

APPENDIX 1

PLANNING GUIDELINES FOR THE COMMUNITY/SPORTS FACILITIES SCHEME

1. The detailed guidelines are as follows:

S/No	Item	Guidelines
1	Bonus GFA allowed over and above Master Plan	<p>Under the CSFS, bonus Gross Floor Area (GFA) for the community and sports uses (CSFS space) is subject to an overall cap of 10% of the maximum permissible GFA for the site allowed under the Master Plan ¹ or 2,000sqm (whichever is lower).</p> <p>If the site qualifies for multiple bonus GFA incentive schemes, the cumulative bonus GFA should be kept within the overall budget of 10% above the Master Plan Gross Plot Ratio (GPR), in conjunction with URA's Circular No: URA/PB/2009/03-DCG dated 29 April 2009 on "Framework for Managing Bonus Gross Floor Area Incentives".</p> <p>The additional GFA approved under the CSFS for the community and/or sports use will not form the future development potential of the site upon redevelopment.</p>

¹ The total maximum permissible GFA allowable under the Master Plan does not include any additional GFA that may be allowed for a site under planning guidelines or incentive schemes approved by the Minister as provided under para 9.1 of the Master Plan Written Statement.

2	Allowable community and sports uses	<p>The proposed community and sports uses should primarily be intended for public or community use and not profit-driven, with the exception of commercial child care centres endorsed by Early Development Childhood Agency (ECDA) under the CSFS. In addition, the CSFS space should be predominantly used for community outreach use (e.g. community engagement activities and provision for social services) and any space for ancillary uses (e.g. offices) should be kept to a maximum of 40% of total GFA of the CSFS space.</p> <p>Sports facilities must be endorsed and supported by the Sport Singapore (SportSG).</p> <p>For community uses, they are restricted to the list of social and community services listed below, and must be endorsed</p>
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and supported by the relevant championing government Ministry and agencies outlined below.

Community Uses

Only the following categorisation of social and community services that are compatible in a commercial development can qualify under the CSFS:

i. **Child care services**

Child care services refer to services that provide working parents with quality and affordable child care services, which comply with ECDA's licensing requirements. The CSFS is available to child care services provided by:

a) Non-profit or anchor operator child care centres that are endorsed by ECDA² to qualify for the CSFS; and

b) Commercial child care centres that are endorsed by ECDA to qualify for the CSFS under their Support Schemes. The Support Schemes will require the commercial child care centres under the CSFS to provide quality and affordable child care services to the public and the community. For more information on the qualifying criteria and application process for ECDA's Support Schemes, please refer to ECDA's [website](#). The commercial child care centre use will be approved by URA on Temporary Permission (TP)³. The commercial child care centre operator must seek URA's approval for a renewal of the TP. As part of the submission requirement for the TP renewal, the commercial child care operator must continue to obtain ECDA's re-endorsement for the CSFS. TP renewal applications that are not attached with ECDA's re-endorsement letter will be deemed as incomplete submissions and will be returned.

ii. **Disability services**

Disability services, under the purview of the Ministry of Social and Family Development (MSF), refer to services and programmes in place for people with disabilities to help them integrate into society with the support from their families and caregivers. Disability services include day activity centres that provide training in daily living skills; social skills development; and vocational abilities

² The Early Development Childhood Agency (ECDA) is jointly overseen by the Ministry of Social and Family Development (MSF) and the Ministry of Education (MOE).

³ The length of the TP can be up to 10 years. The validity of TP for the CSFS space is contingent on commercial child care centre operator maintaining ECDA's endorsement under their Support Schemes.

