



RENEWING YOUR LEASE WITH JTC CORPORATION

Introduction

JTC is the lead government agency responsible for the development of industrial infrastructure to support and catalyse the growth of industries and enterprises in Singapore, so as to create quality jobs and support Singapore's economic growth.

We need to ensure a sustainable supply of land and space so that industrialists can operate and grow their businesses. We value your partnership and we are committed to making every effort to work with you on your land and space needs.

This handbook is designed to assist existing customers in planning for the submission of a lease renewal application to renew their lease for a new term. It is an easy-to-use guide containing information on JTC's guidelines and the main terms and conditions for lease renewal. We have also compiled a list of Frequently Asked Questions along with a glossary of terms used for your reference. We hope you will find these useful.

For further enquiries, please get in touch with your Customer Engagement Officer or call the JTC Contact Centre at 1800-5687000.

A What is Lease Renewal?

Lease renewal is the granting of a new lease term, which commences after the expiry of the current term to allow industrialists to continue their operations at their sites and use the land optimally and productively. Lease renewal is neither automatic nor an entitlement.

B A Simple Step by Step Guide

STEP 1 Obtain lease renewal kit

You may obtain the lease renewal kit and the application form at our website at <http://www.jtc.gov.sg>

STEP 2 Go through the Self Evaluation Checklist

Go through and answer the questions on the Self Evaluation Checklist which can also be found in our website. It will help you assess if you are able to meet our guidelines for the renewing of your lease.

You are encouraged to consult your Customer Engagement Officer on the lease renewal guidelines and to discuss the details of your building plans and business proposals before you submit your application.

STEP 3 Complete and submit the Application

To enable us to process your application quickly, we would like to request that you fill in the application form fully and provide the supporting documents/plans.

Administrative Fee Payable

For lease renewal application submitted via our Customer Service Portal, there will be no administrative fees charged. If a hardcopy application is submitted, a non-refundable administrative fee (subject to prevailing GST rate) will be charged at the point of submission. Please refer to the JTC Corporate Website, [Schedule of Administrative Fees](#), for the prevailing administrative fees. The fees, if any, will be reflected in your Statement of Account.

STEP 4 You receive an acknowledgement of your application

You will be sent an acknowledgement letter once JTC receives your application. Please contact us at 1800-5687000 if you have any questions or if you do not receive our acknowledgement letter.

Assessment of your application

- JTC will assess your proposed investments and business plans for the future lease term. Part of the assessment may include site visit(s) of your premises in order for us to gain a better understanding of your company's operations and business plans.

C Guidelines for Applying for a Lease Renewal

As a developmental agency, JTC needs to ensure that Singapore's limited industrial land resources are put to the most productive use and support our economic development. Lease renewal applications will thus be evaluated based on the economic contribution and productivity of the project, creation of good jobs and synergistic linkages to other sectors of our economy, as well as the ability to optimise the use of the land. Applicants in turn will be expected to fulfill their projections as declared in their lease renewal applications.

The Self-Evaluation Checklist will assist you in assessing if you are ready with your lease renewal application. Should you require any clarification on the checklist, please get in touch with your Customer Engagement Officer.

1 When to Apply for Lease Renewal

Our Customer Engagement Officers will get in touch with you about 6 years before the expiry of your lease to discuss your business plans moving forward. If you intend to continue operations on site, you are encouraged to apply for a lease renewal at least 3 years before the expiry of your lease. This will ensure greater clarity for the continuity of your business operations and provide an adequate length of time to plan for relocation in the event you are not granted renewal.

2 Renewed Tenure

The renewed tenure will commence after the expiry of the current term.

3 Fixed Asset Investment (FAI)

Fixed Asset Investments in new Plant and Machinery (P&M), Building and Civil Works (B&C) and Refurbishment are required when you renew your lease to ensure that your land would continue to be used productively. Your proposed investment on P&M, B&C and Refurbishment, including both new and existing investments (taken as the net book value at the application date) should be able to support your proposed business plan for the renewed term.

