

Circular No : URA/PB/2016/03-PCUDG
Our Ref : DC/ADMIN/CIRCULAR/PB_16
Date : 11 Mar 2016

CIRCULAR TO PROFESSIONAL INSTITUTES

Who Should Know

Building owners, developers and Qualified Persons

Effective Date

This Circular shall take effect from 11 March 2016 and will remain valid until 10 March 2018.

CENTRAL AREA UNDERGROUND PEDESTRIAN NETWORK - REVISIONS TO THE CASH GRANT INCENTIVE SCHEME

Details

1. Singapore's city centre is planned as a pedestrian-friendly city, where pedestrians can move around seamlessly and in all-weather comfort. Central to this vision is the development of a comprehensive pedestrian network both below and above-ground that links developments in areas with high pedestrian traffic together and connects them to nearby Rapid Transit System (RTS) Stations.
2. To facilitate the development of a comprehensive Underground Pedestrian Network (UPN) within the city centre, the Urban Redevelopment Authority (URA) and the relevant competent agencies, have drawn up the following plans (see Appendices 1-2 to 1-5) to guide the construction of Underground Pedestrian Links (UPLs).
3. To further facilitate the development of a comprehensive underground pedestrian network within the city centre, URA introduced a Cash Grant Incentive Scheme in March 2004 to co-fund the construction of selected strategic UPLs within the Orchard Road and the Central Business District (CBD) areas, and revised the Scheme in 2012.
4. URA has reviewed the Cash Grant Incentive Scheme to extend to more strategic links in the Downtown Core Planning Area.
5. This Circular supersedes the earlier Circulars URA/PB/2012/12-CUDG and URA/PB/2004/07-CUDD released on 30 August 2012 and 22 March 2004 respectively, the Circular on "Guidelines for Underground Pedestrian Links to Rapid Transit System (RTS) Stations" (Circular No: URA/PB/2001/13-CUDD), as well as the Underground links to MRT Stations in the Circular on "Urban Design (UD) Plans and Guidelines for the Orchard Planning Area" (Circular No: URA/PB/2002/02-CUDD), and is to be read in conjunction with the Circular on "Framework for Managing Bonus Gross Floor Area Incentives" (Circular No: URA/PB/2009/03-DCG), that stipulates an overall 10% GFA bonus cap for each development.

Underground Pedestrian Links in the City Centre

6. As a condition for the grant of Provisional Permission (PP) / Written Permission (WP) for the redevelopment of sites or for major Addition and Alteration works to existing buildings located adjacent to the selected UPLs (see Appendices 1-2 to 1-5), developers and building owners will be required to construct the part(s) of the selected UPLs that are linked to their development / building.

Reimbursement for the Implementation of Underground Pedestrian Links in the City Centre

7. Owners and developers of buildings located adjacent to 20 selected strategic UPLs in the Downtown Core, Orchard and Rochor Planning Areas, may apply for co-funding of construction costs of these links under the Cash Grant Incentive Scheme (see Appendices 1-2 to 1-5).
8. Under this Incentive Scheme, developers and building owners may potentially be reimbursed up to S\$28,700 per square metre (psm) for the cost of constructing the parts of the UPL located under State land, and/or up to a maximum value of S\$14,400 psm for the parts of a link located under private land, subject to evaluation by URA.
9. Apart from the 20 selected strategic links, developers and building owners can also propose other links to be considered under the Cash Grant Incentive Scheme. The eligibility of these additional links for any cash grant under the Scheme will be assessed by the URA based on the extent these additional links contribute towards connectivity and the enhancement of the planned UPN. For example, UPLs that can enhance the overall network, by creating direct access between developments and RTS Stations, will be favourably considered.

GFA Computation for Underground Pedestrian Links

10. The pedestrian walkway component of UPLs under both State and private land can be considered for Gross Floor Area (GFA) exemption if the UPL forms part of the larger network in the planned UPN, subject to the prevailing Development Control Guidelines on GFA exemption as may be issued by the Competent Authority under the Planning Act. The extent of GFA exemption shall be evaluated based on the formal plans submitted to URA.
11. As a guide, such UPLs must provide the most direct connection from the basement level to the street level. For existing developments, this would be based on the existing main dedicated vertical circulation points.

Submission Process

12. All proposals for the construction of UPLs and applications under the Cash Grant Incentive Scheme, are to be submitted formally to URA's Development Control Group for evaluation and approval as part of the Development Application process.
13. The application procedure for reimbursement of the construction costs of UPLs under the Cash Grant Incentive Scheme and the required submission materials are listed in Appendices 2-1 and 2-2.
14. The detailed design and construction of the proposed UPLs must comply with the requirements of other relevant authorities including the Land Transport

Authority, Singapore Land Authority, Public Utilities Board (Drainage Department) and Fire Safety & Shelter Department (FSSD).

15. 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 our Conservation & Urban Design Department at ura_upd_da_team@ura.gov.sg. You can also call our Development Control Group (DCG) Enquiry Line at Tel: 6223 4811 or email us at ura_dcd@ura.gov.sg. For your information, past circulars and guidelines are available from our website <http://www.ura.gov.sg>.

Thank you.

