

EDAform User Guide

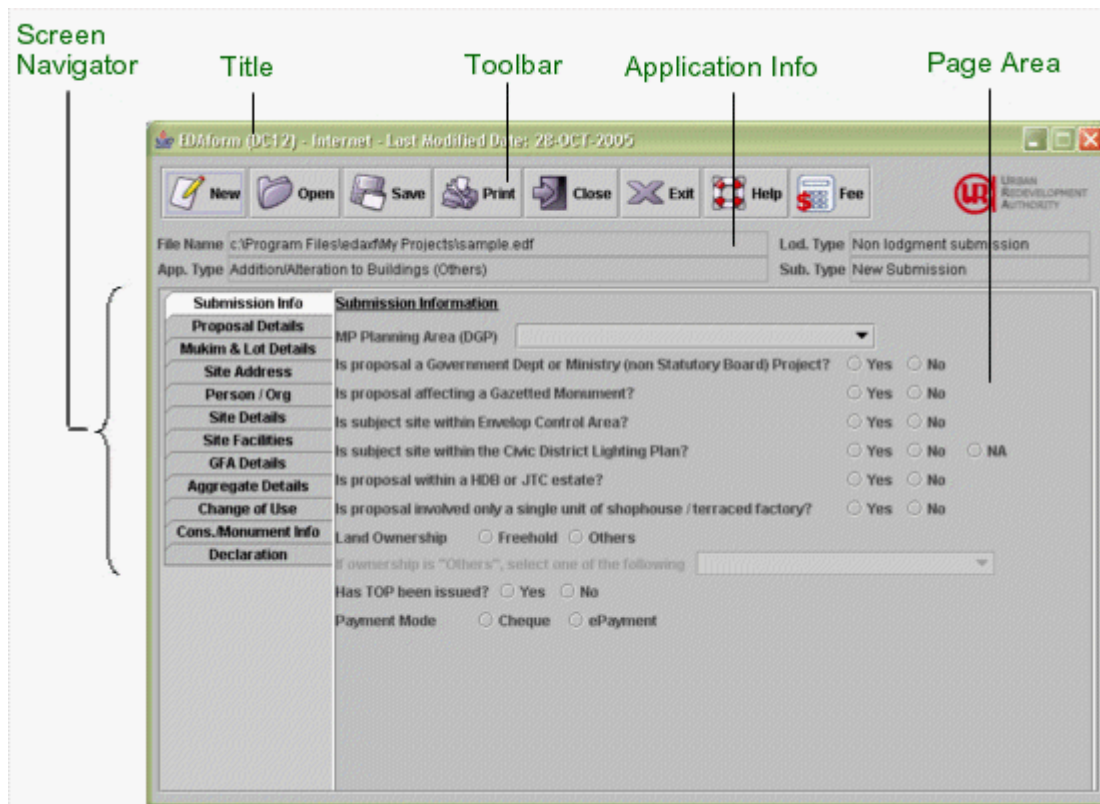
Table of Contents

1.	Overview	2
2.	Creating a New Development Application Form	4
3.	Opening an Existing Development Application Form	5
4.	Saving a Development Application Form	6
5.	Printing a Development Application Form	8
6.	Closing a Development Application Form	9
7.	Exiting EDAForm	10
8.	Online Help	11
9.	Fee Calculator	12
10.	Screen - Type of Application Information	13
11.	Screen - Submission Information	15
12.	Screen - Proposal Details	19
13.	Screen - Mukim & Lot Details	23
14.	Screen - Site Address	25
15.	Screen - Site Address & Change of Use (for Conservation Buildings within Historic Districts or Residential Historic Districts applications)	28
16.	Screen - Person/Organisation	31
17.	Screen - Earthworks, Engineering, Mining or Other Operation In, On Over or Under Land Proposals	37
18.	Screen - Site Details	38
19.	Screen - Site Facility	45
20.	Screen - Gross Floor Area Details	47
21.	Screen - Greenery Details	52
22.	Screen - Aggregate Details	55
23.	Screen - Change of Use	62
24.	Screen - Works to Existing Building(s) and New Extension/Erection of New Buildings	64
25.	Screen - Conserved Building Info	65
26.	Screen - Building Plan	66
27.	Screen - Schme Type	68
28.	Screen - Declaration	70

Version: **4.8.0**
Last Updated: **13 May 2020**

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.

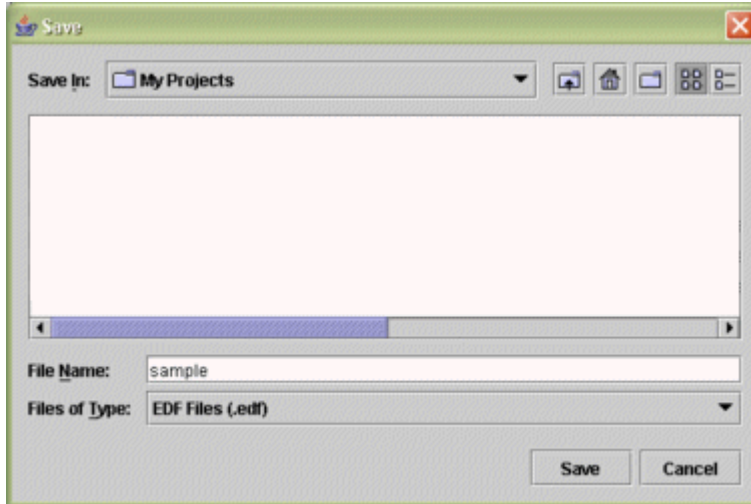
Page Area

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.

