

Circular No : URA/PB/2016/06-DCG
Our Ref : DC/ADMIN/CIRCULAR/PB_16
LTA/DBC/F20.033.005
Date : 15 April 2016

CIRCULAR TO PROFESSIONAL INSTITUTES

Effective date

With effect from 15 April 2016

Who should know

Developers, building owners, tenants and Qualified Persons (QPs)

CONVERSION OF SURPLUS CAR PARKING IN COMMERCIAL, MIXED USE AND HOTEL DEVELOPMENTS WITHIN THE CENTRAL AREA

1. Surplus car parking spaces¹ can now be permanently converted to other uses in commercial, mixed use and hotel developments within the Central Area (see Appendix 1). Previously, building owners could only convert surplus car parking spaces to other uses on a temporary basis². The new policy also means that the conversion is imposed a development charge / differential premium of 70% of value enhancement, while the previous temporary conversions had required payment of temporary development levy based on 100% of value enhancement.
2. Building owners are encouraged to take the opportunity to convert the excess parking spaces and optimise their developments, in view of significant improvements to public transport capacity and connectivity in the city. Stage 2 of the Downtown Line began service in December 2015 and Stage 3 will be operational in 2017. The Thomson-East Coast Line will also begin service in stages, starting from 2019. With these new lines and the ongoing capacity and headway upgrades to existing lines, peak period city-bound train capacity will increase by about 55% compared to today. The Bus Service Enhancement Programme will also see continued bus service improvements by adding 1,000 Government-funded buses to the public bus network by 2017. This includes 22 City Direct Services that directly connect residents to the city centre in addition to new public bus services plying the city.

¹ Surplus car parking spaces are created when the car parking spaces provided within a development exceeds the minimum requirements under LTA's prevailing car parking standards.

² Temporary permission would be granted if the surplus arose from initial overprovision by building owners at the time of development. On the other hand, if the surplus arose from downward revision of LTA's car parking standards over time, permanent permission would be granted.

Application

3. Building owners need to note the following when applying for conversion of surplus car parking spaces:
 - a. The proposed uses must be in line with the Master Plan zoning for the site and the planning intention for the surrounding area;
 - b. Besides meeting LTA's prevailing parking provision standards, the resultant car parking provision within the development must take into account the additional GFA and proposed uses;
 - c. The existing infrastructure and traffic network must be able to support the increase in GFA, and take into consideration proposed measures to mitigate traffic generation; and
 - d. Payment of development charge / differential premium (based on the usual 70% of value enhancement) is required, where applicable, in relation to the additional GFA.
4. LTA will allow³ the conversion of car parking spaces to the Minimum Allowable Provision (MAP), i.e. 20% below the prevailing car parking standards as stipulated by LTA's Range-Based Car Parking Standards (RCPS).
5. The detailed uses and any changes to the building form and design will be subject to evaluation by URA and the relevant agencies.
6. There may be specific conditions that do not support the conversion of the surplus car parking spaces, such as those previously imposed by URA or other government agencies (e.g. through land sales conditions), or when the site is located within or adjacent to Conservation Areas, and the additional car parking spaces support the uses within the conserved buildings. In such situations, we will have to assess the conversion application more closely because of the larger impact on the surrounding areas.

Submission Details

7. Please arrange for a pre-application consultation with LTA (via Corenet) before submitting a development application to URA. In addition to completing the current forms to furnish the GFA details and parking computation, all applications are to include the completed forms attached in Appendices 2 & 3.

³ See Appendix 4 for samples of computation of car parking requirements for proposals to convert surplus parking provision to useable GFA.

8. Please convey the contents of this circular to the relevant members of your organisations. Answers to anticipated questions can be found in Appendix 5. Further enquiries on this circular and the submission processes can be made to:
- a. LTA on Car Parking Standards and Parking Provisions at Email: lta-dbc_registry@lta.gov.sg;
 - b. URA on URA Development Applications at [Email](#) or to the Development Control Group Enquiry Line at Tel: 6223 4811.