CHOU MEI (MS)
ACTING GROUP DIRECTOR (CONSERVATION & URBAN DESIGN)
for CHIEF EXECUTIVE OFFICER
URBAN REDEVELOPMENT AUTHORITY

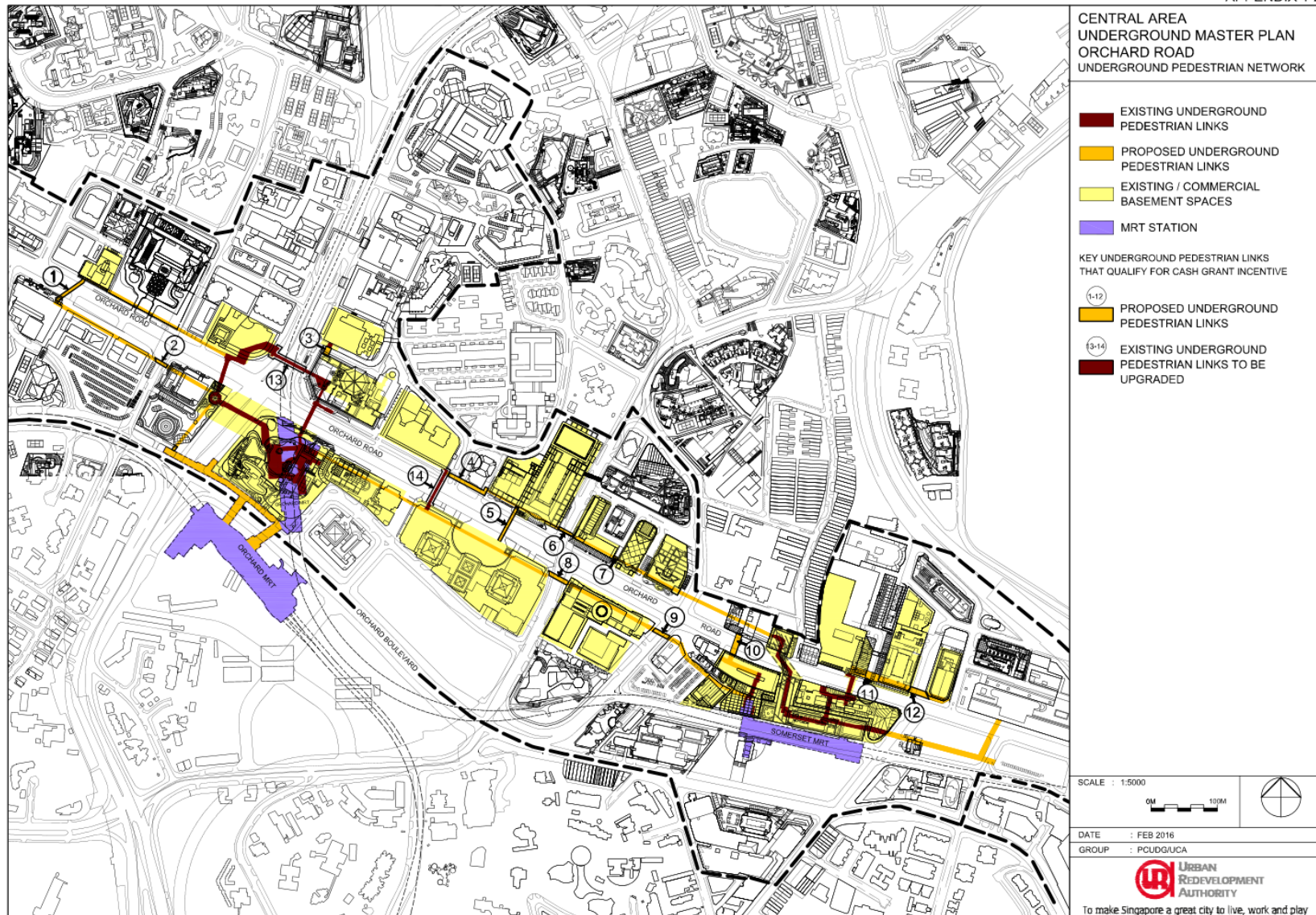
PARAMETERS		UNDERGROUND PEDESTRIAN LINKS
1	Definition	<p>An Underground Pedestrian Link (UPL) is a subterranean pedestrian connection that directly links the basement levels of developments or to public transport nodes.</p> <p>To qualify for the Cash Grant Incentive Scheme, the UPL shall be one of the 20 selected links as reflected in the Underground Master Plan (See <u>Appendices 1-2 to 1-5</u>). In addition, the UPL shall:</p> <ol style="list-style-type: none"> 1. Connect between the basement levels of developments; 2. Be partially located under Road Reserve and/or State land; 3. Be directly accessible from the common public areas of the adjoining developments; and 4. Be open for public access during the operating hours of the RTS or at all times.
2	Locations	<p>The following 20 selected strategic UPLs may qualify for the Cash Grant Incentive Scheme:</p> <p>Orchard Road (See <u>Appendix 1-2</u>) <u>New Underground Pedestrian Links</u></p> <ol style="list-style-type: none"> 1. Palais Renaissance / Forum The Shopping Mall 2. Far East Shopping Centre / Liat Towers 3. Scotts Square / Tangs Plaza 4. Lucky Plaza / Tong Building / Paragon 5. Paragon / Ngee Ann City 6. Paragon / Grand Park Hotel 7. Grand Park Orchard Hotel / 268 Orchard 8. Ngee Ann City / Mandarin Gallery 9. Mandarin Gallery / Orchard Building 10. Faber House / 313 Somerset 11. The Centrepont / Orchard Point 12. Orchard Point / Orchard Plaza <p><u>Existing Underground Pedestrian Links to be Upgraded</u></p> <ol style="list-style-type: none"> 13. Tangs Plaza / Shaw House 14. Lucky Plaza / Ngee Ann City <p>CBD (See <u>Appendix 1-3</u>) <u>New Underground Pedestrian Links</u></p>

