

Circular No : URA/PB/2018/01-DCG  
Our Ref : DC/ADMIN/CIRCULAR/PB\_18  
Date : 05 February 2018

## **CIRCULAR TO PROFESSIONAL INSTITUTES**

### **Who should know**

Qualified Persons, developers, real estate agents and property owners

### **Effective Date**

5 February 2018

### **New Pre-Application Consultation Service (PACS)**

- 1 URA is introducing a new Pre-Application Consultation Service (PACS) that will complement the existing development application process. This is in response to industry feedback for URA to provide a formal platform where URA's guidance on development proposals can be sought upfront, before submission of a formal development application.
- 2 PACS will be an optional service, which will allow applicants to pre-consult URA on the application of development guidelines on development proposals for specific sites before detailed plans are finalised. The service can help reduce time-consuming iterations and costly abortive work at the formal development application stage.

### **Issues that can be pre-consulted on**

- 3 URA can be consulted on the application of conservation, urban design and other development control guidelines on development proposals for a specific site (See Appendix 1 for details). Proposals involving departures from the Master Plan planning parameters (i.e. land use, gross plot ratio, building and storey height) will not fall within the scope of PACS. Such proposals should be submitted as an Outline Application for planning assessment.
- 4 Applicants who already have submitted their proposals to URA need not apply for this service. For such cases, applicants can contact the officers-in-charge of the proposals for clarifications or to apply for a formal written waiver directly.

### **PACS submission process**

- 5 Applications for PACS can be made via URA's website at this link. The service will be charged according to the size and complexity of the proposed development (See PACS fee schedule in Appendix 2).

- 6 Upon receiving an application, URA will set up a meeting with the applicant and a Director-level representative from URA, to discuss the various issues raised. Following the meeting, URA will provide a formal Advice to the applicant. The Advice can be used as a guide to refine the proposal prior to submitting the formal development application (See Appendix 3 for more details on the submission procedures).

### **Implementation**

- 7 PACS will be implemented with immediate effect as a pilot trial for one year. URA will review the effectiveness of the service at the end of the pilot period.
- 8 I would appreciate it if you could convey the contents of this circular to your members. You are advised to refer to the Development Control Handbooks and URA's website for updated guidelines instead of referring to past circulars. For other information on the master plan, urban design guidelines, private property use and approval, car park locations and availability, private residential property transactions, and conservation areas and buildings, use URA SPACE (Service Portal and Community e-Services). This is an online portal packed with useful data and visualisation to help building professionals, business operators and the general public in their decision-making. It consolidates detailed information on land use and private property into a one-stop platform presented on geospatial maps. For feedback or enquiries, please email us.

Thank you.

GOH CHIN CHIN (MS)  
GROUP DIRECTOR (DEVELOPMENT CONTROL)  
for CHIEF EXECUTIVE OFFICER  
URBAN REDEVELOPMENT AUTHORITY

**EXAMPLES OF GUIDELINES THAT CAN BE DISCUSSED UNDER PRE-APPLICATION CONSULTATION SERVICE (PACS)**

**(A) Conservation Guidelines**

1. Roof
2. Forecourt
3. Front façade
4. Side facades / end gable wall
5. Five-foot way
6. Rear façade of main building and rear service block
7. Rear court and rear boundary wall
8. Airwell
9. Floors
10. Roof mezzanine
11. Staircase
12. Party wall
13. New extension / outhouse setback and interface
14. Mechanical & electrical services

**(B) Urban Design Guidelines**

1. Pedestrian network
  - Underground
  - At grade, including through block link
  - Elevated
  - Activity generating uses
2. Streetscape
  - Party wall
  - Setback
  - Building edge
  - Façade articulation / urban verandah (Orchard Road only)
3. Storey height interpretation e.g. whether sky terrace height relaxation is applicable
4. Public space
5. Roofscape and screening
6. Vehicular access / car parking
7. Night lighting
8. Outdoor kiosks / outdoor refreshment area/ outdoor display area
9. Landscape replacement area for strategic sites, i.e. 100% requirement
10. External works, e.g. paving guidelines

