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Circular No : URA/PB/2012/07-DCG
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Date : 12 Jun 2012

Fax: 6227 4792

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GUIDELINES FOR NON-EXCLUSIVE AND LIMITED RELIGIOUS USE IN INDUSTRIAL PREMISES

Who should know

Religious organisations, building owners and real estate agents

Effective date

From 12 Jun 2012

Details

1. In response to requests from religious organisations to allow some flexibility for religious use within industrial premises, URA has reviewed the guidelines for industrial premises to allow religious use on a non-exclusive and limited use basis.
2. Under current guidelines, religious use is not permitted in industrial premises. Premises zoned for industrial use are primarily safeguarded for industrial activities such as manufacturing, production and warehousing activities to support our economic development. The land use zoning ensures that our industries have access to competitively-priced land. Conversion of industrial premises for non-industrial uses is not allowed as it will lead to an erosion of industrial space. Religious use should be conducted in premises zoned as Place of Worship in the Master Plan.

Guidelines

3. To help religious organisations better meet their space needs, URA is prepared to allow non-exclusive and limited religious use within industrial premises that are zoned Business 1 (B1) provided the predominant use is kept as industrial use and the religious use does not alter the primary character and function of the industrial premises. "Non-exclusive and limited religious use" means that the industrial premises shall not be used exclusively for religious use at the expense of industrial activities; and religious activities in industrial premises are limited to only certain days in a week and occupy only part of the industrial premises within the ancillary use quantum. Conversion of industrial premises into places of worship or offices for religious organisations will continue to be disallowed.

4. Areas within B1 industrial premises that can be considered for non-exclusive and limited religious use are as follows (subject to conditions in Paragraph 5):
- a) Existing common facilities that are allowable within the 40% ancillary use quantum¹, such as auditoriums, multi-purpose halls, theatres and training rooms. These common facilities are intended to serve the needs of all the factory operators in the industrial development. Religious activities can be allowed in these common facilities for a maximum of 2 days per week (including Saturdays and Sundays).
 - b) Ancillary supporting spaces within each factory unit² such as meeting rooms and training rooms that are currently used to support industrial activities. These spaces can be allowed for religious use when the factory is not in operation (for instance on Saturdays, Sundays, public holidays or at night) so that it does not conflict with or displace industrial activities. However, if the factory unit is vacant, religious use will not be allowed. Ancillary supporting spaces should not exceed 40% of the factory unit size.

Conditions

5. The non-exclusive and limited use of industrial premises for religious purposes is subject to the following conditions:
- a) **No exclusive lease, no ownership** of premises by the religious organisations

The premises shall not be owned by or leased exclusively to religious organisations. The common facilities such as ancillary-approved auditoriums, multi-purpose halls, theatres and training rooms shall be available for industrial-related activities such as industrial training/talks, product demonstrations, etc., during the remaining days in the week;
 - b) **No display of external signage or religious symbols**

There shall be no display of signage, advertisements or posters of the religious use at the premises or on the exterior of the building. The premises should not be furnished to resemble a worship hall and there shall be no display of religious symbols, icons or any religious paraphernalia at or within the venue when it is not in use by the religious organisation; and

¹ URA requires a minimum 60% of the total floor area (GFA) of the industrial development to be used for industrial activities (e.g. manufacturing, production and warehousing). Common facilities and other ancillary uses such as ancillary offices, meeting/training rooms, lift lobbies, common corridors, M&E rooms, etc. can occupy up to 40% of the total GFA.

² Factory units are to be used for industrial activities and counted as part of the predominant 60% industrial quantum. However, within each factory unit, up to 40% of the factory unit GFA can be used for ancillary offices, meeting rooms, etc.

- c) **No disturbances** such as noise, fumes, traffic, and parking problems

The building owners and the religious organisations shall take appropriate measures to ensure that the activities do not cause disturbances to the public.

