

PERMIT FOR ERECTION OF TENTAGE AT SHOPFRONT DURING FESTIVE SEASON/OTHERS

SECTION (A) – PARTICULARS OF APPLICANT

Name of Shop		
Name of Owner/Tenant		Contact number
Address of Shop		
Site of Tentage		
Period of Permit		

SECTION (B) – PARTICULARS OF REFUNDABLE DEPOSIT (BY ELECTRONIC PAYMENT)

Name as in bank record:	
Email address: (for notification of refund payment)	
Contact No:	
Name of Bank:	
Bank Account No:	
Swift Code:	

SECTION (C) – TOL FEES PAYABLE

Type	TOL Rate	Term / Period	Deposit
1. MA Member	\$20/m ²	One month only	SS\$1,000/-
2. Non MA Member	\$25/m ²	Two weeks only	SS\$1,000/-

Area of Tentage	TOL Fees Levied	GST@7%	Total TOL Fees Payable	Deposit Amount	Total Amount Payable

***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.

Signature of Applicant
(*to affix company stamp, if applicable)

Date

Permit approved by:

Property Manager
Tampines Town Council

Date

UNDERTAKING BY SHOP OWNER / TENANT

The tentage to be installed shall be within the shop-front only.

1. The maximum length of tentage from the shop-front shall not exceed 4 metres from columns / beams and the width shall be within the shop front columns. The height of the tentage shall not be higher than the ceiling of the shop-front.
2. The minimum passage width of 1 metre shall be maintained at all times to facilitate safe and unhindered pedestrian movement.
3. The maximum period allowed for the tentage is 14 days proceeding the major festive seasons.
4. All merchandise shall be neatly stacked within the approved tentage area and the stacking shall not exceed 2 metre height.
5. Permit must be displayed at shop front.
6. The applicant shall ensure the cleanliness of the approved area and the surrounding area at all times during the period approved.
7. The applicant shall ensure no excessive noise which would cause annoyance to the residents.
8. Sub-letting of the shop front is strictly prohibited and all merchandise displayed must be related to the shop approved trade and no cooking is allowed.
9. The applicant shall solely be responsible and shall pay all necessary expense for any loss or damage whatsoever and howsoever caused to the said property at the said shop front, its surrounding and / or adjacent buildings arising as a consequence of or in connection with the granting of this permit and irrespective of whether or not there is negligence on the part of the applicant.
10. No tapping of water or electricity is allowed from the common area.
11. The applicant shall pay a Temporary Occupation Licence (TOL) of \$25/ per square metre for Non-MA Member and \$20/ per square metre for MA Member plus GST at the prevailing rate and a refundable deposit of \$1,000/- upon approval of the application. The \$1,000/- deposit would be refunded to the applicant after the TOL period provided the terms and conditions mentioned above are complied.
12. The deposit of \$1,000/- shall be forfeited if the applicant breaches the terms and conditions and the applicant/shop owner / tenant would be debarred for erecting any tentage for the period of one year.
13. The applicant shall keep Tampines Town Council indemnified against all actions, claims and demands that may be lawfully brought or made against Tampines Town Council by any person or persons on account or attributable to the use of the shop front.
14. The Tampines Town Council in its absolute discretion reserves the right to reject any application and revoke any permit granted without giving any reason. The Tampines Town Council shall not be liable for any damages arising from the rejection of the application or revocation of the permit.

I, Mr / Mdm _____ agreed to comply with the abovementioned requirements.

Signature
(*to affix company stamp, if applicable)

Date