NOTES FOR SUBMISSION INVOLVING DORMITORY

(The procedures below apply to both New Dorm Application and Renewal/Continued Use of Existing Dorm)

1. Before submitting a formal e-submission through CORENET 2.0 to JTC for our consent as landowner, you are required to seek and obtain the following documents:

    a) An email clearance from the JTC Customer Engagement (CE) Officer. Please contact the officers below for the contact information of the JTC CE officer.

    b) Clearances from NEA, SCDF, PUB and LTA (Roads & Transport) for the type of dormitory use and the total number of workers.

        Note: For Renewal/Continued Use of Existing Dorm **without change in number of workers**, NEA's and LTA's clearances are not required.

    The contacts for the agencies are as follows:

    NEA (CBPU), please email: oh_bee_wah@nea.gov.sg

    SCDF – Corenet or through Manual Submission. For renewals with no changes, please email SCDF_QP_Consultant@scdf.gov.sg

    PUB – Corenet or through email: pub_wrn_corenet@pub.gov.sg

    LTA (Roads & Transport) – Corenet or through email: LTA-DBC_Registry@lta.gov.sg

2. After you have obtained items (1a) and (1b), please submit a formal submission through CORENET 2.0 to JTC for our consent as landowner attaching the following documents:

    a) Item (1a) - The JTC CE officer's email clearance for dormitory use.
    b) Item (1b) - Clearances from NEA, SCDF, PUB & LTA (Roads & Transport) (in pdf format)
    c) Letter of Declaration Form - JTC(LPD)_SD-LD (in pdf format)
    d) Self Declaration Form - JTC_SD_QP or JTC_ SD_Non-QP (in xfdx format and Signed pdf format)
    e) Location Plan, Site Plan and detailed drawings in autocad (DWG) format (version 2017 or below).

3. For Item (2e) please note take of the following requirements for the submission of plans:

    a) QP/Applicant is to indicate the type of dormitory, whether ancillary or secondary in the project title in CORENET 2.0 and on the drawings.
    b) QP/Applicant is to indicate the total number of workers in the project title in CORENET 2.0 and on the drawings.

c) QP/Applicant is to indicate the number of workers in each dormitory room on the floor plans.

d) QP/Applicant is to indicate the living space standards calculation for minimum 4.2m² per worker under the GFA Computation Table on the plan.

e) Please comply with URA's Amenity Provision Guidelines for Workers' Dormitories and indicate the recreational amenity provision (in sqm) under the GFA Computation Table on the plan, please refer to the following link for the URA's requirements: https://www.ura.gov.sg/uol/circulars/2016/Sep/dc16-14

4. Please contact the following officers should you need clarifications on the above.

Ms Lee Siew Siew
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Email: Lee_siew_siew@jtc.gov.sg

Mr Isaac Yeo
DID: 688355152
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