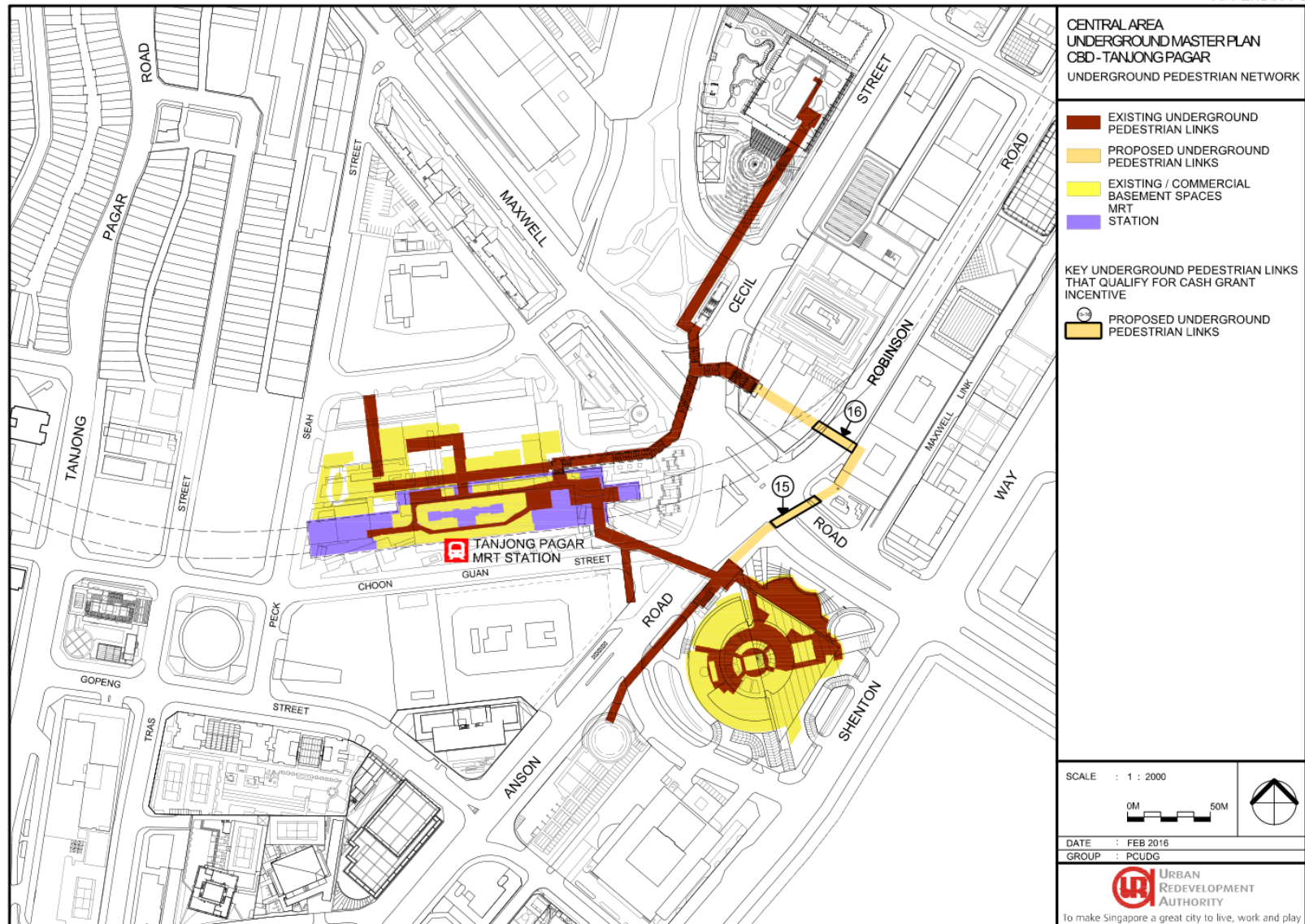
		<p>15. 79 Robinson Road / 8 Shenton Way 16. Capital Tower / 79 Robinson Road</p> <p>Civic District (See Appendix 1-4) <u>New Underground Pedestrian Links</u></p> <p>17. Capitol Theatre / Peninsula Plaza / Funan Centre / The Adelphi 18. The Adelphi / City Hall</p> <p>Bras Basah.Bugis (Rochor Ophir) (See Appendix 1-4) <u>New Underground Pedestrian Links</u></p> <p>19. The Gateway across Beach Road / Rochor Road</p> <p>Raffles Place (See Appendix 1-5) <u>New Underground Pedestrian Links</u></p> <p>20. Golden Shoe Car Park / Raffles Place MRT / GSH Plaza</p> <p>Other Links</p> <p>Other proposed UPLs can be considered under the Cash Grant Incentive Scheme on a case-by-case basis, if they are assessed by URA to contribute towards the overall connectivity of the larger area.</p>
3	Use	<p>The UPLs are to serve as a pedestrian walkway which is open to the public during the opening times of the RTS. Activity-generating uses, (such as Retail, F&B, Entertainment, Sports and Recreation and other similar uses), can be located adjacent to the pedestrian walkway along one or both sides.</p>
4	Size	<p>The UPL must have a clear pedestrian walkway width of:</p> <ul style="list-style-type: none"> • Min 6m for walkways with activity-generating uses on one side (single-loaded); or • Min 7m for walkways with activity-generating uses on both sides (double-loaded) unless otherwise stated. <p>The clear width of the pedestrian walkway is measured from the inner face of the walls of both sides of the pedestrian walkway.</p>

