



USER MANUAL

FOR SUBMISSION PORTAL

Version: 2.0
Date: 22 May 2026

Change Log

Version	Date Updated	Brief description of major changes
1.0	27 January 2026	First Release
1.1	22 May 2026	<p>Updated release to align with changes introduced as of Release 14</p> <p>Section 8.1 Adding Team Members</p> <ul style="list-style-type: none"> i. Added new step to add members from previous projects <p>Section 13: Making Payment for Submissions</p> <ul style="list-style-type: none"> i. Refined section and screenshots on payments ii. Added Section 13.1 for paying via PayNow iii. Added Section 13.9 for viewing payment receipts

Contents

Change Log	2
1. Getting Started	7
1.1 What is the CORENET X Submission Portal?	7
1.2 Prerequisites	8
1.3 User Roles in the CORENET X Submission Portal.....	9
1.4 Understanding the Submission Workflow	10
2. Training Environment	11
2.1 What is the Training Environment?.....	11
2.2 Account registration for new users	12
2.3 Login and User Profile Management	15
3. Login to Submission Portal	19
3.1 Login as Business User via Singpass for Business.....	19
3.2 Login as Individual User via Singpass.....	21
3.3 Creating Your Profile (First-Time Login)	22
3.4 Updating Your Profile.....	25
3.5 Managing System Notifications.....	26
4. Navigating the Submission Dashboard (First-Time Login)	28
5. Managing Accounts	30
6. Managing Assistants	33
6.1 Adding Assistants	33

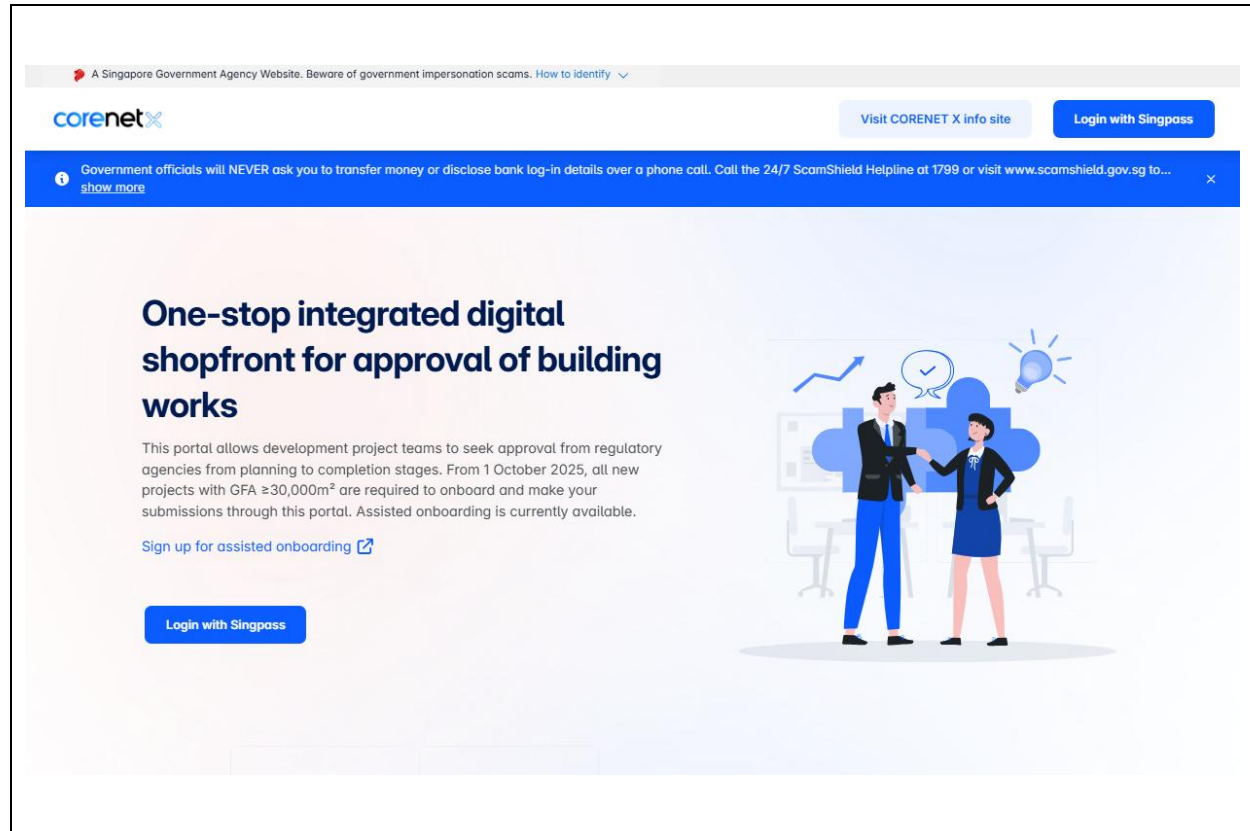
6.2	Removing Assistants	35
7.	Creating a New Project	37
8.	Managing your Project Team	44
8.1	Adding Team Members	44
8.2	Removing Team Members.....	52
8.3	Replacing the Project Coordinator	53
8.4	Managing Developer Personnel.....	54
9.	Assigning Responsibilities and Appointing Team Members	58
9.1	Assign responsibilities to Team Members	58
9.2	Initiating appointments of Team Members	61
10.	Applying for a Pre-Submission Consultation.....	69
11.	Submitting for Demolition	77
11.1	Creating a Submission	77
11.2	Review Computation of Fees	87
11.3	Making Declarations	88
12.	Submitting for Design Gateway / Piling Gateway / Construction Gateway / Direct Submission Process	93
12.1	Creating a Submission	93
12.2	Adding Project Information	102
12.3	Assigning Project Parties	104
12.4	Uploading Files.....	106
12.5	Review Computation of Fees	110
12.6	Making Declarations	111

12.7	Deleting a Submission before Processing	114
13.	Making Payment for Submissions	115
13.1	Choosing Mode of Payment	115
13.2	Credit/Debit Card	118
13.3	PayNow.....	120
13.4	Bank Transfer (for private sector clients)	122
13.5	Bank Transfer (for Government Procurement Entities (GPE) clients)	130
13.6	Ask someone else to pay	135
13.7	Payment has been made earlier (for projects that have made separate arrangements with agencies).....	139
13.8	Make payment as guest (non-project members).....	140
13.9	Viewing Payment Receipts.....	142
14.	Tracking Submission Status	145
14.1	Viewing Submission Status.....	145
14.2	Withdrawing a Submission during Processing	146
15.	Responding to Written Directions and Making Resubmissions	147
15.1	Downloading Written Directions	147
15.2	Extending a Written Direction	149
15.3	Initiating a Resubmission	150
15.4	Amending uploaded files.....	153
15.5	Making Declarations	156
16.	Making Amendments after Submission Clearance	157
16.1	Initiating Amendment.....	157

16.2	Making Declarations	161
17.	Submitting Independent Submissions	163
17.1	Creating an Independent Submission.....	163
17.2	Making Declarations	170
18.	Submitting Permit Application to carry out works	173
18.1	Creating a Submission	173
18.2	Making Declarations	181
19.	Applying for Waiver	186
19.1	Creating a Waiver Application	186
19.2	Review Computation of Fees	192
20.	Submitting for Completion (TOP/CSC)	194
20.1	Booking Site Inspections	195
20.2	Checking Required Technical Clearances	197
20.3	Obtaining Required Technical Clearances	198
20.4	Certificate of Supervision and As-Built	200
20.5	Completion of Structural Works	201
20.6	Apply for final TOP / CSC	203
21.	Accessing Approved Plans	204
21.1	Verifying approved plans using checksum	208

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)	<ul style="list-style-type: none"> • Create the project in Submission Portal • Add/remove project members
Submission Coordinator (for joint submissions only)	This role is assumed by the QP who initiates the joint submission.	<ul style="list-style-type: none"> • Create joint submission, including selecting sections and schemes • Assign project party to respective sections • Initiate declaration for <u>joint submissions</u> (after all project parties have completed respective sections)

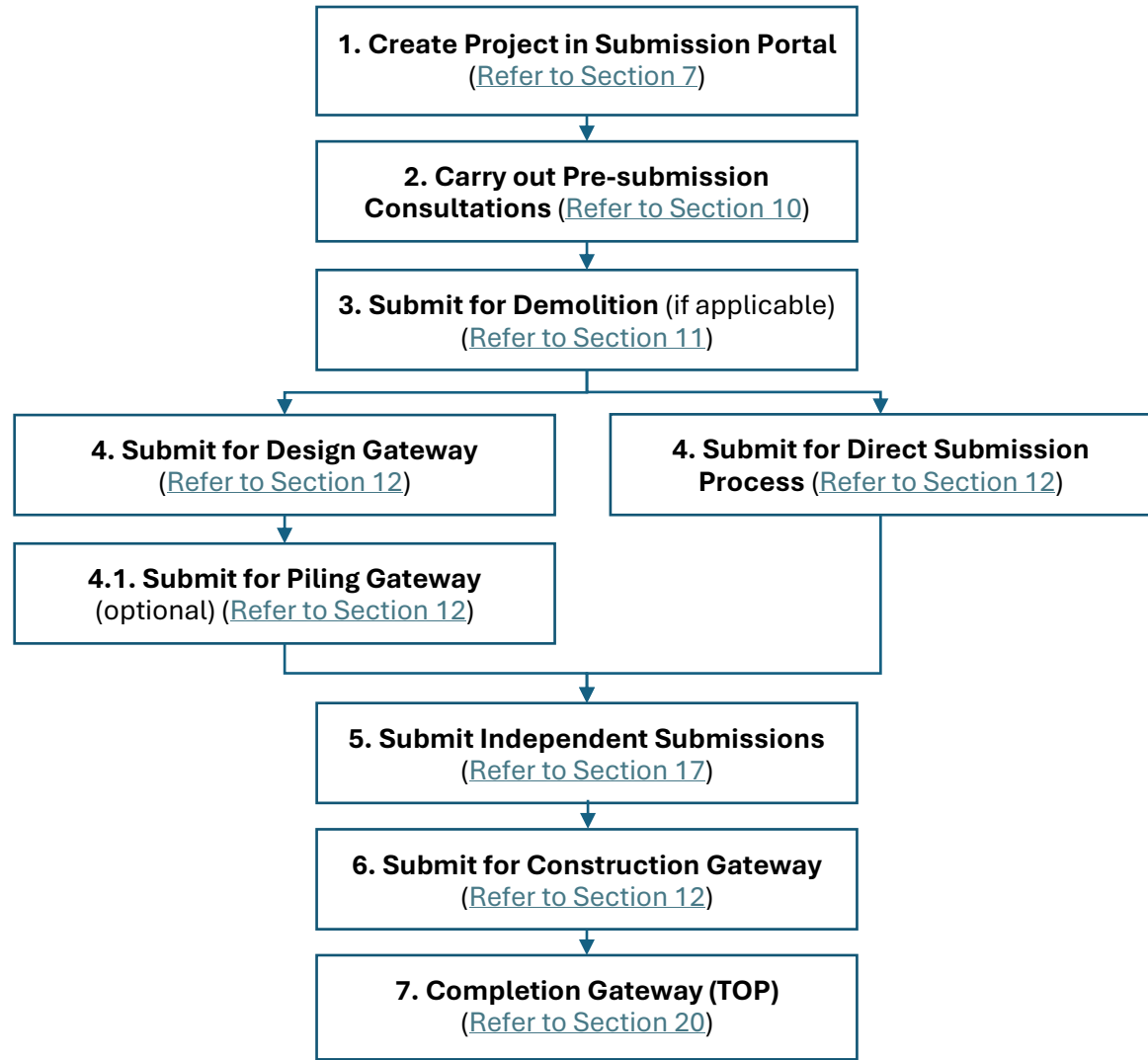
The project members who can be added by the Project Coordinator are listed below. They can also assign assistants who can perform their duties on their behalf.

- 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

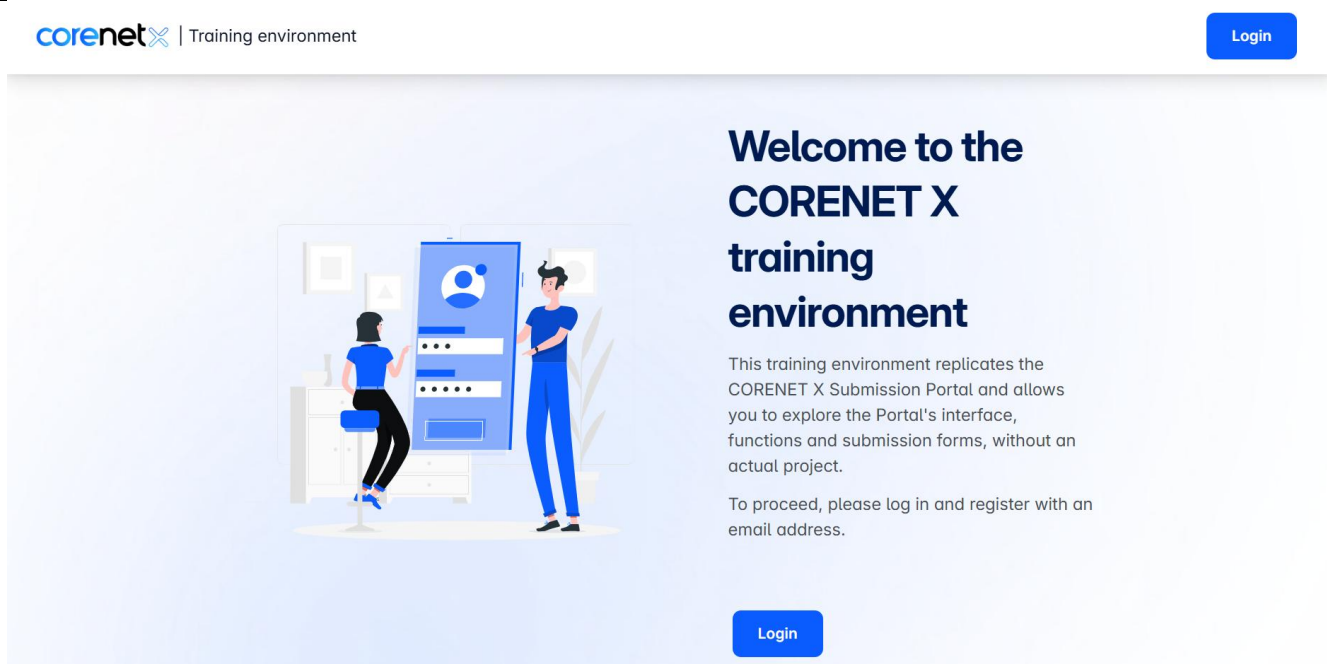
A typical Project Team’s Submission Workflow is shown below. Please refer to the [Code of Practice](#) for more information.

- 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](#))

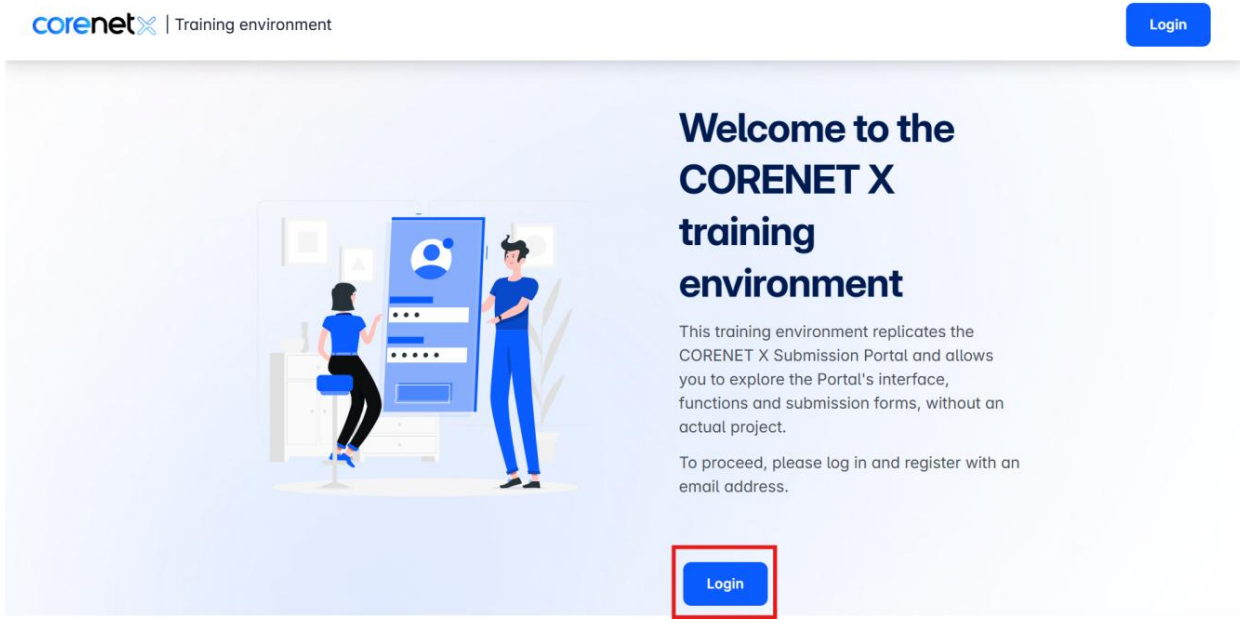


2. Training Environment

2.1 What is the Training Environment?

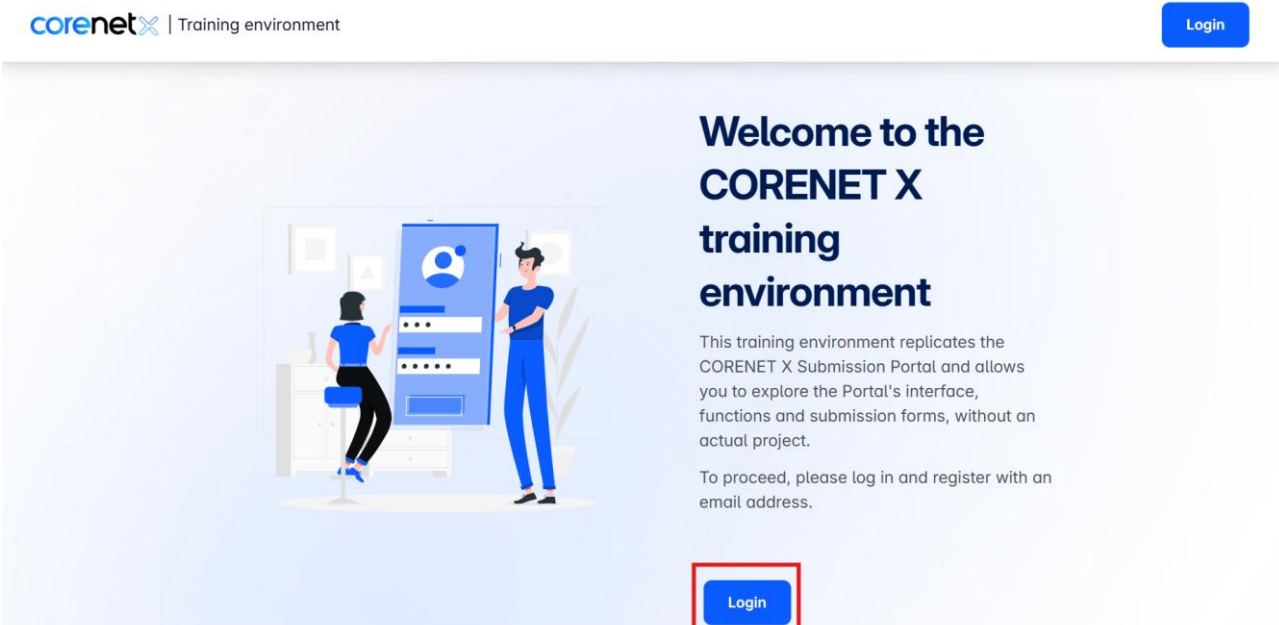
 <p>corenetX Training environment Login</p> <h2>Welcome to the CORENET X training environment</h2> <p>This training environment replicates the CORENET X Submission Portal and allows you to explore the Portal's interface, functions and submission forms, without an actual project.</p> <p>To proceed, please log in and register with an email address.</p> <p>Login</p>	<p>All users are strongly encouraged to try out the training environment before making a formal submission.</p> <p>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.</p> <p>Everyone may access the training environment at https://training.corenet.gov.sg/ Click here to access our guide to the training environment.</p> <p>Note: Please note that the training environment is intended for function exploration and process familiarization, not for real project submissions. Some features may be unavailable.</p>
--	---

2.2 Account registration for new users

 <p>corenetX Training environment</p> <p>Welcome to the CORENET X training environment</p> <p>This training environment replicates the CORENET X Submission Portal and allows you to explore the Portal's interface, functions and submission forms, without an actual project.</p> <p>To proceed, please log in and register with an email address.</p> <p>Login</p>	<ol style="list-style-type: none">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”.
--	---

	<p>Sign up with your email address</p> <p>Name <input type="text"/></p> <p>Firm UEN <input type="text"/></p> <p>Firm name <input type="text"/></p> <p>Role <input type="text" value="v"/></p> <p>Registration no. (if applicable) <input type="text"/></p> <p><small>E.g. A2010 for Architect, E1020 for Professional Engineer etc</small></p> <p>Email <input type="text" value="Send OTP"/></p> <p>OTP <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Verify and sign up</p> <p><small>Already have an account? Log in</small></p>	<ol style="list-style-type: none"> 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

 <p>corenetX Training environment</p> <p>Welcome to the CORENET X training environment</p> <p>This training environment replicates the CORENET X Submission Portal and allows you to explore the Portal's interface, functions and submission forms, without an actual project.</p> <p>To proceed, please log in and register with an email address.</p> <p>Login</p>	<ol style="list-style-type: none">1. Go to the landing page at: https://training.corenet.gov.sg/2. Click on "Login".
--	--

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

OTP

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”.

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".

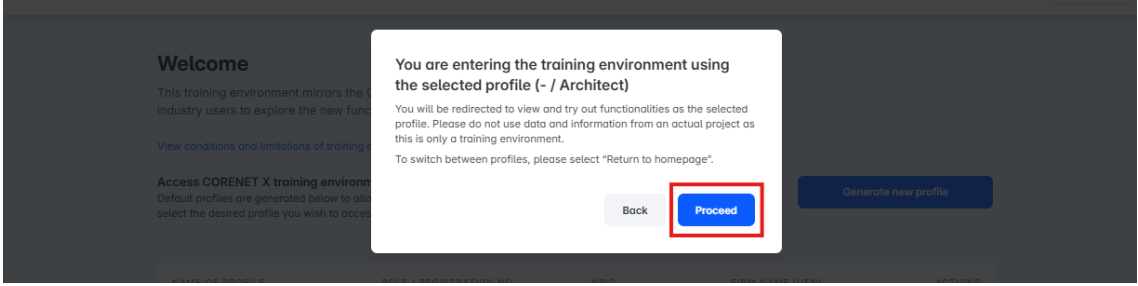
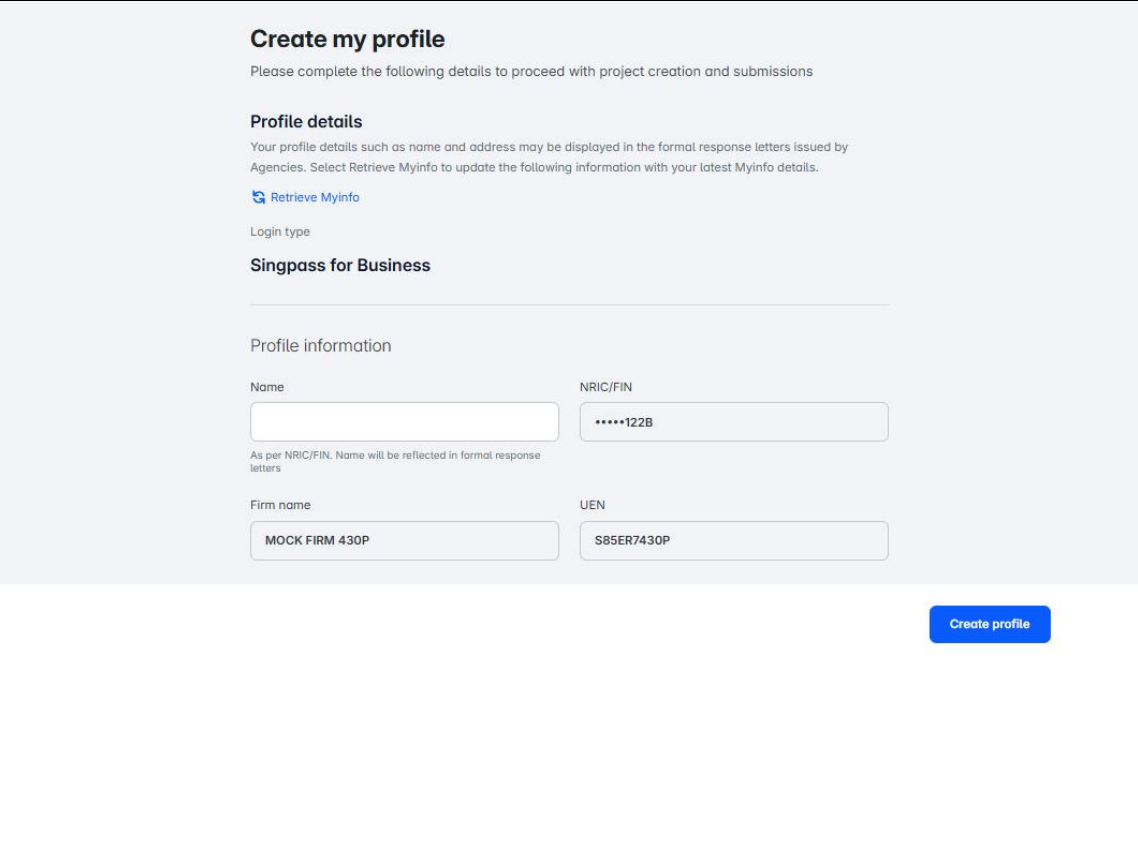
[Generate new profile](#)

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".

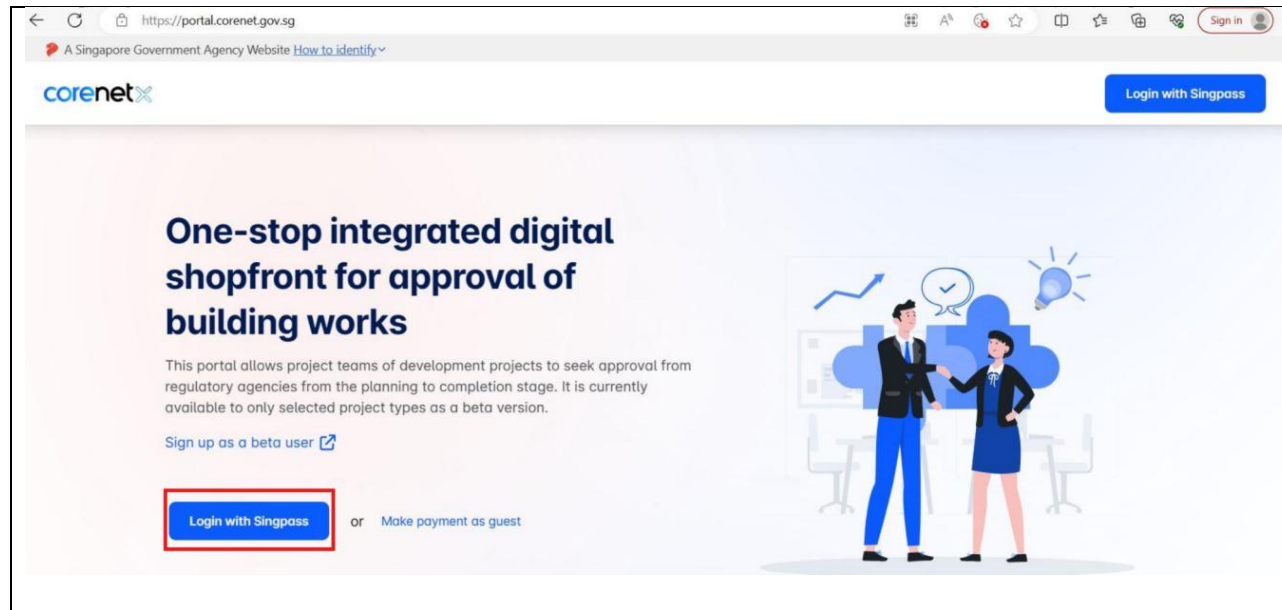
	<p>10. After clicking on “use profile”, a pop-up window will appear to inform that you are entering the training environment with the selected profile.</p> <p>11. Click on “Proceed”.</p>
	<p>12. If you have selected the mock profile for the first time, you will be prompted to create a mock profile. This page mirrors the process of setting up your profile in the actual Submission Portal (see Section 3.3).</p> <p>13. After filling in this form, you may complete setting up the mock profile by clicking on “Create profile”.</p> <p>Tip: Users are recommended to create profiles for different project roles to try out the different functionalities.</p> <p>14. You may refer to the recording of our webinar in the Training Environment here.</p>

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.