A list of items that are considered as P&M and B&C are found in Annex 1 and 2 respectively. You will be required to illustrate how your proposed P&M investments can assist you in achieving your value add projections.

Guidelines for Building & Civil Works & Refurbishment

In the event that your lease renewal application is approved, it will be subjected to the approval of the building plans for your proposed site development. Please note that your site development should be based on the guidelines as found in Annex 3A/B "Aesthetic Control Guidelines for Building & Civil Works".

For buildings and structures which you intend to retain, it is necessary to carry out refurbishment works as specified by JTC, which includes upgrading of façade and minor repair, resurfacing of driveway and minor repairs, and erection of new fencing and gates.

4 Minimum Gross Plot Ratio

To optimise the use of our scarce industrial land resource, you are required to meet the minimum Gross Plot Ratio (GPR) for the proposed site. One way of meeting this requirement is to increase the floor area or reduce the land area of your site.

For all lease renewals, JTC encourages lessees to intensify their land use as far as possible. As such, you should strive to intensify your land use as best as you can and exceed the Minimum GPR if possible.

Plot ratio exempt industries have no minimum gross plot ratio requirements but will be required to meet the minimum land area coverage requirements. Please consult your Customer Engagement Officer for further details.

For details on the minimum required gross plot ratio, please refer to the "Information on Minimum Plot Ratio Criteria" at Annex 4. In addition, companies can consider applying for the various incentive schemes for land intensification, including:

(a) Land Intensification Allowance (LIA) – This is an incentive administered by the Economic Development Board (EDB). Applicants are required to meet the GPR benchmark and other qualifying criteria. For more information on the qualifying criteria and application process of LIA, please refer to EDB's website at <http://www.edb.gov.sg>. For more information on filing LIA claims in the income tax returns, please refer to IRAS's website at <http://www.iras.gov.sg>

(b) Land Productivity Grant (LPG) – The grant helps to defray consultancy fees and/or domestic or overseas relocation costs for companies restructuring their operations to achieve land intensification or savings of at least 0.1 hectare in Singapore, in addition to other qualifying criteria. For more details, please refer to Enterprise Singapore's website at <http://www.enterprisesg.gov.sg>

5 Productivity and Strength of Business Plan

You need to ensure productive use of your land and built-up space. Lease renewal criteria will include the value-add to the economy, creation of good jobs, linkages with other industries as well as the strength of the business plan.

6 Proposed Usage

(a) Industrial Leases : Your proposed usage must meet the Urban Redevelopment Authority's (URA) 60:40 space utilisation rule i.e. the premises is used is primarily for industrial activities and not for the purpose of offices, showrooms, storage and warehousing unrelated to industrial use.

Under URA's 60:40 rule you must ensure that:

- (i) At least 60% of your total gross floor area shall be used for industrial activities i.e. for manufacturing, assembly, research & development purposes, including ancillary storage and warehousing related to the industrial activity only; and
- (ii) The remaining 40% of your total gross floor area may be used as ancillary offices, showrooms, neutral areas or communal facilities and such other uses approved in writing by us and the relevant governmental and statutory authorities.

Industrial activities include manufacturing, production, assembly, servicing, fabricating, research & development. Non-industrial activities include commercial office usage, retail, trading and wholesale.

- (b) For Warehousing Leases: Your proposed usage must meet the Urban Redevelopment Authority's (URA) 60:40 space utilisation rule i.e. the premises is used primarily for the storage and distribution of goods.**

As with Industrial Lessees, you must ensure that:

- (i) At least 60% of your total gross floor area shall be used for warehousing activities; and
- (ii) The remaining 40% of your total gross floor area may be used as ancillary offices, showrooms, neutral areas or communal facilities and such other uses approved in writing by us and the relevant governmental and statutory authorities.