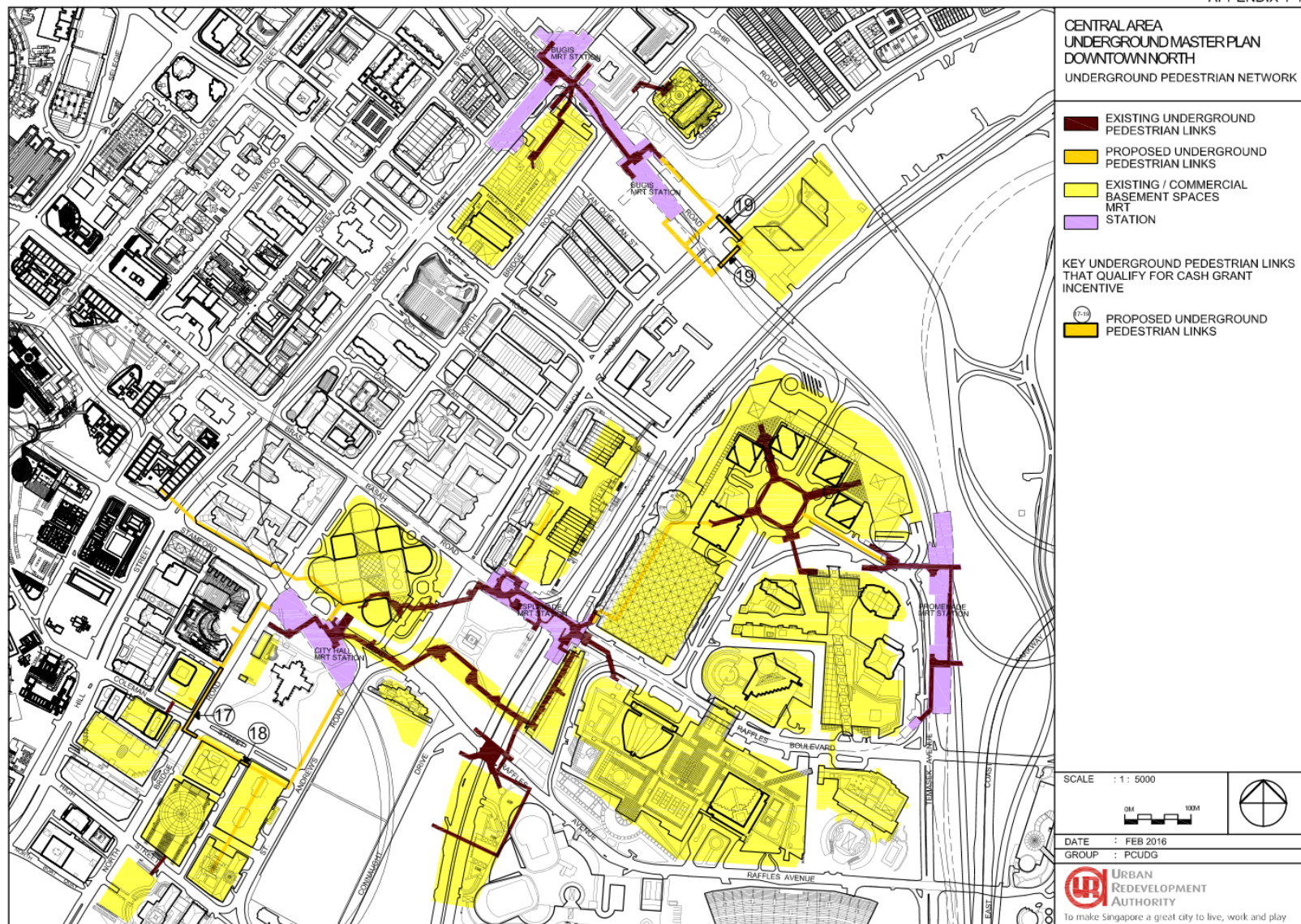
		<p>In addition, the walkway must have a clear minimum ceiling height of 4m.</p> <p>Activity-generating uses (e.g. retail and F&B outlets) can be allowed adjacent to the pedestrian walkway up to a maximum total depth of 14m (See Appendix 1-6 for schematic sections of UPLs).</p>
5	Reimbursement Rates	<p><u>For the part of pedestrian links located under State land</u></p> <p>The whole of the actual construction cost of the public pedestrian walkway portion of the underground pedestrian link may be reimbursed, subject to a cap of S\$28,700 per square metre (psm).</p> <p><u>For the part of pedestrian links located under private land</u></p> <p>50% of the actual construction cost of the public pedestrian walkway portion of the underground pedestrian link may be reimbursed, subject to a cap of S\$14,400 psm. The extent of the part of the pedestrian walkway located within private land for reimbursement and exemption from GFA computation will be evaluated on a case-by-case basis.</p> <p><u>Calculation for construction cost of the public pedestrian walkway portion of underground pedestrian links</u></p> <p>Actual construction cost = \$A + (\$B + \$C) x Area of public pedestrian walkway / Area of underground pedestrian link Where</p> <p>\$A = Fixed cost components specific to public walkway</p> <p>\$B = Variable cost components common to public pedestrian walkway and commercial space</p> <p>\$C = Consultancy fees and other related costs</p> <p>(See Appendix 1-7 for details)</p>
6	Gross Floor Area (GFA)	<p><u>GFA Treatment for Public Pedestrian Walkway</u></p> <p>Given that the public pedestrian walkway functions as a public thoroughfare, the GFA of the public pedestrian walkway (up to max 7m wide) of the UPL within private land, as well as the</p>

