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Our Ref: OM-DE/086

24 October 1997

MEMORANDUM

To : All PMs

From : Andrew Loh

Subject : **DESIGN CONTROL**

Attached herewith is a set of Guidelines on BP Consultation with Technical Departments issued by PWD & BCD.

ANDREW LOH

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GUIDELINES ON BP CONSULTATION WITH TECHNICAL DEPARTMENTS

Issued by:
PUBLIC WORKS DEPARTMENT
BUILDING CONTROL DIVISION

(Version 01)
[2nd May 1997]

Introduction:

1 These Guidelines are issued by the Building Authority (BA) and shall come into effect on 2nd May 1997.

2 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 Control Division (BCD) 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.

3 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 BCD, to consult those relevant technical departments and obtain their clearances for BP approval for submission to BCD.

4 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.

5 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 below by the respective technical authorities or departments:

SINGAPORE CIVIL DEFENCE FORCE
Fire Safety Bureau
25A Paterson Road
Singapore 238511
Tel: 7320566
Fax: 8386427

1 The Fire Safety Bureau (FSB) 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;

(b) alterations and additions to detached, semi-detached and terraced houses not more than 3 storeys or levels;

(c) alterations and additions to residential flats, maisonettes, townhouses etc not affecting common areas, entrance doors, 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) minor sewers and sanitary works;

(f) retaining walls, fencing and boundary walls;

(g) culverts;

(h) drainage reserves;

(i) guardhouses;

(j) detached bin centres;

(k) trade effluent and treatment plants;

(l) oil sumps and grease interceptors;

(m) chimneys;

(n) awnings over windows and doorways;

(o) flag poles and signboards;

(p) cooling towers;

(q) ATM machines, ticketing kiosks and taxi kiosks not being part of a building;

(r) temporary construction site offices and bangsals not exceeding 3 storeys in height;

(s) Goliath cranes at shipyard.

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MINISTRY OF THE ENVIRONMENT
Pollution Control Division
Central Building Plans Unit
40 Scotts Road #12-00
Environment Building
Singapore 228231
Tel: 7327733
Fax: 7319725

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

(a) **Sewerage Matter**:

(i) all new developments;

(ii) alterations and additions and reconstruction to existing residential buildings where there is an existing public sewer within the site;

(iii) alterations and additions and reconstruction to other existing buildings;

(iv) any retaining wall which is within 3.0 m from a 150 mm to 300 mm diameter sewer or 6.0 m from a public sewer that is more than 300 mm in diameter.

(b) **Drainage Matter:**

(i) all new developments;

(ii) reconstruction proposals;

(iii) alterations and additions to existing buildings except for "Simple A & A Works" as defined by BCD in Form BPN A CL1 (BP-AA);

(iv) drainage proposals.

(c) **Environmental Health Matter:**

(i) any new development except if it is a conventional type of housing;

(ii) alterations and additions involving a change of use to a non-residential purpose or for alterations and additions to any premises subject to licensing by the Commissioner of Public Health such as food or eating establishments, markets, crematoria and funeral parlours;

(iii) involves any refuse chute, bin centre swimming pool in which the public has access to or one which serves more than one dwelling unit, water tank on the roof or on the ground, culvert or conduit drain;

(iv) deletion of sanitary facilities, other than in a residential building.

(d) **Pollution Control Matter:**

(i) part of any industrial, warehousing, trade or farm premises;

(ii) part of an institution (eg. school, hospital, university, polytechnic, vocational institute);

(iii) any water, air pollution control facilities or fuel burning equipment.

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LAND TRANSPORT AUTHORITY
Development and Building Control
460 Alexandra Road #19-00
PSA Building
Singapore 119963
Tel: 3757100
Fax: 3757381

1 **Roads & Transport:**

1.1 This Unit is to be consulted if the submission involves:

(a) a new development or re-development;

(b) the construction of a new road, bridge or tunnel;

(c) the widening or improvement to existing road, bridge or tunnel;

(d) any work within/over road reserve, road widening strip or on the entrance culvert;

(e) 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;

f) the provision or re-location of any road related facilities such as bus bays/shelters, taxi shelters, traffic signs, directional signs or traffic lights;

(g) a new, additional or temporary access connection to an existing road; and

(h) any work within a public walkway.

