

Our Ref: LTA/AMG/1AM/C60.039.005

Date: 05 May 2022

## CIRCULAR TO PROFESSIONAL INSTITUTES

### Who should know

Developers, Building Owners, Architects and Qualified Persons.

### Effective date

Immediate

## ACTIVE COMMUTE GRANT FOR END-OF-TRIP FACILITIES

1. The Land Transport Authority (LTA) aims to make walking, cycling, and riding public transport a way of life and a means of enhancing liveability in Singapore. In addition to existing efforts to improve the cycling commute, adequate End-of-Trip (EOT) facilities such as showers, lockers and changing rooms at destinations are also important to provide a comfortable and convenient journey to work.
2. LTA has enhanced the Active Commute Grant (ACG) as outlined in **Table 1**, to continue the support for developers and building owners who wish to provide EOT facilities in their developments. Besides office, business park, and light/general industrial developments<sup>1</sup>, **the enhanced ACG now includes retail developments which are located within 400 metres of an MRT station. There will be no change to the reimbursement limit, which will be up to 80% of the construction costs of EOT facilities and a maximum of S\$80,000 per development<sup>2</sup>.** The grant application will be available until **30 June 2023**.
3. The application process has been streamlined to allow building owners/developers to apply for the grant after obtaining Temporary Occupancy Permit (TOP) for **new developments** and completion of EOT facilities construction **for existing developments**.
4. Under this single step application process, applicants no longer need to submit two separate applications for approval and reimbursement. Instead, once the works have been completed, applicants may submit their application together with supporting invoices or similar documents<sup>3</sup> clearly indicating each claim item.

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<sup>1</sup> Light/General industrial buildings under B1 land use definition according to URA Masterplan Written Statement.

<sup>2</sup> Subject to cap on claims amount stipulated in Annex A

<sup>3</sup> Supporting documents shall include evidence of monies paid to contractors (i.e. receipts). Quotations will not be accepted. For examples of similar documents please refer to Annex C, item 3.2.

Table 1: Summary of ACG enhancement

	Current ACG	Enhanced ACG
Development Use	<ol style="list-style-type: none"> <li>1. Office</li> <li>2. Business Parks</li> <li>3. Light / general industrial</li> </ol>	<ol style="list-style-type: none"> <li>1. Office</li> <li>2. Business Parks</li> <li>3. Light / general industrial</li> <li>4. Retail (within 400m of MRT station) <i>(new)</i></li> </ol>
Eligibility Criteria	<p><u>For new developments</u> ACG application has to be submitted before obtaining TOP</p> <p><u>For existing developments</u> ACG application has to be submitted before construction of EOT facilities</p>	<p><u>For new developments</u> TOP shall be obtained between 5 May 2022 and 30 June 2023 (both dates inclusive), and prior to ACG application <i>(new)</i></p> <p><u>For existing developments</u> EOT facilities shall be constructed and completed between 5 May 2022 and 30 June 2023 (both dates inclusive), and prior to ACG application <i>(new)</i></p>
Application process	<p>2 stage application via email</p> <ol style="list-style-type: none"> <li>1. Quotations and application form during the application stage</li> <li>2. Invoices and reimbursement form during the reimbursement stage</li> </ol>	<p>1 stage application via FormSG (<a href="https://go.gov.sg/acg2022">https://go.gov.sg/acg2022</a>) <i>(new)</i></p>

## Eligibility Criteria

5. There are two types of applications, i.e.:-

a. Type A: Any new application for New developments, Redevelopments/ Reconstruction or Developments undergoing Addition & Alteration works (A&A) with affected Gross Floor Area (GFA) more than or equal to 1,000sqm; and

b. Type B: Developments undergoing A&A with affected GFA less than 1,000sqm or retrofitting works for EOT facilities<sup>4</sup> in existing developments.

