### Plan Application Process

Land Leased or Sold by the State for Agriculture Use

Development proposals involving single storey structures not exceeding 12m in height shall be authorised, ie there is no need to submit an application to URA for planning approval. This is provided there is no retail / F&B (i.e. shop, restaurant, showroom use) or visitor centre use; and the structures comply with the minimum building setback / road buffer set out in the planning guidelines for agriculture developments. The proposed works may start after written consent is obtained from the lessor.  
  
For development proposals involving structures that exceed 1-storey or 12m in height, and fully comply with planning guidelines for agriculture development and lodgement criteria, applicants may engage a Qualified Person (QP) to lodge their plans with URA for a flat fee for instant approval. The works can proceed immediately.  
  
Proposals that do not satisfy the authorisation or lodgment criteria will have to submit a development application with the requisite fees to URA.

#### Criteria for the Agriculture Plan Lodgment Scheme

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|  | **LIST OF lodgment Criteria** |
| 1 | Land is leased by the State or a statutory body for Agriculture development1 |
| 2 | Proposal is endorsed by lessor for the land (eg Singapore Land Authority, Singapore Food Agency or National Parks Board) |
| 3 | Land for development abuts a public road allowing direct vehicular access |
| 4 | The proposed works does not encroach onto any other land |
| 5 | Complies with all planning guidelines |
| 6 | Compliance with the prevailing building height controls, including the height control plan in [Appendix 2](/-/media/Corporate/Guidelines/Development-control/Plan-Lodgement/Lim-Chu-Kang-Height-Control-Plan.jpg) |
| 7 | Earthfill works on the land, if any, will not cause the level of any point in the land to be more than 1.5 metres above the lower of the following:  (i)          the level of that point in the land at the time when the land was leased or agreed to be leased by the State or statutory body; or  (ii)         the level of any point at the abutting edge of abutting land |
| 8 | There are no unauthorised works on the land |
| 9 | The proposal is submitted by a Qualified Person (QP) who is a registered Architect, Engineer, or surveyor, appointed by the lessee for proposed works |

1Except for works within the boundary as shown in [Appendix 1](/-/media/Corporate/Guidelines/Development-control/Plan-Lodgement/AREA-FOR-WHICH-DEVELOPMENT-APPLICATION-IS-REQUIRED.pdf), which will require a Development Application to be submitted.

**Other requirements:**

1. The QP appointed to lodge the proposals is required to comply with the following procedures under the scheme:  
     
   1. to submit EDA Form for lodgment to URA before Building Plan submission stage together with a lodgment fee of $1,200 (for the new erection of any building), $850 (for additions & alteration works on existing building) or $150 (for change of use of premises).
   2. to ensure that all proposals are endorsed by the lessor for the land (eg SLA, SFA, NParks);
   3. to ensure all proposals have obtained the written consent from owner/lessee of the land;
   4. to obtain clearances from all relevant technical departments directly, including BCA, LTA, NParks, FSSD, PUB, DSTA, and NEA;
   5. to submit all declaration, plans, lessor written endorsement, landowner’s consent to URA, that the development works have complied with all development control and other technical requirements; and
   6. prior to the submission of the application to the Commissioner of Building Control for temporary occupation permit or a certificate of statutory completion under the Building Control Act (Cap. 29), whichever is earlier, for the operations, to submit to URA a declaration that, to the best of the QP’s knowledge and belief, the operations are carried out in accordance with the lodged plans and all relevant planning guidelines.
2. Works declared by the QP in the Lodgment Form which comply with the planning and lodgment requirements are deemed to be authorised and be allowed to submit for building plan approval. The lodgment authorisation letter issued by URA is deemed proof of lodgment.
3. If any existing structures to be retained and any new works proposed cannot fully comply with the prevailing development control guidelines and other lodgment requirements, these works will have to be submitted as a development application for planning approval.

