

Circular No : URA/PB/2018/09-DCG  
Our Ref : LTA/DBC/ F20.033.005  
URA/DC/ADMIN/CIRCULAR/PB\_18  
Date : 9 Nov 2018

## **CIRCULAR TO PROFESSIONAL INSTITUTES**

### **Who should know**

Building owners, developers, architects and engineers.

### **Effective date**

1 February 2019

## **EXPANSION OF POLICIES ON SURPLUS CAR PARK CONVERSION AND COMPUTATION OF SURPLUS PARKING SPACES AS GROSS FLOOR AREA (GFA)**

1. Today, the Land Transport Authority (LTA) announced changes to parking provision standards (circular entitled “Changes to LTA’s Car Parking Standards and Gazetting of Designated Car-Lite Precincts” dated 9 Nov 2018). The changes were to better calibrate the supply of car parking spaces in view of zero vehicle growth rate from February 2018. Under LTA’s new Range-based Parking Provision Standards (RPPS), developers will be granted flexibility to provide parking lots within a pre-defined range (upper bound and lower bound). In addition, the parking standards for some developments (upper bound) have been further reduced<sup>1</sup>. As a result, existing buildings may have surplus parking spaces.
2. To align with the changes in parking provision policy, the Urban Redevelopment Authority (URA) has reviewed the guidelines and treatment for surplus parking spaces and will make the following changes that will take effect 1 Feb 2019.

### **Conversion of Surplus Car Parking Spaces to Other Uses**

3. With the changes to the parking provision standards, surplus car parks in an existing development arise from:
  - a. reduction in the parking standards (e.g. reduction in the upper bound parking requirement – see portion labelled A in Figure 1)

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<sup>1</sup> The current Car Parking Standard (CPS) only stipulates a minimum. For some types of developments, the upper bound is set lower than the minimum under the current CPS.

- b. flexibility to reduce car parking provision up to the lower bound of the parking provision range under the RPPS (see portion labelled B in Figure 1)

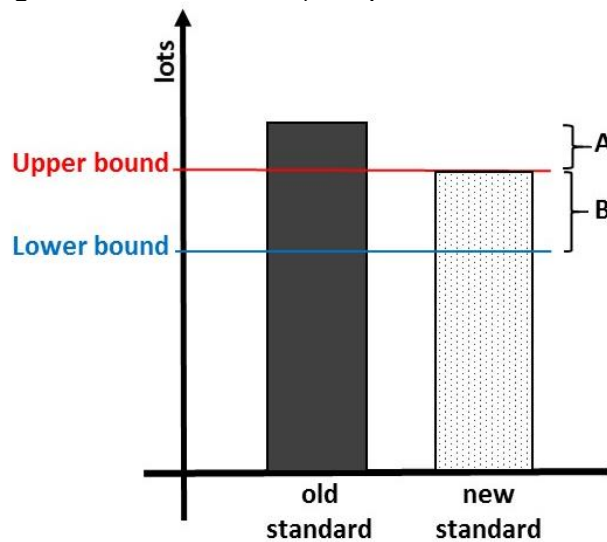


Figure 1: Diagram showing how surplus car parks arise in an existing development

4. Currently, URA allows surplus car parking spaces in existing Commercial, Mixed Use and Hotel developments within the Central Area (see boundary of Central Area in [Appendix 1](#)) to be permanently converted to additional GFA for other uses. Under RPPS, surplus car parks between the upper and lower bound parking requirement (portion labelled B in Figure 1) can also be considered for conversion.
5. In addition, URA will **extend this policy to the following existing developments** with convenient access to public transport:
  - a. **Residential developments within the Central Area;**
  - b. **Commercial, Mixed Use, Hotel and Business Park developments within 400 meters of an MRT or LRT station**

#### Application

6. 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. The resultant car parking provision within the development must take into account the car parking provision from 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.

7. The additional GFA arising from the conversion of surplus car parking, detailed uses and any changes to the building form and design will be subject to evaluation by URA and the relevant agencies.
8. Requests for conversion of surplus car parks may not be supported for sites where there are specific conditions imposed in planning approval or the government land sale that restrict the conversion of the surplus car parking spaces, or sites located within or adjacent to Conservation Areas where additional car parking spaces are needed to support the uses within the conserved buildings.