6. Eligibility for the grant is subject to the criteria as outlined in **Table 2** below.

*Table 2: Eligibility criteria for the Active Commute Grant*

<p>General  (applicable to both Type A and Type B)</p>	<p>(i) More than 50% of the total GFA of the development is for office, business park, light/general industrial and/or retail use.</p> <p>(ii) The EOT facilities are provided in addition to the Sanitary Facility provision requirement stated in National Environment Agency's Code of Practice on Environmental Health.</p> <p>(iii) The EOT facilities, once completed, shall be accessible to all building occupants and visitors<sup>5</sup> where possible.</p>
<p>Type A</p>	<p>(i) The development shall have obtained Temporary Occupation Permit (TOP) from Building &amp; Construction Authority (BCA) between 05 May 2022 and 30 Jun 2023 (both dates inclusive) prior to the grant application.</p> <p>(ii) The development shall provide bicycle parking in accordance to the prevailing statutory requirements as set out in the Parking Places Act.</p> <p>(iii) The EOT facilities are located in proximity or close to the development's bicycle parking area. If not, sufficient wayfinding signage is to be provided, subject to the Authority's evaluation.</p> <p>(iv) Proposed EOT facilities are in accordance with LTA's Code of Practice on Street Work Proposals Relating to Development Works Appendix 3E.</p>
<p>Type B</p>	<p>(i) The development shall provide a net total<sup>6</sup> of at least 10 bicycle parking lots, 10 lockers and 1 shower stall<sup>7</sup>.</p> <p>(ii) Proposed EOT facilities have been constructed<sup>8</sup> between 05 May 2022 and 30 Jun 2023 (both dates inclusive).</p>

<sup>4</sup> E.g. Retrofitting of small number of bicycle parking in front of development, installing lockers at bicycle parking bay, converting of WC into shower facility, etc.

<sup>5</sup> Visitor requirement applicable for developments with more than 50% of total GFA in retail use only

<sup>6</sup> Existing and proposed combined. Only new items are claimable. Existing items will not be eligible for claim.

<sup>7</sup> Existing retail developments do not need to meet the minimum shower stall requirement

<sup>8</sup> Invoices shall reflect the EOT facilities' completion during the grant window period, 05 May 2022 – 30 Jun 2023.

## **Application Process**

7. A detailed application should be submitted, including the proposed EOT facilities and cost justifications of the items. Please refer to **Annex A** for items claimable under ACG, and **Annex B** for the application process. Applications are subject to LTA's evaluation and are to be submitted to LTA by 30 Jun 2023.
8. Applicants are strongly encouraged to submit their applications through FormSG (<https://go.gov.sg/acg2022>). Applicants who are unable to submit their applications through the link above may write to [LTA\\_AMU\\_Registry@lta.gov.sg](mailto:LTA_AMU_Registry@lta.gov.sg) to seek assistance.
9. Applicants shall ensure that all items within the checklist in **Annex C** is complied with prior to submission of application form. Any non-compliance is to be justified and will be subject to LTA's further evaluation for eligibility for the grant.
10. Applicants may refer to **Annex D** for good practices when constructing EOT facilities.

## **For Circulation**

11. Please convey the contents of this circular to the relevant members of your organisation. Further enquiries on this circular and the application process can be made to LTA at the following email: [LTA\\_AMU\\_Registry@lta.gov.sg](mailto:LTA_AMU_Registry@lta.gov.sg).

Thank you.

KENNETH WONG  
DEPUTY GROUP DIRECTOR (ACTIVE MOBILITY GROUP)  
for CHIEF EXECUTIVE  
LAND TRANSPORT AUTHORITY

**Annex A**  
**EOT FACILITIES ELIGIBLE FOR CLAIM**

1. The following EOT facilities may be considered for grant:

Type A

- a) Bicycle parking lots provided above the statutory requirements; and
- b) Other EOT facilities<sup>9</sup> provided in accordance to LTA's Code of Practice Street Work Proposals Relating to Development Works Annex 3E.

Type B

- a) All new bicycle parking lots built during ACG window period, 05 May 2022 to 30 Jun 2023;
  - b) Up to 10 lockers and 1 shower for every 10 bicycle parking provided within the building/development (or part thereof);
  - c) Up to 1 set of sanitary facilities<sup>10</sup> per shower stall provided;
  - d) Grant eligibility for lockers and showers in excess of 1 locker per bicycle parking lot and 1 shower per 10 bicycle parking lots may be considered and shall be determined by LTA at its sole discretion; and
  - e) Other EOT facilities provided in accordance to LTA's Code of Practice Street Work Proposals Relating to Development Works Appendix 3E.
2. More details on items claimable under ACG are in **Table 2**. Developers and building owners are welcomed to propose additional initiatives outside of this list, which meet active commute objectives<sup>11</sup>, subject to LTA's further evaluation.

