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Our Ref : DC/ADMIN/CIRCULAR/PB_16
Date : 19 Sep 2016

CIRCULAR TO PROFESSIONAL INSTITUTES

Who should know

Developers, building owners and Qualified Persons

Effective date

19 September 2016

REVISED GUIDELINES FOR TEMPORARY WORKERS' DORMITORIES WITHIN INDUSTRIAL OR WAREHOUSE DEVELOPMENTS

1. URA has revised the guidelines for temporary workers' dormitories within industrial or warehouse developments as follows:
 - a) Expand the list of industrial areas where new workers dormitories (both ancillary¹ and secondary²) will not be allowed;
 - b) Reduce the allowable quantum for ancillary/secondary uses³ and workers' dormitories within industrial or warehouse developments.
2. This is to minimise increasing pressure on existing infrastructure in industrial areas where there are large numbers of temporary workers' dormitories.
3. URA would also like to clarify the parameters of renewing the Temporary Permission (TP) for ancillary and secondary workers' dormitories.

Expanded list of industrial areas where new workers' dormitories are disallowed

4. We have expanded the list of industrial areas where new workers' dormitories (both ancillary and secondary) are disallowed. New areas include Pioneer, Senoko and Ubi, while existing areas in Sungei Kadut and Tuas have been expanded. The full list can be found in Appendix A.
5. For areas not in the list, we will continue to work closely with technical agencies to evaluate new applications for ancillary and secondary workers' dormitories.

¹ Ancillary workers' dormitories are dormitories located within the factory building that house workers employed by the owner or lessee of the factory, as well as workers who work on-site at the subject factory.

² Secondary workers' dormitories are dormitories located within the factory that can house workers who are not employed by the owner or lessee of the factory; as well as both on-site and off-site workers.

³ Ancillary/secondary uses support the parent industrial/warehouse operations conducted within the same development (e.g. ancillary/secondary workers' dormitory, ancillary office, meeting room, toilets, M&E services, industrial canteen, showroom, and childcare centre).

Reduction in allowable Gross Floor Area use quantum for ancillary/secondary uses

6. More purpose-built dormitories⁴ have been completed in recent years to provide foreign workers with adequate housing and proper amenities to meet their social and recreational needs. Given the increase in purpose-built dormitories, the allowable quantum for ancillary/secondary uses will revert from 49% to 40%. This will retain more space for industrial use. This will apply to all new applications outside the areas listed in Appendix A.
7. Other guidelines for workers' dormitories within industrial and warehouse developments remain unchanged, as shown in Appendix B.

Clarification of TP renewal for ancillary and secondary workers' dormitories

8. TP renewals for existing workers' dormitories (including those located within the areas listed in Appendix A) will continue to be assessed individually, taking into consideration the prevailing guidelines and input from technical agencies. Increasing the number of workers in existing dormitories located within the areas listed in Appendix A will not be allowed.
9. Existing workers' dormitories approved with an ancillary quantum of 40% to 49% are allowed to retain their previously approved quantum. No further increase in the workers' dormitory space will be allowed for these dormitories. However, for existing dormitories located outside the areas listed in Appendix A, URA may consider an increase in the workers' dormitory space of up to the 40% cap if their approved ancillary quantum is less than 40%.

Implementation

10. Applicants should obtain prior clearances from relevant agencies such as HDB, JTC, LTA, MOM, NEA, PUB and SCDF where applicable. Please see Appendix C for the submission process for such applications. Applicants are reminded to adhere to the prevailing living space standards and amenity provision guidelines for workers' dormitories. The submission must include computations of the minimum living space provision standard per worker (consisting of bedroom, kitchen, toilet, and bathroom) and any required provision of indoor/outdoor recreation facilities and commercial amenities.
11. This revised policy will take effect from 19 Sep 2016 for all applications for workers' dormitories within industrial or warehouse developments, including Outline Applications. This policy will also apply to subsequent development applications if the initial application submitted prior to 19 Sep 2016 results in an Advice or Refusal of Written Permission. Only formal development applications submitted before 19 Sep 2016, which have already been granted Provisional Permission or which will result in a Provisional Permission, will not be subject to the revised guidelines.

