

## REVISED APPLICATION FORMS FOR SUBMISSION TO PUB

Owners, Developers, Architects, Engineers, Contractors and Builders

Dear Sir/Mdm

### Revised Application Forms for Submission to PUB

We refer to the joint circular by PUB and NEA on the formation of separate Technical Agencies (TAs) dated 30 June 2016.

2. In view of the formation of separate TAs, PUB has updated the following application forms for sewerage, sanitary and drainage submissions. **These application forms are to be submitted to the new PUBBPU-PUB-SINGAPORE NATIONAL WATER AGENCY mailbox in CORENET.**

Submission For	Old Forms	New Forms
Application for Development Control Clearance (DC)	ENV-CBPU-DCCLR-NEW	PUB-DCCLR
	ENV-CBPU-DCCLR-RESUB	
Application for Detailed Plan Clearance <ul style="list-style-type: none"> <li>Sanitary Work</li> <li>Sewer / RC Trench / M&amp;E Work</li> <li>Works Affecting Minor and Other Drainage Works</li> </ul>	PUB-BPU-CLRDP01	PUB-DPCLR
Application for Drainage Clearance for TOP	-	PUB-DRATOP
Application for Sanitary and Sewerage Clearance for TOP & CSC	PUB-BPU-COMPOFWORK	PUB-BPU-COMPOFWORK
Application for Drainage Clearance for CSC	PUB-DD-CSIDRA	PUB-DD-CSIDRA
Application for Works Affecting the Public Sewerage System	PUB-SEW-CLRDEV-OVER-SEW	PUB-SEW-CLRDEV-OVER-SEW
Application for Permit to Work in Public Sewerage System	PUB-SEW-FORM_B	PUB-SEW-FORM_B
End of DLP Inspection for Public Sewer	PUB-SEW-FORM_DLP	PUB-SEW-FORM_DLP
Correspondence to PUB	ESS-CORR	ESS-CORR
	ENV-CBPU-CORR	

3. The new forms will be available on CORENET from 1 Jan 2017. You can refer to our user guide and PDF versions of the forms on PUB's website. Please note that the old forms will no longer be valid from 1 Jan 2017.

<https://www.pub.gov.sg/compliance/qualifiedpersonsportal/newforms>

## **Simplified Submission Scheme**

4. PUB will also introduce a Simplified Submission (SS) Scheme from 1 Jan 2017. Projects that meet certain criteria can obtain lodgement for drainage or sewerage/sanitary works without the need for technical clearance from PUB at DC and DP stage. The building plans for buildings/structures which satisfy the criteria can be submitted through the SS Scheme. Projects which are under the Simplified Submission Scheme are required to obtain TOP and CSC clearance for drainage and sewerage/sanitary works carried out on site. The relevant clearance for TOP/CSC from PUB, among other documents, shall be submitted to BCA for the application of TOP/CSC. Please note that submission under the SS scheme are subjected to audit check by PUB at TOP and CSC clearance stage. Details of the SS Scheme can be found in Annex A.

5. With the introduction of this Simplified Submission Scheme, the simplified BP submission for A&A to landed housing developments, administered together with BCA, will cease.

## **Clarification**

6. Should you need any clarification on the above matters, please contact PUB at [pub\\_bpu@pub.gov.sg](mailto:pub_bpu@pub.gov.sg) or PUB's hotline 67313512.

Thank you.

Goh Pin Cheh  
Head (Building Plan Unit)  
PUB

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## Annex A – Simplified Submission (SS) Scheme

1 Projects that meet the criteria listed in Fig 1 can apply to go through SS Scheme. You can make a SS for either the sewerage and sanitary works, drainage works or both. For example, if your project meets the SS criteria for sewerage, sanitary and drainage, you can make a SS for both type of works. If your project meets the SS criteria for drainage only, you can make a SS submission for drainage and a DC submission for sewerage and sanitary works.

2 Please note that you are still required to make the relevant submissions for TOP and CSC clearance. SS are subject to audit checks. Should there be false declaration or non-compliances to PUB's requirements, QP would be required to resubmit the project for DC clearance to regularise the non-conformances. TOP and CSC application would be withheld till non-conformances are rectified to PUB's satisfaction.

3 To make a simplified submission, please use the PUB-DCCLR form and indicate the type for works for which you are making a simplified submission (sewerage, drainage or both). You may wish to the detailed user guide on PUB's website for more details.

