**APPLICATION FOR USE OF STATE LAND / PEDESTRIAN MALL ALONG ORCHARD ROAD**

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| **PARTICULARS OF COMPANY APPLYING FOR USE OF EVENTS SPACE** |
| Name of Company: |  |
| UEN No. |  |
| Mailing Address: |  |
| Name of Applicant |  |
| NRIC No. of Applicant: |  |
| Telephone: |  |
| Mobile No.: |  |
| Facsimile: |  |
| Email: |  |

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| **EVENT DETAILS** |
| Name of Event:  |  |
| Supporting Government Agency (please attach letter of support): |
| **Location of Event Space** |
| - Tanglin Zone : |  |
| - Orchard (please indicate Urban Green Room number[s] (if applicable, nearest lamp post number[s]): |  |
| - Somerset Zone : |  |
|  |  |
| Proposed Land Area (m2): |  |
|  |
| **Duration Required**  |
| From : | (DD/MM/YY) | (HH:MM) | To : | (DD/MM/YY) | (HH:MM) |
| Set-Up: |  |  | Set-Up: |  |  |
| Actual Event: |  |  | Actual Event: |  |  |
| Dismantle: |  |  | Dismantle: |  |  |
| Any Hoarding Installed for Set-Up and Dismantle?  |  [ ]  Yes [ ]  No  |
| Background / Details of Proposed Event (please attach relevant visuals with dimensions and details of the display of logos if applicable; please also include intended method of set-up and tear down of exhibit i.e. where the loading vehicles will be parked, how the structure will be moved to the intended location etc.): |
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| Please tick the following box if applicant wishes to use the powerpoint facilities on the lamp posts:  □ State lamp post numbers: \_\_\_\_\_\_\_\_ | Please specify timings for the intended use of the powerpoint facilities:From \_\_\_\_\_\_\_:\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_:\_\_\_\_\_\_\_ hours |
| In addition, please include:1. A site layout plan showing the following details:* Exact location of the event (indicate Urban Green Room number[s] if applicable, nearest lamp post number[s]).
* Dimensions of the space and structures (if applicable) needed for the event.
* Width of the clear passageway for pedestrian flow.
* Holding area for shoppers (within the event space) and the anticipated audience (for public performances, busking etc).

2. The litter and management plan as detailed in the guidelines. |

**I agree to adhere to the following conditions:**

1. I/we understand that the PMC will only be able to process the application only when ALL the required information is provided by the applicant. Complete submission of the required information will enable the PMC to expedite the processing of the application. Event organizers are to submit their applications at least one month prior to the start of their events.

2. I/we will inform building management in the vicinity of the event that would be affected by the event.

3. I/we will obtain clearances from competent authorities such as Singapore Police Force, Singapore Fire Bureau as deemed appropriate.

1. I/we will make adjustments to the event on the spot as deemed necessary by the PMC.
2. I/we will vacate State land within 48 hours should my/our TOL licence be revoked by SLA on the basis on my/our event flouting any of the TOL guidelines.

On approval of the event by STB, SLA will proceed to issue an official letter indicating its in-principle approval, offer of a TOL, as well as the payment of a non-refundable processing fee of $200.00 (inclusive of GST), applicable TOL fees and a refundable security deposit. Upon your acceptance of SLA’s condition of use, SLA will issue the TOL accordingly.

Payments can be made via Cashcard, NETS and Credit/Debit Card at SLA's customer service counter or by cheque made payable to Commissioner of Lands, SLA.

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Name & Signature Date Company Stamp

**Singapore Land Authority Special Conditions**

1. Licensee shall indemnify and keep indemnified the Government against all claims, costs, proceedings or actions whatsoever arising out of or in connection with any damage to property or injury to life arising from the use and occupation of the licensed land.
2. Licensee shall not use the licensed land for any other purpose or the adjoining land for any purpose without the prior written approval from the Collector of Land Revenue, Singapore Land Authority.
3. Licensee shall ensure that the trees and the shrubs in the planter box are not to be covered up by the tentages.
4. Licensee shall ensure that no tree, shrub, or turf is damaged and to make good if any damage is done. No tying of banners and buntings, etc to trees and/or shrubs is allowed.
5. The licensee must properly manage the trade fair and ensure that the set-up, inclusive of booths and tentages are presentable.
6. Licensee shall be solely responsible and shall pay all necessary expenses for any loss/damages to the land, its surrounding and/or adjacent buildings incurred as a consequence of the granting of this License.
7. Licensee shall not fence up the licensed land or create noise and smoke pollution
8. Parking of vehicles on the site is prohibited.
9. Licensee shall ensure that there must be no dumping or storage of materials on State land.
10. Licensee shall not erect any structures beyond the licensed land
11. Licensee shall ensure that electrical cables are not exposed and do not pose a danger to the public.
12. All exits and escape routes leading to exits are to be kept clear of obstructions at all times.
13. Licensee shall comply with all the requirements of the Fire Safety and Shelter Department, National Environment Agency, Land Transport Authority, National Parks Board, Singapore Tourism Board, Building & Construction Authority, Singapore Police Force and other relevant authorities.
14. Licensee shall clear all debris and reinstate the licensed land and adjoining land at its own expense upon the expiry of the license to the full satisfaction of the Collector of Land Revenue, Singapore Land Authority.
15. Licensee shall ensure that pedestrian movement is not obstructed.
16. Licensee shall, at its own expense ensure that the temporary structures are in good condition at all times.
17. The licensee fee will not be refunded should the event be cancelled.
18. The security deposit shall be forfeited to the State if the licensee fails to comply with any of the above conditions
19. The License does not create any right under the Contracts (Rights of Third Parties) Act, and is not enforceable and not intended to be enforceable by any person who is not party to it.

**COLLECTOR OF LAND REVENUE**

**SINGAPORE**