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).

Log in with Singpass to access CORENET X

Developer (organisation), Licensed Builders, Qualified Persons, registered/licensed professionals representing companies should be Corppass-registered and log in as business.

[How do I apply for Singpass Business?](#)

Log in as Business

Acting in your personal capacity e.g. Developer (individual) or no Corppass? [Log in as an individual](#)

Singpass app Password login

Scan with Singpass app
Logging in as Corppass user

Select UEN/Entity ID

Search by UEN/Entity ID

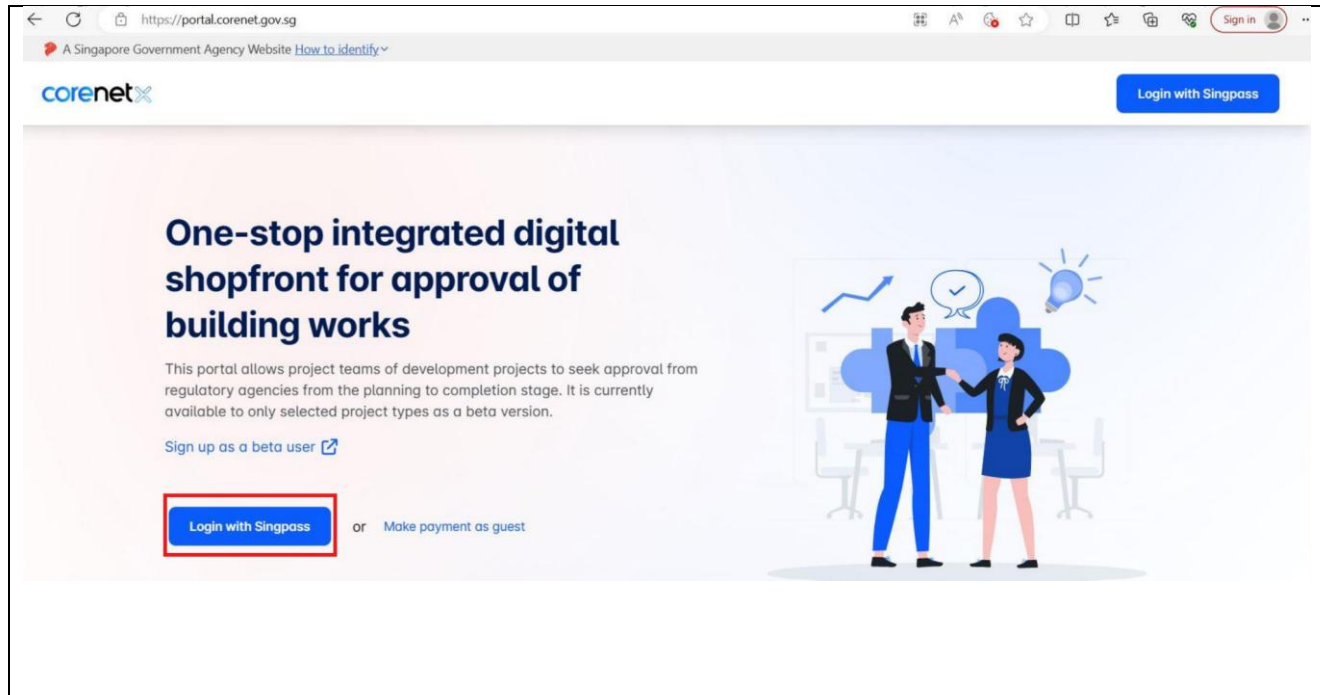
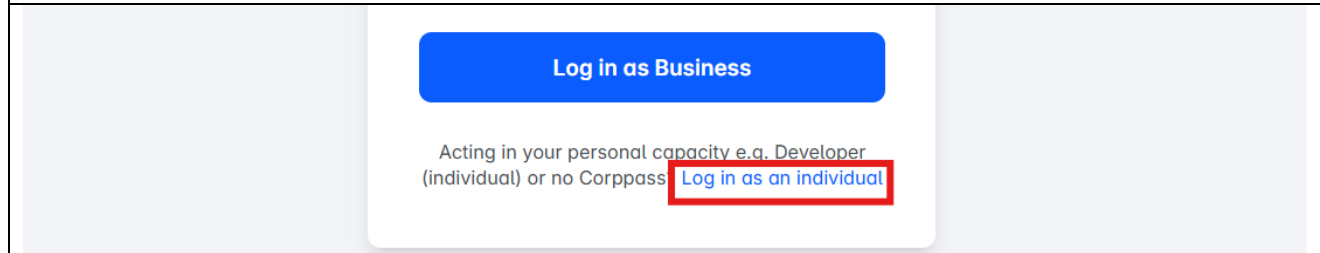
Active (8) Non-active (6)

Awesome Company Pte Ltd (10562748IN)	Better Bakes (19991234A)	Cute Cats Clothing (20001234A)
Dinosaur Cookies LLC (20011234A)	Elephant Coffee Pte Ltd (20021234A)	Flowers and More (20031234A)
Gatsby Bar (20041234A)	Humongous Super Long Company Name... (20091234A)	Ice Ice Baby Boutique (20081234A)

Page 1 of 1

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

	<p>1. Click on the “Login via Singpass” button.</p>
	<p>2. If you are logging in as an individual (e.g., individual developer), please click on “Log in as an individual”</p>

3.3 Creating Your Profile (First-Time Login)

<p>Create my profile</p> <p>Please complete the following details to proceed with project creation and submissions</p> <p>Profile details</p> <p>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.</p> <p>Retrieve Myinfo</p> <p>Login type</p> <p>Singpass for Individual</p> <hr/> <p>Profile information</p> <table> <tr> <td>Name</td> <td>NRIC/FIN</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="*****567A"/></td> </tr> </table> <p><small>As per NRIC/FIN. Name will be reflected in formal response letters</small></p> <p>Designation (optional)</p> <p><input type="text"/></p> <hr/>	Name	NRIC/FIN	<input type="text"/>	<input type="text" value="*****567A"/>	<p>Creating your profile (action by new users)</p> <ol style="list-style-type: none"> 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.
Name	NRIC/FIN				
<input type="text"/>	<input type="text" value="*****567A"/>				

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

NRIC/FIN

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

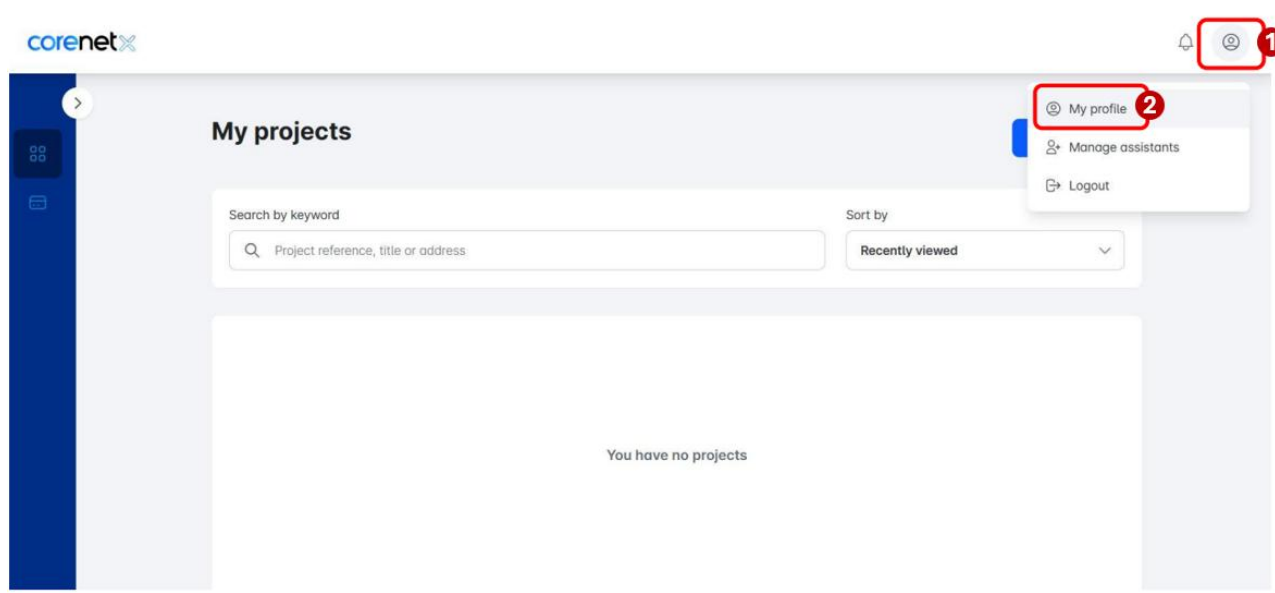


Use Myinfo email as my primary email

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



The screenshot displays the 'My projects' workspace in the CorenetX application. The interface includes a search bar with the placeholder text 'Project reference, title or address' and a 'Sort by' dropdown menu currently set to 'Recently viewed'. A message in the center of the workspace states 'You have no projects'. In the top right corner, a notification bell icon and a user profile icon are visible. A red box labeled '1' highlights the user profile icon. A dropdown menu is open from the profile icon, with a red box labeled '2' highlighting the 'My profile' option. Other options in the menu include 'Manage assistants' and 'Logout'.

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

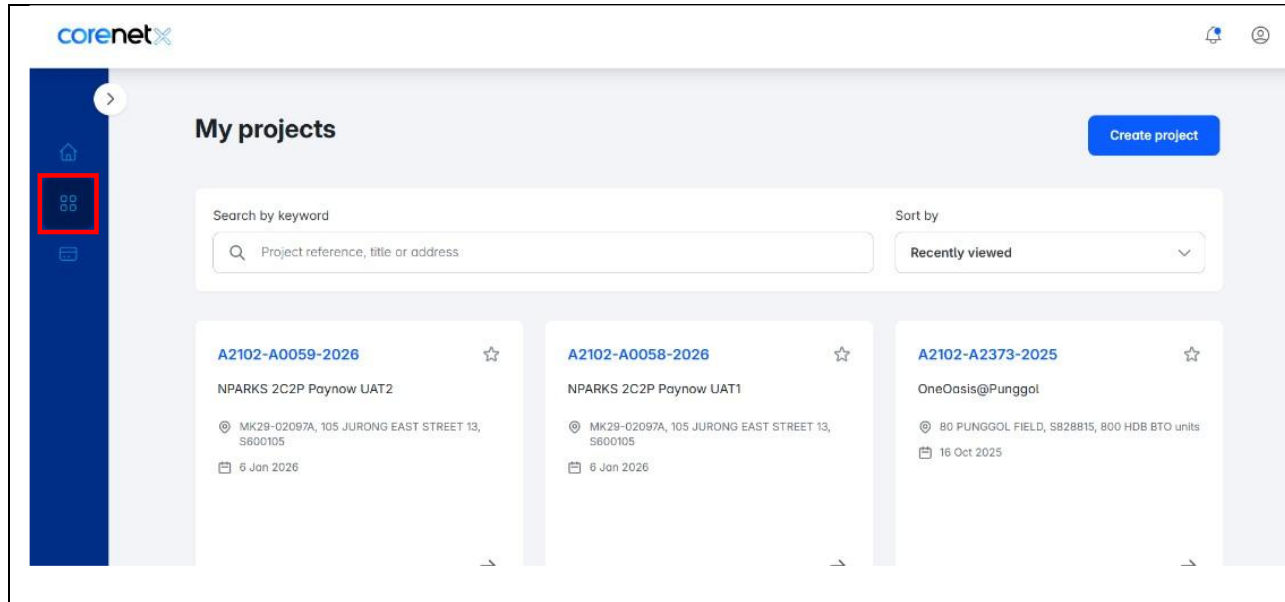
<p>Address</p> <p>Postal code</p> <p><input type="text"/> Retrieve</p> <p>e.g. 650539</p> <p>Building name</p> <p><input type="text" value="Please select"/></p> <p>Road name</p> <p><input type="text"/></p> <p>House/Block no. <input type="text"/> Level no. (optional) <input type="text"/> Unit no. (optional) <input type="text"/></p> <hr/> <p>Receive notifications via</p> <p>Primary email</p> <p><input type="text"/></p> <p><input type="checkbox"/> Use Myinfo email as my primary email</p>	<ol style="list-style-type: none"> 1. The primary email is where system notifications will be sent. 2. Go to your profile page by following the steps in Section 3.4.
--	---

The screenshot displays the corenetX user interface. At the top left is the corenetX logo. A security warning banner reads: "Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit www.scamshield.gov.sg". Below this, a "Welcome back!" message states "Last updated 17 January 2026, 11:42am". A section titled "Your actions required" includes a "View all (18)" link and three action cards: "Submit application" (pending since Nov 2023), and two "Complete payment to proceed" cards (pending since Mar 2024). A "Notifications" dropdown menu is open, listing: "Amendment to Plan application (Construction Gateway) ES20240320- has been created" (22 days ago), "Plan application (Construction Gateway) has been deleted for project A" (22 days ago), "Plan application (Design Gateway) has been deleted for project" (22 days ago), and "Mandatory water efficiency requirements has been updated for".

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

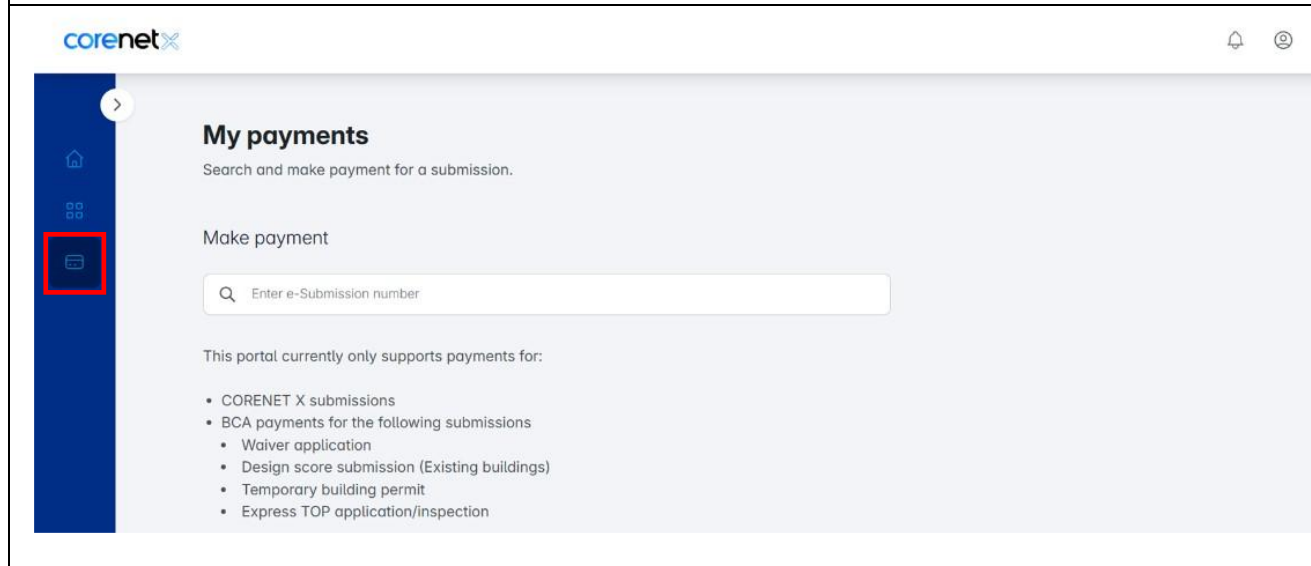
4. Navigating the Submission Dashboard (First-Time Login)

	<p>Home Page – “Welcome back!” Page</p> <ol style="list-style-type: none"> 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.
--	--



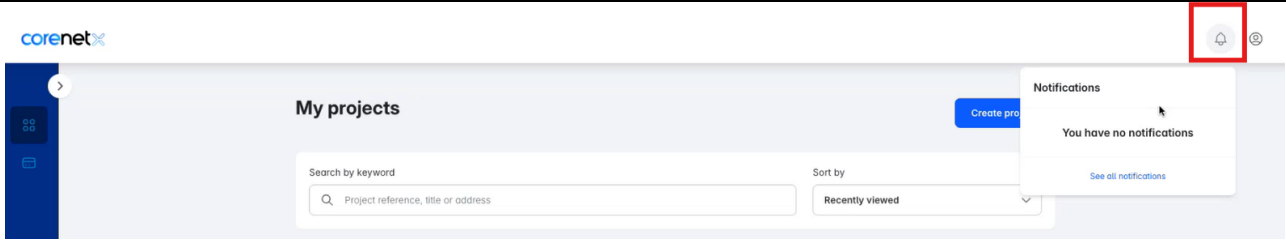
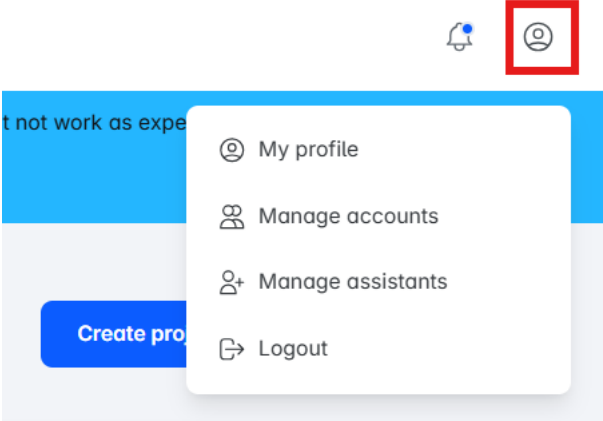
“My projects” page

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.



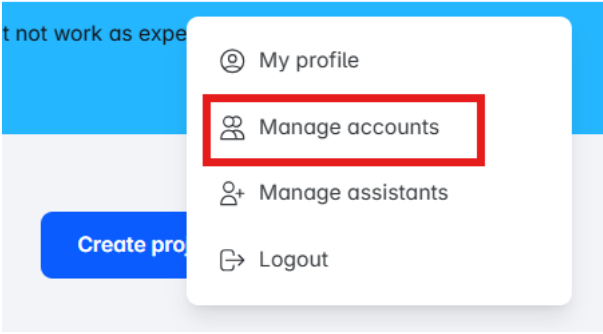
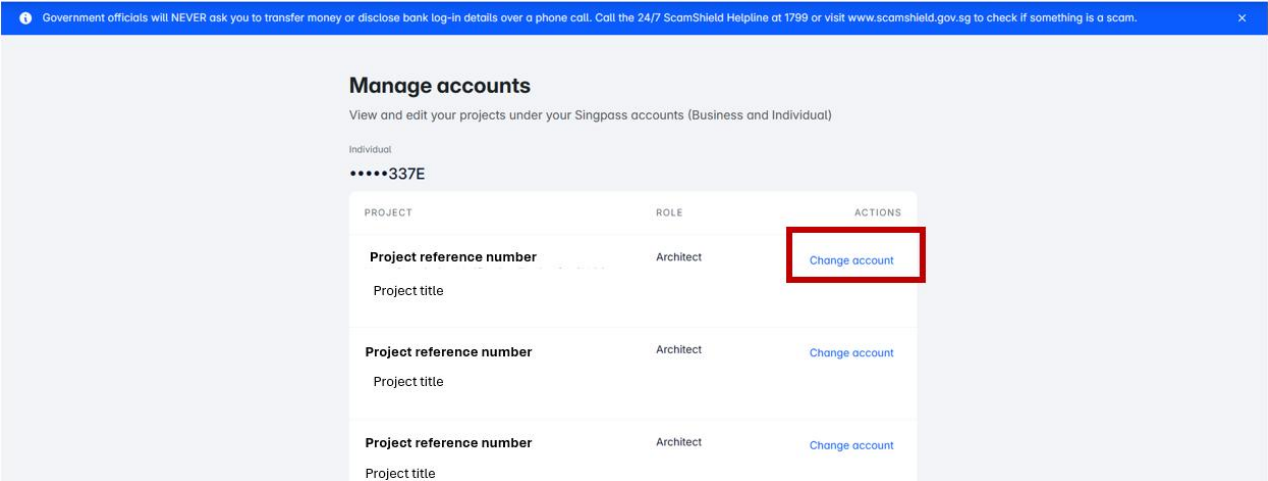
“My payments” page

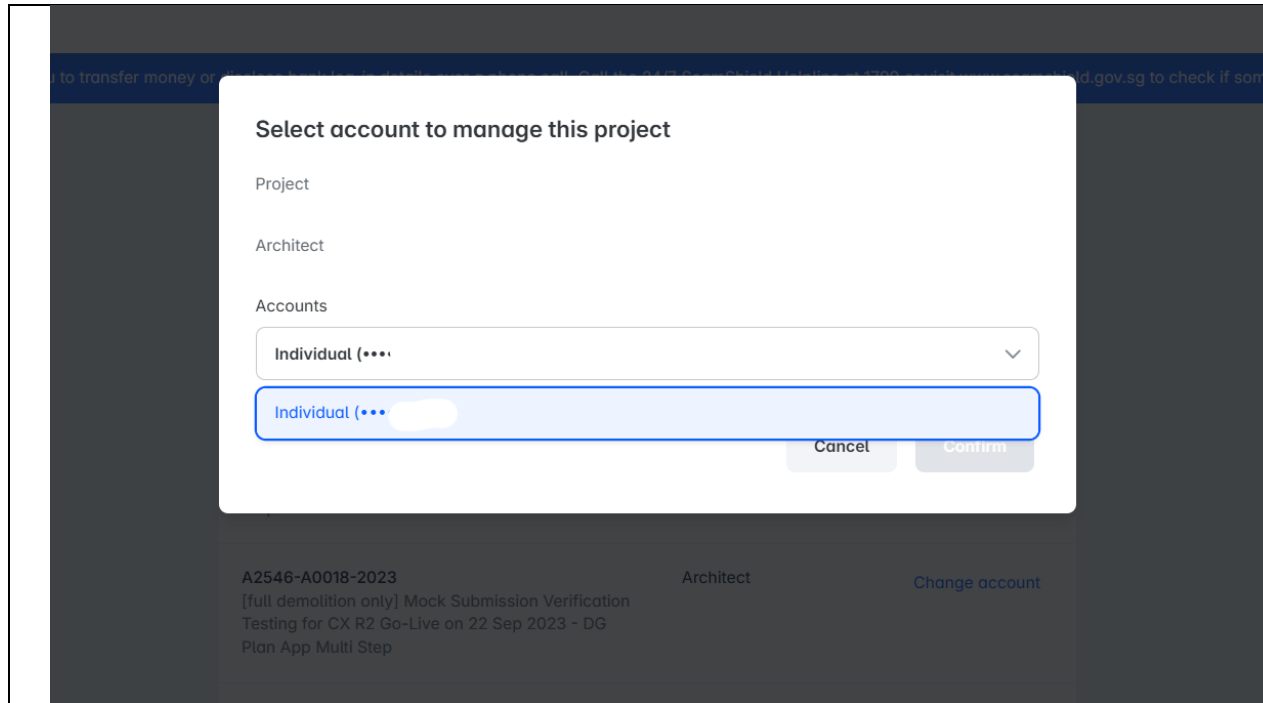
6. You can also navigate to the “My payments” page by clicking on the second icon on the bar on the left-hand side.
7. This page allows you to search and make payment for a submission.

	<p>Checking Notifications</p> <p>8. Click on the bell icon to check if you have any latest notifications.</p>
	<p>Managing your profile, managing your accounts, managing assistants & logging out</p> <p>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.</p> <p>10. Select the appropriate button.</p>

5. Managing Accounts

Users can manage accounts tied to their projects, to toggle between Singpass for Individual and Singpass for Business, or between different Singpass for Business UENs. This applies to all roles except Developer (Organisation), Licensed Builder, and Licensed Specialist Builder, and only where the user is not involved in any submission in the project.

	<p>1. Under “My projects”, click on the top right icon and click on “Manage accounts”.</p>
	<p>2. Users will be able to manage switch their account type (Singpass as individual or Singpass as Business, or choose which Singpass for Business to use) for each project</p> <p>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).</p>

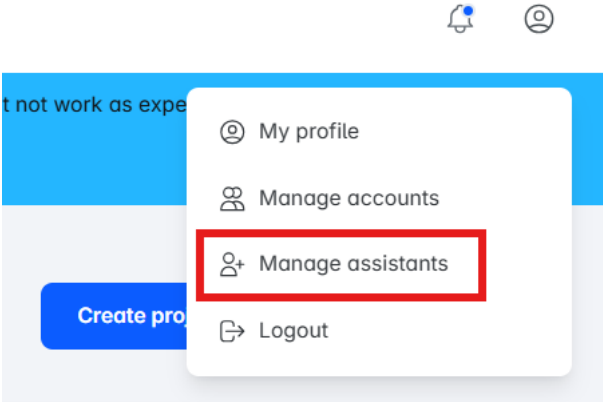
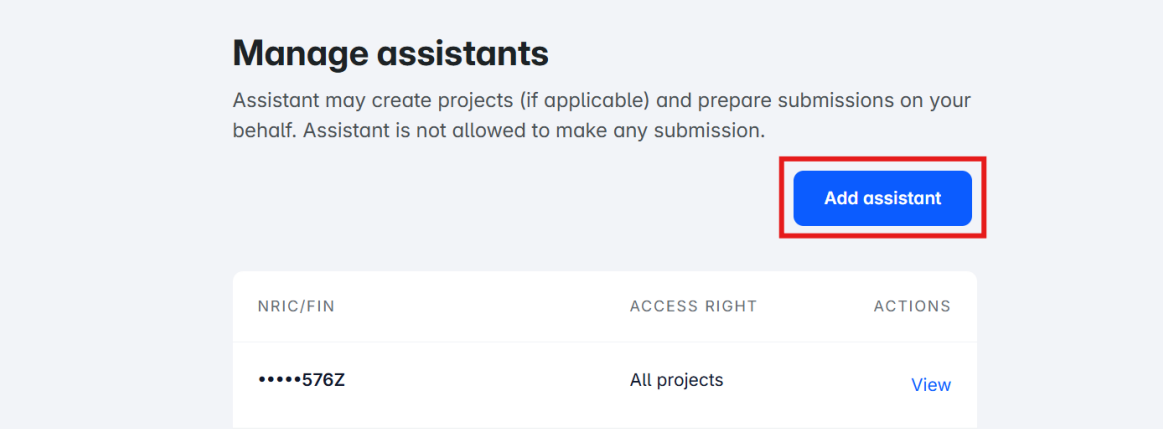


4. Users can select the available Singpass account for their projects accordingly.

Note: You can only change the account for projects where you are not involved in any submission.

