

1 Oct 2005

BP CONSULTATION WITH

TECHNICAL DEPARTMENTS

Building and Construction Authority

Building Plan Department

Introduction

1

The purpose of these Guidelines is to assist the qualified person (QP) to ascertain which technical departments are to be consulted in connection with the building plans which he intends to submit to the Building Plan Department (BPD) for approval under the Building Control Act. The number of technical departments to be consulted is dependent upon the nature and extent of the submission.

2

Under the new Building Plan (BP) Submission System introduced on 2 May 1997, the responsibility is placed on the qualified person, after lodging the project reference number and project title with the BPD, to consult those relevant technical departments and obtain their clearances for BP approval for submission to BPD.

3

The technical departments listed in these Guidelines may not be totally exhaustive. If other specialised authorities or departments are involved or required to be consulted, they may be stipulated as a planning condition in the Notice of Grant of Written Permission from URA. The qualified person is advised to consult these specialised authorities or departments stipulated in the planning condition early. Where the qualified person has doubts as to whether a particular authority or department needs to be consulted, he is advised to liaise directly with such authority or department early so that the approval of plans will not be delayed or held up because of late consultation with the department.

4

Certain submissions may also involve the following authorities:

- (a) Civil Aviation Authority of Singapore (CAAS);
- (b) Air Plans Department of RSAF HQ, MINDEF; and
- (c) Conservation Unit of URA's Planning Division.

List of Technical Authorities/Departments

5

The relevant technical authorities or departments should be consulted if the submission involves the type or class of building works as specified by the respective technical authorities or departments.

SINGAPORE CIVIL DEFENCE FORCE

Fire Safety & Shelter Department
Civil Defence Complex
91 Ubi Avenue 4
Singapore 408827
Tel: 62800000
Fax: 62842048

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The Fire Safety & Shelter Department (FSSD) is to be consulted if the submission is for any type of development or building works **except**:

- (a) conventional houses such as detached, semi-detached, terraced or linked houses not exceeding 3 storeys or levels, including basement;
- (b) alterations and additions to detached, semi-detached and terraced houses not more than 3 storeys or levels, including basement;
- (c) alterations and additions to residential flats, maisonettes, townhouses which do not increase the floor area or affect common areas, entrance doors, or walls separating the residential units from the common areas and escape routes within units which are required to have 2 exit doors;
- (d) swimming pools to detached, semi-detached and terraced houses;
- (e) retaining walls, fencing and boundary walls;
- (f) guardhouses;
- (g) detached bin centres;
- (h) oil sumps and grease interceptors;
- (i) chimneys;
- (j) awnings over windows and doorways;
- (k) flag poles and signboards;
- (l) cooling towers;
- (m) ATM machines, ticketing kiosks and taxi kiosks not being part of a building;
- (n) temporary construction site offices and bangsals not exceeding 3 storeys in height;;
- (o) Goliath cranes at shipyard.
- (p) Standalone single-storey Electrical Substations not exceeding 22KV.
- (q) Standalone single-storey Main Distribution Frame (MDF) rooms.

MINISTRY OF THE ENVIRONMENT AND WATER RESOURCES

Central Building Plans Unit
40 Scotts Road #13-00
Environment Building
Singapore 228231
Tel: 67327733
Fax: 67319725

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The Central Building Plans Unit (CBPU) should be consulted if the submission involves:

(a) Sewerage Matter:

- (i) all new developments;
- (ii) additions and alterations(A&A), or reconstruction to existing buildings with public sewer located within the development site; except for A&A works under the BCA Simplified Submission System for existing landed houses as defined in Form BPD_BP06;
- (iii) all sewerage proposals such as sewers/sewage pumping mains, sewerage pumping installations or sewage treatment plants, etc.;
- (iv) any proposed structures in the vicinity of public sewer.

(b) Drainage Matter:

- (i) all new developments;
- (ii) reconstruction works;
- (iii) additions and alterations to existing buildings except for "Simple A & A Works" as defined by BCA in Form BPD_BP06;
- (iv) drainage proposals or retaining wall proposals affecting drainage reserves/common drain.

