

## **EAST STAGING GROUNDS: AVIATION PARK STAGING GROUND and TANAH MERAH STAGING GROUND**

### **External User Manual**

(Updated as of: 5 August 2022)

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## 1.0 Executive Summary

This User Manual describes to the User a step-by-step guide for disposal of excavated materials at East Staging Grounds, namely Aviation Park Staging Ground (APSG) and Tanah Merah Staging Ground (TMSG), including all rules and regulations to adhere to within the staging grounds.

Information such as online application details, material classification, payment procedures and staging ground operations are included within this User Manual.

### 1.1 Introduction

East Staging Grounds, namely APSG and TMSG, are part of the measures in resolving the disposal problem of land-based excavated materials from the construction industry.

For enquires, you may call the hotlines below on weekdays from 8:30am to 5:30pm (excluding Public Holidays):

#### Application

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#### Operation and Management of APSG and TMSG

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#### Giro Application and Fee Collection System

DINERSPAY PTE. LTD. (DINERSPAY)

DINERSPAY Team ([staging\\_operations@dinersclub.com.sg](mailto:staging_operations@dinersclub.com.sg)) (6416 0887 / 8920 9201)

## 2.0 Definition

- a) Authorized Signature/Issuing Ticketing Officer – A person with sufficient knowledge of soil classification, employed by the User to classify the soil and generate E-token at the HDB approved source sites. Only valid E-token will be accepted at East Staging Grounds. Users are to provide the name and contact number (HP) of the person generating e-token;
- b) Aviation Park Staging Ground (APSG) – The location for unloading good earth and soft clay at Aviation Park Road;
- c) Tanah Merah Staging Ground (TMSG) – The location for unloading good earth and soft clay at Tanah Merah Coast Road;
- d) Disposal Fee – The fee payable by the User to the Staging Ground Fee Agent (SGFA) on behalf of HDB for materials delivered to APSG and TMSG. The unit used to measure the approved excavated materials delivered is metric ton. Different fees shall be charged for soft clay and good earth;
- e) E-Token – A soil disposal electronic ticket that shall be used for verifying that the material delivered to East Staging Grounds came from approved source sites. It would contain all necessary information, e.g. vehicle number, project code, type of material, etc. with respect to the excavated material delivered to APSG and TMSG from the HDB approved worksites for verification purposes;
- f) Good Earth - As defined in Section 4.0;
- g) HDB – Housing & Development Board;
- h) HDB SO Rep – Surbana Jurong Consultants Pte Ltd;
- i) Haulage Subcontractor – The subcontractor appointed by the User to transport excavated material to APSG and TMSG from the HDB approved source sites to APSG and TMSG;
- j) MAS - Monetary Authority of Singapore;
- k) MPA – Maritime and Port Authority of Singapore;
- l) NEA (PCD) – Pollution Control Department of the National Environment Agency;
- m) Soft Clay – As defined in Section 4.0;
- n) Staging Ground – Aviation Park Staging Ground (APSG) and Tanah Merah Staging Ground (TMSG);
- o) Staging Ground Operator (SGO) – The contractors appointed by HDB to operate HDB staging ground;
- p) Staging Ground Fee Agent (SGFA) – The agent appointed by HDB to implement and manage the electronic payment system for collection of disposal fees from Users for materials delivered at APSG and TMSG;

- q) Unacceptable material – Material that is not covered by the definition of good earth or soft clay;
- r) Users – The civil contractor or joint venture or authorities who deliver excavated material to APSG and TMSG from the approved source sites;
- s) Weighbridge – The Weighbridge Machine and its associated components that provide the facility to:
  - i. Weigh the trucks delivering materials to APSG and TMSG;
  - ii. Derive the net weight of the material being delivered;
  - iii. Verify that the trucks delivering are registered to approved source sites.

## 3.0 General

### 3.1 Location of APSG and TMSG

The locations of APSG and TMSG are shown in Figure 3.1 and Figure 3.3 respectively. Users shall access them via Tanah Merah Coast Road. Trucks are strictly not allowed to travel along restricted roads, including Nicoll Drive and Loyang Avenue. Strict penalties will be imposed if trucks are found to have travelled along any restricted roads. Please refer to Section 6.7 for penalties of travelling via restricted roads to East Staging Grounds.

#### Directions to APSG

- i. **From ECP** (towards Changi airport), take Exit 2A onto Changi Coast Road. Follow along Changi Coast Road until Tanah Merah Coast Road
- ii. **From PIE** (towards Changi Airport) towards ECP (towards city/Jurong). Take the Exit 2A onto Changi Coast Road. Follow along Changi Coast Road until Tanah Merah Coast Road.

Truck driver must comply with the speed limit.

After entry to Tanah Merah Coast Road, go straight till the junction to APSG and Aviation Park Road. Look out for the signage for Aviation Park Staging Ground and turn right at the junction to enter APSG (Figure 3.1).

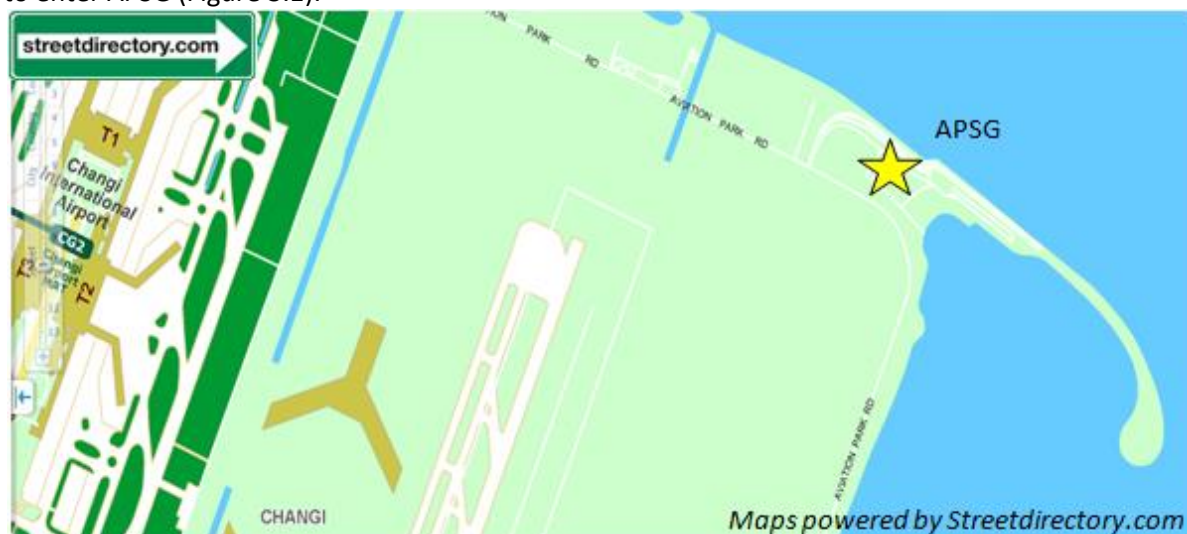


Figure 3.1 Location of the Aviation Park Staging Ground



Figure 3.2 Access Road for Entry and Exit into the APSG

### Directions to TMSG

- i. **From ECP** (towards Changi airport), take Exit 2A into Changi Coast Road. Follow along Changi Coast Road until Tanah Merah Coast Road.
- ii. **From PIE** (towards Changi Airport) towards ECP (towards city/Jurong). Take the Exit 2A into Changi Coast Road. Follow along Changi Coast Road until Tanah Merah Coast Road.

After entering Tanah Merah Coast Road, truck driver must comply with the speed limit.

TMSG is located along Tanah Merah Coast Road and opposite of the PUB Changi Water Reclamation Plant after the traffic light junction adjacent to Changi Lodge. After passing the egress of TMSG when coming from the ECP direction, look out for the signage for Tanah Merah Staging Ground and enter TMSG via the ingress as shown in Figure 3.4.



Figure 3.3 Location of the Tanah Merah Staging Ground





Figure 3.4 Ingress and Egress of the TMSG at Tanah Merah Coast Road

### 3.2 Acceptable and Unacceptable Material

The facilities at APSG and TMSG are provided to receive only approved land-based excavated good earth and soft clay materials. A detailed definition of the materials that can be accepted at APSG and TMSG can be found in Section 4.0. Trucks transporting materials not within the acceptable specified classification in Section 4.0 or are not approved by HDB SO Rep/SGO are strictly forbidden to enter APSG and TMSG. Strict penalties will be imposed on the User if such materials are brought into APSG and TMSG.

The User shall abide by the decision of HDB SO Rep/SGO on the classification of the mixed spoils as such decision shall be final. The User shall note that all mixed spoils shall be rejected from disposing at APSG and TMSG at the discretion of the HDB SO Rep/SGO.

Where materials delivered by the User to APSG and TMSG are deemed to be either “Waste Material” and/or “Contaminated Material” by HDB SO Rep/SGO, the User shall be fully responsible for the entire removal of such unacceptable materials from APSG and TMSG at his own cost, and the same shall be disposed of elsewhere, in a manner approved by the relevant authorities.

User is advised to exercise due diligence to ensure that unacceptable materials such as “Waste Material” and “Contaminated materials” are not deliberately sent to APSG and TMSG. Where the User is deemed to have repeatedly failed to exercise proper care and diligence, HDB SO Rep/SGO reserves the right to refuse the User further access to APSG and TMSG as such incidents disrupt the smooth operation of APSG and TMSG causing inconvenience to both the HDB SO Rep/SGO and other Users. The User is reminded that illegal dumping of excavated materials is prohibited.

### 3.3 Application Process

At the point of application by the User to use the services of APSG and TMSG, the User will provide HDB SO Rep/SGO with the site layout indicating the location of the site and its access points, the volumes, the delivery period, the monthly delivery schedule 2 weeks in advance

for each of the following categories of materials, namely “Good Earth” and “Soft Clay” that will be delivered to APSG and TMSG. The User’s project’s Developer / Developer’s Consultant is to email HDB SO Rep with the above details. Please refer to Annex 1 for the template of the email.

### **3.4 Staging Ground Operations**

The User has to provide suitable means of haulage from his worksite to APSG and TMSG and abide by the regulations and procedures applicable to APSG and TMSG. The User will liaise with the SGO on the operational rules and requirements such as operating hours, closures, etc. The operating hours and closure plan can also be downloaded from the application website, <https://eaststaginggrounds.com.sg>. The User should not assume that the rate of disposal or unloading at East Staging Grounds is equal to his rate of excavation works. The User shall make allowance for potential delays in unloading, facility closure and any other restrictions imposed by the SGO.

The User shall instruct and ensure that all his truck operators shall observe all traffic arrangements within APSG and TMSG. The SGO reserves the right to require the User to remove any truck operator who causes mischief or refuses to observe the traffic arrangements, operational rules, and requirements of APSG and TMSG.

Truck wheel washing facilities are available at APSG and TMSG before exiting. The User shall instruct and ensure that all his truck operators make use of these facilities to keep the public roads clean. Delays for the use of the wheel-cleaning facilities may be expected especially during wet weather conditions.

The User shall comply with all requirements imposed by the relevant authorities with regards to the usage of APSG and TMSG.

The SGO reserves the right to adjust Users’ delivery schedule, subject to but not limited to the following reasons:

1. Minimizing traffic congestion at the roads leading to APSG and TMSG;
2. Temporary stoppage of operation at APSG and TMSG due to bad weather;
3. Closure of roads leading to APSG and TMSG and;
4. Closure of APSG and TMSG.

In addition, first-time applicants would be required to register with DINERSPAY through a web-based portal (<https://www.dinersclub.com.sg/DINERSPAY/hdbsg>). The Users shall submit the relevant details in the system accordingly. All Users who deliver material to East Staging Grounds are required to set up GIRO payment with DINERSPAY. The GIRO form can be downloaded from DINERSPAY’s website (<https://www.dinersclub.com.sg/DINERSPAY/hdbsg>).

### **3.5 Payment and billing procedure**

The payment and billing procedures are set out in Section 7.0. Upon approval of the use of APSG and TMSG, the User shall submit to the SGFA a Bank/Insurance Guarantee (“Guarantee”). The Guarantee shall be equal to 2 times of the peak month’s delivery charges. The Guarantee must be executed by one of the financial institutions (Banks, Insurance companies) approved by MAS. The list can be obtained from the MAS website. The User will

be billed on the 1st and 15th day of each month and the User will have to make payments by GIRO.

## 4.0 Material Classification

The classification of materials for APSG and TMSG will be in the following categories:

- Good Earth;
- Soft Clay;
- Waste Material and;
- Contaminated Material

The User shall comply with soil sampling and testing requirements specified by HDB SO Rep to determine the classification of the materials to be disposed at APSG and TMSG. The cost of soil sampling and testing shall be borne by the User. The two tests that shall be carried out by an accredited laboratory are (i) soil classification test/sieve analysis, (for good earth only) and (ii) heavy metal analysis (for both good earth and soft clay). Only materials which meets the passing criteria for the above two tests will be allowed to be disposed at APSG and TMSG.

The User shall also permit HDB SO Rep/SGO access to the User's work site/s to obtain samples for testing to evaluate the suitability of the excavated materials for disposal at APSG and TMSG.

### 4.1 Good Earth (GE)

"Good Earth" shall mean approved soils that are compactable to form a stable fill as defined in the following 2 categories:

- a) "Coarse-grained soil" shall include all sand and gravel that shall pass through a 63mm BS sieve. A percentage by weight retained on the 0.063mm BS sieve shall be at least 65%. The remaining 35% passing through the 0.063mm BS sieve shall contain a liquid limit not exceeding 70% and a plasticity index not exceeding 40%. Coarse-grain soils shall exclude all forms of rock.
- b) "Fine-grain soil" shall include silt and clay that have a fraction passing a 0.063mm BS sieve of more than 35%. The fraction of particle size less than 0.002mm however should not be more than 80%. The liquid limit shall not exceed 60% and Plasticity index not more than 30%. The moisture content of the soil shall be 40% or less.

The bulk quantity for Good Earth shall be derived by converting the weight measurements from the weighbridges using a Good Earth in-situ density of 2.0 metric tonnes per cubic metre and multiplied by a bulking factor of 1.15, as illustrated below.

$$Vol_{GE(n)} = \frac{W_{GE(n)}}{2.0} \times 1.15$$

Where

- |               |   |  |
|---------------|---|--|
| $Vol_{GE(n)}$ | : | Total estimated bulk quantity (m <sup>3</sup> ) of Good Earth                                      |
| $W_{GE(n)}$   | : | Total weight (tonnes) of Good Earth delivered to East Staging Grounds based on weighbridge records |

HDB SO Rep/SGO reserves the right to request the User to conduct a compaction trial test (minimum area of 20m by 15m) at the User's project site, witnessed by HDB SO Rep/SGO, in order to assess the compactibility of the material if necessary. The compaction trial test shall achieve a minimum dry density of 90% modified AASHTO. HDB SO Rep/SGO reserves the right not to accept the material in the event the above compaction criteria are not met.