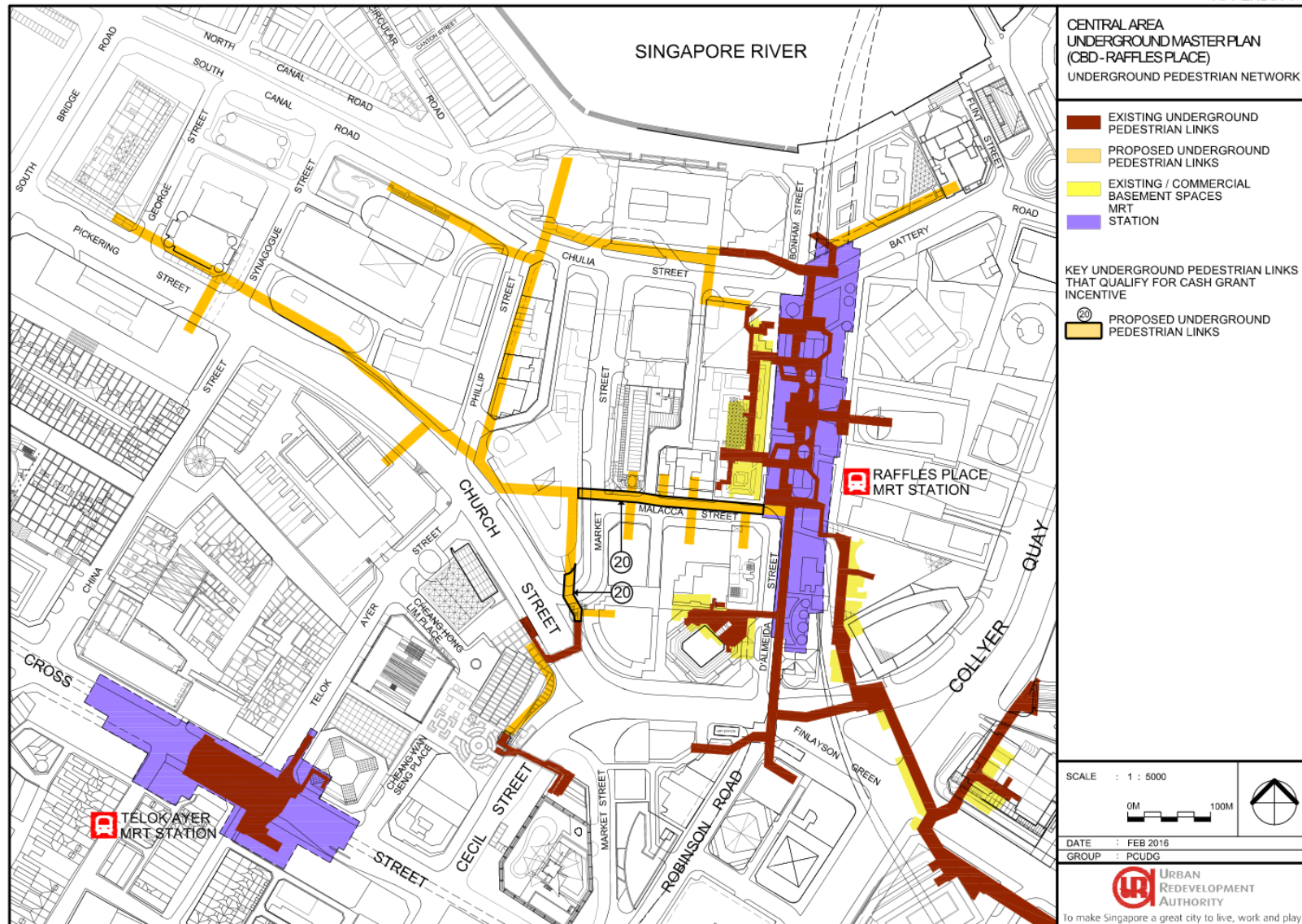
		<p>associated main dedicated vertical circulation points (e.g. escalators, staircases and lift lobbies, etc.) that form part of the UPN within private land can be considered for GFA exemption, subject to compliance with the criteria set out in the Definition, Use and Size above. The extent of GFA exemption shall be evaluated based on the formal plans submitted to URA.</p> <p><u>GFA Treatment for Activity-Generating Uses within UPLs</u></p> <p>The GFA for activity-generating uses within UPLs under private land, between the existing basement and the boundary line, can be computed over and above the Master Plan allowable GFA for the existing development. This bonus GFA will be counted as part of the overall cap of 10% for additional GFA allowed beyond the Master Plan under bonus GFA schemes for each development site. This additional GFA is not transferable, and shall not form the future development potential of the site on redevelopment. The additional GFA will be subject to Development Charge or Differential Premium where applicable.</p> <p>The vertical circulation point to the pedestrian walkway must be designed for barrier-free access and must include a lift, a set of two-way escalators, and staircase, and is to directly link to the covered walkway at the 1st storey of the development.</p> <p><u>Temporary uses in front of knock-out panels (leading to future links)</u></p> <p>Where a knock-out panel is provided to safeguard for future connection to an adjoining development or UPL, temporary use of the space in front of the knock-out panel can be considered, on a case-by-case basis, for shops, kiosks and seating areas until such time as the connection is required to be provided. If supported, the temporary use will be considered as additional GFA, over and above the maximum allowable GFA for the development and will be subject to the relevant charges, such as Differential Premium, Temporary Development Levy, etc.</p>
7	Submission Requirements	<p>Properly annotated plans and sections showing the proposed underground pedestrian links in relation to the adjoining developments must be submitted. Where applicable, the building owner /</p>

