

# EDAform User Guide

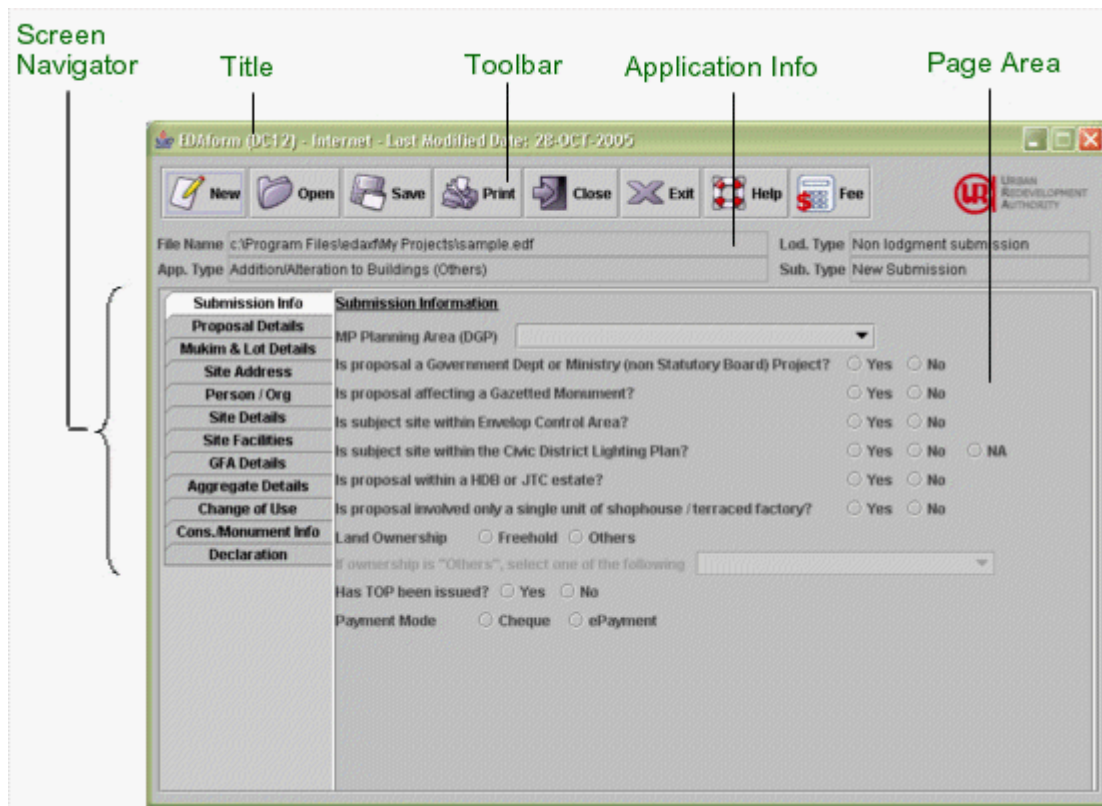
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Last Updated: **11 Feb 2022**

## 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 : 25-Oct-2005

### 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.
	Save	Click on the 'Save' button to save the development application form.

Button Icon	Button Name	Description
	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.

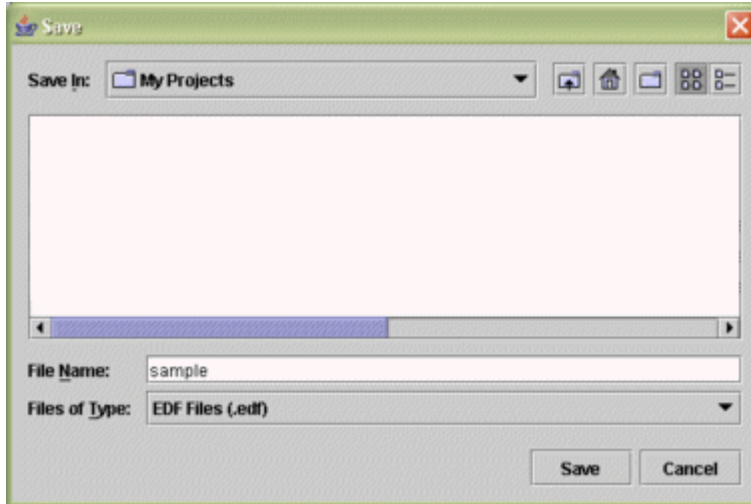
### Page Area

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.

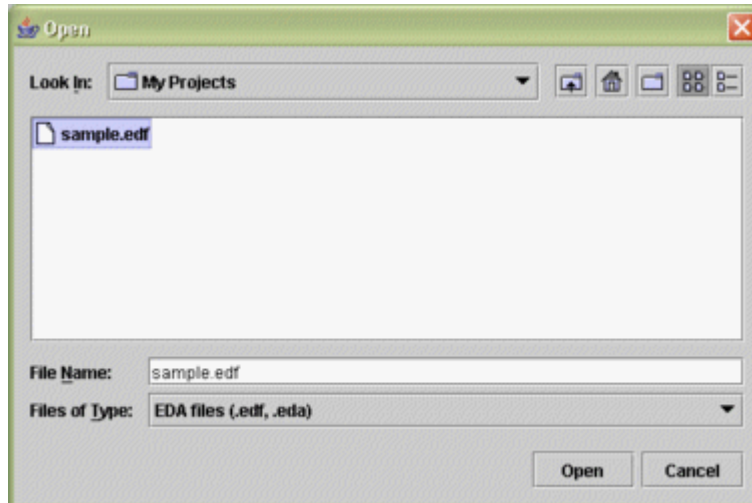


2. You will be prompted to specify the file name of the new application form in the dialog box.
3. Choose the directory where you want to save your application form at the 'Save in' dropdown list if necessary. By default, your application form will be saved at the C:\Program Files\edaxf\My Projects\ 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.



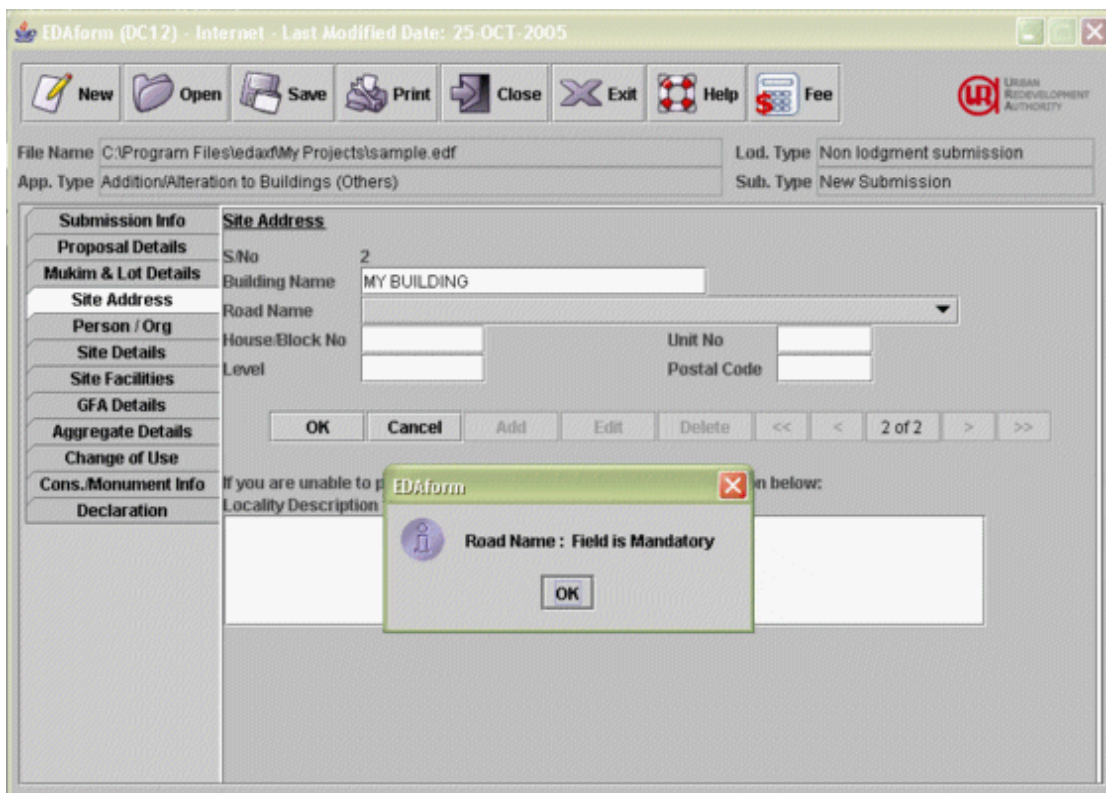
2. You will be prompted to specify the file name of the application form you wish to open in the dialog box.
3. Choose the directory where your application form is located from the 'Look in' dropdown list.
4. Choose the file to open and click 'Open' button on the dialog box.
5. Note: you can open only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

