

EDAform User Guide

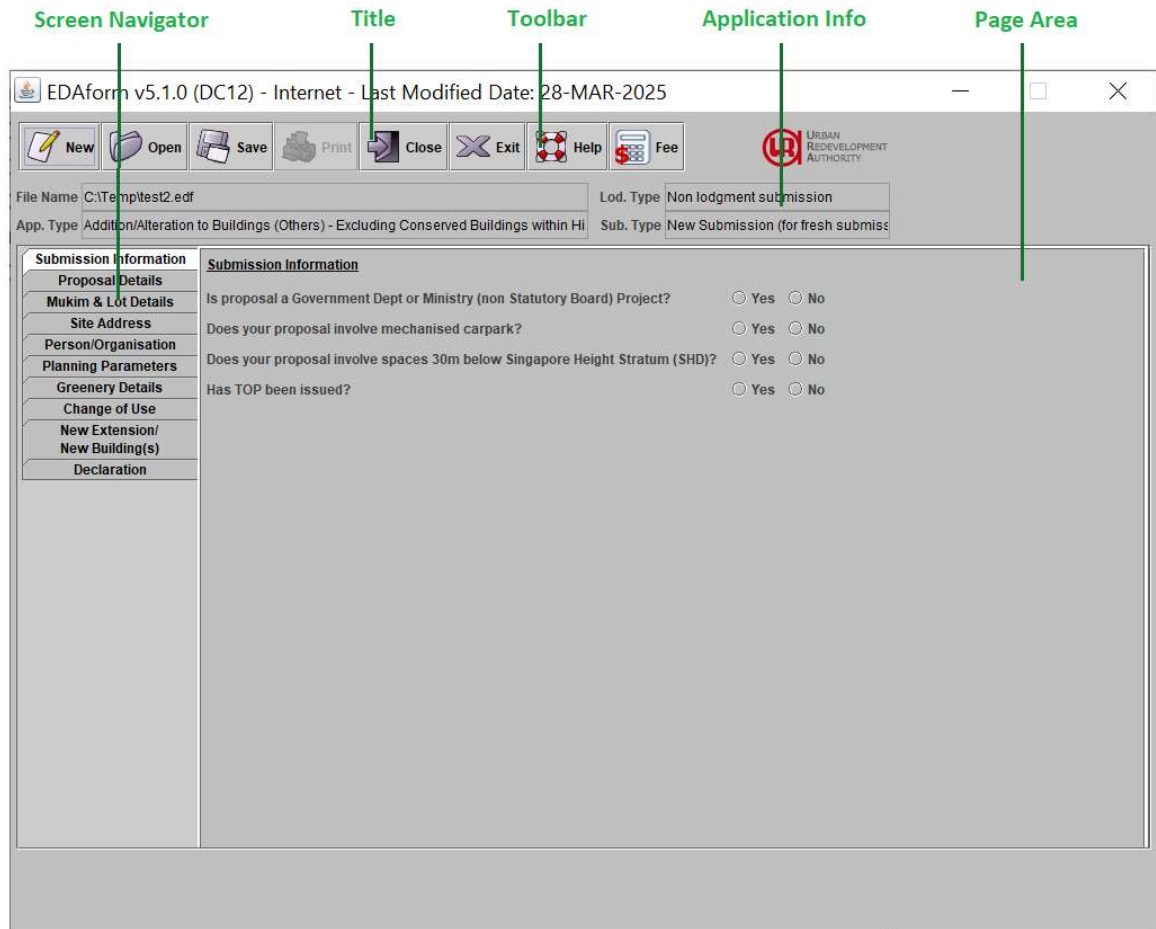
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Version: **5.2.0**
Last Updated: **26 Mar 2026**

1. Overview

The following gives you an overview of the screen components in EDAform:



Title








The title will show the type of DC form, submission mode and last modified date for the current session.

e.g: EDAform (DC12) - Internet : 01-Mar-2025

Toolbar

The toolbar consists of nine buttons with representative action icons. You may notice certain buttons are grayed out. It denotes that the function is currently unavailable. For instance, if the 'Print' button is grayed out, it means that you have yet to save the form and there is no available information for printing.

Button Icon	Button Name	Description
	New	Click on the 'New' button to create a fresh development application form.
	Open	Click on the 'Open' button to open an existing development application form.

Button Icon	Button Name	Description
	Save	Click on the 'Save' button to save the development application form.
	Print	Click on the 'Print' button to launch the web browser which acts as print preview function. The browser will display a consolidated preview of your application form. You should then "print" the form from your web browser.
	Close	Click on the 'Close' button to close the current development application form and return to main page.
	Exit	Click on the 'Exit' button to exit the EDAForm program.
	Help	Click on the 'Help' button to launch the web browser which will provide access to the online help. The online help provides the access to download the installation guide and this user guide, explanatory notes on EDAform and other EDA related information. This function requires access to the Internet.
	Fee	Click on the 'Fee' button to launch the web browser which will provide the access to the online fee calculator. This function requires access to the Internet.
	URA Logo	Click on the 'URA Logo' to check the version of the EDAform program.

Application Info

Application Info displays the information of the current development application form.

File Name	Filename and location of the current development application form.
App Type	Application type.
Lod. Type	Lodgment Type, e.g. Residential, HDB, etc. if it is a lodgment form.
Sub. Type	Submission Type: New Submission or Resubmission

Screen Navigator

Screen Navigator displays the different types of screens for this development application form. Click on the screen tab to display the relevant screen on the page area.

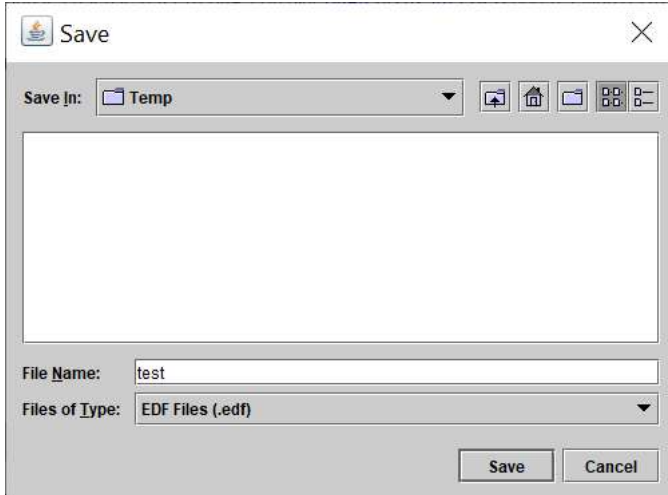
Page Area

Page area displays the input fields for each screen. The fields are different from screen to screen and may also be different with different application types.

2. Creating a New Development Application Form

To create a new development application form, follow the steps below:

1. Click on the 'New' button at the toolbar.

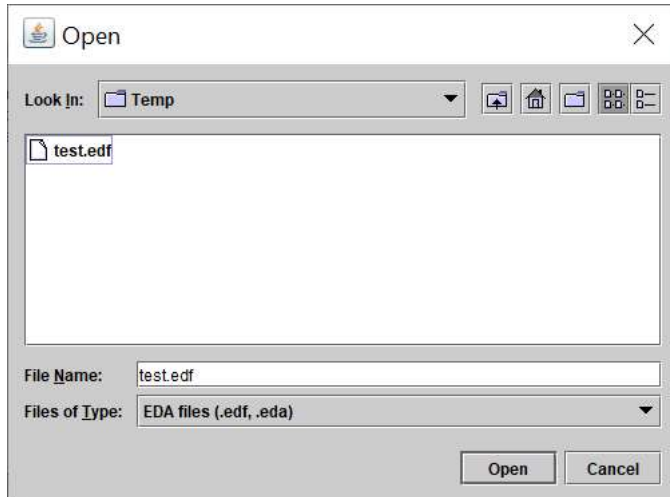


2. You will be prompted to specify the file name of the new application form in the dialog box.
3. Choose the directory where you want to save your application form at the 'Save in' dropdown list if necessary. By default, your application form will be saved at the C:\Program Files\edaxf\My Projects\ directory.
4. Specify the filename at the 'File Name' field. (Note: it is not necessary to specify the file extension; system will automatically append the extension **.edf** to your filename).
5. Click 'Save' button on the dialog box. A new application form will be created according to the filename you have specified.
6. The [Type of Application Information](#) screen will appear. Fill in the application type information and click on the 'OK' button. Once you have clicked on the 'OK' button, you will not be able to make any modification to the 'Type of Application Information' screen. If you have made any mistakes, e.g. selecting a wrong application type, you can restart by creating a new application form again. Please refer to 'Type of Application Information' screen on how to fill in the screen.

