Permit to Work on Public Streets
Outline

- **Why**
  Background on work management

- **What**
  Classification of works on public streets

- **How**
  Policies and processes
Works on public streets need to be managed because they affect:

- function of the road
- structural integrity of the road
What?

Public street:

- area within the road reserve
- includes road, footpath, grass verge
Submission to DBC on method statement and monitoring results is required
What?

Type of works:

1. Excavation/ boring/ pipe-jacking to lay or repair utility services

2. Soil investigation
What?

**Type of works:**

3. Activities occupying traffic lane  
   e.g. hoisting, painting  

4. External works of developments  

5. Any other construction related works that affect public streets
What?

Classification of works:

- Planned
- Ad-hoc (Connection/Development)
- Emergency

- Unscheduled work for immediate repair
- E.g. Burst water pipe, road cave-in
LTA is empowered under the Street Works Act to control & regulate works on public streets

- Street Works Act
  - Section 8 - Power to order stoppage of activity causing damage to public street
  - Section 17 - Powers to control works on public streets
  - Section 29 - Control utility services works on public streets

- Code of Practice for Works on Public Streets
- Code of Practice for Traffic Control at Work Zone
- Standard Details of Road Elements
Rules and Regulations

Code of Practice for Works on Public Streets
March 2008

- Submission procedure
- Documents required
- Duties of contractor and supervisor
- Reinstatement standards
COP for Works on Public Streets

Key requirements:

1. Off-peak hour lane closure only

   For peak hours refer to Red, Yellow, and Green Lists in LTA.PROMPT. Generally:
   
   **Weekday:** 7.30am - 9.30am
   5.00pm - 8.00pm

   Only one lane can be closed at any one time.

2. Road no-opening period:

   Newly resurfaced road – 1 year
   Newly constructed road – 2 years

3. No opening on expressways
COP for Works on Public Streets

Key requirements:

4. Lane to lane replacement, or use alternative methods e.g. jacking, steel decking, traffic diversion

5. Full time supervision by qualified supervisor:
   - Certificate in Pavement Construction and Maintenance Course
   - Degree in Civil Engineering
   - Diploma in Civil Eng. with 5 years experience in road-related work.
COP for Works on Public Streets

2 Stages of reinstatement:

Stage 1: Temporary Reinstatement
- Immediately upon completion of work
- Before opening to peak hour traffic

Stage 2: Permanent Reinstatement
- Within 3 weeks of temporary reinstatement
- Full lane width
Rules and Regulations

Code of Practice for Traffic Control at Work Zone

- Planning and design
- Application of devices
- Implementation, operation and closeout.
COP for Traffic Control at Work Zone

Typical Example of a Traffic Control

TERMINATION ZONE
Traffic resume normal driving

ACTIVITY ZONE
Where work takes place

TRANSITION ZONE
To move traffic out of its normal path

ADVANCE WARNING ZONE
To warn traffic what to expect ahead
Consult us on the following works:

- Work proposal that requires Master Plan Committee (MPC) adoption
- Improvement or upgrading schemes for utility services
- Engineering work with excavation of 4m depth or deeper
- Tunnelling works and other engineering works
Apply for Permit to Work on Public Streets

- Log on to LTA.PROMPT – Permit for Road Occupation Portal
- Register online as a member
- Submit documents online:
  - Site plan
  - Photographs of existing road and structure
  - Method statement
  - Drawing of road markings
  - Traffic control plan
- Processing time: 14 working days
Who can register?

- PE
- Officer from utility agencies
- Contractor
- Supervisor

https://prompt.lta.gov.sg
## Works Application - Submit

*Field marked with (*) are mandatory*

Time required to fill in the eform is 20 minutes.
You will need the soft copy of the following documents to fill in the eform:

- Location and site plan of proposed works
- Photographs of existing ground conditions
- Work method statement
- Photographs and schematic diagrams of existing road markings (if the works affect road-carriageway)
- Traffic Control Plan (if the works involve road lane occupation)
- Cadastral Plan, if it affects State Land (please refer to Singapore Land Authority’s guidelines)

<table>
<thead>
<tr>
<th>Draft Application No.:</th>
<th>D2006052901300</th>
<th>Application No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Draft Application:</td>
<td>29/05/2006</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Approving Agency *:</th>
<th>1) Road Carriageway/Footpath/Tiled Walkway/Sidetable/Drains (<a href="#">Click Here to search for road ownership</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Housing Development Board (Development &amp; Procurement Department)</td>
</tr>
<tr>
<td></td>
<td>☐ Housing Development Board (Industrial Properties Department)</td>
</tr>
<tr>
<td></td>
<td>☐ JURONG TOWN CORPORATION</td>
</tr>
<tr>
<td></td>
<td>☐ Land Transport Authority</td>
</tr>
<tr>
<td></td>
<td>☐ National Parks Board (<a href="#">if sidetable is affected</a>)</td>
</tr>
<tr>
<td></td>
<td>☐ Public Utilities Board (<a href="#">if drains are affected</a>)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2) Backlane (<a href="#">Click Here to search for land status</a>)</th>
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</thead>
<tbody>
<tr>
<td>☐ Housing Development Board (Industrial Properties Department)</td>
</tr>
<tr>
<td>☐ Housing Development Board (Land Management Unit)</td>
</tr>
<tr>
<td>☐ JURONG TOWN CORPORATION</td>
</tr>
<tr>
<td>☐ Land Transport Authority</td>
</tr>
<tr>
<td>☐ Singapore Land Authority</td>
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# Works Application - Submit