Naturally occurring material within the User's work site, that are not suitable for disposal due to excessive moisture content, shall be spread out and dried at User's own site before delivery to APSG and TMSG. The use of material treated in this way shall be subject to acceptance by HDB SO Rep/SGO.

It excludes materials defined as "Soft Clay", "Contaminated Material", "Waste Material", and any other materials considered as unacceptable by HDB SO Rep/SGO.

#### 4.2 Soft Clay (SC)

"Soft Clay" shall mean excavated soft soils such as Fluvial Clay, Marine Clay, etc., which are free from contaminated materials and waste materials. The excavated soft soil materials are generally categorized as follows:

- a) "Kallang Formation Cohesive Soils"- This is defined as Fluvial Clay and Estuarine Soil with a fine content (i.e., percentage of particles passing a 0.063mm B.S. sieve) greater than 30% and liquid limit greater than 60%.
- b) Marine Clay – This is defined as a light grey to blue-grey clay with occasional shells and shell fragments. When freshly exposed, it is fully penetrated by the thumb to the full depth, has natural water content greater than 40%, liquid limits greater than 60%, plasticity index greater than 30% and a wet density less than 18 kN/m<sup>3</sup>.

The bulk quantity for Soft Clay shall be derived by converting the weight measurements from the weighbridges using a Soft Clay in-situ density of 1.6 metric tonnes per cubic metre and multiplied by a bulking factor of 1.1, as illustrated below.

$$Vol_{SC(n)} = \frac{W_{SC(n)}}{1.60} \times 1.1$$

Where :  
Vol<sub>SC(n)</sub> : Total estimated bulk quantity (m<sup>3</sup>) of Soft Clay  
W<sub>SC(n)</sub> : Total weight (tonnes) of Soft Clay delivered to East Staging Grounds based on weighbridge records

#### 4.3 Waste Materials

Spoil that contains building debris (e.g. concrete and stone), domestic or industrial rubbish, man-made materials, logs, stumps, or any other material which the User introduces into the

spoil including bentonite, bentonite slurry, soil conditioner, etc. and any other materials shall be considered as waste and not be classified as soft clay by HDB SO Rep/SGO.

#### **4.4 Contaminated Materials**

Contaminated Materials is defined as any excavated materials, which contain amounts of heavy metal in excess of the published heavy metal limits by MPA under General Guidelines. Soil samples have to be tested in an accredited laboratory using the testing method EPA3051/6010B. The entire cost of soil sampling and testing for heavy metals will be borne by the User. The heavy metals to be tested are listed below:

- a) Chromium
- b) Nickel
- c) Copper
- d) Zinc
- e) Arsenic
- f) Cadmium
- g) Mercury
- h) Lead

The East Staging Grounds team reserves the right to request for additional samples to be collected from the site to be sent for heavy metal testing and classification testing at any time within the approved period for sending of the excavated materials. All costs and expenses for the collection and testing of the additional samples shall be borne by the User. Should the testing result of the additional samples fail, the User shall not be allowed to continue sending the excavated materials to East Staging Ground(s).

The User shall take all reasonable measures to avoid mixing different types of materials. Should two or more different types of materials get mixed at the point of arrival at APSG and TMSG, the SGO shall take the classification of the component that appears lowest on the following list:

- Good Earth;
- Soft Clay;
- Waste Material; and
- Contaminated Material.

Only materials classified as Good Earth or Soft Clay can be accepted at East Staging Grounds . Materials not within the specified classifications are strictly forbidden to enter APSG and TMSG. The User must ensure that all excavated materials that are accepted at East Staging Grounds are tested for contaminants and the results do not exceed the allowable limits.

## 5.0 Application Procedures

### 5.1 New Application for Delivery to East Staging Grounds

Application by Users for delivery to East Staging Grounds shall be made through a web-based portal, Online Application System <https://eaststaginggrounds.com.sg/>. The Users shall submit all forms electronically and upload the following supporting documents.

Users are to provide the following documents for new applications:

- a. Email from Developer/Developer's Consultant to HDB SO Rep on contract details, delivery period, volume, confirmation of no mixing of unacceptable material (Please refer to Annex 1 for the email template);
- b. Projected delivery schedule with commencement date of 2 weeks from date of application – company letterhead, authorized name, signed, company stamp;
- c. Clear site layout plans indicating the site access (with coordinates of the site boundary OR names of abutting roads) and other relevant construction drawings in title block;
- d. Soil Investigation Bore Log and Heavy Metal Test Results (HDB Projects only);
- e. Name and email address of Project Director/Project Coordinator for Government Projects only.

Please refer to Annex 1 for the checklist of documents required for the various types of applications.

To facilitate the processing of the application, Users must indicate clearly in their application the quantities of excavated Good Earth and Soft Clay that would be delivered to APSG and TMSG on a monthly basis. All applications should be accompanied with an email from the Developer or the Developer's Consultant attention to HDB SO Rep. Please refer to Annex 1 for the email template.

Applications will only be processed upon receiving the complete set of documents and information.

After delivery has commenced, an active source site will be suspended from making deliveries if deliveries had stopped for a consecutive two months. Any request to resume delivery has to be officially made to the East Staging Ground(s), together with a confirmation email from the Developer/ Developer's Consultant. All the above requests have to be provided with valid reasons with necessary documents.

The User shall note that HDB SO Rep may be required to re-allocate the source site to deliver to the other East Staging Ground at any point in time when one of the staging grounds needs to close due to external events or to help manage the traffic within the staging grounds. The User will be informed by official letter and email reminders by HDB SO Rep at least 1 week in advance of the commencement date of delivery to the re-assigned Staging Ground.

There will be no changes to the disposal fee rates and no additional applications required arising from the re-allocation. The charges for deliveries made during that billing cycle would be based on the cumulative of all the trips made to East Staging Ground(s).

Users can refer to the “Online Application User Guide” document available at <https://eaststaginggrounds.com.sg/> on how to both register for a new account and submit a new application.

The User may follow the procedure of Figure 5.1 on how to obtain the GPS coordinates from Google Map to enter the GPS coordinates of the source site (Project).

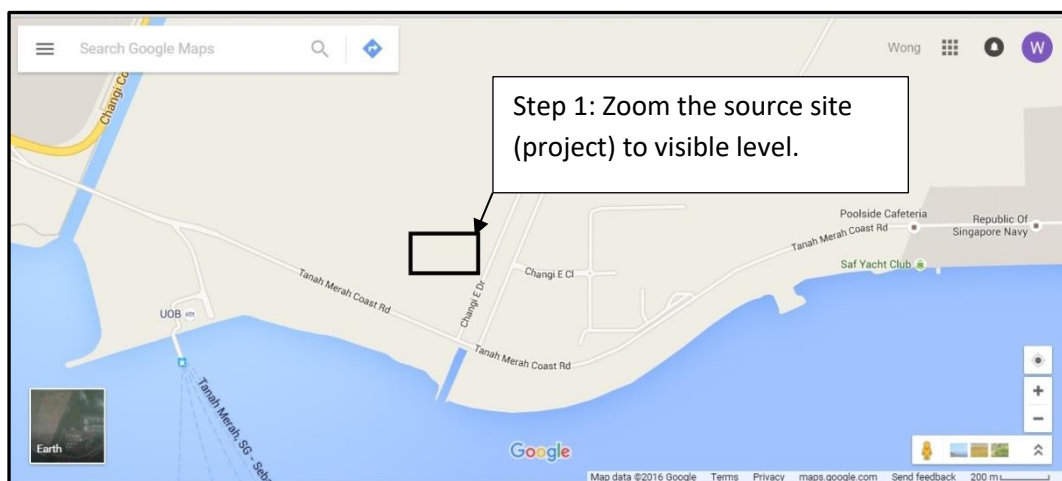


Figure 5.1a How to obtain GPS coordinate from Google Maps

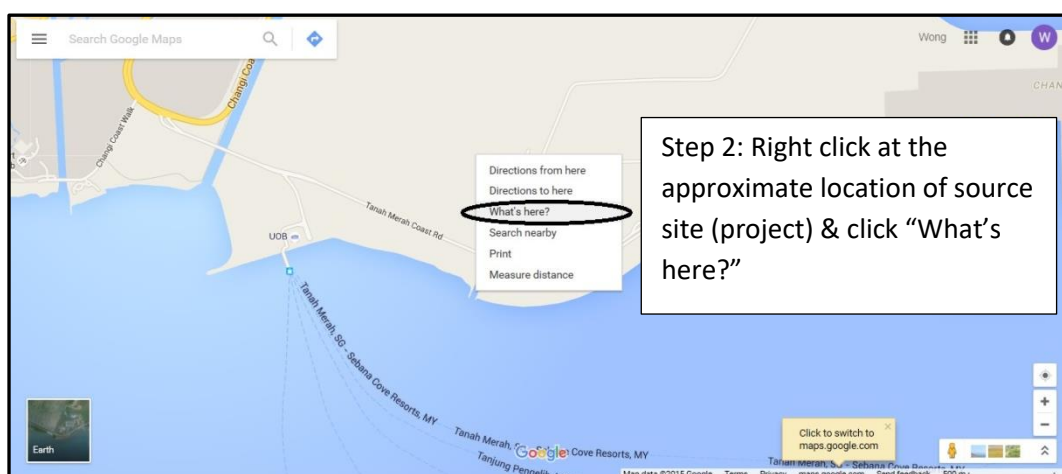


Figure 5.1b How to obtain GPS coordinate from Google Maps

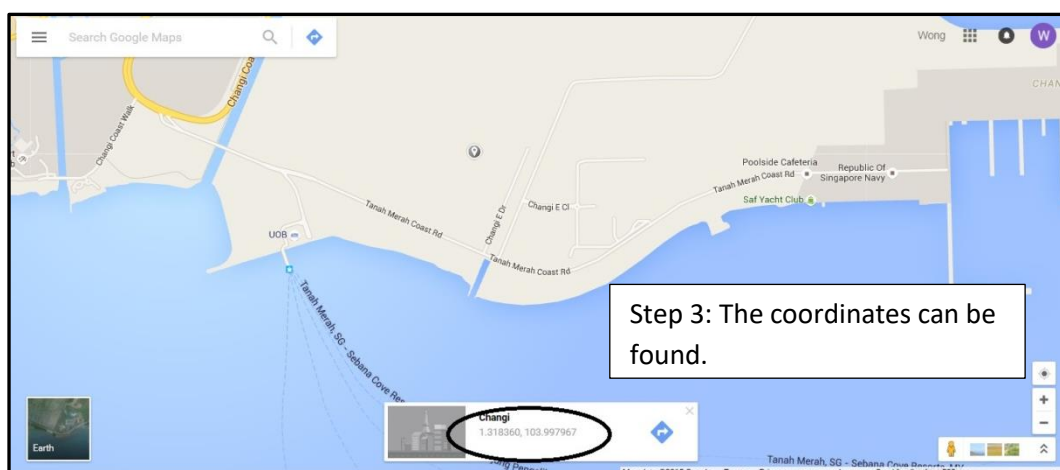


Figure 5.1c How to obtain GPS coordinate from Google Maps

## 5.2 Application for Additional Quantities / Classification of Quantities / Extension

### Additional Quantities

For application of additional quantities, the User is to submit an application via the Online Application System. The application for additional quantities would need to be submitted when there are remaining volumes for at least 8 weeks of delivery.

The User has to provide the following documents for their application for additional quantities:

- Email from Developer or Developer's Consultant confirming the additional quantities (Please refer to Annex 1 for email template);
- Revised delivery schedule.
- Clear site layout plans indicating the location of site and its access and other relevant construction drawings in title block

The processing of application for additional quantities would commence upon receiving the complete set of documents and information. The User shall permit HDB SO Rep/SGO to the User's worksite(s) to evaluate the suitability of the excavated materials for disposal at the East Staging Ground(s). The User is required to comply with joint sampling (if required) and testing requirements specified by HDB SO Rep to determine the classification of the materials to be disposed at the East Staging Ground(s). All soil samples shall be sent to a list of accredited soil laboratories and tested for classification of the soils, if applicable, and heavy metals tests based on requirements by MPA. All cost of testing shall be borne by the Users. Should the testing result of the additional samples fail, the User shall not be allowed to continue sending the excavated materials to East Staging Ground(s).

### Reclassification of Quantities

For application of reclassification of quantities, the User is to submit an application via the Online Application System. The application for reclassification of quantities would need to be submitted when there are remaining volumes for either material (the material proposed to be reclassified) for delivery for at least 8 weeks.

The User has to provide the following documents for their application for reclassification:



- a) Email from Developer or Developer's Consultant confirming the quantities after reclassification (Please refer to Annex 1 for email template)
- b) Revised delivery schedule.
- c) Clear site layout plans indicating the location of site and its access and other relevant construction drawings in title block

The processing of application for reclassification of quantities would commence upon receiving the complete set of documents. The User shall permit HDB SO Rep/SGO to the User's worksite(s) to evaluate the suitability of the excavated materials for disposal at the East Staging Ground(s). The User is required to comply with joint sampling (if required) and testing requirements specified by HDB SO Rep to determine the classification of the materials to be disposed at the East Staging Ground(s). All soil samples shall be sent to a list of accredited soil laboratories and tested for classification of the soils, if applicable, and heavy metals tests based on requirements by MPA. All cost of testing shall be borne by the Users. Should the testing result of the additional samples fail, the User shall not be allowed to continue sending the excavated materials to East Staging Ground(s).

#### Extension

For application of extension of delivery period, the User is to submit an application via the Online Application System. The application of extension would need to be submitted at least 8 weeks before the expiry of the delivery period.

The User has to provide the following documents for their application for extension:

- a) Email from Developer or Developer's Consultant on work extension period, types of material, total quantity of expected materials and quantities of each type of expected materials to be delivered from the project site (Please refer to Annex 1 for email template)
- b) Revised delivery schedule.
- c) Clear site layout plans indicating the location of site and its access and other relevant construction drawings in title block

The processing of application for extension would commence upon receiving the complete set of documents. The extension of Bank/Insurance Guarantee (BG/IG) should continue from the last day of the previous guarantee and shall remain valid for an additional 4 months after the approved extended delivery period.

Users are to note that if there is no application of extension of delivery period two weeks before the end date of the approved delivery period, or if the User does not follow up on their existing application for extending delivery period two weeks before the end of the approved delivery period, it will be considered that the User does not require an extension of delivery period. The User will not be able to generate E-tokens after the approved delivery period ends.

The East Staging Ground(s) team reserves the rights to request for additional samples to be collected from the site to be sent for heavy metal testing and classification testing at any time within the approved period for sending of the excavated materials. All costs and expenses for the collection and testing of the additional samples shall be borne by the User. Should the testing result of the additional samples fail, the User shall not be allowed to continue sending the excavated materials to East Staging Ground(s).

