

Circular No : URA/PB/2016/15-DCG
Our Ref : DC/ADMIN/CIRCULAR/PB_16
Date : 3 October 2016

CIRCULAR TO PROFESSIONAL INSTITUTES

Who should know

Qualified Persons, Developers, Property Owners

Effective date

17 Oct 2016

REVISION IN PROCESSING FEES FOR DEVELOPMENT APPLICATIONS

1. The Urban Redevelopment Authority (URA) has revised the processing fees for Development Applications (DA) to better reflect the increased costs in the processing of development proposals.
2. The last major revision of the fees was in 2007. With greater emphasis on achieving a high quality living and working environment, URA has been putting in more resources over the years to work with developers and Qualified Persons in DA processing. The increased resources helped URA to meet business expectations for the issuance of timely planning decisions. Such timeliness translated into savings for businesses and developers, and contributes to making Singapore a business-friendly city.
3. The current adjustments to the fee structure were carefully reviewed and are necessary for URA to continue maintaining its service standards. It also helps Singapore to maintain its pro-business environment.

Key changes to the Fee Schedule

4. Apart from changes to the fees, we have simplified some of the fee categories to reduce the need for interpretation. We have also standardised fees to reduce the risk of incorrect fee payments. See [Appendix 1](#) for a summary of the key changes.
5. The new Fees Schedule (2016) is attached in [Appendix 2](#). It can also be downloaded from our [website](#). Applicants are advised to use the online fee calculator on our website to calculate the processing fee payable before submitting a DA to avoid unnecessary delays in their application due to incorrect fee payment.

Implementation

6. The revised Fees Schedule will take effect on 17 October 2016 and it will apply to new applications and resubmissions that are submitted after the effective date.
7. For applications with a valid Provisional Permission (PP) granted before 17 October 2016, a grace period up to 31 December 2016 is given. During this grace period, any resubmission that is subject to fee payment will be charged based on the lower of the current or new resubmission fee. For resubmissions made after the grace period, the new resubmission fees shall apply.
8. 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 Email us. For your information, past circulars and guidelines are available at our website <http://www.ura.gov.sg>.

Thank you.

HAN YONG HOE
GROUP DIRECTOR (DEVELOPMENT CONTROL)
for CHIEF EXECUTIVE OFFICER
URBAN REDEVELOPMENT AUTHORITY

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Appendix 1

Key changes to Fee Schedule

Description	Fee Schedule Item
Simplification of fee structure / computation	
The “Open Extensive Area” category has been deleted.	Refer to Item 1.1
<p>The Broad Land Use Groups for “Land Intensive Developments” have been merged as follows:</p> <ul style="list-style-type: none"> - Use Group A – for Commercial, Residential, Hotel uses - Use Group B – for Industrial, Institutional, Utility uses <p>The second tier fee rate for GFA beyond 10,000m² is removed.</p> <p>The following developments are re-classified from Table II to “Land Intensive Developments” under Use Group B</p> <ul style="list-style-type: none"> - School, Junior College, Polytechnic, University, ITE Campus - Columbarium - Airport Terminals 	Refer to Item 1.2 and Table III
<p>The fee rate for Additions & Alterations (A&A) and Amendment to Approved Plans applications is standardized into a single rate.</p> <p>The fee category for A&A to “Single unit of terraced industrial / warehouse or shophouse” is subsumed under Item 2.2.</p>	Refer to Item 2.2
The fees for Additions & Alterations and Amendment to Approved Plans for conserved building within historic conservation areas are standardized.	Refer to Item 3
The fees for Change of Use applications and applications for Renewal of Temporary Permission (TP) are standardized.	Refer to Items 4 & 11.2
Resubmission fees	
The 2nd and subsequent resubmission for any application will be charged based on 50% of the fees paid at the new submission stage.	Refer to Item 9
Other fee changes	
Fee payable for minor A&A works to condominium / flat strata units such as erection of covers over Private Enclosed Spaces (PES) and roof terraces, is a flat fee of \$642 per unit.	Refer to Item 2.5
Fees for applications for land subdivision and strata subdivision of building will be computed separately.	Refer to item 5
Retention fee will be payable in addition to the processing fee for proposals to retain unauthorised use and/or structures that have started or constructed without prior planning permission.	Refer to Item 10
Applications for extension of validity for Provisional Permissions (PP) and Written Permissions (WP) will be charged incremental fees for the 3 rd and subsequent applications based on the number of extensions granted.	Refer to Item 11.1
Fee item removed	
The current “Premium Service for erection of signage within a conservation area” will be removed as the service has been terminated.	-

