



**HOUSING &  
DEVELOPMENT  
BOARD**

Reference No : 452-02-17-0006/2007/01

Date : 31 January 2008

President, Singapore Institute of Architects(SIA)  
President, Institution of Engineers, Singapore( IES)  
President, Association of Consulting Engineers, Singapore (ACES)  
Registrar, Board of Architects, Singapore  
Registrar, Professional Engineers Board, Singapore

Dear Sir/ Madam

**CIRCULAR TO PROFESSIONAL INSTITUTES  
RELAXATION TO BUILDING PLAN SUBMISSION FOR ADDITION AND  
ALTERATION WORKS ON HDB PROPERTIES**

1. Following focus group discussions with Qualified Persons in March and November 2007, we are pleased to inform you that we have reviewed and relaxed the requirements for building plan submissions to HDB for some types of addition and alteration works to HDB properties.
2. Building plan submission to HDB TRU(Arch) Unit and TRU(C&S) Unit are not required for the following works :
  - a. **ARCH works**
    - i. All A&A works(e.g. Town Council Improvement Works, void deck conversion, A&A to commercial or industrial units)
    - ii. **Except** Upgrading programmes( BTO/ SERS/ MUP/ LUP/ IUP/ IUP+/ RUP/ HUP)
  - b. **C&S works**
    - i. Town Council Improvement Works e.g. Linkways, ramps
    - ii. Independently Supported Outdoor Refreshment Area
    - iii. Installation/Replacement of Full Height Window or 3/4 Height Window or Safety Barrier (Railing) at residential flats by lessees]
3. With this relaxation, Qualified Persons can proceed to submit to all relevant authorities after obtaining HDB's in-principle approval and landowner's endorsement (if required by URA) for the proposed works.

The above is subject to the terms and conditions as stated in **Appendix D**.

4. From 1st Feb 2008, TM(Arch) Unit and TM(C&S) Unit will be merged as one unit and known as Technical Resource (C&S & Arch) Unit, in short PRU (C&S & Arch).
5. For easy reference, the following information is included in the attached appendices:
  - Appendix A** - Revised List Of Projects Requiring Building Plan Submission To HDB
  - Appendix B** - Flow Chart On Submission Of A&A Works To HDB Properties
  - Flow Chart On Submission Of Full Height Window Or 3/4 Height Window Or Safety Barrier/ Railings By HDB Registered Renovation Contractor
  - Appendix C** - HDB Depts To Be Consulted For In-Principle Approval / Land Owner Endorsement For A&A Works To HDB Properties
  - Appendix D** - Terms And Conditions For Exemption Of Structural Building Plan Submission To TRU(C&S)
  - Appendix E** - Guidelines On Description Of Project Titles
6. This relaxation is effective from 1st Feb 2008. For on-going projects, QPs shall complete the building plan submission process.
7. Please convey the contents of this circular to the relevant members of your organisation.
8. For clarification, please call Senior Architect Tan Lily at 6490 3139 (architectural submission) or Senior Executive Engineer Chan Poh Ching at 6490 3104 (structural submission).

Thank you.

Yours faithfully

*( This is an electronic mail, no signature is required )*

LARRY CHENG  
DEPUTY DIRECTOR  
BUILDING QUALITY DEPARTMENT  
**HOUSING & DEVELOPMENT BOARD**

## LIST OF PROJECTS REQUIRING BUILDING PLAN SUBMISSION TO HDB, BUILDING QUALITY DEPARTMENT

Type of projects	Technical Resource Unit		TM(M&E)
	(ARCH)	(C&S)	
<b>1. New development</b> ( Public Housing- BTO/ SERS)	YES	YES	YES
<b>2. Upgrading Programmes</b> MUP/ LUP/ IUP/ IUP+/ RUP/ HUP	YES	YES	YES
<b>3. Addition and Alteration works</b>	NO	NO*	NO
i. Town Council works e.g. linkways, BFA		(For independently supported structures only)	
ii. A&A to void deck	NO	NO*	NO
iii. A&A to Commercial and Industrial Properties	NO	YES	NO
iv. Outdoor Refreshment Area	NO	NO* (For independently supported structures only)	NO
v. Installation/Replacement of full height windows or 3/4 height windows or safety barrier( railings) in residential flats by lessees	NO	NO*	NO
<b>4. Extension to existing substation</b>	NO	YES	YES
<b>5. Demolition Works for Redevelopment</b>	NO	YES	NO

