

NP 1.7.60.1

1 July 2011

Headquarters
Singapore Botanic Gardens
1 Cluny Road
Singapore 259569
Tel: (65) 64717808, Telefax: (65) 64723033
Website: <http://www.nparks.gov.sg>
Email: nparks_mailbox@nparks.gov.sg

(Please see distribution list)

Dear Sirs,

APPLICATION FEES FOR SUBMISSION OF DEVELOPMENT CONTROL AND BUILDING PLANS FOR APPROVAL BY NATIONAL PARKS BOARD

1. In accordance with cost recovery principles, the National Parks Board (“NParks”) will be charging an application fee for applications for approval of the Commissioner of Parks and Recreation for Development Control (DC) and Building Plans (BP) submitted pursuant to sections 24, 26, 30 and 31 of the Parks and Trees Act (Cap. 216), with effect from **15th July 2011**.
2. The application fee will be applicable to new projects only. Applications for DC and/or BP plans which have been submitted or approved prior to 15th July 2011 will not attract any charges. There are also no additional charges for subsequent re-submissions or amendments to approved plans and Certificate of Statutory Completion (CSC) applications.
3. The application fee shall be payable at either the DC or BP stage, whichever is applicable. The quantum of fees shall be dependent on the type of development for which the approval is sought. A copy of the fee schedule is attached in **Annex A**.
4. For each application, the Qualified Person (QP) for the development will be required to submit a copy of a completed “Submission for NParks’ Approval” form, together with payment of the application fee. A copy of the “Submission for NParks’ Approval” form is available in CORENET and is attached in **Annex B** for reference. In addition, some common questions with answers are attached in **Annex C**.
5. When making payment, please write the following information on the back of the cheque :
 - a) Project reference number;
 - b) E-Submission number;
 - c) Name of project Qualified Person;
 - d) Contact number of Qualified Person.

6. We would appreciate it if you could convey the contents of this circular to relevant members of your organization. If you have any queries concerning this circular, please do not hesitate to contact Mr Wong Wai Sung at 64717880. The circular is also available from our website http://www.nparks.gov.sg/cms/docs/about-us/Circular_1.7.11.pdf
7. Thank you.

Yours faithfully,



SIM CHENG HAI
DIRECTOR
POLICY & PLANNING
for **COMMISSIONER OF PARKS & RECREATION**
NATIONAL PARKS BOARD



President
Singapore Institute of Architects
79/79A/79B Neil Road
Singapore 088904

President
Real Estate Developer's Association of Singapore
190 Clemenceau Avenue #07-01
Singapore Shopping Centre
Singapore 239924

President
The Singapore Contractors Association Ltd
Construction House
1 Bukit Merah Lane 2
Singapore 159760

President
Association of Consulting Engineers, Singapore
70 Palmer Road
#04-06 Palmer House
Singapore 079427

President
Institution of Engineers, Singapore
70 Bukit Tinggi Road
Singapore 289758

Board of Architects Singapore
5 Maxwell Road
#01-03 Tower Block MND Complex
Singapore 069110

Professional Engineers Board, Singapore
5 Maxwell Road,
#01-02 Tower Block MND Complex
Singapore 069110

Manager
Development & Building Control Department,
Land Transport Authority
251 North Bridge Road
Block C Level 1
Singapore 179102

Chief Planner
Urban Redevelopment Authority
45 Maxwell Road
The URA Centre
Singapore 069118



Director
Building Plan & Management Division
Building and Construction Authority
Maxwell Road, #16-00 Tower Block
MND Complex
Singapore 069110

Chief Executive Officer
Singapore Land Authority
55 Newton Road #12-01
Revenue House
Singapore 307987

Chief Engineer
Central Building Plan Unit,
Ministry of Environment
40 Scotts Road, #12-00
Environment Building
Singapore 228231

Chief Executive Officer
JTC Corporation
The JTC Summit
8 Jurong Town Hall Road
Singapore 609431

Chief Executive Officer
Housing & Development Board
480 Lorong 6 Toa Payoh
HDB Hub
Singapore 310480