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<sup>9</sup> Shower stalls and sanitary facilities not applicable for retail developments

<sup>10</sup> Water Closet, Urinal, Wash Hand Basin

<sup>11</sup> Justifications should be provided to demonstrate that those facilities are provided to encourage building users to use active mobility to work

Table 2: Items claimable under ACG

Description of Initiatives	Inclusions
Construction of Shower/sanitary facilities <b>(Not applicable for retail developments)</b>	<p><u>Shower facilities</u></p> <ul style="list-style-type: none"> <li>• Costs incurred for the installation of shower facilities.</li> <li>• Costs incurred for the construction of associated facilities such as partition walls/card access doors, etc.</li> </ul> <p><u>Sanitary facilities</u></p> <ul style="list-style-type: none"> <li>• Costs incurred for the installation of sanitary facilities including water closet, urinal, wash hand basin, hand dryer, etc</li> <li>• Janitor closet/room and related facilities shall not be eligible for claim.</li> </ul>
Lockers (for storage of personal items)	<ul style="list-style-type: none"> <li>• Costs incurred for the installation of personal storage lockers/PMD storage lockers.</li> <li>• Developer/Building owners are encouraged to provide basic lockers (i.e. mechanical lock).</li> </ul>
Supporting building works	<ul style="list-style-type: none"> <li>• Costs incurred for the supporting building works required for EOT facilities such as:               <ol style="list-style-type: none"> <li>1) M&amp;E Works</li> <li>2) Builders' Works</li> <li>3) Finishings</li> </ol> </li> </ul>
Other supporting facilities (Subject to further evaluation)	<ul style="list-style-type: none"> <li>• Costs incurred for the installation of other supporting facilities such as:               <ol style="list-style-type: none"> <li>1) Bicycle repair station</li> <li>2) Ironing station</li> <li>3) Clothes drying station</li> <li>4) Changing room</li> <li>5) Associated facilities such as CCTVs, card access doors</li> <li>6) Wayfinding signs to bicycle parking and EOT facilities (Type B applications only)</li> </ol> </li> </ul>

3. Total claimable cost shall be subject to further evaluation and at the discretion of LTA based on the table below.

*Table 3: Claim Limit of EOT Items claimable under ACG*

<b>Type of EOT facility</b>	<b>Unit</b>	<b>Claim limit per unit</b>
Shower Stalls	no.	S\$1,760
Water Closet (WC) Stall	no.	S\$1,825
Urinal	no.	S\$1,060
Wash Hand Basin (WHB)	no.	S\$628
Locker	no.	S\$400
Other Sanitary Fittings	lump sum	S\$2,208
Builders' Works	lump sum	S\$17,000
Finishings	Per sqm	S\$381
M&E Works for Toilet	Per sqm	S\$869
Bicycle Facilities e.g. bicycle repair station, air pump station	lump Sum	S\$3,464
Bicycle stand/rack	no.	S\$227

## Annex B APPLICATION PROCESS

1. The developer or building owner of the development shall work together with the Qualified Person (QP) (If required) and appoint a key point of contact with LTA for all ACG matters during the entire application process.
2. LTA reserves the right to follow up with **Audit and Post-Implementation Survey(s)** for each successful application. Please refer to **Figure 1** for the flowchart that summarizes the application process for the ACG.

### **Pre-consultation (Optional)**

3. The developer may initiate pre-consultation with LTA via email at [LTA\\_AMU\\_Registry@lta.gov.sg](mailto:LTA_AMU_Registry@lta.gov.sg) prior to application submission, during development's Development Control (DC) stage for Type A Applications and prior to commencement of construction work for Type B Applications.
4. Supporting documents, such as plan submissions, Walking & Cycling Plan, details of the EOT facility proposals, shall be attached with the application form for LTA's evaluation. LTA will share preliminary comments to the EOT facilities proposal, e.g. number, size and location of the facilities.