		<p>developer must obtain endorsement from the relevant parties and/or agencies for the submitted plans. For example, consent from adjoining development/s owner/s, or Singapore Land Authority (SLA), should parts of the proposed UPL be located within State land.</p>
8	Disbursement of Cash Grant	<p>The Cash Grant, if approved, will be disbursed after the receipt by URA of a copy of the Temporary Occupation Permit (TOP) or Certificate of Statutory Completion (CSC) for the development / building.</p> <p>The submission must be accompanied by documentation of the actual construction cost, certified by a Professional Quantity Surveyor that the actual construction costs are true and correct in accordance with the approved plans.</p> <p>The actual construction cost attributed to the UPL shall be clearly differentiated from that of other parts of the development and certified by a Professional Quantity Surveyor.</p>
9	Deadline for Construction and Qualification for Cash Grant	<p>The claim for disbursement of the Cash Grant shall be made to the URA not be later than 5 years from the date of grant of the Cash Grant Incentive in-principle approval.</p>

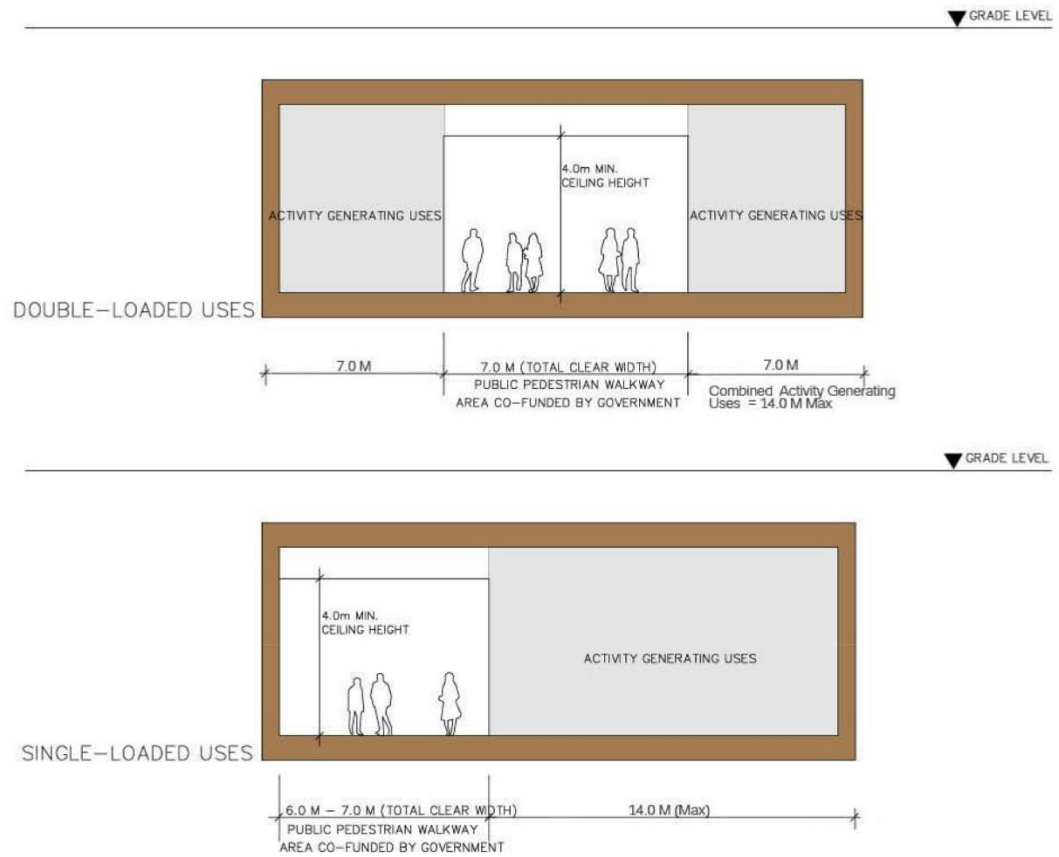








SCHEMATIC SECTIONS OF UNDERGROUND PEDESTRIAN LINKS



COMPUTATION OF CASH GRANT INCENTIVE – CALCULATION OF ACTUAL CONSTRUCTION COST FOR PUBLIC PEDESTRIAN WALKWAY

A. Underground Pedestrian Links without Commercial Space

For underground pedestrian links without commercial space, the actual construction cost of the links shall comprise all the cost of construction works, consultancy fees and related costs.

B. Underground Pedestrian Links with Commercial Space

For underground pedestrian links with commercial space, the actual construction cost of the public pedestrian walkway shall comprise the cost of construction works, consultancy fees and related costs, as follows:

- A Fixed cost components specific to public pedestrian walkway only **(\$A)** - These costs remain the same regardless of the area of underground pedestrian link constructed.
 - Installation of escalators & lift/s;
 - Construction of staircases complete with entrance structures on ground level, if any;
 - Demolition/removal of knock-out panels, if any.
- B Variable cost components common to entire underground pedestrian link **(\$B)** – If these cost items are common to both public pedestrian walkway and commercial space, the costs will be apportioned for the public pedestrian walkway area:
 - Site preparation and earthwork;
 - Structural system excluding staircases and entrance structure. i.e. piling and foundation, floor and roof slabs, frames, walls and partitions;
 - Floor, wall and ceiling finishes;
 - Mechanical and electrical services excluding escalators, i.e. airconditioning and mechanical ventilation, fire protection, electrical installation, etc;
- C Consultancy Fees and Other Related Costs **(\$C)**
 - Consultancy fees, i.e. fees for professional architects, civil & structural, mechanical & electrical engineers, quantity surveyors and accredited checkers;
 - Costs of Planimetric survey, soil investigation, services diversion, reinstatement of roads & affected areas, protection of existing structures, realignment of canals (where applicable) and other costs related to the construction of the underground pedestrian link (subject to prior approval), if any.

