# USER MANUAL

## FOR SUBMISSION PORTAL

Version:     1.0
Date:        27 January 2026

## Change Log

| Version | Date Updated | Remarks |
|---------|--------------|---------|
| 1.0 | 27 January 2026 | First Release |

# Contents

## 1. Getting Started

### 1.1 What is the CORENET X Submission Portal?
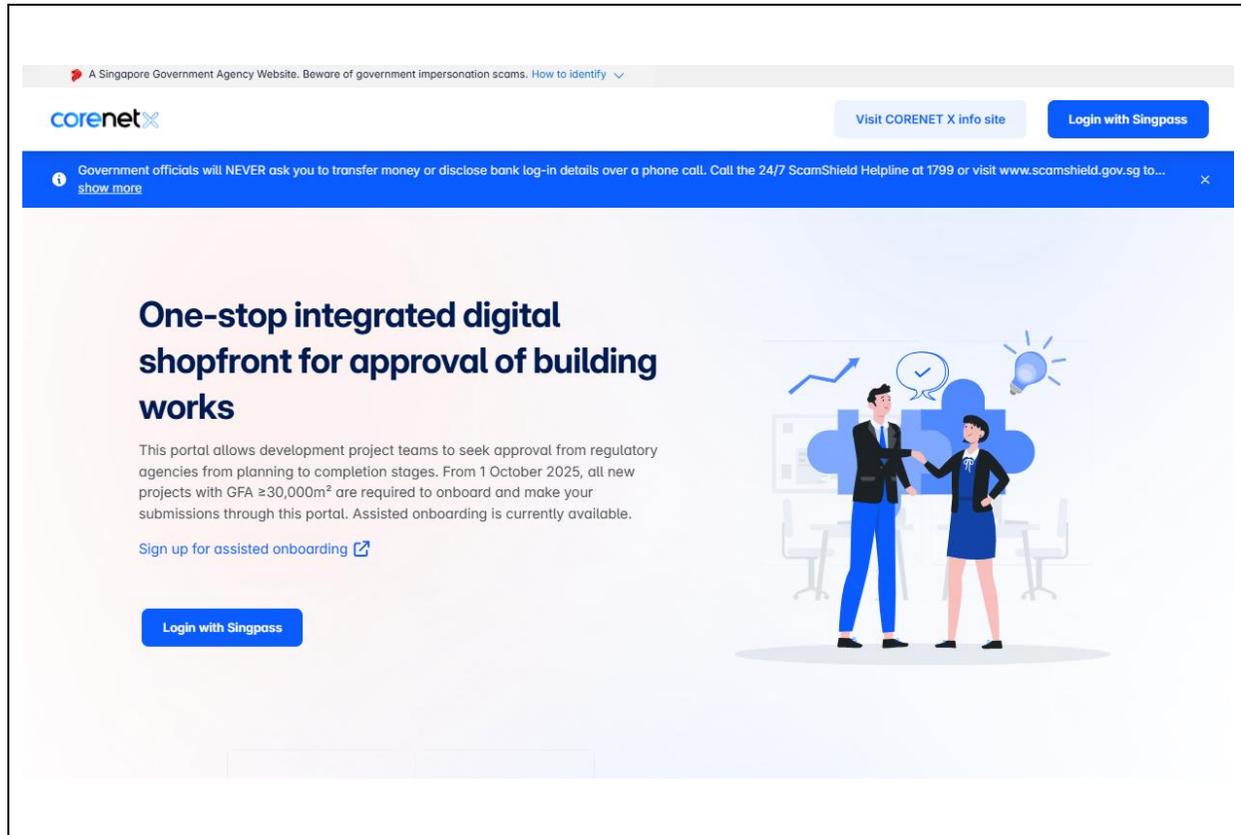


- The Submission Portal will replace CORENET 2.0 as the platform to make submissions to agencies for approvals.

- The Submission Portal is a web-based front-facing portal that industry practitioners and their assistants interact with to make submissions.

- It is developed through agile methodology that progressively delivers new features and improvements to enhance the system.

- The system is designed with users at its core, intended for a guided submission process.

## 1.2    Prerequisites

Please check that you have fulfilled the following requirements in order to access the Submission Portal:

- You have a Singpass Account.
- **If you are a Business user representing an organisation (i.e., Developer, Consultant, Builder, etc.), you should log in using Singpass for Business (Corppass)**. Your company's Corppass administrator will need to authorise you to access the e-service 'CORENET X Industry Portal' so that you may access the CORENET X Submission Portal. For more information on Corpass, please visit https://www.corppass.gov.sg/portal.

### 1.3 User Roles in the CORENET X Submission Portal

There are two key system roles in CORENET X – the Project Coordinator and the Submission Coordinator.

| System Role | Description | Key Responsibilities |
|---|---|---|
| Project Coordinator | This role is usually assumed by the overall lead Qualified Person (QP) | • Create the project in Submission Portal<br>• Add/remove project members |
| Submission Coordinator (for joint submissions only) | This role is assumed by the QP who initiates the joint submission. | • Create joint submission, including selecting sections and schemes<br>• Assign project party to respective sections<br>• Initiate declaration for joint submissions (after all project parties have completed respective sections) |

The project members who can be added by the Project Coordinator are listed below. They can also assign assistants who can perform their duties on their behalf.

- Developer (Organisation)
- Developer (Individual)
- Architect
- Professional Engineer (Chemical)
- Professional Engineer (Civil)
- Professional Engineer (Electrical)

- Professional Engineer (Mechanical)
- Fire Safety Engineer
- Registered Surveyor
- Accredited Checker
- Licensed Builder
- Licensed Specialist Builder
- Licensed Plumber

- Specialist Accredited Checker
- Specialist Professional Engineer (Lift and Escalator)
- Specialist Professional Engineer (Geotechnical)

- Registered Inspector (A)
- Registered Inspector (M&E)
- Resident Engineer (C&S)
- Resident Engineer (M&E)

- Resident Technical Officer (C&S)
- Resident Technical Officer (M&E)
- Transport Consultant Other member (viewing rights only)

## 1.4    Understanding the Submission Workflow

A typical Project Team's Submission Workflow is shown below. Please refer to the Code of Practice for more information.

**Note:**

1. At each gateway submission, **payment must be made** and processed in full for agencies to start processing the submission (refer to Section 13)

2. After each gateway submission:
   - **Track the status of your submission** (refer to Section 14)

   - **Make resubmissions** to respond to Written Direction (refer to Section 15)

   - **Make amendment submissions** after clearance if needed (refer to Section 16)

3. **Apply for waivers** (refer to Section 19)

**1. Create Project in Submission Portal** (Refer to Section 7)

↓

**2. Carry out Pre-submission Consultations** (Refer to Section 10)

↓

**3. Submit for Demolition** (if applicable) (Refer to Section 11)

**4. Submit for Design Gateway** (Refer to Section 12)

**4. Submit for Direct Submission Process** (Refer to Section 12)

**4.1. Submit for Piling Gateway** (optional) (Refer to Section 12)

↓

**5. Submit Independent Submissions** (Refer to Section 17)

↓

**6. Submit for Construction Gateway** (Refer to Section 12)

↓

**7. Completion Gateway (TOP)** (Refer to Section 20)

11

**2.      Training Environment**

2.1      What is the Training Environment?



| | |
|---|---|
|  | **All users are strongly encouraged to try out the training environment before making a formal submission.**<br><br>The training environment replicates the CORENET X Submission Portal and allows you to explore the Portal's interface, functions and submission forms, before you make a formal submission.<br><br>Everyone may access the training environment at https://training.corenet.gov.sg/ Click here to access our guide to the training environment.<br><br>**Note**:<br>Please note that the training environment is intended for function exploration and process familiarization, not for real project submissions. Some features may be unavailable. |

## 2.2 Account registration for new users



1. All new users must sign up for an account.

2. Access the landing page at: https://training.corenet.gov.sg/

3. Click on "Login".

13

corenet x | Training environment

Log in to CORENET X training environment

CORENET X training environment allows you to explore the portal's latest features and functions, without using an actual project and project team.

Email

Send OTP

OTP

Verify and log in

Don't have an account? Sign up

4. If you do not have an account, please click on the "Sign up" button to create one.

14

**Sign up with your email address**

Name

Firm UEN

Firm name

**①**

Role

⌄

Registration no. (if applicable)

E.g. A2010 for Architect, E1020 for Professional Engineer etc

Email

**②**                                    Send OTP

OTP

**③**          **Verify and sign up**

Already have an account? Log in

5. Fill in your name, firm UEN, and firm name.

6. Select your role from the drop-down list – indicate "others" if your role is not listed.

7. You must provide an email address for verification purposes every time you log in. A One-Time Password (OTP) will be sent to your indicated email address.

8. Key in the OTP and click on "Verify and sign up" to complete the account registration process.

## 2.3　　　Login and User Profile Management

| | |
|---|---|
|  | 1.　Go to the landing page at: https://training.corenet.gov.sg/ <br><br> 2.　Click on "Login". |

16

**Log in to CORENET X training environment**



CORENET X training environment allows you to explore the portal's latest features and functions, without using an actual project and project team.

Email

| Send OTP |

OTP

| | | | | | |

**Verify and log in**

3. Key in the email address you have provided during registration.

4. An OTP will be sent to your email address.

5. Key in the OTP and click on "Verify and log in".

17

**Welcome**

This training environment mirrors the CORENET X Submission Portal and is set up to allow our industry users to explore the new functions and process, even without an actual project.

[View conditions and limitations of training environment](#)

**Access CORENET X training environment using the generated profile(s)**
Default profiles are generated below to allow you to access and to simulate the submission process. Please select the desired profile you wish to access the environment as by selecting "Use profile".
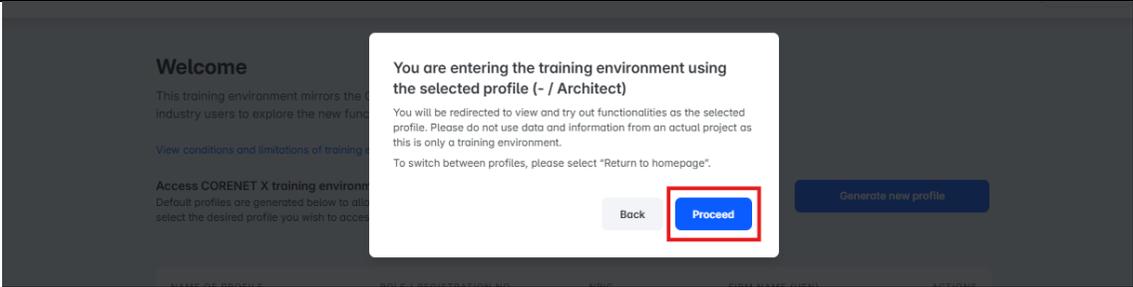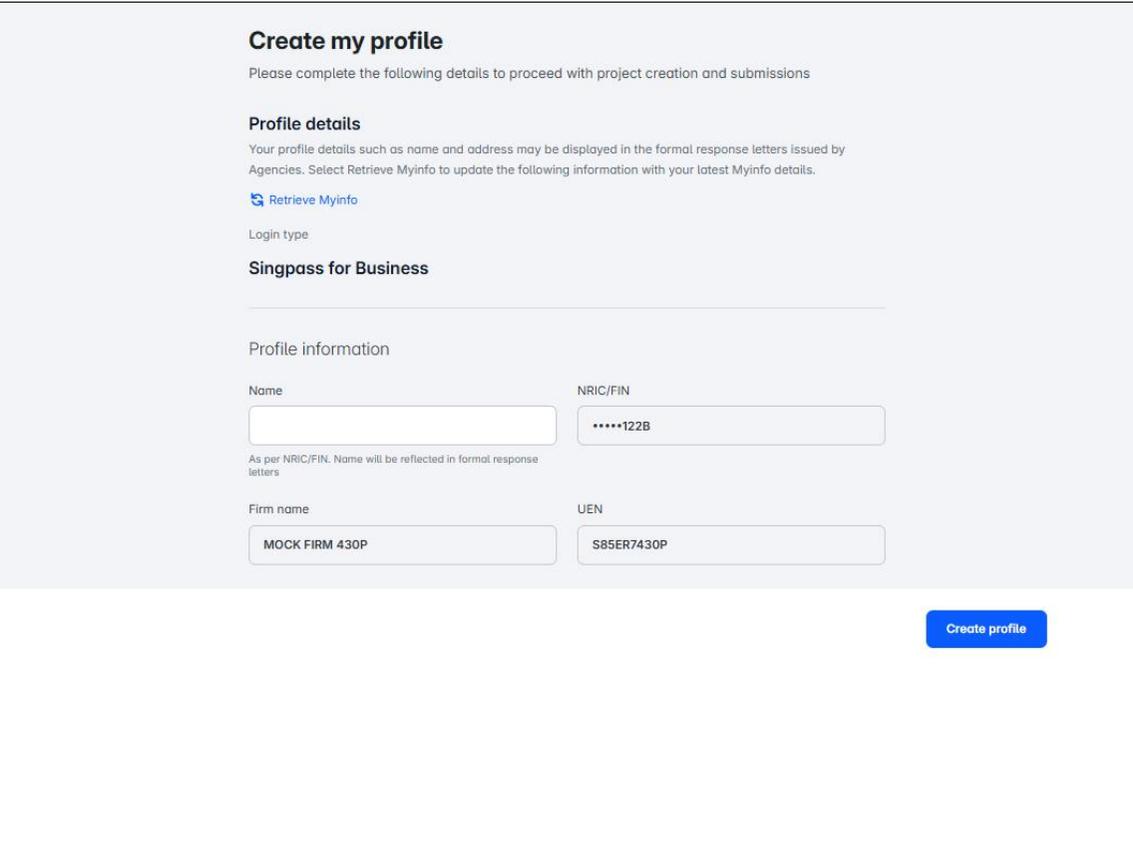
**Generate new profile**

| NAME OF PROFILE | ROLE / REGISTRATION NO. | NRIC | FIRM NAME (UEN) | ACTIONS |
|---|---|---|---|---|
| Archie Teng | Architect A0912 (BOA) | S1790912W | MOCK FIRM 430P S85ER7430P | Use Profile |
| Eugene Chia | Professional Engineer (Civil) E8431 (PEB) | S1768431R | MOCK FIRM 430P S85ER7430P | Use Profile |
| Deven Tan | Developer (Organisation) (Main acting personnel) - | S9579117V | MOCK FIRM 430P S85ER7430P | Use Profile |
| Bob Chin | Licensed Builder (Technical Controller) / Licensed Builder (Approved Person) GB6271 (BLS) | S7716271B | MOCK FIRM 430P S85ER7430P | Use Profile |

If you are logging in for the first time, the names will not be populated yet. For example:

| | | | | |
|---|---|---|---|---|
| Not available (Name will be updated once profile is used in the environment) | Architect A4122 (BOA) | S4784122B | MOCK FIRM 430P S85ER7430P | Use Profile |

6. Upon receiving the OTP and successfully logging in, you will see the training environment interface.

7. If you are logging in for the first time, you will see a few mock profiles such as Architect, Professional Engineer and Builder.

8. You may try out the different profiles by clicking on "use profile".

9. You may also generate new profiles for other project parties (e.g., Fire Safety Engineer, Resident Engineer) by clicking on "Generate new profile".

| | |
|---|---|
| Welcome<br><br>This training environment mirrors the C<br>industry users to explore the new func<br><br>View conditions and limitations of training e<br><br>Access CORENET X training environ<br>Default profiles are generated below to allo<br>select the desired profile you wish to acces<br><br>**You are entering the training environment using the selected profile (- / Architect)**<br><br>You will be redirected to view and try out functionalities as the selected profile. Please do not use data and information from an actual project as this is only a training environment.<br><br>To switch between profiles, please select "Return to homepage".<br><br>Back   **Proceed**<br><br>Generate new profile | 10. After clicking on "use profile", a pop-up window will appear to inform that you are entering the training environment with the selected profile.<br><br>11. Click on "Proceed". |
| **Create my profile**<br>Please complete the following details to proceed with project creation and submissions<br><br>**Profile details**<br>Your profile details such as name and address may be displayed in the formal response letters issued by Agencies. Select Retrieve Myinfo to update the following information with your latest Myinfo details.<br><br>🔄 Retrieve Myinfo<br><br>Login type<br>**Singpass for Business**<br><br>Profile information<br><br>Name<br>[            ]<br>As per NRIC/FIN. Name will be reflected in formal response letters<br><br>NRIC/FIN<br>[•••••122B]<br><br>Firm name<br>[MOCK FIRM 430P]<br><br>UEN<br>[S85ER7430P]<br><br>**Create profile** | 12. If you have selected the mock profile for the first time, you will be prompted to create a mock profile. This page mirrors the process of setting up your profile in the actual Submission Portal (see Section 3.3).<br><br>13. After filling in this form, you may complete setting up the mock profile by clicking on "Create profile".<br><br>**Tip**: Users are recommended to create profiles for different project roles to try out the different functionalities.<br><br>14. You may refer to the recording of our webinar in the Training Environment here. |

19

**3.** **Login to Submission Portal**

3.1 Login as Business User via Singpass for Business

All users are required to login to the CORENET X Submission Portal via Singpass: https://portal.corenet.gov.sg/.

Developers and licensed builders are required to log in through Singpass for Business. It is strongly encouraged for all other project members to do the same unless they are providing services in a personal capacity.
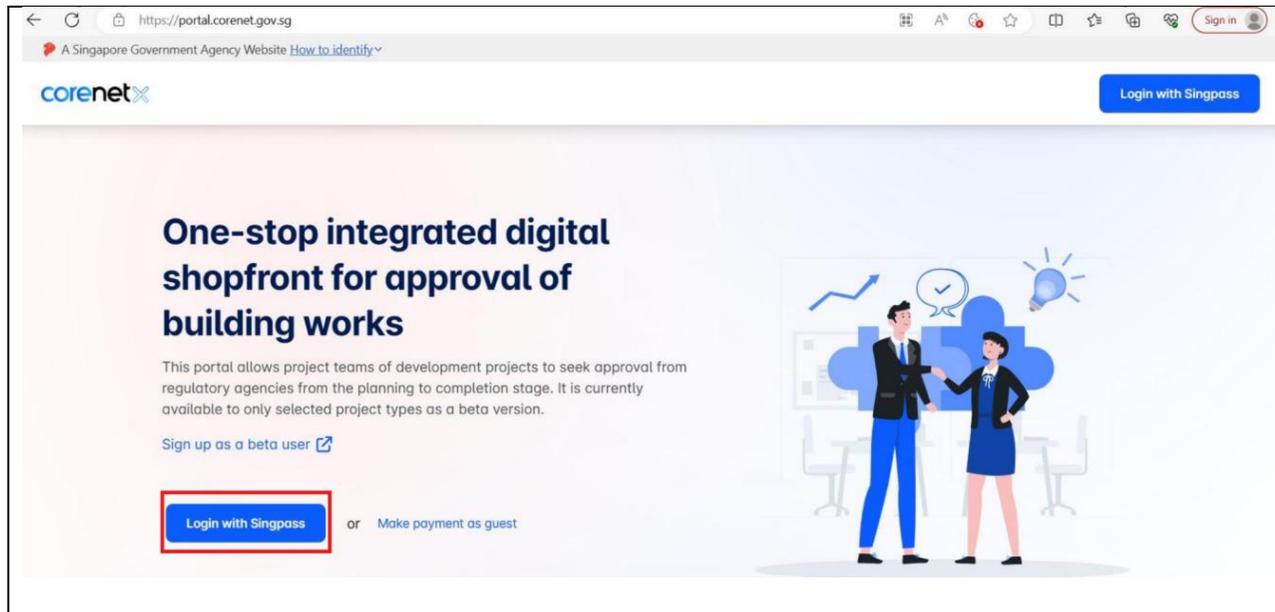
| | |
|---|---|
|  | 1. Click on the "Login via Singpass" button.<br><br>**Note**: Do ensure all project members using SingPass for Business are authorised to access the Submission Portal (refer to Section 1.2 for steps to set up Singpass for Business). |

2. Click on "Log in as Business".

3. For users registered under multiple CorpPass entities, you will be prompted to select the appropriate company on whose behalf you are logging in. Ensure that you choose the correct company to make or assist with submissions.

## 3.2 Login as Individual User via Singpass
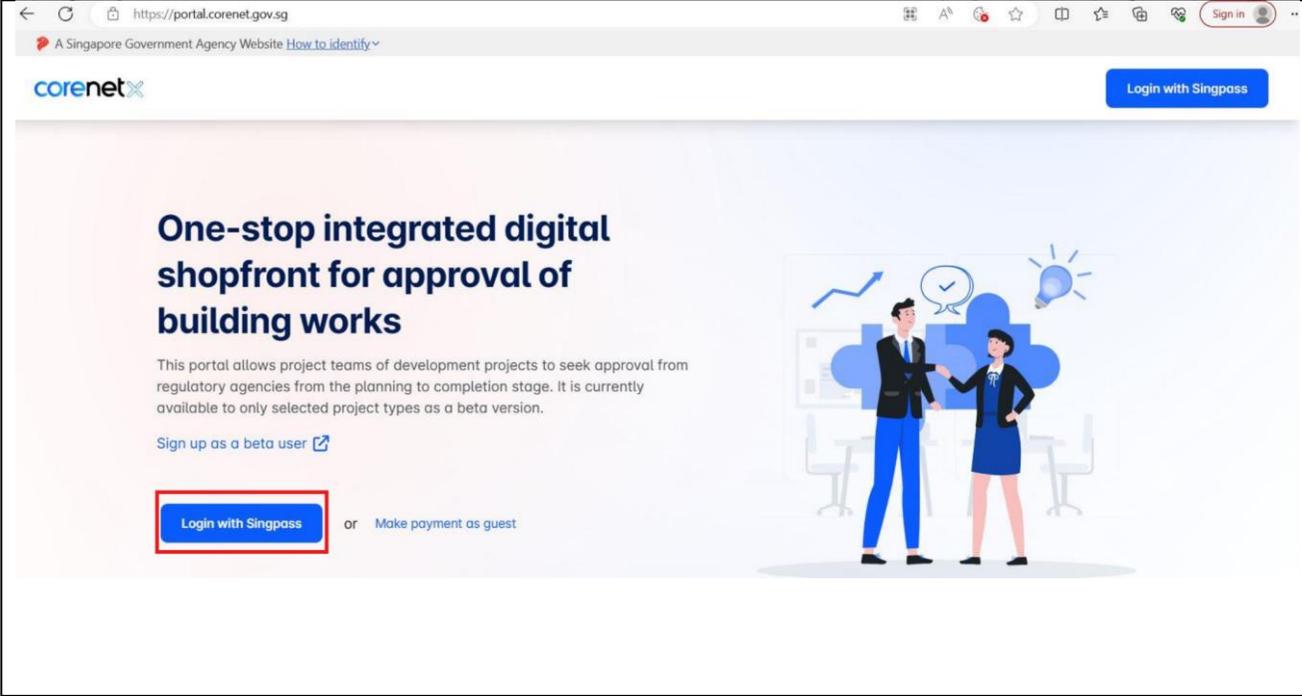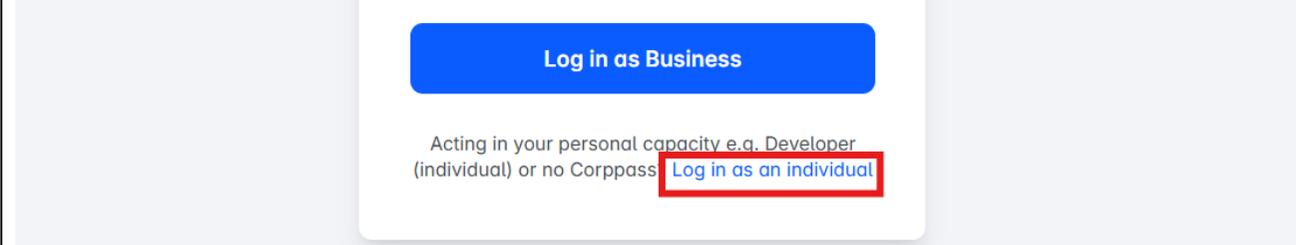
| | |
|---|---|
|  | 1. Click on the "Login via Singpass" button. |
|  | 2. If you are logging in as an individual (e.g., individual developer), please click on "Log in as an individual" |

3.3        Creating Your Profile (First-Time Login)



**Create my profile**

Please complete the following details to proceed with project creation and submissions

**Profile details**

Your profile details such as name and address may be displayed in the formal response letters issued by Agencies. Select Retrieve Myinfo to update the following information with your latest Myinfo details.