You must ensure that the types of goods stored in your warehouse are according to the usage clause in your lease regardless of whether the goods belong to you or your customers. If you intend to store any additional goods not stated in the usage clause, you need to seek JTC's approval for an extension of use.

7 Other Considerations

(a) Redevelopment plans

If your site is affected by redevelopment plans, you may not be able to renew your lease. Please contact your Customer Engagement Officer before proceeding with your application.

(b) Breach of lease covenant

You should not breach any terms and conditions in the lease. In the event you are in breach (examples include erecting unauthorised structures, illegal dormitories, unauthorised occupation, rental arrears), you will be required to rectify the breaches before applying for lease renewal.

(c) Subletting

Your existing and proposed use should maximise the available floor space. If you are unable to do so, you may consider consolidating your operations in a smaller floor space.

(d) Availability of other premises for consolidation

If you have other industrial premises, you are encouraged to explore consolidating your operations to maximise your land use. You may also return part of your land to JTC. As a guide, the portion of land to be returned should be regular in configuration and be capable of independent re-development.

Note: Fulfilment of all the guidelines does not necessarily constitute consent from JTC for a lease renewal. In assessing your application, JTC is required to ensure that your premises would be put to the best possible use by renewing your lease and that you would be able to maximise your productivity in the extended lease term.

D Main Terms & Conditions of Lease Renewal

1 Revision of Rental

Your land rent will be revised to the prevailing market rent at the start of the new lease term. To assist you in adjusting to the land rent, you will be given rental concession in the initial years of the new lease term.

2 Building / Investment Period

Following JTC's approval of your lease renewal application, you will be given three years from the date of our offer letter to carry out your proposed building extensions and to make the necessary Fixed Asset Investments.

Within six months following the expiry of the building and investment period, you are required to submit:

- (i) A temporary occupation licence and/or certificate of statutory completion issued by the Building and Construction Authority;
- (ii) A qualified person's certification that the development of the land has been completed in accordance with the plans endorsed by JTC; and
- (iii) A certified audited statement showing costs incurred on plant and machinery.

The above will be used in confirming your lease entitlement

3 Pro-rating of Lease Term

The renewed lease term offered will be based on your proposed gross plot ratio and business plan. Therefore, you will be expected to fulfil the gross plot ratio, investments in plant and machinery as declared in your lease renewal application. Should there be a shortfall between the declared and actual figures, the lease term will be pro-rated accordingly.

4 Assignment Prohibition Period

Industrial lessees are required to fulfil the declared gross plot ratio, investments in plant and machinery as stated in the Offer Letter, as well as occupy the leased premises for a minimum period ("Assignment Prohibition Period") before they are eligible to sell the property in the open market.

The assignment prohibition period is 5 years from fulfilment of investment criteria or 3 years from commencement of renewed term, whichever is later. There should also be a remaining tenure of at least 5 years in order to be eligible to sell in the open market.

E Charges & Fees Payable for Lease Renewal

If you accept the terms & conditions of JTC's offer for lease renewal, please send your letter of acceptance within 3 weeks from the date of offer together with the payment stated in the Offer Letter. Some of the charges include JTC survey fee, URA processing fee, cost of preparing legal documents and Good & Services Tax (GST).

F Plan Endorsement

Upon acceptance of our offer, you will need to submit building plans & perspective(s) to our Plan Endorsement Unit for consent. At the end of the building period, you are required to engage a Qualified Person to certify that the building is built according to the endorsed plan.

FREQUENTLY ASKED QUESTIONS

Q How do I ascertain if I am eligible to apply for a lease renewal?

You may use the Self Evaluation Checklist in the application kit to help you determine if you are qualified to apply.

Q If my site is affected by redevelopment plans, can I still apply for a lease renewal?

This depends on the redevelopment plans in place. Please get in touch with your Customer Engagement Officer to check if there are any provisions for redevelopment before submitting your lease renewal application.

Q What is the maximum lease term that can be extended?