## 4. Saving a Development Application Form

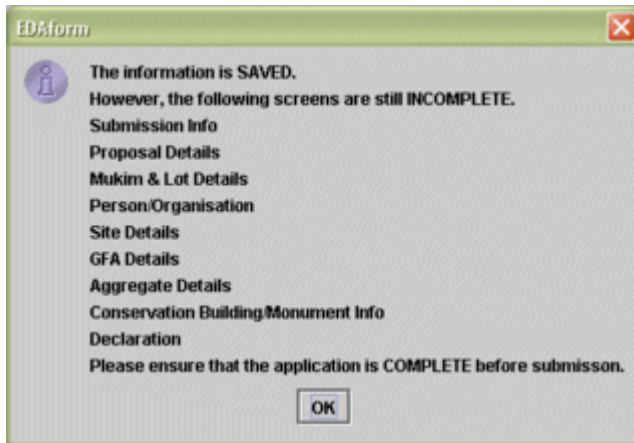
To save a development application form, follow the steps below:

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.

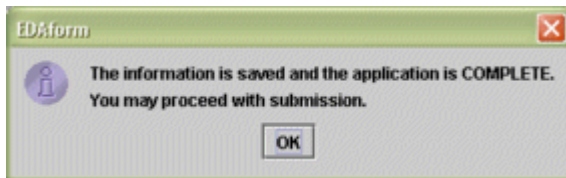
Note: you will be prompted only when you have entered some data for certain screen(s) and did not complete it or entered incorrectly. You have to correct the mistakes before you can save your form.



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.



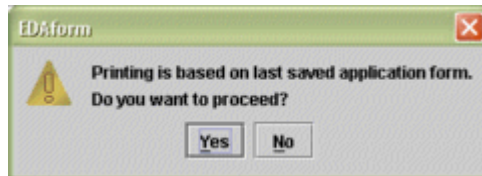
Please ensure that you get the above message when saving your form so that your application will not be rejected by URA for incomplete form submission.

- 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.



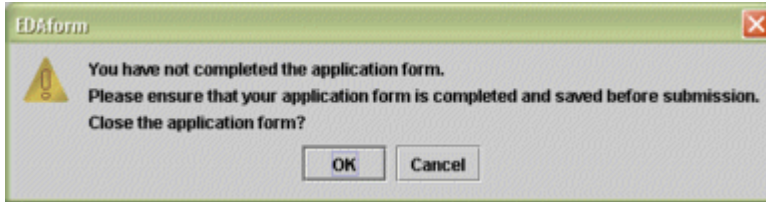
## 6. Closing a Development Application Form

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

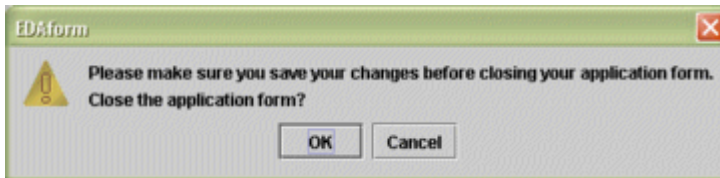
1. Click on the 'Close' button at the toolbar.

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.

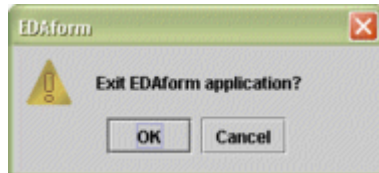


4. Click 'Ok' button to close the form.
5. Click 'Cancel' button to cancel the closing of the form.
6. Note: if you have not saved your application form, you should click 'Cancel' button or you will lose your changes.

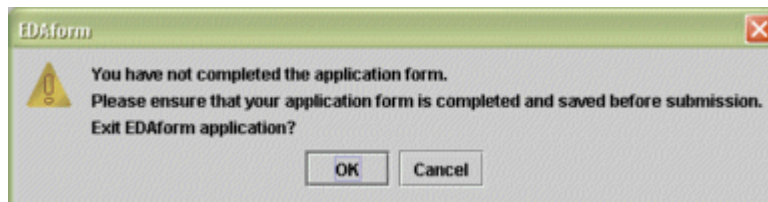
## 7. Exiting EDAForm

To exit from EDAform application, follow the steps below:

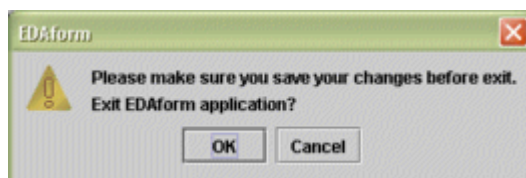
1. Click on the 'Exit' button at the toolbar.
2. If you currently do not have an application form opened, you will be asked to confirm exiting from the EDAform application.



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.



8. Click 'Ok' button to exit from EDAform.
9. Click 'Cancel' button to cancel the exit.
10. 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.