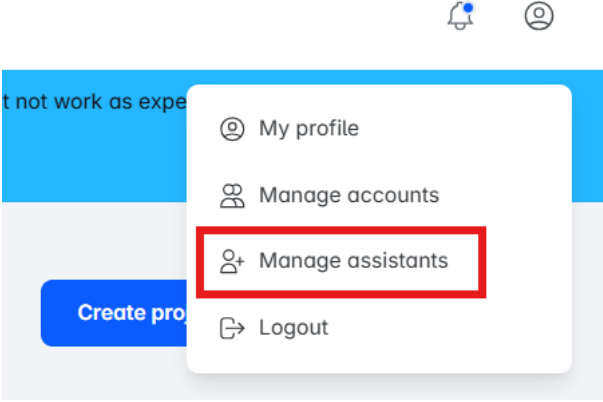
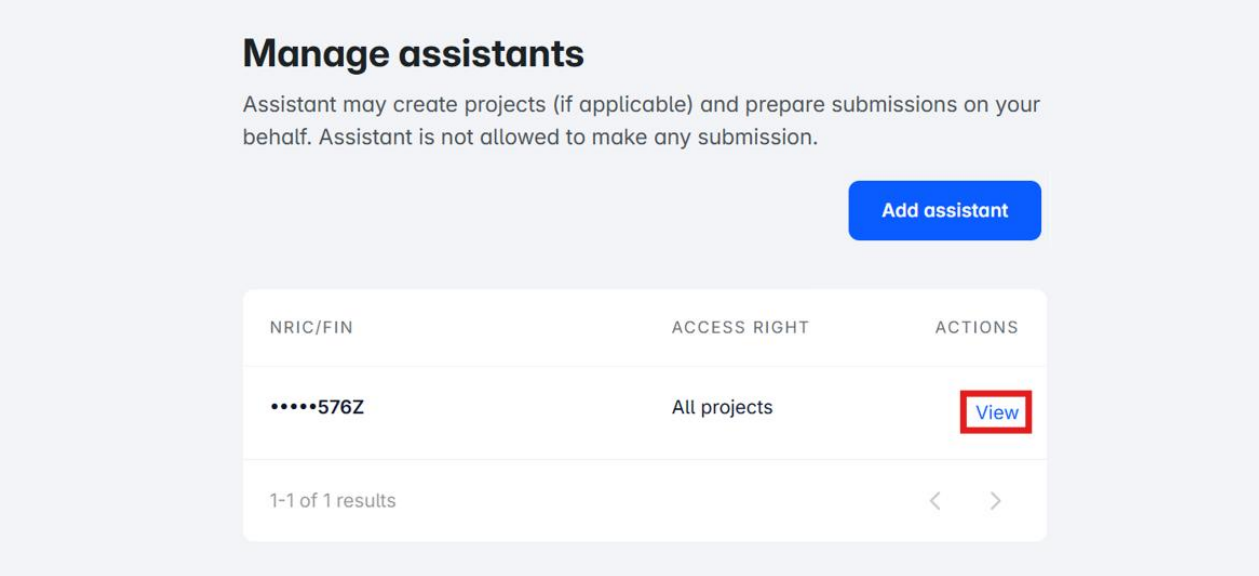
6. Managing Assistants

6.1 Adding Assistants

 <p>A screenshot of a user profile dropdown menu. The menu is open, showing options: 'My profile', 'Manage accounts', 'Manage assistants' (highlighted with a red box), and 'Logout'. A 'Create project' button is visible in the background.</p>	<p>5. Under “My projects”, click on the top right icon and click on “Manage assistants”.</p> <p>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.</p>						
 <p>A screenshot of the 'Manage assistants' page. The page title is 'Manage assistants'. Below the title is a note: 'Assistant may create projects (if applicable) and prepare submissions on your behalf. Assistant is not allowed to make any submission.' A blue 'Add assistant' button is highlighted with a red box. Below the button is a table with columns: NRIC/FIN, ACCESS RIGHT, and ACTIONS.</p> <table border="1" data-bbox="546 1098 1285 1256"> <thead> <tr> <th>NRIC/FIN</th> <th>ACCESS RIGHT</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td>.....576Z</td> <td>All projects</td> <td>View</td> </tr> </tbody> </table>	NRIC/FIN	ACCESS RIGHT	ACTIONS576Z	All projects	View	<p>6. Your existing assistants will be shown here.</p> <p>7. To add a new assistant, click on “Add assistant”.</p>
NRIC/FIN	ACCESS RIGHT	ACTIONS					
.....576Z	All projects	View					

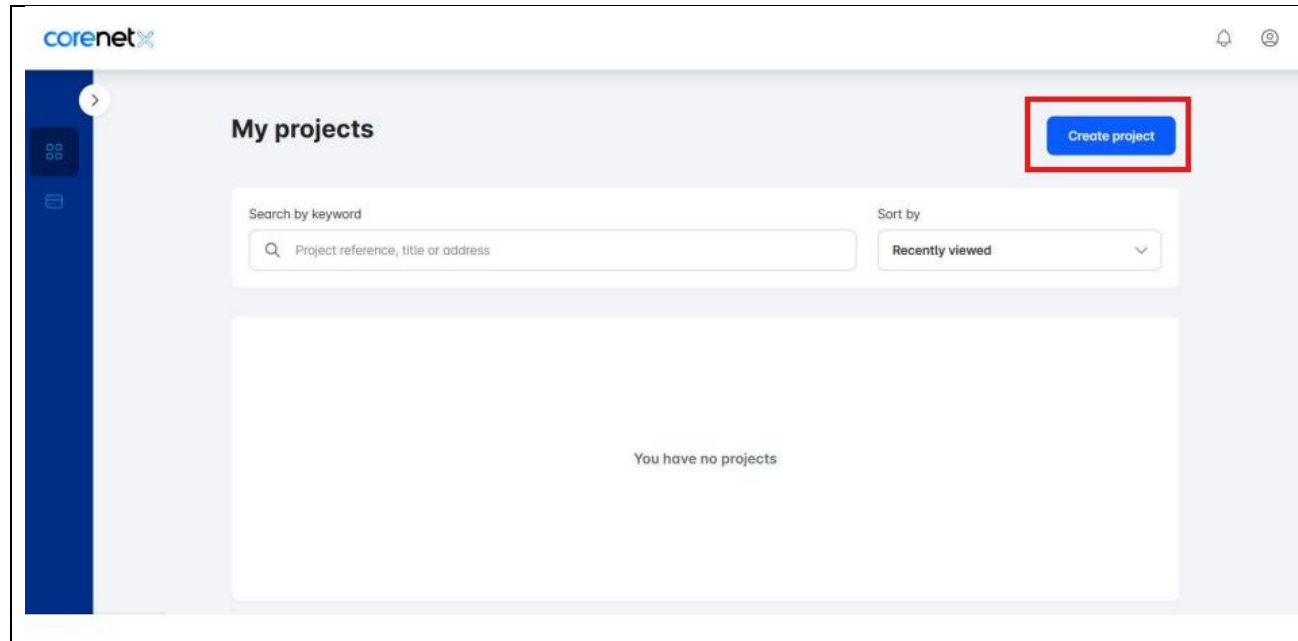
<p>Add assistant</p> <p>A notification email will be sent to your assistant once added.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>i Login type - Singpass for Business Assistant must log in via the same UEN using Singpass for Business to access your projects.</p> </div> <p>Assistant's Information</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Name</td> <td style="width: 50%; border: none;">NRIC/FIN No.</td> </tr> <tr> <td style="border: 1px solid #ccc; height: 25px;"></td> <td style="border: 1px solid #ccc; height: 25px;"></td> </tr> <tr> <td style="border: none;">Email</td> <td style="border: none;">Secondary email (optional)</td> </tr> <tr> <td style="border: 1px solid #ccc; height: 25px;"></td> <td style="border: 1px solid #ccc; height: 25px;"></td> </tr> </table> <hr/> <p>Access rights</p> <p><input checked="" type="radio"/> Assistant can edit all projects under me</p> <p><input type="radio"/> Assistant can only edit specific projects</p>	Name	NRIC/FIN No.			Email	Secondary email (optional)			<p>8. Fill in all fields – name, full NRIC/FIN No. and email.</p> <p>Note: <u>The email must be specified correctly</u> as the assistant will be receiving your request through this email.</p> <p>9. Select the type of access rights.</p> <p>Tip: If you have one assistant who assists with all your projects, you can select “Assistant can edit all projects under me”</p> <p>10. Click on “Add assistant” to complete the process.</p>
Name	NRIC/FIN No.								
Email	Secondary email (optional)								

6.2 Removing Assistants

 <p>A screenshot of a user profile dropdown menu. The menu is open, showing options: 'My profile', 'Manage accounts', 'Manage assistants' (highlighted with a red box), and 'Logout'. A blue button labeled 'Create pro' is visible in the background.</p>	<ol style="list-style-type: none"> 1. Under “My projects”, click on the top right icon and click on “Manage assistants”. 						
 <p>Manage assistants Assistant may create projects (if applicable) and prepare submissions on your behalf. Assistant is not allowed to make any submission.</p> <p style="text-align: right;">Add assistant</p> <table border="1"> <thead> <tr> <th>NRIC/FIN</th> <th>ACCESS RIGHT</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td>.....576Z</td> <td>All projects</td> <td>View (highlighted with a red box)</td> </tr> </tbody> </table> <p>1-1 of 1 results</p>	NRIC/FIN	ACCESS RIGHT	ACTIONS576Z	All projects	View (highlighted with a red box)	<ol style="list-style-type: none"> 2. Your existing assistants will be shown here. 3. To remove an existing assistant or change their access rights, click on “View”.
NRIC/FIN	ACCESS RIGHT	ACTIONS					
.....576Z	All projects	View (highlighted with a red box)					

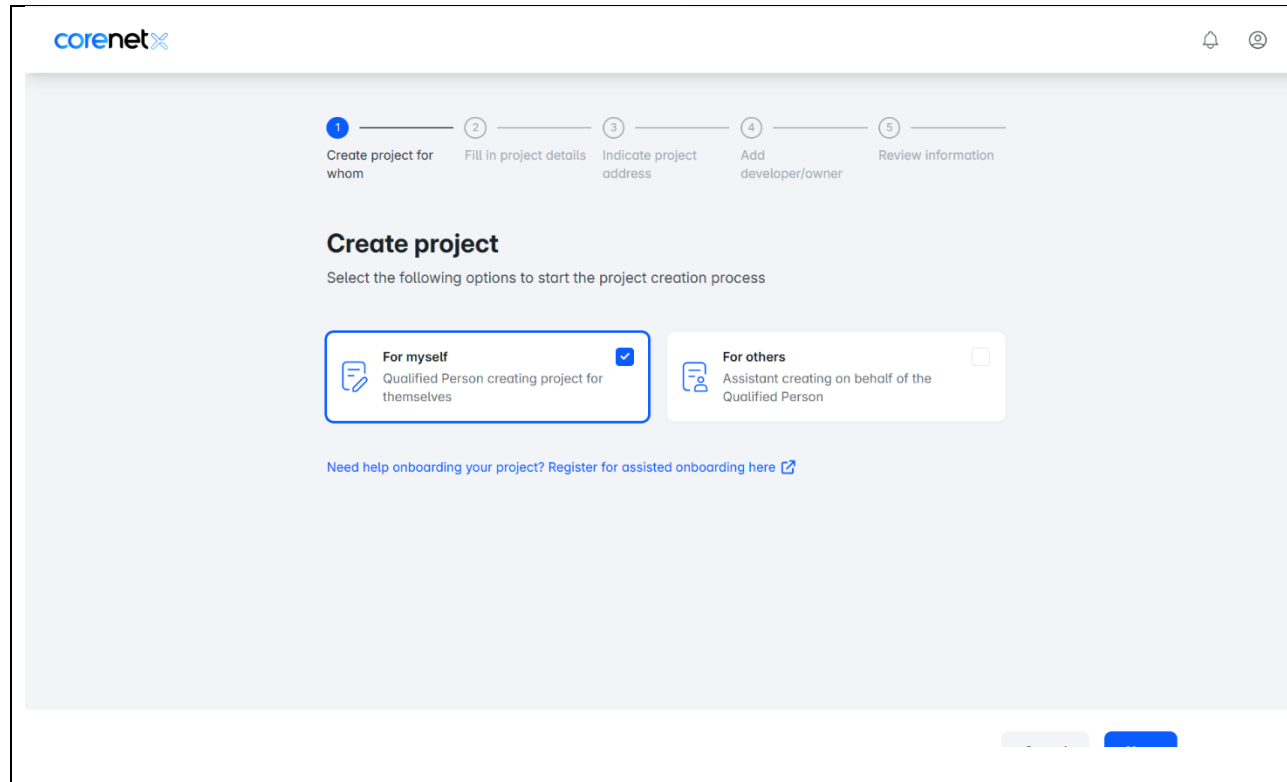
<p>View assistant View your assistant's information and access rights</p> <p>LOGIN TYPE Singpass for Business</p> <div data-bbox="577 376 1189 464"><p>Assistant's information</p><p>NRIC/FIN *****576Z</p></div> <div data-bbox="577 491 1189 555"><p>Access rights Assistant can edit all projects under me Edit</p></div> <p data-bbox="577 576 685 608">Remove assistant</p>
--

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.



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
Create project for whom

2
Fill in project details

3
Indicate project address

4
Add developer/owner

5
Review information

Project details

Project coordinator

Daniel Architect

Development type

Commercial
▼

Building works

New erection (including reconstruction)
▼

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

Project title 20/1000

New erection of ...

[? Find out more about development type](#)

Input Project Details

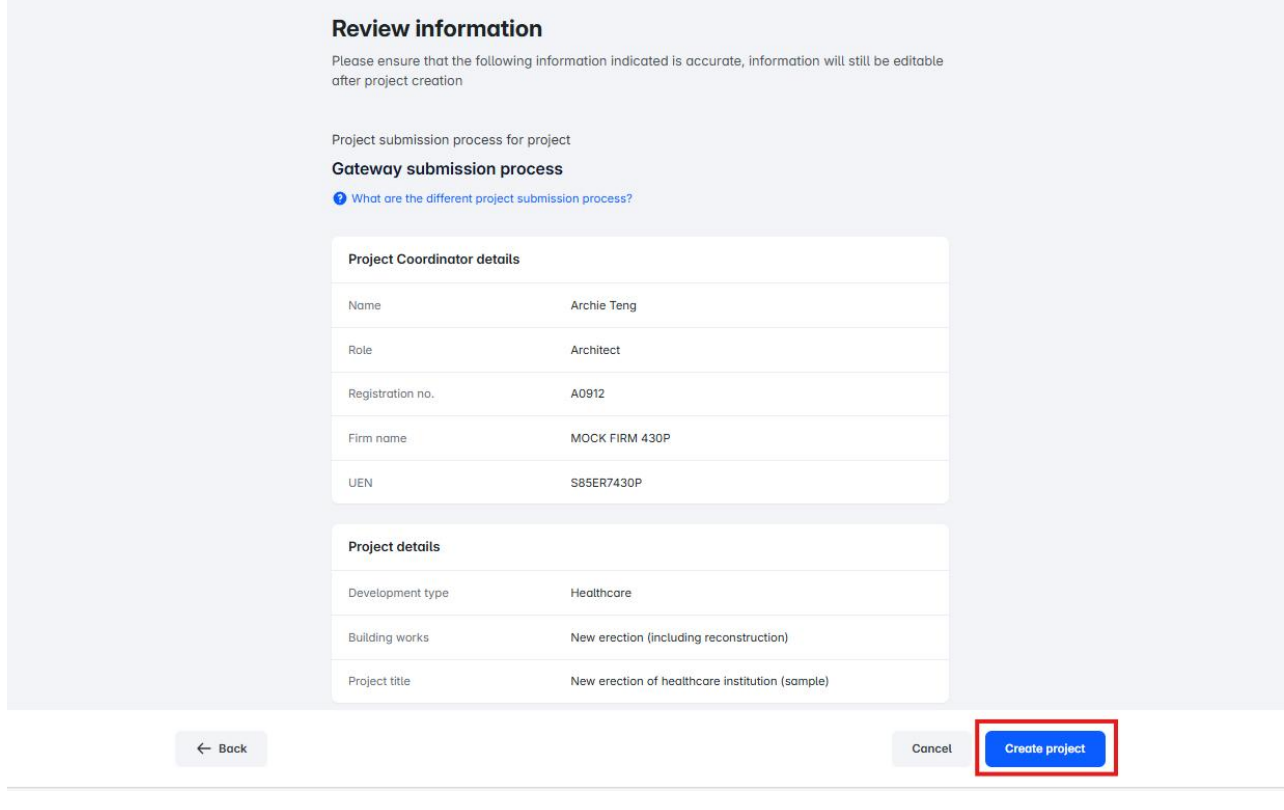
4. You will take on the role of “Project Coordinator” in the system.
5. Fill in your project details.
6. Indicate the type of development and building works by selecting the appropriate option.

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.

	<ol style="list-style-type: none">7. Input your project title. This title is editable even after the project is created.8. Click on “Next” to enter your project address.
--	--

<div style="border: 1px solid #ccc; padding: 10px;"> <h3>Indicate project address</h3> <p>Fill in the applicable project address format(s)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>i For project where there is no MK/TS lot no., please provide the site description or formatted address (if applicable)</p> </div> <p>Mukim/Town Subdivision/Lot no.</p> <p>Does your project have MK/TS lot no.?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>Formatted address</p> <p>Postal code</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <input style="width: 80%;" type="text"/> Retrieve </div> <p><small>e.g. 650539</small></p> <p>Building name</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> Please select ▼ </div> <p>Road name</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>House/Block no. Level no. (optional) Unit no. (optional)</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 30%; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 15%; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 15%; height: 20px;"></div> </div> <p>+ Add additional formatted address</p> <hr/> <p>Site description</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>i Provide road name(s) and site description if applicable</p> </div> <p>Road name(s)</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <input style="width: 90%;" type="text"/> 🔍 </div> <p><small>Maximum of 4 roads</small></p> <p>Site description <small>0/1000</small></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> ← Back Cancel Next </div>
--

	<p>description with a simple name.</p> <p>10. Click on “Next”.</p>
	<p>Review Information</p> <p>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.</p> <p>12. Ensure that the project coordinator’s information is correct as well.</p> <p>13. After verifying the information, click on “Create Project”.</p>

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

Project overview

Created by Archie Teng on 2 December 2025


PROJECT REFERENCE NO.
AA0912-A0392-2025


Gateway submission process


Your first steps as Project Coordinator


Follow this guide to add members and appoint them for submissions


- Create project
- Add project members [Add](#)
- Send appointment request to developer/builder [Send](#)
- Get appointed for relevant scope of works [View](#)

 **Submission workspace**
Prepare project submissions

 **Project members**
View and add members

 **Member appointments**
Appoint members for relevant scopes of works

 **Make payment**
Add and pay for multiple payments

 **Site inspection booking**
Create and manage bookings

Submission milestone dashboard

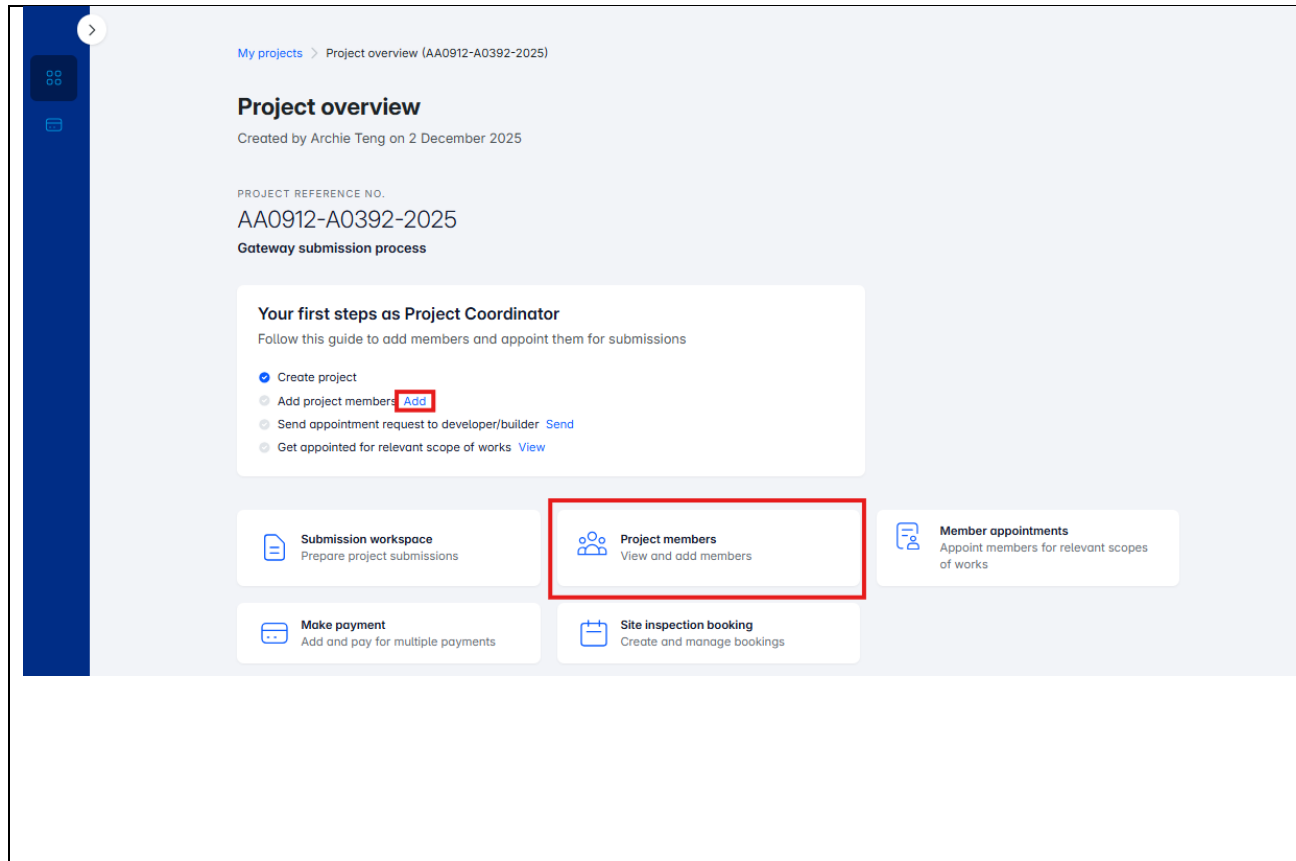
Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

- ### 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 [Section 8](#).

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

- 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)	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".

Add member

Search for an existing member that the Project Coordinator has added before in other projects. Alternatively, you can add a new member manually.

[Add new member manually](#)

Search member

+ Filter

NAME	LICENSE(S)	FIRM NAME/UEN	ACTIONS
Amelia Heidenreich	Professional Engineer (Civil) (9030)	- -	Add
Aurelio Chua	Specialist Professional Engineer (Geotechnical) (9054)	- -	Add
Benjamin Chew	Resident Engineer (C&S) (RE-S043)	- -	Add
Cindy Civil	Professional Engineer (Civil) (6012)	- -	Add
Davon Mante	Accredited Checker (8006)	- -	Add

5. In this page, you should see a list of project members which you have previously added for other projects.

- To add a new member that haven't been added before, press **"Add new member manually"**
- To add a member that have been added previously, search for them by their name or license and click **"Add"** beside their details.



<div style="background-color: #f0f0f0; padding: 10px;"> <h3>Add member</h3> <p>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.</p> <p>Roles</p> <p>Role UEN</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px;">Developer (Organisation) ▼</div> <div style="border: 1px solid #ccc; width: 150px; height: 25px;"></div> </div> <p style="font-size: small; color: #888;">+ Add additional role</p> <hr/> <p>Firm and personnel details</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9; margin-bottom: 10px;"> <p>i 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.</p> </div> <p style="font-size: 20px; margin: 0;">-</p> <p>UEN</p> <p>Please select the following</p> <p><input type="radio"/> Developer is also Owner</p> <p><input type="radio"/> Developer is authorised to act on Owner's behalf</p> <hr/> <p>Role</p> <p>Main acting personnel</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Name</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> </div> <div style="width: 45%;"> <p>NRIC/FIN</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> <p style="font-size: 8px; color: #888;">Last 4 alphanumeric characters (example: 567A)</p> </div> </div> <p>Email</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> <p style="font-size: small; color: #4a90e2;">+ Add additional personnel</p> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 10px; margin-right: 10px; background-color: #f0f0f0;">Cancel</div> <div style="background-color: #4a90e2; color: white; padding: 5px 10px; border-radius: 3px;">Add member</div> </div> </div>	<p>(1) Adding the Developer (Organisation)</p> <p>6. If the Developer is an organisation, select “Developer (Organisation)” under Role.</p> <p>Note: You may add multiple developers (if applicable).</p> <p>7. Indicate the UEN. Ensure that this UEN is accurate.</p> <p>8. For Developer (organisation), you will need to indicate 1 main acting personnel.</p> <p>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.</p> <p>9. Click on “Add member”.</p>
--	---

<div style="background-color: #f0f0f0; padding: 10px;"> <h3>Add member</h3> <p>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.</p> <p>Roles</p> <p>Role</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Developer (Individual) ▼</div> <p>+ Add additional role</p> <hr/> <p>Member details</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>i 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).</p> </div> <p>Name NRIC/FIN</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div> </div> <p style="font-size: small; margin-left: 100px;">Last 4 alphanumeric characters (example: 567A)</p> <p>Email</p> <div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div> <p>Please select the following</p> <p><input type="radio"/> Developer is also Owner</p> <p><input type="radio"/> Developer is authorised to act on Owner's behalf</p> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Cancel</div> <div style="background-color: #007bff; color: white; padding: 2px 10px;">Add member</div> </div> </div>	<p>(2) Adding the Developer (Individual)</p> <p>10. If the Developer is an individual e.g., house owner, select “Developer (Individual)” under Role.</p> <p>Note: You may add multiple developers (if applicable).</p> <p>11. Key in the other details.</p> <p>12. Click on “Add member”.</p>
---	---

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)  

[+ 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

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

14. 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.**

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

16. Input the member's name as per NRIC/FIN, 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.**

17. 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](#)

18. Follow the same steps above to add other project personnel.
19. Once you have added the new member, an email will be sent to the new member's specified email address.
20. **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".

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)	Pending responsibility	Add responsibility View
MOCK FIRM 430P	Developer (Organisation)	Added	View firm information

21. 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”.

22. **For members whose status are reflected as “pending responsibility”, you will need to assign responsibility** – refer to [Section 9](#) for the steps.

8.2 Removing Team Members

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Project members](#) > Member information

Member information

Eugene Chia
*****431R

Roles and responsibilities Member details

ROLE
Professional Engineer (Civil)
Registration no. E8431

Actions
[Edit roles](#)
[Manage appointment requests](#)
Remove member

1. Project coordinators / assistants can remove members, **subject to authorisation by the developer or builder.**
2. Go the “project members” page and “view” the member to be removed.
3. At the member information page, click on “remove member”.
4. If the project member was appointed by the developer / builder, an email will be sent to the developer / builder to confirm the removal.

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.

8.3 Replacing the Project Coordinator


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

Member information

Archie Teng
 *****912W

Roles and responsibilities Member details

ROLE
Architect
 Registration no. A0912

Building and Construction Authority (BCA)  [Edit](#)

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

Appointed

[Show details](#)

Actions
[Edit roles](#)
[Manage appointment requests](#)
[Edit additional member details](#)
Leave and replace

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.

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

Developer (Organisation) [Add secondary personnel](#)

Main personnel [Replace](#)

Name	Deven Tan
Email	-

Actions
[Manage appointment requests](#)

Adding secondary personnel

- 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.

- 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.**

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

Developer (Organisation) [Add secondary personnel](#)

Main personnel [Replace](#)

Name	Deven Tan
Email	-

Secondary personnel [Replace](#) [Remove](#)

Name	SecondaryDev
Email	-

Actions
[Manage appointment requests](#)

Removing secondary personnel

7. Click on “Remove”

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

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

Developer (Organisation) [Add secondary personnel](#)

Main personnel Replace	
Name	Deven Tan
Email	-
Secondary personnel Replace	
Name	SecondaryDev
Email	-

Actions

[Manage appointment requests](#)

[Edit my project 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

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)	Pending responsibility	Add responsibility View
Eugene Chia	Professional Engineer (Civil)	Pending responsibility	Add responsibility View
MOCK FIRM 430P	Developer (Organisation)	Added	View firm information



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”.

<p>Project responsibilities</p> <p>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.</p> <p>View roles and responsibilities of project members </p> <p>Role Professional Engineer (Civil) Registration no. E8431</p> <p>Select scope of responsibilities for agency</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Select agency </p> <ul style="list-style-type: none"> <input type="checkbox"/> Building and Construction Authority (BCA) <input type="checkbox"/> Land Transport Authority (LTA) <input type="checkbox"/> National Environment Agency (NEA) <input type="checkbox"/> National Parks Board (NParks) <input type="checkbox"/> Public Utilities Board (PUB) </div> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </p>	<p>4. For each Qualified Person/Professional, select their responsibilities under the specified agencies.</p> <p>5. You may refer to this link for the roles and responsibilities each project member may undertake.</p> <p>Note: The CORENET X system has digitalised the appointment process, eliminating the traditional appointment process done on paper.</p>
--	---

<p>Project responsibilities</p> <p>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.</p> <p>View roles and responsibilities of project members </p> <p>Role</p> <p>Professional Engineer (Civil)</p> <p>Registration no. E8431</p> <p>Select scope of responsibilities for agency</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Building and Construction Authority (BCA) Land Transport Authority (LTA) Public Utilities Board (PUB) ▼ </div> <p>Agency</p> <p>Building and Construction Authority (BCA) </p> <p>Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> <p><input checked="" type="checkbox"/> To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989</p> <p>Select responsibilities details</p> <p><input checked="" type="radio"/> All structural works</p> <p>Does your responsibility include demolition?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Others (to specify)</p> <p><input type="checkbox"/> 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</p> <div style="text-align: right; margin-top: 10px;"> Cancel Save </div>	<ol style="list-style-type: none"> 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). <p>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.</p>
---	---

9.2 Initiating appointments of Team Members

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)	Pending appointment	Send appointment request View
▼	Eugene Chia	Professional Engineer (Civil)	Pending appointment	Send appointment request View
▼	Mandon Ng	Professional Engineer (Mechanical)	Pending appointment	Send appointment request View
▼	MOCK FIRM 430P	Developer (Organisation)	Added	View firm information

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".

