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Our Ref: LTA/DBC/F20.033.005

Please Quote Our Reference

Number In Your Reply

Date : 26 April 2011

CIRCULAR TO PROFESSIONAL INSTITUTES

Dear Sirs

LODGEMENT PROCEDURE GUIDELINES FOR STREET PLAN AND VEHICLE PARKING PROPOSALS

Who should know

Building owners, developers, architects and engineers

Street Plan Proposals

1. LTA introduced the lodgement scheme for Street Plan submission for landed housing development not affected by Road Reserve Line in March 2004. The scheme was further expanded to cover 8 more types of developments in January 2006, due to the positive response to the introduction of the lodgement scheme.
2. Under the lodgement scheme, a Professional Engineer (PE) prepares the Street Plans in accordance with the Street Works Act and its Regulations, and declares compliance with the Street Works Act and its Regulations when he lodges the Street Plan with LTA. The PEs found this scheme beneficial and enjoyed quantum leap in time savings in the Street Plan approval process.

Vehicle Parking Proposals

3. The lodgement scheme for vehicle parking proposals was first implemented in July 2000. Initially, the scheme was limited to open surface carparks only. The scheme was subsequently expanded to include industrial and warehouse developments in November 2001. As the lodgement scheme saw a good success rate, we extended the scheme to HDB's public housing developments one year later. With time, we observed the lodgement scheme gained a resounding acceptance from the industry which gave us confidence to extend the lodgement scheme in 2005, to all proposals except indoor parking places and spaces in residential developments, commercial developments and mixed developments.

Areas of Improvement

4. Over the years, we have received many lodgement submissions complying fully with the lodgement requirements. However, we also do come across, submissions that are lodged incorrectly.

We would like to take this opportunity to highlight to the industry that all lodgement submissions are deemed to have complied fully with our requirements as declared by the QP in the declaration form. If there are any deviations from LTA's requirements on VP matters, a waiver application must be made first and accepted before the proposal is lodged. A waiver application made at the CSC stage due to incorrect lodgement would be turned down. For any deviation to Street Plan proposals, a pre-consultation shall be made or a Street Plan submission highlighting the deviation must be made.

5. To assist the industry, we have prepared two Quick Guides to highlight the essential points needed for a successful lodgement application for Street Plan and vehicle Parking Proposals. The guide also contains some common mistakes that we encountered. We hope that these pointers will help both the LTA and the industry to expedite the plan approval process. This would also mean no disruptive works would need to be carried during the CSC stage as the completed works would have complied with LTA's requirements.
6. I would appreciate it if you could convey the contents of this circular to all members of your organization. If you have any queries, feel free to contact the following officers:
 - a. Mr Mohd Iskandar Bin Ali - Tel: 6332 8280 on road matters.
 - b. Mr Mohamed Saddiq Md Nor - Tel: 6332 8236 on vehicle parking matters.

Yours faithfully



QUEK TECK BENG
DEPUTY DIRECTOR
DEVELOPMENT & BUILDING CONTROL

Distribution List

<p>President Institution of Engineers, Singapore 70 Bukit Tinggi Road Singapore 289758</p>	<p>President Singapore Contractors Association Ltd 1 Bukit Merah Lane 2 Construction House Singapore 159760</p>
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<p>President Singapore Institute of Architects 79/79A/79B Neil Road Singapore 088904</p>	

cc

<p>Director Development Control Division Urban Redevelopment Authority 45 Maxwell Road The URA Centre Singapore 069118</p>	<p>Head Infrastructure and Agency Unit Development and Procurement Department Housing and Development Board HDB Hub 480 Lorong 6 Toa Payoh Singapore 310480</p>
<p>Director Planning & Design Development Division National Parks Board Singapore Botanic Gardens 1 Cluny Road Singapore 259569</p>	<p>Director Building Plan & Management Division Building and Construction Authority 5 Maxwell Road #16-00 Tower Block MND Complex Singapore 069110</p>
<p>Director Land and Planning Group JTC Corporation 8 Jurong Town Hall Road The JTC Summit Singapore 609431</p>	

QUICK-GUIDE TO LODGEMENT PROCEDURE FOR ROADS & TRANSPORT PROPOSALS

INTRODUCTION

The following developments types that are not affected by Road Reserve Line qualify for lodgement :

- Residential developments
- Industrial developments
- Educational Institutions
- Places of Worship
- Health and Medical Care Establishments
- Sports and Recreation Centres
- Civic & Community Institutions
- Buildings Designated for Conservation

The following types of works do not qualify for lodgement :

- Construction of new street(s)
- Continuation of an existing street(s)
- Introduction/modification of any road related facilities such as bus stop and pedestrian overhead bridge
- Introduction / relocation of any covered linkway
- Commercial developments.

