

APPLICATION FOR USE OF SHOP FRONT AS OUTDOOR DISPLAY AREA

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 SHOP

Shop Name:	Business Registration no: (to attach copy of Business Registration Certificate)
Shop Address:	
Member of MA: Yes / No* (if yes, to attach copy of proof of membership)	Division: CG / TE / TL / TN / TW*
Approved Trade (By HDB): (to attach copy of the Tenancy Agreement / Sales Agreement* with HDB)	Actual Trade Conducted in Shop

SECTION III – DETAILS OF OUTDOOR DISPLAY AREA APPLICATION

Total area applied for _____ m ² (to attach sketch plan)		
Type of goods inside shop (to attach photograph of goods)	Type of goods to be displayed at ODA (to attach photograph of goods on display)	Display Hours:

***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 IV – DECLARATION BY REGISTERED OWNER / LESSEE WITH HDB

<p>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. I shall use the Outdoor Display Area for display of goods of similar trade type as those in my shop premises. I shall not transfer, assign or sublet whole or part of the outdoor display area whatsoever. I shall keep all goods displayed within the shop premises after my business hours. I shall not conduct any service trades at the ODA.</p>	
_____ Signature of registered owner/lessee (*to affix company's stamp, if applicable)	_____ Date

SECTION V – FOR OFFICIAL USE

Permit is granted for Display of merchandise at the shop / kiosk front subject to the terms and conditions stated in the Temporary Occupation Licence.	
Date of Commencement : _____	
Checked by PO : _____	
Approved by PM : _____	

(A) DISPLAY OF MERCHANDISE AT SHOP AND KIOSK FRONT

1. The Applicant shall comply with all laws, rules and regulations and guidelines of the SCDF, the Tampines Town Council and the competent authorities such as NEA, BCA, and HDB as may be in force from time to time relating to the use and maintenance of the ODA, including but not limited to the following:
 - a. Minimum walkway width
A minimum of 1.5 m wide clear walkway width is maintained from the shop front which shall be free and unobstructed at all time.
 - b. Minimum fire escape space
A minimum of 1.0m wide clear space is maintained at all time between the outdoor display areas.
 - c. Obstruction free staircase exit
All staircases exit shall be free from obstruction at all time. Goods shall not be placed within 3m of exit staircases.
 - d. No storage of goods overnight
No goods and/or shelves, racks etc shall be left at the ODA after the end of the day's business.
2. No unrelated trade is allowed at ODA. The applicant shall ensure that the display of goods and merchandise is confined to within the ODA at all time during the business hours.
3. The applicant shall maintain and keep the ODA in a state of good and serviceable repair and in a clean and proper condition at all time.
4. The applicant shall not carry out any installation of fixtures such as shelters, canvas or blinds etc or erect cabinets, cupboards or partitions etc at the ODA without the prior written consent of the Town Council or the competent authority.
5. The applicant shall not display any advertisement banners and/or signs at the ODA without the prior written consent of the Town Council or the competent authority. The applicant shall pay the Town Council a fee for the display of the advertisement at the ODA if consent is granted.

(B) LICENCE AGREEMENT

1. Applicant is required to sign the Licence Agreement.
2. The stamp fees of the Licence Agreement shall be borne by the Licensee.

(C) CHARGES

1. The following charges levied shall be on the applicant w.e.f. 1 March 2013

		Non MA Members	MA Members
a)	Isolated Block	-	S\$10 per m ² per month
b)	Neighbourhood Centre	-	S\$8 per m ² per month
c)	Town Centre	-	S\$20 per m ² per month
		-	S\$50 per m ² per month
			S\$40 per m ² per month

2. GST is applicable.

(D) REVOCATION

1. The Town Council reserves the right to revoke the Permit at any time without notice and without the need to furnish any reason whatsoever. The Permit can also be revoked if the shop tenant infringes any of the terms and conditions of the Licence Agreement.
2. Under the above circumstances, the installation must be removed within the time stipulated by the Council and the affected site must be reinstated to the Town Council's satisfaction. All expense occurred shall be borne by the shop owners.

(E) INDEMNITY

The tenant shall keep the Town Council indemnified against all actions, claims or demand that may be lawfully brought or made against the Town Council by any person of anything done by the licensee in exercise or purported exercise of the permit hereby granted.

