



**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:	<b>STAS/</b>
[Office use only]	
Date registered:	

**Commented [B1]:**  
This section will be completed by the STAS Administrator

**1 Details of Intended Certificate Holder:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail \_\_\_\_\_ Tel: \_\_\_\_\_

**Commented [B2]:**  
This would normally be the developer; manufacturer or supplier.

**2 Agent for this application:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail \_\_\_\_\_ Tel: \_\_\_\_\_

**Commented [B3]:**  
This would normally be a person appointed to act on the "applicant's behalf such as an architect, surveyor; technical representative etc.

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

**Commented [B4]:**  
This section should state the building type to be considered. Is it domestic; non-domestic or a system type build?

Additionally, house type names [or other generic names associated with the type of application] should be added either here or under the Annex on page 3 of this form.  
NOTE: This is essentially to allow individual type approval certificates to be granted for each building [house] type.

**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

**Commented [B5]:**  
This section would normally only refer to a more detailed drawing register listing ALL documents under the Annex on page 3 of this form.

The references to a minimum distance to boundary would be influenced by the building design in relation to Mandatory Standards 2.6 and 2.7 and seeks to highlight any inherent limitations to be considered in the eventual type approval.



**7 Previous development locations:**

Please indicate the location of any previous developments by your company or the most likely location for future proposals.

**Commented [B6]:**

This section should be completed to indicate your main geographical areas of activity in the past and your main anticipated activity areas in the future.

You may also specify an authority with whom you have had past contact and would favour working with them through the type approval process.

ALL this information will then be used by the STAS Administrator in the allocation of a Lead Authority for your submission.

**8 Signature of applicant/agent:**

This type approval application is authorised by: -

Date:

Signature:

**Commented [B7]:**

Please remember to sign and date this form and to submit the appropriate lodging fee.



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

9	Drawing Number:	Description:

**Commented [B8]:**  
This page should be used to list ALL documents you are using in your design and which you are submitting in support of your application for type approval.  
  
This to allow a full assessment of your proposals by the Lead and Checking Authorities.

**Commented [B9]:**  
Self explanatory.  
Please provide a complete drawing register of general arrangement drawings; [site/location plans as appropriate – these will not always be necessary unless there are distance to boundary issues to be determined]; floor plan and section layouts; elevations; details drawings; services layouts; structural layout and design information etc.

10	Certificate Number:	Description:

**Commented [B10]:**  
This section is to provide confirmation of elements within the design which have already been assessed and certified by a third party. BBA Certification could be appropriate here, for example.  
  
Please note, in this regard, that some form of confirmation of structural adequacy will be required to support your STAS Application – for further information on this please contact the STAS Administrator at [stbs30@yahoo.co.uk](mailto:stbs30@yahoo.co.uk) Tel: 01835823479 or 07980286987.

11	Specification Document:	Description:

**Commented [B11]:**  
This section completes the information gathering in support of your application and would include your specification literature; any documents or literature you have relied on as a designer to confirm adequacy of your design relative to the Mandatory Standards and any other documentation you consider useful in establishing compliance.



**APPENDIX A:  
FEE TABLE**

SUMMARY:	PROPOSED FEES		BASIC FEE	VAT	TOTAL
<b>DOMESTIC</b>	<b>NEW BUILD</b>	Minimum fee	<b>£500</b>	£100	£600
		Fee per house type (with no options)	<b>£250</b> per type (but with £500 minimum)	£50	£300
		Fee per house type (with options)	<b>£300</b> per type	£60	£360
	<b>VARIATIONS</b>	Minimum fee	<b>£500</b>	£100	£600
		Small Scale	<b>£50</b> per type (but with £500 minimum fee)	£10	£60
		Footprint or large scale (up to 10 houses)	<b>£250</b> per type (but with £500 minimum fee)	£50	£300
		Footprint or large scale (more than 10 houses)	<b>£250</b> for first 10 then £150 per type thereafter	£30	£180
<b>NON-DOMESTIC</b>	<b>NEW BUILD</b>	Fee per building type	<b>£2000</b> per building	£400	£2400
		<b>VARIATIONS</b>	Minimum fee	<b>£500</b>	£100
		Small Scale	<b>£200</b> per building (but with £500 minimum)	£40	£240
		Footprint or large scale (up to 10 buildings)	<b>£500</b> per building (but with £500 minimum fee)	£100	£600
		Footprint or large scale (more than 10 buildings)	<b>£500</b> 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

