

APPENDIX 2

Who is responsible to ensure that the use of the community/sports space under the CSFS continues for the approved purpose?

1. When the original community/sports user terminates the use of the CSFS space it occupies, the party responsible for finding a replacement community/sports user depends on the ownership arrangement for the CSFS space as shown below:

No.	Ownership Arrangement for the Community/Sports Space	Who is responsible for finding replacement Community/Sports user?
1	Government agency takes strata title	Government agency
2	Government agency leases space from developer (minimum ten year duration)	During the term of the lease: Government Agency After the term of the lease: Developer or, where applicable, the owner of the CSFS space
3	Community user (i.e. NGO, SSA endorsed by the relevant championing agency) takes strata-title directly from developer ¹	Community user
4	Community user (i.e. NGO, SSA endorsed by the relevant championing agency) leases space directly from developer (minimum ten-year duration)	During the term of the lease: Community user After the term of the lease: Developer or, where applicable, the owner of the CSFS space

2. The party that holds the strata-title/lease of the approved CSFS space shall ensure that the use of the CSFS space complies with the terms and conditions of the CSFS guidelines. In the event that there is a change in ownership of the CSFS space, the seller or owner of the CSFS space is to inform the new buyer or lessee on the obligation to ensure that the CSFS space shall at all times be used for the approved purposes. The seller or owner of the CSFS space should also keep the championing agencies informed of any such changes.

¹ Direct transfer of the strata-title or lease of the community space to the proposed community users is subject to the support of the relevant championing government agencies.

APPENDIX 3A

Letter of Undertaking (LOU) to be provided by NGO/SSA/Government agency to URA for co-location of community space within * existing development / new erection proposal

Chief Executive Officer
Urban Redevelopment Authority
as Competent Authority
under the Planning Act (Cap 232)

UNDERTAKING FOR THE PROPOSED CO-LOCATION OF COMMUNITY SPACES UNDER THE COMMUNITY/SPORTS FACILITIES SCHEME IN THE *EXISTING / PROPOSED _____ DEVELOPMENT AT _____

WHEREAS for the purpose of co-location of community uses within the *existing / proposed commercial development at Lot ____ MK/TS ____ known as (address of development) (hereinafter referred to as "the Development") for the more efficient use of land, the Competent Authority under the Planning Act has agreed to grant the written permission *for the proposed works to the existing development / for the Development and, in particular, for the gross floor area of _____ square metres of the Development shown verged in _____ (colour) in the Plan _____ annexed hereto for community uses (hereinafter referred to as the "Community Space") under the Competent Authority's Guidelines for Community/Sports Facilities Scheme (URA/PB/2026/10-DCG) dated 1 September 2026.

In consideration of the Competent Authority agreeing to grant written permission for the Development and in particular, for the Community Space within the Development under the said Guidelines for Community/Sports Facilities Scheme, we, _____ (Name of government agency / NGO / SSA), hereby undertake

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- (a) * to lease the Community Space for _____ (lease tenure, at least 10 years) on or before the issue of the Certificate of Statutory Completion for the Development;

-OR-

* to acquire ownership of the Community Space on or before the issue of the Certificate of Statutory Completion for the Development;

- (b) to ensure that the Community Space is used strictly only for non-profit generating community uses as approved by the Competent Authority and not for any other use. We also undertake that we shall not charge any other approved user of the Community Space any rent, fee or similar or like consideration to use the Community Space, except such payments based on pro-rated cost recovery basis;
- (c) to seek prior written approval from the Competent Authority for any change in the use of the Community Space or any part thereof and where applicable, to obtain prior written permission under the Planning Act for any such change in use;
- (d) * to cease to occupy and use the Community space, in the event that we fail to maintain _____ (Name of relevant championing government agency) endorsement for the Competent Authority's Revised Guidelines for Community/Sports Facilities Scheme **(NOTE: Applicable only for cases where Community user is not a government agency);**
- (e) to inform _____ (Name of relevant championing government agency) and the Competent Authority in the event that any user(s) of the Community Space has terminated its operation or cease to occupy the Community Space, regardless of whether any new user has been appointed to use the Community Space;

- (f) * to work with the relevant championing government agency to identify and endorse a replacement user in the event that we or any user(s) of the Community Space has terminated its operation or cease to occupy the Community Space **(NOTE: Applicable only for cases where NGO / SSA directly takes ownership of the Community Space)**; and
- (g) * In the event that the Community Space is to be sold, to inform the new buyer that the usage of the Community Space shall at all times be used in a manner that is in compliance with the terms and conditions of the Competent Authority's Revised Guidelines for Community/Sports Facilities Scheme **(NOTE: Applicable only for cases where NGO / SSA directly takes ownership of the Community Space)**.