4 QPs are to ensure that the projects comply with criteria stated in Fig 1 before making a submission under the SS scheme. **If your SS does not meet the criteria, you will have to make a new DC submission.**

**Fig 1 - Qualifying Criteria for Simplified Submission Scheme**

Projects must meet the following requirements to qualify for the Simplified Submission Scheme

#### **Sewerage/Sanitary DC/DP Submissions**

1. **For A/A works to single landed residential house** (such as single unit of terrace house, semi-detached house, bungalow), **factory** (not including workers' dormitory) **or shops** excluding food shops or food establishments, the proposal shall involve only construction works /activities within the existing building, such as:-
  - New or alteration to the sanitary facilities and sanitary pipes fully comply with the Code of Practice.
  - Does not have any building/ structure/piling works outside the existing building that affecting the public sewer/combined sanitary drainline.
  - No change to existing drainline connection to public sewer
  - No proposal of on-site facilities such as retention tank, holding tank and sewerage treatment plant (STP).
  - Total discharge of used water will not exceed 2l/s (incl ejector system)
2. **For new erection or reconstruction of single landed residential house, it must meet the following conditions**
  - Does not have public sewer or combined sanitary drainline within the lot
  - Reuse existing drainline connection which is connected to the public sewer located at public area. *[For reuse of existing drainline connection which is made to the neighbour's inspection chamber, pre-consultation with PUB to obtain a written advice before lodgement is required.]*
  - No new sewer
  - No proposal of on-site facilities such as detention tank, holding tank and sewerage treatment plant (STP).
  - Total discharge of used water will not exceed 2l/s (incl ejector system)

#### **Drainage DC/DP Submissions**

1. **A&A works to an existing building** involving only the construction of additional floors **without reconstructing the first storey** and where there are no linkages to special underground facilities.
2. External structures that are:
  - (a) Not affecting public drain (i.e. at least 300mm away from drain wall) or;
  - (b) Not within DR or;
  - (c) Not affected by drain receiving runoff from neighbouring lots

Comparison between current submission process and the new simplified submission scheme.

### Current Submission Process



### Simplified Submission Process



PUB will conduct audit check for the lodgments under Simplified Submission Scheme

Submissions that are found to not have complied with the requirements/criteria for the simplified submission scheme will have to be resubmit from the DC stage

*\*Not required for all projects*

**Annex B – Revised DC Form**

PUB-DCCLR

<b>APPLICATION FOR DEVELOPMENT CONTROL (DC) CLEARANCE</b>		
<p>This form may take you 10 minutes to fill in. You will need the following information to fill in the form:-</p> <ul style="list-style-type: none"><li>- Particulars of Project</li><li>- Particulars of Qualified Person</li></ul>		
Date:	<input type="text" value="27/09/2016"/>	
To:	<input type="text" value="PUB"/>	
	<div>Building Plan Unit PUB 40 Scotts Road #15-01 Environment Building Singapore 228231</div>	
<b>Instructions</b>		
<ol style="list-style-type: none"><li>1. This form is to be digitally signed by the Qualified Person responsible for the works.</li><li>2. This form is to be accompanied by the relevant attachments.</li><li>3. Please read the DC checklist before filling the form.</li></ol>		
<b>Particulars of Project</b>		
Project Reference Number	<input type="text"/>	
Project Title	<input type="text"/>	
Location Description [Include Lot/Plot, MK/TS, Building Address, House No and Road information]	<input type="text"/>	
<b>Particulars of Application</b>		
	File Ref No/ Case ID	Dated
SIP/DIP (if applicable)	<input type="text"/>	<input type="text"/>

Particulars of Qualified Person				
Name	<input type="text" value="Select"/>			
Role In Project	<input type="text"/>			
Registration No	<input type="text"/>			
Firm Name	<input type="text"/>			
Firm Address	<input type="text"/>			
Telephone No.	<input type="text"/>			
Extension No	<input type="text"/>			
Fax No.	<input type="text"/>			
Email Address	<input type="text"/>			
Particulars of Owner(s)				
Name	<input type="text" value="Select"/>			
Address	<input type="text"/>			
Contact No	<input type="text"/>			
Email	<input type="text"/>			
Development Details				
Type of Project	<input type="text" value="Select"/>			
Type of Development	<input type="text" value="Select"/>			
<b>Type of Submission</b> 1. Selections here will determine compulsory fields in subsequent sections 2. Choose SEW for Sanitary and Sewerage matters 3. Choose DRA for Drainage matters 4. For simplified submission, refer to next pages for requirements 5. If making resubmission or amendment, please choose SEW and/or DRA under the respective columns				
		New Submission	Resubmission	Amendment
Development Control	SEW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simplified Submission	SEW	<input type="checkbox"/>		
	DRA	<input type="checkbox"/>		
<b>Work Involving Sanitary/Sewerage</b> Check where applicable: - Sanitary <input type="checkbox"/> - Sewerage <input type="checkbox"/> - RC Trench <input type="checkbox"/> - Sewerage pump system <input type="checkbox"/>				