### Computing Surplus Car Parking and Motorcycle Parking Lots as Gross Floor Area

9. Currently, surplus parking spaces in new commercial, mixed-use and hotel developments are computed as GFA<sup>2</sup> to discourage the overprovision of parking spaces in these developments. Under LTA's new RPPS, **car park and motorcycle<sup>3</sup> park spaces provided over and above the upper bound will be computed as GFA**. The policy to count surplus parking spaces as GFA will be extended to new developments:
  - a. **Residential developments within the Central Area;**
  - b. **Business Parks within 400 meters of MRT and LRT stations.**
10. The table below summarises the list of developments that the two policies above apply to. The new changes that take effect 1 Feb 2019 are highlighted in bold:

	Convert Surplus Car Parking Spaces into Other Uses within <u>Existing</u> Developments	Compute Surplus Car and Motorcycle Parking Spaces as GFA in <u>New</u> Developments
Central Area	Commercial, Mixed-use, Hotel and <b>Residential</b>	Commercial, Mixed-use, Hotel and <b>Residential</b>
Within 400m of MRT, LRT Stations	<b>Commercial</b> <b>Mixed-use</b> <b>Hotel</b> <b>Business Parks</b>	Commercial, Mixed-use Hotel and <b>Business Parks</b>
All Other areas	Not Applicable	Commercial, Mixed-use, and Hotel

### Submission Details

11. Building owners of existing developments intending to convert surplus car parking spaces to other uses are to arrange for a pre-application consultation with LTA (via

<sup>2</sup> Each surplus car park lot is computed as 35m<sup>2</sup>, which is assumed to be the average area of each car park lot, inclusive of circulation space. Each surplus motorcycle lot is computed as 12m<sup>2</sup>.

<sup>3</sup> The new RPPS introduces mandatory requirements for motorcycle parking provision in all non-residential developments.

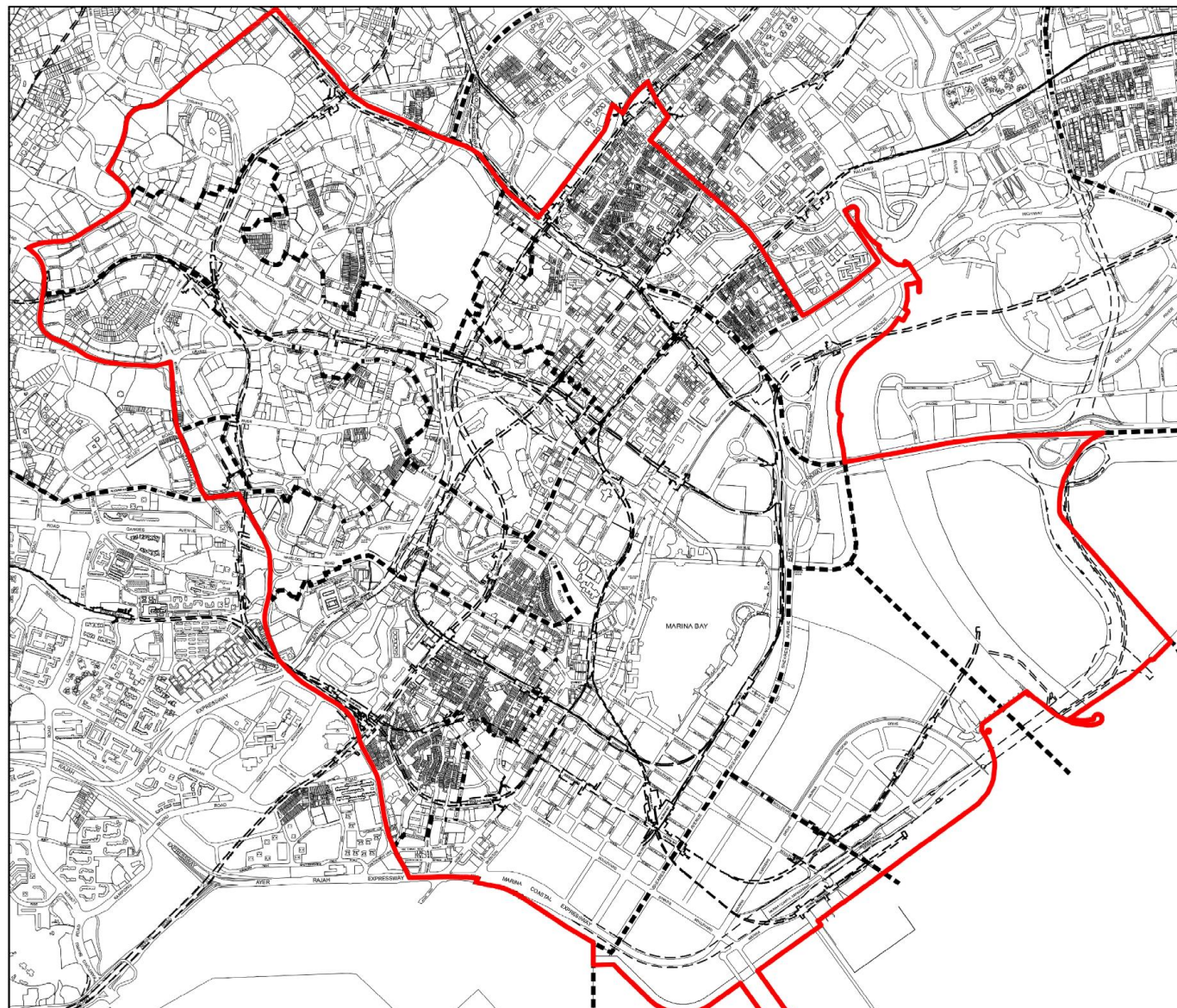
Corenet) before submitting a development application to URA. All applications are to include the completed forms attached in Appendices 2 & 3.

