



CHAPTER
1

eSPA
DIGITAL SUBMISSION

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1. Using The System

This section provides information on the following topics:

- Planning Application
- Siting Application

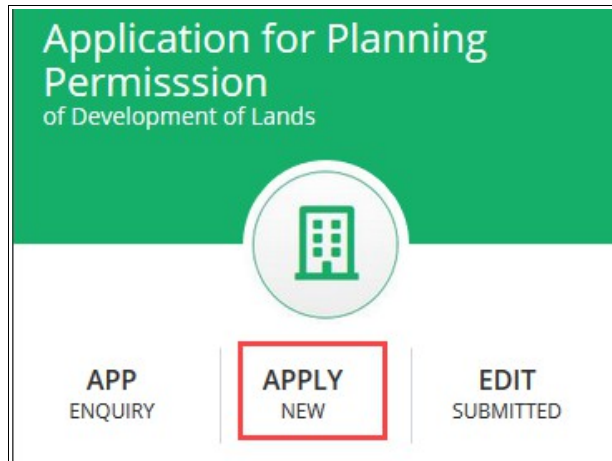
1.1. Planning Application

For development of land and buildings.

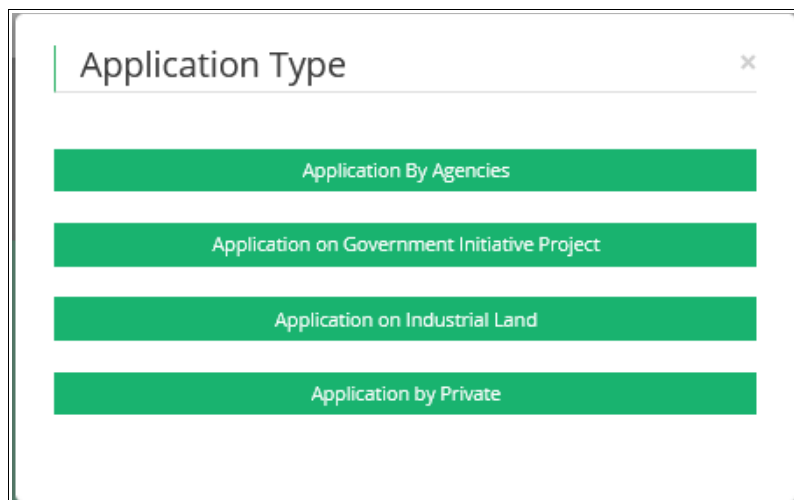
1.1.1. Apply New Application


1.1.1.1. Brief Description of Proposal


1. Go to **Planning Permission**.
2. Click **Apply New**.




3. Select your **Application Type**.



4. There is a new feature where you can change the **Application Type** by clicking  on the **Application Type** section.

Digital Reference	ESPA.2022-88
Status	Prepare Case (New Submission)
Application Type	Application By Agencies 
Division	LIMBANG

5. Enter all required information.

Application Type **Application By Agencies** 

Division **KUCHING**

Division *

KUCHING

Proposal Title *

AVTC AND SUBDIVISION OF LOT 2077 BLOCK 2 SAMARAHAN LD

Related Planning File(s)

# Related Planning File Reference	Remarks
-No record found.-	

Type of Application *

Variation of Title Conditions (AVTC)

Subdivision of Land

Amalgamation of Land

Reclassification of Land

Temporary Change of Use

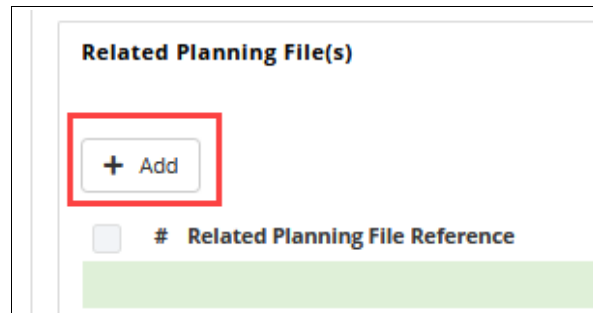
Brief Description of Proposal *

← → | **B** *I* U ~~ABC~~ | ¶ ☰ ☲ ☳ ☴ | Size - | **A** ·


Characters: 0/4000




1	Division	Select division from drop down list available.
2	Proposal Title	Enter proposal title of your application.
3	Type of Application	Tick check box to select type of application.
4	Brief Description of Proposal	Enter brief description of proposal.

- There is a new **Related Planning File(s)** section added from the enhancement. Click **Add** to start add related planning file (if any).



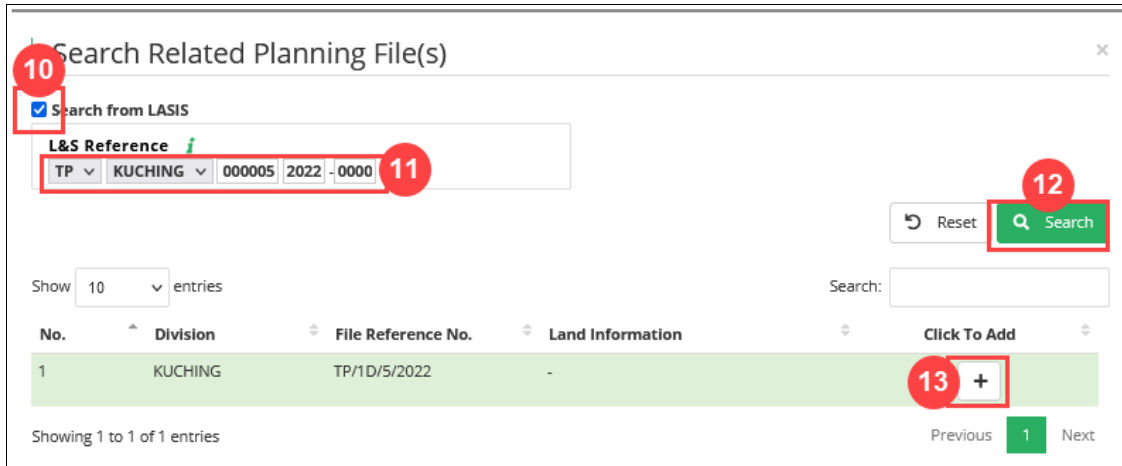
- Enter **Digital Reference**.
- Click **Search**.

- Select your related case and click  to add case into related planning files.

No.	Division	File Reference No.	Land Information	Click To Add
1	KUCHING	ESPA.2022-38 (TP/1D /2/2022)	• Unregistered State Land #1 Block 11 15 Mile (S'Ggang Rd) Town District (10 A)	+ 
2	KUCHING	ESPA.2022-50 (TP/1D /5/2022)	• Lot 27 Block 19 Salak Land District (8130 M)	+ 
3	KUCHING	ESPA.2022-188	-	+ 

10. To add planning case from LASIS, tick the **Search from LASIS** checkbox.
11. Enter the **L&S Reference**.
12. Click **Search**.

13. Click  to add case from LASIS into related planning files.



Search Related Planning File(s)


Search from LASIS

L&S Reference *i*

TP KUCHING 000005 2022-0000

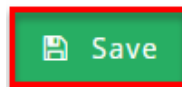
Reset Search

Show 10 entries Search:

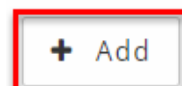
No.	Division	File Reference No.	Land Information	Click To Add
1	KUCHING	TP/1D/5/2022	-	

Showing 1 to 1 of 1 entries Previous 1 Next

14. Click **Save**.



15. Once Application successfully created, you may now proceed to add affected land(s).
16. Click **Add** from the **Affected Land(s)** section.



17. Enter all required information for **Registered Land**.

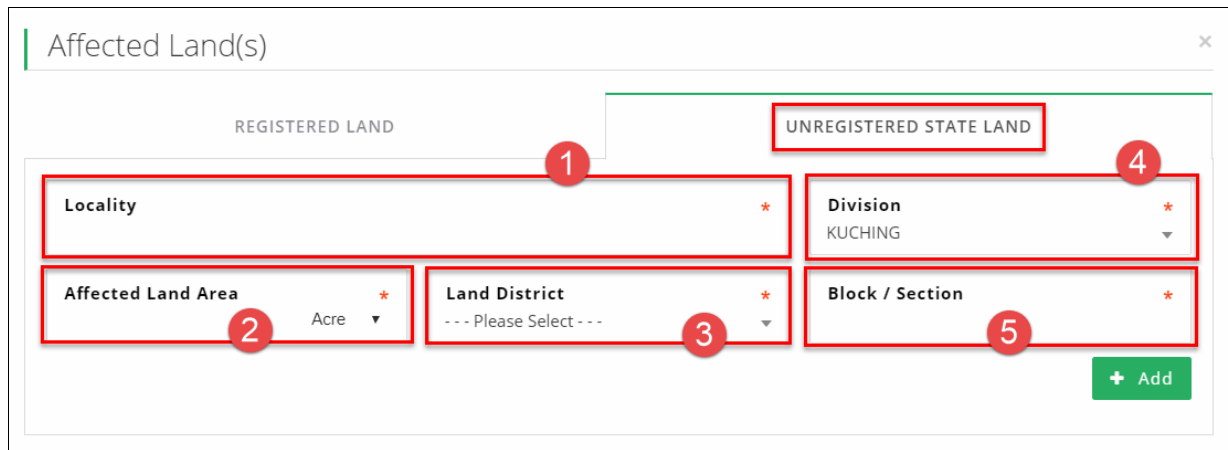
1	Division	Select division from drop down list available.
2	Land District	Select land district from drop down list available.
3	Lot Number	Enter lot number of registered land.
4	Title Type	Select title type from drop down list available
5	Block / Section	Enter block / section of registered land.

18. Then click **Search**.



19. **Extract of Title No.** need to be entered before selected land can be added. Validity period for Extract of Title No. is 3 months. Once expired, you must repurchase the title to get a new **EOT No.** Update the new **EOT No.** in the Affected Land(s)

20. Enter all required information for **Unregistered State Land**.



1	Locality	Enter locality of unregistered state land.
2	Affected Land Area	Enter size of affected land area.
3	Land District	Select land district from drop down list available.
4	Division	Select division from drop down list available.
5	Block / Section	Enter block / section of registered land.

21. Then click **Add**.

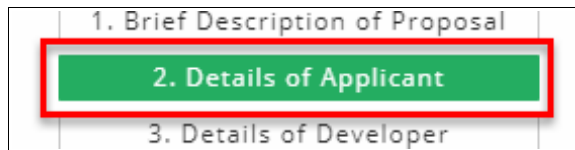


1.1.1.2. Details of Applicant

1. Click **Navigation** icon.



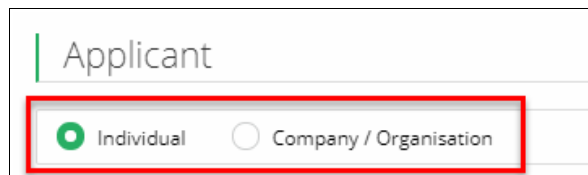
2. Click **Details of Applicant**.



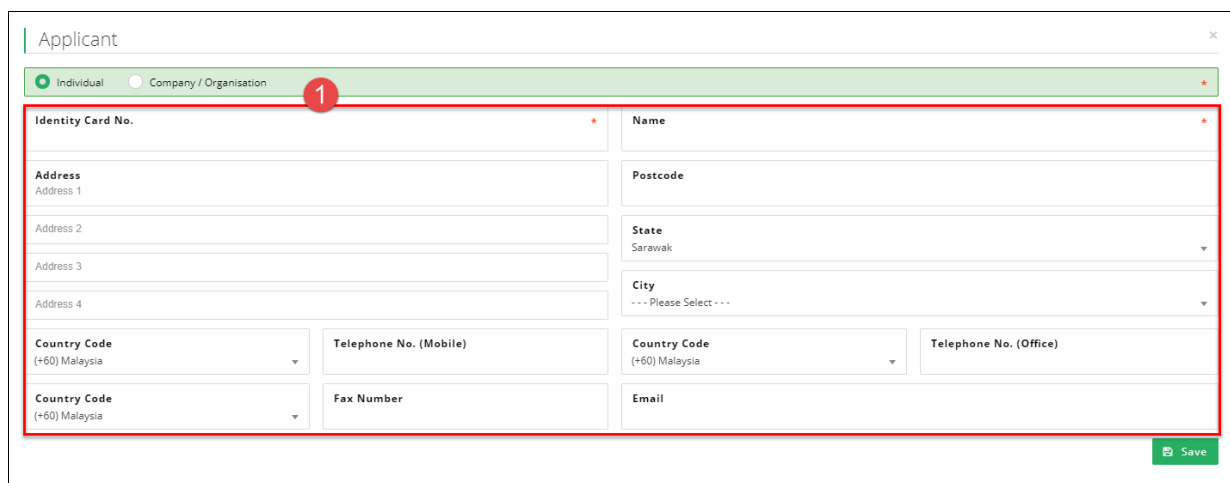
3. Click **Add**.



