

GENERIC EMAIL FOR CONSULTATIONS ON TEMPORARY OCCUPATION LICENSES AND INTERIM USES

Reference: NEA/EP/PDD/05-00075

Date: 1 Dec 2023

CIRCULAR TO AGENCIES AND PROFESSIONAL INSTITUTIONS

Who should know

Agencies, Developers, Architects, Engineers, Contractors, and Builders

Dear Sir/Madam

At present, the National Environment Agency (NEA) receives consultations on Temporary Occupation Licenses (TOLs) and interim uses via officers' emails. To provide better service and a single point for the aforementioned consultations, NEA will be migrating to a generic email. This will ensure timely follow-ups of consultations when officers are away, and prevent officers missing out on the consultations (e.g., emails being directed to the junk mail folder).

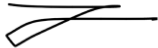
2 With effect from **1 Dec 2023**, all consultations on TOLs and interim uses (including renewals) with NEA should be sent to the designated email address at [NEA Temporary Interim Uses Consultation@nea.gov.sg](mailto:NEA_Temporary_Interim_Uses_Consultation@nea.gov.sg) or via the QR code below.



3 A 1-month transition period will be given for the submission of the TOLs and interim uses consultations to the abovementioned email address or QR code. After the 1-month transition period (i.e., from **1 Jan 2024** onwards), any TOLs and interim use consultations (including consultations regarding renewals) that are not submitted to the designated email address will not be processed.

4 For any enquiries, please let us know through the feedback form available on NEA website at <http://www.nea.gov.sg/corporate-functions/feedback> or myEnv mobile application. We would appreciate your assistance to disseminate the contents of this circular to your members.

Yours faithfully



JOSEPH FOO
For DIRECTOR
DEVELOPMENT CONTROL AND LICENSING DIVISION

Cc: The President
Singapore Institute of Architects (SIA)

The President
Association of Consulting Engineers Singapore (ACES)

The President
The Institute of Engineers Singapore (IES)

The President
Real Estate Developers' Association of Singapore (REDAS)

The President
Singapore Contractors Association Limited (SCAL)