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Our Ref: OM-DE/023

7 April 1997

MEMORANDUM

To : All Engineering Staff

From : Andrew Loh

Subject : Design Procedure
BCD Submission

Please be informed that endorsement on ACPMV plan shall use the latest (Oct 96) format as shown in the attached notes (Item 8(b)).

ANDREW LOH

Distribution:

TLS/RT

encl.

LCT/lo

EXPLANATORY NOTES TO FORM BCD BPN A1 (Includes Appendix 1 & 3)

(A) APPLICATION FORM

(1) All items/blanks must be completed. If an item is not applicable it should be indicated as "N/A".

(2) If an applicant is -

(a) a company, the form should be signed by one of the directors;
(b) a sole proprietorship, the form should be signed by the sole proprietor or principal;
(c) a partnership, the form should be signed by the principal or managing partner.

(3) Every application shall be accompanied by -

(a) 2 sets of building plans marked "BCD(A)" and "BCD(B)" on the top right-hand corner on the first sheet of each set and one copy of the site plan drawn to any scale between 1:200 to 1:1000;

(b) Form BPN A CL1(BP) standard checklist for submission of Building Plan by a Qualified Person (for culvert, external works this checklist is not necessary);

(c) where applicable, an application(s) for Modification/Waiver of Building Regulations - Form BCD BPN BC2; and

(d) a copy of the Written Permission including a set of the approved plans if the same has been granted by the Development Control Division, URA.

(4) If the submission is related to any BP or ACMV plans submitted earlier, these numbers should be indicted on the top right hand box provided.

(5) For the purposes of ACMV plans, a qualified person shall include a professional engineer (electrical) with registration number up to 1311.

(6) For ACMV plan, Appendix 3 is not applicable.

(7) The plans of building works shall be prepared in accordance with the relevant provisions in Part II of the Building Control Regulations.

(8) The Qualified Person who prepared the building plans or air-conditioning and mechanical ventilation plans shall certify on every sheet of the drawings as follows:-

(a) For Building Plans -
"I, _____ hereby certify, subject to any waiver/modification granted under Section 14 of the Act, that the preparation of these building plans and the building works shown on these plans are strictly in accordance with the provisions of the Building Control Act (Cap 29) and the Regulations made thereunder."

_____ _____
Signature of Qualified Person Date

(b) For Airconditioning and Mechanical Ventilation Plans -
"I, _____ hereby certify, subject to any waiver/modification granted under Section 14 of the Act, that the preparation of these airconditioning and mechanical ventilation plans and the airconditioning and mechanical ventilation works shown on these plans are strictly in accordance with the provisions of the Building Control Act (Cap 29) and the Regulations made thereunder and SS CP 13:1980."

_____ _____
Signature of Qualified Person Date