

# PUB Business & Professional (B&P) Portal

A user guide to login and access the  
features and services in the portal.

Version 4 - June 2024



# Past Versions

Version	Date	Amendments
1	Aug 2023	Release with B&P Portal Release 1
2	Mar 2024	Release with B&P Portal Release 2
3	Apr 2024	Changes to "Access to Past Submissions"
4	Jun 2024	Release with B&P Portal Release 3 - POWS Submission

# Outline

- [What is the PUB B&P Portal?](#)
- [Forms under PUB B&P Portal](#)
- [Pre-requisites](#)
- [Log in as Individual User](#)
- [Log in as Business User](#)
- [What are the forms available for each role?](#)
- [What is on your Personalised Dashboard](#)
- [Licensed Plumber's Details at a Glance](#)
- [Access All Submissions](#)
- [Create Submission for Single Stage Submission](#)
- [Create Submission for 2-Stage Forms - Notification before Works Commencement](#)
- [Create Submission for 2-Stage Forms – CSC after Works Completion](#)
- [Create Submission for Multistage Submission](#)
- [Resubmit an Application](#)
- [Delete a Draft Submission](#)
- [Access to Past Submissions](#)
- [Submission Status Check](#)
- [POWS Projects Dashboard at a Glance](#)
- [POWS User Verification](#)
- [POWS Submission – Create A Project](#)
- [POWS Submission – Create New Submission](#)
- [POWS Submission – Make a correspondence](#)
- [Troubleshooting – Files](#)
- [Troubleshooting – Information](#)
- [Troubleshooting – Returned Submission](#)
- [Contact Us](#)

# What is the PUB B&P Portal?

A secured and personalised portal for  
Licensed Plumbers, Qualified Persons & Industry Professionals  
to transact and make submissions online to PUB

# Forms under PUB B&P Portal

Release 1 on 25 Sep 2023

- Replace PUB LP Portal and focus on most LP submission types
- QP Portal and POWS Portal for QPs, Contractors and other Professionals to make submissions will remain accessible.

Submission Types
<p><b>Water</b></p> <ul style="list-style-type: none"> <li>• Notification/CSC of Annual Water Tank Certification</li> <li>• Notification/CSC of Water Service Installation (WSI) Works</li> <li>• CSC of WSI Works (Urgent Repairs/Minor Works)</li> </ul>
<p><b>Used Water</b></p> <ul style="list-style-type: none"> <li>• Notification/CSC for Works/Connection of Temporary Sanitary and Toilet Facilities to Sewerage System (Form E &amp; Form H)</li> <li>• Notification/CSC of Sanitary Works at Existing Premises/Buildings (Form F &amp; Form H)</li> <li>• Notification/CSC of Works/Connection of Temporary Sanitary Facility to Sewerage System at Trade Fair (Form I &amp; Form H)</li> <li>• CSC for Sealing Off Temporary Sewer Connection to Sewerage System and Demolition of Temporary Holding Tanks (Form H)</li> </ul>

Release 2 on 25 Mar 2024

- QP Portal will be shut down.
- Expand B&P Portal to include remaining LP submission types, and submissions made by QPs, Contractors and other Professionals

Submission Types
<p><b>Drainage</b></p> <ul style="list-style-type: none"> <li>• Application for Works Requiring Earth Control Measures (ECM)</li> <li>• Declaration for Storm Water Drainage System</li> <li>• Application for Temporary Works Affecting Drain / within Drainage Reserve</li> </ul>
<p><b>Used Water</b></p> <ul style="list-style-type: none"> <li>• Application for Proposed New Factory-Converted Dormitory or Renewal/Intensification of Existing Factory-Converted Dormitory (Form J)</li> <li>• Application to Work in Public Sewerage System (Form B)</li> <li>• Notification to Carry out Sewer Connection Works (Form B1 Part 1)</li> <li>• Notification Prior to Completion of Sewer Connection (Form B1 Part 2)</li> </ul>

Release 3 on 1 July 2024

- POWS Portal will be shut down.
- B&P Portal allows POWS submissions to be made by QPs, Contractors, and other Professionals.

Submission Types
<p><b>Protection of Water and Sewer Pipes (POWS)</b></p> <ul style="list-style-type: none"> <li>• Submission for Specified Activities within the Corridor of Sewer, Water and Raw Water Pipes</li> </ul>

# Pre-requisites

Please check that you have fulfilled the following requirements:

- You are a Singapore Citizen, Permanent Resident or Foreign Identification Number (FIN) holder.
  - You have a Singpass Account, and have installed Singpass application on your mobile device and activated 2FA.  
(refer to [Singpass Registration Guide](#))
  - You have installed the latest version of any one of these browsers on your laptop or PC: Edge, Chrome, Safari, or Mozilla Firefox.
- i** Business users representing an organisation, should log in using Corppass ID. You have to contact your organisation's Corppass Admin to onboard a new Singpass Holder to the organisation.  
(refer to the [Guide for Corppass Admin.](#))

# Log in as Individual User

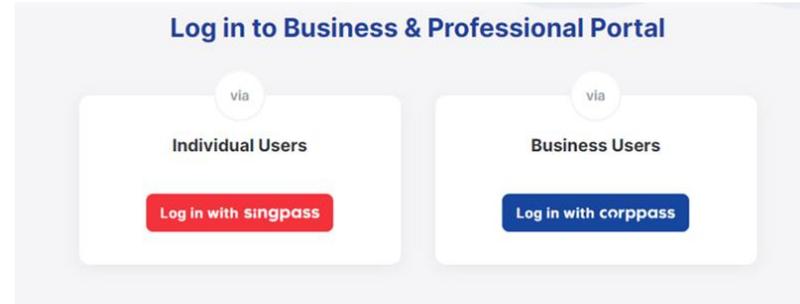
- 1 Access B&P Portal either via:  
<https://www.eservices.pub.gov.sg/bpp>



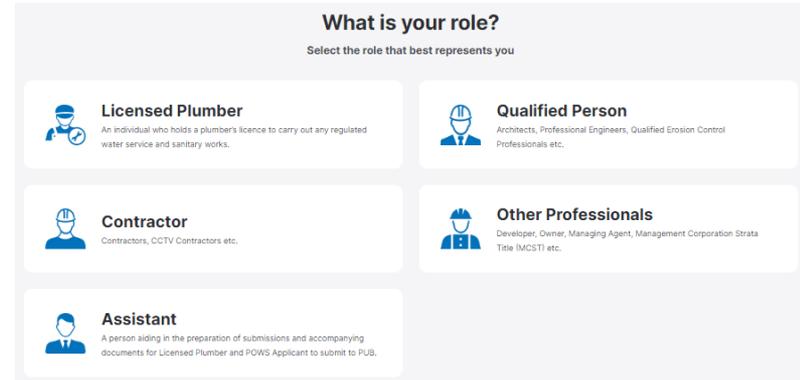
- 3 Scan QR code using Singpass app  
or Tap on  to open it on mobile device  
or Use Password login.



- 2 Click 



- 4 Select your role.



# Log in as Business User

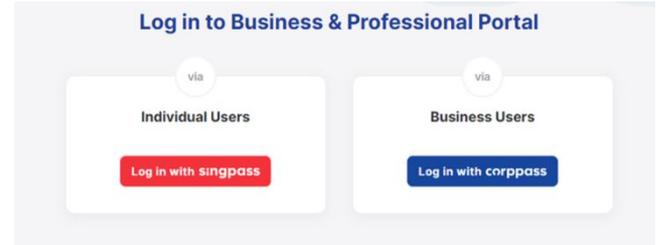
- 1 Access B&P Portal either via:  
<https://www.eservices.pub.gov.sg/bpp>



- 3 Scan QR code using Singpass app  
or Tap on  to open it on mobile device  
or Use Password login.



- 2 Click 

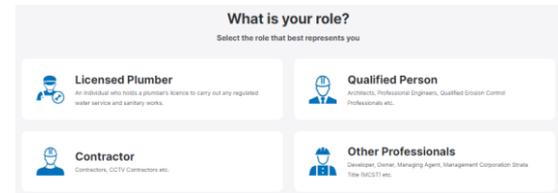


- 4a Choose an organisation if you are employed with multiple organisations.

Select UEN/Entity ID



- 4b Select your role.



# What forms are available for each role?



## Licensed Plumber

An individual who holds a plumber's licence to carry out any regulated water service and sanitary works.

### Water

- Notification and CSC of Annual Water Tank Certification
- Notification and CSC of Water Service Installation (WSI) Works
- CSC of WSI Works (Urgent Repairs/Minor Works)

### Used Water

- Notification and CSC for Works/Connection of Temporary Sanitary and Toilet Facilities to Sewerage System (Form E & Form H)
- Notification and CSC of Sanitary Works at Existing Premises/Buildings (Form F & Form H)
- Notification and CSC of Works/Connection of Temporary Sanitary Facility to Sewerage System at Trade Fair (Form I & Form H)
- CSC for Sealing Off Temporary Sewer Connection to Sewerage System and Demolition of Temporary Holding Tanks (Form H)
- Application for Proposed New Factory-Converted Dormitory or Renewal/Intensification of Existing Factory-Converted Dormitory (Form J)
- Application to Work in Public Sewerage System (Form B)
- Notification to Carry out Sewer Connection Works (Form B1 Part 1)
- Notification Prior to Completion of Sewer Connection (Form B1 Part 2)

# What forms are available for each role?



## Qualified Person

Architects, Professional Engineers, Qualified Erosion Control Professionals etc.

### Drainage

- Application for Works Requiring Earth Control Measures (ECM)
- Declaration for Storm Water Drainage System
- Application for Temporary Works Affecting Drain / within Drainage Reserve

### Used Water

- Application for Proposed New Factory-Converted Dormitory or Renewal/Intensification of Existing Factory-Converted Dormitory (Form J)
- Application to Work in Public Sewerage System (Form B)
- Notification to Carry out Sewer Connection Works (Form B1 Part 1)
- Notification Prior to Completion of Sewer Connection (Form B1 Part 2)

### Protection of Water and Sewer Pipes (POWS)

- Submission for Specified Activities within the Corridor of Sewer, Water and Raw Water Pipes

# What forms are available to each role?



## Contractor

Contractors, CCTV Contractors etc.

### Used Water

- Application for Proposed New Factory-Converted Dormitory or Renewal/Intensification of Existing Factory-Converted Dormitory (Form J)
- Application to Work in Public Sewerage System (Form B)
- Notification to Carry out Sewer Connection Works (Form B1 Part 1)
- Notification Prior to Completion of Sewer Connection (Form B1 Part 2)

### Protection of Water and Sewer Pipes (POWS)

- Submission for Specified Activities within the Corridor of Sewer, Water and Raw Water Pipes



## Other Professionals

Developer, Owner, Managing Agent, Management Corporation Strata Title (MCST) etc.

### Drainage

- Declaration for Storm Water Drainage System
- ### Protection of Water and Sewer Pipes (POWS)
- Submission for Specified Activities within the Corridor of Sewer, Water and Raw Water Pipes



## Assistant

A person aiding in the preparation of submissions and accompanying documents for Licensed Plumber to submit to PUB.

### All LP Related E-Forms

### Protection of Water and Sewer Pipes (POWS)

- Submission for Specified Activities within the Corridor of Sewer, Water and Raw Water Pipes

# What is on your Personalised Dashboard

## Check overall submission status

- **Draft:** Not submitted
- **Processing:** Being verified by PUB Processing Officers
- **Accepted:** Approved by PUB
- **Returned:** Issued with Written Directions

## Menu items

Include links to PUB's Code of Practice and user guides and to report issue to PUB.

Check / update details, POWS User ID, LP license and LP demerit points (applicable for Licensed Plumber only)

Create / retrieve submissions

Toggle between LP & QP and POWS Projects

## Check recent submissions

Up to 5 submissions can be viewed with information on next steps e.g.

- "Next action: Notify PUB upon work completion" → to submit CSC upon work completion
- "Resubmit: Notification of statutory completion", or "Resubmit: Notification of start work" → to resubmit after returned by PUB

Announcements/ Circulars  
Click "View more" for the full list.

The screenshot shows the PUB Personalised Dashboard for user ANG LYE THIAM KENNY. The dashboard features a navigation bar with 'Home', 'All Submissions', 'Report an Issue', and 'Quick Links'. The user's name and POWS User ID (P114984169) are displayed. The 'My Dashboard' section includes a toggle for 'LP & QP Projects' and 'POWS Projects', and buttons for 'Retrieve Submission' and 'Create a Submission'. The submission status summary shows: Draft (15), Processing (25), Accepted (20), and Returned (6). Below this are sections for 'Recent Submissions' and 'Announcements / Circulars'. The 'Recent Submissions' section lists four items: ABC Construction (Processing), Star Condo Project (Accepted), Jurong East Sewer (Returned), and ABC Water Service (Processing). The 'Announcements / Circulars' section lists three items: 'There is an upcoming refreshers course available for you to register' (Today), 'Introduction of new online submission system for licensed plumber' (3 days ago), and 'Addendum No.1 to Code of Practice On Surface Water Drainage (7th Edition)' (2 weeks ago).

## Note:

For all submissions, only processing / accepted / returned submissions where last status change was on 1 Jul 2022 will be shown. Exception: For Form B/B1 submissions, submissions from 1 Apr 2019 will be shown.

# Licensed Plumber's Details at a Glance

(applicable for Licensed Plumber only)

## Reminder and steps to renew license (auto pop up)

License Renewal

Your licence is expiring

Valid until 14/12/2023

### Steps to renew your license

- 1 Please check on the refresher course availability dates at PUB website (<https://www.pub.gov.sg/compliance/plumbingworks/licensedplumbers>)
- 2 Register for the refresher course with Singapore Plumbing Society at 62920111/96568307 or BCA Academy at 1800 3425 222.
- 3 If you have further enquires, you may email us at [pub\\_lp@pub.gov.sg](mailto:pub_lp@pub.gov.sg).

