

SUBMISSION REQUIREMENTS CHECKLIST

1. Write-Up with Appropriate Illustrations

Overall Night Lighting Concept

- a. Please describe the overall building type and use, and the architectural concept adopted for the building in response to the uses within the development and the surrounding context. Please also explain how the architectural concept is expressed in terms of the overall plan, building form and design of the façades and roof areas.
- b. Please describe the broader night lighting concept and how it enhances and complements the architectural concept for the building.

Detailed Night Lighting Proposals

- c. Please describe the detailed night lighting proposal for the building. In particular, how the night lighting proposal relate to the specific uses within the development and the architectural design of developments.
- d. Please provide a summary of the lighting proposal using the format provided in [Appendix 5](#) for the URA to include in the Night Lighting website once the lighting proposal is approved.

2. Drawings

- a. Please provide detailed drawings showing the proposed locations of all the proposed light fittings to achieve the desired overall night lighting concept and accentuate the architectural design of the façades and roof areas.
- b. The detailed drawings should include mounting details to illustrate how all the different lighting fixtures are integrated into the architectural detailing of the façades and roof areas. All night lighting fixtures should, as far as possible, be integrated with the external building elements/façades/special architecture features.
- c. Please also submit details to illustrate the measures taken in the choice and placement of the light fittings to ensure that they do not result in light spillage or trespass into the building or the adjacent developments.

3. Rendered Perspectives

- a. Please provide rendered perspectives of each of the building to illustrate the night lighting from street level from the main approaches to the façade.
- b. Additional views of the detailed lighting proposal at each of the individual zones of the building may be provided to further illustrate specific features of the proposal.

4. **Technical Information**

- a. Please provide illustrations of each of the light fittings together with their full technical specifications. Please also provide reasons for your selection and how the proposed fittings best achieves the desired overall lighting concept.
- b. Please refer to [Appendix 2 - Table A](#) and provide relevant information on the proposed lighting specifications. Please use [Appendix 2 - Table A](#) to declare your compliance with the guidelines. Where the proposal deviates from the guidelines, please provide justifications for your alternative proposal, in relation to the architectural and night lighting concept, for our evaluation and consideration.
- c. Please indicate the quantity of light fittings on the lighting layout plans.
- d. Please illustrate how the glare to the surrounding buildings is minimised.
- e. Please indicate the energy efficiency for the proposed external lighting. Please note that you are to ensure that the efficiency is to be equal to or less than 5 Watts per sqm.

5. **For Clearance of Completed Works**

- a. The night lighting Installations are to be implemented according to the approved plans and verified and endorsed by the URA under the Planning Act. URA's clearance of the completed Lighting Installation is required before the Commissioner of Building Control issues the Temporary Occupation Permit (TOP) or Certificate of Statutory Completion (CSC) (in the event the TOP is not required).
- b. The building owner is to submit confirmation of the completed works to URA to seek URA's clearance of the completed Lighting Installation. The standard processing time to evaluate and approve a complete and compliant submission is about 4 weeks. Please note that a longer processing time may be required if the submission is incomplete or not in order. The Applicant is to ensure sufficient lead time is allowed to secure the clearance prior to applying to the Commissioner of Building Control for TOP / CSC.
- c. The submission is required to include accurately labeled photographs (in .pdf file format) showing the completed Lighting Installations. URA will evaluate the photographs submitted and, if necessary, arrange for a site inspection before issuing the clearance letter for the completed works.
- d. Applicants are also required to declare upfront to the Commissioner of Building Control at the point of application for TOP or CSC (in the event the TOP is not required), that URA's clearance is required for Lighting Installations before issuance of TOP, or CSC (in the event the TOP is not required).