

Our ref : APPBCA-2022-19  
01 Sep 2022

## See Distribution List

Dear Sir/Madam

### **INTER-AGENCY COORDINATING COMMITTEE (IACC) - CIRCULAR TO THE INDUSTRY ON VALIDITY PERIOD FOR TECHNICAL AGENCIES' WRITTEN DIRECTIONS AND ALLOWABLE TIME FRAME BETWEEN TEMPORARY OCCUPATION PERMIT ("TOP") AND CERTIFICATE OF STATUTORY COMPLETION ("CSC") UNDER THE BUILDING CONTROL ACT 1989**

This circular is to inform the industry on the implementation of (1) validity periods for written directions issued by the National Environment Agency ("NEA"), the National Parks Board ("NParks"), the Land Transport Authority ("LTA") and the Public Utilities Board ("PUB"); and (2) an allowable time frame between the issuance of TOP and CSC.

#### **Background**

2 The Inter-Agency Coordinating Committee ("IACC") has observed that based on data extracted from CORENET, Qualified Persons ("QPs") are taking a longer time to respond to written directions issued by technical agencies in respect of applications submitted by the QPs to the technical agencies. QPs are reminded to comply with written directions by the deadlines stipulated in the written directions. Going forward, where QPs fail to comply with deadlines stipulated in the written directions, the relevant technical agencies may disapprove the QPs' application(s) or deem the QPs' application(s) as withdrawn, and QPs will need to re-submit a fresh application.

3 The IACC has also observed projects which took an extended period to obtain the CSC after the issuance of TOP. Delays in obtaining CSC is a concern for technical agencies as regulatory requirements for obtaining CSC are not fully complied with. Having a reasonable time frame between the issuance of TOP and CSC allows compliance issues to be surfaced earlier for resolution.

4 Currently, BCA and the Singapore Civil Defence Force ("SCDF") generally provide with periods of up to sixty (60) working days for QPs to comply with written directions and respond to clarification requests.<sup>1</sup> For the Urban Redevelopment Authority ("URA"), the validity period of written directions is tied to the validity period of the parent Provisional Permission of six (6) months unless further extension is supported. These current practices by BCA, SCDF and URA will remain.

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<sup>1</sup> BCA

Building Plan – 40 working days for 1st Written Direction (WD), 20 working days for 2nd WD  
Structural Plan – 14 calendar days for 1st and 2nd WDs.

#### **SCDF**

60 working days for QP clarifications to plan approvals, waivers and fire engineering design brief.

### Implementation of validity period for written directions

5 With effect from 1 Jan 2023, written directions issued by **NEA, NParks, LTA and PUB** will now have a validity period of **sixty (60) working days**. QPs must respond to written directions issued by NEA, NParks, LTA and PUB within this validity period of sixty (60) working days. This measure will apply to:

- (a) **All application types** (refer to Annex A) made to NEA, LTA, NParks and PUB under the relevant legislation that these agencies administer (“relevant legislation”); and
- (b) All projects with **first plan applications** (refer to Annex A) submitted to technical agencies **on or after 1 Jan 2023**.

6 QPs may apply to the relevant technical agencies issuing the written directions for an extension of time if they have valid reasons for not being able to respond within the stipulated deadline. Should QPs fail to respond within the said deadline, agencies will deem the written direction as having lapsed and it will be further deemed that the application has not been approved by the relevant technical agency. QPs will be required to make a new application and may be required to pay the requisite fees under the relevant legislation.

7 Applications may be rejected due to the QP's lack of response to written directions issued by technical agencies. If a fresh application is submitted, please note that technical agencies are not obliged to prioritise these fresh applications. QPs shall take note that may impact project progress as agencies will need to re-assess the new applications.

### Implementation of allowable time frame between issuance of BCA TOP and obtaining of CSC

- 8 With effect from 1 Jan 2023, the developer must ensure that, where applicable:
- (a) The CSC or CSC clearances are obtained from URA, NParks, LTA, NEA, BCA and/or Fire Safety Certificate are obtained from SCDF within **two (2) years** from the date when the TOP is issued by the Commissioner of Building Control (“CBC”); and
  - (b) The Compliance Certificate for Drainage and/or for the Compliance Certificate for Sanitary/Sewerage are obtained from PUB within **two (2) years** from the issuance date of the respective PUB's Clearance Certificate.

If the TOP was issued in stages, then the two (2) years shall commence from the date of the issuance of the latest TOP by CBC.

9 If QPs are unable to comply with the timeline described in paragraph 8 above, QPs will have to update the technical agencies and provide the technical agencies with a schedule, setting out:

- (a) a list of the regulatory requirements that have not been complied with for purposes of obtaining CSC; and
- (b) a schedule of timeline(s) by when each of the outstanding regulatory requirements will be complied with and the date for submitting an application for CSC.

The above measure will apply to projects with **TOP issued on or after 1 Jan 2023** or projects with **PUB's Clearance Certificate issued on or after 1 Jan 2023**.

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**IACC project-level resolution platform**

10 The IACC is a platform which helps with resolution of regulatory conflicts arising from technical agencies' requirements. For written directions and CSC compliances issues, which involve competing or conflicting requirements across multiple agencies, QPs are encouraged to approach IACC Secretariat to table the issues for resolution. To table a case for resolution, please write to IACC Secretariat with details of the project via email at [BCA\\_IACC\\_SECRETARIAT@bca.gov.sg](mailto:BCA_IACC_SECRETARIAT@bca.gov.sg).

**Clarification**

11 Please bring the contents of this advisory to the attention of your members. Should you need any clarification, please submit your enquiry through via email at [BCA\\_IACC\\_SECRETARIAT@bca.gov.sg](mailto:BCA_IACC_SECRETARIAT@bca.gov.sg) or BCA's Online Feedback Form at <https://www.bca.gov.sg/feedbackform/> or call us at 1800 342 5222.

12 Thank you.

Yours faithfully



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**Annex A – Application Types and First Plan Applications to Agencies.**

	Application Types	First Plan Application
LTA	DC, BP, Engineering Works and CSC	First DC application
NEA	DC, BP, TOP, CSC, Noise Assessment (NA) and Waiver applications	
PUB	DC, BP, TOP and CSC	
NParks	DC, BP (where applicable) and CSC (where applicable)	

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