Circular No : **URA/PB/2005/20-DCD**   **Fax: 6227 4792**
Our Ref : **DC/ADMIN/CIRCULAR/PB_05**
Date : **1 August 2005**

CIRCULAR TO PROFESSIONAL INSTITUTES

GROSS FLOOR AREA (GFA) VERIFICATION SERVICE

Objective

This circular gives the details of the new service for GFA verification that URA has introduced on 22 July 2005.

Effective date

With effect from 1 August 2005

Who should know

Architects, engineers, developers and property owners

Details

1   In response to industry feedback, URA has introduced a new service on Gross Floor Area (GFA) verification. This was announced in the Circular to Professional Institutes titled: "Development Application Fees Revision" released on 22 July 2005

Scope of Application

2   Currently, GFA verification is tied to development applications. It is part of the development application (DA) process where the proposed GFA of the development is verified to assess whether the development proposal complies with the Master Plan plot ratio control and whether development charge is payable and if so, the amount of development charge. Under the current DA process, URA carries out the verification of the GFA of a development after the Written Permission (WP) is released so as not to hold back the release of the WP. For this, URA's current commitment is to complete the GFA verification work within a period of not more than three months after the release of WP.

3   The new GFA verification service on the other hand, is an independent service that is outside or in addition to the GFA verification work carried out under the normal DA process. Interested applicants can apply to URA to verify GFA for various purposes. These can include verification of GFA for testing of a development proposal before a formal DA is submitted, express service for GFA verification of a DA submitted before or after the issuance of WP or verification of GFA for an existing development.

Procedure and Submission requirements

4   Interested applicants can apply for the new GFA verification service by using the application form as shown in Appendix 1 which can be downloaded from URA website at http://www.ura.gov.sg.

5   The completed form can be submitted online to email account ura_dc_calculation@ura.gov.sg or manually at the receptionist counter located on 1st storey of the URA centre, 45 Maxwell Road, Singapore 069118.

        The following documents must accompany each application:

        a   The calculation plans, floor area and plot ratio calculations are mandatory and must comply with the requirements as shown in Appendix 2;

        b   Submissions at the counter should be confined to applications where the file size of the digital drawings exceed 30MB. These digital drawings are to be saved in CD-Rom in either AutoCAD DWG or Microstation DGN format.

6   The fee for GFA verification service is $1,500 (subject to GST) for each request of GFA verification. If more than one GFA verification request is submitted, for example. verification of two sets of recomputed GFA, one based on 1993 GFA definition and another based on current GFA definition, the total fee payable is $1,500 x number of requests or $3,000 in this case.

7   For each GFA verification application that is received with the required information duly completed and submitted, URA will undertake to convey the verified GFA within one month from the date of receiving the application if it is for new development proposals. It would be two months for applications for updating of GFA for existing developments .

8   The verified GFA provided by the URA as the Competent Authority is based on the GFA guideline prevailing at the time of submission of the application for GFA verification.

9   I would appreciate it if you could convey the contents of this circular to the relevant members of your organisation. If you or your members have any queries concerning this circular, please do not hesitate to call our DCD Customer Service Hotline at Tel: 6223 4811 or e-mail us at URA_CSO@ura.gov.sg. We would be pleased to answer queries on this, and any other development control matter. For your information, the past circulars to the professional institutes are available from our website http://www.ura.gov.sg.

Thank you.

FOO CHEE SEE
DIRECTOR (DEVELOPMENT CONTROL)
for CHIEF EXECUTIVE OFFICER
URBAN REDEVELOPMENT AUTHORITY

Chief Executive Officer
Development Control Division
Urban Redevelopment Authority
45 Maxwell Road
The URA Centre
Singapore 069118
Tel : 6223 4811

URBAN REDEVELOPMENT AUTHORITY

IMPORTANT NOTES:

1. The GFA Verification Service is an independent service which is delinked from development applications. The verified GFA provided by the Competent Authority is based on the date the plans are submitted and verified by the Competent Authority. The information is given without prejudice to any changes which may take place subsequently.

2. Please note that the submission fee is non-refundable once the verification has been carried out. Payment by cheque should be crossed and made payable to "Urban Redevelopment Authority".

3. CAD files exceeding 30mb are to be saved in CD-ROM in either AutoCAD DWG or Micro-station DGN to be submitted separately.