Thank you.

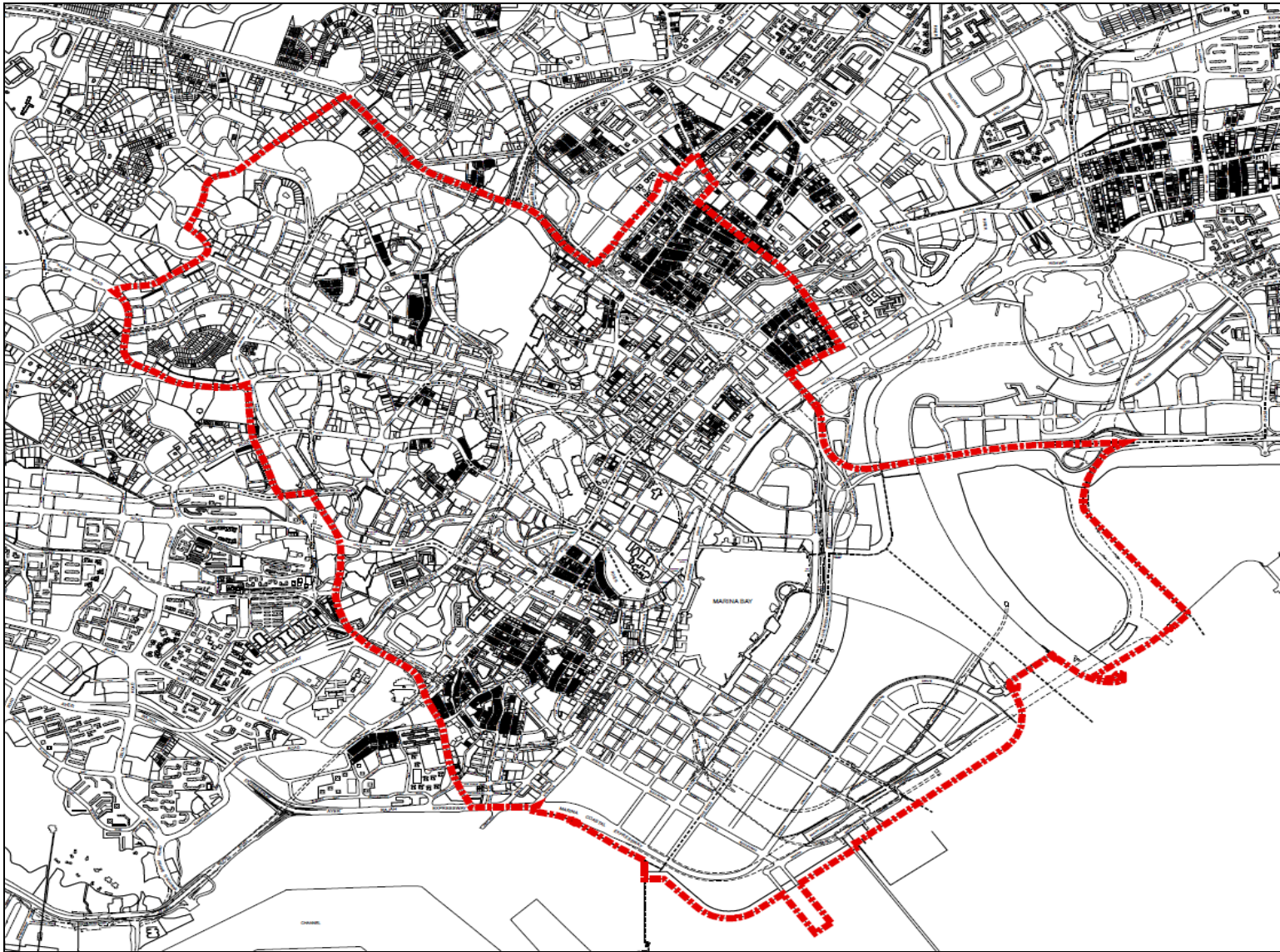
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Appendix 1

