

Kok Tiong TAN/SLA/SINGOV

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CS NOTICE: TOPICS
PRESENTED IN TEA
SESSION HELD ON 7 SEP

Our Ref: SLA/SVY 161-2003 & 156-92 V3

Date: 13 Sep 2007

To: All Registered Surveyors

Dear Sirs / Madams

CS NOTICE: TOPICS PRESENTED IN TEA SESSION HELD ON 7 SEP 2007

Thanks for attending the tea session on Friday, 7 Sep 2007. During the session, we presented 5 topics as follows:

- (a) SLA Mobile Services.
- (b) Verification Survey and Resurvey.
- (c) Query & Clarification on submitted jobs.
- (d) How to correctly handle encroachment issues reported in cadastral surveys.
- (e) Maintenance of Control Markers.

For (a), you are encouraged to sign up for the new mobile services when it is up in due course.

For (b), (c) & (d), the respective PDF presentation notes and powerpoint slides are attached as requested.



VerificationSvy-Resurvey.pdf Shortcoming of Submission of Jobs.pdf Encroachment-TeaSession7Sep07.ppt

For (e), we have briefed you on our proposed future plan.

We hope that with the presentations and attachments, you have a better knowledge to act on the subjects of (b) to (d). Kindly ensure that the correct action is taken at all times to avoid any rejection, query or clarification on your submission. As (d) has been in practice since 2005, please remind your staff on handling the encroachment issues in the right way.

Yours faithfully,

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SLA/SVY 156-92 V3 & 161-2003

(Presented to Registered Surveyors during tea session on 7 Sep 2007)

FEES CHARGEABLE FOR VERIFICATION SURVEY / RESURVEY

When the Boundaries & Survey Maps (SLA Fees) (Amendment) Rules was made operational wef 1 Feb 2007, Registered Surveyors were informed vide CS Circular No. 1/2007. One of the changes is that the gazetted survey fee chargeable for verification survey, including survey to determine encroachment, has been removed.

2 In view of the above, the present SLA fees charged for verification survey and resurvey are as follows:

(a) If the job is for survey of some of the boundaries of the lot(s) only, we treat it as "**verification survey**". The fee chargeable is **\$556.50cts per job**. As only part(s) of lot boundaries are surveyed, no area is required. The lot description section in the results data file is also not to be set up. The CP shall draw only those boundaries under the verification survey. In the survey report, Registered Surveyors will notify Chief Surveyor on any revised values to the boundary lines and points to enable him to update the CGS cadastral database.

(b) If the job is for survey of all the boundaries of a lot, we treat it as "**resurvey**". As the whole lot is resurveyed, the area is required to be finalised. The fee shall be charged according to Item 1 of the above fees amendment Rules, i.e. **\$556.50cts for each lot not exceeding 2,000 sq m and \$183.75 for every additional 2,000 sq m or part thereof**.

3 In the case where the whole land lot is to be resurveyed arising from standing requirements to resurvey the land lot for pure strata subdivision, vacant land after construction is completed or where the lot is of Quality2, above para 2(b) will apply.

4 In the case where a job comprises both verification survey of part boundaries and resurvey of whole lots, para 2(a) will apply once to the verification survey and 2(b) to each lot under resurvey.

COMMON SHORTCOMING OF SUBMISSION OF JOBS BY REGISTERED SURVEYORS

ALLOCATION OF LOT NUMBERS

- Number of lots requested in the form is not correct.
- Pre-conditions for amalgamation not entered/ ticked on the form.
- R/S and/or R/S plan not submitted.

ACTIVATION OF CAVEAT LOT NUMBERS

- IRAS letter not submitted.
- Incorrect correlation or wrong format.

RT SUBMISSION

- Draft description not submitted or not correct for foreshore/proclamation lot.
- .SVY file not in order e.g. point type(mark description) in co-ordinates section not inserted.
- Lot history on plan not correct or complete e.g. no remark stated in the remark column.

