

## **TERMS AND CONDITIONS OF WORKS IN LANDSIDE**

### **1 INTRODUCTION**

- 1.1 This section contains the conditions for works to be carried out at the landside and for any works that have or will potentially impact the operation of the landside roadway. The project officer with the intention to carry out works or which are engaging external contractor to do works at the landside compound include roadways and turf area (hereafter referred as “landside”) shall comply with the conditionals prescribed in this section.
- 1.2 The project officer shall ensure that the personnel engaged to carry out the works are properly briefed and are informed of the requirements to comply with the conditions as stated further in this section and all relevant rules published in AOS manual.

### **2 CONDITIONS FOR WORKS IN LANDSIDE/TURF**

#### **2.1 Approval For Works At The Landside**

- 2.1.1 The Work Party is required to seek approval from CAG project officer for the excavation work permit and/or trial hole work permit. With the written approval from CAG project officer, the Work Party shall submit the Road Work Permit to CAG(S) Landside Roadway Unit (hereafter to be referred to as “RWU”) at least five (5) working days prior to the commencement of work to seek RWU’s approval to perform works in the landside, including any part of the roadways, turf and/or access points for vehicles and drivers into the airside. Information required for the Road Work Permit include:
- i. Purpose/Nature of Works
  - ii. Work Schedule with written approval from CAG project officer;
  - iii. Details on closure of roadway/turf area ( to provide details and drawings of proposed areas for closure)
  - iv. Description of potential disruption to landside roadway (if any). Please state the details and extent of closure/disruption and also measures to minimize the closure/disruption;
  - v. Duration of works (including date and time of commencement and completion of works);
  - vi. Name and contact number of project officer, coordinator who is responsible for submitting the permit;
  - vii. All request for work must be submitted to RWU (roadway.unit@changiairport.com)
- 2.1.2 Works shall not commence until approval has been obtained from RWU.

- 2.1.3 Upon approval of permit by RWU, the project officer shall display a copy of the approved permit at a prominent location of the site.
- 2.1.4 All daily works shall be completed within the approved hours of work. No extension of closure period is allowed unless prior approval has been granted by RWU.
- 2.1.5 For road closures, the contractor shall inform Terminal Management Centre (hereafter to be referred to as “TMC”) before the commencement and after the completion of work each day.

It is the responsibility of the project officer to inform RWU & TMC of any cancellation of approved works or roadway closures.

## **2.2 Landside Road Work/ Road Diversion**

- 2.2.1 Traffic management plan and risk assessment shall be submitted to RWU for lane closures or road diversion. Please refer to Landside Roadway Manual for detailed requirements.
- 2.2.2 During road closures and diversions, the contractor shall provide certified traffic marshallers and required equipment to manage traffic.
- 2.2.3 Diversion road signage in accordance with LTA requirements shall be provided. Such signage shall be properly secured and maintained in an orderly manner. All road signage shall be removed immediately upon completion of work.

## **2.3 Works On Turf Area**

- 2.3.1 For all works on turf area, project officer shall submit the Road Work Permit to RWU for approval at least five (5) working days before commencement of work. Hoarding would be required for works at passenger fronting areas where feasible. Please refer to Landside Roadway Manual for hoarding requirements.

## **2.4 Height Limit**

- 2.4.1 For any installation of new gantry and signboard, the Project Office shall submit and seek CAG(S) Engineering & Development Group (EDG)/Structure and RWU’s approval on the proposed location and details of the installation. Please refer to the Landside Roadway Manual for information on existing height limits at landside.
- 2.4.2 For any road resurfacing works below any form of height limit, the Project Officer shall conduct a comprehensive round of height limit checks post resurfacing to ensure that the height limit is not compromised. The Project Officer shall also submit the height limit measurements to EDG/Structure team and RWU for endorsement.

## **2.5 Oversized Vehicle Movement**

- 2.5.1 For use of vehicle of Class 5 and above, the proposed delivery hours and vehicle routing shall be submitted to RWU for approval. Please refer to Landside Roadway Manual on requirements for oversized vehicle to landside.