FEES SCHEDULE (2016)
(with effect from 17 Oct 2016)

Appendix 2

TABLE I – FEES FOR DEVELOPMENT APPLICATIONS
(To be read in conjunction with Notes to Table I)

No.	TYPE OF DEVELOPMENT APPLICATION	FEE ¹
1	NEW ERECTION² (including Outline Application)	
	1.1. Land extensive developments as listed in Table II a. First 1,000m ² of <u>development site area</u> b. Subsequent 1,000m ² of <u>development site area</u> or part thereof (\$ per additional 1,000m ²)	\$3,745 \$107
	1.2 Land intensive developments as grouped in Table III a. First 1,000m ² of <u>Gross Floor Area (GFA)</u> b. Rates / 100m ² (beyond 1,000m ² of <u>GFA</u>)	\$3,745 Group A \$214 Group B \$107
	1.3 Landed Housing (for each landed dwelling house) a. GCBA b. Non-GCBA	\$8,560 \$6,420
	1.4 Erection of free standing structure involving GFA < 120 m ² (including ORA) (Every 30m ² of GFA, or part thereof)	\$642 per 30m ² (up to 120 m ²)
2	ADDITIONS & ALTERATIONS² (including Outline Application) AMENDMENTS TO APPROVED PLANS² (NEW ERECTION, ADDITIONS & ALTERATIONS)	
	2.1 Land extensive development charged under 1.1 For A&A applications involving erection/extension of a new building, fees will be charged based on the GFA of the new building and use group under item 1.2.	\$5,136 Refer to item 1.2
	2.2 Land Intensive development charged under 1.2	\$3,745 + \$642 per affected storey ³

¹ All fees are inclusive of 7% GST

² Please refer to item 1a and 2b of the Notes to Table I on page 4 for proposals which may require GFA verification of plans.

³ The roof, an attic, a mezzanine floor and a basement floor are each considered a storey. Typical storey plan will be counted as one storey. All ancillary facilities within a development excluding separate car park buildings, are considered to be a building having a number of storeys equivalent to that of any ancillary facility with the highest number of storeys in the development.

No.	TYPE OF DEVELOPMENT APPLICATION	FEE ¹
	For A&A applications involving erection/extension of a new building, fees will be charged based on the GFA of the new building and use group under item 1.2.	Refer to item 1.2
	2.3 Landed housing development charged under 1.3 (both GCBA or non-GCBA) or 1 unit of strata landed house	\$3,210
	2.4 Free standing structure involving GFA <120m ² (including ORA) charged under 1.4	\$642
	2.5 Minor Additions & Alterations to residential strata-units in condominiums or flats (e.g. covering of open roof terrace, private enclosed space)	\$642 per unit
3	CONSERVED BUILDING WITHIN HISTORIC CONSERVATION AREAS⁴	
	Additions & Alterations within conserved building and Amendment to Approved plans	
3.1. Works include <u>Category 1</u> works proposed for at least one conserved building	i. Works on only 1 conserved building	\$3,745
	ii. Works on only 2 conserved building	\$6,955
	iii. Works on more than 2 conserved buildings	\$6,955 plus \$2,675 per conserved building for the 3 rd and each subsequent conserved building
3.2. Works include <u>Category 2</u> Works proposed for at least one conserved building (and works do not include Category 1 works)	i. Works on only 1 conserved building	\$2,140
	ii. Works on only 2 conserved buildings	\$3,745
	iii. Works on more than 2 conserved buildings	\$3,745 plus \$1,070 per conserved building for the 3 rd and each subsequent conserved building
3.3. Works proposed for at least one conserved strata unit	i. Works on only 1 conserved strata unit	\$2,140
	ii. Works on only 2 conserved strata units	\$3,745