- Works affecting public sewer (e.g. building over sewer, footing within sewer setback, etc.) <input type="checkbox"/>	
Is there sewer connection to neighbour house?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there public sewer in the development lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of storeys in development	<input type="text"/> Storeys
Total used water discharge - 0.06 for landed house - Maximum pump rate of ejector if using - Please seek advise of Plumber or PE M&E	<input type="text"/> L/s
Used Water Catchment No. Please refer to catchment maps <a href="#">here</a>	<input type="text" value="Select"/>
<b>Works Affecting Drainage</b>	
Check where applicable:	
<u>Works Affecting Minor Drainage</u>	
- Internal surface water drainage and related system	<input type="checkbox"/>
- Pumped drainage system with no linkages to special underground facilities	<input type="checkbox"/>
<u>Works Affecting Other Drainage</u>	
- Detention Tank	<input type="checkbox"/>
- ABC Waters design features	<input type="checkbox"/>
- Flood protection measures	<input type="checkbox"/>
- Pumped drainage system with linkages special underground facilities	<input type="checkbox"/>
- Drains receiving runoff from neighbouring lots	<input type="checkbox"/>
- Roadside drains	<input type="checkbox"/>
- Entrance culverts	<input type="checkbox"/>
- Retaining wall in the vicinity of public drains	<input type="checkbox"/>
Is there basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Area of development	<input type="text"/> ha
DR in the development	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed MIN PLATFORM LEVEL	<input type="text"/> mRL
Max Adjacent Road	<input type="text"/> mRL
Any linkage to MRT	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drainage Catchment Please refer to catchment maps <a href="#">here</a>	<input type="text" value="Select"/>

## SUBMISSION FOR DEVELOPMENT CONTROL (DC) PLAN

### Instruction:

1. First Storey Plan/Site Plan for Section A and B can be submitted as one plan with clear layer and identification.
2. Please check all the relevant information have been indicated and provided before submitting
3. Detailed Plan may be submitted if all COP requirements are met and are to based on approved Development Control Plan.

### Section A: Works Affecting Sanitary/Sewerage

#### 1. Attachment of Site Plan and First Storey Plan ☐

to show: The sewer setback, propose and existing sewer connection, top/invert level of MH, and platform levels, propose and existing sanitary drainline, propose public sewer (if any), manhole and sewer identification number

#### 2. There are the following types of work in this project:

(Read only. Editable on page 2.)

- Sanitary ☐
- Sewerage ☐
- RC trench ☐
- Sewerage pump system ☐
- Works affecting public sewer (e.g. building over sewer, footing within sewer setback, etc.) ☐

### Declaration

☐ I hereby certify that these plans and the works shown therein comply with the provisions of the Sewerage and Drainage Act (Chapter 294), the Sewerage and Drainage (Sanitary Works) Regulations and the current Code of Practice on the Sewerage and Sanitary Works.

☐ I have carried out a thorough investigation of the existing sewerage system within the site and will take every practical measure to ensure that the proposed Development will not disrupt or affect any existing sewer / drain-line that serves other properties / premises.

Please state if any deviation from the COP

### Simplified Submission for Works Affecting Sanitary/Sewerage

I hereby declare that the project meets the following criteria:

- ☐ **A/A works to single landed residential house, factory** (not including workers' dormitory) **or shops** (excluding food shops or food establishments) **and including addition of sanitary facilities at basement.**
- ☐ **A. The proposal involves only construction works /activities within the existing building, such as**
1. New or alteration to the sanitary facilities and sanitary pipes fully comply with the Code of Practice requirements
  2. Does not have any building/ structure/piling works outside the existing building that affecting the public sewer/combined sanitary drainline
  3. No change to existing sewer connection
  4. The design discharge capacity of the sewage ejector for basement sanitary facilities is 2 litres/sec or less