↺ Retrieve Myinfo

Login type

**Singpass for Individual**

Profile information

Name                                              NRIC/FIN

[                    ]                              [ •••••567A            ]

As per NRIC/FIN. Name will be reflected in formal response letters

Designation (optional)

[                    ]

**Creating your profile (action by new users)**

1. If you are logging in for the first time, you will be brought to the "Create my profile" page to create a profile.

2. You are encouraged to select "Retrieve Myinfo" to ensure the most accurate details are extracted in your preparation for submission.

3. Your particulars will be auto populated.

23

# Create my profile

Please complete the following details to proceed with project creation and submissions

## Profile details

Your profile details such as name and address may be displayed in the formal response letters issued by Agencies. Select Retrieve Myinfo to update the following information with your latest Myinfo details.

Login type

**Singpass for Individual**

## Profile information

Name

| JOHN TAN BENG SENG |

NRIC/FIN

| •••••765J |

Designation (optional)

| |

## Address

Postal code

| | Retrieve |

Building name

| - |

Road name

| - |

House/Block no.

Level no. (optional)     Unit no. (optional)

Address

Postal code

[                    ] Retrieve

e.g. 650539

Building name

[ Please select            ⌄ ]

Road name

[                          ]

House/Block no.

[          ]

Level no. (optional)

[          ]

Unit no. (optional)

[          ]

**Receive notifications via**

Primary email

[                          ]

☐ Use Myinfo email as my primary email

[ **Create profile** ]

4. You may specify your preferred primary email address to receive notifications for your projects.

**Tip**: If you have a project-specific email address, you may customise through your project member details within the specific project workspace. This can only be done by the individual users. If no project-specific email address is specified, the project notifications will be sent to the primary email address.

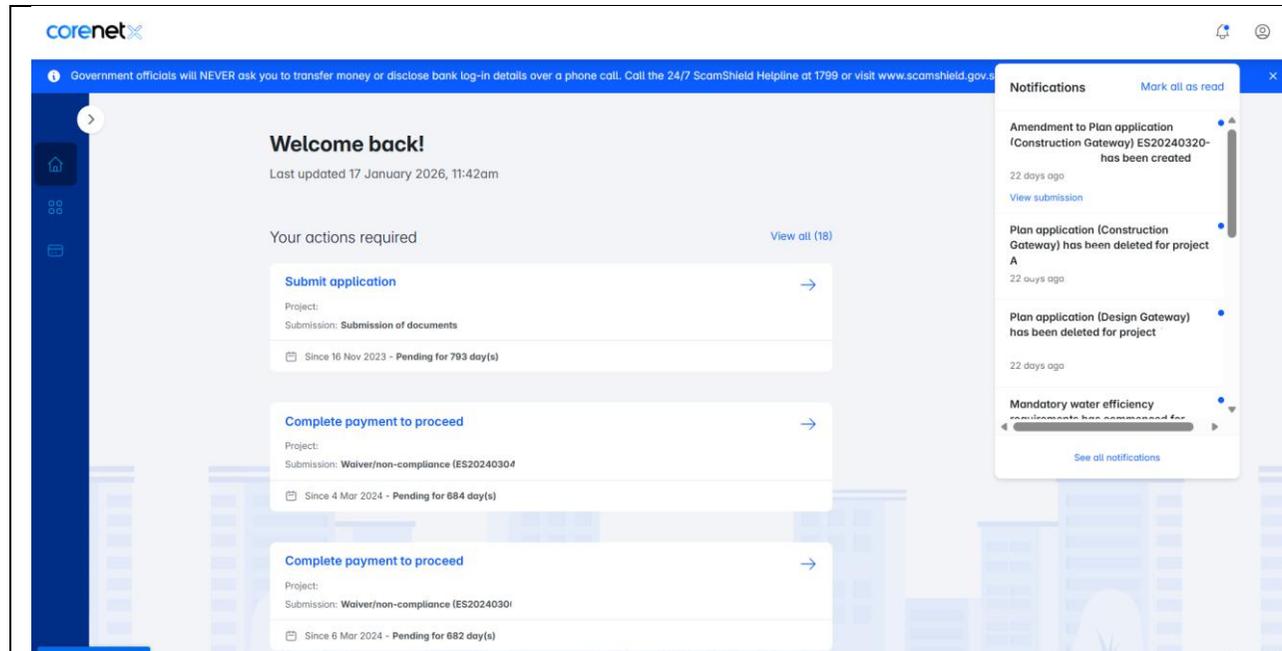5. After filling in all the details, click on "Create profile" to finish setting up your profile.

## 3.4 Updating Your Profile



1. Users may update their profile details any time after creating their profile.

2. Go to the "My projects" workspace. Your projects will be shown here.

3. Click on the top right icon and click on "My profile" to access your profile page.

4. You may proceed to update your profile details.

### 3.5 Managing System Notifications

| | |
|---|---|
| Address<br><br>Postal code<br><br>[           Retrieve ]<br>e.g. 650539<br><br>Building name<br>[ Please select    ▽ ]<br><br>Road name<br>[           ]<br><br>House/Block no.    Level no. (optional)    Unit no. (optional)<br>[   ]    [   ]    [   ]<br><br>**Receive notifications via**<br><br>Primary email<br>[           ]<br>☐ Use MyInfo email as my primary email | 1. The primary email is where system notifications will be sent.<br><br>2. Go to your profile page by following the steps in Section 3.4. |

27

3. Notifications are also accessible through the bell icon, which collates the items that are pending your action e.g. declaration, appointment which you may access directly through the link provided

28

**4.          Navigating the Submission Dashboard (First-Time Login)**



**Home Page – "Welcome back!" Page**

1. If you are logging in for the first time and have created your profile, you will be directed to the home page.

2. This will be the default landing page that you will be directed to when you login subsequently.

3. The homepage shows all the outstanding items requiring your attention, across all projects you are involved in.
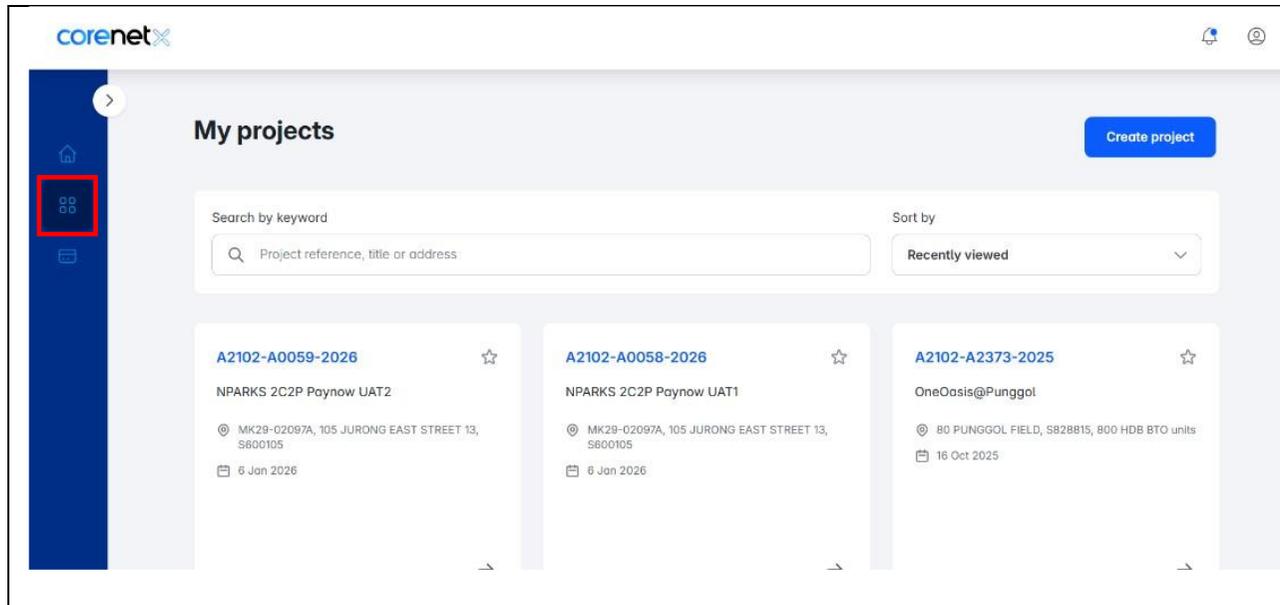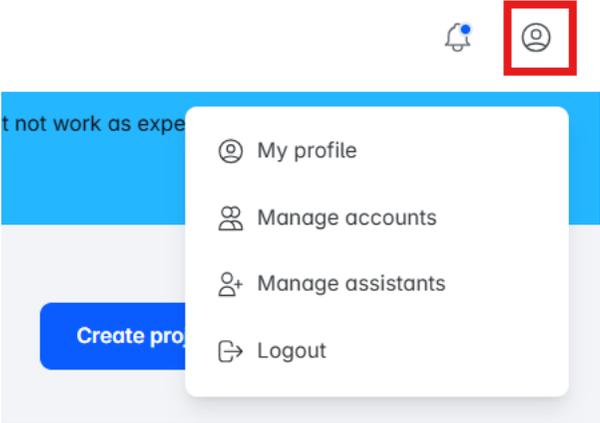
**"My projects" page**

4. You can also navigate to the "My projects" page by clicking on the second icon on the bar on the left-hand side.

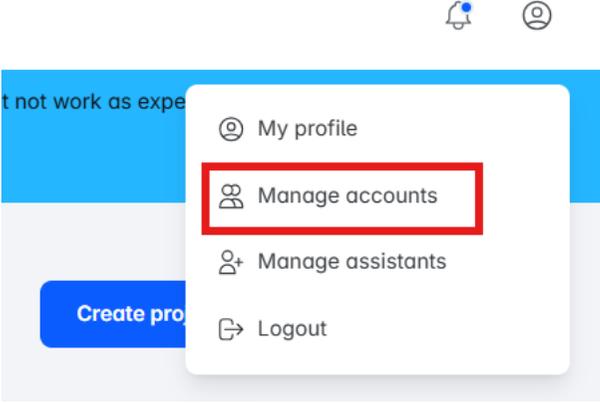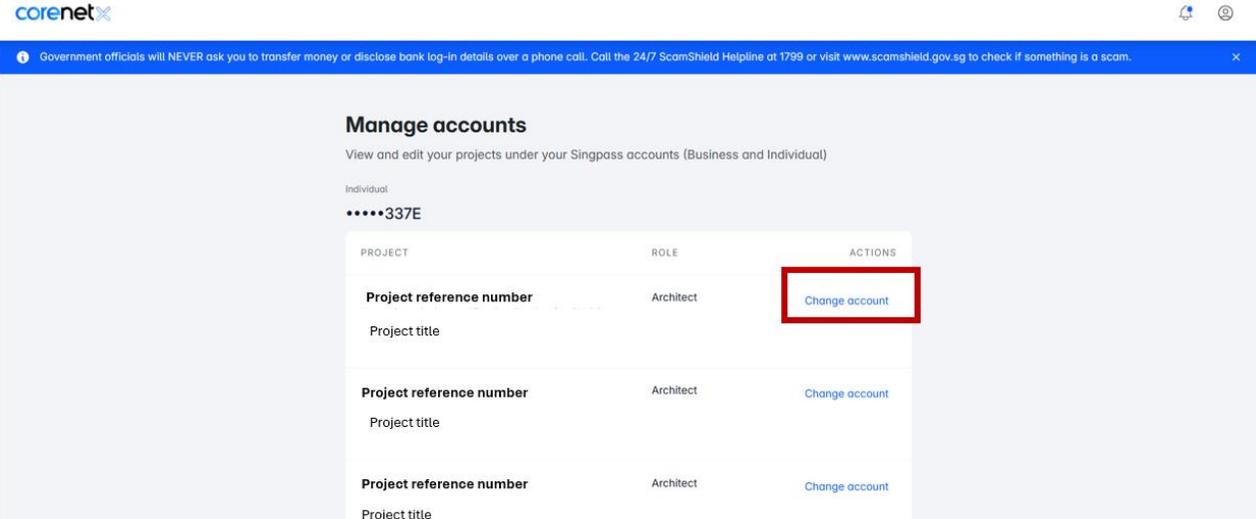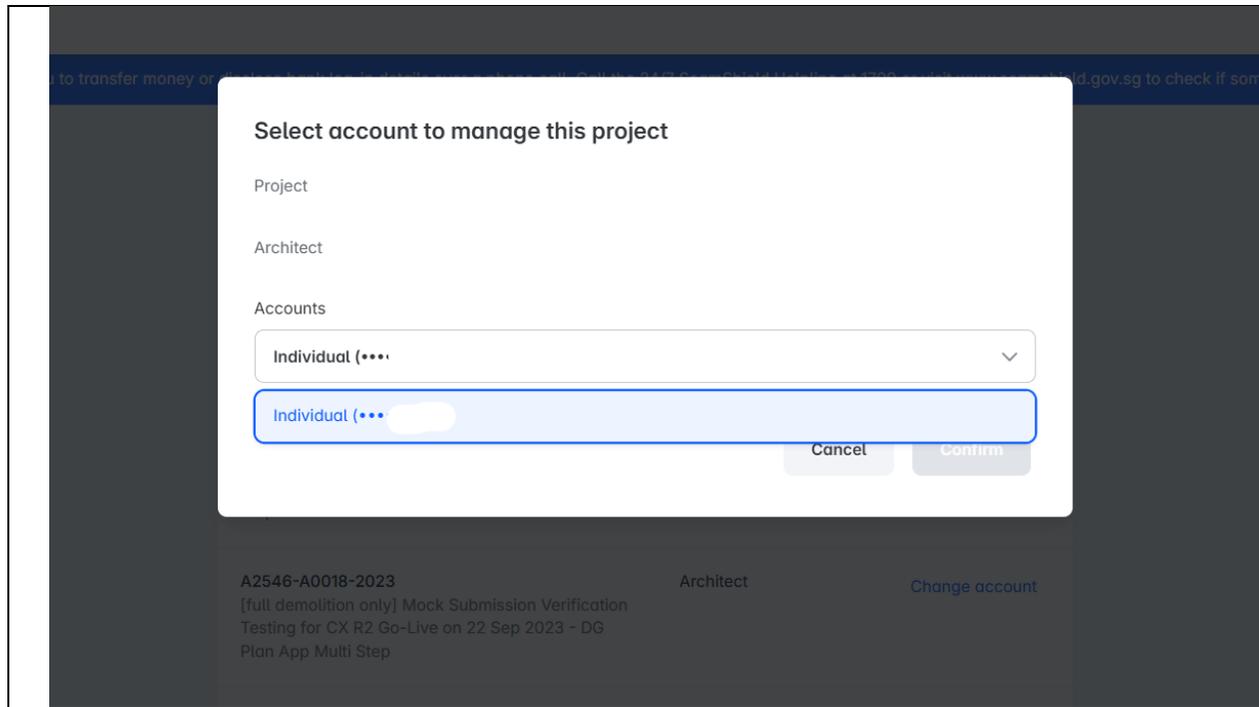5. This page will list all of your projects in CORENET X.
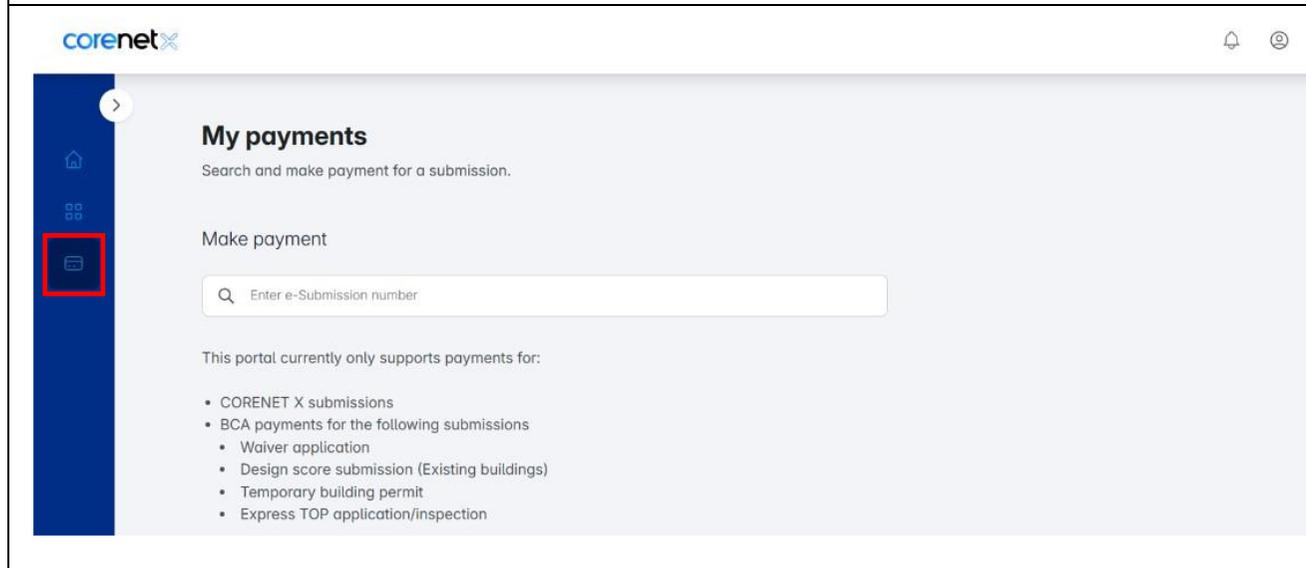


**"My payments" page**

6. You can also navigate to the "My payments" page by clicking on the second icon on the bar on the left-hand side.

7. This page allows you to search and make payment for a submission.

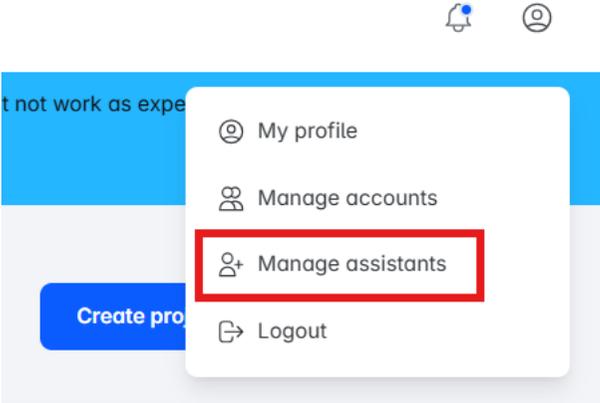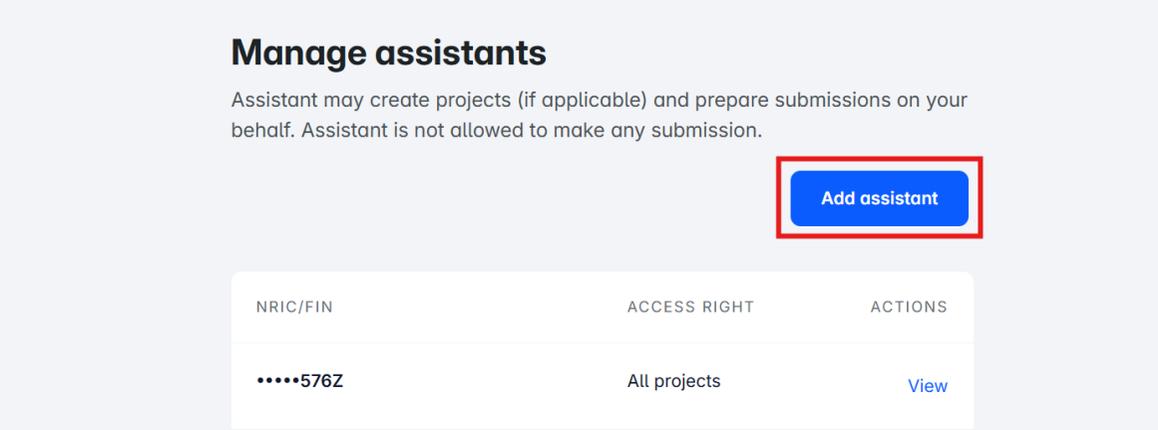| | |
|---|---|
|  | **Checking Notifications**<br><br>8. Click on the bell icon to check if you have any latest notifications. |
|  | **Managing your profile, managing your accounts, managing assistants & logging out**<br><br>9. To update your profile, manage project accounts, add or remove assistants, or logout, click on the face icon on the top right corner of the webpage.<br><br>10. Select the appropriate button. |

31

**5.        Managing Accounts**



1. Under "My projects", click on the top right icon and click on "Manage accounts".



2. Users will be able to manage switch their account type (Singpass as individual or Singpass as Business) for each project

3. All users should use Singpass as Business unless acting in your individual capacity as a registered QP, or as an individual owner (Developer individual).

32

Select account to manage this project

Project

Architect

Accounts

Individual (••••

Individual (•••

Cancel    Confirm

A2546-A0018-2023
[full demolition only] Mock Submission Verification
Testing for CX R2 Go-Live on 22 Sep 2023 - DG
Plan App Multi Step

Architect    Change account

4. Users can select the available Singpass account for their projects accordingly.

**6.**　　　**Managing Assistants**
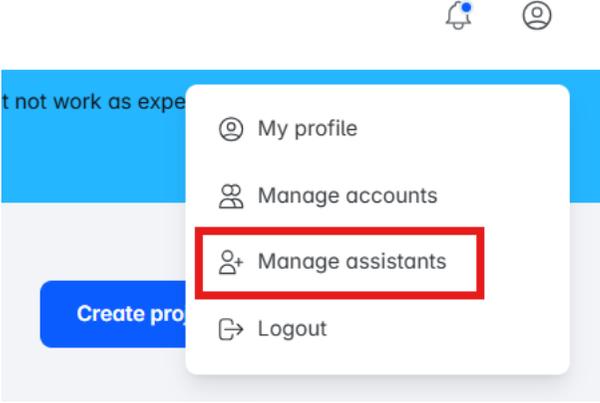
6.1　　　Adding Assistants

| | |
|---|---|
|  | 5. Under "My projects", click on the top right icon and click on "Manage assistants".<br><br>**Note**: All users may assign assistants. An assistant may create projects (if applicable) and prepare submissions on your behalf. However, an assistant is not allowed to make any submission. |
|  | 6. Your existing assistants will be shown here.<br><br>7. To add a new assistant, click on "Add assistant". |

**Add assistant**

A notification email will be sent to your assistant once added.

ℹ **Login type - Singpass for Business**
Assistant must log in via the same UEN using Singpass for Business to access your projects.

Assistant's Information

Name

NRIC/FIN No.