Fee Schedule for Plans Submitted to NParks for Clearance

NEW ERECTION/ RECONSTRUCTION/ ADDITION & ALTERATION OF DEVELOPMENT PROJECTS				
Submission Type	S/N	Type of Development	Fees (inclusive of GST)	
			Tree Conservation Area/ Vacant Land ¹	Non Tree Conservation Area/ Non-Vacant Land
Development Control (DC)	1	a) Good Class Bungalow	\$2,675	\$1,605
		b) Detached (Bungalow), Semi-Detached or Terrace Houses	\$2,140	
		c) Landed Housing with Provision for an Open Space (Open Space to be vested as public park)	\$9,095	
		d) Strata Landed Housing or Cluster Housing	\$2,140	
		e) Flats or Apartments	\$2,675	
		f) Condominium Development	\$2,675	
		g) Commercial Development	\$2,675	
		h) Hotel, Boarding House, Guest House, Serviced Apartment, Students' Hostel or Workers' Dormitory	\$2,675	
		i) Industrial Development, Warehouse, Utilities, Telecommunication, Business Park Development, Warehouse Retail Building or Industrial Retail Building	\$2,675	
		j) Places of Worship	\$2,140	
		k) Civic & Community Institutions or Educational Institutions	\$2,140	
		l) Hospital, Petrol Station or Golf Course	\$2,140	
		m) Rapid Transit System Depot, Bus Depot or Bus Interchange	\$2,675	
		n) Conservation Building	\$2,140	
	o) An Open Vehicles Park or Open Car Park not relating to any project	\$2,140		
p) Earthworks or Site Clearance not relating to any project	\$2,140	No submission required		
	q) A project other than one referred to items (a) to (o).	\$2,140		
Building Plan (BP)	2	External Works ¹⁷	\$2,140	
	3	Pedestrian Overhead Bridge, Link Bridge, Covered Linkway or Covered Public Walkway ¹⁸	\$2,140	
	4	Underground Pedestrian Linkway or Underpass	\$2,140	
	5	Promenade or Pedestrian Mall	\$2,140	
	6	New Street under Section 18 of the Street Work Act	\$2,675	
	7	A project other than one referred to items (2) to (6).	\$2,140	
	8	Lodgement Scheme for Open Air Parking area at street level within premises	\$107 per submission	
Development Control (DC) or Building Plan (BP)	9	Self-Declaration Scheme for project abutting a category 5 road under a self declaration scheme	\$107 per submission	
		a) External works; or b) Works within any building or development	\$107 per submission	

Notes:

1. "**Vacant Land**" is defined under Section 2 of Parks and Trees Act, 2005 means:
 - a. Any land upon which no building or other structures exists; or
 - b. Any land where the Commissioner of Parks & Recreation has reasonable grounds to believe is not occupied by anyone,and includes any land upon which exists any building or other structures which is constructed or used contrary to any written law.
2. Fees in the schedule include 7% of Goods and Services Tax. All cheques should be crossed and made payable to "National Parks Board".
3. Plan submission fee is chargeable to all new development projects - to be paid at Development Control (DC) or Building Plan (BP) or both stages. The fees paid cover the entire respective project submission process.
 - a. The fee chargeable is based on the type(s) of development submitted for approval.
 - b. Development Control (DC) fees paid includes the Internal Building Plan (BP) stage.
 - c. There are no extra charges for subsequent re-submission or amendments to approved plans and Certificate of Statutory Completion (CSC) applications.

SUBMISSION FOR NPARKS APPROVAL

Date: 19/10/2011

To: National Parks Board

Commissioner, Parks and Recreation
National Parks Board Headquarters
1 Cluny Road
Singapore 259569

Instructions

1. This form is to be digitally signed by the Professional Architect/Engineer.
2. This form is to be accompanied by the relevant documents (refer to Submission Guidelines/Checklists).
3. This form may take you 5 minutes to fill in.
4. This form **MUST** be attached for all ES and CR submissions.

Particulars of Proposal

Submission Indicator	Please Select
Submission Type	Please Select
Project Reference No.	
Application Type	Please Select
Project Category	
Project Title	
Location Description (Includes Lot/Plot, MK/TS, Address/Road and	
MK/TS	Please Select Please Select
Remarks	
<input type="checkbox"/> Application For Non-Compliance of National Parks Board	
Non-Compliance Item(s)	
Reason(s) in Support of	

Section I Particulars of of Owner / Developer

Name	<input type="text" value="Please Select"/>
NRIC / Passport No.	<input type="text"/>
Firm Name	<input type="text"/>
UEN	<input type="text"/>
Designation	<input type="text"/>
Address	<input type="text"/>
Telephone No.	<input type="text"/>
Extension No.	<input type="text"/>
Handphone No.	<input type="text"/>
Fax No.	<input type="text"/>
Email Address	<input type="text"/>