2 **Development Control & Route Protection:**

2.1 The DC & Route Protection Unit should be consulted if the submission involves -

(a) a building development within the MRT Railway Protection Zone;

(b) restricted activities within the MRT Railway Protection Zone as defined in the Mass Rapid Transit (Railway Protection, Restricted Activity) Regulations 1994 and its amendments in 1996;

(c) a building development within the MRT Railway Area; and

(d) engineering works within the MRT Railway Protection Zone. Clearance is required from this Office before works can commence on site.

3 **Vehicle Parking:**

3.1 The Vehicle Parking Unit should be consulted for all developments **except** the following:

(a) Developments in off-shore islands;

(b) Bungalows/detached houses, semi-detached and terrace houses where at least 1 car porch is provided per house;

(c) Development of land for the purpose of farming;

(d) 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;

(e) Ancillary use of HDB void decks;

(f) Change of use of premises which involves less than 150 m^2 of gross floor area;

(g) Developments within any rapid transit system stations; and

(h) Renewal of written permission in respect of new erections.

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NATIONAL PARKS BOARD
Planning & Design Development Division
7 Maxwell Road #05-00
Annexe Block, MND Complex
Singapore 069111
Tel: 2221211
Fax: 2213103

1 **Within Development Compounds:**

(a) **Private Sector:**

Nparks is to be consulted if the submission is for a development which falls within the gazetted Tree Conservation Areas (TCA) or on any vacant land.

(b) **Public Sector (Except HDB and JTC):**

To be consulted if the submission is for a development within the main island of Singapore or any of the off-shore islands of Singapore.

2 **Within Road Reserve and /or SWA 18 Road:**

2.1 Nparks should be consulted if the submission involves -

(a) the felling of existing roadside trees maintained by the Board; or

(b) improvement to an existing road sidetable and/or a road widening strip and/or SWA 18 road.

3 **Conventional Housing Development With Open Space Provision:**

3.1 Nparks should be consulted if the submission involves the provision of public open space cum playground (on tree planting/landscaping and playground facilities) in conventional housing estate developments.

4 **Pedestrian Overhead Bridge:**

4.1 Nparks should be consulted.

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PUBLIC WORKS DEPARTMENT
Specialists Services Division
Chief Civil Engineer's Office
5 Maxwell Road #07-00
Tower Block, MND Complex
Singapore 069110
Tel: 2221211
Fax: 3258957

1 The Chief Civil Engineer's Office 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; or

(b) erection of any building or structure within 15.0 m of the foreshore or of any such bank (except any property held by PSA) which requires approval under section 3 of the Foreshores Act (Cap 113).

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MINISTRY OF EDUCATION
Corporate Services Division
1 Kay Siang Road
Singapore 248922
Tel: 4739111
Fax: 4756128

1 **School Planning, Development & Supplies Branch**

1.1 This Branch should be consulted if the submission -

(a) is for or involves a Government or Government-aided school or institution of learning except those run and operated by statutory boards, namely People's Association, Institute of Technical Education, the Polytechnics, National University of Singapore or National Technological University; or

(b) involves any development adjacent to an existing Government or Government-aided school or institution of learning except those run and operated by statutory boards.

2 **Pre-primary Education Unit:**

2.1 This Unit should be consulted if the submission is for or involves a kindergarten except those run and operated by statutory boards.

3 **Private Schools Unit**

3.1 This Unit 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.

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PRESERVATION OF MONUMENTS BOARD
c/o National Archives of Singapore
1 Canning Rise
Singapore 179868
Tel: 3323516
Fax: 3390782

1 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.

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

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