

From: Kai Weng LEONG (SLA)
Sent: Friday, 8 August, 2014 4:37 PM
ToSubject: CS CIRCULAR NO. 1-2014

Our ref : SLA/SVY 251-72 Vol 7

To all Registered Surveyors

Dear Sirs/Madams

**IMPLEMENTATION OF REVISED LIST ON NON-COMPLIANCE FOR CADASTRAL SURVEY
SUBMISSIONS WITH EFFECT FROM 18 AUG 2014**

I attached CS Circular No. 1-2014 for your information and compliance.

Your faithfully

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Our ref : SLA/SVY 251-72 Vol 7

Date: 8 August 2014

CS CIRCULAR NO. 1/2014

To: All Registered Surveyors



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IMPLEMENTATION OF REVISED LIST ON NON-COMPLIANCE FOR CADASTRAL SURVEY SUBMISSIONS WITH EFFECT FROM 18 AUG 2014

I refer to the consultation session on the proposed revised list on non-compliance for cadastral survey submissions held on 23 June 2014.

2 The review of the list on non-compliance was aimed to eliminate processes and requirements that are no longer relevant. This includes replacing the open-ended item known as 'Others' in the existing list with more comprehensive details to provide clarity and certainty.

3 The respective follow-up actions would be taken based on the consensus obtained at the consultation session:

- (a) Removal from current list
 - (i) Comparison of area form;
 - (ii) For RT job submission - Letter indicating the expected completion date of the development;
 - (iii) Reference note to vertical survey on Field Details(FD);
 - (iv) The abbreviation "Sc" for strata areas on Field Details(FD).

- (b) Delayed removal from current list subject to amendment of Boundaries and Survey Maps (Conduct of Cadastral Surveys) Rules
 - (i) Cadastral map number on site plan of CPST;
 - (ii) Extreme grid-lines and values on plan;
 - (iii) Certain information in history box.

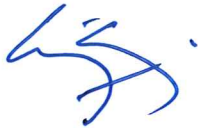
- (c) To further review the content of
 - (i) Engagement of Registered Surveyor form;
 - (ii) Survey Report.

4 SLA will implement the new revised list for clarification/query for your cadastral survey submissions received with effect from 18 August 2014.

5 A set of the new revised list is attached at Annex A for your reference.

6 I trust with this revised comprehensive list, we will collaborate towards facilitating the timely registration of titles for the benefit of the public.

Thank you.



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S/N	Item	Remark
ACTIVATION OF CAVEAT LOT		
REQUIRED ITEMS		
	Correlating Accessory lot to Strata Lot.xls form	See under common items
	Activation of Lot Numbers.xls form(also known as Lot_address.xls)	See under common items
	Others	
1	IRAS letter of approved address is not submitted (where applicable)	
2	IRAS/URA letter of approved building name is not submitted (where applicable)	

S/N	Item	Remark
ALLOCATION OF LOT NUMBER		
REQUIRED ITEMS		
Engagement of Registered Surveyor Form		
1	Wrong lot or mukim number stated	
2	Number of child lots is wrong or not stated	
3	No signatures of client on form	
4	Item on amalgamation not declared	
Supporting document/Plan		
5	Dimensions of plots not shown on R/S plan	
6	Areas of plots not shown on R/S plan	
7	Lot boundaries shown on subject lot do not agree with parent lot CP	
8	Lot Schedule not shown - intention is not clear	
ALLOCATION OF LOT NUMBER		
CRITICAL ITEMS		
9	Written permission for development or subdivision/appd plan/Building plan/Diagrammatic Plan/Authorised plan/alteration of MK or TS boundary plan/Recess area plan or R/S letter and R/S plan not submitted	
ALLOCATION OF LOT NUMBER		
EXTREMELY CRITICAL ITEMS		
10	For amalgamation(except for synchronization cases), does not conform to the conditions required	

SUBMISSION OF CP			
S/N	Item		Remark
	REQUIRED ITEMS		
		CP_information.XLS form	
		See under common items	
		Lot_Address.XLS	
		See under common items	
		Field Survey File(.job file)	
		See under .job File and .svy File	
		RESULT FILE(.SVY file)	
		See under .job File and .svy File	
		SKETCHES (Also to see under PLANS)	
		Traverse Sketch	
1		Incorrect ISN markers number	
2		Incorrect ISN markers symbol	
		Demarcation Sketch	
3		Balance lot note : "For Balance lot see CP..." omitted	
4		Balance lot note : "For Balance lot see CP..." incorrect	
5		Demarcation not in order	
		<u>Air-space and subterranean</u>	
6		For subterranean lots, radiation to the wall omitted	
		Party-wall Sketch	
7		Description of temporary mark on mid point omitted	
8		Determination of mid point omitted or incorrect	
		Details Sketch	
9		Offsets to details omitted or incorrect	
10		Features in detail sketches not described	
11		Enroachment details not highlighted in yellow	
12		Vacant land not described	
13		No details along boundary' statement omitted	
14		Cross section of vertical sea wall omitted	
15		Ownership of features along boundary not described where applicable	
		<u>Air-space and subterranean detail sketch</u>	