Email

Secondary email (optional)

Access rights

🔘 Assistant can edit all projects under me

⚪ Assistant can only edit specific projects

Cancel      **Add assistant**

8.  Fill in all fields – name, full NRIC/FIN No. and email.

    **Note**: The email must be specified correctly as the assistant will be receiving your request through this email.

9.  Select the type of access rights.

    **Tip**: If you have one assistant who assists with all your projects, you can select "Assistant can edit all projects under me"

10. Click on "Add assistant" to complete the process.

35

## 6.2    Removing Assistants

| | |
|---|---|
|  | 1. Under "My projects", click on the top right icon and click on "Manage assistants". |
|  | 2. Your existing assistants will be shown here.<br><br>3. To remove an existing assistant or change their access rights, click on "View". |

36

**View assistant**

View your assistant's information and access rights

LOGIN TYPE
**Singpass for Business**

| Assistant's information | |
| --- | --- |
| NRIC/FIN | •••••576Z |

| Access rights | |
| --- | --- |
| Assistant can edit all projects under me | Edit |

Remove assistant

4. Click on "remove assistant" to remove the existing assistant.

5. Click on "Edit" to amend existing access rights.

## 7. Creating a New Project



1. After logging in, click on "Create project".

   **Note**: Only Qualified Persons (QPs) or assistants of QPs can create a project.

38
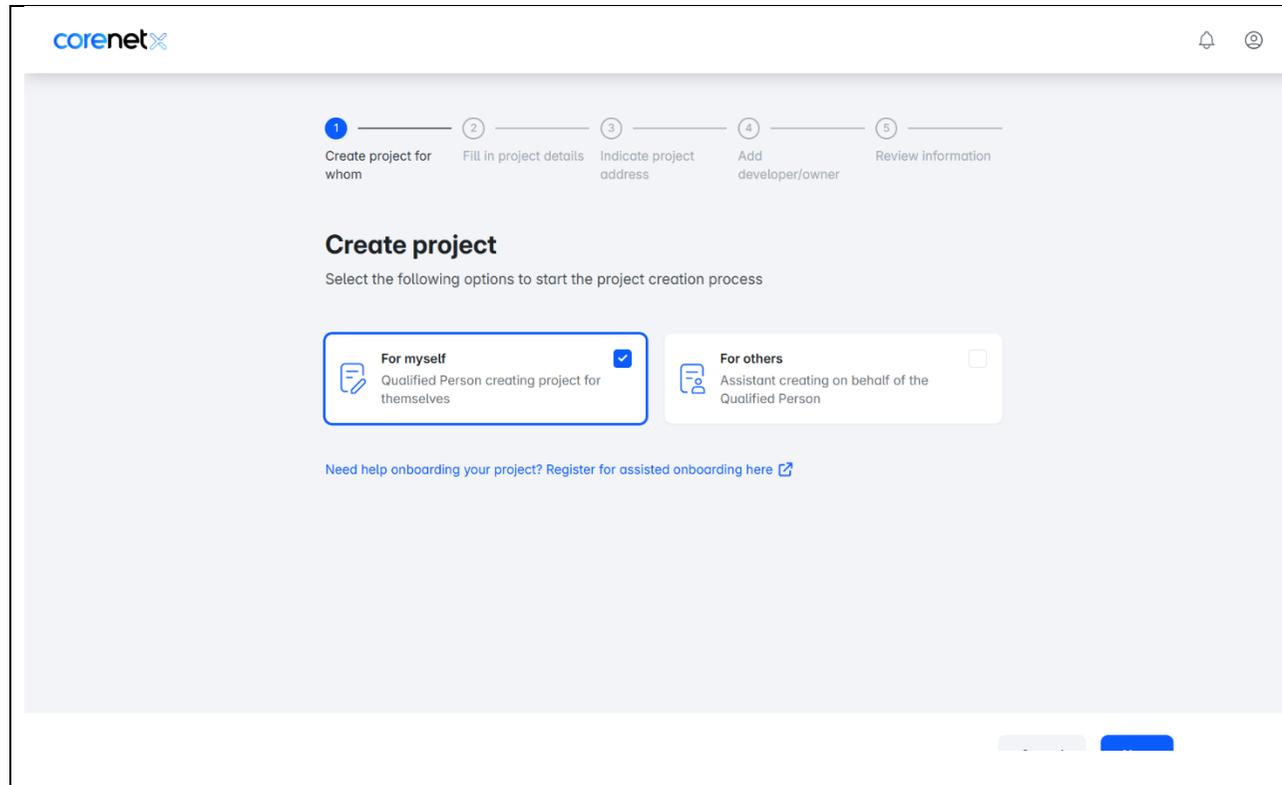
2. You have two options:

- Create a project for yourself (if you are the project coordinator) OR

- Create a project for others (if you are an assistant).

3. After you have selected the correct option, click "Next".

① ———— ② ———— ③ ———— ④ ———— ⑤

Create project for whom | Fill in project details | Indicate project address | Add developer/owner | Review information

## Project details

Project coordinator

**Daniel** Architect

Development type

| Commercial ▾ |

For developments with more than 1 development type, select the predominant use. Otherwise, select Mixed Development.

Building works

| New erection (including reconstruction) ▾ |

Project title                                    20/1000

New erection of ...

❓ Find out more about development type

**Input Project Details**

4. You will take on the role of "Project Coordinator" in the system.

5. Fill in your project details.

6. Indicate the type of development and building works by selecting the appropriate option.

   **Note:** This selection determines the project submission process, either Direct Submission Process (DSP) or the Gateway Process.

   **Tip:** Click on "Find out more about development type" to know which typology your development falls under.

| | 7. Input your project title. This title is editable even after the project is created.<br><br>8. Click on "Next" to enter your project address. |
|---|---|

**Indicate project address**

Fill in the applicable project address format(s)

ⓘ For project where there is no MK/TS lot no., please provide the site description or formatted address (if applicable)

Mukim/Town Subdivision/Lot no.

**Does your project have MK/TS lot no.?**

○ Yes  ● No

Formatted address

Postal code

[                    Retrieve ]

e.g. 650539

Building name

[ Please select            ∨ ]

Road name

[                           ]

House/Block no.          Level no. (optional)     Unit no. (optional)

[              ]          [              ]         [              ]

+ Add additional formatted address

Site description

ⓘ Provide road name(s) and site description if applicable

Road name(s)

[                                              🔍 ]

Maximum of 4 roads

Site description                                    0/1000

[                                                  ]

← Back                              Cancel    **Next**

---

**Indicate Project Address**

9. Fill in the project details.

   **Note**:
   - All projects should have a Mukim/TS lot number. If your project does not have one, you may click "no". This only applies to special projects where land lot numbers have yet to be allocated by SLA.

   - For the formatted address, key in the postal code and click on "retrieve" to auto-populate your address details.

   - If you lack a specific project address, you can select a site

42

| | |
|---|---|
| | description with a simple name.<br><br>10. Click on "Next". |
| **Review information**<br>Please ensure that the following information indicated is accurate, information will still be editable after project creation<br><br>Project submission process for project<br>**Gateway submission process**<br>❓ What are the different project submission process?<br><br>**Project Coordinator details**<br><br>Name     Archie Teng<br><br>Role      Architect<br><br>Registration no.  A0912<br><br>Firm name   MOCK FIRM 430P<br><br>UEN      S85ER7430P<br><br>**Project details**<br><br>Development type  Healthcare<br><br>Building works   New erection (including reconstruction)<br><br>Project title    New erection of healthcare institution (sample)<br><br>← Back            Cancel   **Create project** | **Review Information**<br><br>11. Review all information, including the development type and building works as this will determine whether your project falls under the Gateway Process or Direct Submission Process.<br><br>12. Ensure that the project coordinator's information is correct as well.<br><br>13. After verifying the information, click on "Create Project". |

43

**Project Overview**

14. The project is now created.

15. **A project reference number is automatically generated by the system.** There is no need for manual input of project reference number which is currently the case in CORENET 2.0.

16. You may now proceed to add project members – follow the steps in .

## 8.    Managing your Project Team

### 8.1    Adding Team Members
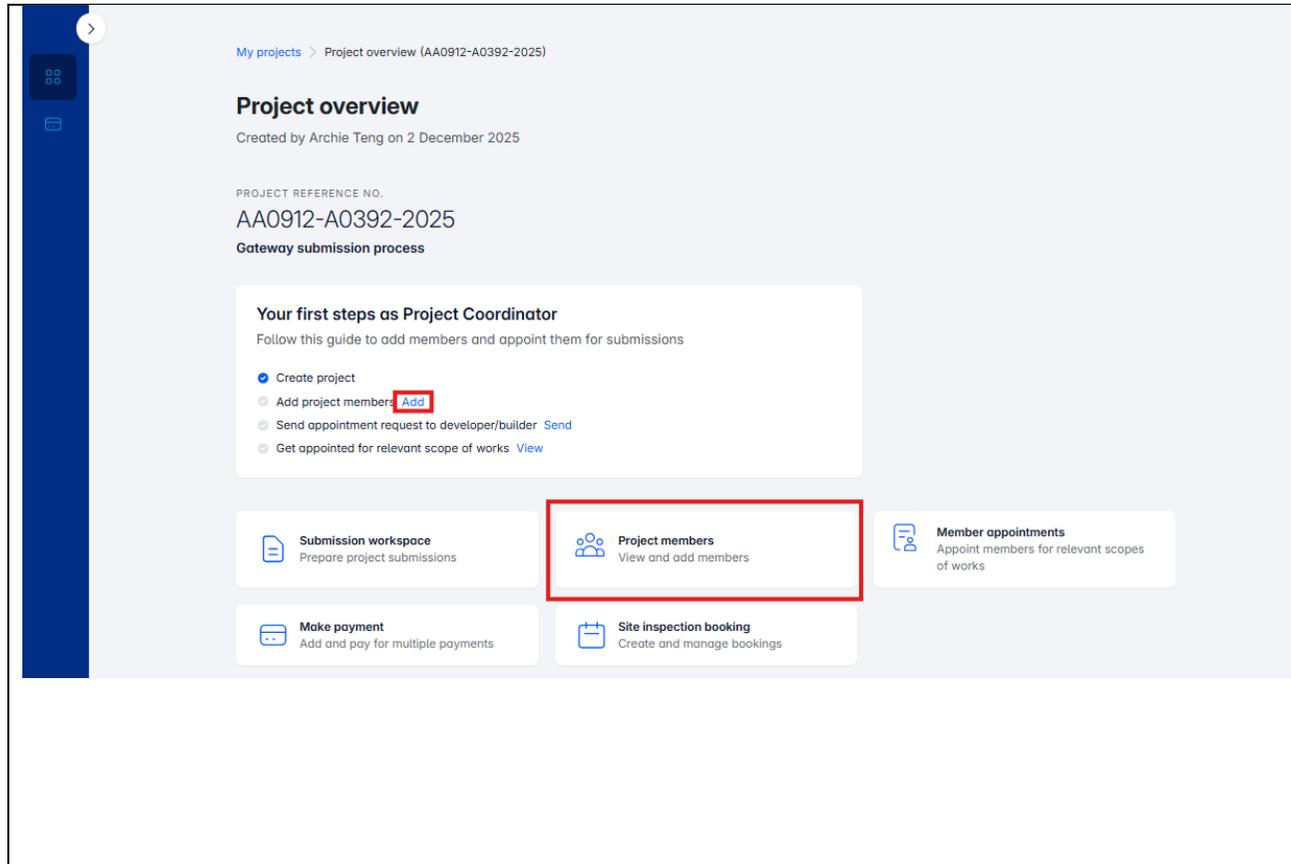


**Adding Members (action by Project Coordinator or Project Coordinator Assistant)**

1. Go to the "Project overview" page.

2. Click on the "Project Members" button.

   **Note**: Only project coordinators or their assistants can add and remove members.

   **Tip**: Alternatively, if no members have been added yet (as per this screenshot), you can click on "Add" beside the "Add project member" milestone.

**Project members**

**Steps required before project members can create, edit and declare for submissions**

The appointment process ensures correct access to the respective parts of the submission

**❶ Add member**
Project Coordinator to add members to the project and assign them roles

**❷ Add responsibilities**
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions

**❸ Appoint member**
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

Go to member appointments

List of project members                                    **Add member**

| | NAME | ROLE | STATUS | ACTIONS |
|---|---|---|---|---|
| ⌄ | **Archie Teng**<br>912W | Architect (Project coordinator) | Pending responsibility | Add responsibility \| View |

3. You will be able to view the list of project members that you have added.

4. To add a new member, click on "Add member".

46

## Add member

A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.

**Roles**

Role

| Developer (Organisation) ⌄ |

UEN

[                    ]

+ Add additional role

**Firm and personnel details**

ⓘ As the personnel added will be representing the Developer (Organisation), he/she will need to use Singpass for Business with the corresponding UEN to access this project in CORENET X.

-
UEN

**Please select the following**

◯ Developer is also Owner

◯ Developer is authorised to act on Owner's behalf

Role
**Main acting personnel**

Name

[                    ]

NRIC/FIN

[                    ]

Last 4 alphanumeric characters (example: 567A)

Email

[                    ]

+ Add additional personnel

Cancel      **Add member**

---

**(1) Adding the Developer (Organisation)**

5. If the Developer is an organisation, select "Developer (Organisation)" under Role.

   **Note**: You may add multiple developers (if applicable).

6. Indicate the UEN. Ensure that this UEN is accurate.

7. For Developer (organisation), you will need to indicate 1 main acting personnel.

   **Tip**: You can add secondary developer personnel by clicking on "Add additional personnel". You may add up to 2 secondary developer personnel. These secondary developer personnel will have the same access rights as the main acting personnel.

8. Click on "Add member".

**Add member**

A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.

Roles

Role

Developer (Individual)    ⌄

+ Add additional role

Member details

ⓘ You are about to add the developer to this project in his/her individual capacity. This option should only be selected if the developer is developing his/her own house. Please note that once added, the developer will use Singpass individual to access the project in CORENET X. If the developer is a firm, please select Developer (Organisation).

Name

NRIC/FIN

Last 4 alphanumeric characters (example: 567A)

Email

Please select the following

◯ Developer is also Owner

◯ Developer is authorised to act on Owner's behalf

Cancel            **Add member**

**(2) Adding the Developer (Individual)**

9. If the Developer is an individual e.g., house owner, select "Developer (Individual)" under Role.

   **Note**: You may add multiple developers (if applicable).

10. Key in the other details.

11. Click on "Add member".

## Add member details

A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.

### Roles

Role

Professional Engineer (Civil) ⌄

Registration no.

9000 ✓

+ Add additional role

### Member details

Name

pecivil

NRIC/FIN

000E

Last 4 alphanumeric characters (example: 567A)

Email

pecivil@test.com

---

**(3) Adding a Qualified Person**

12. To add a QP, select their role from the list and enter their registration number (for QPs).

13. Input the email address of the QP. **Ensure this email is accurate as your request to add the member will be sent to this email address and the member must accept this request through email.**

14. A green tick indicates that the added professional has a valid licence under the relevant Board/Registry.

15. Input the member's name <u>as per NRIC/FIN</u>, last four digits of their NRIC/FIN and email address. This name is important as it will be **reflected in the approval letters issued by agencies**.

16. Click on "Add member".

List of project members

[Add member]

| | NAME | ROLE | STATUS | ACTIONS |
|---|---|---|---|---|
| ⌄ | **Archie Teng** | Architect (Project coordinator) | Pending responsibility | Add responsibility \| View |
| ⌄ | **Eugene Chia** | Professional Engineer (Civil) | Email invite sent | Resend email invitation \| View |

Email sent to added project member to confirm their addition to the project team:

## Eugene Chia , you have been added to project AA0912-A0392-2025

You have been added to this project by the project coordinator or his/her assistant. To access the project, please confirm your addition to the project.

If you are a business user, please login using Singpass Business for your firm.

Upon confirmation, you will be formally added to the project in CORENET X and could view the project details.

[Confirm addition]

17. Follow the same steps above to add other project personnel.

18. Once you have added the new member, an email will be sent to the new member's specified email address.

19. **Please inform the new member to accept the email invitation.** The new member needs to click on "confirm addition" button in the email invite. Until then, their status will be reflected as "email invite sent".

20. Once the new member has accepted the email invitation, their status will be updated accordingly.

- When a Developer accepts the invitation, his status will be updated to "Added".

- When a Qualified Person has accepted the invitation, his status will be updated to "Pending responsibility".

21. **For members whose status are reflected as "pending responsibility", you will need to assign responsibility** – refer to Section 9 for the steps.

51

## 8.2        Removing Team Members

| | |
|---|---|
| **My projects** > **Project overview (AA0912-A0371-2025)** > **Project members** > Member information<br><br>**Member information**<br><br>**Eugene Chia**<br>●●●●●431R<br><br>**Roles and responsibilities**        **Member details**<br><br>ROLE<br>**Professional Engineer (Civil)**<br>Registration no. E8431<br><br>**Actions**<br>Edit roles<br><br>Manage appointment requests<br><br>Remove member | 1. Project coordinators / assistants can remove members, **subject to authorisation by the developer or builder.**<br><br>2. Go the "project members" page and "view" the member to be removed.<br><br>3. At the member information page, click on "remove member".<br><br>4. If the project member was appointed by the developer / builder, an email will be sent to the developer / builder to confirm the removal.<br><br>**Note:** Removed members will no longer be able to make or continue submissions except for submission of documents. However, they will retain "view only" rights for 10 working days to provide the necessary handover documents as required by agencies through the "Independent Submission", "Submission of Documents" before they are removed from the project entirely. |

52

## 8.3    Replacing the Project Coordinator



1. Project coordinators (PC) can leave and replace themselves if needed.

2. Go the "project members" page and "view" the project coordinator's member information.

3. Click on "Leave and replace".

**Note**:

- A PC cannot leave without a replacement.

- The replacement of PC may only proceed with authorisation by the developer or builder (whoever appointed the PC).

- When this replacement is confirmed, the PC and PC assistants' access to this project will be removed after 10 working days.

## 8.4 Managing Developer Personnel

My projects > Project overview (AA0912-A0371-2025) > Project members

**Project members**

**Steps required before project members can create, edit and declare for submissions**

The appointment process ensures correct access to the respective parts of the submission

**1 Add member**
Project Coordinator to add members to the project and assign them roles

**2 Add responsibilities**
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions

**3 Appoint member**
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

Go to member appointments

**List of project members**

[Add member]

| | NAME | ROLE | STATUS | ACTIONS |
|---|---|---|---|---|
| ⌄ | **Archie Teng** 912W | Architect (Project coordinator) | Appointed | View |
| ⌄ | **Eugene Chia** 431R | Professional Engineer (Civil) | Appointed | View |
| ⌄ | **MOCK FIRM 430P** S85ER7430P | Developer (Organisation) | ⓘ Added | View firm information |

1. Go the "project members" page.

2. Click on "view firm information". Developer firms will have at least one main personnel.

3. To add / remove secondary developer personnel, proceed with step 5.

4. To replace main or secondary developer personnel, skip to step 8.

**Note**: Only the Project Coordinator / assistant can add / remove / replace personnel.

54

![corenet logo]

My projects > Project overview (AA0912-A0371-2025) > Project members > View firm information

# View firm information

**MOCK FIRM 430P**
UEN: S85ER7430P

**Personnel details**    Roles and responsibilities

**Actions**

Manage appointment requests

| Developer (Organisation) | Add secondary personnel |
|---|---|
| **Main personnel** | Replace |
| Name | Deven Tan |
| Email | - |

---

**Adding secondary personnel**

5. Click on "Add secondary personnel"

   **Note**: Similar to existing developer personnel, the added personnel must also be added into their organisation's Corppass to be given access.

6. Fill in the personnel's details. An email will be sent to the added secondary personnel. **The secondary personnel must confirm his addition via email before he or she is successfully added.**

55

My projects > Project overview (AA0912-A0371-2025) > Project members > View firm information

# View firm information

**MOCK FIRM 430P**
UEN: S85ER7430P

**Personnel details**     Roles and responsibilities

**Actions**

Manage appointment requests

| Developer (Organisation) | Add secondary personnel |
| --- | --- |
| **Main personnel** | Replace |
| Name | Deven Tan |
| Email | - |
| **Secondary personnel** | Replace  Remove |
| Name | SecondaryDev |
| Email | - |

**Removing secondary personnel**

7.  Click on "Remove"

   **Note**: An email notification will be sent to the secondary personnel who was removed.

56

My projects > Project overview (AA0912-A0371-2025) > Project members > View firm information

## View firm information

**MOCK FIRM 430P**
UEN: S85ER7430P

**Personnel details**  **Roles and responsibilities**

**Actions**

Manage appointment requests

Edit my project email

| Developer (Organisation) | Add secondary personnel |
|---|---|

| Main personnel | Replace |
|---|---|
| Name | Deven Tan |
| Email | - |

| Secondary personnel | Replace |
|---|---|
| Name | SecondaryDev |
| Email | - |

**Replacing main / secondary personnel**

8.  Click the "Replace" button beside the name of the personnel to be replaced.

9.  On the next page, select the personnel to be replaced.

10. Review replacement details and click "next" to confirm.

    **Note**: If the added personnel is currently not part of the project, he / she will be required to accept addition to the project to complete the replacement process. Until then, the personnel who is replaced will still be allowed to access the project functions.

## 9.    Assigning Responsibilities and Appointing Team Members

### 9.1    Assign responsibilities to Team Members



1.  For members whose statuses are shown as "pending responsibility", you will need to assign them their responsibilities.

    **Note**: This will determine the type of submissions the respective member is responsible for. With this, only the competent QP of the acceptable discipline will be able to create and submit for the specific submission e.g. Only a PE (Civil) appointed for BCA's Structural submissions will be able to create and submit for the ST submission.

2.  Go to the "Project members" page.

3.  Click on "Add responsibility".

**Project responsibilities**

All statutory responsibilities added must be appointed by the developer (or licensed builder, as defined by the relevant Acts and Regulations). The appointed Qualified Person (QP) will then be responsible for the relevant aspects of the submission.

View roles and responsibilities of project members 🔗

Role
**Professional Engineer (Civil)**
Registration no. E8431

Select scope of responsibilities for agency

| Select agency | ⌄ |
|---|---|

☐ Building and Construction Authority (BCA)

☐ Land Transport Authority (LTA)

☐ National Environment Agency (NEA)

☐ National Parks Board (NParks)

☐ Public Utilities Board (PUB)

Cancel     **Save**

4. For each Qualified Person/Professional, select their responsibilities under the specified agencies.

5. You may refer to this link for the roles and responsibilities each project member may undertake.

   **Note**: The CORENET X system has digitalised the appointment process, eliminating the traditional appointment process done on paper.

## Project responsibilities

All statutory responsibilities added must be appointed by the developer (or licensed builder, as defined by the relevant Acts and Regulations). The appointed Qualified Person (QP) will then be responsible for the relevant aspects of the submission.

View roles and responsibilities of project members 🔗

Role
### Professional Engineer (Civil)
Registration no. E8431

Select scope of responsibilities for agency

| Building and Construction Authority (BCA)   Land Transport Authority (LTA)   Public Utilities Board (PUB) ⌄ |
| --- |

Agency
### Building and Construction Authority (BCA) 🔺BCA

Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations

☑ To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989

Select responsibilities details

🔘 All structural works

Does your responsibility include demolition?

⚪ Yes

⚪ No

⚪ Others (to specify)

☐ To supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989

Cancel     **Save**

6. For a QP, responsibilities can be filtered and assigned for relevant agencies.

7. Ensure that all information is accurate before clicking "save".

8. **After this step, the project coordinator / assistant will need proceed to initiate appointment** so that the developer may appoint the QP (refer to Section 9.2).

