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Circular No : URA/PB/2008/10-DCD  
Our Ref : DC/ADMIN/CIRCULAR/PB\_08  
Date : 05 May 2008

Fax: 6227 4792

## **CIRCULAR TO PROFESSIONAL INSTITUTES**

### **SUBMISSION OF PLANS TO URA FOR PLANNING OR CONSERVATION PERMISSION – TO REMOVE THE DETAILED TECHNICAL REQUIREMENTS & CODE OF PRACTICE NOTES ON PLANS**

#### **Objective**

To simplify the CAD drawing/plans submitted for conservation or planning permission

#### **Effective date**

With effect from 1 July 2008

#### **Who should know**

Architects, engineers, developers, building owners and statutory boards

#### **Details**

- 1 Currently, plans submitted to URA for conservation or planning permission often show other detailed standard technical information and codes of practice notes of other government agencies like the National Environment Agency (NEA), National Parks' Board (NParks), Fire Safety & Shelter Department (FSSD) and Land Transport Authority (LTA) – see typical Plan attached.
- 2 As these information are not required for planning evaluation, there is no need for QPs to show them in the plans submitted to URA for conservation or planning permission. In addition, there is no need to show the plan and sheet number annotation in the title block as they are no longer in use for CAD drawings. However, the following existing practice remains unchanged:
  - a To show any land to be set aside for road reserve, drainage reserve, open space, etc for vesting purpose, as required by the technical departments or URA; and

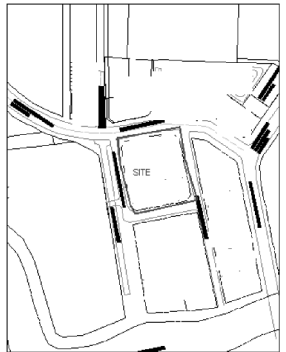
- b To show QP's declaration that the road reserve lines and/or drainage reserve lines as shown in the proposal or site plans are in accordance with the current information they have obtained from LTA and/or NEA.
- 3 We would appreciate your understanding and co-operation not to show the detailed standard technical information and codes of practice notes of other government agencies on all CAD drawing/plans submitted for conservation or planning permission for all new applications received on or after 1 July 2008. This will help to reduce unnecessary details in the submitted plans so that only relevant information to be reflected in the plan is submitted to URA for planning approval.
- 4 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 do not hesitate to call our DCD Enquiry Line at Tel: 6223 4811 or e-mail us at [ura\\_dcd@ura.gov.sg](mailto:ura_dcd@ura.gov.sg). We would be pleased to answer queries on this, and any other development control matter. For your information, the past circulars to the professional institutes are available from our website <http://www.ura.gov.sg>.

Thank you.



HAN YONG HOE  
DIRECTOR (DEVELOPMENT CONTROL)  
for CHIEF EXECUTIVE OFFICER  
URBAN REDEVELOPMENT AUTHORITY

To be removed



**LOCATION PLAN**  
SCALE: 1 : 1000



**ENDORSEMENTS ON DETAILED PLANS ON SURFACE WATER DRAINAGE**

I, \_\_\_\_\_ hereby certify that these plans and the drainage works shown therein comply strictly with the provisions of the Sewerage and Drainage (Surface Water Drainage) Regulations and the Code of Practice on Surface Water Drainage, except for those provisions where waivers have been obtained from the Assistant Director of Sewerage and Drainage in writing.

I also declare that

a) Surface water within, upstream of and adjacent to the site can be effectively drained away without causing drainage problems within the site or in areas outside the site.

b) There is no existing drain from adjacent lots and existing roads discharging into the proposed site other than those shown on these plans.

c) All buildings under this development are more than six (6)metres are at least 120m in height above the adjacent ground level.  
= There is no roof gutter for this development  
= Roof gutters are provided in accordance with the details given in Annex A, Schedule B of Drainage Department's letter issued to SHW on 23 July 1997 (Ref. No. ENV/D/100/31/005).

To be removed

**ENDORSEMENTS ON DETAILED PLANS ON SEWERAGE**

I, \_\_\_\_\_ hereby certify that these plans and the sewerage and sanitary works shown therein comply strictly with the provisions of the Sewerage Procedures and Requirements Book, the Sewerage and Drainage (Sanitary Sewer) Regulations, the Code of Practice on Sanitary Plumbing and Drainage System and other sewerage requirements stipulated during planning stage, except for those provisions where waivers have been obtained from the Assistant Director of Sewerage and Drainage in writing.

I also declare that I have carried out a thorough investigation of the existing sewerage system within the site and will take every practical measure to ensure that the proposed development will not disrupt or affect any existing sewer/drainage that is serving adjacent properties/ premises.

