

SUBMISSION AND EVALUATION PROCESS FOR PRIVATELY OWNED PUBLIC SPACES (POPS)

For Provisional Permission/Written Permission

1. Developers and property owners who are required to provide public spaces and/or seeking GFA exemption for a first-storey covered public space must formally submit the public space proposal to URA's Development Control Group for approval as part of the Development Application process.
2. To ensure that these spaces are considered as an integral part of the design of the development, the proposal must be submitted as part of the development plans at the Provisional Permission (PP) Stage. Please refer to [Annex 2-1](#) for a list of the submission requirements.
3. The public spaces must be implemented according to the approved plans, and verified and endorsed by URA.
4. When required by URA, the Qualified Person (QP) must submit accurately labelled photographs (in pdf file format) showing the completed public spaces and/or arrange for a site inspection upon completion of works.
5. All ORA within POPS would require a Planning Permission. All proposals are still subject to clearance from the other relevant authorities like the Land Transport Authority, Singapore Land Authority, National Parks Board, Fire Safety Bureau, National Environment Authority, Public Utilities Board, etc.

SUBMISSION REQUIREMENTS CHECKLIST FOR PRIVATELY OWNED PUBLIC SPACES (POPS)

For Provisional Permission/Written Permission

The following checklist is a guide on the submission documents that are required to facilitate our evaluation of the proposal. Additional and/or alternative information may be submitted.

1. Design Statement

Please provide a short statement (may include illustrations) describing the design concept for the public space, as well as how the public space would contribute to the amenity of the proposed development and surrounding area. This should include the following:

- a) Who are the intended user groups
e.g. local residents, office workers, visitors from other areas of Singapore, tourists;
- b) How is the space intended to be used
e.g. passive recreation, events, active recreation; and
- c) What type of space is proposed
e.g. park, urban park, plaza, square, pocket park, atrium, courtyard, forecourt, sky garden, pedestrian mall/ promenade etc.

2. Drawings

<p><u>ANNOTATED DRAWINGS:</u> <i>To illustrate the design approach and demonstrate general compliance with the guidelines.</i></p>	<ol style="list-style-type: none"> i. Location plan; ii. Plans / sections / elevations at an appropriate scale to demonstrate the overall planning and design intent; iii. The boundary of the proposed public space, and extent of contiguous usable space on the relevant plans with the areas annotated in sqm; iv. The boundary of the development's building footprint with the area annotated in sqm on the relevant plans; and v. Detailed drawings showing the proposed shade, landscape provision and location of seats, and Outdoor Refreshment Areas, if any;
<p><u>ZONING AND CIRCULATION DIAGRAM:</u> <i>To demonstrate the relationship between the proposed uses, amenities, and circulation.</i></p>	<ol style="list-style-type: none"> vi. Schematic drawing illustrating zones for key programmes/activities, amenities and circulation; and vii. Schematic drawing illustrating key circulation routes within and adjoining site for: pedestrians, cyclists and vehicles.
<p><u>SIGNAGE DESIGN:</u> <i>To illustrate the signage design and location.</i></p>	<ol style="list-style-type: none"> viii. Design, dimensions, materials and method of installation of the public space signage; and ix. Location of the signage on the relevant plans / sections / elevations.

<p><u>SHADOW DIAGRAMS:</u> To demonstrate adequate provision of shade in public space area.</p>	<p>x. Diagrams illustrating shadows cast for 21 Jun at 9am, 12pm, and 4pm. These are to clearly identify:</p> <ol style="list-style-type: none"> a. the area of shade provided as a percentage of public space area; and b. the shaded seating as a percentage of total seating provided.
<p><u>(Optional) OUTDOOR REFRESHMENT AREAS WITHIN POPS</u></p>	<p>xi. <u>Standard Plans and Elevations showing:-</u></p> <ol style="list-style-type: none"> a. The location of the proposed ORAs within POPS, in appropriate scale, in relation to the surrounding features in the POPS such as landscaping, furniture, lighting etc, and pedestrian network; b. The boundary of (i) POPS and (ii) the proposed ORAs on plan, annotated with the respective areas in sqm; c. A tabulation of areas in sqm for: <ul style="list-style-type: none"> • the total GFA of the development; • the development built footprint; • minimum POPS area required for the development; • area of POPS including proposed ORA within POPS; • proposed area for ORA within POPS (if any); • proposed area of Outdoor Kiosk for food preparation within the ORA (if any); and • area of POPS after proposed ORA is deducted. d. For ORA proposals, the layout of the F&B unit, including the locations, size of kitchen (if any), layout of the seating area, servicing routes and any additional required M&E are to be included as part of the overall plan submission; and e. The proposed boundary markers for the ORA, e.g. planters or flower pots/beds. The layout of the tables and chairs within the boundary of the proposed ORA should also be shown. <p>xii. <u>Detailed Plan & Elevation in 1: 50 scale showing:</u></p> <ol style="list-style-type: none"> a. The proposed structures such as the roof, frame structure, low wall, glazing, umbrellas and any furniture and proposed signs, with annotation on the type and size of structure and materials; and b. The internal layout of the ORA, including all equipment, with dimensions and annotations.

