Our ref : APPBCA-2014-07

02 Jun 2014

See Distribution

Dear Sir/Madam

**EARLY PRE-CONSULTATION OF STRUCTURAL CONCEPT FOR COMPLEX BUILDINGS**

This circular is to advise the industry to come for early pre-consultation with BCA on the structural concept of complex buildings before building plans and structural plans for foundation works are submitted for approval, if the proposed development falls under the **complex buildings criteria shown in Annex A.**

**Background**

2 In recent years, BCA has observed an increasing number of buildings with complex structural design and form. Specific consideration needs to be given to the design and construction of such structures to make sure that they are robust, buildable and can be built safely.

3 Sometimes, when the structural concept and design of buildings are submitted or presented to BCA, the building (architectural) plans have been finalised and/or approved. Should there be a need to change or enhance the structural system of the building, Qualified Persons (QPs) for structural works may face difficulty in doing so.

4 Following consultation with industry members, comprising Professional Engineers from the Institution of Engineers Singapore and the Association of Consulting Engineers Singapore, there was consensus that early involvement and consultation with BCA on the structural concept would be beneficial, especially for complex building form.

**Early Pre-consultation of Structural Concept**

5 To facilitate early review of the structural concept for complex buildings, **BCA will be introducing a new pre-consultation process and would like to urge QPs for structural works involved in such projects to come for early pre-consultation with BCA** preferably at the conceptual design stage before the architectural plans have been firmed up.

6 For the early pre-consultation, the QP for structural works should provide the following details:-

- the structural concept and design of the complex buildings;
- issues affecting building performance, e.g. deflection, vibration and acceleration and long-term effects; measures to prevent disproportionate collapse, etc;
- the proposal on how buildability requirements can be met; and
- tentative methods of construction.
Parties involved in the project, namely the Developer, Architect, Accredited Checker and Builder (if they are on board) should also attend the session. A Pre-consultation Completion letter will be issued after the session when queries and comments, if any, from BCA are adequately addressed.

Given that structural safety and construction issues can be highlighted and addressed beforehand, this early pre-consultation process would pave the way for smoother plan approvals subsequently. In addition, it would help such projects in achieving a more robust building design to prevent building from disproportionate collapse, and at the same time meeting buildability requirements and raising construction productivity.

Revised Submission Process for Approval of Building and Structural Plans

During submission of structural plans for foundation works or building plans, QPs for structural or architectural works (whichever the case might be) will have to indicate, on the relevant application forms shown in Annex B, whether their project falls under the complex buildings criteria. The current forms will be amended accordingly and the changes will take effect on the implementation date. The QPs for architectural works will have to submit form in Annex C which is to be completed by the QP for structural works to determine if their project involves any complex building structure, together with the first building plan submission.

For a complex building project, the respective QPs will also have to indicate on the application form whether early pre-consultation has been made prior to the submission. If QPs fail to arrange for early pre-consultation, it may slow down the approval process for plan submission. Hence, to enable a smoother and faster processing of plans, QPs are advised to plan ahead and come for an early pre-consultation with BCA.

Arrangement for Early Pre-consultation with BCA

For projects with complex building structures, QPs for structural works can make arrangement for early pre-consultation with BCA by sending the request form shown in Annex D to our Building Engineering Group, together with relevant information and details of their projects (refer to Annex E).

The request for early pre-consultation should be sent to our Building Engineering Group:
   i) By Email: preconsultation@bca.gov.sg
   Or
   ii) By Mail / Fax:
       5 Maxwell Road
       #05-00 Tower Block MND Complex
       Singapore 069110
       Fax: 63257482
   Or
   iii) By Hand: BCA Service Counter

Implementation

The early pre-consultation process will be implemented from 2 Jan 2015 and it applies to all new projects with complex buildings where building plans or structural plans for foundation works are submitted on or after this date.
Clarification

We would appreciate it if you could bring the contents of this circular to the attention of your members. Should you need any clarification, please contact either Er. Dr Tran Chi Trung (Tel. 63257484, email: tran_chi_trung@bca.gov.sg) or Er. Chin Wee Keong (Tel. 63257788, email: chin_wee_keong@bca.gov.sg).