4. Select applicant type.



5. Enter **Applicant Details** if any.



6. Then click **Save**.



7. Enter **Company / Organisation Details** if any.

Applicant

1

Organisation

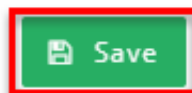
Organisation Type State Government	*	Registration Number (if applicable)	
Name Department Name	*	Branch Name	
Postal Address Address 1		Postcode Postcode	
Address 2		State Sarawak	City --- Please Select ---
Address 3		Country Code (+60) Malaysia	Telephone No
Address 4			

Representative / Contact Person / Officer in Charge

Honorary Title --- Please Select ---		Designation Designation	
Full Name Contact Name	*	Country Code (+60) Malaysia	Telephone No (Mobile) Handphone Number
Identity Card No Contact ID Number	*	Country Code (+60) Malaysia	Telephone No (Office) Office Number
Email Email Address		Country Code (+60) Malaysia	Telephone No (Fax) Fax Number

Save

8. Then click **Save**.



1.1.1.3. Details of Developer

1. Click **Navigation** icon.



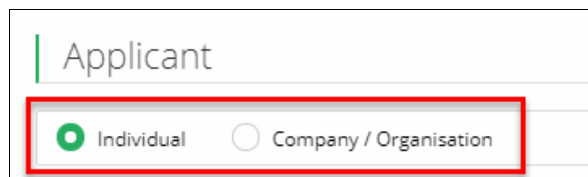
2. Click **Details of Developer**.



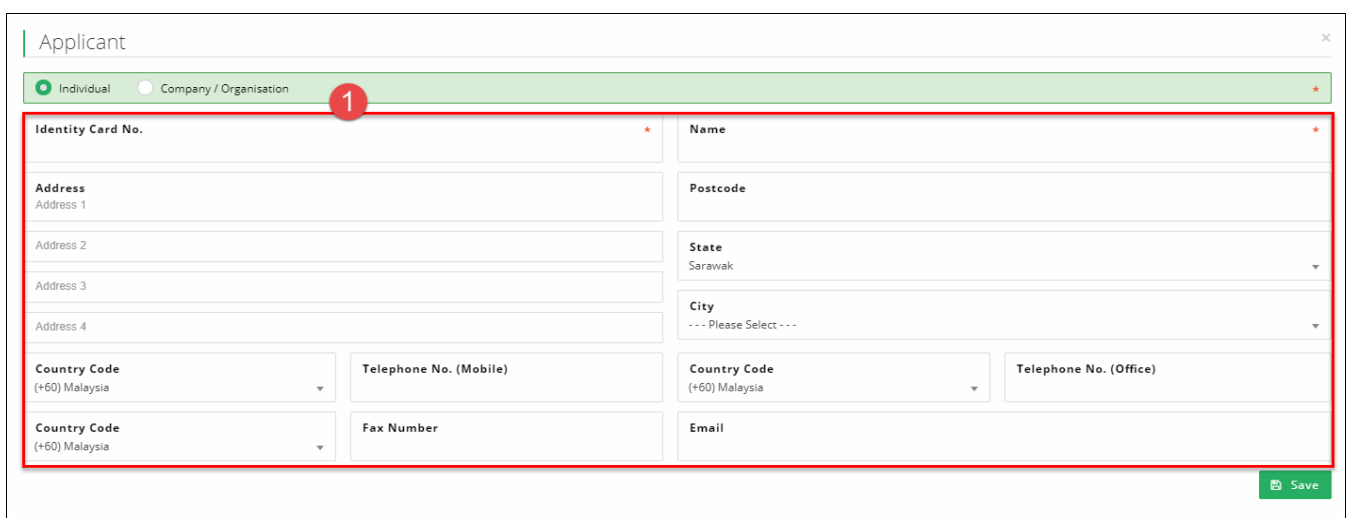
3. Click **Add**.



4. Select applicant type.



5. Enter **Applicant Details** if any.



6. Then click **Save**.



7. Enter **Company / Organisation Details** if any.

Applicant

1

Organisation

Organisation Type State Government	*	Registration Number (if applicable)	
Name Department Name	*	Branch Name	
Postal Address Address 1		Postcode Postcode	
Address 2		State Sarawak	City --- Please Select ---
Address 3		Country Code (+60) Malaysia	Telephone No
Address 4			

Representative / Contact Person / Officer in Charge

Honorary Title --- Please Select ---		Designation Designation	
Full Name Contact Name	*	Country Code (+60) Malaysia	Telephone No (Mobile) Handphone Number
Identity Card No Contact ID Number	*	Country Code (+60) Malaysia	Telephone No (Office) Office Number
Email Email Address		Country Code (+60) Malaysia	Telephone No (Fax) Fax Number

Save

8. Then click **Save**.

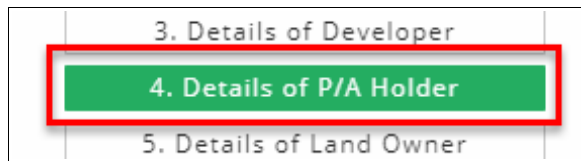


1.1.1.4. Details of P/A Holder

1. Click **Navigation** icon.



2. Click **Details of P/A Holder**.



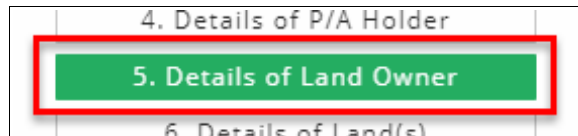
3. P/A holder will be retrieved from land details.

1.1.1.5. Details of Land Owner

1. Click **Navigation** icon.



2. Click **Details of Land Owner**. The Land Owner is populated based on registered land.



3. To edit, click on **Land Owner Name**.

#	Name	ID Number
1	WONG TSONG HUEY (A) ONG TSONG HUEY	

4. Enter details of **Land Owner** if any.

Land Owner

Individual Company / Organisation

Identity Card No. * **Name** *
WONG TSONG HUEY (A) ONG TSONG HUEY

Address **Postcode**
Address 1
Address 2
Address 3
Address 4
State
Sarawak
City
... Please Select ...

Country Code (+60) Malaysia **Telephone No. (Mobile)** **Country Code** (+60) Malaysia **Telephone No. (Office)**

Country Code (+60) Malaysia **Fax Number** **Email**

Save

5. Then click **Save**.



1.1.1.6. Details of Land(s)

1. Click **Navigation** icon.



2. Click **Details of Land(s)**.



3. Enter affected land(s) details.

#	Land Description	Land Area	Expiry Date	Land Classification	Type Of Land	Title Condition	Part / Whole	Affected Area
1	Lot 32 Block 19 Salak Land District	5.9770 Ha.	11/01/2050	NATIVE AREA LAND Reclass to Mixed Zone Land?	<input checked="" type="checkbox"/> Lease Of State Land - B	View	Whole	5.9770 Ha.
2	Lot 33 Block 19 Salak Land District	7440.00 Sq. M	11/01/2050	NATIVE AREA LAND Reclass to Mixed Zone Land?	<input type="checkbox"/> Lease Of State Land - B	View	Whole	7440.00 Sq...

1	Land Classification	Tick check box if land want to be Reclass to Mixed Zone Land.
2	Part / Whole	Select partial or whole.
3	Affected Area	Enter affected area sizes.

4. Then click **Save**.



1.1.1.7. Details of Development Proposal

- You may skip this entry for step 3 - 7. Go to Supporting Documents and upload Site Layout Plan in DXF and Excel file format. Refer to Chapter 1.3.1 Enhancements for more details.

1. Click Navigation icon.



2. Click **Details of Development Proposal**.



3. Click **Add** to add new phase.



4. Enter phase details.

Sequence	Block/Phase Description
1	Phase 1

1	Sequence	Enter phase sequence number.
2	Block / Phase Description	Enter block / phase description.

5. Click **Note** to add new plot.



6. Enter quantity then click **Add**. One(1) Block/Phase can have One(1) or more Plot records.

Add Plot	1	Add
Delete	Block/Phase	De

7. Enter plot details.

1	Plot No.	Enter plot number.
2	Proposed Land Usage	Select proposed land usage.
3	Is Strata?	Select yes if plot is strata.
4	Plot Area (each)	Enter plot area size.

8. Click **Note** to add new building.



9. Enter quantity then click **Add**. One(1) Plot can have One(1) or more Building records.

10. Enter building details.

1	Building Description	Enter building description.
2	Building Type	Select building type.
3	Storey	Enter level of storey.
4	Width	Enter width of building.
5	Length	Enter length of bundling.
6	Height	Enter height of building.
7	Multi Block/Section	Tick check box if building is multi block / section.
8	Building Setback	Enter building setback details.

11. Click **Note** to add new floor.



12. Enter quantity then click **Add**. One(1) Floor can have One(1) or more Floor Usage records.

13. Enter floor details.

1	Floor Storey	Enter floor storey
2	Sequence	Enter floor sequence.
3	Floor Usage / Activity	Select floor usage / activity.
4	No. of Unit	Enter number of unit.
5	Net Floor Area	Enter net floor area.
6	Gross Floor Area	Enter gross floor area.

14. Then click **Save**.



Notes:

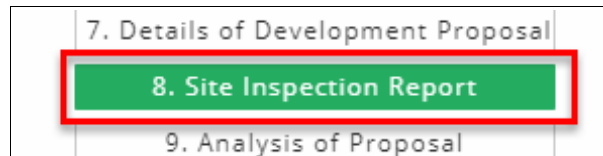
- Click on **Proposed Land Usage *** to display **Planning Classification Of Land Use & Colour Coding**.
- Click on **Floor Usage / Activity *** to display **Table on Minimum Parking Requirement**.
- If there is entry of floor usage record(s), the **Total Net Floor Area** and **Total Net Gross Area** for the floor shall derive from the sum of **Net Floor Area** for the floor and the sum of **Net Gross Area** respectively.
- If there is floor information entry, the **Total Net Floor Area** and **Total Net Gross Area** for the **plot** shall derive from the sum of **Total Net Floor Area** and sum of **Total Net Gross Area** for all floors of in the buildings located within the plot.
- System will auto populate the plot based on uploaded DXF Site Layout Plan and excel by applicant.

1.1.1.8. Site Inspection Report

1. Click **Navigation** icon.



2. Click **Site Inspection Report**.



3. Enter details for **Existing Road Access**.

EXISTING ROAD ACCESS/

Physical access *	<input type="radio"/> Yes <input type="radio"/> No	Legal Access *	<input type="radio"/> Yes <input type="radio"/> No
Type of road surface *	--- Please Select ---	Type of road surface *	--- Please Select ---
Width of carriageway *	--- Please Select ---	Width of carriageway *	--- Please Select ---
Condition of carriageway *	--- Please Select ---	Condition of carriageway *	--- Please Select ---
		Access going from *	

4. Enter details for **Existing Drainage**.

EXISTING DRAINAGE

Any drainage *		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Type of Drain *	Size of Drain *	Direction of flow *
--- Please Select ---		
Impact of development on existing drainage flow *		

5. Enter details for **Existing Footpath**.

EXISTING FOOTPATH

Any footpath *		
<input type="radio"/> Yes <input type="radio"/> No		
Type of footpath *	Width of footpath *	Condition of footpath *
--- Please Select ---	--- Please Select ---	--- Please Select ---

6. Enter details for **Existing Public Utilities**.

EXISTING PUBLIC UTILITIES

Water supply *
<input type="radio"/> Yes <input type="radio"/> No
How far is the nearest supply *
Electricity supply *
<input type="radio"/> Yes <input type="radio"/> No
How far is the nearest supply *
How far is the nearest electrical substation *

7. Enter details for **Right-of-Way**.

RIGHT-OF-WAY

Any right-of-way *	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Whether registered *	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
For whose benefit *	Purpose of right-of-way *

8. Enter details for **Existing Site Location.**

EXISTING SITE CONDITION	
Topography	*
Any cutting of land <input type="radio"/> Yes <input type="radio"/> No	*
How much cutting	*
Any filling of land <input type="radio"/> Yes <input type="radio"/> No	*
How much filling	*

9. Enter details for **Present Usage.**

PRESENT USAGE		
Subject land		*
Neighbouring land		*
Building(s) to be retained <input type="radio"/> Yes <input type="radio"/> No	*	Any off-set <input type="radio"/> Yes <input type="radio"/> No
Use	Type	Condition --- Please Select ---

