

## Application Form for Scottish Type Approval Scheme

Please refer to the [guidance on our website](#) when completing this form.

<b>1</b>	<b>Details of Intended Certificate Holder (Applicant):</b>		
	Name:		
	Address:		
	E-mail:		Tel:
<b>2</b>	<b>Agent for this application (if any):</b>		
	Name:		
	Address:		
	E-mail:		Tel:
<b>3</b>	<b>Type Approval Title:</b> Description and intended use or system title: [House Type; Commercial/Industrial; System]		
	<b>Confirm Technical Standards to be applied</b> (i.e. from 1 January 2025)		
<b>4</b>	<b>Drawings submitted with the application:</b> A document register must be appended to the form.		
<b>5</b>	<b>Indicate the minimum permissible boundary distances</b> necessary for compliance with the relevant Building Regulations. <i>Please note this will be conditioned as part of the STAS approval.</i>		
<b>6</b>	<b>Limited-life Building (if applicable)</b>	<b>Years</b>	
	If the intended life of the building is to be five years or less from the date of completion, please state: (Less onerous requirements may apply. Any building warrant approval will include a condition requiring removal at the end of the stated intended life.)		
<b>7</b>	<b>Climatic Conditions Statement</b>	<b>Attached</b>	
	Complete <a href="#">this form</a> to confirm the climatic conditions used relative to your building design. It should be included with your initial submission.		
<b>8</b>	<b>Statement of Structural Adequacy</b>	<b>Attached</b>	
	Complete <a href="#">this form</a> to confirm the structural adequacy of the building design. It should be included with your initial submission.		

9	<b>Sustainability (if applicable)</b>	
	[For applications related to construction of new buildings only] Have the proposals been designed to achieve any of the optional higher levels as contained in guidance within section 7 of the Technical Handbooks?	
	If Yes, please specify what higher levels of sustainability are proposed.	

10	<b>History</b>	
	<b>Previous development locations:</b> Please indicate the most recent location of any previous developments by your company or the most likely location for future proposals.	
	<b>Previous STAS applications for this house/building type</b> i.e. updating previous approval to new regulations. (Please provide associated reference numbers where possible)	

11	<b>Signature of applicant/agent:</b>	
	This type approval application is authorised by:	
	<b>Date:</b>	<b>Signature:</b>  <b>Print Name:</b>

<p><b>Fees:</b> Upon application an invoice will be sent out from SBSH with payment details</p> <p>Payments by Bank Transfer, <b><u>following receipt of invoice</u></b>, should be made to:</p> <p><b>Fife Council - Scottish Building Standards Hub</b></p> <p><b>PLEASE add the STAS Reference Number</b> to any payment to assist in the record of payments made</p> <p><b>The STAS fee levels</b> shall be structured as indicated under <b>Appendix A attached to this application form</b></p>
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The completed application form, along with all plans, specifications, and a detailed drawing register, should be emailed to:

[SBSH@fife.gov.uk](mailto:SBSH@fife.gov.uk)

## 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 (but with £500 minimum)	£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
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		