⁴ Historic conservation areas include: Boat Quay, Chinatown, Kampong Glam, Little India, Blair Plain, Cairnhill, Emerald Hill as shown in Annex 1 of the Fee Schedule

No.	TYPE OF DEVELOPMENT APPLICATION		FEE ¹
		iii. Works on more than 2 conserved strata units	\$3,745 plus \$1,070 per conserved strata unit for the 3 rd and each subsequent conserved strata unit
4	CHANGE OF USE Change of use of land and building, and Renewal of Temporary Permission to continue an approved use		\$535
5	SUBDIVISION Subdivision of land, building or land & building and Amendments to Approved plans	Subdivision of land Subdivision of building Subdivision of land & building	\$1,605 \$2,140 \$3,745
6	DEMOLITION		\$160.50
7	EARTHWORKS		\$2,140
8	Developments or conservation works not classified under Items (1) – (7)		\$3,210
9	RESUBMISSIONS For development applications under items (1) – (8), fees will be payable for the 2 nd and subsequent resubmissions if planning conditions stipulated in the preceding planning decision are not fully complied with (without an approved waiver request).		50% of processing fee of the new application.
10	RETENTION OF UNAUTHORISED STRUCTURES / USE For retention of unauthorised structures / use under Items (1) - (8), an additional fee component is payable in addition to the processing fee for the respective items.		\$2,675 (Additional fee component)
11	EXTENSION OF PERMISSIONS 11.1 Extension of validity period for Outline Permission ⁵ , Provision Permission, Written Permission, Conservation Permission		1st & 2nd extensions: \$535 3rd and subsequent extensions: + \$1,070 fee increase per subsequent extension

⁵ Only one extension is allowed for validity of Outline Permissions

No.	TYPE OF DEVELOPMENT APPLICATION	FEE ¹
	11.2 Renewal of Temporary Permission for approved structure or works	\$535
12	MASTER PLAN AMENDMENT	\$4,815
13	PLAN LODGEMENT	
	13.1 Plan Lodgement for additions & alterations to landed housing	\$749
	13.2 Plan Lodgement for erection / reconstruction of a single unit of landed house	\$1,070
	13.3 Plan Lodgement for erection of development on HDB / JTC lands	\$1,284
	13.4 Plan Lodgement for addition & alteration to approved development on HDB / JTC lands	\$909.50
	13.5 Plan Lodgement for change of use	\$160.50
	13.6 Plan Lodgement for strata subdivision of building	\$749
	13.7 Extension of validity period for Plan Lodgement	\$214
14	REQUEST FOR REVIEW OF CONDITIONS / GUIDELINES Written Waiver Request	\$321 per item of conditions / guidelines reviewed

NOTES TO TABLE I

Item 1 – New Erection (including Outline Application)

- a) For redevelopment proposals where the existing development was approved before 1 Sept 1989, there may be a need to re-compute the approved floor area of the development to the 1993 GFA definition in order to determine the baseline for the site. This requirement would be conveyed to the Applicant in the Grant of Provisional Permission. In this situation, an additional fee for GFA verification would be payable (as outlined in item 1.8 of Table IV).
- b) Fees for all Outline Applications for New Erection and Additions & Alterations are 50% of the formal application fee. The fee will not be allowed to offset the subsequent formal application fee.