**Note**: Project members who are involved in providing inputs to the submissions need to be appointed to be able to create or access the relevant form e.g. PE (Civil) needs to be appointed to be able to create Independent structural and permit application to BCA. This applies to all submissions except for pre-submission consultation.

## 9.2 Initiating appointments of Team Members



**Initiate Appointment (action by Project Coordinator / Project Coordinator assistant)**

1. After assigning the responsibilities to the team members, return to the project members' page.

2. Scroll down to the list of project members.

3. If a project member has been assigned responsibilities but has not been appointed by the developer, their status will be shown as "pending appointment".

4. Initiate appointment by clicking on "Send appointment request".

61

**Pending appointment** 3    **Confirmed**

Select members to send appointment request for                    **Send appointment request**

| | NAME | ROLE | FOR SUBMISSIONS TO | TO BE APPOINTED BY | STATUS |
|---|---|---|---|---|---|
| ☑ | **Archie Teng** A0912 | Architect | • BCA • SCDF • URA • LTA • NEA • NParks • PUB | - | ⚠ Request not sent |
| ☑ | **Eugene Chia** E8431 | Professional Engineer (Civil) | • BCA • LTA • PUB • URA • NEA • NParks • SCDF | - | ⚠ Request not sent |
| ☑ | **Mandon Ng** E8610 | Professional Engineer (Mechanical) | • BCA • LTA • NEA • PUB • SCDF | - | ⚠ Request not sent |

5. You will be directed to the "Manage appointments" page. This page allows the digital management of appointments and **can only be accessed by the Project Coordinator or Project Coordinator assistant**, who must initiate an appointment request with the developer or licensed builder.

6. Select all personnel for which appointment is to be initiated. Each appointment request can only be sent to one party (developer or licensed builder).

7. Click on "Send appointment request".

62

**Send appointment request**

Send appointment request to the developer (or licensed builder, as defined by the relevant Acts and Regulations)

Select an appointer to authorise this request

To be appointed by

| Please select | ⌄ |
|---|---|

MOCK FIRM 789F (Developer (Organisation))

MOCK FIRM 789F (Licensed Builder)

8. Choose whether the members are to be appointed by the developer or the licensed builder.

   **Note**:

   - Please ensure that the developer / licensed builder has been added to the project and has also accepted the email invite before this step.

   - If the members are to be appointed by the licensed builder, the licensed builder must be appointed before their name appears in the drop-down list.

**Send appointment request**

Send appointment request to the developer (or licensed builder, as defined by the relevant Acts and Regulations)

Select an appointer to authorise this request

To be appointed by

MOCK FIRM 430P (Developer (Organisation)) ⌄

Select members to be appointed for submissions to the relevant agencies

AGENCY
**Building and Construction Authority (BCA)** 🔴BCA

☑ **Archie Teng**
Registration no. A0912
Architect

RESPONSIBILITY
Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations

☑ **Eugene Chia**
Registration no. E8431
Professional Engineer (Civil)

RESPONSIBILITY
Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations

- To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989
  - All structural works including demolition
- To supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989
  - All structural works including demolition

Hide details

☑ **Mandon Ng**

Cancel    **Send**

9.  You will see the members that need to be appointed, categorised by agency.

10. You may select multiple members to be appointed by the appointing party. Select the members by clicking on the checkbox.

    **Tip**: All members will be selected by default. By selecting multiple members, this allows the appointing party to authorise the multiple appointments in a single click.

11. Click "Send" to send the appointment request via email to the developer.

12. **Inform the developer / licensed builder to authorise the appointments** – they can either check their email for the link or log in to the portal and go to the bell notifications.

Email received by developer:

**Appoint and authorise project members for project AA0912-A0392-2025**

There are pending appointments that require your action.

Project members must be appointed by the developer (or licensed builder, as defined by the relevant Acts and Regulations) to make submissions in CORENET X.

Please login via Singpass to appoint and authorise the members.

**Appoint members**

Bell notification on developer's submission portal page:

**Notifications**          Mark all as read

You received an appointment request for project AA0912-A0392-2025
4 minutes ago
Appoint members

Submission for Waiver/non-compliance AA0912-A0371-2025 is ready for payment
24 days ago
Make payment

Written Direction has been extended for EX20251202-50002-NE01R00
24 days ago
View submission

Written Direction has been issued for

See all notifications

**Appoint members (action by developer / licensed builder)**

13. The appointer (developer / licensed builder) would receive an email and bell notification on the portal to appoint the selected members. Clicking the link would bring them to the member appointment page.

| Pending developer 3 | Confirmed | | | | |
|---|---|---|---|---|---|

Select members to appoint                                    **Appoint selected members**

| | NAME | ROLE | FOR SUBMISSIONS TO | TO BE APPOINTED BY | STATUS |
|---|---|---|---|---|---|
| ☑ | **Archie Teng** A0912 | Architect | • BCA<br>• SCDF<br>• URA<br>• LTA<br>• NEA<br>• NParks<br>• PUB | **MOCK FIRM 430P** Developer (Organisation) | Pending developer |
| ☑ | **Eugene Chia** E8431 | Professional Engineer (Civil) | • BCA<br>• LTA<br>• PUB<br>• URA<br>• NEA<br>• NParks<br>• SCDF | **MOCK FIRM 430P** Developer (Organisation) | Pending developer |
| ☑ | **Mandon Ng** E8610 | Professional Engineer (Mechanical) | • BCA<br>• LTA<br>• NEA<br>• PUB<br>• SCDF | **MOCK FIRM 430P** Developer (Organisation) | Pending developer |

14. The developer is to select the members to be appointed.

15. Click on "Appoint selected members".

66

Select members to be appointed for submissions to the relevant agencies

AGENCY
**Building and Construction Authority (BCA)**

☑ **Archie Teng**
Registration no. A0912
Architect

RESPONSIBILITY
Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations

☑ **Eugene Chia**
Registration no. E8431
Professional Engineer (Civil)

RESPONSIBILITY
Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations

• To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989
  • All structural works including demolition

• To supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989
  • All structural works including demolition

Hide details

☑ **Mandon Ng**
Registration no. E8610
Professional Engineer (Mechanical)

RESPONSIBILITY
Submissions involving electrical and mechanical engineering works in accordance to the Building Control Act 1989 and its Regulations

• To submit the design score for the building undergoing major energy-use change under Section 22FB of the Building Control Act 1989 and the Building Control (Environmental Sustainability Measures for Existing Buildings) Regulations 2013

16. All the responsibilities pending appointment will be selected by default. Uncheck any responsibilities selected where applicable.

17. Click "Confirm" to confirm appointment.

67

My projects > Project overview (AA0912-A0392-2025) > Project members

## Project members

### Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

**1 Add member**

Project Coordinator to add members to the project and assign them roles

**2 Add responsibilities**

Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions

**3 Appoint member**

Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

Go to member appointments

### List of project members

Add member

| | NAME | ROLE | STATUS | ACTIONS |
|---|---|---|---|---|
| ˅ | **Archie Teng** | Architect (Project coordinator) | Appointed | View |
| ˅ | **Eugene Chia** | Professional Engineer (Civil) | Appointed | View |
| ˅ | **Mandon Ng** | Professional Engineer (Mechanical) | Appointed | View |
| ˅ | **MOCK FIRM 430P** | Developer (Organisation) | ⓘ Added | View firm information |

18. If the members are successfully appointed, their status will be reflected as "Appointed" under the Project members page.

68

## 10.    Applying for a Pre-Submission Consultation



1.  Go to the "Project Overview" page.

2.  Click on "Submission Workspace" to initiate a submission.

69

3. The submission workspace dashboard reflects the stage your project is at.

   **Note**: In this example, we are at the Design Gateway (DG)

4. Click on "Create Submission".

   **Note**: If no submissions have been made, any member can proceed to create one.

**Select submission**

Only applicable submissions will be made available for selection

Submission category

Pre-submission consultation

Submission

Pre-submission consultation on agency specific requirements

Agency

Building and Construction Authority (BCA)

Agency category

Building design

Submission coordinator

ARCHIE TENG - A0912 (Architect)

Cancel     Next

5. Select "Pre-submission consultation".

6. Select the submission type, agency and category.

   **Note**: The project member creating this submission will be assigned the role of Submission Coordinator for this pre-submission consultation.

7. Click "Next"

71

**Create submission**

Please read the below instructions before proceeding.

| Submission details | |
| --- | --- |
| Submission | Pre-submission consultation on agency specific requirements |
| Agency | Building & Construction Authority (BCA) |
| Agency Category | Building design |

**Instructions**

This pre-submission consultation item(s) will be made to the agency(s) for the aspects which you have shown above.

Once you proceed, only you and your assistant (if any) will be allowed access to edit and submit this application.

Please note that once a response has been issued by the agency(s), a new application is required if you wish to follow up or supplement details on any issues.

← Back          Cancel     Create

8. Review submission details and click "Create".

    **Note**: Only the submission coordinator and his or her assistant can edit and submit this submission.

My projects  >  Project overview (AA0912-A0371-2025)  >  Submission workspace  >  View submission timeline

# View submission timeline

Last updated on 3:30pm, 2 December 2025

● **Submission created**
2 December 2025

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

**Pre-submission consultation on agency specific requirements**

| | |
|---|---|
| Submission stage | New Submission |
| Last saved | 3:30pm, 2 December 2025 |

**Edit**

SUBMISSION
**Pre-submission consultation on agency specific requirements**

AGENCY
BCA (Building design)

SUBMISSION STAGE
New Submission

STATUS
Draft

What is submission status?

E-SUBMISSION NO.
-

View all members

**Actions**

View responses

View submission activity

Delete submission

9. A pre-submission consultation will be created. At the start, its submission status will be reflected as "draft".

10. The Submission Coordinator can click on "Edit" to fill in the details and upload documents.

## Details

Last saved on -

**Draft**

Relevant ES (if applicable)

Topic of consultation                                                    0/500

Description of consultation                                              0/1000

**Upload documents**

Upload all the supporting documents and ensure all files are tagged accordingly

Others (optional)

Drag and drop files here or select files

Each file cannot exceed 1 GB.

Back                          Save section as draft    Review section

---

SUBMISSION

**Pre-submission consultation on agency specific requirements**

SUBMISSION STAGE
New Submission

AGENCY
BCA (Building design)

APPOINTED PROJECT PARTY

**Archie Teng**
Architect

ⓘ Submission coordinator

**Documents**

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

View files

---

Project information

Details

---

**Completing the Pre-Submission Consultation Form**

11. The assigned QP can click on the "Details" section to fill in the details and upload required documents.

12. It is recommended for users to "save section as draft" to prevent data loss.

13. Once this section is finalised, click on "Review section".

**Payment and Fees**

14. No fees are to be paid.

74

My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline

## View submission timeline

Last updated on 3:34pm, 2 December 2025

☑ **Submission is submitted to regulatory agency**
2 December 2025
Submission is submitted to the regulatory agency. A response will be issued if applicable.

View submission

| Pre-submission consultation on agency specific requirements | |
|---|---|
| Agency | Building & Construction Authority (BCA) |
| Submission status | Submitted |
| Processing officer | Details are not available yet |

● **Submission created**
2 December 2025

**SUBMISSION**
Pre-submission consultation on agency specific requirements

**AGENCY**
BCA (Building design)

**SUBMISSION STAGE**
New Submission

**STATUS**
Submitted

What is submission status?

**E-SUBMISSION NO.**
EX20251202-50001-BC01R00

View all members

**Actions**

View responses

View submission activity

Withdraw submission

**After Submission**

15. Upon successful submission, the status will be reflected as "Submitted".

75

**After Issuance of Agency Response**

16. You will be notified via email when a response has been issued.

17. The submission status will now be reflected as "Response issued".

18. You may download the agency responses by clicking on "View Responses".

76

## 11.     Submitting for Demolition

### 11.1     Creating a Submission



1. An application for full demolition can be made before main application for new proposed works.

   This is to support projects that plan to commence demolition works prior to firming up the inputs and details for the proposed new works. This submission will be routed to BCA and URA for joint processing. Demolition application fees will apply for both agencies.

2. This application can also be made after the main application has been approved. If a valid URA clearance has already been obtained through the main application (Design Gateway/ Direct Submission Process), application to URA in this "Demolition application" is not

| | required again. URA need not be selected under the list of applicable agencies under this submission (see item 10).<br><br>3. Go to the "Project Overview" page.<br><br>4. Click on "Submission Workspace". |
|---|---|
| **All submissions**<br>Create and manage your submissions     **Create submission**<br><br>SUBMISSIONS   STATUS   AGENCY   LAST UPDATED   ACTIONS<br><br>Plan application   New Submission   All   13 Mar 2024   View<br>-   -<br>   Draft<br><br>Submission of documents   New Submission   PUB(Drainage)   13 Mar 2024   View<br>-   -<br>   Draft<br><br>1-2 of 2 results   < > | 5. Click on "Create submission". |

78

**Select submission**

Only applicable submissions will be made available for selection

Submission category

Plan application (Gateways/Direct Submission/Full demolition) ⌄

Submission

Full demolition application ⌄

Plan application (Design gateway)

Plan application (Piling gateway)

Plan application (Construction gateway)

Plan application (External works)

Full demolition application

Cancel    **Next**

6. Select "Plan application".

7. Under Submission, select "Full demolition application".

8. Click "Next".

79

**Create submission**

Please read the below instructions before proceeding.

| Submission details | |
| --- | --- |
| Submission | Full demolition application |

**Instructions**

This is an application for the demolition of an entire building. For partial demolition, please apply though plan application as part of your proposed new works.

This submission requires the appointed project parties to jointly prepare and submit the application to all regulatory agencies in a single submission.

To ensure smooth application, please ensure all relevant QPs have been appointed by the developer/builder (where applicable) as only appointed project parties may edit the relevant section(s). As the overall coordinator for this submission, the submission coordinator will need to ensure that the joint submission is ready before the system prompts the respective QPs for their declaration(s).

Please take note that the submission will only be considered accepted after payment is made.

**In the next few pages, you will:**

1. Select sections required for approval

2. Review summary and create submission

Cancel    **Next**

9. Review the information and click "Next".

| | |
|---|---|
|  **Select sections required for approval** Determine the relevant agencies for approval of the proposed building works ☑ Planning parameters (URA) ☑ Structural works (BCA) | 10. Select sections required for approval – see item 2 for more information. |
|  **Review summary** Please review the sections and submission schemes before proceeding | 11. Review information and click on "Create Submission". |

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

**View submission timeline**
Last updated on 4:26pm, 1 January 2026

➕ **Submission created**
1 January 2026
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

**Full demolition application**

| | |
|---|---|
| Submission stage | New Submission |
| Last saved | 4:26pm, 1 January 2026 |

**Edit**

| SECTION | ASSIGNED PROJECT PARTY |
|---|---|
| **Demolition information** | **Archie Teng**<br>Architect<br>ℹ Submission coordinator |
| **Planning parameters**<br>URA | ℹ No assigned project party<br>Please assign a project party to this section |
| **Structural works**<br>BCA | ℹ No assigned project party<br>Please assign a project party to this section |

SUBMISSION
**Full demolition application**

SUBMISSION STAGE
New Submission

STATUS
**Draft**

What is submission status?

E-SUBMISSION NO.
-

View all members

**Actions**

Assign project party

Edit sections and schemes

View responses

View submission activity

Delete submission

12. Click "Edit" to fill in the application form.

82

**Input Demolition Information (action by Project Coordinator / Assistant)**

13. Click on the "Demolition Information" section and fill in the particulars. **Ensure that these details are accurate as they would be used to generate the fees applicable to demolition (to both URA and BCA).**

Building details

Is there a specified building?

◉ Yes

Total height of specified building(s)

| 0.00 | metre |

◯ No

Total no. of storey(s) to be demolished

| - |

**Indicate block(s) to be demolished in the development**

+ Add block

Project address

**Formatted address**

| BUILDING NAME | POSTAL CODE | ROAD NAME | HOUSE/ BLOCK NO. | ACTIONS |
|---|---|---|---|---|
| BUILDING AND | 608550 | JURONG | 52 | Edit |

Back                                    Save section as draft     **Review section**

14. Add blocks to be demolished.

15. If all inputs are in order, click on "Review section" to lock the inputs for review.

**Input planning parameters section (action by QP appointed for URA responsibilities)**

16. Input the planning parameters

**Input Building Control section (action by QP appointed for BCA structural works responsibilities for demolition)**

17. Complete the form.

## 11.2    Review Computation of Fees



**Review Fees for Demolition Application**

1. Select the "Fee computation" tab.

   **Note**: All project members including developers can view the expected plan fee payment. Please note that the fees will be updated as the QPs fill in the form in the various subsections. The final accurate fee will be displayed when all the related fields are filled in under the "ready to review" mode.

2. When the submission has been declared and is in "pending payment" stage, the entry point for fees payable to each agency will be shown in the submission workspace Payment is to be made to each individual agency separately.

## 11.3 Making Declarations



**Proceed to Declarations (action by Project Coordinator / Project Coordinator Assistant)**

1. A green tick will appear beside completed sections.

   **Note**: Project Coordinator / Assistant will receive notifications when a section is completed as well.

2. After all sections in a form have been completed by all assigned QPs, the Project Coordinator is to trigger declaration for all QPs by clicking on "Proceed to declaration by QP(s)".

   **Note**: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed. This is to ensure that all parties are declaring on the same set of finalised inputs for proper accountability.

My projects  >  Project overview (AA0912-A0392-2025)  >  Submission workspace  >  View submission timeline

**View submission timeline**
Last updated on 4:33pm, 1 January 2026

📝 **Pending declaration by appointed project party(s)**
1 January 2026
Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

**Full demolition application**

| Submission stage | New Submission |
| Reviewed on | 4:33pm, 1 January 2026 |

🔄 Revert submission to draft        View

| DECLARATION | APPOINTED PARTY | STATUS | |
| --- | --- | --- | --- |
| **Planning parameters** Planning Act | **Archie Teng** Architect | Pending | ⋮ |
| **Structural works** Building Control Act | **Eugene Chia** Professional Engineer (Civil) | Pending | ⋮ |

➕ **Submission created**
1 January 2026

SUBMISSION
**Full demolition application**

SUBMISSION STAGE
New Submission

STATUS
Pending declaration

What is submission status?

E-SUBMISSION NO.
-

View all members

**Actions**

Assign project party

Edit sections and schemes

View responses

View submission activity

Delete submission

3.  The status of the submission in the "Submission Workspace" will be updated to "Pending declaration".

4.  An email will be sent to all Qualified Persons to inform them to make their declarations (see step 6).

5.  Project Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

    **Note**: If revisions are needed, the project coordinator can click on the "Revert submission to draft" button to return the submission to draft status for necessary edits.

89

## Planning parameters

Last saved on 4:31pm, 1 January 2026 by Archie Teng

**Pending declaration**

> ℹ️ Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

### Details

| Description of works | test |
|---|---|

**Apply for deviation from the planning requirements (if applicable)**

No item(s) added

Demolition information

Planning parameters

Building control ⌄

Plans

Fee computation

SUBMISSION
**Full demolition application**

SUBMISSION STAGE
New Submission

ASSIGNED PROJECT PARTY
**Archie Teng**
Architect

ℹ️ Submission coordinator

SUBMISSION SCHEME
-

Documents

Back          Revert to draft          **Declare for submission**

**Submit Declarations (by assigned Project Parties)**

6. As the assigned project party, review all information and proceed by clicking on "Declare for submission".

90

**Declaration under Planning Act**

I declare that:

✓ The information contained in the forms, documents, drawings and plans which are submitted for this application are true and correct in all material particulars

✓ The plans do not deviate from the plans submitted to the rest of the regulatory agencies in the joint submission

✓ Landowner's consent has been obtained

I declare that:

✓ I am the qualified person appointed to make the application for planning permission or conservation permission for the Proposal (as set out in the Proposal Details section of this submission) under section 13 of the Planning Act (Cap. 232)("the Act");

✓ I have prepared the plans of the development; and/or works within conservation area submitted with this application for planning permission or conservation permission in accordance with the duties of a qualified person under section 24A(1) of the Act;

✓ I have taken all reasonable steps and exercised due diligence to ensure that the plans were prepared in accordance with:

- the provisions of the Act;
- where applicable, any conditions and requirements imposed by the Competent Authority in any outline permission or provisional permission for the development or works, or existing written permission, granted in respect of the land;
- all relevant guidelines of the Competent Authority; and
- all other requirements, if any, specified by the Competent Authority in respect of this application.

Except for the deviation(s) which I have sought for waiver(s) for this submission as set out in the preceding section on Planning Parameters; and the deviation(s) which I have already obtained the approval in writing of the Competent Authority prior to this submission.

I acknowledge that the information (including details on the applicant's name and address) will be used in official correspondence, including decision notices (e.g. Written Permissions) issued by the Competent Authority. Where amendments to details contained in the decision notices are required due to wrong information provided in the application, I accept that such changes cannot be made unless a formal amendment application (with payment of the required fees) is submitted to and duly processed by the Competent Authority.

Declaration By

| Name | Archie Teng |
| --- | --- |
| Role | Architect |
| Firm name | MOCK FIRM 430P |
| UEN | S85ER7430P |

DATE
**1 January 2026**

Cancel          **Declare and Submit**

7. The QP will be brought to the declaration page. Click on "Declare and Submit".

91

My projects  >  Project overview (AA0912-A0392-2025)  >  Submission workspace

## Submission workspace

Joint space for project members to manage and prepare project submissions

### Gateway submission process

Guided process to obtain the required agency clearances for your project

● **Design gateway**
    Start your submission process with a plan application (Design gateway) for plans approval

○ **Piling gateway (optional)**

○ **Construction gateway**

○ **Completion**

### All submissions

Create and manage your submissions

**Create submission**

Search by submission or ES no.

🔍 Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter

Filter by agency, status etc

| SUBMISSION | STATUS | AGENCY | LAST UPDATED | ACTIONS |
|---|---|---|---|---|
| **Full demolition application**<br>- | **New Submission**<br>EX20260101-50001-JS01R00<br>Pending payment | All | 1 Jan 2026 | View |

8.  After all QPs have made their declarations, the submission status will be updated to "Pending Payment".

9.  Proceed to make payment by following the steps in Section 13.

## 12. Submitting for Design Gateway / Piling Gateway / Construction Gateway / Direct Submission Process

### 12.1 Creating a Submission

| | |
|---|---|
|  | 1. Go to the "Project Overview" page.<br><br>2. Click on "Submission Workspace" to initiate a submission. |
|  | 3. The submission workspace dashboard reflects the stage your project is at.<br><br>**Note**: In this example, we are at the Design Gateway (DG)<br><br>4. Click on "Create Submission".<br><br>**Note**: If no submissions have been made, any member can proceed to create one. |

**If your project is going through the Gateway Process, these are the options you will see:**



**If your project is going through the Direct Submission Process, these are the options you will see:**



5. Select "Plan application".

6. Select the correct submission type.

   **Note**: The project member creating this submission will be assigned the role of Submission Coordinator for this submission.

7. Click "Next".

94

**Create submission**

Please read the below instructions before proceeding

| Submission details | |
|---|---|
| Submission | Plan application (Design gateway) |

**Instructions**

This submission requires the appointed project parties to jointly prepare and submit the application to all regulatory agencies in a single submission.