## View personal messages and notifications

The dashboard shows the user's name, license status, and project counts. A yellow banner indicates the license is due for renewal before 14/12/2023. The dashboard is divided into sections for project status (Draft, Processing, Accepted, Returned), recent submissions, and announcements.

Status	Count
Draft	15
Processing	25
Accepted	20
Returned	6

Project Name	Status	Last Modified
ABC Construction	Processing	07/20/2022
Star Condo Project	Accepted	07/20/2022
Jurong East Sewer	Returned	07/20/2022
ABC Water Service	Processing	07/20/2022

Announcements include: "There is an upcoming refresher course available for you to register", "Introduction of new online submission system for licensed plumber", and "Addendum No.1 to Code of Practice On Surface Water Drainage (7th Edition)".

## Check your personal details

Update photos/details using "Retrieve info via MyInfo" from Singpass.

The page displays personal information fields such as License No., Name, NRIC/Number (Last 4 digits), Company Name, Postal Code, House/Flat No., Street Name, Unit No., and Building Name. A red box highlights the "Retrieve info via MyInfo" button.

## View licence status and demerit points history



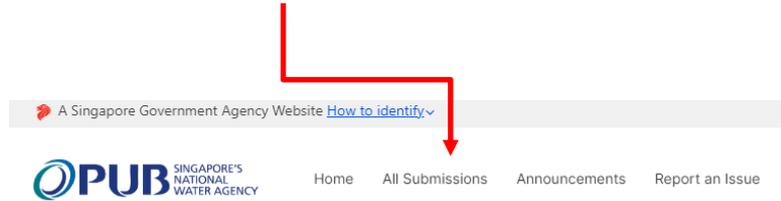
Active



Suspended

# Access All Submissions

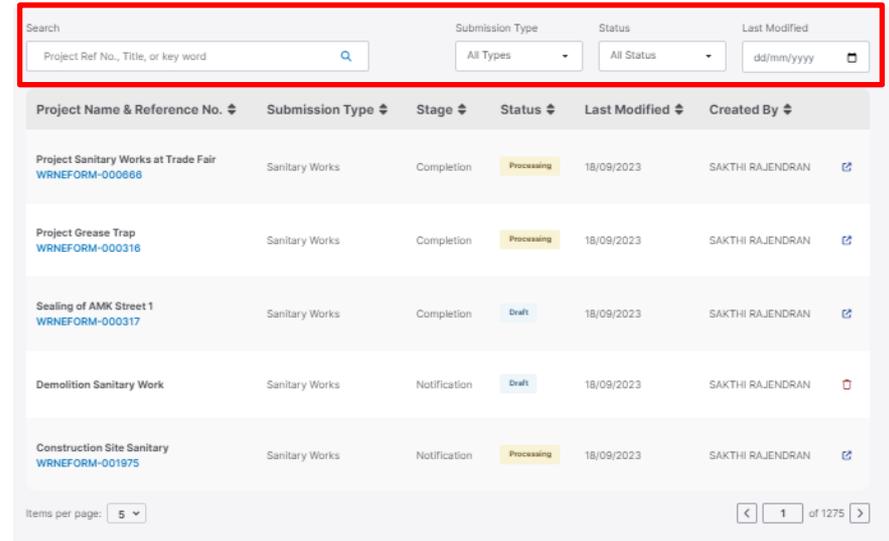
1 Click “All Submissions” on the Menu Items.



or Click “View All” under Recent Submissions.



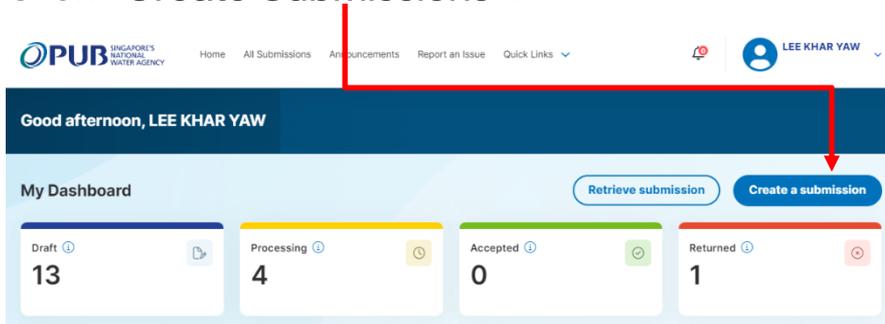
2 Sort and search by status / values.



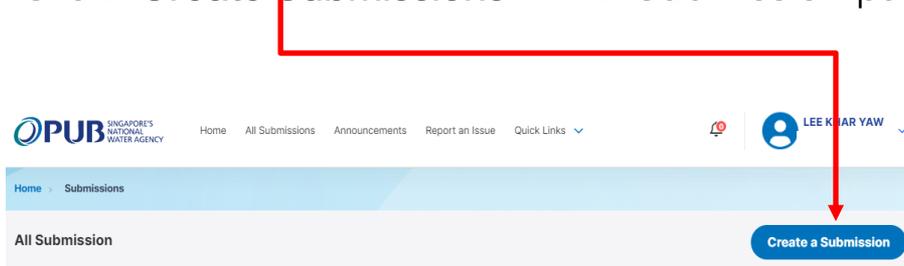
# Create Submission for Single Stage Submission

## Example: ECM Form

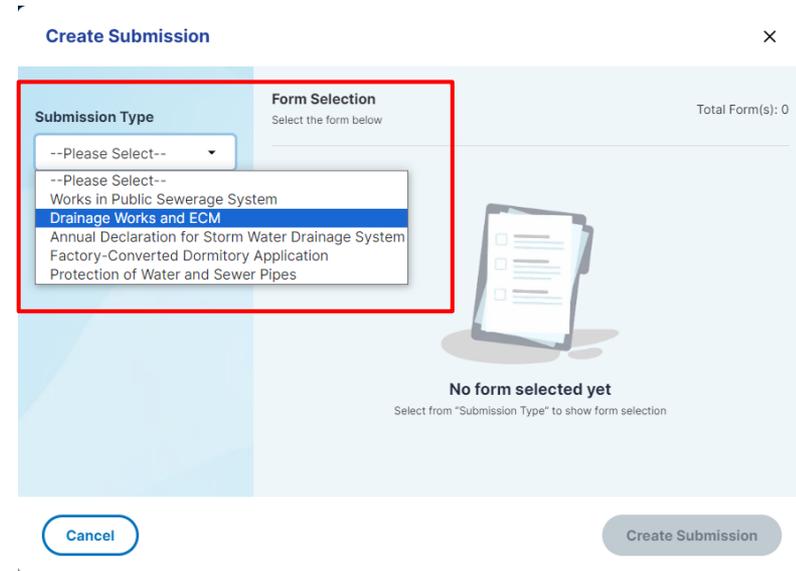
1 Click “Create Submissions”.



OR Click “Create Submissions” in All Submission page.



2 Applicant to select desired “Submission Type”.



# Create Submission for Single Stage Submission

## Example: ECM Form

- 3 Select Form and click “Create Submission”. 4 Click “Start”.

**Form Selection** Total Form(s): 2

Select the form below

- Earth Control Measures (ECM)**  
Submit Application for Works Requiring Earth Control Measures (ECM)
- Temporary Works Affecting Drain / Within Drainage Reserve**  
Submit Application for Temporary Works Affecting Drain / Within Drainage Reserve

**Create Submission**

**New Project** Project Ref No.: Draft

Type: Earth Control Measures (ECM) Application Created On: 28/02/2024 | Last Modified: 28/02/2024 | Created by: WATNA TINARAT

**Start**

1 **Submit Application for Works Requiring Earth Control Measures (ECM)**

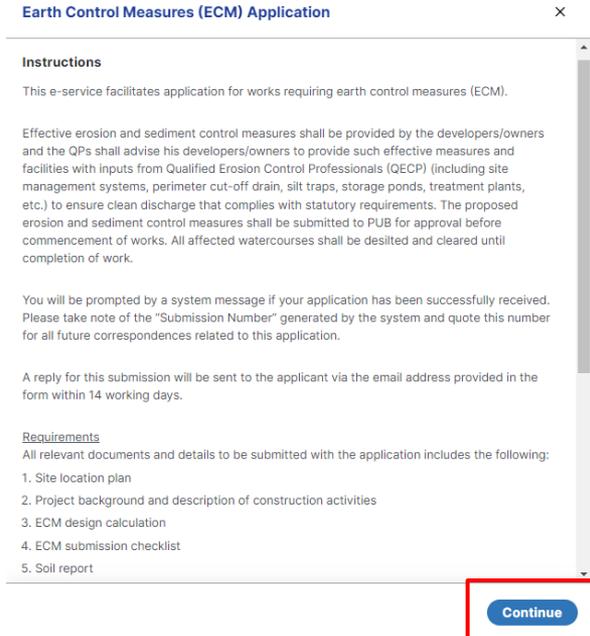
Submit Application for Works Requiring Earth Control Measures (ECM) **Start**

2 End

# Create Submission for Single Stage Submission

## Example: ECM Form

5 Read the instructions and prepare the information required. Click “Continue” to start.



**Earth Control Measures (ECM) Application**

**Instructions**

This e-service facilitates application for works requiring earth control measures (ECM).

Effective erosion and sediment control measures shall be provided by the developers/owners and the QPs shall advise his developers/owners to provide such effective measures and facilities with inputs from Qualified Erosion Control Professionals (QECP) (including site management systems, perimeter cut-off drain, silt traps, storage ponds, treatment plants, etc.) to ensure clean discharge that complies with statutory requirements. The proposed erosion and sediment control measures shall be submitted to PUB for approval before commencement of works. All affected watercourses shall be desilted and cleared until completion of work.

You will be prompted by a system message if your application has been successfully received. Please take note of the “Submission Number” generated by the system and quote this number for all future correspondences related to this application.

A reply for this submission will be sent to the applicant via the email address provided in the form within 14 working days.

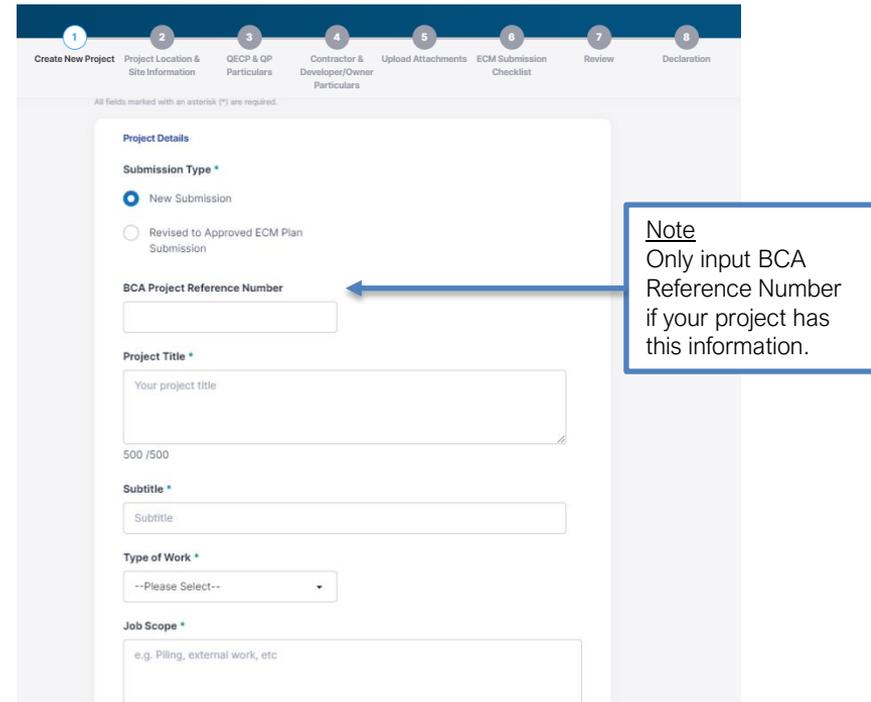
Requirements

All relevant documents and details to be submitted with the application includes the following:

1. Site location plan
2. Project background and description of construction activities
3. ECM design calculation
4. ECM submission checklist
5. Soil report

**Continue**

6 Input necessary details into all compulsory fields(\*). Click “Next” to proceed.



**Project Details**

**Submission Type \***

New Submission

Revised to Approved ECM Plan Submission

**BCA Project Reference Number**

**Project Title \***

Your project title

500 /500

**Subtitle \***

Subtitle

**Type of Work \***

--Please Select--

**Job Scope \***

e.g. Piling, external work, etc

**Note**  
Only input BCA Reference Number if your project has this information.

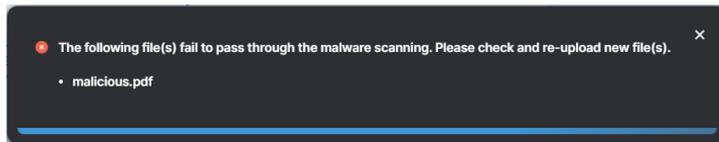
# Create Submission for Single Stage Submission

## Example: ECM Form

7 Attach file(s) by clicking “Browse files” or drop the file into the relevant boxes. Click “Next” to upload.

### Note:

- Users can only upload up to 20MB of file(s) for each submission.
- You can remove or download file when file name is lighted up.
- To remove a file, click on the respective “Delete” button.
- All file(s) will be scanned for malware. You will receive a notification if there are malicious file(s). Please check and re-upload new file(s).