Pending appointment 3 Confirmed


Select members to send appointment request for

[Send appointment request](#)

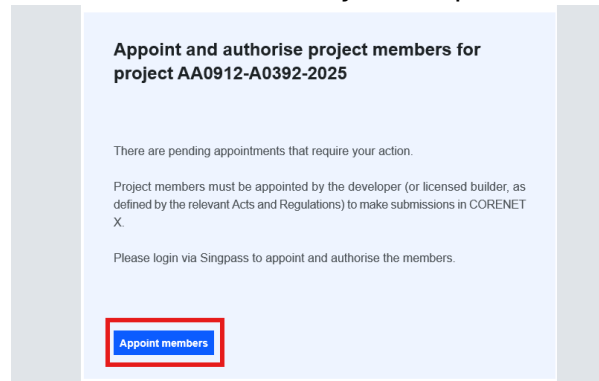
<input checked="" type="checkbox"/>	NAME	ROLE	FOR SUBMISSIONS TO	TO BE APPOINTED BY	STATUS
<input checked="" type="checkbox"/>	Archie Teng A0912	Architect	<ul style="list-style-type: none"> • BCA • SCDF • URA • LTA • NEA • NParks • PUB 	-	Request not sent
<input checked="" type="checkbox"/>	Eugene Chia E8431	Professional Engineer (Civil)	<ul style="list-style-type: none"> • BCA • LTA • PUB • URA • NEA • NParks • SCDF 	-	Request not sent
<input checked="" type="checkbox"/>	Mandon Ng E8610	Professional Engineer (Mechanical)	<ul style="list-style-type: none"> • BCA • LTA • NEA • PUB • SCDF 	-	Request not sent

- 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.
- Select all personnel for which appointment is to be initiated. Each appointment request can only be sent to one party (developer or licensed builder).
- Click on “Send appointment request”.

<p>Send appointment request</p> <p>Send appointment request to the developer (or licensed builder, as defined by the relevant Acts and Regulations)</p> <p>Select an appointer to authorise this request</p> <p>To be appointed by</p> <div data-bbox="387 539 1424 742"> <p>Please select ▼</p> <p>MOCK FIRM 789F (Developer (Organisation))</p> <p>MOCK FIRM 789F (Licensed Builder)</p> </div>	<p>8. Choose whether the members are to be appointed by the developer or the licensed builder.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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.
---	--

<div data-bbox="443 204 1146 1353"> <h3>Send appointment request</h3> <p>Send appointment request to the developer (or licensed builder, as defined by the relevant Acts and Regulations)</p> <p>Select an appointer to authorise this request</p> <p>To be appointed by</p> <div data-bbox="450 411 1144 451"> <input type="text" value="MOCK FIRM 430P (Developer (Organisation))"/> </div> <hr/> <p>Select members to be appointed for submissions to the relevant agencies</p> <p>AGENCY</p> <p>Building and Construction Authority (BCA) </p> <div data-bbox="450 616 1144 715"> <p><input checked="" type="checkbox"/> Archie Teng Registration no. A0912 Architect</p> </div> <hr/> <p>RESPONSIBILITY Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> <div data-bbox="450 831 1144 1214"> <p><input checked="" type="checkbox"/> Eugene Chia Registration no. E8431 Professional Engineer (Civil)</p> <p>RESPONSIBILITY Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> <ul style="list-style-type: none"> To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> All structural works including demolition <p>Hide details</p> </div> <div data-bbox="450 1241 1144 1281"> <p><input checked="" type="checkbox"/> Mandon Ng</p> </div> <div data-bbox="1144 1289 1346 1362"> <p>Cancel <input checked="" type="button" value="Send"/></p> </div> </div>	<p>9. You will see the members that need to be appointed, categorised by agency.</p> <p>10. You may select multiple members to be appointed by the appointing party. Select the members by clicking on the checkbox.</p> <p>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.</p> <p>11. Click “Send” to send the appointment request via email to the developer.</p> <p>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.</p>
---	---

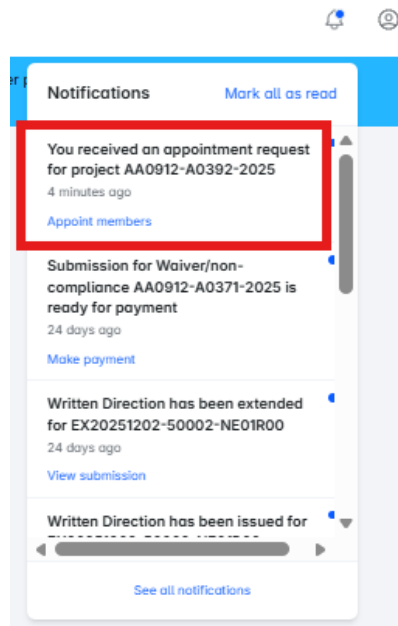
Email received by developer:



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.

Bell notification on developer's submission portal page:




Pending developer 3 Confirmed

Select members to appoint Appoint selected members

<input checked="" type="checkbox"/>	NAME	ROLE	FOR SUBMISSIONS TO	TO BE APPOINTED BY	STATUS
<input checked="" type="checkbox"/>	Archie Teng A0912	Architect	<ul style="list-style-type: none"> • BCA • SCDF • URA • LTA • NEA • NParks • PUB 	MOCK FIRM 430P Developer (Organisation)	Pending developer
<input checked="" type="checkbox"/>	Eugene Chia E8431	Professional Engineer (Civil)	<ul style="list-style-type: none"> • BCA • LTA • PUB • URA • NEA • NParks • SCDF 	MOCK FIRM 430P Developer (Organisation)	Pending developer
<input checked="" type="checkbox"/>	Mandon Ng E8610	Professional Engineer (Mechanical)	<ul style="list-style-type: none"> • BCA • LTA • NEA • PUB • 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”.

<p>Select members to be appointed for submissions to the relevant agencies</p> <p>AGENCY Building and Construction Authority (BCA) </p> <div data-bbox="517 341 1274 453"> <p><input checked="" type="checkbox"/> Archie Teng Registration no. A0912 Architect</p> </div> <p>RESPONSIBILITY Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> <div data-bbox="517 571 1274 683"> <p><input checked="" type="checkbox"/> Eugene Chia Registration no. E8431 Professional Engineer (Civil)</p> </div> <p>RESPONSIBILITY Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> <ul style="list-style-type: none"> • To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • All structural works including demolition <p>Hide details</p> <div data-bbox="517 1024 1274 1136"> <p><input checked="" type="checkbox"/> Mandon Ng Registration no. E8610 Professional Engineer (Mechanical)</p> </div> <p>RESPONSIBILITY Submissions involving electrical and mechanical engineering works in accordance to the Building Control Act 1989 and its Regulations</p> <ul style="list-style-type: none"> • 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 		<p>16. All the responsibilities pending appointment will be selected by default. Uncheck any responsibilities selected where applicable.</p> <p>17. Click “Confirm” to confirm appointment.</p>
---	--	---

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.

10. Applying for a Pre-Submission Consultation


[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#)


Project overview


Created by Archie Teng on 18 November 2025


PROJECT REFERENCE NO.
AA0912-A0371-2025


Gateway submission process

 **Submission workspace**
Prepare project submissions

 **Project members**
View and add members

 **Member appointments**
Appoint members for relevant scopes of works

 **Make payment**
Add and pay for multiple payments

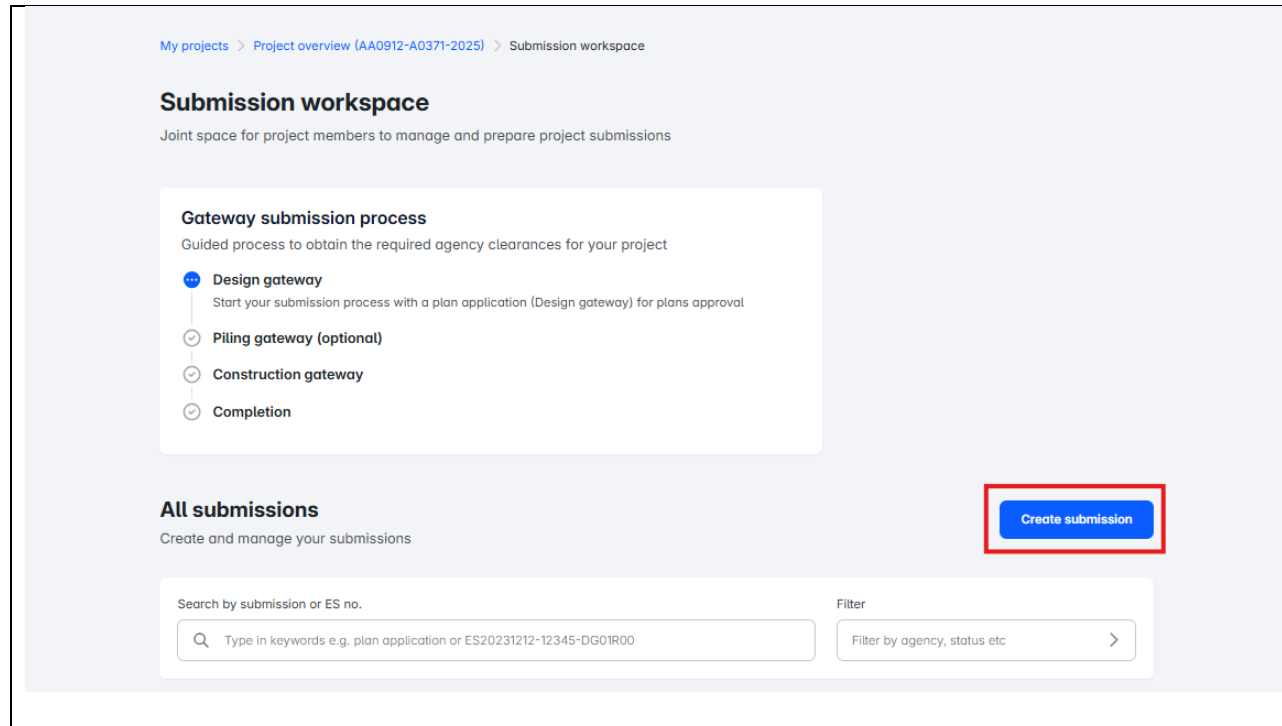
 **Site inspection booking**
Create and manage bookings

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	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.
2. Click on “Submission Workspace” to initiate a submission.



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.

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p><input type="text" value="Pre-submission consultation"/></p> <hr/> <p>Submission</p> <p><input type="text" value="Pre-submission consultation on agency specific requirements"/></p> <hr/> <p>Agency</p> <p><input type="text" value="Building and Construction Authority (BCA)"/></p> <hr/> <p>Agency category</p> <p><input type="text" value="Building design"/></p> <hr/> <p>Submission coordinator</p> <p><input type="text" value="ARCHIE TENG - A0912 (Architect)"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Next"/></p>	<ol style="list-style-type: none">5. Select “Pre-submission consultation”.6. Select the submission type, agency and category. <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this pre-submission consultation.</p> <ol style="list-style-type: none">7. Click “Next”
--	--

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.

Project information

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](#)

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.

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”.

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

View submission timeline

Last updated on 3:34pm, 2 December 2025

✔ **Response issued**
2 December 2025
Response issued by agency
[View submission](#)

Pre-submission consultation on agency specific requirements

Agency	Building & Construction Authority (BCA)
Submission status	Response issued
Response issued	View responses

📄 **Submission is submitted to regulatory agency**
2 December 2025
EX20251202-50001-BC01R00

+ **Submission created**
2 December 2025

SUBMISSION

Pre-submission consultation on agency specific requirements

AGENCY
BCA (Building design)

SUBMISSION STAGE
New Submission

STATUS
Response issued

[What is submission status?](#)

E-SUBMISSION NO.
EX20251202-50001-BC01R00

[View all members](#)

Actions

[View responses](#)

[View submission activity](#)

After Issuance of Agency Response

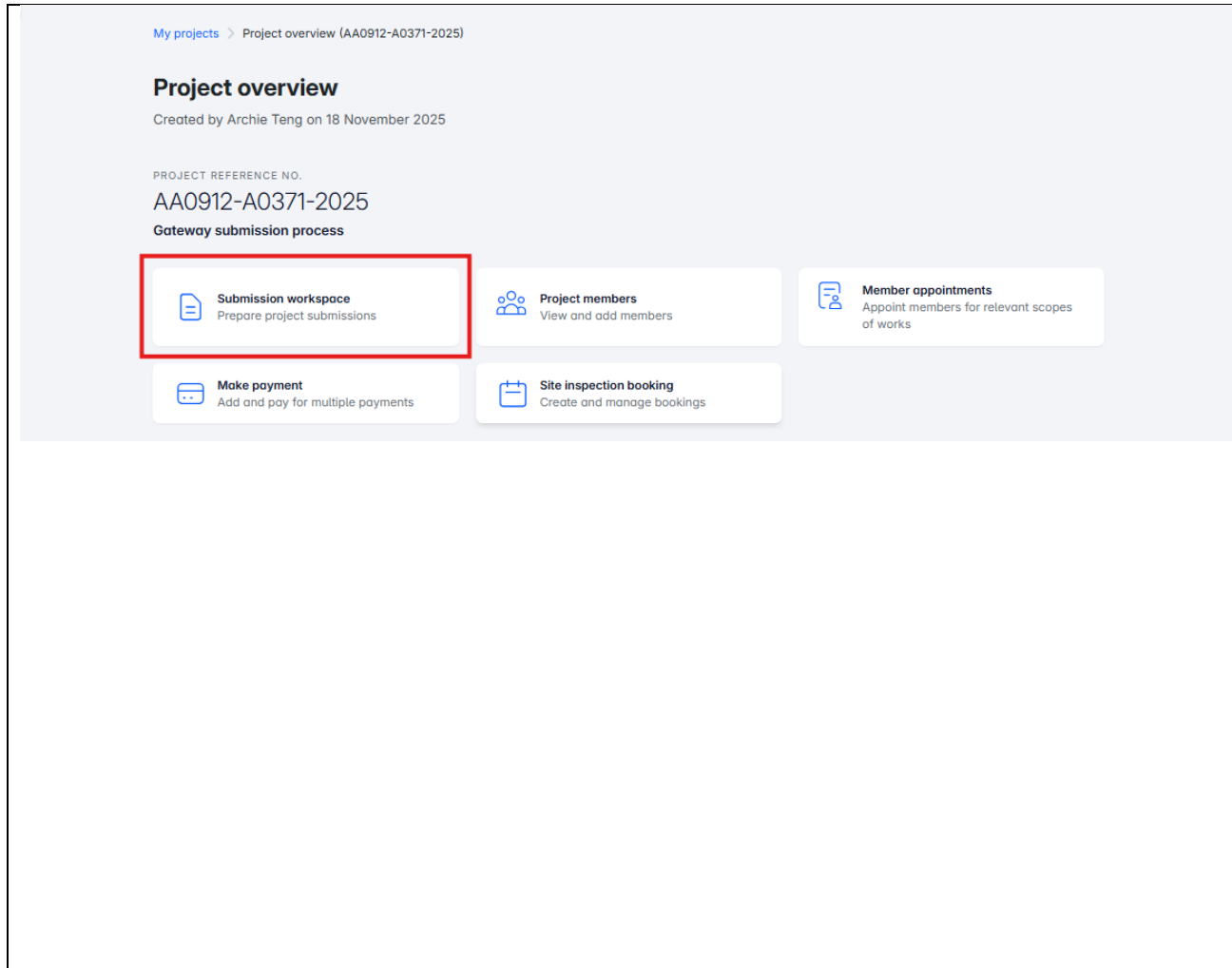
16. You will be notified via email when a response has been issued.

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

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

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

	<p>required again. URA need not be selected under the list of applicable agencies under this submission (see item 10).</p> <p>3. Go to the “Project Overview” page.</p> <p>4. Click on “Submission Workspace”.</p>
	<p>5. Click on “Create submission”.</p>

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p>Plan application (Gateways/Direct Submission/Full demolition) ▼</p> <hr/> <p>Submission</p> <p>Full demolition application ▼</p> <ul style="list-style-type: none">Plan application (Design gateway)Plan application (Piling gateway)Plan application (Construction gateway)Plan application (External works)Full demolition application <p>Cancel Next</p>	<ol style="list-style-type: none">6. Select “Plan application”.7. Under Submission, select “Full demolition application”.8. Click “Next”.
--	---

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 through 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".

<p> 1 ————— 2 Select sections required for approval Review summary </p> <p>Select sections required for approval</p> <p>Determine the relevant agencies for approval of the proposed building works</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Planning parameters (URA) <input checked="" type="checkbox"/> Structural works (BCA) 	<p>10. Select sections required for approval – see item 2 for more information.</p>						
<p> 1 ————— 2 Select sections required for approval Review summary </p> <p>Review summary</p> <p>Please review the sections and submission schemes before proceeding</p> <table border="1" data-bbox="297 919 1245 1139"> <thead> <tr> <th colspan="2">Sections and submission schemes</th> </tr> </thead> <tbody> <tr> <td>Planning parameters (URA)</td> <td>Plan application</td> </tr> <tr> <td>Structural works (BCA)</td> <td>Plan application</td> </tr> </tbody> </table>	Sections and submission schemes		Planning parameters (URA)	Plan application	Structural works (BCA)	Plan application	<p>11. Review information and click on “Create Submission”.</p>
Sections and submission schemes							
Planning parameters (URA)	Plan application						
Structural works (BCA)	Plan application						

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 Architect Submission coordinator
Planning parameters URA	No assigned project party Please assign a project party to this section
Structural works BCA	No assigned project party 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.

Demolition information

Last saved on - **Draft**

PROJECT REFERENCE NO.
AA0912-A0392-2025

Note: The fields below contain parameters that link to fee computation. Please ensure your inputs are accurate and to the best of your knowledge.

Project details

Development type: Healthcare

Building works: New erection (including reco...)

Project title: New erection of healthcare institution (sample) 47/1000

SUBMISSION: Full demolition application

SUBMISSION STAGE: New Submission

ASSIGNED 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

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)

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.

corenetX

- Demolition information
- Planning parameters**
- Building control
- Structural works
- Plans
- Fee computation

Planning parameters

Last saved on - **Draft**

Details

Description of works 0/1000

Apply for deviation from the planning requirements (if applicable)

[+ Add deviation](#)

Upload documents

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

- Proposal plan(s)
- Sketch plan(s)
- Calculation plan
- Others (optional)

Drag and drop files here or [select files](#)

Each file cannot exceed 5GB.

[Back](#) [Save section as draft](#) [Review section](#)

[Help us improve](#)

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

16. Input the planning parameters

corenetX

Demolition information

Planning parameters

Building control

Structural works

Plans

Fee computation

Help us improve

Structural works

Last saved on -

Draft

Structural information

Does the project involve [complex building structure\(s\)](#)?

Yes

No

Is [seismic design](#) required?

Yes

No

Are alternative solution(s) adopted?

Yes

No

Are vehicular bridge, viaduct/flyover and traffic decking applicable?

Yes

No

Are Prefabricated Prefinished Volumetric Construction (PPVC) structures applicable?

Yes

No

Are [specialist works](#) involved?

Yes

No

Is this submission arising from earlier submission(s) to Enforcement & Structural Inspection Department (ESID)?

Yes

No

Back

Save section as draft

Review section

SUBMISSION

Full demolition application

SUBMISSION STAGE

New Submission

APPOINTED PROJECT PARTY

Brian Phua

Professional Engineer (Civil)

**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

Plans

Plans reflected here are provided by the appointed project parties for the applicable sections when section is ready for review.

Planning parameters

FILE TYPE/NAME	UPLOADED ON	APPOINTED PROJECT PARTY	ACTIONS
Proposal/Sketch Plan/Diagrammati... testfile.docx (13.78 KB)	4:31pm, 1 Jan 2026	Archie Teng	Download

Building control

Back

Proceed to declaration by QP(s)

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](#)

- The status of the submission in the “Submission Workspace” will be updated to “Pending declaration”.
 - An email will be sent to all Qualified Persons to inform them to make their declarations (see step 6).
 - 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.

The screenshot displays the 'Planning parameters' section of a submission. On the left, a sidebar lists navigation options: 'Demolition information', 'Planning parameters' (selected), 'Building control', 'Plans', and 'Fee computation'. The main content area is titled 'Planning parameters' and includes a timestamp 'Last saved on 4:31pm, 1 January 2026 by Archie Teng' and a 'Pending declaration' status. An information message states: 'Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.' Below this, the 'Details' section shows a 'Description of works' field with the value 'test'. There is also a section for 'Apply for deviation from the planning requirements (if applicable)' which is currently empty. On the right side, a summary panel shows: 'SUBMISSION: Full demolition application', 'SUBMISSION STAGE: New Submission', 'ASSIGNED PROJECT PARTY: Archie Teng Architect', and 'SUBMISSION SCHEME: -'. At the bottom, there are three buttons: 'Back', 'Revert to draft', and 'Declare for submission' (highlighted with a red box).

Submit Declarations (by assigned Project Parties)

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

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	S858R7430P

DATE
1 January 2026

[Cancel](#) [Declare and Submit](#)

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

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. Filter

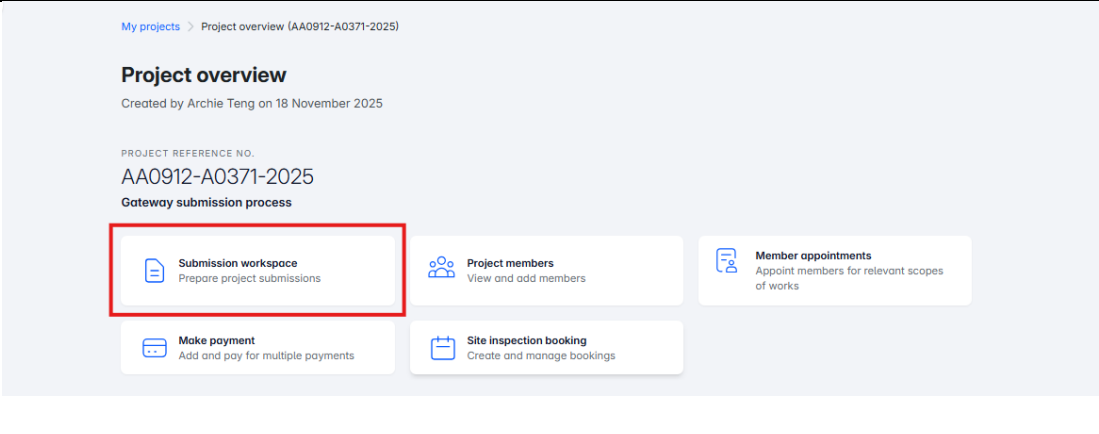
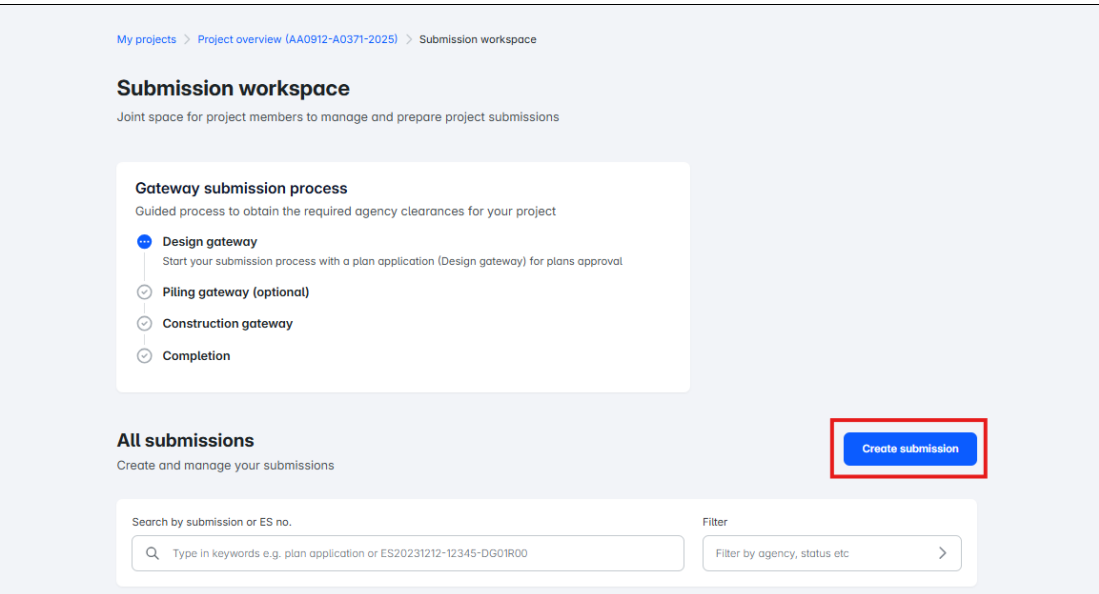
Filter by agency, status etc >

SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Full demolition application -	New Submission EX20260101-50001-JS01R00 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

 <p>My projects > Project overview (AA0912-A0371-2025)</p> <p>Project overview Created by Archie Teng on 18 November 2025</p> <p>PROJECT REFERENCE NO. AA0912-A0371-2025</p> <p>Gateway submission process</p> <ul style="list-style-type: none"> Submission workspace Prepare project submissions Project members View and add members Member appointments Appoint members for relevant scopes of works Make payment Add and pay for multiple payments Site inspection booking Create and manage bookings 	<ol style="list-style-type: none"> 1. Go to the “Project Overview” page. 2. Click on “Submission Workspace” to initiate a submission.
 <p>My projects > Project overview (AA0912-A0371-2025) > Submission workspace</p> <p>Submission workspace Joint space for project members to manage and prepare project submissions</p> <p>Gateway submission process Guided process to obtain the required agency clearances for your project</p> <ul style="list-style-type: none"> Design gateway Start your submission process with a plan application (Design gateway) for plans approval Piling gateway (optional) Construction gateway Completion <p>All submissions Create and manage your submissions</p> <p>Create submission</p> <p>Search by submission or ES no. Type in keywords e.g. plan application or ES20231212-12345-DG01R00</p> <p>Filter Filter by agency, status etc</p>	<ol style="list-style-type: none"> 3. The submission workspace dashboard reflects the stage your project is at. <p>Note: In this example, we are at the Design Gateway (DG)</p> <ol style="list-style-type: none"> 4. Click on “Create Submission”. <p>Note: If no submissions have been made, any member can proceed to create one.</p>

If your project is going through the Gateway 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”.

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

<p>Create submission</p> <p>Please read the below instructions before proceeding</p> <div data-bbox="607 268 1211 359"> <p>Submission details</p> <table border="1"> <tr> <td>Submission</td> <td>Plan application (Design gateway)</td> </tr> </table> </div> <p>Instructions</p> <p>This submission requires the appointed project parties to jointly prepare and submit the application to all regulatory agencies in a single submission.</p> <p>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).</p> <p>Please take note that the submission will only be considered accepted after payment is made.</p> <p>← Back Cancel Next</p>	Submission	Plan application (Design gateway)	<p>8. Review submission details and click “Next”.</p> <p>Note: There will be a Submission Coordinator assigned for joint submissions (involving more than 1 project member).</p> <p>Refer to Section 1.3 for the responsibilities of the Submission Coordinator.</p>
Submission	Plan application (Design gateway)		

1 Select sections required for approval | 2 Identify submission scheme | 3 Select additional details | 4 Review summary

Select sections required for approval

Select the relevant agencies and sections needed for approval based on your proposed building works. For any unchecked sections, a declaration will be provided for you to confirm that approval is not required.

→ What is required for Design Gateway approval?

SECTION (AGENCY)	Selected
Planning parameters (URA)	<input checked="" type="checkbox"/>
Greenery provision and tree conservation - External greenery (NParks)	<input checked="" type="checkbox"/>
Greenery provision and tree conservation - Internal greenery (NParks)	<input type="checkbox"/>
Roads and Vehicle Parking - Layout plans (LTA)	<input checked="" type="checkbox"/>
Rails (LTA)	<input type="checkbox"/>
Public utilities - Sewerage and sanitary (PUB)	<input checked="" type="checkbox"/>
Public utilities - Drainage (PUB)	<input checked="" type="checkbox"/>
Environmental health and pollution control (NEA)	<input checked="" type="checkbox"/>

← Back | Cancel | Next

Select sections for approval

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

	<p>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.</p> <p>11. Click “Next” to proceed.</p>
--	---

1 Select sections required for approval
2 Identify submission scheme
3 Select additional details
4 Review summary

Identify submission scheme

Complete the following questions to identify the submission scheme for required sections. Upon answering, the applicable submission scheme will be indicated under each agencies' section for your review. To remove or add sections, select 'back' to return to the previous page.

[What are submission schemes?](#)

Planning parameters (URA)

Submission scheme at Design Gateway

Plan application

Does your development proposal qualify for one of the [lodgement schemes](#)?

Yes No

Greenery provision and tree conservation (NParks)

Submission scheme at Design Gateway

Plan application

NParks only supports plan application scheme

Roads (LTA)

Submission scheme at Design Gateway

Plan application

Is the development type landed residential or farm development?

Yes No

Is the development affected by the road reserve line?

Yes No

Are there any external works within road reserve (excluding access widening)?

Yes No

Are there non-compliances in meeting the [recommended](#) clear width of access and turning kerb radius?