10. Enter details for **Existing Public Facilities.**

EXISTING PUBLIC FACILITIES	
Open Space <input checked="" type="radio"/> Yes <input type="radio"/> No	Shopping <input type="radio"/> Yes <input type="radio"/> No
Where is it from subject land aaaaaaaaaaaaaaaa	Where is it from subject land aaa
How far from subject land aa	How far from subject land aa
Size aa	No. of shop(s) aa
Facilities available aa	No. of Storey aa
School <input type="radio"/> Yes <input type="radio"/> No	Public Transport <input type="radio"/> Yes <input type="radio"/> No
Where is it from subject land	Where is it from subject land
How far from subject land	How far is the nearest bus stop
Name of school	
Type of school --- Please Select ---	

11. Enter details for **Any Other Special Features/View/Vistas**.

ANY OTHER SPECIAL FEATURES/VIEW/VISTAS

12. Then click **Save**.

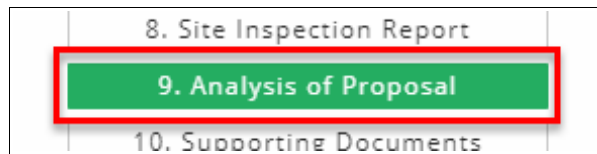


1.1.1.9. Analysis of Proposal

1. Click **Navigation** icon.



2. Click **Analysis of Proposal**.



3. Enter **Parking** and **Density Requirement** if any.

PARKING REQUIREMENT						
#	Component(s)	Parking Calculation Criteria	CP	MP	BP	LP
1	Retail	6000.00 Sq. M (Net Area)	120.0	30.0	0.0	0.0
2	Food Court	4500.00 Sq. M (Net Area), 10 STALL	450.0	90.0	0.0	0.0
Parking Required			570	120	0	0
Parking Provided			0	0	0	0
Total Parking Required			570	120	0	0
Total Parking Provided			0	0	0	0
Shortage			570	120	0	0

DENSITY REQUIREMENT					
#	Housing Type	Permissible Density	Proposed Unit	Land Coverage (Acre)	Computed Density
1	Landed: Spektra Medium	18.0 u/ac.	1.0	5.00	0.2 u/ac. OK

4. Check on **Affordable Housing Requirement** details.

AFFORDABLE HOUSING REQUIREMENT						
#	Requirement	Land Coverage (Acre)	Required Affordable Unit	Preferred Land Usage	Other Requirements	
1	Landed SPEKTRA Plus (upon Reclassification)	10.00	3	Terrace House	Spektra Plus	Min. Required : -

- If there is shortage of affordable housing provided under this project, you may key in the information of additional units to be supplied under other projects.
- Click on **+Add** button to insert new row.

AFFORDABLE HOUSING REQUIREMENT

#	Requirement	Land Coverage (Acre)	Required Affordable Unit	Preferred Land Usage	Other Requirements
1	Landed SPEKTRA Plus (upon Reclassification)	10.00	3	Terrace House	Spektra Plus Min. Required : -

Shortage - Add Affordable Housing from other Project(s)

Usage	Housing Scheme	Shortage
Terrace House	Spektra Plus	3

Usage	Housing Scheme	Additional Unit	Additional From	Delete
Terrace House	Spektra Plus	3	ESPA.2019-127	<input type="button" value="Delete"/>

- Check on Open Space Requirement. Default value is computed based on total plot area allocated for open space.

OPEN SPACE REQUIREMENT

Required: 1 Acre	Provided (Acre):	<input style="width: 90%;" type="text" value="1.000"/>
------------------	------------------	--

- Then click **Save**.

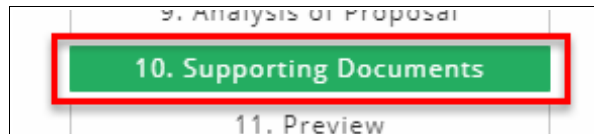


1.1.1.10. Supporting Documents

1. Click Navigation icon.





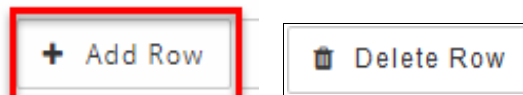
2. Click Supporting Documents.



3. Click **Upload** or Drag & Drop Files to add attachment.



4. To delete the uploaded file, click on  .
5. To download the uploaded file, click on  .
6. For **Other Relevant Supporting Document**, click **Add Row** to insert new row. Click **Delete Row** to delete uploaded attachment.



7. Refer to **Chapter 1.3.1** for **Supporting Documents** enhancements.

Notes:

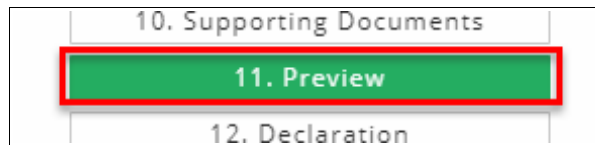
- *Mandatory documents is indicated with red asterisk (*).*
- *Each file maximum size is 50MB.*
- *Site Layout Plan for AutoCAD must be saved as DXF 2013 format.*
- *SPA Pre-Check on non compliance Plan Preparation SOP will be displayed on screen and generate discrepancy report;*

1.1.1.11. Preview

1. Click Navigation icon.



2. Click **Preview**.



3. Click **FORM Q** tab to preview Form Q in web browser.

FORM Q	DEVELOPMENT CHECKLIST PART 1
<p>LAND CODE (AMENDMENT)</p> <p>"FORM Q"</p> <p>(Section 231)</p> <p>APPLICATION FOR SUB-DIVISION AND/OR DEVELOPMENT OF LAND</p>	
<div style="border: 1px solid red; padding: 2px;">ESPA.2019-128</div>	
<p>To: The Superintendent of Lands and Surveys, Kuching Division</p>	
<p>1. I(We) _____ on behalf of the registered proprietor(s)/power of attorney of the land described as Lot 45 Block 19 Salak Land District do hereby apply for the sub-division and/or development of the above land for the following purpose(s):</p>	
<p><i>Type of Proposed Use</i></p>	<p><i>Brief Description of Proposal</i></p>
<ul style="list-style-type: none"> • Neighbourhood Park (Public Park) • Private Road • Semi-Detached House • Terrace House 	<p>Proposal for development of.....</p>

4. Click **Development Checklist Part 1** tab to preview checklist in web browser.

FORM Q	DEVELOPMENT CHECKLIST PART 1
--------	------------------------------

DEVELOPMENT CHECKLIST 8/2010(B)

(For applications of residential development exceeding 40 units of houses or more than 5 acres and, for the development of land or buildings for all other types of uses)

PART I
(To be submitted / filled by the submitting person)

(If the application involved Strata Title, Please tick(✓))

1. NAME OF DEVELOPER / P/A HOLDER:

(a) NAME OF SHAREHOLDER IF DEVELOPER OR P/A HOLDER IS A COMPANY:
DEVELOPER

1. ECOVEST

2. NAME(S) OF LAND OWNER(S):

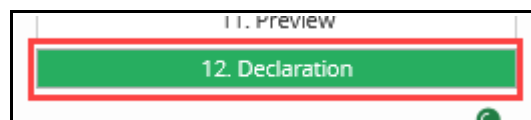
1. LEMBAGA PEMBANGUNAN DAN LINDUNGAN TANAH

1.1.1.12. Declaration

1. Click **Navigation** icon.



2. Click **Declaration**.



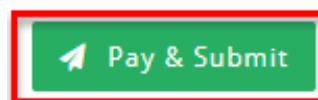
3. Tick check box to accept the statement of declaration.

Abang (850220135335), hereby declare that I shall bear full responsibility as to the accuracy of the information(s) as supplied in the Development Checklist, failing which, I may be liable to be de-registered as a Qualified Person under the Land Code (Development and Subdivision of Land) (Qualified Persons) Rules, 1998.

Important :
Please kindly submit the following documents to , KUCHING within FIVE (5) working days from the date of online submission:-

- ONE(1) copy of system generated Form Q; and
- SIX(6) copies of plans for the sub-division and/or development of the land.

4. Then click **Pay & Submit**.




5. Payment Preview screen will be displayed.

Payment Preview		
Code	Payment Items	Amount (RM)
422	Fees chargeable for supply of Forms	5.00
422	Fees for application for sub-division of land, etc.	100.00
	Total	105.00

6. Two payment options is available for application submission. The same payment options also applies to Approval Fee.



7. "Print Bill to Pay at Counter" will generate Bill T.126.

Cr.422	GOVERNMENT OF SARAWAK	T.126	
	Lands and Surveys		
To : SPA TRAINING 01 (911111110001)			
Please pay the sum of Ringgit Malaysia One Hundred Five Only			
RM 105			
being Development and Subdivision Fees			
ref: ESPA.2018-112(KUCHING)			
To : SPA TRAINING 01 (911111110001)			
being Development and Subdivision Fees			
ref: ESPA.2018-112(KUCHING)			
RECEIVED the sum stated in the printed figures.			
Date	Receipt No.	Amount	Date
<i>Notice</i>			
Payment should be made at the Land and Surveys Divisional Office, and should be accompanied by this Notice. Cheques and Drafts should be made payable to "Sarawak Government" and crossed. They should not be made payable to any individual officer.			
Office Hours: Monday to Thursday : 8:00 a.m. to 12 noon and 2:00 p.m. to 3:00 p.m. Friday : 8:00 a.m. to 11 a.m. and 2:15 p.m. to 3:00 p.m.			
PLEASE PRODUCE THIS FORM INTACT AT TIME OF PAYMENT. It will be returned with the receipt machine-printed.			
 SPA_18000200			
<small>This is a system generated bill. No signature is required.</small>			

8. "Proceed to Pay Online" will display 2 choices of payment method.

Select Payment Method ×

Sarawak Government Official Secured Payment Gateway, Paybills Malaysia

S PAY GLOBAL

9. Selecting Paybills Malaysia will open the PaymentGalaxy Malaysia in a new pop-up windows. Click **YES** button.

Confirmation ×


Your payment details will be forwarded to **Sarawak Government Official Secured Payment Gateway, Paybills Malaysia**. Do you want to proceed?

Yes No

10. Ensure that your you current browser setting has been configured to allow pop-ups. If your previous payment fails, you may click **Re-Submit** when prompted with notification below.

Note : In case the payment transaction process is not able to be completed, please click 'Re-Submit' button to resubmit your payment.

11. Select payment channel. Click **Continue** to proceed with payment.

 powered by PaymentGalaxy®
Thursday, 15 November 2018

1. Select Bank 2. Confirm Payment 3. Payment Status


Payment Details

Merchant:	Ministry of Resource Planning & Environment, Sarawak
Bill Reference No:	SPA_18000201
Bill Reference No:	911111110001
Service Fee (MYR):	0.00
Bill Amount (MYR):	105.00
Total (MYR):	105.00
Payment For:	Ministry of Resource Planning and Environment, Sarawak.

Select your payment channels

Credit Cards

Please make sure that your credit card is on 3D Secure.

