

Introduction

If you intend to convert part of your factory or warehouse premises for use as a workers' dormitory or add a new extension building for workers' dormitory, you will need to obtain planning approval from the Urban Redevelopment Authority. A 3-year temporary permission may be granted if you fulfill all the requirements.

This quick guide helps you to understand URA's requirements better should you decide to submit a workers' dormitory proposal to URA for planning consideration.

Workers' Dormitory in Factories or Warehouse Buildings

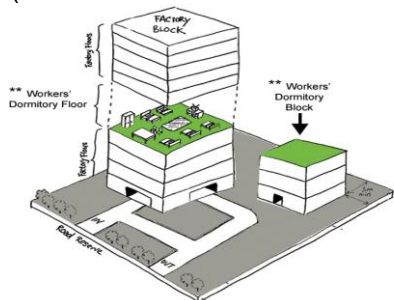
There are 2 different types of workers' dormitories that can be considered in factory/warehouse buildings. They are the Ancillary Workers' Dormitory and the Secondary Workers' Dormitory. They can be accommodated in a new separate building within an industrial/warehouse development, or they can occupy factory/warehouse space converted to dormitory use within the existing development.

Ancillary Workers' Dormitory

- House on-site workers (i.e. workers who are working at the factory.)

Secondary Workers' Dormitory

- House on-site and off-site workers (off-site workers do not work at the factory.)



**Workers' dormitory can be located within a single-user industrial/warehouse development. For a multiple-unit industrial/warehouse development, it should be located as a separate whole block within the site.

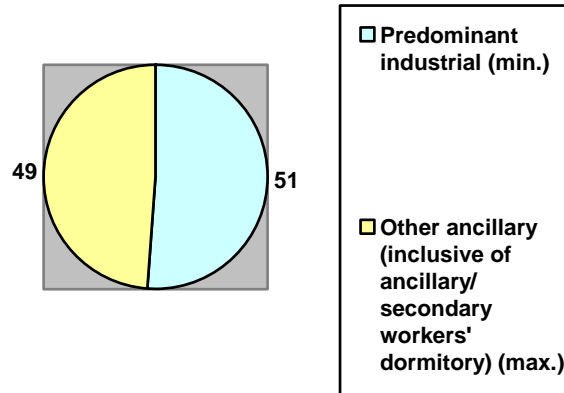
Floor Area Quantum

For industrial/warehouse developments, 49% of the gross floor area can be used for ancillary uses such as offices, toilets, canteen or workers' dormitories.

Example:

- Proposed Ancillary Office Gross Floor Area (GFA): 500 sqm
- Proposed Ancillary/ Secondary Workers' Dormitory GFA: 480 sqm
- Proposed Predominant Production GFA: 1020 sqm
- Total Proposed Gross Floor Area: (a) + (b) + (c) = 2000 sqm

Allowable Quantum



$$(e) \text{ Ancillary Quantum} = \frac{(a) + (b)}{(a) + (b) + (c)} \times 100\% \leq 49\%$$

Where Can Workers' Dormitory be Located?

- Subject to planning evaluation.
- Secondary workers' dormitories are not allowed within 8 areas (Refer to <http://www.ura.gov.sg/circulars/text/dc10-13.htm> for details).

How Many Workers can I House?

The maximum allowable number of workers in a dormitory is subject to FSSB's technical requirements and a living space standard of 4.5 sqm (min) per worker.

Other Requirements

1) Compliance with NEA's pollution control and other health & safety requirements, PUB's requirements on water and sewerage discharge and FSSB's technical requirements. Applicants are to obtain NEA's, PUB's and SCDF's prior clearance before submission to URA.

2) No land or strata subdivision of the dormitories.

3) Landowners' endorsement (e.g. JTC/HDB).

4) Operators are required to provide basic amenities (such as living quarters, common toilets and dining areas) that meet the relevant authorities' requirements (PUB, NEA, FSSD, etc).

