

Application Form for Scottish Type Approval Scheme

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	Type Approval Title: Description and intended use or system title: [House Type; Commercial/Industrial; System]		
	Confirm Technical Standards to be applied (i.e. from 1 January 2025)		
4	Drawings submitted with the application: A document register must be appended to the form.		
5	Indicate the minimum permissible boundary distances necessary for compliance with the relevant Building Regulations. <i>Please note this will be conditioned as part of the STAS approval.</i>		
6	Limited-life Building (if applicable)	Years	
	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.)		
7	Climatic Conditions Statement	Attached	
	Complete this form to confirm the climatic conditions used relative to your building design. It should be included with your initial submission.		
8	Statement of Structural Adequacy	Attached	
	Complete this form to confirm the structural adequacy of the building design. It should be included with your initial submission.		

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

11	Signature of applicant/agent:	
	This type approval application 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		

Please note that the specific fee for a particular application will be confirmed after formal submission of the STAS application