

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.
<http://www.nea.gov.sg/anti-pollution-radiation-protection/central-building-planning/consultation>



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.

S/No	Name of Officer	Contact Number	Email Address
1	Ms Teh Swee Kheng	6731 9653	teh_swee_kheng@nea.gov.sg
2	Ms Melissa SY Ong	6731 9663	melissa_sy_ong@nea.gov.sg
3	Mr Saidi Mahmat	6731 9432	saidi_mahmat@nea.gov.sg

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
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