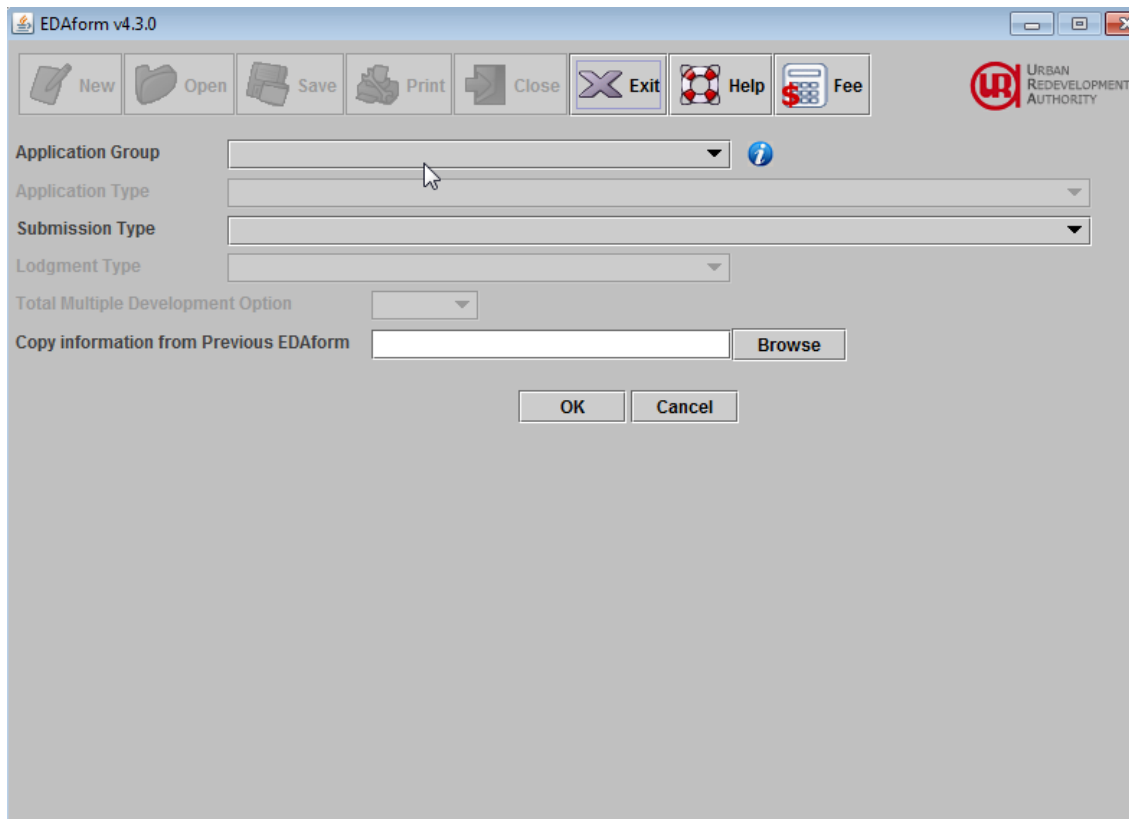
There are two fee calculator functions:

- 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.



### 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 <sup>st</sup> Submission	160799-24A1 (system-assigned)	(not required)
New Erection	2 <sup>nd</sup> Submission		<b>160799-24A1</b> (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 <sup>st</sup> Submission		<b>160799-24A2</b>

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 <sup>st</sup> Submission	160799-24A2-A011 (system-assigned)	<b>160799-24A2</b> (indicate subm no.)
Amendment	2nd Submission		<b>160799-24A2-A011</b> (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 <sup>st</sup> Submission		<b>160799-24A2</b> (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 1<sup>st</sup> extension
  - 03 for 3<sup>rd</sup> 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 Table II of the Fees Schedule?

- Select 'Yes' if the proposal is for land extensive development and select the use from the listing provided.
- 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
------------------	-------------------------------	-----------	--------------

Erection <sup>1</sup> 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 <sup>nd</sup> to 4 <sup>th</sup> storey, and a basement carpark.
A/A <sup>2</sup> 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 <sup>nd</sup> 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

<b>Submission Description</b>	<b>Remarks</b>
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 2<sup>nd</sup> 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

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.

<b>MK/TS</b>	<b>MK/TS Number</b>	<b>Lot No</b>	<b>Part Lot Indicator</b>
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 (DC12) - Internet - Last Modified Date: 01-JUN-2006". The window contains a toolbar with icons for New, Open, Save, Print, Close, Exit, Help, and Fee. Below the toolbar, there are fields for File Name (C:\Program Files\edax\My Projects\sample.edf), App. Type (Addition/Alteration to Buildings (Others)), Lod. Type (Non lodgment submission), and Sub. Type (New Submission). The main content area is a form with a left-hand navigation menu and a right-hand data entry section. The navigation menu includes: Submission Info, Proposal Details, Mukim & Lot Details, Site Address (selected), Person / Org, Site Details, Site Facilities, GFA Details, Aggregate Details, Change of Use, Cons./Monument Info, and Declaration. The Site Address section contains the following fields: S/No (1), Building Name (text input), Road Name (text input with a search icon), House/Block No (text input), Unit No (text input), Level (text input), and Postal Code (text input). Below these fields 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)". Below this note is a large text area for the locality 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 1<sup>st</sup> 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.

The screenshot shows a web browser window titled "EDAform (DC27) - Internet - Last Modified Date: 29-OCT-2005". The window contains a toolbar with icons for New, Open, Save, Print, Close, Exit, Help, and Fee. Below the toolbar, there are fields for File Name (c:\Program Files\ledaxd\My Projects\sample.edf), Lod. Type (Change of Use), App. Type (Change of Use), and Sub. Type (New Submission). The main content area is divided into two columns. The left column has a navigation menu with items: Submission Info, Proposal Details, Mukim & Lot Details, Site Address (highlighted), Person / Org, Change of Use, and Declaration. The right column is titled "Site Address" and contains the following fields: Lodgment Category (dropdown menu with "CHILDCARE CENTRE, KINDERGARTEN AND STUDENT CARE CENTRE" selected), Development (dropdown menu), S.No (text field with "1"), Road Name (dropdown menu with a "Show Map" button), Building Name (text field), House/Block No (text field), Unit No (text field), Level (text field), and Postal Code (text field). At the bottom of the form, there are buttons for OK, Cancel, Add, Edit, Delete, and navigation arrows, along with a "1 of 1" indicator.

### Lodgment Category

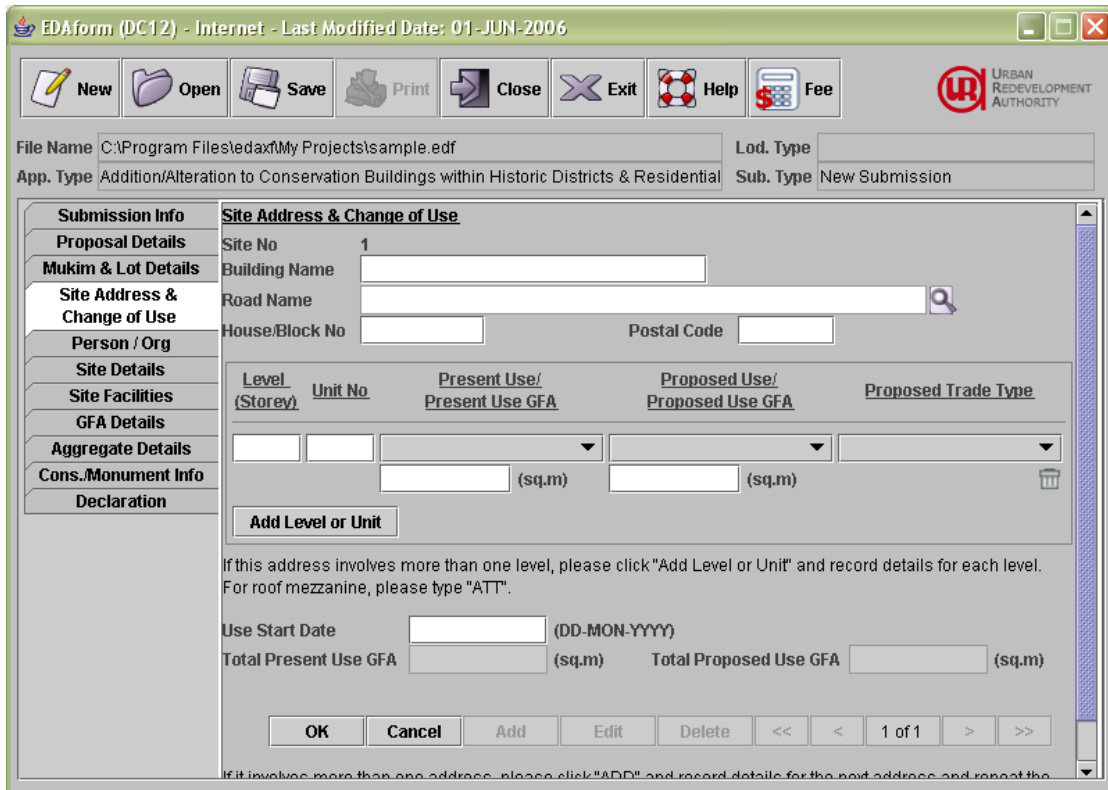
- Select the lodgment category to indicate the type of lodgment.
- Different lodgment category will give a different view for the site address. E.g. if you select 'Commercial Building', the list of address and buildings applicable for lodgment will be listed.