**(C) Other Development Control Guidelines**

1. Building setback and road buffer requirements
2. Floor-to-floor height
3. Attic
4. Site coverage
5. Basement
6. Earthworks and retaining / boundary walls

7. Balconies
8. Private enclosed space (PES) / private roof terraces
9. Covered walkway
10. Landed housing plot size & width
11. Landed housing vehicular access points
12. Strata-landed housing communal open space

### **ITEMS NOT WITHIN THE SCOPE OF PACS**

#### **Issues related to deviations from Master Plan planning parameters**

1. Land use
2. Permissible intensity (gross plot ratio)
3. Building height (Storey and technical height control)

#### **Proposals and / or issues that involve the following<sup>1</sup>**

4. National monuments
5. Design Advisory Panel (DAP) applications
6. Interpretation of Gross Floor Area (GFA) guidelines
7. Development charge or development baseline computation / payment
8. Waiver requests
9. Technical requirements by other agencies

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<sup>1</sup> This is not an exhaustive list and serves as a guide. URA has the discretion to determine whether or not an issue is appropriate to be discussed as part of PACS upon application.

**PROCESSING FEES**

<b>Development Type</b>	<b>Consultation Fee</b>
<b>Within Designated Areas shown in Figure 4.1</b>	
a) 1 – 4 units of landed houses; or b) 1 – 4 units of conserved buildings within Historic Conservation Areas (see Figures 3.1 – 3.6)	\$2,140
All other developments	\$5,350
<b>Outside Designated Areas shown in Figure 4.1</b>	
a) 1 – 4 units of landed houses; or b) 1 – 4 units of conserved buildings within Historic Conservation Areas (see Figures 3.1 – 3.6)	\$2,140
Other developments with total proposed GFA below 10,000sqm	\$3,210
Other developments with total proposed GFA of 10,000sqm and above	\$5,350

**Additional Notes:**

1. All fees are inclusive of 7% GST.
2. Applications involving (a) 5 or more units of landed house; or (b) 5 or more units of conserved buildings within Historic Conservation Areas will be subject to fees of either \$3,210 or \$5,350 depending on the site location and the total proposed GFA of the proposed development.