3. Declaration

The applicant must submit the declaration form included in [Annex 2-2](#) confirming compliance with the Design Guidelines.

DECLARATION FORM FOR PRIVATELY OWNED PUBLIC SPACE (POPS)

Annex 2-2

PART I PARTICULARS OF PROJECT	
Development Name:	
Address:	
Description of Project:	
Is your development required to provide a Public Space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your development seeking GFA exemption for a Covered Public Space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PART II - PARTICULARS OF THE APPLICANT (OWNER / DEVELOPER)	
Company Name:	
Address:	
Contact Person:	
Contact Number:	
PART III - PARTICULARS OF THE QUALIFIED PERSON	
Company Name:	
Address:	
Contact Person:	
Contact Number:	
PART IV - PROJECT DETAILS	
Site Area: _____ sqm	Building Footprint: _____ sqm
Total GFA: _____ sqm	POPS Area: _____ sqm
ORAs within POPS Area (if any): _____ sqm	
PART V - COMPLIANCE WITH GUIDELINES	
Urban Design Guidelines	
1. Size	Public space area (excluding ORAs within POPS, if any) is at least <input type="checkbox"/> 1sqm of public space area for every 50sqm of GFA; or <input type="checkbox"/> 25% of the development's building footprint. <input type="checkbox"/> Covered public space has high volume ceiling (of at least 2 storeys or an appropriate height in proportion to its size).
2. Access & Location	<input type="checkbox"/> At the first storey with a frontage onto a major street or pedestrian thoroughfare; <input type="checkbox"/> Easily-accessible, well-linked to pedestrian network; <input type="checkbox"/> Barrier-free and comply with BCA's universal design guidelines; and <input type="checkbox"/> Public space frontage is open and unobstructed, and highly visible.
3. Amenities	Total no. of seats provided: _____
4. Shade	<input type="checkbox"/> At least half of the public area is shaded between 9 am and 4 pm. <input type="checkbox"/> At least half of the public seating is shaded between 9 am and 4 pm.
5. Signage	<input type="checkbox"/> At a visible and fixed location; <input type="checkbox"/> Contains required logo and content in a legible colour and font; <u>and</u> <input type="checkbox"/> Of highly durable material.
6. (Optional) Outdoor Refreshment Areas within POPS	<input type="checkbox"/> Primarily used for seating; <input type="checkbox"/> Total size does not exceed 10% of the POPS area; <input type="checkbox"/> Does not exceed 5m in height; <input type="checkbox"/> Outdoor and unenclosed; <input type="checkbox"/> Furniture or opaque structures do not exceed 1.2m high; <input type="checkbox"/> Clearly demarcated with boundary markers which are not easily removable; <u>Outdoor Kiosk for food preparation (if any):-</u> <input type="checkbox"/> Ancillary use within ORA boundary; <input type="checkbox"/> Does not exceed 30sqm; <input type="checkbox"/> Furniture or opaque structures do not exceed 1.2m high; and <input type="checkbox"/> Contiguous with the seating area.
Operational Guidelines	
<input type="checkbox"/> Public space is open to the public at all times; <input type="checkbox"/> Public space will not be enclosed and will not be converted to any other uses in the future; <u>and</u> <input type="checkbox"/> Public space, including ORAs within POPS (if any), will remain as common property, in the event of strata subdivision.	

PART VI – DESCRIPTION OF PROPOSAL

Please include the design statement, drawings referred to in **Annex 2-1**, and any other supporting materials, documents or information, e.g. simulations, plans, detailed drawings, shadow diagrams, artist impression, etc, that you deem will help to illustrate and support your proposal.

The submission should include the following:

S/N	Items	Checklist
1	Design statement	
2	Annotated plans, elevations and other drawings	
3	Zoning and circulation diagram	
4	Signage design	
5	Shadow diagrams	
6	(Optional) Outdoor Refreshment Areas within POPS	

PART VII - DECLARATION

I/We certify that the particulars and information given in this application are true and correct:

Owner/Developer

Qualified Person

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____