

251 North Bridge Road Singapore 179102
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CIRCULAR TO PROFESSIONAL INSTITUTIONS

ENHANCEMENTS TO THE PROCESS OF HANDING OVER ROADS TO LTA

Who should know

Building Owners, Developers, Architects, Engineers and Transport/Traffic Consultants

Effective date

30 June 2022

1. LTA implemented the Notification of Opening of New Street(s) to Traffic on 3 April 2019. Under this initiative, the Professional Engineer (PE) can apply to LTA to open the new street(s) after certifying that the construction of the street(s) had been carried out under his/her supervision and complies with the Street Works (Private Street Works) Regulations and the approved plans.
2. To further smoothen the handing over of the street(s) to LTA, we are pleased to announce that the need to apply for a Certificate of Statutory Completion (CSC) from LTA will be removed with effect from 30 June 2022. Correspondingly, there will be no need to schedule for a CSC inspection by LTA prior to opening the street(s) to traffic. The street(s) can be opened to traffic after receiving LTA’s acknowledge letter following the submission of the Notification of Opening of New Street(s) to Traffic.
3. In addition, LTA will also proactively remind PE to initiate the handing over of the new street(s) early via Corenet and to ready the documentation required (see Table 1 below). To prevent delays in the handing over of new street / road structure assets, the PE is required to submit the following by the 6th month of the 1-year Maintenance Period (MEP):

Table 1: Documentation Required for Handing Over of Street(s) to LTA

S/N	Document
a.	Application via Corenet to hand over the new street/road structure to LTA
b.	Complete set of “as-built” drawings in true coordinates either in dwg or dgn format
c.	Letter of taking over from PUB(Drainage), NEA(DPC) and NParks
d.	Coloured copy of declaration plan in either dwg or dgn format
e.	Copy of Certified Plan from Chief Surveyor, SLA
f.	Duly completed Road Data Form (form is available on LTA’s website)
g.	Duly completed Asset Master Register Input Form (AMRIF) (form is available on LTA’s website)

4. For street(s) funded by Ministries and Statutory Boards, additional details will be required for the handing over of the street(s) to LTA. Please refer to Annex A for the additional details required for handing over of street(s) funded by Ministries and Statutory Boards.

For Circulation

5. We seek your assistance to circulate the contents of this circular to all members of your organisation. If you need additional information on the enhanced process of handing over roads, you can refer to the webinar produced by LTA via the QR code below. For any further queries, you may email to lta-dbc_registry@lta.gov.sg.

Video 1: Facilitating an Expedious Hand Over of Commuter Facilities	
https://youtu.be/ZGv43gwWweM	
Video 2: Expected Workmanship Standards When Handing Over New Streets	
https://youtu.be/nZIIPaAqxNg	
Video 3: Streamlined Handing/Taking Over Process for New Streets	
https://youtu.be/Vej0rkilasY	

6. We hope the enhancement will enable a smoother process for handing over of roads to LTA.

Thank you.

Chan Chin Kai
 Director
 Development & Building Control Division
 Land Transport Authority

ANNEX A

S/N		Audit Certificate Checklist
i.	<input type="checkbox"/>	[Name/ Description of Asset]
ii.	<input type="checkbox"/>	Funding Source <input type="checkbox"/> funded by Ministry <input type="checkbox"/> not funded by Ministry
iii.	<input type="checkbox"/>	Location Plan / Declaration Plan
iv.	<input type="checkbox"/>	Audit Certificate on Net Book Value of asset
v.	<input type="checkbox"/>	Printscreen of asset record in NFS Financial System showing: <ul style="list-style-type: none"> • Asset Description • Asset Category • Acquisition Date • Amount
vi.	<input type="checkbox"/>	NFS Fixed Asset Listing showing: <ul style="list-style-type: none"> • Asset Description • Asset Category • Acquisition Date • Cost • Accumulated Depreciation • Net Book Value • Remaining Useful Life
vii.	<input type="checkbox"/>	Date to be Handed Over (to be entered by LTA)
viii.	<input type="checkbox"/>	Hand Over Agency / Ministry Name Designation/ Signature
ix.	<input type="checkbox"/>	To be Taken Over by LTA Name Designation/ Signature

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