

For official use only
Case No. : _____

Application for Temporary Occupation Licence (TOL)

This form may take you 10 minutes to complete.

NOTE TO APPLICANT

- The normal processing time for Category A and B uses are 2 months and 14 days respectively except for funeral wakes, which will be expedited.
- For Category B users, please submit the Direct Credit Authorisation Form if you are applying for a TOL for the first time.
- If your application is approved, an offer letter will be sent to you. The TOL fee and security deposit are payable upon your acceptance of the TOL.
- You may be required to pay the TOL fee through Interbank GIRO, if your application is approved.
- The security deposit is to ensure compliance with the TOL conditions, and shall be forfeited if the licensee fails to comply with any of the TOL conditions.
- You are not to enter the site for any purpose until the TOL / NRTOL is issued (NRTOL refers to non-renewable TOL). Unauthorised entry onto State land without a TOL may render you liable to an additional fee of up to 3 months equivalent of the TOL fee, or a minimum of \$1,500. In addition, the TOL fee will be effective from your date of entry onto State land.
- Please submit your completed application form together with the enclosures and processing fees to:
55 Newton Road #12-01 Revenue House Singapore 307987.
If you are submitting the application in person, please note that our operating hours are from 8.30am to 5.30pm, Monday to Friday.
- For more information, please visit our web site at <http://www.sla.gov.sg> or contact us at 6323 9829.
- To find out about the licences and permits from other Government Agencies in connection with your use of State land under this application, you may wish to visit the Online Business Licensing Service (OBLS) website at <https://licences.business.gov.sg>.

(All parts are required to be completed, otherwise your application will be delayed or may be rejected).

Section A – Your Information	
<ul style="list-style-type: none"> • If the applicant is a company, please fill in the company's information. • If the applicant is an individual, please fill in the individual's information. • The TOL will be issued to a single party only. We do not accept joint applicants. 	
<i>For Company / Society</i>	
Name :	_____ ROC / ROS No. : _____
Address :	_____ Singapore (_____)
<i>For Individual</i>	
Name (as in NRIC) :	_____ NRIC No. : _____
Address :	_____ Singapore (_____)
<u>Contact Particulars</u>	
Contact Person :	_____ (If different from above)
Address :	_____ Singapore (_____)
Telephone No. :	_____ Mobile No. : _____ Fax No. : _____
Email Address :	_____

Section B – Details of Proposed Licence

- The cadastral plan and copy of street directory map are mandatory and the submitted plan shall not exceed A3 size.
- You can purchase the cadastral plan through INLIS at <http://www.inlis.gov.sg>.
- Please indicate the location and the dimensions of the proposed site clearly on the plan and map.
- Please tick the proposed use. If the proposed use is not listed, please tick “Others” and describe the intended use.

- a) Location / Road Name : _____ MK / TS _____ Lot _____
 (Please submit a cadastral plan and a copy of street directory map indicating the location and dimensions of the site)
- b) Proposed land area : _____ m²
- c) Duration required : From _____ to _____

d) Proposed use (Please tick):

Category A

- Worksite / Site office / Storage with workers' quarters
 (Please state no. of workers: _____)
- Worksite / Site office / Storage without workers' quarters
- Project signboard *
- Signage * (Please state display area: _____ m²)
- Outdoor refreshment area
- Showflat
- Landscaping

Short-term Uses (less than 3 months)

- Sales event (Trade Fair, Pasar Malam, etc)
- Entertainment event (Concert, Circus, etc)
- Sports & recreational use (Sports, Family Day, etc)
- Others (please state): _____
- _____

Category B

- Wake Religious event with dinner
- Wedding Religious event without dinner
- Location filming Soil testing
- Other Events (less than 1 day) (Please state: _____)

e) For sale event, entertainment events, sports & recreational use and all Category B uses, please state the following dates:

- Site preparation : From _____ to _____
- Site clearance : From _____ to _____

* Please note that to put up project signboards and/or signages, you may require an advertisement licence by Building and Construction Authority (BCA). As such, SLA will assist to forward the same application and all attached documents to BCA for their evaluation. BCA may liaise with you directly thereafter if required. For details on outdoor advertisements, please visit BCA's website at <http://www.bca.gov.sg/Advertisers/advertisers.html>.

Section C – Required Supporting Information / Documents (Please tick and attach to application)	
<p>Mandatory submission</p> <p>Cadastral plan and street directory map (as detailed in Section B) <input type="checkbox"/></p> <p>Company / Society</p> <p>Copy of the Registration of Company / Society (ROC / ROS) <input type="checkbox"/></p> <p>Religious functions, wayang & dinner</p> <p>Supporting letter from Advisor to grassroots organization of the constituency <input type="checkbox"/></p>	<p>Worksite / site office / storage, workers' quarters, Showflat, storage & temporary access</p> <p>Copy of contract /award letter and site layout plan indicating the various uses <i>(only the main contractor is eligible to apply for the TOL)</i> <input type="checkbox"/></p> <p>Sale event, entertainment event and sports & recreational use</p> <p>Layout plan indicating the number, type of use and sizes of the booths and rental charged <input type="checkbox"/></p> <p>Funeral Wake</p> <p>Copy of Death Certificate <input type="checkbox"/></p>
Section D – Payment	
<ul style="list-style-type: none"> A non-refundable processing fee of \$157.50 (Category A uses) or \$43.80 (Category B uses) inclusive of GST is payable at the time of application via CashCard, NETS and Credit / Debit Card at our customer service counter or by cheque made payable to “Commissioner of Lands, SLA” Please write the name of the applicant and contact number and name of the contact person on the reverse side of the cheque, if payment is by this mode. TOL fee and security deposit will be payable upon your acceptance of the TOL, if approved by SLA. 	
Section E – Declaration	
<p>I declare that the information provided above is true, accurate and complete.</p>	
<p>Signature of applicant / authorised person _____ Company stamp _____</p> <p>Name: _____ NRIC: _____ Date: _____</p>	