

Circular No : URA/PB/2015/12-CUDG
Our Ref : DC/ADMIN/CIRCULAR/PB_15
Date : 31 Dec 2015

CIRCULAR TO PROFESSIONAL INSTITUTES

Who should know

Architects, building owners, developers and business owners

Effective date

With immediate effect for a period of 5 years

CLARIFICATION OF OUTDOOR REFRESHMENT AREA (ORA) GUIDELINES AND STREAMLINED APPLICATION PROCESS FOR ROBERTSON QUAY AND CLARKE QUAY

- 1 This circular serves to clarify the ORA guidelines and informs the Food & Beverage (F&B) operators of the streamlined submission process for application for ORAs along the Singapore River promenade at Robertson Quay and Clarke Quay.
- 2 Singapore River is a popular precinct known for its riverfront dining offerings and riverine promenade. URA reviews the ORA guidelines and application processes for the precinct periodically, to better serve the needs of the F&B operators, as well as enhance the pedestrian experience along the riverfront promenade.

Clarification of guidelines on the extent of allowable ORA.

- 3 The ORAs, i.e. alfresco / outdoor dining areas are located on spaces that are shared by patrons of F&B establishments and pedestrians, as well as the Fire Safety Bureau in times of emergencies. The allowable extent of the ORAs is hence largely guided by technical requirements such as the minimum width for fire engine access along the promenade. This also applies to ORAs within developments. Applicants should ensure that the proposed ORA complies with the requirements and clearances of technical agencies, including and not limited to:
 - Fire Safety Bureau,
 - Singapore Land Authority,
 - National Parks Board,
 - Land Transport Authority for,
 - National Environment Authority,
 - Public Utilities Board, and etc.

Please refer to Annex 1 for the detailed guidelines.

Streamlined application process

- 4 In the past, operators applying for ORAs within mixed use developments with residential units were required to seek the views of the Management Corporations (MCs) of the developments before submitting the proposal to URA. Arising from feedback, operators no longer need to seek the MC's views for each application, but should continue to inform the MCs where necessary.

Implementation

- 5 The changes will take immediate effect for a period of 5 years and will apply to all new ORA proposals and renewal of temporary permission applications.
- 6 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 Urban Planning & 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 mailto:ura_dcd@ura.gov.sg. For your information, our past circulars to the professional institutes are available from our website <http://www.ura.gov.sg>.

Thank you.