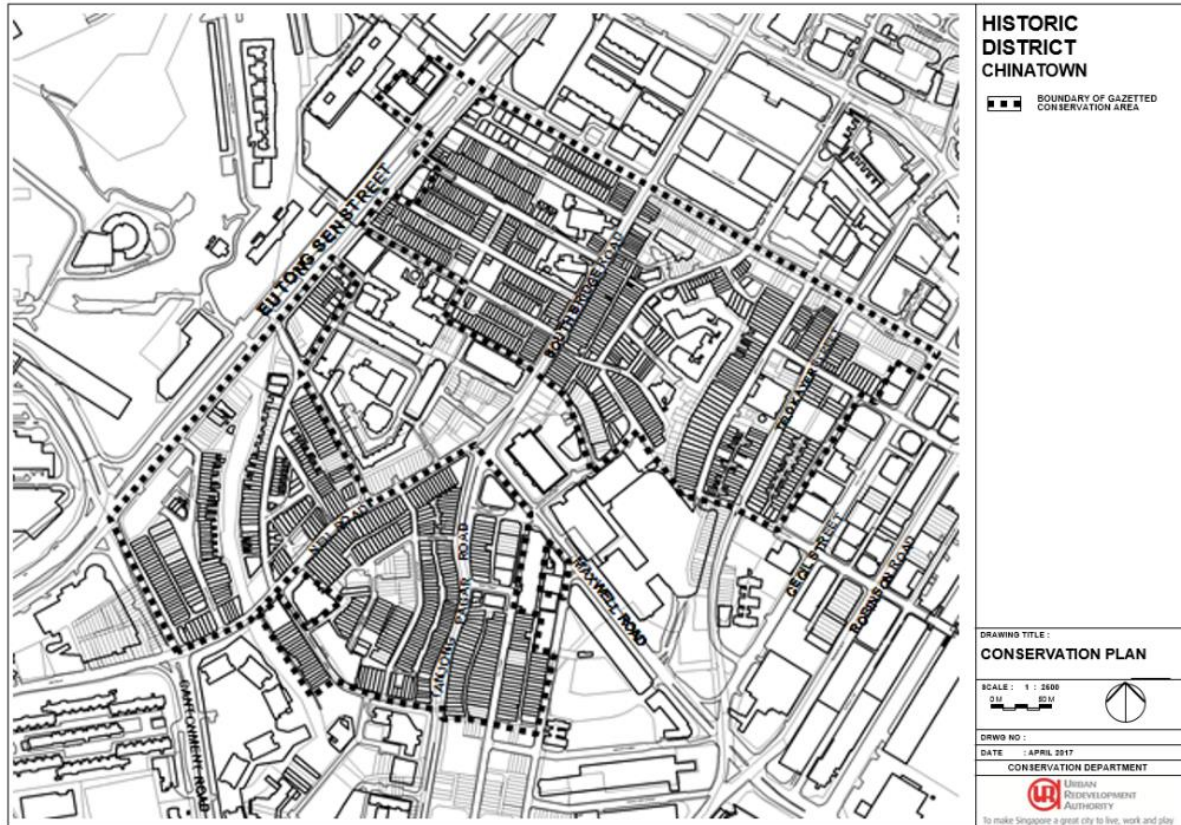


Figure 3.1 Chinatown