Central Area Boundary



Appendix 2

Form LTA-VP-ATT4-DemandMgmt



<u>Parking Demand Assessment and Management</u>		
1	Current Parking Demand	<i>{By conducting a parking occupancy survey of existing development, capturing spillover where necessary. A sample survey form is attached}</i>
2	Peak Parking Demand Level	<i>{Specify weekly peak occupancy rate, time of peak and duration}</i>
3	Parking Demand Management Plan	<input type="checkbox"/> Reduce Allocation of Season Parking lots <input type="checkbox"/> Introduce daily season parking scheme <input type="checkbox"/> Install parking guidance system
4	Travel Demand Management Plan	<input type="checkbox"/> Employee Travel Plans

		<input type="checkbox"/> Telework and flexible work schedules: Details: _____ _____ _____ _____
		<input type="checkbox"/> Parking cash-out programs <input type="checkbox"/> Incentives for public and other alternative transport users <input type="checkbox"/> Carpooling programmes <input type="checkbox"/> Others Details: _____ _____ _____ _____
5	Promotion and availability of alternative modes of transport	<input type="checkbox"/> Bicycle Parking <input type="checkbox"/> Supporting user facilities for cyclists <input type="checkbox"/> Enhanced pedestrian connectivity

		<div><input type="checkbox"/> Support for Car Sharing</div> <div><input type="checkbox"/> Shuttle bus services</div> <div><input type="checkbox"/> Others</div> <div>Details:_____</div> <div>_____</div> <div>_____</div> <div>_____</div>
6	Remarks:	<i>{Any other justification to support this application}</i>



PARKING OCCUPANCY SURVEY

PART 1: CAR PARK INFORMATION

Car Park/Building Name: _____

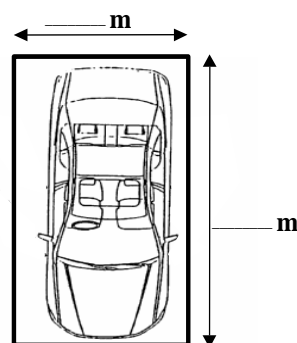
Car Park Operational Hours: _____

	Car	Motorcycle
Total Number of Lots		
Number of Lots reserved for Season Parking		
Are lots open to public / non-tenant?	Yes / No *	Yes / No *

* Please delete where inappropriate

Number of Loading/Unloading Bays: _____ Minimum Height Clearance: _____
(if applicable)

Please indicate car lot dimensions



PART 2: PARKING OCCUPANCY

Date of Survey Time (Hrs)	Day 1 __ / __ / __ (dd/mm/yy)		Day 2 __ / __ / __ (dd/mm/yy)		Day 3 __ / __ / __ (dd/mm/yy)	
	Total Number of Occupied Lots					
	Car	Motorcycle	Car	Motorcycle	Car	Motorcycle
0800						
0900						
1000						
1100						
1200						
1300						
1400						
1500						
1600						
1700						
1800						
1900						
2000						
2100						
2200						

Notes:

- Please indicate the number of occupied car and motorcycle lots at one hour intervals between 08.00am and 10.00pm for the three days
- If the car park is not in operation for a specific time slot, survey is not required for that period.

PART 3: SEASON PARKING

Please indicate the total number of season parking tickets *sold* in the past 3 months:

Car MM/YYYY: _____ MM/YYYY: _____ MM/YYYY: _____

Motorcycle MM/YYYY: _____ MM/YYYY: _____ MM/YYYY: _____

Is there a waiting list for season parking tickets for cars? Yes / No * (*Please delete where inappropriate*)

If yes, please indicate average waiting time _____ weeks / months *

Is there a waiting list for season parking tickets for motorcycles? Yes / No *

If yes, please indicate average waiting time _____ weeks / months *

Please indicate the total number of *free* parking labels issued in the past 3 months:

Car MM/YYYY: _____ MM/YYYY: _____ MM/YYYY: _____

Motorcycle MM/YYYY: _____ MM/YYYY: _____ MM/YYYY: _____

PART 4: PARKING CHARGES

Please indicate the operational hours and parking charges imposed in your car park as at **{date of application}**.

