

APPLICATION FOR PERMIT TO INSTALL AWNING

SECTION I (A) – PARTICULARS OF APPLICANT (Applicant must be REGISTERED OWNER / LESSEE with HDB)

Name:	NRIC No. (SXXXX ____ / ____)	Gender: Male/Female*
Address:	Residential / Official No.	Mobile no.

SECTION I (B) – PARTICULARS OF TENANT (if differs from above, to attach copy of tenancy agreement)

Name:	NRIC No. (SXXXX ____ / ____)	Gender: Male/Female*
Address:	Residential / Official No.	Mobile no.

SECTION II – PARTICULARS OF AWNING TO BE INSTALLED

Shop Address:	
Type of Awning:	
Length:	
Location:	Colour of Fabric:
Date of Installation:	Contractor:

***By submitting this form, I agree that Tampines Town Council (the “Town Council”) may collect, use and disclose any and all information contained in this Form or otherwise collected from me and/or my authorised representatives, for the intended purposes and other purposes as set out in the Personal Data Protection Policy of the Town Council, accessible at <http://www.tampines.org.sg>*

I further agree that the Town Council may disclose any or all of such information to: (i) its affiliates, service providers and agents for the above purposes; (ii) public agencies for funding, reporting, statistical, research and survey purposes; and (iii) the Member of Parliament for Tampines GRC for information as requested and/or to respond to enquiries purposes.

I warrant that where I have disclosed personal data of other individuals in connection with this application, I have obtained the prior consent of such individuals for the Town Council to collect, use and disclose such data for the above purposes.

SECTION III – DECLARATION BY REGISTERED OWNER / LESSEE WITH HDB

I declare that the particulars given by me are true and correct. I hereby agree to abide by all the terms and conditions stated overleaf.	
_____ Signature of registered owner / lessee (*to affix company stamp, if applicable)	_____ Date

SECTION IV – FOR OFFICIAL USE

Permit is granted subject to the terms and conditions stated overleaf.	
Checked by PO : _____	Date _____
Approved by PM : _____	Date _____
Date of Commencement : _____	
Inspected and approval works completed	
Inspection by PO : _____	Date _____

*Delete whichever is not applicable

UNDERTAKING

I, Mr / Mdm _____, NRIC No. SXXXXX ____ / ____

And Mr /Mdm _____, NRIC No. SXXXXX ____ / ____ being the

registered owners / lessees of Blk _____ # _____ Tampines St / Ave _____,

Singapore _____ agreed to abide with all the following terms and conditions on subsequent

replacement of new awning at the shopfront:-

1. Awning must be of retractable type. Scale drawing and catalogue of the proposed installation of awning to be enclosed.
2. Fabric cover protruding outwards should be only two (2) metres away from the edge of the existing common passageway.
3. The height of the retractable awning measuring from its end (fully extended) to the ground must be 2.1 metres.
4. You are required to provide a break of 0.5 metre on both sides of the awning. The illustration of the elevation not in scale is enclosed.
5. Mounting position is at the beam.
6. Aluminium flashing is allowed to be installed horizontally at the gap between the beam and the roller tube of the retractable awning to prevent leaking during rainy days.
7. To execute the Temporary Occupation Licence and pay the adjudication fee required.
8. Advertisement and Logo are not allowed to be painted on the awning.
9. Applicant must maintain the awning in good condition at all times.
10. The applicant is responsible to ensure that the awning must not be torn, tattered, discoloured or sagging, otherwise they must be replaced.

Signature of Registered Owner / Lessee
***(to affix company stamp, if applicable)**

Signature of Official Witness

Date

Date