5) Operators are required to provide recreation amenities (eg. multi-purpose room, gymnasium, reading/TV room and basketball court) based on the number of workers housed in a dormitory as shown below:

No. of workers housed in a dormitory	Minimum indoor recreational GFA	Minimum outdoor recreational GFA	Commercial GFA
50 to 100	50 sqm	Encouraged	-
101 to 300			Up to 20 sqm
301 to 500	75 sqm	Min 0.05 sqm to max 0.1 sqm, per worker (subject to evaluation)	
500 to 1000	100 sqm		
1001 to 5000	0.1 sqm per worker		0.3 sqm per worker

What are the Main Development Control Planning Parameters to look out for?

For conversion of space within existing factory/warehouse developments to workers' dormitories, the existing industrial requirements will apply.

For new workers' dormitories blocks within existing developments –

Floor to Floor height: 3.6m (max.)

Building Setback: Front setback of 7.5m or road buffer (green and physical buffer) will apply, whichever is greater. Side and rear setbacks of 3m (min.) will apply.

Key Agencies to Consult

National Environment Agency
Hotline: 1800-2255 632
http://app2.nea.gov.sg/worker_dorm_application.aspx

PUB
Hotline: 1800-2846600
<http://www.pub.gov.sg/general/usedwater/Pages/ClearanceforChangeofUsetoWorkersDormitory.aspx>

Fire Safety & Shelter Department
Hotline: 1800-734-4308
http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-plan-approval.html

Ministry of Manpower
Hotline: 6438 5122
<http://www.mom.gov.sg>

Pre-submission checklist: In My Submission to URA, Have I...

	Yes/ No
Provided Landowner's Consent?	
Satisfied the Locational Criteria?	
Provided NEA, PUB & SCDF clearance?	
Given a clear floor area quantum breakdown?	
Complied with the relevant Development Control Planning Parameters?	
Indicated Ancillary/Secondary Workers' Dormitory in the Project Caption, Plans and EDA form?	
Indicated the number of workers?	

Useful Links

Circular On Workers' Dormitories Within Industrial/Warehouse Developments

<http://www.ura.gov.sg/circulars/text/dc08-28.htm>
<http://www.ura.gov.sg/circulars/text/dc10-13.htm>
<http://www.ura.gov.sg/circulars/text/dc12-02.htm>

Making EDA submissions

http://edanet.ura.gov.sg/edanet/MakeSubmission/make_submission.jsp

Applying for Change of Use

<http://www.ura.gov.sg/dc/dcu/cues/cues-index.htm>

Quick Guide

In Submitting Workers' Dormitory Applications for

Independent Workers' Dormitory

Change of use within Industrial Developments for Ancillary/Secondary Workers' Dormitory

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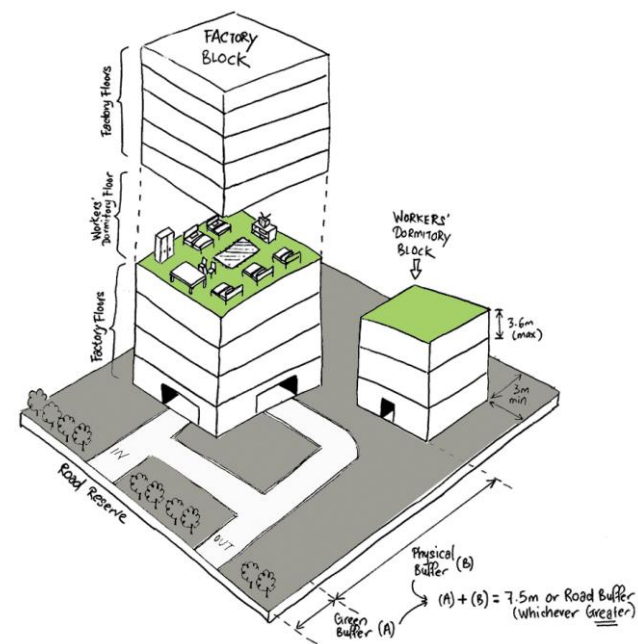
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Visit our website at : www.ura.gov.sg



For other planning parameters, please refer to the Workers' Dormitory Guidelines in the Handbook for Non-Residential Developments at http://www.ura.gov.sg/circulars/text/dcdnrhb_d0e4.htm