Thank you.

Yours faithfully

[Signature]

ER. LIM BENG KWEE
DIRECTOR, BUILDING ENGINEERING GROUP
for COMMISSIONER OF BUILDING CONTROL
ANNEX A

CRITERIA FOR COMPLEX BUILDING

A building is deemed to be complex if it consists of one or more of the following:

1) Multiple level transfer structures (2 or more transfer floors each carrying 3 or more floors) or cantilevered transfer structures (carrying 5 or more floors);

2) Non-vertical/inclined structural elements (with offset of floor plate more than 3m from the edge of the floor above or below);

3) Structures with unconventional geometry (e.g. dome or arch-shaped); or

4) Large span structures (with span more than 40m) or large cantilever span structures (where cantilever span is more than 8m).

These criteria do not apply to infrastructures, such as bridges, viaducts, tunnels, and MRT/LRT stations.
I confirm that the project:

i) does not involve any complex building structure.

ii) involves one or more of the following complex building structures:

- Multiple level transfer structures (2 or more transfer floors each carrying 3 or more floors) or cantilevered transfer structures (carrying 5 or more floors).
- Non-vertical/inclined structural elements (with offset of floor plate is more than 3m from the edge of the floor above or below).
- Structures with unconventional geometry (e.g. dome or arch-shaped).
- Large span structures (with span more than 40m) or large cantilever span structures (where cantilever span is more than 8m).

I Obtained a letter from our Building Engineering Group after completing pre-consultation session on the structural concept of the complex buildings. The Pre-consultation Completion Letter Reference No. is _______________.

(Note: If such pre-consultation has not been made, please arrange for it before any building or foundation plans can be processed).

ETTV plans and calculations are –

i) not applicable;

ii) applicable and a set of these calculations are attached.

Alternative solutions are:

i) adopted (schedule of alternative solution attached);

ii) not adopted.

Under the Building Control (Buildable Design) Regulations, submission of buildability score is –

i) Applicable: a set of these calculations (Form BPD_BS01) is attached.

   The buildability score is ______________ for GFA of ______________ m².

   The planning permission was 1st applied on ______________ (state the date).

   Buildability score submitted in the previous BP submission and is unchanged

ii) Not applicable: Planning Permission requirements:

   GFA < 2000m² (planning permission applied after 1 Jan 2004).

   GFA < 5000m² (planning permission applied before 1 Jan 2004).

   Planning permission applied before 1 Jan 2001.

   Waiver obtained.

   Exempted.
**C. DECLARATION BY DEVELOPER – APPOINTMENT OF ACCREDITED CHECKERS**

1. I have appointed the following Accredited Checker (AC) under Section 8(1)(e) of the Building Control Act:
   - (i) AC in an Accredited Checking Organisation (ACO):
     - Name of AC: ____________________________, AC Registration No.: __________________
     - Name of ACO: ____________________________, ACO Registration No.: __________________
   - (ii) AC acting on his own behalf:
     - Name of AC: ____________________________, AC Registration No.: __________________
   
   (Note: AC not in an ACO is restricted to project with a value of building works up to $15 million)

2. I have appointed the following Specialist Accredited Checker under Section 8(1)(f)(i) of the Building Control Act:
   - Name of Specialist AC: ____________________________, Specialist AC Registration No.: __________________

Name & Address of Developer

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Signature of Authorised Signatory

UEN: ____________  Tel No.:_____________  Fax No.:_____________  NRIC No.: ____________________Date: __________________

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**D. DECLARATION BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS**

1. I confirm that I am appointed as the Qualified Person for structural works under Section 8(1)(a) or 11(1)(d)(i) of the Building Control Act in respect of the works described above by ____________.

