

**User Guide on New e-Form (BCA-CSC-CSPCD) in
CORENET 2: *Certificate of Supervision of Building
Works in respect of Civil Defence Shelter(s)***

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1.0 Introduction

On **2 September 2024**, BCA issued a [circular](#) to inform the industry of the changes related to the Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC) application for all development projects with Civil Defence shelter (CD shelter). Supervising Qualified Persons (QPs) appointed for the structural, architectural, and, where applicable, mechanical and electrical works in respect of CD shelter(s) are required to submit the Certificate of Supervision of Building Works in respect of CD Shelter(s) (in Word document format) for all development projects with CD shelter including household, storey, public and transit shelters when applying for TOP/CSC.

We are pleased to introduce a new e-form (BCA-CSC-CSPCD) titled “***Certificate of Supervision of Building Works in respect of Civil Defence Shelter(s)***” in CORENET 2 to replace the current Word document. With effect from **3 July 2026**, QPs shall use the new e-form on the Electronic Submission for Professionals (ESPro) in CORENET 2 when applying for TOP/CSC.

Please note that this is purely a format change from Word document to e-form, the form contents and submission process remain unchanged. The e-form will benefit QPs with the automatic population of their particulars, reducing manual data entry and human error, and supporting the broader digital transformation of the Built Environment sector.

2.0 Where to retrieve the new e-form (BCA-CSC-CSPCD)?

The new e-form (BCA-CSC-CSPCD) titled ***“Certificate of Supervision of Building Works in respect of Civil Defence Shelter(s)”*** can be retrieved from the TOP/CSC application in ESPro under the application type “BCA-CSC-AppIn for TOP/CSC”.

Electronic Submission for Professionals

Home / Create Submission / Select Application Type

Create Submission

1 Select Project

2 Select Application Type

3 Application Forms

Agency

999 BCA CITYENERGY CNZINTER DIGITALEST HDB

- ☐ BCA-EME-LP-EP Submission
- ☐ BCA-BE-Termination ReAppointment of Specialist Builder
- ☐ BCA-BP-BP Submission
- ☐ BCA-BP-Pre submission consultations
- ☐ BCA-BP-Reply to Written Directions
- ☐ BCA-BP-Termination of QP
- ☐ BCA-BP-Waiver application
- ☐ BCA-BP-Withdrawal of BP
- ☐ BCA-CD-Consultation request
- ☐ BCA-CD-HS-SS-TS Commissioning Submission
- ☐ BCA-CD-Notification of Commissioning
- ☒ **BCA-CSC-AppIn for TOP-CSC**
- ☐ BCA-GMEB-AppIn for Design Score Approval

Select TOP/CSC application

+ Create Submission Draft Previous Next

Electronic Submission for Professionals

Submission Correspondence

Sort by Date Newest Search for Submission Drafts

Select project/s to perform submission

A4036-11111-2025
BCA-CSC-AppIn for TOP-CSC
Creation Date: 09/06/2026 14:52

File Name	File Tag	Size
☐ BCA-BS_COP2013.XFDX	Others	86.52 Kb
☐ BCA-BS_COP2014.XFDX	Others	90.59 Kb
☐ BCA-BS_COP2015.XFDX	Others	87.6 Kb
☐ BCA-CSC-CSPBW_TOPCSCDQP.XFDX	Others	25.03 Kb
☐ BCA-BS_COP2019.XFDX	Others	107.92 Kb
☐ BCA-CSC-CSPLP.XFDX	Others	19.18 Kb
☐ BCA-BS_COP2020.XFDX	Others	117.44 Kb
☐ BCA-BS_COP2022.XFDX	Others	143.08 Kb
☐ BCA-CSC-CSPACMVS.XFD	Others	160.08 Kb
☐ BCA-BS_COP2017.XFDX	Others	108.36 Kb
☐ BCA-CSC-CTSTBW.XFDX	Others	13.76 Kb
☒ BCA-CSC-CSPCD.XFDX	-	21.13 Kb