16		Tabulation of lot information omitted or incorrect	
17		Thickness of wall omitted	
18		Reference to structural plan omitted	
		General	
19		Certification not on first page	
20		Level bookings omitted or incorrect	
21		Bearings and distances omitted or incorrect	
22		Incorrect line or mark symbol	
		PLAN	
		See under PLANS	
SUBMISSION OF CP			
	CRITICAL ITEMS		
		Party-wall Sketch	
23		Party-wall boundary do not follow middle third of party-wall	
		Details Sketch	
24		Details not fully picked up within 0.5 m of the boundary	
25		Width of party wall omitted	
26		Party wall not described as straight wall where applicable	

S/N	Item	Remark (details of errors)
SUBMISSION OF CPST		
REQUIRED ITEMS		
	CPST_information.XLS form	
	See under common items	
	Lot_Address.XLS	
	See under common items	
FIELD DETAILS (FD)		
	Index Page	
1	Index page missing	
2	Information shown on Index page omitted or incorrect	
	History Box	
3	Information shown on History Box incorrect	
4	Information shown on History Box omitted	
	Building Outline	
5	Radiation to building corners omitted	
	Storey Plan	
6	Length and breath measurement omitted(except for odd shape cases)	
7	Length and breath measurement incorrect	
8	Height omitted or incorrect	
9	For typical storey certification not shown	
10	Specific storey entered for measurement not shown	
11	Measurement of sunken swimming pool omitted or incorrect	
12	Description of detail defining the extent of strata lot boundary omitted (where applicable)	
	CPST PLAN	
	See under PLANS	
	HBST PLAN	
	History Box	
13	Information shown on History Box incorrect	
14	Information shown on History Box omitted	
	Elevation Sketch	
15	Information shown incorrect	
16	Information omitted	
	Storey Plan	
17	Information shown incorrect	
18	Information omitted	
	STP(LCP)	
19	STP(LCP) number incorrect	
20	STP(LCP) number omitted	
21	Sheet number incorrect	
22	Colour representation incorrect	
23	Colour representation omitted	
24	File naming convention is not correct	
25	File not digitally signed	
26	plan size incorrect	

SUBMISSION OF CPST

CRITICAL ITEMS			
27		Common property that was excised to be amalgamated to existing strata lot cases was not surveyed(where applicable)	
28		For strata survey involving land - boundary not demarcated with boundary marks(where applicable) e.g. strata bungalow	

FOR SUBMISSION OF ALLOCATION OF LOT NUMBER/ACTIVATION OF LOT/RT/CP/CPST (WHERE APPLICABLE)

S/N	Item	Remark
	REQUIRED ITEMS	
	Authorisation for deduction of fee form	
1	Incorrect fee stated	
2	Name of company omitted or incorrect	
3	Lot number omitted or incorrect	
4	Locality omitted or incorrect	
5	RS name omitted or incorrect	
6	File number omitted or incorrect	
7	No authorisation letter from agency to deduct fees	
	Calculation of survey fees	
8	File number omitted or incorrect	
9	submission date incorrect	
10	Lot number omitted or incorrect	
11	Area omitted or incorrect	
12	Area in wrong column	
	Certificate in relation to encroachment	
13	Letter of resolution not submitted	
	Survey Report	
14	Information omitted / incorrect/incomplete	
15	Letter informing owner on encroachment from adjoining lot not submitted	
	Lot_Address.XLS	Same for activation of lots/RT/CP/CPST submission
16	Lot number format incorrect	
17	Lot number omitted or incorrect	
18	Address information omitted or incorrect	
19	Certificate of house numbering/building name not submitted*	For Building name not mandatory at activation of lot stage but if it is inserted in the excel file then you are required to submit
	CP/RT/CPST_information.XLS form	
20	Lot number format incorrect	
21	Lot number omitted or incorrect	
22	Area format incorrect	
23	Area omitted or incorrect	
24	CP number format incorrect	
25	CP number omitted or incorrect	
26	Correlation of lot and plan number omitted or incorrect	
27	Correlation of Accessory lot to Strata lot not submitted	
28	Void area description omitted or incorrect	For CPST submission

FOR SUBMISSION OF ALLOCATION OF LOT NUMBER/ACTIVATION OF LOT/RT/CP/CPST (WHERE APLLICABLE)

CRITICAL ITEMS		
	Lot_Address.XLS	
29	Correlation of lot and address omitted or incorrect	
	Certificate in relation to encroachment	
30	Information omitted or incorrect	

