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| --- |
| **Fees:** Upon application an invoice will be sent out from LABSS with payment detailsPayments 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 form** |

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| 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] |  |
|  |  |  |  |
|  |  | 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:** 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** | **Previous development locations:** |  |
| Please indicate the location of any previous developments by your company or the most likely location for future proposals. |  |
|  |  |
| **6** | **Signature of applicant/agent:** |
| This type approval application is authorised by: |
|  |
|  |
|  |  |
| Date: | Signature: |

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

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| --- | --- | --- |
| **7** | **Drawing Number:** | **Description:** |
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| **8** | **Certificate Number:** | **Description:** |
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| **9** | **Specification Document:** | **Description:** |
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**APPENDIX A:**

**FEE TABLE**

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| --- | --- | --- | --- | --- | --- |
| **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** | **SYSTEM / REGISTERED DETAIL** |  | **£1500** | £300 | £1800 |
|  |  |  |  |  |  |
|  | **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**

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| **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 |
|  |  |
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**APPENDIX C:**

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

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| **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: |  |  |