⁴ Purpose-built dormitories are solely used to house foreign workers. Many of them are commercially run and contain facilities such as shops and minimarts to meet the workers' social and recreational needs outside work.

12. This circular should be read in conjunction with the Amenity Provision Guidelines for workers' dormitories in Appendix D.
13. I would appreciate it if you could convey the contents of this circular to the relevant members of your organisation. If you or your members have any queries concerning this circular, please email us. For your information, past circulars and guidelines are available at our website <http://www.ura.gov.sg>.

Thank you.

HAN YONG HOE
GROUP DIRECTOR (DEVELOPMENT CONTROL)
for CHIEF EXECUTIVE OFFICER
URBAN REDEVELOPMENT AUTHORITY

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List of industrial areas where no new ancillary and secondary workers' dormitories are allowed.

No.	Area	Plan
1	Changi South Avenue 2/3	<u>A1</u>
2	International Road	<u>A2</u>
3	Jurong Island	<u>A3</u>
4	Kaki Bukit	<u>A4</u>
5	Loyang	<u>A5</u>
6	Pioneer (new)	<u>A6</u>
7	Senoko (new)	<u>A7</u>
8	Serangoon North Avenue 5	<u>A8</u>
9	Shaw Road/ Tai Seng	<u>A9</u>
10	Sungei Kadut (expanded area)	<u>A10</u>
11	Tagore	<u>A11</u>
12	Tanglin Halt	<u>A12</u>
13	Toh Guan Road	A13
14	Tuas (expanded area)	A14
15	Ubi (new)	A15

Areas zoned Business Park or Business Park – White

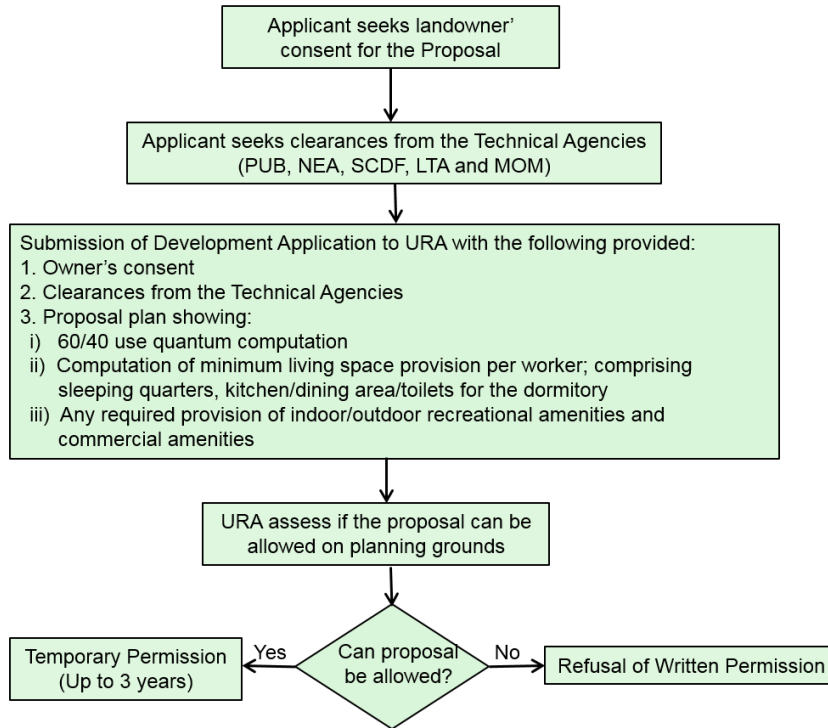
Ancillary and secondary workers' dormitories are also currently not allowed in all areas zoned as Business Park or Business Park – White. These areas are intended for non-pollutive industries that engage in high technology, research and development (R&D), high value-added and knowledge intensive activities.