Item 2 –

Additions & Alterations (including Outline Application),

Amendments to approved New Erection and Amendments to approved Additions & Alterations

- a) Storey refers to the horizontal arrangement of parts of a storey of a building. The roof, an attic, a mezzanine floor and a basement floor are each considered a storey. Typical plan will be counted as one storey. All ancillary facilities within a development excluding separate car park buildings, are considered to be a building having a number of storeys equivalent to that of any ancillary facility with the highest number of storeys in the development.
- b) Additional fee for GFA verification is payable (see item 1.8 of Table IV) in the following situations (to be conveyed to the Applicant in the Grant of Provisional Permission):
 - i) Major A&A (or Amendment to A&A) proposal where the development is approved before 1 Sept 1989; and/or
 - ii) Where the A&A (or Amendment to A&A) proposal involves the use of credit GFA (where the additional proposed GFA is offset by GFA exemption applied retrospectively to part of the building, which was previously counted as GFA).
- c) A&A applications involving erection/extension of a new building for:
 - i) Land Extensive developments (see Table II) - Fees will be charged based on the GFA of the new building and use group under item 1.2.
 - ii) Land Intensive developments - Fees will be charged based on the GFA of the new building(s) and use group under item 1.2.
- d) Please also refer to item 1(b).

Item 3 – Conservation & Preservation Applications involving conserved buildings located within Historic Conservation Areas

- a) Category 1 Works refer to proposals that affect the key elements of conserved buildings. The Qualified Person (QP) making the submission must be a Registered Architect. (Refer to Annex 2)
- b) Category 2 Works refer to proposals that affect the key elements of conserved buildings to a lesser extent. The QP making the submission can be a Registered Architect or a Professional Engineer. (Refer to Annex 2)
- c) Category 3 Works refer to works that are minimal and localised and/or for the purpose of repair or maintenance of the building. The submission can be made by a Registered Architect, a Professional Engineer, or the building owner or his contractor. (Refer to Annex 3)
- d) For A&A or Amendment to A&A applications to conserved buildings located within Historic Conservation Areas, the fee will be charged based on the nature of works proposed and on a "per building" basis, i.e. per conserved building. (Refer to Item 3 of Fee Schedule)

- e) For applications involving conserved buildings not located within Historic Conservation Areas, and applications involving national monuments, the fees will be charged in accordance to:
 - i) New Erection Fees (Refer to Item 1 of Fee Schedule); or
 - iii) Addition & Alterations/Amendments to Approved Plans Fees (Refer to Item 2 of Fee Schedule) where appropriate.
- f) No fee will be charged for Category 3 Works to a conserved building.
- g) Unless otherwise stated by the Competent Authority, the requirement for the type of Qualified Person to submit applications based on the category of works involved is applicable to all conserved buildings located within and out of the Historic Conservation Areas.
- h) Conserved strata unit means an individual unit of a multiple-ownership conserved building.

Item 10 - Unauthorised Structures / Use

For retention of unauthorised structures / use under Items (1) - (8), civil penalty will be charged in addition to the formal application fee (Refer to Circular URA/PB/2011/07-DCG).

Item 14 – Waiver

All requests for waiver of DC guidelines / planning conditions are to be submitted via Written Waiver Request for evaluation. Fees are charged per category of conditions/guidelines reviewed. Appeals against any review decisions are treated as new requests for review.

Others

Multiple Development Options (MDO)

Categories of applications under MDO:

a) New Erection and A&A

Fees will be charged based on the option with highest application fee payable. Each additional option will be charged 75% of the formal application fee.

b) Change of use

Each additional option will be charged 50% of the formal application fee. MDO is not applicable for renewal of temporary written permission

TABLE II – EXAMPLES OF LAND EXTENSIVE DEVELOPMENTS

Land Extensive Developments	<ul style="list-style-type: none"> - Open park with ancillary facilities such as toilets - Open vehicles / car parks - Port - Jetty - Infrastructure works for the parcellation of vacant land involving road preparation and erection of electrical substation 	
	<ul style="list-style-type: none"> - Polo club, turf club or golf courses - Bird Park/Zoo and other similar attractions - Driving circuit - Receiving and transmitting station - Military camp - Outdoor stadium - Swimming complex - High technology farm with research centre - Fisheries centre - Power station - Sewage treatment plant - Waste water treatment plant 	<ul style="list-style-type: none"> - Rapid transit system depot, bus depot, bus interchange - Drive-in cinema - Theme park - Amusement park - Refinery - Mega exhibition centre - Prison - Sports Complex - Agro-technology farm/Plant nursery/Agriculture - Police Academy - Military Academy
	<ul style="list-style-type: none"> - And any such other developments that the Competent Authority may allow 	

