



**SINGAPORE
LAND AUTHORITY**

Our Ref: SLA/SVY 251/72 Vol 6

Date: 25 July 2007

CS CIRCULAR NO. 7/2007

To: All Registered Surveyors

8 Shenton Way #26-01

Singapore 068811

Tel: (65) 63239829

Fax: (65) 63239937

www.sla.gov.sg

NEW LIST AND CRITERIA FOR QUERY / CLARIFICATION ON REGISTERED SURVEYORS' JOBS

We have reviewed our processing of your submission of jobs and decided to separate and itemize shortcomings in your submission into 2 categories viz Query and Clarification and to set up criteria for each of them. Major items of a serious nature will be listed as Query whereas minor items will be listed as Clarification. The objective is to make the query / clarification process more transparent and consistent. This will enable Registered Surveyors to easily follow and attend to the specific query / clarification and also to avoid the same shortcomings in future jobs.

2. During our review, we have consulted SISV (Land Surveying Division Council) and obtained their valuable feedback before we finalise the items and the criteria. The query / clarification list is in Annex A which will be attached to our correspondence to Registered Surveyors for queries / clarifications. For your information, the list is intended for common shortcomings. As such, it is not exhaustive to deal with any peculiar or rare item which is unique to specific job. (Note: Annex A will be replaced with a new template when our JDS[Job Data Storage System] is enhanced in due course. We will notify you accordingly).

3. For criteria on query, the query fee will be charged if the job has 1 to 5 queries with no clarification. For the clarification, 5 clarifications are equivalent to

1 query. No query fee is charged if there are less than 5 clarifications with no query. However, query fee is payable if there are 5 to 25 clarifications with no query. If the job exceeds 5 queries (this could be a combination of queries and clarifications), it will be rejected and the rejection fee will be levied.

4. There may be instances where same or related query / clarification are repeated under different items in the list. (Eg: Same error in Lot area repeated in SK, job file and CP). For such a case, it is only counted as 1 item in criteria.

5. Rejected job will be treated as fresh submission when it is resubmitted. For queries and clarifications raised against the re-submitted job, the above criteria and fee will apply.

6. Jobs which cannot be processed because their pre-conditions are not met will be rejected outright without applying the criteria. Two common cases are:

- (a) The application for lot numbers for amalgamation where the pre-conditions of same ownership, title and system of land registration are not regularized and
- (b) The application to make caveat strata lots live in en-bloc development or SER program where the previous existing strata lots are not terminated yet. To avoid rejection, please ensure the pre-conditions have been met.

7. For subsequent rounds of query / clarification, the same criteria and fee above shall also apply when the Registered Surveyors have:

- (a) not completely or correctly attended to the query / clarification list raised in the previous round; or
- (b) created new shortcomings consequent to attending to the previous round; or
- (c) incorrectly attended to other items which are not marked for attention in the previous round.

8. However, the above criteria and fee shall not apply to any query / clarification raised in subsequent round if the same query / clarification was omitted in the previous round.

9. Registered Surveyors must attend to those queries / clarifications marked with "1" under the 2 columns, "Items to attend" and "Not counted but must attend" of Annex A. The second column is for queries / clarifications which you have to attend but they are not counted as an item in the criteria.

10. We will implement the above for jobs submitted as from 1st August 2007.

Thank you.



