



National Parks Board

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NP3.6.2.25

27 August 2009

A  Statutory Board

(Please see distribution list)

Dear Sirs

SELF-DECLARATION SCHEME FOR PROJECTS ABUTTING CATEGORY 5 ROADS AT THE DEVELOPMENT CONTROL (DC) AND BUILDING PLAN (BP) STAGES

1. With effect from 1 Sep 2009, NParks will be implementing a self-declaration scheme applicable to projects abutting category 5 roads, as part of the process to streamline and facilitate approval procedures. The self-declaration scheme is for DC submissions within developments and BP submissions for external works.
2. Under this scheme, the Qualified Person (QP) is to attach the necessary plans and declare compliance with the criteria stated in the self-declaration forms. Please refer to NPARKS-0-DCS10 & NPARKS-0-BPS10 below, for more details. NParks will issue the approval letter to the QP within 3 working days of receipt of applications. For submissions randomly selected for full checking, the approval or written direction letter will be issued within 7 working days.
3. A grace period of 2 months from 1 Sep 2009 will be given to QPs to familiarize with the self-declaration forms. After the grace period, submissions that qualify for the self-declaration but not submitted using the forms will be returned to the applicant for proper submission. Please note that it is compulsory for projects that comply with the criteria be submitted under the self-declaration scheme. Upon completion of the works, the QP is required to apply to NParks for Certificate of Statutory Completion (CSC) Clearance for submissions that are given BP submission approvals.
4. NParks takes a serious stand on false declarations and will take enforcement actions against the offender. Enforcement actions will commensurate with the gravity of the offence.
5. We would like to emphasize that NParks approval is required for felling of trees/palms more than 1m girth in Tree Conservation Area (TCA) and Vacant Lands.



6. We would appreciate it if you could convey the contents of this circular to relevant members of your organisation. If you have any queries concerning this circular, please do not hesitate to contact Mrs Ng-Yang Cheng Noi at Tel: 64717880. The circular is also available on our website <http://www.nparks.gov.sg/cms/docs/about-us/circular27.08.09.pdf>

Yours faithfully



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DIRECTOR
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NATIONAL PARKS BOARD

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Chief Executive Officer
Singapore Land Authority
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Singapore 609431

Chief Executive Officer
Housing & Development Board
480 Lorong 6 Toa Payoh
HDB Hub
Singapore 310480

DC SELF DECLARATION FORM (For Within Development)

Date: 26/08/2009

To: National Parks Board

Commissioner, Parks and Recreation
National Parks Board Headquarters
1 Cluny Road
Singapore 259569

Instructions

1. This form is to be digitally signed by Architect / PE.
2. This form is to be accompanied by the relevant attachments.
(Refer to Submission Attachments).
3. This form may take you 5 minutes to fill in.

Particulars of Development Proposal

Application Type	Please Select
Project Reference Number	
Project Title	
Location Description [Include Lot/Plot, MK/TS, Address/Road and Building Name if any]	
URA DC No.	

Section I Particulars of Owner / Developer	
Name	Please Select
NRIC / Passport No.	
Firm Name	
UEN	
Designation	
Address	
Telephone No.	
Extension No	
Handphone No.	
Fax No.	
Email Address	

Section II Particulars of Qualified Person	
Name	Please Select
NRIC / Passport No.	
Registration No.	
Firm Name	
UEN	
Address	
Telephone No.	
Extension No	
Handphone No.	
Fax No.	
Email Address	

Declaration by Qualified Person

I, NRIC,

the Qualified Person, hereby declare and certify that the information given below in respect of the application is true and correct:

Please tick at least one box in each of Sections A, B, C, D, E, F, G and H to qualify for the declaration

SECTION A

- Gazetted Tree Conservation Area or Vacant Land with all trees/single stem palms either less than or equal 1m girth or are cluster palms
- Gazetted Tree Conservation Area or Vacant Land with no trees/single stem palms
- Non-Tree Conservation Area or Non-Vacant Land

SECTION B

- No neighbouring trees/palms up to a distance of 5m from the development boundary
- No roots and branches of neighbouring trees/palms will be affected/cut by the development construction works

SECTION C

- No green buffer and peripheral planting verge provisions within the development boundary
- Existing green buffer and peripheral planting verge provisions within the development boundary will not be altered or affected

SECTION D

- Road abutting development are all Category 5 road/s

SECTION E

- No at-grade open surface carparking lots are to be provided for the development

SECTION F

- Entrance retained
- Entrance widened
- Entrance repositioned/new

SECTION G

- No roadside trees/palms/shrubs
- Not affecting roadside trees/palms/shrubs and *any retained roadside trees/palms fronting the development should be of girth less than 1m with at least 3.0m (measured from centre of trees/palms) clearance from nearest excavation/proposed structure
- Affecting only one or at most two roadside trees/palms of girth less than or equal 0.5m and *any retained roadside trees/palms fronting the development should be of girth less than 1m with at least 3.0m (measured from centre of trees/palms) clearance from nearest excavation/proposed structure

***(If retained roadside trees/palms are equal or greater than 1m girth, such development is not eligible for self declaration)**

SECTION H

- Existing roadside planting verge retained
- Proposed roadside planting verge is provided (any proposed roadside planting island should be at least 6m long)
- No existing roadside planting verge or existing road sidetable is paved

Submission Attachment

I attach the following plans:

- Site Plan & Location Plan [To show the species, girth and height of the following:
 - a) existing trees and palms within the development boundary and on neighbouring lots
 - b) existing trees, palms and shrubs along the roadside]
- First Storey Plan
- Survey plan (survey done less than 2 years at the point of application and signed by a qualified surveyor). Optional for Non-Tree Conservation Area, Non-Vacant Land or Minor Addition & Alteration Works

Important Note: Development that affects roadside trees/palms/shrubs/planting verges or has proposed roadside trees/palms/shrubs/planting verges, QP is required to submit BP external works plan for NParks approval.

BP SELF DECLARATION FORM (For External Works)

Date: 26/08/2009

To: National Parks Board

Commissioner, Parks and Recreation
National Parks Board Headquarters
1 Cluny Road
Singapore 259569

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Particulars of Development Proposal

Application Type	Please Select
Project Reference Number	
Project Title	
Location Description [Include Lot/Plot, MK/TS, Address/Road and Building Name if any]	
BP Project Ref	
URA DC No.	

Section I Particulars of Owner / Developer	
Name	Please Select
NRIC / Passport No.	
Firm Name	
UEN	
Designation	
Address	
Telephone No.	
Extension No	
Handphone No.	
Fax No.	
Email Address	

Section II Particulars of Qualified Person	
Name	Please Select
NRIC / Passport No.	
Registration No.	
Firm Name	
UEN	
Address	
Telephone No.	
Extension No	
Handphone No.	
Fax No.	
Email Address	