Lease renewal applications will be assessed and the length of the renewed tenure will be based on the quality of the proposed business plan, investments and jobs created, as well as the synergistic linkages to other sectors of our economy, and the projections will be audited at end of the investment period.

Q Why does JTC tie me to my declared gross plot ratio and plant & machinery figures?

As industrial land is limited in Singapore, JTC is committed to ensuring that every plot of land allocated to industrialists is put to the most productive use, and supports our economic development.

Therefore, the renewed lease term offered will be based on your proposed business plan, and you will be expected to fulfil the gross plot ratio, investments in plant & machinery as declared in your lease renewal application.

Q What happens to my lease term if I am unable to achieve my proposed gross plot ratio and/or plant & machinery figures?

In the event of a shortfall between the declared and actual figures, your lease will be pro-rated.

Q If I do not intend to extend or change my use, am I still required to obtain advisory from the Central Building Plan Unit (CBPU)?

You will NOT be required to seek the advisory if there is no change or extension of use.

If you intend to build structures which emit smoke or vapour such as boilers, chimneys and kilns, you MUST submit the Central Building Plan Unit (CBPU) advisory form together with your lease renewal application even if you do not intend to extend or change your use. JTC will then seek CBPU's advisory on your behalf.

GLOSSARY OF TERMS

| | |
|---------------------------------------|---|
| Assignment / Transfer of Lease | Assignment or transfer of lease refers to the transfer of estates, rights, title and interests in the property from the "Assignor or Transferor" (seller) to the "Assignee or Transferee" (buyer). |
| Building & Civil Works | It covers from the consultancy fees to the bricks and mortars that goes into the development of the building which includes air conditioning, partitions, driveway, foundation, fencing, sewers, culverts, electrical wiring and fittings or any other fixtures (external claddings, curtain walling & tiling) that become part and parcel of the land and building (i.e. all items that are necessary to erect a functional building). |
| Building Period | The time given (usually 3 years) from the offer of lease renewal for a company to develop the land to the gross plot ratio stated in JTC's offer. The Building Period and the Investment Period run concurrently (See Investment Period also). |
| Change of Use | A change of use involves changing the permitted usage (as stated in the lease) of your subject premises to a different use. |
| Contracted Rent | Rent that the lessee is contractually bound to pay at any point in time of their tenure according to the terms & conditions. |
| Development Guide Plan | A set of plans, produced by Urban Redevelopment Authority (URA) to guide physical development with regard to land use, intensity and building height and other controls on the development of land within the area demarcated on the plan. |
| Extension of Use | An extension of use involves maintaining the existing permitted usage (as stated in the lease) and adding other uses to the permitted usage. |
| Gross Floor Area | The total area of the covered floor space measured between the centre line of party walls, including the thickness of external walls but excluding voids. For more information, please refer to URA's website. |
| Gross Plot Ratio | The ratio of the gross floor area of a building to its site area. |
| Industrial Land | Land leased out by JTC to lessees to build their own factories mainly for light/clean, general and special industrial purposes. |
| Investment Period | The time given (usually 3 years) from the offer of the lease renewal for a company to invest in plant & machinery to the amount stated in JTC's offer. The Investment Period and the Building Period run concurrently. (See Building Period also). |
| Lease Term | The duration / period / tenure of a lease. |
| Lessee | The tenant under a long - term lease, usually more than 7 years. |
| Market rent | The prevailing market rent as determined by JTC on a particular industrial facility. |
| Net Floor Area | The useable floor area of a building or the balance floor area of a building after excluding the Neutral Areas or communal facilities |

such as lifts / stairs, common corridors from the Gross Floor Area (GFA).