LEONG KAI WENG
MANAGER
SURVEY SERVICES
for CHIEF SURVEYOR

DID: 63238178

Fax: 63239937

Email: Leong_Kai_Weng@sla.gov.sg

S/N	Item	Nature of CLARIFICATION	Items to attend Enter "1"	Not counted but must attend Enter "1"	Remark (details of Clarification)
ALLOCATION OF LOT NUMBER					
1		Engagement letter not submitted			
2		Engagement letter states wrong lot or mukim number			
3		Number of lots stated in the form is wrong or not stated			
4		Wrong fees or no fees given			
5		No authorisation letter to deduct fees			
6		No signatures of client on engagement letter			
7		Engagement letter not digitally signed by RS			
8		Dimensions/areas of plots not shown on R/S plan			
9		IRAS letter of approved building name & address is not submitted (where applicable)			
10		Lot boundaries shown on subject lot do not agree with parent lot CP			
TOTAL NUMBER OF CLARIFICATIONS			0	0	
ACTIVATION OF CAVEAT LOT					
1		Before loading, correlation or format wrong			
TOTAL NUMBER OF CLARIFICATION			0	0	
SUBMISSION OF RT PLAN					
1	Delivery of Job	Authorisation for deduction of fee and fee for draft description(where applicable) is not submitted			
2		Letter confirming the expected completion date of the development is not submitted			
3	.SVY File	.SVY file is not in order			
4	Plan	Incorrect road name			
5		Caution note not inserted			
6		Plan not digitally signed			
7		Land lots not shown as dashed lines for airspace or subterranean lot cases			
8		Wrong survey district number			
9		North point wrong orientation			
10		The land lot numbers/boundary is not shown on the site plan (for subterranean/aispace cases)			
11		Chief Surveyor's name is not shown on plan			
12		House number not shown on RT (unless stated in the covering letter that the lot is vacant)			
13		RS plan not shown on RT plan			
14		Cadastral Map numbers and lines not shown for lots covering more than two maps			
15		Schedule showing Storey is incorrect			
16		2.515 HWM is not shown for reclamation cases			
17		"Remarks" column not shown correctly			
18		Caution Note is incorrect			
19		File naming convention is not correct			
TOTAL NUMBER OF CLARIFICATIONS			0	0	
SUBMISSION OF CP					
1	Delivery of Job	Survey fee is incorrect			
2		Authorisation for deduction of survey fee is not submitted			

S/N	Item	Nature of CLARIFICATION	Items to attend Enter "1"	Not counted but must attend Enter "1"	Remark (details of Clarification)
3		.JOB file/.SVY file./sketches/CP file naming convention not correct			
4		Survey Report is incomplete			
5		IRAS notification of addresses not submitted where applicable			
6		Comparison of areas not submitted			
7		Letter of transfer of job is not submitted			
8		Items in encroachment certificate wrong			
9		Document submitted is poor quality			
10		There is no letter from LTA approving the road declaration			
11	.JOB file	Date of commencement or completion of survey not shown			
12		Survey company name/RS's name or authorised assistant's name not shown			
13		Date of EDM calibration or EDM model not shown			
14		Date of calibration done more than 1 year from date of survey			
15		Instrument precision used is not according to manufacturer's specification			
16		Bearings and distances of traverses not consistent with .svy file (within limit)			
17		.JOB file data not set-up correctly, leads to error in running the Geocada checking software			
18		Survey Services file reference number not shown			
19	.SVY file	Wrong lot information set-up			
20		Wrong address given			
21		Lot numbers format is incorrect in .SVY file			
22		Island lots not set up			
23		P.O. boundary marks left-out in .SVY			
24	Sketch	Offsets to details not shown			
25		House no is not picked up where applicable			
26		Wrong mark description or mark description different from CP			
27		Sketches not digitally signed			
28		Certification not on first page			
29		Symbol used in detail sketches wrong			
30		Dashed lines not used for features in details sketch			
31		Wrong page reference			
32		Wrong station reference			
33		Area different from CP			
34		ISN markers wrong coordinates shown			
35		Coloured lines or text used			
36		Features in detail sketches not described			
37		Wrong Survey Services file reference number			
38	Plan	Old format of parent lot no. is not shown on history of subdivision schedule			
39		Sketch nos shown in incorrect format.			
40		Certification Statement is not correct			
41		Lot No / Adjoining lot no / abuttal is not correct			
42		North sign orientation wrong			
43		Stn number & mark description not shown			
44		No date and name of RS on every page of sketches			
45		House numbers not shown on plan			
46		Incorrect road names			
47		Wrong mark description			