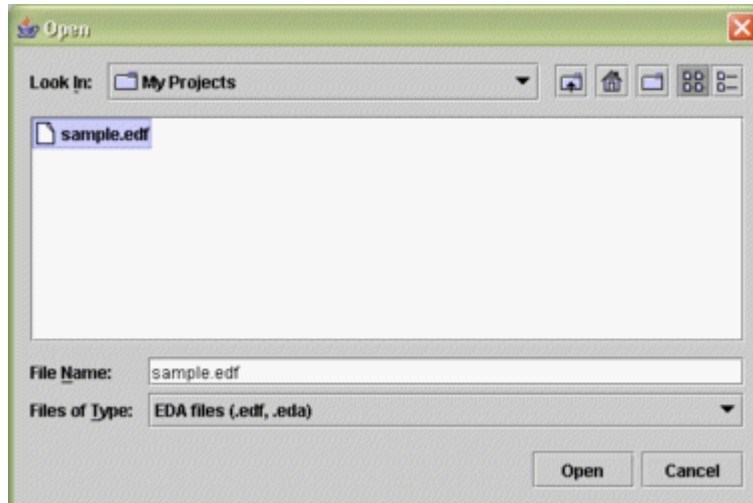


2. You will be prompted to specify the file name of the new application form in the dialog box.
3. Choose the directory where you want to save your application form at the 'Save in' dropdown list if necessary. By default, your application form will be saved at the C:\Program Files\edaxf\My Projects\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

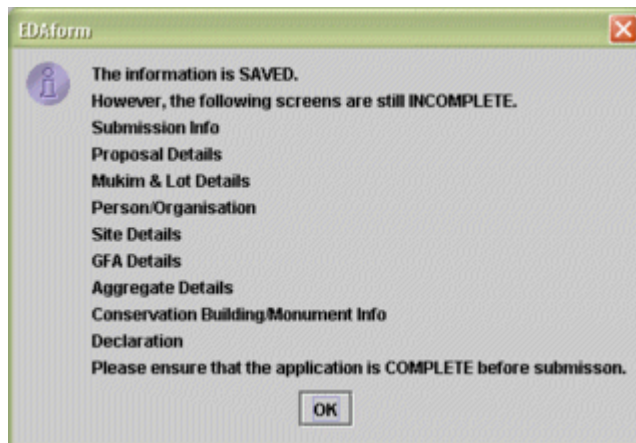
To save a development application form, follow the steps below:

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.

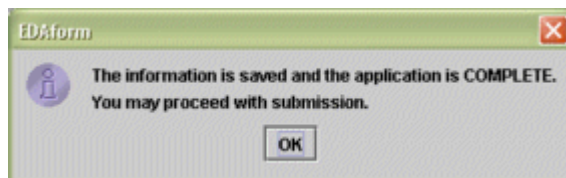
Note: you will be prompted only when you have entered some data for certain screen(s) and did not complete it or entered incorrectly. You have to correct the mistakes before you can save your form.

The screenshot shows the EDAform (DC12) - Internet application window. The title bar indicates the last modified date is 25-OCT-2005. The toolbar includes buttons for New, Open, Save, Print, Close, Exit, Help, and Fee. The file name is C:\Program Files\edax\My Projects\sample.edf. The application type is Addition/Alteration to Buildings (Others), and the submission type is New Submission. The left sidebar lists various sections: 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 main form area shows the Site Address section with fields for S.No (2), Building Name (MY BUILDING), Road Name (empty), House/Block No (empty), Unit No (empty), Level (empty), and Postal Code (empty). A modal dialog box titled 'EDAform' is displayed in the foreground, showing a message: 'Road Name : Field is Mandatory' with an OK button.

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.



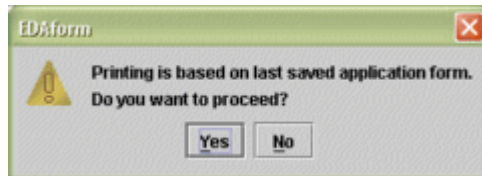
Please ensure that you get the above message when saving your form so that your application will not be rejected by URA for incomplete form submission.

- 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.



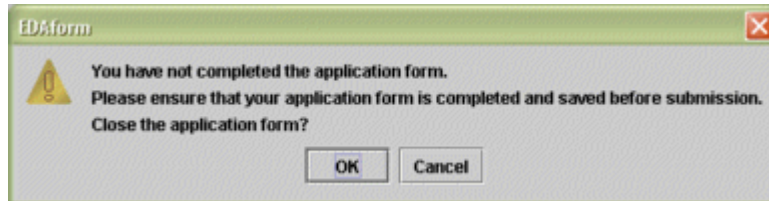
This is to inform you that your printed form is based on the saved application form. If you have not saved your application form, you should cancel the printing and use the 'Save' button at the toolbar to save first before printing.

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.

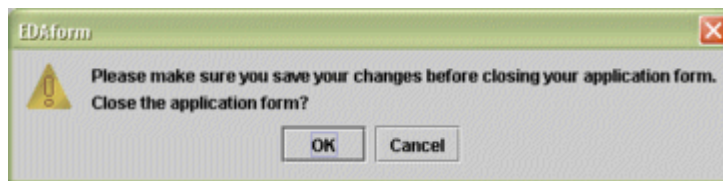
6. Closing a Development Application Form

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.

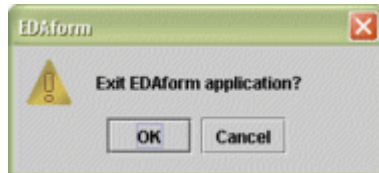


4. Click 'Ok' button to close the form.
5. Click 'Cancel' button to cancel the closing of the form.
6. Note: if you have not saved your application form, you should click 'Cancel' button or you will lose your changes.

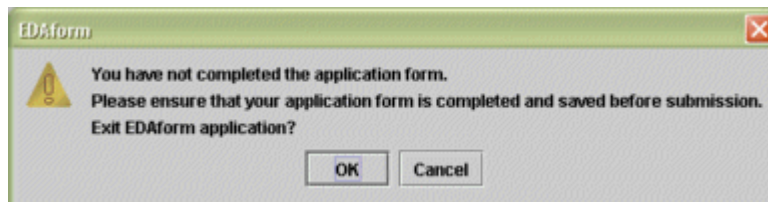
7. Exiting EDAForm

To exit from EDAform application, follow the steps below:

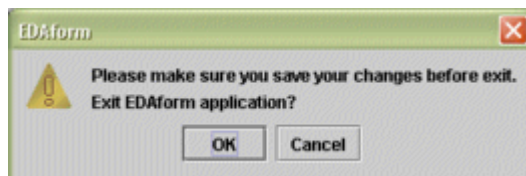
1. Click on the 'Exit' button at the toolbar.
2. If you currently do not have an application form opened, you will be asked to confirm exiting from the EDAform application.



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.

