



**KEMENTERIAN SUMBER ASLI
DAN PEMBANGUNAN BANDAR**

TINGKAT 3, 15 & 16,
WISMA SUMBER ALAM, JALAN STADIUM,
PETRA JAYA, 93050 KUCHING,
SARAWAK.

Tel : 082-313823

Faks : 082-313810

Laman Web Rasmi : <http://www.kps.sarawak.gov.my>



Our Ref.: 46/MUDeNR.P/100-3/2/1

Date: 01.12.2023

Please See Distribution List

Dear Sir/Madam,

**ONLINE APPLICATION FOR PLANNING PERMISSION FOR DEVELOPMENT OF
LAND AND SITING APPLICATION VIA THE ELECTRONIC STATE PLANNING
AUTHORITY SYSTEM (eSPA SYSTEM)**

Respectfully refer to the above subject matter.

2. For information, the eSPA System has been developed by this Ministry in line with the development strategy of the Sarawak Digital Economy Strategy (SDE) 2018 which **aims to change work processes from manual to digital platforms**. This system has been in used since 2019, which was started with the Meeting Module involving the government implementing agency only. However, it has been fully developed with the Online Submission Module, Processing Module and Conveying Module in 2021 which has also involved Qualified Person (QP) as well as other Government Agencies/Departments.

3. The development of this system is carried out in phases which has yet to cover all types of applications until now. Nevertheless, we would like to remind that with immediate effect all the new applications for development or resubmission applications are **COMPULSORY TO BE SUBMITTED THROUGH THIS SYSTEM** except for the types of applications listed in **APPENDIX 1**. The resubmission application should also be registered as "new applications" using Form Q and the Related Planning File Reference must be quoted. We would like to emphasize that **NO MANUAL APPLICATIONS WILL BE ENTERTAINED** after this. Please do not hesitate to contact the Department of Land and Survey Division/Bintulu Development Authority (BDA) for further inquiries, if necessary.

4. All the Online Applications can be made through the URL <https://espa.sarawak.gov.my/eSPA/initLoginSPA>. Please refer to the **User Manual** which is available in the system. A video demonstration on how to use the system is also been provided as a guide in the system. If you have further inquiries on the system, please contact Agnes Johari at 082-311000 or via e-mail agnesj@sarawak.gov.my. or contactcentre@sains.com.my. Thank you.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"

(YBHG DATU SR HAJI ZAIDI BIN HAJI MAHDI)

Secretary of State Planning Authority (SPA) / Permanent Secretary,
Ministry of Natural Resources and Urban Development

TYPES OF APPLICATIONS EXCEPTED FROM ONLINE SUBMISSIONS

No.	Types of Application
1	All applications for subdivision of agricultural land.
2	The relaxation of building setbacks.
3	The variation of title conditions of land to that of a dwelling house including those that require excision for road and drain reserve.
4	The change of floor uses to complexes and any business premises.
5	The permission to use land or building for any business purposes including that for childcare centres, nurseries, tuition centres and kindergartens for a temporary period of 5-10 years subject to the payment of enhanced premiums. (Temporary for Hotel/Lodging House/B&B/Backpacker-still to SPA)
6	The addition or deletion of an entrance car porch to a business or commercial building.
7	The addition of an attic floor on the top of a double storey dwelling J house.
8	The addition of a mezzanine floor to a business or commercial building (up to a maximum of 50% of the ground floor area).
9	The inclusion, deletion or enlargement of electrical substation sites of 11KV or below, including relaxation of setbacks.
10	The amendment of subdivisional plot sizes.
11	The adjustment of subdivisional plot boundaries due to the discrepancy in land area on cadastral plan and actual surveyed area.
12	The addition and deletion of drain or other wayleave reserve.
13	The addition or deletion of road truncations or corner cuts.
14	The change of right of way to a road reserve which is necessitated due to the difficulty to register the right of way.
15	The phasing, re-phasing and blocking of development.
16	The incorporation of engineering works with building plan submission.
17	The early issue of subdivided titles prior to the completion of engineering works.
18	The relaxation of the standard of engineering works such as from bitumen road to gravel roads and amendment to a typical road cross section.
19	The re-arrangement of car parking plan for the purpose of increasing car parking spaces and therefore reduce the requirement to pay in lieu of the shortage of parking provision.
20	The reduction in the size or deletion of side kaki-lima in existing J shophouse.
21	The change in residential building type from a detached to a semi-detached house and from a semi-detached house to a detached house.
22	The reduction in the number of storeys of buildings provided that the skyline is not adversely affected.
23	Approval or endorsement of building plans referred by Superintendents or where it is required by the condition of planning approval.
24	The provision or deletion of reserves to accommodate any existing access or drainage outlet to the back or front lots.
25	Minor alterations or amendments to existing buildings in regard to the site and external appearance of the building.
26	Enlargement or reduction in the size of petrol filling stations.
27	The extension of 3 months validity period of provisional approval.
28	The first extension of validity period of approval for 12 months.
29	The extension of 5-year development period upon alienation of state land.
30	The approval to the siting and detailed plans of telecommunication towers.
31	The amalgamation of lands with the same use and same number of storeys/ floors.
32	The addition of a basement/semi-basement floor not exceeding 50% of ground floor area due to sloping terrain.

33	The imposition of payment in lieu of car parks lost to inclusion of electrical substations, bin centre, etc.
34	The alteration in a material degree, to the features or colour scheme or external appearance of a commercial building or a row of shophouses, including but not limited to, the installation of air conditioning plant or equipment and facilities.
35	The erection of any structure for telecommunication transmission system, religious or cultural purposes on land or building not intended for that purpose.
36	The swapping of front and rear setbacks of buildings provided that there is uniform setback within that particular block of houses.
37	Application on Rural Transformation Project (RTP).
38	Other miscellaneous applications.

Notes:

Please do not hesitate to contact the Department of Land and Survey Division/Bintulu Development Authority (BDA) for further inquiries, if necessary.

DISTRIBUTION LIST:-

1. Director
Land and Survey Department Sarawak
Headquarters
2. Superintendent,
Land and Survey Department Kuching Division
3. Superintendent,
Land and Survey Department Miri Division
4. Superintendent,
Land and Survey Department Sibuluan Division
5. Superintendent,
Land and Survey Department Samarahan Division
6. Superintendent,
Land and Survey Department Sarikei Division
7. Superintendent,
Land and Survey Department Limbang Division
8. Superintendent,
Land and Survey Department Betong Division
9. Superintendent,
Land and Survey Department Kapit Division
10. Superintendent,
Land and Survey Department Mukah Division
11. Superintendent,
Land and Survey Department Sri Aman Division
12. Superintendent,
Land and Survey Department Serian Division