Updated Guidelines for Workers' Dormitories within an Industrial or Warehouse Development

Type of Workers' Dormitory	<p>Ancillary workers' dormitories are dormitories located within the factory building that house workers employed by the owner or lessee of the factory, as well as workers who work on-site at the subject factory.</p> <p>Secondary workers' dormitories are dormitories located within the factory that can house workers who are not employed by the owner or lessee of the factory; as well as both on-site and off-site workers.</p>
Use Quantum Control	<p>Use quantum of the workers' dormitories (either ancillary or secondary) and other ancillary and secondary uses shall not exceed 40% of the overall gross floor area (GFA) of the development.</p>
Duration	<p>A Temporary Permission (TP) of up to 3 years, subject to the use not causing any amenity problems. Renewal of the TP will be subject to compliance with the prevailing guidelines.</p>
Allowable Number of Workers	<p>The number of workers that can be housed in the workers' dormitory will be subject to compliance with technical requirements of the relevant authorities including MOM, LTA, PUB, SCDF, NEA and SPF. The lowest number allowed will be taken as the cap for the housing capacity.</p>
Applicable DC rate for Temporary Development Levy and Differential Premium	<p>Proposed temporary ancillary and secondary workers' dormitory that result in enhancement in value are subject to temporary development levy (TDL) or differential premium leviable by SLA at Civic & Community Institution (C&CI) rate (i.e. Group E) where applicable.</p>
Location Criteria	<p>All Workers' Dormitories are to satisfy the following:</p> <ol style="list-style-type: none"> 1. All proposals will be subject to planning evaluation. 2. They must not fall within NEA's and SCDF's health and safety buffer zones. 3. For multiple-unit industrial and warehouse developments, new workers' dormitories are to be located within a separate whole block within the factory site. 4. New ancillary or secondary workers' dormitories will not be allowed in the industrial areas as shown in Appendix A.

Plot Ratio	Overall plot ratio of the site including worker's dormitories shall not exceed the Master Plan Gross Plot Ratio (GPR) of the site.
Building setbacks	<ol style="list-style-type: none"> 1. For conversion of space within existing developments to workers' dormitories, the existing industrial setback requirements will apply. 2. For new workers' dormitories blocks within existing developments, front setback (from road) of 7.5m or road buffer (green and physical buffer) will apply, whichever is greater. Side and rear setbacks of 3m (min) will apply.
Building height	Subject to height control for the area.
Floor to floor height	<ol style="list-style-type: none"> 1. There are no controls on floor-to-floor height for conversion of space within existing developments to workers' dormitories. 2. A 3.6m (max) floor-to-floor height control will apply for new workers' dormitories blocks within existing developments.
Other requirements	<ol style="list-style-type: none"> 1. All proposals will require landowners' endorsement. 2. All new proposals will require prior clearances from MOM, NEA, SCDF, PUB and LTA. For more information on PUB's requirement on sewerage, please refer to (link). 3. No land or strata subdivision of the dormitories. 4. Workers' dormitories should cater for the needs and well-being of the residents. Operators are to comply with the prevailing living space standards, amenity provision guidelines, and any other requirements from the relevant authorities e.g. MOM. (https://www.ura.gov.sg/uol/circulars/2016/Aug/dc16-14.aspx)
Renewal applications	<ol style="list-style-type: none"> 1. All proposals will be subject to assessment individually, based on prevailing guidelines and local site context. 2. Applicants are to provide prior clearances from MOM, NEA, SCDF, LTA and PUB. 3. Applicants to comply with the prevailing amenity provision guidelines and living space standard, and show the computation of these provisions in the submission plans 4. If there are changes to the original layout plan or involving any fire safety works, applicants shall engage a Qualified Person to assist in obtaining SCDF's Plan Approval and the Fire Safety Certificate (FSC).