### 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 (DC12) - Internet - Last Modified Date: 01-JUN-2006

File Name: C:\Program Files\edax\My Projects\sample.edf  
 App. Type: Addition/Alteration to Conservation Buildings within Historic Districts & Residential  
 Lod. Type:   
 Sub. Type: New Submission

**Submission Info**  
**Proposal Details**  
**Mukim & Lot Details**  
**Site Address & Change of Use**  
**Person / Org**  
**Site Details**  
**Site Facilities**  
**GFA Details**  
**Aggregate Details**  
**Cons.Monument Info**  
**Declaration**

**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	Proposed Trade Type
<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)	<input type="text"/> (sq.m)	<input type="text"/>

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

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.

#### **Present Trade Type**

- Record the present trade type at the 1st storey.
- This field is applicable only if the conservation building is located within the core area.

#### **Use Start Date (When use started?)**

- Please indicate when the use started.

E.g.:

- 5/MAY/1999 for 5<sup>th</sup> May 1999
- 12/JUL/1999 for 12<sup>th</sup> 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 v5.0.0 (DC3) - Internet - Last Modified Date: 07-FEB-2022

File Nam... C:\URA-APP\test edaform files\v5.0\DC3\ne landint\DANE rule1.2a landint1 v5.0.edf Lod. Type Non lodgment submission

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

**Submission Information** **Person/Organisation**

**Proposal Details** S/No 1

**Mukim & Lot Details** Move roles to the right to assign role to the person or organisation

**Site Address** Available Roles: Assigned Roles:

**Person/Organisation** Agent (i.e. QP firm) Add >

**Site Details** Applicant (Developer) < Remove

**Site Facilities** Architect

**GFA Details** Engineer

**Greenery Details** Name

**Declaration** 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 proceeding 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 - Site Details

Use this screen to record the site details information.

### Screen for Site Details for Amendment and Additions and Alteration Applications

EDAform v4.8.0 (DC12) - Internet - Last Modified Date: 11-MAY-2020

File Name: c:\temp\test1.edf  
Lod. Type: Non lodgment submission  
App. Typ...: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Histor  
Sub. Type: New Submission (for fresh submissio

**Submission Information**

**Site Details**

Proposal Details  
Mukim & Lot Details  
Site Address  
Person/Organisation  
**Site Details**  
Site Facilities  
GFA Details  
Greenery Details  
Aggregate Details  
Change of Use  
New Extension/  
New Building(s)  
Declaration

Site No: 1  
Broad Land Use: [Dropdown]  
Site Area: [Text] (sq.m) State Land: [Text] (sq.m)  
No. of Conserved Units: [Text] GFA to be conserved: [Text] (sq.m)  
No. of Storey Plans affected by Works to existing building: [Text] ⓘ  
Approved + Inc / Dec = Overall  
Total GFA: [Text] (sq.m) [Text] (sq.m) [Text] (sq.m)  
Gross Plot Ratio: [Text]  
Commercial GFA: [Text] (sq.m) [Text] (sq.m) [Text] (sq.m)  
Commercial Plot Ratio: [Text]  
Residential GFA: [Text] (sq.m) [Text] (sq.m) [Text] (sq.m)  
Residential Plot Ratio: [Text]  
Building Height: [Text] (m SHD) [Text] (m SHD) [Text] (m SHD)  
Open Space Provision: [Text] (sq.m) [Text] (sq.m) [Text] (sq.m)  
Site Coverage: [Text] (%) [Text] (%) [Text] (%)  
Communal Open Space: [Text] (%) [Text] (%) [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

### Site No

- Please note that site number does not refer to the individual plot numbers of the proposed development but refers to the entire development site. All typical application would usually consist of only one site number.
- In a typical submission, record '1' for the site number.
- Different site numbers have to be recorded when the development site consists of two or more type of developments.  
E.g. an application consists of landed housing (site 1) and condominium housing (site 2).

### Broad Land Use

Record the Broad Land Use by choosing the most appropriate use from the list provided in the system.

E.g.

Type of developments	Broad Land Use
Landed housing	Residential (Landed Housing)
Condominium housing	Residential (Condominium/Flats)

Examples of Broad Land Use Menu

<b>Description</b>	<b>Remarks</b>
Agriculture	Incl. Hydroponic Farm
Business Park/Business Park-White	Incl. Science Park, R&D Industry
Civic/Cultural/Community/Other Institution	Incl. Home, Govt. Office, Association
Cemetery	Incl. Columbarium
Commercial	Incl. Shop Excl. Hotel & Entertainment
Commercial/Residential	Eg. Shopping/Office/Residential
Educational Institution	Incl. School, University, Training Institute
Entertainment	Incl. Cinema, Amusement Centre
Health And Medical Care	Incl. Polyclinic, Dialysis Centre
Hotel	Incl. Boarding House
Open Space	Incl. Public Promenade, Outdoor Pedestrian Mall
Mining/Quarry	Incl. Sand/Granite Quarry, Clay Mining
Place of Worship	Incl. Church, Mosque, Temple
Port/Airport	Incl. Ferry Terminal, Airport Terminal
Residential (Landed Housing) - GCBA	Incl. Detached
Residential (Landed Housing) – Non GCBA: Detached	Incl. Detached
Residential (Landed Housing) – Non GCBA: Semi-Detached	Incl. Semi-Detached
Residential (Landed Housing) – Non GCBA: Terrace	Incl. Terrace
Residential (Landed Housing) – Non GCBA: Mixed	Incl. Detached, Semi-detached, Terrace
Residential (Strata Landed Housing) – GCBA	Incl. Strata Bungalow
Residential (Strata Landed Housing) – Non GCBA	Incl. Strata Bungalow / Semi-Detached / Terrace
Residential (Condominium/ Flats)	Incl. Condominium Development, Flats
Residential with Commercial at 1st storey only	E.g. Shop/Flats
Sports and Recreation	Incl. Golf Course, Race Course
Special Use	Incl. Military Use
Telecommunication	Incl. Transmitting Station
Transport Facilities	Incl. MRT, Petrol station
Utility	Incl. Refuse Collection Centre/Incinerator

### 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.

### **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.

### **Commercial GFA (sq m)**

- Record the proposed total Commercial gross floor area for the site in sq m.
- This field is mandatory if there is a commercial component proposed in the development site.

### **Commercial Plot Ratio**

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

### **Residential GFA (sq m)**

- Record the proposed total Residential Gross Floor Area for the site in sq m.
- This field is mandatory if there is a residential component proposed in the development site.

