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Please Quote Our Reference
Number In Your Reply

Our Ref: RT/POLICY Vol 17

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See Distribution list

Dear Sirs

ELECTRONIC SUBMISSION GUIDELINES

1 LTA receives e-submissions through the Corenet e-submission System. We note that some e-submissions pertaining to Development Control e-submissions submitted to LTA are without the attachment of the relevant LTA e-forms.

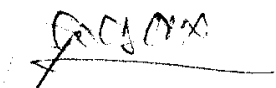
2 As part of our continuous effort to assist the QPs to make submissions to LTA, we wish to highlight the relevant LTA e-forms to be attached with the Development Control Submissions made as below:

- For Submission of Street Works Proposal in Development Control , to use LTA e-form 'LTA-RT-DCSUM01.XFD'
- For Submission of Development Proposal in Railway Protection Zone, to use LTA e-form 'LTA-RAIL-DPRPZ.XFD'
- For Submission of Development Proposals in Railway Corridor, to use LTA e-form 'LTA-RAIL-DPRC.XFD'

3 Please assist to inform your members on the above and remind them to attach relevant LTA e-forms for each submission, registered in Corenet either as a ES or CR number, together with documents and drawings.

4 We also enclose the updated sub-section 11 of Appendix C (List of LTA e-forms) of the Electronic Submissions Guidelines for your easy reference.

Yours faithfully



GOH KOK HWA
MANAGER
DEVELOPMENT & BUILDING CONTROL DEPARTMENT

ENCL

C-11 LTA Submission Forms

SN	Submission Form Title	e-submission Form Name	Other attachments form name
Submission to LTA-Roads			
1	Submission of Street Works Proposals for Development Control	LTA-RT-DCSUBM01.XFD	NA
2	Submission of Building Plan for Street Works	LTA-RT-BPSUBM01.XFD	NA
3	Submission of Street Plan	LTA-RT-STRPLN.XFD	NA
4	Application for Continuation of an Existing Street under Section 20(1) of the Street Works Act	LTA-RT-CONEXSTR.XFD	NA
5	Application for Certificate of Statutory Completion for streetworks	LTA-RT-CSC.XFD	NA
6	Application for Taking Over of New Street	LTA-RT-TO.XFD	NA
Submission to LTA-Vehicle Parking			
7	Application for Approval of Proposal and Plans for Provision of Parking Places And Parking Spaces	LTA-VP-BP.XFD	LTA-VP-ATT1-GFA.DOC LTA-VP-ATT2-COMPR.DOC LTA-VP-ATT3-SPACES.DOC LTA-VP-ATT4-CHKPL.DOC
8	Search For Parking Statistics	LTA-VP-SEARCH.XFD	Online
9	Application for CSC Clearance of Proposal and Plans for Provision of Parking Places and Parking Spaces	LTA-VP-CSC.XFD	NA
10	Lodgement For Approval of Proposal and Plans for Provision Parking Places and Parking Spaces	LTA-VP-LODGEMENT.XFD	LTA-VP-ATT1-GFA.DOC LTA-VP-ATT2-COMPR.DOC LTA-VP-ATT3-SPACES.DOC LTA-VP-ATT4-CHKPL.DOC
11	Application for Modification / Waiver of Parking Places (Provision of Parking Places and Parking Spaces) Rules	LTA-VP-WAIVER.XFD	LTA-VP-ATT2-COMPR.DOC LTA-VP-ATT3-SPACES.DOC LTA-VP-ATT4-SCHMW.DOC
Submission to LTA-Rails			
12	Application for Verification of Reserve Lines and Drilling Positions	LTA-RAIL-RESLNDP.XFD	NA
13	Application for Track Access	LTA-RAIL-TRKACC.XFD	LTA-RAIL-ATT3-TA.DOC
14	Application for Clearance of Certificate of Statutory Completion of Building Works	LTA-RAIL-CTSBW.XFD	NA
15	Submission of Certificate of Supervision of Piling Works in Railway Protection Zone	LTA-RAIL-CTSPW.XFD	NA
16	Submission of Certificate of Supervision of Structural Works in Railway Protection Zone	LTA-RAIL-CTSST.XFD	NA
17	Application for Exemption of Railway Protection / Restricted Activities Regulations	LTA-RAIL-EXEMPT.XFD	LTA-RAIL-ATT2.ERPRAR.DOC
18	Submission of Undertaking to Supervise Crane Operation within Railway Protection & Safety Zones	LTA-RAIL-SUPVRPZ02.XFD	NA
19	Submission of Development Proposal in Railway Protection Zone	LTA-RAIL-DPRPZ.XFD	NA
20	Submission of Development Proposal in Railway Corridor	LTA-RAIL-DPRC.XFD	LTA-RAIL-ATT1-DQP.DOC
21	Submission of Building Proposal in Railway Protection Zone	LTA-RAIL-BPRPZ.XFD	NA
22	Submission of Building Proposal in Railway Corridor	LTA-RAIL-BPRC.XFD	NA
23	Submission of Engineering Work in Railway Protection Zone	LTA-RAIL-EWRPZ.XFD	NA
24	Submission of Engineering Work in Railway Corridor	LTA-RAIL-EWRC.XFD	NA