Conservation Area

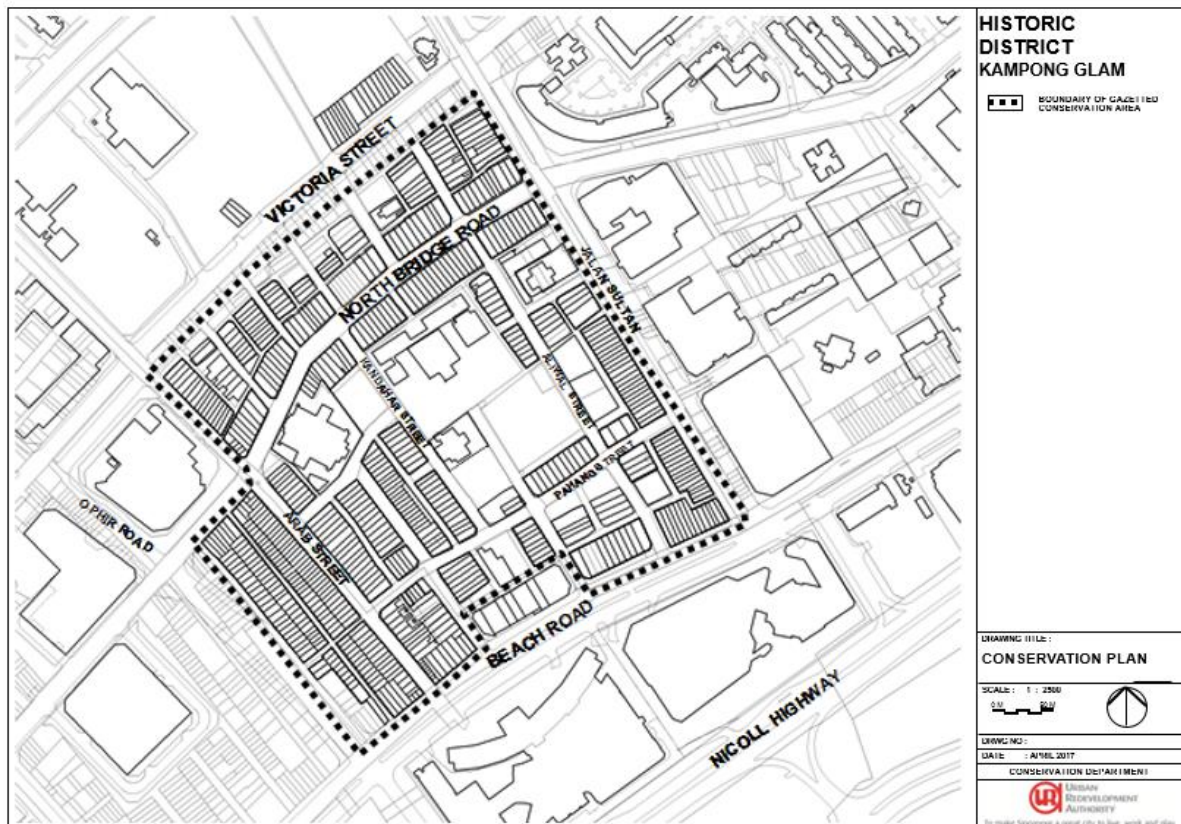
