

**SCHEDULE OF STATUTORY CONTROLS  
FOR LAND, STANDARD FACTORY AND  
WORKSHOP CUSTOMER**

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## **A. Introduction**

This schedule of statutory controls informs you of obligations to the relevant governmental and statutory authorities (“Authorities”). It contains the conditions and requirements under the jurisdiction of the Authorities which you are legally bound to comply and ensure compliance with, at your own time, cost and expense. It also contains your obligations and responsibilities to consult, engage and comply with the requirements of utility service providers at your own time, cost and expense.

Please note that the statutory controls listed in this schedule are not exhaustive and serve merely as a guide to help our customers phase in. The responsibility and onus still lie with our lessees, licensees or tenants to familiarise themselves with all the requirements of the Authorities.

The information contained in this document is subject to change. While every reasonable care has been taken in providing this information, JTC Corporation (“JTC”) nor its agents (if any), Authorities and utility service providers cannot be held responsible for any inaccuracies, errors or changes arising therefrom.

You shall accept the Premises on an “as is where is” basis in all respects, including any defects (latent, inherent or otherwise). You are advised to do, at your own time, cost and expenses, all checks, investigations, studies, where deemed necessary. Our customers You shall consult the relevant Authorities and utility service providers for the sufficiency of the requirements in respect of the land.

Note:

"Utility Service Providers" refer to all entities that are authorised or licensed to provide or transmit utility services, such as Public Utilities Board (PUB), Singapore Power (SP) Group, SP Services Ltd, SP PowerGrid Ltd, PowerGas Ltd, City Energy, relevant telecommunication service providers, etc.

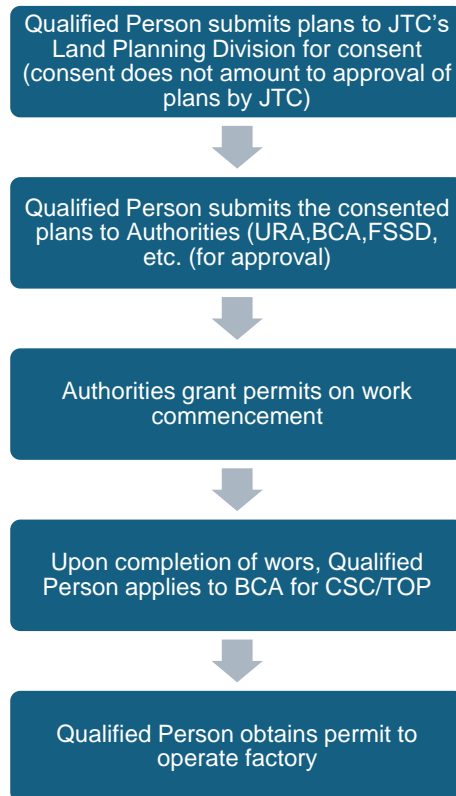
## **B. Submission of Plans**

### **B.1. For Land Only**

- B.1.1. You must engage at your own cost and expense a Qualified Person to prepare and submit plans showing the site layout, landscaping, perspectives, elevations and specifications of buildings and other structures. All plans must be submitted firstly to the Land Planning Division of JTC for its consent as the landowner, and then to the Authorities (URA, BCA, FSSD, PUB, LTA, NParks, etc) for their written approval.
- B.1.2. All plans must also comply with all the relevant laws and regulations of the Authorities including Urban Redevelopment Authority (URA), Building and Construction Authority (BCA), Fire Safety and Shelter Department (FSSD) and National Environment Agency (NEA).

