

## **GUIDELINES ON ROAD OPENING WORKS**

### **APPLICATION TO THE COMMISSIONER OF PARKS AND RECREATION FOR APPROVAL FOR STREET WORKS AFFECTING GREEN VERGES TO BE CARRIED OUT**

**1. What types of works require the approval of the Commissioner of Parks and Recreation (the Commissioner)?**

All persons are required to obtain written approval from the Commissioner before carrying out street works affecting green verges (particularly roadside green verges), and the trees and turf thereon.

**2. What is the procedure to obtain the Commissioner's approval?**

The Project Officer or Contractor (in the event that the Contractor is applying on behalf of the service agency) are required to submit 3 copies of road opening application form and site plans to the Commissioner showing:

- (i) the area where the work is to be carried out;
- (ii) the required storage space;
- (iii) locations of existing trees / palms / shrubs within 10 m from (i) and (ii) above, within the green verge.

The application must reach the Commissioner **at least 2 weeks** before commencement of work on the green verge. Applicants can contact write to the following address or call the helpline number stipulated below should they have any queries on application procedure or requirements -

National Parks Board  
Headquarters (Raffles Building)  
Singapore Botanic Gardens  
1 Cluny Road, Singapore 259569  
Helpline Number: 1800-4717-300 Fax: 6762 1383

**Note:** 1. All incomplete application forms will be rejected  
2. A fresh application is required if the work is not carried out within 6 weeks after the Commissioner's approval is granted.

**3. What are the the Commissioner's general requirements to be adhered to after the approval is obtained?**

**3.1 Protection of Existing Trees**

3.1.1 All trees that are not affected by the works must be conserved and protected within a Tree Protection Zone (TPZ). The TPZ refers to an area identified to protect the entire tree, inclusive of its roots, from disturbance. You may refer to the guide on "[Conservation of Trees / Plants](#)" for more information. Utmost care must be exercised when using cranes or similar equipments near the spread of the tree canopy to avoid damaging the tree branches.

3.1.2 Unless approval is granted, no excavation is allowed within 2 metres from the base of any tree.

- 3.1.3 If tree roots are encountered during excavation, the applicant must cease all works and contact the relevant NParks officer for a joint site meeting. Wherever possible, tunnelling methods should be used to lay the required services without the need to cut the roots. Nevertheless, if the approval is granted by the Commissioner to cut the roots, this must be done with a clean cut. Corresponding pruning of tree branches may be required to ensure tree stability. These works should be carried out by experienced Landscape Companies with the supervision of a Certified Arborist. A list of "NParks Term Contractors" can be found on LTA.PROMPT website under Agency Guidelines. In addition, temporary support to the trees may be required to ensure the stability of the tree.
- 3.1.4 No nails or any objects are to be driven into the tree. No display or hanging of any objects is allowed on trees surrounding the work space.
- 3.1.5 No dumping, storing of excavated materials, equipment and vehicles is allowed within the TPZ or within 2 metres from the base of trees.
- 3.1.6 All construction materials and equipment, if approved to be stored on green verges, should be put at the approved storage space with a canvas sheet or plywood to protect the grass area.
- 3.1.7 Heavy mechanical plant equipment should not be moved repeatedly near any tree, unless metal plates are placed over the ground to avoid soil compaction.

## **3.2 Reinstatement of green verge upon completion of services work**

- 3.2.1 All reinstatement works must be completed within 30 days from the end of the project. For large-scale projects, reinstatement works must be carried out in phases.
- 3.2.2 The applicant is encouraged to engage a Certified Practising Horticulturist (CPH) with a Landscape Company who may provide professional advice and services. A list of "NParks Term Contractors" can be found on LTA.PROMPT website under Agency Guidelines.
- 3.2.3 All stones, debris, weeds and other construction materials must be removed. The green verge should then be levelled and backfilled with good quality Approved Soil Mix (ASM), before carrying out any turfing. You may refer to the guide on "Greenery Provisions for Roadside" for more information.
- 3.2.4 All turf supplied shall be of healthy and vigorous stock of approved type and quality. The grass or turf shall be cut square and approximately 0.3m x 0.3m (0.09 sq m) in area and 50mm in thickness. All turfs supplied should be free from weeds especially *Mimosa pudica*, *Imperata cylindrica* (lallang) and *Eleusine indica*.
- 3.2.5 Turf shall be laid abutting unless otherwise directed, with no appreciable spaces between adjoining turfs. Each sod shall be properly pegged down to prevent movement or displacement of any kind, and the turfing shall thereafter be tamped down and rolled (except on slopes) with a suitable hand roller. On completion, the turfing shall present a uniform and regular appearance.
- 3.2.6 When carrying out turfing work, the organic matter and Approved Soil Mix (ASM) shall be thoroughly mixed before application. This organic matter shall be laid up to 50mm

below the desired turf level. The turf sods shall then be planted on top of this layer. Thereafter, gaps between sods shall be filled ONLY with ASM, and then a thin layer of 25mm thick ASM shall be broadcast on the turf to fill all depressions to give a smooth finish, and bring the ground to the final level.

3.2.7 All turfing shall be regularly watered, weeded and maintained until growing satisfactorily in the opinion of the NParks officer. Any badly growing or otherwise unsatisfactory turf shall be removed and replaced with approved quality turf by the applicant at his own expenses. This maintenance shall continue until all turf are properly established in the opinion of the Commissioner or his appointed NParks officer.

3.2.8 Tree planting, transplanting or replacement planting requirements – Funds shall be provided by the applicant for the Commissioner to reinstate any affected trees.

3.2.9 Shrub planting, transplanting or replacement planting requirements – Funds shall be provided by the applicant for the Commissioner to reinstate any affected shrubs.

### **3.3 What are the penalties for unauthorised excavation on roadside green verges, damaging or illegal felling of roadside trees / palms / shrubs?**

3.3.1 Applicants are reminded that any illegal or unauthorised excavation on roadside green verges without prior approval from NParks is an offence under the Parks and Trees Act (Cap. 216), and the Parks and Trees Regulations (Cap. 216, RG1).

3.3.2 Any person who fell, cuts or displace any roadside tree, palm or shrub or part thereof without the Commissioner's written permission shall be liable to be fined.

3.3.3 Any person found dumping excavated items; materials or equipment within 2 metres from the tree base may be guilty of an offence and liable upon conviction to pay a fine.

3.3.4 Any person found storing any excavated materials or equipment on green verges without the Commissioner's approval may be guilty of an offence and liable upon conviction to pay a fine.

3.3.5 Any person found excavating within 2 metres from the tree base without the Commissioner's approval may be guilty of an offence and liable upon conviction to pay a fine.

### **3.4 Other important information**

3.4.1 The applicant is advised to check the land status to ensure that the land is managed by NParks before submitting the road opening application to NParks.

3.4.2 The applicant is required to display their logo on all cones and road cordoning structures according to LTA's latest "Code of Practice of Traffic Control at Work Zone".

3.4.3 The applicant is advised to refer to the list of NParks Term Contractors prior to commencing site reinstatement works. The list can be found in LTA Prompt website under "Agency Guidelines" and "Circulars".