

Quick Guide to Temporary Occupational Permit (TOP) Submission

Punggol Reservoir

Centralised Services Department (Building Plan Unit)

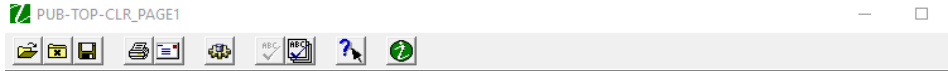


WHAT DO YOU NEED TO SUBMIT?

- Cover letter stating intention of submission
- Complete the CORENET Form
- Attach all relevant ENDORSED Drawings

FILL UP PUB-TOP-CLR.XFD form

Fill in the Particulars of Application



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Select relevant Plan Type
Add more plans if necessary

Particulars of Application	
Project Reference Number	<input type="text"/>
Project Title	<input type="text"/>
Location Description [Include Lot/Plot,MK/TS, House No,Building Address and Road Information]	<input type="text"/>
Plan Type	<input type="text" value="Please Select"/> <input type="text" value="001"/>
<input type="button" value="Add"/> <input type="button" value="Delete"/>	
Application for PUB TOP Clearance	
Partial Temporary Occupation Permit	<input type="radio"/>
Temporary Occupation Permit	<input type="radio"/>
Description of Partial TOP	<input type="text"/>

If applying for partial TOP, state phases and areas of application. Gridlines may be mentioned. Please be as detailed as possible.

PUB-TOP-CLR - SEP 2017 Ver 1.0

FILL UP PUB-TOP-CLR.XFD form

Fill in the Particulars of Qualified Person

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Particulars of Qualified Person

Name	Please Select
Role In Project	
Registration No	
Firm Name	
Firm Address	
Telephone No.	
Extension No	
Fax No.	
Email Address	

Declaration by Qualified Person

I confirm that:

Select name and double check that all particulars are correct.


FILL UP PUB-TOP-CLR.XFD form

Tick and comply to all point stated

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Declaration by Qualified Person	
I confirm that:	
I am the Qualified Person appointed under Section 6(3) or 9(2)(b) of the Building Control Act (Cap. 29) in respect of the works described which include Sewerage Works and Drainage Works and my qualification is appropriate to the nature of these works	<input type="checkbox"/>
The particulars of Project, Application and Submission Checklists given in this form are correct	<input type="checkbox"/>
The project has obtained PUB TOP clearance for Sanitary/Sewerage OR the project has no works involving Sanitary/Sewerage and PUB's confirmation in the form of a DC clearance or email is attached	<input type="checkbox"/>
The project has obtained PUB TOP clearance for Drainage OR the project has no works involving drainage and PUB's confirmation in form of a DC clearance or email is attached.	<input type="checkbox"/>
Attachments	
	CA Number PUB Email
PUB TOP Clearance for Sanitary/Sewerage OR PUB's confirmation of no works	<input type="checkbox"/> <input type="text"/> 

FILL UP PUB-TOP-CLR.XFD form

Attachments are to be attached in submission as per required

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my qualification is appropriate to the nature of these works	
The particulars of Project, Application and Submission Checklists given in this form are correct	<input type="checkbox"/>
The project has obtained PUB TOP clearance for Sanitary/Sewerage OR the project has no works involving Sanitary/Sewerage and PUB's confirmation in the form of a DC clearance or email is attached	<input type="checkbox"/>
The project has obtained PUB TOP clearance for Drainage OR the project has no works involving drainage and PUB's confirmation in form of a DC clearance or email is attached.	<input type="checkbox"/>
Attachments	
	CA Number PUB Email
PUB TOP Clearance for Sanitary/Sewerage OR PUB's confirmation of no works involving Sanitary/Sewerage	<input type="checkbox"/> <input type="text"/> <input type="checkbox"/>
PUB TOP Clearance for Drainage OR PUB's confirmation of no works involving Drainage	<input type="checkbox"/> <input type="text"/> <input type="checkbox"/>
Note: For clearances, fill "CA number"; for emails, tick "PUB Email"	



Thank You

Punggol Reservoir