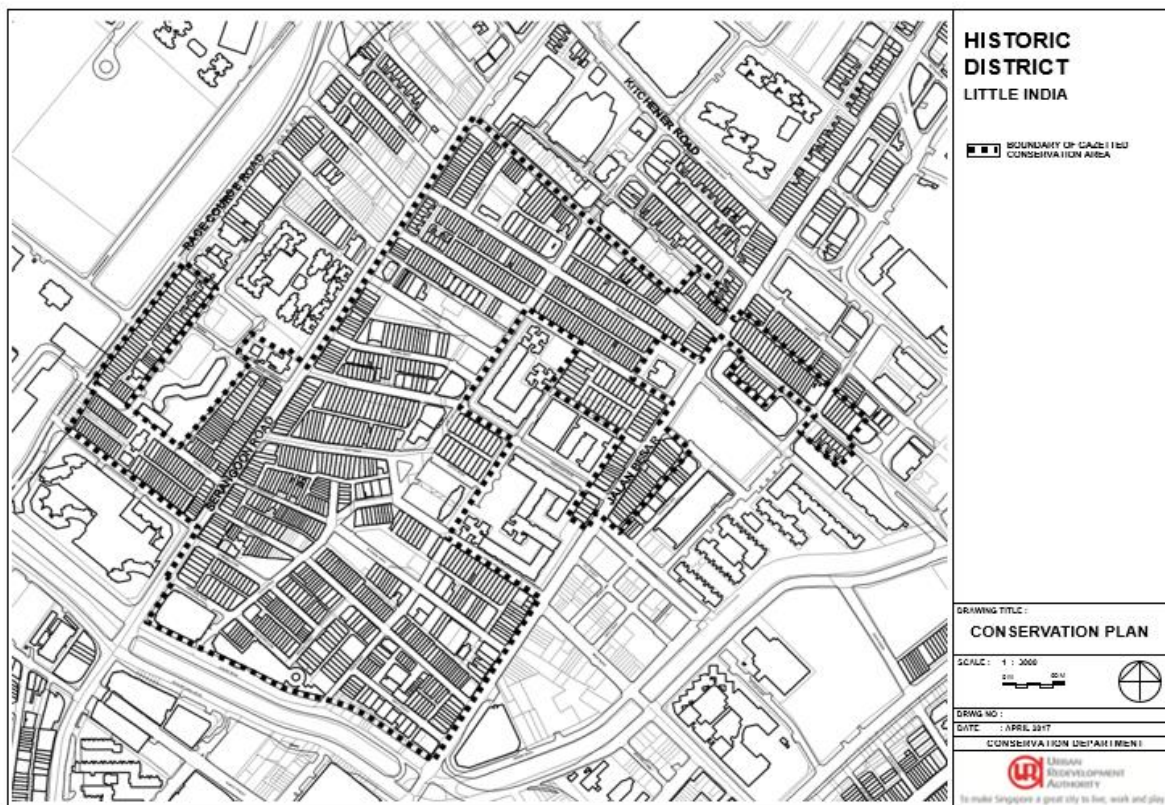
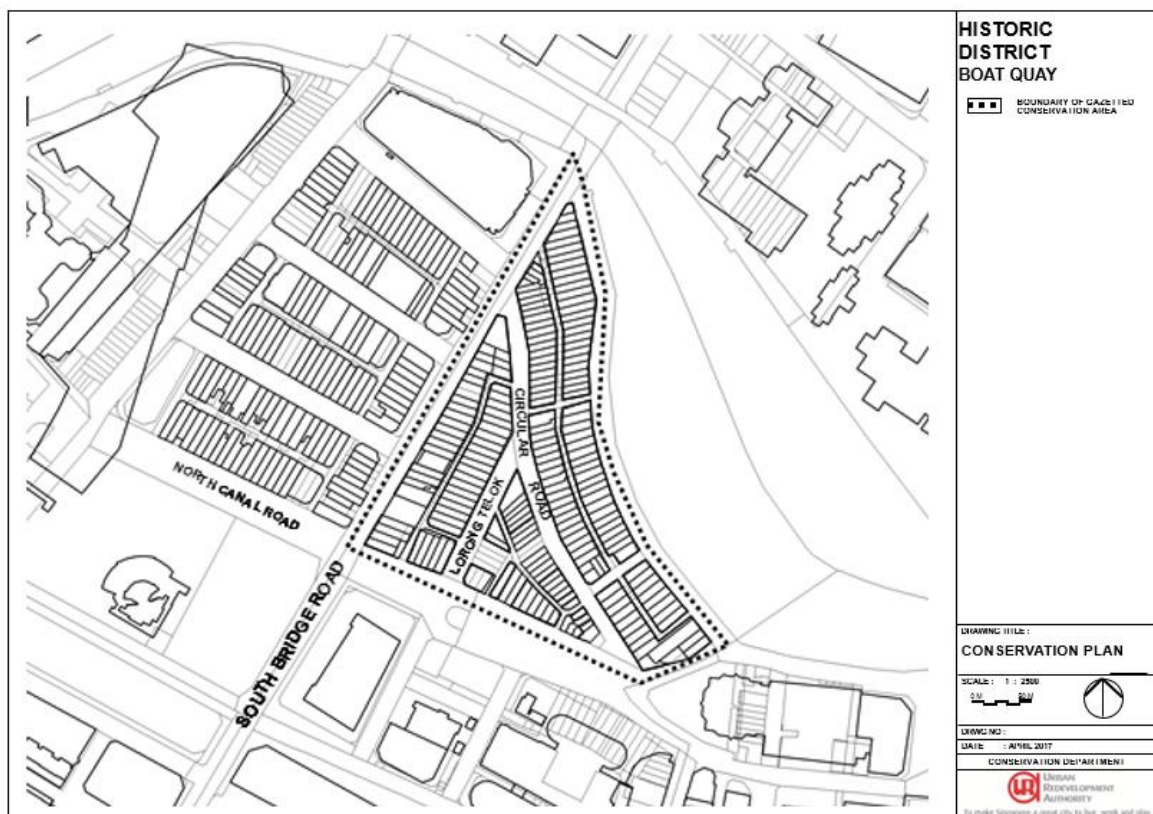