### **B.2. For Land, Standard Factory and Workshop**

- B.2.1. If you wish to carry out any additions or alterations to the Land / Building (Premises), you must submit the floor layout plans of your factory in accordance with the terms of your Tenancy / Licence / Lease. You must proceed with the preparation and submission of the plans in accordance with the procedures stated in the “Plan Consent” in the JTC website.
- B.2.2. All additions, alterations and erections of buildings and structures on the Premises must be granted consent by JTC’s Land Planning Division as the landowner and approved by the relevant Authorities (e.g. URA, BCA, FSSD, PUB, NParks, etc.), before you can commence such works.
- B.2.3. For new development on JTC vacant land, erection, reconstruction / extension, and addition and alteration works, you may submit plans to JTC’s Land Planning Division for consent under the URA Plan Lodgement Scheme. You are advised to refer to JTC website (<http://www.jtc.gov.sg>) on details of the scheme before deciding on the channel of plan submission.
- B.2.4. You must not commence work until a permit for the commencement of works has been issued by BCA. A Qualified Person as defined under the Building Control Act (a professional engineer or registered architect) must be engaged to assist in the following process.



**B.3. For Standard Factory and Workshop Only**

With regard to the Certificate of Statutory Compliance (CSC) and Temporary Occupation Permit (TOP), you are not to act in anyway which will affect the structure of the building, and which may delay or prevent the issuance of the CSC or TOP from BCA with respect to the building.

## **C. Guidelines on Industrial Requirements**

### **C.1. Fire Safety**

- C.1.1. In accordance with the requirements of the Fire Safety and Shelter Department (FSSD), you must, upon possession of the Premises, activate, maintain and keep all fire-fighting installations and equipment at the Premises (including but not limited to the fire alarm system, fire protection system, hose reels, fire extinguisher valves, emergency lighting, etc.) operational and in good and proper working order at all times.
- C.1.2. If the existing fire alarm system, fire protection system and fire extinguishing system in the Premises does not suit or is inadequate for your activities, or does not comply with the requirements of FSSD, you must carry out then necessary modification works only after obtaining JTC's consent.
- C.1.3. In accordance with the requirements of FSSD:
  - C.1.3.1 You must not obstruct, cause or permit any form of obstruction of any fire-fighting installations and equipment but at all times provide sufficient access / escape routes and passageways; and
  - C.1.3.2 You must engage a registered electrical consultant, professional engineer, Licensed Electrical Worker (LEW) or any other qualified professionals to undertake the planning, design, supervision and maintenance of the fire alarm system and heat / smoke detector system, including any alterations of the existing fire alarm and sprinkler system installation.

The electrical consultant or professional engineer must submit the drawings (fire alarm system, fire protection system, etc.) to FSSD for approval. A qualified professional engineer must sign all air- conditioning, fire alarm and sprinkler system plans.

## **C.2. Exit Lighting, Exit Sign and Emergency Lightings**

In accordance with FSSD's stipulations, you must install:

- C.2.1. Exit lighting and exit signs at exit passageways and exits of the Premises; and
- C.2.2. Emergency lighting shall be provided in the occupied areas, e.g. in the production area, the area where there is no explicit paths leading to corridors, lobbies and exits, and toilets of the Premises.

## **D. Compliance with Regulatory Requirements**

### **D.1. Preliminary Clearance**

You must comply with the requirements of the relevant Authorities pursuant to your application for preliminary clearance.

### **D.2. Alteration of Master Plan**

You must ensure that the authorised / permitted use under your Tenancy / Licence / Lease complies with the Master Plan Zoning. If you require a change of zoning (and therefore an alteration of the Master Plan) you must:

D.2.1. Obtain prior written approval from JTC and Urban Redevelopment Authority (URA); and

D.2.2. Pay fees charged by URA and any other charges which may be imposed on or to JTC in connection with the Master Plan alteration.

### **D.3. Change of Use of the Premises**

Changing the use of the Premises can render your operations incompatible with your neighbours and cause a breach of your agreement(s) with JTC and/or violate the regulations and requirements of the Authorities such as DCLD of NEA, the Water Department of PUB and URA.

If you wish to change the use of the Premises, you must submit an application for the change of use for JTC's approval, and seek clearance from the Authorities, such as DCLD of NEA and URA.