### 5.3 Joint Sampling

Upon receiving the Email Notification to book joint sampling appointment, the User shall log into the Online Application System to do so. Alternatively, should the User face any difficulty, the User may call in or write in to Ms. Chua Jia Yun ([jiayun.chua@surbanajurong.com](mailto:jiayun.chua@surbanajurong.com)) (6357 6129) to arrange for joint sampling. The East Staging Ground(s) team reserves the rights to cancel the joint sampling appointment if the project information requested from the user is not submitted timely / not in order.

The User shall permit HDB SO Rep/SGO to the User's worksite(s) to evaluate the suitability of the excavated materials for disposal at the East Staging Ground(s). The User is required to comply with joint sampling and testing requirements specified by HDB SO Rep to determine the classification of the materials to be disposed at the East Staging Ground(s). All soil samples shall be sent to an accredited soil laboratory and tested for classification of the soils and heavy metals tests based on requirements by MPA. All cost of testing shall be borne by the Users.

When making arrangement for the joint sampling, the User shall ensure that the project site is ready for sample collection and highlight to the East Staging Ground(s) representatives to comply with any additional safety requirements at the project site other than wearing basic personal protective equipment of helmet, safety boots and reflective vest. The User shall arrange for East Staging Ground(s) representatives to be permitted access to the project site.

The Users are strongly advised to mark out the site boundary (for example with hoardings or survey pegs with coordinates at the corners of the site) in order to ensure that samples are taken within their site and this will facilitate the sampling process, unless marking out is not viable due to site constraint (for example, road or sewer projects which has an elongated footprint). The marking out shall be done before the joint sampling date. The User's representative attending the joint sampling must be familiar with the project site and is aware of the project details.

The User shall provide the following transport arrangements:

1. Pick up HDB SO Rep/SGO from the respective East Staging Ground on the booking date and time to the source site (project site) for witnessing the soil sampling;
2. Send HDB SO Rep / SGO back to the respective East Staging Ground immediately after the completion of the joint sampling on site.

The User shall prepare the following on the day of the joint sampling:

1. Layout plan to indicate the proposed locations where samples are taken, the HDB SO Rep/SGO reserve the rights to change the sampling locations;
2. Bags to contain the samples;
3. Tape or cable ties to seal the bags;
4. Markers, masking tape and /or labels to label the samples taken.

The joint sampling process includes the collection of samples jointly witnessed by the User's representative and the East Staging Ground(s) representatives. The samples collected shall also be duly signed off by HDB SO Rep. User shall send the samples to the laboratory on the same day of sampling.

Users are to send to HDB SO Rep the following items on the same day of sampling:

1. Photographs to show the samples are received by the laboratory in good condition;

2. Softcopy of the Testing Requirement form with accredited laboratory receipt acknowledgement.

The User would have to upload the test results via the Online Application System and submit the original hard copy of the test results to their respective allocated East Staging Grounds within a month from the date of Conditional Approval. The Conditional Approval may lapse in the event that the report is submitted late.

Should testing results fail, the User will not be allowed to send in excavated materials from their project site to East Staging Ground(s) and the application will be rejected. Furthermore, the East Staging Ground(s) team reserves the rights to request for additional samples to be collected from the source site, whether it is directly from the excavation site or during the delivery process to the East Staging Ground(s) to be sent for heavy metal testing and classification testing at any time within the approved period for sending of the excavated materials. All costs and expenses for the collection and testing of the additional samples shall be borne by the User.

#### **5.4 Vehicular Tracking System (VTS)**

After Conditional Approval is received, Users will be prompted to install their trucks with tracking devices for the monitoring of the trucks via the Vehicle Tracking System. The User would have to bear the cost of the tracking devices, monthly subscription fees and any other related costs as required by the respective vendors that have successfully integrated with the VTS platform. Please refer to Annex 3 for the list of GPS/VTS vendor list. These tracking devices would be installed on the dashboard of the trucks and are to be tamper-proof.

Additional information of the trucks to be used for delivery will be required after conditional approval has been given. Users are to authorize HDB, HDB SO Rep, and SGO to have access rights to view and extract the User's trucks' movement records from the VTS database. The template for the required information can be downloaded from the truck management tab via the online application system. The file must be saved as .csv (comma delimited) type format and the truck list should be uploaded at least two days before delivery commencement for the updating of the weighbridge database. Users can refer to the "Online Application User Guide" document available at <https://eaststaginggrounds.com.sg/> on how to upload the truck list. Users shall note that the trucks information uploaded by individual Users are stored in a common database, with the unique information tagged to each truck (for example plate number). Duplicated information for any particular truck is not allowed. Hence, to avoid failure in uploading of trucks information, especially trucks under sub-contract arrangement, Users are advised to obtain the correct unique information from the truck provider or owner.

#### **5.5 Geo-Fence**

Users are to submit a proof of installation of trucks for each individual source site with the proper geo-fence being created. The geo-fence should be prepared based on the project site boundary. The geo-fence boundary to be created should minimize encroaching onto the existing road. The User shall provide a layout plan indicating the project site contract boundary, the loading points, site accesses and at least 3 coordinates indicating the boundary. The User

has to submit the geo-fence via the Online Application System within one month from the date of issuance of the Conditional Approval.

## **5.6 Letter of Undertaking**

The Letter of Undertaking (LU) is to be executed with the company's letterhead and original copies of the LU are to be submitted to their assigned Staging Ground, APSG or TMSG, prior to actual delivery. Please refer to Annex 4 for the template of the LU.

## **5.7 Bank/Insurance Guarantee**

The Bank/Insurance Guarantee is to be executed by an approved financial institution in favour of "DINERSPAY PTE. LTD.". The BG/IGs are to be submitted to DINERSPAY office at 7500E BEACH ROAD #03-201 MERLIN HOTEL/PLAZA, SINGAPORE 199595

In view of safe distancing measures due to COVID-19, Users are to submit soft copy to DINERSPAY via email ([staging\\_operations@dinersclub.com.sg](mailto:staging_operations@dinersclub.com.sg)) and follow up with hard copy submission within 1 week of their soft copy submissions. If the insurer or bank is deemed that only soft copy will be provided, please inform DINERSPAY via email ([staging\\_operations@dinersclub.com.sg](mailto:staging_operations@dinersclub.com.sg)). Users can submit the draft BG/IGs for DINERSPAY's comments before actual bond submission. If the User's insurer no longer issue hard copy, please liaise with DINERSPAY on the acceptable mode of documentation.

For new applications, Users may choose one of the following options for the submission of the Bank/Insurance Guarantee to the SGFA:

### **a. Prepare the Submission After Receive the Conditional Approval Letter**

All costs and expenses for the preparation and submission of the Bank/Insurance Guarantee shall be borne by the User.

### **b. Security Deposit pending the processing and submission of Bank/Insurance Guarantee**

Should the User require to commence delivery early before their BG/IG submit and clear by DINERSPAY, the User may choose to place a security deposit (equivalent to 2 months of peak delivery charges or \$10,000, whichever higher) with DINERSPAY. The security deposit can be placed with DINERSPAY via bank transfer, cheque or cashiers' order DINERSPAY. Users shall note that the final approval to start delivery is still subjected to the User submitting and meeting the passing criteria for the laboratory heavy metal test results.

Note: Submission of BG/IG to the SGFA is still required within 1 month from the date of the Conditional Approval to avoid their source sites being suspended from delivery to East Staging Grounds even with the security deposit. The security deposit will not be used to offset any invoice amounts and will be returned in full amount to the User within 30 days from the submission of the BG/IG to SGFA.

## **5.8 Validity of Conditional Approval**

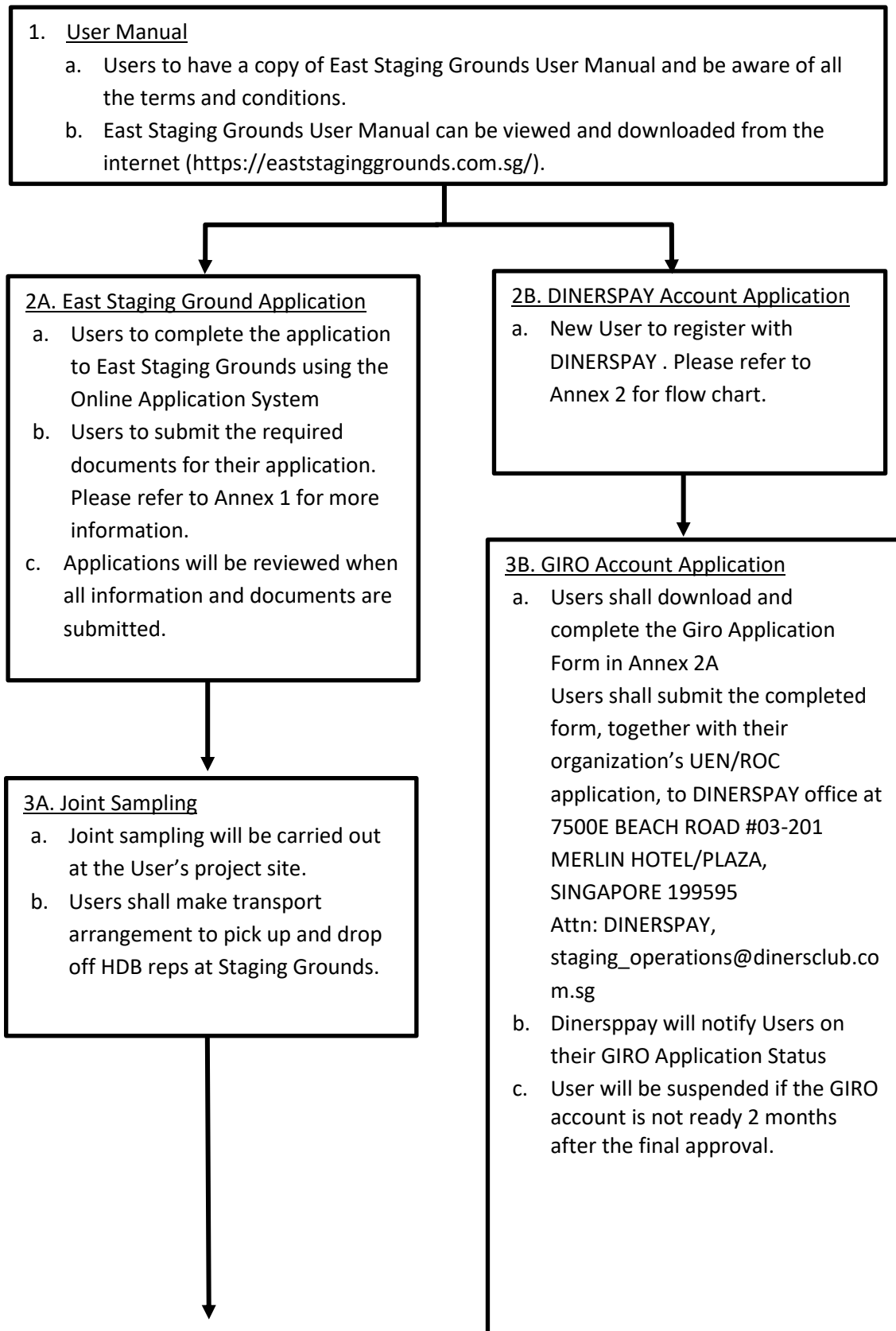
Users are to note that their application will lapse automatically within 1 month of the date of the Conditional Approval if the following items are not submitted:

1. Letter of Undertaking;
2. Joint sampling test results;
3. VTS details such as truck list and geo fence boundary
4. Bank/Insurance Guarantee

Please note that delivery must commence within three months from the date of conditional approval, or the application will lapse automatically. Any intentions to commence delivery after the mentioned three months validity period has to be submitted as an official request to the East Staging Ground(s) at least four weeks before the expiry of the validity period.

## 5.9 Summary for New Applications

In summary, the following procedures shall be administered for new applications:



4. Conditional Approval

- a. Conditional approval will be issued after completion of Joint Sampling
- b. Users to submit the following to East Staging Grounds:
  - i. Joint sampling test results
  - ii. Letter of Undertaking (Annex 4)
  - iii. Proof of Installation of in-Vehicle GPS unit for all trucks
  - iv. Screenshot of the project's geo-fence properly plotted
- c. Users to submit the following to DINERSPAY:
  - i. Bank/Insurance Guarantee (Annex 5) OR Security Deposit



5. Final Approval

- d. Final Approval to commence delivery will be issued once the following items are in order:
  - i. Joint sampling test results
  - ii. Letter of Undertaking
  - iii. Proof of Installation of in-Vehicle GPS unit for all trucks
  - iv. Screenshot of the project's geo-fence properly plotted
  - v. BG/IG/Security Deposit

To ensure efficient and prompt service at APSG and TMSG, Users' understanding and full compliance to the above procedures is greatly appreciated.

#### 5.10 Penalties and Punitive Measures

As part of the application processing procedure, HDB SO Rep checks all documents submitted by Users.

Any misconducts by User (e.g., altering of documents) during application for disposal of excavated material to East Staging Grounds shall constitute a serious offence and such actions will not be condoned at East Staging Grounds. Below are the penalties for breaching the application processing procedure of East Staging Grounds:

Offence	Penalty
1st offence	Warning letter issued to User.

	Should the User appeal and wish to proceed further for delivery of materials for that particular application, Developer or Developer's Consultant must support the User's application.
2nd offence	Should the User appeal and wish to proceed further for delivery of materials for that particular application, Developer or Developer's Consultant must support the User's application.  Penalty of 1 week's delay to activate the project site for delivery.
3rd offence	Should the User appeal and wish to proceed further for delivery of materials for that particular application, Developer or Developer's Consultant must support the User's application.  Penalty of 2 weeks' delay to activate the project site for delivery.
4th offence	Should the User appeal and wish to proceed further for delivery of materials for that particular application, Developer or Developer's Consultant must support the User's application.  Penalty of 2 weeks' delay to activate all the User's project sites for delivery.



## 6.0 Operation and Management of East Staging Grounds

### 6.1 Operational Hours

All regulations and guidelines stated in the manual must be followed strictly. APSG and TMSG operate from Monday to Sunday and are closed on public holidays. In addition, APSG and TMSG will be closed for two (2) days each month for routine maintenance. The maintenance days for APSG and TMSG will be staggered. Users can refer to the closure schedule for APSG and TMSG published at <https://eaststaginggrounds.com.sg/>. The operational hours are shown in Table 6.1. Do note that the operational hours may be subjected to change. Users will be informed of any non-operational days five (5) days in advance. However, this is dependent upon prior notification from the relevant authorities.

Table 6.1 Operational Hours

Day	Good Earth Operational hours
Mon-Sat	7:00am-8:00pm
Sun	Not in Operation

Day	Soft Clay Operational hours
Mon-Sat	7:00am-8:00pm
Alternate Sun	7:00am-5:00pm

Note: The operational hours for Good Earth and Soft Clay acceptance may be subjected to changes.

