significantly less glazing than would be expected. This is rare as homeowners tend not to take out windows, but a property may have an unusual design with few windows.</p> <p><b>Much more than typical</b> and <b>Much less than typical</b> should be used for those dwellings with very unusual amounts of glazing; such as a glass walled penthouse flat or a Huf Haus. Due to this option allowing measurements of each window to be accounted for, it should also be used if a dwelling has a mixture of glazing types e.g. single, double, secondary and triple.</p>	<p>March 2010 amended March 2011</p>
2.16	Secondary glazing	<p>If single glazing with secondary glazing, record as secondary glazing.</p> <p>If double glazing with secondary glazing, record as newer double glazing (newer double glazing means 2002 or later in E&amp;W, 2003 or later in Scotland, 2006 or later in N. Ireland).</p> <p>If secondary glazing has been removed in summer, enter as above only if assessor can confirm that the panels exist and can be re-fitted. Evidence to be recorded on site notes.</p>	<p>March 2010 amended March 2011</p>
2.17	Sun room	<p>For a highly glazed part of the dwelling, such as a sun room, which does not meet the criteria for a conservatory (50% of walls and 75% of roof glazed), in most cases use the glazing option of "more than typical". That adds 25% to the total glazed area of the dwelling. If you deem that this is not appropriate, assess window area by either:</p> <p>a) measuring all windows and roof windows throughout the dwelling, or</p> <p>b) measuring all windows and roof windows in the sun room, and use Table S4 to obtain the window area of remaining part of dwelling which is entered as a single window with <b>orientation East</b>.</p> <p>Record method used in site notes.</p>	<p>Oct 2010 amended December 2012</p>

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2.18	Basements	Do not mix internal and external measurements. If a basement is included in the assessment, it is likely that internal dimensions will be used throughout the dwelling.	Oct 2010
2.19	Store rooms and utility rooms (whether to include in the assessment)	If heated always include. If accessible only via a separate external door and not heated, disregard If directly accessible, not heated and thermally separated, disregard	Oct 2010
2.20	Garages (whether to include in the assessment)	If heated from main heating system, always include. The presence of a boiler within the garage does not make it heated.	Oct 2010
2.21	Dwelling adjacent to commercial premises	If a dwelling or part of a dwelling has commercial premises below record as partially heated space below. If a dwelling or part of a dwelling has commercial premises above record as another dwelling above. If a dwelling has commercial premises alongside it, treat as non-heat loss wall.	March 2011
2.22	Wall thickness (per building part)	Measure wall thickness in mm of each external wall (elevation) and any alternative wall within a building part. It can be measured at door or window reveals or by internal/external measurement comparison (which can be direct measurement or estimated by counting bricks). Where thickness varies for the same construction use the average of the measured values. See also <b>2.13</b> .	January 2012 amended December 2012
<b>3. Construction and insulation</b>			
3.01	Cavity wall type	Where a cavity wall has been identified, enter as such irrespective of the width of the cavity.	March 2010
3.02	System build type	If there is a system built wall that has evidence of retro cavity fill, record as system build with internal insulation and include <b>Addendum 1</b> .	March 2010 amended January 2012

