

SUBMISSION REQUIREMENTS CHECKLIST

1. Write-Up with Appropriate Illustrations

Overall Night Lighting Concept

- a. Please describe the overall Architectural Concept adopted for your building in response to the uses within the development and the surrounding context. Please also explain how the Architectural Concept is expressed in terms of the overall plan, building form and façade and roof design.
- b. Please describe the night lighting concept and how it enhances and complements the architectural concept for the building.

Detailed Night Lighting Proposals

- a. Please describe the detailed night lighting proposal for the building. In particular, how the night lighting proposal relates to the specific uses within the development, the architectural design of the façade, roof crown and the surrounding context.
- b. Please provide details of the night lighting proposals for each of the following components of the building – e.g. at the main entrance; street / shopfront; podium; tower; and roof levels. Please also explain how the proposed night lighting to these areas contributes to the overall night lighting concept.
- c. Please provide a summary of the lighting proposal using the format provided in [Appendix 5](#) for the URA to include in the Night Lighting website once the lighting proposal is approved.

2. Drawings

- a. Please provide detailed drawings showing the proposed locations of all the proposed light fittings to achieve the desired overall night lighting concept and accentuate the architectural design of the façade and roof areas.
- b. The detailed drawings should include mounting details to illustrate how all the different lighting fixtures are integrated into the architectural detailing of the façade and roof areas. All night lighting fixtures should, as far as possible, be integrated with the external building elements/facade/special architecture features.
- c. Please also submit details illustrating the measures taken in the choice and placement of the light fittings to ensure that they do not result in light spillage into the building or the adjacent developments.

3. **Rendered Perspectives**

- a. Please provide rendered perspectives of the building to illustrate the night lighting from street level from the main approaches to the building. These are to include views of all sides of the building.
- b. Please also provide a rendered perspective of the building to illustrate the night lighting proposal in context with the overall skyline of the area when viewed from Marina Bay, using the Night Time Skyline rendering in [Appendix 9](#). The night time rendering of your development shall have a resolution of at least 300 dpi, prepared using Adobe Photoshop, saved on a separate layer for the URA to transfer into its high resolution rendering.
- c. Additional views of the detailed lighting at each of the individual zones of the building may be provided to further illustrate specific features of the proposal.

4. **Technical Information**

- a. Please provide illustrations of each of the light fittings together with their full technical specifications. Please also provide reasons for your selection and how the proposed fittings best achieves the desired overall lighting concept.
- b. Please fill in and submit [Appendix 10 - Table A](#) showing the proposed lighting levels of various part of the exterior building facades, roof crown architecture features, roof/sky garden(s), street levels and landscape area. Please use Appendix 10 - Table A to declare your compliance with the prevailing guidelines. Where the proposal deviates from the guidelines, please provide justifications for your alternative proposal, in relation to the architectural and night lighting concept, for our evaluation and consideration.
- c. Please indicate the quantity of light fittings on the lighting layout plans.
- d. Please illustrate how the glare to the surrounding buildings is minimised.
- e. Please indicate the energy efficiency for the proposed external lighting. Please note that you are to ensure that the energy efficiency is to be equal to or less than 5 Watts per sq m.

5. **Lighting Costs (for Applications under the Night Lighting Incentive Scheme)**

For Development Applications involving additional GFA incentive, the detailed cost and technical submission forms the basis for the computation of the amount to incentive which the Applicant is entitled to apply for. The following

shall therefore be submitted for URA's evaluation and approval at Planning Submission stage, before the additional GFA can be granted:

- a. The overall lighting capital and installation costs of the proposed lighting with detailed breakdown costs for each type of the light fitting / luminaire, and wiring works.
- b. Official quotations (endorsed by the building owner and certified by QP/QS) on the light fittings / luminaires, their associated accessories / equipment and wiring installation costs. Please submit quotations or tender prices that are received from the open market for verification purposes.
- c. The QP shall ensure that the total quantity of the proposed light fittings is similar to the quantity as indicated in the submitted quotations.

Please note that the official quotes shall be submitted before the Grant of Written Permission (WP) is issued, if they are unable to do so by the Provisional Permission (PP) stage.

The final invoice shall be submitted to URA for verification and approved prior to the grant of Temporary Occupation Permit (TOP) or release of the Cash Grant.

6. For Clearance of Completed Works

- a. The Lighting Installations shall be implemented according to the approved plans and verified and endorsed by the URA. URA's clearance of the completed Lighting Installations is required before the Commissioner of Building Control issues the Temporary Occupation Permit (TOP), or Certificate of Statutory Completion (CSC) (in the event the TOP is not required). The building owner is to submit confirmation of the completed works to URA to seek URA's clearance of the completed Lighting Installation. The standard processing time to evaluate and approve a complete and compliant submission is about 4 weeks. Please note that a longer processing time may be required if the submission is incomplete or not in order. The Applicant is to ensure sufficient lead time is allowed to secure the clearance prior to applying to the Commissioner of Building Control for TOP / CSC.
- b. Your submission is required to include accurately labeled photographs (in pdf file format) showing the completed Lighting Installations. URA will evaluate the photographs submitted and, if necessary, arrange for a site inspection before issuing the clearance letter for the completed works. For the Cash Grant Scheme, the following shall be submitted to URA at least one week prior to the inspection of the completed works:
 - i) The overall lighting capital and installation costs of the installed lighting;

- ii) Official invoice (endorsed by the building owner and certified by QP/QS) on the light fittings / luminaires, their associated accessories/equipment and wiring installation costs; and
 - iii) Detailed breakdown costs for each type of the light fitting/luminaire, and wiring works.
- c. Applicants are also required to declare upfront to the Commissioner of Building Control at the point of application for TOP or CSC (in the event the TOP is not required), that URA's clearance is required for Lighting Installations before issuance of TOP, or CSC (in the event the TOP is not required).