| | |
|---|---|
| Normal Site | This refers to inland industrial plots of land which are not located on arterial / major roads. |
| Plant & Machinery Investment | Capital investment in plant and machinery used in the manufacturing or industrial activity. Examples include processing plant & equipment, material handling equipment such as cargo lifts, conveyor belts, treatment plant, racking system (for warehousing lessees), computer systems and equipment linked to the production process, boilers, furnace and kilns. |
| Productivity | A measure of the efficiency with which outputs (goods) are produced / manufactured using factor inputs such as land, floor space and labour (see Value Added also). |
| Pro-rating of lease | Reduction of tenure of lease which can arise due to a shortfall on investment and / or plot ratio as against JTC's requirements. |
| Rent Payable | The actual rent you pay. Where rent concessions are given, it is the contracted rent less the rent concession. |
| Rent Concession | Any reduction to the contracted rent that is extended to the lessee for a fixed period. For lease renewals, rent concessions may be given for the initial years of the new lease term. |
| Site Area | The area of a land plot measured between survey boundary lines. It defines the property / development site. |
| Space Utilisation Quantum | This is a planning control stipulated by Urban Redevelopment Authority (URA) for industrial premises where the minimum amount of floor area to be used for industrial / manufacturing purposes is 60% and the maximum floor area for usage ancillary to the industrial / manufacturing is 40%. |
| Standard Factory | A type of JTC product where the factory is ready built to a standard design to allow the lessees a quick start-up in operations. |
| Temporary Occupation Permit | A permit issued by the Building & Construction Authority (BCA) permitting occupation of the building. The building consultant or developer has to satisfy BCA that the building has been constructed according to the approved building plans. |
| Value Added | This refers to the value added by a firm to the raw materials used during its production process. It is computed by adding remuneration, depreciation, rental on land, interest cost and total operating profit before tax. |
| Warehouse | Industrial buildings primarily designed and is used or intended to be used mainly for the purpose of storing and distribution of goods. |
| Waterfront Site | All sites with direct access to water be it rivers, basins, straits or open sea. Such sites are ideal for ship repairing, shipbuilding and other marine related industries. |

Further Enquiries

For further assistance or enquiries, please contact us at:

| | |
|------------------------|-------------------|
| Contact Centre Hotline | 1800-568 7000 |
| Fax number | 6565 5301 |
| E-mail address | askjtc@jtc.gov.sg |

You may also access JTC's corporate website at <http://www.jtc.gov.sg> for more information.

Other Relevant Government Authorities

The following are Government Authorities you may wish to contact for queries relating to a change or extension of use or for planning regulations pertaining to prospective building works:

Public Utilities Board

Central Building Plan Unit
National Environment Agency

Urban Redevelopment Authority

Building Control Management
Building & Construction Authority

Fire Safety & Shelter Department
Singapore Civil Defence Force

OSH Inspectorate Department
Ministry of Manpower

Commissioner of Lands
Singapore Land Authority

Port Division
Maritime and Port Authority of Singapore

The information contained in this handbook is subject to change. While every reasonable care has been taken in providing this information, JTC Corporation cannot be held responsible for any inaccuracies or changes arising therefrom.

INVESTMENT IN PLANT & MACHINERY (P&M)

What are considered P&M investments?

P&M investments are capital expenditure on items used in your operations such as:

- Air-conditioning for industrial machinery
- Building and construction equipment (including rollers, mixers, piling equipment and drilling plants, loaders, dumpers, excavators, bulldozers and support structure)
- Chimney if it forms part of machinery
- Computer systems and equipment that are required / linked to the production process
- Container trailers and containers, trucks, goods vehicle, earth moving plant / excavators and other plant that are used in relation to production.
- Dry Dock and Floating Dock
- Utility plant and boiler
- Electronic equipment (including assets such as electronic detection, guidance, control, radiation, computation, test and navigation)
- Fire Safety Device for industrial machinery
- Furnace
- Kiln
- Manufacturing and industrial processing plant and equipment
- Material handling equipment such as cargo lifts, weighing machines, conveyor belt, forklifts, and cranes
- Dock leveller system
- Warehouse racking system (for warehouse lessees)
- Oil / Chemical Tank
- Overhead cranes/ gantry cranes
- Refinery Plant
- Silos
- Special portable equipment e.g. measuring and testing equipment of a similar nature
- Tanks fixed to the ground
- Treatment Plant

What are NOT considered P&M investments?

