

251 North Bridge Road Singapore 179102
Tel: (65) 3757100 Fax: (65) 3328223

Please Quote Our Reference
Number In Your Reply

20 October 2001

Our ref
Your ref VP/1-3
DID 332 8219

See Distribution List

Dear Sir,

LODGEMENT SCHEME FOR PARKING PLACES AND PARKING SPACES OF INDUSTRIAL AND WAREHOUSE DEVELOPMENTS

- 1 In our continuing effort to streamline approval procedures, as from 1 November 2001, the existing Lodgement Scheme for submission of vehicle parking proposal is extended to vehicle parking proposals of industrial and warehouse developments.
- 2 Under the scheme, a Qualified Person (QP) will prepare the building plans in accordance with the parking requirements and declare compliance with the parking rules when he lodges the building plans with LTA. LTA will acknowledge receipt of the lodgement by issuing an acknowledgement letter.
- 3 The lodgement shall be made on Form LTA/VP-5. A copy of the Lodgement Form together with the Explanatory Notes is enclosed for your reference. For industrial and warehouse developments on JTC land, please lodge at JTC (BCU)'s office at The JTC Summit.
- 4 Please note that upon completion of the parking proposal, QP is required to seek CSC clearance from LTA as per current practice.
- 5 We would appreciate it if you could disseminate this information to the members of your organisation.
- 6 For enquiries on this Lodgement Scheme, you can contact Miss Daisy Low at Tel: 332 8256 or Mr Koh Guan Chye at Tel: 332 8254.

Yours faithfully



Quек Teck Beng
for Manager
Development & Building Control Department

Distribution List

President
Singapore Institute of Architects
79/79A/79B Neil Road
Singapore 088904

President
Institution of Engineers, Singapore
70 Bukit Tinggi Road
Singapore 289758

President
Association of Consulting Engineers S'pore
51 Anson Road #02-65
Anson Centre
Singapore 079904

President
Real Estate Developers Association
190 Clemenceau Avenue #07-01
Singapore Shopping Centre
Singapore 239924

President
Singapore Contractors Association Ltd
1 Bukit Merah Lane 2
Singapore 159760

Chief Architect
Architecture Department
Housing & Development Board
HDB Centre
3451 Jalan Bukit Merah
Singapore 159459

JTC Corporation
The JTC Summit
8 Jurong Town Hall Road
Singapore 609434
Attn: Mr Joesph Lai
Controller, Building Control Unit

Chief Executive Officer
Building & Construction Authority
5 Maxwell Road
#16-00 Tower Block
MND Complex
Singapore 069110

Director
Project Services Division
URA
The URA Centre
45 Maxwell Road
Singapore 06911

Form LTA/VP-5
Lodgement For Proposal And Plans
For Provision Parking Places and Parking Spaces



Manager
 Development & Building Control Department
 Land Transport Authority
 251 North Bridge Road
 Singapore 179102

PART I PARTICULARS OF DEVELOPMENT		<u>For Official Use</u>				
1. Project Title: <u>PROPOSED *NEW ERECTION/AMENDMENT/ ADDITIONS & ALTERATIONS</u> _____ _____ BP Project Ref: _____ Approval obtained from Competent Authority on _____		File Ref: _____ Lodgement No.: _____ Received on _____ By _____				
2. Address:		Postal Code:				
3. Lot no/s:		*TS/MK No				
PART II SCHEDULE OF DEVELOPMENT						
4. Computation for the Number of Parking Spaces Required (Please attach paper if space below is insufficient. The information/ paper must be endorsed by QP)						
S/n	Proposed Usage	Gross floor area (in sq.m) /No. of Units	Parking Standard /Guideline	Car spaces	Lorry spaces	Others Specify
						+
(i) Number of Parking Spaces Required						

*To delete where appropriate

5. Number of Parking Spaces Provided	Car spaces	Lorry spaces	Others Specify
(i) Existing number of parking spaces (before proposal) [For A/A & Extension proposals only]			
(ii) Total proposed number of parking spaces [Must be sufficient to meet Number of Parking Spaces Required]			

PART III DECLARATION

I declare the following :

(i) The particulars of the proposed development given in this lodgement are true and correct. The proposed development is in accordance with the approval granted by the Competent Authority.

(ii) The proposal and plans of the parking place/s and parking space/s of the proposed development comply fully with the prevailing Parking Places (Provision of Parking Places and Parking Spaces) Rules and other relevant guidelines of the Authority.

(iii) There is no deficiency in the provision of parking spaces.