FOR SUBMISSION OF ALLOCATION OF LOT NUMBER/ACTIVATION OF LOT/RT/CP/CPST (WHERE APLLICABLE)

EXTREMELY CRITICAL ITEMS		
	Certificate in relation to encroachment	
31	Encroachment not resolved	

FOR SUBMISSION OF ALLOCATION OF LOT NUMBER/ACTIVATION OF LOT/ RT/ CP/ CPST (WHERE APPLICABLE)

S/N	Item	Remark (details of errors)
REQUIRED ITEMS		
CP PLAN/RT PLAN		
History Box		
1	Information other than ref plan/CP or RT no./survey district no./ RS certification incorrect	
2	Caution note on RT omitted	
3	Information in history box omitted	
Plan body		
4	Airspace/subterranean lots not shown as dashed lines on subject land lot	
5	Enlarge diagram omitted or incorrect	
6	Redundant on-line mark not removed	
General		
7	List showing physical parent lot omitted or incorrect	
8	Notice and order for alteration of survey district boundary omitted or incorrect	
9	Draft description omitted or incorrect	
General (SK / CP PLAN)		
10	Station number incorrect	
11	Station number omitted	
CPST PLAN		
Site Plan		
12	Building outlines incorrect	
13	STP Number omitted or incorrect	
14	FD Number omitted or incorrect	
15	Symbol of elevation view omitted or incorrect	
16	Cadastral map number omitted or incorrect	Still required until the item is removed from the BSM(Conduct of cadastral Surveys) Rules
Certification		
17	Registered Surveyor's Certification incorrect	
18	Chief Surveyor's Certification incorrect	
Elevation Sketch		
19	Elevation views omitted or incorrect	
20	Legend omitted or incorrect	
21	Unit/House numbers omitted or incorrect	
22	Lot numbers and unit numbers correlated incorrectly	
23	Height incorrect	
24	Height omitted	
History Box		

25		Information shown on History Box incorrect	
26		Information shown on History Box omitted	
		Storey Plan	
27		Area of common property excised for MCST cases omitted or incorrect(where applicable)	
28		For strata survey involving land - description of boundary marks omitted or incorrect e.g. strata bungalow	
		COMMON for FD/CPST(storey plan)	
29		Strata boundaries in FD differs from CPST	
30		Strata boundary omitted	
31		Storey heading omitted or incorrect	
32		Common property omitted or incorrect	
33		Area of encroached portion of strata lot omitted	
34		Description of strata lot boundaries (eg PES, step down structures) omitted or incorrect	
		COMMON TO RT/CP/CPST PLAN	
35		lot history information in the schedule incorrect	
36		Old format of parent lot no omitted or incorrect in lot schedule	
37		lot no format should not have leading zero	
38		Bar scale omitted	
39		Bar scale incorrect	
40		Plan scale incorrect	
41		Plan scale omitted	
42		Letter of transfer of job not submitted	Not required between RS from same firm.
43		Authorisation for deduction of query fee omitted	
44		Annex A(query items to RS) not submitted or remarks omitted	
45		IRAS certificate of house numbering not submitted	
46		typo error	
47		Notice of building name not submitted	
		SK/CP PLAN/RT PLAN	
48		Survey district boundary line symbol incorrect	
49		Survey district boundary line symbol omitted	
50		2.515HWM description omitted	
51		Linework cut boundary mark	
52		Survey district number omitted or incorrect	
53		Cadastral Map numbers and lines not shown for lots covering more than two maps	
54		Description of water body omitted or incorrect	
		Air-space and subterranean plan	

55		Land lots not shown as dashed lines for airspace or subterranean lot cases	
56		The land lot numbers/boundary is not shown on the site plan - (for subterranean/airspace cases)	
57		Schedule showing Storey is incorrect	
58		Level description omitted or incorrect	
59		x-section description incorrect	
60		Plan header incorrect	
61		Plan header omitted	
62		building name incorrect	
63		building name omitted	
64		Storey plan omitted or incorrect	
		COMMON TO SK/FD	
65		typo error	
66		North point incorrect	
67		North point omitted	
68		No name of RS/date/digitally sign on every page	
69		Multiple pages in a single file should be in the same orientation	
		COMMON TO SK/FD/RT PLAN/CP PLAN/CPST PLAN	
70		Mark description incorrect	
71		Mark description omitted	
72		Road name incorrect	
73		Road name omitted	
74		Road name not shown in capital letters	
75		Adjoining lot number incorrect	
76		Incorrect lot abuttals	
77		Lot abuttal omitted	
78		House number omitted (unless stated in the survey report that the lot is vacant)	
79		House number incorrect (unless stated in the survey report that the lot is vacant)	
80		File naming convention is not correct	
81		SK/FD/plan size and file attributes incorrect	
82		Fonts incorrect	
83		Sketches/FD / plan not digitally signed	
84		Certification omitted or incorrect	
85		orientation of house no incorrect	
86		Survey file number incorrect	
87		Survey file number omitted	
88		Linework incorrect	
89		Cross referencing omitted or incorrect	
90		Information truncated or overlap	
91		Incorrect line symbol for boundaries or details	
92		Coloured lines or text used	
93		Information shown illegible or poor quality	
FOR SUBMISSION OF ALLOCATION OF LOT NUMBER/ACTIVATION OF LOT/ RT/ CP/ CPST (WHERE APPLICABLE)			
		CRITICAL ITEMS	