2. The status of the Planning Approval is as follows:
   - [ ] WP is attached
   - [ ] PP is attached
   - [ ] URA lodgement is attached
   - [ ] WP/PP will be submitted
   - [ ] WP/PP will be submitted
   - [ ] not required

3. I confirm that the project:
   - [ ] does not involve any complex building structure.
   - [ ] involves one or more of the following complex building structures:
     - [ ] Multiple level transfer structures (2 or more transfer floors each carrying 3 or more floors) or cantilevered transfer structures (carrying 5 or more floors).
     - [ ] Non-vertical/inclined structural elements (with offset of floor plate is more than 3m from the edge of the floor above or below).
     - [ ] Structures with unconventional geometry (e.g. dome or arch-shaped).
     - [ ] Large span structures (with span more than 40m) or large cantilevered span structures (where cantilever span is more than 8m).
     - [ ] Obtained a letter from our Building Engineering Group after completing pre-consultation session on the structural concept of the complex buildings. The Pre-consultation Completion Letter Reference No. is ____________________
   
   (Note: If such pre-consultation has not been made, please arrange for it before any building or foundation plans can be processed).

4. Under the Building Control (Buildable Design) Regulations, submission of buildability score is:
   - [ ] Applicable
   - [ ] Not Applicable
   - a set of these calculations (Form BEV_BS02) are attached.
   - The structural buildability score is ____________________ for GFA of ____________________m²
   - The planning permission was¹ applied on ____________ (state the date)
   - [ ] will be submitted at the first superstructural submission
   - [ ] buildability score submitted in previous ST submission
   - [ ] buildability score submitted in previous BP submission and is unchanged
   - [ ] Planning Permission application:
     - [ ] GFA < 2000m²
     - [ ] GFA < 5000m²(planning permission applied before 1 Jan 2004)
     - [ ] Planning permission applied before 1 Jan 2001
   - [ ] waiver obtained
   - [ ] exempted

5. I confirm that the provision of Household Shelter is:
   - [ ] Applicable
   - [ ] Not Applicable
   - I will obtain Notice of Approval of shelter plans from Special Function Division of BCA
   - There is no residential dwelling house or flat in the building works
   - It is addition and alteration works
   - [ ] WP has sought advice with SCDF and obtained a confirmation in writing from SCDF that provision of HS is not required for the reconstruction works

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BEV/A1  6 of 12
This form may take you 10 minutes to complete.

**VERIFICATION BY QUALIFIED PERSON FOR STRUCTURAL WORKS**
**ON WHETHER PROJECT FALLS UNDER COMPLEX BUILDING CRITERIA**
**(THIS IS TO BE ATTACHED DURING FIRST PLAN SUBMISSION)**

### A. PROJECT DETAILS

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<table>
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<td>Project Reference No.: __________________________________________________________</td>
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<td>Project Title: __________________________________________________________________</td>
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<td>Lot/Plot: ______________________________________________________________________</td>
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<td>TS/MK: _____________</td>
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<td>House No: ___________________ Road: ______________________________________________</td>
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2 As the QP for Structural Works of the above project, I have reviewed and confirmed that the project:

- i) ☐ does not involve any complex building structure.
- ii) ☐ involves one or more of the following complex building structures:
  - ☐ Multiple level transfer structures (2 or more transfer floors each carrying 3 or more floors) or cantilevered transfer structures (carrying 5 or more floors).
  - ☐ Non-vertical/inclined structural elements (with offset of floor plate is more than 3m from the edge of the floor above or below).
  - ☐ Structures with unconventional geometry (e.g. dome or arch-shaped).
  - ☐ Large span structures (with span more than 40m) or large cantilever span structures (where cantilever span is more than 8m).
  - ☐ Obtained a letter from our Building Engineering Group after completing pre-consultation session on the structural concept of the complex buildings. The Pre-consultation Completion Letter Reference No. is _______________.

Note:
If such pre-consultation has not been made, please arrange for it before any building or foundation plans can be processed. These criteria do not apply to infrastructures, such as bridges, viaducts, tunnels, and MRT/LRT stations.

### B. DECLARATION BY THE QUALIFIED PERSON FOR STRUCTURAL WORKS

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<tr>
<td>Address of Qualified Person</td>
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<tr>
<td>UEN: ______________ Tel No.: __________ Fax No.: __________</td>
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<tr>
<td>H/P No.: ______________</td>
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</tbody>
</table>
This form may take you 10 minutes to complete.