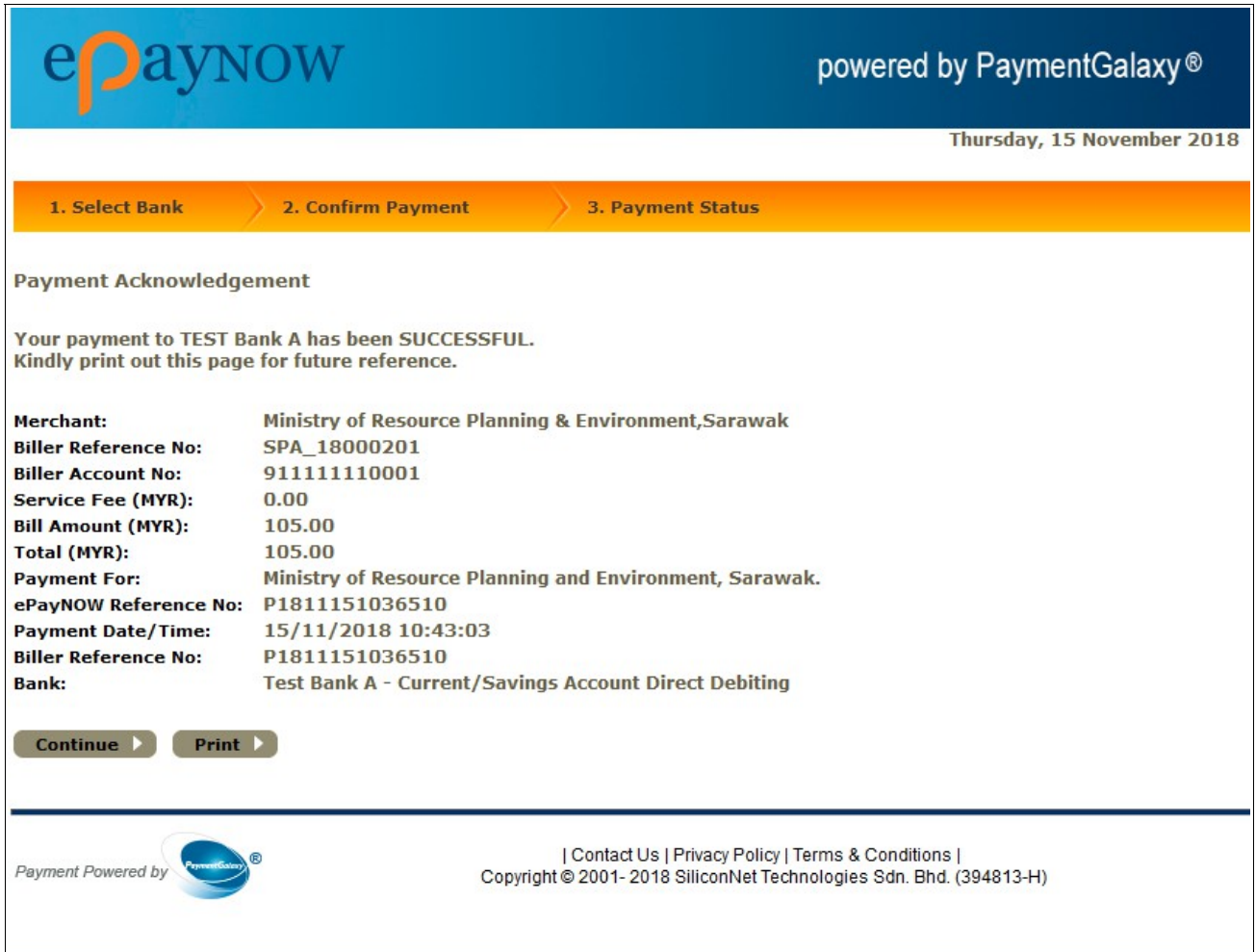


Personal Banking

Test Bank A (Successful)	Test Bank B (Successful)	Test Bank C (Cancelled)
-----------------------------	-----------------------------	----------------------------

Please enter email here to receive payment acknowledgement (Optional) :

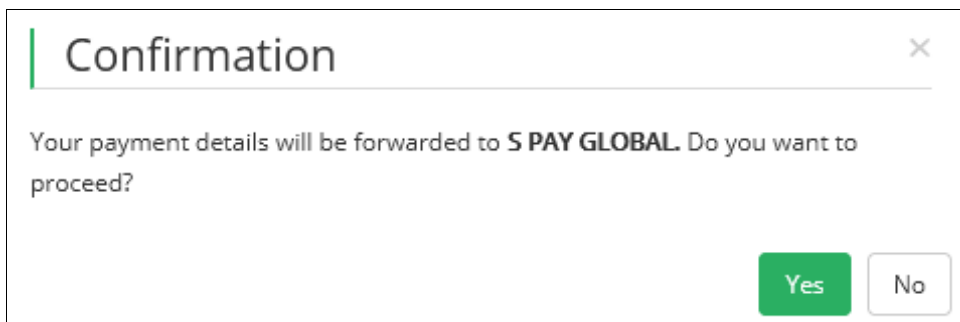
12. Successful payment will be displayed as shown below. Click **Continue** to proceed.



The screenshot shows the ePayNOW payment acknowledgement page. At the top, there is a blue header with the ePayNOW logo and the text "powered by PaymentGalaxy®". Below the header, the date "Thursday, 15 November 2018" is displayed. A progress bar indicates the current step: "1. Select Bank" (completed), "2. Confirm Payment" (current step), and "3. Payment Status". The main content area is titled "Payment Acknowledgement" and contains the following text: "Your payment to TEST Bank A has been SUCCESSFUL. Kindly print out this page for future reference." Below this, a list of payment details is provided: Merchant: Ministry of Resource Planning & Environment, Sarawak; Biller Reference No: SPA_18000201; Biller Account No: 911111110001; Service Fee (MYR): 0.00; Bill Amount (MYR): 105.00; Total (MYR): 105.00; Payment For: Ministry of Resource Planning and Environment, Sarawak; ePayNOW Reference No: P1811151036510; Payment Date/Time: 15/11/2018 10:43:03; Biller Reference No: P1811151036510; Bank: Test Bank A - Current/Savings Account Direct Debiting. At the bottom of the details, there are two buttons: "Continue" and "Print". The footer of the page includes the PaymentGalaxy logo, the text "Payment Powered by", and a list of links: "Contact Us | Privacy Policy | Terms & Conditions | Copyright © 2001- 2018 SiliconNet Technologies Sdn. Bhd. (394813-H)".

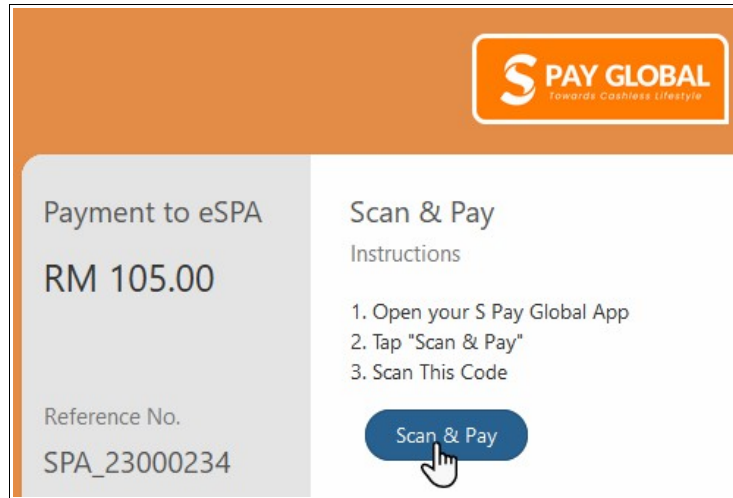
13. Once successfully paid and submitted, the status will be updated as “**Application Submitted to Agency (New Submission)**”

14. Selecting S PAY GLOBAL will open the S PAY GLOBAL in a new pop-up windows. Click **YES** button.



The screenshot shows a confirmation pop-up window titled "Confirmation". The text inside the window reads: "Your payment details will be forwarded to S PAY GLOBAL. Do you want to proceed?". At the bottom right of the window, there are two buttons: "Yes" (highlighted in green) and "No".

15. Follow the instructions in the page below.



16. Scan QR Code.



17. Payment details and total amount will be displayed. Click **Confirm** button to proceed.

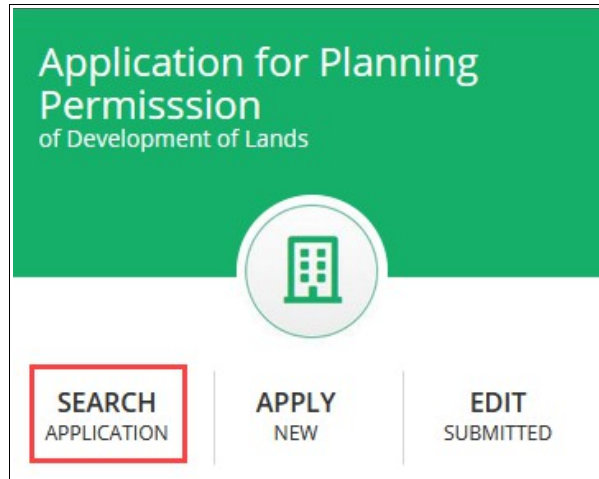


18. Submitted payment will be shown as **“Payment in Progress”**.

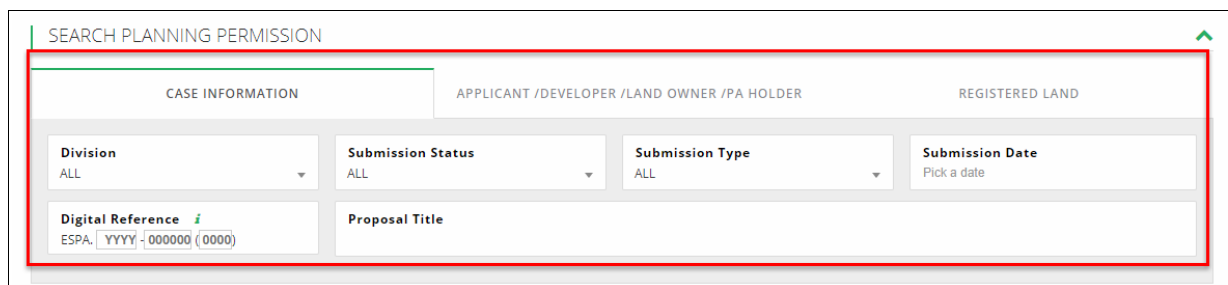
19. After payment is confirmed, the system will update the status to **“Application Submitted to Agency”**.

1.1.2. Application Enquiry

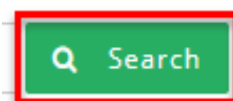
1. Go to **Planning Permission**.



2. Click **Search Application**.
3. Enter your search criteria.



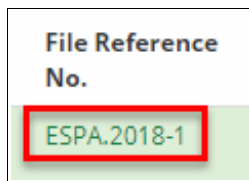
4. Then click **Search**.



5. Result will be displayed.

LIST OF PLANNING PERMISSION							
#	Division	File Reference No.	Applicant	Land Information	Nature of Application	Status	Created Date
1	KUCHING	ESPA.2018-1	SOMEONE WHO IS APPLICANT	<ul style="list-style-type: none"> Lot 1066 Section 65 Kuching Town Land District (1246.0 M) Lot 109 Block 19 Salak Land District (1,141 H) 	THIS IS THE PROPOSAL TITLE	Under Processing at L&S Headquarter Office	14/03/2018 11:11:41 AM
2	KUCHING	ESPA.2018-20	AMY WONG	<ul style="list-style-type: none"> Lot 1 Batu Kawa Town District (210.0 M) Lot 4 Batu Kawa Town District (149.7 M) Lot 8 Batu Kawa Town District (153.4 M) 	THIS CASE USE FOR TESTING PUBLIC FILE REVISIONING ONLY (DON'T DELETE THIS CASE YA)	Case Ready for Submission	24/05/2018 10:37:24 AM

6. Click **File Reference No.** to edit case.



Notes:

- For enhancements features, refer Chapter 1.3 Enhancements.

1.2. Siting Application

For Government Projects / NGOs.

1.2.1. Apply New Application

1.2.1.1. Brief Description of Proposal

1. Go to **Siting Application**.
2. Click **Apply New**.



3. Read **Guidelines** then click **Proceed**.

Guidelines ×

1. The siting application for **federal government projects** shall be through the **Jabatan Ketua Pengarah Tanah dan Galian (JKPTG)** .
2. Application for Islamic cemeteries, Mosques and Surau shall be through the **Jabatan Agama Islam Sarawak (JAIS)**.
3. All applications submitted by NGOs related to religious purpose should be submitted through the **Pengarah Unit Hal Ehwal Agama-Agama Lain** by the NGO concerned. The Director of the Unit will submit an application along with a recommendation to the **Department of Land and Surveys** of the division.
4. The NGO application (non-profit oriented project) must submit a document explaining the **empowerment to hold land**.
5. The application for building a **community hall / football field and other public facilities** by Jawatankuasa Kemajuan dan keselamatan Kampung (JKKK) shall be through **relevant government agencies** eg District Council / Municipal Council (Local Authority), Resident Office or District Office.
6. Availability of fund is **compulsory**. In the case of **no fund**, your application will not be able to register/process/submit through the system.
7. All submissions must use the online **Siting Form**, fully signed, print and upload into **Supporting Document**.
8. All documents must be submitted **electronically / digitally** via eSPA online.

+ Proceed

4. Enter all required information.

Submission Status
Application Type
Prepare Case
Application of Siting Project
1

Type of Application *

Application for Site
 Temporary Change of Use
 Submission of Detailed Building Plan

Site Legalization
 Application for Site Extension
 Road/Drain/Bund/Way Leave Alignment

Extension of Validity for TOL

Division *

2

Project Category *

3

Name of Project *

4

Area Required *

5

Area Unit *

6

Total Scheme Value (RM) *

9

Source of Fund *

7

Fund Availability *

8

Amount of Fund Available (RM) *

10

Malaysia Plan No. *

12

Amount of Fund Approved (RM) *

11

Locality *

13

Project Justification and Description on Project Components *

14

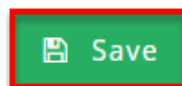
Reason for Selecting the Site *

15

1	Type of Application	Tick check box to select type of application.
2	Division	Select division from drop down list available.
3	Project Category	Select project category from drop down list available.
4	Name of Project	Enter name of project.
5	Area Required	Enter area required.

