



SINGAPORE
LAND AUTHORITY

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Your Ref:
Our Ref: SLA/SVY 251/72 Vol 6

Date: 21 Aug 2006

CS CIRCULAR NO. 1/2006

To: All Registered Surveyors

SLA'S CURRENT POLICY FOR RETENTION OF ENCROACHMENTS FROM PRIVATE PROPERTIES ONTO/ OVER/ UNDER STATE LANDS

I attach Annex A highlighting SLA's current policy for the subject under caption for your information.

2 Please advise your clients accordingly, should there be encroachments from their properties onto/ over/ under State Lands.

3 Registered Surveyors are reminded that in dealing with any encroachment pursuant to Section 11D(3)(c) of the Boundaries and Survey Maps Act, and where the encroachment is onto/ over/ under State Land, such encroachment has to be resolved by the owner of the encroaching property as per para 4 and/ or 5 of Annex A before the survey plans can be approved by the Chief Surveyor.

A handwritten signature in black ink, appearing to read 'Tan Kok Tiong', is written over the printed name.

TAN KOK TIONG
MANAGER
SURVEY SERVICES
for CHIEF SURVEYOR

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cc
Commissioner of Lands
Attn: Mr. Clarence Ti

Our Ref : SLA/SVY 251-72 Vol 6

SLA'S CURRENT POLICY FOR RETENTION OF ENCROACHMENTS FROM PRIVATE PROPERTIES ONTO/ OVER/ UNDER STATE LANDS

This Annex A of CS Circular No. 1/2006 sets out SLA's current policy to regularise reported encroachments from private properties onto/ over/ under State Lands.

2 The State continues to reserve its rights to require the removal of physical encroachments, regardless of nature and extent of these encroachments. Where such removal is assessed as not required, SLA may, at its discretion and subject to relevant authorities' clearances (like LTA, PUB etc) consider to regularise the encroachments through the ways mentioned in paras 3 to 6 below.

3 For encroachments from private properties onto/ over/ under State Lands with extent of encroachment up to 3 cm, showing them in the SK sketches for submission to the Chief Surveyor, would be sufficient.

4 For encroachments with extents more than 3 cm and up to 10 cm, the owner of the encroaching property will be required to lodge a letter of undertaking with SLA to undertake the removal of encroachments as and when the State Land is required for developments and to reinstate the affected State Land to the full satisfaction of Collector of Land Revenue, SLA.

5 For those encroachments with extents more than 10 cm, the owner of the encroaching property is required to take up a Temporary Occupation Licence (TOL) and pay the required TOL fees. In addition, the owner is also required to comply with a set of special conditions which will be made available to the owner for perusal upon SLA offer of TOL to him/ her. Depending on the nature of encroachments, SLA may either offer the owner a monthly TOL or a yearly TOL. The first payment of TOL fees shall be made to SLA by cheque. For subsequent months/ years of TOL fees, this shall be deducted through Inter-bank GIRO and thus the owner is required to complete and return an Inter-bank GIRO application form. Please note that currently, it is our requirement that subsequent payment of TOL fees be deducted electronically through Inter-bank GIRO.

6 Please also note that for those TOLs that have been issued at market rates for the retention of encroachments onto/ over/ under State Lands, SLA reserves its right to revise the TOL fees for the following situations:

- (a) every 3 years;
- (b) in the event where there are ownership changes due to sale of properties, etc, a new TOL may be issued (at SLA discretion and subject to other relevant authorities' clearances) to the new owner at the prevailing market rates to be decided by SLA

7 With effect from 1 Jan 2005, in line with being more pro-business, SLA had waived the requirement for owner of conserved property to take up a TOL for retention of encroachments from such properties. This waiver of TOL also applies to future buyers (owners) of such conserved properties.

8 Registered Surveyors are to advise their clients accordingly, should there be encroachments from their properties onto/ over/ under State Lands.