

Administrative Instructions

Application to declare premises as a PA/PP

- 42 Owners/occupiers who intend to apply for their premises to be declared as a PA/PP may do so by filling in an application form [here](#).
- 43 The PA/PP application form must be accompanied with the following required documents and sent to SPF_CPS@spf.gov.sg. Samples of relevant documents can be found [here](#).
- a. Draft PA/PP Order for publication in the Singapore Government Gazette in Word (*.doc) format;
 - b. Survey plan referenced in the Draft PA/PP Order demarcating the proposed PA/PP site boundary using Survey 21 (SVY21) datum and coordinates under the Coordinated Cadastral System¹ in JPEG (*.jpg) and PDF (*.pdf) format;
 - c. (where relevant) Map of the surrounding area indicating the boundaries of the surrounding area of the PA/PP where powers are intended to be exercised by AOs, in JPEG (*.jpg)/PNG (*.png) format (minimum 300 dpi);
 - d. (where relevant) Letter of support from relevant public agency, if the premises are owned / occupied by a private sector entity.
 - e. Certificate of Allocation (COA) or an email confirmation from the Singapore Land Authority (SLA) on the validity of the PA/PP mukim/TS lots. (Required for all PA/PP applications except for cessation applications)

44 Applicants should submit PA/PP applications **early** to ensure that premises are declared as PA/PP on the intended date of operationalisation. Upon receipt of the complete set of application documents, CPS will assess the application together with other security agencies, and work with the Attorney-General's Chambers (AGC) to vet the draft PA/PP Order. This process is expected to take around 3 months, depending on the complexity of the PA/PP application and completeness of information submitted for the application.

45 Once the Minister for Home Affairs has approved the application, CPS will inform the applicant of the outcome in writing. The approved PA/PP Order will also be published in the Singapore Government Gazette at least one day before the PA/PP comes into effect.

Application to make amendments to existing PAs/PPs

- 46 An application must be made by the Authority of the PA/PP when there are proposed amendments to any of the following:
- a. The Authority of the PA/PP;
 - b. Description or name of the PA/PP;

¹ Please refer to <https://app.sla.gov.sg/sirent/About/PlaneCoordinateSystem> for more information.

- c. Location or boundaries of the PA/PP; or
- d. Location or boundaries of the surrounding area of the PA/PP (where relevant).

47 The procedures and processes for amendments to PAs/PPs are the same as the application for a PA/PP detailed in paragraphs 42 to 45. The application form for amendments to existing PAs/PPs can be found [here](#).

Application for specified surrounding areas of PAs/PPs

48 Owners/occupiers who intend to exercise powers for their surrounding areas of a PA/PP may do so by filling in an application form [here](#).

49 The PA/PP application form must be accompanied with the following required documents and sent to SPF_CPS@spf.gov.sg. Please refer to this [link](#) for samples of the documents:

- a. Existing PA/PP Gazette (for premises that have been declared as PA/PP);
- b. Draft PA/PP Order for publication in the Singapore Government Gazette in Word (*.doc) format;
- c. Image of survey plan of the PA/PP (either existing, revised or new) (minimum 300 dpi);
- d. Map of surrounding area (different from survey plan of the PA/PP) in JPEG (*.jpg)/PNG (*.png) format (minimum 300 dpi); and
- e. Description of surrounding area (e.g. using road names and distances) to indicate clearly (a) the location of the surrounding area, and (b) the boundary of the surrounding area.

Application for cessation of existing PAs/PPs

50 Where a PA/PP is planned to be decommissioned or if the Authority has determined that there is no security need for a premises to be a PA/PP (e.g. due to changes in functions), the Authority of that PA/PP should make an application to CPS to revoke the PA/PP Order for that PA/PP by sending an email to SPF_CPS@spf.gov.sg, stating the reasons for the cessation.