

**Circular No** : LTA/R70.018.001; URA/PB/2016/08-DCG  
**Our Ref** : LTA/DBC/D45.002.001; DC/ADMIN/CIRCULAR/PB\_16  
**Date** : 03 May 2016

## **CIRCULAR TO PROFESSIONAL INSTITUTES**

### **Who Should Know**

Building owners, developers, architects, engineers and traffic consultants

### **Effective Date**

01 July 2016

## **SUBMISSION OF WALKING AND CYCLING PLAN FOR SELECTED COMMERCIAL, RETAIL, BUSINESS PARK AND SCHOOL DEVELOPMENTS**

1. As part of the Walk Cycle Ride SG vision, we aim to make walking, cycling, and riding public transport the way of life for Singaporeans and a means of enhancing liveability in Singapore. To help realise this vision, developers will be required to submit a Walking and Cycling Plan (WCP) as part of the Development Applications for commercial, retail, business park and school developments that reach a specific development quantum. These are developments with expected high pedestrian and cyclist traffic.
2. The WCP has to be submitted to the Land Transport Authority (LTA) and the Urban Redevelopment Authority (URA) for evaluation and approval. As part of the WCP, developers will need to consider the safety, convenience and accessibility for pedestrians and cyclists in the design of the development. Requiring the WCP at an early stage will also reduce the need for plans to be adjusted later in the development process to accommodate such needs.

### **Walking and Cycling Plan**

3. The WCP should consider carefully pedestrians and cyclists' needs, and incorporate the following elements:
  - a. Facilitate convenient and direct pedestrian and cyclist access from nearby public transport facilities and adjacent developments, by providing covered paths and crossings (be they at-grade, underground, or elevated)<sup>1</sup> where appropriate. These should also take into consideration existing or upcoming cycling paths in the area;
  - b. Minimise conflict between pedestrians, cyclists and motor vehicles at locations such as vehicular ingress/egress, car park entrances, and drop-off points and taxi stands. Suitable measures such as signages or traffic calming features should also be considered;
  - c. Provide sufficient and conveniently located bicycle parking spaces and supporting amenities for cyclists such as shower rooms and lockers;

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<sup>1</sup> This should include providing interim linkages during the construction phase of the development, e.g. where existing footpaths / linkways are to be removed upon hoarding of the site.

- d. Provide easy-to-understand wayfinding signage giving directions to key public transport facilities, pedestrian and cycling facilities as well as key amenities nearby; and
- e. Design accesses and routes that are barrier-free and thoughtful for safe and comfortable passage for children, elderly and the mobility-challenged group.

### **Implementation**

- 4. The WCP leverages on the existing Traffic Impact Assessment (TIA) process. Before submitting the Development Application to URA, the appointed traffic consultant and the Qualified Personnel (Architect) of the project should work together in preparing the WCP as part of the TIA scoping process, and submit the WCP to LTA. LTA and URA will jointly scrutinise the WCP together with the QP to ensure that the intentions of the plan are achieved. The QP should then revise the WCP based on LTA's and URA's comments, and incorporate the revised WCP in the Development Application to URA. This pre-submission consultation approach to the WCP will ensure that the processing timeline for Development Applications is not adversely affected. Please refer to Annex A for the WCP submission flowchart.
- 5. Commercial developments, retail developments, business park developments and schools as identified in Table 1 below, will be required to submit the WCP. The WCP requirement may be extended to other development types in the future.

**Table 1: Development Types that require WCP as part of TIA**

<b>Development Type</b>	<b>Scale</b>
Retail developments (i.e. Shopping centres)	>= 10,000m <sup>2</sup> GFA
Commercial developments (i.e. Offices)	>= 20,000m <sup>2</sup> GFA
Business Parks	>= 40,000m <sup>2</sup> GFA
Schools	
- Primary	≥1,500 students (single-session), ≥2,000 students (double-session)
- Secondary, International & Junior College	≥2,000 students
- ITE campus, Polytechnic, University	Required

- 6. The WCP requirement will take effect on 1 July 2016. Developers submitting new applications (i.e. applications for a new erection or major additions and alterations) on or

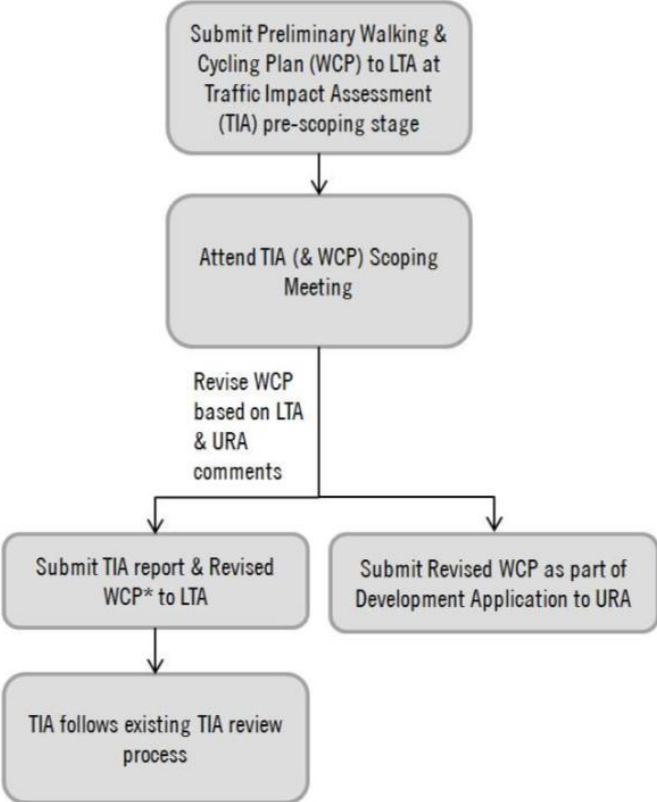
after this date, for the development types listed in Table 1, will be required to submit a WCP. The WCP will not be required for development applications that have been granted Provisional Permission or which have obtained LTA's clearance for the TIA by 1 July 2016.

7. LTA has updated the Code of Practice (COP) to guide submission requirements for the WCP. Please refer to <http://www.lta.gov.sg/content/dam/ltaweb/corp/Industry/files/COP-Appendices/RT-COP-V1.2.pdf> to download the latest COP. Please submit the WCP as part of the TIA pre-scoping consultation with LTA (via [lta-dbc\\_registry@lta.gov.sg](mailto:lta-dbc_registry@lta.gov.sg)) before submitting a development application to URA. See Annex A for submission flowchart.
8. We would appreciate it if you could convey the contents of this circular to the relevant members of your organisation. If you or your members have any queries concerning this circular, please email us at [lta-dbc\\_registry@lta.gov.sg](mailto:lta-dbc_registry@lta.gov.sg) and Email (or call the URA Development Control Group Enquiry Line at Tel: 6223 4811).

Thank you.

CHOU MEI (MS)  
ACTING GROUP DIRECTOR (CONSERVATION AND URBAN DESIGN)  
for CHIEF EXECUTIVE OFFICER  
URBAN REDEVELOPMENT AUTHORIT

**ANNEX A: Walking & Cycling Plan Submission Flowchart**



\* The WCP shall be submitted as a separate sub-report from the main TIA report to facilitate processing & acceptance while the other aspects of the TIA are reviewed.