S/N	Item	Nature of CLARIFICATION	Items to attend Enter "1"	Not counted but must attend Enter "1"	Remark (details of Clarification)
48		Coloured lines used			
49		Plan not digitally signed			
50		The certification statement not correct			
51		Wrong approved plan number			
52		Wrong Survey Services file reference number			
53		P.O. area not adopted			
54		Wrong symbols for marks			
55		North point wrong orientation			
56		The cadastral map sheet line/nos is not shown on plan			
57		The grid line and/or its co-ordinate values is not shown on plan			
58		The land lot numbers/boundary is not shown on the site plan (for subterranean/airspace cases)			
59		The co-ordinates of lots which is under SVYQLTY2 are shown on plan			
60		Parent lot/child lot/amalg lot nos are incorrect on history of subdn schedule			
61		The text 'digitally signed' is not printed on plan's history box			
62		Plan is not drawn to correct scale/plan form size			
63		R/S lot no. on CP is different from that shown on RT plan.			
64		Inset Diagram not shown where applicable			
TOTAL NUMBER OF CLARIFICATIONS			0	0	
SUBMISSION OF CPST					
1	Delivery of Job	Calculation of survey fee not submitted or incorrect			
2		Survey report is not digitally signed			
3		Survey report submitted is incomplete			
4		Survey report not submitted			
5		Certification in relation to encroachment not submitted			
6		Letter of transfer of job not submitted			
7		Authorisation for deduction of survey fee is not submitted			
8		Certificate of Sales Areas not submitted			
9	Plan	Plan size is incorrect			
10		STP Number not shown			
11		House numbers not shown on site plan			
13		House numbers not shown on lot schedule on sheet 2 of STP			
14		Incorrect road names			
15		Building details in bold lines			
16		Symbol of elevation view A or B is not shown			
17		Cadastral map nos is not shown on site plan			
18		No building plan number and approval date			
19		Views on site plan differ from elevation sketch			
20		Wrong file reference or file reference not shown			
21		No explanation for surveyed area differs from Certificate of Sale area			
22		Area of land lot on site plan differs from the CP area			
23		North point wrong orientation			
24		No reference to vertical survey on site plan			
25		Scale of plan is incorrect/not shown on site/storey plan			
26		Adjacent lot nos are not shown			

S/N	Item	Nature of CLARIFICATION	Items to attend Enter "1"	Not counted but must attend Enter "1"	Remark (details of Clarification)
27		Wrong FD no			
28		Registered surveyor's name, date and digitally signed not shown			
29		Chief surveyor's name and digitally signed not shown			
30		Strata lot no / unit no in elevation sketch not consistent with storey plan			
31		Storey heading not shown / wrongly shown			
32		The legend on CPST is incorrectly shown			
33		schedule of plan not correct			
34	FD	FD not in correct file naming convention or format			
35		wrong unit numbers			
36		Extent or description of void not shown			
37		Omission or incorrect height on elevation sketch			
38		Omission or incorrect height on storey plan			
39		Common property is not described on storey plan			
40		The full outline of the building block containing the common properties is not depicted on the storey plan			
41	FD-Site plan	House no not shown			
42		Wrong road name or road name not shown			
43		Adjacent not shown or wrong			
44		Wrong lot no for land lot of RS lot			
45		Wrong area of land lot			
46		Wrong orientation of north view point			
47	FD-Elevation Sketch	Wrong strata lot number			
48		Statement "Elevation sketch showing strata lots and Unit Numbers" not shown			
49	FD-Storey Plan	Wrong orientation of north view point			
50		Storey Plan heading not correct			
51		Area of strata lot shown without "Sc"			
52		Height not shown			
53		Details do not agree with diagrammatic plan			
54		Reference and note for typical storey not shown			
55		For typical storey certification not shown			
56		Specific storey entered for measurement not shown			
57		Certification Statement not in order			
58		Cross referencing not shown in FD pages			
59		No name of RS/date/digitally sign on every page of FD			
60	Others	Boundary marks wrongly described			
TOTAL NUMBER OF CLARIFICATIONS			0	0	