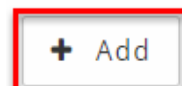
6	Area Unit	Select area unit from drop down list available.
7	Source of Fund	Select source of fund from drop down list available.
8	Fund Availability	Select yes if got fund availability.
9	Total Scheme Value (RM)	Enter total scheme value in RM.
10	Amount of Fund Available (RM)	Enter amount of fund available in RM
11	Amount of Fund Approved (RM)	Enter amount of fund approved in RM
12	Malaysia Plan No.	Select Malaysian plan no. from drop down list
13	Locality	Enter locality
14	Project Justification and Description on Project Components	Enter project justification and description on project components
15	Reason for Selecting the Site	Enter reason for selecting the site

5. Click **Save**.



6. Once Application successfully created, you may now proceed to add affected land(s).

7. Click **Add**.



8. Enter all required information for **Registered Land**.

REGISTERED LAND

Division *

KUCHING

Land District

--- Please Select ---

Lot Number *

to

UNREGISTERED STATE LAND

Title Type

--- Please Select ---

Block / Section

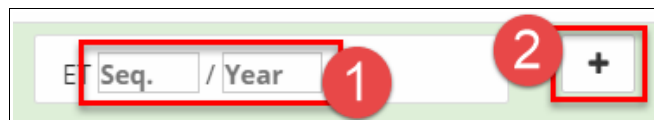
Search

1	Division	Select division from drop down list available.
2	Land District	Select land district from drop down list available.
3	Lot Number	Enter lot number of registered land.
4	Title Type	Select title type from drop down list available
5	Block / Section	Enter block / section of registered land.

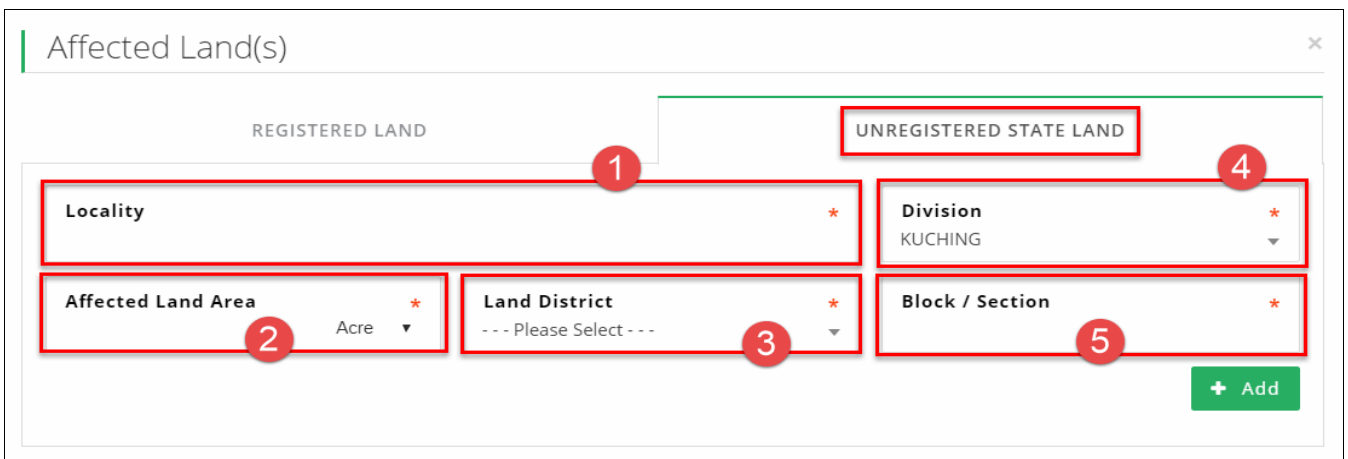
9. Then click **Search**.



10. **Extract of Title No.** need to be entered before selected land can be added.



11. Enter all required information for **Unregistered State Land**.



1	Locality	Enter locality of unregistered state land.
2	Affected Land Area	Enter size of affected land area.
3	Land District	Select land district from drop down list available.
4	Division	Select division from drop down list available.
5	Block / Section	Enter block / section of registered land.

12. Then click **Add**.

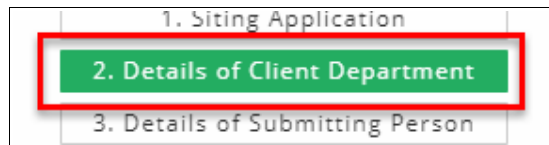


1.2.1.2. Details of Client Department

1. Click **Navigation** icon.



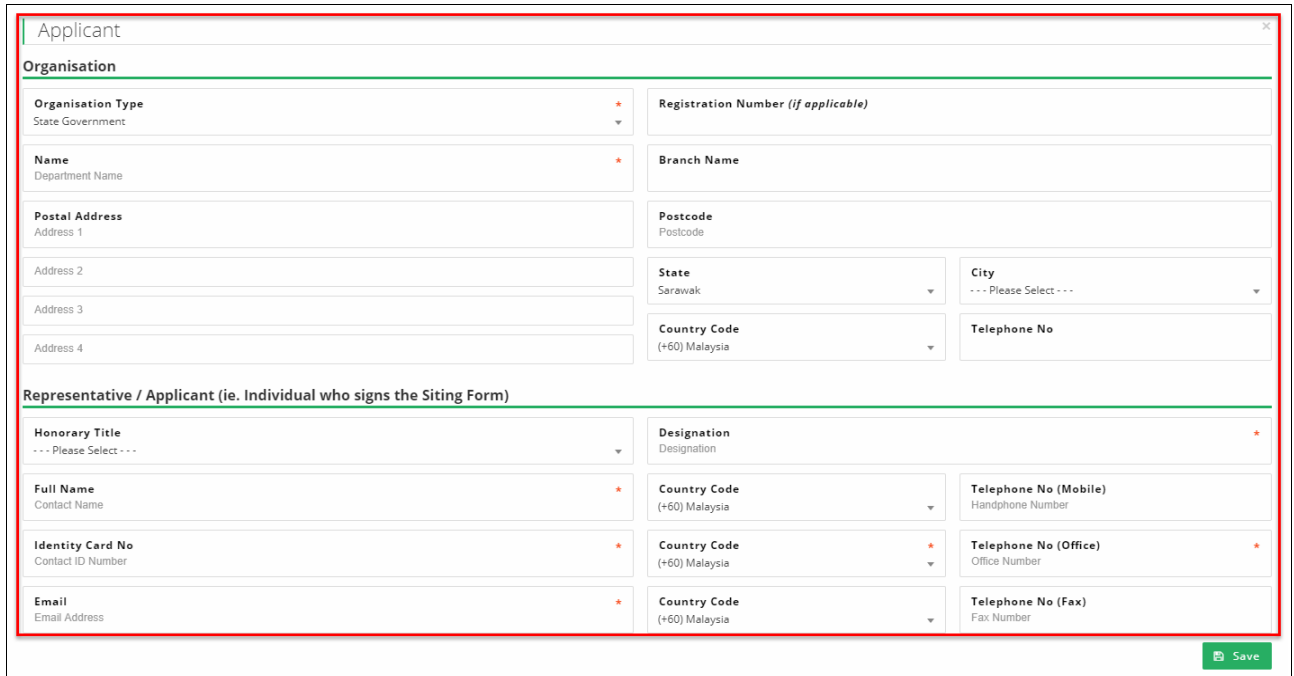
2. Click **Details of Client Department**.



3. Click **Add**.



4. Enter **Client Department** details.



5. Then click **Save**.



1.2.1.3. Details of Submitting Person

1. Click **Navigation** icon.



2. Click **Details of Submitting Person**.




3. Click **Add**.



4. Enter **Submitting Person** details.

Submitting Person ×

Organisation		
Organisation Type State Government	Registration Number (if applicable)	
Name Department Name	Branch Name	
Postal Address Address 1	Postcode Postcode	
Address 2	State Sarawak	City ... Please Select ...
Address 3	Country Code (+60) Malaysia	Telephone No
Address 4		
Submitting Person		
Honorary Title ... Please Select ...	Designation Designation	
Full Name Contact Name	Country Code (+60) Malaysia	Telephone No (Mobile) Handphone Number
Identity Card No Contact ID Number	Country Code (+60) Malaysia	Telephone No (Office) Office Number
Email Email Address	Country Code (+60) Malaysia	Telephone No (Fax) Fax Number

 Save

5. Then click **Save**.

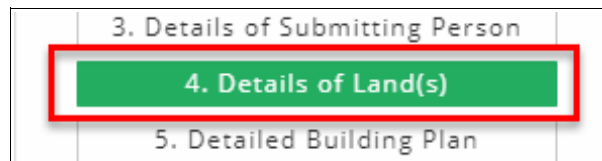


1.2.1.4. Details of Land(s)

1. Click **Navigation** icon.



2. Click **Details of Land(s)**.



3. Enter affected land(s) details.

#	Land Description	Land Area	Expiry Date	Land Classification	Type Of Land	Title Condition	Part / Whole	Affected Area	Site Description	Site Status
1	Lot 2 15 Mile (S'Ggang Rd) Town District	1562.00 Sq. M	Perpetuity	MIXED ZONE LAND	State Land Folio	~ Nil ~	Whole	1562.00 Sq...	New	<input type="radio"/> Existing <input type="radio"/> Proposed
Total Area								0.00 Ac.		

1	Part / Whole	Select partial or whole.
2	Affected Area	Enter affected area sizes.
3	Site Description	Enter site description.
4	Site Status	Enter site status

4. Then click **Save**.



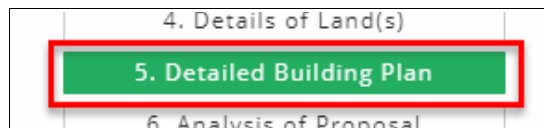
1.2.1.5. Detailed Building Plan

- *This section is only applicable if Submission of Detailed Building Plan is ticked under Siting Application – Type of Application.*
- *You may skip this entry for step 3 - 7. Go to Supporting Documents and upload Site Plan in DXF and Excel spreadsheet. Refer to Chapter 1.3.1 Enhancements for more details.*

1. Click **Navigation** icon.



2. Click **Detailed Building Plan**.



3. Click **Add** to add new phase.



4. Enter phase details.

+ New	Sequence 1	Block/Phase Description 2
	1	Phase 1

1	Sequence	Enter phase sequence number.
2	Block / Phase Description	Enter block / phase description.

5. Click **Note** to add new plot.



6. Enter quantity then click **Add**. One(1) Block/Phase can have One(1) or more Plot records.

Add Plot	<input type="text" value="1"/>	Add
Delete	<input type="text"/>	Delete

7. Enter plot details.

1	Plot No.	Enter plot number.
2	Proposed Land Usage	Select proposed land usage.
3	Is Strata?	Select yes if plot is strata.
4	Plot Area (each)	Enter plot area size.

8. Click **Note** to add new building.



9. Enter quantity then click **Add**. One(1) Plot can have One(1) or more Building records.

10. Enter building details.

1	Building Description	Enter building description.
2	Building Type	Select building type.
3	Storey	Enter level of storey.
4	Width	Enter width of building.
5	Length	Enter length of bundling.
6	Height	Enter height of building.
7	Multi Block/Section	Tick check box if building is multi block / section.
8	Building Setback	Enter building setback details.

11. Click **Note** to add new floor.



12. Enter quantity then click **Add**. One(1) Building can have One(1) or more Floor records.



13. Enter floor details.

Floor Storey *	Sequence *	Net Floor Area	Gross Floor Area
eg. Lower Ground, Mezzanine Floor	1	0.0000 Sq. M	0.0000 Sq. M
Floor Usage / Activity * i	No. of Unit *	Net Floor Area	Gross Floor Area
1 --- Please Select ---	UNIT	0.0000 Sq. M	0.0000 Sq. M

1	Floor Storey	Enter floor storey
2	Sequence	Enter floor sequence.
3	Floor Usage / Activity	Select floor usage / activity.
4	No. of Unit	Enter number of unit.
5	Net Floor Area	Enter net floor area.
6	Gross Floor Area	Enter gross floor area.

14. Then click **Save**.



Notes:

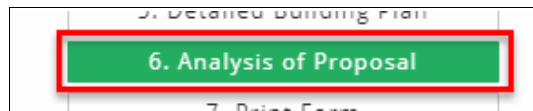
- Click on **Proposed Land Usage * i** to display **Planning Classification Of Land Use & Colour Coding**.
- Click on **Floor Usage / Activity * i** to display **Table on Minimum Parking Requirement**.
- If there is entry of floor usage record(s), the **Total Net Floor Area** and **Total Net Gross Area** for the floor shall derive from the sum of **Net Floor Area** for the floor and the sum of **Net Gross Area** respectively.
- If there is floor information entry, the **Total Net Floor Area** and **Total Net Gross Area** for the **plot** shall derive from the sum of **Total Net Floor Area** and sum of **Total Net Gross Area** for all floors of in the buildings located within the plot.