		Operational Hours	** Parking Charges		
			Car	Motor-cycle	Lorry
Monday to Friday	Hourly / Half-hourly*				
	Per Entry				
Saturdays	Hourly / Half-hourly*				
	Per Entry				
Sundays	Hourly / Half-hourly*				
	Per Entry				
Season Parking Charges	Tenant				
	Non-Tenant				

* *Please delete when inappropriate*

** *Please indicate rate structure e.g. 1st hour \$2.00 and subsequent hour \$1.00 or \$2.00 per entry.*

Please indicate how parking charges are currently collected. (*Please tick*)

☐ Full EPS (ERP-type Parking System)

☐ Magnetic Ticket

☐ Semi EPS

☐ Manual operator

☐ Cashcard System

☐ Others (*please state*) _____

PART 5: PARTICULARS OF CONTACT PERSON

I confirm that the information given above is complete and correct as of today.

Signature of Authorised Officer

Date: _____

Name : _____

Company : _____

Contact No. : _____

Email : _____

If you have suggestions on how we can improve the next Parking Survey, please indicate them below:

~ End of Survey ~

Thank you for your co-operation. Your completed return will be treated as strictly confidential.

Examples to illustrate the scope for converting surplus parking provision to useable Gross Floor Area (GFA)

This section demonstrates the scope for converting surplus car parking spaces in a commercial development ("Building X") that is located in the CBD. Its current GFA breakdown by use and car parking requirement are as follows:

Usage	Gross Floor Area in sq.m	Car Parking Standard	Number of Car Spaces required	
			Computed	Required
Office	21,000	1 car space/450 sq.m	46.67	47
Shop	370	1 car space/400 sq.m	0.93	1
Parking requirement for the existing development				48
Current parking provision				85
Current surplus in parking provision {Surplus = Provision – Requirement}				37

To note:

- Conversions to GFA should be in line with the MP zoning, the planning intention for the site and the surrounding area.
- Additional GFA arising from conversions should meet LTA's prevailing car parking requirements. But, building owners can consider applying for LTA's Range-based Car Parking Standards (RCPS), which would allow the parking provision to be up to 20% lower than the stipulated parking requirements (i.e. Minimum Allowable Provision level).
- A separate RCPS application should be made to LTA for approval.

Scenario (1): The development converts its car parking lots to GFA, up to the its Car Parking Requirement level

Proposed conversion and corresponding parking requirement					
Usage		Gross Floor Area in sq.m	Car Parking Standard	Number of Car Spaces required	
				Computed	Required
(a) Parking requirement for existing development					48
Proposed Use for converted car spaces	Office	870	1 car space/450 sq.m	1.93	2
	F&B	250	1 car space/150 sq.m for the first 150 sq.m; 1 car space/60 sq.m thereafter	2.66	3
(b) Additional Requirement for Converting Car Spaces to GFA					5
New Parking Requirement for the development				(a)+(b)	53

The parking provision details for this conversion are as follows:

Parking Provision	No. of Car Spaces	Remarks
Surplus lots, before conversion	37 (85 – 48 = 37)	
Conversion Process		
Surplus car lots to be converted to Office and F&B uses	32	Assuming each car lot will add 35sqm of useable GFA upon conversion, converting the 32 lots will result in 1,120 sq.m of useable space being created
Surplus car lots to remain as parking spaces to serve the additional GFA being created	5	
After conversion		
No. of surplus car lots, after conversion	-	
Total parking provision, after conversion	53	Parking provision meets the new parking requirement for the development

Scenario (2): The development converts parking lots to GFA, down to the Minimum Allowable Provision level

To better optimise the available space, Building X's owner only wishes to retain *the minimum allowable level of parking provision*, and convert everything else to office and F&B uses. The development has been granted an RCPS by LTA for this application.