TABLE III – DEVELOPMENTS GROUPED BY BROAD LANDUSE TYPES

GROUP A		GROUP B	
<ul style="list-style-type: none"> - White * - Commercial - Hotel - Commercial & Residential - Sports & Recreation - Commercial / Institution * 	<ul style="list-style-type: none"> - Residential (non-landed) - Residential with 1st storey commercial - Residential (strata-landed) - Residential / Institution * 	<ul style="list-style-type: none"> - Business 1 - Business 1 – White - Business 2 - Business 2 – White - Business Park - Business Park – White - Utility - Transport Facilities - Rapid Transit 	<ul style="list-style-type: none"> - Civic & Community Institution - Health & Medical Care - Place of Worship - Education Institution - Land extensive developments

* For developments on mixed-use zoning, if the use with a lower rate takes up at least 80% of the overall floor area, the rates for that use would apply for the computation of the processing fees for the entire development.

TABLE IV - FEES FOR OTHER DC SERVICES

No.	DC SERVICES	FEE ⁶
1	ENQUIRIES/ SEARCHES/ OTHERS	
	1.1 Inquiry regarding encumbrance on property (DC 15)	\$107 for each lot or property
	1.2 Fee for a certified true copy of any notice, certificate or order issued under the Act	\$5.35 per sheet
	1.3 Fee for copying an approved plan kept in the office of the Competent Authority (No charges for inspection of plans)	\$26.75 per set of plans
	1.4 Fee for endorsement by the Competent Authority that a copy of any approved plan is a true copy of approved plan kept in his office	\$5.35 per sheet of plan
	1.5 Fee for inspection of the development register	\$32.10 per inspection
	1.6 Fee for an official search made under Rule 8(5) of the Planning (Development) Rules (R3) - Legal Requisition	\$53.50 per lot or property
	1.7 Fee for enquiry on the Development Baseline for any land	\$1,605 per lot or property
	1.8 Service for verification of GFA	\$267.50 per floor of the building ⁷
2	REGISTRATION FOR HOME OFFICE SCHEME	\$20 per unit
3	PRE-APPLICATION CONSULTATION SERVICE (PACS)	

