



**GUIDELINES ON ISSUANCE OF FORM F1
(PARTIAL CERTIFICATE OF COMPLETION AND COMPLIANCE)**

1. This General Circular is issued to provide guidance to Professional Architects/Engineers on the issuance of **Form F1** i.e the Partial Certificate of Completion and Compliance
2. By-Law 27 of the Uniform Building By-Law 1984 (amendment 2007) stipulates the following:

“(1) The principal submitting person may issue a partial certificate of completion and compliance in Form F1 as set out in the Second Schedule in respect of any part of a building partially completed subject to any condition imposed by the local authority which it deems necessary for reason of public health and safety:

Provided that no such certificate shall be issued unless all the essential services including access roads, landscape, car parks, drains, sanitary, water and electricity installation, fire hydrant, sewerage and refuse disposal requirements and, fire lifts where required, serving the partially completed portion of the building have been provided.

(2) A partial certificate of completion and compliance once issued shall remain effective until the whole building is completed and a certificate of completion and compliance is issued in pursuance of by-law 25”

3. Form F1 is meant to cater for a building that requires any part/s of the development to be completed ahead of the rest. An example would be a complex such as shopping mall with residential or commercial towers above. Therefore, terrace houses completed in different phases do not fall under this category.
4. The part of the building to be completed must be demarcated clearly in the building plans submitted and approved by the local authority. The Form F1 is

issued in relation to the part/s as approved. In instances where the original building plans are approved as a whole without indicating partial completion and the developer then decides to do so subsequent to the approved building plans, the Professional Architect/Engineer has to obtain written consent to complete the development in section/s.

5. The authority may impose additional requirements such as additional protection and hoardings for the section/s concerned and also establish requirements concerning common infrastructure etc. In their consent. Form F1 can therefore only be issued for planned section/s in the manner that has been permitted by the local authority. It is not up to the Principal Submitting Person's discretion to decide as and when he wishes to issue Form F1. Form F shall be issued for the whole building once all the parts are completed.
6. Form F1 is not meant to cater for development involving distinct separate /independent buildings such as terrace houses that are to be developed in phases etc. For example, for terrace houses involving 100 units which have been approved under one submission, Form F1 cannot be issued for 30 units which are completed ahead of the rest.

In the even the developer decides to build certain number of units only due to market demand, consent from local authority is also required to demarcate the phases concerned and to confirm the related infrastructure required to be completed to serve the respective phases. Form F and not Form F1 can then be issued for each of these phases when completed as they are distinctly independent.

7. When issuing the Form F1, the Professional Architects/Engineers who are Principle Submitting Persons are required to ensure a copy of the Form F1 together with Forms G1 to G21 and the necessary clearance letters are sent to the Local Authorities and to LAM/LJM within 14 days from the date of issuance.
8. All Professional Architects/Engineers are required to comply with the above requirement and the breach will constitute serious offence under the law.