

Section A Checklist

Item No.	Description	Tick where applicable			Remarks
		Yes	No	N.A.	
1.0	GENERAL				
1.1	Does your submission contain the following documents?				
	a) Cover Letter				
	b) Checklist				
	c) Executive Summary				
	d) Relevant Plans of Affected Manhole(s)				
	e) Trial Trench Report				
	f) Alternative Options Explored and Exhausted				
	g) Other supporting documents				
2.0	COVER LETTER				
2.1	Does your letter specify the following?				
	a) Project title				
	b) Name(s) of developer/agency commissioning the work				
	c) QP representing developer/agency for the submission (if applicable)				
	d) Contact information				
3.0	EXECUTIVE SUMMARY				
3.1	Is your technical summary concise and clear on the assessment and recommendations? Please refer to Annex A for the sample of the summary table.				
4.0	RELEVANT PLANS ON AFFECTED MANHOLE(S)				
4.1	<u>Overall Location Plan</u>				
4.1.1	Are the following details provided?				
	a) Legend				
	b) Road name(s)				
	c) Proposed Manhole(s) on road carriageway				
	d) Road reserve line				
	e) Traffic Scheme, e.g. traffic lane markings, bus bay, etc.				
	f) Location of trial trench(es)				
4.2	<u>Enlarged Plan(s)</u>				
4.2.1	Is there plan provided for each affected manhole?				
4.2.2	Are the shape and size of manhole cover as well as lateral distance to the road kerbs, etc. clearly indicated?				
4.3	<u>Sectional Plan(s)</u>				
4.3.1	Does the sectional plan include details of each manhole structure, i.e. depth and size of manhole chamber, etc. in relation to the road carriageway?				

5.0 JUSTIFICATION FOR SITE/ TECHNICAL CONSTRAINTS				
5.1	Does your report include the following to substantiate the constraints to relocate the manhole cover out of the road carriageway?			
	a) Detailed plan of space/ technical constraints outside the carriageway. E.g. Locations, cross section of existing utilities.			
6.0 ALTERNATIVE SOLUTIONS EXPLORED AND EXHAUSTED				
6.1	Have you explored and exhausted all workable options?			
6.2	Please tick the following workable options explored and exhausted. Kindly indicate the number of manhole(s) assessed for each option and the corresponding manhole ID under “Remarks”. (For more information, you may wish to refer to quick guide found in the link below) https://safe.menlosecurity.com/https://www.lta.gov.sg/content/ltagov/en/industry_innovations/industry_matters/development_construction_resources/street-work-proposals/codes_of_practice_standards_specifications_guides_and_forms.html			
	a) Minor adjustment to the proposed scheme. e.g. adjustment to the road kerb line, chevron, etc.			
	b) Structural modification to relocate MH cover			
	c) Burying the MH			
	d) Eliminating/reducing the number of manholes			
	e) Use of available cable slack to accommodate a slight lateral shift of manhole cover			
	f) Others. Please elaborate under “Remarks”.			
6.3	Kindly substantiate why the above workable options are infeasible for each manhole that you are seeking waiver for.			
7.0 OTHER SUPPORTING DOCUMENT(S)				
7.1	Are there other supporting documents, i.e. site photos of affected manhole(s), correspondence record of technical discussion with apparatus owner etc.? Please elaborate under “Remarks” if necessary.			

DECLARATION

I, _____, hereby declare all the information in this checklist and any attached documents are accurate, correct and complete.

Qualified Person’s Stamp & Signature /

Authorized Officer of Statutory Authority

Date

