

Our Ref: BCA BC-2024-03

Building Plan & Management Group

02 December 2024

## See Distribution List

### **INTER-AGENCY COORDINATING COMMITTEE (IACC) - CLARIFICATION ON AGENCIES' REGULATORY REQUIREMENTS FOR SERVICED APARTMENTS II (SA2)**

#### **Objective**

This circular is to inform the industry of the requirements governing Serviced Apartments II (SA2) under the respective regulatory agencies.

#### **Background**

2 On 4 December 2023, URA issued a circular on "Guidelines For Serviced Apartments II (SA2)". SA2, also known as long-stay Serviced Apartments, is a pilot housing typology intended to provide long-term rental accommodation for Singaporeans and those coming to work or study here.

#### **Facilitating The Application Process**

3 As with any other building developments, developers/owners who wish to propose SA2 are required to make the necessary applications to the various planning and technical agencies.

4 To facilitate the industry's preparation of their applications for this new typology, IACC has consulted its agency members and collated their respective regulatory requirements for SA2 in Annex A.

## **For Clarification**

5 We would appreciate it if you could convey the contents of this circular to the members of your organisation. For clarifications, please contact the IACC Secretariat by email to [BCA\\_IACC\\_Secretariat@bca.gov.sg](mailto:BCA_IACC_Secretariat@bca.gov.sg).

Yours faithfully

JANE ONG  
DIRECTOR  
BUILDING PLAN & POLICIES DEPARTMENT  
BUILDING PLAN & MANAGEMENT GROUP  
BUILDING AND CONSTRUCTION AUTHORITY

YEO LAI HIN  
SENIOR DIRECTOR  
LAND & SECURITY DEPARTMENT  
ENERGY INFRASTRUCTURE DIVISION  
ENERGY MARKET AUTHORITY

LOH WOON SIEN  
CLUSTER DIRECTOR  
INFRASTRUCTURE PLANNING & FACILITATION CLUSTER  
POLICY, REGULATION & COMPETITION DEVELOPMENT  
INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY

QUEK TECK BENG  
DIRECTOR  
DEVELOPMENT & BUILDING CONTROL  
POLICY & PLANNING GROUP  
LAND TRANSPORT AUTHORITY

CHARLES LEE  
CHIEF ENGINEER  
DEVELOPMENT CONTROL DEPARTMENT  
DEVELOPMENT CONTROL & LICENSING DIVISION  
CLEAN ENVIRONMENT GROUP  
NATIONAL ENVIRONMENT AGENCY

EMELYNE LOOI  
DIRECTOR  
GREENERY & DEVELOPMENT PLANNING BRANCH  
POLICY & PLANNING DIVISION  
NATIONAL PARKS BOARD

KENNETH TAN  
DEPUTY DIRECTOR  
CENTRALISED SERVICES DEPARTMENT  
BUILDING PLAN DIVISION  
PUB, SINGAPORE'S NATIONAL WATER AGENCY

HENG CHAI LIANG  
SENIOR ASSISTANT DIRECTOR  
FIRE SAFETY DEPARTMENT  
SINGAPORE CIVIL DEFENCE FORCE

MARTIN TAN  
DIRECTOR  
DEVELOPMENT CONTROL, CITY  
DEVELOPMENT CONTROL GROUP  
URBAN REDEVELOPMENT AUTHORITY

Encl.

## Requirements for Serviced Apartments (SA and SA2)

S/N	Agency	Classification (wrt applications), if any	<p style="text-align: center;"><b>Serviced Apartments II (SA2)</b></p> <p><b>Requirements</b></p>
1	URA	Residential	<p>Prevailing Residential (Flats and Condominium) development guidelines such as the minimum stay duration of 3 months will apply to SA2 except the following:</p> <ul style="list-style-type: none"> <li>• SA2 developments can comprise a mixture of unit sizes, as long as there is a minimum average unit size of 35sqm (nett)<sup>1</sup>.</li> <li>• Flexibility is also given in terms of unit layouts – these need not be self-contained but units should minimally be en-suite.</li> <li>• Strata subdivision is not allowed.</li> <li>• SA2 will not be allowed in residential areas fronting Cat 5 roads.</li> <li>• The guidelines on the maximum allowable dwelling units and dwelling unit mix will not apply.</li> </ul> <p><sup>1</sup>The average unit size can be derived by summing up the nett floor area of individual SA2 units and any covered communal facilities exclusively serving the SA2 occupants (e.g. shared kitchens, communal lounges), and dividing that by the total number of proposed SA2 units.</p>
2a	<b>BCA (Building and Structural Plans)</b>	~	<p>Current process and requirements for BP and ST submissions apply.</p> <p>Link: <a href="https://www1.bca.gov.sg/regulatory-info/building-control">https://www1.bca.gov.sg/regulatory-info/building-control</a></p>
2b	<b>BCA (Accessibility)</b>	Serviced Apartments	<p>SA2 must comply with the accessibility requirements for Serviced Apartment stipulated in the prevailing Code on <b>Accessibility in The Built Environment</b>.</p> <p>Link: <a href="https://www1.bca.gov.sg/regulatory-info/building-control/universal-design-and-friendly-buildings/code-on-accessibility-in-the-built-environment">https://www1.bca.gov.sg/regulatory-info/building-control/universal-design-and-friendly-buildings/code-on-accessibility-in-the-built-environment</a></p>