<b>5</b>	<b>Climatic conditions:</b>									
The design may be used in areas where the climatic conditions are equal to or less than those defined below (please state): <span style="float: right;">* Delete as appropriate</span>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Wind:</b> (as defined in BS 6399-2) or equivalent Eurocode <i>Standard</i> effective wind speed, <math>v_e =</math> For max., effective height = Has funnelling been considered?</td> <td style="width: 30%; text-align: right; vertical-align: bottom;">m/s m Yes / No *</td> </tr> <tr> <td><b>Wind:</b> (as defined in CP3: Chapter V) or equivalent Eurocode <i>Design</i> wind speed, <math>v_s =</math> (relevant to the building frame, at a height of 3m or less)</td> <td style="text-align: right; vertical-align: bottom;">m/s</td> </tr> <tr> <td><b>Snow:</b> (as defined in BS 6399-3) or equivalent Eurocode <i>Site</i> snow load, <math>s_0 =</math> Influenced by adjacent buildings?</td> <td style="text-align: right; vertical-align: bottom;">kN/m<sup>2</sup> Yes / No *</td> </tr> <tr> <td><b>Resistance to moisture/durability of exposed elements:</b> Maximum exposure (to wind driven rain) grading, as defined in BRE Report – Thermal Insulation: Avoiding Risks, Second Edition, 1994, to be exposure zone:  Exposure to sea spray (i.e. coastal region) or de-icing salts? Other air contaminants or biological factors-please specify any enhanced resistance if applicable (refer BS 7543 for guidance):</td> <td style="text-align: right; vertical-align: bottom;">Zone 1/ Zone 2/ Zone 3/ Zone 4 *  Yes / No *</td> </tr> </table>			<b>Wind:</b> (as defined in BS 6399-2) or equivalent Eurocode <i>Standard</i> effective wind speed, $v_e =$ For max., effective height = Has funnelling been considered?	m/s m Yes / No *	<b>Wind:</b> (as defined in CP3: Chapter V) or equivalent Eurocode <i>Design</i> wind speed, $v_s =$ (relevant to the building frame, at a height of 3m or less)	m/s	<b>Snow:</b> (as defined in BS 6399-3) or equivalent Eurocode <i>Site</i> snow load, $s_0 =$ Influenced by adjacent buildings?	kN/m <sup>2</sup> Yes / No *	<b>Resistance to moisture/durability of exposed elements:</b> Maximum exposure (to wind driven rain) grading, as defined in BRE Report – Thermal Insulation: Avoiding Risks, Second Edition, 1994, to be exposure zone:  Exposure to sea spray (i.e. coastal region) or de-icing salts? Other air contaminants or biological factors-please specify any enhanced resistance if applicable (refer BS 7543 for guidance):	Zone 1/ Zone 2/ Zone 3/ Zone 4 *  Yes / No *
<b>Wind:</b> (as defined in BS 6399-2) or equivalent Eurocode <i>Standard</i> effective wind speed, $v_e =$ For max., effective height = Has funnelling been considered?	m/s m Yes / No *									
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<b>Snow:</b> (as defined in BS 6399-3) or equivalent Eurocode <i>Site</i> snow load, $s_0 =$ Influenced by adjacent buildings?	kN/m <sup>2</sup> Yes / No *									
<b>Resistance to moisture/durability of exposed elements:</b> Maximum exposure (to wind driven rain) grading, as defined in BRE Report – Thermal Insulation: Avoiding Risks, Second Edition, 1994, to be exposure zone:  Exposure to sea spray (i.e. coastal region) or de-icing salts? Other air contaminants or biological factors-please specify any enhanced resistance if applicable (refer BS 7543 for guidance):	Zone 1/ Zone 2/ Zone 3/ Zone 4 *  Yes / No *									
<b>6</b>	<b>Design Life:</b>									
(per BS 7543 – Durability of buildings and building elements, products and components) or equivalent Eurocode										
Category of building design life = <span style="float: right;">Years</span>										
Design life of primary building envelope = <span style="float: right;">Years</span>										

