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01 Oct 2010

See Distribution

Dear Sir/Madam

ENHANCEMENTS TO WALK-IN CONSULTATION SERVICE

Objective

This circular is to inform the industry on the enhancements made to the current walk-in consultation service provided by BCA.

Walk-in Consultation Service

2 Currently, industry may consult BCA on building control requirements via walk-in consultation service or CORENET with written enquiries.

3 Recently, some industry practitioners have requested for written replies to be provided for questions raised at walk-in consultations. In response to this request, we will henceforth provide written replies to questions raised during the walk-in consultations.

4 In using the walk-in consultation service, the enquirer will have to fill up the form in **Annex A**, a copy of which is also available in CORENET under the "Correspondence to Agency" folder. **This is the standard form which can be used for all enquiries relating to building control matters (such as requirements relating to structural plan, building plan, TOP/CSC) or civil defence shelter requirements.** In order to help us in providing the appropriate answers, the questions for consultation should be phrased as specifically as possible; and if it relates to any part of the Building Control Act, Regulations, Approved Document or Code/Standard, it would be useful to identify them. If there is any complex issue which the officer is unable to reply during the walk-in consultation session, BCA will provide a written answer within three working days.

5 If there is any enquiry relating to a project the submission of which has already been made to BCA, the enquirer should direct the enquiry to the BCA officer who is in-charge of processing the project submission instead of going through the walk-in consultation service. Written replies will also be provided for questions raised in such consultations.

For Clarification

6 We would appreciate it if you could convey the contents of this circular to the members of your organisation. For clarification, you may call our hotline at 6325 7159.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Teo Orh Hai', enclosed within a circular scribble.

TEO ORH HAI
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Building and Construction Authority

WALK IN CONSULTATION SERVICE (30min/session)

Please see overleaf for instructions on using the service.

Project Reference Number:

Date of Consultation:

Project Title:

Name of Enquirer:

Name of Enquirer's Firm:

I am the Qualified Person of the project.
 representing the Qualified Person of the project.
 _____.

Tel No: (O)
(Mobile)

Email Address:

Enquiry (Attachment: Yes/No*)

Advice

Advised by: _____
(Name and signature of officer)

INSTRUCTIONS

- A** Please provide all the information required on the form. Where it is not applicable, please indicate “NA”.
- B** In order for us to answer accurately and completely, the matter on which you are enquiring should be phrased as specifically as possible (including indicating the relevant part of the Building Control Act/Regulations/ Approved Document/Code/Standard). Where plans are required to adequately describe the matter on which you are enquiring, you should attach them to this form.
- C** For expediency, if any submission has been made to BCA for the project, you should approach the officer who is in-charge of the project directly for consultation.

[FOR OFFICIAL USE ONLY]

Building Engineering Division

- Structural plan submission *is/is not required.
- Certification by Accredited Checker *is/is not required.
- Refer to *BPM Division/SF Division.
- Refer to relevant authority: _____.
- Name of BE Engineer to follow-up: _____.
- Others: _____.

Special Functions Division

Project Type <input type="checkbox"/> Landed property <input type="checkbox"/> Condominium/Apartment <input type="checkbox"/> HDB Flat	Shelter Category <input type="checkbox"/> Household Shelter <input type="checkbox"/> Storey Shelter <input type="checkbox"/> Staircase Shelter	
Issue(s) to be consulted on is(are) related to:		
<input type="checkbox"/> Setback distance <input type="checkbox"/> Shelter size <input type="checkbox"/> Wall/slab thickness <input type="checkbox"/> Shelter door	<input type="checkbox"/> Non-shelter area <input type="checkbox"/> Structural details <input type="checkbox"/> Transfer structure <input type="checkbox"/> Services	<input type="checkbox"/> Submission procedures <input type="checkbox"/> Ventilation sleeves <input type="checkbox"/> Commissioning of shelter <input type="checkbox"/> Others: _____