



**PART III GROUNDS FOR REQUEST FOR WAIVER/MASSING STATEMENT**

*A separate detailed write-up is to be provided for every request. Please see Para 5 of the explanatory note for guidelines on preparing the grounds for request.*

**PART IV DECLARATION BY THE APPLICANT(S)**

I/We certify that the particulars given above are true and correct.

\_\_\_\_\_  
Name of Applicant(s)

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

**CHECKLIST OF ITEMS SUBMITTED FOR DELIBERATION BY THE DGWC**

S/N	Item	Yes	No
1	Form DC/DGWC duly completed and signed by the applicant(s).		
2	1 set of plans in 'A" series (See Para 4 of the explanatory notes)		
3	a) A massing model (See Para 4 of the explanatory notes)		
	b) The massing model shows the proposed building in relation to the surrounding developments.		
	c) The massing model of the subject development is detachable from the base of the model. (This is to facilitate evaluation of the subject development relative to its surrounding)		
4	Detailed 1:50 scale part-section and part-elevation of each facade, where applicable		
5	Perspective drawings, where applicable		
6	Other supporting documents, materials and/or relevant information (See Para 4 of the explanatory notes)		

**Notes:**

1. Please tick every item in the appropriate column and do not leave any columns blank.
2. If the DGWC deems that the materials / information provided are incomplete or if it requires additional information / materials, the waiver request may be returned. If so, evaluation of the request will proceed only upon receipt of the requisite materials / information.

**FOR OFFICIAL USE:**

This is DC/(East-H60)/DC(West-H61) case

\_\_\_\_\_  
Officer-in-charge / date

**Processing Fees Paid : \$5,985/-(\$5,700/- plus 5% GST)**

Receipt No / Date: \_\_\_\_\_ Cashier : \_\_\_\_\_

(Signature)

## EXPLANATORY NOTES TO FORM DC/DGWC

### 1 What May be Considered by the DGWC

The DGWC can only consider requests for waiver against urban/waterbodies design guidelines and standard development control requirements imposed by URA for any developments in Singapore. Specifically, the following aspects can be considered:

- a) Building edge/buffer and setback requirements
- b) Building form
- c) Streetblock height control (for accentuation and articulation)
- d) Design and location of infrastructure and public amenities
- e) Roof form and materials
- f) Special signage/Special lighting
- g) Design of rooftop and car park screening
- h) Safeguarded view corridors provided intrusions would not compromise key objectives
- i) Foreshore setback requirements
- j) Waterbodies design requirements
- k) Any other development control requirements not specified under paragraph 2

### 2 What CANNOT be Considered by the DGWC

- a) Gross plot ratio/gross floor area
- b) Land use and use quantum
- c) Technical Building Heights
- d) Conservation guidelines
- e) Provision of infrastructure and amenities, such as rear vehicular access, open space and vantage points (unless the applicant is able to propose excellent alternatives)
- f) Technical requirements imposed by other public or Government agencies

### 3 When to Submit a Waiver Request

Please submit your waiver request to the DGWC together with or after you have submitted a development application to URA. If you wish, you may also submit a request to the DGWC after you have received an official decision from URA, i.e. a Provisional Permission or Written Direction; but not after a Refusal of Written Permission is issued.

If the DGWC advises against your waiver request in whole or in part, you may still submit an appeal to the Minister for National Development for his consideration as in the existing appeal process.

### 4. How to Submit a Waiver Request

- a) Your waiver request must be made on the prescribed form. You can obtain the form from the Customer Service Centre, Urban Redevelopment Authority, 45 Maxwell Road, 1st Storey, Tower, The URA Centre, Singapore 069118.
- b) The form must be accompanied by a separate detailed write-up on the grounds for request for waiver / massing statement, without which your request will not be considered. Failure to provide all the requisite materials / information will also render your request invalid. Please refer to Para 5 for guidelines on preparing the grounds for request for waiver/massing statement.
- c) The set of plans should show the following:
  - i) Site plan;
  - ii) 1<sup>st</sup>-Storey plan (including information such as platform levels, walkway levels and clear/overall width of the soffit height on the subject development and immediate adjacent developments/developments across the service road);
  - iii) Elevations;
  - iv) Sections through the main building;
  - v) Roof plan (including detailed sections of the size and spacing of the screening members to roof top services); and
  - vi) Detailed 1:50 scale part-sections and part-elevations of each façade, where applicable (to include materials and method by which the cladding is fixed to the existing building structure/façade).

Additional sets of plans may be required by the DGWC.

- d) A 1:400 scale massing model is required for cases within the Central Area. In addition, the DGWC may require, at its discretion, the applicant to provide the following if it deems these necessary for its evaluation of the waiver request:
  - i) A detailed 1:200 architectural model; and/or
  - ii) Other relevant supporting materials/information, e.g. fully-annotated drawings with coloured perspectives and material sample boards to show material used for the roof, various facades, and covered/open walkways.
- e) The form must be duly completed and signed before the waiver request is submitted at Customer Service Centre, Urban Redevelopment Authority, 45 Maxwell Road, 1st Storey, Tower, The URA Centre, Singapore 069118.
- f) Other materials, documents or information, e.g. detailed models, survey plans, sketches, photographs, special studies done by consultants etc, that you deem will help illustrate and support your case may also be provided.

## 5. Guidelines On Preparing The Grounds For Request For Waiver / Massing Statement

Your detailed write-up should include information on the following:

### a) Background & issue

The background of the case and the specific design issues involved.

### b) Description of site, proposed development & surrounding sites

- i) The existing/proposed land use, height, setbacks, etc of the subject development.
- ii) The context of the subject development vis-à-vis the surrounding developments.
- iii) Any site constraints/peculiarities relevant to the subject development.

### c) Planning principles, objectives & grounds for request for waiver

The applicant should directly address the reasons why the waiver should be considered in relation to the surrounding context.

### d) Conclusion

Please summarise the key design issues for the DGWC's consideration.

## 6. Processing Fees

- a) A standard processing fee of **\$5,700** is payable for each waiver request for consideration by the DGWC. This will be in addition to the processing fee for development applications.
- b) All fees payable are subject to 5% Goods and Services Tax. All cheques should be crossed and made payable to "Urban Redevelopment Authority".

## 7. Briefing

- a) You will be informed within 6 weeks from the date of submission if you are required to brief the DGWC on your request. If a briefing is not required, the DGWC will proceed to deliberate the request.
- b) After deliberation, the DGWC may support your waiver request with or without additional conditions. If the DGWC advises against your waiver request in whole or in part, you may still submit an appeal to the Minister for National Development for his consideration.

## 8. General

- a) Please note that each planning application is entitled to only **one** waiver request for deliberation by the DGWC, unless the DGWC requests for additional briefings/submissions while considering the request. DGWC's deliberation is applicable only to the specific request submitted for its consideration and does not set the precedence for any other waiver requests or development applications.
- b) If you have any queries on the DGWC, please do not hesitate to call our DCD Customer Service Hotline at Tel: 6223 4811.