2c	<b>BCA (Buildability)</b>	Residential (Non-Landed)	<p>Prevailing requirements in the Building Control (Buildability and Productivity) Regulations 2011 and Code of Practice on Buildability shall apply.</p> <p>Link: <a href="#">Buildability (Buildable Design and Constructability)   Building and Construction Authority (BCA)</a></p>
2d	<b>BCA (Green Mark)</b>	Non-Residential	<p>Current process and requirements for 'Non-Residential Buildings' apply.</p> <p>Link: <a href="https://www.bca.gov.sg/GreenMarkPortal/forms/eFile_Login.aspx">https://www.bca.gov.sg/GreenMarkPortal/forms/eFile_Login.aspx</a></p>
3	<b>EMA (SP Services)</b>	~	<p>For power supply and metering considerations, current handbook by SP Group on "How to Apply for Electricity Connection" applies.</p> <p>Link: <a href="https://www.spgroup.com.sg/dam/jcr:66289889-80d2-4559-a479-a804d5323f19/How to Apply for Electricity Connection.pdf">https://www.spgroup.com.sg/dam/jcr:66289889-80d2-4559-a479-a804d5323f19/How to Apply for Electricity Connection.pdf</a></p> <p>For metering purposes, Owner of SA/SA2 should choose to adopt the following:</p> <ol style="list-style-type: none"> <li>1) 'Hotel Charges model' where Owner of SA/SA2 include the utility charges as part of the lump sum charges (i.e. rental) to the Tenant, or</li> <li>2) Install a separate pseudo meter at each unit for charging to the Tenant.</li> </ol> <p>For commercial premises, typically the turn-on date is 3 business days after successful application of utility account.</p> <p>Link: <a href="https://www.spgroup.com.sg/our-services/utilities/quick-guide-to-your-utilities-commercial">https://www.spgroup.com.sg/our-services/utilities/quick-guide-to-your-utilities-commercial</a></p>
4	<b>IMDA (&amp; Telcos)</b>	Non-Residential	<p>To comply to IMDA's COPIF 's requirement for 'Non-Residential Development' based on usable floor areas.</p> <p>Link: <a href="https://www.imda.gov.sg/regulations-and-licensing-listing/code-of-practice-for-info-communication-facilities-in-buildings">https://www.imda.gov.sg/regulations-and-licensing-listing/code-of-practice-for-info-communication-facilities-in-buildings</a></p>
5	<b>LTA</b>	Serviced Apartments	<p>To comply with the 'Code of Practice for Vehicle Parking Provision in Development Proposals' for Serviced Apartments.</p>

6	<b>NEA</b>	Residential	<p>Current environmental requirements for residential development apply, except for the refuse output parameter for SA2 which shall be computed accordingly:</p> <ul style="list-style-type: none"> <li>• Self-contained SA2 units with dining and kitchen amenities - 20L/day per dwelling premises</li> <li>• En-suite SA2 units without dining/kitchen amenities - 10L/day per 100 sq m gross floor area and common kitchen and dining area – 200L/day per 100 sq m gross floor area</li> </ul>
7	<b>NParks</b>	Residential (Apartments)	<p>If site falls within or is near an ecologically sensitive area, environmental consultation might be required.</p> <p>NParks may also issue directions for wildlife-related measures to be carried out, if deemed necessary.</p> <p>Standard requirements for (1) tree conservation and (2) provision of planting areas, i.e.</p> <ul style="list-style-type: none"> <li>• 5.0m-wide green buffer along sides of development fronting Category 1 – 2 roads; and/or</li> <li>• 3.0m-wide green buffer along sides of development fronting Category 3-5 roads and slip roads; and/or</li> <li>• 2.0-wide peripheral planting verges along sides of development not fronting a public road; and</li> <li>• Planting areas for open-air parking areas (if applicable)</li> </ul> <p>If non-compliance with provision of planting areas is due to technical constraints/design intent, NParks can consider alternative configurations of planting areas.</p> <p>See <a href="#">NParks' Handbook</a> Chapters 2 &amp; 3 for further details.</p>
8	<b>PUB</b>	Multi-Unit Residential Development / Multi-storey Residential Buildings / Mixed Residential / Commercial Developments,	<p>No specific requirements for Service Apartments II (SA2).</p> <p>To adhere to PUB's current acts/regulations and requirements, such as Code of Practice on Surface Water Drainage, Code of Practice on Sewerage and Sanitary Works, Singapore Standard SS 636: 2018 - Code of Practice on Water Services etc.</p>