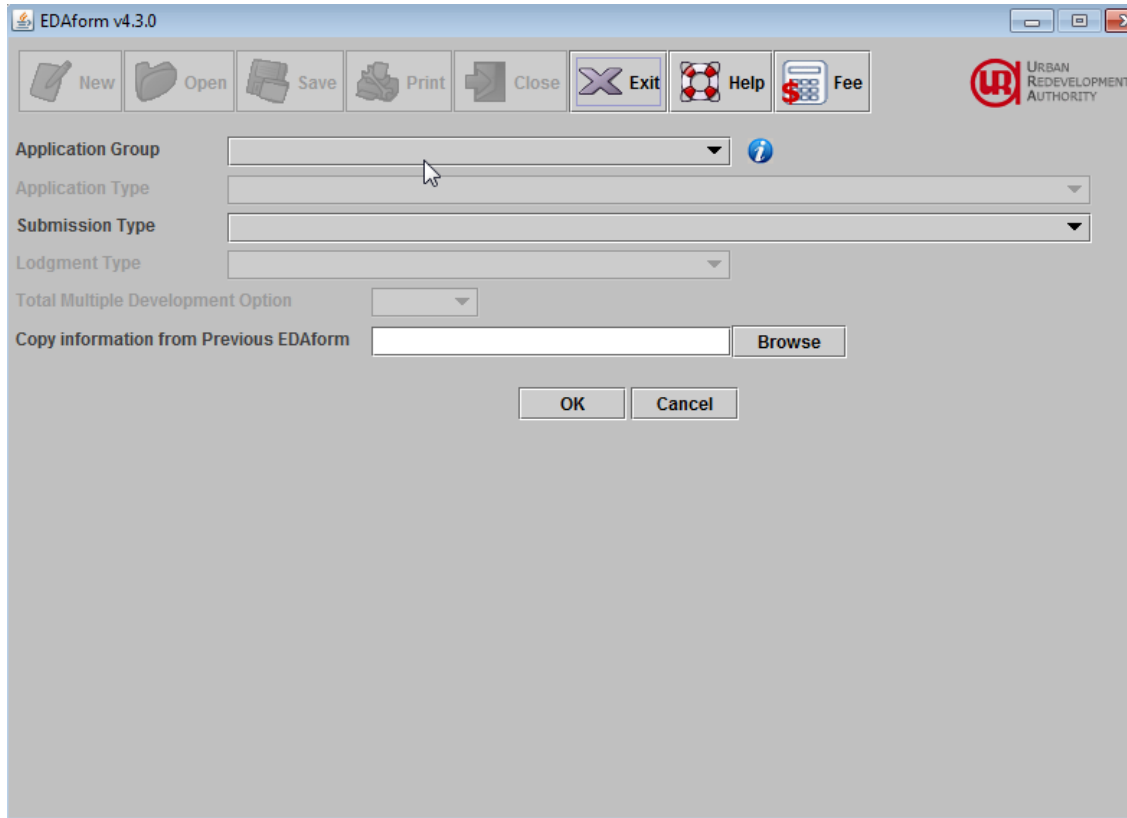
There are two fee calculator functions:

- 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.

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 st Submission	160799-24A1 (system-assigned)	(not required)
New Erection	2 nd Submission		160799-24A1 (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 st Submission		160799-24A2

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 st Submission	160799-24A2-A011 (system-assigned)	160799-24A2 (indicate subm no.)
Amendment	2nd Submission		160799-24A2-A011 (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 st Submission		160799-24A2 (indicate subm no.)

MP Planning Area (DGP)

- Select the 'Master Plan Planning Area' relevant to the subject site of the proposed development application as shown listed.
- This is a mandatory field for all the application types, except conservation applications.

Conservation Area

- Select the 'Conservation Area' relevant to the proposed development application as shown listed in the list of conservation areas.
- This is a mandatory field for conservation building applications.

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.

Is proposal affecting a gazetted monument?

- Select 'Yes' if the proposal is affecting a gazetted monument, otherwise select 'No'
- This will not be displayed for conservation applications.

Is subject site within Envelope Control Area?

- Select 'Yes' if the site is within an Envelope Control Area, otherwise select 'No'.
- This will not be displayed for conservation applications.

Is subject site within the Civic District Lighting Plan?

- Select 'Yes' if the proposal is within the Civic District Lighting Plan, otherwise indicate 'No' if not or 'NA' if not applicable.
- This will not be displayed for conservation applications.

Is proposal within a HDB or JTC estate?

- Select 'Yes' if proposal is within a Housing Development Board or JTC estate.

Have you obtained a change of use decision on the same site / unit within the last 6 months?

- Select 'Yes' if you have obtained a change of use decision on the same site / unit within the last 6 months
- If yes, indicate the date of latest decision (e.g. 9/Mar/2003)
- This is only applicable for change of use applications.

Is this proposal involved only single unit of shophouse/terraced factory?

- Select 'Yes' if the proposal involves only single unit of shophouse / terraced factory, otherwise select 'No'
- This is only applicable for addition & alteration applications.

Land Ownership

- Indicate the nature of land ownership for this development application.
- This is a mandatory field for all applications.

Please name the party who is holding the reversionary interest to the lease

- Enter the name of the party who is holding the reversionary interest to the lease
- It is applicable only when the land ownership is 'Leasehold'

Please state the restrictive covenants, if any, in your lease

- Enter the restrictive covenants in your lease (if any)
- It is applicable only when the land ownership is 'Leasehold'

Has strata certificate of title been issued?

- Select 'Yes' if strata titles have been issued for the project, otherwise select No.

Has TOP been issued?

- Select 'Yes' if the TOP has been issued for the project, otherwise select No.

Is existing house on a plot which has obtained Submission Permission on/after 7 May 2007?

- Select 'Yes' if the Subdivision Permission has been obtained on/after 7 May 2007 for the existing house

Date of Last TOP issued for the existing development

- Enter the date of Last TOP issued
- It is applicable only when the Subdivision Permission has been obtained on/after 7 May 2007

Is Development Charge Payable?

- Select 'Yes' if development charge is payable, otherwise select 'No'.

Date of Parent Written Permission/Provisional Permission

- For extension or renewal application, please indicate the approval date of the related Written Permission /Provisional Permission.

Expiry Date of Parent WP / PP

- Indicate the expiry date of the related Written Permission / Provisional Permission.

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 1st extension
 - 03 for 3rd extension

Reason unable to complete the project

- Enter the reason for being unable to complete the project.