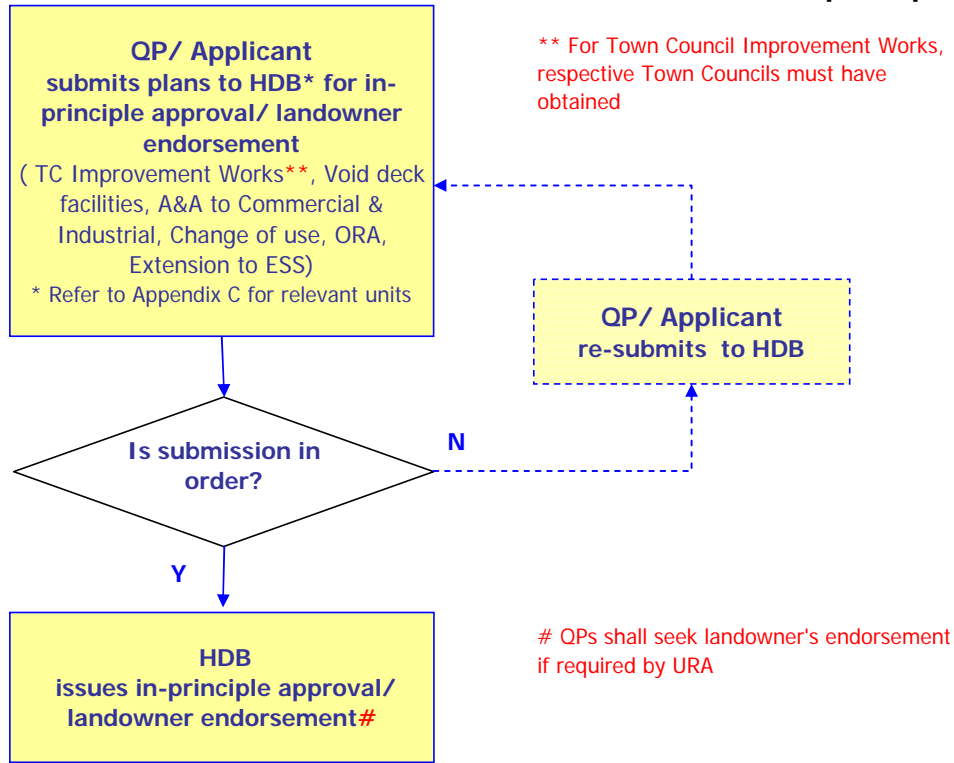
\* **Exception:** Where works involves additional loading or hacking of structural elements, structural building plan submission shall be made to Technical Resource Unit(C&S).

Notes:

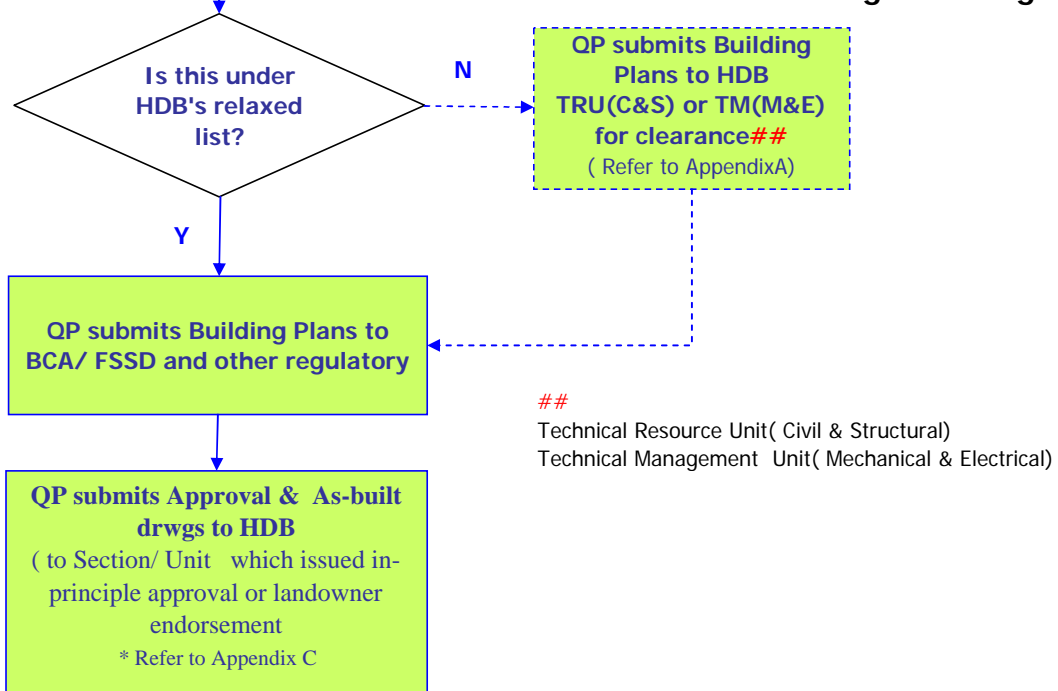
MUP - Main Upgrading Programme  
LUP - Lift Upgrading Programme  
IUP - Interim Upgrading Programme  
IUP+ - Interim Upgrading Programme Plus  
RUP - Rental Upgrading Programme  
HUP - Hawker Upgrading Programme