3. Opening an Existing Development Application Form

To open an existing development application form, follow the steps below:

1. Click on the 'Open' button at the toolbar.



2. You will be prompted to specify the file name of the application form you wish to open in the dialog box.
3. Choose the directory where your application form is located from the 'Look in' dropdown list.
4. Choose the file to open and click 'Open' button on the dialog box.
5. Note: you can open only one application form at any time.

4. Saving a Development Application Form

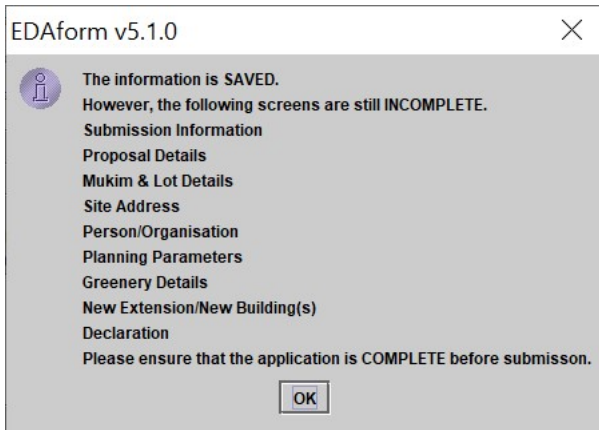
To save a development application form, follow the steps below:

1. Click on the 'Save' button at the toolbar.
2. You will be prompted if there are errors detected, e.g. a mandatory field is not entered at a certain screen.

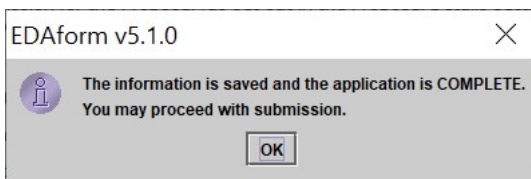
Note: you will be prompted only when you have entered some data for certain screen(s) and did not complete it or entered incorrectly. You have to correct the mistakes before you can save your form.

The screenshot displays the EDAform v5.1.0 application window. The title bar reads 'EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025'. The toolbar includes icons for New, Open, Save, Print, Close, Exit, Help, and Fee. The application is running in Internet Explorer. The main form area is titled 'Site Address' and contains the following fields: S/No (1), Building Name (BUILDING NAME), Road Name (empty), House/Block No (empty), Unit No (empty), Level (empty), and Postal Code (empty). A modal dialog box titled 'EDAform v5.1.0' is overlaid on the form, displaying an error message: 'Road Name : Field is Mandatory'. The dialog box has an 'OK' button. The background form is partially obscured by the dialog box.

3. If there is no error and you did not complete all mandatory screens, a prompt (see below) will be displayed to inform you that the information is saved, but certain screens are not complete.



- 4 If there is no error and you have completed all the mandatory screens, you will get the following message.



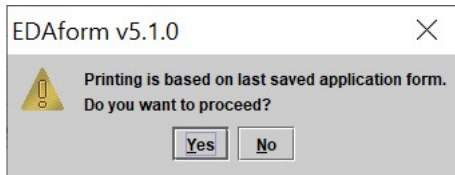
Please ensure that you get the above message when saving your form so that your application will not be rejected by URA for incomplete form submission.

- 5 Note: You are advised to save the application form after filling in information for each screen.

5. Printing a Development Application Form

To print a copy of the development application form, follow the steps below:

1. Click on the 'Print' button at the toolbar.
2. You will see the following message.



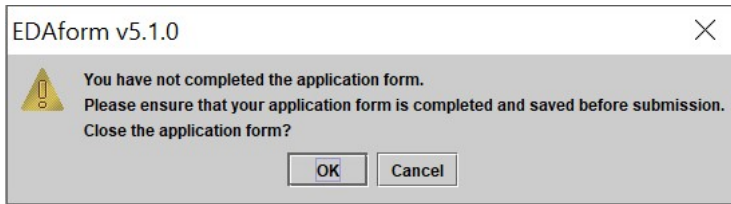
This is to inform you that your printed form is based on the saved application form. If you have not saved your application form, you should cancel the printing and use the 'Save' button at the toolbar to save first before printing.

3. Click 'Yes' to print the form. The system will generate the print out in an html page using your web browser. You may then print from your browser for your own record or for manual submission.
4. Click 'No' to cancel the printing.

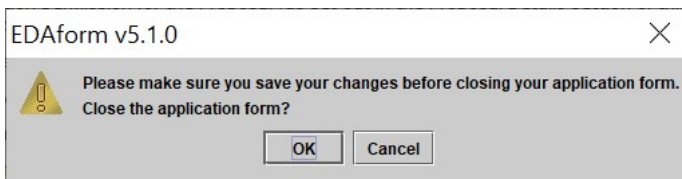
6. Closing a Development Application Form

To close an opened development application form, follow the steps below:

1. Click on the 'Close' button at the toolbar.
Note: This function is available only when an application form is opened.
2. If you have not filled in all the required information, you will be prompted that the form is not complete and asked to confirm whether you want to close the form.



3. If you have filled in all the required information, you will be asked to confirm closing the form only.

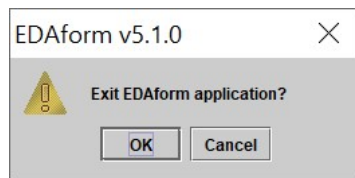


4. Click 'Ok' button to close the form.
5. Click 'Cancel' button to cancel the closing of the form.
6. Note: if you have not saved your application form, you should click 'Cancel' button or you will lose your changes.

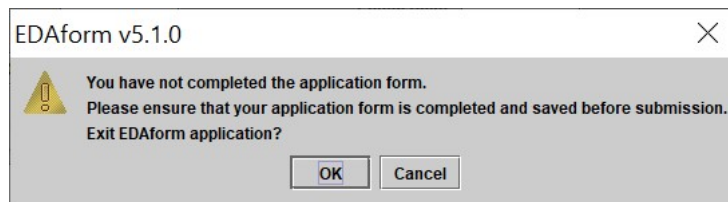
7. Exiting EDAForm

To exit from EDAform application, follow the steps below:

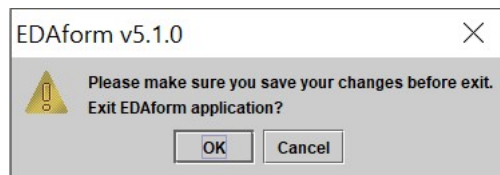
1. Click on the 'Exit' button at the toolbar.
2. If you currently do not have an application form opened, you will be asked to confirm exiting from the EDAform application.



3. If you currently have an application form open and you have not filled in and saved all the required information, you will be informed that the form is incomplete and asked to confirm whether you still want to exit.



4. If you currently have an application form opened and you have filled in all the required information and save your form, you will be asked to confirm the exiting from EDAform application.



5. Click 'Ok' button to exit from EDAform.
6. Click 'Cancel' button to cancel the exit.
7. Note: if you have not saved your application form, you should click 'Cancel' button or you will lose your changes.

8. Online Help

To open the online help file, click on the 'Help' button at the toolbar. You can get the help on the User Guide, Explanatory Notes, etc. You need to have Internet connection to access the online help.

Note: In addition to on-line help, tool tips are also provided where necessary.

9. Fee Calculator

To calculate the processing fee, click on the 'Fee' button at the toolbar to launch the fee calculator. You will need to have an Internet connection to access the fee calculator.

There are two fee calculator functions:

- Form-based fees calculator – this function calculates the fee based on the inputs from user. You will be prompted for the required inputs for fee calculation.
- Fee Calculator for uploaded files – this function calculates the fee based on the application form you created using the EDAform program. You only need to upload your application form and it will return you the required fee amount.

10. Screen - Type of Application Information

The information required on this page differs depending on the type of application form selected.

Enter the information on the screen and click 'OK' button to proceed with creating a new application form. Click 'Cancel' button to cancel creating a new application form.