Payment Mode

Select 'Cheque' if you are paying processing fee by cheque. All fees are subject to GST. Cheques to be crossed and made payable to "Urban Redevelopment Authority".

-
- Select 'ePayment' if you are paying processing fee by Internet payment.
- Select 'No Payment Required' if no processing fee is required for the application (e.g. 1st resubmission).

Name of Gazetted/Proposed Monument

- Select the name of the gazetted national monument for Building Plan clearance
- Select 'Others' if the monument name is not in list.

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.

Is subject site adjacent or affected by rivers/canals (at least 17.5m wide), reservoirs or stormwater collection ponds?

- Select 'Yes' if the site is adjacent or affected by rivers/canals with at least 17.5 wide, reservoirs or stormwater collection ponds
- The waterbodies related checklist is required to be submitted it together with this application
- This is applicable for new erection, addition & alteration related applications.

Does the proposal front a sea?

- Select 'Yes' if the proposal fronts a sea
- The waterbodies related checklist is required to be submitted it together with this application
- This is applicable for new erection, addition & alteration related applications.

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.

Submission 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 ¹ 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 nd to 4 th storey, and a basement carpark.
A/A ² 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 nd 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

Submission Description	Remarks
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 2nd 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

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

File Name: C:\WORK\Java\EdaxfProj\testing\My Projects\test.edf
App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi
Lod. Type: Non lodgment submission
Sub. Type: New Submission (for fresh submiss)

Mukim & Lot Details

MK/TS	MK/TS Number	Lot Number*	Part Lot Indicator	Click to Delete
<input type="radio"/> MK <input type="radio"/> TS			<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

* Examples of valid Lot Number format are 08455C, 99053W, etc.
Only new lot number format is accepted. If you have the old lot format e.g. TS24 Lot 33-1, please visit the service at <https://www.inlis.gov.sg/LotConverter/LotConv.aspx> to convert to new format.

OK Delete Add Rows

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.

MK/TS	MK/TS Number	Lot No	Part Lot Indicator
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.

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

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

Site Address

S/No 1

Building Name

Road Name

House/Block No

Unit No

Level

Postal Code

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

If you are unable to provide site address, please describe the location below:
Locality Description (limit to 255 characters)


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 1st 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.

EDAform (DC27) - Internet - Last Modified Date: 29-OCT-2005

File Name: c:\Program Files\edax\My Projects\sample.edf
App. Type: Change of Use
Lod. Type: Change of Use
Sub. Type: New Submission

Submission Info
Proposal Details
Mukim & Lot Details
Site Address
Person / Org
Change of Use
Declaration

Site Address
Lodgment Category: CHILDCARE CENTRE, KINDERGARTEN AND STUDENT CARE CENTRE
Development:
S.No: 1
Road Name:
Building Name:
House/Block No:
Unit No:
Level:
Postal Code:
Show Map

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

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.

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 5th May 1999
- 12/JUL/1999 for 12th 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.

Screen for on-payer roles

EDAform v4.2.0 (DC12) - Internet - Last Modified Date: 04-APR-2016

New Open Save Print Close Exit Help Fee

File Name: C:\WORK\Java\EDAX\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)

Submission Info **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: Agent (i.e. QP firm) Add > < Remove

Person/Organisation Applicant (Developer) Architect Engineer

Site Details Name: [Text Field] QP Registration No: [Text Field]

Site Facilities Citizenship: [Dropdown] IC / Passport No: [Text Field]

GFA Details Road Name: [Text Field] House/Block No: [Text Field]

Greenery Details Building Level: [Text Field] Unit No: [Text Field]

Aggregate Details Postal Code: [Text Field] Handphone No: [Text Field]

Change of Use Email: [Text Field] Extension: [Text Field]

Conserved Building(s)/ National Monument Telephone No: [Text Field]

Declaration

Save profile Load Profile Contact Details

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

Screen for payer is government ministry or statutory board

EDAform v4.3.0 (DC12) - Internet - Last Modified Date: 17-OCT-2016

New Open Save Print Close Exit Help Fee

File Name: c:\temp\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 subm

Submission Info	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	Lessee	Payer
Site Details	Management Corporation Strata Title	
Site Facilities	Owner	
GFA Details	Prospective Purchaser	
Greenery Details	URA to bill government ministry/statutory board? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Aggregate Details	Please provide Billing Details	
Change of Use	Ministry/Statutory Board	
New Extension/ New Building(s)	Department	
Declaration	Sub-Business Units	
	Road Name	House/Block No
	Building Level	Unit No
	Postal Code	
	Email	Handphone No
	Confirm Email	
	Telephone No	Extension

Screen for payer is a company

EDAform v4.2.0 (DC12) - Internet - Last Modified Date: 04-APR-2016

New Open Save Print Close Exit Help Fee

File Name: C:\WORK\Java\EDAX\EdaxProj\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

Submission Info	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	Lessee	Payer
Site Details	Management Corporation Strata Title	
Site Facilities	Owner	
GFA Details	Prospective Purchaser	
Greenery Details	Is processing fees to be paid by government ministry or statutory board? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Aggregate Details	Name	
Change of Use	<input type="radio"/> Company <input checked="" type="radio"/> Person	
Conserved Building(s)/ National Monument	Citizenship	IC / Passport No
Declaration	Road Name	House/Block No
	Building Level	Unit No
	Postal Code	
	Email	Handphone No
	Confirm Email	
	Telephone No	Extension

Tax Invoice will be issued to the name and address of payer indicated here.

Screen for payer is a person

EDAform v4.2.0 (DC12) - Internet - Last Modified Date: 04-APR-2016

File Name: C:\WORK\Java\EDAX\FIEdaxfProj\testing\My Projects\test.edf

App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi

Lod. Type: Non lodgment submission

Sub. Type: New Submission (for fresh submiss

Submission Info

Person/Organisation

S/No: 1

Move roles to the right to assign role to the person or organisation

Available Roles:

- Lessee
- Management Corporation Strata Title
- Owner
- Prospective Purchaser

Assigned Roles:

- Payer

Is processing fees to be paid by government ministry or statutory board? ☐ Yes ☒ No

Name:

☐ Company ☒ Person

Citizenship:

IC / Passport No:

Road Name:

House/Block No:

Building Level:

Unit No:

Postal Code:

Email:

Handphone No:

Confirm Email:

Telephone No:

Extension:

Tax Invoice will be issued to the name and address of payer indicated here.

