

Guide for CTQ/TOLQ/FCD Application

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1. BCA's One-stop online shopfront was previously set up to expedite CTQ/ TOLQ/ FCD approval process due to COVID-19
 - during the initial construction restart period (Jun- Jul) where most of the PBDs and FCDs were not cleared; and
 - contractors were anxious to find alternative accommodations for their workers
2. With the new Quick Build Dormitories (QBDs) and PBDs being rolled out/ in the pipeline, contractors might want to consider to continue to house their workers in purpose built dormitories instead of temporary workers quarters
 - The QBDs/PBDs, with their supporting amenities (e.g. minimarts, barber shops), can better cater to the recreational and social needs of foreign workers
3. As all PBDs and FCDs are cleared and workers have resumed work, BCA has stopped processing new applications (BCA will still follow through applications previously processed under the One-stop)
4. Subsequent slides serve as a guide to assist contractors who might still need to apply for CTQ/TOLQ/FCD

Construction Temporary Quarters (CTQ)

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Points to note:

1. CTQ refers to workers quarters sited within the project site. For avoidance of doubts, quarters within LTA/PUB's construction sites are TOLQ and should be consulted under TOLQ route. Similarly, workers quarters on JTC's TOL land is considered TOLQ and should also be consulted under TOLQ route.
2. CTQ can only house workers supporting the project. Workers working on other sites are not allowed to stay in the CTQ. Max occupancy is 300.

Filling up MOM's application form

1. Contractor to attach land owner's consent in their application to MOM
2. If you do not have a Workplace number, you can create one using this: [link](#)
3. "Total Occupant load" to be indicated in the form should be \leq "Estimated Number of Workers at Project Peak Construction Phase"
4. Max occupancy for non-landed residential project is 300. Max occupancy for landed residential private is 6
5. Attach a clear location map showing the CTQ and surrounding landmarks. Use only OneMap. **Do not** attach technical plan or satellite image

Workflow for CTQ application

S/N	Guide to consult agencies
1	<ul style="list-style-type: none">• Consult land owner (JTC, HDB, etc.) of proposed CTQ• Consult NEA if the project is located within/ close to industrial area?<ul style="list-style-type: none">➤ Industries which store and handle hazardous chemicals in bulk quantities have the potential of accidents leading to fire, explosion and/or release of toxic gases. To protect workers from these hazards, workers dormitories are not allowed in Health and Safety buffer. More information can be found on NEA's website: application for new dormitories at industrial area• Consult PUB for water supply and sewers capacity• Consult NParks only if trees are affected• Consult LTA if project is within Railway Protection Zone• Consult SCDF for fire code requirements
2	<p>Submit application forms for MOM's In-Principle Approval (aka IPA letter or "No objection" Letter)</p> <ul style="list-style-type: none">a) Download the latest application forms at https://www.mom.gov.sg/housingb) Attach land owner' consentc) Submit application forms via MOM's e-feedback service
3	<p>Follow the instructions in MOM's in-principle No-Objection email</p>

Temporary occupancy license quarters (TOLQ)

Temporary occupancy license quarters (TOLQ)

Points to note:

1. TOLQ refers to workers quarters sited on TOL land
2. TOLQ can only house workers supporting the project. Workers working on other sites are not allowed to stay in the TOLQ
3. TOLQ should generally be located near to the project site and at least 300m away from existing residences
4. Max occupancy is 300
5. Infra Specifications for CTQ/TOLQ/FCD: <https://mom.gov.sg/-/media/mom/documents/foreign-manpower/housing/onsite-workers-quarters-application-form.docx>

Workflow for TOLQ application (non-State land)

S/N	Guide to consult agencies
1	Check land ownership using SLA's OneMap:
2	<p>Consult agencies* - Land owner (if land is not State land e.g. JTC's, HDB's), URA, LTA, NParks, PUB, NEA, LTA, and SCDF. To include the following information in your submission to agencies:</p> <ol style="list-style-type: none"> Location of TOLQ and project site PUB and NEA's forms Indicate if the quarters is within cleared TOL land/ existing hoarded site and any trees affected <p>Note: agencies listed above is not exhaustive. Depending on the location, agencies may request applicant to consult other agencies (stakeholders) e.g. MOE if the TOLQ is near school</p>
3	<p>Once gotten agencies' in-principle no-objection, to inform and seek local grassroot advisor's support. You may do so through the Constituency Director (CD). How to find out who is the CD:</p> <ol style="list-style-type: none"> Step 1 – use https://www.pa.gov.sg/ to find out which division/ Citizens' Consultative Committee (CCC) the quarters is located (scroll to the last page and key in the postal code) Step 2 – use https://www.sgdi.gov.sg/ministries/mccy/statutory-boards/pa/departments/grassroots/departments/co to find out who is the CD <p>Click here for sample letter to be used as reference to inform the CD</p>
4	Apply to land owner (e.g. JTC, HDB) for administering of TOL and attach all agencies' clearances in the application, including note of support from local grassroot advisor
5	<p>Submit application forms for MOM's In-Principle Approval (aka IPA letter or "No objection" Letter)</p> <ol style="list-style-type: none"> Download the <u>latest</u> application forms at https://www.mom.gov.sg/housing Attach land owner' consent and local grassroot advisor's support email in your application to MOM Submit application forms via MOM's e-feedback service
6	Follow the instructions in MOM's in-principle no objection email