The screenshot shows the 'EDAform v5.1.0' application window. The title bar includes standard window controls (minimize, maximize, close) and the text 'EDAform v5.1.0'. The menu bar contains icons for New, Open, Save, Print, Close, Exit, Help, and Fee. The main interface features several dropdown menus: 'Application Group', 'Application Type', 'Submission Type', and 'Lodgment Type'. Below these is a 'Total Multiple Development Option' dropdown and a 'Copy information from Previous EDAform' field with a 'Browse' button. At the bottom, there are 'OK' and 'Cancel' buttons. A note box at the bottom left contains the following text:

Note:
Planning application is not required if your proposed works fall under the [Planning Exemption List](#) or under any of the categories below as they are **authorised works**:

1. Erection of covered walkways or linkways at 1st storey to be built by Statutory Boards or Town Councils. (Please refer to circular to relevant Statutory Boards/Town Councils dated 1 Dec 2014)
2. Erection of new structures, or renewal of Temporary Permission for existing structures on land leased from SLA, JTC or HDB, provided the works are in compliance with the lease conditions. (Please refer to Appendix 1 of circular dated 15 May 2017)
3. Change of use of existing building or renewal of Temporary Permission for existing uses on land leased from SLA provided the uses are in accordance with the lease conditions. (Please refer to Appendix 2 of circular dated 15 May 2017)
4. Change of use in HDB commercial premises. (Please refer to circular dated 23 Feb 2011)
5. Installation of monopoles

Application Group

Select the type of application groups.

Application Type

Select the type of application that you want to submit. The list of application types appear is decided by the application group selected.

Submission Type

Select 'New Submission' for fresh submission and fresh amendment submission to Written Permission granted earlier, otherwise select 'Resubmission'. Resubmission should only be selected for following up the submission of a Provisional Permission, a Written Direction, an Advice or Outline Permission.

Lodgment Type

Lodgment Type will be enabled for the selected application type if applicable. Select the type of lodgment for this application.

Total Multiple Development Option

Use this field to make a Multiple Development Option submission. You can submit up to three options (for the same application type) for new erection of buildings, outline application for new erection of buildings, additions and alterations to existing buildings or change of use in a single application.

Enterprise District

- Select 'Yes' if the proposal is for Enterprise District development.
- This will be displayed for certain lodgment type only.

Copy information from previous EDAForm

Browse and select the **edf** file if you want to copy information from the existing EDAform to create a new application form.

11. Screen - Submission Information

The information on this page differs depending on the type of application form selected. The screen below shows only one of the examples. See the explanation below on how to fill in the information.

DC Reference

Enter the DC reference number available for resubmission and amendment cases.

Latest Submission No

For all resubmission applications, record the latest submission number issued in the PP/WD/Advice relevant to the current application, e.g.

Application Type	Sub Type	Sub No	Latest Sub No
New Erection	1 st Submission	160799-24A1 (system-assigned)	(not required)
New Erection	2 nd Submission		160799-24A1 (indicate subm no.)

For the 1st submission for an 'Amendment' application, please record the latest submission of the relevant 'New erection' or 'Additions & Alterations' application.

Application Type	Sub Type	Sub No	Latest Sub No
Amendment	1 st Submission		160799-24A2

For subsequent resubmission of an 'Amendment' application, please record the latest relevant submission details.

Application Type	Sub Type	Sub No	Latest Sub No
Amendment	1 st Submission	160799-24A2-A011 (system-assigned)	160799-24A2 (indicate subm no.)
Amendment	2nd Submission		160799-24A2-A011 (indicate subm no.)

For an 'Extension/Renewal' application, please record the latest submission of the relevant application.

Application Type	Sub Type	Sub No	Latest Sub No
Renewal of WP	1 st Submission		160799-24A2 (indicate subm no.)

Is the proposal a Government Dept or Ministry (i.e. non-Statutory Board) project?

- Select 'Yes' if the proposal is a government project, otherwise select 'No'
- This will be displayed for all types of applications.

Has TOP been issued?

- Select 'Yes' if the TOP has been issued for the project, otherwise select No.

Date of Last TOP issued for the existing development

- Enter the date of Last TOP issued

Is the proposal an en-bloc redevelopment?

- Select 'Yes' if the proposal is an en-bloc redevelopment

Does your proposal involve mechanized carpark?

- Select 'Yes' if the proposal involves mechanized carpark

Does your proposal involve spaces 30m below Singapore Height Stratum (SHD)?

- Select 'Yes' if the proposal involves spaces 30m below SHD

Has foundation/piling/conservation works commenced?

- Select the status of the works commenced.

No. of Extensions for this project

- Indicate the number of extension for current application.
- This is a 2-digit field. Please record with leading 0 if value is between '1' to '9' e.g.
 - 01 for 1st extension
 - 03 for 3rd extension

Reason unable to complete the project

- Enter the reason for being unable to complete the project.

Written Permission Details – DC Reference

- Enter the DC Reference specified in the Written Permission of the additions & alterations to existing or proposed monuments.

Written Permission Details – Submission No

- Enter the Submission No specified in the Written Permission of the additions & alterations to existing or proposed monuments.

Written Permission Details – Date of Written Permission

- Enter the Written Permission Date specified in the Written Permission of the additions & alterations to existing or proposed monuments.

12. Screen - Proposal Details

The information on this page differs depending on the type of application form selected. The screen below shows only one of the examples. See the explanation below on how to fill in the information.

Is proposal for a condominium?

- Select 'Yes' if the proposal is a condominium development, otherwise select 'No'.
- This will not be displayed for conservation applications.

Are you applying for approval for work/use that have already been built or carried out?

- Select 'Yes' if the proposal is for work/user that that have already been carried out, otherwise select 'No'.

Does your proposal affect any of the land extensive development listed in the Fee Schedule?

- Select 'Yes' if the proposal is for land extensive development.
- This will not be displayed for conservation applications.

Proposal Description

- Please record the title of the development proposal (max. 255 characters).
- If field size is insufficient, use common abbreviation to shorten the proposal description as shown in the examples below:

Application Type	Storey Height (if applicable)	Broad Use	Detailed Use
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Erection ¹ of	- a 4-storey(with basement) - 2 block of 16- storey	shops/flats building office building light industrial building (multi-users)	with shops at first storey and the 2 nd to 4 th storey, and a basement carpark.
A/A ² to the existing	- 8-storey - 3-storey (with attic)	warehouse building (single user) office building semi-detached dwelling house	involving extension to the first storey and conversion of the 2 nd storey to office.

Notes:

The submission description provided should be similarly described in the title block of your submitted plans.

1. Except for landed residential building where detailed use is not required. E.g. "Erection of 10 units of 2-storey detached dwelling house (with basement)".
2. Except for minor A/A to residential building where only building height and form are required to be described. E.g. A/A to the existing 2-storey (with basement) detached dwelling house with an attic.

For condominium or mixed residential cases, a preamble is necessary before the description. E.g. "Proposed condominium/ landed housing development comprising erection of".

Examples of Submission Description Menu

Submission Description	Remarks
Erection of a #-storey ? development comprising # block(s) of #-storey building(s) with ?	Non-residential development.
Erection of # units of #-storey detached/semi-detached/terrace dwelling house each with ?	For landed housing devt.
Proposed? housing development comprising the erection of # blocks of #-storey flats/apartments/units (total # units) with ?	For other residential devt.
Erection of a #-storey factory/warehouse development (multi-users)/(single user) with ancillary ?	For industrial development.
Amendment to the Approved erection of #-storey of ?	Amendment to new erection
Addition/Alteration to the existing #-storey ? development involving extension/conversion/alteration to the?	For Additions/Alterations
Addition/Alteration to the existing #-storey ? building and change of use on #-storey to ?	For Additions/Alterations to conservation buildings
Addition/Alteration to the existing #-storey ? building and change of use on #-storey to ?	For Additions/Alterations to national monuments
Amendment to the Addition/Alteration to the existing #-storey ?	Amendment to Addition/Alteration