### 6.2 Disposal Tickets / E-Token

Upon receiving Approval for delivery, the User would be able to assign personnel to be the Token Officer to generate the tokens for delivery, i.e. E-Token via a website (<https://eaststaginggrounds.com.sg/>). Prior to each loaded truck leaving the HDB approved source site for APSG and TMSG; the Token Officer shall generate an E-Token by keying in the vehicle number and the material type to be delivered to APSG and TMSG.

Users can refer to the “Online Application User Guide” document available at <https://eaststaginggrounds.com.sg/> on how to register E-Token officer and generate E-Tokens.

The generated E-Token would only be valid till 11:59pm daily, during which the truck would have to arrive at the weigh-in weighbridge at APSG and TMSG. Each E-Token has to be utilized first before generating the next E-Token.

If a truck enters APSG and TMSG without generation of E-Token, the truck will be rejected immediately. Traffic controllers shall immediately escort the truck to the exit. The User may contact the SGO for clarification.

At the weigh-in bridge, the weighbridge operator shall verify the truck against information obtained from the E-Token. A red-green traffic light system at the weighbridge would indicate to the truck driver whether to stop (red) or to proceed onto the weighing platform (green).

### **6.3 Delivery of Excavated Material at the East Staging Grounds**

Truck delivering excavated materials to APSG and TMSG shall follow the rules and regulations in this User Manual and the directions issued by the personnel at APSG and TMSG. Failure to do so may result in the User being suspended from making deliveries to APSG and TMSG. Please refer to the overall site layout plan in Annex 6.1 and Annex 6.2 for the traffic flow within APSG and TMSG respectively.

There will be designated lanes provided for Soft Clay and Good Earth trucks at the queue area of the Staging Ground (Annex 7.1/Annex 7.2). The Users will be directed to the queuing area if the queue to the disposal area exceeded the allowable lane space. Any lanes that are closed will be indicated clearly by road signage.

At APSG, there will be up to twelve (12) weigh bridges for entering (Annex 7.1), i.e. eight (8) designated weigh-in weighbridges for Soft Clay and four (4) designated weigh-in weighbridges for Good Earth. At TMSG, there will be up to six (6) weigh bridges for entering (Annex 7.2), i.e. four (4) designated weigh-in weighbridges for Soft Clay and two (2) designated weigh-in weighbridge for Good Earth. Truck drivers are to proceed to the designated weigh-in weighbridges of their own accord or as directed by the traffic marshals within APSG and TMSG.

All trucks entering the Staging Ground shall have their covers open to allow for the contents to be inspected by the weighbridge operator. CCTV recording facilities have been provided in APSG and TMSG to supplement the truck inspection.

When a truck arrives at the weigh-in bridge area, the IU number and the license plate of the truck and the type of material delivered would be captured and verified against the E-Token generated at the source site. If there is any dispute over the classification of the materials, the User shall abide by the decision of HDB SO Rep/SGO on the classification of the materials as such decision shall be final. If there are any discrepancies with the records and /or E-Token, the truck shall be rejected. If there is any waste material as defined in Section 4.3 observed in the materials, the truck shall be rejected. If the truck is overloaded, HDB SO Rep/SGO reserves the right to reject the truck.

The trucks shall then be directed to the access-way leading to the respective jetties and correct unloading platforms (either GE or SC) as shown in the indicative layout plan as per Annex 6.1 and Annex 6.2. If necessary, trucks will be directed by traffic marshals to the temporary stockpile for unloading after their weight is taken.

After unloading, the truck will travel along the exit route to the wash bay and weigh-out bridge for the final recording of weight. All trucks and other vehicles leaving the staging ground shall pass through the wash bays. Trucks shall be carefully cleaned to ensure no unsightly spillage onto the public roads.

Errant drivers who overload their trucks, which may cause spillage, and drivers who refuse to cooperate at the wash bays for effective cleaning of their trucks would be identified. The drivers and the approved Users shall be issued with warning letters. Recalcitrant drivers may be subjected to be banned from entering the staging grounds or other penalties subjected to the approval or instructions by the HDB SO Rep.

The Main Contractor/User and Haulage Subcontractor shall ensure that all truck drivers observe Singapore traffic and site regulations. Any abuse of the Staging Grounds and E-Token procedure may result in punitive actions against any individual, company and/or User.

At the weigh-out bridge, the truck driver can leave the staging ground upon obtaining the receipt (as per Annex 8) and seeing the green light signal. Users are able to view the relevant delivery information, e.g. records of the delivery trips, via the Online Application System portal (<https://eaststaginggrounds.com.sg>). The information would be updated once the truck exits the weigh-out bridge. This information would be used to generate the invoice that would be sent to the User.

#### **6.4 Delivery of Unacceptable Material**

For discovery of unacceptable material (at unloading points) being mixed with the declared type of material, a warning letter will be sent to the User for the first occurrence. For subsequent discovery of mixed materials dumped at APSG and TMSG, the User will be suspended from using APSG and TMSG. The unacceptable materials shall also be loaded back on the User's truck. The SGO will take immediate measures to load the unacceptable material back on the User's truck. All cost for this work shall be borne by the User.

For wrong classification of materials delivered, the load will be reclassified or rejected by APSG and TMSG at the weigh-in bridge. For any subsequent wrong classification, SGO/SO Rep will review the cases and impose suspension on Users' source site if necessary.

All attempts at illegal dumping of unacceptable materials classified as Waste Materials of Section 4.0 shall be reported to NEA (PCD) who shall take appropriate legal action against the offender.

#### **6.5 Traffic Management**

The indicative traffic flow at APSG and TMSG is illustrated in Annex 7.1 and Annex 7.2. The Users shall read this manual to understand the procedures of the staging ground to prevent any unforeseen issues arising during the delivery.

All truck drivers shall comply with the speed limit within APSG and TMSG, i.e. 15km/h. Truck drivers should lower the window screen when within APSG and TMSG at all times so that the traffic marshals are able to direct them. All truck drivers are not allowed to alight from their truck within APSG and TMSG unless required (e.g. to unlatch the tail flap). Drivers are not allowed to remove material stuck to the deck of trucks within APSG and TMSG, and trucks should leave the Staging Grounds immediately after disposing their loads at the designated areas and after weighing out at the weighbridges. Deliberate discharging of earth at non-designated areas within East Staging Grounds will result in the User being suspended from APSG and TMSG. Trucks entering APSG and TMSG must be in good condition.

Should any truck break down at the junction to APSG and TMSG or anywhere along the access road or within APSG and TMSG, the SGO will activate a tow truck to move the broken-down trucks to the designated lay-by or break down areas to prevent a build-up of traffic. It is the User's responsibility to remove any broken-down trucks from APSG and TMSG as soon as possible.

In case of queue build-up due to sudden surge, barge breakdown, weighbridges' system problem etc., the SGO and traffic controller will activate the mitigating measures to control the queue length. The truck driver must follow the signals given by the traffic controllers for the implementation of the mitigation measures. Please refer to Annex 7.1 and Annex 7.2 for more information of the mitigation measures for East Staging Grounds.

In case of queue build-up or any damages caused due to the traffic accident by the User's truck at the junction to APSG and TMSG and anywhere along the access road or within APSG and TMSG, the SGO will take immediate measures to rectify the situation and inform the relevant parties. All cost for the rectification and any follow-up works shall be borne by the User.

The driver should strictly follow the instruction given by the traffic controller and avoid nuisance behavior e.g. overtaking or cut queue.

## **6.6 General Nuisance**

SGO have the right to turn away trucks at APSG and TMSG entrance that are likely to cause disruption to operation e.g., major spillage within the staging ground. SGO will look out for trucks with poorly fastened tailgate, overloaded with watery soft clay material, leakage of muddy water from the truck etc. Such trucks will be turned away from APSG and TMSG to forestall and prevent any disruption to the efficient operation of East Staging Grounds.

For security issues, only the designated driver is allowed access into APSG and TMSG. Personnel other than the truck driver within the truck would not be allowed to enter the staging ground beyond the guard house. Personnel who come to staging ground for other matters should register at the guard house before entry. The guard house is located right after the main gate.

Users may be suspended from future usage of East Staging Grounds if their trucks and truck drivers cause frequent disruption to the smooth operation of the staging ground such as, amongst others, fighting and quarrelling within the staging grounds.

Truck drivers shall refrain from littering and illegal unloading of excavated material along the final stretch of Aviation Park Road and along public roads in the vicinity leading to the TMSG. Warning letters and subsequent actions would be taken against Users whose truck drivers litter or unload excavated material along these roads.

## **6.7 Penalties**

As part of APSG and TMSG operations, SGO/HDB SO Rep conducts regular monitoring of lorry movement via the VTS system to check that Users are not delivering materials from unapproved or unauthorized source sites. Please refer to Annex 9 for the definition for "Unapproved and Unauthorized Source Sites" and "Tampering with Geo-Fence of Source Sites".

Any delivery of excavated materials from unapproved or unauthorized source sites shall constitute a serious offence and such actions will not be condoned at East Staging Grounds.

Below are the penalties for breaching the operation guidelines of East Staging Grounds and the E-Token procedures.

Delivery from Unapproved Source Site

Offence	Penalty
1 <sup>st</sup> Offence	Warning Letter to be sent out to User
2 <sup>nd</sup> Offence	All Source Sites under the User will be banned for 2 weeks from making deliveries to East Staging Grounds
3 <sup>rd</sup> Offence	All Source Sites under the User will be banned for 3 weeks from making deliveries to East Staging Grounds
4 <sup>th</sup> Offence	All Source Sites under the User will be banned for 4 weeks from making deliveries to East Staging Grounds

Delivery from Unauthorized Source Site / Tampering with Geo-Fence of Source Site

Offence	Penalty
1 <sup>st</sup> Offence	Warning Letter to be sent out to User
2 <sup>nd</sup> Offence	Source Site, i.e. the source site which the E-Token was generated for, will be banned for 1 week from making deliveries to East Staging Grounds
3 <sup>rd</sup> Offence	Source Site, i.e. the source site which the E-Token was generated for, will be banned for 2 weeks from making deliveries to East Staging Grounds
4 <sup>th</sup> Offence	All Source Sites under the User will be banned for 2 weeks from making deliveries to East Staging Grounds

Penalties for Dump Truck found to have travelled from source site to their assigned East Staging Ground via Restricted Roads, including Loyang Avenue and Nicoll Drive.

Offence	Penalty
1 <sup>st</sup> Offence	Warning Letter to be sent out to User
2 <sup>nd</sup> Offence onwards	<p>Immediate Rejection at Weigh-In Bridge for Dump Truck found to have travelled from source site to their assigned East Staging Ground via Restricted Roads, including Loyang Avenue and Nicoll Drive.</p> <p>Dump Truck rejected at the Weigh-In Bridge will strictly not be allowed to enter East Staging Grounds to unload the excavated earth materials.</p>

For other offences that are also deemed to breach East Staging Grounds' procedures and regulations but not listed above, appropriate punitive actions will be taken against them at the discretion of HDB and HDB SO Rep.

## **6.8 Power Failure**

When power failure occurs, an SMS and an email will be sent to all Users to inform on the utilization of the manual chit provided in Annex 10 of this User Manual, until the power supply resumed.

Users are required to complete Part 1 of Manual Chit for the lorry drivers to give to the weigh-in bridge operators. The trucks with incomplete or blank Manual Chit shall be rejected. Part 3 of the Manual Chit will be returned to the lorry driver prior to exiting APSG and TMSG.

## 7.0 Charges and Payment Procedures

### 7.1 Disposal Fee

HDB shall charge a disposal fee for the use of APSG and TMSG. The fees are based on the classification of the materials. The fees for disposal of Good Earth and Soft Clay shall be at S\$1.20 per ton (before GST) and S\$5.00 per ton (before GST) respectively. The fee for soft clay incorporates an allowance for the MPA dumping fee. The sum to be charged for the Disposal Fee shall be based on per metric ton.

#### Delivery Rates

Spoil Type	Delivery Rates (before GST)
Soft Clay	\$5.00/ton
Good Earth	\$1.20/ton

Note: The disposal fee is subject to 7.0% GST or prevailing rates and may be subjected to changes.

HDB had appointed DINERSPAY PTE. LTD. (DINERSPAY) to collect disposal fees from Users for material delivered to East Staging Grounds. DINERSPAY will be the Staging Ground Fee Agent (SGFA) for East Staging Grounds.

### 7.2 GIRO Application

Users are required to register for a Giro account with DINERSPAY to facilitate the electronic fee collection system for the payments of their disposal fees at East Staging Grounds. First-time applicants would be required to register with DINERSPAY through a web-based portal <https://www.dinersclub.com.sg/DINERSPAY/hdbsg>. The Users shall submit the relevant details in the system accordingly. All Users who deliver material to East Staging Grounds are required to sign up for GIRO with DINERSPAY. The GIRO form can be download from DINERSPAY website (<https://www.dinersclub.com.sg/DINERSPAY/hdbsg>).

Users are able to make payment for their disposal fees via cashiers' order, cheque or bank transfer for 2 months from the date of final approval. Delivery from Users' source sites will be suspended if the GIRO account is not ready 2 months after the final approval.

### 7.3 Bank/Insurance Guarantee

The User shall provide the SGFA with a Bank/insurance Guarantee ("Guarantee") (Please refer to Annex 5) which shall be valid for the intended duration of use of the APSG and the TMSG by the User. No delivery of material shall be allowed upon expiry of the Bank/insurance Guarantee. The Guarantee's shall remain valid for an additional 4 months after the expiry date of delivery and must be executed by one of the financial institutions (Banks, Insurance companies) approved by MAS. The list can be obtained from the website. The value of the Guarantee shall be equivalent to the peak delivery charges of any 2 months (subject to a minimum of \$10,000/-) and shall be subject to the approval of the SGFA. Users are to submit their BG/IGs within 2 weeks of the submission of the laboratory test reports.

Should the User require to commence delivery early before their BG/IG is approved, the User is then required to place a security deposit (equivalent to 2 months of peak delivery charges or \$10,000, whichever higher) with DINERSPAY. The security deposit can be placed with DINERSPAY via bank transfer, cheque or cashiers' order. DINERSPAY Users shall note that this is subjected to the User submitting and meeting the passing criteria for the laboratory heavy metal test results.

Submission of BG/IG to DINERSPAY is still required within 1 month from the date of the Conditional Approval to avoid their source sites being suspended from delivery to East Staging Grounds even with the security deposit. The security deposit will not be used to offset any invoice amounts and will be returned in full amount to the User within 30 days from submission of the BG/ IG to SGFA.

The User can only commence delivery of approved excavated materials at APSG and TMSG after receiving confirmation that status had been changed to Active.

Users are advised to plan the delivery schedule and to closely monitor the delivery quantity of each source site. Users will be advised to increase the Banker's Guarantee amount when the delivery quantity and unpaid amount (including any unpaid invoice amount whichever overdue or not and delivered amount after the last invoice to certain date) reaches 65%.