For and on behalf of the _____ (Name of government agency / NGO / SSA)

Signature : _____
Name : _____
Designation : _____
Date : _____

APPENDIX 3B

Letter of Undertaking (LOU) to be provided by SportSG to URA for co-location of sports space within *existing development / new erection proposal

Chief Executive Officer
Urban Redevelopment Authority
as Competent Authority
under the Planning Act (Cap 232)

UNDERTAKING FOR THE PROPOSED CO-LOCATION OF SPORTS SPACE UNDER THE COMMUNITY/SPORTS FACILITIES SCHEME IN THE *EXISTING / PROPOSED _____ DEVELOPMENT AT _____

WHEREAS for the purpose of co-location of community uses within the *existing / proposed commercial development at Lot ____ MK/TS ____ known as (address of development) (hereinafter referred to as "the Development") for the more efficient use of land, the Competent Authority under the Planning Act has agreed to grant the written permission for the Development and, in particular, for the gross floor area of _____ square metres of the Development shown verged in _____ (colour) in the Plan _____ annexed hereto for sports uses (hereinafter referred to as the "Sports Space") to be operated by _____ (the Managing Agent operating the Sports Space) under the Competent Authority's Revised Guidelines for Community/Sports Facilities Scheme (URA/PB/2026/10-DCG) dated 1 September 2026.

In consideration of the Competent Authority agreeing to grant written permission for the Development and in particular, for the Sports Space within the Development under the said Guidelines for Community/Sports Facilities Scheme, we hereby undertake -

- (a) * to lease the Sports Space for _____ (lease tenure, at least 10 years) on or before the issue of the Certificate of Statutory Completion for the Development;

-OR-

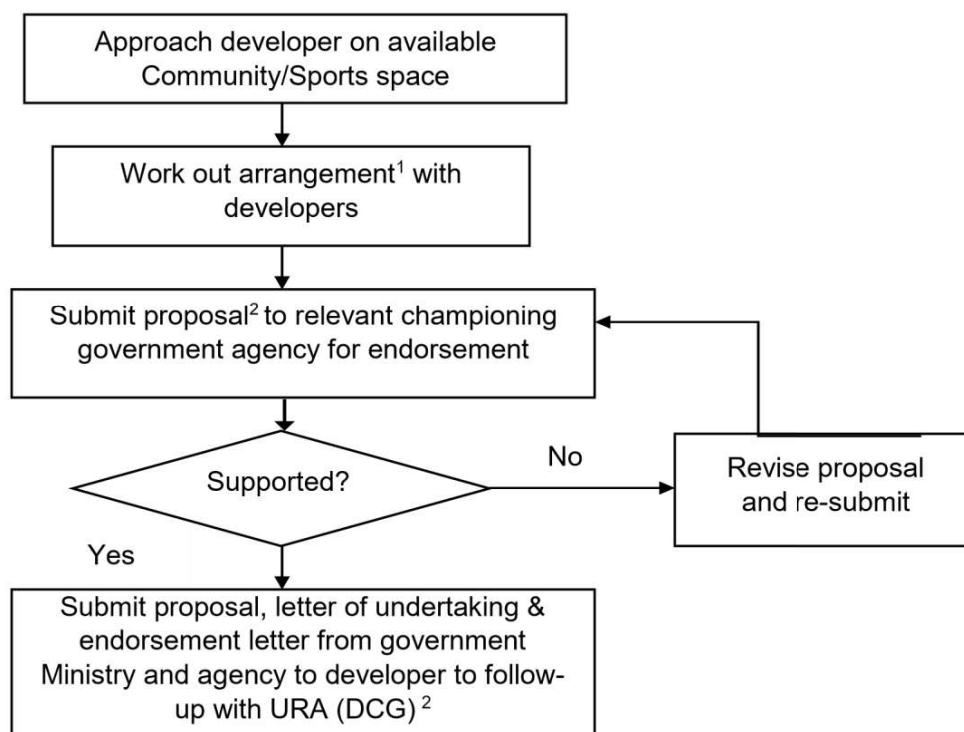
* to acquire ownership of the Sports Space on or before the issue of the Certificate of Statutory Completion for the Development;