- Motor vehicles such as saloon cars, scooter, motor cycles, etc
- Office Furniture and Furnishing
- Word Processor, computers, printers, scanners, fax machines, photocopying machines and other related products used for administrative work
- Air conditioning for office use
- Materials for production

In case of doubt as to whether any equipment can be considered as part of plant and machinery, the yardstick is that it should be used directly in the production process in connection with the company's approved usage.

What value of P&M to take

- Plants and Machinery purchased during the Building / Investment Period will be taken at **cost**.
- Plants and Machinery which you relocate from another factory premises or which you purchase before the Building / Investment Period can be included based on **net book value** as of full application date
- The **initial cost** to put the plant and machinery to working condition for its intended use such as delivery and installation costs can be included as part of the investment.

INVESTMENT ON BUILDING AND CIVIL WORKS (B&C)

What are considered B&C investments?

Investment incurred in developing the land can be included, such as:

- Cost of construction of factory building, including sub-station, guardhouse, bin centre, slipway, jetty and wharf
- Civil works such as drainage, culvert, driveway and other external works
- Professional fees (e.g. architect, consultant, quantity surveyor, legal fees, etc)
- Fees involved in the drawing and submission of plans
- Renovation works/ Finishing works excluding furniture and fittings
- M & E installation including building air-conditioning and fire protection system if it forms part of building
- Sale Price of standard factory/ workshop that is obtained from JTC. In the case of factory bought in the secondary market, the factory price should be based on JTC's sale price and not the secondary market price.
- Landscaping and fencing (if any)

What are NOT considered B&C investments?

- Land rental of site or upfront payment of land rent
- Property tax paid
- Utilities charges such as water, electrical, sewage
- Stamp duties
- Cost of financing

AESTHETIC CONTROL GUIDELINES FOR BUILDING & CIVIL WORKS – NORMAL SITES

1.0 GENERAL

Each building should attain a reasonably good level of architectural aesthetics and image, compatible with the prominence and visibility of the site, so as to help create and enhance the aesthetic and environmental quality of the industrial area as a whole

2.0 SITE LAYOUT

Building massing should respect and respond to the land forms and road alignments, and be sensitive to the surroundings

All unsightly activities including loading/unloading areas, shall be hidden from view from the main road/roads and immediate neighbour by siting these away from direct view or be screened from view by extensive landscaping. Similarly, no free-standing out-buildings or ancillary structures, e.g. bin centres, substations, MDF rooms, water tanks, fuel tanks, cooling towers, condensers, etc, should face the main roads unless adequately screened by lush landscape.

No open storage should be left in the open especially facing the public roads or neighbouring buildings. Storage should be housed in main building.

3.0 FENCING FACING PUBLIC ROADS

Fencing should be well designed as structures that will enhance the overall aesthetics. Examples of acceptable designs include RC or brick walls with plaster and good quality emulsion paint incorporated with planting troughs. Landscaping may be incorporated to soften the environment. Plain chain link and other wired fences are discouraged unless hidden with landscape.

4.0 BUILDING FACADES

The facades facing public roads should be aesthetically designed as this will not only enhance the environment but will also serve to project a good image for the development.

External materials for these facades should be of good quality and easy to maintain. Examples of acceptable finishes are plastered brick walls finished with good quality emulsion paint and compressed fibre cement board with good quality emulsion paint. Higher quality finishes are also encouraged.

5.0 EXTERNAL FIXTURES AND EQUIPMENT

External fixtures e.g. ventilators, filters, etc, should not be located at the facades without them being designed as part of the elevational treatment. M&E equipment should not be exposed or attached to the façade. Where these are located on the roof or on ground, they shall be concealed/ screened off from view.

