

Our Ref: LTA/DBC/D66.058.001

Date: 02 September 2019

CIRCULAR TO PROFESSIONAL INSTITUTIONS

Who should know

Building Owners, Developers, Architects, Engineers and Contractors/Builders

Dear Sir/Madam

(A) SERVICE IMPROVEMENT - STREAMLINED WORKFLOW FOR APPLICATION FOR PERMIT TO CARRY OUT ENGINEERING WORK INVOLVING MODIFICATION REQUEST ONTO EXISTING RAPID TRANSIT SYSTEM (RTS) DUE TO PRIVATE RTS-INTEGRATED DEVELOPMENTS

(B) LAUNCH OF NEW GUIDEBOOK FOR CARRYING OUT MODIFICATION WORK TO RAPID TRANSIT SYSTEM (RTS) STATIONS OR RAILWAY BY PRIVATE DEVELOPER

Effective date

With immediate effect

1. Empowered by Rapid Transit Systems (Development and Building Works in Railway Protection Zone) Regulations (the Regulation), LTA regulates the planning, design and construction of development and building works carried out within the railway protection zone and railway corridor. The appointed qualified person¹ is required to apply to LTA for the permit to carry out any engineering work prior to the commencement of work.
2. In the event that the proposed engineering work involves modification² of existing RTS structures and/or systems, a separate submission for modification request is required

¹ The Qualified Person is appointed under Reg 4(3) of the DBW Regs.

² A modification is defined as one that results in a change to the system design configuration, construction, functional and/or control features to the physical assets, including request for additions or decommissioning of assets of the existing Working Network. Changing/replacement to alternative parts or components that are not from the Original Equipment Manufacturer (OEM) will also constitute a modification if the component has an impact on the safety and/or operational performance of the Working Network.

under LTA Rail Asset Operation & Maintenance (RAOM)'s and Railway Operators' Modification Procedure. The current 3-stage of sequential submission process is appended in *Annex A*.

3. As part of the Authority's continual efforts to be more business friendly, LTA embarked on a deep-dive exercise to work with various stakeholders to streamline the submission workflow for engineering work involving modification request onto existing Rapid Transit System (RTS) due to private RTS-integrated development. The new streamlined submission workflow, which combines the 3 stages of sequential submission into 1 stage of submission, will allow concurrent review among LTA internal divisions and railway operator. It is expected to save more than **50%**³ of processing time and manpower resources with the streamlined process.
4. The launch of ***GUIDEBOOK FOR CARRYING OUT MODIFICATION WORK TO RAPID TRANSIT SYSTEM (RTS) STATIONS OR RAILWAY BY PRIVATE DEVELOPER (the Guidebook)*** is to provide additional guidance to private developers, building owners, architects, engineers, and relevant industry practitioners, who intend to carry out development and building works above and/or adjacent to the Rapid Transit Systems (RTS) which involve modification to existing RTS structures, facilities and systems, but are not familiar with the regulatory requirements, processes and procedures with some basic information on how to approach, plan, design, construct and implement the requirements.
5. The streamlined submission process together with the Guidebook will benefit the developers, building owners, architects, engineers, and relevant industry practitioners in terms of achieving better submission quality and hence to reduce the number of resubmissions. It also saves the developer's consultants the troubles to deal with various divisions within LTA and Railway Operators as LTA-DBC will be the main point of contact and any response from LTA internal divisions and railway operators will be reverted collectively to the industry as "ONE LTA". Ultimately, the streamlined processes aim to achieve operational excellence that improve time and cost efficiency with a shorter overall submission process and the developer can expect to commence and complete the development work as planned.
6. The new Guidebook can be downloaded from [LTA](#) and [Corenet e-Info](#) websites.
7. LTA has revised the LTA-DBC_RAILS.XFD to facilitate the new submission workflow for engineering work involving modification request. Please **synchronise** your ESPro to download the latest forms from the Form Templates for use from 2 September 2019. All submissions made on or after this date shall use the revised forms to avoid any rejection by the system.

³ The figure is obtained based on trial study collaborated with Lendlease on Paya Lebar Quarter development.

Enquiries

8. We would appreciate if you could convey the contents of this circular to members of your respective organisations.
9. If you have any queries concerning this circular, please email to lta-dbc_registry@lta.gov.sg.