(c) Environmental Health Matter:

- (i) All new developments except for landed housing projects;
- (ii) additions and alterations(A&A) involving a change of use to non-residential purpose or for A&A to any premises subject to approval by the Director-General of Public Health such as foodshops or eating establishments, markets, supermarkets, licensed swimming pools (*ie. pool where the public has access to or one which serves more than one dwelling unit*), stables & cattle sheds, dormitories, crematoria and funeral parlours;
- (iii) existing developments with proposed changes to refuse chute, bin centre or licensed swimming pool;
- (iv) deletion of sanitary facilities in public buildings (*ie. buildings where the general public is expected to walk-in*).

(d) Pollution Control Matter:

Any new development or addition & alteration (A&A) to the existing building/facility that involves one or more of the following:

- (i) Generation of industrial wastewater, air pollutants, farm waste or toxic industrial wastes;
- (ii) Installation of any fuel burning equipment, air or noise pollution control equipment, incinerator, oil/chemical tank, chemical store or wastewater treatment plant;
- (iii) Installation of any mechanical ventilation/centralised air-conditioning system in a commercial or residential development adjacent to any residential or noise-sensitive premises.

LAND TRANSPORT AUTHORITY

Development and Building Control
251 North Bridge Road
Singapore 179102
Tel: 1800-CALL LTA (1800-2255582)
Fax: 63328223

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LTA shall be consulted on roads matter, railway protection matter and vehicle parking matter

(a) Roads matter:

- (i) a new development or re-development;
- (ii) the construction of a new road, bridge or tunnel;
- (iii) the widening or improvement to existing road, bridge or tunnel;
- (iv) any work within/over road reserve, road widening strip or on the entrance culvert;
- (v) any retaining structure which is either supporting a road or, in the case where the structure is supporting the development, is located adjacent to a road;
- (vi) the provision or re-location of any road related facilities such as bus bays/shelters, taxi shelters, traffic signs, directional signs or traffic lights;
- (vii) a new, additional or temporary access connection to an existing road; and
- (viii) any work within a public walkway.

(b) Railway Protection matter:

- (i) a building development within the MRT Railway Protection Zone;
- (ii) restricted activities within the MRT Railway Protection Zone as defined in the Mass Rapid Transit (Railway Protection, Restricted Activity) Regulations ;
- (iii) a building development within the MRT Railway Corridor; and
- (iv) engineering works within the MRT Railway Protection Zone. Clearance is required from this Office before works in the railway protection zone and railway corridor can commence on site.

(c) Vehicle Parking matter:

LTA shall be consulted for vehicle parking proposals except developments relating to the following:

- (i) developments in off-shore islands;
- (ii) bungalows/detached houses, semi-detached and terrace houses where at least 1 car porch is provided per house;
- (iii) development of land for the purpose of farming;
- (iv) amendments, additions and alterations which do not involve additional floor area or conversion of use of floor area which do not affect existing or approved parking layout or provision;
- (v) ancillary use of HDB void decks;
- (vi) change of use of premises which involves less than 150 m² of gross floor area;
- (vii) developments within any rapid transit system stations; and
- (viii) renewal of written permission in respect of new erections.

NATIONAL PARKS BOARD

Policy & Planning Division
Singapore Botanic Gardens
1 Cluny Road
Singapore 259569

Tel: 64717808
Fax: 64723033

NParks is to be consulted for the following development proposals:

1 Within Development Compounds:

1.1

Private Sector: (including Statutory Boards)

(a) All developments that fall within the gazetted Tree Conservation Areas (TCAs) or on any vacant land within the main island of Singapore or any of the off-shore islands of Singapore.

(b) All developments, **within or outside TCAs or on any vacant lands** within the main island of Singapore or any of the off-shore islands of Singapore, with at grade open surface car parks proposals. **(By lodgment scheme)**

1.2

Public Sector

A development within the main island of Singapore or any of the off-shore islands of Singapore.