**Commented [B12]:**

This section should be completed by your structural design engineer and should take account of your design limitations, if any, to cater for the wind, snow and driving rain criteria where identified either in current British Standards or more appropriately in the related Structural Eurocodes.

If your design has constraints in relation to site location within Scotland, this should be clarified in your submission.

Equally, should your design cater for the worst-case scenario meaning there are no site location restrictions then again this should be made clear in your submission.

**Commented [B13]:**

As with Section 5 above, your designer should confirm the design life of the building(s) under consideration.



APPENDIX C:  
TYPICAL STRUCTURAL ADEQUACY STATEMENT CONFIRMING SECTION 1 DESIGN CRITERIA

STATEMENT OF STRUCTURAL ADEQUACY			
Firms Name: Scott Bennett Associates (Group 2) Ltd		STAS Reference and Description:	
		Job No: J3127	
		Revisions: N/A	
Project Title: Keepmoat HT Certification		House Type(s): Balmoral Blair Buchanan Fyvie V1 Fyvie V2 Braemar Glamis Huntly Roxburgh Stirling	
		Variations: N/A	
Calculation Title: Keepmoat HT Certification			
Calculation Author: MMC		Date: 23/01/2016	Client contact: Stu King
References: (to include Codes, British Standards, Specifications, Drawings etc BS 648, BS 6399, BS 5268, BS 5950, BS 4449, BS 8110, BS EN 998 Refer to SBA Drawing Issue Sheet for Drawing Numbers			
Comments and Notes: N/A			
Elements of Construction – Superstructure: As indicated on drawings			
Specialist Items: Timber frame, Lintels, Floor joists, Roof trusses			
Design ground bearing pressure:		A minimum ground bearing pressure of 75kNm/m2 was assumed for the purposes of the ground bearing slab design. This must be confirmed by way of a Geotechnical and Environmental Report on a site by site basis	
SUMMARY: Design parameters:		Timber Frame Qualification: The structural design for the superstructure has been based on a generic timber frame specification. It is the requirement of the specialist timber frame manufacturer to appoint an Engineer and provide a timber frame design prior to manufacture.  This specification is only applicable for sites in Scotland which fall under the following parameters: 1. Attitude to be no greater than 53m 2. Site not to be within 40km to the sea 3. Wind speed must not exceed 23.7m/s (BS6399) or 25.2m/s (UK National Annex to EC1) 4. Site must not be positioned at the top of a hill, ridge, cliff, escarpment 5. Site can be in the country or town 6. Individual site units must be outwith areas subject to funnelling effects  If in doubt, please refer to Project Engineer for further advice.	
Foundations:		Design to be undertaken by the Project Engineer on a site to site basis.	
Ground floor slab:		200mm deep RC suspended slab or a 150mm deep RC ground bearing slab (To be confirmed on a site by site basis)	
Movement joints: Floors/Walls:		Locations indicated on drawings	
Isolated Structural Members:		As indicated on drawings	
Calculations prepared by:		Martin McCreadie	Specialist calculations prepared by:
			To be provided on a project by project basis
			SER Registration No: N/A
Calculations checked by:		Robert Storey	Specialist calculations checked by:
			To be checked on a project by project basis