12. These revised guidelines will apply to all new applications submitted on and after 1 Feb 2019. Only formal development applications submitted before the effective date of 1 Feb 2019 which have already been granted Provisional Permission, or which will result in a Provisional Permission, will not be subject to the revised guidelines.
13. I would appreciate it if you could convey the contents of this circular to your members. We have updated the same in the Development Control Handbooks. You are advised to refer to these Handbooks for the most updated guidelines and procedures instead of referring to past circulars.
14. For other information on the master plan, urban design guidelines, private property use and approval, car park locations and availability, private residential property transactions, and conservation areas and buildings, use URA SPACE (Service Portal and Community e-Services). This is an online portal packed with useful data and visualisation to help building professionals, business operators and the general public in their decision-making. It consolidates detailed information on land use and private property into a one-stop platform presented on geospatial maps.
15. If you have any queries concerning this circular, please email LTA at [lta-dbc\\_registry@lta.gov.sg](mailto:lta-dbc_registry@lta.gov.sg) and URA at [https://www.ura.gov.sg/feedbackWeb/contactus\\_feedback.jsp](https://www.ura.gov.sg/feedbackWeb/contactus_feedback.jsp).

Thank You.

LINA LIM (MS)  
GROUP DIRECTOR (POLICY & PLANNING)  
for CHIEF EXECUTIVE  
LAND TRANSPORT AUTHORITY

GOH CHIN CHIN (MS)  
GROUP DIRECTOR (DEVELOPMENT CONTROL)  
for CHIEF EXECUTIVE OFFICER  
URBAN REDEVELOPMENT AUTHORITY

**SURPLUS CAR PARK STUDY  
IN CENTRAL AREA** **CENTRAL AREA BOUNDARY****CONFIDENTIAL**

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REDEVELOPMENT  
AUTHORITY**

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**Appendix 2**

Form LTA-VP-ATT4-DemandMgmt



<b><u>Parking Demand Assessment and Management</u></b>		
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 <input type="checkbox"/> Support for Car Sharing <input type="checkbox"/> Shuttle bus services <input type="checkbox"/> Others  Details: _____ _____ _____
6	Remarks:	<i>{Any other justification to support this application}</i>



## PARKING OCCUPANCY SURVEY

### PART 1: CAR PARK INFORMATION

Car Park/Building Name: \_\_\_\_\_

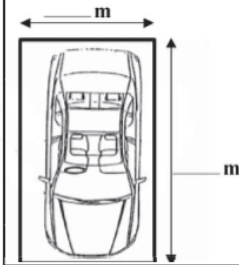
Car Park Operational Hours: \_\_\_\_\_

	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)

☐ Semi EPS

☐ Cashcard System

☐ Magnetic Ticket

☐ Manual operator

☐ 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.