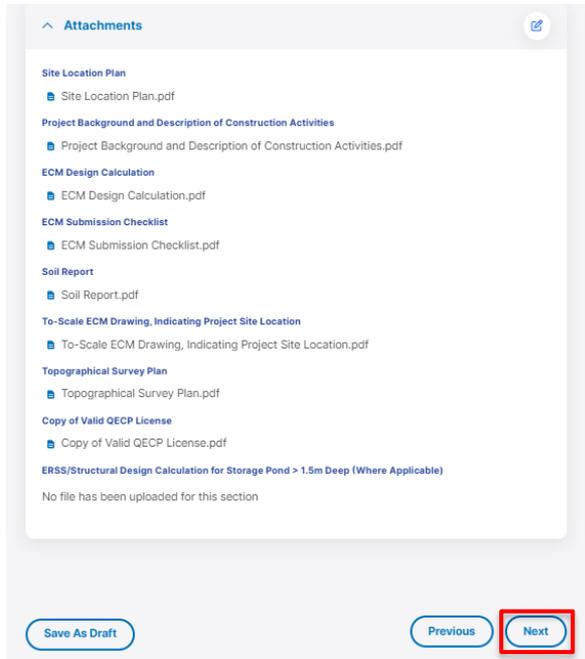
A screenshot of a web form for submitting an ECM. At the top, it says "All fields marked with an asterisk (\*) are required." and "Maximum file size is 50 MB per submission." The form is divided into two columns of upload boxes. Each box has a dashed blue border and contains a folder icon, the text "Drag & drop your files here (doc, doc x, ppt, pptx, jpeg, pdf, zip)", an "OR" separator, and a "Browse files" button. The fields are: "Site Location Plan\*", "To-Scale ECM Drawing, Indicating Project Site Location\*", "Project Background and Description of Construction Activity", "Topographical Survey Plan\*", "ECM Design Calculation\*", "Copy of Valid GCEP License\*", "ECM Submission Checklist\*", and "BRSS/Structural Design Calculation for Storage Pond > 1.5m Deep (Where Applicable)". At the bottom right, there are "Save As Draft", "Previous", and "Next" buttons. The "Next" button is highlighted with a red box.

# Create Submission for Single Stage Submission

## Example: ECM Form

8 Review the completed form and click “**Next**” when ready.

- Click on the respective  to make edits

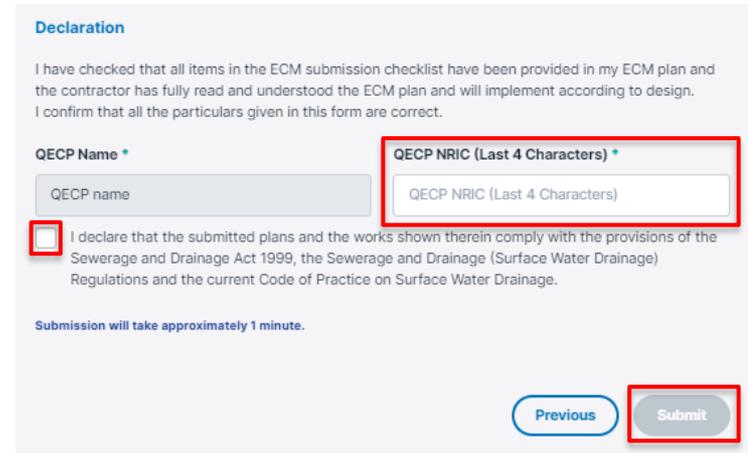


Attachments

- Site Location Plan
  - Site Location Plan.pdf
- Project Background and Description of Construction Activities
  - Project Background and Description of Construction Activities.pdf
- ECM Design Calculation
  - ECM Design Calculation.pdf
- ECM Submission Checklist
  - ECM Submission Checklist.pdf
- Soil Report
  - Soil Report.pdf
- To-Scale ECM Drawing, Indicating Project Site Location
  - To-Scale ECM Drawing, Indicating Project Site Location.pdf
- Topographical Survey Plan
  - Topographical Survey Plan.pdf
- Copy of Valid QECP License
  - Copy of Valid QECP License.pdf
- ERSS/Structural Design Calculation for Storage Pond > 1.5m Deep (Where Applicable)
  - No file has been uploaded for this section

Save As Draft Previous **Next**

9 Input the last 4 characters of QECP’s NRIC and tick the checkbox to make declaration. Click “**Submit**” to complete the application.



Declaration

I have checked that all items in the ECM submission checklist have been provided in my ECM plan and the contractor has fully read and understood the ECM plan and will implement according to design. I confirm that all the particulars given in this form are correct.

I declare that the submitted plans and the works shown therein comply with the provisions of the Sewerage and Drainage Act 1999, the Sewerage and Drainage (Surface Water Drainage) Regulations and the current Code of Practice on Surface Water Drainage.

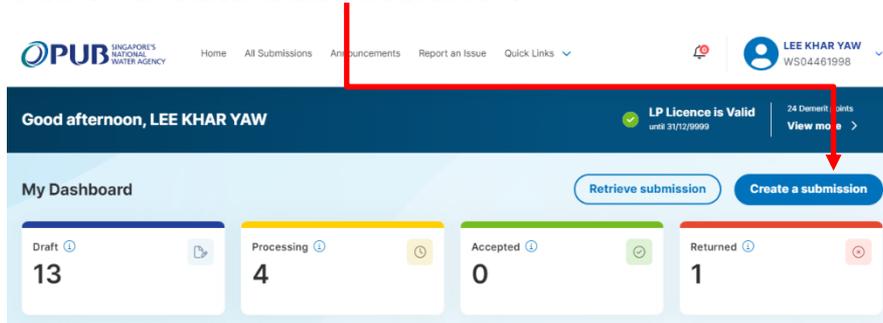
Submission will take approximately 1 minute.

Previous **Submit**

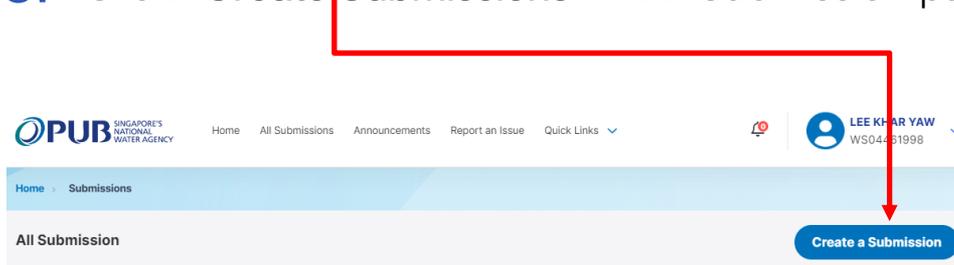
# Create Submission for 2-Stage Forms - Notification before Works Commencement

## Example: Form E

1 Click “Create Submissions”.



OR Click “Create Submissions” in All Submission page.



# Create Submission for 2-Stage Forms - Notification before Works Commencement

## Example: Form E

2 LPs to select desired “Submission Type”.

Assistants (Drafters) to select preparing submission on behalf of which Role and the “Submission Type”. **This role is only available for LP submissions.**

**Create Submission** [Close]

**Submission type**

--Please Select--

--Please Select--  
Annual Water Tank Certification  
Water Service Installation (WSI) Works  
Sanitary Works

**Form Selection**  
Select the form below

Total Form: 0

**No form selected yet**  
Select from "submission type" to show form selection

Cancel Create submission

**Create Submission** [Close]

**Are you submitting on behalf of a**

Licence Plumber  
 Qualified Person  
 Contractor  
 Others

**Submission type**

--Please Select--

--Please Select--  
Annual Water Tank Certification  
Water Service Installation (WSI) Works  
Sanitary Works

**Form Selection**  
Select the form below

Total Form: 0

**No form selected yet**  
Select from "submission type" to show form selection

Cancel Create submission

# Create Submission for 2-Stage Forms - Notification before Works Commencement

## Example: Form E

- 3 Select Form and click “Create Submission”. 4 Click “Start”.

**Form Selection** Total Form: 4

Select the form below

- Sanitary Works (Construction Site)**  
Submit Notification for works/connection of temporary sanitary and toilet facilities to sewerage system (Form E)
- Sanitary Works (Existing Development)**  
Submit Notification to carry out sanitary works that affect any common sanitary pipe, inspection chamber or public sewerage system (Form F)
- Sanitary Works (Trade Fair)**  
Submit Notification for works/connection of temporary sanitary facility to sewerage system at Trade Fair (Form I)

**Completion of Sanitary Works (Temporary)**

Create submission

Project Ref No.: **Dish**

**New Project**

Type: Sanitary Works Created on: 19/07/2023 | Last modified: 19/07/2023 | Created by: WATANA TIWARAT

**Start**

1 **Submit Notification before Works Commencement**

Sanitary Works (Temporary Toilet Facilities) Start

2 **Submit Certificate of Satisfactory Completion after works completion**

End

Form in previous step has to be completed in order to start Form H

Completion of Sanitary Works Start

# Create Submission for 2-Stage Forms - Notification before Works Commencement

## Example: Form E

- 5 Read the instructions and prepare the information required. Click “Continue” to start.

**Notification of Sanitary Works**

This form may take you about 15 minutes to fill in.

**Instructions**

This is a submission by Licensed Plumber to PUB for notifiable sanitary works under the Sewerage & Drainage Act.

Notification of works shall be submitted at least 7 working days before works commencement and Notification of works completion shall be submitted within 7 working days after the works completion. PUB may carry out audit inspection on the completed works.

All relevant information shall be submitted:

[Continue](#)

- 6 LPs to check details. Click “Next” to proceed.  
*(If you are an Assistant, you have to input own details and LP Licence Number here)*

**LP Details** Project Details OP Details Contractor Details Attachments Review Declaration

All fields marked with an asterisk (\*) are required.

**Particulars**

LP Licence No. \* Name \*

WS04461998 LEE KHAR YAW

NRIC/FIN Number (Last 4 digits)

318Z

**Contact Details**

Mobile No. \* Email Address \*

82295693 newcolinang2003@yahoo.com

[Save as draft](#) [Previous](#) [Next](#)

# Create Submission for 2-Stage Forms - Notification before Works Commencement

## Example: Form E

- 7 Input project details into all compulsory fields(\*).  
Click “**Next**” to proceed.

### Note

- For BCA Reference Number, only input this field if your project has the information.
- For MK Lot Number fields, input the correct lot name format issued by the Singapore Land Authority (SLA).

The screenshot shows a web form titled "Project Details" as part of a 6-step process. The steps are: 1. LP Details (checked), 2. Project Details (active), 3. QP Details, 4. Contractor Details, 5. Attachments, and 6. Review. A note states: "All fields marked with an asterisk (\*) are required." The form is divided into several sections:

- Particulars**
  - BCA Reference Number**: A text input field.
  - Project Title \***: A large text area with a placeholder "Your project title" and a character count "200 / 200".
  - Connection Type \***: A dropdown menu with "--Please Select--".
- Duration of Development Project**
  - Building Commencement Date \***: A date picker with the format "dd/mm/yyyy".
  - Building Completion Date \***: A date picker with the format "dd/mm/yyyy".
- Project Location**
  - Postal Code \***: A text input field with the placeholder "Postal Code".
  - House / Blk No. \***: A text input field with the placeholder "Project house / blk no.".
  - Street Name \***: A text input field with the placeholder "Project street name".
  - Unit No. \***: A text input field with the placeholder "Project unit no.".
- MK / TS - Lot No. \***: A dropdown menu followed by a text input field containing "12", a hyphen, a text input field containing "12345", and a dropdown menu with "V".

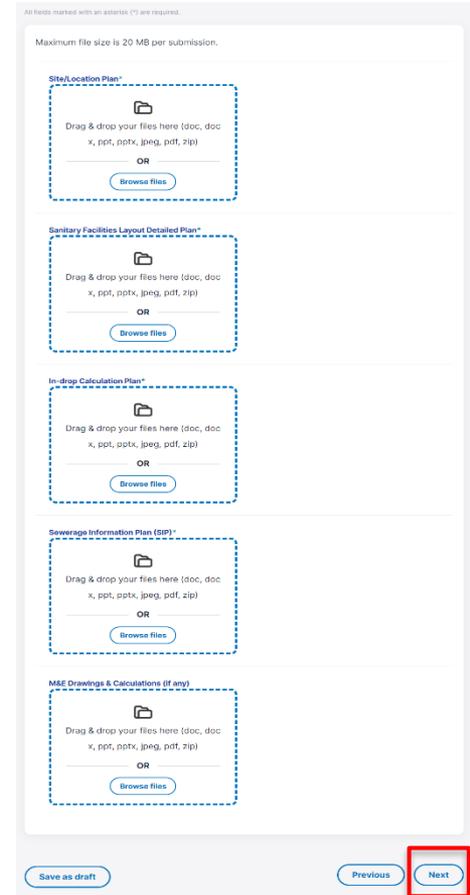
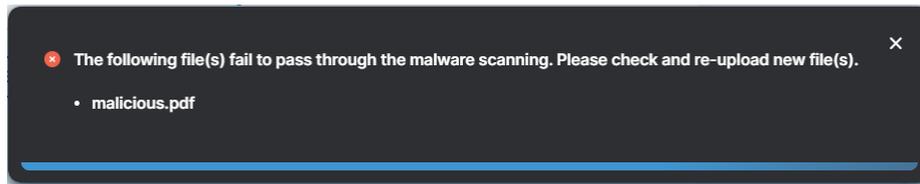
# Create Submission for 2-Stage Forms - Notification before Works Commencement

## Example: Form E

8 Attach file(s) by clicking “**Browse files**” or drop the file into the relevant boxes. Click “**Next**” to upload.

### Note:

- Users can only upload up to 20MB of file(s) for each submission.
- You can remove or download file when file name is lighted up.
- To remove a file, click on the respective “Delete” button.
- All file(s) will be scanned for malware. You will receive a notification if there are malicious file(s). Please check and re-upload new file(s).