To ensure smooth application, please ensure all relevant QPs have been appointed by the developer/builder (where applicable) as only appointed project parties may edit the relevant section(s). As the overall coordinator for this submission, the Project Coordinator will need to ensure that the joint submission is ready before the system prompts the respective QPs for their declaration(s).

Please take note that the submission will only be considered accepted after payment is made.

← Back                                        Cancel    Next

8.  Review submission details and click "Next".

    **Note**: There will be a Submission Coordinator assigned for joint submissions (involving more than 1 project member).

    Refer to Section 1.3 for the responsibilities of the Submission Coordinator.

95

**Select sections for approval**

9. Select the applicable sections required for approval by clicking on the check boxes.

10. You may return to this page under "Edit Sections and Schemes" later as you are filling up the form, but any changes made in the selection affecting the agency will refresh the affected subsection and may require the form fields to be input again.

**Note**: Submissions to all agencies may not be required depending on the extent of works in the proposal, or due to prescribed exemptions.

96

| | **Tip**: If you are not sure which sections are required for regulatory approval, click on "What is required for Design Gateway approval" for agency specific details. Alternatively, submit a pre-submission consultation to the agency for further clarification. |
| --- | --- |
| | 11. Click "Next" to proceed. |

**Identify Submission Scheme**

12. At this page, provide inputs to the list of questions.

13. Based on your inputs, the applicable submission schemes will be selected for your project. For example, having selected URA earlier, you may be eligible for a lodgement scheme.

**Note**: Two types of submission schemes exist: 'Plan Application' and 'Lodgement/Self-Declaration/Simplified Submission'.

14. Click "Next" to proceed.

**Tip**: All indicated information can still be edited.

**Select additional details**

15. Proceed to select additional details.

16. If 3D BIM submission applies to your project, select 'Yes'. A coordinated BIM (IFC+SG) will be mandatory for submission. This will apply to projects with a total GFA >5000m$^2$.

17. Click "Next" to proceed.

99

**Review summary**

18. Review the summary of submission schemes and sections indicated previously.

   **Note**: In this example, sections such as LTA Rails were not selected earlier and will be marked as not required for approval.

19. If all is order, click on "Create submission".

20. The Design Gateway submission has been created. Its initial status will be reflected as "Draft".

21. To modify the sections requiring regulatory approval and edit submission schemes, you may click on "Edit sections and schemes".

22. You may scroll down to view the assigned project parties for each section. **The submission coordinator / assistant is responsible for assigning the project parties** (refer to Section 12.3 for the steps).

## 12.2    Adding Project Information



**Going to the Project Information Section (action by Submission Coordinator / Submission Coordinator Assistant)**

1. Select the submission in the "Submission workspace".

2. When you have arrived at the "View submission timeline" page, click on "Edit".



3. The Submission Coordinator / Submission Coordinator Assistant is required to input the project details in the first section of the submission.

4. Project details to be provided include the project title, development type, site area, SGFA and building blocks information.

102
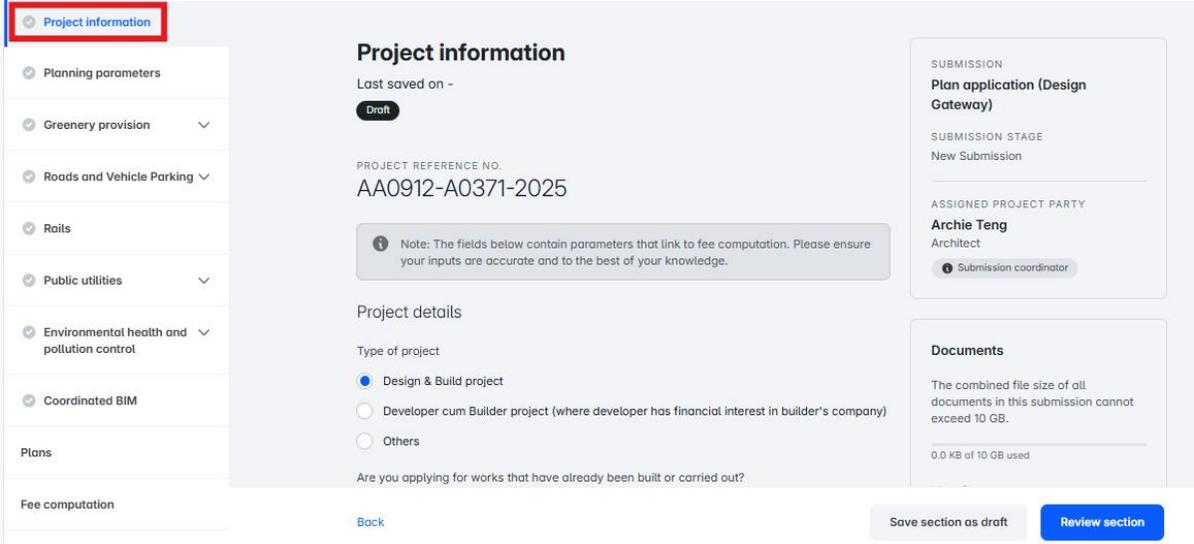
Planning parameters

⊘ Greenery provision ⌄

⊘ Roads and Vehicle Parking ⌄

⊘ Rails

⊘ Public utilities ⌄

⊘ Environmental health and ⌄
pollution control

⊘ Coordinated BIM

Plans

Fee computation

Project title                                              43/1000

New Erection of a Hospital at Carena Drive

Total Gross Floor Area (GFA)              Site area

[ - ]                          m²        [ 0.00 ]              m²

Auto computed based on inputs in Planning      Site area is required
Parameters, where Total GFA = Total use GFA for
development use + Total bonus GFA per site

State land area                           Gross Plot Ratio

[ 0.00 ]              m²                   [ - ]

State land area is required

Does your project involve type 1 building?

◯ Yes

⦿ No

Above sub-level SGFA/Area of Plan View        Below sub-level SGFA/Area of Plan View

[ 0.00 ]              m²                   [ 0.00 ]              m²

Above sub-level SGFA/Area of Plan View is required    Below sub-level SGFA/Area of Plan View is required

Total SGFA/Area of Plan View

[ - ]              m²

At Design Gateway, SGFA value can be a
preliminary figure for fee computation at Piling
Gateway, if relevant. This value can be next
updated at Construction Gateway with detailed
computation.

Value of full building works

[ SGD | 0.00 ]

Value of full building works is required

**Building details**

Total no. of unit(s) in the development

[ - ]

Dwelling units for residential or units for serviced
apartments only

**Indicate block(s) in the development**

+ Add block

Indicate block(s) in the development is required

Back                              Save section as draft    Review section

5. **Total SGFA is crucial for fee computation.**

6. If you are still not ready to confirm the details, you may click on "Save section as draft" to avoid data loss.

7. Once ready, click on "Review section".

8. After clicking on "Review Section", click on "Confirm". This will change the data to a read-only view for project-wide access.

103

## 12.3    Assigning Project Parties



**Assign Project Parties (action by Submission Coordinator / Submission Coordinator Assistant)**

1. It is necessary to involve all relevant Qualified Persons (QPs) who are part of the project, ensuring they join for the preparation of the Design Gateway (DG).

2. Click on "Assign Project Party" to proceed with this task.

   **Note**: Assigning a project party is an action restricted to the submission coordinator or their assistant.

**Assign project party**

Select a project party responsible for completing and declaring for each section

ⓘ Please note that the assigned project party will be responsible for the respective section of the joint submission. In the event of any changes, assigned project party will be notified of the change(s) made once the page is successfully saved.

| SECTION | ASSIGNED PROJECT PARTY |
|---|---|
| Project information | Archie Teng - A0912 (Architect) ⌄ |
| | This section can only be prepared and submitted by the submission coordinator |
| Planning parameters URA | Archie Teng - A0912 (Architect) ⌄ |
| External greenery NParks | Eugene Chia - E8431 (Professional Engineer (Civil ⌄ |
| | Eugene Chia - E8431 (Professional Engineer (Civil)) |
| Internal greenery NParks | Section not required for approval If section is required, please edit sections and schemes |

Cancel   **Assign**

3. In the relevant section, the submission coordinator / assistant can see and appoint suitable parties.

4. If the desired name does not appear, please check that they have been appointed for the relevant responsibility. E.g. an Architect only appointed for NParks' internal greenery responsibility will not have their name appear on URA's planning parameters for selection.

5. After the parties have been assigned, click on "Assign".

## 12.4    Uploading Files
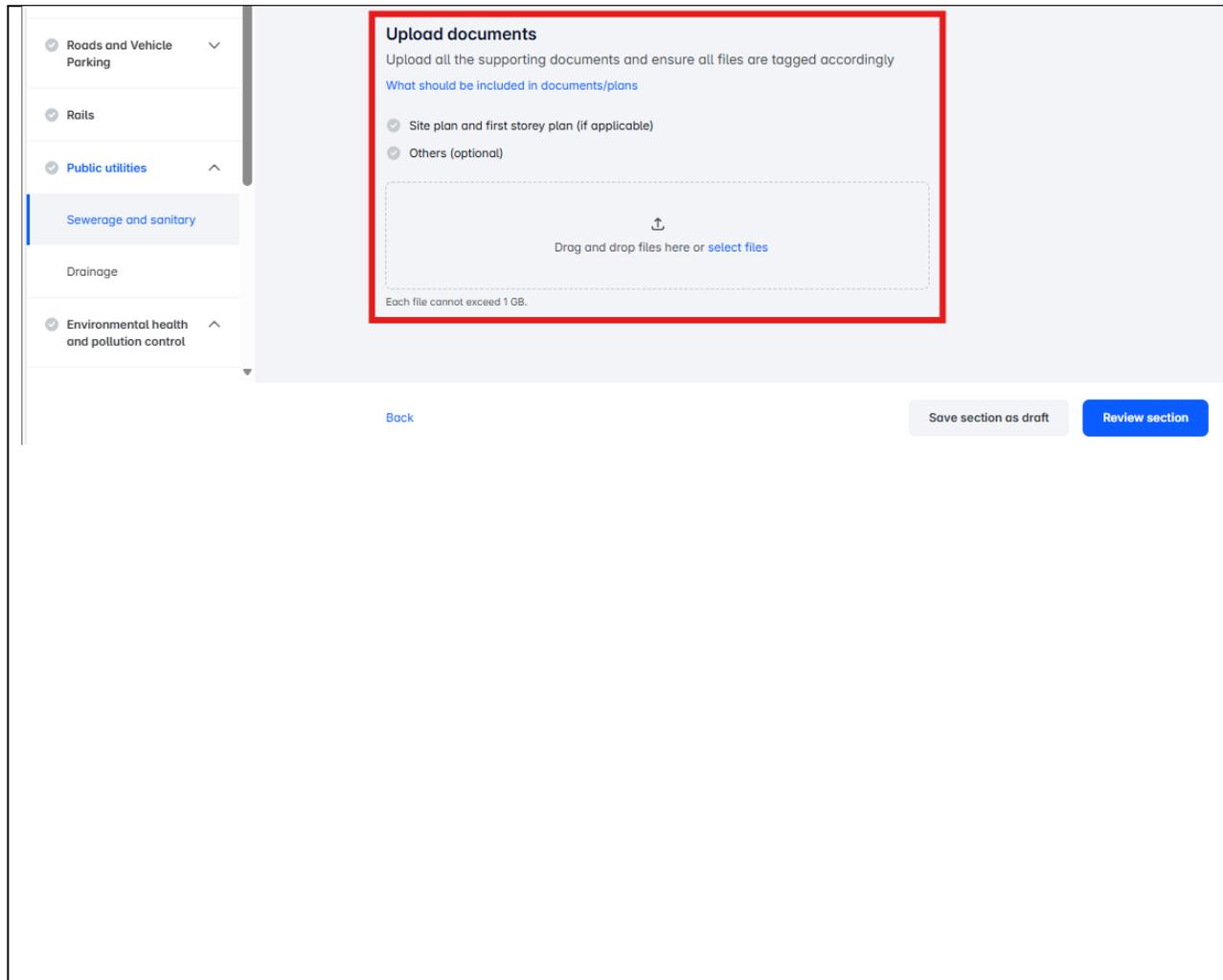


**Uploading documents (action by assigned Project Parties)**

1.  Under each section of the submission, the assigned Project Party may upload documents using the digital upload feature.

    **Tip**: Required documents will be listed here. Please check carefully if the documents labelled (if applicable) apply to your project. You may click on "What should be included in documents/plans" for more information.

    **Note: Do not upload zip files.** Ensure that drawings and plans required for approval are encrypted before uploading. The encryption of files remain status quo through Netrust application.

106

2. Assigned project parties are to ensure that the file requirements are met before uploading the documents.

   **Note**: The entire submission package should not exceed 10GB.

3. Allow some time for virus scanning during document upload.

4. More time is required for the uploading of larger files. Users may navigate away while the file continues uploading.

5. After the file is uploaded, select respective file tag(s). A green tick will indicate that the document has been uploaded as required.

   **Tip:** You can select the file tag immediately while waiting for the file scan to be completed, after the file is uploaded.



6. Uploaded files can be downloaded and deleted.

108

## Coordinated BIM

Last saved on -

Draft

**Upload coordinated BIM model(s)**

If the BIM model file contains more than 1 discipline, please submit the BIM models separately or tag the predominant discipline

- Architectural model
- Civil and Structural model (if applicable)
- Mechanical and Electrical model (if applicable)
- Reference model (if applicable)
- Others (optional)

Drag and drop files here or select files

Each file cannot exceed 1 GB. Supported file format(s): .ifc, .bcf, .bcfzip

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

14.0 KB of 10 GB used

View files

Back    Save section as draft    Review section

**Sidebar navigation:**
- Greenery provision
  - External greenery
  - Internal greenery
- Roads and Vehicle Parking
- Rails
- Public utilities
  - Sewerage and sanitary
  - Drainage
- Environmental health and pollution control
  - Environmental health and pollution control
- Coordinated BIM
- Plans

**Uploading BIM Model (action by assigned Project Parties)**

7. All assigned QPs can access the coordinated BIM submission.

8. Uploaded plans are displayed and can be downloaded.

9. More than 1 .ifc file for BIM models per discipline can be uploaded. Each model should not exceed 800MB. Files must be encrypted.

109

12.5 Review Computation of Fees



**Review Fees for Permit Application**

1. Select the "Fee computation" tab.

   **Note**: All project members including developers can view the expected plan fee payment. Please note that the fees will be updated as the QPs fill in the form in the various subsections. The final accurate fee will be displayed when all sections have been filled in.

2. Review the required fees and ensure that they are accurate before making payment.

   **Note**: If you decide to cancel the submission, you can delete it provided no payment has been made (refer to Section 12.7). Payment is to be made to each individual agency separately.

## 12.6 Making Declarations



**Proceed to Declarations (action by Submission Coordinator / Submission Coordinator Assistant)**

1. A green tick will appear beside completed sections.

   **Note**: Submission Coordinator / Assistant will receive notifications when a section is completed as well.

2. After all sections in a form have been completed by all assigned QPs, the Submission Coordinator is to trigger declaration for all QPs by clicking on "Proceed to declaration by QP(s)".

   **Note**: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed.

## View submission timeline

Last updated on 5:09pm, 23 September 2024

**Pending declaration by appointed project party(s)**

23 September 2024

Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

**Plan application (Design Gateway)**

| | |
|---|---|
| Submission stage | New Submission |
| Reviewed on | 5:09pm, 23 September 2024 |

View

| DECLARATION | APPOINTED PARTY | STATUS | |
|---|---|---|---|
| **Planning parameters**<br>Planning Act | Architect | Pending | View |
| **External greenery**<br>Parks and Trees Act | Architect | Pending | |

3. The status of the submission in the "Submission Workspace" will be updated to "Pending declaration".

4. An email will be sent to all Qualified Persons to inform them to make their declarations.

5. Submission Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

   **Note**: If revisions are needed, the submission coordinator can click on the "Revert to Draft" button to return the submission to draft status for necessary edits.

112

**Submit Declarations (by assigned Project Parties)**

6.  As the assigned project party, review all information and proceed by clicking on "Declare and Submit".

7.  The submission status will be updated to "Pending Payment".

8.  Proceed to make payment by following the steps in Section 13.

## 12.7    Deleting a Submission before Processing



**Delete Submission (action by Project Coordinator / Project Coordinator Assistant)**

1. Proceed to the Submission Workspace and select the relevant project.

2. Click on "Delete submission".

   **Note**: This function is only available before the submission is sent to agencies for processing.

**13.** **Making Payment for Submissions**

Payment must be made and processed in full before submission can transit to agencies for processing.

13.1 Choosing Mode of Payment
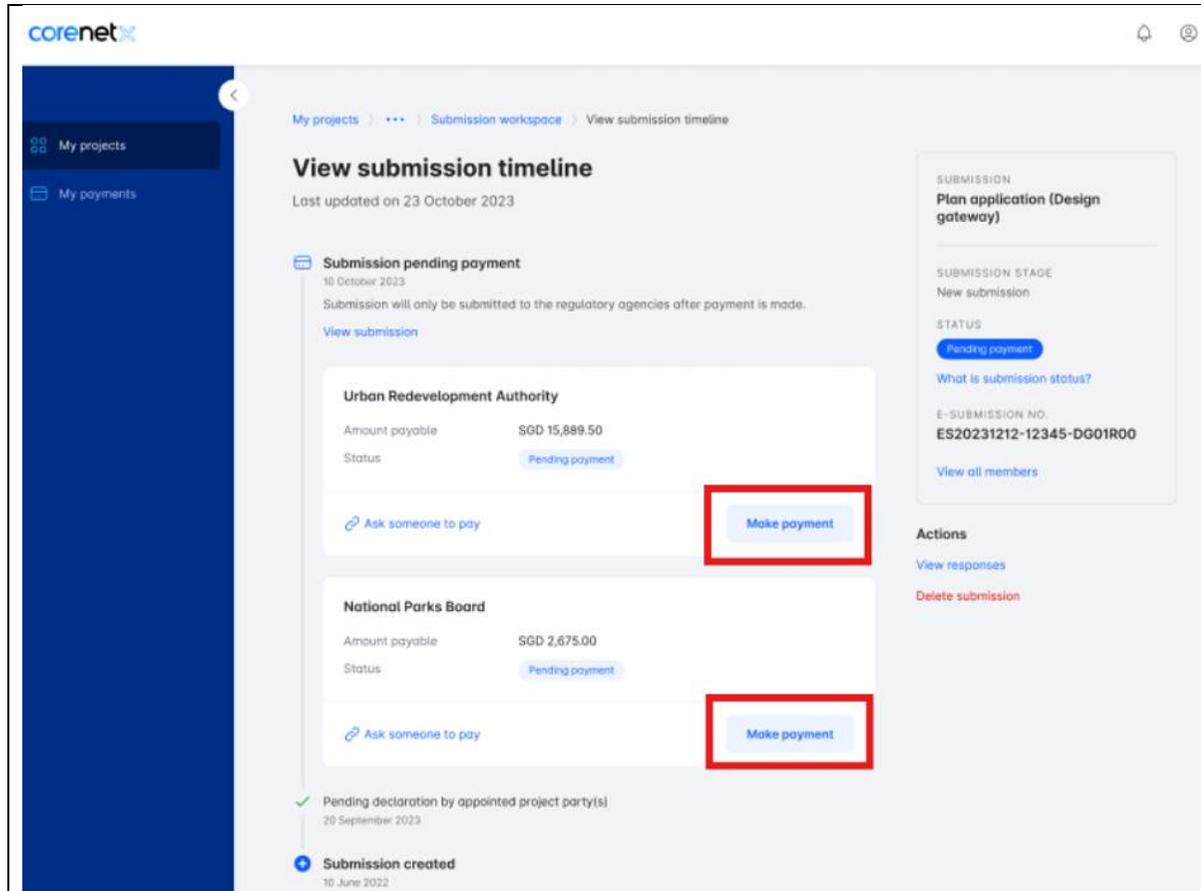
| | |
|---|---|
|  | 1. Go to the "Submission Workspace".<br><br>2. Click on "Make payment".<br><br>**Tip:** Click on "**Ask someone to pay**" to request someone else to make payment (proceed to Section 13.5) |

115

**Select payment method**

Select your preferred payment option, a receipt will be issued once payment has been confirmed

TOTAL PAYABLE FEE

**SGD 7,000.00**

○ **Debit / Credit card**
  Immediate processing for fees up to SGD 10,000 per agency by debit/credit card     mastercard **VISA**

○ **PayNow**
  Immediate processing for amounts up to SGD 200,000     **PAY NOW**

○ **Bank transfer**
  Make a direct bank-to-bank transfer payment to agencies

**For projects with submission fees made earlier**

For submissions where payment was made to the agency in an earlier submission of this same project. The agency will verify the payment record(s). In the event that the information provided is inaccurate, it may delay the processing of your submission. Please note that no additional receipt will be generated for this transaction.

○ **Payment has been made earlier**
  This option should only be selected if you were advised by a processing officer and/or have already made payment in an earlier submission for this project

3. Select the mode of payment:

   a. **Bank Transfer**: Takes at least 2-3 working days to be processed (proceed to Section 13.2). **Choose this option if client is GPE requiring e-invoice (proceed to Section 13.3).**

   b. **Credit Card**: Up to $10,000 per transaction. Proceed to Section 13.4 for next steps.

   c. *coming soon* **PayNow**: Up to $200,000 per transaction.

   d. **Payment has been made earlier:** Only for special cases where payment has been made earlier (e.g. ongoing CN2 projects transiting to CORENET X). (proceed to Section 13.6)

   **Note:** This does not apply to new projects in CORENET X.

**Making payment as guest**

4. External parties can make payment directly from the CORENET X landing page.

5. First, go to the landing page (https://portal.corenet.gov.sg/).

6. Select "Make payment as guest".

7. Proceed to Section 13.7 for the remaining steps.

13.2    Bank Transfer (for private sector clients)



**Bank transfer**

Use the bank details below to make a payment to the agency from your bank account

ⓘ Include the ES no. as reference during your transfer and take note of the transaction number after payment is made. Failure to do the above may result in delay in payment verification.

**Bank details for URA** 🔴

| Bank account no. | 0010669109 |
| Bank code/branch code | 7171/001 |
| Amount to send | SGD 7,740 |
| ES no. as reference | ES20221212-12345-DG00R01 |

A7654-A32100-2023

PROJECT TITLE

Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20231212-12345-DG01R00

Sample bank transaction:

**Payment Transaction Advice**

We have debited your Acct123456789 as follows :

Your Ref
0987ABCD65

Value Date
11/06/2024

Currency/Amount
SGD 7740

Payee Bank
SAMPLE BANK

Booked On
11/06/2024

Details of Payment
ES20231212-12345-DG01R00

7740

Beneficiary
Account Number : 1234567890
URBAN REDEVELOPMENT AUTHORITY

**Fund Transfer Electronic Message**

1. If the "bank transfer" option is selected, the CORENET X ES number will be generated.

2. Indicate the ES number as reference number or Details of Payment when making the bank transaction.

118

Sample bank transaction:

**Payment Transaction Advice**

We have debited your Acct123456789 as follows :

| Your Ref | Value Date | Currency/Amount |
|---|---|---|
| 0987ABCD65 | 11/06/2024 | SGD 7740 |

| Payee Bank | Details of Payment | Beneficiary |
|---|---|---|
| SAMPLE BANK | ES20231212-12345-DG01R00 | Account Number : 1234567890 |
| Booked On | | URBAN REDEVELOPMENT AUTHORITY |
| 11/06/2024 | 7740 | |

**Fund Transfer Electronic Message**

Input in Payment Page:

**Bank transfer**

Use the bank details below to make a payment to the agency from your bank account

A7654-A32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20231212-12345-DG01R00

ⓘ Include the ES no. as reference during your transfer and take note of the transaction number after payment is made. Failure to do the above may result in delay in payment verification.