Once the delivery quantity and unpaid amount (including any unpaid invoice amount whichever overdue or not and delivered amount after the last invoice to certain date) exceed 75% of Banker's Guarantee, the User's source site will be suspended from making delivery to APSG and TMSG. User is advised to closely monitor and ensure that the total unpaid amount (including any unpaid invoice amount whichever overdue or not and delivered amount after the last invoice to certain date) does not exceed 75% to avoid being suspended from making delivery to APSG and TMSG.

Users shall be allowed to resume delivery of material when the delivery quantity and unpaid amount (including any unpaid invoice amount whichever overdue or not and delivered amount after the last invoice to certain date) does not exceed 75% of Banker's Guarantee.

Users shall note that it is his sole responsibility to ensure timely payment of all invoices to DINERSPAY to ensure 75% of Banker's Guarantee is not exceeded, regardless of whether User has successfully received any reminders or letters to make payment.

#### **7.4 Payment Method**

The User shall be billed on the 1st and the 15th day of each month. Payment mode is to be made through GIRO to the SGFA.

The User shall ensure that there are sufficient funds in his account for deduction of invoice amount through GIRO at the end of the 30-days payment term as indicated in the invoice.

#### **7.5 Payment Period**

The dates for the invoices issued by the SGFA are on the 1<sup>st</sup> and 15<sup>th</sup> day of each month. All Users will be given 30 calendar days from their invoice date to make payment for the delivery charges. Users shall ensure that there are sufficient funds in his account for deduction of



invoice amount through GIRO at the end of the 30-days payment term as indicated in the invoice. After the 30 calendar days payment period, if there are insufficient funds in his account for deduction of invoice amount through GIRO, the outstanding invoice amount shall be considered as late payment. The following actions would be taken by DINERSPAY for any cases of late payments:

- (a) Payment is not made after 30 calendar days (the stipulated due date) from Invoice Date.
  - Late payment interest rate of 7.5% per year will be imposed on the outstanding invoice amount. The late payment interest amount will only appear in the next invoice once the outstanding payment is made.
  - A letter or reminder will be sent to the User to advise him to make payment of the outstanding invoice amounts by Day 45. Otherwise, the User will be suspended from delivering excavated material from this particular source site.
- (b) Payment is not made after 45 calendar days from Invoice Date.
  - User will be suspended from delivering excavated material from the particular source site from Day 46 onwards.
  - Late payment interest rate of 7.5% per annum will be imposed on the outstanding invoice amount.
  - A letter or reminder will be sent to the User to advise him to make payment by Day 60. Otherwise, the User will be suspended from delivering excavated material from all his source sites and his Bank/Insurance Guarantee for the source site will be called.
- (c) Payment is not made after 60 calendar days from Invoice Date.
  - The User will be suspended from delivering excavated material from all his source sites;
  - User's Bank/Insurance Guarantee of the project will be called on or after Day 61.

Users shall note that it is his sole responsibility to ensure timely payment of all invoices to SGFA for delivery of excavated material by ensuring that there is sufficient fund in his account for deduction of invoice amount through GIRO, regardless of whether User has successfully received any reminders or letters to make payment. For payment of invoices beyond 30 days from invoice date, Users shall inform the SGFA immediately to make payment via bank transfer or once there is sufficient fund in his account for deduction of invoice amount through GIRO, so that the invoice can be cleared in a timely manner, and the late payment interest will not continue to accrue.

Late payment interest rate per annum can be subjected to changes.

All suspension to delivery of excavated material to HDB's Staging Grounds will be reviewed after payments of all outstanding invoices were received.

## **7.6 Payment Procedure**

All Parties shall adhere to the following payment procedure: -

- Users will be billed fortnightly based on the amount of material delivered to APSG and TMSG for the period of 2 weeks before the bill date. The information will be compiled by SGFA. An invoice for each source site, together with the relevant two-weekly summary of the material delivered during that period, will be issued by SGFA. Please

refer to Annex 8 for a sample of the receipt and Annex 11 for a sample of two-weekly summary.

As stated before, the Bank/Insurance Guarantee that the Users are requested to submit shall be based on the information given in the Users' application on the basis that such guarantees should be sufficient to cover two months' peak delivery of individual source site. In order to monitor the outstanding payments of Users in comparison to the amount covered by the Bank/Insurance Guarantee, the following procedure shall apply:

1. The monetary value of the soft clay/good earth delivered by Users including the soft clay/good earth delivered after the last invoice issued would be closely monitored.
2. Delivery rate of individual User shall be monitored closely. Should the rate of delivery be likely to exceed the amount covered by the Bank/Insurance Guarantee, the respective Users shall be notified that they should top up the Bank/Insurance Guarantee so that the outstanding balance shall not exceed 75% of the amount covered by the Bank/Insurance Guarantee. User can contact DINERSPAY to make payment for issued invoices or make advance payment to bring down the BG percentage.
3. The outstanding balance due to the SGFA shall not exceed 75% of the amount covered by the Bank/insurance Guarantee at any point of time. Failure to act according to Item 2 above would result in the User being suspended from making delivery to APSG/TMSG with immediate effect. Users shall be allowed to resume delivery of materials to APSG/TMSG if and only if they comply to act accordingly to Item 2 above.

Barring of any User shall be carried out most reluctantly and as a last resort. Therefore, Users are strongly advised to settle whatever outstanding payments quickly to avoid having their outstanding balances exceeding 75% of the amount covered by the Bank/Insurance Guarantee.

## 8.0 Frequently Asked Questions

- **Is APSG and TMSG operational on Sundays and public holidays?**

APSG and TMSG operate from Monday to Saturdays and on alternate Sundays. They are also closed on public holidays. The operational hours are shown in the table below.

Day	Good Earth Operational hours
Mon-Sat	7:00am-8:00pm
Sun	Not in Operation

Day	Soft Clay Operational hours
Mon-Sat	7:00am-8:00pm
Alternate Sun	7:00am-5:00pm

Users can refer to the closure schedule for APSG and TMSG published at <https://eaststaginggrounds.com.sg/> for more information.

The operational hours may be subjected to changes.

- **What is the procedure for arranging an extension to the daily operational hours of the APSG and the TMSG?**

The User must forward a written request by email, to the SGO 4 weeks in advance of the required extension. The request shall explain why longer operational hours is required and provide the project delivery rate by hours. HDB SO Rep / SGO shall review the extension request and notify the User of his decision in writing.

- **What period of notice shall the SGO give the Users of non-operational days?**

The SGO shall notify Users of non-operational day at least 7 calendar days before. However, this is dependent upon prior notification from the relevant authorities.

- **Who carries out soil sampling and testing? Is soil sampling and testing mandatory before delivery?**

Soil sampling is carried out jointly with HDB SO Rep/SGO from the respective East Staging Ground. Testing is necessary for heavy metal criteria and soil classification purposes.

For HDB projects where the above tests have been carried out in advance, HDB SO Rep will review the soil investigation bore log and heavy metal test results submitted to determine if joint sampling and testing is required.

- **Is joint sampling required for applications for additional quantities, extension and reclassifications?**

Please see the tables below for the requirements for additional sampling for various application types.

Case	Additional Sampling Required?	Remarks
Extension of Time (EOT)	No	Within the previous sampled area

		Within the same profile as the previous sampled area No additional quantity required
--	--	---

Table 5.2a: Requirements for Additional Sampling for Application for Extension of Time

Case	Additional Sampling Required?	Remarks
Additional Quantity	Case by Case	Reviewed by HDB SG based on the following considerations: i. Sampling record ii. Not within the previous sampled area iii. Not within the same profile as the previous sampled area

Table 5.2b: Requirements for Additional Sampling for Application for Additional Quantities

Case	Additional Sampling Required?	Remarks
Reclassification of GE to SC	No	No additional quantity required i. Within the previous sampled area ii. Within the same profile as the previous sampled area
Reclassification of GE to SC (No SC applied previously)		
Reclassification of SC to GE	Yes	Additional quantity required i. <u>Not within</u> the previous sampled area ii. <u>Not within</u> the same profile as the previous sampled area
Reclassification of SC to GE (No GE applied previously)		Reclassification test required

Table 5.2c: Requirements for Additional Sampling for Application for Reclassification

- **What type of material would be rejected?**

Waste and contaminated materials will be rejected for disposal at East Staging Ground(s). Please refer to Sections 4.1 4.2, 4.3 and 4.4 for more information on these materials.

- **Who decides if a load is rejected at APSG and TMSG?**

The following scenarios may occur:

- The weighbridge operator may reject a load if the E-Token details are not correct.
- The User shall note that mixed spoils may be rejected from disposing at APSG and TMSG by HDB SO Rep/SGO.
- For wrong classification of materials delivered, the load will be rejected by APSG and TMSG at the weighbridge. For any subsequent wrong classification, the User will be barred from using APSG and TMSG.

- d) Reclassification from Good Earth to Soft Clay can only occur if there is approved Soft Clay for the particular project.
  - e) If there are any discrepancies with the records and/or E-Token, the truck shall be rejected.
  - f) If the truck travels from restricted roads to APSG and TMSG.
- **What is the tracking device to be installed in the truck used for?**

Tracking devices are to be installed in trucks delivering material to APSG and TMSG as they would provide useful information to optimize the staging ground operations and to ensure that authorities' requirements for the staging ground have been met. The information obtained from the tracking devices are as follows:

  - Cycle time (from entrance to exit of APSG and TMSG)
  - No. of trucks arriving at the staging ground on an hourly basis
  - Time travelled from each project site
  - Travelling along restricted roads
- **Who would have access to view the truck movement?**

HDB and relevant authorities, HDB SO Rep and Staging Ground Operator (SGO) would have access to view the truck movement data.
- **Why are only selected companies' registered vendors? If we have tracking devices/ vehicle tracking system from other vendors, would it be all right?**

Currently, these companies have shown that they are able to integrate with the vehicle tracking system (VTS) platform set up by the SGO. Please let us know which VTS company you have engaged and inform them that we would contact them. Once the VTS company confirmed that they are able to integrate with the VTS platform set up by our SGO, we would require you to request them to liaise with us to ensure that your trucks can be seen on the VTS Platform before delivery to East Staging Grounds can be made. For VTS companies that are unable to integrate with the VTS Platform, please ensure that your trucks are installed with tracking devices from the registered VTS vendors.
- **Are Users allowed to request for a change to their allocated staging ground?**

Users will be allocated to APSG or TMSG based on capacity of the staging grounds. Users will not be allowed to request for a change in the allocated staging ground.
- **How are source sites assigned to a staging ground for disposal of excavated materials?**

Source sites would be allocated a staging ground according to the available capacity at the staging grounds.
- **Is there an expiry for the E-Tokens and can they be generated daily?**

The validity of the E-Tokens will expire at 11:59pm daily. Each E-Token has to be utilized first before generating the next E-Token.
- **Are there any additional administrative procedures for Bankers' Guarantee and invoicing in case of major events which requires Users to be diverted from one staging ground to another?**

No additional administrative application or submission will be required from Users during major events which require Users to be diverted from one staging ground to another.

- **Can Users get advanced information to apply for Bank/Insurance Guarantee?**  
Users can call or email to DINERSPAY for advanced information on Bank/Insurance Guarantee amount.
- **Can payments be made by cheque?**  
All payments shall be made via GIRO to DINERSPAY, unless pending GIRO approval process..
- **What can be done to request for urgent commencement of delivery prior to BG submission?**  
Should the User require to commence delivery early before their BG/IG is approved, the User is then required to place a security deposit (equivalent to 2 months of peak delivery charges or \$10,000, whichever higher) with DINERSPAY. The security deposit can be placed with DINERSPAY via bank transfer, cheque or cashiers' order. Users shall note that this is subjected to the User submitting and meeting the passing criteria for the laboratory heavy metal test results.  
DINERSPAY
- **Is a Giro account compulsory under the new fee collection system operated by DINERSPAY?**  
Users are allowed to commence delivery without a Giro account. All payments shall be made via cashier's order/cheque/bank transfer. User will be suspended if the GIRO account is not ready 2 months after the final approval.
- **What do I do if there are changes to my GIRO bank account?**  
Please contact [staging\\_operations@dinersclub.com.sg](mailto:staging_operations@dinersclub.com.sg) to inform on the change of your bank account details.
- **Where can I find other enquiries' answer regarding DINERSPAY?**  
DINERSPAY has a web portal ([www.dinersclub.com.sg/DINERSPAY/hdbsg](http://www.dinersclub.com.sg/DINERSPAY/hdbsg)) for new User registration form and GIRO form download. DINERSPAY has also listed down the FAQs in their web portal. User may submit their enquiry online to DINERSPAY as well. DINERSPAY

## 9.0 Annexes

9.1	Document Checklist and Confirmation Templates	Annex 1
9.2	Application Procedures (Flow Chart)	Annex 2
9.2A	GIRO Application Form	Annex 2A
9.3	GPS/VTS Vendor List for East Staging Grounds	Annex 3
9.4	Template for Letter of Undertaking	Annex 4
9.5	Template for Bank/Insurance Guarantee	Annex 5
9.6	Map and Layout of APSG/TMSG	Annex 6
9.7	Layout Plan of Queuing Area/Weighbridges	Annex 7
9.8	Sample of Receipt	Annex 8
9.9	Definition for Unapproved and Unauthorized Source Sites, and tampering with Geo-Fence of Source Sites	Annex 9
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9.11	2 Week Billing Summary of Materials	Annex 11

## Annex 1 – Document Checklist and Confirmation Templates

### **Document Checklist for New Application**

- ☐ Email from Developer/Developer’s Consultant to HDB SO Rep on contract details, delivery period, volume, confirmation of no mixing of unacceptable material (Please refer to Template in the next page);
- ☐ Projected delivery schedule with commencement date of 2 weeks from date of application – company letterhead, authorized name, signed, company stamp;
- ☐ Clear site layout plans indicating the site access (with coordinates of the site boundary OR names of abutting roads) and other relevant construction drawings in title block;
- ☐ SI Log for HDB Projects only;
- ☐ Name and email address of Project Director/Project Coordinator for Government Projects only.

Note: Application will be rejected if submission is incomplete. User to re-apply with full set of above documents.



### **Confirmation Template for New Application**

Draft Confirmation Email Template for Developer/Developer's Consultant to send to HDB SO Rep.  
The emails are as follows:

[jiayun.chua@surbanajurong.com](mailto:jiayun.chua@surbanajurong.com)

[yongjia.toh@surbanajurong.com](mailto:yongjia.toh@surbanajurong.com)

[banosong.katherine@surbanajurong.com](mailto:banosong.katherine@surbanajurong.com)

[sumyat.mon@surbanajurong.com](mailto:sumyat.mon@surbanajurong.com)

[asmah.chew@surbanajurong.com](mailto:asmah.chew@surbanajurong.com)

Dear Sir,

SUBJECT: (Project Title) – Application for Delivery to HDB Staging Ground(s)

We are the (Developer/Developer's Consultant engaged by Developer) for the project, "(Project Title)".