1.2.1.6. Analysis of Proposal

1. Click **Navigation** icon.



2. Click **Analysis of Proposal**.



3. Options shown depends on the Detailed Building Plan entry.
4. Enter parking Requirement details if applicable.

PARKING REQUIREMENT						
#	Component(s)	Parking Calculation Criteria	CP	MP	BP	LP
PHASE1						
1	Swimming Pool	100 POOL FLOOR AREA (SQ.M)	4.0	2.0	0.0	0.0
		Parking Required	4	2	0	0
		Parking Provided	100	2	0	0
		Total Parking Required	4	2	0	0
		Total Parking Provided	100	2	0	0
		Shortage	0	0	0	0
Comment:						
Parking Requirement Comment						
Traffic Circulation — Enter & Exit Site and Traffic Circulation — Within Site						
Traffic Circulation, Enter & Exit Site and Traffic Circulation						

5. Enter **Building Setbacks** details if applicable.

BUILDING SETBACKS				
Plot Number	Proposed Setbacks (Meter)			
	Front	Least One	Total	Rear
1 (Corner Adjacent to Road)				
3	5.0	5.0	10.0	5.0
Firebreak between buildings				
Firebreak between buildings				
Comment				
Comment				

6. Then click **Save**.



1.2.1.7. Site Inspection

1. Click **Navigation** icon.



2. Click Site Inspection.



3. Enter **A.) Particulars Of Officer Carrying Site inspection.**

A.) PARTICULARS OF OFFICER CARRYING OUT SITE INSPECTION

(a) Date of site inspection carried out *
09/04/2019 12:00:00 AM

(b) Name of Officer *

+ Add Officers - Delete Officers

<input type="checkbox"/>	Name of Officer *	Designation *	Agency *
<input type="checkbox"/>	Officer 1	Designation	Land and Survey Department Sarawak

4. For **B.) Site Observation Detail.** Existing road Access details.

B.) SITE OBSERVATION DETAIL

(1.) EXISTING ROAD ACCESS

Any access to the site *
 Yes No

Please state the propose access, please indicate on the site layout plan *

5. More entry will be shown if road access to site is set to "Yes".

(1.) EXISTING ROAD ACCESS
Any access to the site <input checked="" type="radio"/> Yes <input type="radio"/> No
Physical Access <input type="radio"/> Yes <input checked="" type="radio"/> No
Legal Access <input type="radio"/> Yes <input checked="" type="radio"/> No
Type of road surface Bituminous
Width of carriageway 5.5m
Condition of carriageway Good
Right of way <input type="radio"/> Yes <input checked="" type="radio"/> No
(i.) Whether registered <input type="radio"/> Yes <input checked="" type="radio"/> No

6. Enter Present Usage details.

(2.) PRESENT USAGE
Subject land: *
Neighbouring land (adjoining land): *

7. Enter Existing Public Utilities details.

(3.) EXISTING PUBLIC UTILITIES	
Water supply <input type="radio"/> Yes <input type="radio"/> No	*
Electricity supply <input type="radio"/> Yes <input type="radio"/> No	*
Telecommunication <input type="radio"/> Yes <input type="radio"/> No	*
Gas supply <input type="radio"/> Yes <input type="radio"/> No	*

8. Enter Existing Site Condition details.

(4.) EXISTING SITE CONDITION	
(a.) Topography Any cutting of land <input type="radio"/> Yes <input type="radio"/> No	*
Any filling of land <input type="radio"/> Yes <input type="radio"/> No	*
(b.) Building(s) to be retained <input type="radio"/> Yes <input type="radio"/> No	*
(c.) Any drainage <input type="radio"/> Yes <input type="radio"/> No	*

9. Then click **Save**.



1.2.1.8. Building Plan Checklist

1. Click **Navigation** icon.



2. Click Building Plan Checklist.



3. Enter SBDC Meeting Date/Site Approval Date if applicable and view the plan checklist.

PART A

Construction Cost(RM) 2,500,000.00	SBDC Meeting Date 09/04/2019 *
Source of Fund Malaysia Plan	Site Approval Date 09/04/2019 *

BUILDING SETBACKS

Name	Proposed Building Setbacks				Actual Building setbacks			
	Front	Side (Left)	Side (Right)	Back	Front	Side (Left)	Side (Right)	Back
1.) PHASE1	5.0	5.0	5.0	5.0				

Firebreak/Fire Drill/Distance between buildings
Firebreak between buildings

Comment
Comment

PARKING

Name	Proposed			Actual			Difference(put(-) if less than actual)	
	C/P	M/P	Others	C/P	M/P	Others	C/P	M/P
1.) PHASE1	100	2	0	4.0	2.0	0.0	96.0	0.0

Comment
Parking Requirement Comment

Traffic Circulation — Enter & Exit Site and Traffic Circulation — Within Site
Traffic Circulation, Enter & Exit Site and Traffic Circulation

4. Then click **Save**.

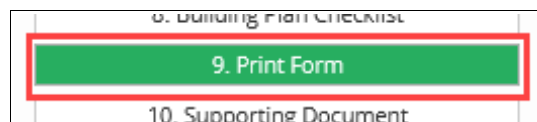


1.2.1.9. Print Form

1. Click Navigation icon.



2. Click **Print Form**.



3. Siting Application Form will be generated.



STATE DEVELOPMENT PLANNING AND MANAGEMENT
SITING APPLICATION FORM
KUCHING

Page : 1 of 1

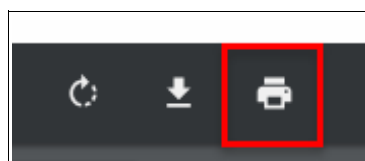
A. Project Profile

Name of Project	: ED-TEST-SP-02	
Application Type	: Submission of Detailed Building Plan	
Area Required	: 10.00000	Sq. M
Total Scheme Value	:	
Fund Availability	: Yes	
Amount of Fund Approved in the Malaysia Plan	:	
Malaysia Plan No	: Twelveth Malaysia Plan [12]	
Amount of Fund Available	: RM 250,000.00	

Information on Proposed Site (if any)

Affected Land	: Site 1	
		Unregistered State Land #1

4. Click **Print** to print form.

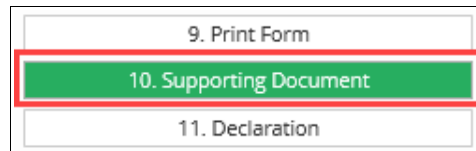


1.2.1.10. Supporting Documents

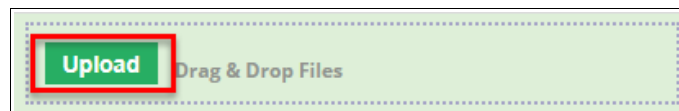
1. Click **Navigation** icon.



2. Click **Supporting Documents**.



3. Click **Upload** or Drag & Drop Files to add attachment.



4. To delete the uploaded file, click on 

5. To download the uploaded file, click on 

6. For **Other Relevant Supporting Document**, click **Add Row** to insert new row. Click **Delete Row** to delete uploaded attachment.



7. Refer to **Chapter 1.3.1** for **Supporting Document** enhancements.
8. Refer to **Chapter 1.4** To share Google Map Location of unregistered state land.

Notes:

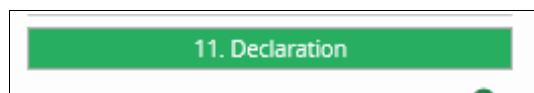
- *Mandatory documents is indicated with red asterisk (*).*
- *Each file maximum size is 50MB.*
- *Site Layout Plan for AutoCAD must be saved as DXF 2013 format.*
- *SPA Pre-Check on non compliance Plan Preparation SOP will be displayed on screen and generate discrepancy report;*

1.2.1.11. Declaration

1. Click **Navigation** icon.



2. Click **Declaration**.



3. Tick check box to accept the statement of declaration.
4. Enter the site inspection reference in LNS Ref No column. E.g **SP KUCHING 000019 2019 0000**.

I, SPA TRAINING 01 (911111110001), on behalf SARAWAK INFORMATION SYSTEM SENDIRIAN BERHAD, declare that I shall bear full responsibility as to the accuracy of the information(s) as provided by me on this Siting Application.

Date of Site Inspection with L&S 09/04/2019	LNS Reference <i>i</i> SP KUCHING 000019 2019 -0000
--	--

Submitting Person Information

Address	SARAWAK INFORMATION SYSTEM SENDIRIAN BERHAD, SAINS Innovation Hub, Lot 255, Kuching-Kota Samarahan Expressway, 93350, Kota Samarahan, Sarawak
Telephone No	0108880001
SPA Registration No	111/2018
SPA Registration Expiry Date	31 Dec 2019
Email Address	STOPahmadni@sains.com.my

5. Then click **Submit**.



6. Once successfully submitted, the status will be updated as "Application Submitted to Agency (New Submission)"

Notes :

- If you have inquiry on the name of project or Ref No, please contact L&S or BDA (for Bintulu).

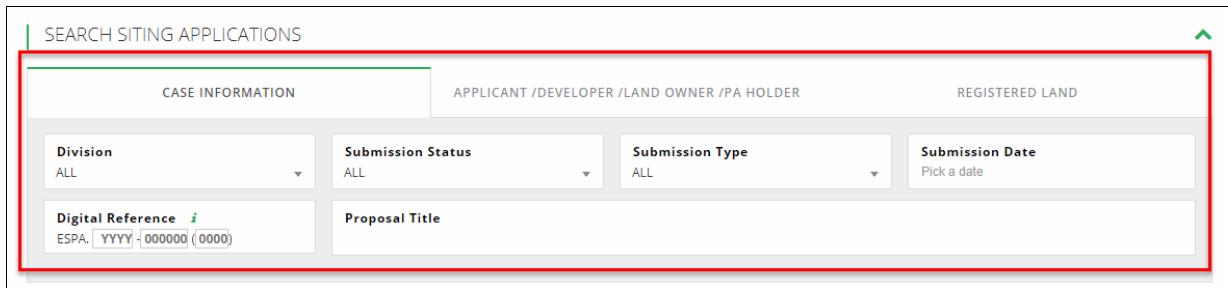
1.2.2. Application Enquiry

1. Go to **Siting Application**.

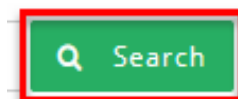


2. Click **Search Application**.

3. Enter your search criteria.



4. Then click **Search**.



5. Result will be displayed.

LIST OF SITING APPLICATIONS							
#	Division	File Reference No.	Applicant	Land Information	Nature of Application	Status	Created Date
1	KUCHING	ESPA.2018-2	JKR	• Lot 1 Block 6 Pueh Land District (2,844 H)	AN APPEAL TO THE APPLICATION OF THE AMENDMENT TO APPROVED PLAN TO BLOCK 12, SIBU JAYA NEW TOWNSHIP MASTER PLAN FOR :-	Prepare Case	14/03/2018 02:15:27 PM
2	KUCHING	ESPA.2018-3		-	12	Application Deleted	14/03/2018 04:26:51 PM

6. Click **File Reference No.** to edit case.



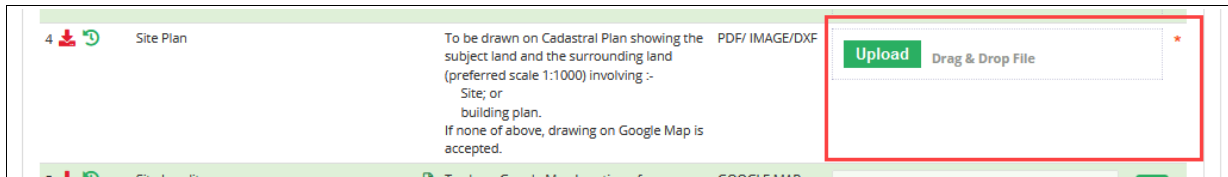
Notes:

- For enhancements features, refer Chapter 1.3 Enhancements

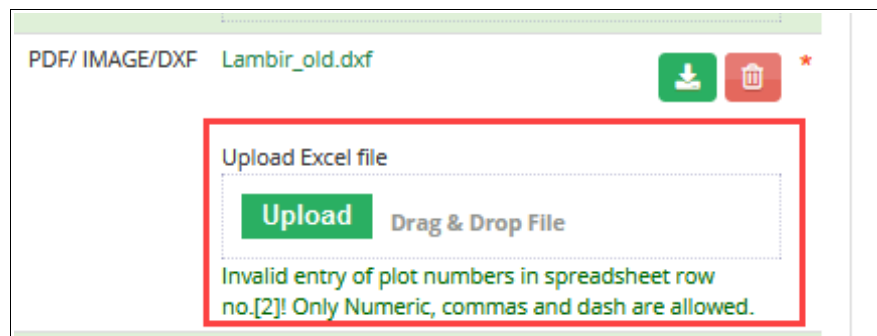
1.3. Enhancements

1.3.1. Upload DXF Site Plan & Excel spreadsheet. (Planning/Siting Application)

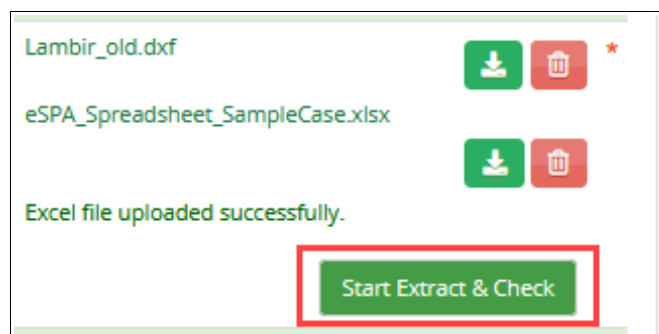
1. Refer **Chapter 1.1.1.10/1.2.1.10 Supporting Documents** for guide to enter **Supporting Documents** section.
2. Go to Item 2 – **Site Layout Plan (Planning)** / Item 4 - **Site Plan (Siting)**, and upload DXF file.



