

Headquarters

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(Please see distribution list)

Dear Sirs

SELF-DECLARATION SCHEME FOR DEVELOPMENTS ABUTTING CATEGORY 5 ROAD/S OR SERVICE ROAD/S AT THE DEVELOPMENT CONTROL AND BUILDING PLAN STAGES

1. Since 1 Sep 2009, NParks have implemented a Self-Declaration scheme for projects abutting Category 5 roads, which require NParks' Development Control (DC) or Building Plan (BP) (external works) approval.
2. To facilitate the approval procedure, we have enhanced the Self-Declaration application form NParks SUBM V01 (attached). At the same time, we have also revised the Self-Declaration criteria, which are listed in the form. The changes to the criteria are as follows:
 - a. Apart from projects abutting Category 5 road, the scheme will also be applicable to developments abutting Service Road.
 - b. The minimum clear distance of a proposed development work within the road reserve to any retained roadside tree (s) or single stem palm (s) to be conserved will be revised as shown in the table below:

Girth of roadside tree	Girth of single stem palm	Minimum clear distance from proposed development works within road reserve
Less than or equal 0.5m	-	1.5m
More than 0.5m but less than or equal 1.0m	-	2.0m
-	Less than or equal 1.0m	1.0m



3. In addition, we would like to emphasize the following:
- a. All sections in the form are to be filled, and all the required information as listed in the mandatory plan submission attachments section of the form are to be submitted.
 - b. Application that does not meet the Self-Declaration criteria, has improperly filled or uncompleted form or not accompanied with the relevant information as listed in the mandatory plan submission attachments section of the form will be rejected. The application fee that accompanied the rejected application will not be refunded nor used to off-set fees for other applications.
 - c. Applicant will be required to re-submit a new Self-Declaration application, with a new E-Submission number, and accompanied with a new application fee of S\$107.
4. The above changes will take effect from **30th January 2015**.
5. Applicant is to ensure that the project comply with all the criteria stated in the NParks SUBM V01 form before making a submission to NParks under the Self-Declaration scheme. NParks takes a serious stand on false declarations and will take enforcement actions against any offender. Enforcement actions will commensurate with the gravity of the offence as stipulated in sections 35 & 36 of the Parks and Trees Act.
6. We would appreciate it if you could convey the content of this circular to relevant members of your organization. If you have any queries concerning this circular, please contact :
- Name: Ms Perlin Koh
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- Name: Ms Norhayati Rahmat
Telephone: 64717357
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- The circular is also available on our website: <https://www.nparks.gov.sg/cms/>.
7. Thank you

Yours faithfully


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for Commissioner of Parks and Recreation
National Parks Board

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Singapore 228231

Chief Executive Officer
JTC Corporation
The JTC Summit
8 Jurong Town Hall Road
Singapore 609434

Chief Executive Officer
Housing & Development Board
480 Lorong 6 Toa Payoh
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**DC SELF-DECLARATION FOR DEVELOPMENT ABUTTING
ALL CATEGORY 5 ROAD/S OR SERVICE ROAD/S**

(For more information on the categories of roads, please obtain a copy of the Road Interpretation Plan (RIP) from LTA)

IMPORTANT NOTICE:

1. To qualify for the self-declaration scheme at the Development Control stage, the proposed development **must** fulfill **one** criteria of **every section** set out below.
2. If the proposed development does not fulfill all the sections set out below, your application does **not** qualify for the self-declaration scheme. Please submit the plans for your development through the normal submission scheme.
3. This self-declaration scheme only applies to developments which abut all Category **5** road/s or service road/s.
4. If any of the Sections are incorrectly filled out or the required information as listed in Section G is not shown on the plan, **the application will be rejected.**
5. In the event that items 2 and /or 4 occur, you will be required to submit a new application (new E-submission number.) where fresh application fees will be applicable. In this event, **the application fee accompanying this application will not be refunded, nor can the said application fee be applied to offset any fresh application fees.**
6. **The Board reserves the right to reject this application for any other reasons whatsoever.**

Section A- Trees/Single stem palms within Development Site

The development is either:

1. Within a Gazetted Tree Conservation Area or vacant land and all trees/single stem palms located within the development site are either less than or equal to one (1) metre in girth or are cluster palms;

OR

2. Within a Gazetted Tree Conservation Area or vacant land with no trees/single stem palms are located within the development site;

OR

3. The development site is not located within either a Tree Conservation Area or vacant land

(For a copy of the map showing the Tree Conservation Area (TCA), please visit our website at <http://www.nparks.gov.sg>)

Please fill in the criteria under which the proposed development qualifies for Section A (i.e. Item 1, Item 2 or Item 3)

Section B- Green Buffer and Peripheral Planting Verge

1. No green buffer and peripheral planting verge provisions are located within the development site boundary

OR

2. Existing green buffer and peripheral planting verge provisions located within the development boundary will not be altered or affected by the proposed development works