A screenshot of a web form interface for creating a submission. At the top, it states "Maximum file size is 20 MB per submission." and "All fields marked with an asterisk (\*) are required." The form contains five sections, each with a dashed blue border and a file upload icon:

- Site/Location Plan\***: Drag & drop your files here (doc, docx, ppt, pptx, jpeg, pdf, zip). OR [Browse files](#)
- Sanitary Facilities Layout Detailed Plan\***: Drag & drop your files here (doc, docx, ppt, pptx, jpeg, pdf, zip). OR [Browse files](#)
- In-drop Calculation Plan\***: Drag & drop your files here (doc, docx, ppt, pptx, jpeg, pdf, zip). OR [Browse files](#)
- Coverage Information Plan (CIP)\***: Drag & drop your files here (doc, docx, ppt, pptx, jpeg, pdf, zip). OR [Browse files](#)
- M&E Drawings & Calculations (if any)**: Drag & drop your files here (doc, docx, ppt, pptx, jpeg, pdf, zip). OR [Browse files](#)

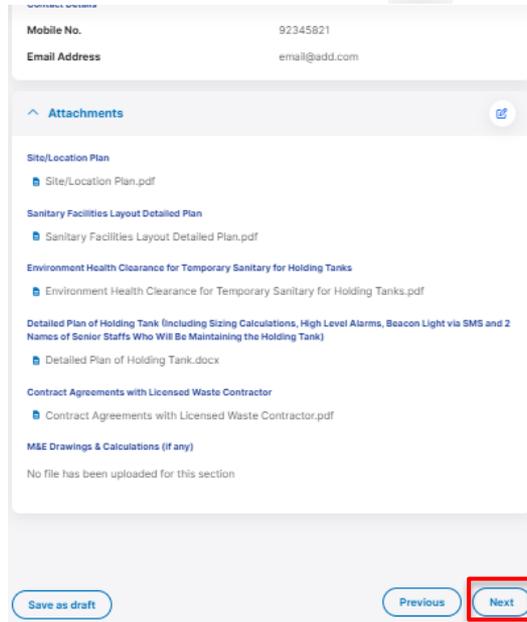
At the bottom of the form, there are three buttons: "Save as draft", "Previous", and "Next". The "Next" button is highlighted with a red rectangular box.

# Create Submission for 2-Stage Forms - Notification before Works Commencement

## Example: Form E

9 Review the completed form and click “Next” when ready.

- Click on the respective  to make edits



Mobile No. 92345821  
Email Address email@add.com

Attachments 

Site/Location Plan  
 Site/Location Plan.pdf

Sanitary Facilities Layout Detailed Plan  
 Sanitary Facilities Layout Detailed Plan.pdf

Environment Health Clearance for Temporary Sanitary for Holding Tanks  
 Environment Health Clearance for Temporary Sanitary for Holding Tanks.pdf

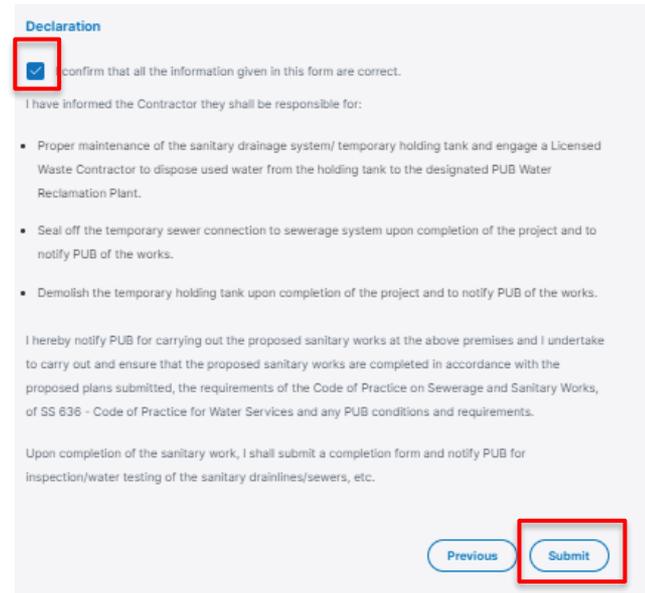
Detailed Plan of Holding Tank (Including Sizing Calculations, High Level Alarms, Beacon Light via SMS and 2 Names of Senior Staffs Who Will Be Maintaining the Holding Tank)  
 Detailed Plan of Holding Tank.docx

Contract Agreements with Licensed Waste Contractor  
 Contract Agreements with Licensed Waste Contractor.pdf

M&E Drawings & Calculations (if any)  
No file has been uploaded for this section

Save as draft Previous **Next**

10 Tick the checkbox to make declaration and click “Submit” to complete the application.



Declaration

confirm that all the information given in this form are correct.

I have informed the Contractor they shall be responsible for:

- Proper maintenance of the sanitary drainage system/ temporary holding tank and engage a Licensed Waste Contractor to dispose used water from the holding tank to the designated PUB Water Reclamation Plant.
- Seal off the temporary sewer connection to sewerage system upon completion of the project and to notify PUB of the works.
- Demolish the temporary holding tank upon completion of the project and to notify PUB of the works.

I hereby notify PUB for carrying out the proposed sanitary works at the above premises and I undertake to carry out and ensure that the proposed sanitary works are completed in accordance with the proposed plans submitted, the requirements of the Code of Practice on Sewerage and Sanitary Works, of SS 636 - Code of Practice for Water Services and any PUB conditions and requirements.

Upon completion of the sanitary work, I shall submit a completion form and notify PUB for inspection/water testing of the sanitary drainlines/sewers, etc.

Previous **Submit**

# Create Submission for 2-Stage Forms – CSC after Works Completion

## Example: Form H

You can submit Certificate of Satisfactory Completion (CSC) after completion of approved works.

1 Click “Accepted” card.

or Click “Retrieve submission”.

or Search under “All Submission” page.

The screenshot shows the PUB dashboard for user LEE KHAR YAW. The dashboard includes a navigation bar with 'Home', 'All Submissions', 'Announcements', 'Report an issue', and 'Quick Link'. Below the navigation bar, there is a greeting 'Good afternoon, LEE KHAR YAW' and a notification 'LP Licence is Valid until 11/12/2022' with '24 Demerit points' and a 'View more' link. The 'My Dashboard' section contains four cards: 'Draft' (15), 'Processing' (4), 'Accepted' (0), and 'Returned' (1). A red arrow points from the 'Accepted' card to the 'Retrieve submission' button. Another red arrow points from the 'Retrieve submission' button to the 'Retrieve Submission' dialog box below.

The screenshot shows the 'All Submission' page. A red box highlights the 'All Submission' tab. Below the tab, there is a search bar and filters for 'Submission Type', 'Status', and 'Last Modified'. A table lists submissions with columns for 'Project Name & Reference No.', 'Submission Type', 'Stage', 'Status', 'Last Modified', and 'Created By'. Two submissions are listed: 'Project Sanitary Works at Trade Fair WRNEFORM-000886' and 'Project Grease Trap WRNEFORM-000216'. Both are in 'Completion' stage and 'Processing' status.

Input project reference number and click “Retrieve”.

The screenshot shows the 'Retrieve Submission' dialog box. It has a close button (X) in the top right corner. The main content area contains the text 'Enter your project reference number to retrieve submissions' and a text input field with the value 'WS2023033708030278220'. A 'Retrieve' button is located to the right of the input field.

# Create Submission for 2-Stage Forms – CSC after Works Completion

## Example: Form H

2 Click “Start” button.

3 Read the instructions and prepare the information required. Click “Continue” to start.

The screenshot shows a web interface for creating a submission. At the top, it displays 'Type: Sanitary Works', 'Created on: 19/07/2023', 'Last modified: 19/07/2023', and 'Created by: WATTINA TIWARAT'. A vertical progress bar on the left indicates the current stage. The first stage, 'Submit Notification before Works Commencement', is marked as complete with a checkmark and a green bar. Below it, a card shows the title 'Submit Notification before Works Commencement' and a 'View' button. The second stage, 'Submit Certificate of Satisfactory Completion after works completion', is the current active stage, marked with a plus sign. Below it, a card shows the title 'Completion of Sanitary Works' and a 'Start' button, which is highlighted with a red box.

The screenshot shows a modal window titled 'Notification of Sanitary Works'. It features a close button (X) in the top right corner. A blue box with a clock icon contains the text: 'This form may take you about 15 minutes to fill in.' Below this, the section 'Instructions' is displayed. The text reads: 'This is a submission by Licensed Plumber to PUB for notifiable sanitary works under the Sewerage & Drainage Act. Notification of works shall be submitted at least 7 working days before works commencement and Notification of works completion shall be submitted within 7 working days after the works completion. PUB may carry out audit inspection on the completed works.' At the bottom right, a 'Continue' button is highlighted with a red box.

# Create Submission for 2-Stage Forms – CSC after Works Completion

## Example: Form H

- 4 LPs to check details. Click “Next” to proceed.  
*(If you are an Assistant, you have to input own details and LP Licence Number here)*

The screenshot shows the 'LP Details' step of a 5-step process. The steps are: 1. LP Details, 2. Project Details, 3. Attachments, 4. Review, and 5. Declaration. The 'LP Details' step is active. The form contains the following fields:

- Particulars**
  - LP Licence No. \*: WS0446199B
  - Name \*: LEE KHAR YAW
  - NRIC/FIN Number (Last 4 digits): 31BZ
- Contact Details**
  - Mobile No. \*: 82295693
  - Email Address \*: newcolinang2003@yahoo.com

At the bottom, there are three buttons: 'Save as draft', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box.

- 5 Check that all information has been retrieved from previous Notification of Works. Then click “Next”.

The screenshot shows the 'Project Details' step of a 5-step process. The steps are: 1. LP Details, 2. Project Details, 3. Attachments, 4. Review, and 5. Declaration. The 'Project Details' step is active. The form contains the following fields:

- Particulars**
  - Type of Submission \*: Completion of Works
  - Form E/F / Submission No. \*: 20230607-1623721
  - Project Reference Number: SW2023182881410557756
  - Project Title \*: Project F to be approved
- Project Location**
  - Postal Code \*: 128964
  - House/Blk No. \*: 27
  - Street Name \*: FABER WALK
  - Unit No. \*: #1-2
  - MK / TS - Lot No. \*: MK - 12 - 12345 V

At the bottom, there are three buttons: 'Save as draft', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box.

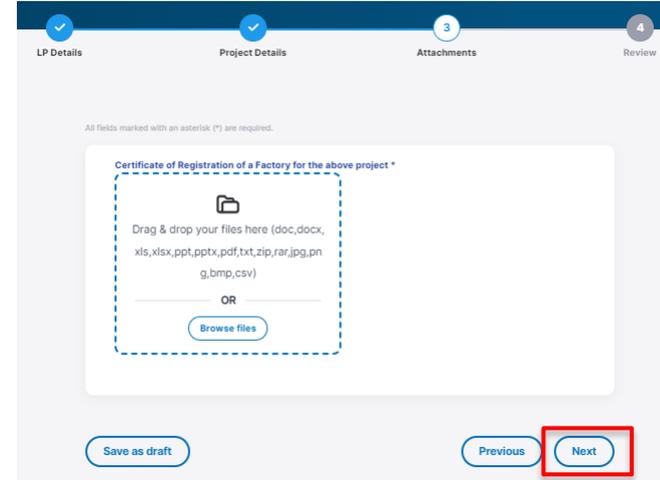
# Create Submission for 2-Stage Forms – CSC after Works Completion

## Example: Form H

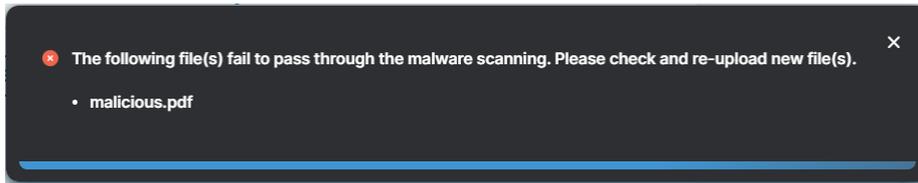
- 6 Attach file(s) by clicking “**Browse files**” or drop the file into the relevant boxes. Click “**Next**” to upload.

### Note:

- Users can only upload up to 20MB of file(s) for each submission.
- You can remove or download file when file name is lighted up.
- To remove a file, click on the respective “Delete” button.
- All file(s) will be scanned for malware. You will receive a notification if there are malicious file(s). Please check and re-upload new file(s).



The screenshot shows a multi-step submission process. The top navigation bar has four steps: 'LP Details', 'Project Details', 'Attachments' (current step), and 'Review'. The 'Attachments' step is active, showing a 'Certificate of Registration of a Factory for the above project' form. The form includes a file upload area with a dashed border and a 'Browse files' button. Below the form, there are 'Save as draft', 'Previous', and 'Next' buttons. The 'Next' button is highlighted with a red box.

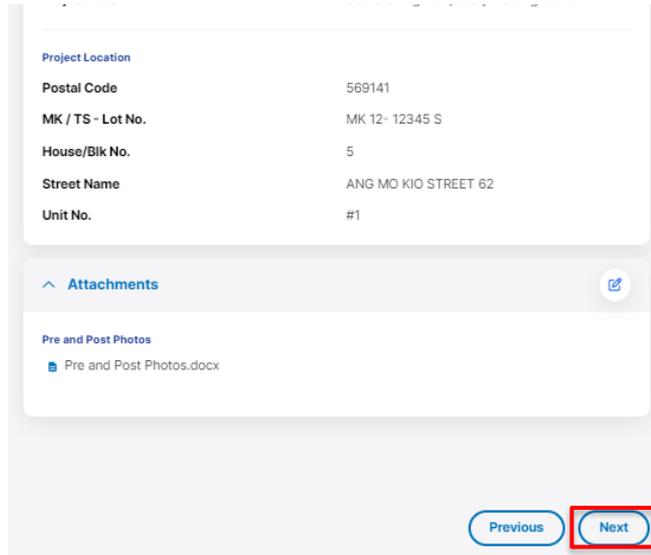


# Create Submission for 2-Stage Forms – CSC after Works Completion

## Example: Form H

7 Review the completed form and click “**Next**” when ready.

- Click on the respective  to make edits



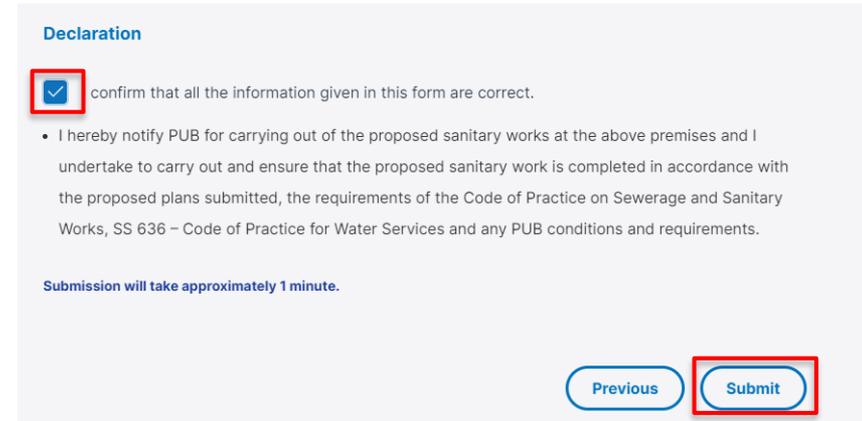
The screenshot shows a form with the following fields:

Project Location	
Postal Code	569141
MK / TS - Lot No.	MK 12- 12345 S
House/Blk No.	5
Street Name	ANG MO KIO STREET 62
Unit No.	#1

Below the form is an 'Attachments' section with a plus icon and an edit icon. It contains one attachment: 'Pre and Post Photos.docx'.