Figure 3.2 Kampong Glam Conservation Area

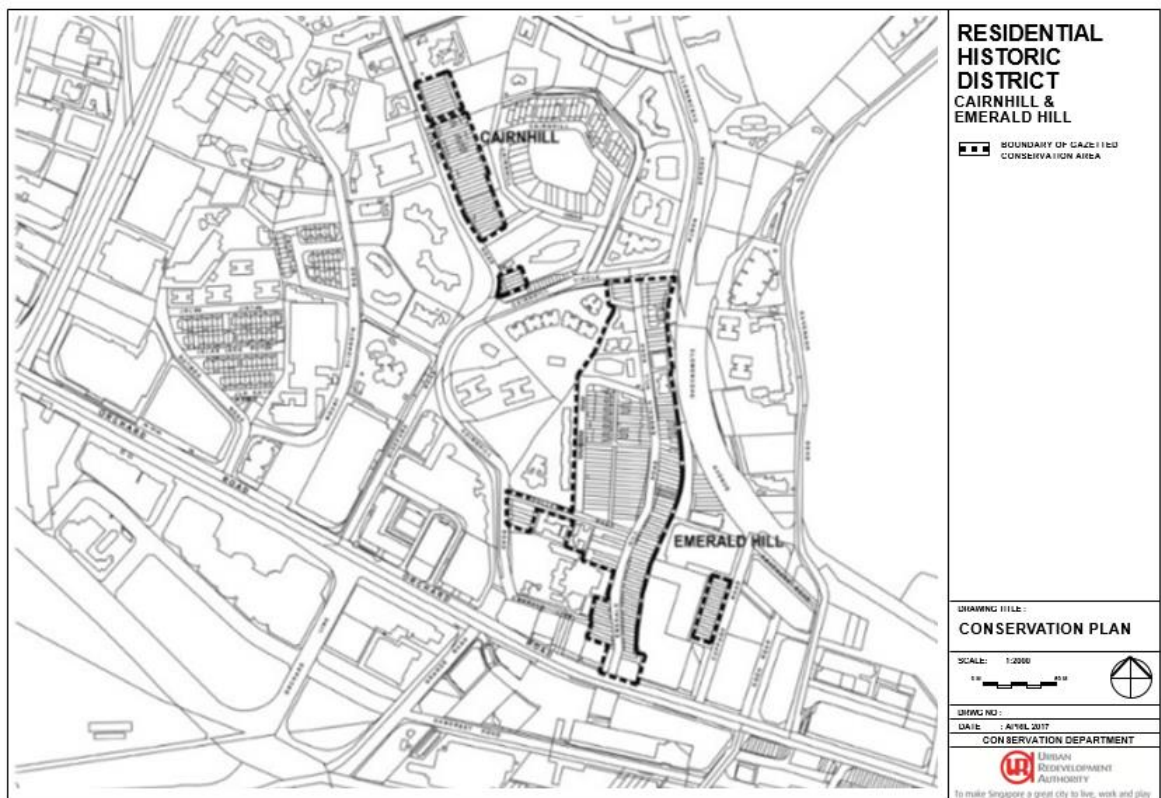