#	Topic	Conventions	Issue date
3.03	"Unknown" wall insulation	Do not use the "unknown" option for wall insulation inappropriately as this automatically suppresses any insulation recommendation; assume as-built if no evidence of retro-fitted insulation.  "Unknown" should be used only in exceptional circumstances, e.g. when there is conflicting evidence (inspection and/or documentary) of added insulation whose presence cannot be ascertained conclusively. In these cases clarification must be provided in site notes.	March 2010
3.04	Loft insulation	If joist and rafter insulation are both present record joist insulation only.  If loft is fully boarded enter unknown unless householder has documentary evidence (maximum thickness is depth of joists) or is prepared to lift the boards.  If the property has multifoil or foam insulation at joists or rafters the depth of the insulation is entered as double its actual thickness.  If varying levels, apply an area-weighted average. However if there is an area with no insulation the dwelling should be split to give different roof scenarios.	March 2010  amended March 2011  amended January 2012
3.05	Age band for conversions	For a conversion which was a change of use (e.g. barn converted to a dwelling) or where a dwelling is sub-divided (e.g. house to flats) use the original construction date, unless there is documentary evidence that all thermal elements have been upgraded to the building regulation standards applicable at the conversion date. Enter insulation levels only for those elements for which evidence is available.	March 2010  amended December 2012
3.06	Internal wall lining (creating an airspace behind)	This includes any type of internal lining that creates an airspace behind it, e.g. plasterboard on dabs, lath and plaster. Use tap test for plaster board on dabs or on battens. If tap test is inconclusive regard as not dry-lined.  Note. Applies only to stone or solid brick walls.	January 2012
3.07	Internal or external insulation for walls  Floor insulation  Rafter or flat roof insulation	If insulation is multifoil or foam insulation the thickness is entered as double the actual thickness. This is the same convention as for insulation at joists.  If there is both internal and external wall insulation add the insulation thicknesses together and enter as external	January 2012



#	Topic	Conventions	Issue date
3.08	U-value entry (walls, roofs, floors)	<p>The U-value is that of the whole element, including any added insulation. Documentary evidence applicable to the property being assessed (see convention <b>9.02</b>) must be provided and recorded if overwriting any default U-value. This evidence shall be either:</p> <ul style="list-style-type: none"> <li>- relevant building control approval, which both correctly defines the construction in question and states the calculated U-value; or</li> <li>- a U-value calculation produced or verified by a suitably qualified person.</li> </ul> <p>Evidence of suitable qualification is through membership of a recognised U-value calculation competency scheme (BBA/TIMSA (UK)), OCDEA membership (England &amp; Wales, Northern Ireland) or any other scheme formally agreed between Accreditation Schemes/Approved Organisations and Government.</p>	January 2012
3.09	External doors	<p>An external door is a door that forms part of the heat loss perimeter of the dwelling. See <b>2.14</b> for treatment of highly glazed doors.</p> <p>A multiple door should be recorded as such, e.g. a double door should be counted as 2 doors.</p> <p>A door to a heated access corridor is not included in the door count.</p> <p>A door is counted as insulated only if documentary evidence is provided, which must include U-value or manufacturer reference enabling the assessor to ascertain the U-value from the manufacturer. If there is more than one insulated door and they have different U-values, enter the average U-value.</p>	January 2012 amended December 2012
3.10	Windows (U-values and g-values)	<p>U-values and g-values can be overwritten only if documentary evidence is provided, which can be either a Window Energy Rating certificate (as defined by BFRC) or manufacturer's data. The U-value is for whole window, not centre pane.</p>	January 2012

#	Topic	Conventions	Issue date
3.11	Draught proofing (of openable windows and doors)	<p>In this convention windows refers only to openable panes.</p> <p>All external doors and at least 2 windows per building part should be examined.</p> <p>If a window is locked or inaccessible then endeavour to check another one.</p> <p>If the state of the draught proofing cannot be determined then take triple, double or secondary glazed as being draught proofed, and single glazed windows and doors as not draught stripped.</p> <p>Include glazing in a non-separated conservatory.</p> <p>The percentage draught proofed is [(number of draught proofed openable windows &amp; doors) divided by (total number of openable windows &amp; doors)] x 100</p>	<p>January 2012</p> <p>amended December 2012</p>
<b>4. Main heating</b>			
4.01	Heat emitters	If one heating system feeds both underfloor and radiators, enter radiators. This is because if radiators are present there has to be a higher flow temperature.	<p>Sept 2009</p> <p>amended January 2012</p>
4.02	Storage heaters	If storage heaters are present as main heating but single meter – enter as panel heaters and include <b>Addendum 6</b> . If the storage heaters are fan-assisted suppress the recommendation for fan-assisted storage heaters.	<p>Sept 2009</p> <p>amended March 2010</p>
4.03	Boiler missing or not working	<p>If boiler/heating system is present but not working (or condemned) it should still be entered as the main heating system.</p> <p>If boiler not present but intended – enter no heating system.</p>	Sept 2009
4.04	Micro-CHP	If micro-CHP and the system cannot be found in the database enter as condensing boiler and include <b>Addendum 5</b> .	<p>Sept 2009</p> <p>amended March 2011</p>
4.05	Definition of community heating	A system that serves more than one dwelling.	Sept 2009
4.06	Fuel used by community heating	Try to find out what the fuel is. If it cannot be ascertained select mains gas.	Sept 2009