At the bottom of the form are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red box.

8 Tick the checkbox to make declaration and click “**Submit**” to complete the application.



The screenshot shows a 'Declaration' section with a checkbox that is checked and highlighted with a red box. The text reads: 'confirm that all the information given in this form are correct.'

- I hereby notify PUB for carrying out of the proposed sanitary works at the above premises and I undertake to carry out and ensure that the proposed sanitary work is completed in accordance with the proposed plans submitted, the requirements of the Code of Practice on Sewerage and Sanitary Works, SS 636 – Code of Practice for Water Services and any PUB conditions and requirements.

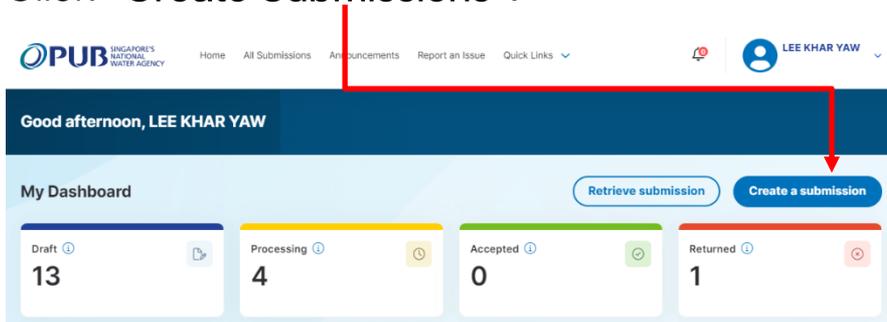
Submission will take approximately 1 minute.

At the bottom are two buttons: 'Previous' and 'Submit'. The 'Submit' button is highlighted with a red box.

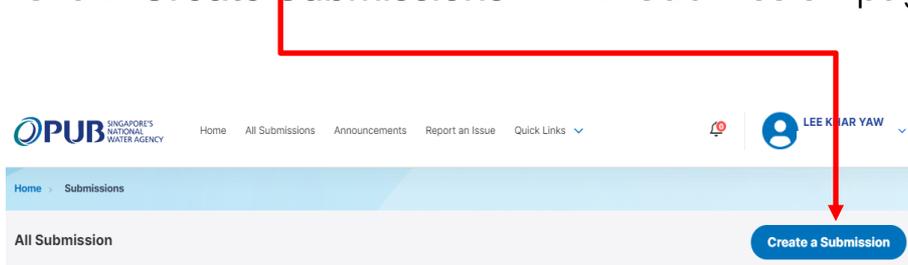
# Create Submission for Multistage Submission

Example: Form B → Form B1 Part 1 → Form B1 Part 2

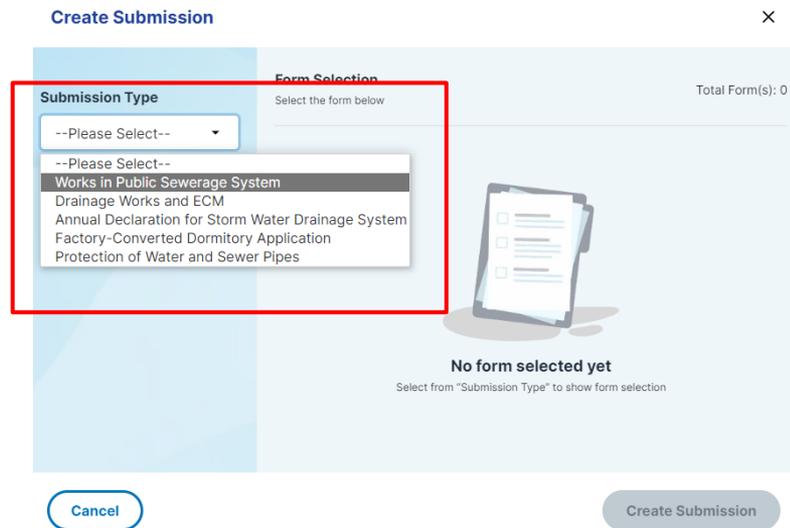
1 Click “Create Submissions”.



OR Click “Create Submissions” in All Submission page.



2 Applicant to select desired “Submission Type”.



# Create Submission for Multistage Submission

Example: Form B → Form B1 Part 1 → Form B1 Part 2

- 3 Select Form B and click “Create Submission”. 4 Click “Start”.

**Create Submission**

Submission Type: Works in Public Sewerage System

Form Selection: Select the form below. Total Form(s): 2

- Works in Public Sewerage System**  
Submit Application Prior to Work in Public Sewerage System (Form B)
- Carrying out Sewer Connection Works**  
Submit Notification to carry out Sewer Connection Work (Form B1 Part 1)  
This is only applicable for Form B which has been submitted through the Corenet system.

Buttons: Cancel, Create Submission

Project Ref No.: Draft

## New Project

Type: Works in Public Sewerage System | Created On: 28/02/2024 | Last Modified: 28/02/2024 | Created by: WATTNA TIWARAT

- 1 **Submit Application before Works Commencement (Form B)**

Works in Public Sewerage System

Start

If Form B is completed within the BCA CORENET System, the applicant can then proceed directly to Form B1 within the B&P Portal using the BCA project reference number, following approval of Form B by PUB.

# Create Submission for Multistage Submission

Example: Form B → Form B1 Part 1 → Form B1 Part 2

5 Once Form B is cleared, click on “+ add Form B1” based on number of connection works.

The screenshot shows a multi-step application process. Step 1, 'Submit Application before Works Commencement (Form B)', is completed with a green status bar and a 'View' button. Step 2, 'Submit Notification to carry out Sewer Connection Work (Form B1 Part 1)', is active and ready to start, with a 'Start' button. Below the active step, a red box highlights a '+ Add Form B1' button. Step 3, 'Submit Notification Prior to Completion of Sewer Connection (Form B1 Part 2)', is partially visible at the bottom.

6 Number of Form B1 Part 2 will correspond to the entries in Form B1 Part 1. Click on “Start” to begin.

The screenshot shows the application process continuing. Step 2, 'Submit Notification to carry out Sewer Connection Work (Form B1 Part 1)', is completed with a green status bar and a 'View' button. Below it, a '+ Add Form B1' button is visible. Step 3, 'Submit Notification Prior to Completion of Sewer Connection (Form B1 Part 2)', is active and ready to start, with a 'Start' button. A red arrow points from the 'Start' button in Step 2 to the 'Start' button in Step 3.

# Resubmit an Application

After PUB's Processing Officer returned an application for your amendment, you will receive an email notification including the Project Number.

- 1 Click "Returned" card. **or** Click "Retrieve submission".

The screenshot shows the PUB user dashboard for LEE KHAR YAW. The dashboard includes a navigation bar with links for Home, All Submissions, Announcements, Report an Issue, and Quick Links. A user profile section shows the name LEE KHAR YAW and ID WS04461998. A status bar indicates 'Licence is Valid' and '24 Demerit points'. The 'My Dashboard' section features four cards: Draft (15), Processing (4), Accepted (0), and Returned (1). A red arrow points from the 'Returned' card to the 'Retrieve submission' button. Another red arrow points from the 'Retrieve submission' button to the 'Retrieve Submission' dialog box below.

- or** Search under "All Submission" page.

The screenshot shows the 'All Submission' page. It features a search bar and filters for Submission Type, Status, and Last Modified. Below the search bar is a table with columns for Project Name & Reference No., Submission Type, Stage, Status, Last Modified, and Created By. Two rows of submissions are visible, both with a 'Processing' status.

Project Name & Reference No.	Submission Type	Stage	Status	Last Modified	Created By
Project Sanitary Works at Trade Fair WRNEFORM-000686	Sanitary Works	Completion	Processing	18/09/2023	SAKTHI RAJENDRAN
Project Grease Trap WRNEFORM-000316	Sanitary Works	Completion	Processing	18/09/2023	SAKTHI RAJENDRAN

Input project reference number and click "Retrieve".

The screenshot shows the 'Retrieve Submission' dialog box. It contains a text input field with the project reference number 'WS2023033708030278220' and a 'Retrieve' button.

# Resubmit an Application

2 Click “Edit & Resubmit”.

Start

1 **Submit Notification before Works Commencement**

ⓘ WSI is rejected, please amend and resubmit

**Notification of Water Service Installation Works**  
Submission Number: 20230908WJ-02380/00 | Submitted on: 08/09/2023

**Edit & Resubmit**

Processing officer: Unassigned

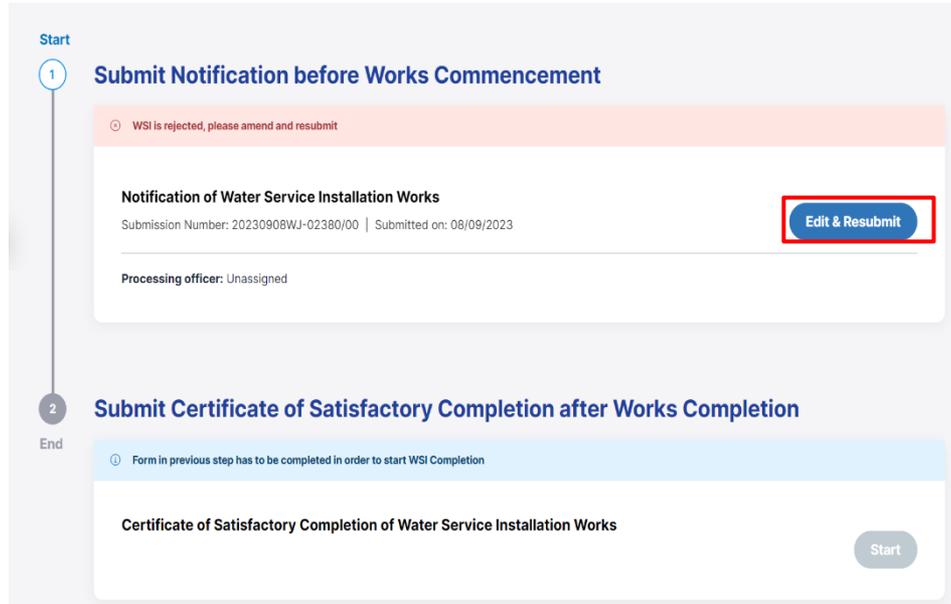
2 **Submit Certificate of Satisfactory Completion after Works Completion**

ⓘ Form in previous step has to be completed in order to start WSI Completion

**Certificate of Satisfactory Completion of Water Service Installation Works**

Start

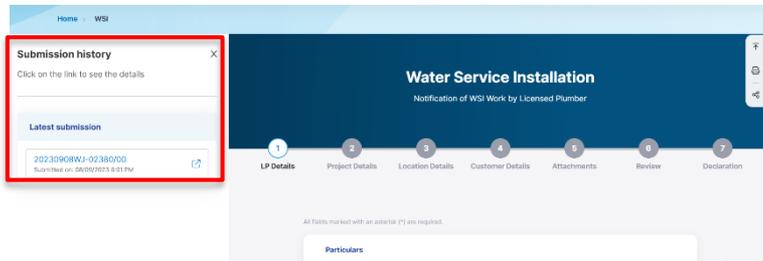
End



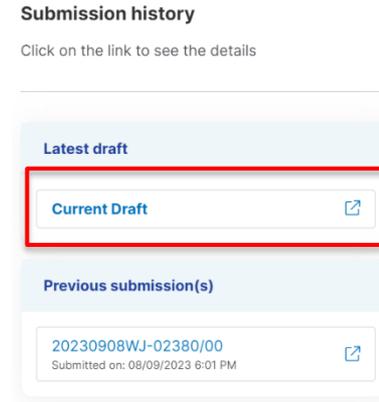
# Resubmit an Application

3 Edit the information on the form and click “Next” till the Declaration page.

- Details of latest submission will be populated on the screen.
- You can also display the information of another resubmission number by selecting it from the Submission History panel.

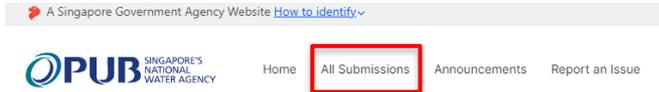


- After you have saved a draft for returned submission, you will see the “Current Draft” under the Latest draft section.
- The current draft data will be replaced by the latest information when you click “Overwrite existing entry”.

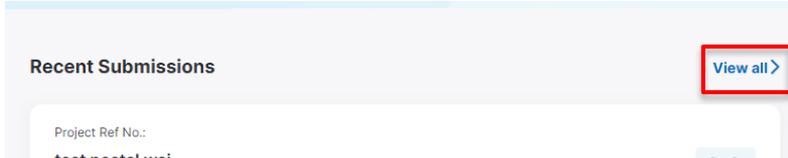


# Delete a Draft Submission

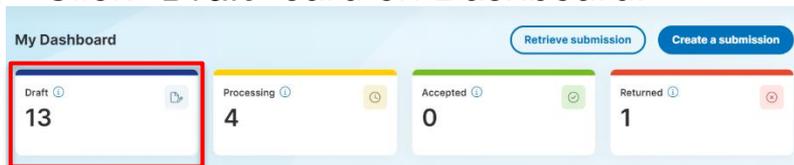
- 1 Click “All Submissions” on the Menu Items in the Dashboard.