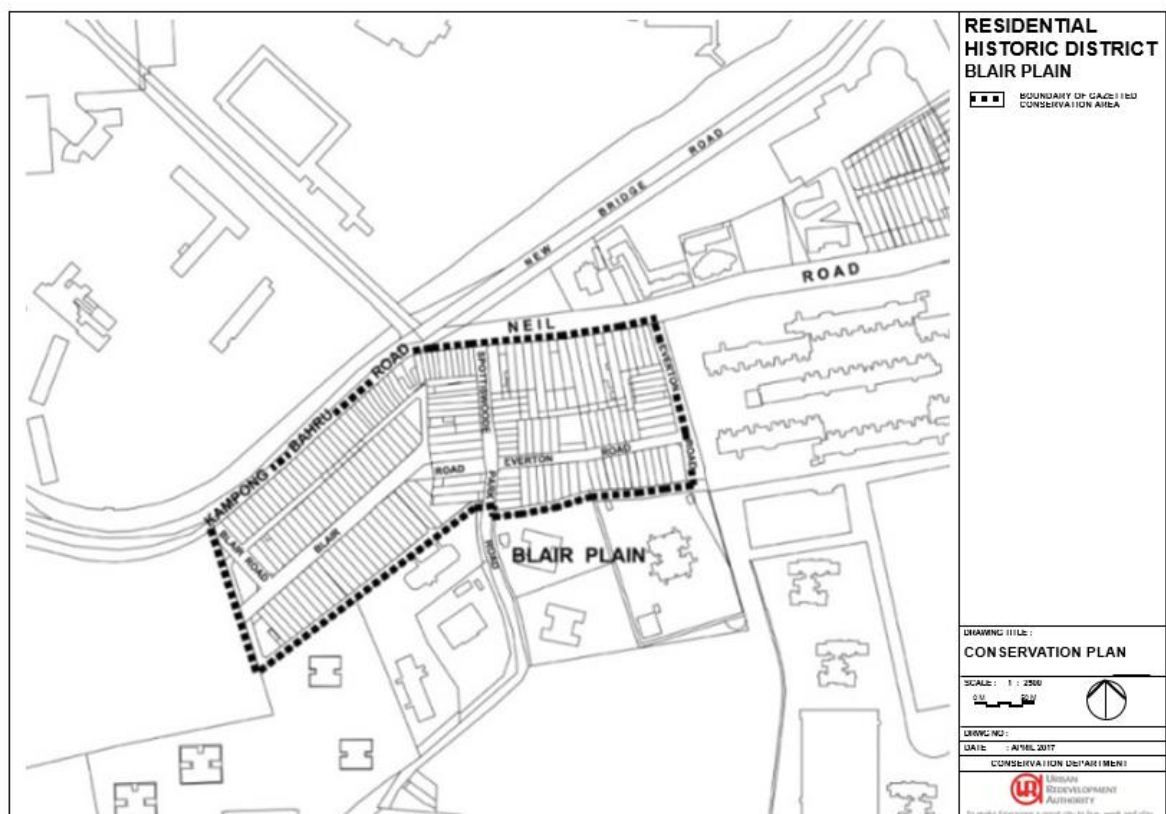
**Figure 3.3 Little India Conservation Area**