APPLICATION FOR OUTDOOR DISPLAY AREA

To paste photo here

Photo showing Goods Inside Shop



To paste photo here

Photo showing Goods to be Displayed at ODA

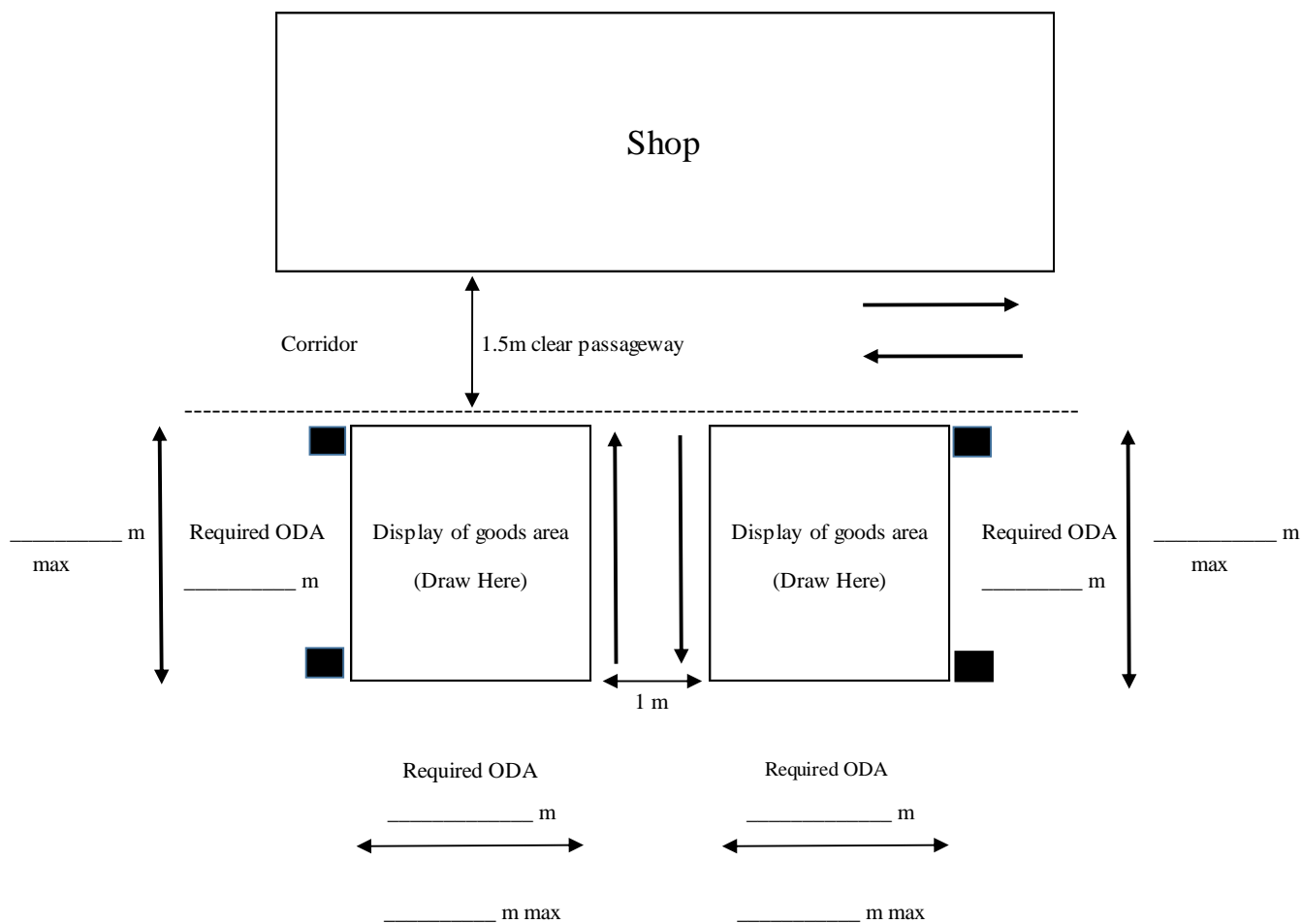


Block _____

Unit _____

Name _____

PLAN VIEW OF HDB SHOP FRONT



Rate \$ _____ X required ODA area _____ m² = Total Amount \$ _____

Signature _____
Date _____