

251 North Bridge Road Singapore 179102
Email: LTA-DBC_Registry@lta.gov.sg

Date: 12 Aug 2024

Our Ref: LTA/DBC/D45.002.000

WHO SHOULD KNOW:

1. Registered Architects, Professional Engineers, and Traffic Consultants seeking a pre-consultation, or clarification on LTA's written direction.

Dear Sir / Madam

INTRODUCTION OF CONSULTATION REQUEST FORM FOR ORGANISED EMAIL CONSULTATIONS

OBJECTIVE

2. From 12 Aug 2024, LTA will introduce the use of a consultation request form as an avenue for more structured clarifications and consultations. This form is to be used by Registered Architects, Professional Engineers, and Traffic Consultants seeking clarification and discussion on LTA's requirements conveyed in LTA's written directions.

BACKGROUND

3. LTA has observed a significant increase in email consultations from industry professionals, which are not captured within the Corenet submission system. These consultations comprise requests for clarification and discussion on LTA's requirements for ongoing submission proposals.
4. Through these consultations, many critical project details have been discussed and key resolutions have been established. However, they may not be properly documented as the information is presented through piecemeal emails in unstructured manner. This makes it difficult for both LTA and the industry to make references to earlier established details and agreements.

EXPECTED BENEFITS OF A WELL-STRUCTURED CONSULTATION

5. In order to better regulate such consultations, LTA has developed the consultation request form. It is designed to enable industry professionals to establish clearly the project background, present key issues, and their relevant considerations upfront and in a consolidated manner.
6. A well-structured consultation request allows LTA officers a comprehensive understanding of the project's background and better appreciation on the context of the queries. This leads to more efficient and prompt advice from LTA.

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7. With effect from 12 Aug 2024, all future email clarifications and consultations occurring outside of Corenet should be accompanied with a completed consultation form.

AVAILABILITY OF THE CONSULTATION REQUEST FORM

8. The completed form and supporting documents are to be emailed to the DBC Officer-In-Charge (OIC) assigned to your project, with a carbon-copy (cc) made to LTA-DBC_Registry@lta.gov.sg. Please allow for up to 15 working days upon confirmation of receipt of the request form for LTA to evaluate the proposal with the relevant divisions.
9. The consultation form can be found on the LTA website via [Consultation Form](#). Alternatively, you may find the form by scanning the QR code below:



<https://go.gov.sg/consultation-request-form>

ENQUIRIES

10. A list of frequently asked questions and answers can be found in Annex A below. Should you have any enquiries, you may contact us at LTA-DBC_Registry@lta.gov.sg.

Thank you.

Yours Sincerely,

Quek Teck Beng
Director
Development & Building Control (DBC)

ANNEX A-FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is the intention of introducing the consultation request form?

The consultation form is aimed at regulating and structuring email consultations from industry professionals that are not captured within the Corenet submission system. The form will benefit both LTA and the industry, facilitating proper records of project communications outside Corenet.

2. Who do I send the completed consultation request form to? How do I identify the relevant officers-in-charge (OICs)?

The completed form and supporting documents are to be emailed to the DBC Officer-In-Charge (OIC) assigned to your project, with a carbon-copy (cc) made to LTA-DBC_Registry@lta.gov.sg. The assigned DBC OIC's name and email address can be obtained from [DBC Officer Search](#).

3. How would the introduction of the consultation request form affect the consultations?

The consultation request form serves to provide a more systematic approach for consultations occurring outside of the Corenet. The industry may still seek OIC's help between submissions by utilising the form. Through the form, QPs will be able to better consolidate their queries, and LTA officers would also have a more comprehensive understanding of the submission's background. This will lead to more efficient and prompt advice.

4. At what submission stage(s) should the consultation form be utilised?

The form is intended for every stage of submission, for consultations/clarifications happening outside Corenet submission system.

5. For consultation request form, how long should I expect to wait for a reply from LTA?

Please allow for up to 15 working days upon confirmation of receipt of the request form for LTA to evaluate the proposal with the relevant divisions.