- (b) to ensure that the Sports Space is used strictly only for non-profit generating sports use as approved by the Competent Authority and not for any other use. We also undertake that we shall not charge any other approved user of the Sports Space any rent, fee or similar or like consideration to use the Sports Space, except such payments based on pro-rated cost recovery basis; and
- (c) to seek prior written approval from the Competent Authority for any change in the use of the Sports Space and where applicable, to obtain prior written permission under the Planning Act for any such change in use.

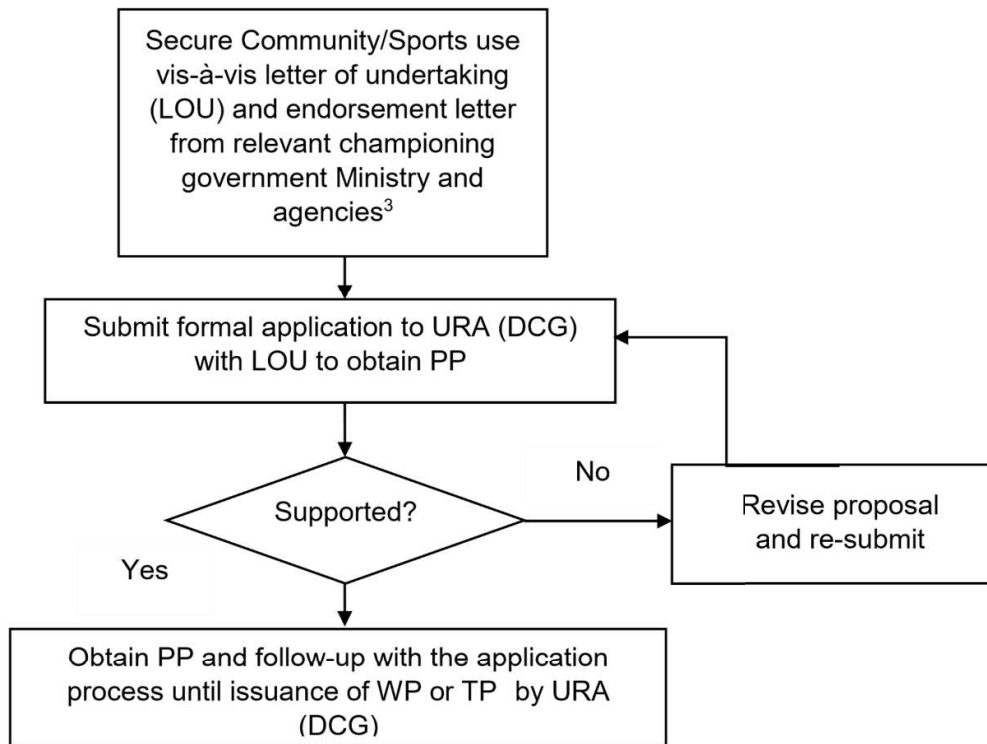
For and on behalf of the _____ (SportSG)

Signature : _____
Name : _____
Designation : _____
Date : _____

* Delete if not applicable.

Procedure for Community Users / Sport SG

Procedure for Developers to Obtain URA's Approval



¹ This may include the choice of strata-title or lease with minimum tenure of 10 years, GFA of the Community/Sports space, monthly rental and who pays DC/DP (if applicable).

² Proposal should include the nature of the Community/Sports use, GFA, GFA breakdown of uses within Community/Sports space and choice of strata-title or lease with minimum tenure of 10 years.

³ For sports uses, the endorsement letter is to be obtained from SportSG.