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

- 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.
- 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.

- 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**

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.

### <u>Implementation</u>

- 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.
- 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 <a href="mailto:ura\_upd\_da\_team@ura.gov.sg">ura\_upd\_da\_team@ura.gov.sg</a>. You can also call our Development Control Group (DCG) Enquiry Line at Tel: 6223 4811 or email us at <a href="mailto:ura\_dcd@ura.gov.sg">mailto:ura\_dcd@ura.gov.sg</a>. For your information, our past circulars to the professional institutes are available from our website <a href="mailto:http://www.ura.gov.sg">http://www.ura.gov.sg</a>.

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	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.				
	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.				
	Outdoor kiosks will not be approved to minimise the extent of physical structures along the riverfront.				
2. <b>USE</b>	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*	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.  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:				
	ROBERTSON QUAY	CLARKE QUAY			
	a Within the indicative location as shown in Appendices 1-1 and 1-2, i.e. abutting the development boundary¹ at the development-related zone, as shown in Appendices 2-1 and 2-2;	b Within the indicative location as shown in Appendices 1-3, 1-4 and 2-3, i.e. abutting the development boundary at the development-related zone;  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.			
4. SIZE*	shown in Appendices 1 and 2. The r	up to a maximum depth of 3m to 4m as maximum allowable extent will vary from ing site conditions and compliance with safety.			

<sup>\*</sup> Revised / clarified guidelines

<sup>&</sup>lt;sup>1</sup> This does not apply to Grand Copthorne Waterfront Hotel where the fire engine accessway abuts the development.

PARAMETER	OUTDOOR REFRESHMENT ARE	A (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*	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 Appendices 1-1 to 1-4.  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.			
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		
	ORAs within Development-	ORAs within Development-related		
	related zones 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:	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 2 <sup>nd</sup> storey, as shown in Appendix 2-3. Linking the 1 <sup>st</sup> storey and 2 <sup>nd</sup> storey ORAs with a staircase is not supported as it increases physical bulk and reduce visual porosity.		
	a Designed to complement the architecture and rhythm of the respective facades (respond to columns, etc); and	ORAs within River-related zones (applicable only to Clarke Quay Conservation Area) Standalone ORA structures can be considered. They should be:		
	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.	<ul><li>a Designed to be light-weight; and</li><li>b Do not exceed 4m in height.</li></ul>		
	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 Annex 1-2 for examples of allowable ORA awning and umbrellas.			

PARAMETER	OUTDOOR REFRESHMENT AREA (ORA) GUIDELINES		
7. GFA and	For ORAs located on State land		
payment of TOL/TDL/DP*	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.		
	For ORAs located within Development Boundary (not applicable to Clarke Quay Conservation Area)		
	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.		
	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.		
8. FURNITURE	To maintain a pleasant experience along the promenade, the ORAs are to be kept free of clutter physically or visually. Please ensure the following:		
	Furniture and Service stations  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.		
	ior approval by the ritationty.		
9. SIGNAGE	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.		
	Any signs will require the written approval of Building and Construction Authority (BCA) prior to installation.		
10.TREES & LANDSCAPING*	In compliance with NParks requirements, the following shall be observed:  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;		
	Tree aeration areas are not to be paved over or roofed over; and     Ad-hoc elements, e.g. lights, are not to be introduced to the existing landscaping areas or trees.		

 $<sup>^2</sup>$  Please refer to the circular on "Framework for Managing Bonus Gross Floor Area Incentives" (Circular No: <u>URA/PB/2009/03-DCG</u>)

PARAMETER	OUTDOOR REFRESHMENT AREA (ORA) GUIDELINES			
11.OUTDOOR	ROBERTSON QUAY	CLARKE QUAY		
MUSIC AND TELEVISION SCREENING	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*	development boundary, would rec manage potential issues arising fro	es, with or without structures and on State land or within boundary, would require a Planning Permission. To better ntial issues arising from ORA operations, all proposals will be a temporary basis with the issuance of a Temporary ubject to renewal upon expiry.		
	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.			
13.SUBMISSION	Standard Plans and Elevations showing:			
REQUIREMENT*	<ul> <li>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;</li> <li>b The layout of the indoor F&amp;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</li> <li>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.</li> </ul>			
	<ul> <li>Detailed Plan &amp; Elevation in 1: 50 scale showing:</li> <li>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.</li> </ul>			
	required to submit a letter of ORAs are clearly demarcated	the ORA operations, ORA operators are undertaking (LOU) to declare that the I, confined within approved boundaries, ies. The letter of undertaking must be a Annex 1-3)		