Submission Description	Remarks
Amendment to the Addition/Alteration to the existing #-storey ?	Amendment to Addition/Alteration to conservation buildings
Amendment to the Addition/Alteration to the existing #-storey ?	Amendment to Addition/Alteration to national monuments
Addition/Alteration to the existing #- storey detached/semi-detached/terrace dwelling house involving extension/conversion/alteration to the ?	For Addition/Alteration to landed housing development
Extension of Temporary Permission for Addition/Alteration to the existing #-storey ? building	Extension of Temporary Permission for A/A
Extension of Written Permission for the approved addition/alteration to the existing #- storey ? building and change of use on #- storey ?	Extension of Written Permission for addition/alteration to conservation buildings
Extension of Written Permission for the approved addition/alteration to the existing #- storey ? building and change of use on #- storey ?	Extension of Written Permission for addition/alteration to national monuments
Change of Use of the #-storey Unit # ? of the #-storey building from ? to ?	Change of Use/Change of Use for Retention.
Change of Use/Retention of the #-storey Unit # ? of the #-storey building from ? to ?	Change of Use of conservation buildings
Change of Use/Retention of the #-storey Unit # ? of the #-storey building from ? to ?	Change of Use of national monuments
Continued Use of the #-storey Unit #? Of the #-storey building from ? to ?	Temporary Permission for Continued Use of Premises.
Continued use of the #- storey Unit #? Of the #-storey building from ? to ?	Extension of Temporary Permission for change of use of conservation buildings
Continued use of the #- storey Unit #? Of the #-storey building from ? to ?	Extension of Temporary Permission for change of use of national monuments
Subdivision of land of the #-storey ? development into ? plots	Subdivision of land
Amendment to Approved Subdivision of land of the #-storey ? development into ? plots	Amendment to Subdivision of land
Strata Subdivision of ? blocks of #-storey building/s into ? strata units	Strata Subdivision of land
Amendment to Strata Subdivision of ? blocks of #-storey building/s into ? strata units	Amendment to Strata Subdivision of land
Subdivision & Strata Subdivision of land/building of the #-storey ? development as follows:	Subdivision & Strata Subdivision of land/building

Submission Description	Remarks
Amendment to Subdivision & Strata Subdivision of land/building of the #-storey ? development as follows;	Amendment to Subdivision & Strata Subdivision of land/building
Proposed demolition of ? block of #-storey ? building	Demolition of building
Proposed earthworks to be carried out at ?	Earthworks
Extension of Provisional Permission for ?	Extension of PP
Proposed Outline Application for Erection of #-storey ? development/Addition & Alteration to the existing #-storey ?	Outline Application for New Erection
Proposed Outline Application for Addition & Alteration to the existing #-storey ?	Outline Application for A/A
Extension of Written Permission for the Approved Erection of #-storey ? development	Extension of Written Permission
Minor Amendment to Approved Erection/Addition & Alteration of the #-storey ? development/building	For minor amendment to Approved layout.

Submission description is auto populated in the field. Edit the submission description as follows:

- # -- fill in the No. of storey proposed
- ? -- fill in the type of development proposal, e.g. Residential or Commercial.

Details of Changes

- Provide detailed information on the proposed amendments in the caption of the development proposal.
- If field size is insufficient, use common abbreviation to shorten the proposal description.
- Please follow the sample below:
 1. Relocation of guard house.
 2. Conversion of the part of the store at 2nd storey to office.
 3. Reposition of internal partitions.

Type of Foreign Workers Dormitory

- Select type of foreign workers dormitory if applicable

No. of Beds for Foreign Workers

- Enter the number of beds for foreign workers if applicable.

Commencement Date

- Enter the commencement date in terms of months after the written permission has been issued.

Duration of Construction

- Enter the duration of construction (in months).

13. Screen - Mukim & Lot Details

EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission
App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi Sub. Type: New Submission (for fresh submiss)

MK/TS	MK/TS Number	Lot Number*	Part Lot Indicator	Click to Delete
<input type="radio"/> MK <input type="radio"/> TS			<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

* Examples of valid Lot Number format are 08455C, 99053W, etc.
Only new lot number format is accepted. If you have the old lot format e.g. TS24 Lot 33-1, please visit the service at <https://www.inlis.gov.sg/LotConverter/LotConv.aspx> to convert to new format.

OK Delete Add Rows

1. Select 'MK/TS', enter the 'MK/TS Number', 'Lot Number' and select 'Part Lot indicator '
2. To add a new row for entering Mukim/Town Subdivision record, click on the 'Add Rows' button. A new empty row will appear.
3. To edit the existing record, just modify whatever values on the screen.
4. To accept the changes, adding new record(s) and modify the exiting record(s), click 'OK' button to save the changes.
5. To delete an existing record, tick the checkbox 'Click to Select' on the row of the record to be deleted and click the 'Delete' button.

MK/TS

- Select the MK/TS type of the subject site.
- This field is mandatory

MK/TS Number

- Enter the MK/TS number.
- This is a 2-digit field. Please record with leading 0 if value is between '1' to '9'.
e.g. 07, 24
- This field is mandatory.

Lot Number

- Lot number refers to legal survey lot number.
- Only new lot number format is accepted
- This field is mandatory.

Part Lot Indicator

- Please select 'Yes' if the subject site covers only part of the lot, otherwise select 'No'.
- This field must be completed if the lot number field is filled.
- This field is mandatory.

e.g.

MK/TS	MK/TS Number	Lot No	Part Lot Indicator
MK	02	24	Yes
TS	17	13-97	No

14. Screen - Site Address

Please enter the official address(es) of the subject site if there is/are address(es). The address(es) or house/unit numbers must be entered for Addition/Alteration and Change of Use applications, if available.

The screenshot shows a web browser window titled "EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025". The application interface includes a menu bar with options: New, Open, Save, Print, Close, Exit, Help, and Fee. The file name is "C:\Temp\test.edf" and the application type is "Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within HI". The lodgment type is "Non lodgment submission" and the submission type is "New Submission (for fresh submiss)".

The main form is titled "Site Address" and contains the following fields:

- S/No: 1
- Building Name: [Text Input]
- Road Name: [Text Input]
- House/Block No: [Text Input]
- Unit No: [Text Input]
- Level: [Text Input]
- Postal Code: [Text Input]


Below the form are buttons for "OK", "Cancel", "Add", "Edit", "Delete", and navigation arrows. A note states: "If you are unable to provide site address, please describe the location below: Locality Description (limit to 255 characters)". A large text area is provided for this description.

1. Enter the information for the Site Address and click on the 'OK' button to add the record.
2. Click on the 'Cancel' button to abort the action.
3. To edit an existing site address record, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button
4. To add a new site address record, click 'Add' button. The S/No will be incremented. Enter information and click 'OK' button.
5. To delete an existing site address record, click on the 'Delete' button.
6. Click on the '<<' button to view the first site address record.
7. Click on the '<' button to view the previous site address record.
8. Click on the '>' button to view the next site address record.
9. Click on the '>>' button to view the last site address record.

Building Name

- Record the name of the building for the development site, if available.
- Please spell it in full, e.g. International Plaza.

Road Name

- Record the 'Road Name' from the list provided in the system
- To search for a road name, you may:
 - Click on the  image to bring up the Road Search function and type in 1st few characters of the road name to search or
 - If the road name to be recorded is not found in the list (e.g., new road yet to be listed), record it in the 'Locality Description' field as an additional information. Refer to Locality Description for example.

House/Block No

- Record 'House/Block Number' without prefix such as 'Blk', 'Hse No', or 'No'. E.g. for Blk 205 record as 205
- Omit full stop '.', dash '-' or space between numeric and alpha character. E.g.
for House No 5-A record as 5A
for House No 34 C record as 34C
for Blk No 8.H record as 8H
- Each record refers to a single address not to a range. E.g.
for House No 5 -9 Outram road (odd) please create three records as below.

Road Name	House/Blk Number
OUTRAM ROAD	5
OUTRAM ROAD	7
OUTRAM ROAD	9

- Each house no or block number should be tied to just one "Road Name", and should not be recorded as Outram Road 5, 7, 9.

Level

- Record the storey level within a building.
- Record the 'Level Number' without the # sign. E.g. for #09, record as 09 i.e. without the # sign.

Unit No

- Each house no or block number should be tied to just one "Road Name", and should not be recorded as Outram Road 5, 7, 9.
- Record the individual unit on a particular level within a building. E.g. for #09-03 record as 03 i.e., the characters after the dash '-' sign.

Postal Code

- Record the 6 digits postal code.

Locality Description

- Record any information regarding the address/location of the proposed development site that cannot be recorded under 'Lot Number' or 'Road Name' in this field.

E.g.
Plot A3013 (JTC land)
Part of Road Reserve
Off Upper Changi Road

The following shows another sample of the site address screen. It is for change of use lodgment application only.