FLOW CHART ON SUBMISSION OF A&A WORKS TO HDB PROPERTIES

**In-principle Stage**

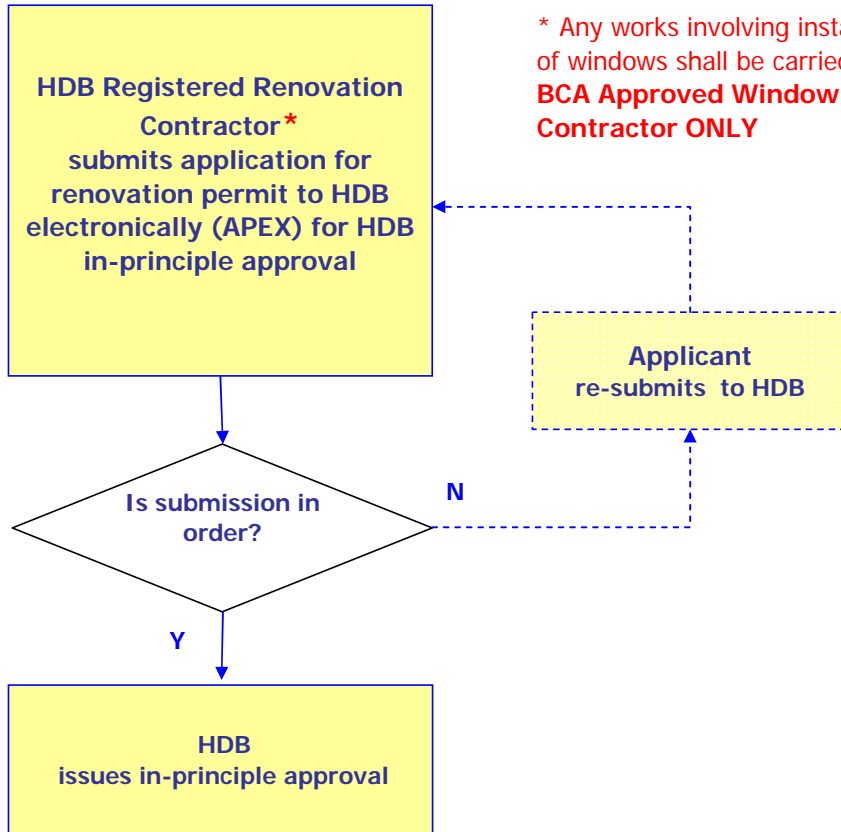


**Building Plan Stage**



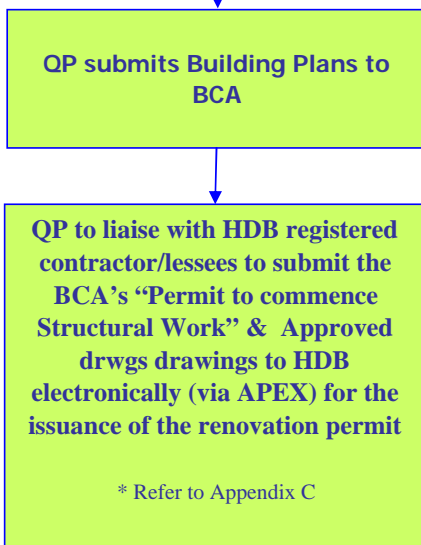
**FLOW CHART ON SUBMISSION OF FULL HEIGHT WINDOW OR ¾ HEIGHT WINDOW\* OR SAFETY BARRIER/ RAILINGS BY HDB REGISTERED RENOVATION CONTRACTOR**

**In-principle Stage**



\* Any works involving installation of windows shall be carried out by **BCA Approved Window Contractor ONLY**

**Building Plan Stage**



Note: The QP is appointed/engaged by the lessees/HDB registered renovation contractor

