

Description of Works

Dear professionals, owners & competent persons

Please take note of the following items that regularly cause confusion and may lead to extended processing times as a result.

1. Revised plans vs Amended plans

Revised plans

are submitted on an existing building plan application (prior to approval) for which a letter of outstanding requirements was sent out and changes made accordingly.

For ease of reference please bring or quote the plan number when handing in revised plans.

Amended plans

are submitted after the initial building plan application was approved and changes were made, or were necessary, during construction. (Also referred to as “As-builts plans” or “Ryder plans”).

This is a new application with a new plan number.

Amended plans should only indicate anything that has changed since the last approval in the prescribed colours, as new work – all other work is indicated as existing. This includes the “demolition” of walls where they have moved, etc.

Amended plans are viewed as additions or alterations to an existing structure, as the structure was previously approved.

Where certain Home Owners’ Associations have different requirements for amended plans, please submit a different set to them.

2. Description of Works

Please use the following definitions to guide your description of works on any of your application forms (including portal submissions) as well as on all drawings, as this information pulls through directly to the final occupancy/completion certificates and valuations office:

New works

A new loose standing structure

Additions

Extension being built onto/attached to an existing structure

Alterations

No new floor space is created/internal changes, renovations or replacement of windows, etc.

To help guide you, please refer to the attached list of descriptions. These descriptions will also be utilised on our internal systems and you can thus ensure that the correct information is captured by using the same terminology.

In addition to the default description (the type of application), please specify further what works will be done. For example:

- If the application is made for Additions – specify what is being added (i.e. bedroom & bathroom/covered deck)
- If the application is made for Alterations – indicate what alterations will be done (replace existing windows/renovate bathroom)

Portal submissions ask for the application type and a description of works.
The answer to both must be filled out on the application form.

To further simplify the application process, we will propose that these descriptions are implemented on the Portal too. However, we will have to work through the working committee before any changes can be made.

Thank you for your co-operation.