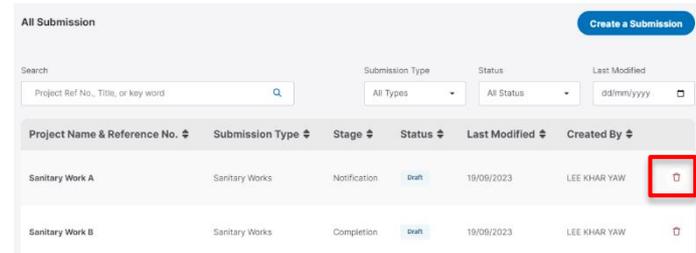
- or Click “View All” under Recent Submissions.



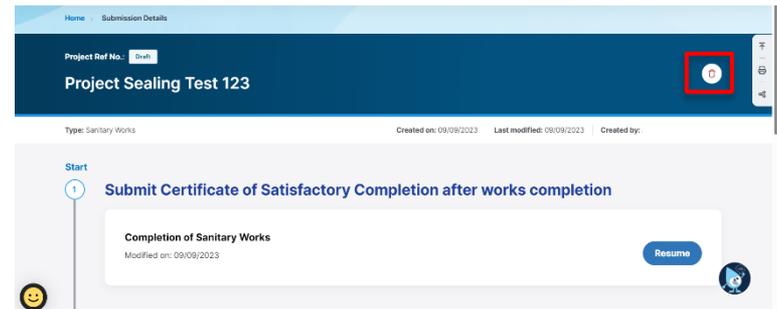
- or Click “Draft” card on Dashboard.



- 2 Click  to delete Draft records.



- or Click a Draft record under list of all submissions and click .

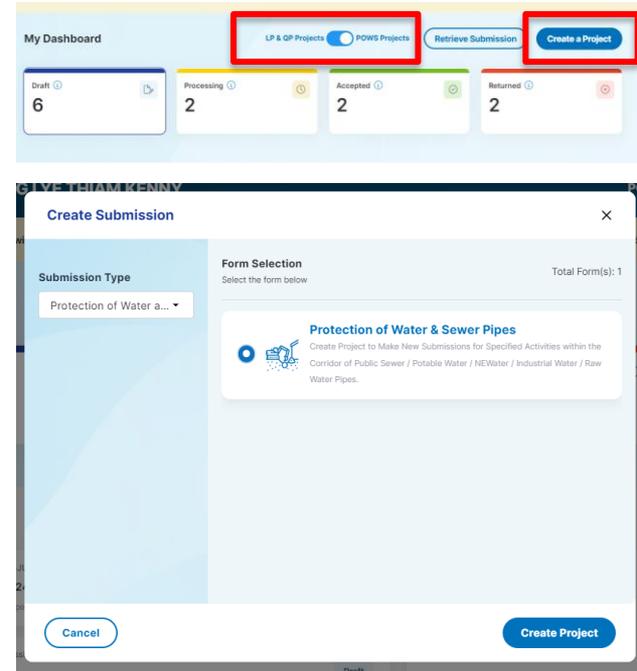


# POWS Submission – Create A Project

1 Click “Create a Project” located in the Dashboard

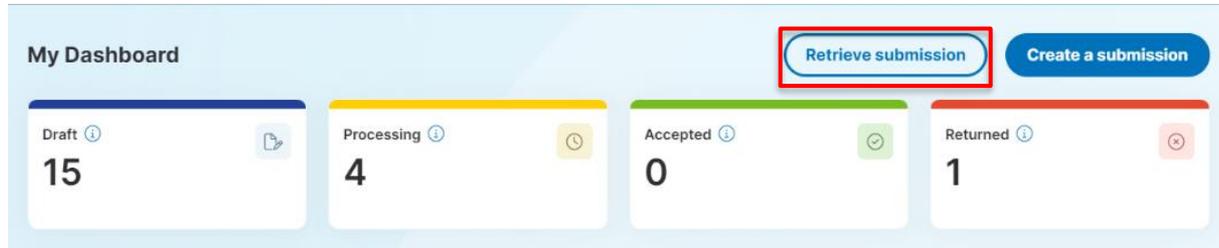
2 Select “Protection of Water and Sewer Pipes”

3 Click “Create Project”

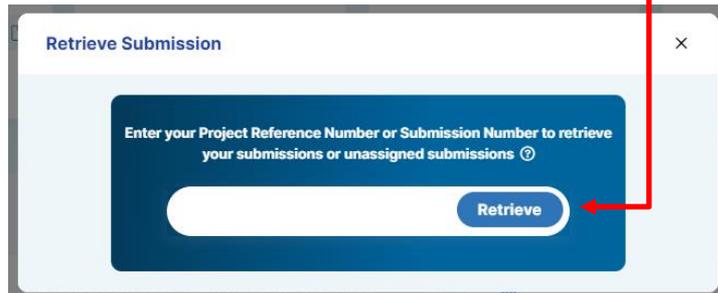


# Access to Past Submissions

- 1 Click “Retrieve Submission” located in the Dashboard.



- 2 Enter either “Project Reference Number” or “Submission Number”, then click “Retrieve”.



# Access to Past Submissions

3a Project found. Click “OK” to continue.

The screenshot shows a 'Retrieve Submission' dialog box. At the top, it says 'Retrieve Submission' with a close button. Below that, a blue box contains the text: 'Enter your Project Reference Number or Submission Number to retrieve your submissions or unassigned submissions'. A text input field contains 'WRNEFORM-UC014' and a 'Retrieve' button is to its right. Below this, a red-bordered box contains the following text: 'The submission that you have searched for has not been assigned to a user. By clicking Ok, the submission will be assigned to you. If the submission does not belong to you, please click Cancel to discontinue.' At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

3b Project will be assessable by the requestor.

The screenshot shows a 'Submission Details' page. At the top, it says 'Home Submission Details'. Below that, a dark blue header contains 'Project Ref No.: WRNEFORM-UC014' with a 'Retrieved' status indicator. Below the header, it says 'UseCase 14'. Underneath, it lists 'Type: Factory-Converted Dormitory', 'Created On: 29/11/2019', 'Last Modified: 25/01/2023', and 'Created by: DM\_Jocel'. A 'Start' section contains a 'Submit Application to PUB' button. Below this, a red banner says 'Form is rejected, please amend and resubmit'. At the bottom, there is a 'Submit Application for the Proposed New Factory-Converted Dormitory or Renewal/Intensification of Existing Factory-Converted Dormitory' section with a 'Submit' button and a 'Submission Number: 20191106J-10006/01 | Submitted On: 30/11/2019'.

4a Project retrieval failed.

The screenshot shows a 'Retrieve Submission' dialog box. At the top, it says 'Retrieve Submission' with a close button. Below that, a blue box contains the text: 'Enter your Project Reference Number or Submission Number to retrieve your submissions or unassigned submissions'. A text input field contains 'WRNEFORM-UC026' and a 'Retrieve' button is to its right. Below this, a red-bordered box contains the following text: 'Project retrieval failed. You may check with us through [Regulatory Submission enquiry](#).' At the bottom right of the dialog is a 'Cancel' button.

4b Contact us via “Regulatory Submission” Enquiry with the necessary information.

The screenshot shows a 'Regulatory Submissions' page. At the top, it says 'Regulatory Submissions' with a close button. Below that, there is a circular icon containing a document with a checkmark. Below the icon, it says: 'Consultation and enquiry on PUB's submission requirements, and technical issues encountered when using the Business & Professional Portal can be made by filling in this form. Please provide the relevant information and attachment/screenshot if any.' At the bottom, there is a 'Submit Enquiry Form' button.

# Submission Status Check

The submission status check under the B&P portal will be available to the public and accessible under **e-services under main website**. You can check the status of any CORENET submission or e-form previously made to PUB.

1 Click “e-Services” in the menu.

Home > Check Submission Status

## Submission Status Check

B&P Portal Regulatory Submissions

All fields marked with an asterisk (\*) are required.

Project / Submission Details

Search Type \*  
--Please Select--

Project / Submission No.\*  
eg. ES20140101-12345, CR20140101-12

Submit

### Project Overview

Submission No. #	Project Reference No. #	Submission Date #	Submission Type #	Date of Reply #	Status #
2024031821-003000	A1334-00002-2102	15 Mar 2024	SEW - Form B/P2	15/03/2024	Replied with Written Directions
202403182-0022700	A1334-00002-2102	15 Mar 2024	SEW - Form B1		Acknowledged
202403182-0020400	A1334-00002-2102	13 Mar 2024	SEW - Form B1		Acknowledged
202403082-0017700	A1334-00002-2102	08 Mar 2024	SEW - Form B1		Acknowledged
CR20230218-05270	A1334-00002-2102	18 Feb 2023	Limbo		Processing

### Submission Overview

Project Reference No.	A1334-00001-2022
ES Number	ES10021002-97799
Submission No.	CR00230101-98990
Project Title	PROPOSED ERECTION OF A 2-STORY ENVELOPE CONTROL DETACHED DWELLING HOUSE WITH A BASEMENT, AN ATTIC AND A PROVISION OF A SWIMMING POOL ON LOT 055816, MK 04 AT 34 88TH AVENUE, SLEIGHT TRAM PLANNING AREA
Project Location	Mukim 04 Lot055816, 34, 88TH AVENUE, Singapore 288796
Submission Type	Development Control
Overall Status	Processing
Submission Date	25/01/2023
Expected Date of Reply	
Date of Reply	

2 Select between “Project Reference No.” or “Submission No.”

3 Key in the “Project Reference No.” or “Submission No.”

# POWS Project Dashboard at a Glance

- Tracked based on POWS Project
- **Draft:** Applications not submitted to PUB
- **Processing:** Applications being verified by PUB Processing Officers
- **Accepted:** Applications approved by PUB
- **Returned:** Applications issued with Written Directions

A Singapore Government Agency Website [How to identify](#)

**PUB** SINGAPORE'S NATIONAL WATER AGENCY Home All Submissions Report an Issue Quick Links

WATTNA TIWARAT

Good Morning, ANG LYE THIAM KENNY POWS User ID P114984169

My Dashboard LP & QP Projects POWS Projects Retrieve Submission Create a Project

Draft	Processing	Accepted	Returned
15	25	20	6

**Recent Submissions** [View all](#)

Project Name	Status	Last Modified	Next Step
ABC Construction	Processing	07/02/2022	
Star Condo Project	Accepted	07/02/2022	Next step: Notify PUB upon work completion
Jurong East Sewer	Returned	07/02/2022	Reason: Notification of statutory completion
ABC Water Service	Processing	07/02/2022	

**Announcements / Circulars** [View more](#)

Announcement	Date
There is an upcoming refresher course available for you to register	Today
Introduction of new online submission system for licensed plumber	3 days ago
Addendum No.1 to Code of Practice On Surface Water Drainage (7th Edition)	2 weeks ago
Circular & annex for sanitary standard drawings have been updated	7/31/2022

# POWS Project Dashboard at a Glance

The dashboard displays the following submission counts:

- Draft: 5
- Processing: 0
- Accepted: 4
- Returned: 1

Recent Submissions include:

- Test form B for DM (Draft)
- kgk.com (Draft)
- ecm 219 2 (Returned)
- kgk.com bb 219 re (Draft)
- CONTRACT CR1087 SEWER AND WATER DIVERSION... (Accepted)

WATTNA TIWARAT

- Profile
- Sign out

1) New users, Click "Retrieve info via MyInfo" from Singpass and update details

My Personal Information

Retrieve info via MyInfo

Basic Information

POWS User ID: P114984189

Name: ANG LYE THAM KENNY

NRIC/FIN Number (Last 4 digits): 351W

Company Name: Company Name

Mailing Address Details

Postal Code\*: 310123

House/Blk No.\*: 123

Street Name\*: LORONG 1 TOA PAYOH

Unit No. \*ID: #13-220

Building Name: TOA PAYOH VIEW

Contact Details

Office Tel No.\*: 62983822

Mobile No.\*: 97399245

Email Address\*: myinfotesting@gmail.com

Save Changes

2) Unique POWS ID generated for identification purposes and for adding members to Project Teams under POWS

Team members will need to provide this POWS ID to Project Creator or Main Applicant to be added into POWS team

# Verify your profile before using B&P Portal for POWS

A Singapore Government Agency Website [How to Identify](#)

PUB SINGAPORE'S NATIONAL WATER AGENCY

Home All Submissions Report an Issue Quick Links

Good afternoon, WATTNA TIWARAT POWS User ID P114984169

My Dashboard LP & GP Projects POWS Projects Retrieve Submission Create a Project

Draft 5 Processing 0 Accepted 4 Returned 1

Recent Submissions View All Announcements / Circulars View More

Project Ref No.   Submission No.	Status	Submission No.	Date
Test form B for DM	Draft	Test 0401	05/01/2024
k@k.com	Draft	Test 1312	13/12/2023
ecm 219 2	Returned	666	12/12/2023
k@k.com bb 219 re	Draft	Azure	27/11/2023
CONTRACT CR1087 SEWER AND WATER DIVERSION...	Accepted	tuyen test upload	30/10/2023

Contact Us Help and Feedback

WATTNA TIWARAT

Profile

Sign out

1) Existing project team members, Click “Verify Profile” as shown below and update details

Home My Profile

My Personal Information

Verify Profile

Basic Information

POWS User ID	P114984169
Name	Wong Hong Foo
NRIC/FIN Number (Last 4 digits)	399F
Company Name	KLEARMAX PLUMBING ENGINEERING PTE. LTD.