6.0 RETAINING WALLS

These should be avoided. If essential, they should not be higher than 1.0m and need to be designed as part of a landscape feature or be designed with green shrubs to soften their appearance.

7.0 LANDSCAPE

Landscape is encouraged to enhance the overall environment. For the portion facing public roads, well designed shrubs, flowering plants and other softscape are encouraged in addition to trees.

8.0 SUBMISSION REQUIREMENTS

In order that the development proposal can be well understood, submissions should include (apart from the normal site layout, floor plans, sections and elevations), coloured perspectives and elevations of the building, showing view from public roads, material use and colour scheme, landscape plans and elevations, as well as specific plans to conceal equipment/services where appropriate.

AESTHETIC CONTROL GUIDELINES FOR BUILDING & CIVIL WORKS – PRIME SITES

1.0 GENERAL

Each building should attain a high level of architectural aesthetics and image, compatible with the prominence and visibility of the site, so as to help create and enhance the aesthetic and environmental quality of the industrial area as a whole

2.0 SITE LAYOUT

Building massing should respect and respond to the land forms and road alignments, and be sensitive to the surroundings.

All unsightly activities including loading/unloading areas, shall be hidden from view from the main road/roads and immediate neighbour by siting these away from direct view or be screened from view by extensive landscaping. Similarly, no free-standing out-buildings or ancillary structures e.g. bin centres, substations, MDF rooms, water tanks, fuel tanks, cooling towers, condensers, etc should face the main roads unless adequately screened by lush landscape.

No open storage should be left in the open especially facing the public roads or neighbouring buildings. Storage should be housed in main building.

3.0 FENCING

Fencing should be well designed as structures that will enhance the overall aesthetics. Examples of acceptable designs include RC or brick walls with plaster and good quality emulsion paint incorporated with planting troughs. Lush landscape is encouraged to soften the environment. Plain chain link and other wired fences are discouraged unless hidden with lush landscape.

4.0 BUILDING FACADES

The facades facing public roads should be aesthetically designed as this will not only enhance the environment but will also serve to project a good image of the development.

External materials for these facades should be of good quality and easy to maintain. Examples of acceptable finishes are aluminium cladding, compressed fibre cement board with good quality coating (polyurethane, acrylic, ceramic quartz, etc).

5.0 EXTERNAL FIXTURES AND EQUIPMENT

External fixtures e.g. ventilators, filters, etc, should not be located at the facades without them being designed as part of the elevational treatment. M&E equipment should not be exposed or attached to the façade. Where these are located on the roof or on ground, they have to be concealed/ screened off from view.

6.0 RETAINING WALLS

These should be avoided. If essential, they should not be higher than 1.0m and need to be designed as part of a landscape feature or be designed with green shrubs to soften their appearance.

7.0 LANDSCAPE

Lush landscape is highly encouraged to enhance the overall environment. For the portion facing public roads, there should be well-designed shrubs, flowering plants and thick/lush softscape in addition to trees.

8.0 SUBMISSION REQUIREMENTS

In order that the development proposal be well understood, submissions should include (apart from the normal site layout, floor plans, sections and elevations), coloured perspectives and elevations of the building, showing view from public roads, material use and colour scheme, landscape plans and elevations, as well as specific plans to conceal equipment/services where appropriate.

**MINIMUM PLOT RATIO CRITERIA FOR
STANDARD FACTORY “8” SERIES AND EARLIER**

| Normal & Prime Sites | |
|--|---------------------------|
| Up to 30 years | |
| Factory Type | Minimum Plot Ratio |
| B | 0.4 |
| S1 C2 C3 C4 C5 C6 C8 D8 | 0.5 |
| D2 G1 | 0.6 |
| C7 D D5 D7 E8 | 0.6 |
| E2 D6 | 0.6 |
| C1 D1 D4 | 0.6 |
| A E E1 E5 E6 E7 | 0.6 |

*Terrace units, “9” series standard factory and stack up units are exempted from GPR extension.