### **Residential Plot Ratio**

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

<b>Type of dwelling house</b>	<b>Site coverage</b>
Type A detached	20.54%
Type B detached	28.5%

### **Communal Open Space (%)**

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

### **For Amendments/Additions and Alterations Proposal only**

For the following fields:

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

**For Additions and Alterations/ Amendments applications of the Conservation Buildings within Historic Districts or Residential Historic Districts**

The screen is slightly different from the above. The 'Site No' refers to the each site address record (each conservation building) entered at the site address screen.

EDAform v4.8.0 (DC12) - Internet - Last Modified Date: 11-MAY-2020

File Nam... c:\temp\test1.edf Lod. Type

App. Typ...Addition/Alteration to Conserved Buildings within Historic Districts & Residential Histor Sub. Type New Submission (for fresh submissio

	Approved	+ Inc / Dec	= Overall
Current Submission GFA	(sq.m)	(sq.m)	(sq.m)
Total GFA of the whole Conserved Building	(sq.m)	(sq.m)	(sq.m)
Commercial GFA	(sq.m)	(sq.m)	(sq.m)
Residential GFA	(sq.m)	(sq.m)	(sq.m)
Building Height	(m SHD)	(m SHD)	(m SHD)
Open Space Provision	(sq.m)	(sq.m)	(sq.m)
Site Coverage	(%)	(%)	(%)
Communal Open Space	(%)	(%)	(%)

OK Cancel Edit Delete

- 1 The address of the selected Site No will appear besides Site No
- 2 Enter the site details information of the selected building and 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 enter the site detail of another building, select another Site No.
- 6 To delete an existing site details record, click on the 'Delete' button.

**Current Submission GFA (sq m)**

- Refer to the Gross Floor Area (GFA) of the current submission. The GFA is extracted from the Total Present Use GFA and Total Proposed Use GFA entered in the Site Address screen.

**Total GFA of the Whole Conserved Building (sq m)**

- Refer to the Gross Floor Area (GFA) of the whole building.

## 18. Screen - Site Facility

This screen is used to record the facilities at the development site.

The screenshot shows a web browser window titled "EDIform (DC12) - Internet - Last Modified Date: 29-OCT-2005". The window contains a toolbar with icons for New, Open, Save, Print, Close, Exit, Help, and Fee. Below the toolbar, there are fields for File Name (c:\Program Files\edax\My Projects\sample.edf), App. Type (Addition/Alteration to Buildings (Others)), Lod. Type (Non lodgment submission), and Sub. Type (New Submission). The main content area is divided into a left sidebar with a tree view of categories (Submission Info, Proposal Details, Mukim & Lot Details, Site Address, Person / Org, Site Details, Site Facilities, GFA Details, Aggregate Details, Change of Use, Cons. Monument Info, Declaration) and a main form area. The "Site Facility" form has fields for Site No (dropdown), S.No (text, value 1), Facility Name (dropdown), and No. of Facilities (text). At the bottom of the form are buttons for OK, Cancel, Add, Edit, Delete, and navigation arrows (<<, <, >, >>).

1. Enter the information for the site facility 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 facility record, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button.
4. To add a new site facility record, click 'Add' button. The S/No will be incremented. Enter the information and click 'OK' button.
5. To delete an existing site facility record, click on the 'Delete' button.
6. Click on the '<<' button to view the first site facility record of the selected site.
7. Click on the '<' button to view the previous site facility record of the selected site.
8. Click on the '>' button to view the next site facility record of the selected site.
9. Click on the '>>' button to view the last site facility record of the selected site.
10. To enter the site facility of another site, select the Site No.

**Site No**

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

**Facility Name**

- Indicate the type of facility provided at the development site.
- Note: Please only select the relevant facility provided in your proposal. For other facilities not listed in this list, it is not required to be provided.

**No. of facilities**

- Indicate the total number of facilities for the type of facility specified above.



## 19. Screen - Gross Floor Area Details

Use this screen to record the Gross Floor Area details information.

### Screen for Gross Floor Area Details for Amendment and Additions and Alteration Applications

EDAform v4.1.0 (DC12) - Internet - Last Modified Date: 11-MAY-2015

File Name: C:\WORK\Java\EdaxfProj\testing\My Projects\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)

**Gross Floor Area Details**

Site No: [dropdown]

Does your proposal involve Bonus GFA features (e.g. Balcony, Art Incentive, Lighting incentive, Green Mark) for this site?     Yes     No

S/No: 1    Development Use: [dropdown]

	Approved	+ Inc / Dec	= Overall
Use GFA	[input] (sq.m)	[input] (sq.m)	[input] (sq.m)
Use Quantum	[input] (%)	[input] (%)	[input] (%)
Residential Units	[input]	[input]	[input]
Total Bonus GFA per Site	[input] (sq.m)	[input] (sq.m)	[input] (sq.m)

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

1. Enter the information for the site quantum and **other floor area details** 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 quantum record, click on the 'Edit' button. Make the relevant modifications and click on the 'OK' button.
4. To add a new site quantum record, click 'Add' button. The S/No will be incremented. Enter the information and click 'OK' button.
5. To delete an existing site quantum record, click on the 'Delete' button.
6. Click on the '<<' button to view the first site quantum record of the selected site.
7. Click on the '<' button to view the previous site quantum record of the selected site.
8. Click on the '>' button to view the next site quantum record of the selected site.
9. Click on the '>>' button to view the last site quantum record of the selected site.

10. To enter the site quantum of another site, select the Site No.

### Screen for Gross Floor Area Details for New Erection Applications

#### Site No

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

#### Does your proposal involve Bonus GFA features (e.g. Balcony, Art Incentive, Lighting incentive, Green Mark) for this site?

- Select 'Yes' if the proposal involves Bonus GFA features for the site.
- If 'Yes' is selected, at least one 'Bonus GFA above MP control...' development use must be added.

#### Development Use

- Select the appropriate Development Use from the list provided in the system.
- Record appropriate Development Uses if the proposed development is subject to use quantum control.

E.g

Proposal	Development Use	Quantum Control	Quantum proposed (%)
1 Hotel	Hotel	60	65
	Commercial	40	35
2 Warehouse	Warehouse	60	70

	Ancillary Office (Warehouse)	40	30
	Other Ancillary Areas} (Warehouse)		
3 Temple	Temple (Prayer Area)	50	65
	Ancillary Areas (Place Of Worship)		35

Examples of Development Use Type:

Description	Remarks
Agricultural	Incl. Hydroponic Farm, PPD Experimental Farm
Ancillary Office (Business Park)	Refers to ancillary office area
Ancillary Facilities (Worker's Dormitory)	Refers to commercial & non-commercial area
Ancillary Office (Industry)	Refers to ancillary office area
Ancillary Facilities (Petrol Station)	Refers to ancillary facilities such as office, store etc
Ancillary Office (Warehouse)	Refers to ancillary office area
Ancillary Religious Uses	Incl. priest's room, religious classrooms, caretaker's room
Ancillary Non-Religious Uses	Incl. library, ancillary office, conference room, meeting room, childcare centre, kindergarten
Balconies	For balconies with GFA that exceeds the MP allowable GPR only.
Business Park/Business Park-White	Refers to research & development area. Incl Hi-Tech Industry
Cemetery	Incl. Crematorium, Columbarium
Church	Refers to praying area
Civic Institution	Incl. Government office, Police Station, Customs Check Point
Commercial	Incl. Shop, Office, Market, Food/Beverage Estab etc. Excl. Hotel & Entertainment
Community Institution	Incl. Association, Home, Community Centre, Child Care Centre
Cultural Institution	Incl. Museum, Library, Art Centre
Educational Institution	Incl. School, University, Training Institute
Entertainment	Incl. Cinema, Amusement centre, Night Club
General Industry	Refers to factory production area
Hospital	Incl. Private/Government Hospital