## APPENDIX C

### HDB DEPTS TO BE CONSULTED FOR IN-PRINCIPLE APPROVAL / LAND OWNER ENDORSEMENT FOR A&A WORKS TO HDB PROPERTIES

TYPE OF WORKS	UNIT/ SECTION	TYPE OF APPROVAL	MODE OF SUBMISSION
1) Town Council Improvement Works** E.G. Linkway, Ramps, Resident Corners	i) PLD( Land Information Section)	i)Landowner's endorsement( if required by URA)	Manual
2) Void Deck Facilities E.G. Education Centre, Childcare	i)PLD (Commercial Marketing Unit)	In-principle approval	Manual
3) A&A To Commercial Properties/ ORA/ Change Of Use	i) PLD ( Commercial Properties Management Section / Commercial Complexes Section)	In-principle approval	Corenet- Online submission
4)A&A To Industrial Properties	i) IPD	In-principle approval	Corenet- Online submission
5) Installation / Replacement Of Full Height Window Or $\frac{3}{4}$ Height Windows Or Safety Barrier (Railing) At Residential Flats By Lessees	i) HAD (BO)	In-principle approval	APEX Application for Renovation Permit Via Electronic Transaction System.(X)

**Notes:**

\*\* For Town Council Improvement Works, respective Town Councils must have obtained in-principle approval from Town Council( Secretariat), HDB.

ORA - Outdoor refreshment areas

PLD(LIS) -Properties and Land Department( Land Information Section)

PLD(CMU) -Properties and Land Department (Commercial Marketing Unit)

PLD(CPMS) -Properties and Land Department (Commercial Properties Management Section)

IPD - Industrial Properties Department

HAD (BO) - Housing Administration Department (Branch Office)

**TERMS AND CONDITIONS FOR EXEMPTION OF STRUCTURAL  
BUILDING PLAN SUBMISSION TO TECHNICAL RESOURCE  
UNIT(C&S) WITH EFFECT FROM 1<sup>st</sup> FEBRUARY 2008**

	Terms and Conditions
1) Town Council Improvement Works for Linkways and Ramps	<p>i) Landowner's endorsement (if required by URA) had been obtained from PLD( Land Information Section), HDB</p> <p>ii) Prior to the submission to Building Control Authority (BCA) for Building Plan approval, the Qualified Person (QP) for structural works engaged by the Town Council is to submit the Declaration for submission by Qualified Person [Town Council Covered Linkway / Ramp] to Properties &amp; Land Department for HDB records. The QP shall certify and ensure that the following conditions are complied with:</p> <p style="padding-left: 40px;">i) the building works shown therein are in accordance with the relevant building regulations, standards, code of practice and other conditions stated in the In-principle approval.</p> <p style="padding-left: 40px;">ii) approval has been obtained from the relevant authorities for the proposed works and existing services affected by the works.</p> <p style="padding-left: 40px;">iii) the proposed works do not affect the structural integrity of the existing HDB structures/slope. The new structures are independently supported with no adding of new load or encroachment to existing structures/foundation. New footings next to existing footings are located outside the 45 degrees stress influence zone and depths are not more than those of the existing footings.</p> <p style="padding-left: 40px;">iv) linkway abutting the driveway is designed for accidental impact load or provided with protective crash barrier/bollard at a minimum distance of 600mm away from the edge of road (if applicable).</p> <p style="padding-left: 40px;">v) the proposed works do not affect or change the direction of flow in the existing drain (if applicable).</p> <p>iii) <u>Submission of As-built Drawings</u></p> <p>A copy of the as-built drawings shall be submitted to HDB for records. To: Properties &amp; Land Department Land Information Section Mapping &amp; Land Records Unit Housing &amp; Development board HDB Hub 480 Lorong 6 Toa Payoh 15th storey Singapore 310480</p>

**TERMS AND CONDITIONS FOR EXEMPTION OF STRUCTURAL  
BUILDING PLAN SUBMISSION TO TECHNICAL RESOURCE  
UNIT(C&S) WITH EFFECT FROM 1<sup>st</sup> FEBRUARY 2008**