**Bank details for URA** 🔴

| Bank account no. | 0010669109 |
|---|---|
| Bank code/branch code | 7171/001 |
| Amount to send | SGD 7,740 |
| ES no. as reference | ES20221212-12345-DG00R01 |

Payer details

Individual / Company name

Contact number          Email

Address          Unit          Postal code

Bank transaction no.          Date of transfer
                               DD/MM/YYYY 📅

Back          You have selected 1 item   SGD 7,740.00   I have made payment

3. Take note of the **Bank Transaction Reference Number.**

4. Input this reference number under "Bank transaction no." on the Submission portal payment page.

119

5. If payment is successful, you should see a confirmation screen. The payment status will be updated to "verifying payment".

120

6. The submission status will also be reflected in the "Submission Workspace".

121

Email subject

**Email subject**

corenet

✅

**Payment was successful!**

Payment for project A7654-32100-2023 has been processed. Details of the transaction are included below.

PAYMENT TRANSACTION NUMBER
CX-TXN-2023-10-05-57486

View transaction

**Transaction summary**

Project reference
A7654-32100-2023

Project title
**Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road**

Paid by
**Aaron Wong, XY Architects**

Payment status
Paid

Payment status confirmed on
**5 October 2023**

Amount paid
**SGD 7,740.00**

Payment method
**Request for invoice**

This is a computer generated email. If you need help or have questions, please contact us.

© 2023 Government of Singapore

7. Once the payment has been verified by the agency, you will receive an email notification on successful payment.

8. The payment status will be updated to "paid".

**Tip**: Double check to ensure that payment to all relevant agencies have been made successfully.

9. After all payments are completed, the submission will be advanced to the "Processing" stage.

13.3    Bank Transfer (for Government Procurement Entities (GPE) clients)



1.  If the "bank transfer" option is selected, GPE clients making payment will see the "Yes/No" options.

    1.1. HDB/ JTC should select "Yes". Proceed to step 4.

    1.2. GPE clients requiring e-invoice should select "No". Proceed to step 5.

2.  The CORENET X ES number will be generated.

3.  Indicate the ES number as reference number or Details of Payment when making the bank transaction.

123

**Bank transfer**
Use the bank details below to make a payment to the agency from your bank account

A7654-A32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20231212-12345-DG01R00

ℹ Include the ES no. as reference during your transfer and please take a proof of transaction after payment is made. Failure to do the above may result in delay in payment verification.

**Bank details for URA** 🔴

| | |
|---|---|
| Bank account no. | 0010669109 |
| Bank code/branch code | 7171/001 |
| Amount to send | SGD 7,740 |
| ES no. as reference | ES20221212-12345-DG00R01 |

Have you made payment for the transaction?
● Yes
○ No, I will make payment for the transaction later

**Payer details**

Individual / Company name
[                    ]

Contact number
[          ]

Email
[          ]

Address
[          ]

Unit
[     ]

Postal code
[     ]

**Provide details for proof of transaction**

Bank transaction no.
[          ]

Date of transfer
[ DD/MM/YYYY    📅 ]

**Upload documents**
Upload the required proof of bank transaction before proceeding

⚓
Drag and drop files here or select files

4. If "yes" was chosen, payee is to upload proof of payment.

124

5. If "no" was chosen, payee is to fill in their details accordingly.

6. The payment status will be updated to "verifying payment".

7. Once the payment has been verified by the agency, you will receive an email notification on successful payment.

8. The payment status will be updated to "paid".

   **Tip**: Double check to ensure that payment to all relevant agencies have been made successfully.

9. After all payments are completed, the submission will be advanced to the "Processing" stage.

## 13.4 Credit Card



| | |
|---|---|
| | 1. Fill in the required fields. |
| | 2. Credit card transaction is immediate. |
| | **Note**: Credit card payment is applicable to transactions up to $10,000. |

3. A successful payment page will be shown.

4. Click on "View receipt" to download the receipt for record purposes.

129

## 13.5 Ask someone else to pay

| | 1. Click on "Ask someone to pay".<br><br>2. Click on "Make payment". |
|---|---|
| **corenet**<br><br>**Select payment method**<br>Select your payment option and complete payment<br><br>Total payable fee<br>**SGD 7,740.00**<br><br>○ Credit/Debit card<br>Immediate processing for fees up to SGD 10,000 per agency by credit/debit card    MasterCard  VISA<br><br>● Ask someone to pay<br>Send a payment link for someone to complete this payment<br><br>ⓘ This option will require someone to complete this payment later. Receipt will be made available once the payment has been processed.<br><br>A7654-32100-2023<br><br>PROJECT TITLE<br>Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road<br><br>E-SUBMISSION NO.<br>ES20230210-12345<br><br>Back    You have selected **1** item  **SGD 7,740.00**  [Make payment] | |

130

**corenet**

## Ask someone to pay

Send a payment link for someone to complete this payment

**A7654-32100-2023**

PROJECT TITLE
Proposed additions and alterations to
basement 1, 1st to 3rd storey of existing
Knightsbridge building on lots 01007W,
01325T, 01322W, 01323V, TS27 At 270
Orchard road

E-SUBMISSION NO
ES20230210-12345

Total payable fee

**SGD 7,740.00**

Subject

CORENETX Submission - Payment Link for A7654-32100-2023

Recipient's Email

Message                                                                0/300

Preview payment link

You have selected **1** item        SGD 7,740.00        Cancel        **Send request**

3. Indicate the email address of the recipient and click on "Send request". A specific link will be sent to the recipient to request them to make payment.

   **Tip**: Click on "preview payment link" to view what recipient will see upon logging in.

131

4. The recipient will have a restricted view and will only be able to see the outstanding payments to be made.

5. The recipient can click "Make payment" for the item that he/she wishes to make payment.

   **Note**: The recipient must login with Singpass to access the system to make this 3rd party payment. However, these individuals' registration into their company's Corppass is optional.
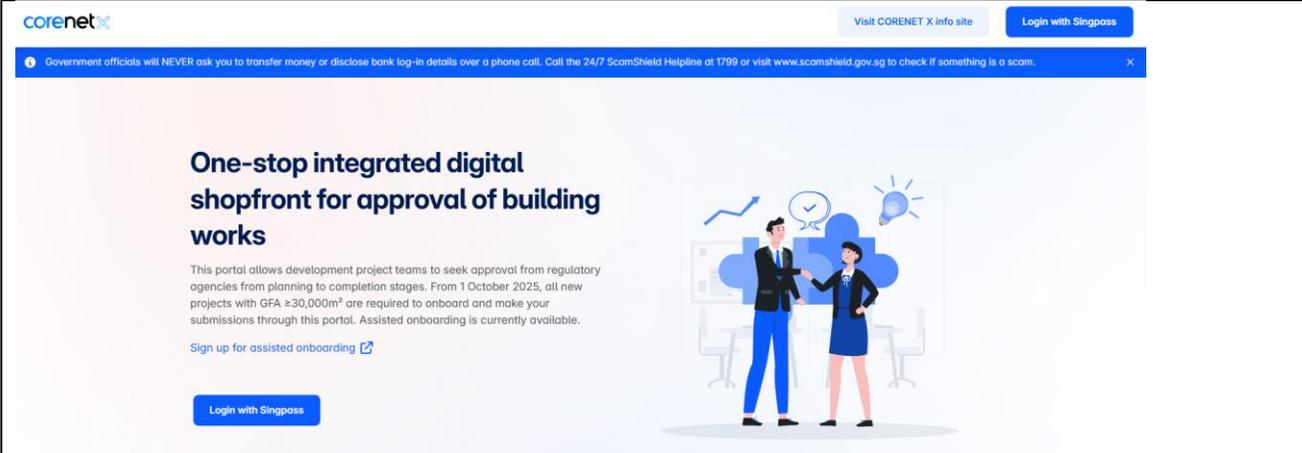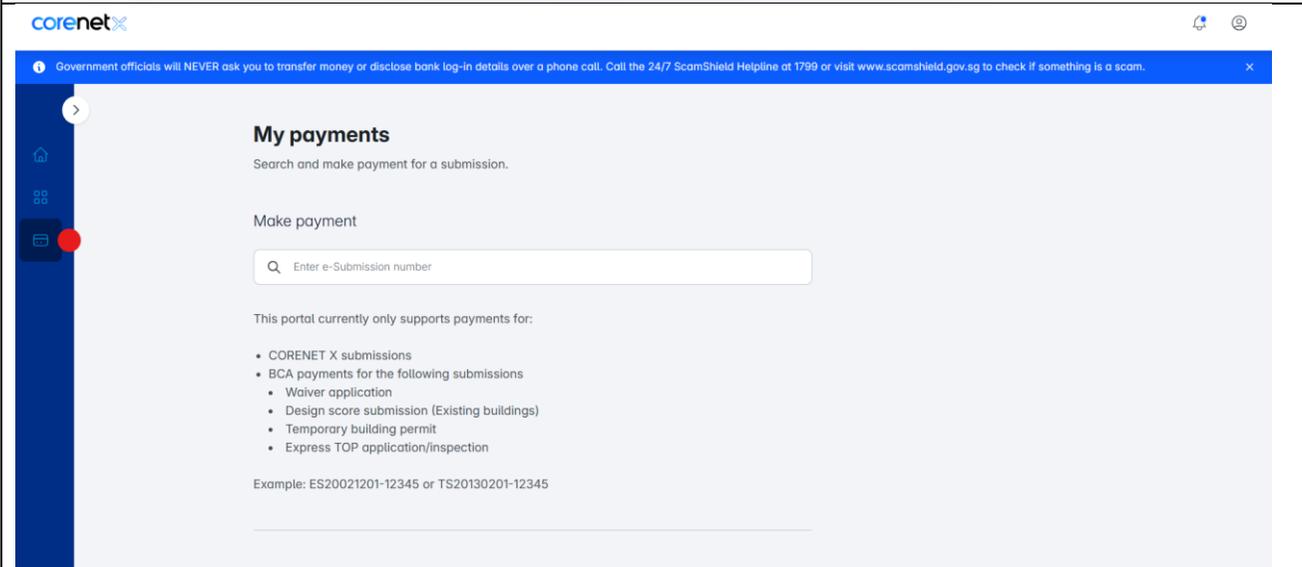
6.  There are 2 payment methods available:

    - **Bank transfer** – recipient may follow the steps in Section 13.2 (for private sector clients) or Section 13.3 (for GPE clients).

    - **Credit card** (up to $10,000) – recipient may follow the steps in Section 13.4.

133

13.6    Payment has been made earlier (for projects that have made separate arrangements with agencies)

| | |
|---|---|
| **For projects with submission fees made earlier**<br><br>Select this option only if you have previously completed payment for this submission. The agency will verify the payment record(s). In the event that the information provided is inaccurate, a Written Direction may be issued, resulting in delays to you submission.<br><br>⦿ **Payment has been made earlier**<br>For submissions where payment has been made earlier to the agency<br><br>Remarks                                                                 0/500<br><br>Payment made on 12/01/2010. Reference no. 1231241241<br><br>Please provide the payment details (eg: reference number under which the payment was made, date of payment, payment method). This will help the agency verify the payment record.<br><br>Back                          You have selected **1** item    **SGD 7,740.00**    Next | 1. If this option is selected, please provide justification and the relevant reference numbers for the respective agency finance department to trace the records and reconcile the payment. |

134

## 13.7    Make payment as guest

| | |
|---|---|
|  | 1. External parties can also login to make payment directly.<br><br>2. First, go to the CX landing page (https://portal.corenet.gov.sg/). |
|  | 3. After logging in, external party needs to select "My payment" tab located on the left navigation bar and input the ES number to be able to search for the relevant payments. |

135

## Payments

**ES20230210-12345**

| | |
|---|---|
| Submission | Plan application |
| Agency | Building and Construction Authority |
| Amount payable | SGD 7,740.00 |

[ Make payment ]

**ES20230210-12345**

| | |
|---|---|
| Submission | Plan application |
| Agency | National Parks Board |
| Amount payable | SGD 2,140.00 |

[ Make payment ]

**ES20230210-12345**

| | |
|---|---|
| Submission | Plan application |
| Agency | Urban Redevelopment Authority |
| Amount payable | SGD 6,420.00 |

[ Make payment ]

**A7654-32100-2023**

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

4. The external party will have a restricted view and will only be able to see the outstanding payments to be made.

5. The external party can click "Make payment" for the item that he/she wishes to make payment for.

136

## 14.    Tracking Submission Status

### 14.1    Viewing Submission Status



1. All project members can track the status of all submissions in the Submission Portal.

2. Project members can go to the "Project overview" page to view the submission milestone dashboard and project information. The types of statuses are shown below:
   - **Not started**
   - **Draft**
   - **Processing**: Agencies are processing
   - **Written Direction Issued / Response Issued:** Project members can download the responses and make resubmissions to address agencies' comments
   - **Clearance**

3. You can view the details of each submission by clicking "View submission".

137

## 14.2      Withdrawing a Submission during Processing



1. If withdrawal of the submission is necessary during processing, use the "Withdraw Submission" button to initiate the process.

2. Upon withdrawal, the submission will be reverted to its last status e.g. Written Direction Issued. Submission Coordinator may initiate reply to Written direction again, and fees will be re-computed and apply.

**15.     Responding to Written Directions and Making Resubmissions**

**15.1     Downloading Written Directions**



1. You will notice a written direction has been issued for this submission.

2. You can view the written direction(s) by clicking "View Responses".

**View responses**

Manage responses from regulatory agencies

| Acknowledgement | **Written Direction** | Clearance | Not approved |
|---|---|---|---|

| RESPONSE | SUBMISSION TYPE | AGENCY | ISSUED ON | ACTIONS |
|---|---|---|---|---|
| 1st Written Direction | New Submission EX20260101-50003-DG01R00 | NPARKS, NEA, PUB | 1 Jan 2026 | Download |

1-1 of 1 results

3. Download the relevant written direction from the relevant agencies.

## 15.2 Extending a Written Direction
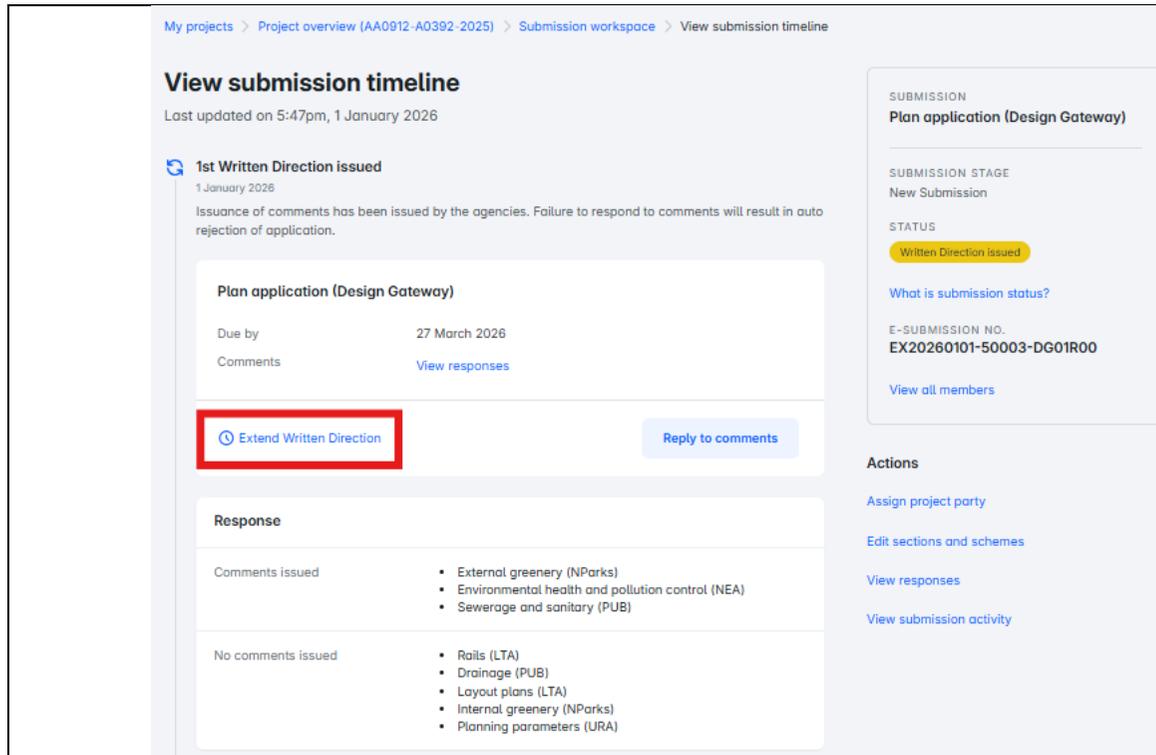


1. You can extend a written direction by 14 working days. Do so by clicking "Extend Written Direction". **This is a one-time extension.**
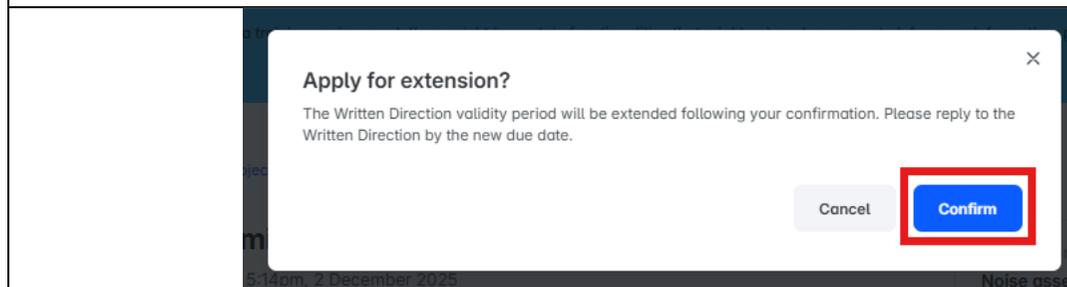


2. Click "confirm". The due date will be extended accordingly.

141

## 15.3    Initiating a Resubmission

| | |
|---|---|
|  | **Making a Resubmission (action by Submission Coordinator / assigned Project Parties)**<br><br>1. To initiate a resubmission, submission coordinators and assigned project parties, along with their assistants, can click "Reply to Comments." |
|  | 2. Click "Confirm". |

142

My projects  >  Project overview (AA0912-A0392-2025)  >  Submission workspace  >  View submission timeline

# View submission timeline
Last updated on 5:54pm, 1 January 2026

🔄 **Resubmission created**
1 January 2026
Please ensure that the comments issued are addressed in this resubmission before submitting to the regulatory agencies.

### Plan application (Design Gateway)

| | |
|---|---|
| Submission stage | Resubmission |
| Last saved on | 5:54pm, 1 January 2026 |
| Due by | 27 March 2026 |
| Comments | View responses |

🕐 Extend Written Direction                      **Edit**

| SECTION | ASSIGNED PROJECT PARTY |
|---|---|
| Project information | **Archie Teng**<br>Architect<br>ⓘ Submission coordinator |

**SUBMISSION**
Plan application (Design Gateway)

SUBMISSION STAGE
Resubmission

STATUS
**Draft**

What is submission status?

E-SUBMISSION NO.
-

View all members

**Actions**

Assign project party

Edit sections and schemes

View responses

View submission activity

3. After clicking "Confirm," the system will create a resubmission, retaining all details from the previous submission.

4. Click "Edit" to proceed.

143

5. If a written direction has been issued for a specific section, the tick beside that section will be greyed out. That section is returned to draft state for assigned project parties to modify and edit.

6. The assigned project parties for the sections requiring revisions may modify information where necessary, change submission schemes or update files.

7. If there are updates to the parameters affecting plan fees, this is automatically trigger a top up of fees, which will be reflected in the "Fee computation" section when the form sections are completed.

8. **Note**: All files from previous submissions will be repopulated.

144

15.4        Amending uploaded files

testfile.docx ✓
13.78 KB • 1 Jan 2026

Type of attachment

[ 1st storey plan ✕ ] [ Company cover letter ✕ ] [ Cross sections and elevations ✕ ]
[ Location plan ✕ ] [ Roof plan ✕ ] [ Site plan ✕ ] [ Basement plan ✕ ]                    ⌄
[ Certified Arborist report ✕ ] [ Survey plan ✕ ]

Replace | Download | Delete

Back                                    Save section as draft        Review section
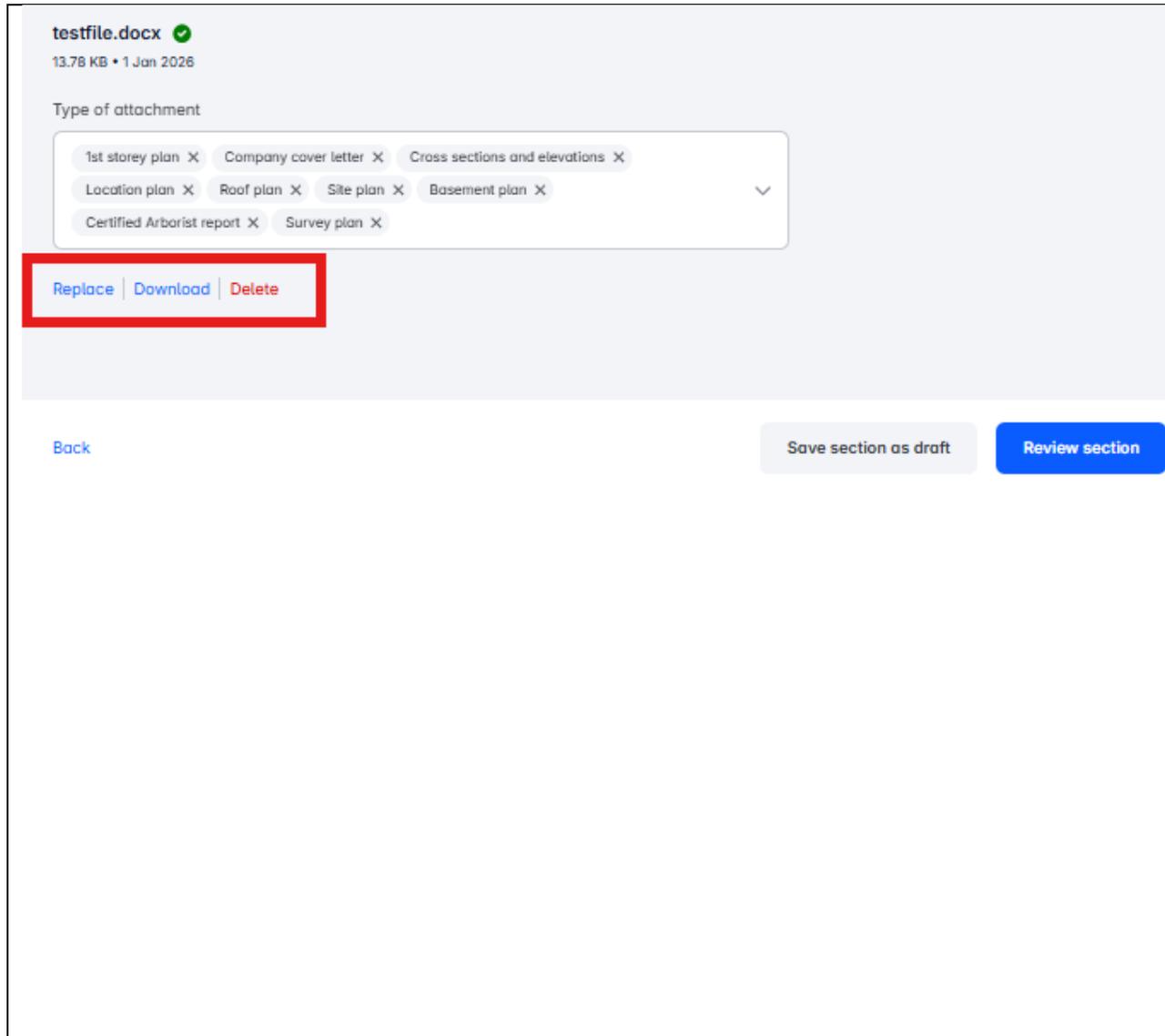
**Amending uploaded documents (action by assigned Project Parties)**

1.  In the respective section, the assigned Project Parties can "replace" or "delete" the files that were earlier submitted.