### **D.4. URA's "60/40 Rule"**

You are to adhere to URA's prevailing "60/40 rule". Please refer to the URA website ([www.ura.gov.sg](http://www.ura.gov.sg)) for more details.

### **D.5. Operation of Factory**

You must comply at all times, with the law, including but not limited to the relevant provisions in any Act, By-Laws, Rules and Regulations, which are now or may in future be in force governing the operation of your factory and to effect at your own expense, changes and improvements as and when required by any of the Authorities.

## **D.6. Pollution**

The DCLD of NEA requires you to take adequate measures to prevent air pollution, and to implement at your own cost measures for minimising air, noise and other forms of pollution.

If you intend to carry out any activity which would cause substantial pollution or increase the level of such pollution, you are required to conduct a pollution control study. The pollution control study shall contain the following:

- D.6.1. Identification of the sources of emission of air pollutants, discharge of trade effluent, generation of wastes and emission of noise; and
- D.6.2. Quantification and evaluation of the impact of pollutive emissions; and
- D.6.3. Recommendations on the measures to be incorporated in the design and operation of the Premises to reduce the pollutive emissions to acceptable levels that would not result in nuisance, inconvenience, annoyance to others or cause damage, injury, loss or inconvenience to you or to the licensees, tenants, lessees or occupiers of any adjoining or neighbouring premises or the environment.

## **D.7. Disposal of Waste**

You must make good and sufficient provision for the efficient disposal of all waste including but not limited to pollutants generated at the Premises to the requirements and satisfaction of JTC and NEA.

## **D.8. Drainage and Sewerage Systems**

You must undertake the construction of an internal drainage system within the Premises to the reasonable satisfaction of JTC.

The Drainage Department and Sewerage Department, both of PUB, require you to ensure that:

- D.8.1. All water collected in the Premises is discharged into the public drains and sewers; and
- D.8.2. No slit, oil, chemicals, debris, etc. is discharged into any public drains, sewers or watercourses.

Before you carry out any connection works, you must obtain the sewerage and drainage interpretation plans from the Drainage Department and Sewerage Department and consult them with regard to the existing sewerage and drainage systems.

#### **D.9. Construction Works near Deep Tunnel Sewerage System and Link Sewers**

The Qualified Person and Professional Engineer engaged by you are advised to consult PUB for any proposed work in the vicinity of the Deep Tunnel Sewerage System or Link Sewers.

It is an offence under the Sewerage and Drainage Act (SDA) to erect any building or structure over, across or adjacent to any sewer or sewerage system without PUB's prior approval. Please note that works which require PUB's approval have to be supervised by the Qualified Person and Professional Engineer.

#### **D.10. Factory Inspectorate**

In order to obtain a factory licence before you commence operations, you must complete and submit the attached form, "**Particulars to be Submitted by Occupiers or Intending Occupiers of Factories**" directly to the Chief Inspector of Factories, Occupational Safety Department, Ministry of Manpower, 18 Havelock Road, #03-02, Singapore 059764 (Tel No. 64385122).

#### **D.11. Discharge of Trade Effluents**

You must at all times comply and ensure compliance with the trade effluent requirements of the Authorities, including PUB's and NEA's requirements for discharge of trade effluent into public sewers

To facilitate the commencement of your operations, you must also complete the attached form "**Application for Written Permission and Permit to Discharge Trade Effluent**" for permission to discharge trade effluent into the public sewers, and submit it to the Head, Central Building Plan Department, National Environment Agency, 13th Storey, Environment Building, 40 Scotts Road, Singapore 228231 (Tel No. 62255632).

#### **D.12. Advertisement and Licensing**

If you wish to install signboards or banners on the external walls of your Premises, you must consult and obtain a permit through the Advertisement Licensing System (ALS) Building and Construction Authority (BCA).

**D.13. Tree Planting and Landscaping**

You must plant trees and landscape the Premises in accordance with the requirements of the National Parks Board (NParks) and other Authorities.