FUN SIEW LENG (MS)
GROUP DIRECTOR (URBAN PLANNING & DESIGN)
for CHIEF EXECUTIVE OFFICER
URBAN REDEVELOPMENT AUTHORITY

GUIDELINES FOR OUTDOOR REFRESHMENT AREAS (ORAs) ALONG SINGAPORE RIVER PROMENADE FOR ROBERTSON QUAY AND CLARKE QUAY

PARAMETER	OUTDOOR REFRESHMENT AREA (ORA) GUIDELINES				
1. DEFINITION	<p>An outdoor unenclosed seating area that is an extension of an adjacent Food & Beverage (F&B) unit, where the kitchen is located inside the building.</p> <p>The outdoor seating (i.e. the ORA), i.e. alfresco/outdoor dining areas should not be the primary seating area of the adjoining F&B unit. Sufficient indoor seating area should be provided within the adjoining F&B unit such that the F&B business will not be severely affected in inclement weather conditions.</p> <p>Outdoor kiosks will not be approved to minimise the extent of physical structures along the riverfront.</p>				
2. USE	For seating only. No food preparations are allowed within the ORA. Any cooking or food preparation, including any service stations, is to be carried out within the kitchen of the adjoining F&B unit.				
3. LOCATION*	<p>The riverfront promenade, pedestrian malls and public spaces within the development's boundaries (e.g. covered walkways, courtyards, building setbacks) are shared spaces. To balance the needs of different groups of users, ORAs should not encroach into pedestrian walkways, fire engine access routes/hard standing (in compliance with Fire Safety Bureau's requirements) and landscaped areas (in compliance to NParks' requirements), so as not to obstruct pedestrian movement along the walkways, compromise fire safety and obliterate planting.</p> <p>As ORAs are meant to supplement the indoor seating, they are to be located in front of and/or next to the adjoining F&B unit. The following plans show where the ORAs can be allowed along the promenade and pedestrian malls:</p> <table border="1"> <thead> <tr> <th>ROBERTSON QUAY</th><th>CLARKE QUAY</th></tr> </thead> <tbody> <tr> <td> <p>a Within the indicative location as shown in <u>Appendices 1-1</u> and <u>1-2</u>, i.e. abutting the development boundary¹ at the development-related zone, as shown in <u>Appendices 2-1</u> and <u>2-2</u>;</p> </td><td> <p>b Within the indicative location as shown in <u>Appendices 1-3</u>, <u>1-4</u> and <u>2-3</u>, i.e. abutting the development boundary at the development-related zone;</p> <p>c The above does not apply to the Clarke Quay conservation area (i.e. Clarke Quay Festival Village) where ORAs are located at the riverfront at the river-related zone.</p> </td></tr> </tbody> </table>	ROBERTSON QUAY	CLARKE QUAY	<p>a Within the indicative location as shown in <u>Appendices 1-1</u> and <u>1-2</u>, i.e. abutting the development boundary¹ at the development-related zone, as shown in <u>Appendices 2-1</u> and <u>2-2</u>;</p>	<p>b Within the indicative location as shown in <u>Appendices 1-3</u>, <u>1-4</u> and <u>2-3</u>, i.e. abutting the development boundary at the development-related zone;</p> <p>c The above does not apply to the Clarke Quay conservation area (i.e. Clarke Quay Festival Village) where ORAs are located at the riverfront at the river-related zone.</p>
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4. SIZE*	In general, ORAs can be considered up to a maximum depth of 3m to 4m as shown in <u>Appendices 1</u> and <u>2</u> . The maximum allowable extent will vary from site to site, depending on the existing site conditions and compliance with technical requirements such as fire safety.				

* Revised / clarified guidelines

¹ This does not apply to Grand Copthorne Waterfront Hotel where the fire engine accessway abuts the development.

PARAMETER	OUTDOOR REFRESHMENT AREA (ORA) GUIDELINES	
	The extent of the ORAs is to be clearly marked on the ground with planters which are not easily removable (see <u>Annex 1-1</u> for example). All structures and furniture, including menu stands, displays and signage, must not encroach beyond the extent of the approved ORA.	
5. FRONTAGE*	<p>Likewise, the full frontage of the development along the promenade and pedestrian mall can be considered for ORA uses, subject to detailed evaluation on the maximum allowable extent based on the existing site conditions and compliance with technical requirements. Please refer to the <u>Appendices 1-1 to 1-4</u>.</p> <p>To facilitate pedestrian movement between the covered walkway of the developments and the promenade, a 1.5m wide clear walkway is to be set aside at appropriate intervals along the development's frontage. This could be in addition to the requisite clear distance from the fire escape stairs/routes regulated by the Fire Safety Bureau.</p>	
6. STRUCTURE & HEIGHT	ORAs as al-fresco dining areas are meant to be outdoor, unenclosed dining areas, allowing patrons to dine and enjoy the outdoors at the same time. Hence, ORA structures should not be designed to be weather-proof and bulky. Any forms of vertical partitions, including roll-down blinds, are not allowed on the ORA structures.	
	ROBERTSON QUAY	CLARKE QUAY
	<p><u>ORAs within Development-related zones</u></p> <p>Free-standing structures are not allowed. Only retractable awnings, mounted on the development facades are allowed. Applicants are advised to also seek Fire Safety Bureau's clearance on the extent of the awnings proposed. From an urban design viewpoint, the awnings where allowed should be:</p> <ul style="list-style-type: none"> a Designed to complement the architecture and rhythm of the respective facades (respond to columns, etc); and b Located at a height that relates to the 1st storey of the development or the external soffit height of the adjacent covered walkway, subject to a maximum height of 4m. <p>Market-style umbrellas can be considered if the ORAs do not abut the development façade. The umbrellas are not to be anchored to the promenade. Please see <u>Annex 1-2</u> for examples of allowable ORA awning and umbrellas.</p>	<p><u>ORAs within Development-related zones</u></p> <p>Light-weight structures designed as an independent structure abutting the development can be considered. Its design is to be as transparent as possible. In addition, ORAs can also be considered on the 2nd storey, as shown in <u>Appendix 2-3</u>. Linking the 1st storey and 2nd storey ORAs with a staircase is not supported as it increases physical bulk and reduce visual porosity.</p> <p><u>ORAs within River-related zones (applicable only to Clarke Quay Conservation Area)</u></p> <p>Standalone ORA structures can be considered. They should be:</p> <ul style="list-style-type: none"> a Designed to be light-weight; and b Do not exceed 4m in height.