*Refer to Annex for list of agencies' contacts

Workflow for TOLQ application on State land managed by SLA

S/N	Guide to consult agencies
1	Check land ownership using SLA Onemap: www.onemap.sg
2	<p>For State land managed by SLA (including RTSA/SWA notices area), please submit your TOL application to http://app1.sla.gov.sg/tol with the following document:</p> <ul style="list-style-type: none">a) Cadastral based plan showing location of TOLQ and project site detailsb) Letter of Support and Letter of Award from the Championing Agencyc) PUB and NEA's formd) Indicate if the quarters is within cleared TOL land/existing hoarded site and any trees affected <p>For TOLQ within existing TOL, please liaise directly with the SLA officers-in-charge of your TOL. Please note that there will be a <u>non-refundable</u> processing fee of \$200 to be paid during application.</p>
3	<p>Once SLA receives the application, SLA will consult the necessary agencies such as URA, LTA, NParks, PUB, NEA, LTA, MOM and SCDF.</p> <p>Please note that if any agencies object to the proposal, the application will be rejected.</p>

Workflow for TOLQ application on State land managed by SLA

S/N	Guide to consult agencies
4	<p>Once agencies' in-principle no-objection is obtained, SLA will inform the applicant and championing agency for the applicant and championing agency to seek local grassroot advisor's support through the Constituency Director (CD)</p> <ul style="list-style-type: none">a) Step 1 – use https://www.pa.gov.sg/ to find out which division/ Citizens' Consultative Committee (CCC) the quarters is located (scroll to the last page and key in the postal code)b) Step 2 – use https://www.sgdi.gov.sg/ministries/mccy/statutory-boards/pa/departments/grassroots/departments/co to find out who is the CD <p>Click here for sample letter to use as reference to inform the CD.</p>
5	Championing Agency to provide SLA with the approval/email to Adviser.
6	Once everything is in order, SLA will proceed to issue the LOO to the applicant and the TOL will be issued after payment is received successfully.
7	<p>Submit application forms for MOM's In-Principle Approval (aka IPA letter or "No objection" Letter)</p> <ul style="list-style-type: none">a) Download the latest application forms at https://www.mom.gov.sg/housingb) Attach land owner' consent and local grassroot advisor's support email in your application to MOMc) Submit application forms via MOM's e-feedback service
8	Follow the instructions in MOM's in-principle no objection email