		<p>development. The disability services operator must be endorsed by MSF/National Council of Social Service (NCSS) for the CSFS.</p> <p>iii. <u>Family services</u> Family services, under the purview of the MSF, refer to services to the public on family-related matters. Family services include individual and family counselling; family life education; parenting advice, talks or seminars; family finances or financial counselling; and marriage counselling (non-commercial). The family services operator must be endorsed by MSF/NCSS for the CSFS.</p> <p>iv. <u>Eldercare services</u> Eldercare services refer to services that:</p> <ul style="list-style-type: none"> a) Facilitate the elderly to age in place in the community; b) Enrich their lives by engaging the elderly and promote their continued participation in the community; and c) Provide support to the elderly, and their caregiver. <p>The services may include active ageing programmes, befriending, information & referral, custodial day care, respite care and community rehabilitation. These services must be endorsed by Ageing Planning Office (MOH) to have satisfied their policy objectives and requirements.</p> <p>v. <u>Volunteerism and volunteer-based programmes</u> These programmes refer to those that:</p> <ul style="list-style-type: none"> a) Reach out, recruit, train, and/or deploy volunteers to serve the social sector (i.e. volunteers in arts and sports, for example would not qualify); and b) Provide services that are long-term and/or on-going basis and not on a project basis. <p>The need for the space for volunteer-based programmes should be clearly justified and the programme endorsed by MSF/NCSS.</p> <p>vi. <u>Community Libraries</u> Community libraries, under the purview of the National Library Board (NLB), provide the public easy access to information to promote a knowledgeable and engaged society.</p> <p>vii. <u>Community Clubs</u></p>
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3	Replacement of community / sports user	<p>In the event that the original user of the CSFS space no longer requires the CSFS space or fails to maintain the endorsement of the relevant championing government agency, it must immediately cease to occupy and use the CSFS space. The owner of the CSFS space will work together with the championing government agency to identify a replacement community or sports user to occupy the CSFS space. The replacement user would similarly have to be endorsed by the relevant championing government agency and meet the guidelines stated in this Appendix.</p> <p>Appendix 2 shows the parties responsible for ensuring that the use of the CSFS space continues for the approved purpose. The community or sports user and the owner of the CSFS space shall seek approval from the Competent Authority on any change of user or change in the usage of the CSFS space.</p> <p>If no replacement community or sports user can be found, the vacated CSFS space should either be removed or the overall GFA of the development should be reduced to the allowable</p>

		<p>maximum GFA permissible under the Master Plan. The vacated CSFS space cannot be converted to other uses.</p>
4	Ancillary Uses	<p>Ancillary uses (e.g. ancillary office) to support the community or sports uses within the CSFS space can be allowed up to a maximum of 40% of the total GFA of the CSFS space.</p> <p>Any commercial uses, if permitted by URA, within the CSFS space (e.g. cafes, souvenir or gift shops) will be computed as part of the overall commercial quantum of the development.</p>
5	Eligible Commercial Developments	<p>The co-location of community or sports uses under the CSFS is intended primarily for commercial retail developments which are highly accessible. The commercial development that can be considered for the community and/or sports uses under the CSFS must be in close proximity to transport nodes or town centres / neighbourhood centres, and the additional CSFS space can be supported from the land use and transport planning points of view.</p> <p>Community and sports uses under the CSFS would not be supported in hotel developments as the resultant synergies are limited.</p> <p>Community and sports uses under the CSFS in office developments will only be considered if it is clear that the use has clear synergies with the office development and caters to the needs of the office workers.</p>

6	Ownership	<p>For community uses in CSFS spaces, developers have the option of offering a government agency or the community user endorsed by the relevant championing agency either the strata-title of the CSFS spaces or a long lease with a minimum tenure of 10 years of the CSFS space with option of renewal. Direct transfer of ownership or leases to the community user using the CSFS space is allowed, subject to support from the relevant championing government agency.</p> <p>For sports uses in CSFS spaces, developers shall offer SportSG the option to either take up ownership of the stratatitle of the CSFS space or lease of the CSFS space, with a minimum tenure of 10 years with option of renewal by SportSG. SportSG will take the lead in the operation and management of the sports facility and may appoint a suitable managing agent to operate the facility.</p>
		<p>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 arrangement 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.</p>
7	Development charge or differential premium (DC/DP)	<p>If payable, development charge (DC) or differential premium (DP) will be levied at Civic & Community Institution rate for the additional CSFS space for community uses and the relevant sports/recreational rate for the additional CSFS space for sports uses.</p>

2. The following are the procedures:

- a. A formal application to obtain Provisional Permission (PP) is to be submitted to URA for consideration.
- b. The following documents should be included as part of the formal application to URA to obtain PP:

- i. A letter of undertaking (LOU) from the community service provider for community use (see [Appendix 3A](#)), from SportSG for sports use (see [Appendix 3B](#)), and from child care centre operator endorsed by ECDA to qualify for the CSFS (see [Appendix 3C](#)).
 - ii. An endorsement letter from the relevant championing government Ministry and agency for the proposed use and/or ownership arrangement of CSFS space.
 - c. To facilitate developers to make use of this scheme, we have outlined the procedure for obtaining the relevant approval under the Planning Act in [Appendix 4](#). We have also included the step-by-step procedure to guide community service providers / National Sports Associations (NSAs) / child care centre operators who are keen to propose the co-location of community or sports uses under the CSFS in [Appendix 4](#).
3. The CSFS space shall at all times be used in a manner that complies with the terms and conditions of the CSFS guidelines. The relevant championing government agency will conduct regular reviews to ensure that the users of the CSFS space would continue to provide meaningful community or sports services for the general public for the duration of their occupation of the CSFS space.