Proposed conversion and corresponding parking requirement					
Usage		Gross Floor Area in sq.m	Car Parking Standard	Number of Car Spaces required	
				Computed	Required
(a) Parking requirement for existing development					48
Proposed Use for converted car spaces	Office	1,040	1 car space/450 sq.m	2.31	3
	F&B	360	1 car space/150 sq.m for the first 150 sq.m; 1 car space/60 sq.m thereafter	4.50	5
(b) Additional Requirement for Converting Car Spaces to GFA					8
New Parking Requirement for the development				(a)+(b)	56
New Parking Requirement for the development, after 20% RCPS				(a)+(b)	45

Due to RCPS, the parking requirement for the development after intensification through car park conversion is **45 lots**, which is lower than the original requirement of 48 lots. The parking provision details for this conversion are as follows:

Parking Provision	No. of Car Spaces	Remarks
Surplus lots, before conversion	37 (85 – 48 = 37)	
Conversion Process		
Surplus car lots to be converted to Office and F&B uses	40 (85 – 45 = 40)	Assuming each car lot will add 35 sq.m of useable GFA upon conversion, converting 40 lots will result in 1,400 sq.m of useable space being created
Surplus car lots to remain as parking spaces to serve the additional GFA being created	-	
After conversion		
No. of surplus car lots, after conversion	-	
Total parking provision, after conversion	45	After RCPS, parking provision is 20% lower than the parking requirement

FAQS: Conversion of Surplus Car Parking in Commercial, Mixed use and Hotel developments

Policy Changes

1. What are the changes being made to the policy on car park conversion?

- (1) Under prevailing guidelines, commercial, mixed-use and hotel developments that have reached their maximum allowable GFA under the Master Plan (MP) control are only allowed to convert their surplus car parking spaces arising from initial overprovision (i.e. above LTA's standards) to other uses on a temporary basis, up to 10 years; surplus car parking spaces arising from a downward revision of LTA's standards are allowed to be converted to other uses on a permanent basis.

With this policy change, all commercial, mixed-use and hotel developments within the Central Area will be allowed to permanently convert their surplus car park lots to other uses, subject to certain conditions (e.g. the proposed uses must be in line with the planning intention of the area, etc.).

- (2) In the present framework, developments are allowed to convert their parking spaces up to the Minimum Allowable Provision (MAP) level, i.e. 20% below the prevailing car parking standards only if their resultant GFA is still within the MP control.

With this circular, all developments will be eligible for converting their parking spaces to the MAP level. For this to be applicable, developers must make a separate Range-based Car Parking Standards (RCPS) application to LTA for approval.

2. What are the disadvantages of the existing policy for converting surplus car parking spaces to GFA?

The prevailing temporary conversion policy requires building owners to ensure at the time of application that any proposed conversion of car parking space can be reinstated to its original use when the Temporary Permission expires. This provisional nature of the policy creates uncertainty for developers and also imposes restrictions on the possible use of the space / extent of conversion.

This policy change will thus provide building owners in the Central Area with greater flexibility and certainty in optimising their built space, so as to better cater for their specific operational and business needs.

3. What is the rationale for the change?

With improvements in public transport capacity, choices and coverage in the Central Area, commuters are better connected between their homes and work places via public transport and there is less need to rely on private transport to get into the city.

With the completion of Downtown Line Stage 2 in Dec 2015 and Stage 3 in 2017, and the Thomson-East Coast lines from 2019, commuters in the central area will be able to access an MRT station within 5 minutes' walk on average. It is thus opportune to provide building owners with additional flexibility in optimising the space within their developments by converting their surplus car park lots to other uses.