2.  If a file has been revised to address the agency's comment for resubmission, replace the old file by clicking "Replace". **This action allows changes to be tracked between the initial and resubmitted file.**

    **Note**: Do not use delete unless the file must be omitted and is irrelevant to the submission. Otherwise, revised drawings should use "Replace".

3.  **Ensure that you "save" the section after replacing the file.** File scanning may take some time, but you may navigate to the coordinated

| | |
|---|---|
| | BIM section while waiting for the file to upload. |
| **Delete file?**<br><br>This file will be removed from your submission and it will be permanently deleted.<br><br>However, if you are making changes to the file in response to the Written Direction, please select "Cancel" and proceed to use 'Replace' instead in the previous screen.<br><br>Cancel    **Delete** | 4. If a file is no longer needed, click "Delete File."<br><br>**Note**: Keep in mind that deleting a file removes it <u>permanently</u>. Only delete if necessary. |
| Drag and drop files here or select files<br><br>Each file cannot exceed 1 GB.<br><br>**testfile.docx** ✓<br>13.78 KB • 1 Jan 2026<br><br>Type of attachment<br><br>1st storey plan ✕   Company cover letter ✕   Cross sections and elevations ✕<br>Location plan ✕   Roof plan ✕   Site plan ✕   Basement plan ✕   ⌄<br>Certified Arborist report ✕   Survey plan ✕<br><br>Replace │ Download │ Delete | 5. To add a new file, follow the same steps in the initial submission. It will appear as a new entry. |
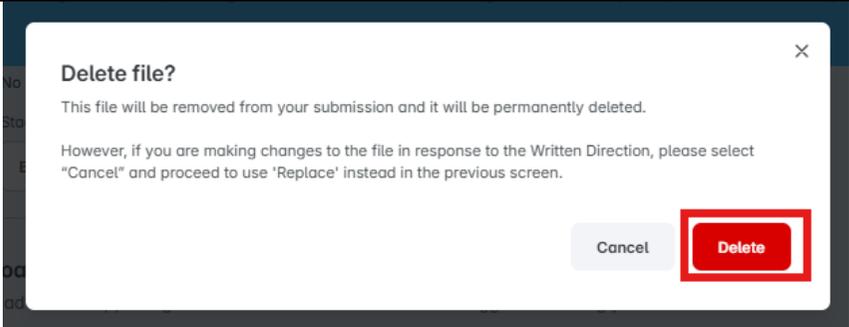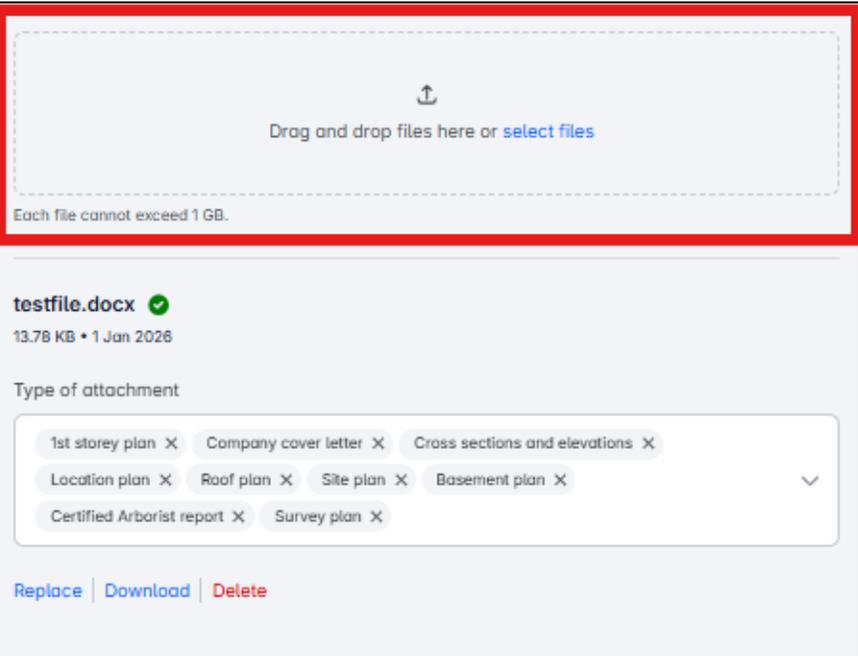
146
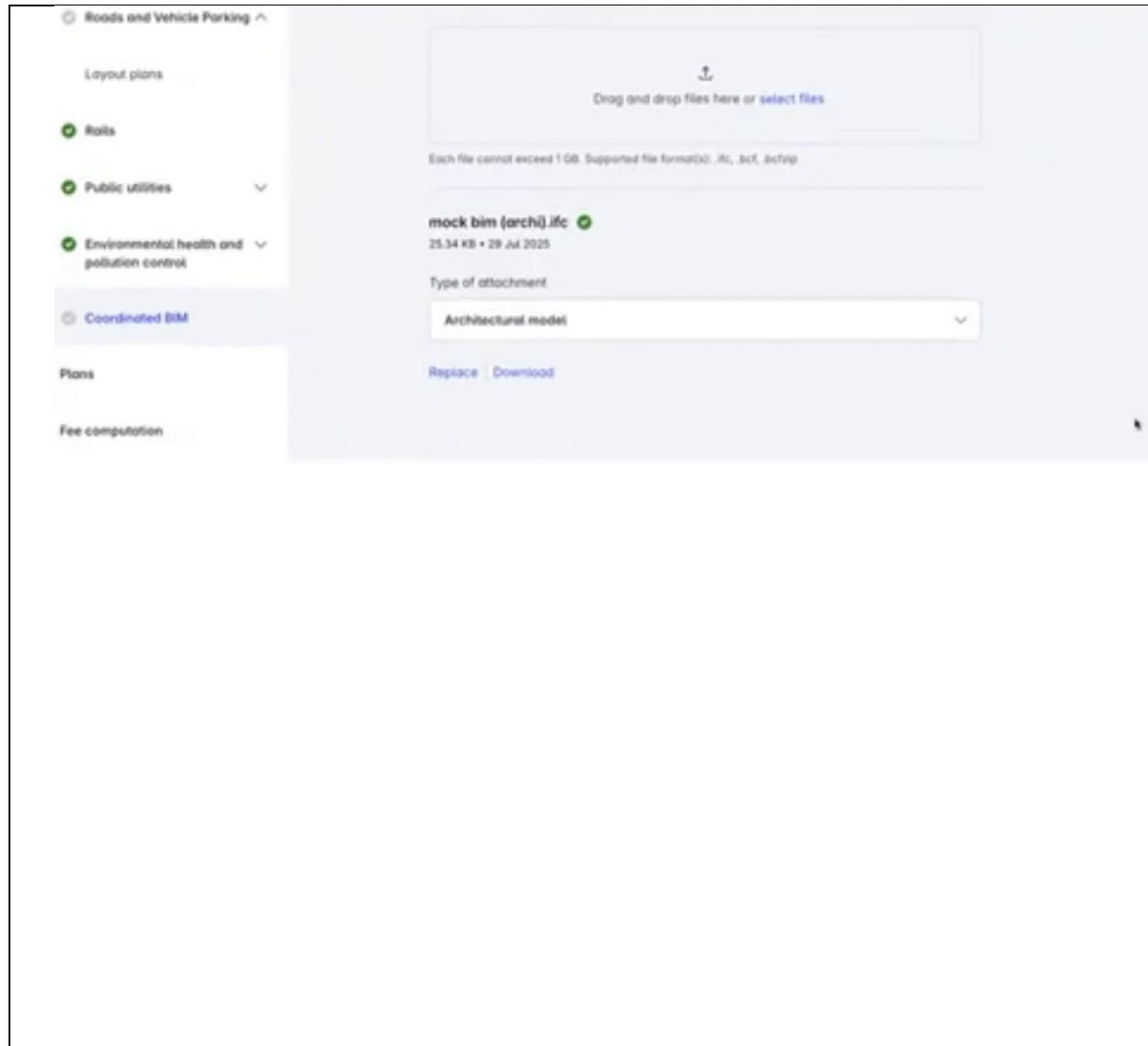
**Amending uploaded BIM model (action by assigned Project Parties)**

6. In the coordinated BIM section, your draft will be returned during resubmission.

7. Select and "replace" the affected section if any amendments to the BIM model require redeclaration by the assigned project party.

8. You will be prompted to select the agency's section that has been affected by the revisions made in this replacement model e.g. "planning parameters"

9. .bcf file is acceptable, if the project team has replied to the WD comments through the .bcf file.

10. All files are to be encrypted by the relevant QPs

| | 11. Once your file is updated, click "review section".<br><br>12. If no changes are necessary, click on "review section". |
| --- | --- |

## 15.5 Making Declarations

|  | **Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)**<br><br>1. Upon completing the resubmission, the submission coordinator may click on "proceed to declaration by QP(s)".<br><br>**Note**: Only sections that have been edited and resubmitted require re-declarations. |
| --- | --- |

148

## 16. Making Amendments after Submission Clearance

### 16.1 Initiating Amendment



1. Once the submission is approved and eligible for an amendment, the submission coordinator gains access to apply for an amendment.

2. Go to the submission workspace and click "Amend" on the submission to be amended.

   **Note**: An amendment can generally be made for all submissions except the Design Gateway submission.

149

My projects  >  Project overview (AA0912-A0392-2025)  >  Submission workspace  >  View submission timeline

# View submission timeline
Last updated on 6:30pm, 1 January 2026

✏️ **Amendment created**
1 January 2026
The Project Coordinator has initiated an amendment to the submission

**Plan application (Construction Gateway)**

| | |
|---|---|
| Submission stage | Amendment |
| Last saved on | 6:30pm, 1 January 2026 |

Delete amendment      **Edit**

| SECTION | ASSIGNED PROJECT PARTY |
|---|---|
| **Project information** | **Archie Teng**<br>Architect<br>ⓘ Submission coordinator |
| **Planning parameters**<br>URA | **Archie Teng**<br>Architect<br>ⓘ Submission coordinator |
| **External greenery**<br>NParks | **Archie Teng**<br>Architect<br>ⓘ Submission coordinator |

**SUBMISSION**
**Plan application (Construction Gateway)**

SUBMISSION STAGE
Amendment

STATUS
Draft

What is submission status?

E-SUBMISSION NO.
-

View all members

**Actions**

Assign project party

Edit sections and schemes

View responses

View submission activity

3. A draft amendment submission is created.

4. Click "Edit" to access the amendment submission form.

   **Note:** Click on "Delete amendment" to delete the amendment submission form. This will revert the submission to its last approved status.

150

5.  All approved details from the last submission will be repopulated.

6.  The respective QP can click the "Edit" button to initiate the amendment for that section.

7.  If there are errors, re-upload the necessary files.

8.  All input is automatically saved. However, if unsure, use the "Save Section as Draft" button to preserve your changes.

9.  Once changes have been finalised, click on "Review section".

## Fee computation

Review payable plan processing fees with breakdown by agency

SUBMISSION
**Plan application (Construction Gateway)**

SUBMISSION STAGE
Amendment

ℹ️ Based on the inputs in this application, no additional plan processing fees are required for payment.

Sidebar:
- Project information
- ✅ Planning parameters
- ✅ Greenery provision and tree conservation
  - External greenery — Submitted for review
  - Internal greenery — Submitted for review
- ✅ Building control
- ✅ Roads and Vehicle Parking
- ✅ Rails
- ✅ Public utilities
- ✅ Environmental health and pollution control
- ✅ Fire safety
- ✅ Coordinated BIM
- Plans
- **Fee computation**

**Checking for fees**

10. Check if any fees have been triggered. If empty, it indicates no fees are required.

152

## 16.2 Making Declarations



**Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)**

11. Once the amended sections are finalised, the submission coordinator may click on "proceed to declaration".

12. All Qualified Persons will now be notified to make their declarations.

    **Note**: All QPs need to redeclare for the amendment, regardless of whether their assigned sections were amended.

153

**Submitting Declarations (by assigned Project Parties)**

13. For sections that were amended, the declaration will reappear.

14. For sections not amended, review that changes are immaterial and don't require new approval before declaring and submitting.

15. If additional fees are triggered, proceed to make payment by following the steps in Section 13.

154

## 17. Submitting Independent Submissions

### 17.1 Creating an Independent Submission

| | |
|---|---|
| **My projects** > Project overview (AA0912-A0371-2025)<br><br>**Project overview**<br>Created by Archie Teng on 18 November 2025<br><br>PROJECT REFERENCE NO.<br>**AA0912-A0371-2025**<br>**Gateway submission process**<br><br>**Submission workspace** — Prepare project submissions<br>**Project members** — View and add members<br>**Member appointments** — Appoint members for relevant scopes of works<br>**Make payment** — Add and pay for multiple payments<br>**Site inspection booking** — Create and manage bookings<br><br>**Submission milestone dashboard**<br>Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.<br><br>| SUBMISSIONS | SUBMISSION STAGE | WD OUTSTANDING | ACTIONS |<br>|---|---|---|---|<br>| **Plan application** Design gateway | Not started | - | |<br>| **Plan application** Piling gateway (Optional) | Not started | - | |<br>| **Plan application** Construction gateway | Not started | - | |<br>| **Completion** TOP/CSC clearance | Not started | - | View TOP/CSC requirements | | 1. Go to the "Project Overview" page.<br><br>2. Click on "Submission Workspace" to initiate a submission. |

155

3. The submission workspace dashboard reflects the stage your project is at.

   **Note**: In this example, we are at the Design Gateway (DG)

4. Click on "Create Submission".

   **Note**: If no submissions have been made, any member can proceed to create one.

**Select submission**

Only applicable submissions will be made available for selection

Submission category

| Independent submission (to individual agencies) | ⌄ |

Agency

| National Environment Agency (NEA) | ⌄ |

Submission

| Noise assessment | ⌄ |

Submission coordinator

| ARCHIE TENG - A0912 (Architect) | ⌄ |

Cancel    **Next**

5.  Select "Independent submission (to individual agencies)".

6.  Select the agency and submission type – in this example, the independent submission is a Noise Assessment to be submitted to NEA.

    **Note**: The project member creating this submission will be assigned the role of Submission Coordinator for this pre-submission consultation.

7.  Click "Next".

**Create submission**

Please read the below instructions before proceeding.

| Submission details | |
| --- | --- |
| Submission | Noise assessment |
| Agency | National Environment Agency (NEA) |

**Instructions**

This submission requires the relevant appointed project party(s) to prepare and submit the application to the selected regulatory agency.

The coordinating QP for this submission may fill in the relevant sections and provide declarations to complete the submission.

Please note applications can only be submitted upon full payment of plan processing fees, where relevant.

← Back                    Cancel    Create

8. Review submission details and click "Create".

My projects  >  Project overview (AA0912-A0371-2025)  >  Submission workspace  >  View submission timeline

## View submission timeline

Last updated on 5:05pm, 2 December 2025

● **Submission created**
2 December 2025

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

### Noise assessment

| Submission stage | New Submission |
| Last saved | 5:05pm, 2 December 2025 |

[Edit]

**SUBMISSION**
Noise assessment

**AGENCY**
NEA

**SUBMISSION STAGE**
New Submission

**STATUS**
Draft

What is submission status?

**E-SUBMISSION NO.**
-

View all members

**Actions**

View responses

View submission activity

9. An independent submission will be created. At the start, its submission status will be reflected as "draft".

10. The assigned Project Parties can click on "Edit" to fill in the details and upload documents.

159

## Noise assessment

Last saved on -

**Draft**

Development proposal application

| Non-industrial ∨ |

Is this proposal for new, replacement or relocation of ACMV?

○ Yes
● No

Is the noise report prepared by a registered noise consultant?

● Yes
○ No

Is this application concurrent with partial TOP of the project?

○ Yes
● No

**Project information**

**Noise assessment**

SUBMISSION
**Noise assessment**

SUBMISSION STAGE
New Submission

AGENCY
NEA

APPOINTED PROJECT PARTY
**Archie Teng**
Architect

ⓘ Submission coordinator

**Documents**

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

View files

Back

Save section as draft    **Review section**

**Completing the Independent Submission Form**

11. A greyed-out tick will appear beside the section(s) to be completed – in this example, the section is "Noise assessment".

12. The assigned QP(s) can click on these sections to fill in the details and upload required documents.

13. It is recommended for users to "save section as draft" to prevent data loss.

**Upload documents**

Upload all the supporting documents and ensure all files are tagged accordingly

What should be included in documents/plans

- ✅ Noise assessment report
- ✅ Calibration certificate (if applicable)
- ✅ Specifications and photographs of CUs/VRVs/EAFs/FAFs/CTs/Chillers/ACMV equipment (if applicable)
- ✅ Others (optional)

⬆
Drag and drop files here or select files

Each file cannot exceed 1 GB.

**Test.docx** ✅
13.93 KB • 2 Dec 2025

Back                    Save section as draft        **Review section**

14. Once all inputs have been finalised and required documents have been uploaded, click on "Review section".

15. A pop-up window will appear. Click on "Confirm" to proceed.

161

## 17.2    Making Declarations



Email notification to assigned QP(s):



**Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)**

1. After the sections have been locked for review, the submission coordinator may click on "proceed to declaration by QP(s)".

2. All assigned Qualified Person(s) will now be notified to make their declarations via email.

3. The submission status will be updated to "pending declaration".

4. You will be able to view who are the appointed parties who need to submit their declarations.

   **Note**: In this simplified example, the architect (who is also the submission coordinator) is the only one who needs to make the declaration.

5. If the submission needs to be amended, the submission coordinator may click on "revert submission to draft".

Project information

Noise assessment

**Noise assessment**

Last saved on 5:14pm, 2 December 2025 by Archie Teng

Pending declaration

ℹ️ Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

| | |
|---|---|
| Development proposal application | Non-industrial |
| Is this proposal for new, replacement or relocation of ACMV? | No |
| Is the noise report prepared by a registered noise consultant? | Yes |
| Is this application concurrent with partial TOP of the project? | No |
| Stage of application for NEA compliance certificate | Before Temporary Compliance Certificate |

SUBMISSION
**Noise assessment**

SUBMISSION STAGE
New Submission

AGENCY
NEA

APPOINTED PROJECT PARTY
**Archie Teng**
Architect

ℹ️ Submission coordinator

**Documents**

The combined file size of all documents in this submission cannot exceed 10 GB.

14.0 KB of 10 GB used

View files

**Uploaded documents**

Back

Revert to draft

Declare for submission

**Submit Declaration (action by assigned QP(s))**

6. The assigned QP(s) will need to click on the link in their email, which will bring them to the declaration page.

7. Click on "Declare for submission".

164

## 18. Submitting Permit Application to carry out works

## 18.1 Creating a Submission

| | |
|---|---|
| **My projects** > Project overview (AA0912-A0371-2025)<br><br>**Project overview**<br>Created by Archie Teng on 18 November 2025<br><br>PROJECT REFERENCE NO.<br>**AA0912-A0371-2025**<br>**Gateway submission process**<br><br>[□] **Submission workspace**<br>Prepare project submissions<br><br>[👥] **Project members**<br>View and add members<br><br>[□] **Member appointments**<br>Appoint members for relevant scopes of works<br><br>[□] **Make payment**<br>Add and pay for multiple payments<br><br>[□] **Site inspection booking**<br>Create and manage bookings | 1. Go to the "Project Overview" page.<br><br>2. Click on "Submission Workspace". |
| **All submissions**<br>Create and manage your submissions<br><br>**Create submission**<br><br>Search by submission or ES no.<br>[🔍 Type in keywords e.g. plan application or ES20231212-12345-DG01R00]<br><br>Filter<br>[Filter by agency, status etc  >]<br><br>| SUBMISSION | STATUS | AGENCY | LAST UPDATED | ACTIONS |<br>|---|---|---|---|---|<br>| **Full demolition application**<br>- | **New Submission**<br>EX20260101-50001-JS01R00<br>[Clearance] | All | 1 Jan 2026 | View |<br><br>1-1 of 1 results     < > | 3. Click on "Create submission". |

## Select submission

Only applicable submissions will be made available for selection

Submission category

| Permit application (to carry out works) | ⌄ |

Agency

| Building and Construction Authority (BCA) | ⌄ |

Submission

| Permit to carry out structural works | ⌄ |

Application for

| EX20260101-50001-JS01R00 (Full demolition application) | ⌄ |

Submission coordinator

| EUGENE CHIA - E8431 (Professional Engineer (Civil)) | ⌄ |

Cancel        **Next**

4. Select "Permit application (to carry out works)".

   **Note**: For BCA permits, there should be existing approved structural plans, including the structural works approved in Piling and Construction gateways. **Only the PE(Civil) appointed for supervision responsibilities can create this submission.**

5. Select the Agency and Submission Type.

6. Select the corresponding structural plan approval ES number to proceed.

   **Note**: The project member creating this submission will be assigned the role of Submission Coordinator for this submission.

7. Click "Next".

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

# View submission timeline

Last updated on 5:09pm, 1 January 2026

**➕ Submission created**

1 January 2026

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

**Permit to carry out structural works**

| | |
|---|---|
| Submission stage | New Submission |
| Last saved | 5:09pm, 1 January 2026 |

Edit

| SECTION | ASSIGNED PROJECT PARTY |
|---|---|
| **Permit details** BCA | **Eugene Chia** Professional Engineer (Civil) ℹ Submission coordinator |
| **Supervision of structural works** BCA | **Eugene Chia** Professional Engineer (Civil) ℹ Submission coordinator |
| **Manpower, Constructability and Specialist building works** BCA | ℹ No assigned project party Please assign a project party to this section |

**SUBMISSION**
Permit to carry out structural works

**AGENCY**
BCA

**APPLICATION FOR**
EX20260101-50001-JS01R00 (Full demolition application)

**SUBMISSION STAGE**
New Submission

**STATUS**
Draft

What is submission status?

**E-SUBMISSION NO.**
-

View all members

**Actions**

Assign project party

View responses

View submission activity

Delete submission

9. A draft submission will be created. As there may be multiple parties involved in the submission, assign the project parties into each of the sections before proceeding. See "assign project party" section for more information.

10. Click on "Edit" to fill in the submission form.

168

**Input Permit Details (action by QP (Supervision), i.e. PE (Civil) appointed for supervision of structural works)**

11. QP (Supervision) is to input the permit details.

12. Once all fields have been filled in, click on "review section".

169

## Supervision of structural works

Last saved on -

**Draft**

**Total no. of RE/RTO supervising the works**

No. of Resident Engineer(s) (RE)

`0`

No. of Resident Technical Officer(s) (RTO)

`0`

### Supervision of works

Does this project require RE/RTO?

