

Our Ref: LTA/DBC/D66.058.001

Date: 1 December 2022

CIRCULAR TO PROFESSIONAL INSTITUTIONS

Who should know

Developers, Architects, Engineers and Contractors/Builders

Dear Sir/Madam

PROCESSING FEES FOR REPEATED RESUBMISSIONS TO LTA UNDER THE STREET WORKS ACT (SWA), THE PARKING PLACES ACT (PPA) AND THE RAPID TRANSIT SYSTEMS ACT (RTSA)

OBJECTIVE

1. This is to inform the industry that a fee will be introduced from **1 Jun 2023** by the Land Transport Authority (LTA) to recover the cost of processing repeated resubmissions under SWA, PPA and RTSA.

BACKGROUND

2. LTA has been receiving a growing volume of applications from the industry for clearance of street works, parking proposals and development works near to the rapid transit systems. A large proportion of these applications were found to be resubmissions made by Qualified Persons (QPs) who had omitted key details of their proposals or failed to take in established design standards in their earlier submissions.
3. LTA has made available resources such as Code of Practices, Guides, Standards and Specifications on [LTA Website](#) for street work proposals, vehicle parking proposals and rail and road structure protection proposals. Since 2020, LTA has also proactively published more than 10 Quick Guides for Development Proposals to complement the existing resources to enhance the understanding and conducted several technical webinars/courses to raise awareness of common issues faced by QPs and to offer possible solutions. To lessen the regulatory burden on the industry, LTA has also streamlined submission process for engineering works involving modification of railway, consolidated street works and vehicle parking submissions at the layout plan (DC) stage, and removed the requirement for Certificate of Statutory Completion (CSC) stage for new road infrastructure projects.
4. Over the years, LTA notes that there has been a rise in submission volumes. Costs have also risen across the board. While LTA has absorbed the cost of processing applications in the past, it is no longer tenable to continue this.

IMPLEMENTATION

5. From **1 Jun 2023**, a processing fee will be charged by LTA if the submission is the fourth (4th) or more iteration of the same application type (please refer to **Annex A** for the applicable application types). No processing fee will be charged for the first three (3) submissions of the same application type to LTA. Hence, the processing fee will not impact plans that are in order and could be cleared by LTA within 3 submissions.
6. The processing fee payable for each submission from the fourth submission of the same application type is as follows: -
 - a. \$1,200 for applications that involve the construction of new streets (application type 3 and 5 under the SWA in Annex A); and
 - b. \$300 for all other applications

STANDARDISATION OF USE OF E-SUBMISSION NUMBER

7. It is important to properly identify the applications which are liable for processing fee. From 1 Dec 2022, LTA requires all subsequent resubmissions (i.e. CR) of applications to be submitted under the same E-Submission number (i.e. ES) that accompanied the first submission. Majority of QPs are already practising this today, and this early adoption is to accustom all QPs to the proper use of CR/ES numbers. Submissions will be rejected if they are found to be submitted under an incorrect ES or CR number, e.g. if a QP makes a resubmission under a new ES number to comply with an earlier written direction from LTA. Rejected submissions will count as one submission for the determination of processing fee.
8. QPs may split the proposals (e.g. main development works vs external works) at project level (e.g. different project reference number) in accordance with their submissions to BCA. QPs may also split the proposals according to the different disciplines involved for the same applications (e.g. architect vs civil engineer, or mechanical engineer). Proposals submitted should include all relevant details that need to be approved by LTA so that LTA can review the submission holistically.
9. For the amendment of an approved plan, QPs are required to apply for a new ES number when making the first (amendment) submission. Subsequent resubmissions (i.e. CR) pertaining to the amendment of the approved plan shall be submitted under the same new ES number.

ENQUIRIES

10. We would appreciate if you could convey the contents of this circular to your organisation members. A list of the frequently asked questions and answers is attached in Annex B. Should you need any further clarification, you may contact us at lta-dbc_registry@lta.gov.sg.

