

## Administrative Instructions

### Application to Declare Premise as a PA/PP

43. Owners/occupiers who intend to apply to CPS for their premise to be declared as a PA/PP may do so by filling an application form found on <https://www.police.gov.sg/about-us/organisational-structure/staff-departments/centre-for-protective-security>.

44. The PA/PP application form must be accompanied with the following required documents and sent to [SPF\\_CPS\\_IPA@spf.gov.sg](mailto:SPF_CPS_IPA@spf.gov.sg):

- a. Draft PA/PP Order for publication in the Gazette in Word (\*.doc) format. A sample can be found on <https://www.police.gov.sg/about-us/organisational-structure/staff-departments/centre-for-protective-security>;
- 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 System<sup>1</sup> in JPEG (\*.jpg) and PDF (\*.pdf) format. A sample can be found on <https://www.police.gov.sg/about-us/organisational-structure/staff-departments/centre-for-protective-security>;
- c. Street Directory Map indicating the boundaries of the PA/PP, and where relevant, the boundaries of the surrounding area of the PA/PP where powers are intended to be exercised by Authorised Officers;
- d. (where relevant) Survey plan referenced in the Draft PA/PP Order demarcating the boundaries of the proposed surrounding area of PA/PP, using Survey 21 (SVY21) datum and coordinates under the Coordinated Cadastral System<sup>1</sup> in JPEG (\*.jpg) and PDF (\*.pdf) format; and
- e. (where relevant) Letter of support from relevant public agency, if the premise is owned/occupied by a private sector entity.

45. 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 1 – 2 months, depending on the complexity of the PA/PP application and completeness of information submitted for the application.

46. 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.

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<sup>1</sup> Please refer to <https://www.sla.gov.sg/sirent/CoordinateSystems.aspx> for more information.

## Application to Make Amendments to Existing Protected Area and Protected Places



47. An application must be made to CPS 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;
- c. Location or boundaries of the PA/PP; or
- d. Location or boundaries of the surrounding area of the PA/PP (where relevant).

48. The procedures and processes for amendments to PA/PP are the same as the application for PA/PP detailed in paragraphs 54 to 56. The application form for amendments to existing PA/PP can be found on <https://www.police.gov.sg/about-us/organisational-structure/staff-departments/centre-for-protective-security>.

## Application for Cessation of Existing Protected Areas and Protected Places

49. Where a PA/PP is planned to be decommissioned or if the Authority has determined that there is no security need for a premise 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\\_IPA@spf.gov.sg](mailto:SPF_CPS_IPA@spf.gov.sg) stating the reasons for the cessation.