Section II Particulars of Qualified Person

Name	<input type="text" value="Please Select"/>
NRIC / Passport No.	<input type="text"/>
Firm Name	<input type="text"/>
UEN	<input type="text"/>
Designation	<input type="text"/>
QP Professional No (Registration No.)	<input type="text"/>
Address	<input type="text"/>
Telephone No.	<input type="text"/>
Extension No.	<input type="text"/>
Handphone No.	<input type="text"/>
Fax No.	<input type="text"/>
Email Address	<input type="text"/>

**DC SELF-DECLARATION
(Within Development Site)**

Please tick at least one box in each of sections A, B, C, D, E, F, G, and H to qualify for the declaration.

SECTION A

- Gazetted Tree Conservation Area or Vacant Land with all trees/single stem palms either less than or equal 1.0m girth or are cluster palms
- Gazetted Tree Conservation Area or Vacant Land with no trees/single stem palms
- Non-Tree Conservation Area or Vacant Land

SECTION B

- No neighbouring trees/palms up to a distance of 5.0m from the development boundary
- No roots and branches of neighbouring trees/palms will be affected/cut by the development construction works

SECTION C

- No green buffer and peripheral planting verge provisions within the development boundary
- Existing green buffer and peripheral planting verge provisions within the development boundary will not be altered or affected

SECTION D

- Road abutting development are all Category 5 road/s

SECTION E

- No at-grade open surface carpark lots are to be provided for the development

SECTION F

- Entrance retained
- Entrance widened
- Entrance repositioned/new

SECTION G

- No roadside trees/palms/shrubs
- Not affecting roadside trees/palms/shrubs and *any retained roadside trees/palms fronting the development should be of girth less than 1.0m with at least 3.0m (measured from centre of trees/palms) clearance from nearest excavation/proposed structure
- Affecting only one or at most two roadside trees/palms of girth less than or equal 0.5m and *any retained roadside trees/palms fronting the development should be of girth less than 1.0m with at least 3.0m (measured from centre of trees/palms) clearance from nearest excavation/proposed structure

** (If retained roadside trees/palms are equal or greater than 1.0m girth, such development is not eligible for self declaration)*

SECTION H

- Existing roadside planting verge retained
- Proposed roadside planting verge is provided (any proposed roadside planting island should be at least 6.0m long)
- No existing roadside planting verge or existing road sidetable is paved

Submission Attachment

I attach the following plans:

- Site plan and location plan [To show the species, girth and height of the following:
 - a) Existing trees/palms within the development boundary and on neighbouring lots
 - b) Existing trees, palms and shrubs along the roadside]
- First Storey Plan
- Survey plan (survey done less than 2 years at the point of application and signed by a qualified surveyor.) Optional for Non-Tree Conservation Area, Non-Vacant Land or Minor Addition & Alteration Works

Important Note:

Development that affect roadside trees/palms/shrubs/planting verges or has proposed roadside trees/palms/shrubs/planting verges, QP is required to submit BP external works plan for NParks approval before commencement of work

**BP SELF-DECLARATION
(External Works)**

Please tick at least one box in each of sections A, B, C, D, and E to qualify to the declaration.

SECTION A

- Proposed entrance culvert/external work
- Proposed slab over of drain for meter compartment/letterbox/ pedestrian gate

SECTION B

- Road abutting development are all category 5 road/s

SECTION C

- Entrance retained
- Entrance widened
- Entrance repositioned/new

SECTION D

- No roadside trees/palms/shrubs
- Not affecting roadside trees/palms/shrubs and *any retained roadside trees/palms fronting the development should be of girth less than 1.0m with at least 3.0m (measured from centre of trees/palms) clearance from nearest excavation/proposed structure

** (If retained roadside trees/palms are equal or greater than 1.0m girth, such development is not eligible for self declaration)*

SECTION E

- Existing roadside planting verge retained
- Existing road sidetable is paved and existing drain fronting the development is not required to be upgraded

Submission Attachment

I attach the following plans:

- Site plan and Location plan (To show the species, girth and height of the existing trees, palms, shrubs along the roadside).
- Cross section drawings (with dimensions indicated) showing the road elements