Grace Period

6. Existing religious organisations that are using factory units for religious uses on an exclusive basis will be granted a 3-year grace period with effect from the date of this circular to comply with the conditions as stated in Paragraphs 4 and 5. During the 3-year grace period, they can continue their religious use, subject to the following conditions:
 - a) the use shall not cause any disturbances such as noise, fumes, traffic and parking problems;
 - b) the use shall not spill outside the factory unit onto common or public areas;
 - c) there shall be no intensification of religious use; and
 - d) there shall be no unauthorised structures or tentages.
7. If complaints on such existing religious use are received during the grace period, the religious organisation will have to take immediate mitigating measures to address the concerns. After the 3-year grace period, the religious organisations should either relocate to approved places for Place of Worship or scale back their usage to comply with the non-exclusive and limited religious use guidelines.
8. No new religious organisations will be allowed to use industrial premises on an exclusive basis after the effective date of this circular. The 3-year grace period will not be applicable to them and they will be subject to enforcement action.

Submission to URA

9. Religious organisations who wish to use industrial premises for non-exclusive and limited basis are required to obtain prior clearance from URA. They must provide information including the size of the factory unit, type of industrial activity, nature and frequency of religious use, etc, using the attached template ([Appendix 1](#)). If the use is allowed, the property owner and the religious organisation will then need to submit a joint Letter of Undertaking ([Appendix 2](#)) to abide by the conditions.
10. I would appreciate it if you could convey the contents of this circular to the relevant members of your organisation. If you or your members have any queries, please call our Development Control Group (DCG) Enquiry Line at Tel: 6223 4811 or e-mail us at ura_dcd@ura.gov.sg. For your information, the guidelines are available from our website at <http://www.ura.gov.sg>.

Thank you.

HAN YONG HOE
GROUP DIRECTOR (DEVELOPMENT CONTROL)
URBAN REDEVELOPMENT AUTHORITY

CHARLENE CHANG
DIRECTOR (COMMUNITY RELATIONS & ENGAGEMENT DIVISION)
MINISTRY OF COMMUNITY DEVELOPMENT, YOUTH AND SPORTS

Appendix 1

NON-EXCLUSIVE AND LIMITED RELIGIOUS USE IN INDUSTRIAL PREMISES

Address /Unit No. of Premises	
Type of Premises	<p><u>Common Facilities</u> *Auditorium / Function hall / Multi Purpose Hall / Conference Room/ _____ <i>(to specify)</i> _____</p> <p><u>Ancillary spaces within factory unit</u> *Meeting Room/Training room/ _____ <i>(to specify)</i> _____</p> <p><i>(* to delete accordingly)</i></p>
Description of industrial activities in the factory unit	<p>E.g. Production/Warehouse/Storage/Manufacturing/ _____ <i>(to specify)</i> _____</p>
Floor Area of Premises (m ²)	
Name of Owner of Premises	
Name of Religious Organisation	
Information on ownership / lease / rental agreement of premises	
Detailed description of the proposed religious usage	
Frequency of use (e.g. which day(s) of the week, proposed timing and duration of the proposed use)	
Any other relevant information	

To: Chief Executive Officer
Urban Redevelopment Authority
as Competent Authority
under the Planning Act (Cap. 232)

**LETTER OF CONFIRMATION AND UNDERTAKING
NON-EXCLUSIVE AND LIMITED RELIGIOUS USE AT (ADDRESS &
DESCRIPTION OF PREMISES) (“the Premises”)**

Whereas:

- 1 **(name of religious organisation)** of **(address of religious organisation)** (“the Religious Organisation”) wishes to use the Premises for a non-exclusive and limited religious use.
- 2 **(name of owner)** (* a company incorporated in Singapore and having its registered office at _____ /of _____) (“the Owner”) is the owner of the Premises;
- 3 The Competent Authority under the Planning Act (Cap. 232) has given clearance for the proposed non-exclusive and limited religious use of the Premises by the Religious Organisation for the period from _____ to _____ subject to the Guidelines for Non-exclusive and Limited Religious Use in Industrial Premises and the Owner and the Religious Organisation providing the confirmation and undertaking on the terms hereinafter set out.

