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Building Plan and Management Group

16 January 2014

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Dear Sir/Madam

APPLICATION FOR TEMPORARY OCCUPATION PERMIT FOR PART OF DEVELOPMENT

This circular is to inform the industry on the requirements for application for Temporary Occupation Permit (TOP) for part of a development (commonly known to the industry as “partial TOP”).

Background

2 With the increasing number of mixed-use developments, BCA observes a trend in developments applying for partial TOP for the retail spaces at the podium block while the residential/office tower blocks are being constructed. When structural works for the tower block are on-going, cranes will be deployed for the construction and there is a potential risk to members of public using the podium block.

Going Forward

3 Developers should plan to complete all structural works and finishing works for the exterior of the tower blocks before obtaining partial TOP for the podium block so as to avoid the presence of cranes.

4 With immediate effect, partial TOP will not be granted if there is any deployment of any type of crane within the development.

5 For cases in which no crane is deployed on-site but structural works and finishing works for the exterior of the tower blocks are still on-going, partial TOP will not be granted to open spaces at the podium (for example, roof of podium). In addition, should the developer wishes to obtain partial TOP for any other floor, there must be at least two completed floors (which will not be included as part of the partial TOP) above the floor that is submitted for the TOP application.

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 email to bca_enquiry@bca.gov.sg or call our hotline at 63257159.

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

Yours faithfully
TEO ORH HAI
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for COMMISSIONER OF BUILDING CONTROL

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