APPLICATION FOR GROSS FLOOR AREA (GFA) VERIFICATION:

☐ New development;

☐ Existing building

Note: A fee of $1,500 (subject to GST) is payable for each request of GFA verification.

PART I PARTICULARS OF PROPOSAL / PROPERTY

a Description of Proposal:

b Lot No:	c Address:
TS/Mk No:	Postal Code:
d Name of Building (if any):	e DC File Ref. (if any):

PART II PARTICULARS OF DEVELOPER

a Name:	b Address:
	Postal Code:

PART III PARTICULARS OF ARCHITECT / PROFESSIONAL ENGINEER

a Name * (Mr/Mrs/Miss/Mdm)	b Tel No:
	c Fax No:
	d) Email:
c Address:	d Signature
Postal Code:	

☐ To tick where appropriate

PART IV PARTICULARS OF CALCULATION

1 File Format *AutoCad® / DXF

2 Description:

Disk	Drawing Name	Digital Filename	Disk	Drawing Name	Digital Filename

PART V DECLARATION BY ARCHITECT / PROFESSIONAL ENGINEER

*I/We hereby submit the floor/site area calculation of the above proposal for your verification.

*I/We certify that the digital data representing the development is drawn to scale.

_____   _____

Name & Signature of   Date

Architect/Professional Engineer

* To delete where appropriate

PART VI AUTHORISATION FROM PROPERTY OWNER

I, _____ owner of _____ hereby
           (Name & NRIC No)   (address of property)

authorise _____ to submit this application for GFA Verification
                        (Name & NRIC No)

of my property.

Signature of Property Owner (with Company stamp,   Date
     If the property is owned by a Company)

FOR OFFICIAL USE:

Fees Paid : $1,500 + GST for each request of GFA verification.

Receipt No / Date: _____ Cashier : _____
                                                                                      (Signature)

Account Code :

Submission Guidelines For Digital Calculation Plans submitted To URA

General

1   Each CAD file contains only one title block.

2   "Limit" of the drawing in each CAD file matches the boundary of the title block(i.e. no information is included outside the title block).

3   "Last saved view" of the CAD files covers only the title block and information within it.

4   "Maximum Extents" view should be shown in the "Last saved view".

5   No external reference files should be referenced by the CAD files submitted (i.e. The external reference files, if any, should be binded before submission).

6   No raster images should be attached to the CAD file submitted.

7   "Draft Work"/Construction lines should not be included in the CAD files submitted.

8   Hatch pattern in CAD files should be kept to minimum.

9   No proprietary fonts should be used.

10   No hidden CAD layers should be included in the CAD files.

11   For "Additions and Alterations" or Amendment proposal, the following colours should be used:

Usage	Colour	DWG Colour Code	DGN Colour Code
Proposed /Additional Elements	Magenta	6	5
Existing /Approved Elements	Cyan	4	7
Deleted Elements	Yellow	2	4

12   All polygons demarcate area for calculation should be drawn using lightweight polylines for dwg files and complex shape (or shapes) for dgn files. All area included in GFA calculation should be demarcated and all polygons should be "closed". All parcellations of area are to be presented by floors and not by individual units.

13   Labels represent each area demarcated and tabulation of area calculations should be indicated on top right hand corner of the plan.

14   Area included in layer "AREAGFAD" (i.e red polygons) should be within the area in the layer "AREAGFAA" (i.e green polygons).

15   Service Ducts without floor slabs and voids are to be indicated clearly with crosses.

16   Details calculations on quantum use and secondary use (if applicable) should be incorporated.

17   Detailed calculations on area of balconies to be computed over and above the Master Plan allowable gross plot ratio (if applicable) should be incorporated .

18   Detailed calculations on area of outdoor refreshment area to be computed over and above the Master Plan allowable gross plot ratio (if applicable) should be incorporated.

19   A summary of GFA breakdown by floors as indicated are to be incorporated in the site plan.

Blk No	Storey	GFA (m2)	Breakdown of Gross Floor Area (m2)						
			Commercial	Residential	Hotel	Industry	Warehouse		
1	Basement								
	1st								
	2nd								
	Roof								
	Subtotal								
2	1st								
	2nd								
	3rd								
	Roof								
	Subtotal								
Total									
Quantum(%)									

(Table title: SUMMARY OF GROSS FLOOR AREA)

20   Digital calculation plans for manual submission should be saved in CD-ROM in either AutoCAD DWG (R14 to 2005) or DXF (AutoACAD R14 to 2005) & MicroStation DGN (V7 or V8 format).