#	Topic	Conventions	Issue date
4.09	Two main systems	<p>There is an option for two main systems to cover the situation of different systems heating different parts of the dwelling.</p> <p>If main system 1 heats all habitable rooms, there is no main system 2 unless it serves DHW only (see <b>6.04</b>).</p> <p>Main systems 1 and 2 cannot be room heaters except in the case of the dwelling's heating consisting solely of room heaters.</p> <p>A main system is generally one that would be described as central heating (a heat generator providing heat to several rooms via a heat distribution system), although the term does also include for example storage heaters and fixed direct-acting heaters in each room.</p> <p>When there are two main systems, system 1 always heats the living area and:</p> <ul style="list-style-type: none"> <li>- where two systems serve different spaces, the percentage recorded for each system is in proportion to the heated floor area served by each system;</li> <li>- where two systems serve the same heating circuit the default assumption should be a 50/50 split. A different ratio can only be used if there is clear documentary evidence to back this up.</li> </ul> <p>When there are two main systems and a recommendation is made for heating system upgrade, include <b>Addendum 9</b>.</p> <p>A second main system is not to be confused with a secondary heater. The latter are rooms heater(s) heating individual room(s) either as a supplement to the main heating in the room (e.g. a wood burning stove in the main room) or for rooms not heated by the main system(s). See <b>Section 5</b> for rules on secondary heaters.</p> <p>If there is more than one main system within a room, select one of them according to the rules in SAP Appendix A and disregard the other.</p> <p>Integrated storage/direct acting in living area, normal storage heating elsewhere: treat as two main systems.</p>	March 2011 amended January 2012
4.10	Liquid biofuels	Used only for appliances selected from the database.	March 2011
4.11	LPG subject to special condition 18	Applies only if documentary evidence confirms that the property receives LPG at mains gas prices.	March 2011
4.12	Straw bales and other biomass	For straw bales and other types of biomass fuel that are not available in RdSAP, select wood logs and include <b>Addendum 12</b> .	December 2012

#	Topic	Conventions	Issue date
<b>5. Secondary heating</b>			
5.01	Secondary heating	<p>Include if fixed emitter present regardless of whether main system(s) heat all rooms.</p> <p>If more than one secondary: select the device that heats greatest number of habitable rooms.</p> <p>If the same choose cheapest fuel – if same fuel select the device with the lowest efficiency.</p> <p>Electric focal point fires are included even if not wired by fixed spur.</p>	<p>Sept 2009</p> <p>amended March 2011</p>
5.02	Open fireplaces (for heating)	<p>An open fireplace is to be considered in the heating assessment if capable of supporting an open fire, even if no fuel is present. The fuel to be specified is smokeless fuel in smoke control areas and dual fuel outside smoke control areas.</p> <p>Open fires in bedrooms are disregarded when identifying the heating systems (main and secondary) and heated habitable room count. They are counted in the number of open chimneys, if appropriate.</p>	<p>March 2010</p> <p>amended Oct 2010</p>
5.03	Fuels for solid fuel fires and room heaters	<p>If it can burn only one fuel, specify that fuel (includes exempted appliances burning wood in Smoke Control Areas). Otherwise:</p> <p>Smoke control area: Open fire – smokeless fuel; closed heater – anthracite</p> <p>Not smoke control area: Open fire – dual fuel; closed heater – wood logs if capable otherwise anthracite.</p>	<p>Oct 2010</p>
<b>6. Water heating</b>			
6.03	Dual immersion with single tariff	<p>Enter as a single immersion and include <b>Addendum 6</b>.</p>	<p>Oct 2010</p> <p>amended March 2011</p>
6.04	Separate boiler for DHW	<p>Sometimes there is a separate boiler providing DHW only. A generic boiler can be selected from the water heating options. If the boiler is located in the database, specify two main heating systems with:</p> <ul style="list-style-type: none"> <li>- main system 1 is the one providing space heating</li> <li>- main system 2 is the DHW boiler</li> <li>- percentage of main heat from system 2 is zero</li> <li>- water heating is from main system 2.</li> </ul>	<p>March 2011</p>