### REQUEST FORM FOR EARLY PRE-CONSULTATION OF STRUCTURAL CONCEPT FOR COMPLEX BUILDINGS

#### A. PROJECT DETAILS

1. **Project Reference No.:** _____________________________________________________________

   **Project Title:** _____________________________________________________________

   **Lot/Plot:** ______________________________________________________

   **TS/MK:** _____________

   **House No:** ___________________

   **Road:** ___________________________________________________________________

   **Usage:** Residential/ Commercial/ Industrial / Institutional and others

   **No. of Storey:** ___________  

   **Est. Project Cost:** ___________

   **Developer/Owner:** _____________________________________________

   **QP for Structural Works:** _____________________________________________

   **QP for Architectural Works:** _____________________________________________

   **Builder:** ___________________

#### B. REQUEST FOR EARLY PRE-CONSULTATION

2. **Building Engineering Group**

   **Building and Construction Authority**

   **Attention:** Er. Dr Tran Chi Trung / Er. Chin Wee Keong

   **Dear BCA Officer**

   I would like to request for an early pre-consultation with BCA for the project which involves the following complex structures:

   **Tick where applicable:**

   - [ ] Multiple level transfer structures (2 or more transfer floors each carrying 3 or more floors) or cantilevered transfer structures (carrying 5 or more floors).
   - [ ] Non-vertical/inclined structural elements (with offset of floor plate is more than 3m from the edge of the floor above or below).
   - [ ] Structures with unconventional geometry (e.g. dome or arch-shaped).
   - [ ] Large span structures (with span more than 40m) or large cantilever span structures (where cantilever span is more than 8m).

   **Endorsement of QP for Structural Works**

   **QP’s contact no. and email**

   ____________________________  

   **Date:** _____________________

   **Note:**

   The QP is to sign and send/email the form to the Building Engineering Group.

   These criteria do not apply to infrastructures, such as bridges, viaducts, tunnels, and MRT/LRT stations.
### Information and details of complex buildings to be submitted for Early Pre-consultation Of Structural Concept

- Architectural layout plans and drawings showing the proposed development and building

- Structural plans and drawings showing overall structural concepts, including structural systems, framing layout and details

- Structural modelling, analyses and designs, including checks on robustness of buildings and design of critical elements

- Issues affecting building performance, e.g. deflection, vibration and acceleration and long-term effects; measures to prevent disproportionate collapse etc

- Preliminary Buildable Design score computation and highlighting any transfer beams, inclined columns, complex building forms and high voids (where relevant)

- Tentative methods of construction for the complex building structures
CIRCULAR DISTRIBUTION LIST

PRESIDENT
INSTITUTION OF ENGINEERS, SINGAPORE (IES)
70, BUKIT TINGGI ROAD
SINGAPORE 289758
ies@iesnet.org.sg

PRESIDENT
ASSOCIATION OF CONSULTING ENGINEERS, SINGAPORE (ACES)
18 SIN MING LANE
#06-01 MIDVIEW CITY
SINGAPORE 573960
secretariat@aces.org.sg

PRESIDENT
SINGAPORE CONTRACTORS ASSOCIATION LIMITED (SCAL)
CONSTRUCTION HOUSE
1 BUKIT MERAH LANE 2
SINGAPORE 159760
enquiry@scal.com.sg

PRESIDENT
SINGAPORE INSTITUTE OF ARCHITECTS (SIA)
79 NEIL ROAD
SINGAPORE 088904
info@sia.org.sg

PRESIDENT
SOCIETY OF PROJECT MANAGERS (SPM)
MACPHERSON ROAD P.O.BOX 1083
SINGAPORE 913412
sprojm@yahoo.com

PRESIDENT
SINGAPORE INSTITUTE OF BUILDING LIMITED (SIBL)
70 PALMER ROAD,
#03-09C PALMER HOUSE
SINGAPORE 079427
josephine@sib.com.sg