= I hereby confirm that the details of the proposed sewer/sewerage works will be submitted to SDFW.  
(= details if not applicable)

To be retained

**ENDORSEMENTS ON BUILDING PLAN ON ENVIRONMENTAL HEALTH**

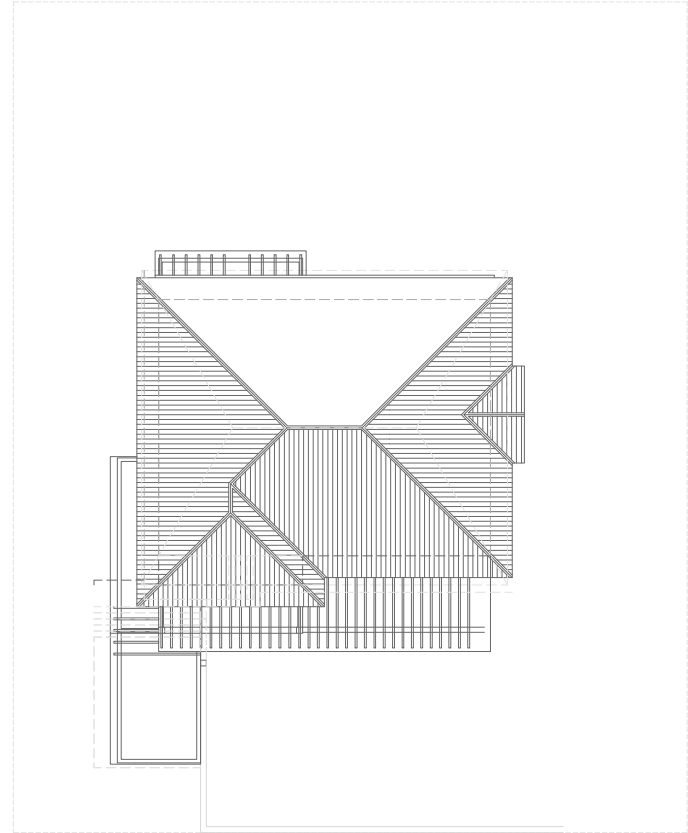
I, \_\_\_\_\_ hereby certify that these plans and the building works shown therein comply strictly with the provisions of the Code of Practice on Environmental Health except for those provisions where waivers have been obtained from the Commissioner of Public Health in writing.

**DRAINAGE INTERPRETATION**

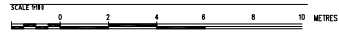
I, \_\_\_\_\_ confirm that the drainage details as shown in the layout plan are in accordance with the information provided by the Chief Engineer, Central Building Plan Unit, Pollution Control Department.

**ROAD INTERPRETATION**

I, \_\_\_\_\_ confirm that the road reserve lines, the category of the proposed and existing roads and other related road information as shown in the layout plan is in accordance with the information provided by the



**SITE PLAN / ROOF PLAN**



I, \_\_\_\_\_, HEREBY CERTIFY, SUBJECT TO ANY WAIVER/MODIFICATION GRANTED UNDER SECTION 14 OF THE BUILDING CONTROL ACT (CAP 57), THAT --

(A) THE PREPARATION OF THESE BUILDING PLANS ARE IN ACCORDANCE WITH THE BUILDING CONTROL REGULATIONS; AND

(B) THE BUILDINGS / BUILDING WORKS SHOWN ON THESE PLANS ARE IN ACCORDANCE WITH THE PROVISIONS OF THE BUILDING CONTROL REGULATIONS AND THE ACCEPTABLE SOLUTIONS IN THE APPROVED DOCUMENT.

**PROJECT MANAGEMENT**

REV	DATE	AMENDMENT	BY

**OWNER'S CONSENT**

(A) I AM NOT THE OWNER OF THE LAND WITHIN THE MEANING OF THE TERM "OWNER" AS DEFINED IN SECTION 2 OF THE PLANNING ACT 1996, AND

(B) I HAVE SHOWN THIS PLAN TO THE OWNERS OF THE LAND, AND HAVE OBTAINED THE CONSENT OF THE SAID OWNERS TO SUBMIT THIS PLAN TO THE COMPETENT AUTHORITY UNDER THE PLANNING ACT 1996.

**NAME OF APPLICANT**

OWNER

**PROJECT TITLE**  
PROPOSED RECONSTRUCTION OF AN EXISTING SINGLE-STOREY DETACHED DWELLING HOUSE TO A 2-STOREY DETACHED DWELLING HOUSE

**DRAWING SUBJECT**  
LOCATION PLAN  
SITE PLAN / ROOF PLAN

DESIGNED	DRAWN	
CHECKED	APPROVED	
SCALE	AS SHOWN	DATE

**ARCHITECTS**

DRAWING NO	TENURE OF LAND	REVISION
	FREEHOLD	