#	Topic	Conventions	Issue date
<b>7. Lights</b>			
7.01	Low energy lights	LEDs are considered as low energy lights. Where there are 4 or more downlighters / ceiling lights divide the bulb count by 2. Include fixed under-cupboard kitchen strip lights.	Sept 2009
<b>8. Recommendations</b>			
8.01	Suppression of recommendations	Recommendations should be removed only if there is documentary evidence showing that a specific recommendation is not appropriate. A listed building or a property in a conservation area is not sufficient grounds in its own right to suppress a recommendation. If a recommendation is removed this must be recorded in site notes. Further guidance on specific recommendations can be sought from an appropriate professional organisation, for example heating engineers, building control officers, product manufacturers, trade associations, etc.	Sept 2009
8.02	Mains gas available	Only if a gas meter or a gas burning appliance (e.g. gas cooker) is within the property. A closed-off gas pipe does not count. Where a boiler is present attached to a heating system (not in a box), and the mains gas meter has been removed for security reasons, enter a gas boiler as the main form of heating and indicate that mains gas is present.	Sept 2009  amended March 2010

#	Topic	Conventions	Issue date
<b>9. Miscellaneous</b>			
9.01	Open fireplace count (for ventilation)	<p>Include all open chimneys/fireplaces in the fireplace count (both downstairs and upstairs). The definition is a vertical duct with a flue diameter of at least 200 mm or its equivalent. The following are <u>not</u> counted as open fireplaces:</p> <ul style="list-style-type: none"> <li>• Any open flue that is less than 200 mm diameter</li> <li>• A permanently blocked up fireplace, even if fitted with an airbrick</li> <li>• Any heating appliance with controlled flow of air supply i.e. appliance has closing doors</li> <li>• A flexible gas flue liner sealed into the chimney (because the diameter is less than 200 mm)</li> <li>• A chimney fitted with a damper enabling the flue to be mechanically closed when not in use</li> </ul> <p>Temporary means of blocking a flue, e.g. cardboard, newspaper bungs and similar, are not a permanent means of controlling ventilation and therefore the chimney is counted as an open fireplace.</p> <p>Note that this relates only to the number of open fireplaces (it affects the ventilation rate assumed for the calculation). Other rules apply when considering the choice of main or secondary heating systems.</p>	March 2010
9.02	Documentary evidence	Acceptable documentary evidence includes certificates, warranties, guarantees, building regulation submissions and official letters from the applicable Registered Social Landlord (RSL). The assessor must be confident, and able to demonstrate, that any documentation relates to the actual property being assessed and that there is no physical evidence to the contrary.	March 2010
9.03	Lodgement of incorrect EPC	If you lodge an EPC in error and lodge a corrected EPC, inform your accreditation scheme so that the erroneous one can be marked "not for issue".	March 2010
9.04	Cooling system present	Fixed systems only, do not include reversible heat pumps.	March 2011