<b>Description</b>	<b>Remarks</b>
Hotel	Refers to hotel room area.
Institutional Not Elsewhere Classified	Incl. Embassy, High Commissioner
Light Industry	Refers to factory production area
Landscape and Open Space	Incl. Promenade, Pedestrian Mall
Light Rail Transit	Incl. station and related use
Medical Centre	Incl. Polyclinic, Dialysis Centre
Mining/Quarry	Incl. Sand/Granite Quarry, Clay Mining
Mass Rapid Transit	Incl. station and related use
Mosque	Refers to praying area
Other Ancillary Areas (Business Park)	Refers to other ancillary areas eg. showroom, storage area etc
Other Ancillary Areas (Industry)	Refers to other ancillary areas eg. showroom, storage area etc
Others Ancillary Areas (Warehouse)	Refers to other ancillary areas eg. showroom, storage area etc
Place of Worship Not Elsewhere classified	Refers to praying area. Incl. Synagogue etc.
Port/Airport	Incl. Port/Airport & related use within gazetted Port Area and Airport Area
Petrol Station	Exclude retail area and ancillary facilities
Road Related Uses	
Recreation	Incl. Holiday Bungalow, Club House
Residential	Incl. Hostel
Retail Area (Petrol Station)	Refers to retail area
Railway	Incl. station and related use
Special Industry	Refers to factory production area
Sports	Incl Golf Course, Race Course, Swimming Complex
Special Use	Incl. Military Use
Telecommunication	Incl. Transmitting Station, Telephone Exchange
Temple	Refers to praying area Incl.Chinese/Hindu/Sikh Temples
Transportation	Incl. Bus Depot, Terminal, Interchange and Other Road Transport Facility
Utility	Incl. Gas/Sewage/Water Works, Refuse Collection Centre
Worker's Dormitory	For independently sited dormitory use. Exclude other ancillary area
Wholesale and Distribution Centre	Refers to storage area
Warehouse	Refers to storage area

**Use Quantum (%)**

- Record the proposed Development Use Quantum (%) for the various uses if the proposed development is subject to quantum control.
- Use Quantum is auto computed by the system.

**Use GFA (sq m)**

- Please record the use GFA for the proposed development use. The total GFA for the site must be equal to the total GFA specified under Site Details.

**Residential Unit**

- Please record the total number of residential units in the proposed development site.

**For Amendments/Additions and Alterations Proposal only**

For the following fields:

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

## 20. Screen - Greenery Details

Use this screen to record the greenery details information.

EDAform v5.0.0 (DC12) - Internet - Last Modified Date: 09-FEB-2022

New Open Save Print Close Exit Help Fee

File Nam... C:\URA-APP\test edaform files\v5.0\DC12\aa landint\DAAA rule2.2 landint1 v5.0.edf Lod. Type Non lodgment submission

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

**Submission Information** **Greenery Details**

Proposal Details Site No 1

Mukim & Lot Details Does your proposal involve Landscape Replacement?  Yes  No

Site Address

Person/Organisation

Site Details Area (Softscape) (sq.m)

Site Facilities Area (Hardscape) (sq.m)

GFA Details Green Plot Ratio

**Greenery Details** Does your proposal involve any greenery features or LUSH incentives?  Yes  No

Change of Use

New Extension/  
New Building(s)

Declaration

Please select greenery features Area (sq.m)

Add Greenery Feature

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.

### Site No

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

### Does your proposal involve Landscape Replacement?

- Select 'Yes' if the proposal involves landscape replacement.
- If 'Yes' is selected, please provide at least one landscape replacement item, the area (softscape)/area(hardscape) and gross plot ratio

### Does your proposal involve any greenery features or LUSH incentives?

- Select 'Yes' if the proposal involves greenery features.
- If 'Yes' is selected, please provide at least one greenery feature item.

## 22. 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.

ED&form (DC12) - Internet - Last Modified Date: 29-OCT-2005

New Open Save Print Close Exit Help Fee

File Name c:\Program Files\edax\My Projects\sample.edf Lod. Type Non lodgment submission

App. Type Addition/Alteration to Buildings (Others) Sub. Type New Submission

**Submission Info**

**Change of Use Details**

Proposal Details

Mukim & Lot Details

Site Address

Person / Org

Site Details

Site Facilities

GFA Details

Aggregate Details

Change of Use

Cons. Monument Info

Declaration

Site Address 1

Road Name MAXWELL ROAD

House/Block No. Level

Unit No. Postal Code

Present Use

Proposed Use

Use GFA (sq.m)

Use Start Date (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 5<sup>th</sup> May 1999
- 12/JUL/1999 for 12<sup>th</sup> July 1999

## 23. 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 v4.4.0 (DC12) - Internet - Last Modified Date: 31-JUL-2017

New Open Save Print Close Exit Help Fee

URBAN REDEVELOPMENT AUTHORITY

File Name C:\templatetest.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 Info** **Works to Existing Building(s) and New Extension/Erection of New Buildings**

**Proposal Details**

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)

**Mukim & Lot Details**

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

No. of Storey Plans affected by Works to existing building

**Site Address**

**Person/Organisation**

**Site Details**

**Site Facilities**

**GFA Details**

**Greenery Details**

**Aggregate Details**

**Change of Use**

**New Extension/  
New Building(s)**

**Declaration**

### 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)?

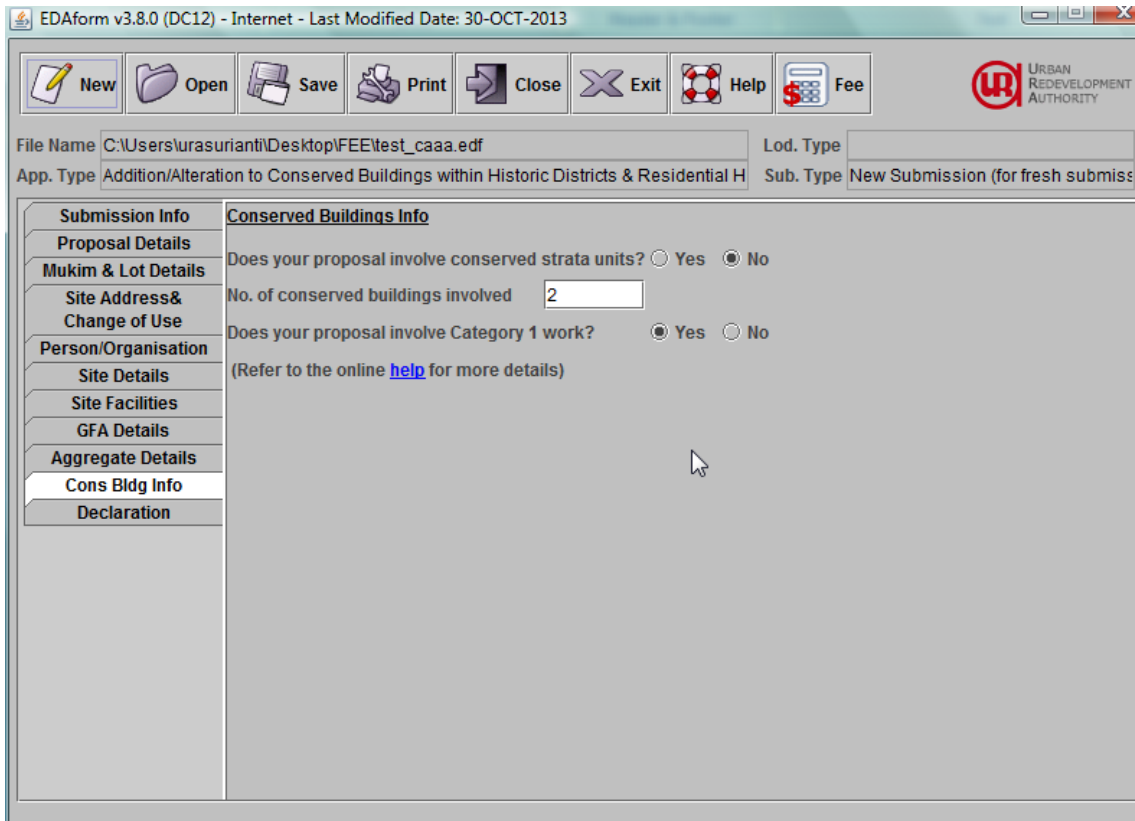
- Select 'Yes' if your proposal involves works to the non-conserved existing building(s) or erection of additional new buildings.
- The field is only applicable when you indicate your proposal involves works to the existing building(s).