Yes No

Rails (LTA)

i In the previous step, you marked this section as not required for approval

← Back
Cancel Next

Identify Submission Scheme

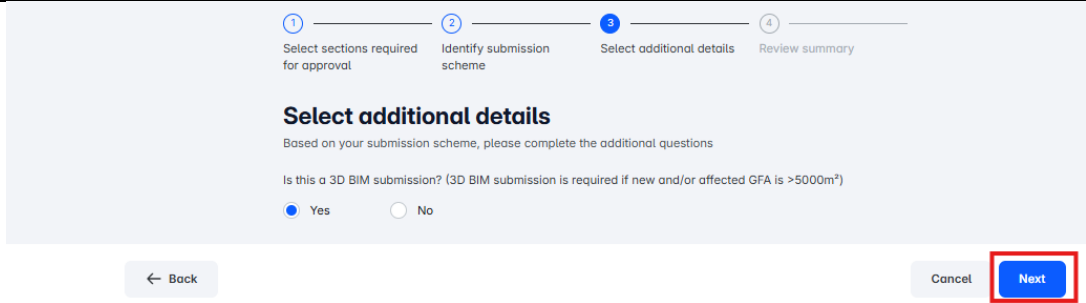
12. At this page, provide inputs to the list of questions.

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.

 <p>1 Select sections required for approval</p> <p>2 Identify submission scheme</p> <p>3 Select additional details</p> <p>4 Review summary</p> <p>Select additional details</p> <p>Based on your submission scheme, please complete the additional questions</p> <p>Is this a 3D BIM submission? (3D BIM submission is required if new and/or affected GFA is >5000m²)</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>← Back</p> <p>Cancel Next</p>	<p>Select additional details</p> <p>15. Proceed to select additional details.</p> <p>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 >5000m².</p> <p>17. Click “Next” to proceed.</p>
--	--

①
Select sections required for approval

②
Identify submission scheme

③
Select additional details

④
Review summary

Review summary

Please review the sections and submission schemes before proceeding

Sections and submission schemes	
Planning parameters (URA)	Plan application
Greenery provision and tree conservation - External greenery (NParks)	Plan application
Greenery provision and tree conservation - Internal greenery (NParks)	Section indicated as not required for approval <small>If section is required, please edit sections and schemes</small>
Roads and Vehicle Parking - Layout plans (LTA)	Plan application
Rails (LTA)	Section indicated as not required for approval <small>If section is required, please edit sections and schemes</small>
Public utilities - Sewerage and sanitary (PUB)	Plan application
Public utilities - Drainage (PUB)	Plan application
Environmental health and pollution control (NEA)	Plan application

← Back
Cancel
Create submission

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”.

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

View submission timeline

Last updated on 4:14pm, 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

Plan application (Design Gateway)

Submission stage	New Submission
Last saved	4:14pm, 2 December 2025

[Edit](#)

SECTION	ASSIGNED PROJECT PARTY
Project information URA	Archie Teng Architect Submission coordinator
Planning parameters URA	No assigned project party Please assign a project party to this section
External greenery NParks	No assigned project party Please assign a project party to this section
Internal greenery NParks	Section not required for approval If section is required, please edit sections and schemes
Layout plans LTA	No assigned project party Please assign a project party to this section
Rails LTA	Section not required for approval If section is required, please edit sections and schemes
Sewerage and sanitary PUB	No assigned project party Please assign a project party to this section
Drainage PUB	No assigned project party Please assign a project party to this section
Environmental health and pollution control NEA	No assigned project party Please assign a project party to this section

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

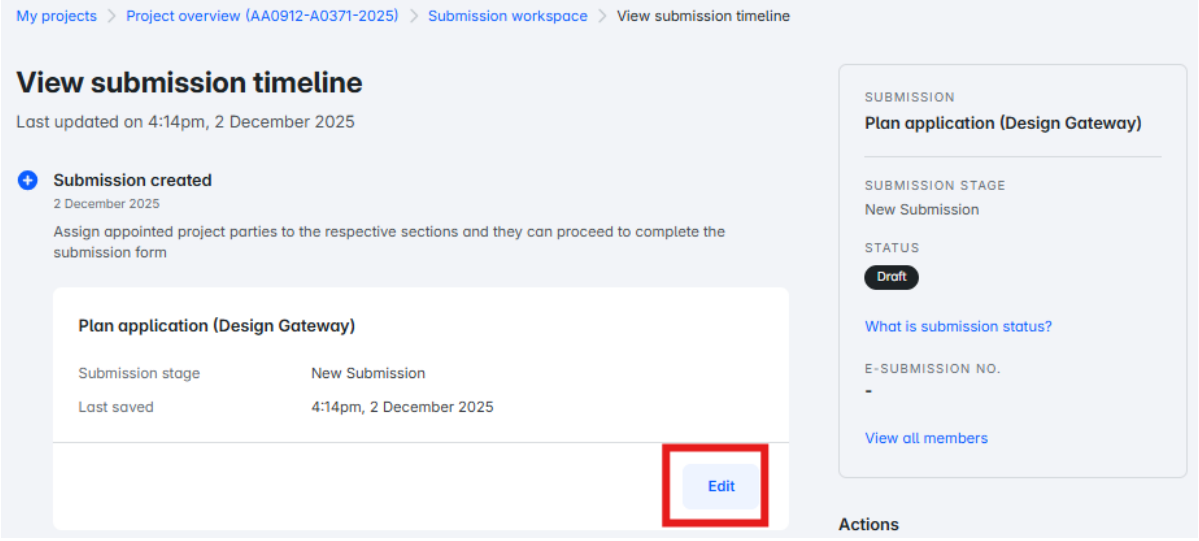
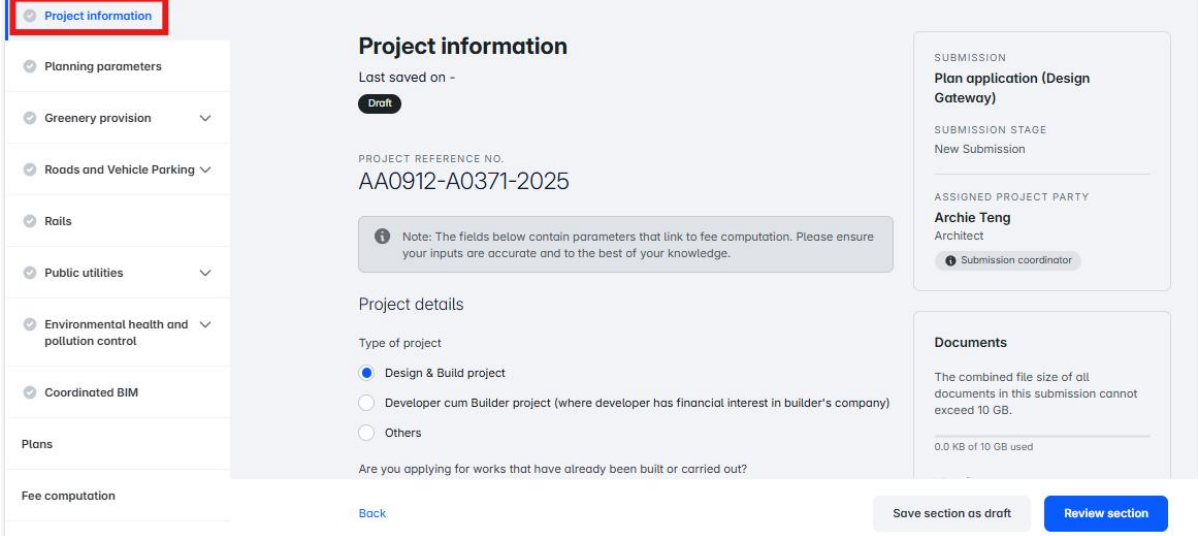
[View responses](#)

[View submission activity](#)

[Delete submission](#)

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

 <p>My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline</p> <h3>View submission timeline</h3> <p>Last updated on 4:14pm, 2 December 2025</p> <p>Submission created 2 December 2025 Assign appointed project parties to the respective sections and they can proceed to complete the submission form</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Plan application (Design Gateway)</p> <p>Submission stage: New Submission Last saved: 4:14pm, 2 December 2025</p> </div> <p style="text-align: right; border: 2px solid red; padding: 2px;">Edit</p> <p>Actions</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>SUBMISSION Plan application (Design Gateway)</p> <p>SUBMISSION STAGE New Submission</p> <p>STATUS Draft</p> <p>What is submission status?</p> <p>E-SUBMISSION NO. -</p> <p>View all members</p> </div>	<p>Going to the Project Information Section (action by Submission Coordinator / Submission Coordinator Assistant)</p> <ol style="list-style-type: none"> 1. Select the submission in the “Submission workspace”. 2. When you have arrived at the “View submission timeline” page, click on “Edit”.
 <p>Project information</p> <p>Last saved on - Draft</p> <p>PROJECT REFERENCE NO. AA0912-A0371-2025</p> <p>Note: The fields below contain parameters that link to fee computation. Please ensure your inputs are accurate and to the best of your knowledge.</p> <p>Project details</p> <p>Type of project</p> <p><input checked="" type="radio"/> Design & Build project <input type="radio"/> Developer cum Builder project (where developer has financial interest in builder's company) <input type="radio"/> Others</p> <p>Are you applying for works that have already been built or carried out?</p> <p>Back</p> <div style="float: right;"> <p>Save section as draft Review section</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>SUBMISSION Plan application (Design Gateway)</p> <p>SUBMISSION STAGE New Submission</p> <p>ASSIGNED PROJECT PARTY Archie Teng Architect Submission coordinator</p> <p>Documents</p> <p>The combined file size of all documents in this submission cannot exceed 10 GB. 0.0 KB of 10 GB used</p> </div>	<ol style="list-style-type: none"> 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.

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 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 Site 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.

12.3 Assigning Project Parties

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

View submission timeline

Last updated on 4:08pm, 3 December 2025

+ **Submission created**
2 December 2025

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

Plan application (Design Gateway)

Submission stage	New Submission
Last saved	4:08pm, 3 December 2025

[Edit](#)

SECTION	ASSIGNED PROJECT PARTY
Project information	<p>Archie Teng Architect</p> <p>Submission coordinator</p>
Planning parameters	<p>! No assigned project party Please assign a project party to this section</p> <p>URA</p>

SUBMISSION

Plan application (Design Gateway)

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](#)

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

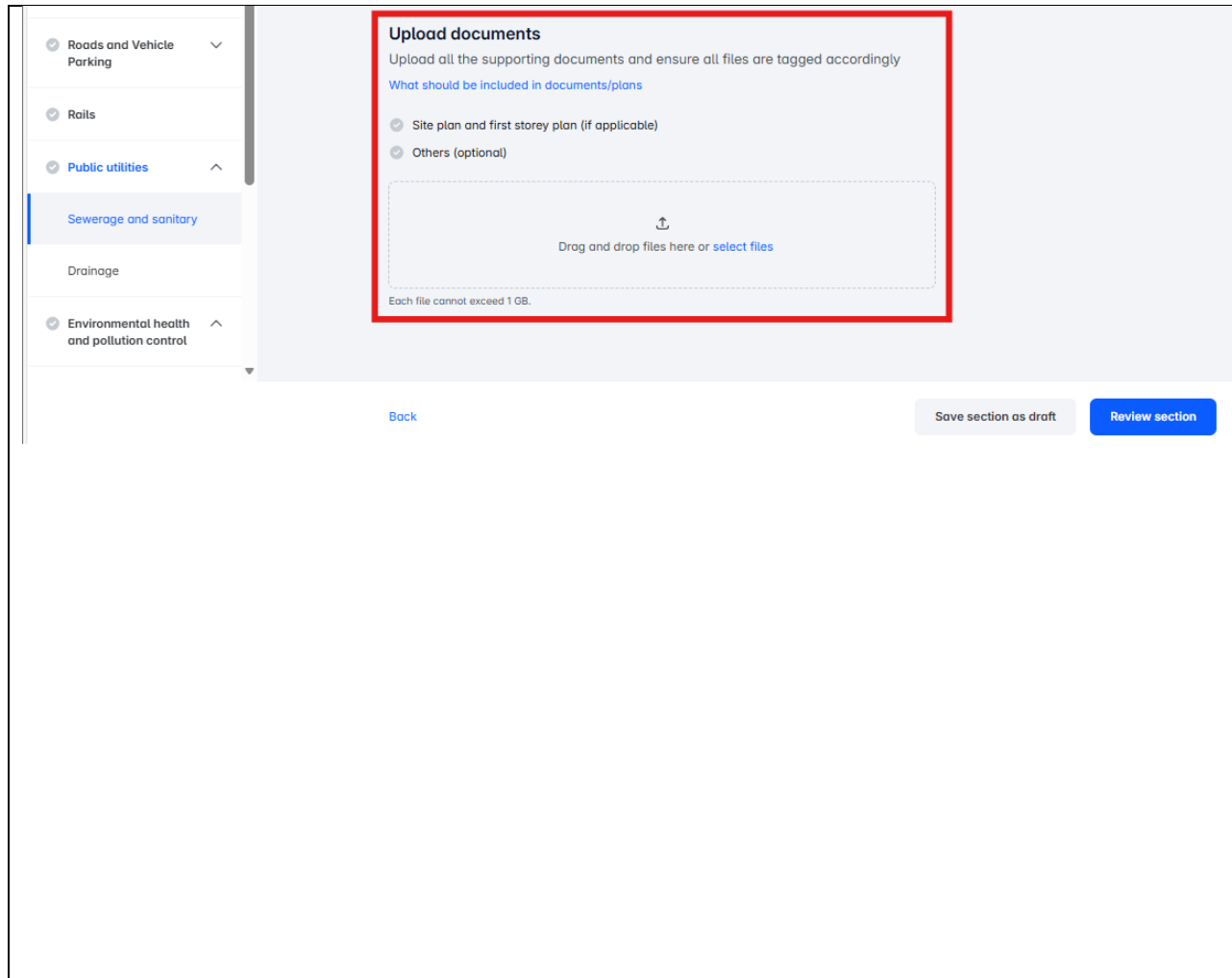
i Please note that the assigned project party will be responsible for the respective section of the joint submission. In the event of any changes, assigned project party will be notified of the change(s) made once the page is successfully saved.

SECTION	ASSIGNED PROJECT PARTY
Project information <small>This section can only be prepared and submitted by the submission coordinator</small>	Archie Teng - A0912 (Architect)
Planning parameters URA	Archie Teng - A0912 (Architect)
External greenery NParks	Eugene Chia - E8431 (Professional Engineer (Civil))
Internal greenery NParks	Eugene Chia - E8431 (Professional Engineer (Civil))

[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

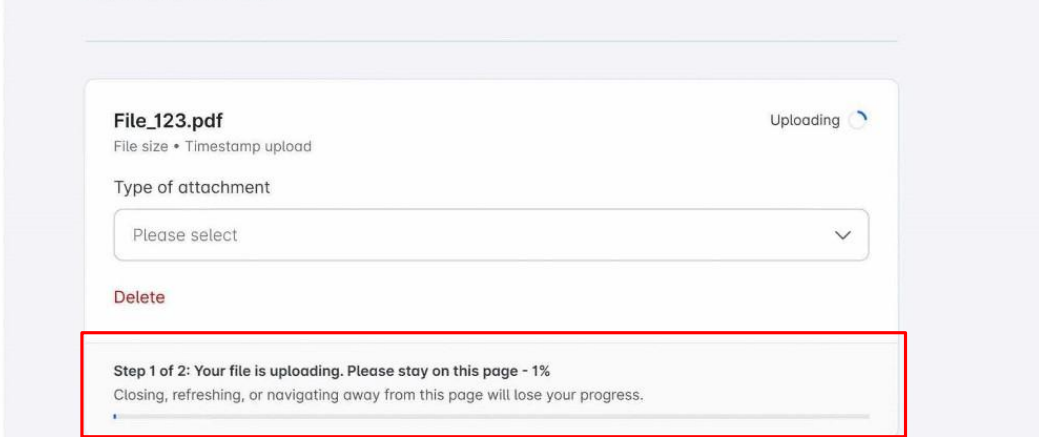


Uploading documents (action by assigned Project Parties)

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.

	<ol style="list-style-type: none"> 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.

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

[Back](#) [Save section as draft](#) [Review section](#)

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](#)

Coordinated BIM

Uploading BIM Model (action by assigned Project Parties)

- All assigned QPs can access the coordinated BIM submission.
- Uploaded plans are displayed and can be downloaded.
- More than 1 .ifc file for BIM models per discipline can be uploaded. Each model should not exceed 1GB. Files must be encrypted.
- Refer to **<placeholder link for viewing BIM models>** to view BIM model uploaded

12.5 Review Computation of Fees

Fee computation
Review payable plan processing fees with breakdown by agency

TOTAL PAYABLE FEE
SGD 400.00

Cost breakdown by agency

i If there are discrepancies on the amounted fees, check that all information have been filled correctly in the 'project information' section. For any changes, please contact the Project Coordinator.

AGENCY
Building and Construction Authority (BCA)

APPLICATION FEE
Full demolition application 400.00
Total no. of storey(s) to be demolished: 2 storey

Subtotal	400.00
Total plan fee payable (SGD)	400.00

Review Fees for Permit Application

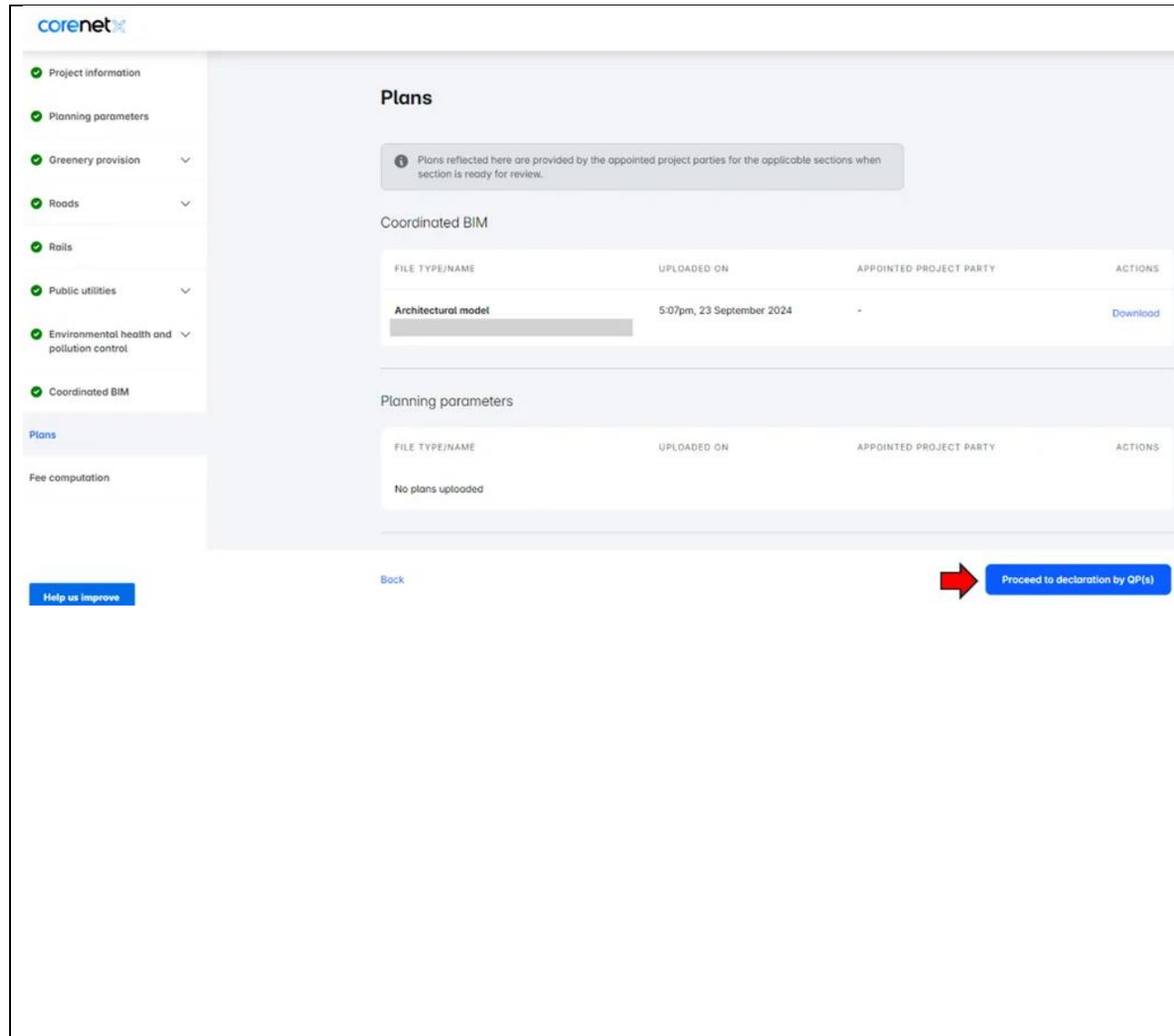
1. Select the “Fee computation” tab.

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 Planning Act	Architect	Pending	⋮
External greenery 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.

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

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

View submission timeline

Last updated on 4:29pm, 3 December 2025

Submission created
2 December 2025
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Plan application (Design Gateway)

Submission stage	New Submission
Last saved	4:29pm, 3 December 2025

[Edit](#)

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng Architect Submission coordinator
Planning parameters	Archie Teng Architect

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

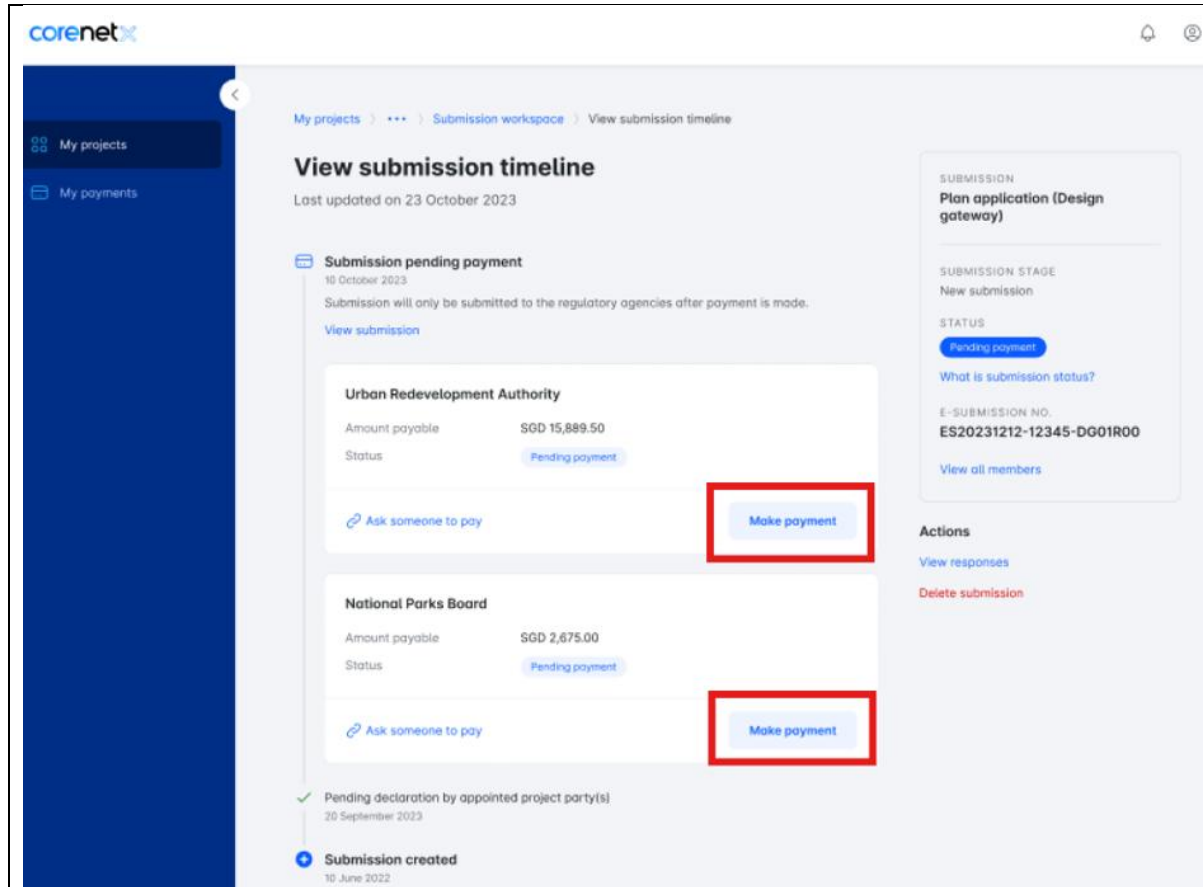
1. Proceed to the Submission Workspace and select the relevant project.
2. Click on “Delete submission”.

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.

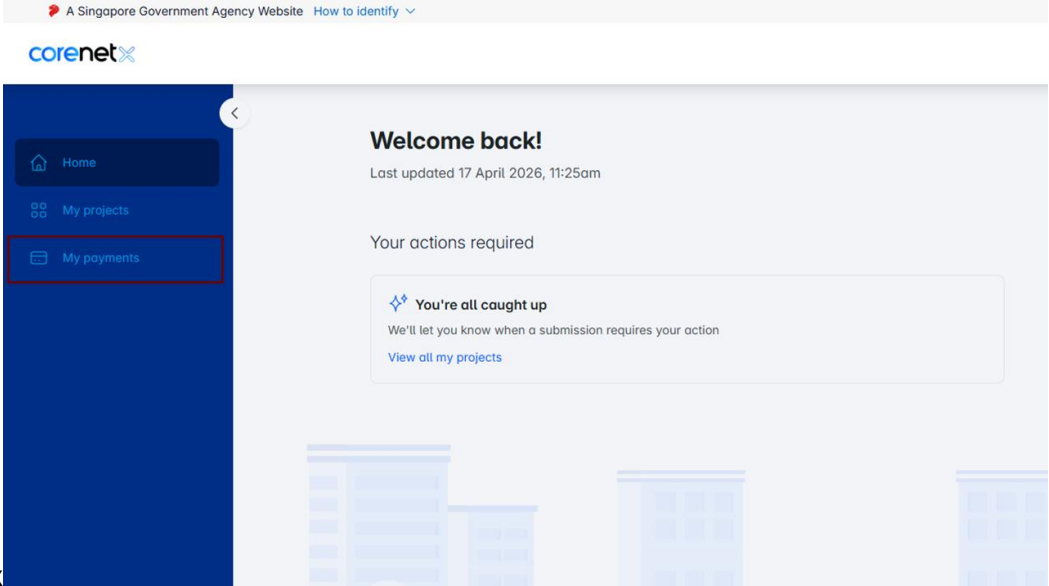
13.1 Choosing Mode of Payment



1. Go to the “Submission Workspace”.
2. Click on “Make payment”.

Tip: Click on “Ask someone to pay” to request someone else to make payment (proceed to [Section 13.5](#))

<div style="background-color: #f0f4f8; padding: 10px;"> <h2 style="margin: 0;">Select payment method</h2> <p style="margin: 0;">Select your preferred payment option, a receipt will be issued once payment has been confirmed</p> <p style="margin: 0;">TOTAL PAYABLE FEE</p> <h3 style="margin: 0;">SGD 7,000.00</h3> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin-bottom: 10px;"> <input type="radio"/> Debit / Credit card Immediate processing for fees up to SGD 10,000 per agency by debit/credit card <div style="float: right; text-align: right;">  </div> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin-bottom: 10px;"> <input type="radio"/> PayNow Immediate processing for amounts up to SGD 200,000 <div style="float: right; text-align: right;">  </div> </div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px;"> <input type="radio"/> Bank transfer Make a direct bank-to-bank transfer payment to agencies </div> </div> <hr style="margin: 10px 0;"/> <p>For projects with submission fees made earlier</p> <p>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.</p> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; margin-top: 10px;"> <input type="radio"/> 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 </div> </div>	<p>3. Select the mode of payment:</p> <ul style="list-style-type: none"> 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. 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) <p>Note: This does not apply to new projects in CORENET X.</p>
--	---

 <p>A Singapore Government Agency Website How to identify</p> <p>corenetX</p> <p>Home</p> <p>My projects</p> <p>My payments</p> <p>Welcome back! Last updated 17 April 2026, 11:25am</p> <p>Your actions required</p> <p>You're all caught up We'll let you know when a submission requires your action View all my projects</p>	<p>Making payment as guest (non-project members)</p> <p>4. Guests (non-project members) can make payment for a submission as long as they have the submission number (ES no.).</p> <p>Proceed to Section 13.7 for the remaining steps.</p>
---	---

13.2 Credit/Debit Card

<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 80%;"> <p>Credit/Debit card Immediate processing for fees up to SGD 10,000 per agency by credit/debit card</p> <p>Card details</p> <p>Card number MM / YY CVC</p> <hr/> <p>Your details</p> <p>Individual / Company name</p> <p>Contact number Email</p> <p>Address Unit Postal code</p> <p><input type="checkbox"/> Some as billing address</p> <hr/> <p>Billing address</p> <p>Individual / Company name</p> <p>Contact number Email</p> <p>Address Unit Postal code</p> </div> <div style="width: 15%; border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>E-SUBMISSION NO ES20230210-12345</p> </div> </div> </div>	<ol style="list-style-type: none"> 1. Fill in the required fields. 2. Credit card transaction is immediate. <p>Note: Credit card payment is applicable to transactions up to \$10,000.</p>
---	---

Payment successful

Your payment is confirmed and an email with your payment details will be sent in a few moments. You can also notify others about this payment via email.

