**Fees:**

Upon application an invoice will be sent out from LABSS with payment details

Payments by Bank Transfer, **following receipt of invoice**, should be made to

**Local Authority Building Standards Scotland**

**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**

|  |
| --- |
| The completed application form, together with the appropriate cheque, and a register of all plans/specifications only [see Sections 7, 8 and 9 below], **should be sent to**: The Administrator, Scottish Type Approval Scheme (STAS)Tweedbank, The Croft, St Boswells, MELROSE TD6 0AE |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | **RD or Type Approval Title:** Description and intended use or system title:  [House Type; Commercial/Industrial; System] | | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |

|  |  |  |
| --- | --- | --- |
| **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 | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **7** | **Previous development locations:** |  |
| Please indicate the location of any previous developments by your company or the most likely location for future proposals. |  |
|  |  | |
| **8** | **Signature of applicant/agent:** | |
| This type approval application is authorised by: - | |
|  |  |
| Date: | Signature: |

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

|  |  |  |
| --- | --- | --- |
| **9** | **Drawing Number:** | **Description:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |
| **10** | **Certificate Number:** | **Description:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |
| **11** | **Specification Document:** | **Description:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **5** | **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): | |  |
|  |  | | |
| **6** | **Design Life:** |  | |
| (per BS 7543 – Durability of buildings and building elements, products and components) or equivalent Eurocode | | |
| Category of building design life = | | Years |
| Design life of primary building envelope = | | Years |

**APPENDIX C:**

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