Professional Registration No. _____	Name & Signature of Qualified Person _____
6. Particulars of Qualified Person	7. Particulars of Owner/Developer*
Name of firm	Name :Mr/Mrs/Miss/Mdm*
Address (Postal Code _____)	Address (Postal Code _____) Telephone no.: Fax no.:
Telephone no.: Fax no.:	Signature of owner/developer*

PART IV PROCESSING FEE

8. Processing Fees of \$ _____ (Minimum \$120). *Cash/Cheque no. _____ is enclosed.

The gross floor area of the proposal is _____ sq.m.

* To delete where appropriate

FORM LTA/VP-5

EXPLANATORY NOTES

1 Types of developments for Lodgement

Under the Parking Places (Provision of Parking Places and Parking Spaces) Rules, lodgement of proposal and plans for provision of parking places and spaces is required for the following:

- (a) Industrial developments
- (b) Warehousing developments and
- (c) Developments with provision of open surface parking places and spaces.

2 Lodgement Form

The lodgement must be made on Form LTA/VP-5 after obtaining approval from the Competent Authority for the proposed development. All items of the form must be duly completed and endorsed where applicable. Please do not use correcting fluids for amendments. Amendments made on the lodgement form and plans shall be endorsed by the Qualified Person. The lodgement may be submitted through the mail or at our office at the following address:

Land Transport Authority
Building & Control Department
251 North Bridge Road
Singapore 179102

3 Parking Places (Provision of Parking Places and Parking Spaces) Rules

You are required to comply with full parking requirements within the development boundary. Please refer to Annex A for the relevant parking provision Standards & Guidelines to compute the number of parking spaces required. Please also use Checklist in Annex B to check dimensions of parking layout.

Lodgement does not apply to proposals with waiver item/s. Upon completion of the development, CSC clearance is required for proposed parking places and spaces.

4 Plans to be submitted

A set of the following plans must be attached:

- (a) Site Plan
- (b) Proposal Plans
(Plans, sections and elevations of the proposal including a full set of drawings showing the parking place and parking spaces must be submitted. All critical dimensions of the parking layout, such as size of parking stalls, width of access ramps, driveways and parking aisles, gradient of slopes, turning radius, headroom clearance and direction of traffic flow should be clearly endorsed on plans).

The proposal must be similar to that approved by Competent Authority.

5 Schedule of Development

The gross floor area details given in the form must conform to that approved by the Competent Authority.

6 Processing Fee

Processing fee payable per lodgement is at the rate of \$10 per 100 sq.m of the gross floor of the proposal. The processing fee shall be rounded off to 2 decimal points and is subject to a minimum of \$120. Payment by cheque should be crossed and made payable to 'Land Transport Authority'. GST is not applicable.

No.251 North Bridge Road Singapore 179102
Tel: (65) 375 7100 Fax: (65) 332 8223

Date:

(*)Name & Address of Qualified Person

Our ref

Your ref

Singapore
Fax no.

Dear Sir/Madam

ACKNOWLEDGEMENT OF PLAN LODGEMENT FOR
() PROPOSED NEW ERECTION/AMENDMENT/ADDITION & ALTERATION**

BP/Project Ref. _____

1 This is to acknowledge that plans for the above project have been lodged with the authority in pursuant to rule 3 of the Parking Places (Provision of Parking Places and Parking Spaces) Rules.

2 Please quote the assigned lodgement no. VP/_____ in all future correspondence.

3 CSC clearance is necessary for proposed parking places and spaces.

Yours faithfully

for Manager
Development & Building Control Department

Note: (*) To be completed by qualified person
(**) To delete as appropriate

QP's COPY

No.251 North Bridge Road Singapore 179102
Tel: (65) 375 7100 Fax: (65) 332 8223

Date:

(*)Name & Address of Qualified Person

Our ref
Your ref

Singapore
Fax no.

Dear Sir/Madam

**ACKNOWLEDGEMENT OF PLAN LODGEMENT FOR
(**) PROPOSED NEW ERECTION/AMENDMENT/ADDITION & ALTERATION**

BP/Project Ref. _____

1 This is to acknowledge that plans for the above project have been lodged with the authority in pursuant to rule 3 of the Parking Places (Provision of Parking Places and Parking Spaces) Rules.