### 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).

## 24. Screen - Conserved Building Info

### Screen for Conservation Historic District cases



EDAform v3.8.0 (DC12) - Internet - Last Modified Date: 30-OCT-2013

New Open Save Print Close Exit Help Fee

File Name C:\Users\lurasuriant\i\Desktop\FEE\test\_caaa.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)

Submission Info  
Proposal Details  
Mukim & Lot Details  
Site Address & Change of Use  
Person/Organisation  
Site Details  
Site Facilities  
GFA Details  
Aggregate 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.

## 25. 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 v3.6.0 (DC2B) - Internet - Last Modified Date: 06-SEP-2009

New Open Save Print Close Exit Help Fee

File Name c:\temp\My Projects\test.edf Lod. Type

App. Type Request for TOP/CSC Site Inspection of Conservation Buildings Sub. Type New Submission (for fresh submis

**Submission Info** **BCA Building Plan Details**

Proposal Details

Mukim & Lot Details

Site Address

Person/Organisation

**Building Plan**

Declaration

Site Address 1

Road Name MAXWELL ROAD

House/Block No 45 Level -

Unit No - Postal Code 069118

S/No 1

BCA Building Plan Number

BCA Building Plan Approval Date (DD-MON-YYYY)

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.

## 26. Screen - Scheme Type

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

EDAform v4.5.0 (DC31) - Internet - Last Modified Date: 03-OCT-2017

File Name: C:\temp\test.edf  
App. Type: Request for Clearance of Works Completed (Non-Conservation)  
Lod. Type: [ ]  
Sub. Type: New Submission (for fresh submissions)

**Submission Information** **Scheme Type**

**Proposal Details**  
Proposed Date of Application for TOP [ ] (DD-MON-YYYY)  
Proposed Date of Application for CSC [ ] (DD-MON-YYYY)  
(only if TOP is not required)

**Mukim & Lot Details**

**Site Address**

**Person/Organisation**

**Scheme Type**

**Declaration**

Does your proposal involve any of the specific schemes below?  Yes  No

Scheme Type	Date of Completion (DD-MON-YYYY)
[ ]	[ ]

**Add New Row for Scheme Type**

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.

## 27. 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.

EDForm (DC12) - Internet - Last Modified Date: 29 OCT 2005

New Open Save Print Close Exit Help Fee

File Name: c:\Program Files\edax\My Projects\sample.edf Lod. Type: Non lodgment submission  
App. Type: Addition/Alteration to Buildings (Others) Sub. Type: New Submission

Submission Info  
Proposal Details  
Mukim & Lot Details  
Site Address  
Person / Org  
Site Details  
Site Facilities  
GFA Details  
Aggregate Details  
Change of Use  
Cons. Monument Info  
Declaration

**Declaration**

I hereby declare that:

a) where I am the applicant but not the owner of the land within the meaning of the term 'owner' as defined in Section 2 of the Planning Act (Cap 232, 1998 Ed), I have obtained the consent of the owner of the land to make this application to the Competent Authority under the Planning Act

b) where I am making this application on behalf of the applicant, I have been authorised by the applicant to make this submission on his behalf. Further, where the applicant is not the owner of the land, the applicant has obtained the consent of the owner of the land to make this application to the Competent Authority under the Planning Act

c) the particulars given in this application are true and correct

d) the submission is in accordance with the planning/conservation submission requirements

e) for items which we are unable to meet the planning/conservation requirements, I

Declared By:

I Agree

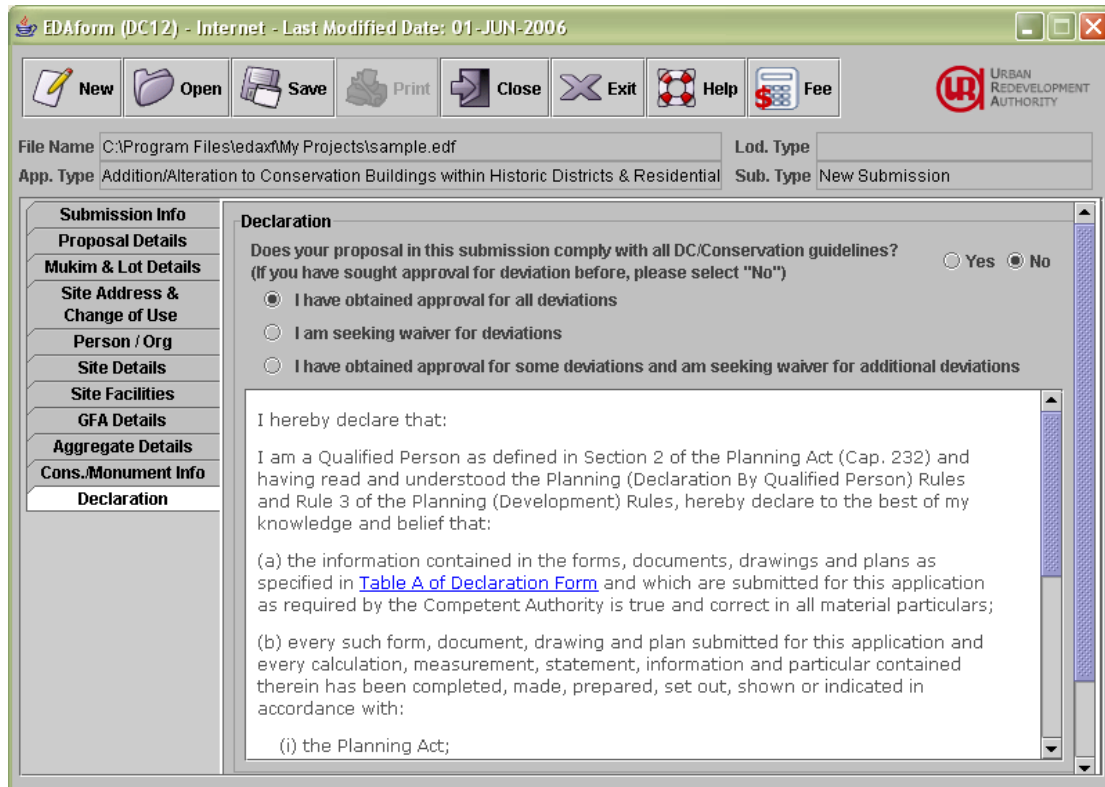
Before you can complete the declaration, you need to have the 'Declared By' field populated. The field is populated from the name in the [Person/Organisation](#) screen, depends on the role of the person.