# POWS Submission – Create A Project

3 Project creator/owner must establish a project team before making a submission.

- POWS Users will be assigned a unique POWS User ID for identification purposes.
- POWS Project Creators/Main Applicant shall add members using their unique POWS User ID.
- Main Applicant can proceed to make submission after the team creation.
- Assistant QP/Non-Main Applicant can only make draft submissions

The screenshot displays the 'New Project' interface. At the top, a dark blue header contains 'Project Ref No.: Draft' and 'New Project'. Below the header, the project type is 'Protection Of Water and Sewer Pipes', and the creation details are 'Created On: 05/03/2024 | Last Modified: 05/03/2024 | Created by: WATTNA TIWARAT'. The interface is divided into two main sections:

- 1 Project & Member Details:** This section contains a button labeled 'Create Project & Add Member Details' and a 'Start' button, which is highlighted with a red rectangle.
- 2 Project Submission Details:** This section contains a button labeled 'Project Submission Details' and a 'Start' button.

# POWS Submission – Project Info & Team member

**Project Details**

Project Reference Number\*  
A1234-123456-2024

Project Title\*  
Test Project

488 /500

**Deactivate all**

Status	Name/ QPPE Reg No.	Company Name	Member Type	Email
<input checked="" type="checkbox"/> Active	ANG LYE THIAM KENNY (Main Applicant)	TESTAC	Assistant (QP Representative)	myinfotesting@gmail.com

[+ Add Project Member](#)

[Save as draft](#) [Proceed](#)

4 Fill in Project Details

5 Input POWS User ID & cross check auto populated information

**Add Project Member**

POWS User ID \*  
P114984169

Name \*  
ANG LYE THIAM KENNY

Member Type \*  
[Dropdown]

QP/PE Registration No. \*  
[Input]

Company  
Applicant Company Name

Email Address \*  
myinfotesting@gmail.com

[Cancel](#) [Add member](#)

6 Select correct Member Type and input QP/PE Registration No. or Company UEN

Note:

1. Only main applicant or project creator can add/delete project member
2. For project creator, default member type is assistant (QP representative). Please edit accordingly.

# POWS Submission – Project Info & Team member

## 7 To edit added project members

Deactivate all

Status	Name/ QPPE Reg No.	Company Name	Member Type	Email	
<input checked="" type="checkbox"/> Active	LOW HONG NGUAN	Nature Logistics Limited	Contractor	aaron.alexander.lim@accenture.com	⋮
<input checked="" type="checkbox"/> Active	TANGAMALA DO GAVINDARAYA 1245 (Main Applicant)		Qualified Person	taraney966@	<div style="border: 2px solid red; padding: 2px;"><a href="#">View</a> <a href="#">Edit</a> <a href="#">Set as Main Applicant</a> <a href="#">Delete</a></div>
<input checked="" type="checkbox"/> Active	WATTNA TIWARAT	NCS Pte. Ltd.	Assistant (QP Representative)	myinfotesting@gmail.com	⋮

+ Add Project Member

Save as draft Proceed

### Notes:

- Only QP/PE/Contractor can be the main applicant
- Only the Main Applicant/Project Creator will have the capacity to set user role as “Set as Main Applicant”
- Email notification will be sent to all project members upon creation of project and if there are any changes made to project members
- Email notification will be sent to the respective project member upon removal or addition of the project member

# POWS Submission – Create New Submission

- 1 Click “Start” to enter Project Submission Details
- 2 Ensure Project Info & Team Members is correct

The screenshot shows the 'New Project' form with a dark blue header. The header includes 'Project Ref No.: Draft' and a 'New Project' title. Below the header, the project type is 'Protection Of Water and Sewer Pipes', and it shows creation and modification dates (05/03/2024) and the creator (WATTNA TIWARAT). The main content area has two sections: '1 Project & Member Details' and '2 Project Submission Details'. The first section contains a text input field with the placeholder 'Create Project & Add Member Details' and a blue 'Start' button. The second section contains a text input field with the placeholder 'Project Submission Details' and a blue 'Start' button, which is highlighted with a red rectangle.

Note:

For submissions with BCA Project Reference Nos., at least 1 contractor need to be added as a project member

The screenshot shows the 'Project Info & Team Members' form with a dark blue header. The header includes a progress bar with seven steps: 1 Project Info & Team Members, 2 OP/PE & Contractor Details, 3 OP/PE/Contractor Particulars, 4 Protection Corridor Details, 5 Upload Attachments, 6 Review, and 7 Declaration. The main content area has two sections: 'Project Details' and 'Team Members'. The 'Project Details' section contains a 'Project Reference Number\*' field with the value 'A4321-04321-2024' and a 'Project Title\*' field with the value 'WRN Testing for Contraction role'. The 'Team Members' section contains a table with the following data:

Status	Name/ OP/PE Reg No.	Company Name	Member Type	Email
<input checked="" type="checkbox"/> Active	LOW HONG NGUAN	Nature Logistics Limited	Contractor	aaron.alexander.lim@accenture.com
<input checked="" type="checkbox"/> Active	TANGMALA DO GAVINDARAYA 1245 (Main Applicant)		Qualified Person	taramey98@gmail.com
<input checked="" type="checkbox"/> Active	WATTNA TIWARAT	NCS Pte. Ltd.	Assistant (OP Representative)	myinfotesting@gmail.com

At the bottom of the form, there are three buttons: 'Save As Draft', 'Previous', and 'Next'.

# POWS Submission – Create New Submission

3 The main applicant's role will be auto-selected based on project created.

All fields marked with an asterisk (\*) are required.

The Qualified Person, who submitted and obtained approval for a specific activity which also require approval of plan from BCA

Professional Engineer, IF the specific activities do not require plan approval by BCA

The contractor for any specialized activity without any PE specialization

[Save As Draft](#) [Previous](#) [Next](#)

Note:

- 1) Only main applicant can make a submission
- 2) Assistant QP/Non-Main Applicant can only draft a submission. The draft will be routed to the main applicant to submit.

4 Fill in QP Particulars

All fields marked with an asterisk (\*) are required.

**QP for the Specified Activity Details**

<b>Project Reference/Contract Number *</b> A4321-04321-2024	<b>Project Title *</b> WRN Testing for Contracting role
<b>QP/PE Name</b> TANGAMALA DO GAVINDARAYA	<b>Registration Number *</b> 1245
<b>DC (PUB) E-Submission No</b> DC (PUB) E-Submission No	<b>Contact No. *</b> 92312548
<b>DC (Sew) Status *</b> --Please Select--	
<b>Developer's Name *</b>	<b>Developer's Email *</b>
<b>Estimated Activity Commencement Date *</b> dd/mm/yyyy	<b>Work Completion Date *</b> dd/mm/yyyy

# POWS Submission – Create New Submission

5 Input location details and add location if more than one area

Project Info & Team Members (1) OP/PE & Contractor Details (2) **3** OP Particulars (3) Protection Corridor Details (4) Upload Attachments (5) Review (6) Declaration (7)

**Location 1**

MK / TS - Lot No. \*  -   Type of Development \*

**View Map**

Sewerage Catchment

Water Catchment

Postal Code \*

House/Blk No.

Street Name \*

[+ Add Location Details](#)

[Save As Draft](#) [Previous](#) [Next](#)

Cross-check “MK/TS – Lot No.” in Onemap

1) Access the menu button located at the top left of screen and select “Land Query”

LAND QUERY

Land Query Tenure Query

Please click on the map or list in the lot # to start searching for land information.

[View Land Ownership](#)

[View Land Lot](#)

Land Lot Map

Land Lot Search

MK  -   [Search](#)

Land Lot

Lot Number: TS27-

2) Click on the interested area on the map and it will display the MK Lot number.

Environment Bldg

Lot Number: TS27-99726C

# POWS Submission – Create New Submission

## 6 Enter Protection Corridor Details

All fields marked with an asterisk (\*) are required.

Corridor

Sewer/Water Pipe

**Protection Corridor Details**

Public Sewer Corridor. Please Select your Zone:

- Within 10m of Sewer Pipe (±900mm Dia)
- Within 20m of Sewer Pipe (±900mm Dia)
- Within 40m of DTSS
- Outside corridor

Potable Water / NEWater / Industrial Water Pipe Corridor. Please Select your Zone:

- Within 10m of Potable Water / NEWater / Industrial Water Pipe (<300mm Dia)
- Within 10m of Potable Water / NEWater / Industrial Water Pipe (±300mm and <900mm Dia)
- Within 20m of Potable Water / NEWater / Industrial Water Pipe (±900mm Dia)
- Within 40m of Potable Water / NEWater / Industrial Water Tunnels
- Within 20m of Pink Region (highlighted in water services plans)
- Outside corridor

Raw Water Pipe Corridor. Please Select your Zone:

- Within 10m of Raw Water Pipe (<300mm Dia)
- Within 10m of Raw Water Pipe (±300mm and <900mm Dia)
- Within 20m of Raw Water Pipe (±900mm Dia)
- Within 40m of Raw Water Tunnels
- Within 20m of Pink Region (highlighted in water services plans)
- Outside corridor

## 7 Select Specified Activities Details

**Specified Activities Details**

- The carrying out of manual trial trenching works to positively identify the alignment and depth of affected water pipes (For: Potable Water / Raw Water).
- The excavation of any trench, well, pond or pool, or excavation for any underground structure which is more than 0.5 metre in depth.
- The carrying out of any ground exploratory or testing work, including through soil boreholes and geological surveys.
- The carrying out of any earthwork for site formation, whether by excavation, filling or backfilling.
- The excavation of earth, rock or other material by means of explosives.
- The installation of any foundation, sheet-pile, piled foundation, earth retaining or stabilising structure, ground anchor, horizontal tie-back, or any other similar installation.
- The carrying out of any ground stabilising work, including jet grouting, soil compacting and ground freezing.
- The carrying out of any tunnelling, excavation work or jacking work.
- The erection of any temporary structure, including any site office or show flat (no piling).
- The erection of any permanent structure.
- The installation of any heavy construction machine or plant, including the stacking and installation of any concrete block for pile testing.
- The installation of any container box including container type site office.
- The planting of any tree or vegetation, or the carrying out of any landscaping activity (For: Potable Water / Raw Water).
- The stacking or transportation of any heavy material (For: Potable Water / Raw Water).
- Others, please specify.

Note: Projects with non-BCA project reference numbers and/or contractor as main applicant can only submit for the first 3 specified activities

# POWS Submission – Create New Submission

8 Enter details of activities affecting selected corridor(s)

Project Info & Team Members | QP/PE & Contractor Details | QP Particulars | Protection Corridor Details | **Activities Details (Sewer Related)** | Activities Details (Water Related) | Upload Attachments | Review | Declaration

Please input details of activities affecting Public Sewer

Sewer ID	Sewer Dia. (mm)	Nearest Distance (m)	Sewer Depth (m)	Description
123456	1600	9	40	Excavation

[Save As Draft](#) [Previous](#) [Next](#)

**Add Activity**

Activities Details

Type of Sewer Pipes \*

Sewer Pipe Dia Affected (mm) \*

Sewer Depth (m) \*

Nearest Distance (m) [To outer edge of sewer]\*

Description of Activity Near to Outer Edge of Sewer \*

Sewer ID\*

[Cancel](#) [Add Activity](#)

Project Info & Team Members | QP/PE & Contractor Details | QP Particulars | Protection Corridor Details | Activities Details (Sewer Related) | **Activities Details (Water Related)** | Upload Attachments | Review | Declaration

Please input details of activities affecting Water/Raw Water Pipe

Type of Water Pipes	Water Pipe Dia Affected (mm)	Nearest Distance (m)	Water Pipe Depth (m)	Description
NEWater	200	6	6	Excavation

[Save As Draft](#) [Previous](#) [Next](#)

**Add Activity**

Activities Details

Type of Water Pipes \*

Water Pipe Dia Affected (mm) \*

Water Pipe Depth (m) \*

Nearest Distance (m) [To outer edge of pipe] \*

Description of Activity Near to Outer Edge of Pipe \*

Depth of Water Pipe on Site?

[Cancel](#) [Add Activity](#)

# POWS Submission – Create New Submission

## 9 Upload attachments for respective corridors selected

Project Info & Team Members | OP/PE & Contractor Details | OP Particulars | Protection Corridor Details | Activities Details (Sewer Related) | Activities Details (Water Related) | **7 Upload Attachments** | 8 Review | 9 Declaration

All sections marked with an asterisk (\*) are required.

Please refer to this [submission checklist](#) to ensure completeness of document submission.

Maximum file size is 50 MB per submission.

**Public Sewer Attachments**

Sewerage Information Plan (Sewer) / Water Services Plan (Potable Water/Raw Water)\*

Drag & drop your files here (pdf, doc, docx, xls, ppt, pptx, pdf, jpeg, png, dwg, dng, tiff)

OR

Browse files

Method Statement on the specified activity including details of machinery/equipment to be used\*

Drag & drop your files here (pdf, doc, docx, xls, ppt, pptx, pdf, jpeg, png, dwg, dng, tiff)

OR

Browse files

**Water Pipe Attachments**

Construction Impact Assessment\*

Drag & drop your files here (pdf, doc, docx, xls, ppt, pptx, pdf, jpeg, png, dwg, dng, tiff)

OR

Browse files

Trench Report\*

Drag & drop your files here (pdf, doc, docx, xls, ppt, pptx, pdf, jpeg, png, dwg, dng, tiff)

OR

Browse files

Water Services Plan\*

Drag & drop your files here (pdf, doc, docx, xls, ppt, pptx, pdf, jpeg, png, dwg, dng, tiff)

OR

Browse files

Note:

- Please refer to submission checklist for completeness of document submission.
- Maximum file size is 50 MB per submission

# POWS Submission – Create New Submission

## 10 Review particulars and documents submitted for approval

Review your particulars and submit for approval [New submission](#)

**Project Details**

<b>Project</b>	
Project Ref No.	A4321-04321-2024
Project Title	WRN Testing for Contraction role
<b>Project Member Particular</b>	
<b>Name</b>	
Member Type	Contractor
UEN	P20951277X
Company	Nature Logistics Limited
Email	aaron.alexander.lim@accenture.com
<b>Name</b>	
Member Type	Qualified Person
Registration Number	1245
Company	
Email	taraney96@gmail.com

### Note:

- Please review the submission and ensure all information (E.g: QP/PE/Contractor Name and Email) are input correctly and attached documents are submitted as per the checklist as you will not be able to make any changes after submission.