2 Please quote the assigned lodgement no. VP/_____ in all future correspondence.

3 CSC clearance is necessary for proposed parking places and spaces.

Yours faithfully

for Manager
Development & Building Control Department

Note: Note: (*) To be completed by qualified person
(**) To delete as appropriate

LTA'S COPY

Parking Provision Standards & Guidelines

ANNEX A

Use Categories	Standards/Guidelines (based on unit or gross floor area)
1.0 <u>Residential</u> Flats, non-flats & Service Apartments	1 car space per residential unit.
2.0 <u>Commercial</u>	
(a) Offices	Zone A: 1 car space per 400 sq.m. Zone B: 1 car space per 350 sq.m. Zone C: 1 car space per 200 sq.m
(b) Shops and departmental store	Zone A: 1 car space per 350 sq.m. Zone B: 1 car space per 300 sq.m. Zone C: 1 car space per 150 sq.m
(c) Restaurants, nightclub, coffeehouse, bar, cafeteria, eating house and canteen.	For 1 st 150 sq.m:- 1 car space per 150 sq.m After 1 st 150 sq.m:- 1 car space per 50 sq.m
(d) Hotels, boarding house, residential clubs and hostel:-	
(i) Administration Area and Offices	1 car space per 200 sq.m)) Car park requirement is either
(ii) Function Rooms and exhibition area	1 car space per 50 sq.m)) (i) + (ii) or (iii), whichever is greater.
(iii) Residential Rooms	1 car space per 700 sq.m)
2.0 <u>Cinema, theatre and concert hall</u>	1 car space per 10 seats
3.0 <u>Warehouse/godown</u>	1 lorry/loading & unloading space per 800 sq.m.
4.0 <u>Factory</u>	
(a) Factory includes office, upto 25% of total floor area, canteen and ancillary storage	
(i) Flatted Type	1 car space per 350 sq.m
(ii) Terrace Type	For 1 st 800 sq.m: 1 car space per 300 sq.m. After 1 st 800 sq.m: 1 car space per 350 sq.m. (subject to minimum 1 car space per unit of factory)
(iii) Detached Type	1 car space per 600 sq.m (subject to minimum 1 car space per factory)
	For all types of factory:- For 1 st 6,500 sq.m, 1 lorry/loading & unloading space per 2,000 sq.m. After 1 st 6,500 sq.m, 1 lorry/loading & unloading space per 3,250 sq.m. (subject to minimum 1 lorry/loading & unloading space per unit of terrace type or per block of flatted/detached factory type)
(b) Office (in excess 25% of total floor area)	1 car space per 200 sq.m

Use Categories	Standards/Guidelines	
5.0 <u>Educational Institutions</u>		
5.1 Creche, Nursery School/Kindergarten	1 car park per 3 classrooms <u>Plus</u> 1 or 2 parking spaces for school buses <u>OR</u> 1 car park per 200m ² (Gross)	Where classrooms are not indicated on plan
5.2 Primary Schools	1 car park per 3 classrooms <u>Plus</u> 20% of standard requirement <u>Plus</u> 4 numbers mini buses	Classrooms exclude ECA rooms. Ancillary facilities such as assembly hall, canteen, sports and recreational facilities, etc are also excluded.
5.3 Secondary Schools	1 car park per 2 classrooms (for classrooms) 1 car park per 300 m ² (Gross) (for workshops) <u>Plus</u> 20% of standard requirement Plus 4 numbers mini buses	Classrooms exclude ECA rooms, tutorial rooms and science labs. Ancillary facilities such as assembly hall, canteen, sports and recreational facilities, etc are also excluded.
5.4 Junior Colleges	1 car space per 30 day-time staff and student population	
5.5 Vocational Institutions	1 car space per 30 day-time staff and student population <u>OR</u> 1 car space per 20 night-time staff and student population)) Whichever is greater))
5.6 Polytechnics & Universities	1 car space per 20 staff and student population	Using higher of the day-time and night-time staff and student population
5.7 Library	1 car park 200 m ² (Gross)	
6.0 <u>Cultural and Social Welfare Institutions</u>		
6.1 Community Centres	(a) If located within a residential estate and fronting access roads – a nominal of 3 to 4 car parks be made. (b) if away from residential development – 1 car park per 200 m ² (Gross)	
6.2 Welfare Houses	1 car park per 200 m ² (Gross)	Ancillary facilities within the premises to be used exclusively by the residents are excluded.
7.0 <u>Religious and Related Institutions</u>		
7.1 Churches, Mosques & Temples	(a) For church - 1 car park per 10 seats/ persons (b) For other religious places - 1 car park per 50 m ² of praying area <u>OR</u> As worked out for other uses like classrooms, office, etc (all other uses attached to church/Temple)	Main prayer hall is to be considered as praying area. Parking requirement take whichever is greater
7.2 Columbarium	1 car park per 500 niches	Parking provision need only when built away from any related uses or public car parks
7.3 Funeral Parlour & Crematorium	1 hearse and 10 car parks per funeral parlour/crematorium	Parking provision could be reduced if funeral parlour is built close to related uses or public car parks.