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 select an option

Please answer the question on 'Does your proposal in this submission comply with all DC/Conservation guidelines?' and select an appropriate option to display the relevant declaration text.



The screenshot shows a web browser window titled "EDAform (DC12) - Internet - Last Modified Date: 01-JUN-2006". The browser's address bar shows the file path "C:\Program Files\edax\My Projects\sample.edf". The application interface includes a menu bar with options: New, Open, Save, Print, Close, Exit, Help, and Fee. Below the menu bar, there are fields for "File Name" (C:\Program Files\edax\My Projects\sample.edf), "Lod. Type", "App. Type" (Addition/Alteration to Conservation Buildings within Historic Districts & Residential), and "Sub. Type" (New Submission). The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of sections: Submission Info, Proposal Details, Mukim & Lot Details, Site Address & Change of Use, Person / Org, Site Details, Site Facilities, GFA Details, Aggregate Details, Cons./Monument Info, and Declaration. The Declaration section is currently selected. The main panel displays the following text:

**Declaration**

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

I have obtained approval for all deviations  
 I am seeking waiver for deviations  
 I have obtained approval for some deviations and am seeking waiver for additional deviations

I hereby declare that:

I am a Qualified Person as defined in Section 2 of the Planning Act (Cap. 232) and having read and understood the Planning (Declaration By Qualified Person) Rules and Rule 3 of the Planning (Development) Rules, hereby declare to the best of my knowledge and belief that:

(a) the information contained in the forms, documents, drawings and plans as specified in [Table A of Declaration Form](#) and which are submitted for this application as required by the Competent Authority is true and correct in all material particulars;

(b) every such form, document, drawing and plan submitted for this application and every calculation, measurement, statement, information and particular contained therein has been completed, made, prepared, set out, shown or indicated in accordance with:

(i) the Planning Act;

## 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 "EDForm (DC1) - Internet - Last Modified Date: 29-OCT-2005". The browser's address bar shows the file path "c:\Program Files\ledax\My Projects\sample.edf". The application interface includes a menu bar with "New", "Open", "Save", "Print", "Close", "Exit", "Help", and "Fee" buttons. The "URBAN REDEVELOPMENT AUTHORITY" logo is visible in the top right corner. The main content area is divided into two sections: "Submission Info" and "Declaration". The "Declaration" section contains a text area with the following text:

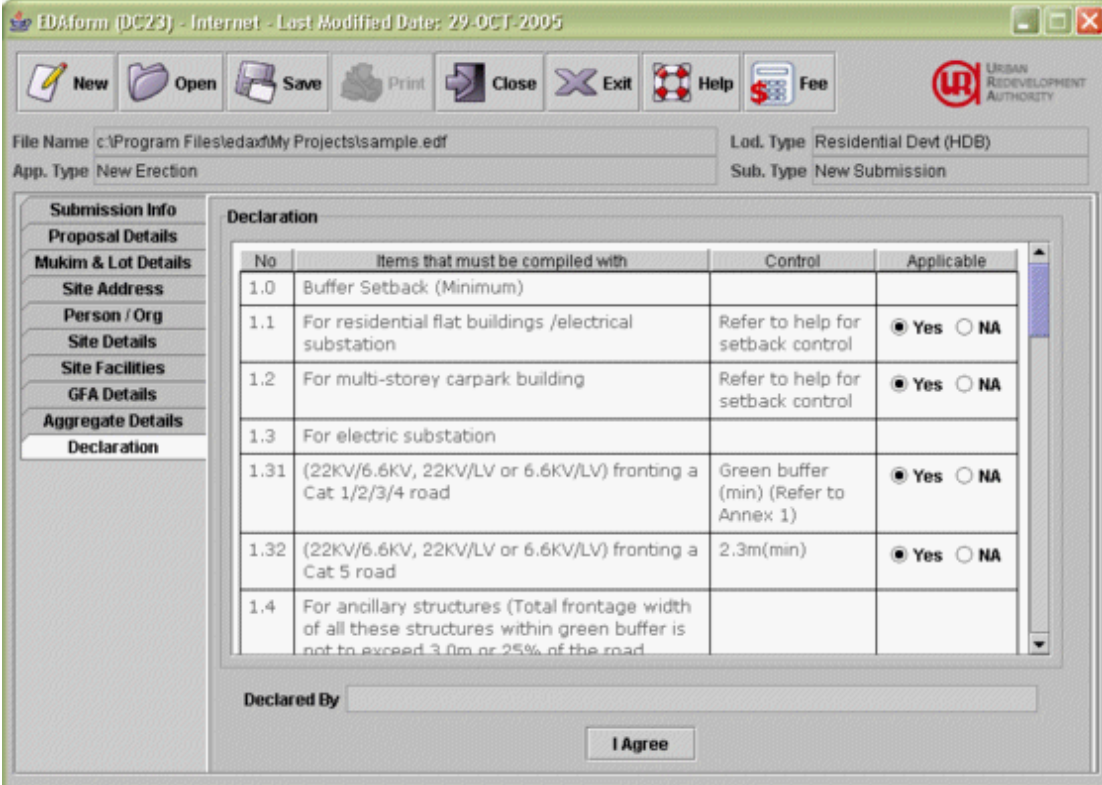
I hereby declare that:

- a) I have been authorised by the applicant to make this submission on his behalf and, where the applicant is not the owner of the land, the applicant has obtained the consent of the owner of the land to make this application to the Competent Authority under the Planning Act
- b) I have obtained the certification from the architect/professional engineer that the construction of the building(s) covered in this application for subdivision of the landed housing development/unit strata subdivision on the lots stated in this application has/have reached roof level
- c) where this application is in respect of strata subdivision for a residential development, I have obtained the certification from the architect/professional engineer that the basic frameworks of communal facilities such as swimming pools, squash courts, clubhouse, etc, for the residential development have been completed
- d) the particulars given in this application are true and correct

Below the text area, there is a "Declared By" field and an "I Agree" button.

## 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.



The screenshot shows a web browser window titled "EDAform (DC23) - Internet - Last Modified Date: 29-OCT-2005". The window contains a navigation menu with icons for New, Open, Save, Print, Close, Exit, Help, and Fee. The main content area is divided into two sections: "Submission Info" and "Declaration".

**Submission Info:**

- File Name: c:\Program Files\edax\My Projects\sample.edf
- Lod. Type: Residential Devt (HDB)
- App. Type: New Erection
- Sub. Type: New Submission

**Declaration Table:**

No	Items that must be complied with	Control	Applicable
1.0	Buffer Setback (Minimum)		
1.1	For residential flat buildings /electrical substation	Refer to help for setback control	<input checked="" type="radio"/> Yes <input type="radio"/> NA
1.2	For multi-storey carpark building	Refer to help for setback control	<input checked="" type="radio"/> Yes <input type="radio"/> NA
1.3	For electric substation		
1.31	(22KV/6.6KV, 22KV/LV or 6.6KV/LV) fronting a Cat 1/2/3/4 road	Green buffer (min) (Refer to Annex 1)	<input checked="" type="radio"/> Yes <input type="radio"/> NA
1.32	(22KV/6.6KV, 22KV/LV or 6.6KV/LV) fronting a Cat 5 road	2.3m(min)	<input checked="" type="radio"/> Yes <input type="radio"/> NA
1.4	For ancillary structures (Total frontage width of all these structures within green buffer is not to exceed 3.0m or 25% of the road)		

Declared By:

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.