Share payment confirmation
Notify others about this payment

Search for name or email

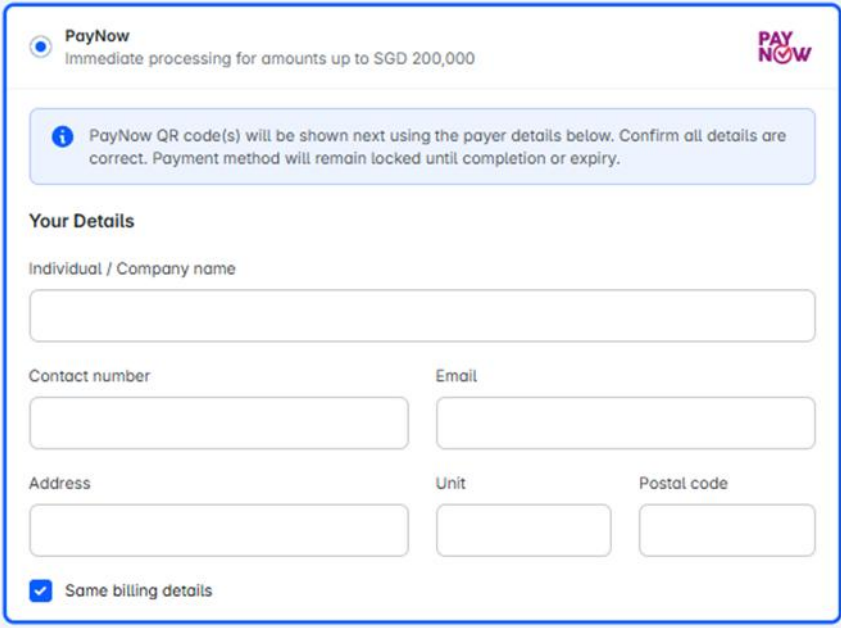
PAYMENT TRANSACTION
CX-TXN-2023-10-05-57486


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
Payment status	Paid
Initiated by	Aaron Wong, XY Architects
Date paid	5 October 2023
Amount paid	SGD 7,740.00
Payment method	Credit/Debit card

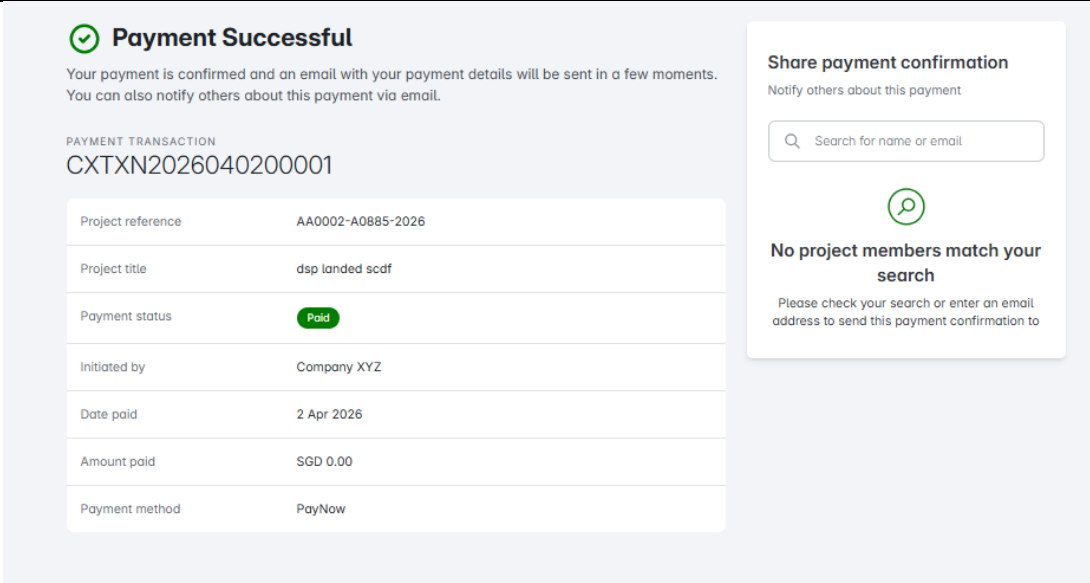
AGENCY / ES NO.	SUBMISSION FEES	ACTIONS
Building and Construction Authority ES20230210-12345	Submission for plan application	View receipt

3. A successful payment page will be shown.
4. Click on “View receipt” to download the receipt for record purposes.

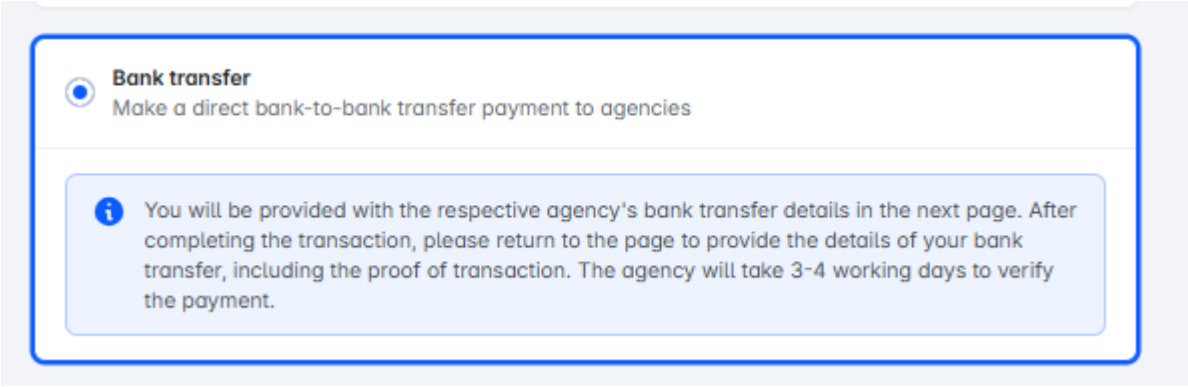
13.3 PayNow

	<ol style="list-style-type: none"> 1. If PayNow option is clicked, the option will be expanded for you to input your details. <p>Note: PayNow is applicable to transactions up to \$200,000.</p> <ol style="list-style-type: none"> 2. Fill in the required fields. 3. Please ensure that all details are correct before clicking “Make Payment”. <p>Once the PayNow QR code is generated, the selected payment method will be locked until payment completion or transaction expiry i.e. payment method cannot change to credit/debit card or bank transfer until the PayNow QR has expired.</p>
--	--

<div style="background-color: #f0f0f0; padding: 10px;"> <h3>PayNow</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>i Please complete your payment before 2 April 2026, 12:23pm</p> </div> <p><small>PAYMENT TRANSACTION</small> CXTXN2026040200001</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><small>TOTAL PAYABLE AMOUNT</small> SGD 7,000.00</p> <p>Payment steps</p> <ol style="list-style-type: none"> 1. Scan the QR code using your banking app. 2. Complete the payment. 3. Receipt will be available after successful payment. 4. Retry if the transaction fails. </div> </div> </div> <p><small>Payer details</small> i</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><small>Individual / Company name</small></td> <td style="padding: 5px;">Company XYZ</td> </tr> <tr> <td style="padding: 5px;"><small>Email</small></td> <td style="padding: 5px;">email@email.com</td> </tr> </table> </div>	<small>Individual / Company name</small>	Company XYZ	<small>Email</small>	email@email.com	<p>4. Scan the PayNow QR code with your preferred banking application and complete the payment. QR code expires 60 minutes after being generated.</p> <p>Note: Payment can only be made via PayNow QR code. Payments made by UEN will not be recognised in the system.</p>
<small>Individual / Company name</small>	Company XYZ				
<small>Email</small>	email@email.com				

	<p>5. If payment is successful, you should see the “Payment Successful page” with the relevant details of the submission and payment.</p>
--	---

13.4 Bank Transfer (for private sector clients)

	<p>1. Select “Bank transfer” option under pay methods. Bank transfer option is only available for payment amounts more than S\$5000.</p> <p>Reminder: Please return to this page after making bank transfer to provide details of bank transfer. Agencies will take 3-4 working days to verify the payment after details have been submitted</p>
---	---

Bank transfer

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

1 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	Value Date	Currency/Amount
0987ABCD65	11/06/2024	SGD 7740
Payee Bank SAMPLE BANK	Details of Payment ES20231212-12345-DG01R00	Beneficiary Account Number : 1234567890 URBAN REDEVELOPMENT AUTHORITY
Booked On 11/06/2024	7740	

Fund Transfer Electronic Message

2. If the “bank transfer” option is selected, 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.

Sample bank transaction:		
<u>Payment Transaction Advice</u>		
We have debited your Acct123456789as 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
<u>Fund Transfer Electronic Message</u>		

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

<div data-bbox="470 199 1321 1077"> <h3>Select payment method</h3> <p>Select your preferred payment option, a receipt will be issued once payment has been confirmed</p> <p>TOTAL PAYABLE FEE SGD 7,000.00</p> <div data-bbox="481 438 1310 526"> <input type="radio"/> Debit / Credit card Immediate processing for fees up to SGD 10,000 per agency by debit/credit card  </div> <div data-bbox="481 542 1310 630"> <input type="radio"/> PayNow Immediate processing for amounts up to SGD 200,000  </div> <div data-bbox="481 638 1310 758" style="border: 2px solid red;"> <input type="radio"/> Bank transfer Make a direct bank-to-bank transfer payment to agencies </div> <p>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.</p> <div data-bbox="481 949 1310 1061"> <input type="radio"/> 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 </div> </div>	<p>5. *IMPORTANT!!!* Return to the payment page for the submission and respective agency and select bank transfer again</p>
---	---

Input in Payment Page:

Bank transfer

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

1 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

Payer details

Individual / Company name

Contact number Email

Address Unit Postal code

Provide details for proof of transaction

Bank transaction no. Date of transfer

Upload documents
Upload the required proof of bank transaction before proceeding
What happens when I upload a file?

⬇

Drag and drop files here or [select files](#)

← Back
You have 1 submission selected
SGD 7,000.00
Confirm and proceed

6. Input **payer details**. This will be used in the receipt.
7. Input bank transfer reference number under "**Bank transaction no.**" on the Submission portal payment page.
8. Upload the **proof of bank transaction** (e.g. payment transaction advice) on the Submission portal payment page.
9. Review the information before clicking "**Confirm and proceed**".

✔

Payment details submitted

Details have been sent to the relevant agency for payment verification. An email will be sent once payment has been confirmed.

i For transaction made later, an email with bank details will be sent, please proceed to make payment. Once payment has been successfully confirmed, an email will be sent. Please [submit a request](#) to help desk if there are any issues.

PAYMENT DETAILS REFERENCE NO.

CX-TXN-2023-10-05-57486

Project reference	A7854-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
Payment method	Bank transfer
Amount	SGD 7,740.00
Payment status	Verifying payment
Have you made payment for the transaction?	No, I will make payment for the transaction later

Payer details

Individual / Company name	ABC Constructions Pte Ltd
Contact number	9810 2294
Email	Finance@abcconstructions.com
Address	Blk 2, Pasir Panjang Road, #02-01, Singapore 829103

10. If payments details are submitted successfully, you should see a confirmation screen. The payment status will be updated to “verifying payment”.

127

My projects > Submission workspace > View submission timeline

View submission timeline

Last updated on 23 October 2023

Submission pending payment
10 October 2023
Submission will be submitted to the regulatory agencies once all payment(s) have been submitted
[View submission](#)

National Parks Board

Payment verification in progress. No further action required, submission will move to processing once all payment(s) have been submitted.

Amount payable: SGD 2,675.00
Status: **Verifying payment**

Singapore Civil Defence Force

Amount payable: SGD 2,675.00
Status: Pending payment

[Ask someone to pay](#) [Make payment](#)

Submission pending declaration by appointed project party(s)
20 September 2023

Submission created
10 June 2022

SUBMISSION
Plan application (Design gateway)


SUBMISSION STAGE
New submission

STATUS
Pending payment
[What is submission status?](#)

E-SUBMISSION NO.
ES20231212-12345-DG01R00
[View all members](#)

Actions
[View responses](#)

11. The submission status will also be reflected in the “Submission Workspace”.

	<p>Email subject Email subject</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>corenet</p> <div style="text-align: center; margin: 10px 0;">  <p>Payment was successful!</p> <p>Payment for project A7654-32100-2023 has been processed. Details of the transaction are included below.</p> <p>PAYMENT TRANSACTION NUMBER CX-TXN-2023-10-05-57486</p> <p>View transaction</p> </div> <p>Transaction summary</p> <div style="background-color: #e0e0e0; padding: 10px; border: 1px solid #ccc;"> <p>Project reference A7654-32100-2023</p> <p>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</p> <p>Paid by Aaron Wong, XY Architects</p> <p>Payment status Paid</p> <p>Payment status confirmed on 5 October 2023</p> <p>Amount paid SGD 7,740.00</p> <p>Payment method Request for invoice</p> </div> <p style="font-size: small; margin-top: 10px;">This is a computer generated email. If you need help or have questions, please contact us. © 2023 Government of Singapore</p> </div>	<p>12. Once the payment has been verified by the agency, you will receive an email notification on successful payment.</p> <p>13. The payment status will be updated to “paid”.</p> <p>Tip: Double check to ensure that payment to all relevant agencies have been made successfully.</p> <p>14. After all payments are completed, the submission will be advanced to the “Processing” stage.</p>
--	---	--

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

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

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

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

Back You have selected 1 item SGD 7,740.00 Confirm and proceed

1. If the “bank transfer” option is selected, GPE project members 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.

<div data-bbox="421 204 586 233">Bank transfer</div> <p data-bbox="421 242 974 263">Use the bank details below to make a payment to the agency from your bank account</p> <div data-bbox="427 304 1046 363"><p>1 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.</p></div> <table border="1" data-bbox="421 384 1046 603"><thead><tr><th colspan="2">Bank details for URA</th></tr></thead><tbody><tr><td>Bank account no.</td><td>0010669109</td></tr><tr><td>Bank code/branch code</td><td>7171/001</td></tr><tr><td>Amount to send</td><td>500 7,740</td></tr><tr><td>ES no. as reference</td><td>ES20221212-12345-0000R01</td></tr></tbody></table> <p data-bbox="421 624 680 641">Have you made payment for the transaction?</p> <p data-bbox="421 652 477 671"><input checked="" type="radio"/> Yes</p> <p data-bbox="421 687 721 707"><input type="radio"/> No, I will make payment for the transaction later</p> <p data-bbox="421 756 530 775">Payer details</p> <p data-bbox="421 798 580 815">Individual / Company name</p> <input data-bbox="421 820 1046 858" type="text"/> <p data-bbox="421 879 517 896">Contact number</p> <input data-bbox="421 901 725 940" type="text"/> <p data-bbox="741 879 779 896">Email</p> <input data-bbox="741 901 1046 940" type="text"/> <p data-bbox="421 959 477 976">Address</p> <input data-bbox="421 981 725 1019" type="text"/> <p data-bbox="741 959 770 976">Unit</p> <input data-bbox="741 981 884 1019" type="text"/> <p data-bbox="900 959 974 976">Postal code</p> <input data-bbox="900 981 1046 1019" type="text"/> <p data-bbox="421 1075 730 1094">Provide details for proof of transaction</p> <p data-bbox="421 1117 542 1134">Bank transaction no.</p> <input data-bbox="421 1139 725 1177" type="text"/> <p data-bbox="741 1117 837 1134">Date of transfer</p> <input data-bbox="741 1139 1046 1177" type="text" value="DDMMYYYY"/> <p data-bbox="421 1198 582 1217">Upload documents</p> <p data-bbox="421 1225 788 1243">Upload the required proof of bank transaction before proceeding</p> <div data-bbox="421 1262 1046 1374"><p>Drag and drop files here or select files</p></div>	Bank details for URA		Bank account no.	0010669109	Bank code/branch code	7171/001	Amount to send	500 7,740	ES no. as reference	ES20221212-12345-0000R01	<p data-bbox="1099 228 1285 247">A7654-A32100-2023</p> <p data-bbox="1099 266 1196 282">PROJECT TITLE</p> <p data-bbox="1099 285 1328 368">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</p> <p data-bbox="1099 384 1214 400">E-SUBMISSION NO</p> <p data-bbox="1099 403 1301 419">ES20231212-12345-0001R00</p> <p data-bbox="1547 199 2011 272">4. If “yes” was chosen, payee is to upload proof of payment.</p>
Bank details for URA											
Bank account no.	0010669109										
Bank code/branch code	7171/001										
Amount to send	500 7,740										
ES no. as reference	ES20221212-12345-0000R01										

corenetX

Bank transfer

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

1 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


[Back](#) You have selected 1 item **SGD 7,740.00** [Confirm and proceed](#)


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

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





Payment details submitted

Details have been sent to the relevant agency for payment verification. An email will be sent once payment has been confirmed.

i For transaction made later, an email with bank details will be sent, please proceed to make payment. Once payment has been successfully confirmed, an email will be sent. Please [submit a request](#) to help desk if there are any issues.


PAYMENT DETAILS REFERENCE NO.
CX-TXN-2023-10-05-57486

Project reference	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
Payment method	Bank transfer
Amount	SGD 7,740.00
Payment status	Verifying payment
Have you made payment for the transaction?	No, I will make payment for the transaction later


Payer details

Individual / Company name	ABC Constructions Pte Ltd
Contact number	9810 2294
Email	Finance@abcconstructions.com
Address	Blk 2, Pasir Panjang Road, #02-01, Singapore 829103

6. The payment status will be updated to “verifying payment”.

	<p>Email subject</p> <p>Email subject</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>corenet</p> <div style="text-align: center; margin: 10px 0;">  <p>Payment was successful!</p> <p>Payment for project A7654-32100-2023 has been processed. Details of the transaction are included below.</p> <p>PAYMENT TRANSACTION NUMBER CX-TXN-2023-10-05-57486</p> <p>View transaction</p> </div> <p>Transaction summary</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Project reference A7654-32100-2023</p> <p>Project title Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, T527 at 270 Orchard road</p> <p>Paid by Aaron Wong, XY Architects</p> <p>Payment status Paid</p> <p>Payment status confirmed on 5 October 2023</p> <p>Amount paid SGD 7,740.00</p> <p>Payment method Request for invoice</p> </div> </div>		<p>7. Once the payment has been verified by the agency, you will receive an email notification on successful payment.</p> <p>8. The payment status will be updated to “paid”.</p> <p>Tip: Double check to ensure that payment to all relevant agencies have been made successfully.</p> <p>9. After all payments are completed, the submission will be advanced to the “Processing” stage.</p>
--	--	--	---

13.6 Ask someone else to pay



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


1. Click on “Ask someone to pay”.
2. Click on “Make payment”.

Select payment method

Select your payment option and complete payment

Total payable fee

SGD 7,740.00

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


Ask someone to pay
Send a payment link for someone to complete this payment

ⓘ This option will require someone to complete this payment later. Receipt will be made available once the payment has been processed.

Back

You have selected 1 item **SGD 7,740.00** Make payment

Ask someone to pay
Send a payment link for someone to complete this payment.

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](#)

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

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.

Payments	A7654-32100-2023	4. The recipient will have a restricted view and will only be able to see the outstanding payments to be made.						
<p>ES20230210-12345</p> <table border="0"> <tr> <td>Submission</td> <td>Plan application</td> </tr> <tr> <td>Agency</td> <td>Building and Construction Authority</td> </tr> <tr> <td>Amount payable</td> <td>SGD 7,740.00</td> </tr> </table> <p style="text-align: right;">Make payment</p>	Submission	Plan application	Agency	Building and Construction Authority	Amount payable	SGD 7,740.00	<p>PROJECT TITLE</p> <p>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</p>	5. The recipient can click "Make payment" for the item that he/she wishes to make payment.
Submission	Plan application							
Agency	Building and Construction Authority							
Amount payable	SGD 7,740.00							
<p>ES20230210-12345</p> <table border="0"> <tr> <td>Submission</td> <td>Plan application</td> </tr> <tr> <td>Agency</td> <td>National Parks Board</td> </tr> <tr> <td>Amount payable</td> <td>SGD 2,140.00</td> </tr> </table> <p style="text-align: right;">Make payment</p>	Submission	Plan application	Agency	National Parks Board	Amount payable	SGD 2,140.00		<p>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.</p>
Submission	Plan application							
Agency	National Parks Board							
Amount payable	SGD 2,140.00							
<p>ES20230210-12345</p> <table border="0"> <tr> <td>Submission</td> <td>Plan application</td> </tr> <tr> <td>Agency</td> <td>Urban Redevelopment Authority</td> </tr> <tr> <td>Amount payable</td> <td>SGD 6,420.00</td> </tr> </table> <p style="text-align: right;">Make payment</p>	Submission	Plan application	Agency	Urban Redevelopment Authority	Amount payable	SGD 6,420.00		
Submission	Plan application							
Agency	Urban Redevelopment Authority							
Amount payable	SGD 6,420.00							

corenetX

Select payment method

Select your payment option and complete payment

Total payable fee
SGD 7,740.00

Select a payment method

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

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

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

[Back](#) You have selected 1 item: **SGD 7,740.00** [Next](#)

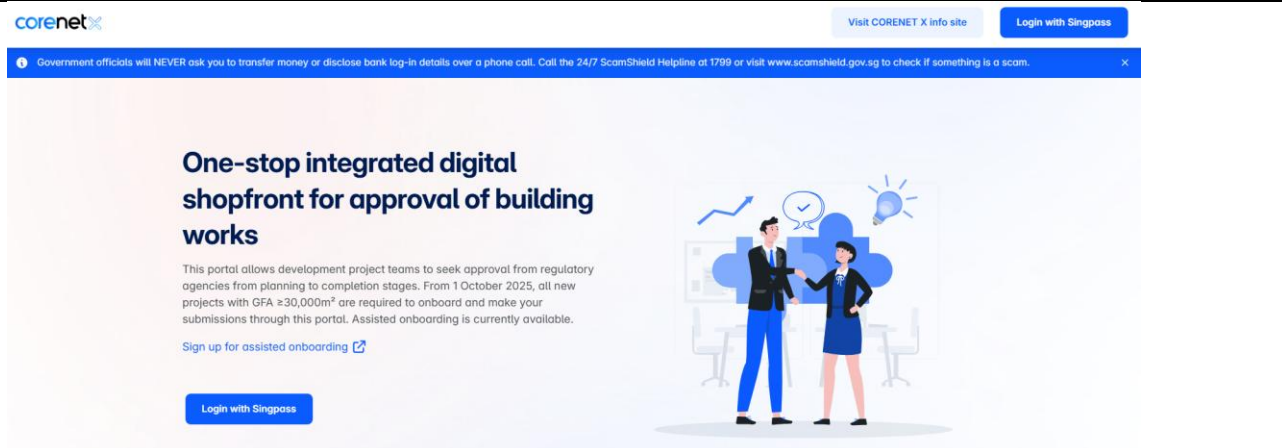
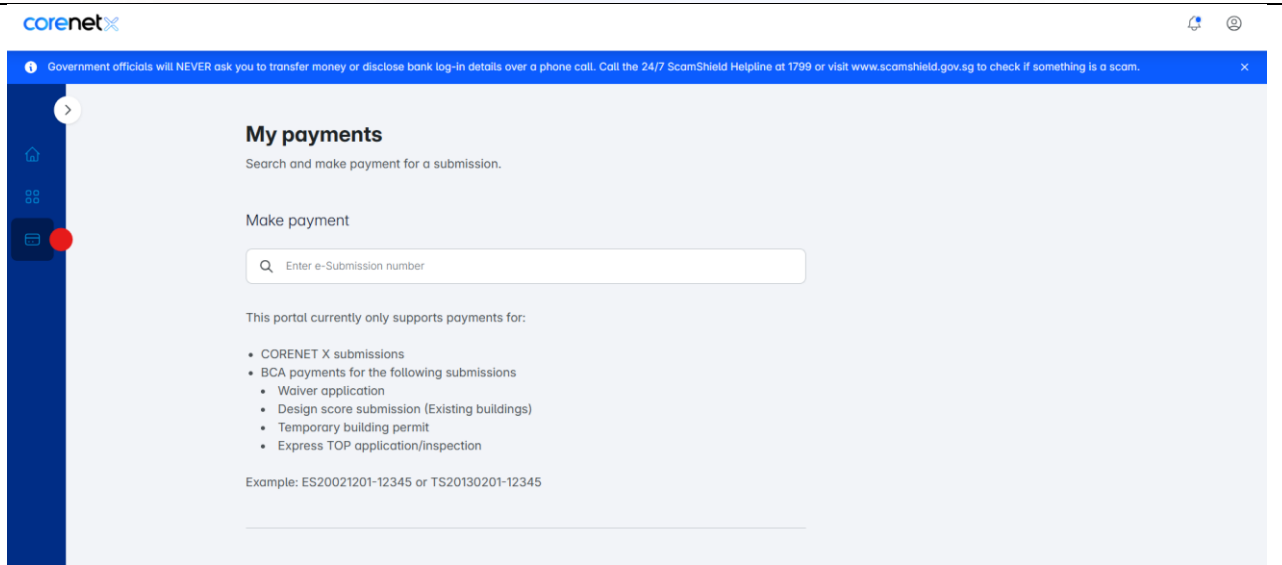
6. There are 2 payment methods available:

- **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](#).

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

<p>For projects with submission fees made earlier</p> <p>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.</p> <div data-bbox="273 395 1093 705"><p><input checked="" type="radio"/> Payment has been made earlier For submissions where payment has been made earlier to the agency</p><p>Remarks 0/500</p><div data-bbox="302 550 1064 635"><p>Payment made on 12/01/2010. Reference no. 1231241241</p></div><p>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.</p></div> <p>Back You have selected 1 item SGD 7,740.00 Next</p>	<p>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.</p>
---	--

13.8 Make payment as guest (non-project members)

	<ol style="list-style-type: none"> 1. Guests and external parties (non-project members) can also login to make payment directly. 2. First, go to the CX landing page (https://portal.corenet.gov.sg/). 3. Login with Singpass/ Singpass for business.
	<ol style="list-style-type: none"> 4. After logging in, guest 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.

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

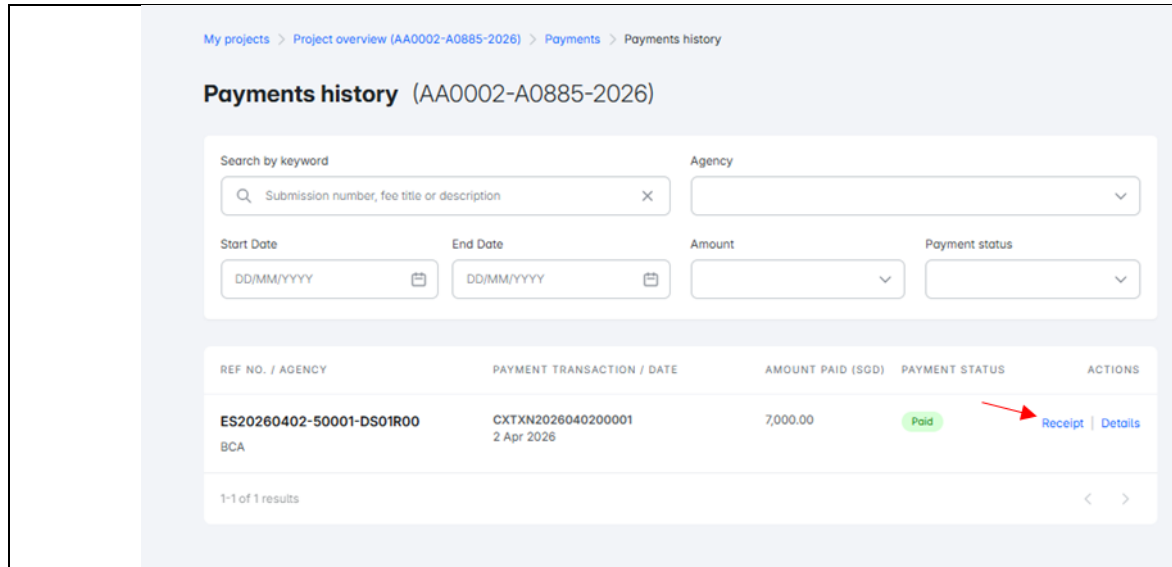
- The guest will have a restricted view and will only be able to see the outstanding payments to be made.
- The guest can click "Make payment" for the item that he/she wishes to make payment for.