#### Appendix 1: Area for which Development Application is Required



**: Area for which development application for works is required, if condition for authorisation is not met**

#### Appendix 2: Height Control Plan for Lim Chu Kang

Land Tenanted Out or Granted Temporary Occupation Licence by the State for Agriculture Use

Works on land tenanted out or granted Temporary Occupation Licence (TOL) by the State for agriculture use on an interim basis shall be authorised without the need to submit an application to URA for planning approval, provided the proposed works are in accordance with the parameters stipulated in the tenancy agreement and the planning guidelines.   
  
However, a development application shall be submitted to URA for planning consideration, if the proposed works deviate from the planning parameters stipulated in the tenancy agreement.

Summary of Plan Application Processes for Land Sold, Leased, or Tenanted by the State for Agriculture Use

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|  | **Development Application** | **Plan Lodgment** | **Authorisation** |  |
| **Description** | QP submits a development application to URA for Written Permission (WP) | QP lodges plans with URA in compliance with lodgment criteria and obtains instant approval | No need to apply to URA |  |
| **Qualifying Criteria** | All other works for agriculture use that cannot qualify for plan lodgment or authorisation. | * The works complies with all planning guidelines for agriculture developments * Land is leased by the State or a statutory body for Agriculture development2 * Land has its independent access * The works do not encroach unto adjacent land * There are no unauthorised works within the land * Earthfill works on the land, if any, will not cause the level of any point in the land to be more than 1.5 metres above the lower of the following:   (i) the level of that point in the land at the time when the land was leased or agreed to be leased by the State or statutory body; or  (ii) the level of any point at the abutting edge of abutting land | * The works complies with all planning guidelines for agriculture developments * For land that is **tenanted (or granted TOL)** by the State / statutory body for Agriculture development4: Works comply with parameters in tenancy agreement * For land that is **leased** by the State / statutory body for Agriculture development4: Single storey structures not exceeding 12m in height, for agriculture use only * Ancillary uses (eg office, workers’ quarters), with endorsement from lessor * The works are for digging of ponds and wells * Use of the premises shall not create any nuisance, annoyance or inconvenience to the surrounding users * The development proposal does not involve a gazetted conservation building or monument, and are not located on sites that are subject to special planning controls (which will be made known in the tender and tenancy conditions)3 * Breach of any condition shall cause the authorisation to cease. In such situations, the change in use/use of the premises shall cease and development works shall be demolished |  |
| **URA Plan Processing Fee** | New Erection Application4:  a. First 1,000m2 of development site area: $3,745  b. Subsequent 1,000m2 of development site area or part thereof ($ per additional 1,000m2): $107 | New Erection Application: $1,284 | Nil |  |
| Additions & Alterations Application: $909.50 |  |
| Change of Use: $160.50 |  |
| Additions & Alterations Application4: $5,136  For Additions & Alterations Application **involving the erection / extension of a new building**:  a. First 1,000m2 of building Gross Floor Area (GFA): $3,745  b. Rates per 100m2 (beyond 1,000m2 of building GFA): $107 |  |
| Change of Use: $535 |  |
| **URA’s Processing Time** | Typically 20 working days per application | Instant approval upon plan lodgment | Nil |  |
| **Conditions** | * Endorsement by lessor (eg SLA, SFA, NParks) * Full compliance with technical agency requirements (including BCA, FSSD, NEA, PUB, NParks, DSTA and LTA) | | |  |

2 Developments within the Agri-Food Innovation Park (AFIP) are not eligible. A development application will have to be submitted for all works within AFIP.

3 For such cases, URA requires planning applications for all proposed development works to be submitted for approval. Tenants will be guided to make the planning applications to URA when they seek the landlord’s consent for their development works.

4 Fees for all Outline Applications for New Erection and Additions & Alterations are 50% of the formal application fee. The fee will not be allowed to offset the subsequent formal application fee.

*Last updated on 20 September 2019*