

# Domestic Energy Assessor (DEA)

## Evidence Requirements for EPCs

England, Wales and Northern Ireland

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### Core Requirement

It's really important for the evidence you collect during your domestic energy assessments to be thorough and strong. This way, you can confidently show that the Energy Performance Certificate (EPC) you lodge is a true reflection of the property you have assessed.

Make sure each piece of evidence you gather has a clear link to the property in question and matches the date of your inspection. It's all about keeping things up-to-date and relevant.

We ask you to carefully collect and store this evidence to support every EPC you submit. There may be times when Elmhurst needs to take a closer look at your evidence during audits. To stay in line with the Latent Damage Act (1986) and follow Elmhurst's Code of Conduct, remember to keep your evidence safe for 15 years.

### Evidence Requirements

#### Floor Plan

A clear sketch plan covering all levels of the property and including:

- a) Measurements and area calculations of all building parts
- b) Heat-loss perimeters and calculations
- c) Location of adjoining properties/party walls
- d) Internal room layout
- e) Identification of all heated and unheated habitable rooms\*
- f) Measurements of sheltered and alternative walls
- g) Ceiling heights of all building parts\*
- h) Any excluded/thermally separated areas
- i) Orientation of each elevation
- j) Window data including measurements, type etc.\*
- k) All measurements and calculations must be in metric and to 2 decimal places

*\* A room matrix or site notes can be used to capture these points*

#### Site Notes

Site notes must record any mandatory data not covered by floor plans and photographic evidence. You must also include any information used in support of decision making, reflective thought, or amendments to recommendations (e.g. identification of property age, construction, assessing primary heating system etc.).

#### Photographic Evidence

With more eyes on Energy Performance Certificates (EPCs), it's more important than ever to ensure your submissions are well-supported by clear, well-lit, and relevant photographs.

Photographic evidence will help verify the accuracy of your data, should the EPC be questioned. Photos must be:

- High-quality and clear
- Not blurry
- Dated, either visibly on the photo or in the Meta data (most devices will do this automatically)

Where you can, adding geo-tags to your photos is considered great practice, adding an extra layer of detail to your assessments.

### Required Photographs

- **Front, rear and side elevations**
- **Wall thickness**
- **Evidence of wall insulation** e.g. cavity drill pattern
- **External roof construction** – including roof room, if present
- **Loft insulation** - measurement of depth, extent of insulation across the loft space and presence of boarding, presence of roof room insulation
- **Openings** – all window types present~, external doors.
- **Conservatory/sun-room** - showing whether or not it is thermally separate
- **Main heating system and heat emitters** - e.g. radiators and boiler showing associated key features such as a condensate pipe and label indicating the boiler make/model
- **Main heating system controls** – e.g. programmer, room-stat, TRVs etc.
- **Secondary heating system** - if present
- **Hot water system** – if separate from main heating system
- **Hot water cylinder** - including cylinder stat and immersion heater, if present
- **Electricity meter**
- **Fuel type** – mains gas meter, LPG/Oil tank/bottle – if present
- **Lighting** – one example of each different type of lamp within a fixed fitting
- **Evidence of any access issues** - e.g. locked/sealed loft hatch, furniture obstructions, locked cupboard etc.
- **Any other feature of the building or limitation whose presence or absence may be reasonably considered likely to affect the SAP rating** – e.g. photovoltaics, PV diverter, battery storage, solar water heating, wind turbine, small scale hydro etc.
- **Any other feature which supports a claim in the EPC which that could be queried or be the subject of a complaint**

It is possible to show a number of the elements listed above in a single photograph although the image should be of sufficient quality to allow the auditor to clearly identify all relevant details.

All photographs should clearly show the subject details, show the context, be clear, in focus and adequately lit. Examples of good photographic evidence include;

- a) All of the elevation photographs should show the windows and doors present within the heat loss perimeter of the property – this would prevent the need to photograph every opening.
- b) For solid wall insulation, a photograph of the external elevation showing the recess above the damp course.

- c) A photograph showing a radiator may also show the presence of a TRV.
- d) For a wood-burning stove, context would include a log basket next to the stove;

### Important Note:

Photographs embedded in documents (e.g. Microsoft Word or PDF documents) or otherwise altered to reduce file size for transmission purposes shall be dated within the image. The master images must be retained in your archive for possible inspection by Elmhurst or the relevant Government department, if requested.

### Documentary Evidence

In some cases documentary evidence is required to back up your entries if they cannot be proved from your photographic evidence.

Convention 9.02 states:

*Acceptable documentary evidence includes, but is not limited to, official correspondence from the applicable Registered Social Landlord (RSL) or certificates, warranties or guarantees or any documents verifying that work has been carried out. The assessor must be confident, and able to demonstrate, that any documentation relates to the actual property being assessed, and/or the work has been carried out, and that there is no physical or other documentary evidence to the contrary.*

*Evidence of intent to install does not on its own qualify as acceptable documentary evidence.*

*Evidence of intent to install, supported by evidence of subsequent Building Control oversight, or visual evidence that such an upgrade has been undertaken does qualify as acceptable documentary evidence.*

Documentary evidence must be provided to justify the suppression of recommendations (e.g. a guarantee or Building Control notice for improvements), overriding of U-values and anything else that Elmhurst deem relevant to the energy assessment.

### RdSAP GO USERS

Users are required to produce a floor plan to authenticate RdSAP Go data inputs. Photographic evidence is required to allow the auditor to verify all key RdSAP Go data inputs.





## Contact Details

Should you require any further clarification, please contact us at:

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