13.9 Viewing Payment Receipts

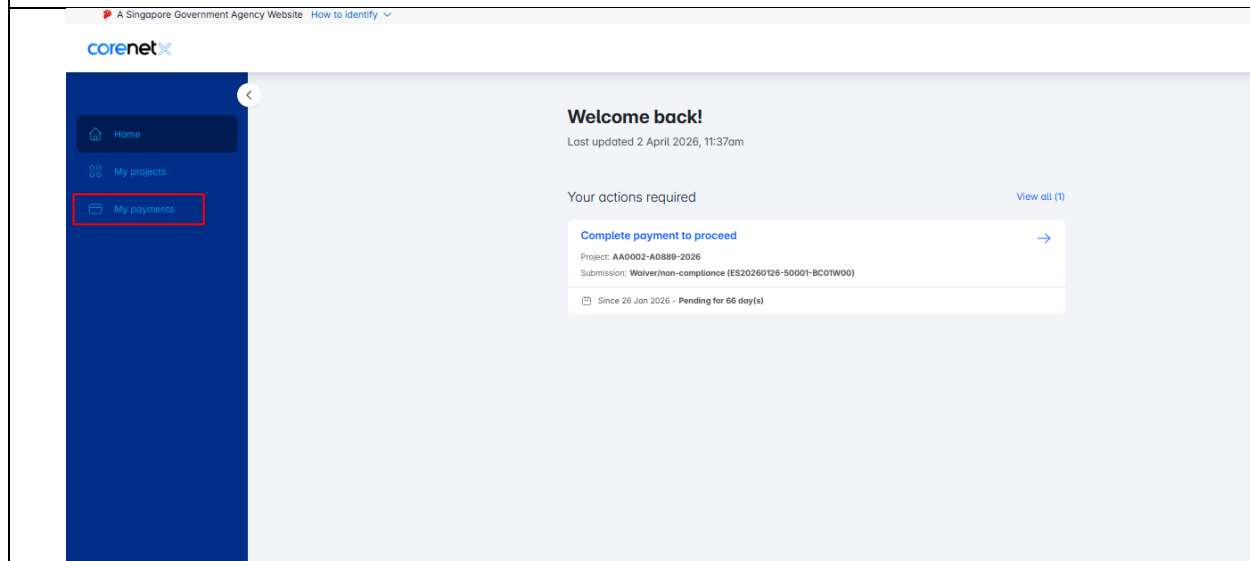
Once payment is successful, you should receive an email and the link to download payment receipt in the email.

To access past payment receipts on the Submission Portal, you can access it in two ways.

	<p>Method 1: From Project Overview page</p> <ol style="list-style-type: none"> 1. From the Project Overview page, select “Make payment”
	<ol style="list-style-type: none"> 2. Click view past receipts



3. All past payments made for the project should appear here.
4. Click on “**Receipt**” to download the receipt



Method 2: From Home Page

1. Open the navigation panel on the left and click on “**My payments**”

My payments

Search and make payment for a submission.

Make payment

This portal currently only supports payments for:

- CORENET X submissions
- BCA payments for the following submissions
 - Waiver application
 - Design score submission (Existing buildings)
 - Temporary building permit
 - Express TOP application/inspection

Example: ES20021201-12345 or TS20130201-12345

Payment history

Search by keyword Agency

Start Date

End Date

Amount

Payment status

REF NO. / AGENCY	PAYMENT TRANSACTION / DATE	AMOUNT PAID (SGD)	PAYMENT STATUS	ACTIONS
ES20260402-50001-DS01R00 BCA	CXTXN2026040200001 2 Apr 2026	7,000.00	Paid	Receipt Details

1-1 of 1 results < >

2. Refer to Payment History to find all your past payments.

14. Tracking Submission Status

14.1 Viewing Submission Status

Submission milestone dashboard

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Amendment E520240319-0002R00 Clearance	-	View submission
Plan application Piling gateway (Optional)	Amendment E520240319-0002R00 Clearance	-	View submission
Plan application Construction gateway	Amendment Draft	-	View submission
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

Project information

Project details

Development type: Residential (Non-Landed)

Building works: Additions And Alterations (ALA)

Project address

Mukim/Town Subdivision lot no.:

Does your project have MK/Ts lot no.?: Yes

Mukim/Ts lot no.: MK

Plot no. (optional): -

This is a partial lot: No

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".

14.2 Withdrawing a Submission during Processing

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

View submission timeline

Last updated on 5:47pm, 1 January 2026

Submission submitted to regulatory agencies

1 January 2026

Submission is being processed by the agency. Please refer to the [FAQ](#) for more information on the processing time.

[View submission](#)

Plan application (Design gateway)

Applicable sections	<ul style="list-style-type: none"> <input type="radio"/> External greenery (NPARKS) <input type="radio"/> Planning parameters (URA) <input type="radio"/> Layout plans (LTA) <input type="radio"/> Drainage (PUB) <input type="radio"/> Sewerage and sanitary (PUB) <input type="radio"/> Environmental health and pollution control (NEA)
Submission status	Processing
Processing officer	Details are not available yet

Submissions declared by submission coordinator as not applicable

Applicable sections	<ul style="list-style-type: none"> • Rails (LTA) • Internal greenery (NPARKS)
---------------------	---

SUBMISSION

Plan application (Design Gateway)

SUBMISSION STAGE

New Submission

STATUS

Processing

[What is submission status?](#)

E-SUBMISSION NO.

EX20260101-50003-DG01R00

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

[View responses](#)

[View submission activity](#)

[Withdraw submission](#)

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

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

View submission timeline

Last updated on 5:47pm, 1 January 2026

1st Written Direction issued
1 January 2026

Issuance of comments has been issued by the agencies. Failure to respond to comments will result in auto rejection of application.

Plan application (Design Gateway)

Due by 27 March 2026

Comments View responses

[Extend Written Direction](#) Reply to comments

Response

Comments issued	<ul style="list-style-type: none"> External greenery (NParks) Environmental health and pollution control (NEA) Sewerage and sanitary (PUB)
No comments issued	<ul style="list-style-type: none"> Rails (LTA) Drainage (PUB) Layout plans (LTA) Internal greenery (NParks) Planning parameters (URA)

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Written Direction issued

[What is submission status?](#)

E-SUBMISSION NO.
EX20260101-50003-DG01R00

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

[View responses](#)

[View submission activity](#)

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

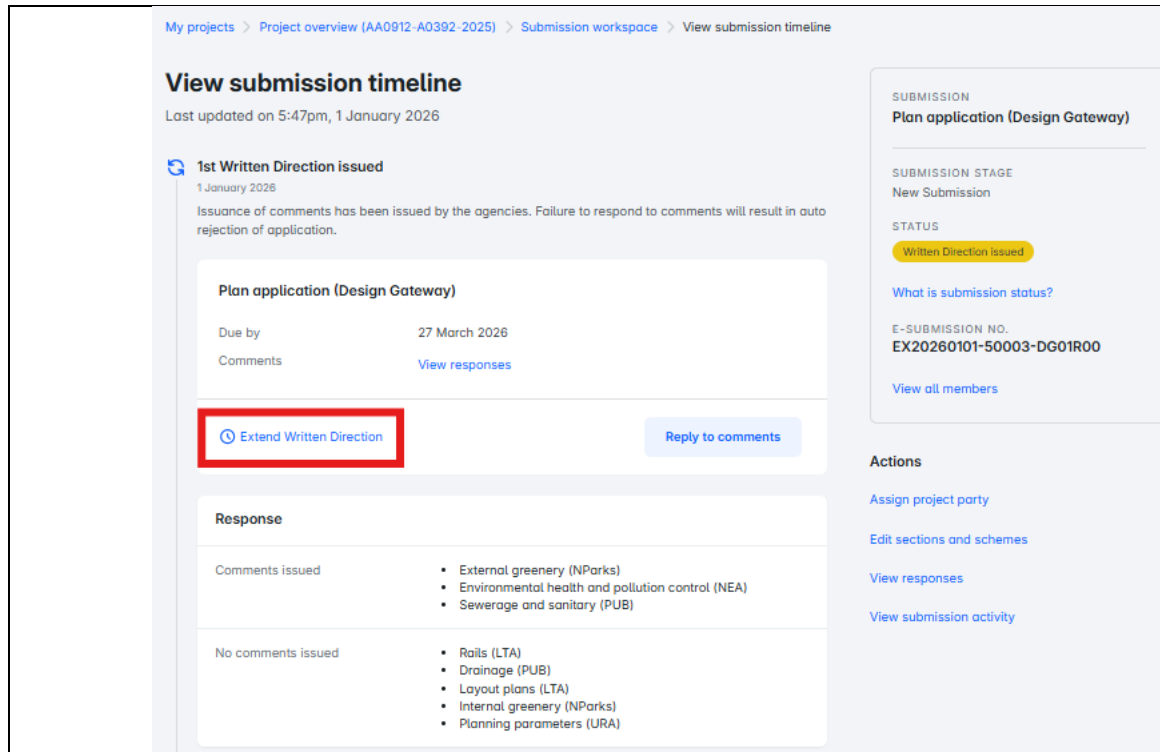
Acknowledgement **Written Direction** Clearance Not approved

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

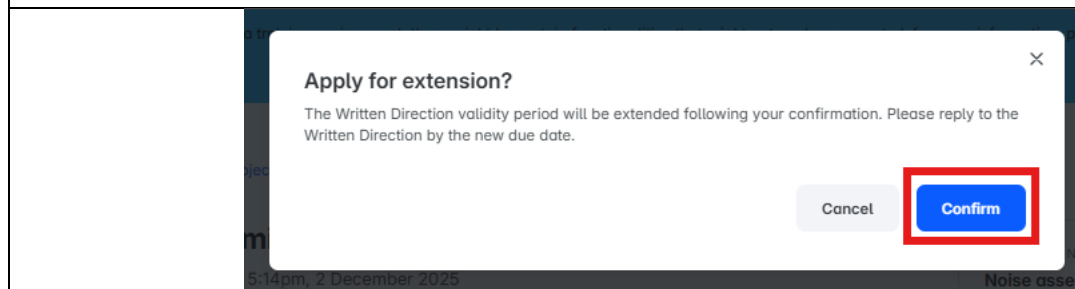
1-1 of 1 results

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

15.2 Extending a Written Direction

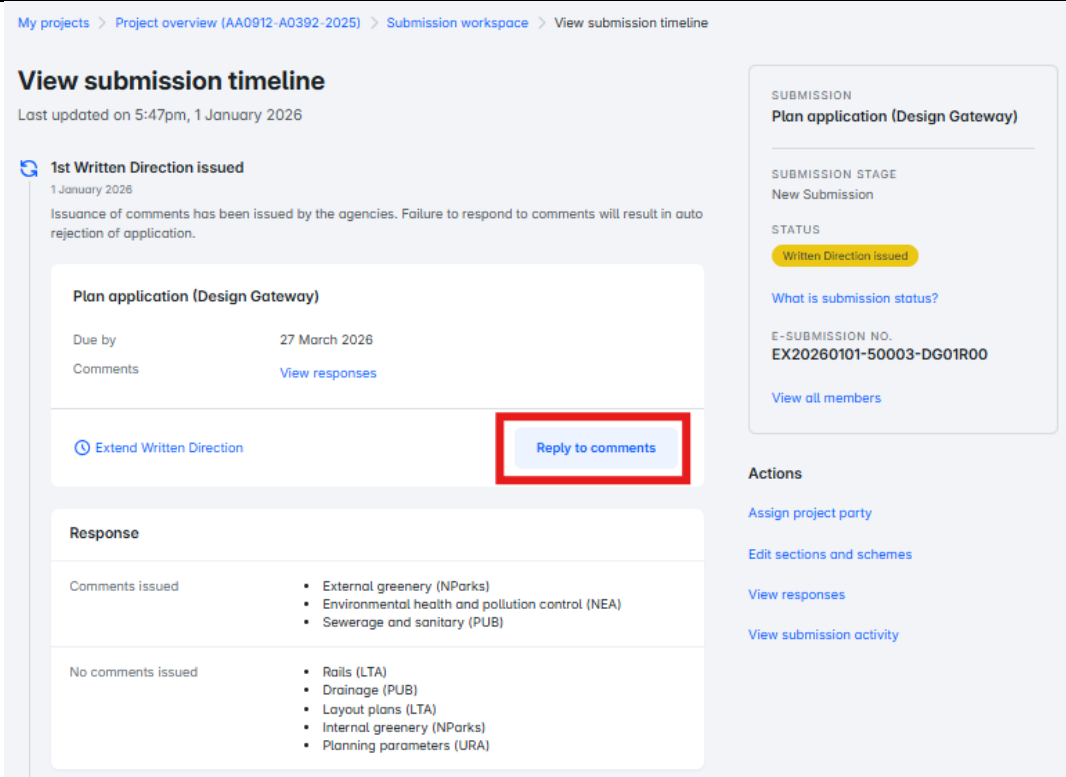
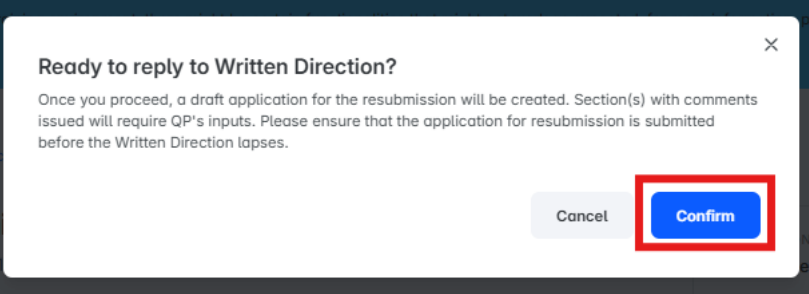


1. You can extend a written direction by 14 working days. Do so by clicking "Extend Written Direction". **This is a one-time extension.**



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

15.3 Initiating a Resubmission

	<p>Making a Resubmission (action by Submission Coordinator / assigned Project Parties)</p> <ol style="list-style-type: none"> 1. To initiate a resubmission, submission coordinators and assigned project parties, along with their assistants, can click "Reply to Comments."
	<ol style="list-style-type: none"> 2. Click "Confirm".

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 Architect 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.

Project information

Last saved on 5:33pm, 1 January 2026 by Archie Teng

Draft

PROJECT REFERENCE NO.
AA0912-A0392-2025

Note: The fields below contain parameters that link to fee computation. Please ensure your inputs are accurate and to the best of your knowledge.

Project details

Type of project

- Design & Build project
- Developer cum Builder project (where developer has financial interest in builder's company)
- Others

Are you applying for works that have already been built or carried out?

- Yes

[Back](#) [Save section as draft](#) [Review section](#)

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
Resubmission

ASSIGNED PROJECT PARTY
Archie Teng
Architect

Documents

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

82.7 KB of 10 GB used

[View files](#)

- 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.
- The assigned project parties for the sections requiring revisions may modify information where necessary, change submission schemes or update files.
- 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.
- Note:** All files from previous submissions will be repopulated.

15.4 Amending uploaded files

testfile.docx ✓
13.7B KB • 1 Jan 2026

Type of attachment

1st storey plan X Company cover letter X Cross sections and elevations X
Location plan X Roof plan X Site plan X Basement plan X
Certified Arborist report X Survey plan X

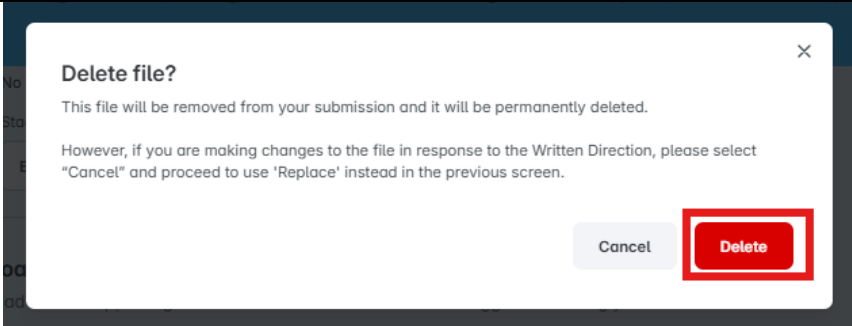
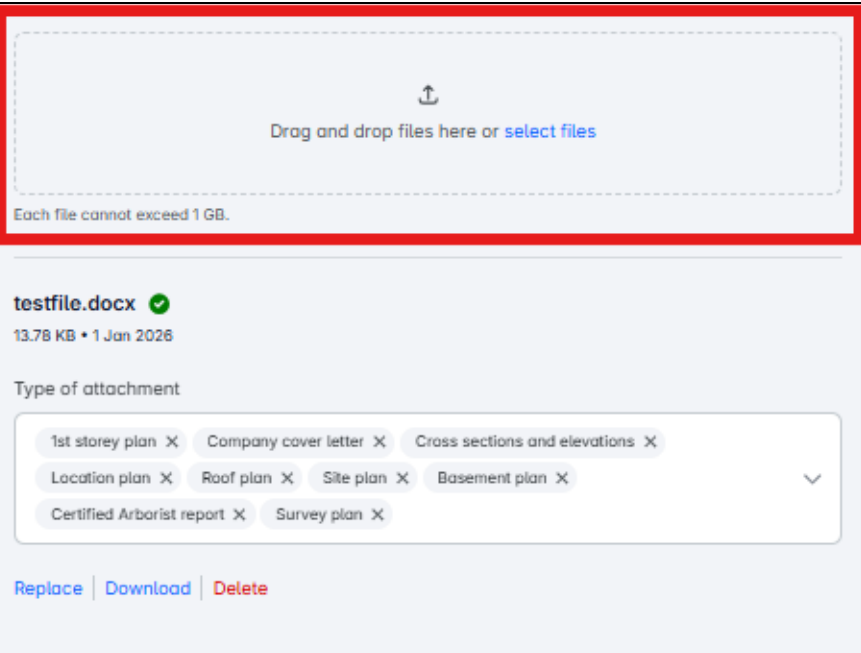
Replace | Download | Delete

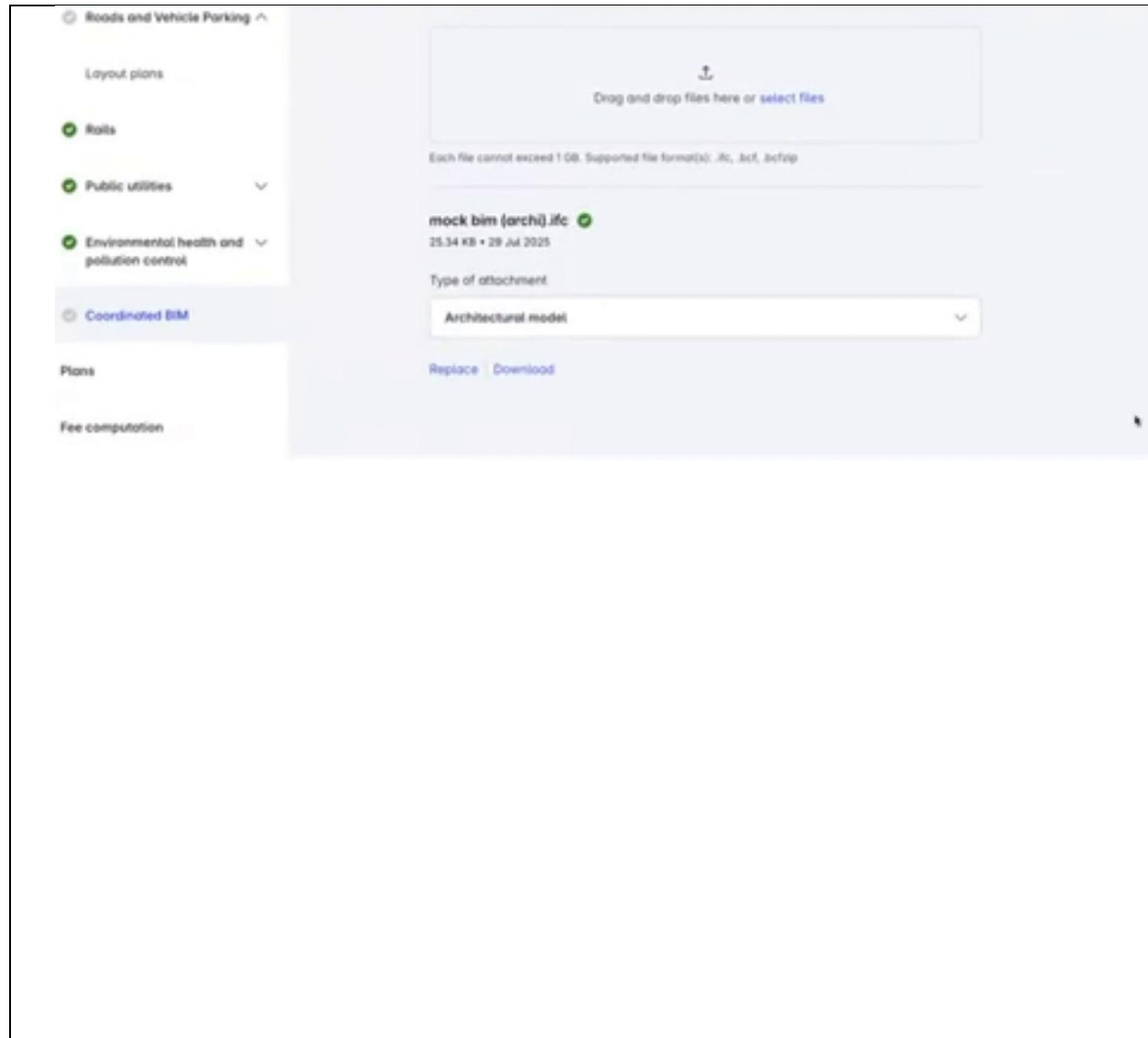
Back Save section as draft Review section

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

	<p>BIM section while waiting for the file to upload.</p>
	<p>4. If a file is no longer needed, click "Delete File."</p> <p>Note: Keep in mind that deleting a file removes it <u>permanently</u>. Only delete if necessary.</p>
	<p>5. To add a new file, follow the same steps in the initial submission. It will appear as a new entry.</p>



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

	<p>11. Once your file is updated, click “review section”.</p> <p>12. If no changes are necessary, click on “review section”.</p>
--	--

15.5 Making Declarations

	<p>Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)</p> <ol style="list-style-type: none"> Upon completing the resubmission, the submission coordinator may click on “proceed to declaration by QP(s)”. <p>Note: Only sections that have been edited and resubmitted require re-declarations.</p>
--	--

16. Making Amendments after Submission Clearance

16.1 Initiating Amendment

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
- Piling gateway (optional)
- ✔ Construction gateway
- ⋮ Completion
Obtain TOP/CSC approvals from relevant regulatory agencies before requesting for BCA's final clearance
[View TOP/CSC requirements](#)

All submissions

Create submission

Create and manage your submissions

Search by submission or ES no. Filter

Filter by agency, status etc >

SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Plan application (Construction Gateway) -	New Submission EX20260101-50004-CG01R00 Clearance	All	1 Jan 2026	Amend View
Plan application (Design Gateway) -	Resubmission EX20260101-50003-DG01R01 Clearance	All	1 Jan 2026	View

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.

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 Architect Submission coordinator
Planning parameters URA	Archie Teng Architect Submission coordinator
External greenery NParks	Archie Teng Architect 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.

The screenshot displays the 'External greenery' submission interface. On the left is a sidebar with a vertical scroll bar and several menu items, each with a green checkmark: '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', and 'Environmental health and pollution control'. The main content area is titled 'External greenery' and includes a 'Ready for review' button, an information box, and a 'Details' section with a table for application purposes. The right-hand panel contains submission metadata such as 'SUBMISSION Plan application (Construction Gateway)', 'SUBMISSION STAGE Amendment', 'ASSIGNED PROJECT PARTY Archie Teng Architect', and 'SUBMISSION SCHEME Plan application'. Below this is a 'Documents' section with a file size indicator and a red-bordered 'Edit' button.

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”.

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

Fee computation

Review payable plan processing fees with breakdown by agency

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

SUBMISSION
Plan application (Construction Gateway)

SUBMISSION STAGE
Amendment

Checking for fees

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

16.2 Making Declarations

Project information
Last saved on 6:35pm, 1 January 2026 by Archie Teng
[Ready for review](#)

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

PROJECT REFERENCE NO.
AA0912-A0392-2025

Project details

Type of project	Design & Build project
Are you applying for works that have already been built or carried out?	No
Is the land on which the development lies sold under the Government Land Sales Programme?	No
Is the proposed development within Tree Conservation Area or Vacant Land?	No
Are there conserved structures in the development?	No
Is the development located in a Good Class Bungalow Area (GCBA)? (for non-residential landed projects, select no)	No
Are there proposed external works (within Road Reserve)?	No
Are there any of the following civil engineering works involved?	None of the above

Back Edit Proceed to declaration by QP(s)

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.

Project information

Planning parameters

Greenery provision and tree conservation

Building control

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

Fire safety

Coordinated BIM

Plans

Fee computation

Planning parameters

Last saved on 9:50pm, 1 January 2026 by Archie Teng

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.

Details

No. of affected storey(s) in this current amendment submission that require URA's approval	1	Updated
Broad land use	Health & Medical Care	
Is your proposal affected by any scheme?	No	
Does your proposal affect any land extensive development?	No	
Is the proposal for regularisation of GFA calculation requested by URA?	No	Updated

Apply for deviation from the planning requirements (if applicable)

No item(s) added

Use and GFA breakdown

Total Gross Floor Area (GFA)	50.00 m ²
Total use GFA for development use	50.00 m ²
Total bonus GFA per site	-

Back

Revert to draft

Declare for submission

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](#).

17. Submitting Independent Submissions

17.1 Creating an Independent Submission


[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#)


Project overview


Created by Archie Teng on 18 November 2025


PROJECT REFERENCE NO.
AA0912-A0371-2025


Gateway submission process

 **Submission workspace**
Prepare project submissions

 **Project members**
View and add members

 **Member appointments**
Appoint members for relevant scopes of works

 **Make payment**
Add and pay for multiple payments

 **Site inspection booking**
Create and manage bookings

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	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.
2. Click on “Submission Workspace” to initiate a submission.

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

Filter

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.

<div style="background-color: #f0f0f0; padding: 10px;"> <h3>Select submission</h3> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> Independent submission (to individual agencies) </div> <hr/> <p>Agency</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> National Environment Agency (NEA) </div> <hr/> <p>Submission</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> Noise assessment </div> <hr/> <p>Submission coordinator</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> ARCHIE TENG - A0912 (Architect) </div> <div style="text-align: right; margin-top: 10px;"> Cancel Next </div> </div>	<p>5. Select “Independent submission (to individual agencies)”.</p> <p>6. Select the agency and submission type – in this example, the independent submission is a Noise Assessment to be submitted to NEA.</p> <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this pre-submission consultation.</p> <p>7. Click “Next”.</p>
---	---

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.

Project information

- ☑ **Noise assessment**

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

[Back](#)

[Save section as draft](#) [Review section](#)

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](#)

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.

<p>Upload documents</p> <p>Upload all the supporting documents and ensure all files are tagged accordingly</p> <p>What should be included in documents/plans</p> <ul style="list-style-type: none">✔ Noise assessment report✔ Calibration certificate (if applicable)✔ Specifications and photographs of CUs/VRVs/EAFs/FAFs/CTs/Chillers/ACMV equipment (if applicable)✔ Others (optional) <div style="border: 1px dashed gray; padding: 10px; text-align: center;"><p>⬆</p><p>Drag and drop files here or select files</p></div> <p>Each file cannot exceed 1 GB.</p> <hr/> <p>Test.docx ✔</p> <p>13.93 KB • 2 Dec 2025</p> <p>Back Save section as draft Review section</p>	<p>14. Once all inputs have been finalised and required documents have been uploaded, click on “Review section”.</p> <p>15. A pop-up window will appear. Click on “Confirm” to proceed.</p>
--	---

17.2 Making Declarations

Project information

- ✔ Noise assessment

Noise assessment

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

[Ready for review](#)

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

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	Before Temporary Compliance Certificate

[Back](#) [Edit](#) [Proceed to declaration by QP\(s\)](#)

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.

14.0 KB of 10 GB used

[View files](#)

Email notification to assigned QP(s): Declaration required for Noise assessment

The following section(s) of the application is pending declaration by Archie Teng.

- Noise assessment (Declaration under Environmental Public Health Act and Environmental Protection and Management Act)

All appointed project parties are required to login to CORENET X and provide their declaration(s) for the relevant aspect of the submission.

[View submission](#)

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

- After the sections have been locked for review, the submission coordinator may click on “proceed to declaration by QP(s)”.
- All assigned Qualified Person(s) will now be notified to make their declarations via email.

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

View submission timeline

Last updated on 5:14pm, 2 December 2025

Pending declaration by appointed project party(s)
2 December 2025

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.

