



## National Parks Board

### Headquarters

Singapore Botanic Gardens

1 Cluny Road

Singapore 259569

Tel: (65) 64717808, Telefax: (65) 64723033

NParks Website: <http://www.nparks.gov.sg>

Email: [NParks\\_Mailbox@NPARKS.GOV.SG](mailto:NParks_Mailbox@NPARKS.GOV.SG)

A  Statutory Board

7 September 2015

(Please see distribution list)

## APPLICATION FEES FOR SUBMISSION OF DEVELOPMENT CONTROL AND BUILDING PLANS

### Who should know

Building owner, Developers, Architects, and Engineers.

### Background

1. Pursuant to sections 24, 26, 30 and 31 read together with section 32 of the Parks and Trees Act (Cap. 216) ("the Act"), NParks has implemented the charging of fees for applications concerning Development Control (DC) and Building Plans (BP), requiring the approval of the Commissioner of Parks and Recreation since 15 July 2011.
2. Pursuant to Section 32(1)(c) of the Act, all applications under the Act concerning DC or BP approval is to be accompanied by a non-refundable application fee.

### Payment by e-Nets

3. With effect from 1 October 2015, applicants will be able to make payment of the application fees via e-Nets at the NParks website, [www.nparks.gov.sg](http://www.nparks.gov.sg)<sup>1</sup>.  
The following information is required at the time of making payment:
  - a. Project reference number.
  - b. E-Submission number.
4. Applicants are encouraged to make payment by e-Nets. Please note that the option to pay via e-Nets will be available to the applicant one (1) day after the submission of the application via the Corenet portal.
5. Applicants will still be able to make payment of the application fee via cheque.

### Requirement for Submission of Application Fee

6. NParks has received an increasing number of applications that have not been accompanied by the requisite non-refundable application fee.

<sup>1</sup> You may access the direct URL at [www.nparks.gov.sg/partner-us/developers-architects-and-engineers/development-plan-submission-requirements/payment-for-development-plan-submission](http://www.nparks.gov.sg/partner-us/developers-architects-and-engineers/development-plan-submission-requirements/payment-for-development-plan-submission)

7. With effect from 1 October 2015, NParks will only process applications (new and re-submissions) submitted on or after 1 October 2015 upon receipt of the full application fee by NParks.
8. NParks shall not be held responsible for any loss and/or damage incurred in any form or manner arising out of the non-processing of applications.

### **Standardisation of E-Submission Number to accompany applications**

9. All amendments and re-submissions of applications shall be submitted under the same E-Submission number that accompanied the first submission.
10. For submissions under the self-declaration scheme, a new E-Submission number is applicable for each submission.

### **Reminder for payment by cheque**

11. An applicant who wishes to make payment of the non-refundable application fee by cheque is reminded to write the following information on the back of the cheque:
  - a. Project reference number.
  - b. E-Submission number.
  - c. Name of project Qualified Person.
  - d. Contact number of Qualified Person.
12. Applicants are no longer required to enclose a print-out of the NParks submission form (NPARKS-SUBM-V01) together with the cheque.
13. Instead, applicants must enclose a printout of the Corenet acknowledgement email together with the cheque.
14. We would appreciate it if you could convey the contents of this circular to the relevant members of your organizations. If you or any of your members have any queries concerning this circular, please contact us at 6471 7894. This circular is also available at the NParks website, [www.nparks.gov.sg](http://www.nparks.gov.sg)<sup>2</sup>.
15. Thank you.

Yours faithfully,



SIM CHENG HAI  
SENIOR DIRECTOR  
POLICY & PLANNING  
for **COMMISSIONER OF PARKS & RECREATION**  
**NATIONAL PARKS BOARD**

<sup>2</sup>You may access the direct URL at [www.nparks.gov.sg/partner-us/developers-architects-and-engineers/development-plan-submission-requirements/circulars](http://www.nparks.gov.sg/partner-us/developers-architects-and-engineers/development-plan-submission-requirements/circulars)

President  
Singapore Institute of Architects  
Eunos Technolink  
Blk 3, Kaki Bukit Road 1, #02-01  
Singapore 415935

President  
Real Estate Developer's Association of Singapore  
190 Clemenceau Ave #07-01  
Singapore Shopping Centre  
Singapore 239924

President  
Association of Consulting Engineers Singapore  
Thomson Road Post Office  
PO Box 034  
Singapore 915702

President  
Institution of Engineers, Singapore  
70 Bukit Tinggi Road  
Singapore 289758

Board of Architects  
5 Maxwell Road  
1<sup>st</sup> Storey Tower Block  
MND Complex,  
Singapore 069110

Professional Engineers Board, Singapore  
52 Jurong Gateway Road  
#07-03  
Singapore 608550

Manager  
Development & Building Control Division  
Land Transport Authority  
251 North Bridge Road  
Block C Level 1  
Singapore 179102

Chief Planner  
Urban Redevelopment Authority  
45 Maxwell Road  
The URA Centre  
Singapore 069118

Director  
Building Plan & Management Division  
Building And Construction Authority  
52 Jurong Gateway Road  
#11-01  
Singapore 608550

Chief Executive Officer  
Singapore Land Authority  
55 Newton Road  
#12-01 Revenue House  
Singapore 307987

Chief Engineer  
Central Building Plan Unit, Ministry of Environment  
40 Scotts Road, #12-00,  
Environment Building  
Singapore 228231

Chief Executive Officer  
JTC Corporation  
The JTC Summit  
8 Jurong Town Hall Road  
Singapore 609434

Chief Executive Officer  
Housing & Development Board  
480 Lorong 6 Toa Payoh  
HDB Hub  
Singapore 310480