Submissions to LTA-Building Control Unit using BCA Forms			
SN	Submission Form Title	e-submission Form Name	Other attachments form name
25	Applications for approval of structural plans	LTA-BCU-SUM01.XFD	BCA-BE-STAPPV01
26	Declaration by Qualified Person for structural works for the approval of structural plan (Retaining wall)	LTA-BCU-SUM01.XFD	BCA-BE-STAPPV01-RW
27	Accredited Checker certificate	LTA-BCU-SUM01.XFD	BCA-BE-STAPPV01-ACC
28	Endorsements on structural plan - AC	LTA-BCU-SUM01.XFD	BCA-BE-ENSPAC
29	Endorsements on structural plan - PE	LTA-BCU-SUM01.XFD	BCA-BE-ENSPPE
30	Endorsements on structural plan - QP	LTA-BCU-SUM01.XFD	BCA-BE-ENSPQP
31	Submission of structural investigation report	LTA-BCU-SUM01.XFD	BCA-EIED-SIS_SF-SD
32	Appointment of structural engineer	LTA-BCU-SUM01.XFD	BCA-EIED-SIS_SF-D2
33	Visual inspection certificate for non-structural or minor structural defects	LTA-BCU-SUM01.XFD	BCA-EIED-SIS_SF-D3
34	Visual inspection certificate for structural defects suspected in localised area - whole building	LTA-BCU-SUM01.XFD	BCA-EIED-SIS_SF-D4
35	Visual inspection certificate for defects suspected which are of no structural significance	LTA-BCU-SUM01.XFD	BCA-EIED-SIS_SF-D5
36	Visual inspection certificate for defects suspected which are of structural significance	LTA-BCU-SUM01.XFD	BCA-EIED-SIS_SF-D6
37	Visual inspection certificate for supervision of remedial works	LTA-BCU-SUM01.XFD	BCA-EIED-SIS_SF-D7
38	Notification of Appointment of QP and Project Reference Number and Title	LTA-BCU-SUM01.XFD	BCA-BP-COQP01
39	Application for Approval of Building Plans	LTA-BCU-SUM01.XFD	BCA-BP-BPAPPV01
40	OTTV calculation format in respect of air-conditioned plans (by Qualified Person who prepared the calculation)	LTA-BCU-SUM01.XFD	BCA-BP-FOTTV01
41	Application for withdrawal of plans for Building Works	LTA-BCU-SUM01.XFD	BCA-BP-WDLBP
42	Endorsements on Building Plan - PE	LTA-BCU-SUM01.XFD	BCA-BP-ENBPPE
43	Builder Certificate of completion of building works	LTA-BCU-SUM01.XFD	BCA-BE-BRCTBW
44	Application for TOP / CSC	LTA-BCU-SUM01.XFD	BCA-CSC-TOPCSC01
45	Certificate of supervision of building works	LTA-BCU-SUM01.XFD	BCA-CSC-CSPBW
46	Certificate of supervision of lighting protection system	LTA-BCU-SUM01.XFD	BCA-CSC-CSPLP
47	Certificate of supervision of installation of escalator(s) / lift(s)	LTA-BCU-SUM01.XFD	BCA-CSC-CSPLE
48	Certificate of supervision of air-conditioning / mechanical ventilation system(s)	LTA-BCU-SUM01.XFD	BCA-CSC-CSPACMVS
49	Declaration by QP for TOP / CSC application	LTA-BCU-SUM01.XFD	BCA-CSC-TOPCSCDQP
50	Request for site inspection date under the advance booking system	LTA-BCU-SUM01.XFD	BCA-CSC-RQSI
51	Application for modification / waiver of Building Regulations	LTA-BCU-SUM01.XFD	BCA-BP-WVBP01