PARAMETER	OUTDOOR REFRESHMENT AREA (ORA) GUIDELINES
7. GFA and payment of TOL/TDL/DP*	<p><u>For ORAs located on State land</u></p> <p>For ORAs located on State land, applicants have to obtain SLA's (land owner) consent prior to submitting an application. Upon obtaining the Temporary Permission from URA, applicants have to obtain Temporary Occupational License (TOL) from SLA, prior to the commencement of the ORA uses.</p> <p><u>For ORAs located within Development Boundary (not applicable to Clarke Quay Conservation Area)</u></p> <p>For developments which have maximised their development potential, the proposed ORAs within the development boundaries can be considered over and above the maximum intensity stipulated in the Master Plan for the site, subject to the overall 10% GFA bonus cap² for each development and the payment of Temporary Development Levy (TDL) or Differential Premium (DP) whichever is applicable. The bonus ORA GFA scheme is however applicable only to selected developments fronting the promenade and pedestrian mall, with the proposed ORAs next to or linked to the pedestrian network.</p> <p>As per current practice, all additional GFA granted under the bonus GFA incentive schemes will not form the future development potential of the site upon redevelopment.</p>
8. FURNITURE	<p>To maintain a pleasant experience along the promenade, the ORAs are to be kept free of clutter physically or visually. Please ensure the following:</p> <p><u>Furniture and Service stations</u></p> <ul style="list-style-type: none"> a Only loose tables, chairs and approved structures by relevant authorities are allowed within the ORAs; b Service stations, bar counters are not allowed within the ORAs; and c Any furniture or opaque structures above 1.2m height must be submitted for approval by the Authority.
9. SIGNAGE	<p>Business names are allowed to be displayed on the awnings/structures. Any third party advertisement signs or sponsor logos are not allowed as free-standing structures or to be displayed on the awnings/structures.</p> <p>Any signs will require the written approval of Building and Construction Authority (BCA) prior to installation.</p>
10. TREES & LANDSCAPING*	<p>In compliance with NParks requirements, the following shall be observed:</p> <ul style="list-style-type: none"> a Existing trees and shrubs are not to be pruned or removed; b Tree aeration and planting areas are to be kept open to the sky; c Tree aeration areas are not to be paved over or roofed over; and d Ad-hoc elements, e.g. lights, are not to be introduced to the existing landscaping areas or trees.

² Please refer to the circular on "Framework for Managing Bonus Gross Floor Area Incentives" (Circular No: [URA/PB/2009/03-DCG](#))