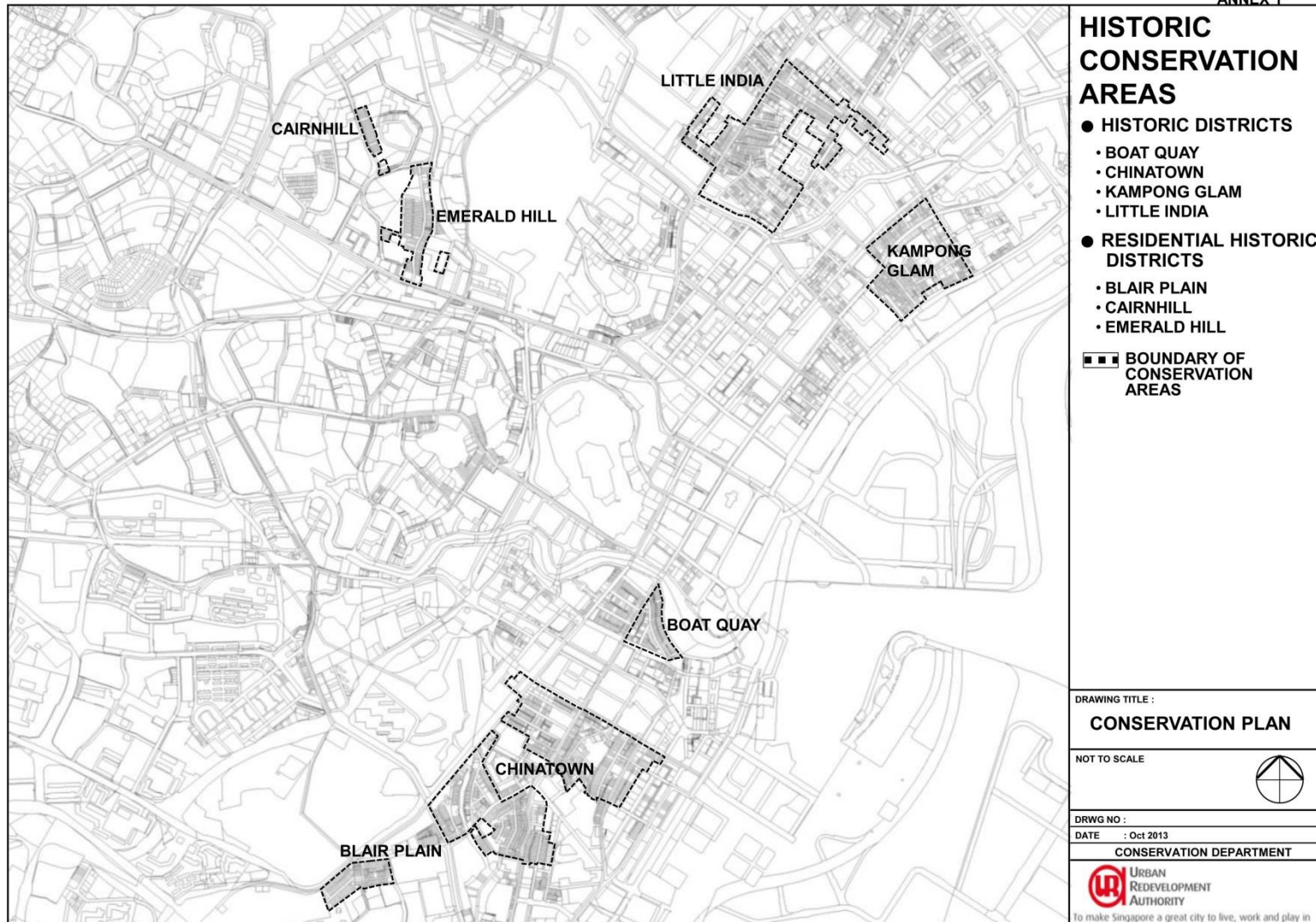
⁶ All fees are inclusive of 7% GST

⁷ The roof, an attic, a mezzanine floor and a basement floor are each considered a storey. Typical storey plan will be counted as one storey. All ancillary facilities within a development excluding separate car park buildings, are considered to be a building having a number of storeys equivalent to that of any ancillary facility with the highest number of storeys in the development.

No.	DC SERVICES		FEE ⁶
	3.1 Within Designated Areas ⁸	1 – 4 units of landed houses; or 1 – 4 units of conserved buildings within Historic Conservation Areas ⁹	\$2,140
		All other developments	\$5,350
	3.2 Outside Designated Areas	1 – 4 units of landed houses; or 1 – 4 units of conserved buildings within Historic Conservation Areas	\$2,140
		Other developments with total proposed GFA < 10,000m ²	\$3,210
		Other developments with total proposed GFA = / > 10,000m ²	\$5,350

⁸ Designated areas are shown in Annex 4 of the Fee Schedule

⁹ Historic conservation areas include: Boat Quay, Chinatown, Kampong Glam, Little India, Blair Plain, Cairnhill, Emerald Hill as shown in Annex 1 of the Fee Schedule



WORKS FOR CONSERVED BUILDINGS

Works to conserved buildings have been classified into three categories. Unless otherwise stated by the Competent Authority, the eligibility of a Qualified Person to submit applications based on the category of works involved are applicable to all conserved buildings (whether within Historic Conservation Areas or not). The categorisation of works also forms the basis for the computation of processing fees for applications for conserved buildings within Historic Conservation Areas.