		whichever applicable.	
9	<b>SCDF</b>	Purpose Group VII - Place of Public Resort (Serviced Apartment)	To comply with Cl.9.7.2 of the Fire Code. Link: <a href="https://www.scdf.gov.sg/firecode/table-of-content/chapter-9-additional-requirements-for-each-purpose-group/clause--9.7">https://www.scdf.gov.sg/firecode/table-of-content/chapter-9-additional-requirements-for-each-purpose-group/clause--9.7</a>  Any new erection or A&A works (including change of use) require submission of plans for SCDF's approval.

**DISTRIBUTION (via e-mail)**

President  
Association of Consulting Engineers, Singapore (ACES)  
18 Sin Ming Lane #06-01  
Midview City  
Singapore 573960

President  
Institution of Engineers, Singapore (IES)  
70, Bukit Tinggi Road  
Singapore 289758

President  
Real Estate Developers' Association of Singapore (REDAS)  
190 Clemenceau Avenue #07-01  
Singapore Shopping Centre  
Singapore 239924

President  
Singapore Contractors Association Limited (SCAL)  
Construction House  
1 Bukit Merah Lane 2  
Singapore 159760

President  
Singapore Institute of Architects (SIA)  
79 Neil Road  
Singapore 088904

President  
Singapore Institute of Building Limited (SIBL)  
BCA Braddell Campus  
200 Braddell Road  
Blk H #02-01  
Singapore 579700

President  
Society of Project Managers (SPM)  
Macpherson Road P.O. Box 1083  
Singapore 913412

President  
Professional Engineers Board, Singapore (PEB)  
52 Jurong Gateway Road #07-03  
Singapore 608550



President  
Board of Architects (BOA)  
5 Maxwell Road #01-03  
Tower Block, MND Complex,  
Singapore 069110

Director of Infrastructure  
School Campus Department  
Ministry of Education  
1 North Buona Vista Drive  
Singapore 138675

Director  
Building and Infrastructure  
Defence Science & Technology Agency  
1 Depot Road  
Defence Technology Tower A  
Singapore 109679

Chief Civil & Structural Engineer  
Building & Infrastructure Group  
Housing & Development Board (HDB)  
HDB Hub  
480 Lorong 6 Toa Payoh  
Singapore 310480

Deputy Chief Executive  
Infrastructure & Development  
Land Transport Authority  
1 Hampshire Road  
Block 8 Level 1  
Singapore 219428

Director  
Land Planning Division  
JTC Corporation (JTC)  
8 Jurong Town Hall Road  
The JTC Summit  
Singapore 609434

Senior Director (Building & Estates Management)  
People's Association (PA)  
9 King George's Avenue  
Singapore 208581

Director  
Special Projects & Procurement Department  
PUB, Singapore's National Water Agency  
40 Scotts Road #08-01  
Environment Building  
Singapore 228231

Chief (Sport Infrastructure Group)  
Sport Singapore  
3 Stadium Drive  
Singapore 397630

5

Group Director (Development Control)  
Urban Redevelopment Authority (URA)  
45 Maxwell Road  
The URA Centre  
Singapore 069118

Deputy Chief Executive Officer  
Sentosa Development Corporation  
33 Allenbrooke Road, Sentosa  
Singapore 099981

Chief  
Health Infrastructure Project  
MOH Holdings Pte Ltd  
1 Maritime Square #11-25  
HarbourFront Centre  
Singapore 099253

President (LS)  
Singapore Institute of Surveyors & Valuers (SISV)  
110 Middle Road #09-00  
Chiat Hong Building  
Singapore 188968

**All CORENET e-Info subscribers**