**Figure 3.4 Boat Quay Conservation Area**

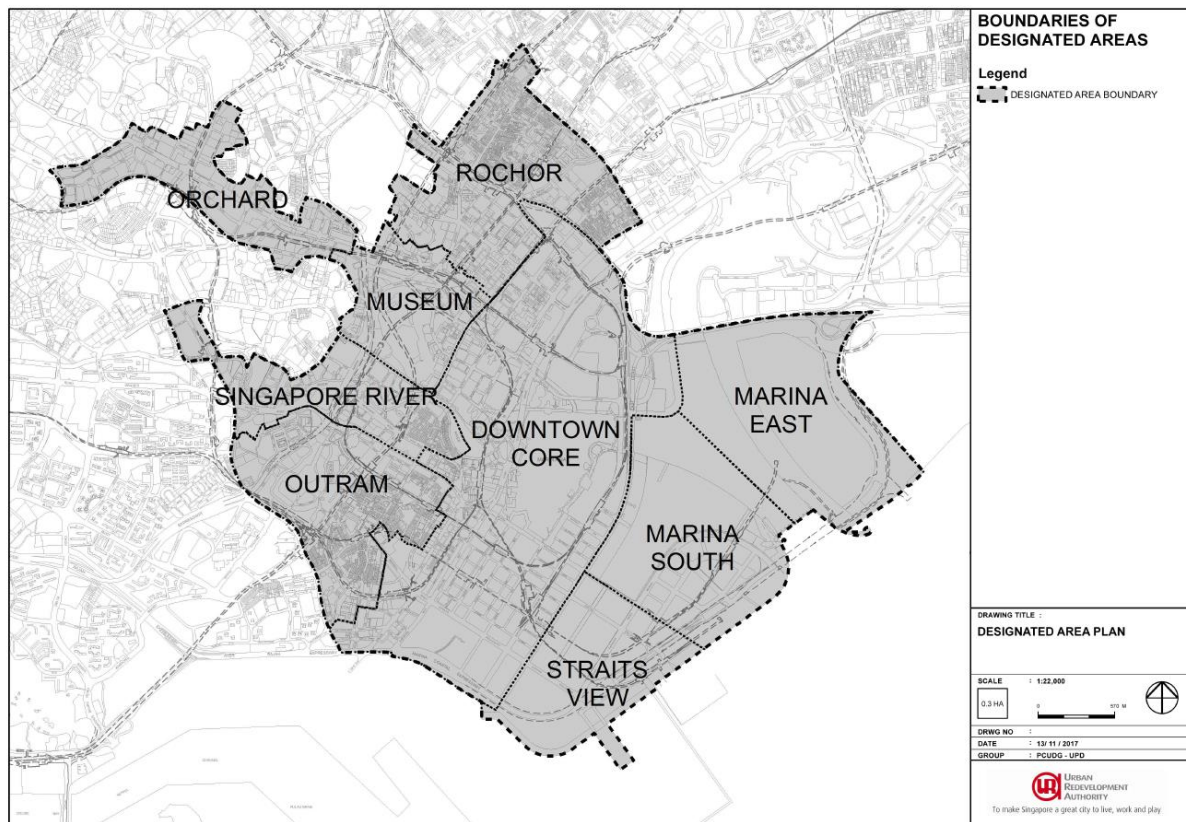


**Figure 3.5 Emerald Hill & Cairnhill Conservation Area**



**Figure 3.6 Blair Plain Conservation Area**





**Figure 4.1 Designated Areas**

**DETAILS AND PROCEDURES FOR PACS SUBMISSION**

**1) Submission Requirements**

- a) Applications must be made by a Qualified Person (QP) via URA's PACS online e-service. Applications made through other means (e.g. email) will not be accepted.
- b) Processing fees are to be paid electronically as part of the e-service process. URA will process the applications when the processing fees are received.
- c) Applications have to be accompanied by the land owner(s)' consent and authorisation.
- d) Each application shall be limited to 3 issues for discussion. Issues that are not indicated in the application will not be discussed. This service is not intended as a "pre-submission check" of the entire development proposal, or to replace the need for a formal application.
- e) The QP shall describe the issues for discussion relating to the development proposal clearly to enable better understanding. Each pre-consultation item should be accompanied with the relevant supporting documents (e.g. schematics, drawings, photos or other materials), to better illustrate the issue(s) to be discussed and to facilitate the discussion.

**2) Meeting Scheduling & Representation**

- a) Upon receiving the PACS application with payment of fees, URA will contact the QP to arrange a suitable meeting date within 3 working days.
- b) The meeting will generally be held within 10 working days from the date of application, subject to availability of the various parties involved and the completeness of the information provided. Applicants will be notified if more time is required to prepare for the meeting (e.g. for complex proposals or if more supporting information and materials are needed from the QP before the meeting).
- c) The QP who made the submission will be required to attend the meeting. To facilitate a productive meeting, the number of meeting attendees (excluding URA officers) should generally not exceed 3 persons (including the QP and 2 other attendees). The details of these attendees are to be provided to URA as part of the e-service application.

**3) Advice**

- a) URA will issue an Advice after the meeting, which the QP and applicant can use as a guide to refine their development proposal accordingly and prepare for the formal development application. The comments in the Advice will be based on the information provided and prevailing guidelines at the point of application.

- b) URA's Advice is not to be treated as a formal endorsement or approval of the development proposal, which will be subject to detailed evaluation at the formal development application stage.
- c) URA's Advice is valid for a period of 6 months and will not be extended. Prevailing policies and/or guidelines will apply for development proposals submitted to URA after the validity of the Advice.