<p>2) Independently Supported Outdoor Refreshment Area (ORA)</p>	<p>i) In-principle approval had been obtained from PLD Commercial Properties Management Section) / Commercial Complexes Section, HDB</p> <p>ii) Prior to the submission to BCA for Building Plan approval, the Qualified Person (QP) for structural works engaged by the Lessee or Tenant is to submit the Declaration for submission by Qualified Person [Outdoor Refreshment Area (ORA)] to Properties &amp; Land Department for HDB records. The QP shall certify and ensure that the following conditions are complied with:</p> <p>i) the building or proposed works shown therein are in accordance with the relevant building regulations, standards, code of practice and other conditions stated in the In-principle approval.</p> <p>ii) approval has been obtained from the relevant authorities for the proposed works and existing services affected by the works.</p> <p>iii) the proposed works do not affect the structural integrity of the existing HDB structures/slope. The new structures are independently supported with no adding of new load or encroachment to existing structures/foundation. New footings next to existing footings are located outside the 45 degrees stress influence zone and depths are not more than those of the existing footings.</p> <p>iv) actual location of ORA is shown in the Block Layout Plan and all proposed works including location of existing foundation are demarcated to distinguish them from the existing structure</p> <p>v) outdoor refreshment area abutting the driveway is designed for accidental impact load or provided with protective crash barrier/bollard at a minimum distance of 600mm away from the edge of road (if applicable).</p> <p>vi) the proposed work does not affect or change the direction of flow in the existing drain (if applicable).</p> <p>vii) concrete roof shall be used for ORA next to building more than 4 storey high.</p> <p>iii) <u>Submission of As-built Drawings</u> A copy of the as-built drawings shall be submitted to HDB for records.</p> <p>To : Properties &amp; Land Department Commercial Properties Management Section / Commercial Complexes Section Housing &amp; Development board HDB Hub 480 Lorong 6 Toa Payoh 3rd storey Singapore 310480</p>
--	--



**TERMS AND CONDITIONS FOR EXEMPTION OF STRUCTURAL  
BUILDING PLAN SUBMISSION TO TECHNICAL RESOURCE  
UNIT(C&S) WITH EFFECT FROM 1<sup>st</sup> FEBRUARY 2008.**

3) Installation/Replacement of Full Height Window or $\frac{3}{4}$ Height Window or Safety Barrier (Railing) at residential flats by lessees	i) In-principle approval has been obtained from HDB via APEX. ii) QP to liaise with HDB registered renovation contractor/lessees to submit BCA's Permit to Start Work and approved drawings to HDB via APEX for the issuance of the HDB renovation permit.
--	---

## GUIDELINES ON DESCRIPTION OF PROJECT TITLES

S1	New Development (BTO, Sers etc)
<p>Project Title:          PROPOSED PUBLIC HOUSING DEVELOPMENT COMPRISING THE ERECTION OF 8 BLOCKS OF RESIDENTIAL FLATS, 1 BLOCK OF PRECINCT PAVILION, 1 BLOCK OF ELECTRICAL SUB-STATION AND 1 BLOCK OF MULTI-STOREY CARPARK, ETC AT TAMPINES STREET 13, <b>TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 &amp; 6.</b></p>	
S2	Main Upgrading Programme (MUP) / Interim Upgrading Programme/Plus (IUP & IUP PLUS)
<p>Project Title:          PROPOSED ADDITIONS &amp; ALTERATIONS AT BLOCK 433 TO 459 WITH CONSTRUCTION OF DROP OF PORCH, LINKWAYS AND PAVILIONS, GENERAL LANDSCAPING, ETC (MUP/IUP &amp; IUP PLUS-BATCH XX) AT TAMPINES STREET 13, <b>TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 &amp; 6.</b></p>	
S3	Hawker Upgrading Programme (HUP)
<p>Project Title:          PROPOSED ADDITIONS &amp; ALTERATIONS OF EXISTING MARKET/FOOD CENTRE AT BLOCK 433 WITH RE-CONSTRUCTION OF ROOF, BIN CENTRE, ETC (HUP-BATCH XX) AT TAMPINES STREET 13, <b>TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 &amp; 6.</b></p>	
S4	Lift Upgrading Programme (LUP) / Rental Upgrading Programme (RUP)
<p>Project Title:          PROPOSED ADDITIONS &amp; ALTERATIONS AT BLOCK 433 TO 459 (LUP/RUP-BATCH X) AT TAMPINES STREET 13, <b>TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 &amp; 6.</b></p>	
S5	Void Deck Facilities / Change of Use (eg. Child Care Centre, Education Centre, Residents' Corner, etc)
<p>Project Title:          PROPOSED ADDITIONS &amp; ALTERATIONS TO EXISTING PART 1ST STOREY VOID DECK TO CHILD CARE CENTRE AT BLOCK 433 AT TAMPINES STREET 13, <b>TAMPINES NEIGHBOURHOOD 4 CONTRACT 5.</b></p>	
S6	Covered Linkway / Pavilion / Shelters, etc
<p>Project Title:          PROPOSED ADDITIONS &amp; ALTERATIONS OF COVERED LINKWAY FROM BLOCK 433 TO BLOCK 459 AT TAMPINES STREET 13, <b>TAMPINES NEIGHBOURHOOD 4 CONTRACT 5 &amp; 6.</b></p>	