Noise assessment

Submission stage: New Submission

Reviewed on: 5:14pm, 2 December 2025

[Revert submission to draft](#) [View](#)

DECLARATION	APPOINTED PARTY	STATUS	
Noise Assessment Declaration under Environmental Public Health Act and Environmental Protection and Management Act	Archie Teng Architect	Pending	⋮

Submission created
2 December 2025

SUBMISSION
Noise assessment

AGENCY
NEA

SUBMISSION STAGE
New Submission

STATUS
Pending declaration

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[View responses](#)

[View submission activity](#)

[Delete submission](#)

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

i 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

Uploaded documents

FILE TYPE	FILE NAME	FILE SIZE

Back

Revert to draft

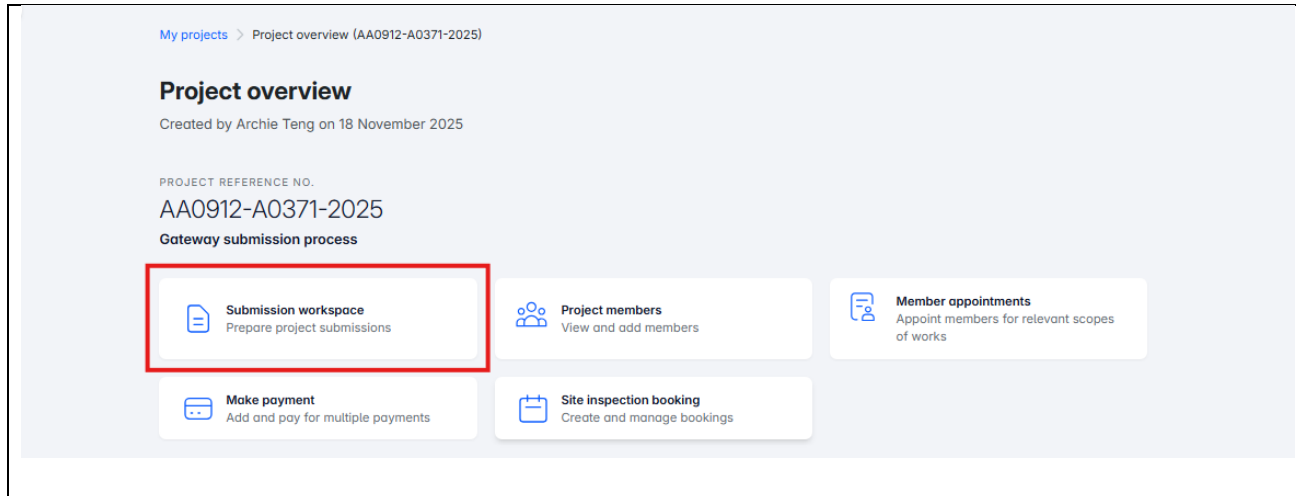
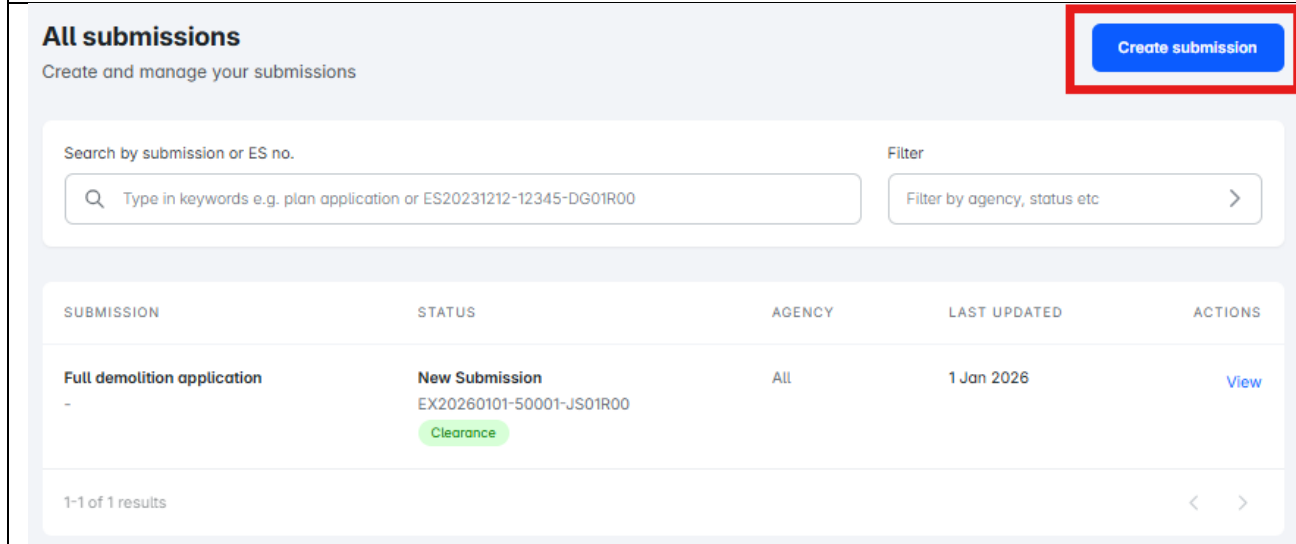
Declare for submission

Submit Declaration (action by assigned QP(s))

- The assigned QP(s) will need to click on the link in their email, which will bring them to the declaration page.
- Click on “Declare for submission”.

18. Submitting Permit Application to carry out works

18.1 Creating a Submission

 <p>My projects > Project overview (AA0912-A0371-2025)</p> <p>Project overview Created by Archie Teng on 18 November 2025</p> <p>PROJECT REFERENCE NO. AA0912-A0371-2025</p> <p>Gateway submission process</p> <ul style="list-style-type: none"> Submission workspace Prepare project submissions Project members View and add members Member appointments Appoint members for relevant scopes of works Make payment Add and pay for multiple payments Site inspection booking Create and manage bookings 	<ol style="list-style-type: none"> 1. Go to the “Project Overview” page. 2. Click on “Submission Workspace”. 										
 <p>All submissions Create and manage your submissions</p> <p>Search by submission or ES no. Type in keywords e.g. plan application or ES20231212-12345-DG01R00</p> <p>Filter Filter by agency, status etc</p> <table border="1"> <thead> <tr> <th>SUBMISSION</th> <th>STATUS</th> <th>AGENCY</th> <th>LAST UPDATED</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td>Full demolition application -</td> <td>New Submission EX20260101-50001-JS01R00 Clearance</td> <td>All</td> <td>1 Jan 2026</td> <td>View</td> </tr> </tbody> </table> <p>1-1 of 1 results</p>	SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS	Full demolition application -	New Submission EX20260101-50001-JS01R00 Clearance	All	1 Jan 2026	View	<ol style="list-style-type: none"> 3. Click on “Create submission”.
SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS							
Full demolition application -	New Submission EX20260101-50001-JS01R00 Clearance	All	1 Jan 2026	View							

<div style="background-color: #e0e0e0; padding: 10px;"> <h3>Select submission</h3> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Permit application (to carry out works) ▼</div> <hr/> <p>Agency</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Building and Construction Authority (BCA) ▼</div> <hr/> <p>Submission</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">Permit to carry out structural works ▼</div> <hr/> <p>Application for</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">EX20260101-50001-JS01R00 (Full demolition application) ▼</div> <hr/> <p>Submission coordinator</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">EUGENE CHIA - E8431 (Professional Engineer (Civil)) ▼</div> <div style="text-align: right; margin-top: 20px;"> Cancel Next </div> </div>	<ol style="list-style-type: none"> 4. Select “Permit application (to carry out works)”. <p>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.</p> <ol style="list-style-type: none"> 5. Select the Agency and Submission Type. 6. Select the corresponding structural plan approval ES number to proceed. <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this submission.</p> <ol style="list-style-type: none"> 7. Click “Next”.
---	---

<p>Create submission</p> <p>Please read the below instructions before proceeding.</p> <div data-bbox="365 320 1207 564"><p>Submission details</p><table border="1"><tr><td>Submission</td><td>Permit to carry out structural works</td></tr><tr><td>Agency</td><td>Building and Construction Authority (BCA)</td></tr><tr><td>Application for</td><td>EX20260101-50001-JS01R00 (Full demolition application)</td></tr></table></div> <p>Instructions</p> <p>This submission requires the relevant appointed project parties to jointly prepare and submit the application to regulatory agencies.</p> <p>The main QP coordinating this permit application shall ensure that all relevant QPs, Builder and site supervisors have been appointed as only the appointed parties may fill in the relevant sections and provide declarations to complete the submission.</p> <p>Please note applications can only be submitted upon full payment of plan processing fees.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Create"/></p>	Submission	Permit to carry out structural works	Agency	Building and Construction Authority (BCA)	Application for	EX20260101-50001-JS01R00 (Full demolition application)	<p>8. Select “Create”.</p> <p>Note: Builder must be appointed before this step, so that his name appears in the drop-down list for selection.</p>
Submission	Permit to carry out structural works						
Agency	Building and Construction Authority (BCA)						
Application for	EX20260101-50001-JS01R00 (Full demolition application)						

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) Submission coordinator
Supervision of structural works BCA	Eugene Chia Professional Engineer (Civil) Submission coordinator
Manpower, Constructability and Specialist building works BCA	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.

Demolition information

Building control ^

Structural works

Permit details

Supervision of works v

Manpower, Constructability and Specialist building works

Permit details

Last saved on - Draft

Expected date of commencement

 calendar icon

Duration of works

 months

Upload documents

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

- Cover letter (if applicable)
- Impact assessment report (reg_32_Annex A) (if applicable)
- Notification of communication plan for landed development projects (if applicable)
- Site supervision plan (if applicable)
- Others (optional)

Drag and drop files here or [select files](#)

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

Back
Save section as draft
Review section

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”.

- 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.

	<p>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.</p> <p>17. Once all fields have been filled in, click on “review section”.</p> <p>Tip: Refer to “does this project require RE/RTO?” to see the requirements.</p>
--	--

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

Demolition information

Building control ▼

✔ Permit details

✔ Supervision of works ^

Supervision of structural works
Submitted for review

✔ **Manpower, Constructability and Specialist building works**

Manpower, Constructability and Specialist building works

Last saved on 5:14pm, 1 January 2026 by Brendon Soh

Ready for review

i Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

No. of workers for the worksite in this permit 100

Constructability Score (for projects GFA ≥5,000 m²)

Is Constructability Score applicable? No

Please specify Waiver is obtained

Specialist Builder(s) details

Are there specialist building No

[Back](#)

SUBMISSION

Permit to carry out structural works

SUBMISSION STAGE

New Submission

AGENCY

BCA

APPLICATION FOR

EX20260101-50001-JS01R00 (Full demolition application)

ASSIGNED PROJECT PARTY

Brendon Soh
Licensed Builder (Technical Controller) / Licensed Builder (Approved Person)

LICENSED BUILDER

MOCK FIRM 236Z

Documents

The combined file size of all documents in this subcategory cannot

Proceed to declaration by QP(s)

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.

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.

Demolition information

Building control ▾

✔ Permit details

✔ Supervision of works ▲

Supervision of structural works
Submitted for review

✔ Manpower, Constructability and Specialist building works

Supervision of structural works

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

Pending declaration

i 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:

Phase deployment	All phases
------------------	------------

Unloaded 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](#).

<p>Declaration By</p> <table border="1"><tr><td>Name</td><td>Eugene Chia</td></tr><tr><td>Role</td><td>Professional Engineer (Civil)</td></tr><tr><td>Firm name</td><td>MOCK FIRM 430P</td></tr><tr><td>UEN</td><td>S85ER7430P</td></tr></table> <p>DATE 1 January 2026</p> <hr/> <p>Cancel Declare and Submit</p>	Name	Eugene Chia	Role	Professional Engineer (Civil)	Firm name	MOCK FIRM 430P	UEN	S85ER7430P	<p>9. The assigned project party will be brought to the declaration page. Click on “Declare and Submit”.</p>
Name	Eugene Chia								
Role	Professional Engineer (Civil)								
Firm name	MOCK FIRM 430P								
UEN	S85ER7430P								

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. Filter

Filter by agency, status etc >

SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Permit to carry out structural works For: EX20260101-50001-JS01R00 (Full demolition application)	New Submission EX20260101-50002-BC01R00 Processing	BCA	1 Jan 2026	View
Full demolition application -	New Submission EX20260101-50001-JS01R00 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”.

19. Applying for Waiver

19.1 Creating a Waiver Application


[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#)


Project overview


Created by Archie Teng on 18 November 2025


PROJECT REFERENCE NO.
AA0912-A0371-2025


Gateway submission process

 **Submission workspace**
Prepare project submissions

 **Project members**
View and add members

 **Member appointments**
Appoint members for relevant scopes of works

 **Make payment**
Add and pay for multiple payments

 **Site inspection booking**
Create and manage bookings

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	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.
2. Click on “Submission Workspace” to initiate a submission.

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

Filter

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.

<p>Select submission</p> <p>Only applicable submissions will be made available for selection</p> <p>Submission category</p> <p>Waiver/non-compliance</p> <p>Agency</p> <p>Singapore Civil Defence Force (SCDF)</p> <p>Agency category</p> <p>Fire Safety</p> <p>Cancel Next</p>	<ol style="list-style-type: none">5. Select "Waiver / Non-compliance".6. Select the agency and category for which the waiver is to be submitted.7. Click "Next".
--	--

Create submission

Please read the below instructions before proceeding.

Submission details	
Agency category	Fire Safety
Submission	Waiver/non-compliance
Agency	Singapore Civil Defence Force (SCDF)

Instructions

This application for waiver/non-compliance will be made to the single selected agency pertaining to their specific regulations, requirements and conditions.

Application can be made either:

- Prior to a formal plan application to the agency (e.g to seek specific waivers upfront), or
- In response to a condition/guideline imposed by the agency (e.g as part of Written Direction)

To ensure a smooth process, please provide adequate details, clear descriptions and annotations. Include information such as detailed plans and drawings, photos and any other supporting documents or materials necessary to illustrate and justify the request for the agency's review.

Please note that the application will only be successfully accepted after payment (if applicable) is made.

The outcome of the application is final once decided by the respective agency's panel. Appeal for the same waiver with the same design will not be accepted.

← Back
Cancel Create

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.

	<p>Completing the Waiver Submission</p> <p>12. The assigned QP can click on the “Waiver/non-compliance” section to fill in the details and upload required documents.</p> <p>13. It is recommended for users to “save section as draft” to prevent data loss.</p> <p>14. Once this section is finalised, click on “Review section”.</p>
	<p>15. Once the section has been locked for review, a green tick will appear.</p>

19.2 Review Computation of Fees

Project information

- ✓ Waiver/non-compliance
- Fee computation

Fee computation

Review payable plan processing fees

TOTAL PAYABLE FEE
SGD 160.00

Cost breakdown

AGENCY
Singapore Civil Defence Force (SCDF)

SUBMISSION
Waiver/non-compliance application 160.00
No. of waiver/non-compliance item: 1

Subtotal 160.00

Total plan fee payable (SGD) 160.00

[Back](#)

Submit

SUBMISSION
Waiver/non-compliance

SUBMISSION STAGE
New Submission

Review Fees for Waiver Application

1. Select the “Fee computation” section to review payable fees.
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](#).

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.

20.1 Booking Site Inspections

View TOP/CSC requirements

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

Site inspection
Technical clearance
Certificate of Supervision and As-Built
Completion of Structural work

View the checklist(s) for more details and ensure that all required inspections are conducted

[Manage inspection booking](#)

INSPECTION	INSPECTION REQUIREMENT	LATEST UPDATED	ACTION
TOP/CSC BCA	? May require	-	View checklist
Civil Defence Shelter (Non-Transit/Non-Public) 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.
5. On the TOP/CSC requirements page, you can view the site inspection requirements for TOP/CSC – click on “view checklist” for detailed requirements.
6. You may click on “manage inspection booking” to book inspections.

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					

- Go to the “Manage Site Inspection Booking” page.
- 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.

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.

Site 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

<div style="border: 1px solid #ccc; padding: 10px;"> <h3>Select submission</h3> <p>Only applicable submissions will be made available for selection</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Submission category</p> <p>Technical clearances (certificate of supervision etc.)</p> </div> <hr/> <p>Agency</p> <p>Urban Redevelopment Authority (URA)</p> <hr/> <p>Submission</p> <p>Application for technical clearance (CSC)</p> <hr/> <p>Agency category</p> <p>Planning parameters</p> <hr/> <p>Submission coordinator</p> <p>ARCHIE TENG - A0912 (Architect)</p> <div style="text-align: right; margin-top: 10px;"> Cancel Next </div> </div>	<ol style="list-style-type: none"> 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.
---	--

View TOP/CSC requirements

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

Site 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 <small>URA</small>	Direct technical clearance (CSC) is required	Clearance	View checklist
Greenery provision and tree conservation <small>NParks</small>	Not required	Not submitted	View checklist
Roads <small>LTA</small>	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.

20.4 Certificate of Supervision and As-Built

View TOP/CSC requirements	
Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.	
Site inspection	Technical clearance
<u>Certificate of Supervision and As-Built</u>	
Completion of Structural works	
▼	CERTIFICATE OF SUPERVISION/AS-BUILT STATUS
▼	As-built Buildable Design Score Calculations BCA Not submitted
▼	As-built Constructability Score Calculations BCA Not submitted
▼	As-built Environmental Sustainability documentation BCA Not submitted
▼	Builder's certificate BCA Not submitted
▼	Certificate of Supervision of Air-Conditioning and Mechanical Ventilation System(s) BCA Not submitted
▼	Certificate of Supervision of Lightning Protection system BCA Not submitted
▼	Commissioning of Civil Defence shelter BCA Not submitted
▼	Commissioning test report (public/transit shelter) BCA Not submitted
▼	Notice of Approval of Commissioning (NOAC) (Transit shelter) BCA Not submitted

7. Depending on project requirements, not all Certificate of Supervision and As-Built Forms may be required to be submitted.

8. Submit required forms and track the status.

20.5 Completion of Structural Works

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	<ul style="list-style-type: none"> ES20230922-50016-BC01R00 (Structural plan and permit application) 	Not submitted	Manage structural plans View permit

1-1 of 1 results

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	<ul style="list-style-type: none"> 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”.

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”.

21. Accessing Approved Plans

My projects > ... > Submission workspace > View submission timeline

View submission timeline

Last updated on 9:48am, 20 March 2024

- ✓ **Amendment cleared**
 20 March 2024
 The regulatory agencies have cleared the submission. Please proceed to apply for the applicable submission(s) under other clearances/completion.
 - [View approved submission](#)

Plan application (Design gateway)

Applicable sections

- External greenery (NPARKS)
- Internal greenery (NPARKS)
- Planning parameters (URA)
- Ralls (LTA)
- Layout plans (LTA)
- Drainage (PUB)
- Sewerage and sanitary (PUB)
- Environmental health (NEA)

Submission status: Clearance

Clearance: [View responses](#)

📄 **Submission submitted to regulatory agencies**
 20 March 2024
 ES20240319-██████-DG02R00

- ✓ Amendment pending payment
20 March 2024
- ✓ Pending declaration by appointed project party(s)
20 March 2024
- ✓ **Amendment created**
20 March 2024

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
Amendment

STATUS
Clearance

[What is submission status?](#)

E-SUBMISSION NO.
ES20240319-██████-DG02R00

[View all members](#)

Actions

- [View responses](#)
- [View submission activity](#)
- [Apply for amendment](#)

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.

After clicking on “View approved submission”:

Plans

Drawings and models

Plans reflected here are provided by the appointed project parties for the applicable sections when section is ready for review.

Coordinated BIM

FILE TYPE/NAME	UPLOADED ON	APPOINTED PROJECT PARTY	ACTIONS
Architectural model, Civil and Structural model... CX-MEP_ELECTRICAL SYSTEM.rvt (12.64 MB)			Download

Planning parameters

FILE TYPE/NAME	UPLOADED ON	APPOINTED PROJECT PARTY	ACTIONS
Proposal plan(s) (if applicable), Sketch plan(s) ... 123.txt (3 B)			Download

Greenery provision

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

After clicking on “View responses”:

View responses

Manage responses from regulatory agencies

Agencies' responses

Acknowledgement Written Direction **Clearance** Not approved

RESPONSE	SUBMISSION TYPE	AGENCY	ISSUED ON	ACTIONS
Clearance	Resubmission ES20240319- -DG01R01	PUB, NEA, LTA, NParks	 	Download
Clearance	Amendment ES20240319- -DG02R00	NParks, NEA, LTA, PUB	 	Download

1-2 of 2 results

Building and Construction Authority
An MND Statutory Board

CX ES Number: [REDACTED] Building Engineering Group
 Tel: [REDACTED]
 Email: [REDACTED]

DEVELOPER: [REDACTED] **QUALIFIED PERSON:** [REDACTED]

Dear Sir/Madam

BUILDING CONTROL ACT
[Section 5/Section 5A]
NOTICE OF APPROVAL
(Regulation 14(1) of the Building Control Regulations 2003)

PROJECT REFERENCE NUMBER: [REDACTED]
PROJECT TITLE: [REDACTED]

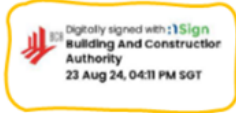
1 The above structural plans are hereby approved subject to the provisions of the Building Control Act (Cap. 29) and Building Control Regulations, and the following term and condition of approval.

a) there is a valid planning permission.

2 If Household and/or Storey Shelter structural plans ("Shelter Plans") were submitted together with the above structural plans, please note that the approval granted pursuant to this Notice of Approval shall also be an approval of such Shelter Plans. Should there be any amendments to the approved Shelter Plans which materially affect the structural elements of the shelter, the qualified person is required to submit the amended Shelter Plans for our approval before construction.










3 Please note that you are required, under section 6 of the Building Control Act, to apply for and obtain the permit to commence work before carrying out structural works. If a permit has already been issued for this project, there is no need to apply for the permit again as long as the parties to the permit (i.e. the developer, the qualified persons and the builder) remain the same.


52 Jurong Gateway Road #11- 01 Singapore 608550
 Tel: 1800 3425 222 | Email: bca_enquiry@bca.gov.sg
www1.bca.gov.sg

















List of Approved Plans (BCA)

REFERENCE NO.: [REDACTED]
 E: [REDACTED]

sign		
Drawing2 Proposal plan(s) 	Drawing3 Proposal plan(s) 	Drawing4 Proposal plan(s) 
sign		
Drawing5 Proposal plan(s) 	Drawing6 Proposal plan(s) 	Drawing7 Proposal plan(s) 
Drawing9 Proposal plan(s) 		
sign		
Drawing11 Proposal plan(s) 	Drawing12 Proposal plan(s) 	




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

List of Approved Plans (BCA)			
PROJECT REFERENCE NO.: [REDACTED]			
PROJECT TITLE: [REDACTED]			
...			
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 Constructor Authority 23 Aug 24, 04:11 PM SGT			

Checksum (digital ID) of file:

09f0ca9916116e3a2391bc40164a7368c79ed5d91bd03b317482bd851bf0a6a6

Checksum of file embedded in QR code

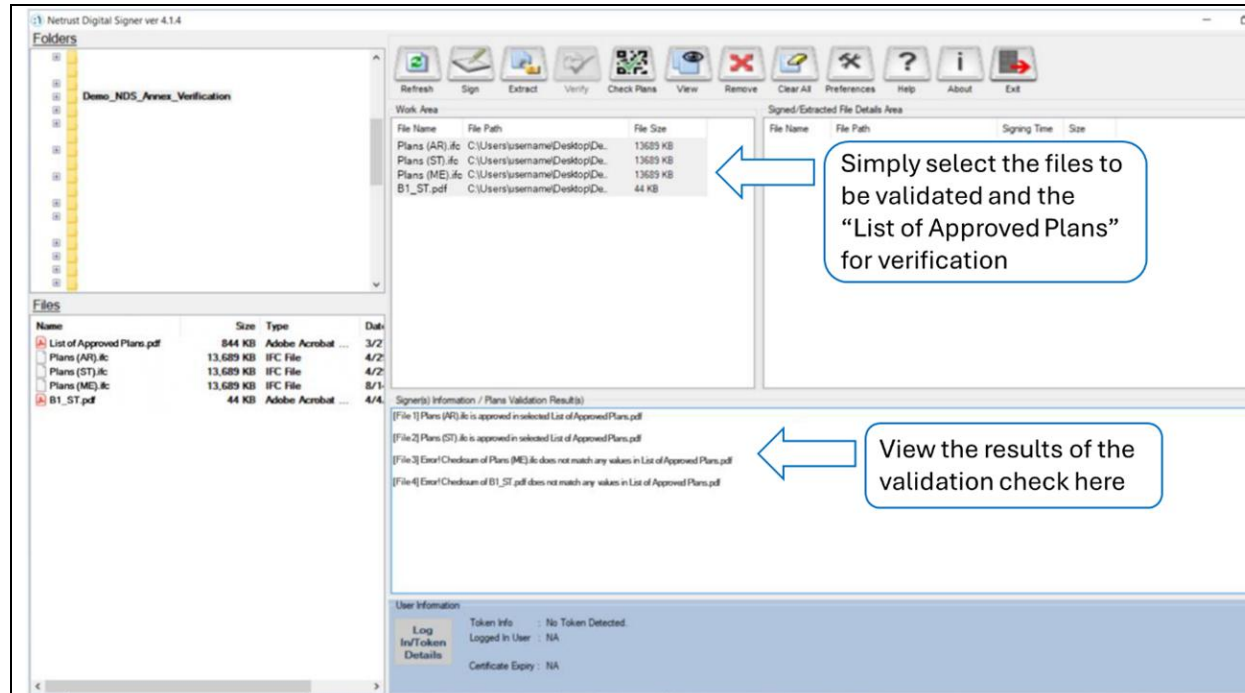


6. The checksum is an alphanumeric value that uniquely represents the contents of the file. It is embedded in the QR code.

7. Refer to [Section 21.1](#) for the steps to verify if a file is the approved plan using checksum.

21.1 Verifying approved plans using checksum

To verify if a file is the Approval Plan, you can compare the checksum of the file with the checksum listed in the "List of Approved Plans".



Option 1: Verification with Netrust Digital Signer (NDS)


1. The latest version of NDS has the capability to perform validation of files with a List of Approved Plans.
2. Please download the [latest version of NDS \(ZIP folder\)](#) and refer to the [User Guide for Checksum Validation of Approved Plans using NDS](#).

<There is no image here>

Option 2: Verification without Netrust Digital Signer (NDS)

3. Scan the QR code in the approval letter using any QR code reader to obtain the SHA256 checksum of the approved plan.

	<ol style="list-style-type: none"><li data-bbox="1487 191 2045 446">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).<li data-bbox="1487 446 2045 625">5. Compare the checksums from (a) and (b). The checksums will be the same if the file is the Approved Plan.
--	---



An MND Statutory Board

CX ES Number: [Redacted] Building Engineering Group
Tel: [Redacted]
Email: [Redacted]

DEVELOPER: [Redacted] QUALIFIED PERSON: [Redacted]

Dear Sir/Madam

BUILDING CONTROL ACT
[Section 5/Section 5A]
NOTICE OF APPROVAL
(Regulation 14(1) of the Building Control Regulations 2003)

PROJECT REFERENCE NUMBER: [Redacted]
PROJECT TITLE: [Redacted]


1 The above structural plans are hereby approved subject to the provisions of the Building Control Act (Cap. 29) and Building Control Regulations, and the following term and condition of approval.

a) there is a valid planning permission.

2 If Household and/or Storey Shelter structural plans ("Shelter Plans") were submitted together with the above structural plans, please note that the approval granted pursuant to this Notice of Approval shall also be an approval of such Shelter Plans. Should there be any amendments to the approved Shelter Plans which materially affect the structural elements of the shelter, the qualified person is required to submit the amended Shelter Plans for our approval before construction.










3 Please note that you are required, under section 6 of the Building Control Act, to apply for and obtain the permit to commence work before carrying out structural works. If a permit has already been issued for this project, there is no need to apply for the permit again as long as the parties to the permit (i.e. the developer, the qualified persons and the builder) remain the same.


52 Jurong Gateway Road #11-01 Singapore 608550
Tel: 1800 3425 222 | Email: bca_enquiry@bca.gov.sg
www1.bca.gov.sg

 Digitally signed with iSign
Building And Constructor
Authority
23 Aug 24, 04:11 PM SGT

List of Approved Plans (BCA)

PERMIT NO.: [Redacted]
PROJECT REFERENCE NO.: [Redacted]

sign		
Drawing2 Proposal plan(s) 	Drawing3 Proposal plan(s) 	Drawing4 Proposal plan(s) 
sign		
Drawing5 Proposal plan(s) 	Drawing6 Proposal plan(s) 	Drawing7 Proposal plan(s) 
Drawing9 Proposal plan(s) 		
sign		
Drawing11 Proposal plan(s) 	Drawing12 Proposal plan(s) 	

 Digitally signed with iSign
Building And Constructor
Authority
23 Aug 24, 04:11 PM SGT

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