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.

Ministry Name / Statutory Board

- Select the name of the ministry or statutory board that will pay the processing fee, if applicable.
- This is applicable if the role selected is 'Payer' and you have indicated that processing fees to be paid by government ministry or statutory board.

Department

- Select the department within the ministry or statutory board that will pay the processing fee, if applicable.
- This is applicable if the role selected is 'Payer' and you have indicated that processing fees to be paid by government ministry or statutory board.

Sub-Business Units

- Select the sub-business of the department of the ministry or statutory board that will pay the processing fee, if applicable.
- This is applicable if the role selected is 'Payer' and you have indicated that processing fees to be paid by government ministry or statutory board.

QP Registration No

- Record the QP Registration Number if the person is an Engineer, Architect or Surveyor.

Citizenship

- Record the 'Citizenship Type' of the **person**. If developer is a foreign company please indicate "Other".
- Valid codes are
 - Singaporean
 - Permanent Resident
 - Others

IC / Passport No

- Record the NRIC or passport (PP) number of the **person**. If it is an establishment, please skip this field.

UEN No

- Record the UEN number of a **company**.
- This is applicable if the role selected is 'Payer' and 'Company'

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 - Earthworks, Engineering, Mining or Other Operation In, On Over or Under Land Proposals

This screen applies to the Earthworks application type only.

The screenshot shows a web browser window titled "EDForm (DC5) - 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\earthwork.edf), App. Type (Earthworks), Lod. Type, and Sub. Type (New Submission). The main content area is divided into a left sidebar with a tree view containing: Submission Info, Proposal Details, Mukim & Lot Details, Site Address, Person / Org, Earthworks, and Declaration. The "Earthworks" item is selected. The main content area displays the "Earthworks" form, which includes a sub-header "Earthworks" and a description "(For Earthworks, Engineering, Mining or Other Operation in, on, over or under Land Proposals)". The form has two text input fields: "Source of fill (if different from the development site) (limit 255 characters)" and "Earth to be dumped at (if different from the development site) (limit 255 characters)".

Source of fill

- Indicate the source of fill if it is different from the development site.

Earth to be dumped at

- Indicate the locations that earth is to be dumped at if different from the development site.

18. Screen - Site Details

Use this screen to record the site details information.

Screen for Site Details for Amendment and Additions and Alteration Applications

- 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

Description	Remarks
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/National Monuments

- Record No of Units to be conserved based on the gazetted conservation plan as in the Conservation Guidelines or the no of national monuments to be preserved if the development site consists of building/s to be conserved/ preserved.

GFA to be Conserved/Preserved (sq m)

- Record the Gross Floor Area to be conserved based on the gazetted conservation plan for the site or the Gross Floor Area to be preserved.
- This field is mandatory if there are buildings to be conserved/preserved 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.

Open Space Provision (%)

- Record the proposed Open Space provision for the subject site.
- This field is applicable to extensive landed residential development only.

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:

Type of dwelling house	Site coverage
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.

- 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.

19. Screen - Site Facility

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

The screenshot shows a web application window titled "EDAform (DC12) - Internet - Last Modified Date: 29-OCT-2005". The window has a menu bar with icons for 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), App. Type (Addition/Alteration to Buildings (Others)), Lod. Type (Non lodgment submission), and Sub. Type (New Submission). The main content area is divided into two sections: "Submission Info" and "Site Facility". The "Site Facility" section contains a form with the following fields: Site No (a dropdown menu), S.No (a text box with the value 1), Facility Name (a dropdown menu), and No. of Facilities (a text box). Below the form are buttons for OK, Cancel, Add, Edit, Delete, and navigation buttons (<<, <, >, >>). The "Submission Info" section on the left has a list of tabs: Proposal Details, Mukim & Lot Details, Site Address, Person / Org, Site Details, Site Facilities (selected), GFA Details, Aggregate Details, Change of Use, Cons. Monument Info, and Declaration.

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.

20. 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
App. Type: Addition/Alteration to Buildings (Others) - Excluding Conserved Buildings within Hi
Lod. Type: Non lodgment submission
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	[Text] (sq.m)	[Text] (sq.m)	[Text] (sq.m)
Use Quantum	[Text] (%)	[Text] (%)	[Text] (%)
Residential Units	[Text]	[Text]	[Text]
Total Bonus GFA per Site	[Text] (sq.m)	[Text] (sq.m)	[Text] (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

Description	Remarks
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.

21. Screen - Greenery Details

Use this screen to record the greenery details information.

Screen for Greenery Details for Amendment and Additions and Alteration Applications

EDAform v4.0.0 (DC12) - Internet - Last Modified Date: 11-FEB-2015

File Name: C:\temp\sample.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
Proposal Details
Mukim & Lot Details
Site Address
Person/Organisation
Site Details
Site Facilities
GFA Details
Greenery Details
Aggregate Details
Change of Use
Conserved Building(s)/ National Monument
Declaration

Greenery Details

Site No

Does your proposal involve any of the following greenery features? ☐ Yes ☐ No

	Approved	+ Inc / Dec	= Overall
Green Buffer and Peripheral Planting Strip	<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)
	softscape	softscape	softscape
Landscape Deck	<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)
	softscape	softscape	softscape
Communal Planter Boxes	<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)
	softscape	softscape	softscape
Secondary Covered Communal Ground Garden	<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)
	softscape	softscape	softscape
Predominant Covered Communal Ground Garden	<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)
	softscape	softscape	softscape
Communal Sky Terrace	<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)
	softscape	softscape	softscape
Roof Top Landscape Area (under	<input type="text"/>	<input type="text"/>	<input type="text"/> (sq.m)

EDAform v4.0.0 (DC12) - Internet - Last Modified Date: 11-FEB-2015

File Name: C:\temp\sample.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
Proposal Details
Mukim & Lot Details
Site Address
Person/Organisation
Site Details
Site Facilities
GFA Details
Greenery Details
Aggregate Details
Change of Use
Conserved Building(s)/ National Monument
Declaration

Greenery Details

Roof Top Landscape Area (under pavilion or bonus ORA incentive) (sq.m)