EDAform v5.1.0 (DC27) - Internet - Last Modified Date: 28-MAR-2025

New Open Save Print Close Exit Help Fee

File Name C:\Temp\test.edf Lod. Type Lodgment for Change of Use

App. Type Change of Use (excluding Conserved Buildings within Historic Districts & Resider Sub. Type New Submission (for fresh submiss

Submission Information

Site Address

Lodgment Category

S/No 1

Road Name

Building Name

House/Block No Unit No

Level Postal Code

OK Cancel Add Edit Delete << < 1 of 1 > >>

Lodgment Category

- Select the lodgment category to indicate the type of lodgment.
- Different lodgment category will give a different view for the site address. E.g. if you select 'Commercial Building', the list of address and buildings applicable for lodgment will be listed.

Development Type

- Select the development type to indicate the type of development.
- This field is only applicable for child care centre, kindergarten and student care centre.

15. Screen - Site Address & Change of Use (for Conservation Buildings within Historic Districts or Residential Historic Districts applications)

Please enter the official address(es) and the change of use information of the subject site.

EDAform v5.1.0 (DC2) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf Lod. Type:

App. Type: Change of Use of Conserved Buildings within Historic Districts & Residential Hist Sub. Type: New Submission (for fresh submiss)

Site Address & Change of Use

Site No: 1

Building Name:

Road Name:

House/Block No: Postal Code:

Level (Storey)	Unit No	Present Use/ Present Use GFA	Proposed Use/ Proposed Use GFA
<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)

If this address involves more than one level, please click "Add Level or Unit" and record details for each level.
For roof mezzanine, please type "ATT".

Use Start Date: (DD-MON-YYYY)

Total Present Use GFA: (sq.m) Total Proposed Use GFA: (sq.m)

<< < 1 of 1 > >>

If it involves more than one address, please click "ADD" and record details for the next address and repeat the above, if necessary.

1. Enter the building information of the Site Address.
2. Enter the storey/unit no and the change of use information of that storey/unit
3. To add more storey/unit, click 'Add Level or Unit' button. This will create a new empty record.
4. To delete the storey/unit and the change of use information, click the image besides the record.
5. Click on the 'OK' button to add the site address record.
6. Click on the 'Cancel' button to abort the action.
7. To edit an existing site address record, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button.
8. To add a new site address record, click 'Add' button. The Site No will be incremented. Enter information and click 'OK' button.
9. To delete an existing site address record, click on the 'Delete' button.

10. Click on the '<<' button to view the first site address record.
11. Click on the '<' button to view the previous site address record.
12. Click on the '>' button to view the next site address record.
13. Click on the '>>' button to view the last site address record.

Refers to [Screen – Site Address](#) for the address fields.

Present Use (Use Type)

- Select the present use of land/building by choosing the appropriate use from the list provided in the system.
- If there is more than one use, select the predominant use.

Proposed Use (Use Type)

- Select the proposed use of land/building by choosing the appropriate use from the list provided in the system.
- If there is more than one use, select the predominant use.

Present Use GFA

- Record the GFA (in sq m) Present Use recorded in the previous field.

Proposed Use GFA

- Record the GFA (in sq m) for the Proposed Use recorded in the previous field.

Use Start Date (When use started?)

- Please indicate when the use started.

E.g.:

- 5/MAY/1999 for 5th May 1999
- 12/JUL/1999 for 12th July 1999

Total Present Use GFA

- Display the total present use GFA (in sq m) recorded for the building.
- The total present use GFA will appear as the approved current submission GFA in the Site Details screen (for conservation).

Total Proposed Use GFA

- Display the total proposed use GFA (in sq m) recorded for the building.
- The total proposed use GFA will appear as the overall current submission GFA in the Site Details screen (for conservation).

16. Screen - Person/Organisation

Use this screen to enter the particulars of a person or organisation and their roles for this application. The description below provides the information on how to enter the fields on the screen.

EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission

App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi Sub. Type: New Submission (for fresh submiss)

Person/Organisation

S/No: 1

Move roles to the right to assign role to the person or organisation

Available Roles:

- Agent (i.e. QP firm)
- Applicant (Developer)
- Architect
- Engineer
- Lessee

Assigned Roles:

Name: QP Registration No:

Road Name: House/Block No:

Building Level: Unit No:

Postal Code:

Email: Handphone No:

Telephone No: Extension:

Save profile Load Profile Contact Details

OK Cancel Add Edit Delete << < 1 of 1 > >>

1. Enter the information for the person organisation and click on the 'OK' button to add the record. Note that Payer role and other roles have to have separate records.
2. Click on the 'Cancel' button to abort the action.
3. To edit an existing person organisation record, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button
4. To add a new person organisation record, click 'Add' button. The S/No will be incremented. Enter information and click 'OK' button.
5. To delete an existing person organisation record, click on the 'Delete' button.
6. Click on the '<<' button to view the first person organisation record.
7. Click on the '<' button to view the previous person organisation record.
8. Click on the '>' button to view the next person organisation record.
9. Click on the '>>' button to view the last person organisation record

You may wish to click on the 'Save Profile' button to save the particulars currently entered for subsequent use. Once the particulars are saved, you can click on the 'Load Profile' to load it back when filling a new EDAform later.

Name

- Record the name of the company, e.g. M/s ABC Pte Ltd or name of the person unless company is not available e.g. Mr. ABC.
- The name must refer to at least **one** person or establishment. Please remember to record the name of the contact person.

QP Registration No

- Record the QP Registration Number if the person is an Engineer, Architect or Surveyor.

Road Name

- Record 'Road Name' refers to the address of person/ establishment.
- Please refer to Site Address Details on how to search for the road name.

House /Block No

- Record 'House / Block Number' refers to the addresses of person/establishment.
- Please record as:
E.g.
Blk 81 record as 81
No 25 record as 25
No 33A record as 33A

Building Level

- Record 'storey level' refers to the address of the person/establishment.
- Please record as:
E.g.
#51-05 record as 51-05
#05-10 record as 05-10

Unit No

- Record 'Unit number' refers to the address of person/ establishment.
E.g.
02
772

Postal Code

- Record the 6 digits postal code refers to the address of the 'Name' of person/establishment.

E-mail Address

- Record the internet e-mail address to be used for any queries or correspondence, if available.
- Note: For applications made under EDA, you must complete this field to enable us to convey any decision to you.

Telephone No

- Record the 'Telephone Number' referring to the person/ establishment to be used for any queries.

Extension

- Record the 'Telephone Extension Number' referring to the person/ establishment to be used for any queries, if any.

Handphone

- Record the 'Handphone Number' referring to the person/ establishment to be used for any queries, if any.
- Note: This is also to allow us to notify you via SMS of any e-mail decision sent to you

Roles of Person/Organisation

- Refers to the 'Role Type' applicable to the Name recorded in the preceding 'Name' field.
- Select the appropriate Role Type from the list provided. This field must be filled if 'Name' in the preceding field is filled.
- If there are more than one role type for the name recorded, please select the next role type and click the >> button again.
E.g. M/S ABC Company could be the applicant/developer, payer and owner.
- "Applicant/Developer" means the person, firm or corporation making a development application to the Competent Authority under the Planning Act 1998 or any rules made thereunder.
- "Agent" means the person, firm or company submitting the development application on behalf of the Applicant/Developer. If the submission is submitted by Applicant/Developer without an agent, please record the agent's details with the applicant/developer details.
- "Payer" means the person making the payment for the processing fee of the development application to URA. Receipts will be issued to payer

NB:

- Please note that role types "Applicant/Developer" and "Owner" must be recorded in the application.
- For lodgment, a QP & QP Reg. No. must be entered as agent and architect/engineer/surveyor.

17. Screen – Planning Parameters

Use this screen to record the site details information.