### **Grant Application (by 30 Jun 2023)**

5. Upon issuance of Temporary Occupation Permit (TOP) from BCA (Type A) or completion of construction of EOT facilities (Type B), the developer/building owner may proceed to <https://go.gov.sg/acg2022> to submit their application together with the necessary supporting documents<sup>12</sup> to LTA. Any changes to the submission or additional supporting documents shall be sent to [LTA\\_AMU\\_Registry@lta.gov.sg](mailto:LTA_AMU_Registry@lta.gov.sg). The developer/ building owner shall arrange with LTA for site inspection(s) to validate that the facilities are constructed according to the Application Form.
6. This form shall be duly endorsed by the developer/building owner's senior management.
7. The application form shall include the following details:
  - a. Declaration on whether the EOT facilities are provided in addition to NEA's minimum sanitary facility requirement and LTA's Code of Practice on Street Work Proposals Relating to Development Works;
  - b. Details of the EOT facilities to be provided (e.g. description, cost, quantity.) in relation to the building works layout; and

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<sup>12</sup> Building plan for building works; approved Walking & Cycling Plan; Detailed plans showing location and quantum of bicycle parking spaces & EOT facilities; Detailed breakdown of costs related to construction of EOT facilities.

- c. Justification for the cost of each item (substantiated with invoices).
8. The applicant shall ensure that all information regarding construction of the EOT facilities has been properly submitted to constitute a complete application for LTA's further evaluation. The applicant shall also ensure that all necessary approvals from various agencies has been sought prior to application for ACG.
  9. The applicant will be notified in writing if revisions to the EOT facilities proposal and/or application form are required.
  10. All grant applications shall be submitted before 30 Jun 2023. Any grant application after 30 Jun 2023 or before the issuance of TOP by BCA for building works will not be accepted.
  11. A letter of in-principle approval will be issued to the developer/building owner before LTA proceeds with the disbursement of the grant.

**Audit and Post-Implementation Surveys (PIS)**

12. To ensure the facilities are maintained for proper usage and open to access for all building users, LTA reserves the right to audit successful claimants at any time within 2 years after the grant approval.
13. To validate the effectiveness of the Grant, LTA reserves the right to conduct and/or require the developer/building owner to conduct Post-Implementation Surveys with building users on their travel pattern, and to request development, employee, and facility usage rate related data within 2 years of the TOP or after the building reaches 80% occupancy.