94	No COL clearance on surveyed area more than 1% of alienated area	
	COMMON TO RT/CP/CPST PLAN	
95	Amalgamation diagram omitted or incorrect	
96	Lot boundaries do not agree with RS plan/Appd plan/parent lot CP or CPST	
	General (SK / CP PLAN)	
97	Coordinates omitted or incorrect	
	SK/CP PLAN/RT PLAN	
98	Cross Section Diagram omitted or incorrect(Airspace/sub)	
99	height/level on cross-section diagram for airspace or subterranean lot omitted or incorrect	
	COMMON TO SK/FD	
100	Dimensions/measurements omitted or incorrect	
	COMMON TO SK/FD/RT PLAN/CP PLAN/CPST PLAN	
101	Area omitted or incorrect	
102	Tabulation of area omitted or incorrect(where applicable)	
103	Lot number omitted or incorrect	
	CPST PLAN	
104	Details along land boundary omitted or incorrect	
105	Encroachment/description omitted or incorrect(where applicable)	
106	Building outlines omitted	
	COMMON for FD/CPST(storey plan)	
107	Unit/House numbers omitted or incorrect	
108	Extent/description of void omitted or incorrect	
109	Strata boundary not along centre of wall where applicable	
110	Non-typical storey shown as typical storey	
111	Tabulation of accessory lot appurtenant to strata lot omitted or incorrect	
	General	
112	Registered Surveyor did not carry out verification survey of the land lot when the building is subdivided into strata units(where applicable)	
113	For phase development- provisional lot not shown	

.JOB FILE AND .SVY FILE IN SUBMISSION OF RT / CP

S/N	Item	Remark (details of errors)
REQUIRED ITEMS		
Field Survey File(.job file)		
1	Job Section	SVY File number incorrect
2		Unauthorised assistant surveyor
3		Commencement/completion date incorrect
4	EDM	Calibration not within a year
5	Precision	Instrument precision incorrect
6		.JOB file data not set-up correctly, leads to error
7		More than 1 side-shot for hanging line
8		Suffix "A" missing for independent checks
9		Suffix "E" missing for independent checks for extended side-shot
10		Independent check angles incorrect or omitted
11		File naming convention is not correct
Result Data File(.svy file)		
12	.SVY File	File naming convention is not correct
13	Coordinate	Coordinates in .svy file /sketch/CP are different.
14		Mark description/point class/ point flag omitted
15		Mark description/point class/ point flag incorrect
16		Station no and coordinates omitted or incorrect
17		Format incorrect
18		P.O. boundary co-ordinates not adopted
19	Lot	Format incorrect
20		lot information omitted or incorrect
21		Island lots not set up
22		Lot set up not in clockwise direction
23		station number omitted or incorrect
24		For air-space or subterranean lot, set up of each level omitted or incorrect
25	Island lots section	Correlation of island lots omitted or incorrect
26	Lines	Traverse lines information omitted or incorrect
27		Format incorrect

.JOB FILE AND .SVY FILE IN SUBMISSION OF RT / CP

CRITICAL ITEMS		
Field Survey File(.job file)		

28		Traverse length less than 30m without valid reasons by RS	
29		Demarcation length more than 50m	
30		Side shot to ISN markers more than 50m	
31		Wrong or no independent check except for found marks	
32		Less than 4 ISN markers were connected or one sided connection to ISN markers unless exceptional cases	
33		Side Shot to party-wall/occupational details or extended side-shot is more than 50m	
34		Demarcation omitted or incorrect	
35		Length of traverse loop exceeded 2500m	
		Result Data File(.svy file)	
36		Chi-square test failed in processing of data	
37		Bearings / Distances/Co-ordinates in .svy file and sketch are different.	
38	Coordinate	RS not adopting p.o. coordinates or coords different from CP (exclude coords revised after purchase)	
39	Residual	Resultant residual for ISN marker more than 0.020m	
40	Traverse	Fractional Linear Misclose for traverse less than 1:20,000 and for ISN marker sub-loop less than 1:15,000	
41	Lot	Area of lot is not correct	
42		Area of po island lots do not follow the po area	