



Please quote our ref. no. in all future correspondences

Our File Ref: CD/FSSB/12/01/03/04

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FAX: 68481493

30 Oct 2002

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

Dear Sirs,

**REVISED PROCEDURE ON WAIVER APPLICATION OF HOUSEHOLD OR STOREY
SHELTER TECHNICAL REQUIREMENTS**

At the Jul 2002 FSSB Standing Committee Meeting with representatives of various building professional bodies, SCDF received feedback that the present procedure on submission and processing of applications for waiver of shelter technical requirements should be reviewed so as to provide better or “one-stop” service to QPs. The representatives have suggested that the shelter waiver applications be submitted to FSSB of SCDF **through BCA**, as the staff of the latter are more familiar with the background of the case. BCA and SCDF can then jointly evaluate waiver applications.

2 The current procedure has since been reviewed and revised as follows:

- a) Shelter waiver application shall be submitted by hand or by post to FSSB of SCDF through Civil Defence Shelter Engineering Department (CSDS) of Building and Construction Authority at its Service Centre @ #02-00, 5 Maxwell Rd, Tower Block MND Complex S (069110). To facilitate back-end processing of the waiver application, Project Reference Number (e.g. Axxxx-xxx-xxxx) should be indicated on the shelter waiver application form. Every application shall be accompanied by 2 sets of shelter layout plan, appropriate elevation and section to illustrate the technical requirements referred to in the application and the provisions the QP has made in support of his application. This would expedite the evaluation of the application.
- b) SCDF and BCA will then jointly evaluate the application.
- c) SCDF will subsequently convey the decision on the waiver application to the applicant and copy to BCA.
- d) Formal submission of application for acceptance of shelter plans or re-submission, in the case of written direction being issued, should be made to BCA only after the decision of the shelter waiver application is obtained from SCDF.

3 To enable BCA to process the shelter plan submissions or re-submissions more expeditiously, QPs are advised to indicate in the application forms whether there are shelter waiver applications being sought from SCDF and the date of waiver approval stated in the letter. Amended “Application for Acceptance of Shelter Plans” forms are available in BCA website at <http://www.bca.gov.sg>.

4 The above waiver application procedure shall take effect from **1st Dec 2002**. A copy of the amended shelter waiver application form is shown in **Annex A**. It is also available in the SCDF website: www.scdf.gov.sg

5 Please contact Maj Chan Keen Mun at 68481406, or me should you require any clarification.

6 We would appreciate it if you could disseminate the contents of this circular to members of your Institution or Association.

Yours faithfully,

Maj Chong Kim Yuan
OIC Shelter Development
for Commissioner, Singapore Civil Defence Force

cc

CEO, BCA
All members of FSSB Standing Committee
President, IFE
President, SISV
President REDAS
CEO, HDB
Group President, PSA Corp
CEO, JTC
CE, LTA (Attn: Mohinder Singh)
CE, PSB Corp (Attn: Mr Lau Keong Ong/Ms Tan Chiew Wah)
CEO, BCA
Attn: Deputy CEO (Building Control)
Director (Special Functions)
Senior Manager (CDSD)
Manager (CDAS)

APPLICATION FOR WAIVER OF CIVIL DEFENCE SHELTER REQUIREMENTS

[SECTION 14 OF THE CIVIL DEFENCE SHELTER ACT 1997]

COMMISSIONER HQ Singapore Civil Defence Force Fire Safety & Shelter Bureau 91, Ubi Ave 4, Singapore 408827 Through: Civil Defence Shelter Engineering Department Building and Construction Authority 5 Maxwell Rd, #02-00, Tower Block, MND Complex Singapore 069110	IMPORTANT Applicant should read the Explanatory Notes below before completing this form.
	FOR OFFICIAL USE Waiver Case Ref No : CD/SB/A17/1/3/W _____

SECTION I (To be completed by applicant)

I hereby apply for waiver of the CD shelter requirements under the CD Shelter Act 1997 as quoted in the schedule overleaf for the proposal described below:

A. Particulars Of Proposal

Project Ref No	Proposed Works		
*Lot/Plot No.		House No.	
*TS/MK No.		Building Postal Code (6 digits) :	
Street Name:			

B. Particulars Of Applicant

Applicant Name		Tel No.		Fax No.		
Company Name						
Company Address					Postal Code	

Particulars Of Qualified Person

Applicant Name		Tel No.		Fax No.		
Company Name						
Company Address					Postal Code	

1.	In column (C) of section II, the applicant should state, with regard to the waiver sought, why he is unable to comply with the current technical requirements for household shelters, or storey shelters where relevant, relative to the circumstances of the case.
2.	Shelter wavier application shall be accompanied by 2 sets of shelter plans and submitted by post/hand through BCA to FSSB of SCDF. The application will be jointly evaluated by SCDF and BCA.

* Delete accordingly.

Tick the appropriate box thus



SECTION II a. To be completed by applicant <u>except parts D</u> * b. To use a fresh form for each wavier item c. To delete where appropriate **			Case Reference No: _____
A. Description of wavier application and relevant clause number	B. Provisions made on plan	C. Reasons in support of the application	D. Wavier Decision <i>(For official use only)*</i>
			The wavier application is Granted / Not granted / Granted with Conditions / Pending** _____ _____ Conditions(if any): _____ _____ Reasons for decision: _____ _____ _____ Time Frame(if any): _____ _____
<i>State clause number in Technical Requirements For Household Shelters 2001</i> Clause _____			
E. Applicant's name and signature _____ Signature of Applicant / Date	Presented by: _____ Name / Signature/ Date	Decision by : _____ *Comr SCDF, _____ Date	_____ Waiver Recorder's Signature / Date

* Delete as appropriate