

Application Form for Variation to STAS Approval

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

1	Details of Intended Certificate Holder (Applicant):		
	Name:		
	Address:		
	E-mail:		Tel:

2	Agent for this application (if any):		
	Name:		
	Address:		
	E-mail:		Tel:

3	Previous STAS application you wish to make a variation to:	
	STAS Reference Number	
	Confirm Technical Standards to be applied (i.e. from 1 January 2025)	

4	Details of variations proposed from original application:

5	Drawings submitted with the application: A document register must be appended to the form.

6	Limited-life Building (if applicable)	Years	
	Does this application look to change the previous approve in regards to a limited life building.	Yes	No
	If Yes, please provide further information.		

7	Climatic Conditions Statement		
	Does the variation impact on Climatic conditions or design impact on design life?	Yes	No
	If yes, please complete this form .	Attached	

8	Statement of Structural Adequacy			
	Does the variation impact on the statement of structural adequacy previously submitted.		Yes	No
	If yes, please complete this form		Attached	

9	Sustainability			
	Does the variation change the proposed sustainability level.		Yes	No
	If Yes, please specify what changes are proposed.			

10	Signature of applicant/agent:	
	This application for variation is authorised by:	
	Date:	Signature:
		Print Name:

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 - Scottish 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, along with all plans, specifications, and a detailed drawing register, should be emailed to:

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		