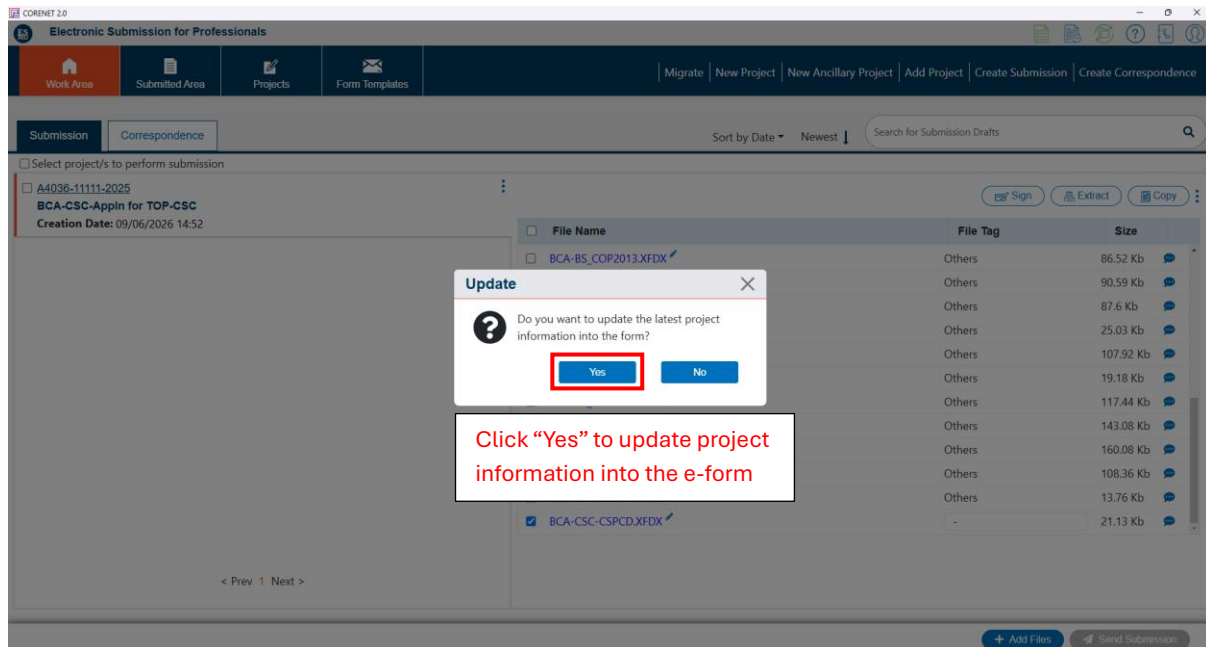
New e-form titled ***“Certificate of Supervision of Building Works in respect of Civil Defence Shelter(s)”***

< Prev 1 Next >

+ Add Files Send Submission

3.0 How to fill in the e-form (BCA-CSC-CSPCD)?

Double-click the e-form (BCA-CSC-CSPCD) to automatically populate the project information into the e-form. Fill in the remaining fields accordingly.



BCA-CSC-CSPCD

File About

CERTIFICATE OF SUPERVISION OF BUILDING WORKS IN RESPECT OF CIVIL DEFENCE SHELTER(S)
[Building Control Act 1989]

Help Print Preview

1 Instructions

2 Particulars of Application

3 Particulars and Declaration by Qualified Person

Date: 09/06/2026

To: Building and Construction Authority
Commissioner of Building Control
Building and Construction Authority
52 Jurong Gateway Road, #11-01
Singapore 608550

Instructions

1. This form is to be digitally signed by the appointed Qualified Person responsible for the building works in respect of the civil defence shelter(s) in the project.
2. Supervising QPs appointed for the structural, architectural, and, where applicable, mechanical and electrical works in respect of CD shelter(s) are required to submit the Certificate of Supervision of Building Works in respect of CD Shelter(s) during application for TOP/CSC.
3. This form may take you 2-3 mins to complete.

Last Updated Date: -- BCA-CSC-CSPCD -- Ver. 1.0

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Fill in the particulars of the project and building works in respect of CD shelter(s). List out the approved plans in respect of the CD shelter from the drop-down list by the respective QP.

Indicate the number of household shelter(s) and storey shelter(s) completed accordingly. For shelter types that are not applicable to the project (including public and transit shelters), please indicate "NA".

BCA-CSC-CSPCD
File About

CERTIFICATE OF SUPERVISION OF BUILDING WORKS IN RESPECT OF CIVIL DEFENCE SHELTER(S)
[Building Control Act 1989]

1 Instructions
2 **Particulars of Application**
3 Particulars and Declaration by Qualified Person

Particulars of Project ("Project") and Building Works in Respect of Civil Defence Shelter(s) in the Project

Project Reference Number: A4036-11111-2025
Project Title: GBBP Test Project
Description of Building Works in respect of the Civil Defence Shelter: GBBP Test Project
Location Description: 229, PENDING ROAD, Singapore 670229

List of Approved Plans in respect of the Civil Defence Shelter
Add Delete

Date of Completion of Civil Defence Shelter Works
Date of Inspection of Civil Defence Shelter Works by appointed QP
No. of Household Shelter(s) Completed
No. of Storey Shelter(s) Completed