For Biomedical Park and Jurong Island, the above requirement is in addition to JTC's guidelines on landscaping.

**D.14. Removal of Earth, Clay, Gravel or Sand**

In accordance with the requirements of Singapore Land Authority (SLA), you must not sell or dispose of or allow the sale or disposal of any earth, clay, gravel or sand existing in the Premises except so far as necessary for the execution of your approved building works at the Premises.<sup>1</sup>

**D.15. Foreshore and Seabed Structures (For Waterfront Site Only)**

If the Premises is a waterfront site, you must obtain the approval of the Authorities, including URA, BCA and Maritime Port Authority of Singapore (MPA), for any proposed foreshore and seabed development, construction or structures. After obtaining the relevant approvals, you must apply to SLA through JTC for a Temporary Occupation License or a foreshore and seabed lease.

**D.16. Research and Development (Medical)**

If the authorised use under your Tenancy / Licence / Lease will include medical or biological R&D activities that involve the testing of animals or other research that may have health implications, you must obtain the necessary prior approvals from Ministry of Health (MOH) and other relevant agencies as required.

**D.17. Activities Involving the Use of Explosive Materials**

If your trade or business requires the use of small quantities of flammable, explosive or combustible materials, which is to be stored in the Premises, you must obtain the necessary approvals from the Arms and Explosives Branch of Fire Safety and Shelter Department (FSSD).

<sup>1</sup> However, if the Premises is in Jurong Island, the Tuas Hockey Stick or Tuas View Extension areas, you should also note your obligations to JTC under the Building Terms to deposit the sand at JTC's Designated Stockpile Site.

#### **D.18. Activities Involving the Use of Controlled Chemicals**

If your trade or business requires the use of controlled chemicals classified by the National Authority (Chemical Weapons Convention) (NA(CWC)), you must complete the **Licence Application Form and Assessment Form for Companies / Industries Involving Chemicals** and submit them through JTC for approval by NA(CWC).

#### **D.19. Special Conditions (For Food Companies Only)**

You must ensure that any wastewater discharged from the Premises comply with NEA's regulations, guidelines and limits regarding trade effluent discharged into the sewer system.

You must separately collect and dispose any concentrated oils, fats, grease and other chemicals, toxic or otherwise, from the Premises in accordance with NEA's guidelines and regulations.

You must ensure that any odour, fume or smoke discharged from the Premises comply with NEA's guidelines and regulations. In the event that such discharge, notwithstanding compliance with NEA's guidelines and regulations, becomes a nuisance or brings inconvenience to JTC, other tenants or lessees or occupiers of adjoining or neighbouring premises, you must install a proper air filtration system and if necessary, improve your production processes, to the reasonable satisfaction of JTC.

#### **D.20. Code of Practices**

You must abide by the latest Code of Practices for various industries or usage. The Code of Practices may be obtained from Enterprise Singapore.

#### **D.21. Occupational Safety and Health**

Before any work is carried out, you must conduct risk assessments to:

- Identify safety and health hazards associated with work activities;
- Assess the severity or consequences from these hazards and the likelihood of occurrence of accident or ill health;
- Determine the risk level;
- Take measures to prevent or control the hazards; and
- Reduce the risk.

To assist you in conducting the risk assessment, MOM has published guidance materials on its website at [www.mom.gov.sg](http://www.mom.gov.sg).

You must in any case note your duties under the Workplace Safety and Health Act.

**D.22. Security Plans to prevent Illegal Landing and Departing**

If the Premises has a land-sea interface, you must submit your security plans on measures to prevent illegal landing and departing, and obtain the necessary approvals from the Authorities, including Ministry of Home Affairs and the Singapore Police Coast Guard, for such plans, before the commencement of your Tenancy/ Licence / Lease. You must comply with such approved security plans at all times.