The amount of incentive shall be computed based on the actual construction cost of the public pedestrian walkway portion i.e. $[\$A + (\$B + \$C) \times \text{Area of the public pedestrian walkway} / \text{Area of underground pedestrian link}]$

C. Definition of Floor Area

The floor area used in the computation of the grant shall be based on the area of all covered spaces measured to the inner face of the external walls or external perimeters.

For the Cash Grant Incentive, all necessary evidence documenting the actual construction cost (e.g. invoices, contract drawings and documents, incorporating Bills of Quantities (BQ)) for the construction of the underground pedestrian link works shall be submitted to URA for verification and approval. The breakdown of actual quantities and cost attributed to the construction of the underground pedestrian link must be verified by a Professional Quantity Surveyor to confirm that they are correct and in accordance with the approved plans. The approved cash grant will only be disbursed to the building owner upon URA's final approval of the actual construction cost and after receipt by URA of a copy of the TOP or CSC.

PROCEDURE FOR APPLICATION OF CASH GRANT INCENTIVE

- A The Building owner / developer shall submit the following documents to **Development Control Group, Urban Redevelopment Authority, The URA Centre, 45 Maxwell Road, Singapore 069118** to apply for the Cash Grant Incentive:
- i. Application Form (Appendix 2-2);
 - ii. A copy of the Provisional Permission (PP) or Written Permission (WP) obtained; and
 - iii. PP or WP approved Plans and Sections, clearly marking out and annotating the extent of the Underground Pedestrian Link (UPL) and staircase, escalators, lifts, etc. which are intended to form part of the claim for the Cash Grant. The items claimed shall correspond to the items which have been set out in the "APPLICATION FORM FOR CASH GRANT INCENTIVE."
- B URA will give an in-principle approval of the grant to the Building owner / developer, if the application is successful. The amount to be reimbursed is subject to the final verification of the actual construction cost.
- € The Building owner / developer shall resubmit for in-principle approval of the Cash Grant Incentive, if there is a subsequent change in the extent, alignment or area of the UPL from the PP or WP plans for the development.
- D The Building owner / developer is required to ensure that the Fixed, Variable components for the UPL Construction Works and the Consultancy fees and related Costs to be claimed are clearly itemised and separately listed from other non-UPL items in the Tender documents for building the UPL, as set out in Part VI of Appendix 2-2.
- E The Building owner / developer is required to construct and complete the UPL within a five-year period from the date of in-principle approval, failing which URA shall have the right to withdraw the in-principle approval for the Cash Grant Incentive.
- F The Building owner / developer can seek reimbursement for the Cash Grant Incentive after receipt of Temporary Occupation Permit (TOP) or Certificate of Statutory Completion (CSC) for the UPL.