For street plan submissions involving relocation of existing street lamppost's), the PE shall forward proposal with a cut out plan of the affected streetlights, lighting control boxes and proposed positions with the inventory ID (lamppost no.) and road name attention to:

Engineer-In-Charge,
Lighting & Facilities Dept,
Road Infrastructure Management Division,
Block 3, Level 2,
No. 1 Hampshire Road.
Singapore 219428

The PE shall also co-ordinate with all other technical agencies on whether the new lamppost location are acceptable to all parties.

MAKING AN APPLICATION

- Under the lodgement scheme, the PE has to ensure and make a self-declaration that the street plans submitted are in compliance with the Street Works Act and its Regulations.
- The PE shall lodge the street plans via CORENET after the Development Control (DC) clearance has been obtained from LTA. Details of the street plans shall follow the approved DC layout plan.
- QP will receive an auto-acknowledgement through CORENET .
- The PE shall apply for Certificate of Statutory Completion (CSC) clearance upon completion of the street works.

DOCUMENTS TO SUBMIT

- Completed Application Form "LTA-DBC_Roads.xfd"

- A copy of the Written Permission together with the approved plan
- A set of street plans
- A copy of LTA's DC Clearance letter

REFERENCES

The QP shall make reference to the relevant chapters and comply with the requirements stated in :

- Street Works Proposals Relating to Development Works
- Materials & Workmanship Specifications
- Standard Details of Road Elements
- Civil Design Criteria
- Architectural Design Criteria

The above publications can be obtained from LTA's website at :
http://www.lta.gov.sg/dbc/index_dbc_other.htm

QPs can also refer to the e-learning guide for preparing landed housing development proposals at :
<http://www.lta.gov.sg/dbc/doc/E-Learning/elearning.ppt>

Whenever there are any changes to guidelines or procedures, LTA would issue a circular to professional bodies. A copy of the circular would be posted in LTA's website and CORENET e-Info for ease of reference.

QUICK-GUIDE TO LODGEMENT PROCEDURE FOR ROADS & TRANSPORT PROPOSALS

COMMON ERROR #1

Necessary Documents Not Attached

It is important to attach the URA's WP and approved plan together with LTA's DC clearance letter as the proposed works has to be approved by the Competent Authority and the Architect's proposed layout has to be cleared by LTA-DBC before lodgement submission.



URA's Written Permission (WP) and approved layout plan
LTA's DC clearance letter

COMMON ERROR #2

Submission do not qualify for lodgement

QPs lodge submissions for developments that do not qualify for lodgement, such as :

- Commercial developments,
- Developments affected by road safeguarding lines,
- Developments involving new traffic scheme.

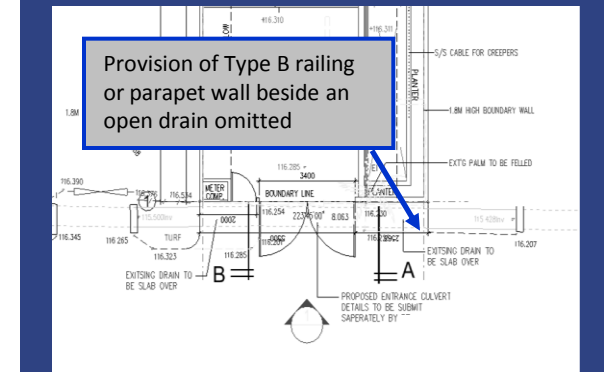
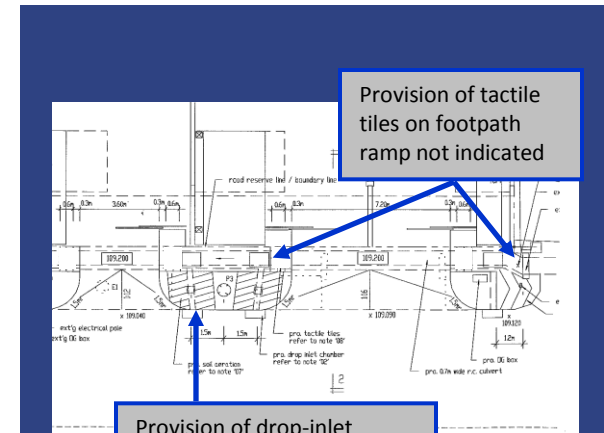
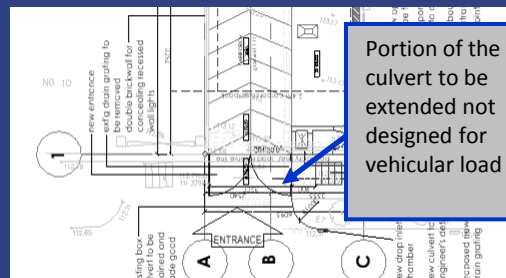
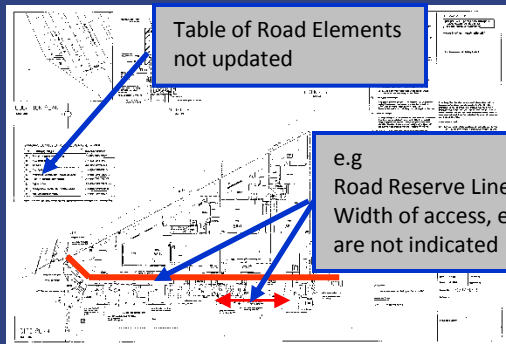
COMMON ERROR #3

