DOCUMENTS TO PREPARE FOR YOUR TOP SUBMISSION

To ensure that your TOP submission can be expeditiously processed, please help to ensure that the following documents are in order.

1. Cover letter with clear caption.
2. Detailed Plan Clearances (Drainage, Sanitary and Sewerage Works).

Drainage
1. As-built survey plan indicating platform levels, crest level, adjacent road level, and flood protection levels etc (to comply COP Cl.11).
2. Development with Detention Tank or basement pumped drainage:
   i. As-buit drawing with detention tank details (inlet & outlet levels, cross sectional views, swan neck/crest level) and design calculations.
   ii. PE written confirmation & declaration on maximum stormwater discharge from development (to be in compliance with max allowable peak runoff as stipulated in COP).
   iii. Standard Operating Procedures (endorsed by QP and countersigned by Developer/Owner/MA/MCST to undertake the SOP).
   iv. Letter of undertaking from Developer/Owner/ MCST/ MA (linked to item 2iii).
   v. Report(s) on Inspection, testing and commissioning of Detention Tank(s) and pumps (if applicable).
3. For development with flood barrier(s)
   i. Standard Operating Procedures.

Sanitary Works
1. As-built sanitary plan. The plan shall include the top / invert level for the existing/proposed MH/IC and the type, diameter, gradients & distance of the proposed drainlines and sewer connection lines. If there are M&E works involved, the as built M&E drawings shall be endorsed by the relevant PE.
2. For high rise building, schematic sanitary drawings shall be provided.
3. Hydrostatic test report (water tightness test).
4. Air test report.
5. For new development that reuses existing sewer connection, post-construction CCTV report and video is required.

Sewer Works
1. Location plan, detailed sewer plan and longitudinal section plan.
2. Detailed sewer plan shall include pipe diameter, gradient, pipe material, type of bedding and piling (if constructed using open cut), top/invert level of manhole(s), sewer length and position of manholes.
3. CCTV video for newly constructed sewer (for sewer diameter above 600mm or larger).
4. Hydrostatic test report (for sewer diameter 300mm and below).

Do ensure that all documents are endorsed by the relevant QP
**USING THE CORRECT FORM**

Selecting the appropriate CORENET form for your submission will ensure that it is routed to the relevant officers for their attention. You may like to refer to the table below for the different types of forms in CORENET.

### Using the correct CORENET Form

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<tr>
<th>Submission Stage</th>
<th>Forms to Use</th>
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<tr>
<td>Application for Development Control (DC) Clearance</td>
<td>PUB-DCCLR</td>
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<tr>
<td>Application for Clearance Certificate for Detailed Plan (DP) on Drainage and Sewerage (Sanitary/ sewer) Works</td>
<td>PUB-DPCLR</td>
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<tr>
<td>Application for Certificate of Completion and Inspection of Sanitary and Sewerage Clearance</td>
<td>PUB-BPU-COMPOFWORK</td>
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<tr>
<td>Application for PUB Drainage Clearance of Temporary Occupation Permit (TOP)</td>
<td>PUB-DRATOP</td>
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<tr>
<td>Certificate of Inspection for Drainage Works (CSC)</td>
<td>PUB-CSIDRA</td>
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Do also ensure that you submit to the correct mailbox in CORENET.
- Drainage, Sewerage and Sanitary (DC, DP, TOP, CSC) – submit to **PUB-SINGAPORE NATIONAL WATER AGENCY**
- Water service installations (Notifications and Certificate of Satisfactory Completion) – submit to **PUB (WATER)**

### TECHNICAL BRIEFING SESSIONS

We have organized a series of briefing in 2018 to help you with your submissions.

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<td>2&lt;sup&gt;nd&lt;/sup&gt; Amendment to the 6&lt;sup&gt;th&lt;/sup&gt; Edition of COP for Water Surface Drainage</td>
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<td>23 Mar</td>
<td>Single Licenced Plumber Scheme</td>
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<td>Common Submission Errors</td>
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<td>25 May</td>
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<td>29 Jun</td>
<td>Regulations and Protection of Sewerage Infrastructure and Watermains</td>
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<td>27 Jul</td>
<td>Common Submission Errors</td>
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Time: 3 – 5 pm (for all sessions)
Venue: Waterhub Auditorium, 80 Toh Guan Road East Singapore 608575
Please email us your name, organization, contact number and email address to register.
Our email address: pub_bpu@pub.gov.sg
Contact Number: 6731 3512