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Building Plan and Management Division (#07-00)

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See **Distribution**

Dear Sir/Madam

CONSULTATION SERVICES ON MATTERS PERTAINING TO BUILDING PLAN (BP), TEMPORARY OCCUPATION PERMIT (TOP) AND CERTIFICATE OF STATUTORY COMPLETION (CSC)

Objective

This circular is to update the industry on the consultation services and platforms available for qualified persons (QP), developers and other building professionals to clarify matters pertaining to Building Plan (BP) approval and Certificate of Statutory Completion (CSC) issuance.

Background

2 To support the self-checking and QP declaration processes, BCA has put in place several avenues for enquiries and consultations by the industry. These include the BP Enquiry Hotline, Pre-submission Consultation through e-Corenet, and Walk-in-Consultation. In addition, BCA chairs the regular BP/CSC meetings and the Inter-departmental Co-ordination Committee (IACC) meetings which allow the industry to raise conflicting departmental requirements for discussion and resolutions.

3 However, we noted through our recent dialogue sessions with the industry that not all building professionals, Qualified Persons (QPs) and developers are aware of these services and platforms. Hence, these are explained in the following paragraphs.

Pre-submission Consultation

4 For projects which are registered with the CORENET e-Submission system, consultation on the interpretation of the Building Control regulations/codes or administrative procedure may be made by submitting the completed form "BCA-BP-PCBP01" through CORENET e-submission system. QP may also submit Waiver Application Form "BCA-BP-WVBP01" for waiver or modification of requirement before the BP submission through the CORENET e-submission system.

BP Enquiry Hotlines

5 For general enquiries on BP submissions, TOP/CSC applications, purchase of building plans and Accessibility Fund, the industry may call the following hotlines on working days (Monday to Friday except public holidays) from 8.30am to 12.00 noon and 1.30 pm to 5.30 pm for assistance:

BP submissions	:	6325 7159
TOP/CSC Applications	:	6325 7160
Application of Accessibility Fund	:	6325 8611
Purchase of Building Plans	:	6325 8683 or 6325 7555

Walk-In Consultation

6 QPs and developer can also come to the office of Building Plan and Management Division (BPMD) for consultation on building plan submission requirements and interpretation of building regulations and codes. The BPMD office is at 5 Maxwell Road #07-00 Tower Block MND Complex Singapore 069110. Walk-in consultation is available on working days (Monday to Friday, except public holidays) from 8.30 am to 12.00 noon and 1.30 pm to 5.30 pm.

7 For a written reply or record of consultation, QP may submit a completed pre-submission consultation form "BCA-BP-PCBP01" or a letter signed by the QP presenting the details of case.

Tabling of cases for BP/CSC Meetings

8 For specific cases with issues involving requirements of other agencies, the QPs can table their cases at the BP/CSC Meeting for discussion. QPs may submit their request using the form "BCA-BP-RQBPMEEETG" available on the CORENET indicating the departments involved and the reasons for requests.

9 The BP/CSC meeting is held once a month. Representatives from the relevant departments including FSSD (Fire Safety and Shelter Department), LTA (Land Transport Authority), NParks and NEA (National Environment Agency) are invited to the meeting to help explain and resolve issues concerning their

clearances for building plan approval or the certificate of statutory completion (CSC) issuance.

Inter-departmental Co-ordination Committee (IDCC) Meeting

10 The Inter-departmental Co-ordination Committee (IDCC) was formed to provide a platform to discuss and help resolve conflicting policy or issues among government agencies (NEA, URA, FSSD, LTA, NParks). Meetings are convened on a need basis or upon request by members of the industry.

11 Request to table conflicting policy issues or co-ordination problems among agencies can be made through the respective representative of institutes or associations (REDAS, SIA, ACES, IES and SCAL). Alternatively, it could also be emailed to the Secretary of the IDCC at e-mail ling-yap_kim.har@bca.gov.sg with details of the agencies and issues involved.

For Clarification

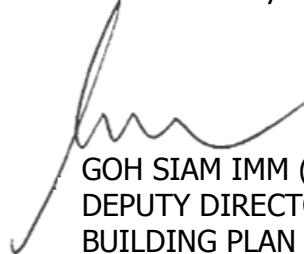
12 If you need further clarification on this circular, you may call the BP Enquiry Hotlines on telephone number 6325 7159 or 635 7160.

Informing Members

13 I would appreciate it, if you could convey the contents of this circular to members of your organization.

Thank you.

Yours faithfully



GOH SIAM IMM (MS)
DEPUTY DIRECTOR
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for COMMISSIONER OF BUILDING CONTROL

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