## **2.6 Housekeeping**

- 2.6.1 The project officer shall ensure cleanliness of the work site, including:
- i. All road warning signs shall be maintained and faulty ones shall be replaced immediately.
  - ii. Work material shall not be placed on the roadway
  - iii. Debris shall be removed from site upon completion of work at end of each work day.

## **2.7 TELEPHONE NUMBER OF TMC AND FMC**

Terminal Management Centre	6307 8686
Fault Management Centre	6541 2424

## **2.8 LANDSIDE ROADWAY MANUAL**

- 2.8.1 Please refer to the latest copy of the Landside Roadway Manual for detailed requirements for works in landside. A copy can be obtained from CAG intranet: <http://www.changiairportgroup.com.sg/cag/html/others/download-forms.html>.

**LANDSIDE ROAD WORK PERMIT**

Date of submission \_\_\_\_\_

Type of Application : Commencement of Landside project on turf area/lane closure/diversion of roadway/  
Others (please specify) \_\_\_\_\_

Proposed Project Title : \_\_\_\_\_

Description of Works : \_\_\_\_\_

**Location of Work** - Please provide a description of the location.

**Photos of Work Site** - Please provide a site layout view and clearly mark out the work zone.



Remarks (If any) : \_\_\_\_\_

Commencement of Work \_\_\_\_\_ (DD/MM/YYYY) \_\_\_\_\_ (HH:MM)

Completion of Work \_\_\_\_\_ (DD/MM/YYYY) \_\_\_\_\_ (HH:MM)

Name of Contractor \_\_\_\_\_

Project Manager \_\_\_\_\_ (Name) \_\_\_\_\_ (Contact no.)

Alternative Contact \_\_\_\_\_ (Name) \_\_\_\_\_ (Contact no.)

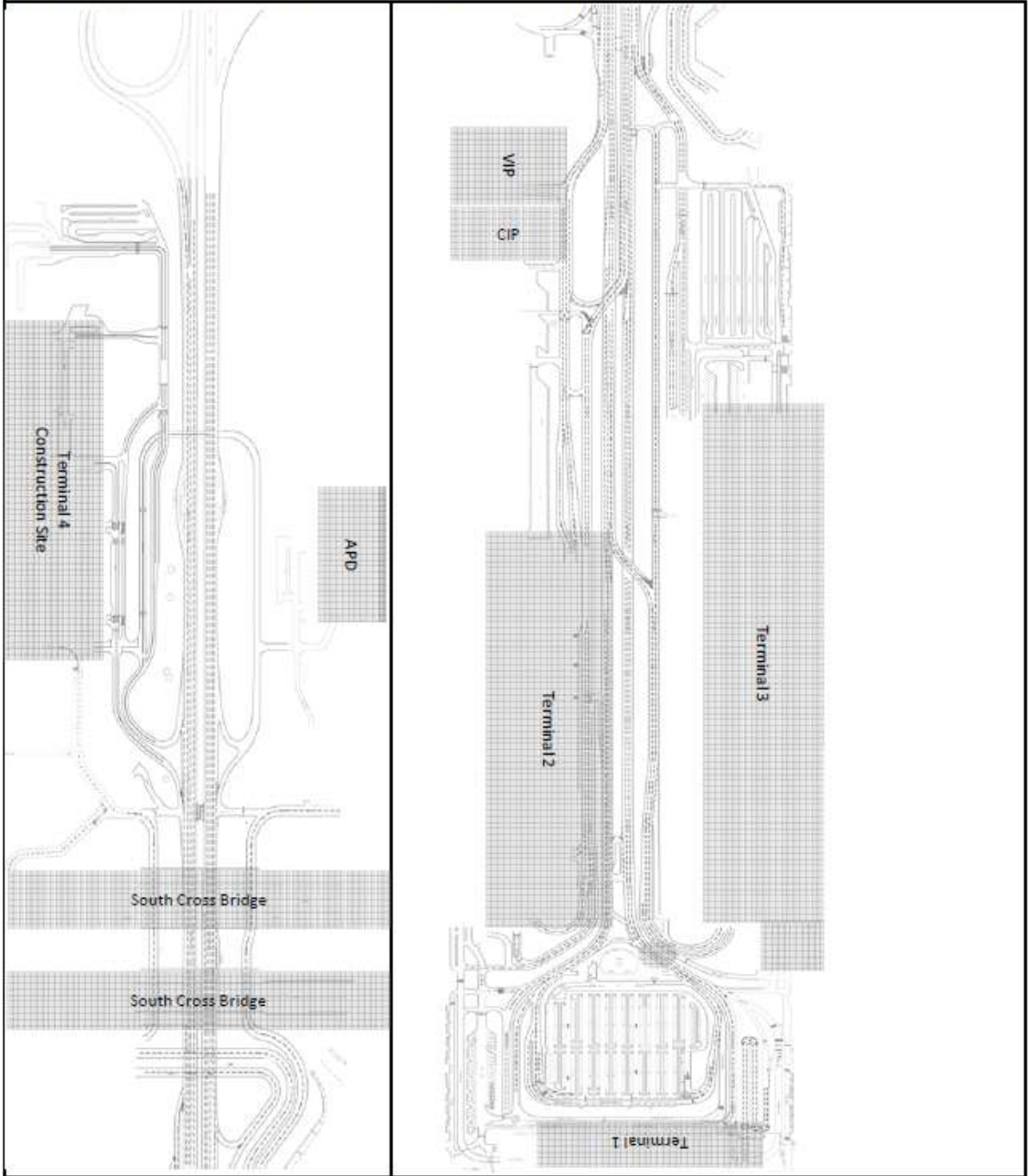
I/We hereby apply for a permit to commence the above-mentioned works as stipulated in the above location and undertake to comply with the requirements as specified in the checklist and guidelines attached.