Please fill in the criteria under which the proposed development qualifies for Section B (i.e. Item 1 or Item 2)

Section C- Open Air Parking Area at Street Level

1. No open air parking area/s are to be provided for the development site

OR

2. Existing tree planting provision and aeration slabs within the open air parking areas will not be affected by the proposed development works

Please fill in the criteria under which the proposed development qualifies for Section C (i.e. Item 1 or Item 2)

Section D- Trees/Single stem palms within neighbouring lots

1. No neighbouring trees/ single stem palms are located up to a distance of 5 metres from the development boundary

OR

2. No roots and branches of neighbouring trees/ single stem palms will be affected/cut by the proposed development works for the development

Please fill in the criteria under which the proposed development qualifies for Section D (i.e. Item 1 or Item 2)

Section E – Roadside trees/single stem palms

1. No roadside trees/single stem palms/shrubs are fronting and / or abutting the development site

OR

2. External works will not affect roadside trees/single stem palms fronting and / or abutting the development and any proposed development works within road reserve must be conducted in compliance with the clear distance from any retained roadside tree(s) / single stem palm(s) as shown in the table below:

Girth of roadside tree	Girth of single stem palm	Minimum clear distance from proposed development works within road reserve
Less than or equal 0.5m	-	1.5m
More than 0.5m but less than or equal 1.0m	-	2.0m
-	Less than or equal 1.0m	1.0m

OR

3. External works will affect not more than two (2) roadside trees/single stem palms fronting and/ or abutting the development

(a) having a girth of less than 0.5 metre; and

(b) any proposed development works within road reserve must be conducted in compliance with the clear distance from any retained roadside tree(s) / single stem palm(s) as shown in the table below:

Girth of roadside tree	Girth of single stem palm	Minimum clear distance from proposed works within road reserve
Less than or equal 0.5m	-	1.5m
More than 0.5m but less than or equal 1.0m	-	2.0m
-	Less than or equal 1.0m	1.0m

Please fill in the criteria under which the proposed development qualifies for Section E (i.e. Item 1, Item 2, or item 3)

(If retained roadside trees/ single stem palms are equal or greater than 1m girth or new roadside planting verge is provided, the self declaration scheme is not applicable for the development site)

Section F- Roadside planting verge	
1. No planting verge	
<u>OR</u>	
2. Existing roadside planting verge will not be altered or affected by the proposed development works	
<u>OR</u>	
3. Existing roadside planting verge will be altered or affected by the proposed development works and the roadside planting verge will be reinstated with <i>Axonopus compressus</i> .	
Please fill in the criteria under which the proposed development qualifies for Section F (i.e. Item 1 or Item 2 or Item 3)	

Section G- Mandatory Plan submission attachments

I attach the following plans together with my application:

1. Site Plan, Location Plan & First Storey Plan - The following information should be included but not limited to these plans:
 - a) The species, girth and height of the following:
 - i. Existing trees and single stem palms within the development boundary and on neighbouring lots
 - ii. Existing trees, single stem palms and shrubs along the roadside
 - b) Location of existing trees / single stem palms
 - c) Tree legend (to be removed in yellow / to be retained in green)
 - d) Boundary line / road reserve line
 - e) Proposed elements / structure within site boundary and / or road reserve
 - f) Clear distance from centre of existing trees / single stem palms to proposed works (To comply with Section E)

2. Survey Plan - (Please note that the survey should be dated not more than 2 years at the point of application and signed by qualified surveyor). This requirement is optional for developments that are not within the Tree Conservation Area or vacant land or for proposed Addition & Alteration works.

Declaration by Qualified Person

I, _____ NRIC _____, the Qualified Person appointed by the developer/owner of the subject development, confirm that I have read and understood the provisions of Sections 35 and 36 of the Parks and Trees Act as annexed herein. I further hereby:

- a. declare and certify that all information given in respect of the application is true and correct in a material particular
- b. (For CSC only) confirm that I have inspected the site on __/__/____ and certify that all of NParks' requirements have been complied in accordance with the approval plan.

**BP SELF-DECLARATION FOR EXTERNAL WORKS ABUTTING ALL
CATEGORY 5 ROAD/S OR SERVICE ROAD/S**

(For more information on the categories of roads, please obtain a copy of the Road Interpretation Plan (RIP) from LTA)

IMPORTANT NOTICE:

1. To qualify for the self-declaration scheme at the Building Planning stage, the proposed development **must** fulfil **one** criteria of **every section** set out below.
2. If the proposed development does not fulfill all the sections set out below, your application does **not** qualify for the self-declaration scheme. Please submit the plans for your development through the normal submission scheme.
3. This self-declaration scheme only applies to developments which abut all Category **5** road/s or service road/s.
4. If any of the Sections are incorrectly filled out or the required information as listed in Section C is not shown on the plan, the application **will be rejected**.
5. In the event that items 2 and/or 4 occur, you will be required to submit a new application (new E-submission number) where fresh application fees will be applicable. In this event, **the application fee accompanying this application will not be refunded nor can the said application fee be applied to offset any fresh application fees.**
6. **The Board reserves the right to reject this application for any other reason whatsoever.**