The contract details are as follows:

Main Contractor:

Contract period: (dd mmm yyyy) to (dd mmm yyyy)

Sub Contractor [\*if required]:

Haulage Contractor:

Scope of works [\*pertaining to the application]:

Excavation for Oversite / Drains / Roads / Basement / Shafts / Borepile / Others: \_\_\_\_\_  
(Please indicate accordingly)

Estimated delivery period: (dd mmm yyyy) to (dd mmm yyyy)

Applied volume of Good Earth [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Applied volume of Soft Clay [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

We will ensure that the excavated materials that would be delivered to the HDB Staging Ground(s) would not have any material which are introduced into the soil, including bentonite, bentonite slurry, soil conditioner, etc, to ensure that the materials meet the quality standard that is acceptable for offshore infilling.

We will ensure that the excavated materials that would be delivered to HDB Staging Ground(s) would not have unwanted materials such as boulders, rocks, stones, building debris, domestic or industrial rubbish, man-made materials, logs, stumps, etc. to ensure that the materials meet the quality standards that is acceptable for offshore infilling.

We confirm that all documents provided by (Applicant) is correct.

We will ensure that our contractors comply with the requirements of HDB Staging Ground(s)' User Manual and coordinate with HDB, HDB's agent and/or other representatives of HDB to ensure the smooth operation of HDB Staging Ground(s).

\_\_\_\_\_  
[Signature of Developer/Developer's Consultant]

Name :

Designation :

Date :

**Document Checklist for Application of Additional Quantities**

- ☐ Email from Developer/Developer's Consultant to HDB SO Rep confirming the additional quantities, if the quantities of GE and SC differ from those applied for in the first application, confirmation of no mixing of unacceptable material (Please refer to the template in the next page)
- ☐ Revised monthly delivery schedule – company letterhead, authorized name, signed, company stamp;
- ☐ Clear site layout plans indicating the site access (with coordinates of the site boundary OR names of abutting roads) and other relevant construction drawings in title block;

Note: Application will be rejected if submission is incomplete. User to re-apply with full set of above documents.

### **Confirmation Template for Application of Additional Quantities**

Draft Confirmation Template for Developer/Developer's Consultant to send to HDB SO Rep  
The emails are as follows:

[jiayun.chua@surbanajurong.com](mailto:jiayun.chua@surbanajurong.com)  
[yongjia.toh@surbanajurong.com](mailto:yongjia.toh@surbanajurong.com)  
[banosong.katherine@surbanajurong.com](mailto:banosong.katherine@surbanajurong.com)  
[sumyat.mon@surbanajurong.com](mailto:sumyat.mon@surbanajurong.com)  
[asmah.chew@surbanajurong.com](mailto:asmah.chew@surbanajurong.com)

Dear Sir,

SUBJECT: (Project Title) – Application for Delivery to HDB Staging Ground(s)

We are the (Developer/Developer's Consultant engaged by Developer) for the project, "(Project Title)".

The contract details are as follows:

Main Contractor:

Contract period: (dd mmm yyyy) to (dd mmm yyyy)

Sub Contractor [\*if required]:

Haulage Contractor:

Scope of works [\*pertaining to the application]:

Excavation for Oversite / Drains / Roads / Basement / Shafts / Borepile / Others: \_\_\_\_\_ (Please indicate accordingly)

Estimated delivery period: (dd mmm yyyy) to (dd mmm yyyy)

Original Applied volume of Good Earth [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Original Applied volume of Soft Clay [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Revised Applied volume of Good Earth [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Revised Applied volume of Soft Clay [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

The reason for the additional quantities is due to \_\_\_\_\_ (reason) \_\_\_\_\_. [\*indicate accordingly]

We will ensure that the excavated materials that would be delivered to the HDB Staging Ground(s) would not have any material which are introduced into the soil, including bentonite, bentonite slurry, soil conditioner, etc, to ensure that the materials meet the quality standard that is acceptable for offshore infilling.

We will ensure that the excavated materials that would be delivered to HDB Staging Ground(s) would not have unwanted materials such as boulders, rocks, stones, building debris, domestic or industrial rubbish, man-made materials, logs, stumps, etc. to ensure that the materials meet the quality standards that is acceptable for offshore infilling.

We confirm that all documents provided by (Applicant) is correct.

We will ensure that our contractors comply with the requirements of HDB Staging Ground(s)' User Manual and coordinate with HDB, HDB's agent and/or other representatives of HDB to ensure the smooth operation of HDB Staging Ground(s).

\_\_\_\_\_  
[Signature of Developer/Developer's Consultant]

Name :

Designation :

Date :

**Document Checklist for Application of Extension of Quantities**

- ☐ Email from Developer/Developer's Consultant to HDB SO Rep on work extension, types of material, total quantity of expected materials and quantities of each type of expected materials to be delivered from the project site (Please refer to the template in the next page)
- ☐ Revised monthly delivery schedule – company letterhead, authorized name, signed, company stamp;
- ☐ Clear site layout plans indicating the site access (with coordinates of the site boundary or names of abutting roads) and other relevant construction drawings in title block;

Note: Application will be rejected if submission is incomplete. User to re-apply with full set of above documents.

### **Confirmation Email Template Application of Extension**

Draft Confirmation Email Template for Developer/Developer's Consultant to send to HDB SO Rep

The emails are as follows:

[jiayun.chua@surbanajurong.com](mailto:jiayun.chua@surbanajurong.com)

[yongjia.toh@surbanajurong.com](mailto:yongjia.toh@surbanajurong.com)

[banosong.katherine@surbanajurong.com](mailto:banosong.katherine@surbanajurong.com)

[sumyat.mon@surbanajurong.com](mailto:sumyat.mon@surbanajurong.com)

[asmah.chew@surbanajurong.com](mailto:asmah.chew@surbanajurong.com)

Dear Sir,

SUBJECT: (Project Title) – Application for Delivery to HDB Staging Ground(s)

We are the (Developer/Developer's Consultant engaged by Developer) for the project, "(Project Title)".

The contract details are as follows:

Main Contractor:

Contract period: (dd mmm yyyy) to (dd mmm yyyy)

Sub Contractor [\*if required]:

Haulage Contractor:

Scope of works [\*pertaining to the application]:

Excavation for Oversite / Drains / Roads / Basement / Shafts / Borepile / Others: \_\_\_\_\_ (Please indicate accordingly)

Original Estimated delivery period: (dd mmm yyyy) to (dd mmm yyyy)

Applied volume of Good Earth [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Applied volume of Soft Clay [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Revised delivery period: (dd mmm yyyy) to (dd mmm yyyy)

The reason for the extension of delivery period is due to \_\_\_\_\_ (reason) \_\_\_\_\_. [\*indicate accordingly]

We will ensure that the excavated materials that would be delivered to the HDB Staging Ground(s) would not have any material which are introduced into the soil, including bentonite, bentonite slurry, soil conditioner, etc, to ensure that the materials meet the quality standard that is acceptable for offshore infilling.

We will ensure that the excavated materials that would be delivered to HDB Staging Ground(s) would not have unwanted materials such as boulders, rocks, stones, building debris, domestic or industrial rubbish, man-made materials, logs, stumps, etc. to ensure that the materials meet the quality standards that is acceptable for offshore infilling.

We confirm that all documents provided by   (Applicant)   is correct.

We will ensure that our contractors comply with the requirements of HDB Staging Ground(s)' User Manual and coordinate with HDB, HDB's agent and/or other representatives of HDB to ensure the smooth operation of HDB Staging Ground(s).

\_\_\_\_\_  
[Signature of Developer/Developer's Consultant]

Name :

Designation :

Date :

**Document Checklist for Application of Reclassification of Quantities**

- ☐ Email from Developer/Developer's Consultant to HDB SO Rep confirming the additional quantities, if the quantities of GE and SC differ from those applied for in the first application, (Please refer to the template in the next page)
- ☐ Revised monthly delivery schedule – company letterhead, authorized name, signed, company stamp;
- ☐ Clear site layout plans indicating the site access (with coordinates of the site boundary or names of abutting roads) and other relevant construction drawings;

Note: Application will be rejected if submission is incomplete. User to re-apply with full set of above documents.

### **Confirmation Email Template Application of Reclassification of Quantities**

Draft Confirmation Email Template for Developer/Developer's Consultant to send to HDB SO Rep  
The emails are as follows:

[jiayun.chua@surbanajurong.com](mailto:jiayun.chua@surbanajurong.com)  
[yongjia.toh@surbanajurong.com](mailto:yongjia.toh@surbanajurong.com)  
[banosong.katherine@surbanajurong.com](mailto:banosong.katherine@surbanajurong.com)  
[sumyat.mon@surbanajurong.com](mailto:sumyat.mon@surbanajurong.com)  
[asmah.chew@surbanajurong.com](mailto:asmah.chew@surbanajurong.com)

Dear Sir,

SUBJECT: (Project Title) – Application for Delivery to HDB Staging Ground(s)

We are the (Developer/Developer's Consultant engaged by Developer) for the project, "(Project Title)".

The contract details are as follows:

Main Contractor:

Contract period: (dd mmm yyyy) to (dd mmm yyyy)

Sub Contractor [\*if required]:

Haulage Contractor:

Scope of works [\*pertaining to the application]:

Excavation for Oversite / Drains / Roads / Basement / Shafts / Borepile / Others: \_\_\_\_\_ (Please indicate accordingly)

Estimated delivery period: (dd mmm yyyy) to (dd mmm yyyy)

Original Applied volume of Good Earth [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Original Applied volume of Soft Clay [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Revised Applied volume of Good Earth [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

Revised Applied volume of Soft Clay [\*indicate accordingly]: \_\_\_\_\_ m<sup>3</sup>

The reason for the reclassification of quantities is due to \_\_\_\_\_ (reason) \_\_\_\_\_. [\*indicate accordingly]

We will ensure that the excavated materials that would be delivered to the HDB Staging Ground(s) would not have any material which are introduced into the soil, including bentonite, bentonite slurry, soil conditioner, etc, to ensure that the materials meet the quality standard that is acceptable for offshore infilling.

We will ensure that the excavated materials that would be delivered to HDB Staging Ground(s) would not have unwanted materials such as boulders, rocks, stones, building debris, domestic or industrial rubbish, man-made materials, logs, stumps, etc. to ensure that the materials meet the quality standards that is acceptable for offshore infilling.

We confirm that all documents provided by  (Applicant)  is correct.

We will ensure that our contractors comply with the requirements of HDB Staging Ground(s)' User Manual and coordinate with HDB, HDB's agent and/or other representatives of HDB to ensure the smooth operation of HDB Staging Ground(s).

\_\_\_\_\_  
[Signature of Developer/Developer's Consultant]


Name :

Designation :

Date :

## Annex 2A – GIRO Application Form

Please download the GIRO application form at DINERSPAY website at <https://www.dinersclub.com.sg/DINERSPAY/hdbsg/downloads>. Users need to fill in the part as highlight in yellow and send back to DINERSPAY via [staging\\_operations@dinersclub.com.sg](mailto:staging_operations@dinersclub.com.sg).

APPLICATION FORM FOR INTERBANK GIRO			
DINERSPAY PTE. LTD. 7500E Beach Road The Plaza #03-201 Singapore 199595 Tel: 6416 0887			
<b>PART 1 : To Be Filled By User</b>			
Bank Name: _____	(a) I/We hereby instruct you to process DINERSPAY's instructions to debit my/our account.		
Bank Account No: _____	(b) You are entitled to reject DINERSPAY's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.		
Account Holder Name (as in bank/financial company account): _____	(c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through DINERSPAY.		
Billing Organisation: <b>DINERSPAY PTE. LTD.</b>	(d) For submission details, email a scanned copy of the form to: <a href="mailto:hdbsg_operations@dinersclub.com.sg">hdbsg_operations@dinersclub.com.sg</a> . Then, submit an original hard copy via the Business Reply Slip, courier to the reception or deposit into the letterbox at the above address.		
My / Our Contact (Tel / Fax): _____	(e) By submitting this form and signing hereunder, I confirm that the personal data submitted is true and accurate and that I consent to the collection, use, disclosure and sharing of this data by DINERSPAY for purposes reasonably required to process my application as set out in DINERSPAY's Data Protection Policy.		
Bank Branch Code: _____	My/Our company making GIRO payments: _____		
Bank Swift Code: _____	My/Our Signature(s)/Thumbprint(s)* & Company Stamp: _____		
My/Our Company Being Billed: _____	(As in Financial Institution's records) _____ Date _____		
<b>Part 2 : For Official Use Only</b>			
Name of Party to be credited: <b>DINERSPAY PTE. LTD.</b>			
SWIFT BIC	Bank Account	DDA Reference Number	
DBSSSGSGXXX	0725154979		
SWIFT BIC	A/C No. to be debited		
<hr/>			
<b>PART 3 : To Be Filled By Financial Institution</b>			
To: DINERSPAY PTE. LTD. 7500E Beach Road The Plaza, #03-201 Singapore 199595		Account Holder's Name _____	
SWIFT BIC		Bank Account	
DBSSSGSGXXX		0725154979	
SWIFT BIC	A/C No. to be debited		
DDA Reference Number			
Verified by Billing Organisation		Name of Approving Officer _____ Signature _____	
		& Date _____	
To: The Billing Organisation			
This application is hereby <b>REJECTED</b> (please tick*) for the following reason(s):			
<input type="checkbox"/> Signature/thumbprint* differs financial institution's records			
<input type="checkbox"/> Wrong Account Number			
<input type="checkbox"/> Signature/thumbprint* incomplete/unreadable			
<input type="checkbox"/> Amendments not countersigned by customer			
<input type="checkbox"/> Account operated by signature/thumbprint*			
<input type="checkbox"/> Others _____			
* For thumbprint, please go to the branch with your identification. If None, delete where applicable.			



### Annex 3 – GPS/VTS Vendor List for East Staging Grounds (List updated as of Mar 2022)

Please find the list of GPS/VTS List that have successfully integrated with VTS platform of East Staging Grounds.