### 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)

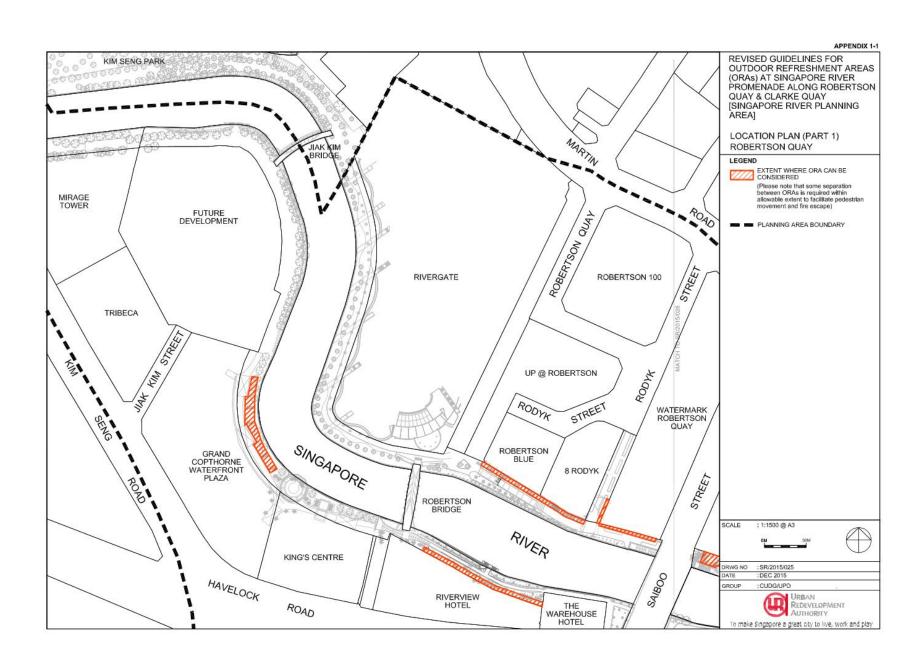
Whereas	(applica	nt's name)	(NRIC No		)
of	(address)	_ (hereinafter refe	rred to as "the A	opplicant")	has applied
to the Con	npetent Authority fo	or planning permis	sion under sect	on 13 of t	he Planning
Act (Cap	232) to use the la	ind on <u>(descrip</u>	tion of land for	ORA)	(hereinafter
referred to	as "the said land	d") for an Outdoo	or Refreshment	Area for	(period of
planning p	ermission)_ from th	e Grant of Writter	Permission.		

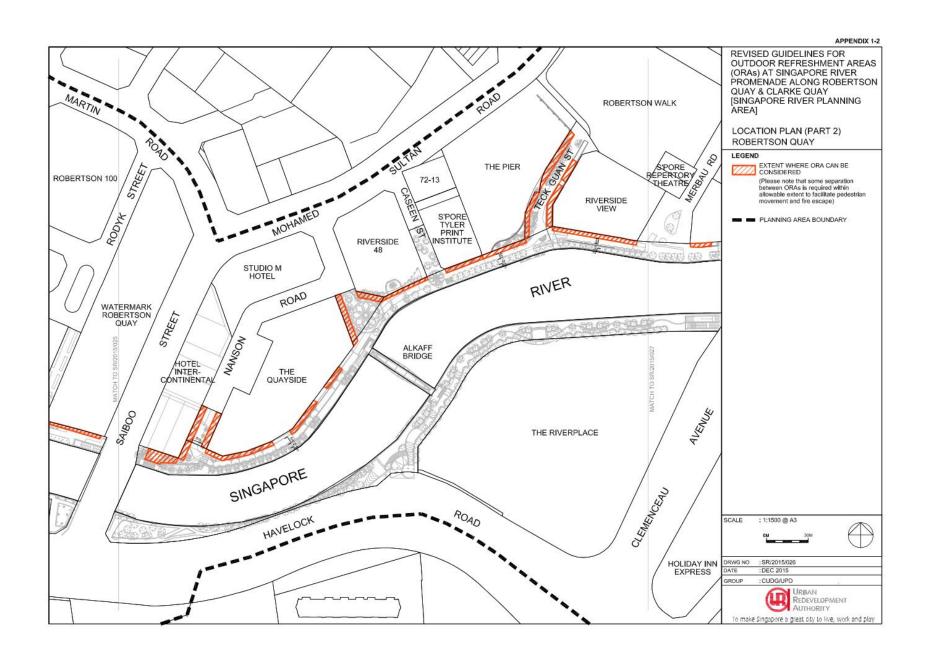
In consideration of the Competent Authority issuing the planning permission, the Applicant hereby undertakes as follows:

