

PLANNING GUIDELINES FOR THE COMMUNITY/SPORTS FACILITIES SCHEME

1. The detailed guidelines are as follows:

S/No	Item	Guidelines
1	Bonus GFA allowed over and above Master Plan	<p>Under the CSFS, bonus Gross Floor Area (GFA) for the community and sports uses (CSFS space) is subject to an overall cap of 10% of the maximum permissible GFA for the site allowed under the Master Plan¹ or 2,000sqm (whichever is lower).</p> <p>If the site qualifies for multiple bonus GFA incentive schemes, the cumulative bonus GFA should be kept within the overall budget of 10% above the Master Plan Gross Plot Ratio (GPR), in conjunction with URA's Circular No: URA/PB/2009/03-DCG dated 29 April 2009 on "Framework for Managing Bonus Gross Floor Area Incentives".</p> <p>The additional GFA approved under the CSFS for the community and/or sports use will not form the future development potential of the site upon redevelopment.</p>
2	Allowable community and sports uses	<p>The proposed community and sports uses should primarily be intended for public or community use and not profit-driven, with the exception of commercial child care centres endorsed by Early Development Childhood Agency (ECDA) under the CSFS. In addition, the CSFS space should be predominantly used for community outreach use (e.g. community engagement activities and provision for social services) and any space for ancillary uses (e.g. offices) should be kept to a maximum of 40% of total GFA of the CSFS space.</p> <p>Sports facilities must be endorsed and supported by the Singapore Sports Council (SSC).</p> <p>For community uses, they are restricted to the list of social and community services listed below, and must be endorsed and supported by the relevant championing government agencies outlined below.</p>

¹ The total maximum permissible GFA allowable under the Master Plan does not include any additional GFA that may be allowed for a site under planning guidelines or incentive schemes approved by the Minister as provided under para 9.1 of the Master Plan Written Statement.

		<p><u>Community Uses</u></p> <p>Only the following categorisation of social and community services that are compatible in a commercial development can qualify under the CSFS:</p> <p>i. <u>Child care services</u> Child care services refer to services that provide working parents with quality and affordable child care services, which comply with ECDA's licensing requirements. The CSFS is available to child care services provided by:</p> <p>a) Non-profit or anchor operator child care centres that are endorsed by ECDA to qualify for the CSFS; and</p> <p>b) Commercial child care centres that are endorsed by ECDA to qualify for the CSFS under their Support Schemes. For more information, please refer to ECDA's website. The commercial child care centre use will be approved by URA on Temporary Permission (TP)². The commercial child care centre operator must seek URA's approval for a renewal of the TP. As part of the submission requirement for the TP renewal, the commercial child care operator must continue to fulfil ECDA's qualifying criteria under the Support Schemes, and obtain ECDA's re-endorsement for the CSFS. TP renewal applications that are not attached with ECDA's re-endorsement letter will be deemed as incomplete submissions and will be returned.</p> <p>ii. <u>Disability services</u> Disability services, under the purview of the Ministry of Social and Family Development (MSF), refer to services and programmes in place for people with disabilities to help them integrate into society with the support from their families and caregivers. Disability services include day activity centres that provide training in daily living skills; social skills development; and vocational abilities development. The disability services operator must be endorsed by MSF/National Council of Social Service (NCSS) for the CSFS.</p> <p>iii. <u>Family services</u> Family services, under the purview of the MSF, refer to services to the public on family-related matters. Family</p>
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² The length of the TP can be up to 10 years. The validity of TP for the CSFS space is contingent on commercial child care centre operator maintaining ECDA's endorsement under their Support Schemes.