**CERTIFICATE OF STATUTORY COMPLETION (CSC)
SUBMISSION**

New House No	<input type="text"/>
	<input type="text"/>
New Development Name	<input type="text"/>

Submission Checklist

1.	Certification for submission of aeration trough installation	<input type="checkbox"/>
2.	5 years warranty for imported play/fitness equipment	<input type="checkbox"/>
3.	Certificate of supervision of piling work for retaining wall/shelter	<input type="checkbox"/>
4.	Certificate of supervision of structural work for retaining wall/shelter	<input type="checkbox"/>
5.	Certificate of as-built structural plan/calculation for retaining wall/shelter	<input type="checkbox"/>
6.	Certificate of supervision of lightning protection system for shelter/structure	<input type="checkbox"/>
7.	Latest copy of Temporary Occupation License from Land Office	<input type="checkbox"/>

Declaration by Qualified Person

I, NRIC,

The Qualified Person, hereby declare the

1. All information given in respect of the application is true and correct.	<input type="checkbox"/>
2. For Car Park Lodgement, the planting provision, tree planting and aeration requirements are provided in accordance with NParks' requirements.	<input type="checkbox"/>
3. For CSC, I confirmed that I have inspected the site on <input type="text"/> / / <input type="text"/> and the standard requirements have been complied in accordance with the approval plan.	<input type="checkbox"/>

Declaration by Qualified Person

I, NRIC,

The Qualified Person, hereby declare the following:

1. All information given in respect of the application is true and correct.	<input type="checkbox"/>
2. For Car Park Lodgement, the planting provision, tree planting and aeration requirements are provided in accordance with NParks' requirements.	<input type="checkbox"/>
3. For CSC, I confirmed that I have inspected the site on <input type="text"/> / / <input type="text"/> and the standard requirements have been complied in accordance with the approval plan.	<input type="checkbox"/>

**FEES TABULATION FOR NPARKS SUBMISSION
(NEW ERECTION or RECONSTRUCTION or ADDITION &
ALTERATION OF BUILDING PROJECTS)**

No.	Type of Development Application	Fee	
		Tree Conservation Area/Vacant Land (TCA/VL)	Non-Tree Conservation Area/ Non-Vacant Land (Non- TCA/VL)
1.	<input type="checkbox"/> a) Good Class Bungalow	\$2675	\$1605
	<input type="checkbox"/> b) Detached(Bungalow), Semi-Detached, Terrace Houses, Strata Landed Housing or Cluster Housing	\$2140	
	<input type="checkbox"/> c) Landed Housing with open space provision (Open Space to be vested to NParks)	\$9095	
	<input type="checkbox"/> d) Flats, Apartments, Condominium, Commercial, Industrial, Warehouse, Utilities, Hotel, Students' Hostel or Workers' Dormitory	\$2675	
	<input type="checkbox"/> e) Places of Worship, Civic & Community Institutions, Educational Institutions, Conservation Building, Petrol Station, Hospital, Golf Course, Open Vehicle Park or Open Car Park not relating to any project	\$2140	
	<input type="checkbox"/> f) Earthworks or Site Clearance not relating to any project (submission NOT required for Non-TCA/VL)	\$2140	No Submission Required
	<input type="checkbox"/> g) Any Other Type of Development Application not Listed in This Form	\$2140	\$2140
2.	<input checked="" type="checkbox"/> Rapid Transit System Depot, Bus Depot or Bus Interchange	\$2675	
3.	<input checked="" type="checkbox"/> New Street (Street Work Act Section 18)	\$2675	
4.	<input checked="" type="checkbox"/> External Works	\$2140	
5.	<input checked="" type="checkbox"/> Pedestrian Overhead Bridge, Link Bridge, Covered Linkway, Covered Public Walkway, Underground Pedestrian Linkway or Underpass	\$2140	
6.	<input checked="" type="checkbox"/> Promenade/ Pedestrian Mall	\$2140	
7.	<input checked="" type="checkbox"/> Self-Declaration Scheme or Car Park Lodgement Scheme	\$107/Submission	
Total Plan Fee Payable (inclusive 7% GST)		\$ 0	
Indicate Payment Mode:			
<input type="checkbox"/> Cheque	Cheque No.		
	Bank Name		
	Cheque Date		
	Amount Paid		
	Please print this form and attached it together with the cheque		

Common Questions and Answers on application fees for processing of Development Control (DC) and Building Plan (BP) submissions

1. Why do we need to pay for application fees for processing of Development Control (DC) or Building Plan (BP) submissions?