4. Why is the change only restricted to developments in the Central Area?

We have started with the Central Area as the area is well connected and well served by public transport. LTA and URA will continue to monitor the situation and review the scope for expanding the geographical coverage of this policy change to other locations in the future.

5. Which types of developments are eligible?

Commercial, mixed-use and hotel developments located within the Central Area are eligible. However, the conversion of surplus car parking spaces will not be allowed where:

- a. There are specific conditions that do not allow the conversion of the additional car parking spaces, such as those previously imposed by URA or other Government agencies (e.g. through land sales conditions). In these situations, conversion of surplus car parking spaces will only be considered on a case-by-case basis, where there are supporting justifications to merit waiver of the earlier requirements;
- b. The site is located within or adjacent to Conservation Areas where the additional car park lots support the uses within the conserved buildings.

6. Why are developments in 5(a) and (b) not allowed to convert their surplus car parking?

The additional car parking spaces provided in developments described in 5(a) and (b) were planned to serve the needs of the surrounding areas. Therefore, conversion of surplus parking lots in these developments is generally not allowed. Nevertheless, surplus parking spaces imposed under conditions stated in paragraph 5(a) may be considered for conversion on a case-by-case basis, subject to evaluation by the relevant agencies.

7. Was there any prior consultation done with developers and other relevant groups?

This change in policy arose from a joint study between LTA to URA to review the surplus car parking conversion framework. The study took into account feedback from developers on parking issues raised during consultations and dialogue sessions.

8. What are the uses allowed under this conversion?

The additional GFA arising from the conversion and the proposed uses will be subject to evaluation by URA and other relevant agencies. The type of uses supported must be in line with the Master Plan zoning, the planning intention for the site and the surrounding area. Additional retail and F&B uses will generally only be considered where it meets larger strategic or planning objectives.

Impact of the new policy

9. Would the building's tenants, visitors, and neighbours be adversely affected by this policy?

It is in developers' interest to manage and optimise their parking provision to ensure the smooth and efficient operation of their developments. This policy change only seeks to inject more flexibility into the current framework. Therefore, it is unlikely that it would lead to a chronic parking shortage problem for users of the development. Tenants and visitors would benefit from the additional space and possible amenities created through the conversion.

As per current practice, LTA and URA will evaluate all applications for their traffic/parking impact before approval, and continue to monitor the on- and off-street parking situation in the Central Area.

Building owners are encouraged to facilitate and actively encourage alternative means of access for their tenants and visitors, especially in view of public transport improvements in the city area.

10. There is already not much parking in the Central Area. For parking demand to decline further, is LTA projecting an almost zero or even negative growth in private vehicles in the area?

Our surveys indicate that overall parking supply in the Central Area is adequate. However, it is likely that some buildings are more popular than others, which may be why it is more difficult to find parking at these developments. We will require developments submitting applications for converting surplus parking to also submit parking occupancy data and proposals for managing parking demand.

We would also like to highlight that public transport offers a good alternative mode to car travel, especially in the city. In addition to our comprehensive bus network that includes city direct services, the city is also well served by our rail network comprising the NSL, EWL, CCL, and DTL lines. With the completion of DTL3 and TEL, commuters in the central area will be able to access an MRT station within 5 minutes' walk on average. Therefore, in view of the growing convenience of the public transport network serving the city, we encourage all commuters to use public transport for travel into/from the city as much as possible.

11. Do you foresee parking costs going up further?

Parking charges are determined by the market, and may vary across the city based on the specific parking demand and availability.

LTA's Car Parking Standards

12. What is LTA's minimum parking provision?

LTA requires that a minimum number of parking spaces be provided by each development under its prevailing car parking standards. The minimum parking provision is determined based on the space developed, type of use and location of the development.

13. Why has LTA's minimum parking requirement changed over time?

The car parking provision standards were tightened in 1995 and again in 2002 to reflect the continued decline in parking demand, due to a more developed public transport network. We will review these standards in tandem with public transport improvements and growth in public transport mode-share amongst travellers.