CP SUBMISSION

PLAN

- R/S plan or approved plan quoted wrongly.
- Co-ordinates of boundary mark intersecting the PO boundary is not on-line with the PO boundary.
- No amalgamation diagram shown on CP for lots that are without any CP.
- Separate diagram drawn not to scale not show for boundary points that are clustered together.

SKETCH

- Offsets to details along the boundary not shown or incomplete.
- Details of walls or fence not describe (whether it is shared, existing or belong to the owner).
- Lot numbers not shown or wrong lot number quoted.
- The description of boundary marks in demarcation sketch not correct. For e.g. for PO point should be MK Refxd, SP Refxd etc.

FILES(.JOB/.SVY)

- area of PO island lots differ from PO area.
- History section provided but not required.
- Missing data e.g. "CP" in front of the CP number in Lot Information Section.

OTHERS

- Survey report not in order, e.g. Encroachment not reported or not correctly reported.
- Certification in relation to encroachment not in order, e.g. there is encroachment but not reported, encroachment not resolved or no encroachment but declared there is encroachment.
- New ISN marker established not submitted to SS infra team for approval before submitting the CP for approval.

SUBMISSION OF CPST

PLAN

- Area of strata lots do not agree with those shown on the Certification of Sales Area.
- Perimeter land lot boundaries details not shown on the site plan.

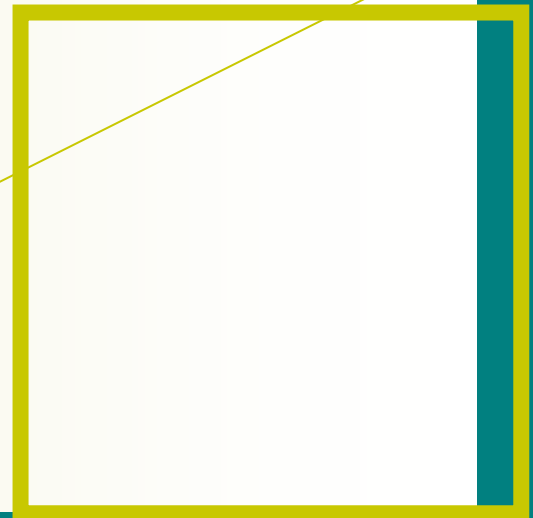
FIELD DETAIL

- The note “ All strata lots including those shown.....” not shown on the typical storey plan.
- Did not indicate which storey the measurements are made in the typical storey plan.
- Area of strata lot shown without “Sc”.
- No height shown on storey plan.

OTHERS

- Survey report not fill up correctly.
- The format of the text file for uploading to LBS is not in order.

HOW TO CORRECTLY HANDLE ENCROACHMENT ISSUES REPORTED IN CADASTRAL SURVEYS



Main Points on handling encroachments by Registered Surveyors

- Registered Surveyors must pick up all encroachments above, on or below ground level & regardless whether they are from the lot under survey or from adjoining lots.
- All encroachments must be recorded clearly in SK / FD and encroachments >0.03m reported in the Survey Report.
- Encroachment from the lot under survey onto adjoining lots must comply with provisions of BSMA & its Rules.
- Every submitted job must include the Certificate in relation to encroachment – duly & correctly completed.
- For encroachment (under BSMA) into adjoining private land, a written resolution from the adjoining landowner is required.

Main Points to handle encroachments by Registered Surveyors (contd)

- Encroachment into SL (regardless of from lot under survey or from adjoining lot) must be cleared with COL. See CS Circular No. 1/2006. If it is SL (HIT), to refer to relevant authority (LTA, JTC, HDB, etc).
- Notwithstanding BSMA, any encroachment from adjoining land into lot under survey for alienation purpose must be referred to COL before submission.
- For strata survey, all encroachments must be shown & described on the Site Plan & Storey Plan of FD & CPST.
- If part of flat unit is encroaching into adjoining land lot, strata boundary cannot go beyond land lot boundary. The amount (in sq m) of encroachment of the flat unit is shown on the Storey Plan