☐ Landscape Replacement Policy

☐ Within Strategic Areas

	<input type="text"/> (sq.m)
	hardscape+softscape

☐ Outside Strategic Areas

	<input type="text"/> (sq.m)
	softscape

☐ Communal Open Space (Strata Landed Housing Only)

Communal Facilities

	<input type="text"/> (sq.m)
	hardscape

On-ground Greenery

	<input type="text"/> (sq.m)
	softscape

☐ None of the above

Please see Circular [URA/PB/2009/09-CUDG](#) Dated 29 Apr 2009 for Details of 'Landscape Replacement within Strategic Locations' Guidelines

OK **Edit** **Delete** **Cancel**

Screen for Greenery Details for New Erection applications

EDAform v4.0.0 (DC3) - Internet - Last Modified Date: 11-FEB-2015

File Name: C:\temp\sample.edf Lod. Type: Non lodgment submission
 App. Type: New Erection (including Reconstruction to Landed Housing) Sub. Type: New Submission (for fresh submiss

Submission Info	Greenery Details
Proposal Details	Site No: <input type="text"/>
Mukim & Lot Details	Does your proposal involve any of the following greenery features? <input type="radio"/> Yes <input type="radio"/> No
Site Address	
Person/Organisation	Green Buffer and Peripheral Planting Strip <input type="text"/> (sq.m) softscape
Site Details	Landscape Deck <input type="text"/> (sq.m) softscape
Site Facilities	Communal Planter Boxes <input type="text"/> (sq.m) softscape
GFA Details	Secondary Covered Communal Ground Garden <input type="text"/> (sq.m) softscape
Greenery Details	Predominant Covered Communal Ground Garden <input type="text"/> (sq.m) softscape
Aggregate Details	Communal Sky Terrace <input type="text"/> (sq.m) softscape
Declaration	Roof Top Landscape Area (under pavilion or bonus ORA incentive) <input type="text"/> (sq.m) softscape

EDAform v4.0.0 (DC3) - Internet - Last Modified Date: 11-FEB-2015

File Name: C:\temp\sample.edf Lod. Type: Non lodgment submission
 App. Type: New Erection (including Reconstruction to Landed Housing) Sub. Type: New Submission (for fresh submiss

Submission Info	softscape
Proposal Details	Which category does your proposal fall under?
Mukim & Lot Details	<input type="radio"/> Landscape Replacement Policy
Site Address	<input type="radio"/> Within Strategic Areas <input type="text"/> (sq.m) hardscape+softscape
Person/Organisation	<input type="radio"/> Outside Strategic Areas <input type="text"/> (sq.m) softscape
Site Details	<input type="radio"/> Communal Open Space (Strata Landed Housing Only)
Site Facilities	Communal Facilities <input type="text"/> (sq.m) hardscape
GFA Details	On-ground Greenery <input type="text"/> (sq.m) softscape
Greenery Details	<input type="radio"/> None of the above
Aggregate Details	Please see Circular URA/PB/2009/09-CUDG Dated 29 Apr 2009 for Details of 'Landscape Replacement within Strategic Locations' Guidelines
Declaration	<input type="button" value="OK"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="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 any of the following greenery features?

- Select 'Yes' if the proposal involve greenery features.
- If 'Yes' is selected, at least one greenery item below must have a value.

Green Buffer and Peripheral Planting Strip

- Record the softscape area corresponding to the green buffer and peripheral planting strip

Landscape Deck

- Record the softscape area corresponding to the landscape deck

Secondary Covered Communal Ground Garden

- Record the softscape area corresponding to the secondary covered communal ground garden

Predominant Covered Communal Ground Garden

- Record the softscape area corresponding to the predominant covered communal ground garden

Communal Sky Terrace

- Record the softscape area corresponding to the communal sky terrace

Roof Top Landscape Area (under pavilion or bonus ORA incentive)

- Record the softscape area corresponding to the rooftop landscape area
- Record both the softscape and hardscape area if the site is within strategic areas

Landscape Replacement Policy

- Record the softscape area if the site is outside strategic areas
- Record both the softscape and hardscape area if the site is within strategic areas

Communal Open Space (Strata Landed Housing only)

- Record the softscape area and area of other communal facilities corresponding to the communal open space requirements

22. Screen - Aggregate Details

Use this screen to record the aggregate site details information.

Screen for Aggregate Details for Amendment and Additions and Alteration Applications

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

9. Click on the '>>' button to view the last aggregate site details record of the selected site.
10. To enter the aggregate site details of another site, select the Site No.

Screen for Aggregate Details for Amendment and Additions and Alteration 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.

Detailed Use

- Please choose the most appropriate Detailed Use type from the list provided in the system.

E.g.

For an industrial development, you should record the following use type description:

'Light Industry (single-user)' or 'light industry (multi-users)' for the main production use;

'Office' for the ancillary office use;

'warehouse (single-user)' or 'warehouse (multi-users)' (under warehouse category) for the warehouse use;

'Canteen' for the canteen.

'Showroom' for the showroom.

'Ancillary use (NEC) for all other ancillary facilities within the 40% quantum. It refers to facilities such as toilet, staircases, lift lobby, common areas, bin centre & ESS.

NB:

*Ancillary use refers to ancillary showroom (own product), meeting room, sick rooms/first aid room toilets etc.

*Secondary use refers to canteen, childcare centre, secondary showroom, secondary warehouse, Type II E-business etc.

- For residential development, select from the code table Residential (Terrace), Residential (Detached), Residential (Semi-Detached) or Residential (Flat/Condo). For shophouses, if it is strata-subdivided, select Residential (Flat/Condo), otherwise select Residential (Terrace).
- For commercial development, select shop, office, showroom, car rental/trading office. For additional help in selecting the appropriate use type, please see menu and select as shown in the Examples in Use Type Codes. If it is a mixed-use premise, always select the predominant use type, e.g. shop with ancillary showroom, use type should be entered as shop.
- For new boarding house development, select the code Hotel for the room area. The code Boarding House (Existing) is meant for existing use only.