For guidelines on allowable works, please refer to the conservation guidelines at <https://www.ura.gov.sg/Corporate/Guidelines/Conservation/Conservation-Guidelines>.

Category 1 Works refer to proposals that affect the key features of conserved buildings. They have a significant impact on the architectural character and spatial integrity of conserved buildings. The Qualified Person (QP) making the submission must be a Registered Architect. The works include, but are not limited to:

- | | |
|---|---|
| Roof | <ul style="list-style-type: none"> • Restoration of roof profile, pitch or height • Addition, removal or change in size or location of jack roof or skylight • Addition or removal of reinforced concrete structures on existing flat roof |
| Front & Side facade | <ul style="list-style-type: none"> • Restoration of architectural elements such as windows, doors and original decorative features |
| Gable end wall, Rear façade & Rear service block | <ul style="list-style-type: none"> • Restoration of architectural elements such as windows, doors and original decorative features • Addition or removal of window or door |
| Upper storey floor | <ul style="list-style-type: none"> • Change of entire floor using similar or different material • Addition or removal of void • Addition or removal of roof mezzanine |
| Others | <ul style="list-style-type: none"> • Addition of new rear extension • Structural strengthening work |

Category 2 Works refer to proposals that affect the key features of conserved buildings to a lesser extent. They have some impact on the architectural character and spatial integrity of conserved buildings. The QP making the submission can be a Registered Architect or a Professional Engineer. The works include, but are not limited to:

Roof

- Replacement of roof tiles
- Addition of pergola or shelter with non-load bearing cover on flat roof

Airwell

- Addition or removal of window, inclusive of transom above a window
- Addition of cover over airwell

Rear court

- Addition or removal of roof over rear court

Party wall

- Addition of opening in party wall

Staircase and Lift

- Addition or removal of internal staircase
- Addition or removal of lift

Category 3 Works refer to any works that are minimal and localised and/or for the purpose of repair or maintenance of the building. The submissions can be made by a Registered Architect, a Professional Engineer, or the building owner or his contractor. The works include, but are not limited to:

- | | |
|--|--|
| Roof | <ul style="list-style-type: none"> • One-for-one localised replacement and/or repair of roof tiles and rafters |
| Jack roof | <ul style="list-style-type: none"> • Change in design and infill material for jackroof opening |
| Front, side and rear façade, gable end wall and rear service block | <ul style="list-style-type: none"> • One-for-One replacement or repair of door or window, transoms and vents; • Localised repair of decorative features; • Addition, repositioning or change in material, design or size of vents • Addition, replacement or removal of secondary door or window; • Addition or removal of security grilles; • Addition or removal of canopy above window; • Addition or removal of tiled canopy or retractable awning <p>For commercial buildings with residential front control</p> <ul style="list-style-type: none"> • Replacement of 1st storey window with door and vice versa • Change in infill of panel(s) of 1st storey door or window from timber to glass and vice versa; <p>For buildings without residential front control</p> <ul style="list-style-type: none"> • Change in shopfront design |
| Five-footway | <ul style="list-style-type: none"> • Change of flooring material at five-footway • Addition or removal of ramps or steps • Change in level of five-footway |
| Upper storey floor | <ul style="list-style-type: none"> • One-for-one localised replacement of timber floor boards and joists |
| Party Wall | <ul style="list-style-type: none"> • Sealing up of party wall opening |
| Mechanical and electrical services | <ul style="list-style-type: none"> • Addition, repositioning or change in material or design of flue • Addition or repositioning of air conditioning unit and screening • Addition of solar panels and/or solar heater on existing roof |

Building colours

- Painting of building facades
- Painting of mural

Signage

- Addition or repositioning of business signs

Note: *An Additions & Alterations (A&A) development application is to be submitted if the proposed works involves extensive Category 3 works.*

ANNEX 4