**SUBMISSION PROCESS FOR ANCILLARY AND SECONDARY WORKERS' DORMITORY APPLICATIONS
OUTSIDE THE SPECIFIED LIST**



Amenity Provision Guidelines for Workers' Dormitories

<p>Basic facilities</p>	<p>Basic amenities such as living quarters, common toilets and dining areas are required to be provided. The design, construction and provision of such basic facilities and amenities for the workers' dormitory shall meet the relevant authorities' requirements. (PUB, NEA, SCDF and MOM etc.).</p> <p>The developer is strongly encouraged to construct and provide additional amenities such as sickbay, laundry washing, drying area and collection point within the development.</p>															
<p>Recreational amenities</p>	<p>In addition to the basic amenities, the developer is also required to provide recreational amenities within the development. The minimum GFA for the recreational amenities, which depends on the number of workers housed in a dormitory, is as follows:</p> <table border="1" data-bbox="427 797 1385 1379"> <thead> <tr> <th data-bbox="427 797 746 936">No. of workers housed in a dormitory</th> <th data-bbox="750 797 1066 936">a) Minimum GFA dedicated for indoor recreational amenities⁵</th> <th data-bbox="1069 797 1385 936">b) Minimum land area dedicated for outdoor recreational facilities</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 940 746 972">50 to 300</td> <td data-bbox="750 940 1066 972">50 sqm</td> <td data-bbox="1069 940 1385 972">Encouraged⁶</td> </tr> <tr> <td data-bbox="427 976 746 1008">301 to 500</td> <td data-bbox="750 976 1066 1008">75 sqm</td> <td data-bbox="1069 976 1385 1008">Encouraged⁶</td> </tr> <tr> <td data-bbox="427 1012 746 1043">501 to 1000</td> <td data-bbox="750 1012 1066 1043">100 sqm</td> <td data-bbox="1069 1012 1385 1043">Encouraged⁶</td> </tr> <tr> <td data-bbox="427 1048 746 1379">1001 to 5000</td> <td data-bbox="750 1048 1066 1379">0.10 sqm per worker⁷ (min. of one 100 sqm multi-purpose room for the first 1,000 workers)</td> <td data-bbox="1069 1048 1385 1379">0.30 sqm per worker (min. of one 240 sqm hard court for the first 1,000 workers) Only recreational spaces are to be counted towards this provision requirement</td> </tr> </tbody> </table>	No. of workers housed in a dormitory	a) Minimum GFA dedicated for indoor recreational amenities ⁵	b) Minimum land area dedicated for outdoor recreational facilities	50 to 300	50 sqm	Encouraged ⁶	301 to 500	75 sqm	Encouraged ⁶	501 to 1000	100 sqm	Encouraged ⁶	1001 to 5000	0.10 sqm per worker ⁷ (min. of one 100 sqm multi-purpose room for the first 1,000 workers)	0.30 sqm per worker (min. of one 240 sqm hard court for the first 1,000 workers) Only recreational spaces are to be counted towards this provision requirement
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<p>Commercial amenities</p>	<p>The developer is allowed to provide up to 20 sqm of GFA in the development for commercial amenities if there are more than 100 workers and up to 500 workers housed in the dormitory.</p> <p>The developer is required to provide a minimum of 0.05 sqm per worker up to a maximum of 0.10 sqm per worker, if there are more than 500 workers and up to 5000 workers housed in the dormitory. The commercial quantum is subject to evaluation for workers' dormitory housing more than 5000 workers.</p>															

⁵ Examples of indoor recreational amenities are multi-purpose room, gymnasium, reading room, TV rooms and basketball court. The reasonable sizes of a TV room and a gymnasium are 24 sqm and 40 sqm respectively.

⁶ The developer is strongly encouraged to construct and provide outdoor games court, recreation and socializing area within the development.

⁷ Where the site is subject to higher provision standards stipulated under the site's tender conditions, the higher standards shall apply.

	<p>For foreign workers' dormitories in industrial/warehouse developments, the commercial amenities shall form part of the ancillary quantum control within industrial developments.</p> <p>Examples of commercial amenities are mini-mart, barber shop, bicycle repair shop, telecommunications shop, internet shop, remittance shop, postal service shop and ATM.</p>
<p>Living space standards</p>	<p>The developer is required to provide a minimum of 4.5 sqm GFA per worker for the living space. These should include the basic living facilities, such as the sleeping quarters, kitchen, dining and toilet areas as well. This would serve the purpose of improving dormitory living standards and help to reduce likelihood of amenity issues.</p>
<p>Applicable DC rate for Recreational and Commercial amenities</p>	<p>The relevant Development Charge (DC) rates for Temporary Development Levy (TDL) or Differential Premium (DP) by SLA are as follows:</p> <p><u>Recreational amenities</u> Recreational amenities are to be computed under Industrial use rate.</p> <p><u>Commercial amenities</u> Commercial amenities are to be computed under Commercial use rate, i.e. Group A.</p>