# POWS Submission – Create New Submission

## 11 Declaration & Submission

Project Info & Team Members | QP/PE & Contractor Details | QP Particulars | Protection Corridor Details | Activities Details (Sewer Related) | Activities Details (Water Related) | Upload Attachments | Review | Declaration

### Declaration

- I have included all proposed specified activities within proposed and/or existing sewer/water pipe corridor.
- I will not commence the specified activities until a written approval from PUB is issued.
- I have attached all relevant documents required as per the checklist and confirm that all information provided are correct.
- I will comply with PUB requirements stated in Code of Practice on Sewerage & Sanitary Works (2nd Edition-Jan 2019; Addendum No.1 - Mar 2021) Section 2 & Annex G and/or the PUB WSN Advisory-Prevention of Damage to Watermains
- I confirm that the information provided for the project team setup/roles are correct

confirm that all the information given in this form are correct.  
Submission will take approximately 1 minute.

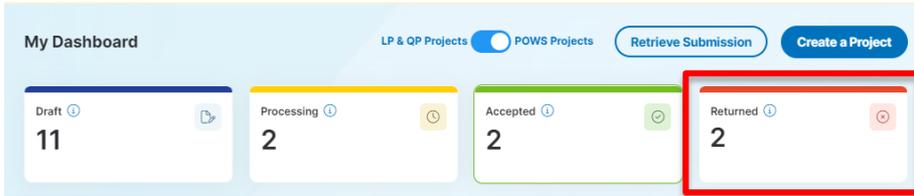
Previous Submit

### Notes:

- Only main applicant (QP/PE/Contractor) can send the submission to PUB.
- For Assistant QP/Non-Main Applicant roles who is drafting for the main applicant, draft submission will be routed to main applicant upon clicking “Submit” and email notification will be sent to them for their review and action.
- Upon submission, an email notification will be sent out with auto-generated POWS Submission No. for your information

# POWS Submission – Make a correspondence

1 Refer to dashboard for returned submissions or Refer to “All Submissions” tab



## Note:

- When a written direction is issued, a system generated email notification will be sent to the main applicant with the active project members CC-ed. Please do not reply to the email. A correspondence is to be made via the B&P Portal instead.

All Submission

LP & QP Projects POWS Projects Create a Project

Search: Project Ref No., Title, or key word

Status: All Status Last Modified: dd/mm/yyyy

Project Name & Reference No.	Submission Type	Stage	Status	Last Modified	Created By
WRN Testing for QP role A4321-04321-2024	Protection Of Water and Sewer Pipes	Not Applicable	Draft	26/06/2024	WATTNA TIWARAT
A&A to M&M A878-12900-2023	Protection Of Water and Sewer Pipes	Not Applicable	Draft	25/06/2024	WATTNA TIWARAT
20 Jun Test owner is Lim ja min... A1233-7388-20JUN	Protection Of Water and Sewer Pipes	Not Applicable	Draft	20/06/2024	LIM JA MIN
1 STOREY BUILDING AT LOCATION-NAME A0000-99999-5678	Protection Of Water and Sewer Pipes	Not Applicable	Draft	20/06/2024	WATTNA TIWARAT
A POWS Project with invalid BCA Pattern A-POWS-PRJ14-JUN	Protection Of Water and Sewer Pipes	Not Applicable	Returned	19/06/2024	LIM JA MIN
As Assistant Wattna created this Proj A-POWS-PRJ18-Jun-Assistant	Protection Of Water and Sewer Pipes	Not Applicable	Processing	19/06/2024	WATTNA TIWARAT
POWS Test Project for UAT 18 Jun A-POWS-PROJ18.JUN	Protection Of Water and Sewer Pipes	Not Applicable	Processing	18/06/2024	WATTNA TIWARAT
Test POWS Project with valid BCA patte... A-POWS-PRJ14.JUN	Protection Of Water and Sewer Pipes	Not Applicable	Draft	17/06/2024	WATTNA TIWARAT
T2024-06-14 T2024-06-14	Protection Of Water and Sewer Pipes	Not Applicable	Returned	14/06/2024	WATTNA TIWARAT
A123-Test1406-UAT100 A123-Test1406-UAT100	Protection Of Water and Sewer Pipes	Not Applicable	Draft	14/06/2024	WATTNA TIWARAT

Items per page: 10 of 1

# POWS Submission – Make a correspondence

2 Click on the arrow to reply to submission with a written direction under “Project Submission Details”

Home > Submission Details

Project Ref No.: A1234-123450-00 Returned

## Test Project POWS for Briefing 123450

Type: Protection Of Water and Sewer Pipes

Created On: 25/06/2024 | Last Modified: 25/06/2024 | Created by: ANG LYE THIAM KENNY

1 Project & Member Details

2 Project Submission Details new correspondence

To withdraw your submission, please send a correspondence with the reason stated.

**Project Submission Details**  
Submission Number: PS-250624-15433 | Submitted on: 25/06/2024 View >

**PUB has replied with written direction**

**Project Submission Details**  
Submission Number: PS-250624-15432 | Submitted on: 25/06/2024 View >

Submission pending review

To reply to written direction

# POWS Submission – Make a correspondence

3 View written direction and reply to respective department(s)

a Previous correspondences

Home > All Submission > PS-250624-15432 > Correspondence

Submission ID:PS-250624-15432 [View Submission](#)

### Test Project POWS for Briefing 123450

**Attachments**

Free\_Test\_Data\_10.5MB...

**From WRN to P114984169**

Project Reference No. A1234-123450-00 Submission No. PS-250624-15432

Dear sir/mdm,

There is an existing / an existing mm and mm diameter raw watermain near your proposed works. Please carry out manual trial

[View More](#)

on 25/06/2024 05:50 PM

**From P114984169 to WRN;**  
Submitted submission for review

on 25/06/2024 02:55 PM

b Select relevant department(s) to make a correspondence

Send to PUB

Select Department(s)

- Select All
- Water Supply (Network) Department (WSN)
- Water Reclamation (Network) Department (WRN)
- Catchment & Waterways Department (C&W)

1000 /1000

Add text and attach files as needed

Send to PUB

Water Supply (Network) Department (WSN) x

Send Correspondence ⓘ

Sample text

Input text

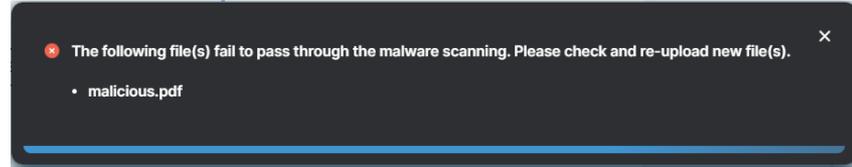
1000 /1000

Attach files

# Troubleshooting – File(s)

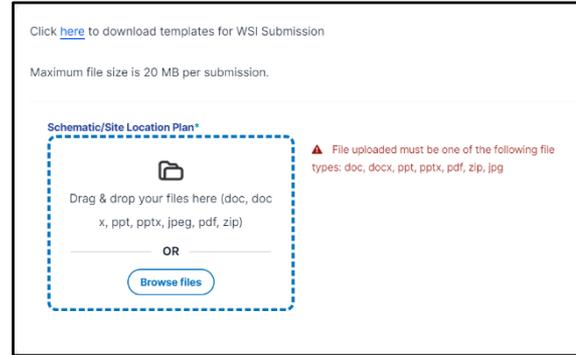
## Malicious Attachment File

When you see this error, it means that your attached file(s) has failed the scanning. Re-upload new file(s)



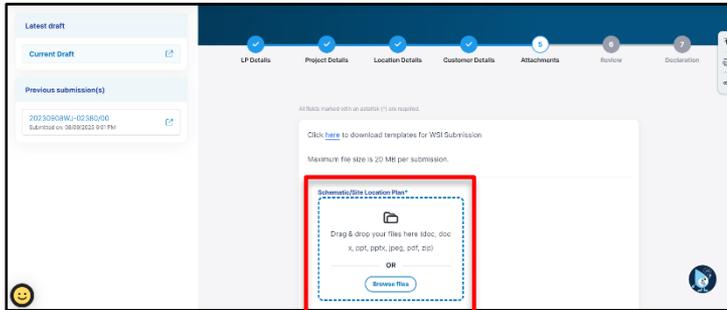
## Invalid Attachment File Format

Your attached file is not in the correct format. Re-upload file with the appropriate format.



## Attachment File is Missing under Returned Submission

The previous file(s) is not carried forward to the new submission. You should attach a new file(s) for a Returned Submission.



# Troubleshooting – Information

## Invalid MK / TS Lot No

When you see this error, it means that the MK / TS Lot Number is in the wrong format. You can search the correct format of the MK / TS Lot Number through [OneMap](#).

MK / TS - Lot No. \* ⓘ

MK ▼ 99 - 99999 d

⚠ MK / TS - Lot No. is invalid

## Invalid Mobile Number

When you see these error messages, it means that the Mobile No provided is in the wrong format. You should input 8-digit numbers that begin with 8 or 9.

Mobile No. \*

12345678

⚠ Mobile No. is invalid

Mobile No. \*

9876543

⚠ Mobile No. must be in 8 digits number

## Invalid Email Address

When you see this error, it means that the email is an invalid format. It should be in the following format: Email Name + @ + (email provider) + (.com / .org / .co / .net). Example: Johndoe@gmail.com

Email Address \*

email@email..com

⚠ Email Address is invalid

## Invalid Unit Number

Upon clicking on the Unit No field, a # should be prefixed. If you removed it, the system would validate that the Unit No should begin with #, prompting an invalid message.

Unit No. \*

12-11

⚠ Unit No. is invalid

# Troubleshooting – Returned Submission

## Submission History is Missing when Editing a Returned Submission

Click on Submission History to hide/show the Submission History panel.

All fields marked with an asterisk (\*) are required.

<b>Particulars</b>	
<b>LP Licence No. *</b>	<b>Name *</b>
W504461996	LEE KHAR YAW
<b>NRC/Fin No. (Last 4 digits)</b>	
3182	
<b>Contact Details</b>	
<b>Mobile No. *</b>	<b>Email Address *</b>
82295693	newcodiang2003@yahoo.com

[Save as draft](#) [Previous](#) [Next](#)

## All Fields are Disabled when Editing a Returned Submission

Click on the “Current Draft” under the Submission History panel to continue editing your draft data.

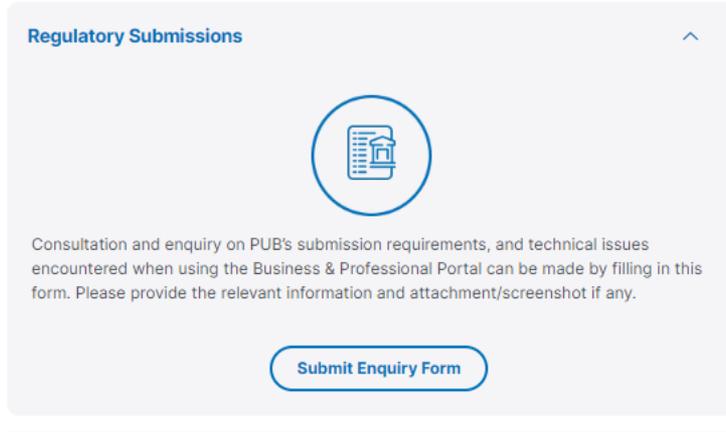
### Submission history ✕

Click on the link to see the details

<b>Latest draft</b>	
<b>Current Draft</b>	<a href="#">🔗</a>
<b>Previous submission(s)</b>	
20230908WJ-02380/00 Submitted on: 08/09/2023 6:01 PM	<a href="#">🔗</a>

# Contact Us

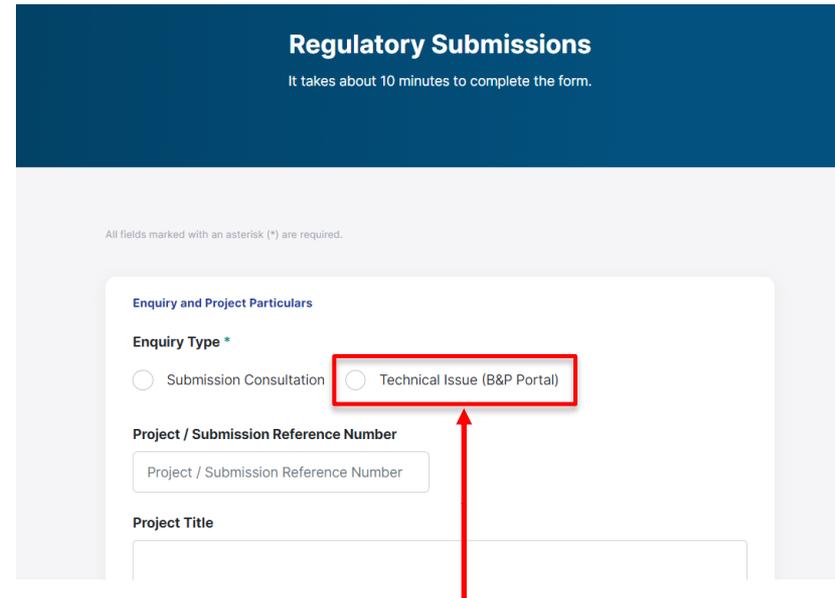
For clarification and assistance with using the B&P Portal, you can submit your queries via the "Regulatory Submissions" section under Help and Feedback.



Regulatory Submissions

Consultation and enquiry on PUB's submission requirements, and technical issues encountered when using the Business & Professional Portal can be made by filling in this form. Please provide the relevant information and attachment/screenshot if any.

[Submit Enquiry Form](#)



**Regulatory Submissions**  
It takes about 10 minutes to complete the form.

All fields marked with an asterisk (\*) are required.

**Enquiry and Project Particulars**

**Enquiry Type \***

Submission Consultation  **Technical Issue (B&P Portal)**

**Project / Submission Reference Number**

**Project Title**

→ Select "Technical Issue (B&P Portal)" on issue with the B&P Portal