Screen for Planning Parameters for Amendment and Additions and Alteration Applications

EDAform v5.2.0 (DC12) - Internet - Last Modified Date: 24-MAR-2026

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission
 App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi Sub. Type: New Submission (for fresh submis:

Submission Information		Planning Parameters			
Proposal Details		Site Details			
Mukim & Lot Details		Broad Land Use: <input type="text"/>			
Site Address		Site Area: <input type="text"/> (sq.m)	State Land: <input type="text"/> (sq.m)		
Person/Organisation		No. of Conserved Units: <input type="text"/>	GFA to be conserved: <input type="text"/> (sq.m)		
Planning Parameters		No. of Storey Plans affected by Works to existing building: <input type="text"/> ?			
Greenery Details					
Change of Use					
New Extension/ New Building(s)					
Declaration					
Guide on Development/ Detailed Use					
		Approved	+ Inc / Dec	= Overall	
	Total GFA	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)	
	Proposed GPR	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Total GFA (excl. Bonus GFA)	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)	
	Proposed GPR (excl. Bonus GFA)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Total Bonus GFA	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)	
	Building Height	<input type="text"/> (m SHD)	<input type="text"/> (m SHD)	<input type="text"/> (m SHD)	
	Site Coverage	<input type="text"/> (%)	<input type="text"/> (%)	<input type="text"/> (%)	
	Communal Open Space	<input type="text"/> (%)	<input type="text"/> (%)	<input type="text"/> (%)	
Development and Detailed Use					
	Development Use	<input type="text"/>			Help

i.e. Breakdown of Use Groups in the development

EDAform v5.2.0 (DC12) - Internet - Last Modified Date: 24-MAR-2026

New Open Save Print Close Exit Help Fee

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission

App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi Sub. Type: New Submission (for fresh submis:)

Submission Information

Proposal Details

Mukim & Lot Details

Site Address

Person/Organisation

Planning Parameters

Greenery Details

Change of Use

New Extension/
New Building(s)

Declaration

Guide on Development/
Detailed Use

Development and Detailed Use

Development Use: [Help](#)

i.e. Breakdown of Use Groups in the development

	Approved	+ Inc / Dec	= Overall
Use GFA	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)
Use Quantum	<input type="text"/> (%)	<input type="text"/> (%)	<input type="text"/> (%)

Detailed Use [Help](#)

	Approved Use GFA/ Use Quantum	Inc/Dec Use GFA/ Use Quantum	Overall Use GFA Help (excl. Bonus GFA)/ Use Quantum (out of max. 100%)	No. of Units
<input type="text"/>	<input type="text"/> (sq.m) <input type="text"/> (%)	<input type="text"/> (sq.m) <input type="text"/> (%)	<input type="text"/> (sq.m) <input type="text"/> (%)	<input type="text"/>

i.e. Breakdown of uses within each Use Group

Use GFA - Common areas shall be attributed based on GFA apportionment rules.

Bonus GFA Incentives

	Approved Bonus GFA/ Use Quantum	Inc/Dec Bonus GFA/ Use Quantum	Overall Bonus GFA/ Use Quantum (out of Total GFA before Bonus GFA)
<input type="text"/>	<input type="text"/> (sq.m) <input type="text"/> (%)	<input type="text"/> (sq.m) <input type="text"/> (%)	<input type="text"/> (sq.m) <input type="text"/> (%)

- 1 Enter the information for the site details, click on the 'I' icon at the 'No of Storey Plans affected by Works to existing building' to declare.
- 2 Click on the 'OK' button to add the record.
- 3 Click on the 'Cancel' button to abort the action.
- 4 To edit an existing site details record, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button.
- 5 To add a new site details record, click 'Add' button. The Site No will be incremented. Enter the information and click 'OK' button.
- 6 To delete an existing site details record, click on the 'Delete' button.
- 7 Click on the '<<' button to view the first site details record.
- 8 Click on the '<' button to view the previous site details record.
- 9 Click on the '>' button to view the next site details record
- 10 Click on the '>>' button to view the last site details record.

Screen for Site Details for New Erection Applications

EDAform v5.2.0 (DC3) - Internet - Last Modified Date: 24-MAR-2026

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission

App. Type: New Erection (including Reconstruction to Landed Housing) Sub. Type: New Submission (for fresh submis:)

Submission Information

Planning Parameters

Site Details

Broad Land Use:

Site Area: (sq.m) State Land: (sq.m)

No. of Conserved Units: GFA to be conserved: (sq.m)

Total GFA: (sq.m) Proposed GPR:

Total GFA (excl. Bonus GFA): (sq.m) Proposed GPR (excl. Bonus GFA):

Total Bonus GFA: (sq.m) Building Height: (m SHD)

Site Coverage: (%) Communal Open Space: (%)

Development and Detailed Use

Development Use: [Help](#)

i.e. Breakdown of Use Groups in the development

Use GFA: (sq.m) Use Quantum: (%)

Detailed Use Help	Use GFA Help (excl. Bonus GFA)	Use Quantum (out of max. 100%)	No. of Units
<input type="text"/>	<input type="text"/> (sq.m)	<input type="text"/> (%)	<input type="text"/>

i.e. Breakdown of uses within each Use Group *Use GFA - Common areas shall be attributed based on GFA apportionment rules.*

EDAform v5.2.0 (DC3) - Internet - Last Modified Date: 24-MAR-2026

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission

App. Type: New Erection (including Reconstruction to Landed Housing) Sub. Type: New Submission (for fresh submis:)

Submission Information

Greenery Details

Total GFA (excl. Bonus GFA): (sq.m) Proposed GPR (excl. Bonus GFA):

Total Bonus GFA: (sq.m) Building Height: (m SHD)

Site Coverage: (%) Communal Open Space: (%)

Development and Detailed Use

Development Use: [Help](#)

i.e. Breakdown of Use Groups in the development

Use GFA: (sq.m) Use Quantum: (%)

Detailed Use Help	Use GFA Help (excl. Bonus GFA)	Use Quantum (out of max. 100%)	No. of Units
<input type="text"/>	<input type="text"/> (sq.m)	<input type="text"/> (%)	<input type="text"/>

i.e. Breakdown of uses within each Use Group *Use GFA - Common areas shall be attributed based on GFA apportionment rules.*

[Add Detailed Use](#)

Bonus GFA Incentives	Bonus GFA	Bonus Quantum (out of Total GFA before Bonus GFA)
<input type="text"/>	<input type="text"/> (sq.m)	<input type="text"/> (%)

[Add Bonus GFA Incentive](#)

OK Cancel Add Edit Delete < > 1 of 1 >>

Broad Land Use

Record the Broad Land Use by choosing the most appropriate use from the list provided in the system e.g. Commercial, Residential.

Site Area (sq m)

- Record the total development site area of the 'Site No' recorded in the previous field. It is always defaulted to '1' for one overall site. This overall site area must include the state land area, if any.
- This is a mandatory field.

State Land (sq m)

- Record the area of state land if the development site includes state land.
- This is a mandatory field.

No of Conserved Unit

- Record No of Units to be conserved based on the gazetted conservation plan as in the Conservation Guidelines if the development site consists of building/s to be conserved.

GFA to be Conserved (sq m)

- Record the Gross Floor Area to be conserved based on the gazetted conservation plan for the site.
- This field is mandatory if there are buildings to be conserved in the development site.

No. of Storey Plans affected by Works to existing building

- Please enter the number of storey plans affected by the proposed changes for Amendments to approved New Erection, Additions & Alterations and Amendments to approved Additions & Alterations submissions.
- A storey plan **affected by works to existing building** is a floor plan that shows any changes to the approved plans.
- A **storey plan** means:
 - a. Each of the floor plans representing a floor, a roof, an attic, a mezzanine floor, a basement etc **for each block**
 - b. A typical floor plan representing multiple storeys is counted as one storey plan
 - c. Single-storey ancillary facilities on the 1st storey shown in the site plan (e.g. guard house, pavilions, covered linkways) are counted as one storey plan. Other storeys of such ancillary facilities (e.g. clubhouse and ESS) are counted separately as additional storey plans each.
 - d. A separate car park building is considered as a separate block (not ancillary facility)
 - e. New buildings / building extensions (e.g. addition of new annex building, rear extension to conserved buildings) are not counted as affected storeys. Please enter required information in the "New Extension / New Buildings" tab.
- For instance, an Amendment case involving 5 residential buildings each involving revisions to the 1st storey layout would be deemed as having 5 affected floor plans.

Total GFA (sq m)

- Refer to the Gross Floor Area (GFA) of all structures within the site, including GFA for outdoor kiosk and ORA, balcony GFA computed over & above the MP control and temporary GFA.

Total GFA (excl Bonus GFA) (sq m)

- Similar to Total GFA, but not include Bonus GFA.

Gross Plot Ratio

- Refer to the ratio of the Total Gross Floor Area and the Site Area.
- The Gross Plot Ratio will be automatically calculated when the Site Area & the Total GFA are provided.

Gross Plot Ratio (excl Bonus GFA)

- Refer to the ratio of the Total Gross Floor Area (exclude Bonus GFA) and the Site Area.
- The Gross Plot Ratio will be automatically calculated when the Site Area & the Total GFA (exclude Bonus GFA) are provided.

Building Height (m)

- Record the highest point in the proposed development site in meters. E.g. 64m.
- Building Height is measured based on Singapore Height Datum.