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 or child care centre endorsed by the relevant championing agency) takes strata-title directly from developer ⁴	Community user
4	Community user (i.e. NGO, SSA or child care centre 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.

⁴ 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.

Letter of Undertaking (LOU) to be provided by NGO/SSA/Government agency to URA for co-location of community space (excluding child care centre uses) 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/2020/01-DCG) dated 21 February 2020.

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 Spots Space) under the Competent Authority's Revised Guidelines for Community/Sports Facilities Scheme (URA/PB/2020/01-DCG) dated 21 February 2020.

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 : _____

APPENDIX 3C

Letter of Undertaking (LOU) to be provided by child care centre operator to URA for co-location of child care centres 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 CHILD CARE CENTRE 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 child care centre use (hereinafter referred to as the " CCC Space ") ***on a temporary permission* under the Competent Authority’s Revised Guidelines for Community/Sports Facilities Scheme (URA/PB/2020/01-DCG) dated 21 February 2020.

In consideration of the Competent Authority agreeing to grant written permission for the Development and in particular, for the CCC Space for child care centre use within the Development ***on a temporary permission* under the said Guidelines for

Community/Sports Facilities Scheme, we _____ (Name of child care centre operator) hereby undertake -

*** The words in italics are only applicable for commercial child care centre use which are approved on temporary permission of up to 10 years.*

- (a) * to lease the CCC 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 CCC Space on or before the issue of the Certificate of Statutory Completion for the Development;

- (b) * to operate a non-profit child care centre within the CCC Space in a manner that is endorsed by the Early Childhood Development Agency ("ECDA");

-OR-

- * to operate a commercial child care centre within the CCC Space in a manner that is endorsed by the Early Childhood Development Agency ("ECDA") and complies with ECDA's qualifying criteria under their Support Schemes;

- (c) to ensure that the CCC Space is used strictly for child care centre use and not for any other use. We also undertake that we shall not charge any other approved user of the CCC Space any rent, fee or similar or like consideration to use the CCC Space, except such payments based on pro-rated cost recovery basis;

- (d) to seek prior written approval from the Competent Authority for any change in the use of the CCC Space or any part thereof and where

*Delete if not applicable.
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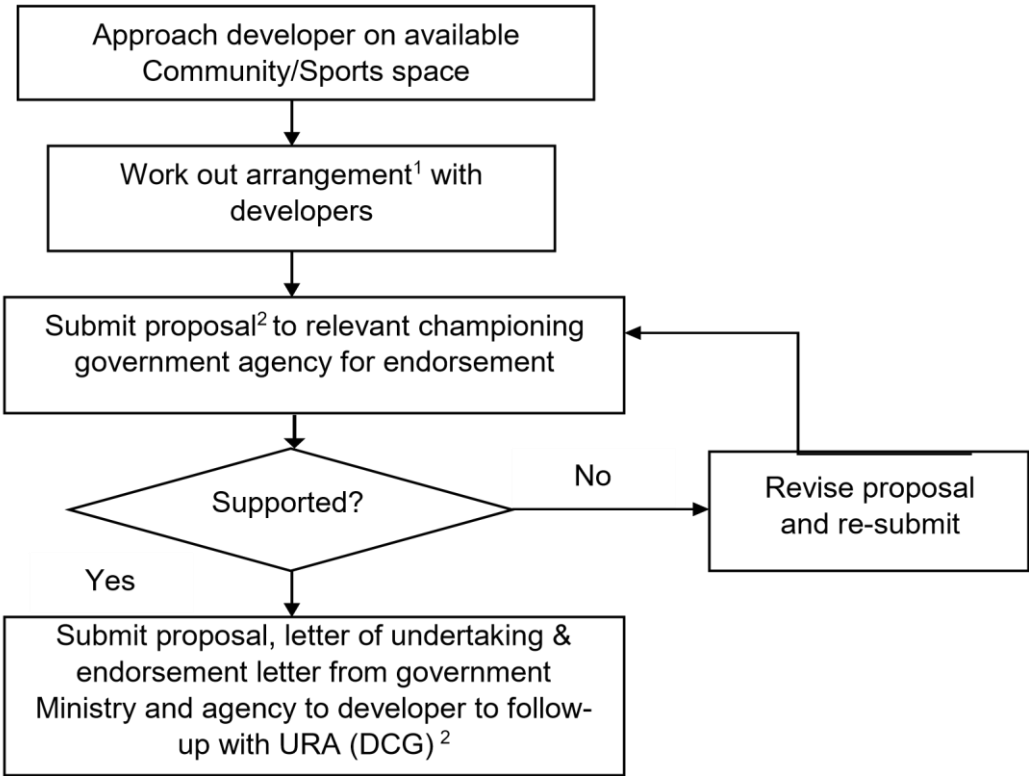
applicable, to obtain prior written permission under the Planning Act for any such change in use;

