

APPENDIX 1

PLANNING GUIDELINES TO FACILITATE THE INTEGRATION OF COMMUNITY AND SPORTS FACILITIES IN COMMERCIAL DEVELOPMENTS

1. The commercial sites proposed for the additional Gross Floor Area (GFA) for community and/or sports uses can be supported from the planning, land use and traffic points of view, and are in close proximity to transport nodes or Town Centres/Neighbourhood Centres. A formal application to obtain Provision Permission (PP) is to be submitted to URA for consideration.
2. The detailed guidelines are as follows:

S/No	Item	Guidelines
1	Bonus GFA or additional GFA allowed over and above Master Plan	Additional GFA for the community and sports uses is subject to an overall cap of 10% of total GFA for the site allowed under the Master Plan or 2,000sqm (whichever is lower).
2	Allowable community and sports uses	<p>The proposed community and sports uses should primarily be intended for public or community use and not profit driven. In addition, the space should be predominantly used for community outreach use and any ancillary space (e.g. offices) should be kept to a maximum of 40% of total GFA. The proposed sports facility must be endorsed and supported by the Singapore Sports Council (SSC). For community uses, they are restricted to only the list of social and community services listed below.</p> <p><u>Community Uses</u></p> <p>Only the following categorisation of social and community services that are compatible in a commercial development can qualify under the Community/Sports Facilities Scheme:</p> <ol style="list-style-type: none"> i. <u>Child care services</u> Child care services, under the purview of Ministry of Community, Youth and Sports (MCYS), refer to services which provide working parents with reliable and affordable child care services. ii. <u>Disability services</u> Disability services, under the purview of MCYS, refer to services and programmes in place for people with disabilities to help them integrate into

S/No	Item	Guidelines
		<p>society with the support from their families and caregivers. Disability services include day activity centres which provide training in daily living skills; social skills development; and vocational abilities development.</p> <p>iii. <u>Family services</u> Family services, under the purview of MCYS, refer to services to the public on family-related matters. Family services include individual and family counselling; family life education; parenting advice, talks or seminars, family finances or financial counselling, and marriage counselling (non-commercial).</p> <p>iv. <u>Eldercare services</u> Eldercare services refer to services that:</p> <ol style="list-style-type: none"> a) Facilitate the elderly to continue to live with their family in the community; b) Enrich their lives by engaging the elderly and promoting their continued participation in the community; and c) Provide support to the elderly, their family, and their caregiver. <p>The services should predominantly provide practical assistance, social engagement, and respite care, not for primarily health or medical care. These services must be endorsed by the MCYS/NCSS to have satisfied their policy objectives and requirements.</p> <p>v. <u>Volunteerism and volunteer-based programmes</u> These programmes refer to those that:</p> <ol style="list-style-type: none"> a) Reach out, recruit, train, and/or deploy volunteers to serve the social sector (i.e. volunteers in arts and sports, for example would not qualify); and b) Provide services that are long-term and/or on-going basis and not on a project basis. <p>The need for the space for volunteer-based programmes should be clearly justified and the programme endorsed by MCYS/NCSS.</p>

S/No	Item	Guidelines
		<p>vi. <u>Community Libraries</u> Community libraries, under the purview of National Library Board, provide the public easy access to information to promote a knowledgeable and engaged society.</p> <p>vii. <u>Community Clubs</u> Community Clubs, under the purview of People’s Association, provide a venue where citizens can connect for community bonding, carry out volunteer work, and promote active citizenry and multiracial harmony.</p> <p>viii. <u>Other uses</u> The Competent Authority would evaluate other deserving proposals on a case-by-case basis. The proposal should be endorsed by a supporting government agency before an application is made to URA for evaluation.</p> <p><u>Sports Uses</u> For sports uses, the CSFS is only applicable to selected sports facilities which are not provided for by the public or private sector (e.g. competition ice-skating rink). Other types of sports facilities, which are currently provided for (e.g. bowling alleys), would not qualify.</p> <p><u>Uses That Are Not Supported</u> Pure office, religious uses and recreational club are not supported.</p>
3	Replacement of community / sports user	In the event that the original community/sports user ceases to operate in the approved community/sports space, a suitable replacement user ⁴ for the entire community/sports space would have to be found. If no replacement community/sports user can be found, the community/sports space would not be allowed for conversion to other uses, and the Competent Authority has the option of requiring this space, allowed over and above the Master Plan GPR, to be removed.

⁴ The replacement user can be a Community user or Sports user regardless of whether the original user was a Community or Sports user. The replacement user should meet the guidelines stated in this Appendix to qualify for the Community/Sports Facilities Scheme.

S/No	Item	Guidelines
		<p><u>Appendix 2</u> shows the party responsible for ensuring that the use of the community/sports space continues for the approved purpose. The community/sports user and the owner of the community/sports space shall seek approval from the Competent Authority on any change of user and proposed usage of the space.</p>
4	Ancillary Uses	<p>Ancillary office to support the community and sports uses within the same premise can be allowed.</p> <p>Ancillary commercial uses within the community and sports space (e.g. cafes, souvenir or gift shops) will be computed as part of the overall commercial quantum of the entire development.</p>
5	Eligible Commercial Developments	<p>CSFS proposals are intended primarily for commercial retail developments which are highly accessible.</p> <p>Uses would not be supported in hotel developments as the resultant synergies are limited.</p> <p>Uses in office developments will only considered if it is clear that the use has clear synergies with the office development and caters to the needs of the office workers.</p>
6	Ownership	<p><u>Community Spaces</u></p> <p>Developers have the option of offering government agencies and NGOs/VWOs the strata-title of the community spaces or a long lease with a minimum tenure of 10 years with option of renewal by the government agencies or NGOs/VWOs.</p> <p>Direct transfer of ownership or leases to NGOs/VWOs using the Community space is allowed, subject to support from the relevant government agencies. A letter of undertaking and an endorsement letter from the supporting government agency are to be submitted as part of the planning application to URA to obtain PP.</p> <p><u>Sports Spaces</u></p> <p>SSC will take up ownership of the strata-title or head lease of the space, with a minimum tenure of 10 years with option of renewal by SSC, and will take the lead in the operation and management of the sport facility. SSC may appoint a suitable managing agent to operate the facility.</p>

S/No	Item	Guidelines
7	Development charge or differential premium (DC/DP)	Development charge or differential premium (DC/DP) is to be levied at C&CI rate for the additional community space and the relevant sports/recreational rate for the additional sports space.

3. The following are the procedures:

- A letter of undertaking (LOU) (see [Appendix 3A](#) for community use and [3B](#) for sports use) from the community service provider for community use and/or from the Singapore Sports Council (SSC) for sports use is to be submitted as part of the formal application to URA to obtain PP. In addition, for Voluntary Welfare Organisations (VWOs), or Non-Governmental Organisations (NGOs) taking over the community space directly, an endorsement letter from the relevant supporting government agency is to be obtained before the submission is made.
- To facilitate developers to make use of this scheme, we have outlined the procedure for obtaining the relevant approval under the Planning Act in [Appendix 4](#). We have also provided a step-by-step guide to help community service providers/ National Sports Associations (NSAs) who are keen to propose such community/sports space under this policy.

4. The championing government agencies will conduct a review every three years to confirm that the VWO/NGOs are providing meaningful public services.