- a. For cost recovery of services rendered in accordance with Government Fees and Charges Framework, a fee will be charged for the processing of plan submitted to NParks.
- b. The fee, chargeable to all new Development Projects is to be paid at Development Control (DC) or Building Plan (BP) or both stages. The fee is based on the type(s) of development submitted for clearance.
- c. There will be no charge for subsequent amendment(s) to cleared plans and Certificate of Statutory Completion (CSC) applications.

2. Who is required to pay for the fees?

- a. Applicants who intend to carry out development works which require DC or BP clearance by the National Parks Board (NParks).

3. When will we start to pay the fees?

- a. The fees are only chargeable to new project applications submitted from 15th July 2011 onwards.
- b. For projects which were submitted prior to 15th July 2011, no payment will be required.

4. How much do I have to pay?

- a. The fee payable is dependent on type(s) of development submitted for clearance. For full listing of fees, please refer to Annex A. For an example on how fees are calculated for various kinds of development projects, please refer to the following link.

http://www.nparks.gov.sg/cms/docs/about-us/Circular_1.7.11.pdf

5. What are the payment modes?

- a. Payment is to be made by a crossed-cheque payable to “National Parks Board”. Cash will not be accepted. The e-Net payments will be accepted in future.
- b. Cheque payment can be made at National Parks Board, Headquarters (Raffles Building), Singapore Botanic Gardens, 1 Cluny Road, or sent by post addressed to:

Commissioner of Parks and Recreation
Parks & Trees Regulatory Section (PTRS)
National Parks Board
Headquarters
Singapore Botanic Gardens
1 Cluny Road
Singapore 259569

- c. Payment at Public Service Counter at Raffles Building will be accepted only between Monday to Friday, from 8.30am to 5.00pm, except public holidays.
- d. The following information is to be written on the back of the cheque :
 - Project reference number;
 - E-Submission number;
 - Name of project Qualified Person;
 - Contact number of Qualified Person.

6. Will there be any receipt issued upon payment of cheque?

- a. Yes. Receipt will be issued for all cheque payments.

7. Where are the Tree Conservation Areas?

- a. Information on the Tree Conservation Areas can be found in the following link:

<http://www.nparks.gov.sg/cms/images/about-us/tca.pdf>

8. How do we define “Vacant Land”?

- a. In accordance to the Parks and Trees Act, “Vacant Land” is defined as:
 - i) Any land upon which no building or other structure exists; or
 - ii) Any land where the Commissioner of Parks and Recreation has reasonable grounds to believe is not occupied by anyone,and includes any land upon which exists any building or other structures which is constructed or used contrary to any written law.

9. Can I pay for all relevant charges, covering the Development Control and Building Plan submissions, in a single payment?

- a. No. Applications for all Development Control and Building Plan submissions have to be done separately due to the different E-Submission number that is attached to each submission.

10. Do I get a refund if I withdraw my submission?

- a. No, the Applicant is not entitled to any refund for payment made for the submission once NParks has started to process the submitted plans.
- b. However, in instances where the Applicant feels that a refund is justifiable, he/she must submit a written request for refund within 10 days from the date of payment made. Any refund request made must be submitted to NParks by post to:

Commissioner of Parks and Recreation
Parks & Trees Regulatory Section (PTRS)
National Parks Board Headquarters
Singapore Botanic Gardens
1 Cluny Road
Singapore 259569

- c. You are required to provide the following details together with your request:
 - Project Reference and E-Submission number;
 - Reasons for refund.
- d. All requests submitted are subject to approval by NParks on a case-by-case basis.

11. Do I have to pay for every single amendment to the cleared plan?

- a. No. There will be no additional charge for subsequent re-submissions or amendments to the cleared plan.

12. Do I have to pay for walk-in pre-consultation or pre-consultation through e-CORENET?

- a. No. The walk-in pre-consultation service or pre-consultation through e-CORENET is free-of-charge. The walk-in pre-consultation service is available from Monday to Friday from 0900hrs to 1200hrs, except public holidays at PTRS Office, Level 2, National Parks Board Headquarters, Singapore Botanic Gardens, 1 Cluny Road.
- b. NParks encourages Qualified Persons and Developers to come for pre-consultation early in the design process to minimize any delay in processing the development clearance.