ITEM 5 & 6 OF SURVEY REPORT

Encroachment			
No.	Subject	Registered Surveyor's Confirmation	
5.	Encroachment Details	N.A. <input type="checkbox"/>	
(i)	Was any encroachment discovered in survey?	Yes <input type="checkbox"/> See FD pg [REDACTED]	No <input type="checkbox"/>
(ii)	Is the encroachment depicted on a certified plan (for strata survey only)?	Yes <input type="checkbox"/> See CPST [REDACTED]	No <input type="checkbox"/>
6.	Land Lots Encroachment	N.A. <input type="checkbox"/>	
(i)	Are details of the encroachment reported in the Remarks (Item 14)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(ii)	Is the encroachment from an URA Conservation site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iii)	Is the encroachment onto adjoining State Land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iv)	Is the encroachment onto adjoining private land?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(v)	Is there any encroachment from adjoining lot onto lot under survey?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ITEM 7 & 8 OF SURVEY REPORTS

7.	Strata Lots Encroachment	N.A. <input type="checkbox"/>	
(i)	Does the strata survey encroachment cut into flat unit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(ii)	Is the area (Sq m) of the encroached portion shown on CPST & FD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(iii)	Is the description added on the Site Plan & Storey Plan of the FD and CPST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Compliance with BSMA & BSM (Conduct of Cadastral Surveys) Rules	N.A. <input type="checkbox"/>	
(i)	Does the confirmed encroachment fall within any purpose / manner / situation as defined in the BSMA and Rules for encroachment cases?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(ii)	Is the encroachment resolved? (Note: CS may reject the job if the encroachment is not yet resolved.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 11D(3)(c) OF BOUNDARIES & SURVEY MAPS ACT

- Approval of cadastral surveys and assurance plans
- Section 11D.
- (3) The Chief Surveyor may refuse to approve any survey plan or assurance plan under this section if –
 - (a) the subdivision permission as required by section 12 of the Planning Act (Cap. 232) has not been obtained;
 - (b) the prescribed survey fees have not been paid; or
 - (c) an encroachment has been created by the purchaser or owner of a parcel of land being surveyed for any relevant purpose, which affects any parcel of land adjoining that parcel of land, and the registered surveyor who signs the plan has not certified that the encroachment has been resolved.

Certification in relation to encroachment

15. Every survey plan submitted to the Chief Surveyor for approval shall be accompanied by a certificate signed by the registered surveyor in the following form:

RULE 15 OF BOUNDARIES & SUREY MAPS (CONDUCT OF CADASTRAL SURVEYS) RULES

"I, _____, a surveyor registered under the Land Surveyors Act (Cap. 156), certify that:

(a) there **(*is/is no)** encroachment affecting any **land parcel adjoining the land parcel under my survey;**

***(b) (if there is encroachment affecting any land parcel adjoining the land parcel under my survey)** the particulars of the encroachment are as follows:

(i) Lot and Mukim/TS No. of adjoining land parcel: _____

(ii) Ownership of adjoining land parcel: *State/Private

(iii) The encroachment is as shown in: _____

(state survey document)

(iv) Description of encroachment: _____

(v) The encroachment ***was/was not created by the purchaser or owner of the land parcel under my survey;** and

***(c) (if the encroachment was created by the purchaser or owner of the land parcel surveyed by me)** the encroachment has been resolved by: _____

(describe the manner of resolution). A copy of _____ (describe documentary evidence of resolution of encroachment) is attached.

Follow-up Action to handling encroachments

- CS Circular No. 7/2005 on how to handle new encroachments under the BSMA.
- Briefings in dialogues, tea sessions, discussions, teleconversations, etc.
- To-date, some Registered Surveyors & their staff still not handling it correctly.
- This presentation serves as a reminder on how encroachments should be correctly handled.

End of Presentation

THANK YOU