SN	Submission Form Title	e-submission Form Name	Other attachments form name
52	Request for Pre-submission Consultations	LTA-BCU-SUM01.XFD	BCA-BP-PCBP01
53	Request for a Building plan meeting	LTA-BCU-SUM01.XFD	BCA-BP-RQBPMEEETG
54	Application for permit to erect temporary buildings	LTA-BCU-SUM01.XFD	BCA-BP-PMTTB
55	Certificate of supervision of temporary building works	LTA-BCU-SUM01.XFD	BCA-CSC-CTSTBW
56	Quarterly report on progress of building works	LTA-BCU-SUM01.XFD	BCA-BP-QPRBW
57	Notice of termination of QP appointment	LTA-BCU-SUM01.XFD	BCA-BP-NCQPTERM
58	Application for withdrawal of structural plans	LTA-BCU-SUM01.XFD	BCA-BE-WDLSP
59	Joint application for permit to carry out building works	LTA-BCU-SUM01.XFD	BCA-BE-PMTBW01
60	Joint application for permit to carry out building works	LTA-BCU-SUM01.XFD	BCA-BE-PMTBW02
61	Joint application for permit to carry out building works	LTA-BCU-SUM01.XFD	BCA-BE-PMTBW03
62	Joint application for permit to carry out building works	LTA-BCU-SUM01.XFD	BCA-BE-PMTBW04
63	Declaration on the planning approval status of the building project at the time of submission of joint application for permit to commence demolition / site formation / piling / structural / building works	LTA-BCU-SUM01.XFD	BCA-BE-PMTBW-A1
64	Building project data required research & statistics by URA	LTA-BCU-SUM01.XFD	BCA-BE-PMTBW-A2
65	Quarterly report on progress of structural works	LTA-BCU-SUM01.XFD	BCA-BE-QPRST01
66	Application for COW	LTA-BCU-SUM01.XFD	BCA-BE-COWAQS01
67	Application for RE	LTA-BCU-SUM01.XFD	BCA-BE-REAQS01
68	Notice of termination / Appointment of site supervisor	LTA-BCU-SUM01.XFD	BCA-BE-NCTASS
69	Certificate of supervision of piling works and notice of completion by Qualified Person for Structural works	LTA-BCU-SUM01.XFD	BCA-BE-QPCTPW
70	Certificate of supervision of structural works by Qualified Person for Structural works	LTA-BCU-SUM01.XFD	BCA-BE-QPCTSSW
71	Submission of certificate of as-built structural plans / calculations	LTA-BCU-SUM01.XFD	BCA-BE-CTASST
72	Endorsements on as-built piling plan - AC	LTA-BCU-SUM01.XFD	BCA-BE-ENABPPAC
73	Endorsements on as-built piling plan - QP	LTA-BCU-SUM01.XFD	BCA-BE-ENABPPQP
74	Endorsements on as-built structural plan - QP	LTA-BCU-SUM01.XFD	BCA-BE-ENABSPQP
75	Endorsements on as-built structural plan - AC	LTA-BCU-SUM01.XFD	BCA-BE-ENABSPAC
76	Application for Permit to carry out Building Works/Engineering Works	LTA-BCU-SUM01.XFD	LTA DBC RAIL PERMIT V2b.DOC (online)

Submission to LTA-Building Control Unit using FSSD forms			
SN	Submission Form Title	e-submission Form Name	Other attachments form name
77	Application for TFP-FSC	LTA-BCU-SUM01.XFD	FSSB-0-CSCDFSC01 FSSB-0-RIAPPT FSSB-0-RIIC01 FSSB-0-RIIC02 FSSB-0-SFSW
78	Building works containing fire safety measures	LTA-BCU-SUM01.XFD	FSSB-0-FSPBP01 FSSB-0-FSPBP02
79	Lodgement of minor A&A works	LTA-BCU-SUM01.XFD	FSSB-0-RWMAA
80	Submission for fire protection works	LTA-BCU-SUM01.XFD	FSSB-0-FSPME01
81	Termination of QP	LTA-BCU-SUM01.XFD	FSSB-0-NCQPTERM
82	Waiver application	LTA-BCU-SUM01.XFD	FSSB-0-WVFSR
83	Withdrawal of plans	LTA-BCU-SUM01.XFD	FSSB-0-WDLFSW
84	Written consultation	LTA-BCU-SUM01.XFD	FSSB-0-PCBP01
85	Air-conditioning and mechanical ventilation works	LTA-BCU-SUM01.XFD	FSSB-0-FSPME01
	Submissions not listed above		
86	Submissions/Correspondence to LTA	ESS-CORR.XFD	NA