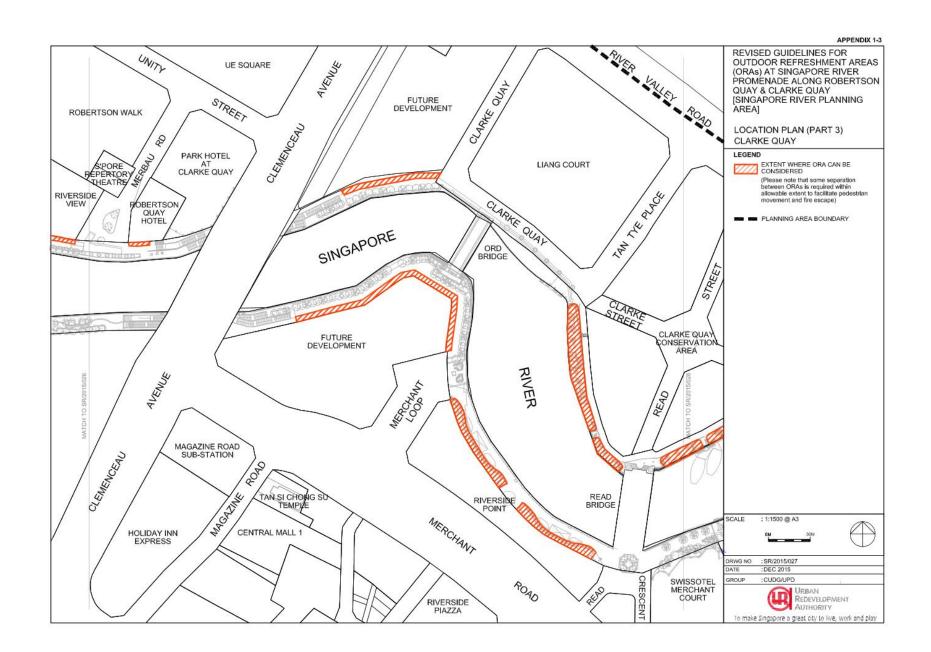
- a) to confine all uses for or relating to Outdoor Refreshment Area within the said land and any area demarcated for that purpose as shown in the approved plans of the planning permission; and
- b) to ensure that the uses for or relating to Outdoor Refreshment Area referred to in paragraph (b) above ("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.

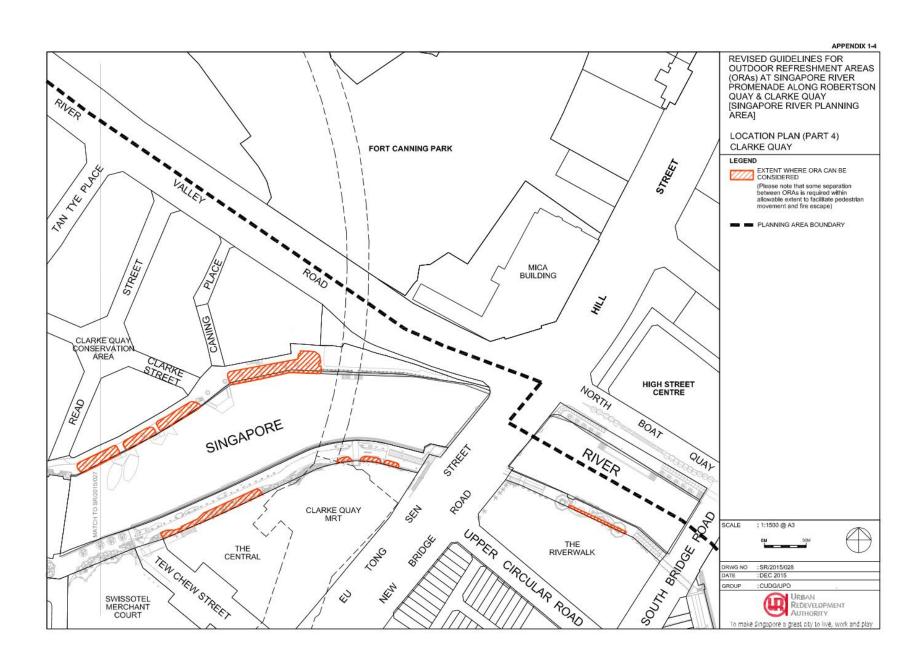
The Applicant acknowledges and understands that the planning permission shall be issued by the Competent Authority subject to such conditions as the Competent Authority may impose and in the event of any breach or non-compliance with any of such conditions, the Competent Authority may, in the exercise 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 thisday of	_2015.
Signature and Name of Applica	 ant
The Common Seal of	)
XXXXXXXXXXXX	)
was hereunto affixed in the	)
presence of:	)
Director	
Secretary/Director	









#### APPENDIX 2-1