File Naming

21   File Naming convention as indicated below should be used:
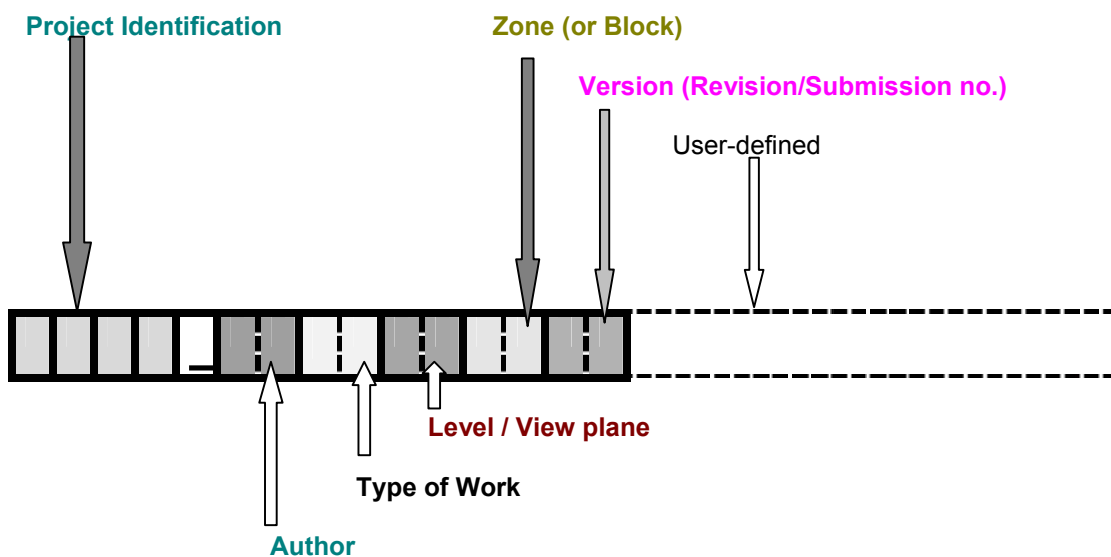
Project Identification

User-defined field. E.g. MLP01 for Merlion Park Project.

Author

Individual /company /organisation responsible for creating the file. E.g. A- for Architect.

Type of Work

SP	Site Plan (If the submission contains only one CAD file with all details Such as site layout and floor layout , then Type of work should be indicated as SP)
FP	Floor Plan (If the CAD file contains floor layout and 'section and or elevation drawing' then Type of Work should be indicated as FP)
FE	Floor plan – elevation view
FX	Floor plan - cross section view
SX	Site cross section view
SE	Site elevation view
SV	Survey Plan
TP	Topo Plan
PP	Land Profile Plan
RD	Road Interpretation plan
DN	Drainage Interpretation plan
RW	Retaining walls
BC	Bin Centres
SN	Substations
LS	Landscaping
LT	Lighting Plan
OA	Other ancillary structure(eg bin centre, Guard house on same CAD File)

Level/View plane

02	2nd storey
12	12 storey, or typical floor from 12 storey and above
A-	Attic
B2	Basement 2
E2	Elevation 2
M3	Mezzanine 3
R-	Roof
--	Whole project / Site plan
BB	Section BB
NE	Northeast elevation plan
-A	1st drawing in the submission with multi-levels, multi-View Plane in the same CAD file
-B	2nd drawing in the submission with multi-levels, multi-View Plane in the same CAD file

Zone or Block

01 for block 1, …….‐ ‐ for all blocks

A1 for Zone A1

Version (Revision/Submission no.)