Examples of Detailed Use type:

Category	Description	Remarks
Agriculture	Agricultural/Farming Activities	Incl. Fish/Poultry/Hydroponics Farm, PPD Experimental/Quarantine Stn
Agriculture	Hatchery	
Agriculture	Plant Nursery	
Business Park	Business Park/Science Park	Incl. Research & Development Industry
Cemetery	Cemetery/Burial	
Cemetery	Columbarium	
Cemetery	Crematorium	
Commercial	Bar/Pub	
Commercial	Betting Centre	Incl. Toto/4D Shop & Kiosk
Commercial	Canteen	Not opened to members of the public
Commercial	Car Polishing & Waxing	
Commercial	Coffin Shop	
Commercial	Commercial School	Incl. Computer/IT School, Language School, Secretarial School, Art School, Band Practicing Studio, Beauty School, Cooking School, Dancing School, Dressmaking School, Hairdressing School
Commercial	Confectionery	Incl. Bakery cum Cookies Shop

Category	Description	Remarks
Commercial	Conference/Seminar	
Commercial	Convention with Exhibition	Incl. Convention Hall
Commercial	Development School	Involving Enrichment/Devt Training for all age groups. Eg. Body Building School
Commercial	Fitness/Health Centre	Incl. Gymnasium, Health Centre, Massage Parlour
Commercial	Hawker/Food Centre	
Commercial	Market	Incl. Butchery, Meat Shop, Market in HDB Estate
Commercial	Mini/Super-Market	
Commercial	Office	Professional Office Eg. Lawyer. Business Office Eg.Importer/Exporter, Insurance Office, Bank, Management Office, Money Changer, Temporary Site Office,
Commercial	Office (Car Trading/Car Rental)	Incl. Car Showroom
Commercial	Outdoor Refreshment Area	
Commercial	Restaurant	Incl. Eating House, Fast-food restaurant, Food-court, Cyber café.
Commercial	Shop	Incl. Departmental Store, Beauty Salon, Medical Clinic, Photo studio, Photocopying Services, Food shop (take-away), Travel Agency
Commercial	Showroom	For display only-no sales by retail on the premises. Eg. Auto Centre, Art Studio. Exclude Motor Vehicle Showroom.
Commercial	Trade Fair	Incl. Expo
Commercial	Veterinary Clinic	Incl. Dog Grooming Centre
CCCOI i.e. Civil/Cultural/Community/ Other Institutional	Art Centre	Incl. Art Gallery
CCCOI	Association	Incl. Clan, Guild House, Trade Association/Union
CCCOI	Boys'/Girls' Home	Incl. Reformative Centre
CCCOI	Child Day-Care Centre	Incl. Creche, Baby Nursery
CCCOI	Civic Institution NEC	Incl. Police Station, Fire Station
CCCOI	Civil Defence Centre	Incl. Civil Defence HQ/Shelter
CCCOI	Community Centre/Club	Incl. Residence Community
CCCOI	Community Institution Not Elsewhere Classified	
CCCOI	Cultural Institution Not Elsewhere Classified	Incl Zoo, Bird Park, Science Centre
CCCOI	Drug Rehabilitation Centre	
CCCOI	Embassy	Incl. High Commissioner, Consulate

Category	Description	Remarks
CCCOI	Family Services Centre	
CCCOI	Halfway House	
CCCOI	Home for the Aged	
CCCOI	Home for the Disabled	
CCCOI	Institutional Not Elsewhere Classified	
CCCOI	Kindergarten	
CCCOI	Library	
CCCOI	Maternity Home	
CCCOI	Meditation Centre	Incl Yoga Centre, Spiritual/Purification Centre
CCCOI	Museum	Incl. Wax Museum
CCCOI	Students Care Centre	Incl. Before & After School Care
CCCOI	Veterinary Centre	
CCCOI	Workers' Dormitory	
Educational Institution	Educational Institution Not Elsewhere Classified	E.g. Pri/Sec/Foreign/Special Sch,Jr College, Polys, Univ, Training Institute
Educational Institution	Religious School	Incl. Gospel Mission, Bible Counseling /Training Centre
Entertainment	Amusement Centre	E.g. Amusement Park, Kid's World, Funland
Entertainment	Billard Saloon/Centre	
Entertainment	Bowling Centre	
Entertainment	Cinema	No live performance
Entertainment	Entertainment Not Elsewhere Classified	
Entertainment	Karaoke Lounge	
Entertainment	Night Club	Incl. Disco, Cabaret
Entertainment	Theatre (Live Performance)	Incl. Concert Hall
Entertainment	Theme Park	E.g. Tang Village, Haw Par Villa
Health & Medical Care	Dialysis Centre	
Health & Medical Care	Hospital	
Health & Medical Care	Medical Centre	Incl. Sanatorium, Therapeutic Centre
Health & Medical Care	Polyclinic	
Health & Medical Care	Nursing Home	Incl. Convalescence Home, Home for Aged Sick.
Hotel	Boarding House(Existing)	For existing use only. Incl. Inn, Guest House, Lodging House
Hotel	Guest Room	
Hotel	Hotel	
Industry	Auto Accessories/ Tyre & Battery Shop	Incl. Air-con/Radio Shop, Motor Vehicle Sale/Repair
Industry	Food Catering Service	
Industry	General Industry (Single-user)	

Category	Description	Remarks
Industry	General Industry (Multi-user)	
Industry	Light Industry (Single-user)	
Industry	Light Industry (Multi-user)	
Industry	Special Industry (Single-user)	
Industry	Special Industry (Multi-user)	
Open Space	Landscape Area	E.g. Public Promenade, Plaza, Outdoor Pedestrian Mall, Park Furniture, Amphitheatre
Mining/Quarry	Mining/Quarry & Related Use	Eg Sand/Granite Quarry, Clay Mining
Place of Worship	Place of Worship	Incl. Temple, Church, Mosque
Port/Airport	Port/Airport & Related Use	Incl. Ferry Point/Terminal, Fishing Port, Airport Terminal, etc
Residential	Hostel	Incl. Students Hostel
Residential	Residential (Flat/Condo)	Incl. Flat, Penthouse, Maisonettes
Residential	Residential (Detached)	Incl. Bungalow, Strata Bungalow
Residential	Residential (Semi-Detached)	Incl. Semi-detached
Residential	Residential (Terrace)	Incl. Terrace, Cluster Housing & Townhouses
Residential	Service Apartment	
Residential	Show-flat	
Residential	Staff Quarters	Incl. Barrack
Special Use	Special Use	Incl. Military use
Sports & Recreation	Golf Course	Incl. Golf Driving Range
Sports & Recreation	Holiday Chalet/Bungalow	
Sports & Recreation	Sports & Recreation	Incl. Water Sports Centre, Boating Activities, Race Course, Swimming Complex, Recreation Club
Tele-communication	Telecommunication	Incl. Tel Exchange, Wireless Station
Transport Facilities	Bus Depot/Station/Interchange/Terminal	
Transport Facilities	Car/Lorry/Bus Parking	Incl. Driveway, Ramp
Transport Facilities	LRT Station & Related Use	
Transport Facilities	MRT Station & Related Use	
Transport Facilities	Petrol Filling & Auto Service Station	Incl. Petrol Station/Kiosk
Transport Facilities	Railway Station & Related Use	
Transport Facilities	Roads Related Uses	
Transport Facilities	Transport Facilities Not Elsewhere Classified	Incl. Covered Walkway, Linkway, Loading/Unloading Area
Unclassified	Ancillary Use Not Elsewhere classified	