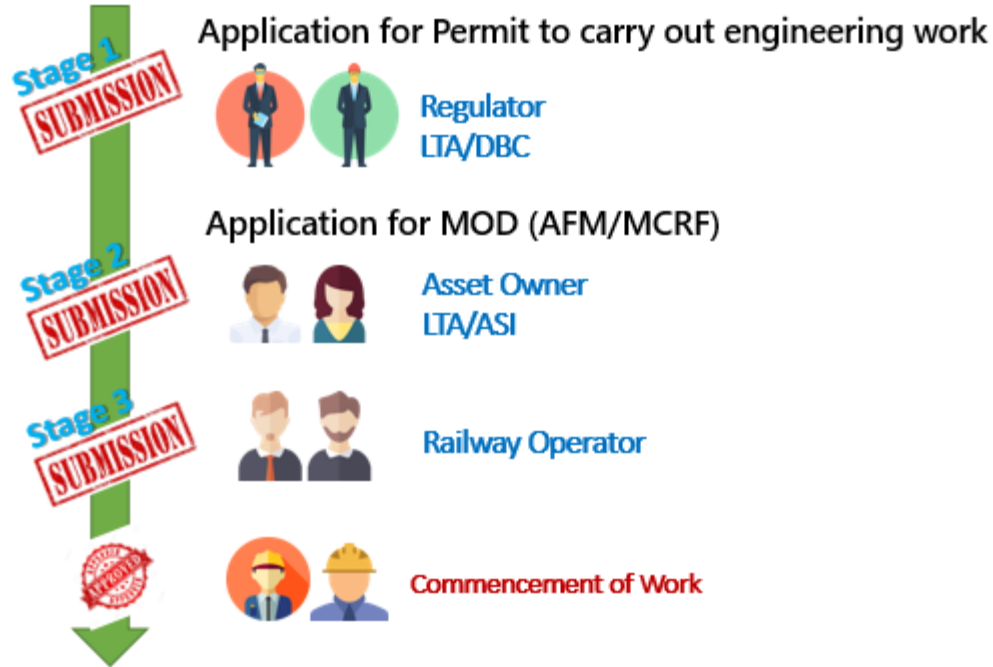
Thank you.

Quek Teck Beng
Deputy Director
Development & Building Control

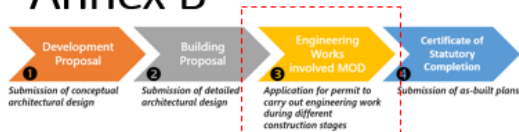
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Annex A

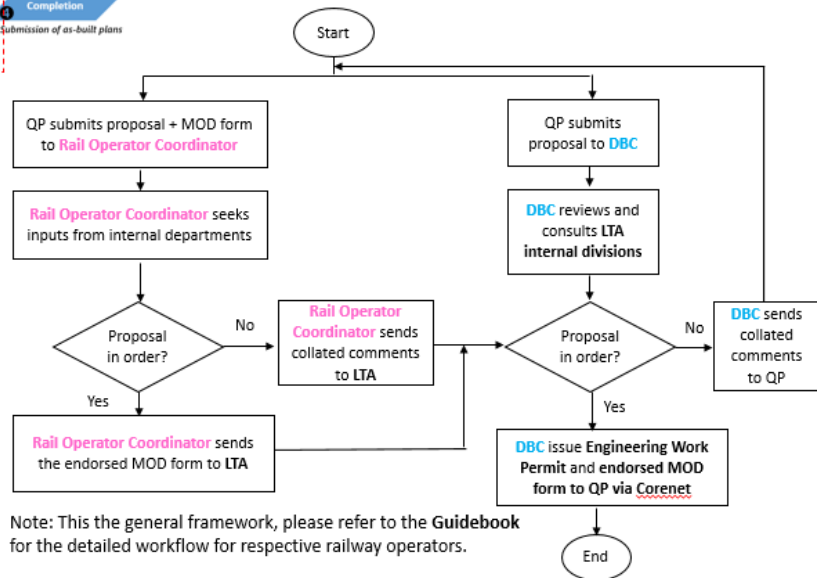
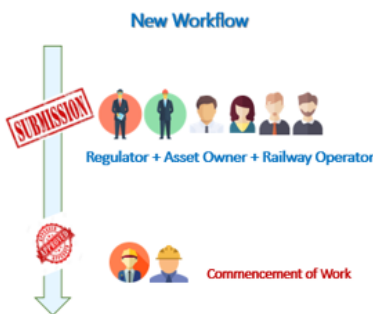
Current submission workflow for MOD related submission



Annex B



New submission process for Engineering work involving Modification Request (MOD)



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