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

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| The completed application form, together with all plans/specifications only [see Sections 7, 8 and 9 below], should be emailed to:SBSH@fife.gov.uk |

|  |  |  |
| --- | --- | --- |
| 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 (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 |
|  |  |  |  |  |  |
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| **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 |  |  |