



SINGAPORE
LAND AUTHORITY

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Your Ref:

Our Ref: SLA/SVY 251/72 Vol 5

Date: 25th June 2004

CS CIRCULAR No. 3/2004

To: All Registered Surveyors

ENTRY TO LAND / FLATS FOR THE PURPOSE OF CONDUCTING CADASTRAL SURVEYS

The power of entry to conduct cadastral surveys is provided in Section 36 of the Land Surveyors Act.

2. Henceforth, when you enter land or flats to conduct a cadastral survey, you should adopt the following procedures:

- (a) The registered surveyor submits the letter of engagement by the land owner to the Chief Surveyor.
- (b) The registered surveyor submits the notice to commence the cadastral survey to the Chief Surveyor under Rule 6 of the Land Surveyors (Conduct of Cadastral Surveys) Rules.
- (c) The registered surveyor shall give the occupant a written notice of his intention to enter the land/flat to do the survey at least 3 working days in advance. Please use the sample notice at Annex A.
- (d) At the appointed time, the registered surveyor or his approved assistant surveyor should explain to the occupant/owner his intention of entering the land to do the survey. He should produce his authority card on first entering and whenever subsequently requested to do so.

- (e) If the registered surveyor or his approved assistant surveyor is denied entry, he should not force his way into the land/flat. Under no circumstances should he climb over the gate, the fence or the wall. He should take the following step-by-step measures:
- (i) He should seek the help of the owner who engages him to do the cadastral survey to speak to the occupant/owner who has denied him entry.
 - (ii) If the entry is denied, he should tell the occupant to call the Manager in the Survey Services, SLA who is in charge of the zone to confirm the need for entering the land to do the survey.
 - (iii) If the entry is still denied, the registered surveyor should ask the owner who engages him to do the cadastral survey to request his solicitor to serve a notice to the owner for entering the land to do the survey.
 - (iv) If all these efforts fail, the registered surveyor, who has the power to enter the land under Section 36 of the Land Surveyors Act, should seek a Court order for the purpose of entering the land to do the survey.



RICHARD HO
MANAGER
SURVEY SERVICES
for CHIEF SURVEYOR

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ANNEX A

Company's letterhead

My Reference:

Date:

Occupant of (House number)
(Address)

Dear Sir/ Madam

NOTICE TO ENTER LAND/FLAT TO DO BOUNDARY SURVEY

This is to inform you that I am currently conducting a survey of the property boundaries of land and/or building of address _____
under the Land Surveyors Act.

2. As my survey team needs to enter your land/flat for the purpose of surveying the boundaries, please allow the following persons to enter your land/flat for this purpose:

(Name of Person NRIC no.)

3. The leader of the survey team has been issued with an authority card from the Singapore Land Authority for conducting such property boundary surveys and for purpose of identification.

4. Thank you for your kind co-operation.

Yours faithfully

(Signature)
(Name of Registered Surveyor)