BP
ST
CD
CS
CM
CE
CKS
CKM
CKE

List out the approved plans in respect of the CD shelter

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BCA-CSC-CSPCD
File About

CERTIFICATE OF SUPERVISION OF BUILDING WORKS IN RESPECT OF CIVIL DEFENCE SHELTER(S)
[Building Control Act 1989]

1 Instructions
2 **Particulars of Application**
3 Particulars and Declaration by Qualified Person

Particulars of Project ("Project") and Building Works in Respect of Civil Defence Shelter(s) in the Project

Project Reference Number: A4036-11111-2025
Project Title: GBBP Test Project
Description of Building Works in respect of the Civil Defence Shelter: GBBP Test Project
Location Description: 229, PENDING ROAD, Singapore 670229

List of Approved Plans in respect of the Civil Defence Shelter: BP 001
Add Delete

Date of Completion of Civil Defence Shelter Works: 02/06/2026
Date of Inspection of Civil Defence Shelter Works by appointed QP: 02/06/2026

No. of Household Shelter(s) Completed: 1
No. of Storey Shelter(s) Completed: NA

Indicate the number of household shelter(s) and storey shelter(s) completed accordingly

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Fill in the particulars of QP and complete the declaration accordingly.

BCA-CSC-CSPCD

File About

 CERTIFICATE OF SUPERVISION OF BUILDING WORKS IN RESPECT OF CIVIL DEFENCE SHELTER(S)
[Building Control Act 1989]

Help Print Preview

1 Instructions

2 Particulars of Application

3 Particulars and Declaration by Qualified Person

Particulars of Qualified Person Appointed in Respect of Building Works for the Civil Defence Shelter(s) ("Shelter Qualified Person")

Name	GBBPTESTUSER36
Registration No.	4036
Firm Name	SS Solutions
UEN	123456789A
Address	228 BUKIT BATOK CENTRAL, Singapore 650228
Telephone No.	22334455
Extension No.	
Handphone No.	
Fax No.	
Email Address	gbbpctestuser36@gmail.com

Declarations and Certifications by Shelter Qualified Person

Last Updated Date: -- BCA-CSC-CSPCD -- Ver. 1.0

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BCA-CSC-CSPCD

File About

 CERTIFICATE OF SUPERVISION OF BUILDING WORKS IN RESPECT OF CIVIL DEFENCE SHELTER(S)
[Building Control Act 1989]

Help Print Preview

1 Instructions

2 Particulars of Application

3 Particulars and Declaration by Qualified Person

Extension No.

Handphone No.

Fax No.

Email Address

gbbpctestuser36@gmail.com

Declarations and Certifications by Shelter Qualified Person

I1	I declare that I am appointed as the Qualified Person under section 8 or 11 of the Building Control Act 1989 to supervise the carrying out of the building works in relation to the Civil Defence Shelter(s) in the Project herein described.	☒
I2	I declare and certify that I have supervised the carrying out of the building works in respect of the Civil Defence Shelter(s) in the Project.	☒
I3	I declare and certify that I have inspected the building works in respect of the Civil Defence Shelter(s) in the Project on the inspection date indicated above, and I certify and declare that the building works in respect of the Civil Defence Shelter(s) in the Project are carried out and completed in accordance with:- - The provisions of the Building Control Act 1989 and the Building Control Regulations 2003; - The plans approved by the Commissioner of Building Control ("CBC") in respect of the building works for the Civil Defence Shelter(s) in the Project and the conditions under which the plans have been approved by the CBC; - The provisions of the Civil Defence Shelter Act 1997; and - The provisions of the technical codes issued under the Civil Defence Shelter Act 1997.	☒
I4	I understand and acknowledge that the CBC will be relying on my declarations and certifications, as set out herein, when assessing whether to grant approvals, permits and issue any other documents under the Building Control Act 1989 and building regulations in respect of the building works for the Civil Defence Shelters in the Project. I declare that all declarations and certifications provided herein are true and accurate and are based on facts and information that are true and accurate.	☒

Last Updated Date: -- BCA-CSC-CSPCD -- Ver. 1.0

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Complete the declaration accordingly

4.0 Submission requirements

Respective QPs (structural, mechanical and electrical, where applicable) shall pass their encrypted e-forms (BCA-CSC-CSPCD) to the QP (architect) to include as part of the TOP/CSC application. As good practice, the QP should rename the e-form with the suggested file name to avoid duplication.

QP	Suggested file name
QP (architect)	BCA-CSC-CSPCD
QP (structural)	BCA-CSC-CSPCD_ S
QP (mechanical), for public and transit shelters only	BCA-CSC-CSPCD_ M
QP (electrical), for public and transit shelters only	BCA-CSC-CSPCD_ E