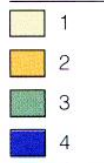
#	Topic	Conventions	Issue date
9.05	Photovoltaics	<p>If photovoltaics are present, look for the schematic which is usually adjacent to the electricity meter. The schematic should state the peak power (kWp) of the PV array. Record the following:</p> <ul style="list-style-type: none"> <li>- kWp;</li> <li>- estimate of pitch of the PVs (horizontal, 30°, 45°, 60°, vertical; if in doubt select 30°);</li> <li>- if not horizontal, the orientation of the PVs (N, NE, E, SE, S, SW, W, NW);</li> <li>- overshadowing of PVs (very little, modest, significant or heavy; if in doubt select modest).</li> </ul> <p>If there are PV panels on different planes of the roof, enter as different systems. If a single kWp figure is provided, in this case estimate the relative area of each and apportion the kWp accordingly.</p> <p>If the kWp cannot be ascertained, record the percentage of the total roof area occupied by PVs. Here total roof area includes main dwelling and all extensions where present.</p>	March 2011-12-13 amended January 2012
9.06	Flue gas heat recovery	Include only if found in database, identified in same way as for heating systems. When the model cannot be found no default option is available but the presence of the device should be recorded in site notes.	January 2012
9.07	Wind turbine	Documentary evidence is required to overwrite default values.	January 2012
9.08	Waste water heat recovery	<p>Include only if found in database. When the model cannot be found no default option is available but the presence of the device should be recorded in site notes.</p> <p>Number of rooms with bath and/or shower includes rooms with only an electric shower. If two showers found in a room, count as one.</p> <p>Only mixer showers count for waste water heat recovery. Mixer shower means a shower where the hot water is provided by a boiler (combi or regular), heat pump or immersion heater. A mixer shower attached to bath taps is recorded as a mixer shower only if there is a permanent bracket over the bath at least 1.5 m above the plughole and there is a shower curtain or screen.</p>	January 2012 amended December 2012

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9.09	Solar water heating	<p>Documentary evidence is required to over-write collector or solar store values except that orientation, tilt and overshadowing can be overwritten with visual evidence.</p> <p>If the panel/collector details are available but the solar store information is not, the default values can be used for the solar store.</p> <p>If the solar store is combined and details are being recorded the volume of the combined cylinder must also be recorded.</p>	January 2012
9.10	Hard to treat cavity walls	<p>An <u>access</u> issue is any façade where it is not possible to pitch a 5 metre ladder considering health and safety requirements. This includes e.g. a narrow passageway, a busy thoroughfare a building of more than 2 storeys, a conservatory or large outhouse attached to the property, etc.</p> <p>A <u>narrow cavity</u> is indicated by a stretcher bond brick pattern with wall thickness 220 to 250 mm.</p> <p><u>Possible high exposure</u> should be recorded for any dwelling in exposure zones 3 or 4 (see map at end of these conventions). If in doubt record as possible high exposure.</p>	January 2012
9.11	Transaction type	If more than one transaction type is applicable, seek clarification from the client and in case of doubt select the one nearest the top of the list.	December 2012
9.12	Tenure	<p>When transaction type is rental, tenure must be rented (social) or rented (private).</p> <p>When transaction type is marketed or non-marketed sale, the tenure will usually be owner-occupied (although there can be exceptions, such as the sale of a property with a sitting tenant).</p> <p>If the property is vacant on the inspection date, try to find out the last tenure and select this e.g. owner occupied, rented (social) or rented (private).</p>	December 2012