S/No	GPS/VTS Vendor	Company Name	Email	Contact No.
1	CarTrack	Cartrack Technologies South East Asia Pte Ltd	support.sg@cartrack.com	6255 4151
2	logisfleet	LogisFleet Pte. Ltd.	Support@logisfleet.com tech-support@logisfleet.com	6552 0668 / 8686 3486
3	Cutech	Cutech Infocomm Solutions Pte Ltd	enquiry@cutechgroup.com	6665 0187
4	Elecom	ELECOM MARKETING PTE LTD	sales@elecom.com.sg	6553 5030 / 6353 9031
5	Eztrack	EZtrack Solutions Pte Ltd	WeeXiang@eztrack.com.sg	6909 5527
6	IDEE infocom	IDEE INFOCOM PTE LTD	info@idee.sg	6293 6461 / 6293 8761
7	ITrack	Pivotal Pte Ltd	sales@itrack.com.sg	6726 2851
8	Overdrive	Overdrive IOT Pte Ltd	chris@overdrive.sg	6950 0890
9	Quantum	Quantum Inventions Pte Ltd	sales@qi.sg	6794 2591
10	SKY	Skyfy Technology Pte Ltd	victor@skyfy.com.sg	6727 7627
11	SmartTrax	Smartrax International Pte Ltd	contact@smartraxglobal.com	6484 8600
12	V3 Teletech	V3 Teletech Pte Ltd	sales@v3teletech.com	6488 4176
13	W-Locate	W-Locate Pte Ltd	sales@w-locate.com	6259 6972

Staging Ground Users are free to approach any of the above listed GPS / VTS vendors for installation of the GPS tracking devices.

## Annex 4 – Template for Letter of Undertaking

(Company's Letterhead)

### UNDERTAKING

TO: THE HOUSING AND DEVELOPMENT BOARD ("HDB")

SINGAPORE

In consideration of your approving our application, by way of your letter dated **(date of conditional approval letter)**, and allowing us to commence disposal activities at HDB Staging Ground(s), we, **[NAME OF APPLICANT]** of **[ADDRESS]**, hereby unconditionally agree and undertake as follows:

1. We shall deposit with DINERSPAY PTE LTD a Bank/Insurance Guarantee executed by an approved financial institution in favour of DINERSPAY PTE. LTD. (DINERSPAY) in accordance with the requirements set by DINERSPAY ;
2. We shall take all reasonable and necessary steps to ensure that we will only dispose of good earth or soft clay collected by us from our construction activities at **(Title of Development)** to HDB Staging Ground(s);
3. We shall pay to DINERSPAY all fees and charges imposed by DINERSPAY on or before the due dates for payment;
4. We shall comply with all the requirements of the User Manual and all directions or guidelines that may from time to time be given by HDB, HDB's agent or other representatives of HDB.
5. DINERSPAY shall be entitled to make a call on the Bank/Insurance Guarantee without reference to us if any payment is not received by DINERSPAY by the payment due date;
6. We shall fully indemnify you and keep you fully indemnified at all times against any losses, costs, expenses or damages that you may sustain or incur as a result of, in connection with or arising whether directly or indirectly from your granting us access to and use of HDB Staging Ground(s);
7. We shall not hold you liable for any losses, costs, expenses or damages that we may sustain or incur as a result of, in connection with or arising whether directly or indirectly from your granting us access to and use of HDB Staging Ground(s);

SIGNED for and on behalf of

---

[name of User]

Name :

Designation :

Date :

## Annex 5 – Template for Bank Guarantee/Insurance Guarantee

Bank Name/ Branch

Branch Address

To: DINERSPAY PTE. LTD.  
7500E BEACH ROAD  
#03-201 MERLIN HOTEL/PLAZA  
SINGAPORE 199595

**LETTER OF GUARANTEE NO. xxxxxx FOR SGD xxxxx**

### **BANK/INSURANCE GUARANTEE FOR FEE COLLECTION BY DINERSPAY FOR HDB STAGING GROUND**

---

This Guarantee is given the [ ] day of [ ] 20[ ] (Two Thousand and [ ]) by [Name of Guarantor] of [Address of Guarantor] (“Guarantor”)

IN FAVOUR OF the DINERSPAY PTE. LTD.

7500E BEACH ROAD

#03-201 MERLIN HOTEL/PLAZA

SINGAPORE 199595 ( “DINERSPAY” )

### WHEREAS

1. DINERSPAY is appointed by the Housing and Development Board, Singapore (“HDB”) to manage the collection of fees at the HDB Staging Grounds.
2. HDB has agreed at the request of [Name of User] (“User”) to allow the User to enter and use HDB Staging Ground(s) for disposal of earth collected by the User from its construction activities at [Title of Development or otherwise advised].
3. The User is required by an Undertaking dated [date of Letter of Undertaking] signed by the User to furnish DINERSPAY with a Bank/Insurance Guarantee for an amount equivalent to the peak delivery charges of any 2 months.

4. DINERSPAY has at the request of the Guarantor agreed to accept a guarantee on the terms set out below.

#### THE GUARANTOR AGREES AS FOLLOWS

1. The Guarantor irrevocably agrees and undertakes to pay to DINERSPAY forthwith without any condition or protest upon each demand made in writing by DINERSPAY to the Guarantor the sum demanded up to a maximum of Singapore Dollars **XXX (S\$XXX/-)**.
2. The Guarantor shall not be discharged or released from this Guarantee by any arrangement made between DINERSPAY and the User with or without the Guarantor's notice or consent or by any alteration to the obligations undertaken by the User or by any forbearance whether as to amount, time, performance or in any other way.
3. This Guarantee shall take effect from the date hereof and shall remain in full force and effect until **[To insert date: one month after approved delivery period]**. Notwithstanding the foregoing, any claim or demand presented by DINERSPAY within three(3) months of the expiry of this Guarantee shall be valid and binding upon the Guarantor.
4. This Guarantee is non-assignable.
5. This Guarantee shall be governed by and construed in accordance with the laws of the Republic of Singapore and all parties shall submit to the jurisdiction of the courts of the Republic of Singapore

Dated this  day of  20

Signed by **[Bank officers]** )

**[Designation]** )

For and on behalf of )

**[Name of Guarantor]** )

## Annex 6.1 – Map and Layout of Aviation Park Staging Ground

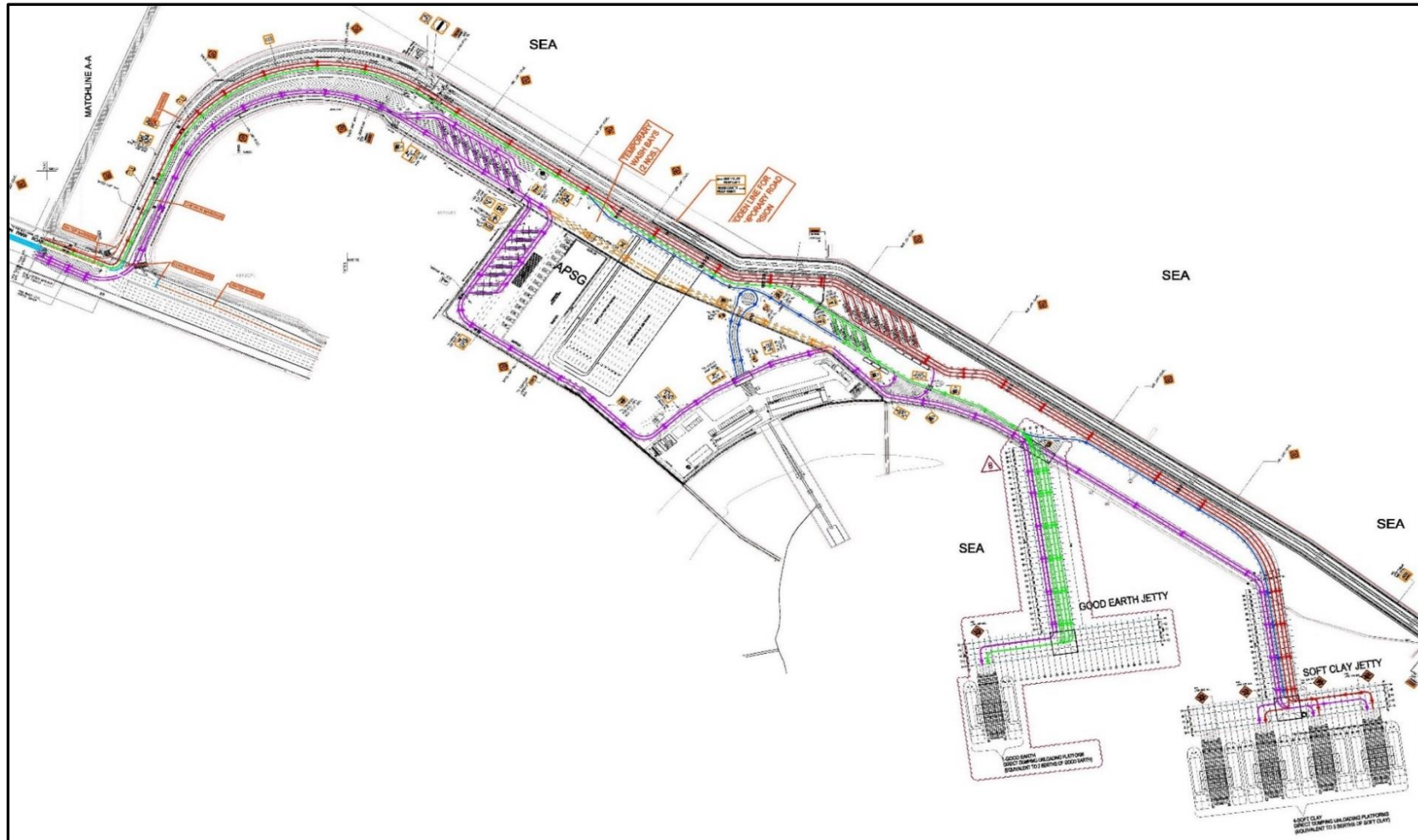


Figure A6.1 Layout of Aviation Park Staging Ground

## Annex 6.2 – Map and Layout of Tanah Merah Staging Ground

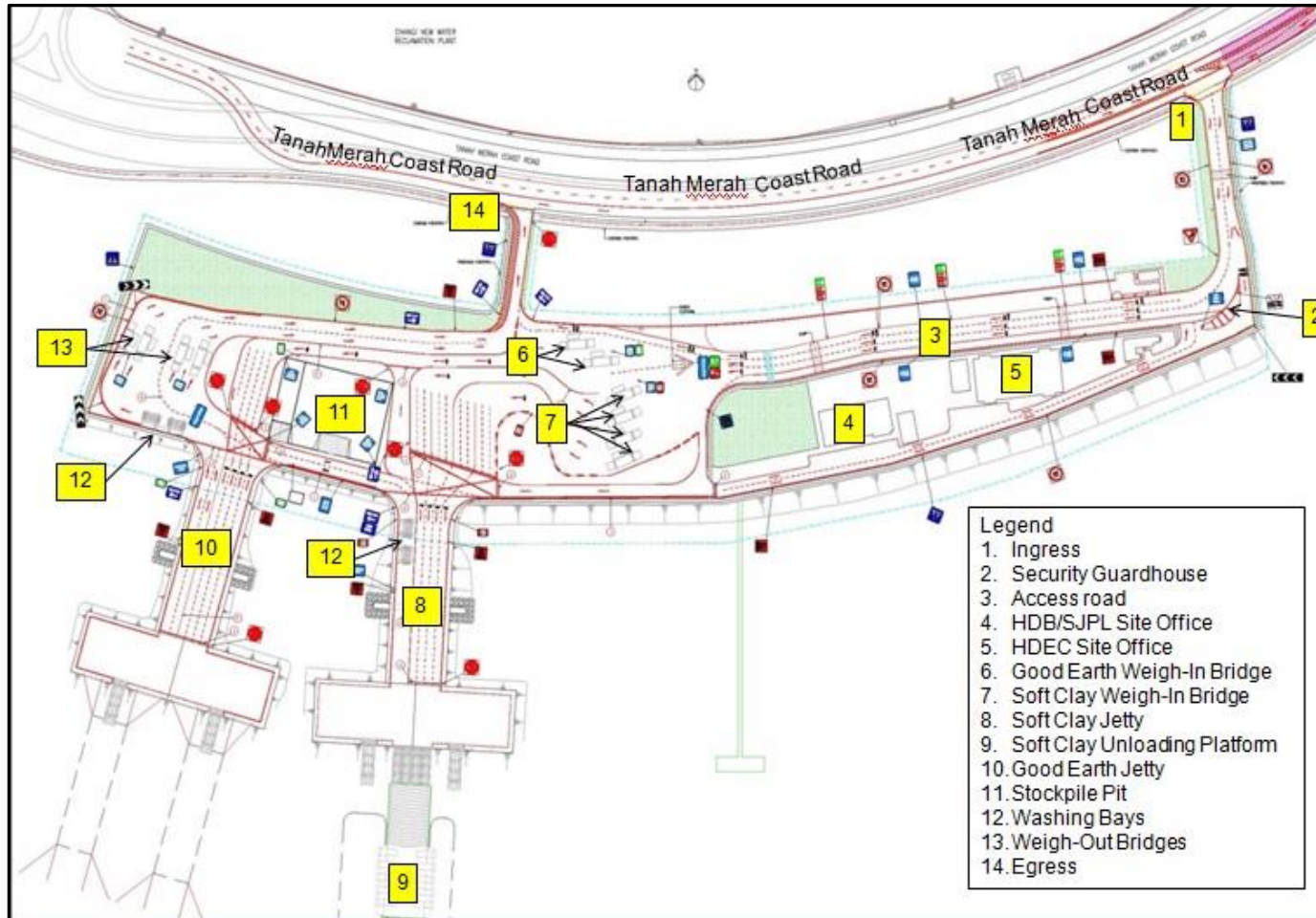


Figure A6.2 Layout of Tanah Merah Staging Ground



## Annex 7.1 – Layout of APSG Queuing Area/Weighbridges



Figure A7.1.1 Map of Queue Area



Figure A7.1.2 Map of Weigh-in Bridges

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## Annex 7.2 – Layout of TMSG Queuing Area/Weighbridges