<b><u>APPLICANT:</u></b>	
CAG PROJECT OFFICER :	_____
SIGNATURE & DATE:	_____

<b><u>APPROVAL BY ROADWAY UNIT:</u></b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
APPROVING OFFICER :	_____
SIGNATURE & DATE:	_____

A copy of this approved Landside Road Permit shall be prominently displayed on site.

Location of Work- Please clearly mark out the work zone on the layout map (indicate start & end of work area)



**INSTRUCTION FOR APPLICATION OF LANDSIDE ROADWAY PERMIT**

Please refer to the Landside Roadway Manual for the Terms & Conditions of Works in Landside

<http://www.changiairportgroup.com.sg/cag/html/others/download-forms.html>.

1. The Landside Road Work Permit is applicable for all landside works at Changi Airport.
2. Please submit the form to the divisions on the Distribution List five (5) working days before the commencement of work
3. Please submit the following supporting documents:
  - a) Traffic management plan (compliant with LTA code of practice)
  - b) Traffic survey results (e.g., vehicle count, traffic study) for full-day road closure and/or road diversion
4. The proposed work can only proceed after receiving approval from all divisions on the Distribution List.
5. If Class 5 vehicles are used for construction or delivery, please submit with this application the relevant information specified in Landside Roadway Manual.
6. The proposed work can only proceed after receiving approval from all divisions on the Distribution List.
7. Contractor is to inform Terminal Management Center at 6307 8686 at the start and end of the work.

## DISTRIBUTION LIST

1. Airport Operations Roadway Unit Chang Rong/Huang You Yi	<a href="mailto:roadway.unit@changiairport.com">roadway.unit@changiairport.com</a>	Objection/ No Objection
2. External Engineering Systems Kaiser Ng ANUAR ALI Makbul Hussain	<a href="mailto:kaiser.ng@changiairport.com">kaiser.ng@changiairport.com</a> <a href="mailto:anuar.ali@changiairport.com">anuar.ali@changiairport.com</a>	Objection/ No Objection
3. Civil Wong Sou Chun Ong Wee Heng	<a href="mailto:wong.souchun@changiairport.com">wong.souchun@changiairport.com</a> <a href="mailto:ong.weeheng@changiairport.com">ong.weeheng@changiairport.com</a>	Objection/ No Objection
4. Master Planning Chee Kay Hyang	<a href="mailto:chee.kayhyang@changiairport.com">chee.kayhyang@changiairport.com</a>	Objection/ No Objection
5. Horticulture Ling Hua Choo	<a href="mailto:ling.huachoo@changiairport.com">ling.huachoo@changiairport.com</a>	Objection/ No Objection