**Select the applicable option(s)**

☐ Appointed project party will supervise the structural works

☐ RE/RTO will be the site supervisor

☐ RE/RTO will be the site supervisor (offshore supervision carried out by non-singpass holder)

**Upload documents**

Back

Save section as draft     Review section

---

**SUBMISSION**
**Permit to carry out structural works**

**SUBMISSION STAGE**
New Submission

**AGENCY**
BCA

**APPLICATION FOR**
EX20260101-50001-JS01R00 (Full demolition application)

**ASSIGNED PROJECT PARTY**
**Eugene Chia**
Professional Engineer (Civil)
ⓘ Submission coordinator

**Documents**

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

---

Sidebar navigation:
- Demolition information
- Building control ⌃
  - Structural works
  - ✓ Permit details
  - ✓ Supervision of works ⌃
    - Supervision of structural works
  - ✓ Manpower, Constructability and Specialist building works

---

**Provide inputs for Supervision of Structural Works (action by QP (Supervision))**

13. QP (Supervision) is to provide inputs for this section.

14. QP (Supervision) shall indicate the Resident Engineer (RE) and Resident Technical Officer (RTO) involved for the project into the project in the permit. Their names will appear in the drop-down list for selection when they are successfully added into the project.

15. The QP (Supervision) is responsible for adding the RE and RTO involved for the project into the project. Like every other project member, the REs and RTOs are required to login to the system and acknowledge their addition to the project. Following this, the QP (supervision) may then see their names appear in the permit form for selection.

170

| | |
|---|---|
| | 16. If Geotechnical works are involved as per indicated during the creation of this form, "Supervision of Geotechnical Building works" section will also be generated. PE (Geotechnical) appointed for supervision of the works can access this section to make their inputs.<br><br>17. Once all fields have been filled in, click on "review section".<br><br>**Tip**: Refer to "does this project require RE/RTO?" to see the requirements. |

171

**Provide inputs for Manpower, Constructability and Specialist Building Works (action by Building Technical Controller)**

18. Technical Controller (TC) is to provide inputs for this section.

19. If there are specialist building works involved, the TC shall select the appointed licensed specialist builder (LSB) accordingly involved in the works under this permit.

    Contact the PC to add the LSB and complete the appointment process. Their names will appear in the list thereafter.

20. Once all fields have been filled in, click on "Review section".

## 18.2    Making Declarations



**Proceed to Declarations (action by Submission Coordinator / Submission Coordinator Assistant)**

1. A green tick will appear beside completed sections.

   **Note**: Submission Coordinator / Assistant will receive notifications when a section is completed as well.

2. After <u>all sections</u> in a form have been completed by all assigned QPs, the Submission Coordinator is to trigger declaration for all QPs by clicking on "Proceed to declaration by QP(s)".

   **Note**: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed.

My projects  >  Project overview (AA0912-A0392-2025)  >  Submission workspace  >  View submission timeline

## View submission timeline
Last updated on 5:16pm, 1 January 2026

📝 **Pending declaration by appointed project party(s)**
1 January 2026
Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

**Permit to carry out structural works**

| | |
|---|---|
| Submission stage | New Submission |
| Reviewed on | 5:16pm, 1 January 2026 |

🔄 Revert submission to draft                    View

| DECLARATION | APPOINTED PARTY | STATUS | |
|---|---|---|---|
| **Permit details** Building Control Act | Eugene Chia Professional Engineer (Civil) | Pending | ⋮ |
| **Supervision of structural works** Building Control Act | Eugene Chia Professional Engineer (Civil) | Pending | ⋮ |
| **Manpower, Constructability and Specialist building works** Building Control Act | MOCK FIRM 236Z Licensed Builder | Pending | ⋮ |

➕ **Submission created**
1 January 2026

**SUBMISSION**
Permit to carry out structural works

**AGENCY**
BCA

**APPLICATION FOR**
EX20260101-50001-JS01R00 (Full demolition application)

**SUBMISSION STAGE**
New Submission

**STATUS**
Pending declaration

What is submission status?

**E-SUBMISSION NO.**
-

View all members

**Actions**

Assign project party

View responses

View submission activity

Delete submission

3. The status of the submission in the "Submission Workspace" will be updated to "Pending declaration".

4. An email will be sent to all Qualified Persons to inform them to make their declarations.

5. Project Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

   **Note**: If revisions are needed, the submission coordinator can click on the "Revert submission to draft" button to return the submission to draft status for necessary edits.

174

**Supervision of structural works**

Last saved on 5:16pm, 1 January 2026 by Eugene Chia

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

**Total no. of RE/RTO supervising the works**

| No. of Resident Engineer(s) (RE) | 1 |
| No. of Resident Technical Officer(s) (RTO) | 0 |

**Supervision of works**

| Select the applicable option(s) | • Appointed project party will supervise the structural works |

**Appointed project party will supervise the structural works**

| To conduct full-time supervision of structural works as required in Section 7(1)(b) of the Building Control Act in the capacity of a: | RE |
| Phase deployment | All phases |

**Uploaded documents**

Back | Revert to draft | **Declare for submission**

---

SUBMISSION
**Permit to carry out structural works**

SUBMISSION STAGE
New Submission

AGENCY
BCA

APPLICATION FOR
EX20260101-50001-JS01R00 (Full demolition application)

ASSIGNED PROJECT PARTY
**Eugene Chia**
Professional Engineer (Civil)
Submission coordinator

**Documents**

The combined file size of all documents in this submission cannot exceed 10 GB.

27.6 KB of 10 GB used

View files

---

**Submit Declarations (by assigned Project Parties)**

6. As the assigned project party, review all information and proceed by clicking on "Declare for submission".

7. The submission status will be updated to "Pending Payment".

8. Proceed to make payment by following the steps in Section 13.

175

## Declaration By

| | |
|---|---|
| Name | Eugene Chia |
| Role | Professional Engineer (Civil) |
| Firm name | MOCK FIRM 430P |
| UEN | S85ER7430P |

DATE

**1 January 2026**

Cancel     **Declare and Submit**

9. The assigned project party will be brought to the declaration page. Click on "Declare and Submit".

176

My projects > Project overview (AA0912-A0392-2025) > Submission workspace

**Submission workspace**
Joint space for project members to manage and prepare project submissions

**Gateway submission process**
Guided process to obtain the required agency clearances for your project

● **Design gateway**
Start your submission process with a plan application (Design gateway) for plans approval

○ **Piling gateway (optional)**

○ **Construction gateway**

○ **Completion**

**All submissions**
Create and manage your submissions

[Create submission]

Search by submission or ES no.

🔍 Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter

Filter by agency, status etc. >

| SUBMISSION | STATUS | AGENCY | LAST UPDATED | ACTIONS |
|---|---|---|---|---|
| Permit to carry out structural works<br>For: EX20260101-50001-JS01R00 (Full demolition application) | New Submission<br>EX20260101-50002-BC01R00<br>Processing | BCA | 1 Jan 2026 | View |
| Full demolition application<br>- | New Submission<br>EX20260101-50001-JS01R00<br>Clearance | All | 1 Jan 2026 | Amend \| View |

1-2 of 2 results                                          < >

10. After all QPs have made their declarations, the submission status will be updated to "Processing".

177

## 19.    Applying for Waiver

### 19.1    Creating a Waiver Application

| | |
|---|---|
| My projects > Project overview (AA0912-A0371-2025)<br><br>**Project overview**<br>Created by Archie Teng on 18 November 2025<br><br>PROJECT REFERENCE NO.<br>**AA0912-A0371-2025**<br>**Gateway submission process**<br><br>**Submission workspace** — Prepare project submissions<br>**Project members** — View and add members<br>**Member appointments** — Appoint members for relevant scopes of works<br>**Make payment** — Add and pay for multiple payments<br>**Site inspection booking** — Create and manage bookings<br><br>**Submission milestone dashboard**<br>Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.<br><br>SUBMISSIONS / SUBMISSION STAGE / WD OUTSTANDING / ACTIONS<br><br>**Plan application** Design gateway — Not started — -<br>**Plan application** Piling gateway (Optional) — Not started — -<br>**Plan application** Construction gateway — Not started — -<br>**Completion** TOP/CSC clearance — Not started — - — View TOP/CSC requirements | 1. Go to the "Project Overview" page.<br><br>2. Click on "Submission Workspace" to initiate a submission. |

178

3. The submission workspace dashboard reflects the stage your project is at.

   **Note**: In this example, we are at the Design Gateway (DG)

4. Click on "Create Submission".

   **Note**: If no submissions have been made, any member can proceed to create one.

179

**Select submission**

Only applicable submissions will be made available for selection

Submission category

Waiver/non-compliance ⌄

Agency

Singapore Civil Defence Force (SCDF) ⌄

Agency category

Fire Safety ⌄

Cancel    **Next**

5. Select "Waiver / Non-compliance".

6. Select the agency and category for which the waiver is to be submitted.

7. Click "Next".

180

8. Review submission details and click "Create".

9. An email will be sent to the assigned Qualified Person(s) to inform them to prepare the waiver submission.

**View submission timeline**

Last updated on 3:04pm, 2 December 2025

● **Submission created**
2 December 2025

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

---

**Waiver/non-compliance**

| | |
|---|---|
| Submission stage | New Submission |
| Last saved | 3:04pm, 2 December 2025 |

Edit

---

SUBMISSION
**Waiver/non-compliance**

AGENCY
**SCDF (Fire Safety)**

SUBMISSION STAGE
New Submission

STATUS
**Draft**

**What is submission status?**

E-SUBMISSION NO.
-

**View all members**

**Actions**

View responses

View submission activity

Delete submission

---

10. A waiver submission will be created. At the start, its submission status will be reflected as "draft".

11. The assigned Qualified Person(s) click on "Edit" to fill in the Waiver details and upload documents.

182

**Completing the Waiver Submission**

12. The assigned QP can click on the "Waiver/non-compliance" section to fill in the details and upload required documents.

13. It is recommended for users to "save section as draft" to prevent data loss.

14. Once this section is finalised, click on "Review section".



15. Once the section has been locked for review, a green tick will appear.

183

## 19.2 Review Computation of Fees

| | |
|---|---|
| Project information<br><br>✓ Waiver/non-compliance<br><br>**Fee computation**<br><br>**Fee computation**<br>Review payable plan processing fees<br><br>SUBMISSION<br>**Waiver/non-compliance**<br><br>SUBMISSION STAGE<br>New Submission<br><br>TOTAL PAYABLE FEE<br>**SGD 160.00**<br><br>Cost breakdown<br><br>AGENCY<br>**Singapore Civil Defence Force (SCDF)** ⚠<br><br>SUBMISSION<br>Waiver/non-compliance application     160.00<br>No. of waiver/non-compliance item: 1<br><br>**Subtotal**     160.00<br><br>**Total plan fee payable (SGD)**     160.00<br><br>Back       **Submit** | **Review Fees for Waiver Application**<br><br>1. Select the "Fee computation" section to review payable fees.<br><br>2. Click "Submit" and confirm to submit the waiver application. |

# View submission timeline

Last updated on 12:04pm, 5 December 2025

🔲 **Submission pending payment**
8 December 2025

Submission will only be submitted to the regulatory agencies after payment is made

View submission

### Waiver/non-compliance

| | |
|---|---|
| Submission stage | New Submission |
| Reviewed on | 12:04pm, 5 December 2025 |

🔁 Revert submission to draft                           View

### Singapore Civil Defence Force (SCDF)

| | |
|---|---|
| Amount payable | SGD 160.00 |
| Status | Pending payment |

🔗 Ask someone to pay                          **Make payment**

➕ **Submission created**
2 December 2025

---

SUBMISSION
**Waiver/non-compliance**

AGENCY
**SCDF (Fire Safety)**

SUBMISSION STAGE
New Submission

STATUS
Pending payment

What is submission status?

E-SUBMISSION NO.
**EX20251208-50001-SC01W00**

View all members

**Actions**

View responses

View submission activity

Delete submission

---

**Make Payment**

3. The status of the waive application will be updated to "pending payment".

4. Make payment by following the steps in Section 13.

185

## 20.     Submitting for Completion (TOP/CSC)



**Submission milestone dashboard**
Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

| SUBMISSIONS | SUBMISSION STAGE | WD OUTSTANDING | ACTIONS |
|---|---|---|---|
| **Plan application** Design gateway | **Resubmission** EX20260101-50003-DG01R01 Clearance | - | View submission |
| **Plan application** Piling gateway (Optional) | Not started | - | |
| **Plan application** Construction gateway | **Amendment** EX20260101-50004-CG02R00 Clearance | - | View submission |
| **Completion** TOP/CSC clearance | Not started | - | View TOP/CSC requirements |

1. After clearing the Design Gateway, Piling Gateway (if applicable) and Construction Gateway or the Direct Submission Process, the clearances will be reflected on the submission milestone dashboard in the "Submission Workspace".

2. You will see that the status for the "Completion" stage is reflected as "Not started".

3. Click on "View TOP/CSC requirements" to proceed.

186

## 20.1    Booking Site Inspections

| | |
|---|---|
| **View TOP/CSC requirements**<br>Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.<br><br>Site inspection   Technical clearance   Certificate of Supervision and As-Built   Completion of Structural work<br><br>ⓘ View the checklist(s) for more details and ensure that all required inspections are conducted   **Manage inspection booking**<br><br>INSPECTION   INSPECTION REQUIREMENT   LATEST UPDATED   ACTION<br><br>TOP/CSC<br>BCA   ❓ May require   -   View checklist<br><br>Civil Defence Shelter (Non-<br>Transit/Non-Public)<br>BCA   ❓ May require   -   View checklist | 4.  Site inspections can be booked through "Site inspection booking" on the Project overview page or in the TOP/CSC requirements page.<br><br>5.  On the TOP/CSC requirements page, you can view the site inspection requirements for TOP/CSC – click on "view checklist" for detailed requirements.<br><br>6.  You may click on "manage inspection booking" to book inspections. |

187

My projects > Project overview (AA0912-A0392-2025) > Manage site inspection booking

**Manage site inspection booking**

View requirements for site inspection

Book inspection

| In progress | Completed | Cancelled |
|---|---|---|

| INSPECTION | TYPE | STATUS | DATE OF INSPECTION | QUALIFIED PERSON (QP) | ACTION |
|---|---|---|---|---|---|
| There are no bookings yet | | | | | |

0-0 of 0 results

7. Go to the "Manage Site Inspection Booking" page.

8. Click on "Book Inspection". Proceed to book your preferred slot.

**Note**: Currently, only booking of site inspections by the Building and Construction Authority (BCA) are supported in CORENET X Submission Portal.

Other agencies' site inspection booking will be progressively introduced and will currently remain status quo, where project teams can approach the agency directly to make the bookings.

188

## 20.2    Checking Required Technical Clearances



**View TOP/CSC requirements**

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

ite inspection    **Technical clearance**    Certificate of Supervision and As-Built    Completion of Structural works

ℹ Please obtain the necessary technical clearances from the below agencies. If the project is subject to approval by BCA under the Building Control Act, please note that these technical clearances are necessary in order for BCA to issue Temporary Building Permit (TOP) or Certificate of Statutory Completion (CSC) for the project.

| AGENCY | TOP CLEARANCE STATUS | CSC CLEARANCE STATUS | ACTIONS |
|---|---|---|---|
| **Planning parameters** URA | ❓ Direct technical clearance (CSC) is required | Not submitted | View checklist |
| **Greenery provision and tree conservation** NParks | ❓ Not required | Not submitted | View checklist |
| **Roads** LTA | ❓ Not required | Not submitted | View checklist |
| **Rails** LTA | ❓ Not required | ❓ Not applicable | View checklist |
| **Vehicle Parking with/without Electric Vehicles (EV) charging provisions** LTA | ❓ Not required | ❓ Not applicable | View checklist |
| **Drainage** PUB | Not submitted | Not submitted | View checklist |

9.  If you are uncertain which technical clearances are required from agencies based on submitted plans, you may go to the "Submission Workspace" and click on "View TOP/CSC requirements" under the submission milestone dashboard.

10. Click on the "Technical Clearance" tab. This section informs you whether your latest approved construction gateway requires TOP/CSC clearances from each agency.

    **Tip**: Click on "view checklist" to understand each agency's requirements for technical clearance.

11. Obtain the required technical clearances by following the steps in Section 20.3.

## 20.3 Obtaining Required Technical Clearances

**Select submission**

Only applicable submissions will be made available for selection

Submission category

Technical clearances (certificate of supervision etc.)  ⌄

Agency

Urban Redevelopment Authority (URA)  ⌄

Submission

Application for technical clearance (CSC)  ⌄

Agency category

Planning parameters  ⌄

Submission coordinator

ARCHIE TENG – A0912 (Architect)  ⌄

Cancel     **Next**

1. Go to the Submission Workspace and click on "Create Submission".

2. Select "Technical clearances" under the Submission category.

3. Choose the appropriate forms to be submitted for technical clearance.

4. Click "Next" and complete the guided submission to obtain the relevant technical clearance.

190

**View TOP/CSC requirements**

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

| ite inspection | **Technical clearance** | Certificate of Supervision and As-Built | Completion of Structural works |

ⓘ Please obtain the necessary technical clearances from the below agencies. If the project is subject to approval by BCA under the Building Control Act, please note that these technical clearances are necessary in order for BCA to issue Temporary Building Permit (TOP) or Certificate of Statutory Completion (CSC) for the project.

| | AGENCY | TOP CLEARANCE STATUS | CSC CLEARANCE STATUS | ACTIONS |
|---|---|---|---|---|
| ⌄ | **Planning parameters** URA | ❓ Direct technical clearance (CSC) is required | Clearance | View checklist |
| ⌄ | **Greenery provision and tree conservation** NParks | ❓ Not required | Not submitted | View checklist |
| ⌄ | **Roads** LTA | ❓ Not required | Not submitted | View checklist |

5. Once the relevant technical clearance has been obtained, the clearance status will be updated to "Clearance".

6. Ensure that all required items' statuses are updated to "Cleared" in the respective stages before applying for overall TOP/CSC to BCA.

191

## 20.4    Certificate of Supervision and As-Built

| | |
|---|---|
| **View TOP/CSC requirements**<br>Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.<br><br>ite inspection    Technical clearance    **Certificate of Supervision and As-Built**    Completion of Structural works<br><br>CERTIFICATE OF SUPERVISION/AS-BUILT    STATUS<br><br>As-built Buildable Design Score Calculations<br>BCA — Not submitted<br><br>As-built Constructability Score Calculations<br>BCA — Not submitted<br><br>As-built Environmental Sustainability documentation<br>BCA — Not submitted<br><br>Builder's certificate<br>BCA — Not submitted<br><br>Certificate of Supervision of Air-Conditioning and Mechanical Ventilation System(s)<br>BCA — Not submitted<br><br>Certificate of Supervision of Lightning Protection system<br>BCA — Not submitted<br><br>Commissioning of Civil Defence shelter<br>BCA — Not submitted<br><br>Commissioning test report (public/transit shelter)<br>BCA — Not submitted<br><br>Notice of Approval of Commissioning (NOAC) (Transit shelter)<br>BCA — Not submitted | 7.  Depending on project requirements, not all Certificate of Supervision and As-Build Forms may be required to be submitted.<br><br>8.  Submit required forms and track the status. |

192

## 20.5 Completion of Structural Works



1. Go to the "Submission Workspace" and click on "View TOP/CSC requirements" under the submission milestone.

2. Click on the "Completion of Structural works" tab. This feature allows tracking of approved permits and structural plans, and if the required C-forms have been submitted.

   **Note**: The C-forms can be applied through "Technical Clearances" to BCA under "Completion of structural works".

3. A yellow banner may indicate an outstanding approved structural plan not linked to permits.

4. Click 'View Approved Plan not tied to Permit' to view the required next steps.

**View TOP/CSC requirements**

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

| ite inspection | Technical clearance | Certificate of Supervision and As-Built | Completion of Structural works |

⚠ **There are approved structural plan(s) not tied to permit**

Please ensure that all structural plan(s) are tied to an approved permit and the necessary clearances is obtained before applying for a TOP/CSC clearance.

View approved plan(s) not tied to permit

| APPROVED PERMIT(S) | RELATED STRUCTURAL PLAN(S) | C-FORM(S) STATUS | ACTIONS |
|---|---|---|---|
| Structural plan and permit application ES20230922-50016-BC01R00 | • ES20230922-50016-BC01R00 (Structural plan and permit application) | Not submitted | Manage structural plans   View permit |

1-1 of 1 results

5. To rectify the above issue, click on "Manage structural plans".

   **Note**: Only the supervising Qualified Person (QP) can edit this section.

6. The supervising QP will need add the necessary plans to the permit.

7. The supervising QP is to ensure the permit is linked to the relevant plans, before clicking on "save".

8. After clicking on "save", the yellow banner should disappear if the error is resolved. This means that all approved permits have been linked to the relevant plans.

9. You can review permit status or download relevant documents, which are categorised under "Technical Clearances".

194

## 20.6    Apply for final TOP / CSC

**Select submission**

Only applicable submissions will be made available for selection

Submission category

TOP/CSC ⌄

Waiver/non-compliance

Independent submission (to individual agencies)

Pre-submission consultation

Technical clearances (certificate of supervision etc.)

TOP/CSC

Cancel    **Next**

1. Before submitting for final TOP / CSC, do ensure that all technical clearances have been obtained.

   **Tip**: Regularly check the status of the technical clearances by clicking on "View TOP/CSC requirements".

2. To submit for final TOP/CSC, go to the submission workspace and click "Create Submission".

3. Select "TOP/CSC" under the "Submission category".

4. Click "Next".

195

**21.** **Accessing Approved Plans**



1. When a submission is cleared, its status will be reflected as "Clearance".

2. Click on "View approved submission" to download the approved plans.

3. Click on "View responses" to download agencies responses.

196

After clicking on "View approved submission":



After clicking on "View responses":



4. Click "Download" to download the respective approved drawings and models.

5. This is a sample clearance letter with "List of Approved Plans" and the corresponding checksum for each Approved Plan.

198

**List of Approved Plans (BCA)**

PROJECT REFERENCE NO.:
PROJECT TITLE:
...

| Building Design | | | |
|---|---|---|---|
| Drawing1 Proposal plan(s) | Drawing2 Proposal plan(s) | Drawing3 Proposal plan(s) | Drawing4 Proposal plan(s) |

| Structural Design | | | |
|---|---|---|---|
| Drawing4 Proposal plan(s) | Drawing5 Proposal plan(s) | Drawing6 Proposal plan(s) | Drawing7 Proposal plan(s) |
| Drawing8 Proposal plan(s) | Drawing9 Proposal plan(s) | | |

| Buildability | | | |
|---|---|---|---|
| Drawing10 Proposal plan(s) | Drawing11 Proposal plan(s) | Drawing12 Proposal plan(s) | |

Digitally signed with :1Sign
**Building And Construction Authority**
23 Aug 24, 04:11 PM SGT

Checksum of file embedded in QR code

Checksum (digital ID) of file:

09f0ca9916116e3a2391bc40164a7368c79ed5d91bd03b317482bd851bf0a6a6

6. The checksum is an alphanumeric value that uniquely represents the contents of the file. It is embedded in the QR code.

7. Refer to Section 21.1 for the steps to verify if a file is the approved plan using checksum.

199

| | 4. Obtain the SHA256 checksum of the file you wish to verify. There are many ways to obtain the SHA256 checksum of the file (e.g. online tool https://emn178.github.io/online-tools/sha256_checksum.html). |
| --- | --- |
| | 5. Compare the checksums from (a) and (b). The checksums will be the same if the file is the Approved Plan. |

6. This is a sample clearance letter with "List of Approved Plans" and the corresponding checksum for each Approved Plan.