

**APPLICATION TO CONVERT, TERMINATE, UPDATE
HEAVY VEHICLE PARKING PLACE LICENCE
OR
ASSIGN AND TERMINATE VEHICLE PARKING CERTIFICATES (VPCs)**
The Parking Places Act
(Chapter 214)

This form may take you 10 minutes to complete. You will need the following information to fill in the form:

- a) Heavy Vehicle Park Number
- b) VPC Applicant Name, ID if you are assigning and terminating VPCs

PART I: HEAVY VEHICLE PARK OPERATOR DETAILS

NOTE: You MUST complete ALL fields

- 1) Operator Name: _____
- 2) Park No: _____
- 3) Address of Parking Place: _____
_____ Postal Code: _____
- 4) Office Tel No: _____ Fax No: _____
- 5) Contact Person: _____ Mobile No: _____

PART II: CONVERT HEAVY VEHICLE PARK LICENCE

- 6) No. of lots before conversion: _____ HV / _____ TR / _____ TR20
- 7) No. of lots after conversion: _____ HV / _____ TR / _____ TR20
- 8) Please submit the latest site plan (**The site plan must include dimensions and drawn to scale. It must show the layout of the carpark, entrance and exit of the premises.**)

PART III: TERMINATE HEAVY VEHICLE PARK LICENCE

- 9) Reason for Termination. Please select one ONLY.
 - Stop Operation of HV Park
 - Change of Licensee
 - Others. Please specify. _____
- 10) Effective Termination Date: _____

13) If you have applied for a **TR20 VPC** above, please complete the following declaration: -

I declare that the VPCs obtained pursuant to this application are in respect of 20-foot trailers. I understand from the Parking Places (Parking of Heavy Vehicles) Rules that every person who is the registered owner of, or who has purchased two or more 20-foot trailers may procure one designated space for the parking of not more than 6 such trailers. Under these Rules, it is an offence to make any statement or declaration that is false.

PART VI: AUTHORISATION

I certify that the information given in this Application Form is correct.

Name of Authorised Person: _____ Designation: _____

NRIC No: _____

Date: _____

Signature

Company Stamp

NOTES TO APPLICANT

Please read the following instructions before completing this application form.

- i) The applicant shall be deemed to have read and understood the Parking Places (Licensing and Control of Private Parking Places for Heavy Vehicles) Rules (available at the Singapore National Printers).
- ii) Instead of completing a hardcopy form, we greatly encourage you to log on to e-Services@ONE.MOTORING to submit the transaction online using your heavy vehicle park operator account ID and password.
- iii) Fill in **Part I, Part VI** and **any other Parts** as required according to your transactions.
- iv) One VPC will be issued for one licensed heavy vehicle (HV) (other than trailer) lot. Up to three VPCs may be issued for one trailer (TR) lot. Up to six VPCs may be issued for one 20-foot trailer (TR20) lot. Therefore, the number of VPCs requested should not exceed the maximum number of VPCs that may be allocated to the licensed lots.
- v) Each VPC costs \$6. There is no GST for VPC fees.
- vi) The licensee shall not use or permit to be used any part of his private parking place for any purpose other than for the parking or housing of heavy vehicles. Enforcement actions will be taken against licensee who fails to comply with the law.
- vii) For hardcopy submission, please submit the completed forms and accompanying documents at the LTA Vehicle Parking Counters at **10 Sin Ming Drive, VTL Building, S(575701)**. Payment will be collected upfront for instantaneous² approval. For other approvals, you will be notified when to make payment when we have processed your request.
- viii) Our Address: Superintendent of Car Parks
Land Transport Authority
10 Sin Ming Drive
VTL Building
Singapore 575701
- ix) For Enquiry: Please call 1800-CALL_LTA (1800-2255-582)
- x) Fax Number: 6451 6921

² Instantaneous approvals include renewal of park licence within current lease period, addition of parking lots within approved site capacity, application of VPCs and termination of VPCs