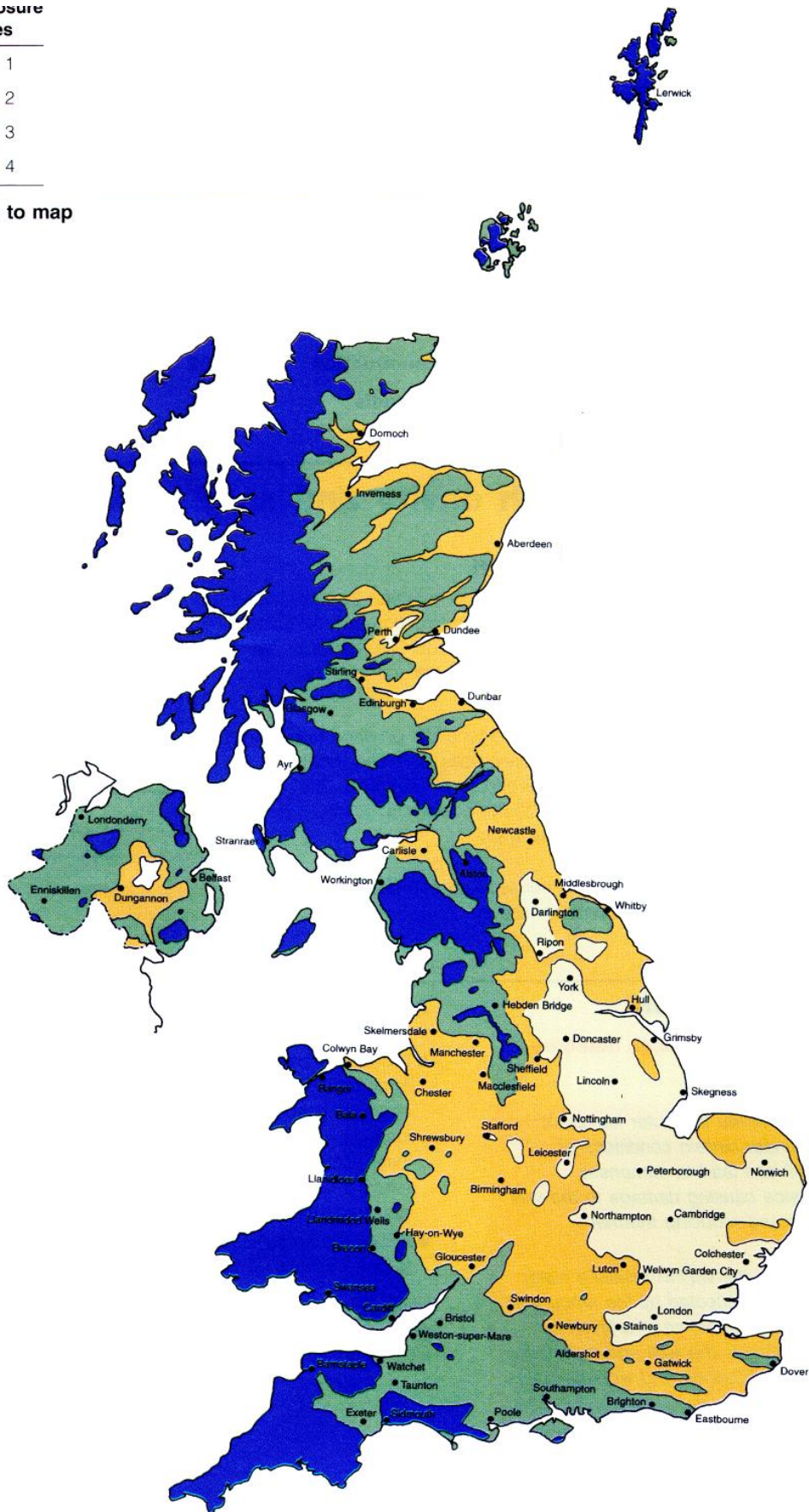


#	Topic	Conventions	Issue date
9.13	Electricity meters	<p>Usually the dwelling uses either the standard domestic tariff (single meter) or an off-peak tariff (dual meter). In these cases select single or dual meter and an addendum is not required.</p> <p>In some cases of older installations the property may have two separate single rate meters present and it is unclear whether dual meter or single meter should be identified. If that applies:</p> <ul style="list-style-type: none"> <li>- if the main space heating is electric, select dual meter if the main space heating is an off-peak electric device, and single meter otherwise (direct-acting heaters);</li> <li>- if the main space heating is not off-peak electric but the water heating is electric, select dual meter if it has a dual immersion and single meter if it has a single immersion;</li> <li>- if neither of the above applies, select single meter</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>- if dual meter selected include <b>Addendum 10</b>;</li> <li>- if single meter selected include <b>Addendum 11</b>.</li> </ul>	December 2012