**D.23. Minimum Energy Efficiency Standards (MEES) for Water-Cooled Chilled Water Systems in Industrial Facilities**

Water-cooled chilled water systems must conform to minimum energy requirements from 1 December 2020 onwards. This applies to new industrial facilities and expansions that apply for Planning Permission, or facilities that are authorised upon plan lodgement on or after 1 December 2020 and are from one of the following sectors:

- Manufacturing and related services;
- Supply of electricity, gas, steam, compressed air and chilled water for air-conditioning;
- Water supply and sewage and waste management; and
- Multi-user facilities sited on URA Masterplan Business 1 or Business 2 zone;

Existing industrial facilities must also confirm to MEES.

Both lessees and tenants who install their own water-cooled chilled water systems will be required to comply with MEES requirements.

Detailed requirements may be found at: <https://www.nea.gov.sg/our-services/climate-change-energy-efficiency/energy-efficiency/industrial-sector>

**D.24. Minimum Platform Level, Crest Level and Flood Protection Measures**

The minimum platform level, building structure level, crest level and flood protection measures of a development site shall comply with the prevailing PUB's Code of Practice on Surface Water Drainage and requirements over the lifespan of the development. You are to consult PUB on the required information to be considered for the development site.

## **E. Application for Utilities**

You must submit your requirements for water, electricity, gas, telephone and sewerage facilities to the relevant utility service providers, such as Public Utilities Board (PUB), Singapore Power (SP) Group, SP Services Ltd, SP PowerGrid Ltd, PowerGas Ltd, City Energy, relevant telecommunication service providers, National Environment Agency (NEA), etc. to ensure availability of these services to the Premises.

Application on prescribed forms must be made direct to the various Authorities and utility service providers for the supply of the required utility service. Such prescribed forms are available from the Authorities and utility service providers concerned.

### **E.1. Electricity**

All electrical consultations, applications, installations and connections must be carried out by an Energy Market Authority (EMA) Licensed Electrical Worker (LEW) of the appropriate class. The list of LEW is available on EMA website.

You will be responsible to consult SP Group for the available power supply capacity, terms and conditions, applications, submissions, installations, connections, cost, lead time and other requirements such as providing sufficient premises like a substation (refer to clause E2). You will be responsible for all the cost and time necessary to comply with all SP Group requirements. SP Group works may only commence when the agreement has been signed and payment has been received by SP Group.

You are advised and strongly encouraged to work closely with the LEW to handle and engage SP Group to ensure timely availability of power supply to the Premises.

### **E.2. Substation**

Depending on your power (load) requirement and the existing substation (if any), you may be required by SP Group to construct a new substation, modify or decommission the existing substation to accommodate SP Group electrical plant. You will be responsible for all the cost and time necessary to construct, modify or decommission the substation to comply with all SP Group requirements.

You must grant SP Group officers and vehicles full and unrestricted use of the substation within the Premises at all times.

For more information on electricity supply, please:

- Refer to SP Group handbook, "How to Apply for Electricity Connection" available on SP Group website.
- Consult SP Group via an LEW.
- Seek advice from an LEW.

### **E.3. Water**

You must approach PUB for all plumbing requirements. All plumbing required for additional water supply, including the installation of a water meter, must be carried out by a licensed plumber. Water supply should not be turned on until a water meter is installed by PUB.

### **E.4. Gas**

You must approach a Gas Shipper / Retailer (for Natural Gas) and City Energy (for Town Gas) for all gas requirements. All gas service work involving piped gas installation or piped gas appliances must be carried out by a Professional Engineer (Mechanical) or a Licensed Gas Service Worker (LGSW). Gas supply shall not be turned on until a gas meter is installed by SPPG.

Note: City Energy may also be approached for Natural gas requirements.

## **F. Construction and Erection of Structures**

### **F.1. For Land Only**

You must comply with all the laws and regulations of the Authorities (e.g. URA, BCA, FSSD, IMDA, PUB and EMA) with regard to the erection and completion of buildings, structures and installations of plant and machinery.