Use Categories	Standards/Guidelines	
8.0 <u>Recreational Facilities</u>		
8.1 Sports Complex	(a) Administrative & related uses - 1 car park per 200 m ² (Gross) (b) Snack/coffee bar, restaurant - 1 car park per 150 m ² for the 1st 150m ² - 1 car park per 50 m ² exceeding 150 m ² (c) Multi-purpose hall with gymnasium, indoor courts, etc – 1 car park per 300 m ² (d) Indoor games rooms, clubrooms, health clubs and related uses – 1 car park per 150 m ² (Gross) (e) Spectators' Gallery (If seats specified) – 1 car park per 10 seats (If no seats specified) – 20% of the requirements for facilities to which the gallery is attached.	Parking requirement for other uses not specified should be considered on merit. Parking requirement for outdoor facilities to be provided in accordance with the specified uses.
8.2 Tennis, Squash/ Badminton Courts, Sepak Takraw	1 car park per court	
8.3 Soccer/Basket Ball	4 cars park per field/court	
8.4 Bowling Alley	1 car park per lane	
8.5 Swimming Pool	1 car park per 40 m ² (Nett) of pool area	Wading pool/children's pool need not be considered.
8.6 Ice/Roller Skating Rink	1 car park per 50 m ² (Nett) of skating area	
8.7 Golf Range	1 car park per Tee	
9.0 <u>Health Institutions</u>		
9.1 Clinic/Dispensary	1 car park per 150 m ² (Gross)	Additional spaces should be provided for Ambulances and other office vehicles.
9.2 Nursing Homes	1 car park per 8 beds	
9.3 Hospitals	(a) First 500 beds – 1 car park per 4 beds (b) Beyond 500 beds – 1 car park per 5 beds	Additional spaces should be provided for Ambulances and other office vehicles.
10.0 <u>Retirement Housing</u>	1 car space per 200 m ² or 1 car space per 2 units	Ancillary facilities for exclusive use of residents are excluded.
11.0 <u>Eating house within Industrial Estate</u>	1 car park per 150 m ² for the 1st 150 m ² 1 car park per 50 m ² exceeding 150 m ²	
12.0 <u>Marina/Boat Sheds</u>		
12.1 Where small vessels can be carried to land for storage.	1 car space per 2 boats	

Use Categories	Standards/Guidelines	
12.2 Where large vessels are too heavy to be removed from water	1 car park per boat	
13.0 <u>Electrical Sub-station</u>	1 car park per 400 m ² (for first 2000 m ²) 1 car park per 700 m ² (exceeding 2000 m ²)	
14.0 <u>Fire Station</u>		
14.1 Offices/dormitories/ Recreation	1 car park per 200 m ² (Gross)	
14.2 Squash/Tennis Courts	1 car park per court	
15.0 <u>Convention/exhibition</u>	1 car park per 50 m ² (Gross)	
16.0 <u>Public Park</u>	12.7 car park per hectare	
17.0 <u>Nursery</u>	(a) For covered areas (offices, parking areas etc): 1 parking space per 200 m ² (Gross) (b) For open areas : 1 parking space per 650 m ² (Gross)	Subject to a minimum provision of 3 parking spaces (1 space for the operator and 2 spaces for visitors) For sites located within HDB developments where public car parks are available, parking provision is not necessary. Wherever possible 1 parking space should be provided within the nursery for the operator's use.
18.0 <u>Foreign Workers' Dormitories</u>	1 car space per 650 sq.m	
19.0 <u>Tourist Attraction Developments</u>	(a) 1 coach space per 100 tourists per day (b) Car parking to be evaluated separately	Applicant to submit relevant information: Eg : Daily expected number of tourists and local visitors - Breakdown of floor area by use of development - any other information
20.0 <u>Home-Office</u>	1 car space per unit	
21.0 <u>Off-course betting centre</u>	1 car space per 10 seats	
22.0 <u>Petroleum, petrochemical, chemical and related industries on Jurong Island</u>	1 car space per 200 sq.m of office floor area	
23.0 <u>White sites in New Downtown - Non-residential use</u>	1 car space per 425 sqm	

6

Traffic flow

[] Arrows showing direction of traffic flow indicated on plan.

7

Planting requirements

[] Requirements of planting verge & perforated slabs complied with.

8

General

[] All critical dimensions of parking layout: parking stall size, driveway, ramp, gradient, internal turning radius, headroom etc, have been indicated on plan. The centre and tangent points of bends and curves are referenced to nearby structures/elements.

[] All parking spaces are serially numbered by the type of parking.