The Owner and Religious Organisation hereby confirm and undertake as follows:

[Applicable where the Premises is an approved common facility (e.g. auditorium, multi-purpose hall, theatre, training room) not within an industrial unit]

- (i) the use of the Premises for religious events and activities shall be non-exclusive and limited and religious events and activities shall not be held or carried out on the Premises on more than 2 days per week; including Saturdays and Sundays;

- (ii) the Premises is and will be made available by the Owner for use for other non-religious events for industrial-related activities e.g. industrial training/talks, product demonstrations, etc during the remaining days in the week as approved under the planning permission of the Competent Authority under the Planning Act;
- (iii) the Premises will be managed and operated by the Owner on a neutral basis and there will not be any leasing or pricing policies that will discriminate against any religious groups or other institutions or organisations or discourage them from hiring or using the Premises;

[Applicable where the Premises is an approved ancillary supporting space (e.g. ancillary meeting room, ancillary office) within an industrial factory unit]

- (i) the use of the Premises for religious events and activities shall be non-exclusive and limited and religious events and activities shall be held or carried out on the Premises when the industrial activity at Premises is not in operation (e.g. Saturday, Sunday, public holiday or night time) on ___ (to specify day/time);
- (ii) the Premises shall continued to be used for such **(to insert approved use of the Premises)** use as approved under the planning permission of the Competent Authority under the Planning Act;
- (iii) the **(to insert approved use of the Premises)** use at the Premises shall not be compromised or adversely affected in any manner by the non-exclusive and limited religious use at the Premises;

[Applicable to all cases]

- (iv) the Premises is and will not be owned by or leased exclusively to the Religious Organisation;
- (v) no part of the Premises will be used or operated or allowed to be used or operated as a religious facility, which includes among others, the setting up of an administration office that supports the operation and activities of the Religious Organisation or any religious group(s), institution(s) and/or organisation(s) at the Premises;
- (vi) there will be no display of signage, advertisements or posters of the religious events and activities or of the Religious Organisation outside the Premises or on the exterior of the Development;

- (vii) the Premises will not be furnished as or to resemble a worship hall and there will not be any display of religious symbols, icons or any religious paraphernalia at or within the Premises when it is not in use by the Religious Organisation; and
- (viii) appropriate and adequate measures will be taken to ensure that there will be no disamenities or carparking and traffic problems.

The Owner and the Religious Organisation hereby also agree and confirm that the non-exclusive and limited religious use of the Premises shall immediately cease without the need for any notice from the Competent Authority if any of the terms of this confirmation and undertaking is not complied with.

Dated this _____ day of _____ 20__

Signed by _____
for and on behalf Of Owner

Signed by _____
for and on behalf of
Religious Organisation

(Position / Office held in Religious Organisation)

* Delete whichever is not applicable

DISTRIBUTION LIST

- | <u>S/No</u> | <u>Organisations</u> |
|--------------------|--|
| 1. | Archbishop, Archdiocese of Singapore
Archbishop's House
31 Victoria Street, Singapore 187997 |
| 2. | Chairman
Hindu Advisory Board
C/O 397 Serangoon Road, Singapore 218123 |
| 3. | President
Inter-Religious Organisation
No 43 Lorong 17 Geylang, Singapore 388566 |
| 4. | Mufti
Majlis Ugama Islam Singapore
No 273, Braddell Road, Singapore 579702 |
| 5. | President
National Council of Churches of Singapore
B1-27 The Adelphi, 1 Coleman Street, Singapore 179803 |
| 6. | Chairman
Sikh Advisory Board
Blk 114, LengKong Tiga #03-175, Singapore 410114 |
| 7. | President
Singapore Buddhist Federation
59 Lorong 24A Geylang, Singapore 398583 |
| 8. | Chairman
Taoist Federation, Singapore
C/O San Qing Gong Taoist Temple
21 Bedok North Ave 4 Singapore 489948 |
| 9. | President
Real Estate Developers' Association of Singapore
190 Clemenceau Ave #07-01 Singapore Shopping Centre
Singapore 239924 |