A -	1st submission
B -	2nd submission
C -	3rd submission

CAD layers

22   Format of CAD layer as indicated in Singapore CAD layering standards (CP83 part 1) should be used.

23   Layers with the following element name should be included in the floor plans for GFA calculations:

S/No	Element name		Description of elements	DWG Colour Code	DGN Colour Code
	Main	Sub			
1	AREAGFAA		Area to be included in GFA calculation	3	2
2	AREAGFAD		Area included in layer AREAGFAA but to be excluded from GFA calculation	1	3
3	AREAGFAB		Area of balconies to be computed over and above the Master Plan (MP) allowable gross plot ratio (GPR) - Please see URA circular URA/PB/01/19-DCD for details	94	130
4	AREAGFAR		Area of outdoor refreshment area to be computed over and above the Master Plan allowable gross plot ratio	94	130
5	AREAGFAR		Area to be to be excluded from outdoor refreshment area as in item 5 above	6	5
6	AREAGFAQ		Area to be included in the 60% (minimum) hotel room & hotel related use quantum	4	7
7	AREAGFAQ		Area to be included in the 60% (minimum) industrial use quantum	4	7
8	AREAGFAQ		Area to be computed under the 50% (minimum) prayer quantum	4	7
9	AREAGFAQ		Area to be included in the Business Park White (15%)	4	7
10	AREAGFAQ		Area to be to be excluded from Industrial use quantum, prayer quantum or Business Park white quantum calculation	6	5
11	AREAGFAS		Area to be computed as secondary use in an industrial development	4	7
12	AREAGFAS		Area to be computed as commercial use in a mixed use development	4	7
13	AREAGFAS		Area to be to be excluded from secondary use calculation in an industrial development or commercial use calculation in a mixed use development	6	5

24   Layers with the following element name should be included in the site plans for calculation of Communal Open Space and Building Coverage:

S/No	Element name		Description of elements	DWG Colour Code	DGN Colour Code
	Main	Sub			
1	AREABDBA		Building block area	6	5
2	AREABDBD		Area to be deducted from building coverage	2	4
3	AREACOSA		Communal open space area	4	7
4	AREACOSD		Area to be deducted from communal open space	2	4

25   Layers with the following element name should be included in the proposed plan:

S/No	Element name		Description of elements	DWG Colour Code	DGN Colour Code
	Main	Sub			

	Main	Sub			
1	ENDOURA-		Plan endorsement	7	0
2	ANOTTBLK		Title block, Scales, Drawing boundary Legend text Company Logo	7 or any other colour	0 or any other colour
3	LNSPBUFF		Green buffer line with dimension , physical buffer line with dimension	94	130
4	LNSPVERG		Planting verge with dimension	94	130
5	RETW----		Retaining walls with dimension	1	3
6	ROAD----		Roadways, Road category text Road Name text Road centre lines Kerbs	14	131
7	ROADWIDL		Road widening lines, Plot Numbers for Road reserve	14	131
8	SDRNRESV		Drainage reserve lines, Plot Numbers for Drainage reserve	5	1
9	SITE----		Site, external works, earth work	7	0
10	SITEBNRY		Site boundary	1	3
11	CADI----		Cadastral information, Lot Number, Lot Boundary	7	0
12	SITEKPLN		Key plan	7	0
13	SITENRTH		North point	7	0
14	SITESTBK		Building setback dimensions	1	3
15	SITEWALL		Boundary wall, site fencing	174	129
16	SITEBLDG		Building Outline	4	7
17	SITEBASE		Basement Outline	214	133
18	TOPOPLVL		Platform level	7	0
19	SPACBLDG		Building plot boundaries, building plot numbers	14	131
20	SPACCOSS		Plot boundaries and plot numbers for communal use/open space	94	130
21	SPAC----		Plot boundaries and plot numbers for right of way/easement, parkway reserve	7	0

26   Layers with the following element name should be included in the Sketch(Floor, Section & Evaluation) plans :

S/No	Element name		Description of elements	DWG Colour Code	DGN Colour Code
	Main	Sub			
1	ENDOURA-		Plan endorsement	7	0
2	ANOTTBLK		Title block, Scales, Drawing boundary Legend text Company Logo	7 or any other colour	0 or any other colour
3	FLORLEVL		Floor level	7	0
4	RETW----		Retaining walls with dimension	1	3
5	SITENRTH		North point	7	0
6	SITEWALL		Boundary wall, site fencing	174	129
7	TOPOPLVL		Platform level	7	0
8	BEAM----		Beams	4	7
9	COLN----		Column	4	7
10	CPRK----		Cark Parking lots	4	7
11	DOOR----		Door	4	7
12	FLOR----		Floor	4	7
13	GRID----		Grids	4	7
14	LIFT----		Lifts	4	7
15	STRC----		Staircases	4	7
16	WALL----		Walls	4	7
17	WIND----		Windows	4	7