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| --- |
| **Fees:**  Upon application an invoice will be sent out from SBSH with payment details  Payments by Bank Transfer, **following receipt of invoice,** should be made to  **Fife Council – Building Standards Hub**  **PLEASE add the STAS Reference Number** to any payment to assist in the record of payments made |
| **The STAS fee levels** shall be structured as indicated under **Appendix A attached to this application form:** |

|  |
| --- |
| The completed application form, together with all plans/specifications only [see Sections 7, 8 and 9 below], should be emailed to: SBSH@fife.gov.uk |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Variations Application Form** | | | Certificate No:  [Office use only] | **STAS/** | | | |
|  | | | Date registered: |  | | | |
|  |  | |  |  | | | |
| **1** | **Details of Intended Certificate Holder:** | |  | | | | |
| Name: |  | | | | | |
| Address: |  | | | | | |
|  |  | | | | | |
| E-mail: |  | | | | Tel: |  |
|  |  | | | | |  | |
| **2** | **Agent for this application:** | | | | |  | |
| Name: |  | | | | | |
| Address: |  | | | | | |
|  |  | | | | | |
| E-mail: |  | | | Tel: | |  |
|  |  | | | |  | | |
| **3** | **Type Approval Title for which Variation is Sought:**  Description and intended use or system title:  [House Type; Commercial/Industrial; System] | | | | | | |
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| **4** | **Drawings submitted with the application: [see Annexe for additional information\*]** | |
| Indicate the minimum permissible boundary distances necessary for compliance with the relevant Building Regulations. | |
| A document register may be appended to the form. \* Delete as appropriate | |
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| **5** | **Does the variation impact on Climatic conditions?**  If YES, please complete the form under Annex B | **YES** |  | **NO** |  |
|  |  | | | | |
| **6** | **Does the variation impact on Design Life?**  If YES, please complete the form under Annex C | **YES** |  | **NO** |  |

**Annexe of drawings, certificates and specification documents:**

|  |  |  |
| --- | --- | --- |
| **7** | **Drawing Number:** | **Description:** |
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| **8** | **Certificate Number:** | **Description:** |
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| **9** | **Specification Document:** | **Description:** |
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| **10** | **Signature of applicant/agent:** |  |
| This type approval application is authorised by: |  |
|  |  |
| Date: | Signature: |
|  |  |

**APPENDIX A:**

**FEE TABLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SUMMARY:** | **PROPOSED FEES** |  | **BASIC FEE** | **VAT** | **TOTAL** |
| **DOMESTIC** | **NEW BUILD** | Minimum fee | **£500** | £100 | £600 |
|  |  | Fee per house type (with no options) | **£250** per type (but with £500 minimum) | £50 | £300 |
|  |  | Fee per house type (with options) | **£300** per type | £60 | £360 |
|  |  |  |  |  |  |
|  | **VARIATIONS** | Minimum fee | **£500** | £100 | £600 |
|  |  | Small Scale | **£50** per type (but with £500 minimum fee) | £10 | £60 |
|  |  | Footprint or large scale (up to 10 houses) | **£250** per type (but with £500 minimum fee) | £50 | £300 |
|  |  | Footprint or large scale (more than 10 houses) | **£250** for first 10 then £150 per type thereafter | £30 | £180 |
|  |  |  |  |  |  |
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| **NON-DOMESTIC** | **NEW BUILD** | Fee per building type | **£2000** per building | £400 | £2400 |
|  |  |  |  |  |  |
|  | **VARIATIONS** | Minimum fee | **£500** | £100 | £600 |
|  |  | Small Scale | **£200** per building (but with £500 minimum) | £40 | £240 |
|  |  | Footprint or large scale (up to 10 buildings) | **£500** per building (but with £500 minimum fee) | £100 | £600 |
|  |  | Footprint or large scale (more than 10 buildings) | **£500** for first 10 then £250 per building thereafter | \* | \* |
|  |  |  | \*e.g. on 20 buildings = £5000+£2500 = £7500+VAT = £9000 |  |  |

**APPENDIX B:**

**CLIMATIC CONDITIONS STATEMENT CONFIRMING DESIGN CRITERIA**

|  |  |  |
| --- | --- | --- |
| **Climatic conditions:** | | |
| The design may be used in areas where the climatic conditions are equal to or less than those defined below (please state): \* Delete as appropriate | | |
|  | |  |
| **Wind:** (as defined in BS 6399-2) or equivalent Eurocode | |  |
| *Standard* effective wind speed, ve = | | m/s |
| For max. effective height = | | m |
| Has funnelling been considered? | | Yes / No \* |
|  | |  |
| **Wind:** (as defined in CP3: Chapter V) or equivalent Eurocode | |  |
| *Design* wind speed, vs = | | m/s |
| (relevant to the building frame, at a height of 3m or less) | |  |
|  | |  |
| **Snow:** (as defined in BS 6399-3) or equivalent Eurocode | |  |
| S*ite* snow load, s0 = | | kN/m2 |
| Influenced by adjacent buildings? | | Yes / No \* |
|  | |  |
| **Resistance to moisture/durability of exposed elements:** | |  |
| Maximum exposure (to wind driven rain) grading, as defined in BRE Report – Thermal Insulation: Avoiding Risks, Second Edition, 1994, to be exposure zone: | | Zone 1/ Zone 2/ Zone 3/ Zone 4 \* |
| Exposure to sea spray (i.e. coastal region) or de-icing salts? | | Yes / No \* |
| Other air contaminants or biological factors-please specify any enhanced resistance if applicable (refer BS 7543 for guidance): | |  |
|  | | |
| **Design Life:** |  | |
| (per BS 7543 or equivalent Eurocode – Durability of buildings and building elements, products and components) | | |
| Category of building design life = | | Years |
| Design life of primary building envelope = | | Years |
|  | |  |
|  | |  |

**APPENDIX C:**

**STRUCTURAL ADEQUACY STATEMENT CONFIRMING SECTION 1 DESIGN CRITERIA**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **STATEMENT OF STRUCTURAL ADEQUACY** | | | | | | |
| Firms Name: | | STAS Reference and Description: | | Job No: | | |
| Revisions: | | |
| Project Title: | | House Type(s): | | Variations: | | |
| Calculation Title: | | | | | | |
| Calculation Author: | Date: | | | | Client contact: | |
| References: (to include Codes, British Standards, Specifications, Drawings etc | | | | | | |
| Comments and Notes: | | | | | | |
| Elements of Construction – Superstructure: | | | | | | |
| Specialist Items: Timber frame, Lintels, Floor joists, Roof trusses: | | | | | | |
| Design ground bearing pressure: |  | | | | | |
| SUMMARY: Design parameters: |  | | | | | |
| Foundations: |  | | | | | |
| Ground floor slab: |  | | | | | |
| Movement joints: Floors/Walls: |  | | | | | |
| Isolated Structural Members: |  | | | | | |
| Calculations prepared by: |  | | Specialist calculations prepared by: | |  | SER Registration No: |
| Calculations checked by: |  | | Specialist calculations checked by: | |  |  |