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>B. The proposal involves extension of building/structure over public sewer, it is mandatory to pre-consult and obtain PUB written advice if</b></p> <ol style="list-style-type: none"><li>1. RC trench is proposed</li><li>2. The proposed structure is designed to be demountable</li><li>3. The design discharge capacity of the sewage ejector exceed 2 litres/sec</li></ol> |
|--------------------------|---|

<p><b>New erection or reconstruction of single landed residential house</b> (including houses with basement),</p>	
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- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p><b>C. The proposal meets the following conditions:</b></p> <ol style="list-style-type: none"><li>1. Does not have public sewer or combined sanitary drainline within the lot</li><li>2. Reuse existing sewer connection which is directly connected to the public sewer located at public area.</li><li>3. The design discharge capacity of the sewage ejector is 2 litres/sec or less.</li></ol> |
|--------------------------|--|

<p>Simplified Submission is a lodgement process based on the QP's declaration. QP is reminded to submit for PUB TOP clearance upon completion of work.</p>	
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<p>For proposal that does not meet any of the above criteria, normal DC submission should be made.</p>	
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## Section B: Works Affecting Drainage

1. Attachment of Site Plan and First Storey Plan ☐
2. Attachment of Basement Plans ☐
3. Proposed plan showing crest levels, platform levels with and without flood barriers at various entrance and exit points, and flood barrier installed at all points of entry and exit for building premises or for entire development ☐
4. Attachment of DC Checklist ☐

5. There are the following types of work in this project, (Read only. Editable on page 2.)

### Works Affecting Minor Drainage

- Internal surface water drainage and related system ☐
- Pumped drainage system with no linkages to special underground facilities ☐

### Works Affecting Other Drainage

- Detention tank ☐
- ABC Waters design features ☐
- Flood protection measure ☐
- Pumped drainage system with linkages special underground facilities ☐
- Drains receiving runoff from neighbouring lots ☐
- Roadside drains ☐
- Entrance culverts ☐
- Retaining wall in the vicinity of public drains ☐

## Declaration

- ☐ I certify that the drainage work are designed in full compliance with PUB requirements Including Sewerage and Drainage Act (Chapter 294) and current edition of COP on Surface Water Drainage

Please state if any deviation from the COP

## Simplified Submission for Works Affecting Drainage

I hereby declare that the project meets the following criteria,

- ☐ A. A&A works to an existing building involving only the construction of additional floors without reconstructing the first storey and where there are no linkages to special underground facilities.
- ☐ B. External structures that are:
1. Not affecting public drain (i.e. at least 300mm away from drain wall) or;
  2. Not within Drainage Reserve or;
  3. Not affected by drain receiving runoff from neighbouring lots

Simplified Submission is a lodgement process based on the QP's declaration. QP is reminded to submit for PUB TOP clearance upon completion of work.

**PUBLIC UTILITIES BOARD (PUB)  
CATCHMENT & WATERWAYS DEPARTMENT  
CHECKLIST FOR DC PLANS**

**(A) General**

1. Date of Drainage Interpretation Plan (DIP) issuance <small>(Read only. Editable on page 1.)</small>	<input type="text"/>
2. Site boundary lines are clearly indicated on plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. For JTC, HDB, URA developments, the drainage masterplan of the development site is attached together with the submission.	<input type="checkbox"/> Yes <input type="checkbox"/> N.A.
4. If the proposed development site area exceeds 0.4 ha, hydraulic calculations for the proposed internal drainage facilities, including sub-catchment plans for the proposed development site endorsed by a Professional Engineer (Civil) to be submitted for PUB record.	<input type="checkbox"/> Yes <input type="checkbox"/> N.A.
5. There is upstream drainage connection from the neighbouring lots into the development site.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Area of development <small>(Read only. Editable on page 2.)</small>	<input type="text"/> Ha
7. Post-development Runoff Coefficient	<input type="text"/> <small>(Please indicate value between 0 to 1)</small>