Category	Description	Remarks
Unclassified	Caretakers' Quarters	Incl. Jaga's/Gardener's Quarters
Unclassified	Concourse Area	Incl. Atrium, Lobby, Corridor Space, Passageway
Unclassified	Open Compound	Incl. Open Court-yard
Unclassified	Vacant Land	
Unclassified	Void Deck	
Utility	Gas Works & Related Use	
Utility	Power Station & Related Use	
Utility	Sewage Treatment Works & Related Use	
Utility	Sub Station	Small Substations Less Than 66/22 KV, eg. in Residential Buildings
Utility	Water Treatment Works & Related Use	
Warehouse	Open Storage Area	
Warehouse	Warehouse(Single-user)	Incl Godown, Storage Area
Warehouse	Warehouse(Multi-user)	Incl Godown, Storage Area
Wholesale & Distribution Centre	Wholesale Centre	Incl. Wholesale Shop, Distribution Centre

Use GFA (sq m)

- Record the total Use GFA for that particular use.
- The information provided here will be used to compute the total GFA for the development site.

No of Residential Units/Hotel Rooms

- This field is only applicable for the respective type of residential units or if hotel development is selected.
- Please record the No. of Residential units for the development site or the No. of hotel rooms for the development site, whichever is applicable.

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.

23. 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.

EDAform (PC12) - 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

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 5th May 1999
- 12/JUL/1999 for 12th July 1999

24. 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.

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).

25. Screen - Conserved Building Info

Screen for Conservation Historic District cases

The screenshot shows a web-based application window titled "EDAform v3.8.0 (DC12) - Internet - Last Modified Date: 30-OCT-2013". The window has a menu bar with icons for New, Open, Save, Print, Close, Exit, Help, and Fee. Below the menu bar, there are fields for File Name (C:\Users\lurasurianti\Desktop\FEEtest_caaa.edf), App. Type (Addition/Alteration to Conserved Buildings within Historic Districts & Residential H), Lod. Type, and Sub. Type (New Submission (for fresh submiss)).

The main content area is divided into two sections. On the left is a vertical navigation menu with the following items: 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 (highlighted), and Declaration. The right section is titled "Conserved Buildings Info" and contains the following form elements:

- 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)

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.

26. 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 (DC28) - 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
Proposal Details
Mukim & Lot Details
Site Address
Person/Organisation
Building Plan
Declaration

BCA Building Plan Details

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.

27. Screen - Schme 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:\temptest.edf Lod. Type: App. Type: Request for Clearance of Works Completed (Non-Conservation) Sub. Type: New Submission (for fresh submis)

Submission Information

Scheme Type

Proposed Date of Application for TOP (DD-MON-YYYY)

Proposed Date of Application for CSC (DD-MON-YYYY)

(only if TOP is not required)

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.

28. 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.

The screenshot shows a web browser window titled "EDAform (DC12) - Internet - Last Modified Date: 29 OCT 2005". The window has a menu bar with icons for 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) and "App. Type" (Addition/Alteration to Buildings (Others)). To the right, there are fields for "Lod. Type" (Non lodgment submission) and "Sub. Type" (New Submission). The main content area is divided into a left sidebar with a list of tabs: 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, and Declaration. The Declaration tab is selected. The main area displays a declaration form with the following text:

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

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

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.

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

New Open Save Print Close Exit Help Fee

File Name C:\Program Files\edax\My Projects\sample.edf Lod. Type

App. Type Addition/Alteration to Conservation Buildings within Historic Districts & Residential 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

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 the 'EDAform (DC1) - Internet' web application. The title bar indicates the last modified date is 29-OCT-2005. The interface includes a menu bar with icons for 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) and 'App. Type' (Strata Subdivision of Building). To the right, there are fields for 'Lod. Type' (Non lodgment submission) and 'Sub. Type' (New Submission). A sidebar on the left contains a list of navigation links: Submission Info, Proposal Details, Mukim & Lot Details, Site Address, Person / Org, and Declaration (which is currently selected). The main content area is titled 'Declaration' and contains a text box with the following text: 'I hereby declare that:'. Below this, there are four items: 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' (this item has an unchecked checkbox to its left); 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'; and d) 'the particulars given in this application are true and correct'. At the bottom of the declaration section, there is a 'Declared By' text field and an 'I Agree' button.

EDAform (DC1) - Internet - Last Modified Date: 29-OCT-2005

File Name: c:\Program Files\edax\My Projects\sample.edf
App. Type: Strata Subdivision of Building

Lod. Type: Non lodgment submission
Sub. Type: New Submission

Submission Info
Proposal Details
Mukim & Lot Details
Site Address
Person / Org
Declaration

Declaration

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

Declared By: _____

I Agree

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 the 'EDForm (DC23) - Internet' application window. The title bar indicates the last modified date is 29-OCT-2005. The interface includes a menu bar with options: New, Open, Save, Print, Close, Exit, Help, and Fee. Below the menu bar, the 'File Name' is 'c:\Program Files\edax\My Projects\sample.edf'. The 'Lod. Type' is 'Residential Devt (HDB)' and the 'Sub. Type' is 'New Submission'. On the left, a vertical navigation pane lists sections: Submission Info, Proposal Details, Mukim & Lot Details, Site Address, Person / Org, Site Details, Site Facilities, GFA Details, Aggregate Details, and Declaration (which is currently selected). The main area displays the 'Declaration' section with a table of items to be declared.

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)		

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

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.