PARAMETER	OUTDOOR REFRESHMENT AREA (ORA) GUIDELINES	
11.OUTDOOR MUSIC AND TELEVISION SCREENING	ROBERTSON QUAY	CLARKE QUAY
	To minimise any potential disturbance to neighbouring uses and residents, outdoor music/ radio or screening of TV programmes/sports/movies etc, are not allowed within the ORAs. In addition, any such screening within the indoor area of the adjoining F&B unit should not face out towards the ORAs.	Relevant licences are to be obtained and are subject to licensing conditions.
12.PLANNING PERMISSION AND TECHNICAL AGENCIES CLEARANCES*	<p>All ORA uses, with or without structures and on State land or within development boundary, would require a Planning Permission. To better manage potential issues arising from ORA operations, all proposals will be approved on a temporary basis with the issuance of a Temporary Permission, subject to renewal upon expiry.</p> <p>In addition to the guidelines stipulated in this circular, all proposals are still subject to compliance and clearance from the other relevant authorities like Fire Safety Bureau, Singapore Land Authority, National Parks Board, Land Transport Authority, National Environment Authority, Public Utilities Board, etc. The requirements from the relevant authorities may affect the location, final allowable extent and layout of the ORAs for individual proposals.</p>	
13.SUBMISSION REQUIREMENT*	<p><u>Standard Plans and Elevations showing:</u></p> <ul style="list-style-type: none"> a The location of the proposed ORA layout, in an appropriate scale, in relation to the surrounding features on the promenade, such as landscaping, fire engine access, lighting etc, and the adjacent development; b The layout of the indoor F&B unit, including the locations, size of kitchen and layout of the main indoor seating area, are to be included as part of the overall plan submission; and c The boundary of the proposed ORA and proposed boundary markers, for e.g. planting troughs. The layout of the tables and chairs within the boundary of the proposed ORA should also be shown. <p><u>Detailed Plan & Elevation in 1: 50 scale showing:</u></p> <ul style="list-style-type: none"> d The proposed structures such as awnings and furniture, as well as proposed signs, with annotation on the type and size of structure and materials. <p><u>Letter of Undertaking</u></p> <ul style="list-style-type: none"> e To ensure better ownership of the ORA operations, ORA operators are required to submit a letter of undertaking (LOU) to declare that the ORAs are clearly demarcated, confined within approved boundaries, and will not cause disamenities. The letter of undertaking must be submitted upon application (see <u>Annex 1-3</u>) 	

**EXAMPLE OF BOUNDARY MARKERS FOR ORAS
- PLANTING TROUGHS**



Figure 1-1: Planting troughs should be sizeable so that they are not easily removable. In addition, they should be spaced closed enough to define the ORA boundary.

EXAMPLE OF AWNINGS AND UMBRELLAS AS SHELTERS FOR ORAs



Figure 2-1: Awnings are to complement the scale and rhythm of the development façade, e.g. correspond to the column locations. Applicants should also seek clearances from Fire Safety Bureau on the location and extent of protrusion from the building facades.



Figure 2-2: Market-style umbrellas are supported if they do not abut the development façade, as they help to enhance the laid-back ambience of Robertson Quay.

To: Chief Executive Officer
Urban Redevelopment Authority
As Competent Authority
Under the Planning Act (Cap. 232)

LETTER OF UNDERTAKING

PROPOSED (To insert project caption)

Whereas _____ (applicant's name) (NRIC No. : _____) of _____ (address) (hereinafter referred to as "the Applicant") has applied to the Competent Authority for planning permission under section 13 of the Planning Act (Cap 232) to use the land on _____ (description of land for ORA) (hereinafter referred to as "the said land") for an Outdoor Refreshment Area for _____ (period of planning permission) from the Grant of Written Permission.

In consideration of the Competent Authority issuing the planning permission, the Applicant hereby undertakes as follows:

- a) to confine all uses for or relating to Outdoor Refreshment Area within the said land and any area demarcated for that purpose as shown in the approved plans of the planning permission; and
- b) to ensure that the uses for or relating to Outdoor Refreshment Area referred to in paragraph (b) above ("the ORA") does not encroach onto any public walkway.
- c) to have clear and effective demarcations of the ORA with markers that are not easily moveable and do not result in the enclosure of the ORA; and
- d) not have any playing of music/radio or screening of TV programmes within the ORA, to minimize disamenities to the residents.

The Applicant acknowledges and understands that the planning permission shall be issued by the Competent Authority subject to such conditions as the Competent Authority may impose and in the event of any breach or non-compliance with any of such conditions, the Competent Authority may, in the exercise of his powers under the aforesaid Act, cancel the said planning permission. Any such breach or non-compliance is also an offence under the aforesaid Act which will render the Applicant and other parties responsible liable to be prosecuted and on conviction to a maximum fine of Two Hundred Thousand dollars (\$200,000) and a further fine not exceeding Ten Thousand dollars (\$10,000) for every day or part thereof during which the offence continues after conviction.

Dated this _____ day of _____ 2015.

Signature and Name of Applicant

The Common Seal of)
XXXXXXXXXXXXXXXXXXXX)
was hereunto affixed in the)
presence of:)

Director

Secretary/Director