(B) DRAINAGE RESERVE	
8. Drainage Reserve lines and lot boundaries are indicated, dimensioned and highlighted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. All embankments and structures are set outside the Drainage Reserve	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Drainage Reserve are free from encumbrances	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Design of embankment and structures near a drain or Drainage Reserve (within 2m) must not take into consideration the passive resistance offered by the existing or proposed drainage structures. (Note clause 5.3 of the latest edition of Code of Practice on Surface Water Drainage). The structural and stability calculations for an embankment or a structure within 2 m from the edge of Drainage Reserve shall be endorsed by a Professional Engineer and submitted to the Board for record at Detailed Planning stage.	<input type="checkbox"/> Yes <input type="checkbox"/> No
(C) DETENTION TANK	<input type="checkbox"/> Yes <input type="checkbox"/> No
(i) Detention tanks: Volume  Drawings and details of the detention system, pumping system (if applicable) and Standard Operation Procedure of the stormwater detention duly endorsed by QP shall be submitted to PUB for record at Detailed Planning stage.  Please refer to Technical Guide for stormwater detention tank system at <b>Qualified Persons Portal</b>	<input type="text"/>  (Please indicate size < width (m) x length (m) x effective depth (m) >)
(D) ABC WATERS DESIGN FEATURES	<input type="checkbox"/> Yes <input type="checkbox"/> No
Constructed Wetlands	<input type="text" value="Select"/>
Bioretention Swales/Basins	<input type="text" value="Select"/>
Rain Gardens	<input type="text" value="Select"/>
Retention/ sedimentation ponds	<input type="text" value="Select"/>
Green roofs	<input type="text" value="Select"/>
Planter boxes	<input type="text" value="Select"/>
Porous pavements	<input type="text" value="Select"/>
Others	<input type="text"/> (Please indicate if any)
(a) Names & Registration No. of ABC Waters Professional	<input type="text"/> (Please indicate name & registration no. of ABC professional)
(b) Concept design and design calculations (e.g. catchment area, treatment area and detainment volume etc for the ABC Waters design feature), endorsed by the ABC Waters Professional are submitted to PUB.	<input type="text"/>
(c) Hydraulic calculation for the overflow	<input type="text"/>



system, endorsed by ABC Waters Professional (PE) are submitted to PUB.	
<b>(E) MINIMUM PLATFORM LEVEL (MPL)</b>	
12. Proposed MPL of development <small>(Read only. Editable on page 2.)</small>	<input type="text"/> mRL
13. For addition and alteration works submission, the existing platform levels are indicate	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Linkages (direct/indirect) to special underground facilities and basements, if any, are indicated and complied with the latest Code of Practice on Surface Water Drainage	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Flood barrier (as stipulated in Section 2.4 of the latest Code of Practice on Surface Water Drainage), if any, is incorporated into the development site.  <small>Details of the flood protection measures and Standard Operating Procedures (SOP) shall be submitted to PUB for record during Detailed Planning stage</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>(F) OPENING LEADING TO BASEMENT LEVEL</b>	
16. Crest level of access ways and openings leading into the basement is indicated and complied with the latest Code of Practice on Surface Water Drainage	<input type="checkbox"/> Yes <input type="checkbox"/> No

(G) DRAIN RECEIVING RUNOFF FROM NEIGHBOURING LOTS	
17. Alignment, size and flow of existing drain receiving runoff from neighbouring lot are indicated.	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. If there is drain receiving runoff from neighbouring lot, the following shall be endorsed on the plan:  "Surface runoff from the neighbouring lots shall continue to be allowed to discharge through this drain."	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. The position of the existing/proposed boundary wall/fence is clearly indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No
(H) PUMPED DRAINAGE SYSTEM	
20. Details of pumped drainage system and design computations duly endorsed by PE shall be submitted separately to PUB for record during Detailed Planning stage	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Source catchment area with surface runoff leading into the pumped drainage system is clearly indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. The location, size, inlet and outlet connections of the rainwater pump sump for the proposed pumped drainage system are clearly indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No
(I) DRAINAGE AFFECTING OTHER PREMISES	
23. Minimum 600mm high solid boundary wall around development site is erected to prevent surface runoff from overflowing into adjacent premises on lower ground	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please refer to the guidelines on Submission of DC Plans at <b>Qualified Persons Portal</b></p> <p>I hereby confirm and endorse that I have complied with the above items and Guidelines on Submission of DC Plans.</p> <p>I hereby certify that the standard endorsement below will also be certified on the plans:-</p> <p>(a) The planning, design, construction activities and procedures for plan submission shall comply fully with the requirements as stipulated in the latest edition of the Code of Practice on Surface Water Drainage and the Sewerage and Drainage (Surface Water Drainage) Regulations 2007.</p> <p>(b) The capacity of internal drains shall be sufficient to intercept and discharge all runoff from the development site.</p> <p>(c) The runoff within, upstream of and adjacent to the development lot can be effectively drained away without causing flooding within the lot or in areas outside the lot.</p> <p>* Public Utilities Board (PUB) reserves the right to report any false declaration of information to the relevant professional bodies for action in accordance to the Act/ethnics governing all the Qualified Professional.*</p>	