Thank you

Chan Chin Kai
Director
Development & Building Control

Annex A – Application Stages and Application Types under respective Act

Act	Application Stages	Application Types
Street Works Act	DC, BP, CSC and Taking Over	<ol style="list-style-type: none"> 1. Application for Approval of Layout Plan (Roads & Vehicle Parking) 2. Application for Approval of Street Plan (not involving a new street, road widening*, pedestrian overhead bridge or underpass) 3. Application for Approval of Street Plan (involving a new street, road widening, pedestrian overhead bridge or underpass) 4. Application for Certificate of Statutory Completion Clearance (not involving a new street, road widening*, pedestrian overhead bridge or underpass) 5. Application for Taking Over of New Streets
Parking Places Act	BP and CSC	<ol style="list-style-type: none"> 1. Application for Approval of Proposal and Plans for Provision of Parking Places and Parking Lots. 2. Application for Certificate of Statutory Completion Clearance
Rapid Transit Systems Act	DC, BP, Engineering Work and CSC	<ol style="list-style-type: none"> 1. Application for Approval of Development Proposal in Railway Protection Zone/Railway Corridor 2. Application for Approval of Building Proposal in Railway Protection Zone/Railway Corridor 3. Application for Amendment of Approved Proposal 4. Application for Permit to Carry Out Engineering Works in Railway Protection Zone/Railway Corridor 5. Submission of updated LTA as-built drawings and documents prior to Closure of Modification (COM) 6. Application for Certificate of Statutory Completion Clearance for Building Works in Railway Protection Zone/Railway Corridor

* Does not include converting planting verge to introduce auxiliary lanes (e.g. deceleration/acceleration lanes to and from a vehicular accesses, u-turn lanes, slip lanes)

Annex B – Frequently Asked Questions

1. What is the intention of charging this processing fee?

LTA's statistic shows that more than 80% of development applications that LTA processes do not go beyond the 3rd submission. Yet for the minority applications that need 4 submissions or more, they take up a disproportionate amount of LTA's time which we aim to reduce with this processing fee.

Unlike many other agencies which process development applications, LTA still does not charge base application fees from the 1st submission onwards for the majority of our regulatory approvals. This need for base application fees will be reviewed at a later stage as we show consideration for the industry to only target the high number of resubmission cases for now.

2. Who is required to pay the processing fees?

Applicants who make the 4th and subsequent submissions will be prompted to make the payment.

3. When will applicants start paying the processing fees?

The processing fees will be implemented on 1 June 2023. Any submission made on or after 1 June 2023 will be subject to the processing fee if the submission is the 4th or more iteration.

4. Will the applicant get a notification to make payment?

Yes, a notification via email will be issued with information on how payment can be made.

5. What are the payment modes?

Credit Card, eNETS Debit, Paypal, SG-QR, Apple Pay and Google Pay

6. Will there be any receipt issued upon payment?

Yes, receipt will be sent to the payee.

7. What will happen to submissions that do not accompany the required payment of fees?

Submissions that are not paid within a stipulated time (e.g. 3 days) will be automatically rejected by the system. Applicants are to note that the processing of submissions (and consequently the turn-around time for processing of the submissions) commences only after the required payment is made.

8. I have made a submission and subsequently decided to withdraw it. Will it still be counted as one submission?

Yes, withdrawn submission will be counted, and processing fee will be applied from the fourth submission (that includes the withdrawn submission) and onwards.

9. LTA has requested me to make supplementary submission. Will this be counted as one submission?

Yes, supplementary submissions (e.g. additional documents, plans, calculations) to facilitate the review are counted as resubmissions, and processing fees will apply from the fourth submission and onwards. QPs should ensure that all necessary documents to accompany the submission are provided in the first place.

10. Can I request for consultation session with LTA officer to clarify on the requirements or written direction?

QPs should aim for the very first submission to meet LTA's requirements, and to declare any non-compliances with mitigating measures. The written directions thereafter would be more straightforward to address minor issues. If there are still unresolved matters after the 3rd submission, QPs are strongly encouraged to consult LTA officer-in-charge (OIC) which LTA will oblige with a consultation session. QPs may search for the OIC's contact details via [DBC Officer Search](#).

11. Do I need to pay for the processing fee if the resubmissions are resulted from LTA's new comments/requirements?

QPs should aim for the very first submission to meet LTA's requirements, and to declare any non-compliances with mitigating measures. This will facilitate the review process and reduce the number of iterations. Processing fee is charged on a cost recovery basis at the point of submission. In instances where the applicant feels that a refund is justifiable (e.g. new comments given by LTA which were not in the 1st WD and need additional resubmissions to address), he/she may submit a written request with justification for refund to lta-dbc_registry@lta.gov.sg.

12. Is the processing fee subject to GST?

No. The processing fee is not subject to GST.