Site Coverage (%)

- If there are more than one site coverage information for the site, leave this field blank. Instead, indicate the figures in the submitted proposal plan.

E.g. proposed landed housing development comprising:

Type of dwelling house	Site coverage
Type A detached	20.54%
Type B detached	28.5%

Communal Open Space (%)

- Applicable to strata landed building, cluster housing and townhouse only.

Development And Detailed Use

Development Use

- Select the Development Use from the list provided.
- Record multiple development uses if applicable

Use GFA (sq m) for the Development Use

- Use GFA is the total of all detailed use GFA and bonus GFA for the development use.
- This value is auto computed by the system.

Use Quantum (%) for the Development Use

- Use quantum is the % of the development use GFA over Total GFA (exclude Bonus).
- This value is auto computed by the system.

Detailed Use

- Select the detailed Use for the selected development use. Different development use will show a different list of detailed uses.
- Record multiple detailed uses if applicable.

Use GFA (sq m) for the Detailed Use

- Record the use GFA for the selected detailed use.

Use Quantum (%) for the Detailed Use

- Use quantum is the % of the detailed use GFA over Total GFA (exclude Bonus).
- This value is auto computed by the system.

No of Units

- Record the total number of units for the selected detailed use, if applicable.
- No of units has different definitions depends on the detailed use selected. E.g. It is referring to number of residential units for residential developments, number of rooms for hotel developments, etc.

Bonus GFA Incentives

- Select the bonus incentive for the selected development use.
- Record multiple bonus incentives if applicable.

Bonus GFA (sq m)

- Record the bonus GFA for the selected bonus incentive.

Bonus Quantum (%)

- Bonus Quantum is the % of the bonus GFA over Total GFA (exclude Bonus).
- This value is auto computed by the system.

For Amendments/Additions and Alterations Proposal only

For the following fields:

Approved/Existing -	Refers to 'Approved/Existing' immediately before the current development submission. This value is system-computed.
Proposed Increase/ - Decrease	Refers to increases/decrease over 'Approved/Existing' as proposed in the current development submission.
Overall/Total -	Refers to the sum of 'Approved/Existing' and Increase/Decrease.

19. Screen - Greenery Details

Use this screen to record the greenery details information.

EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission
App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi Sub. Type: New Submission (for fresh submissi

Greenery Details

Is your proposal subject to Landscape Replacement Area (LRA) requirements? Yes No

Applicable LRA scheme: [Dropdown]

Total area (softscape) 0.00 (sq.m) Green Plot Ratio 0.00

Area (hardscape) [Text] (sq.m)

Greenery details (if proposal subjects to LRA requirements) (if applicable)

Breakdown of greenery details [Help](#) Area (softscape)

[Dropdown] [Text] [Trash]

Add Greenery Detail

OK Edit Delete Cancel

1. Enter the information for the greenery details for a site and click on the 'OK' button to add the record.
2. Click on the 'Cancel' button to abort the action.
3. To edit an existing greenery details, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button.
4. To delete an existing greenery detail of a site, click on the 'Delete' button.
5. To enter the greenery detail of another site, select the Site No.

Is your proposal subject to Landscape Replacement Area (LRA) requirement ?

- Select 'Yes' if the proposal involves landscape replacement.
- If 'Yes' is selected, please provide landscape replacement scheme and the area area (hardscape).

Total area (softscape)

- Total of softscape area from the greenery details (auto calculated)

Gross Plot Ratio

- Gross plot ratio is the ratio of total softscape area and site area (auto calculated).

Greenery Details

- Provide the breakdown of greenery details and softscape area if applicable and if the proposal subject to Landscape Replacement Area requirements.

21. Screen - Change of Use

Use this screen to enter the change of use information. The table displays the site address details entered at the [Site Address](#) screen.

EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025

New Open Save Print Close Exit Help Fee

File Name C:\Temp\test.edf Lod. Type Non lodgment submission

App. Type Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within HI Sub. Type New Submission (for fresh submiss)

Submission Information

- Proposal Details
- Mukim & Lot Details
- Site Address
- Person/Organisation
- Planning Parameters
- Greenery Details
- Change of Use**
- New Extension/
New Building(s)
- Declaration

Change of Use Details

Site Address [Dropdown]

Present Use [Dropdown]

Proposed Use [Dropdown]

Use GFA [Text] (sq.m)

Use Start Date [Text] (DD-MON-YYYY)

OK Edit Delete

1. Enter the information for change of use details and click on the 'OK' button to add the record.
2. To edit an existing change of use details record, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button.
3. To add the change of use details record of another site address, select another site address. Enter the information and click 'OK' button.
4. To delete an existing change of use details record, click on the 'Delete' button.
5. Note: if change of use info is mandatory, you must add change of use record for each site address record.

Site Address

- The list of site address id will be automatically populated from the [Site Address](#) screen.
- Please ensure that you have entered the site address information before proceeding to this screen.

Present Use (Use Type)

- Select the present use of land/building by choosing the appropriate use from the list provided in the system.
- If there is more than one use, select the predominant use.

Proposed Use (Use Type)

- Select the proposed use of land/building by choosing the appropriate use from the list provided in the system.
- If there is more than one use, select the predominant use.

Use GFA

- Record the GFA (in sq m) involved in the current application and for the 'Use Type' recorded in the previous field.

Use Start Date (When use started?)

- Please indicate when the use started.

E.g.:

- 5/MAY/1999 for 5th May 1999
- 12/JUL/1999 for 12th July 1999

22. Screen - Works to Existing Building(s) and New Extension/Erection of New Buildings

This page applies for addition & alteration applications only. The screen below is only one of the examples of screen inputs.

EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission

App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi Sub. Type: New Submission (for fresh submissi

Submission Information

Works to Existing Building(s) and New Extension/Erection of New Buildings

Does your proposal involve new extension to the existing building(s) or erection of additional new buildings? Yes No

Total GFA of the new extension or the new building (sq.m)

Does your proposal involve works to the existing building(s)? Yes No

Does your proposal involve new extension to the existing building(s) or erection of additional new buildings?

- Select 'Yes' if your proposal involves a rear extension to the conservation building(s) or erection of additional new buildings.

Total GFA of the new extension or the new building

- Enter the total GFA of the new extension of the new building
- The field is only applicable when you indicate that your proposal involves new extension or erection of the new building.

Does your proposal involve works to the existing building(s)?

- Select 'Yes' if your proposal involves works to the non-conserved existing building(s) or erection of additional new buildings.
- The field is only applicable when you indicate your proposal involves works to the existing building(s).

No. of Storey Plans affected by Works to existing building

- Please enter the number of storey plans affected by the proposed changes for Amendments to approved New Erection, Additions & Alterations and Amendments to approved Additions & Alterations submissions.
- This field should be the same as what you indicated at the Site Details screen.

- The field is only applicable when you indicate your proposal involves works to the existing building(s).

23. Screen - Conserved Building Info

Screen for Conservation Historic District cases

EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf Lod. Type: _____

App. Type: Addition/Alteration to Conserved Buildings within Historic Districts & Residential H Sub. Type: New Submission (for fresh submiss)

Conserved Buildings Info

Does your proposal involve conserved strata units? Yes No

No. of conserved buildings involved: _____

Does your proposal involve Category 1 work? Yes No

(Refer to the online [help](#) for more details)

Cons Bldg Info

Declaration

Does your proposal involve conservation strata units?

- Select 'Yes' if your proposal involve conservation strata units, otherwise select 'No'
- The field is only applicable when you indicate that your proposal involves works to the conservation building(s).

No. of horizontal strata units involved

- Enter the number of strata units involved.
- The field is only applicable when you indicate that your proposal involves conservation strata units.

No. of conservation buildings involved

- Enter the number of conservation buildings involved.
- The field is only applicable when you indicate that your proposal does not involve conservation strata units.

Does your proposal involve Category 1 work?

- Select 'Yes' if your proposal involves Category 1 work.

24. Screen - Building Plan

Use this screen to enter the building plan information. The top section displays the site address details entered at the [Site Address](#) screen.