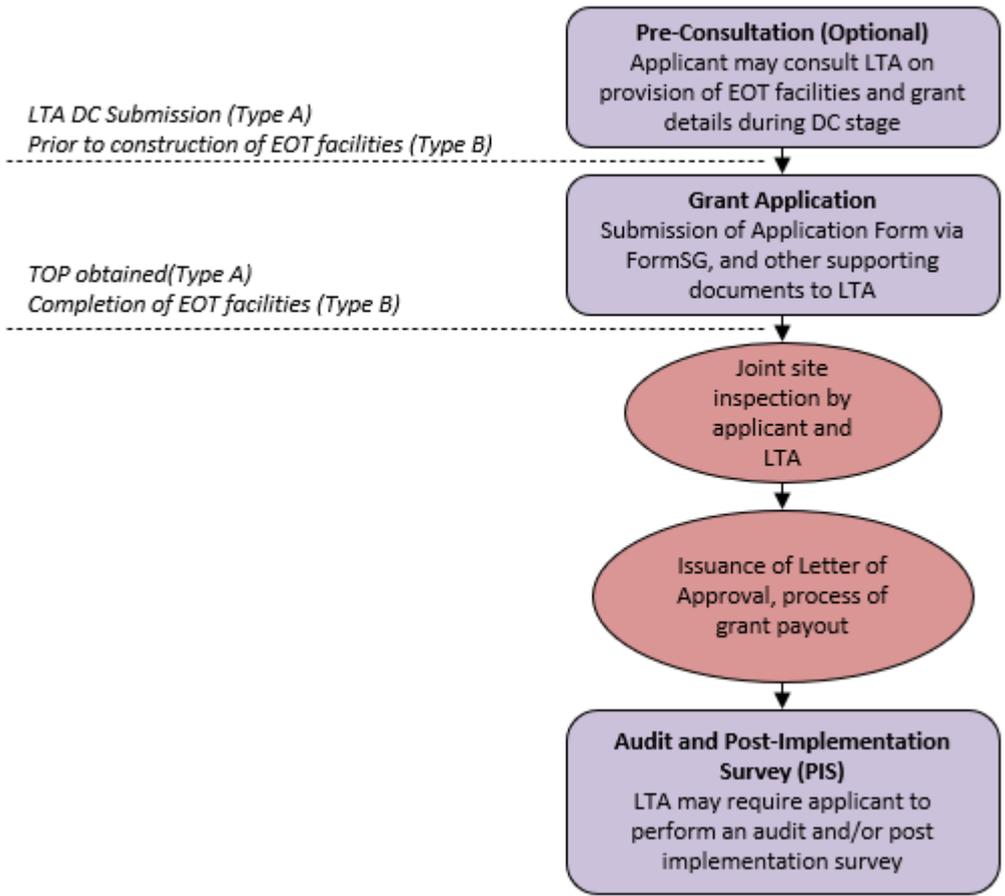


Figure 1: Application Flowchart

**Annex C**  
**SUBMISSION CHECKLIST FOR ACG APPLICATION**

S/N	Submission Requirement	Complied	Not Complied	Remarks
1	<b>Active Commute Grant (ACG) Application Forms</b>			
1.1	ACG Application Form (via FormSG)	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	EOT Facilities Breakdown Form (via excel sheet)	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Ensure that each line item in EOT Facilities Breakdown Form corresponds to the same item (name and price) within submitted Invoice/Supporting Cost Document	<input type="checkbox"/>	<input type="checkbox"/>	
2	<b>Supplementary Information and Development Plans</b>			
2.1	Official documentation and/or appointment letter as point of contact (POC) for ACG Application	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Ensure that provision of EOT facilities is in accordance with the standards laid out in LTA's Code of Practice Street Work Proposals relating to Development Works	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Building Plan for the building works (for Type A application only)	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Certification of Temporary Occupation Permit (TOP) for the subject building works (for Type A application only)	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Detailed EOT plan(s) clearly showing the location and quantum of bicycle parking spaces & EOT facilities in relation to the layout of the building works	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Approved Walking & Cycling Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	Letter of Approval for previously approved ACG (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
3	<b>Cost Items Documentation</b>			
3.1	Items claimed do not include GST	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Submitted invoices/other supporting documents <i>Other supporting documents include contract Schedule of Rates, Bills of Quantities, QS Reports, etc. Supporting documents shall:</i> <i>1. Include company letterhead</i> <i>2. Show clearly each claim item (including quantity and price)</i> <i>3. Be signed by company's authorized signatory.</i>	<input type="checkbox"/>	<input type="checkbox"/>	

\_\_\_\_\_  
Name\* & Designation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*To be signed by the appointed Point of Contact (POC)

**Annex D**

**GOOD PRACTICES FOR PROVISION OF EOT FACILITIES**

1. At least 1 shower stall and 10 lockers to be provided per 10 bicycle parking lots.
2. Bicycle parking lots shall be located at-grade, visible and freely accessible to the general public. Bicycle parking should not be placed at corners of development where it is difficult to assess and locate, or in places with safety concerns, e.g. near the ramp, next to heavy vehicle parking. Access via lift is preferred if bicycle parking has to be situated at grade-separated level.
3. Developers are strongly encouraged to provide U-bar/double tier bicycle parking lots. Provision of Yellow Boxes should only be considered for developments with site constraints.
4. Location of EOT facilities such as lockers is strongly advised to be accessible, convenient, and located close to the bicycle parking facilities.
5. All EOT facilities to cater for BFA requirements. For Type A development only - Any sanitary facilities (e.g. WC, WHB, UR etc) provided as part of EOT facilities cluster shall be over & above NEA's minimum requirement.
6. Entrance doors to bicycle parking / EOT facilities should be cyclist friendly. E.g. automatic sliding door, step free access.

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