3. System will show **Upload Excel file** section. Proceed to upload excel spreadsheet.

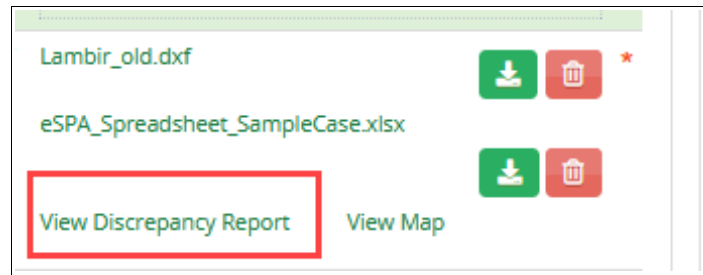


4. Click **Start Extract & Check** button.



Note: Please refer to *Guideline for Preparation of SPA Approved Plan* in **Guidelines** for more details. DXF template & Excel spreadsheet is available in **Installers**.

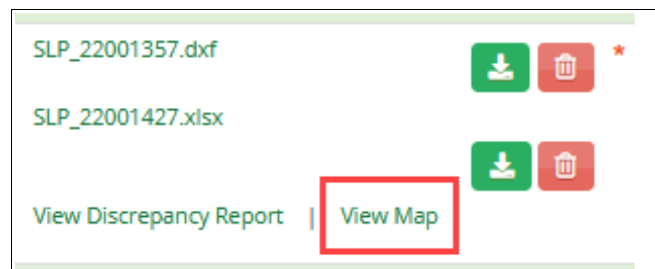
5. Once the process completed, click on **View Discrepancy Report**.



6. Make sure the Discrepancy Report have 0 errors.

eSPA		DISCREPANCY REPORT
CASE REF:		ESPA.2022-180
REPORT DATE:		08-12-2022 10:36:12
FILE NAME:		SLP_22002647.dxf
NO. OF ERROR(S)		0
TOTAL OF SITE BOUNDARY CHECKED:		15249.8803m ²
TOTAL OF PLOT BOUNDARY CHECKED:		15247.2861m ²
REMARKS		remarks

7. Click on **View Map** to launch map viewer. You will be able to see site layout plan location.



8. On the map viewer, click .

9. Click the highlighted area to view development summary report.

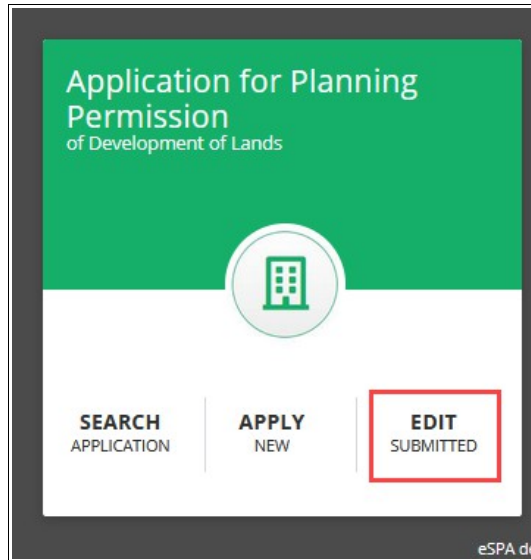


10. Additional buttons in map viewer are listed as below.

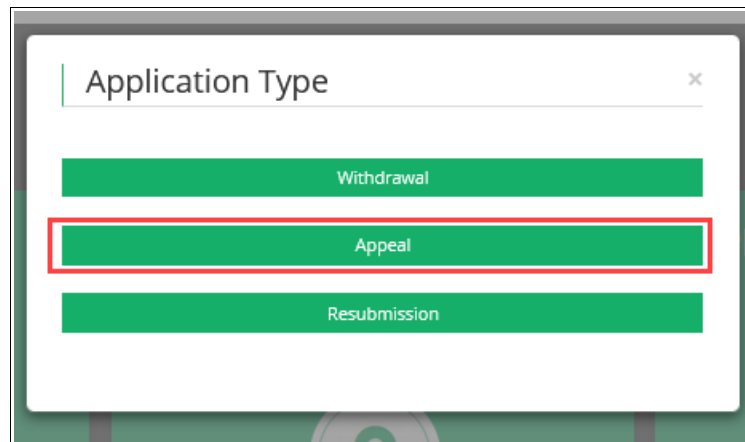


1.3.2. Appeal (Planning Application)

1. Go to **Home**.
2. Click on **Edit Submitted** from the **Application for Planning Permission** section.



3. Click **Appeal**.



4. Click **File Reference No.** that need to be appeal.

Planning Application Appeal Home / Application Enquiry

LIST OF PLANNING APPLICATIONS

Show entries Search:

#	Division	File Reference No.	Applicant	Land Information	Nature of Application	Status	Created Date
1	KUCHING	ESPA.2022-50	COMPANY A	• Lot 27 Block 19 Salak Land District (8130 M)	APPLICANT 01 UAT AUGUST 2022	Extension for Validity Period of Submission of Admendment to Approved Plan	01/08/2022 11:43:17 AM

5. Fill in **Justification for Appeal**.
6. Click **Save**.

Justification for Appeal

← → **B** *I* U ~~X~~ | | | | | Size | |

Characters: 0/4000

Affected Land(s)

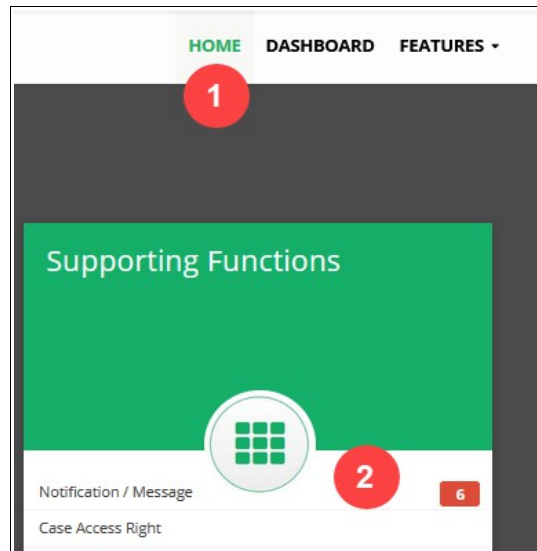
#	Description	Locality	Extract of Title (EOT) Valid Until
1	Lot 27 Block 19 Salak Land District	SUNGAI GINGGANG SIOL KUCHING	25/11/2022

← Back **Save**


1.3.3. Application for Extension of Validity Period (Planning Application)

Application Extension is available after validity period of **Plan Submission for Endorsement** lapsed.

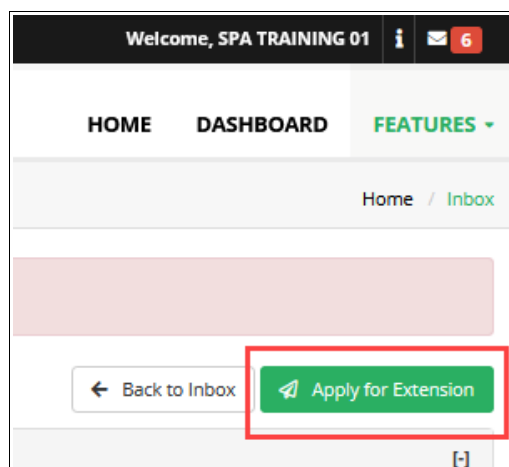
1. Go to **Home**.
2. Click on **Notification/Message**.



3. Select message based on your assigned case number.

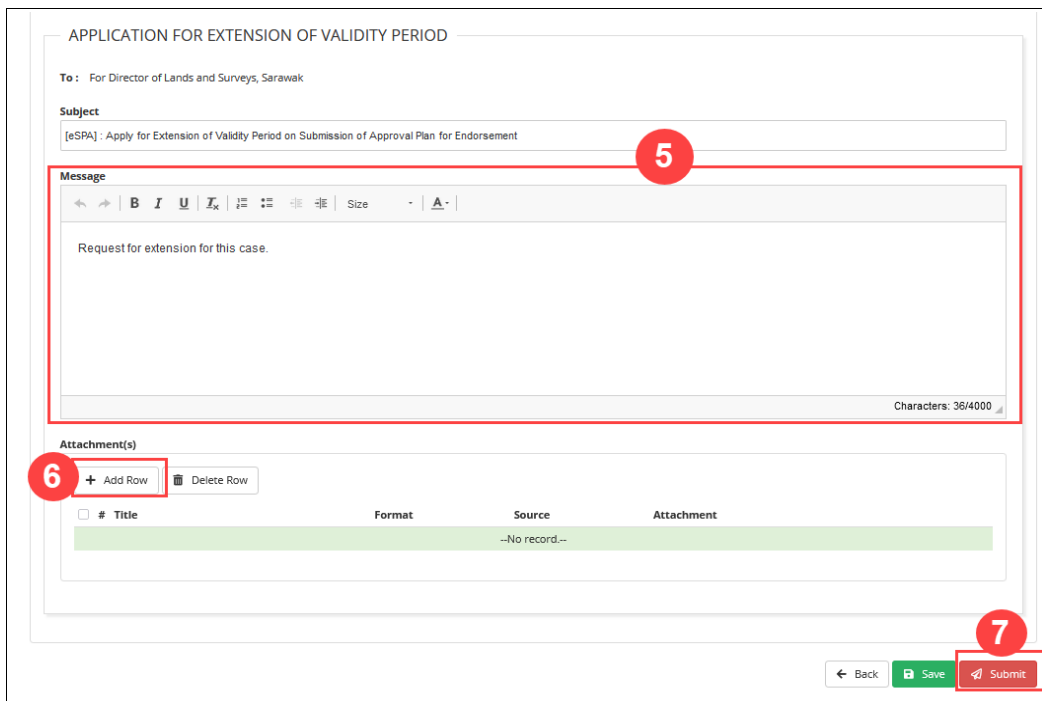
Date	Case Reference	Subject	Message Status	Archive
06/12/2022 11:23:34 AM	ESPA.2022-171 (SP/1D/38/2022)	[eSPA] : Application for Extension of Validity Period for ESPA.2022-171 - Not Approved	Read	

4. Click on **Apply for Extension**.



5. Fill in messages for extension application.

6. Click **Add Row** to add related document attachment if any.
7. Click **Submit** to submit extension application to agency.



APPLICATION FOR EXTENSION OF VALIDITY PERIOD

To : For Director of Lands and Surveys, Sarawak

Subject
[eSPA] : Apply for Extension of Validity Period on Submission of Approval Plan for Endorsement

Message

Request for extension for this case.