S/N	Item	Nature of QUERY	Items to attend Enter "1"	Not counted but must attend Enter "1"	Remark (details of query)
ALLOCATION OF LOT NUMBER					
1		For amalgamation(except for synchronization cases), does not conform to the conditions required			
2		Written permission/development/land sales/appd plan or R/S plan not submitted			
TOTAL NUMBER OF QUERIES			0	0	
ACTIVATION OF CAVEAT LOT					
1	Correlation of address file	Incorrect correlation of addresses			
TOTAL NUMBER OF QUERIES			0	0	
SUBMISSION OF RT PLAN					
1	.SVY File	Co-ordinates of boundaries/subject lot number/area omitted or incorrectly shown on plan			
2	Plan	Incorrect height shown on cross-section diagram for airspace or subterranean lot			
3		Incorrect area			
4		Wrong subject lot numbers			
5		Wrong plan number			
6		Lot boundaries do not agree with RS/Appd/parent lot CP			
7		Cross Section Diagram incorrect(airspace & subterranean cases)			
TOTAL NUMBER OF QUERIES			0	0	
SUBMISSION OF CP					
1	Delivery of Job	Certification in relation to encroachment is not in order(Incorrectly certified)			
2		No COL clearance on surveyed area more than 1% of alienated area			
3		New encroachment not resolved			
4	.JOB file	Traverse length less than 30m without valid reasons by RS			
5		Demarcation length more than 30m			
6		Side shot to ISN markers more than 50m			
7		Wrong or no independent check except for found marks			
8		Assistant carrying out the survey not authorised asistant of the registered surveyor			
9		Assistant calibrating the instrument not under the registered surveyor or company			
10		Less than 4 ISN markers were connected or one sided connection to ISN markers unless exceptional cases			
11		Side Shot to party-wall/occupational details or extended side-shot is more than 30m			
12		Demarcation not in order			
13		Length of traverse loop exceeded 2500m			
14	.SVY file	RS not adopting p.o. coordinates or coords different from CP (exclude coords revised after purchase)			

15		Resultant residual for ISN marker more than 0.020m			
16		Fractional Linear Misclose for traverse less than 1:20,000 and for ISN marker sub-loop less than 1:15,000			
17		Area of lot is not correct			
18		Chi-square test failed in processing of data			
19		Bearings / Distances / Coordinates in .svy file and sketch are different.			
20		Party-wall boundary do not follow middle third of party-wall			
21		Area of po island lots do not follow the po area			
22	Sketch	Details not fully picked up within 0.5 m of the boundary			
23		Width of party wall not given			
24		Party wall not described as straight wall where applicable			
25		Wrong survey district and/or subject lot number			
26		Balance lot not boundaries not shown or set up			
27		Dimensions wrong or illegible			
28	Plan	Amalgamation diagram is not put up for the lot without any CP			
29		Wrong area/wrong subject lot No. or missing on plan			
30		Co-ordinates omitted or incorrectly shown on plan			
31		There is no CP number or wrong number			
32		Incorrect boundaries shown			
33		The co-ordinates of lots which are under SVYQLTY 1 are not shown on plan (exclude lots revised after purchase by RS)			
TOTAL NUMBER OF QUERIES			0	0	

SUBMISSION OF CPST

1	Delivery of job	Certification in relation to encroachment is not in order(Incorrectly certified)			
2	Plan	No details shown on site plan			
3		Strata boundaries differs from diagrammatic plan			
4		Incorrect height on storey plan			
5		Incorrect lot number			
6		Incorrect area			
7		Encroachment not shown on site plan			
8		Strata lease finalised as strata title plan			
9		Building outlines is not shown			
10		Strata lots shown on storey plan differ with elevation sketch			
11		Wrong address/unit number			
12		Wrong survey district number			
13		Tabulation not shown			
14		Strata lot boundary do not agree with diagrammatic plan			
15		Extent/description of void part of strata lot not shown			
16		Dimension and details do not agree with diagrammatic plan			
17	FD	Incorrect lot number			
18		Strata boundaries differs from diagrammatic plan			
19		Strata boundary not along centre of wall where applicable			
20		Dimensions incomplete or not shown			
21		Non-typical storey shown as typical storey			
22	FD - Site plan	Building outline not shown			
23		Encroachment not shown on Site Plan			
24	FD-Elevation sketch	Tabulation of strata lot not shown			
25	FD-Storey plan	Strata Lot no / Unit no wrongly shown or inconsistent with elevation sketch			
26		Wrong area of strata lot			

Query/ Clarification Sheet

27		Measurement is incomplete			
28		Extent and description of void not shown			
29		Tabulation of total strata lot (to include void) not shown			
30	Others	Registered Surveyor did not carry out verification survey of the land lot when the building is subdivided into strata units			
31		For strata survey involving land- boundary did not demarcated with boundary marks			
32		For phase development- provisional lot not shown			
33		Survey of accessory lots & tabulation not shown			
TOTAL NUMBER OF QUERIES			0	0	