Circular No: NEA/2017/001
Our Ref: NEA/EP/PDD/05-00075
Date: 1 Dec 2017

To Whom It May Concern
(Owners, Developers, Architects, Engineers, Contractors and Builders)

CIRCULAR TO PROFESSIONAL INSTITUTES – LODGEMENT SCHEME

Background
For all development projects, Qualified Persons (QPs) are required to submit applications to NEA for Development Control (DC), Building Plan (BP), Noise Assessment, Temporary Occupation Permit (TOP) and/or Certificate of Statutory Completion (CSC) clearances. Likewise, minor development projects (MDP) that do not involve Pollution Control and most Environmental Health requirements (e.g. pavilion) are processed in the same manner.

Changes To Plan Submission Process
2. To improve our service to the industry partners, we will be introducing a Lodgement Scheme to reduce clearance time and improve productivity. The lodgement scheme will cover the following building works:
   (a) Linkways & ramps
   (b) Bus stops
   (c) Lift upgrading programmes
   (d) Pavilions
   (e) Upgrading of electrical sub-stations and consumer switch rooms
   (f) Internal upgrading works (e.g. internal staircases, partition works, renewal of flooring etc.) to all existing developments except residential development which includes landed properties, condominium, hostels, apartments, HDB public housing development etc.

3. The application must also fulfil the following criteria:
   • Only Section 9 of Code of Practice on Environmental Health (COPEH) on no mosquito breeding is applicable; and
   • No Pollution Control requirement.

4. With effect from 29 Jan 2018, QPs can download a copy of the Lodgement Scheme Application form which will be available at CBPD’s website below.
5. When filling up the application form, QPs are required to:
   - Provide a brief description of the proposed scope of work;
   - Attach the necessary supporting plans;
   - Declare compliance with Section 9 of COPEH on no mosquito breeding;
   - Declare that other sections of COPEH is not applicable for the proposed development; and
   - Declare that no Pollution Control work is involved.

6. The completed Lodgement Scheme application form is to be emailed to the following email address: cbpd_consultation@nea.gov.sg. Upon receiving the completed application form, our officer will issue a CSC Clearance letter for the proposed MDP within three (3) working days.

7. Should you have further queries on the revised arrangement for consultations, please call the CBPD officers below. Alternatively, you can contact NEA Hotline at 1800 225 5225 or email us at contact@nea.gov.sg.

<table>
<thead>
<tr>
<th>S/No</th>
<th>Name of Officer</th>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ms Teh Swee Kheng</td>
<td>6731 9653</td>
<td><a href="mailto:teh_swee_kheng@nea.gov.sg">teh_swee_kheng@nea.gov.sg</a></td>
</tr>
<tr>
<td>2</td>
<td>Ms Melissa SY Ong</td>
<td>6731 9663</td>
<td><a href="mailto:melissa_sy_ong@nea.gov.sg">melissa_sy_ong@nea.gov.sg</a></td>
</tr>
<tr>
<td>3</td>
<td>Mr Saidi Mahmat</td>
<td>6731 9432</td>
<td><a href="mailto:saidi_mahmat@nea.gov.sg">saidi_mahmat@nea.gov.sg</a></td>
</tr>
</tbody>
</table>

8. This circular is also available from our website at the following address: http://www.nea.gov.sg/anti-pollution-radiation-protection/central-building-planning/circulars

Thank you.

SAIDI MAHMAT
CENTRAL BUILDING PLAN DEPARTMENT
NATIONAL ENVIRONMENT AGENCY
The President
Singapore Institute of Architects (SIA)
Eunos Technolink
Blk 3, Kaki Bukit Road 1, #02-01
Singapore 415935

The President
Association of Consulting Engineers Singapore (ACES)
Thomson Road Post Office
PO Box 034
Singapore 915702

The President
The Institute of Engineers Singapore (IES)
70 Bukit Tinggi Road
Singapore 289758

The President
Real Estate Developers’ Association of Singapore (REDAS)
190 Clemenceau Avenue #07-01
Singapore Shopping Centre
Singapore 239924

The President
Singapore Contractors Association Limited (SCAL)
Construction House
1 Bukit Merah Lane 2
Singapore 159760

The President
Singapore Institute of Building Limited (SIBL)
70 Palmer Road
#03-09C Palmer House
Singapore 079427

The President
Board of Architects Singapore (BOA)
5 Maxwell Road
#01-03 Tower Block
MND Complex
Singapore 069110

The President
Professional Engineers Board, Singapore (PEB)
5 Maxwell Road,
#01-02 Tower Block
MND Complex
Singapore 069110

All CORENET e-Info subscribers