

For official use only	
Case No. :	_____



## Application for Temporary Occupation Licence (TOL)

This form may take you 10 minutes to complete.

### NOTE TO APPLICANT

1. 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.
  2. For Category B users, please submit the Direct Credit Authorisation Form if you are applying for a TOL for the first time.
  3. If your application is approved, an offer letter will be sent to you. The TOL fee payable by you shall be that which SLA confirms to be the prevailing rate as at the date the TOL commences. The TOL fee and security deposit are payable upon your acceptance of the TOL.
  4. You are required to pay the TOL fee through Interbank GIRO, if your application is approved.
  5. 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.
  6. 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 will be deemed as trespass. TOL / NRTOL will not be issued.
  7. Please submit your completed application form together with the enclosures and processing fees to:  
55 Newton Road #12-01 Revenue House Singapore 307987.
  8. If you are submitting the application in person, please note that our operating hours are from 8.30am to 5.30pm, Monday to Friday.
  9. For more information, please visit our web site at <http://www.sla.gov.sg> or contact us at 6323 9829.
  10. 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

- 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.

#### For Company / Society

Name of Company / Society : \_\_\_\_\_ UEN No : \_\_\_\_\_  
Address : \_\_\_\_\_ Singapore ( \_\_\_\_\_ )

#### Contact Person

Name (as in NRIC) : \_\_\_\_\_ NRIC No. : \_\_\_\_\_  
Address : \_\_\_\_\_ Singapore ( \_\_\_\_\_ )  
Telephone No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_

#### For Individual

Name (as in NRIC) : \_\_\_\_\_ NRIC No. : \_\_\_\_\_  
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)

b) Proposed land area : \_\_\_\_\_ m<sup>2</sup> of the site

c) Duration required : From \_\_\_\_\_ to \_\_\_\_\_

d) Proposed use (Please tick):

**Category A**

- Worksite
- Site Office / Storage   
(Please state no. of storeys: \_\_\_\_\_)  
(Please state gross floor area per storey: \_\_\_\_\_m<sup>2</sup>)
- Project signboard / Signage\*   
(Please state display area: \_\_\_\_\_ m<sup>2</sup>)
- 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, Family Day, etc)
- Others (please state):

**Category B**

- Wake  Religious event with dinner
- Wedding  Religious event without dinner
- Location filming  Soil testing
- Community or social event or activity  Other event less than 1 day   
(but excluding any sales event) (please state): \_\_\_\_\_  
organised by a grassroots organisation

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, please liaise with BCA for their evaluation of the proposal and thereafter submit TOL application to SLA upon receiving BCA's approval. 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)****Mandatory submission**Cadastral plan and street directory map (as detailed in Section B) **Company / Society**Copy of the Registration of Company / Society (ROC / ROS) **Religious functions, wayang & dinner**Supporting letter from Advisor to grassroots organization of the constituency **Worksite / site office / storage, showflat, storage & temporary access**Copy of contract /award letter and site layout plan indicating the various uses (*only the main contractor is eligible to apply for the TOL*) **Sale event, entertainment event and sports & recreational use**Layout plan indicating the number, type of use and sizes of the booths and rental charged **Funeral Wake**Copy of Death Certificate **Section D – Payment**

- A non-refundable processing fee of **\$200.00** (Category A uses) or **\$48.00** (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**

I have read and fully understand the Singapore Land Authority Personal Data Notice available at <http://www.sla.gov.sg/Services.aspx>, and by submitting this form to SLA, I hereby agree and consent to all the terms and conditions stipulated in the said Notice.

I declare that the information provided above is true, accurate and complete.

\_\_\_\_\_  
Signature of applicant /  
authorised person\_\_\_\_\_  
Company stamp

Name: \_\_\_\_\_

NRIC: \_\_\_\_\_

Date: \_\_\_\_\_