Architect's approved layout plan do not tally with the proposal plan lodged by the PE.

In order to minimise disruptive works during CSC, it is essential that both the DC layout plan and lodgement plan tally with each other.

COMMON ERROR #4

Essential information are omitted from proposal plans



QUICK-GUIDE TO LODGEMENT PROCEDURE FOR VEHICLE PARKING PROPOSALS

INTRODUCTION

All proposal plans for provision of parking places and parking spaces shall be lodged except for the following types of development with indoor parking lots:

- Residential development;
- Commercial development;
- Mixed developments (Residential & commercial)

MAKING AN APPLICATION

Upon obtaining approval from the Competent Authority (URA), QP shall lodge the proposal for the provision of parking places and parking spaces in the development via CORENET.

There shall not be any shortfall in any of the parking provision including cars, heavy vehicles, loading / unloading bays, coach parking etc. In addition, QP shall be responsible to ensure that every geometry meets the requirement and guidelines as set out in the Code of Practice.

QP may preconsult LTA if necessary.

QP will receive an auto-acknowledgement through CORENET .

QP shall apply for Certificate of Statutory Completion (CSC) clearance upon completion of the development.

DOCUMENTS TO SUBMIT

The following shall be submitted:

- Form “LTA-DBC_Vehicle Parking.xfd” under Lodgement Application.
- Form “LTA-VP-ATT1-GFA” (Breakdown of the gross floor area by usage of the proposed development).
- Form “LTA-VP-ATT2-COMPR” (Computation of the parking requirement for the proposed development).
- Form “LTA-VP-ATT3-COMPR” (Number of existing and/or proposed parking spaces provided).
- A set of proposal plans.
- A copy of WP or URA’s approval.
- Receipt of the payment for processing fee.

PROCESSING FEE

A processing fee must be made prior to the lodgement application.

- Amount payable is \$10 per 100sqm of gross floor area involved in the proposed development, subject to a minimum of \$120.

- For regularisation of approved / existing parking provision, the fee is \$70 per application.

- Payment can be made via LTA E-payment services, available at the following website: <http://onepay.onemotoring.com.sg>

REFERENCES

The QP shall make reference to the relevant chapters and comply with the requirements stated in the Code of Practice (COP) on Vehicle Parking Provision in Development Proposals. The COP can be obtained from LTA’s website at the following url: <http://www.lta.gov.sg>

Whenever there are any changes to guidelines or procedures, LTA would issue a circular to professional bodies. A copy of the circular would be posted in LTA’s website and CORENET e-Info for ease of reference.

QUICK-GUIDE TO LODGEMENT PROCEDURE FOR VEHICLE PARKING PROPOSALS

COMMON ERROR #1

Necessary Documents Not Attached

URA's approval not obtained / attached :

- Approval must be obtained prior to submission
- Lodged plans and floor area details must be similar to that approved by URA

COMMON ERROR #2

Payment details incomplete

- Fees should be based on GFA and rounded off to 2 decimal places
- Payment receipt must be enclosed

COMMON ERROR #3

Errors in computing parking requirement

- Ancilliary areas defined as GFA must be included in parking computation
- Incorrect parking standard used

COMMON ERROR #4

Incorrect parking layout dimensions