You must not erect or build or permit or suffer to be erected or built any building, structure or installation other than those conforming with the plans, elevations sections and specifications approved by JTC and the Authorities (e.g. URA, BCA, FSSD, IMDA, PUB and EMA), nor to make nor allow any alterations in the external elevation of the buildings when erected without JTC's prior written consent.

You must not place, construct or permit the placing, construction or erection of any building, structure or any equipment whatsoever on any buffers or sewer easements or other underground services which may exist on the Premises.

Please note that you have to comply with the requirements as laid down by the Authorities (e.g. the Drainage Department and Sewerage Department of PUB, URA).

Before you commence any other works on the Premises, you must obtain all technical approvals from the Authorities and utility service providers. For example:

- F.1.1. You must obtain approval from the Land Transport Authority (LTA) for your proposed vehicular access, if it is different from the existing approved vehicular access.
- F.1.2. You must provide slabbed over drain along the frontage(s) of development if required by LTA.
- F.1.3. If the Premises is a waterfront site, the 15-metre foreshore setback is only applicable to non-marine industries. For marine and non-marine waterfront development, you must consult and seek clearances from URA and the other Authorities for all other foreshore requirements.
- F.1.4. You must obtain services plans from SP PowerGrid Ltd, PowerGas Ltd, Sewerage Department, Drainage Department, Water Department and relevant telecommunication service providers to ensure that your proposal will not affect the existing services (if any) within the Premises, such as the protection of utility services.

F.1.5. If your proposal involves the diversion of existing services within the Premises, you shall obtain clearances from the relevant Authorities and utility service providers.

**F.2. For Standard Factory and Workshop Only**

If you should at any time construct any extension or addition to the Premises, the exterior and facade of all such extensions or additions must be better or of the same quality as and match that of the existing building at the Premises. Prior approval must be obtained from JTC's Land Planning Division and the other Authorities (e.g. URA, BCA) for any extension or addition whatsoever.

**F.3. Height Restrictions**

You must comply with and observe all height restrictions (if any) on buildings and structures at the Premises which may be imposed by the Authorities, such as the Civil Aviation Authority of Singapore (CAAS), DCLD of NEA and DSTA. In the event any height restrictions may be or are exceeded, you are required to seek clearance with the Authorities through JTC's Land Planning Division.

Height restrictions may at any time be imposed or changed by the above or other Authorities.

**F.4. Notification to Property Tax Department (For Land Only)**

Immediately upon obtaining the Temporary Occupation Permit (TOP) for your building, and if at any time thereafter you rebuild, enlarge, alter or improve your building, you are required under the Property Tax Act to inform the Controller of Property Tax (specifically, the Chief Assessor) within 15 days.

## **G. List of Key Authorities, Utility Service Providers and Government Departments**

This list is not exhaustive, and you have to ensure that clearances from the relevant authorities, service providers and Government Departments are obtained.

- Building Construction Authority (BCA)
- City Energy Pte Ltd
- Civil Aviation Authority of Singapore (CAAS)
- Energy Market Authority (EMA)
- Enterprise Singapore (ESG)
- Infocomm Media Development Authority (IMDA)
  - Telecommunication Facility Co-ordination Committee (TFCC)
- Land Transport Authority (LTA)
- Maritime and Port Authority of Singapore (MPA)
- Ministry of Home Affairs (MHA)
  - Centre for Protective Security
- Ministry of Manpower (MOM)
  - Occupational Safety and Health Division
- Ministry of Sustainability and Environment (MSE)
- National Environment Agency (NEA)
  - Development Control and Licensing Division (DCLD)
- National Parks Board (NParks)
- Public Utilities Board (PUB)
  - Drainage Department
  - Sewerage Department
  - Water Department
- Singapore Civil Defence Force (SCDF)
  - Fire Safety and Shelter Department (FSSD)
- Singapore Land Authority (SLA)
- SP Group

- Urban Redevelopment Authority (URA)
  - Development Control Division (DCD)