EDAform v5.1.0 (DC31) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf App. Type: Request for TOP/CSC Clearance Lod. Type: Sub. Type: New Submission (for fresh submiss)

BCA Building Plan Details

Site Address	S/No	BCA Building Plan Number	BCA Building Plan Approval Date
	1		

Buttons: OK, Cancel, Add, Edit, Delete, <<, <, 1 of 1, >, >>

1. Enter the information for building plan for the selected address and click on the 'OK' button to add the record.
2. To edit an existing building plan record, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button.
3. To add the building plan record of another site address, select another site address from the dropdown list. Enter the information and click 'OK' button.
4. To delete an existing building plan record, click on the 'Delete' button.
5. Note: if building plan info is mandatory, you must add building plan record for each site address record.

Site Address

- The list of site address id will be automatically populated from the [Site Address](#) screen.
- Please ensure that you have entered the site address information before proceeding to this screen.

BCA Building Plan Number

- Record the building plan number from BCA

BCA Building Plan Approval Date

- Record the building plan approval date for from BCA.

25. Screen - Scheme Type

Use this screen to enter the schedule details information for the request for clearance of works completed (non-conservation) application

The screenshot shows a web browser window titled "EDAform v5.1.0 (DC31) - Internet - Last Modified Date: 28-MAR-2025". The browser's address bar shows "C:\Temp\test.edf". The application has a toolbar with icons for New, Open, Save, Print, Close, Exit, Help, and Fee. The main content area is divided into a left sidebar with a tree view containing: Submission Information, Proposal Details, Mukim & Lot Details, Site Address, Person/Organisation, Scheme Type (selected), Building Plan, and Declaration. The main area is titled "Scheme Type" and contains the following fields and controls:

- File Name: C:\Temp\test.edf
- App. Type: Request for TOP/CSC Clearance
- Lod. Type: [Empty]
- Sub. Type: New Submission (for fresh submissions)
- Proposed Date of Application for TOP: [Text Input] (DD-MON-YYYY)
- Proposed Date of Application for CSC: [Text Input] (DD-MON-YYYY)
- (only if TOP is not required)
- Does your proposal involve any of the specific schemes below? Yes No
- A table with columns "Scheme Type" and "Date of Completion (DD-MON-YYYY)". The "Scheme Type" column has a dropdown menu, and the "Date of Completion" column has a text input and a trash icon.
- An "Add New Row for Scheme Type" button.
- Instructions: "Please attach a detailed schedule for partial TOP application cases with this application form. Please include labelled photographs (preferably in pdf file format) showing the completed works and other supporting documents (if any) in your submission."

1. Enter the information on the screen.
2. For more than one scheme type, click 'Add New Row for Scheme Type' button.
3. To delete the scheme type, click the dustbin of the specified scheme type to delete.
4. Use the 'Save' icon at the toolbar to save the information entered.

Does your proposal involve any of the specific schemes below?

- Indicate 'No' if the proposal does not involve any schemes.
- If 'Yes' is selected, indicate the scheme type and date of completion.

Proposed Date of Application for TOP

- Enter the date of application for TOP.
- Either 'Proposed Date of Application for TOP' or 'Proposed Date of Application for CSC' is mandatory.

Proposed Date of Application for CSC

- Enter the date of application for CSC.
- Either 'Proposed Date of Application for TOP' or 'Proposed Date of Application for CSC' is mandatory.

Scheme Type

- Select the scheme type from the dropdown list.

Date of Completion

- Enter the date of completion for specified scheme type.

26. Screen - Declaration

This screen shows the declarations declared by the applicant. Different application types may display different declarations.

Note: if you have not completed all other screens, you can still complete the declaration screen. However, the form will be incomplete and will be rejected by URA if the form is submitted.

EDAform v5.1.0 (DC12) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf Lod. Type: Non lodgment submission

App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi Sub. Type: New Submission (for fresh submissi

Submission Information

- Proposal Details
- Mukim & Lot Details
- Site Address
- Person/Organisation
- Planning Parameters
- Greenery Details
- Change of Use
- New Extension/
New Building(s)
- Declaration**

Declaration

Does your proposal in this submission comply with all DC/Conservation Urban design guidelines?
(If you have sought approval for deviation before, please select "No")

Yes No (please fill in Table B/C below.)

I declare to the best of my knowledge and belief that -

(1) 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 EDA Form) under section 13 of the Planning Act (Cap. 232)("the Act");

(2) I have prepared the plans of the -

(a) development; or

(b) 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;

(3) in particular, I have taken all reasonable steps and exercised due diligence to ensure that the plans were prepared in accordance with:

(a) the provisions of the Act;

(b) 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;

Signed By: _____
(QP's name)

Before you can complete the declaration, you need to have the 'Declared By' field populated. The field is populated from the name in the [Person/Organisation](#) screen, depends on the role of the person.

Read the declarations and click 'I Agree' button to agree with the declaration stated. Note: always click 'I Agree' button again to save the changes if you make some changes on inputs on the declaration screen. See below for the sample declarations that require inputs.

Declaration requires user to tick the declaration item

Some declaration requires user to tick the declaration item to declare because it is an optional item. If you see a box besides a declaration text, make sure you click on it if you agree to the stated declaration and click 'I Agree' button again to take in the changes.

The screenshot shows a web browser window titled "EDAform v5.1.0 (DC29) - Internet - Last Modified Date: 28-MAR-2025". The browser's address bar shows the file name "C:\Temp\test.edf". The application interface includes a menu bar with options: New, Open, Save, Print, Close, Exit, Help, and Fee. The logo for the Urban Redevelopment Authority is visible in the top right corner.

The main content area is divided into two sections. On the left is a navigation pane with the following items: Submission Information, Proposal Details, Mukim & Lot Details, Site Address, Person/Organisation, and Declaration (which is currently selected). The right section is titled "Declaration" and contains the following text:

1. I, the [registered](#) surveyor who prepared the plans for the strata subdivision of the development of land mentioned above, hereby declare that:

a) the development has been granted written permission for the following use(s) (please tick the relevant box):

- condominium
- residential flats
- townhouse
- cluster housing
- strata-bungalow
- flatted factories
- flatted warehouse
- office
- shopping
- any combination of office, shopping and residential flats uses

b) the development of land is not located within any of the following conservation areas in the Conservation Historic Districts and Historic Residential Districts:

Signed By:
(QP's name)

Declaration for lodgment submissions

Declarations for lodgment applications display the schedule info before the declarations. For each item in the schedule, set the radio button to 'Yes' or 'NA' ("NA" for Not Applicable). Scroll down to see the rest of the items. Click "I Agree" button to agree with the declaration stated.

EDAform v5.1.0 (DC22) - Internet - Last Modified Date: 28-MAR-2025

File Name: C:\Temp\test.edf Lod. Type: Industrial/Warehouse/Worker's Dorr
 App. Type: New Erection (including Reconstruction to Landed Housing) Sub. Type: New Submission (for fresh submissions)

Submission Information
 Proposal Details
 Mukim & Lot Details
 Site Address
 Person/Organisation
 Planning Parameters
 Greenery Details
 Declaration

No	Items that must be complied with	Control	Applicable
1.0	Boundary clearance for Industrial & Warehouse buildings (Minimum)		
1.1	Setback from common property line		<input checked="" type="radio"/> Yes <input type="radio"/> NA
1.11	property abuts an industrial/warehouse devt (min)	0m	<input checked="" type="radio"/> Yes <input type="radio"/> NA
1.12	property abuts a non-industrial/warehouse devt (min)	4.5m	<input checked="" type="radio"/> Yes <input type="radio"/> NA
1.2	Setback from Road Reserve Line	Cat 1: 15.0m (5.0m green); Cat 2: 7.5m (3.0m green); Cat 3-5: 5.0m (3.0m green)	<input checked="" type="radio"/> Yes <input type="radio"/> NA
2.0	Boundary Clearance for Electrical Substation Buildings (22/6.6 KV) (Minimum)		
2.1	Setback from Road Reserve Line (Front)(Min)	Cat 1: 5.0m; Cat 2-5: 3.0m	<input checked="" type="radio"/> Yes <input type="radio"/> NA
2.2	Setback from other boundaries	2.0m	<input checked="" type="radio"/> Yes <input type="radio"/> NA
2.21	property abuts an industrial/warehouse devt(min)	0m	<input checked="" type="radio"/> Yes <input type="radio"/> NA
2.22	property abuts a non-industrial/warehouse devt (min)	2.0m	<input checked="" type="radio"/> Yes <input type="radio"/> NA
2.3	Floors to Floor Height (Maximum)		

Signed By:
 (QP's name)

For change of use lodgment submission, the declaration text is dynamic. It depends on the type of lodgment category and development type selected in the Site Address Lodgment screen.