**Exposure zones**

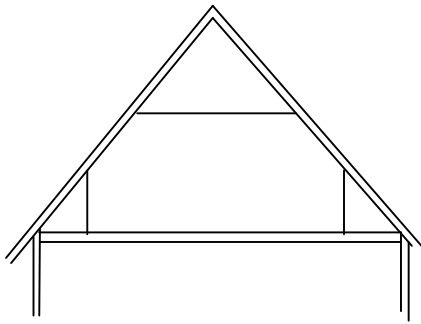


Key to map

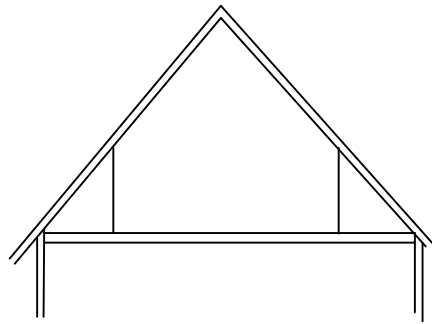


**Illustrations of roof rooms (see convention 2.06)**

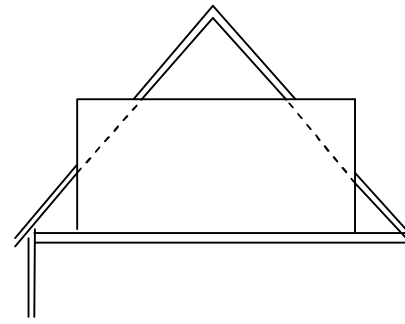
The following are all classified as roof rooms:



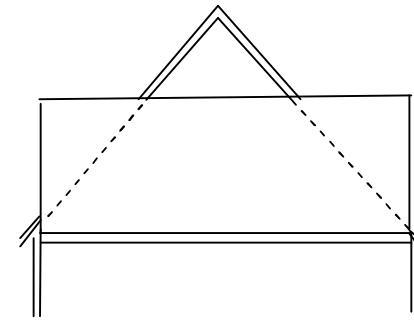
Basic roof room



Roof room with vaulted ceilings



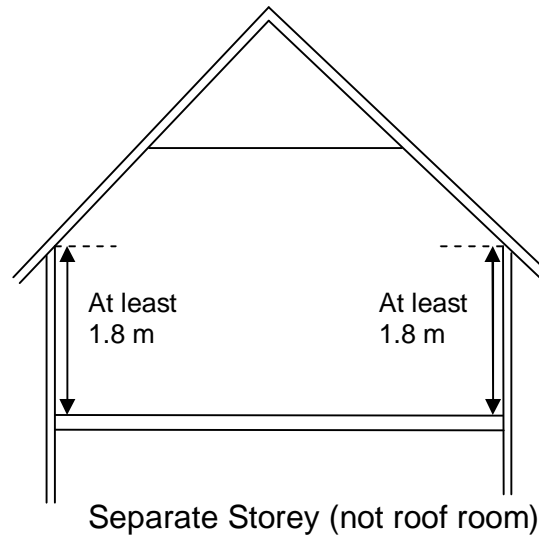
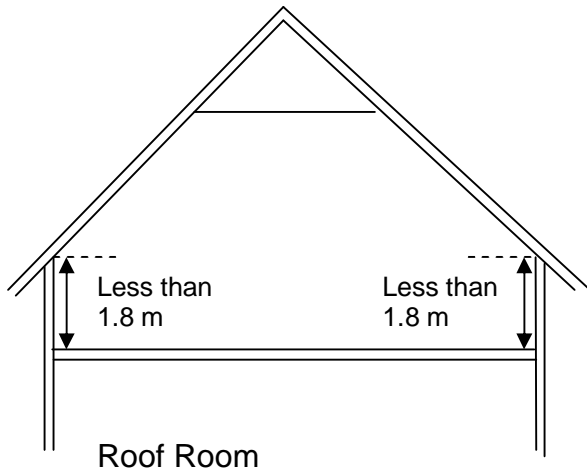
Roof room with dormer windows