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<td>29/05/2006</td>
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</table>

(Maximum of 9 connecting roads per application)

**Road No: 1**

| Road Name: | ANGKLONG LANE |
| Location From: | road 1 |
| Location To: | road 2 |

| Est. Commencement Date: | 30/05/2006 |
| Est. Completion Date: | 20/06/2006 |
| Duration (in days): | 30 |
| Method of Construction: | Open Cut |
| Work Location Description: | Signalised Traffic Junction/Sign Crossing |
| Utility Type: | Telecommunication: Optical fibre cable (cable pulling only) |

(Choose at least 1 file to apply to any of roads per application)

**Choose a file to attach:**

![Browse](Click here for file attachment guidelines)

(Total file size should be less than 5 MB)

**Add the file to the list:**

- Attach

**Current file Attachments:**

- Remove

- LTA PROMPT Database Deployment 20060408.doc (0.11 MB)

- Remove Road

**Total Attached File Size:** 0.00 MB
## Search Road Name

*(Please enter Road Name to search)*

<table>
<thead>
<tr>
<th>Road Name</th>
<th>Managing Agency</th>
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</thead>
<tbody>
<tr>
<td>ABBOTSINGH ROAD</td>
<td></td>
</tr>
<tr>
<td>ABINGDON ROAD</td>
<td></td>
</tr>
<tr>
<td>ADAM DRIVE</td>
<td>Land Transport Authority</td>
</tr>
<tr>
<td>ADAM PARK</td>
<td>Land Transport Authority</td>
</tr>
<tr>
<td>ADAM ROAD</td>
<td>Land Transport Authority</td>
</tr>
<tr>
<td>ADIS ROAD</td>
<td>Land Transport Authority</td>
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<tr>
<td>ADMIRALTY DRIVE</td>
<td>Housing Development Board (Development &amp; Procurement Department)</td>
</tr>
<tr>
<td>ADMIRALTY LANE</td>
<td>Housing Development Board (Development &amp; Procurement Department)</td>
</tr>
<tr>
<td>ADMIRALTY LINK</td>
<td>Housing Development Board (Development &amp; Procurement Department)</td>
</tr>
<tr>
<td>ADMIRALTY ROAD</td>
<td>Land Transport Authority</td>
</tr>
</tbody>
</table>

1 - 10 of 4462 records

Tick on the radio button and click on Add Road Name button to add road name to the application.

If the road name is not found in the listing, please click on the Enter New Road Name button to enter a new road name in the application.
### Works Application - Submit

Field marked with (*) are mandatory

<table>
<thead>
<tr>
<th>Draft Application No.:</th>
<th>D2006050201168</th>
<th>Application No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Draft Application:</td>
<td>02/05/2006</td>
<td></td>
</tr>
</tbody>
</table>

**Contractor's Particulars**

<table>
<thead>
<tr>
<th>Contractor's Name *:</th>
</tr>
</thead>
</table>

**Site Supervisor's Particulars**

<table>
<thead>
<tr>
<th>Site Supervisor's Name *:</th>
</tr>
</thead>
</table>

Please click this checkbox for adding Milling / Patching Contractor's or Site Supervisor's Particular

Save As Draft  Submit and Pay  Reset  Prev

---

Your Application No. A2006052900316 has been successfully submitted with

Payment Transaction No. BB200600673 at

29/05/2006 09:58:17

Please note that $100 will be billed to you

View Application  View Tax Invoice/Receipt
How?

1. Consult
2. Apply
3. Construct
4. DLP
5. Handover

Register commencement date within 28 days

Ensure the following on your work site:
- Full time supervision
- Traffic control to comply with the COP

LTA conducts random site checks and reinstatement tests.
How?

1. Consult
2. Apply
3. Construct
4. DLP
5. Handover

What to do when job is completed

- Apply for Initial Handover through LTA.Prompt
- Attend to feedback during Defect Liability Period (DLP)
How?

1. Consult
2. Apply
3. Construct
4. DLP
5. Handover

What to do when DLP is completed
- Apply for Final Handover through LTA.Prompt
- LTA will issue a handover letter
Useful Information

Fine and Demerit Points

- Fine and demerit points issued for non-compliance
- Suspend contractors with 200 demerit points in a month for 3 months

<table>
<thead>
<tr>
<th>No. of Suspensions in the past two years</th>
<th>Length of Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 1</td>
<td>3 months</td>
</tr>
<tr>
<td>2</td>
<td>6 months</td>
</tr>
<tr>
<td>3</td>
<td>24 months</td>
</tr>
</tbody>
</table>

- Increase suspension period if contractor has been suspended before
- Not allowed to put up any new application
THANK YOU

Contact email:
Hotline_Roads@lta.gov.sg
lta.prompt@lta.gov.sg