The documents to be submitted include:

- i. Application Form (Appendix 2-2) for the final cash grant claim;
- ii. As-built Plans and Sections of the completed UPL and the items claimed, as in point iii of item A;
- iii. Contract documents incorporating priced bills of quantities of the separately itemised fixed and variable components for the UPL construction works;
- iv. Documentation of actual construction cost of the completed UPL works supported by accepted quotations/variation orders, final payment/s including invoices, etc for the items claimed;
- v. Temporary Occupation Permit (TOP) or Certificate of Statutory Completion (CSC); and

Certification by:

- 1) Qualified Person that the UPL has been completed according to the approved plans;
- 2) Professional Quantity Surveyor that the actual construction costs are based on the final amount paid which are true and correct in accordance with the works; and
- 3) Building Owner / Developer that the payments have been made according to the claimed items set out in the "APPLICATION FORM FOR CASH GRANT INCENTIVE" and that the UPL has been completed according to the approved plans.

Development Control Group
 Urban Redevelopment Authority
 The URA Centre
 45 Maxwell Road
 Singapore 069118



APPLICATION FORM FOR CASH GRANT INCENTIVE FOR IMPLEMENTATION OF UNDERGROUND PEDESTRIAN LINKS IN CENTRAL AREA

PART I PARTICULARS OF PROJECT			
Description of Project			
Location			
Lot No		TS/MK No	
Is the underground pedestrian link one of the identified links in the Underground Pedestrian Network for the incentive?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please attach the details of location (eg. plan and relevant drawings). If no, in addition to attaching the details of location (eg. plan and relevant drawings), please submit the reasons for application.			
Has Provisional Permission (PP)/ Written Permission (WP) been obtained for the development?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please attach a copy of the Grant of PP/WP			
Ref No		Decision No	
PART II PARTICULARS OF THE APPLICANT (OWNER / DEVELOPER)			
Name of Firm			
Address			
Tel No		Fax No	
Name of person for contact			
PART III PARTICULARS OF THE QUALIFIED PERSON			
Name of Firm			
Address			
Tel No		Fax No	
Name of person for contact			
PART IV PARTICULARS OF THE PROFESSIONAL QUANTITY SURVEYORS			
Name of Firm			
Address			
Tel No		Fax No	
Name of person for contact			

PART V FLOOR AREA (FA) OF PUBLIC PEDESTRIAN WALKWAY			
Average width of the Underground Pedestrian Link, including commercial space, if applicable (Wt)			m
Average width of the Public Pedestrian Walkway, subject to a maximum of 7m (W)			m
Average length of Public Pedestrian Walkway (L)			m
State Land Portion (Ls)	m	Private Land Portion (Lp)	m
Total FA of Underground Pedestrian Link ($U = L \times Wt$)			m ²
Total FA of Underground Pedestrian Walkway ($P = L \times W$)			m ²
Total FA of vertical circulation			m ²
FA under State land ($Ps = Ls \times W$)	m ²	FA under Private land ($Pp = Lp \times W$)	m ²
PART VI BREAKDOWN OF ESTIMATED CONSTRUCTION COSTS			
Fixed Component of Construction Works			
Escalators			\$
Lifts/Chairlifts			\$
Staircases complete with entrance structure			\$
Demolition/ removal of knock-out panels			\$
Sub-total A			\$
Variable Components of Construction Works			
Site preparation and earthworks			\$
Structural system excluding staircases			\$
Floor, wall and ceiling finishes			\$
Mechanical and electrical services			\$
Sub-total B			\$
Consultancy Fees and related Costs			
Consultancy fees			
Planimetric survey, soil investigation and services diversion			
Other related items (please list in details, subject to approval)			
i)			
ii)			
Sub-total C			\$
TOTAL COST OF PUBLIC PEDESTRIAN WALKWAY			
* FOR UPL WITHOUT COMMERCIAL SPACE [$Da = A+B+C$]			\$
* FOR UPL WITH COMMERCIAL SPACE [$Db = A +(B +C)/U \times P$]			\$

PART VII COMPUTATION OF CASH GRANT	
* For UPL Without commercial space	
Cash grant for UPL under State land $AP1 = [(\$Da/P \text{ or } \$28,700, \text{ whichever is lower}) \times Ps]$	\$
Cash grant for UPL under Private land $AP2 = [(\$Da/2P \text{ or } \$14,400, \text{ whichever is lower}) \times Pp]$	\$
TOTAL CASH GRANT (AP1 + AP2)	\$
* For UPL with Commercial space	
Cash grant for UPL under State land $AP1 = [(\$Db/P \text{ or } \$28,700, \text{ whichever is lower}) \times Ps]$	\$
Cash grant for UPL under Private land $AP2 = [(\$Db/2P \text{ or } \$14,400, \text{ whichever is lower}) \times Pp]$	\$
TOTAL CASH GRANT (AP1 + AP2)	\$
PART VIII DECLARATION	
I / We certify that the particulars and the information given in this application are true and correct	
_____	_____
Name & Signature of Applicant (Owner/Developer)	Date
_____	_____
Name & Signature of Qualified Person	Date

* Delete where not applicable

Abbreviations

UPLs – Underground Pedestrian Links

FA – Floor Area

Da – Total cost of public pedestrian walkway for UPL without commercial space

Db – Total cost of public pedestrian walkway for UPL with commercial space

AP1 – Cash Grant for UPL under State land

AP2 – Cash Grant for UPL under private land