





## **EXPLANATORY NOTES TO FORM DC/PAAC(2009)**

### **1 When to Submit a Proposal?**

A submission for endorsement by PAAC shall preferably be made prior to or at Planning Submission stage.

### **2 How to Submit a Proposal?**

Your application must be made on the prescribed submission Form URA/PAAC(2009).

### **3 What to Submit?**

Form URA/PAAC(2009) must be duly completed and signed before the proposal is submitted at Customer Service Centre, Urban Redevelopment Authority, 45 Maxwell Road, 1<sup>st</sup> Storey, Tower, The URA Centre, Singapore 069118.

The Form must be accompanied by a separate detailed write-up and valuation report on the art work. Failure to provide all the required materials / information will render your application incomplete and hence will not be accepted for consideration.

The following are to be submitted to facilitate the full evaluation of the proposal:

- a) A write-up explaining the concept of the art work, including its artistic / heritage merits. For works made up of a collection of separate independent pieces, additional information and elaboration on the curatorial concept and artistic merit of the art work is to be submitted. The curatorial concept should explain, for example, the concept of the layout and the proposed colour scheme, etc.;
- b) Detailed drawings (Plans, Elevations, Sections and Perspectives / Photos) clearly showing the installation location of the art work in relation to the spaces within which the art work is proposed to be displayed;
- c) Detailed drawings, with annotation of material and fixing details and dimensions of all views of the art work or scaled model showing the physical size and appearance of art work;
- d) A write-up highlighting the material of the art work, including an explanation on the selection criteria of the proposed material;

- e) Name of artist;
- f) Value (in Singapore Dollars) and quality of art work endorsed by the artist if the art work is to be commissioned. For integrated art works, the value of the art work is to be based on the 'nett-value' of art work, after deducting the cost of the building element that would have otherwise been provided in its place;
- g) Independent valuation of the art work endorsed by a recognised independent valuer;
- h) Installation methods;
- i) Maintenance proposal; and
- j) Safety considerations.

Any additional materials, documents or information, e.g. detailed models, plans, sketches, photographs, special studies done by consultants etc, that you deem will help illustrate and support your case may also be provided.

The URA will only forward the submission to the PAAC for its evaluation after it has approved the proposed location of the art work and form of integration.