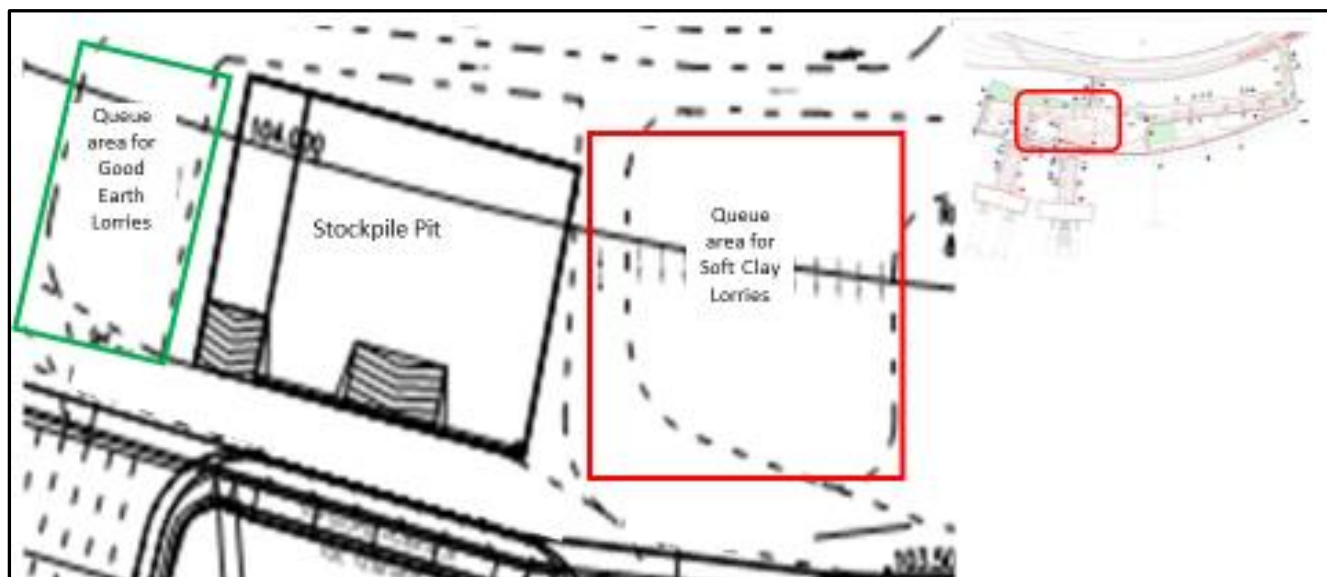


Figure A7.2.1 Map of Queue Area for Good Earth and Soft Clay Lorries

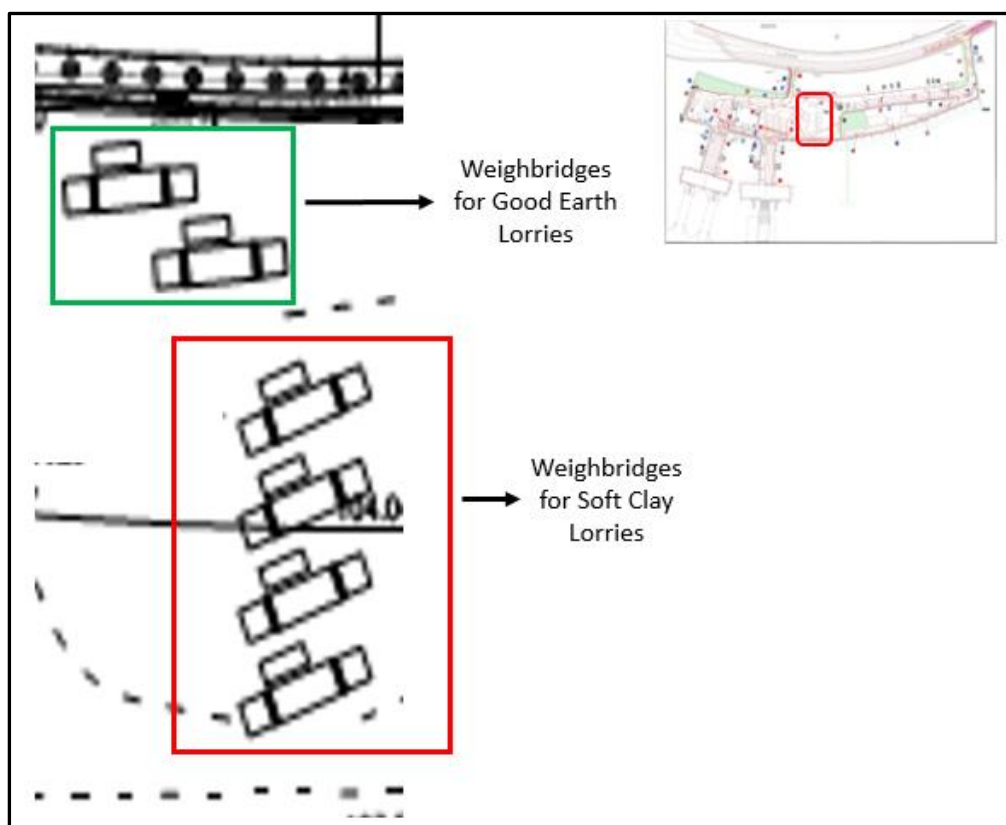


Figure A7.2.2 Map of Weigh-In Bridges

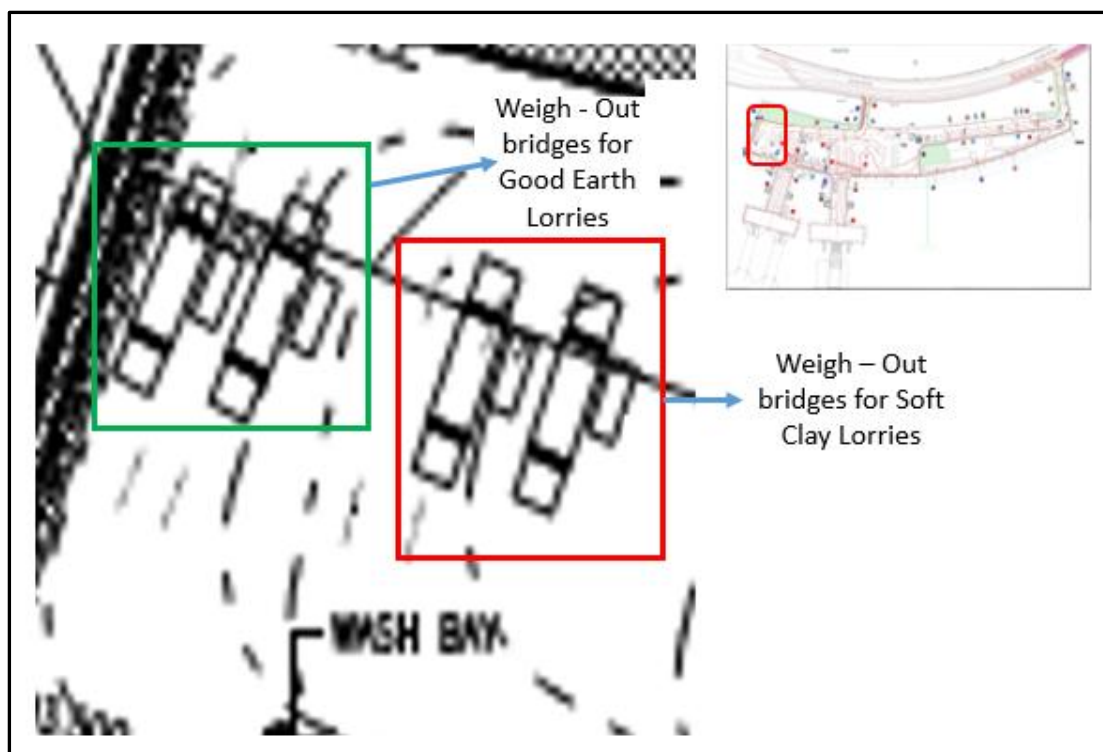


Figure A7.2.3 Map of Weigh-Out Bridges

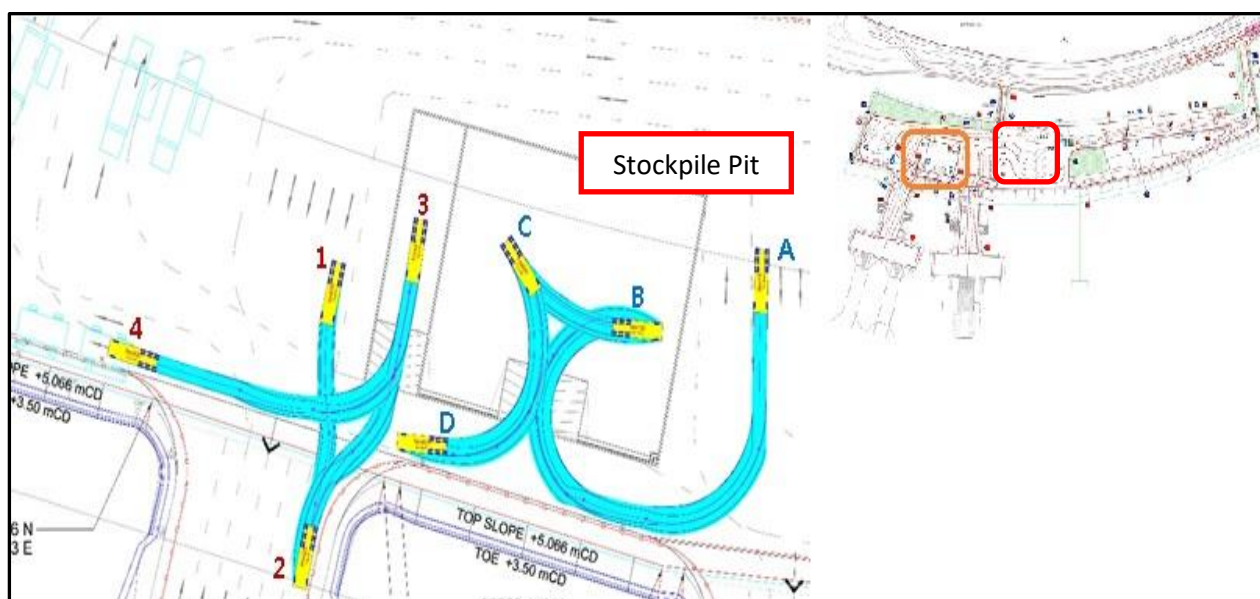


Figure A7.2.4 Traffic movement plan for Activation of holding stockpile pit for soft clay lorries (A-D) and good earth lorries (1-4)

## Annex 8 – Sample Receipt

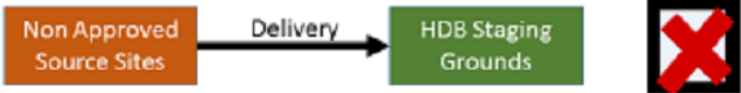

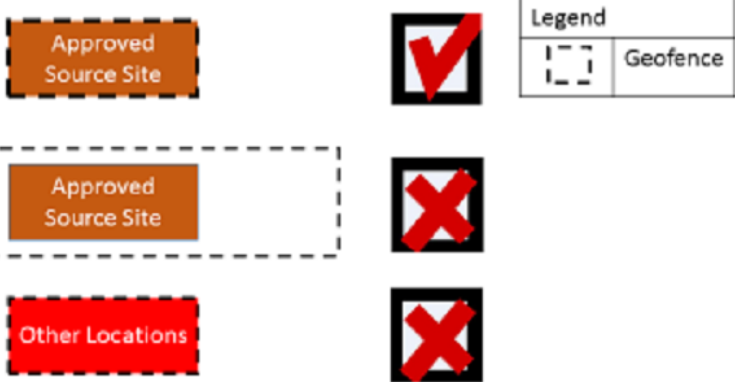
<b>TMSG</b>	
Ticket No:	
Printed Date: 25/05/2015	
Token : W533201505230003	
Veh No: XB1234D	
Source: W533	
Material: GOOD EARTH	
Date In:	23/05/2015 23:52:32 hrs
Weight In:	28,500 kg
Date Out:	hrs
Weight Out:	0 kg
Net Weight: 28,500 kg	
Remarks:	
***** • This is computer generated No signature required *****	



<b>APSG</b>	
Ticket No : L47000101010	
Printed Date : 07/03/2022 03:42:43 PM	
Token : APSG:W7000000000000000000	
Veh No : XD00700	
Source : APSG:W70000	
Material : GOOD EARTH	
Date In:	07/03/2022 03:21:22 PM
Lane In:	20 Weight In: 27.24 T
Date Out:	07/03/2022 03:42:43 PM
Lane Out:	4 Weight Out: 12.37 T
Net Weight : 14.87 T	
Remarks : null	
----- This is computer generated, no signature required -----	

Figure A9.1 Sample of Receipt

## Annex 9 – Definition for Deliveries from Unapproved and Unauthorized Source Sites, and tampering with Geo-Fence of Source Sites

Terms	Definition
Delivery from Unapproved Source Site	<p>User making delivery to HDB Staging Grounds from source sites that were not approved.</p> 
Delivery from Unauthorized Source Site	<p>User sending materials from approved source site but making delivery to HDB Staging Ground that were not assigned to the said source site.</p> 
Tampering of Geofence Locations of Source Sites	<p>User making changes to the Geofence that result in difference from the Geofence that was submitted for the approved source site during application, without the approval from SJC/SGO.</p> 

## Annex 10 – Manual Chit - APSG

Manual Disposal Ticket			
Serial No.:	APSG - - -		
Date of Source Site Entry:	Date of Source Site Exit:		
Time of Source Site Entry:	Time of Source Site Exit:		
 <b>TOA - SAMSUNG C&amp;T JOINT VENTURE</b> 			
AVIATION PARK STAGING GROUND			
APSG SITE CODE:	SPOIL TYPE:	SC	GE
SOURCE SITE LOCATION:			
HAULAGE CONTRACTOR:			
ISSUED BY:	SIGNATURE OVER PRINTED NAME		
REMARKS:			
<b>Reminders:</b> 1. SPEED LIMIT WITHIN APSG IS 15km/h. 2. PLEASE FOLLOW TRAFFIC RULES & REGULATIONS AT ALL TIMES. 3. PLEASE BE POLITE TO ALL WEIGHBRIDGE OPERATORS AND TRAFFIC CONTROLLERS. 4. PLEASE RESPECT & CONSIDER OTHER DRIVERS. 5. STRICTLY NO FIGHTING ON SITE.			

MANUAL CHIT

Serial No: TMSG-WBIN \_\_\_\_ / SC / GE / \_\_\_\_



Part 1: To Be Completed by User

COMPANY NAME:	
HAULAGE CONTRACTOR:	
TMSG SOURCE SITE CODE:	VEHICLE NO:
DATE OF DELIVERY:	TIME OF SOURCE SITE EXIT:
TYPE OF MATERIAL: SOFT CLAY / GOOD EARTH	

Part 2: To Be Completed by Staging Ground Operator

TYPE OF MATERIAL: SOFT CLAY / GOOD EARTH / REJECT	
DATE OF DELIVERY:	
TIME IN:	HR : MIN
WEIGHT IN:	TON
TIME OUT:	HR : MIN
WEIGHT OUT:	TON
REMARKS: Reject due to:	

Reminder: Please pass the completed Manual Chit to the Weighbridge Operator in the weighbridge.  
Please circle the correct spoil material type.

Signature

User \_\_\_\_\_ Lorry Driver \_\_\_\_\_ Weighbridge Operator \_\_\_\_\_

MANUAL CHIT

Serial No: TMSG-WBIN \_\_\_\_ / SC / GE / \_\_\_\_



Part 3: To Be Completed by Staging Ground Operator

TYPE OF MATERIAL: SOFT CLAY / GOOD EARTH / REJECT	
DATE OF DELIVERY:	
TIME IN:	HR : MIN
WEIGHT IN:	TON
TIME OUT:	HR : MIN
WEIGHT OUT:	TON
REMARKS: Reject due to:	

Reminder: Thank you driver, please return this copy to WB out for exchanging receipt.

User \_\_\_\_\_ Lorry Driver \_\_\_\_\_ Weighbridge Operator \_\_\_\_\_