- (e) to cease to occupy and use the CCC space, in the event that we fail to maintain ECDA's endorsement for the Competent Authority's Revised Guidelines for Community/Sports Facilities Scheme ***or if we as commercial child care centre fail to satisfy or comply with ECDA's qualifying criteria under their Support Schemes;*
- (f) to inform the Competent Authority and ECDA in the event that we cease operation of the child care centre within the CCC Space or cease to occupy the CCC Space;
- (g) * to work with the relevant championing government agency to identify a replacement user endorsed by the relevant championing government agency, in the event that we or any user(s) of the CCC Space has terminated its operation or cease to occupy the CCC Space **(NOTE: Applicable only for cases where child care centre operator directly takes ownership of the CCC Space)**; and
- (h) * In the event that the CCC Space is to be sold, to inform the new buyer that the usage of the CCC 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 child care centre operator directly takes ownership of the CCC Space).**

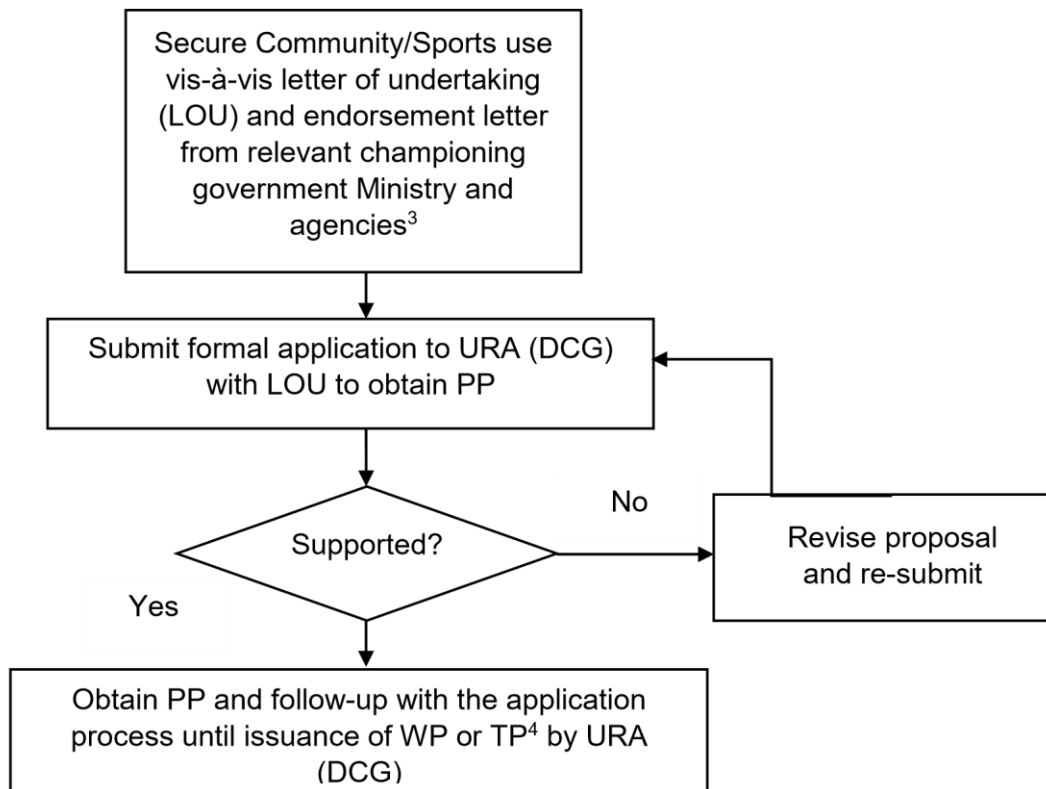
For and on behalf of the _____ (Name of child care centre operator).

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

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.

⁴ The commercial child care centre use will be approved by URA on Temporary Permission (TP). The length of the TP can be up to 10 years. The validity of TP for the CSFS space is contingent on commercial child care centre operator maintaining ECDA's endorsement under their Support Schemes. The commercial child care centre operators using the CSFS spaces must seek URA's approval for a renewal of the TP. As part of the submission requirement for the TP renewal, the commercial child care operator must continue to fulfil ECDA's qualifying criteria under the Support Schemes, and obtain ECDA's re-endorsement letter to be submitted to URA. TP renewal applications that are not attached with ECDA's re-endorsement letter will be deemed as incomplete submissions and will be returned.