		<p>services include individual and family counselling; family life education; parenting advice, talks or seminars; family finances or financial counselling; and marriage counselling (non-commercial). The family services operator must be endorsed by MSF/NCSS for the CSFS.</p> <p>iv. <u>Eldercare services</u> Eldercare services refer to services that:</p> <ol style="list-style-type: none"> a) Facilitate the elderly to continue to live with their family in the community; b) Enrich their lives by engaging the elderly and promote their continued participation in the community; and c) Provide support to the elderly, their family, and their caregiver. <p>The services should predominantly provide practical assistance, social engagement, and respite care, not for primarily health or medical care. These services must be endorsed by MSF/NCSS to have satisfied their policy objectives and requirements.</p> <p>v. <u>Volunteerism and volunteer-based programmes</u> These programmes refer to those that:</p> <ol style="list-style-type: none"> a) Reach out, recruit, train, and/or deploy volunteers to serve the social sector (i.e. volunteers in arts and sports, for example would not qualify); and b) Provide services that are long-term and/or on-going basis and not on a project basis. <p>The need for the space for volunteer-based programmes should be clearly justified and the programme endorsed by MSF/NCSS.</p> <p>vi. <u>Community Libraries</u> Community libraries, under the purview of the National Library Board (NLB), provide the public easy access to information to promote a knowledgeable and engaged society.</p> <p>vii. <u>Community Clubs</u> Community Clubs, under the purview of the People's Association (PA), provide a venue where citizens can connect for community bonding, carry out volunteer work, and promote active citizenry and multiracial harmony.</p> <p>viii. <u>Other uses</u> The Competent Authority would evaluate other deserving proposals. The proposal should be endorsed by a suitable championing government agency</p>
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		<p>acceptable to URA before an application is made to URA for evaluation.</p> <p><u>Sports Uses</u> For sports uses, the CSFS is only applicable to selected sports facilities that are not provided for by the public or private sector (e.g. competition ice-skating rink). Other types of sports facilities that are currently provided for (e.g. bowling alleys) would not qualify.</p> <p><u>Uses That Are Not Supported</u> Pure office, religious uses, and recreational clubs are not supported.</p>
3	Replacement of community / sports user	<p>In the event that the original user of the CSFS space no longer require the CSFS space or fails to maintain the endorsement of the relevant championing government agency, it must immediately cease to occupy and use the CSFS space. The owner of the CSFS space will work together with the championing government agency to identify a replacement community or sports user to occupy the CSFS space. The replacement user would similarly have to be endorsed by the relevant championing government agency and meet the guidelines stated in this Appendix.</p> <p>Appendix 2 shows the parties responsible for ensuring that the use of the CSFS space continues for the approved purpose. The community or sports user and the owner of the CSFS space shall seek approval from the Competent Authority on any change of user or change in the usage of the CSFS space.</p> <p>If no replacement community or sports user can be found, the vacated CSFS space should either be removed or the overall GFA of the development should be reduced to the allowable maximum GFA permissible under the Master Plan. The vacated CSFS space cannot be converted to other uses.</p>
4	Ancillary Uses	<p>Ancillary uses (e.g. ancillary office) to support the community or sports uses within the CSFS space can be allowed up to a maximum of 40% of the total GFA of the CSFS space.</p> <p>Any commercial uses, if permitted by URA, within the CSFS space (e.g. cafes, souvenir or gift shops) will be computed as part of the overall commercial quantum of the development.</p>

5	Eligible Commercial Developments	<p>The co-location of community or sports uses under the CSFS is intended primarily for commercial retail developments which are highly accessible. The commercial development that can be considered for the community and/or sports uses under the CSFS must be in close proximity to transport nodes or town centres / neighbourhood centres, and the additional CSFS space can be supported from the land use and transport planning points of view.</p> <p>Community and sports uses under the CSFS would not be supported in hotel developments as the resultant synergies are limited.</p> <p>Community and sports uses under the CSFS in office developments will only be considered if it is clear that the use has clear synergies with the office development and caters to the needs of the office workers.</p>
6	Ownership	<p>For community uses in CSFS spaces, developers have the option of offering a government agency or the community user endorsed by the relevant championing agency either the strata-title of the CSFS spaces or a long lease with a minimum tenure of 10 years of the CSFS space with option of renewal. Direct transfer of ownership or leases to the community user using the CSFS space is allowed, subject to support from the relevant championing government agency.</p> <p>For sports uses in CSFS spaces, developers shall offer the SSC the option to either take up ownership of the strata-title of the CSFS space or lease of the CSFS space, with a minimum tenure of 10 years with option of renewal by SSC. SSC will take the lead in the operation and management of the sports facility and may appoint a suitable managing agent to operate the facility.</p> <p>The party that holds the strata-title/lease of the approved CSFS space shall ensure that the use of the CSFS space complies with the terms and conditions of the CSFS guidelines. In the event that there is a change in ownership arrangement of the CSFS space, the seller or owner of the CSFS space is to inform the new buyer or lessee on the obligation to ensure that the CSFS space shall at all times be used for the approved purposes. The seller or owner of the CSFS space should also keep the championing agencies informed of any such changes.</p>
7	Development charge or differential	<p>If payable, development charge (DC) or differential premium (DP) will be levied at Civic & Community Institution rate for the additional CSFS space for community uses and the</p>

	premium (DC/DP)	relevant sports/recreational rate for the additional CSFS space for sports uses.
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2. The following are the procedures:
 - a. A formal application to obtain Provisional Permission (PP) is to be submitted to URA for consideration.
 - b. The following documents should be included as part of the formal application to URA to obtain PP:
 - i. A letter of undertaking (LOU) from the community service provider for community use (see [Appendix 3A](#)), from SSC for sports use (see [Appendix 3B](#)), and from child care centre operator endorsed by ECDA to qualify for the CSFS (see [Appendix 3C](#)).
 - ii. An endorsement letter from the relevant championing government agency for the proposed use and/or ownership arrangement of CSFS space.
 - c. To facilitate developers to make use of this scheme, we have outlined the procedure for obtaining the relevant approval under the Planning Act in [Appendix 4](#). We have also included the step-by-step procedure to guide community service providers / National Sports Associations (NSAs) / child care centre operators who are keen to propose the co-location of community or sports uses under the CSFS in [Appendix 4](#).
3. The CSFS space shall at all times be used in a manner that complies with the terms and conditions of the CSFS guidelines. The relevant championing government agency will conduct a review every three years to ensure that the users of the CSFS space would continue to provide meaningful community or sports services for the general public for the duration of their occupation of the CSFS space.