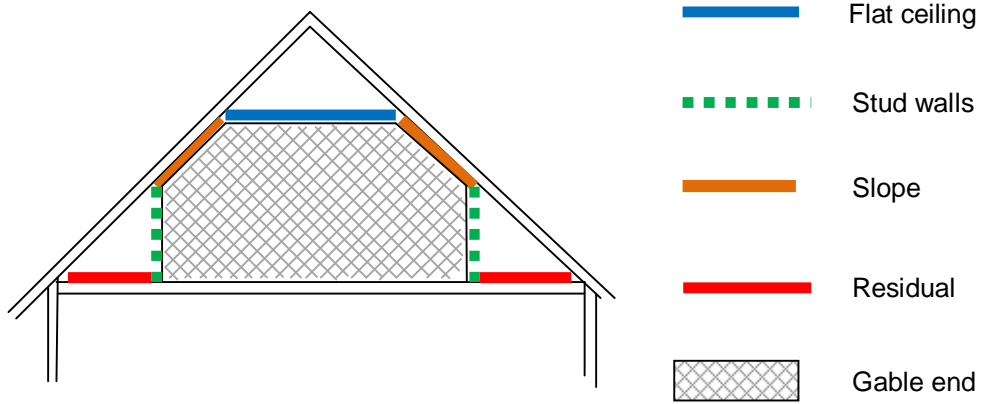
Roof room with large dormer windows (chalet style)

Where there is a common wall it is:

- a roof room if the common wall is less than 1.8 m;
- a separate storey if greater or equal to 1.8 m:



**Illustration of the different parts of room rooms when detailed measurements are being made (convention 2.06)**



## Revision history

September 2009	First issue Conventions: 1.01, 2.01, 2.02, 2.03, 2.04, 2.05, 2.09, 4.01, 4.02, 4.03, 4.04, 4.05, 4.06, 5.01, 6.01, 6.02, 7.01, 8.01, 8.02
March 2010	Second issue Amended: 4.02, 8.02 Added: 1.02, 2.06, 2.07, 2.08, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15, 2.16, 3.01, 3.02, 3.03, 3.04, 3.05, 4.07, 5.02, 9.01, 9.02, 9.03
October 2010	Third issue Amended: 2.03, 2.10, 5.02 Added: 2.17, 2.18, 2.19, 2.20, 4.08, 5.03, 5.04, 5.05, 6.03
March 2011	Fourth issue Amended 1.02, 2.11, 2.12, 2.15, 2.16, 3.04, 4.04, 5.01, 5.04, 6.03, Deleted: 4.07, 4.08, 5.05, 6.01, 6.02 Added: 2.21, 4.09, 4.10, 4.11, 6.04, 9.04, 9.05
January 2012	Fifth issue Amended: 1.01, 2.06, 2.13, 3.02, 3.04, 4.01, 4.09, 9.05 Added: 2.22, 3.06, 3.07, 3.08, 3.09, 3.10, 3.11, 9.06, 9.07, 9.08, 9.09, 9.10 Deleted: 5.04
December 2012	Sixth issue: Amended 1.01, 2.08, 2.11, 2.13, 2.14, 2.17, 2.22, 3.05, 3.09, 3.11, 8.01, 9.08, Added: 4.12, 9.11, 9.12, 9.13