List of contacts

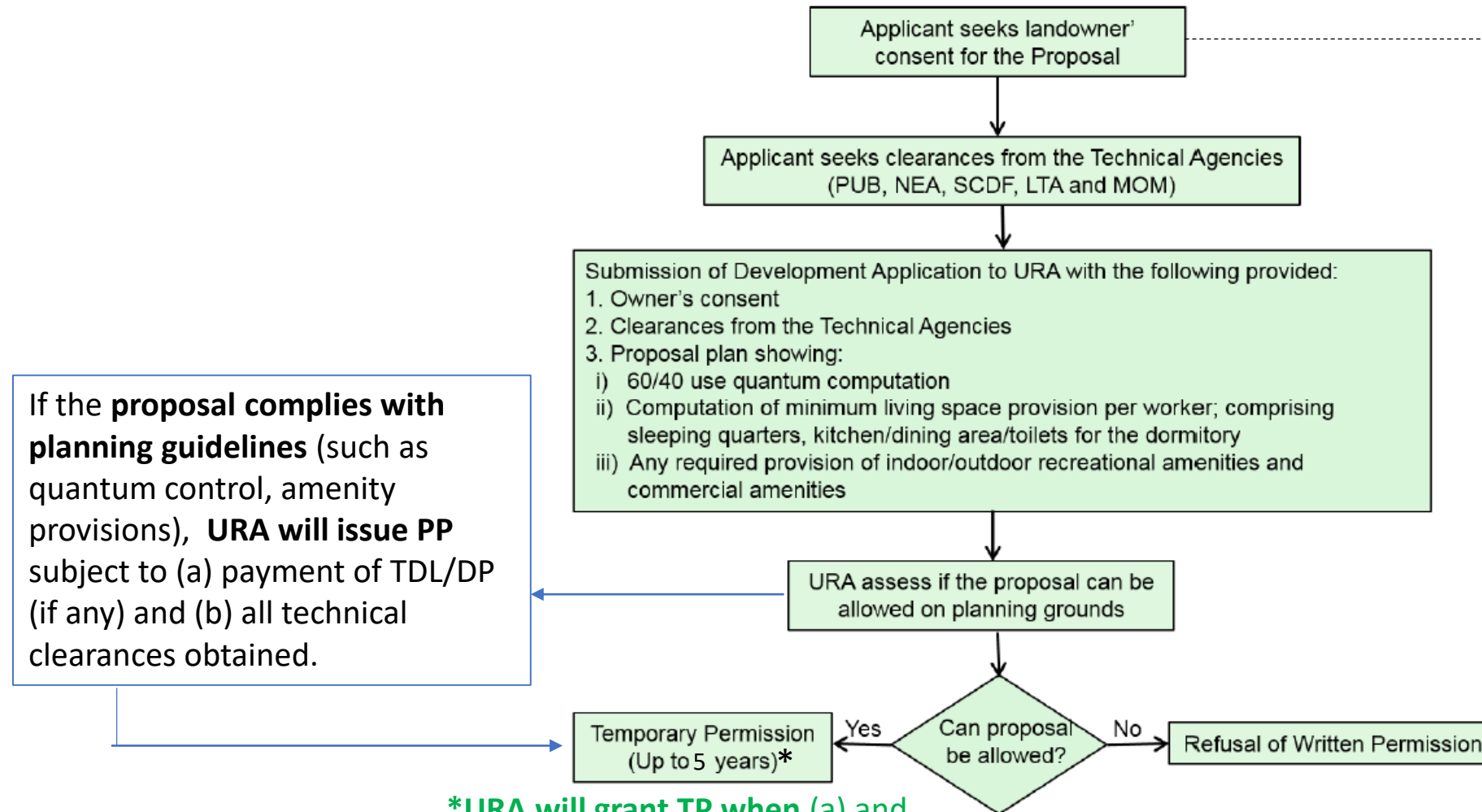
	Point of contact	Contact
MOM	Attn: Licensing Officers	Submit application forms and queries via https://service2.mom.gov.sg/efeedback/?option=38 For large emails (>6 MB), via mom_fmmd@mom.gov.sg .
BCA	Mr Muthukumaran	Muthukumaran_ANBALAGAN@bca.gov.sg
HDB	-	https://services2.hdb.gov.sg/webapp/AA15INTAC/AA15JLANDMain.jsp
JTC	-	For JTC's lessees or tenants, company to approach the respective cluster officers managing the company account. For non-JTC lessees or tenants, to approach Agnes_Chew@jtc.gov.sg and Goh_Qinyu@jtc.gov.sg
LTA	-	LTA-DBC_Registry@lta.gov.sg
NEA	Mr Joseph Foo	joseph_foo@nea.gov.sg
NParks	-	NPARKS_Registry@nparks.gov.sg
SCDF	-	SCDF_QP_Consultant@scdf.gov.sg
SLA	-	sla_enquiry@sla.gov.sg
URA	-	https://www.ura.gov.sg/epac/#/arm/

Factory Converted Dormitory (FCD)

Established workflow for FCDs

Extracted from Circular (Circular No: URA/PB/2016/14-PPG dated 19 Sep 2016) - Revised Guidelines for Temporary Workers' Dormitories within Industrial or Warehouse Developments

SUBMISSION PROCESS FOR ANCILLARY AND SECONDARY WORKERS' DORMITORY APPLICATIONS OUTSIDE THE SPECIFIED LIST



***URA will grant TP when (a) and (b) are complied with.**

For FCDs on JTC land, applicant is to pre-consult JTC before seeking agencies' clearances. One agencies' clearances are obtained, to submit to JTC for land owner's consent via Corenet, before submitting to URA

Note: New applications for workers' dormitory use are to comply with all the requirements (e.g. liveable space per occupant, occupancy per bedroom unit, etc) as stated in press release issued by MOM and MND dated 1 Jun 2020. Details of the requirements are in Annex A of the declaration form to be submitted to MOM.