PRESIDENT
REAL ESTATE DEVELOPERS’ ASSOCIATION OF SINGAPORE (REDAS)
190 CLEMENCEAU AVENUE
#07-01 SINGAPORE SHOPPING CENTRE
SINGAPORE 239924
enquiry@redas.com

PRESIDENT
SINGAPORE INSTITUTE OF SURVEYORS & VALUERS (SISV)
110 MIDDLE ROAD #09-00
CHIAT HONG BUILDING
SINGAPORE 188968
sisv.info@sisv.org.sg
PRESIDENT
SINGAPORE STRUCTURAL STEEL SOCIETY (SSSS)
1 LIANG SEAH STREET
#02-11/12 LIANG SEAH PLACE
SINGAPORE 189022
secretariat@ssss.org.sg

PRESIDENT
GEOTECHNICAL SOCIETY OF SINGAPORE
C/O PROFESSIONAL ACTIVITIES CENTRE
NUS FACULTY OF ENGINEERING
9 ENGINEERING DRIVE 1
SINGAPORE 117576
geoss@nus.edu.sg

PRESIDENT
PROFESSIONAL ENGINEERS BOARD, SINGAPORE (PEB)
1ST STOREY, TOWER BLOCK, MND COMPLEX
5 MAXWELL ROAD
SINGAPORE 069110
registrar@peb.gov.sg

PRESIDENT
BOARD OF ARCHITECTS (BOA)
5 MAXWELL ROAD
1ST STOREY TOWER BLOCK
MND COMPLEX
SINGAPORE 069110
boarch@singnet.com.sg

DIRECTOR
PROTECTIVE INFRASTRUCTURE & ESTATE
DEFENCE SCIENCE & TECHNOLOGY AGENCY
1 DEPOT ROAD #03-01J
SINGAPORE 109679
lccheehio@dsta.gov.sg

DEPUTY DIRECTOR
PROJECT DEVELOPMENT & MAINTENANCE BRANCH
MINISTRY OF EDUCATION
1 NORTH BUONA VISTA DRIVE
OFFICE TOWER LEVEL 9
SINGAPORE 138675
eng_wee_tong@moe.gov.sg

DIRECTOR
BEST SOURCING DEPARTMENT
PUBLIC UTILITIES BOARD
40 SCOTTS ROAD #18-01
ENVIRONMENT BUILDING
SINGAPORE 228231
koh_boon_aik@pub.gov.sg
DEPUTY CHIEF EXECUTIVE
INFRASTRUCTURE & DEVELOPMENT
LAND TRANSPORT AUTHORITY
1 HAMPSHIRE ROAD
BLOCK 8 LEVEL 1
SINGAPORE 219428
chong_kheng_chua@lta.gov.sg

DEPUTY DIRECTOR
PROJECT DEVT & MGT SECT 1 (C&S)
BUILDING QUALITY GROUP
HOUSING & DEVELOPMENT BOARD
HDB HUB
480 LORONG 6 TOA PAYOH
SINGAPORE 310480
lkh4@hdb.gov.sg

DIRECTOR
ENGINEERING PLANNING DIVISION
JTC CORPORATION
THE JTC SUMMIT
8 JURONG TOWN HALL ROAD
SINGAPORE 609434
chwee.koh@jtc.gov.sg

DIRECTOR
BUILDING
PEOPLE’S ASSOCIATION
9 STADIUM LINK
SINGAPORE 397750
foo_soon_leng@pa.gov.sg

PRESIDENT
THE TUNNELLING AND UNDERGROUND
CONSTRUCTION SOCIETY SINGAPORE (TUCSS)
C/O CMA INTERNATIONAL CONSULTANTS PTE LTD
1 LIANG SEAH STREET
#02-12 LIANG SEAH PLACE
SINGAPORE 189022
info@tucss.org.sg

PRESIDENT
SOCIETY OF ROCK MECHANICS AND ENGINEERING GEOLOGY
1 LIANG SEAH STREET
#02-12 LIANG SEAH PLACE
SINGAPORE 189022
srmeg@cma.sg

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