Attachment(s)

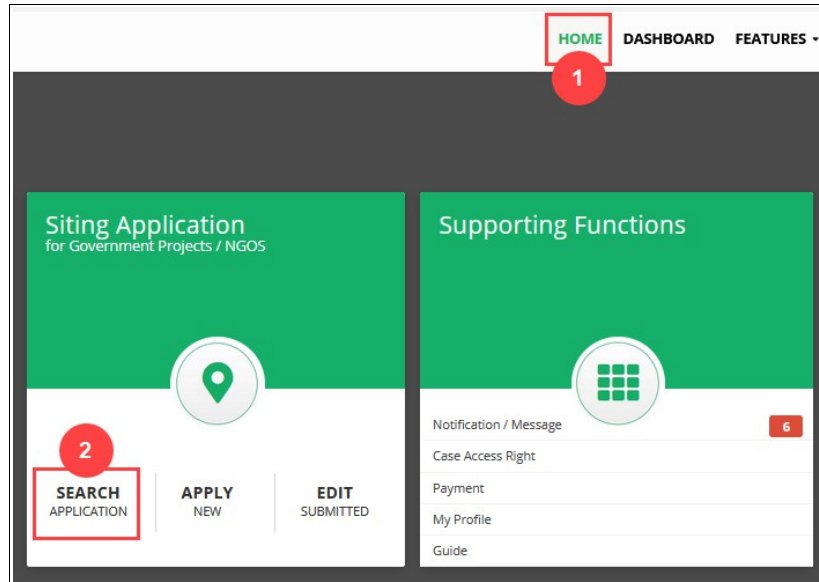
#	Title	Format	Source	Attachment
--No record--				

Back Save Submit

8. You will be able to submit plan submission for endorsement after validity application has been approved by agency.

1.3.4. Siting Application not required to purchase EOT (Siting Application)

1. Go to **Home**.
2. Click on **Search Application** under **Sitting Application**.



3. Enter your search criteria.
4. Click **Search**.
5. Click **File Reference No.** of your assigned case.

Siting Application Application Enquiry Home / Siting Application

SEARCH SITING APPLICATIONS ^

CASE INFORMATION APPLICANT / DEVELOPER / LAND OWNER / RA HOLDER REGISTERED LAND

Division ALL	Digital Reference ⓘ ESPA. 2022 - 000000 (0000)	Submission Type ALL	Submission Date Pick a date
Submission Status Prepare Case (New Submission)			
Proposal Title			

3

4


LIST OF SITING APPLICATIONS

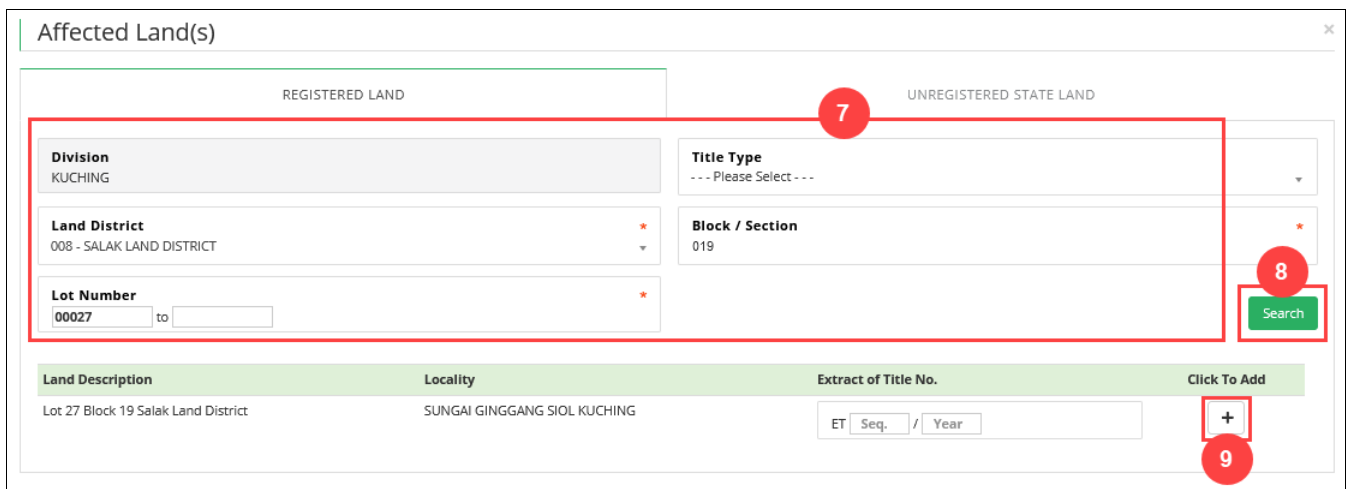
#	Division	File Reference No.	Applicant	Land Information	Nature of Application	Status	Created Date
1	BINTULU	ESPA.2022-180	BELAGA DISTRICT OFFICE	• Unregistered State Land #1 Block 1 Pueh Land District (10 A)	SITING UAT 17	Prepare Case	30/11/2022 10:57:28 AM
2	KUCHING	ESPA.2022-185	BATAN AGAMA ISLAM SARAWAK	• Unregistered State Land #1 Pueh Land District (10 A)	ESPA UAT BATCH 2 SITING PROJECT	Prepare Case	30/11/2022 10:57:28 AM

5

6. Click **Add** on the **Affected Land(s)** section.



7. Enter your **Affected Land(s)** search criteria.
8. Click **Search**.
9. Click  to add the affected land from the result listing.



A screenshot of the "Affected Land(s)" search results page. The page is divided into "REGISTERED LAND" and "UNREGISTERED STATE LAND" tabs. A red box labeled "7" encompasses the search criteria fields: "Division" (KUCHING), "Land District" (008 - SALAK LAND DISTRICT), "Lot Number" (00027 to), "Title Type" (--- Please Select ---), and "Block / Section" (019). A green "Search" button is labeled "8". Below the search criteria is a table with columns: "Land Description", "Locality", "Extract of Title No.", and "Click To Add". The first row shows "Lot 27 Block 19 Salak Land District", "SUNGAI GINGGANG SIOL KUCHING", and "ET Seq. / Year". A red box labeled "9" highlights the "+ Add" button in the "Click To Add" column.

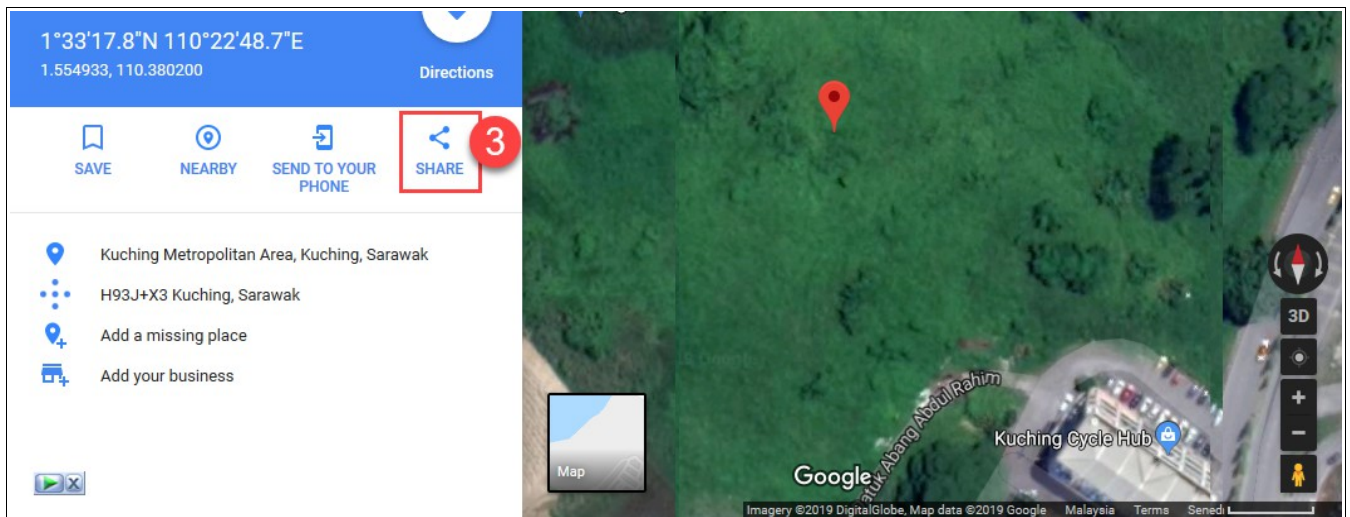
Land Description	Locality	Extract of Title No.	Click To Add
Lot 27 Block 19 Salak Land District	SUNGAI GINGGANG SIOL KUCHING	ET Seq. / Year	+ Add

1.4. To Share Google Map Location Of Unregistered State Land

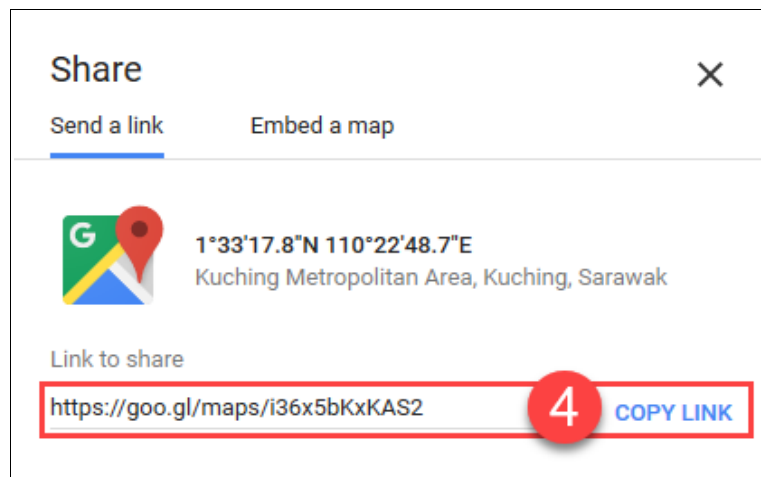
1. Open Google Map and click on the point of interest for the unregistered state land.
2. The coordinates will be displayed at the bottom. Click on the coordinates.



3. The coordinates details will display on the left panel. Click on **SHARE** button.



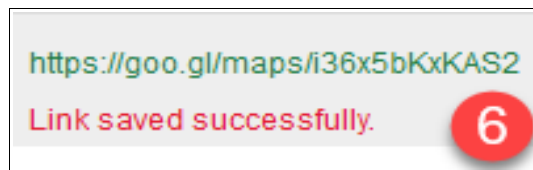
4. In Share window below, click **COPY LINK**.



5. Paste the link into the Site Locality. Click on **Save** button.



6. Link has been saved successfully. Click on the link to show the Google Map location in a new pop-up browser.
7. Click on **Delete** button to remove the link if required to replace with new location.



1.5. Submission is not fit for processing and returned to Applicant

1. At the eSPA home page, click on Notification / Message icon.



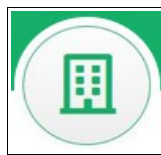
2. Receive digital notification SUBJECT: [eSPA] : [Ref. No.: submissionRefNo] applicationType is Not Fit for Processing.

<input type="checkbox"/>	Date	Subject	Message Status
<input type="checkbox"/>	15/01/2019 03:57:36 PM	[eSPA] : Request Supplementary Document for TP/1D/23/2018	Read
<input type="checkbox"/>	29/01/2019 09:28:04 AM	[eSPA] : Acknowledge Receipt for TP/1D/2/2019	Read
<input type="checkbox"/>	18/12/2018 02:50:01 PM	[eSPA] : Acknowledge Receipt for	Read
<input type="checkbox"/>	05/11/2018 02:06:37 PM	eSPA : [Ref. No.: ESPA.2018-128] Application by Private is Not Fit for Processing	Read

Showing 11 to 14 of 14 entries

Previous 1 2 Next

3. Go to Planning Permission.



4. Search and load your application. System will highlight returned remarks for your further actions.

• This application has been returned to you for your action. Following are comments made by the processing officer: ×

1. aaa 2. bbbb 3. ccc

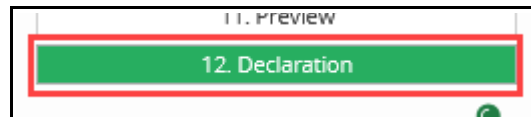
Site Layout Plan : need amend slp

5. Update the application as required based on remarks.

6. Click on **Navigation** icon.



7. Click **Declaration**.



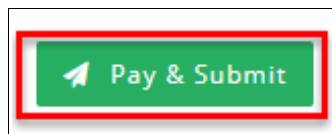
8. Tick check box to accept the statement of declaration.

.Abang (850220135335), hereby declare that I shall bear full responsibility as to the accuracy of the information(s) as supplied in the Development Checklist, failing which, I may be liable to be de-registered as a Qualified Person under the Land Code (Development and Subdivision of Land) (Qualified Persons) Rules, 1998.

Important :
Please kindly submit the following documents to , KUCHING within FIVE (5) working days from the date of online submission:-

- ONE(1) copy of system generated Form Q; and
- SIX(6) copies of plans for the sub-division and/or development of the land.

9. Click **Pay & Submit** button.



10. For application that is fit for submission, check on the payment item & payment amount.

11. If you **did not upgrade** your application nature, the Submission Fees has been paid earlier and system shall skip the payment and case shall be submitted to agency for processing.

12. If you **did upgrade** your application nature, the system shall prompt you to pay the additional submission fees incurred.