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13 October 2010

Our Ref: LTA/RIM/R37.001.000

Your Ref: -

DID: 6396 2176

Distribution List  
& All Users of LTA.PROMPT

Dear Sirs

**NOTIFICATION PURSUANT TO SECTION 115 OF ROAD TRAFFIC ACT**

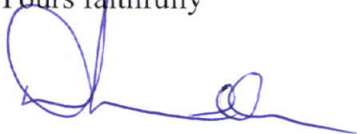
In line with continual efforts to streamline business processes amongst Government Departments and Agencies, the administration of Section 115 of the Road Traffic Act will be transferred from the Traffic Police (TP) to the Land Transport Authority (LTA) with effect from 1 November 2010.

With this transfer, the permission of the TP is no longer necessary for the closure of roads or road lanes for the purpose of carrying out road works. Such road or lane closure will be regulated by the LTA and applicants need only notify the LTA of such an intention.

To facilitate this notification process, LTA has enhanced the "Permit for Road Occupation Management Portal (LTA.PROMPT) so that the notification is submitted to the LTA when a road works application is submitted through the LTA.PROMPT. The steps for submission of road works applications remain unchanged. There will be an additional section on the online submission screen showing the notification requirement.

Please refer to the attached FAQs for further information.

Yours faithfully



NEDUMARAN S/O RAMASAMY  
DEPUTY DIRECTOR  
ROAD INFRASTRUCTURE MANAGEMENT

**1. When do I need to submit a notification to the Land Transport Authority under Section 115 of the Road Traffic Act?**

A notification has to be submitted for carrying out any construction works or works of repair on, over and under any roads in the Republic of Singapore. These works include:

- excavation to lay or repair utility services,
- soil investigation works,
- parking a vehicular crane on the road to carry out hoisting works etc for construction or repair of a building, and
- any other works that requires the occupation of a section of the road for the construction or repair works.

**2. Is the notification necessary if the works is on a private road?**

Yes, the notification is a mandatory requirement for all roads that are accessible to the public except restricted roads.

**3. Who can submit the notification?**

Only the following persons, who are registered in the LTA's Permit for Road Occupation Management Portal (LTA.PROMPT) as applicants, are authorised to submit the notifications.

- Authorised officer from a Statutory Board or Government Agency
- Authorised officer from a Utility Service Provider
- A Professional Engineer who is registered as a civil or structural engineer under the Professional Engineers' Act and who possesses a valid practising certificate under that Act

**4. Who can register as applicants of the LTA.PROMPT?**

The following persons are eligible to register as applicants of the LTA.PROMPT:

- Authorised officer or Professional Engineer – He must fulfil the requirements as specified in Question 3 above. For authorised officers from a Statutory Board, Government Agency or Utility Service Provider, a letter of authorisation issued by the relevant agency must be attached authorising the officer to register as an applicant for that agency.

**5. What are the online attachments when submitting notification?**

The following documents are required:

- Location and site plan of proposed works
- Photographs of existing ground conditions
- Work method statement
- Photographs and schematic diagrams of existing road markings
- Traffic Control Plan

**6. What is the procedure for submitting notification?**

The notification can be done together with the submission of application for works on public streets/areas via LTA's Permit for Road Occupation Management Portal (LTA.PROMPT)

**7. What happen if the notification is only for works on a private road?**

In such cases, only the notification will need to be submitted to LTA.

**8. What happen if the road entries contain both private road and roads managed by any one of the relevant approving agencies such as LTA, JTC, PUB, NParks and HDB?**

The application will be submitted to the relevant approving agency as selected by the applicant and a notification will be submitted simultaneously to LTA. An application fee for processing will be applicable in this case.

**9. How do I know if the notification has been submitted successfully to LTA?**

There will be an online acknowledgement page when the "Submit" button is activated. The applicant will also receive an email through the registered email address in LTA.PROMPT confirming that a notification has been submitted to LTA.



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