Section A- Roadside trees/single stem palms

1. No roadside trees/single stem palms are fronting and / or abutting the development site
OR
2. External works will not affect roadside trees/single stem palms fronting and / or abutting the development and any proposed development works within the road reserve must be conducted in compliance with the clear distance from any retained roadside tree(s) / single stem palm(s) as shown in the table below:

Girth of road side tree	Girth of single stem palm	Minimum clear distance from proposed development works within road reserve
Less than or equal 0.5m	-	1.5m
More than 0.5m but less than or equal 1.0m	-	2.0m
-	Less than or equal 1.0m	1.0m

Please fill in the criteria under which the proposed development qualifies for Section A (i.e. Item 1 or Item 2)

Section B- Roadside planting verge	
1. No roadside planting verge	
OR	
2. Existing roadside planting verge will not be altered or affected by the proposed development works	
OR	
3. Existing roadside planting verge will be altered or affected by the proposed development works and the roadside planting verge will be reinstated with <i>Axonopus compressus</i> .	
Please fill in the criteria under which the proposed development qualifies for Section B (i.e. Item 1 or Item 2 or Item 3)	

Section C- Mandatory Plan submission attachments

I attach the following plans together with my application:

- 2. Site Plan, Location Plan & First Storey Plan - The following information should be included but not limited to these plans:
 - a) The species, girth and height of the following:
 - iii. Existing trees and single stem palms within the development boundary and on neighbouring lots
 - iv. Existing trees, single stem palms and shrubs along the roadside
 - b) Location of existing trees / single stem palms
 - c) Tree legend (to be removed in yellow / to be retained in green)
 - d) Boundary line / road reserve line
 - e) Proposed elements / structure within site boundary and / or road reserve
 - f) Clear distance from centre of existing trees / single stem palms to proposed works (To comply with Section A)

- 3. Survey Plan - (Please note that the survey should be dated not more than 2 years at the point of application and signed by qualified surveyor). This requirement is optional for developments that are not within the Tree Conservation Area or vacant land or for proposed Addition & Alteration works.

Declaration by Qualified Person

I, _____ NRIC _____, the Qualified Person appointed by the developer/owner of the subject development, confirm that I have read and understand the provisions of Section 35 and 36 of the Parks and Trees Act as annexed herein. I further hereby:

- a. declare and certify that all information given in respect of the application is true and correct in a material particular
- b. (*For CSC only*) confirm that I have inspected the site on ___/___/_____ and certify that all of NParks' requirements have been complied in accordance with the approval plan

SECTION 32, PARKS AND TREES ACT

Approvals required

32.(1) Subject to the provisions of this Act, every application for an approval for the purposes of section 24, 26, 30 or 31 shall be —

- (a) made to the Commissioner in such form and manner as the Commissioner may require;
- (b) accompanied by such plans of the works to which the application relates, and such other documents, as the Commissioner may require; and
- (c) accompanied by such non-refundable application fee as the Commissioner may require which shall be paid in the prescribed manner.

Important notice: Your application will not be processed if you fail to comply with the provisions of Section 32 above.

SECTION 35, PARKS AND TREES ACT

Duties of qualified person

35.—(1) Every qualified person referred to in section 32(2)(a) shall —

- (a) take all reasonable steps and exercise due diligence in supervising and inspecting the works to ensure that those works are carried out in accordance with this Act and with the plans submitted under section 32 and with all conditions imposed by the Commissioner under that section; and
- (b) notify the Commissioner of any contravention of the provisions of this Act pertaining to the works.

(2) Any qualified person who contravenes any of the requirements of subsection (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$30,000 and, in the case of a continuing offence, to a further fine not exceeding \$500 for every day or part thereof during which the offence continues after conviction.

(3) In any prosecution against a qualified person for an offence under subsection (1)(b), it shall be a defence for him to prove to the satisfaction of the court that he did not know or could not reasonably have discovered the contravention referred to in the charge.

SECTION 36, PARKS AND TREES ACT

Liabilities related to plans, certificates and documents

36.-(1) Any person for whom any works are carried out, or any person who in carrying out the works deviates, or permits or authorises any planting area, open space or green verge to deviate, in any material way from any plans approved by the Commissioner under section 32 shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$30,000 and, in the case of a continuing offence, to a further fine not exceeding \$500 for every day or part thereof during which the offence continues after conviction.

(2) Any person who —

- (a) being required by this Act to make or produce to the Commissioner any plan or document;
- (b) for the purpose of obtaining any certificate or approval from the Commissioner under this Act; or
- (c) for the purpose of establishing any fact relevant to the administration of this Act,

makes or produces any plan or document which —

- (i) is false in a material particular;
- (ii) has not been made by the person by whom it purports to have been made; or
- (iii) has been in any way altered or tampered with,

shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$30,000