2

Within Existing Public Road, for examples:

2.1 Entrance to a development, bin centre, substation

2.2 Improvement to existing roadside drains

2.3 Pedestrian Overhead Bridges

2.4 Promenades

2.5 Pedestrian Malls

2.6 Covered linkways

3

New Roads To be Constructed Under Street Work Act (SWA).

4

Conventional Housing Development With Open Space Provision.

5

LTA station boxes and rail related structures, e.g. entrances, vent shaft, cooling towers etc.

6

Others that do not fall into any of the above but completed landscaping /plantings are required to be handed over to NParks for subsequent maintenance.

URBAN REDEVELOPMENT AUTHORITY

The URA Centre
45 Maxwell Road
Singapore 069118
Tel: 62216666
Fax: 62275069

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Building Plan Approval under Section 3 of the Foreshores Act (Cap 113)

The Chief Executive Officer of URA should be consulted if the submission involves :

(a) construction of any sea wall, river wall or revetment along the bank of any port, river or channel;

(b) or erection of any permanent building or structure within 15.0 m of the foreshore or of any such bank.

Section 3 of the Foreshores Act shall not apply to any property held by the Port of Singapore Authority or any other statutory body as the Minister may, by notification in the Gazette, appoint.

MINISTRY OF EDUCATION

Education Programmes Division
Pre-School And Special Education Branch
51, Grange Road
Blk 1, Level 4
Singapore 249564
Tel: 6838 7308
Fax: 6836 2102

1 Pre-School Education Unit

1.1

This unit should be consulted if the submission is for or involves a kindergarten.

Higher Education Division
1, North Buona Vista Drive
Tower Block Level 20
Singapore 138675
Tel: 68797326
Fax: 67768604

2 Private Schools Section

2.1

This section should be consulted if the submission is for or involves a private school or institution of learning except those run and operated by statutory boards.

PRESERVATION OF MONUMENTS BOARD

c/o National Archives of Singapore
1 Canning Rise
Singapore 179868
Tel: 63323516
Fax: 63390782

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The PMB should be consulted if the submission involves -

- (a) alterations and additions to any building gazetted or safeguarded as a monument for preservation; or
- (b) any additions or new erections on land within the gazetted boundaries of the monument.

2

Please liaise and refer directly to the Preservation of Monuments Board for a complete and updated list of monuments or buildings which are gazetted or earmarked for preservation by the Board as follows:

- (a) CATEGORY A: Buildings gazetted and placed under the protection of the Board;
- (b) CATEGORY B: Government and civic buildings, statues, memorials and bridges which are of historical and/or architectural interest;
- (c) CATEGORY C1: Buildings under consideration for Category A;
- (d) CATEGORY C2: Buildings with possibilities for preservation;
- (e) CATEGORY D: Private residences which are of historical and/or architectural interest.

Footnote:

This set of Guidelines has been drafted in consultation with the various technical authorities/departments

HOUSING AND DEVELOPMENT BOARD

HDB Hub
480 Lorong 6 Toa Payoh

Singapore 310480
Tel : 64901111
Fax: 68543208

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General

1.1

Housing Development Board (HDB) should be consulted if the submission involves proposed works on HDB properties (both rental and sold). This includes:

- (a) New Developments(Residential / Commercial / Industrial)
- (b) Upgrading (MUP, LUP, IUP+, RUP, HUP)
- (c) Addition and Alteration Works to the following:
 - (i) void deck of residential block
 - (ii) commercial units at 1st sty of residential blocks (including living quarters)
 - (iii) HDB commercial & industrial properties
 - (iv) HDB Estates (works by Town Councils)
 - (v) HDB Electrical Substation (ESS)
- (d) Demolition works for redevelopment

Technical Resource (C&S & Arch) Unit:

2.1

This Unit should be consulted if the submission involves the following:

- a) Architectural Works
- b) Civil and Structural (C&S) works

C&S plans should be cleared with HDB before they are submitted to BCA.

3

Technical Management (M&E) Unit:

3.1

This Unit should be consulted if the submission involves mechanical and electrical works for new development and upgrading projects. Fire safety works (M&E) for new development and upgrading projects, plans should be cleared with HDB before they are submitted to FSSD.