

**APPLICATION FOR  
VEHICLE PARKING CERTIFICATES (VPCs)**  
The Parking Places Act  
(Chapter 214)

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

- Heavy Vehicle Park Number
- VPC Applicant Name, ID if you are assigning VPCs

Please read the following instructions before completing this application form.

- i) The applicant shall be deemed to have read and understood Parking Places (Parking of Heavy Vehicles) Rules (available at Singapore National Printers).
- ii) Fill in **Part I, Part V** and **any other Parts** as required according to your transactions. Please sign the application form and indicate your name and contact number clearly in Part V.
- iii) Each VPC costs \$6/-. There is no GST for VPC fees.
- iv) Please submit completed forms and accompanying documents at LTA Vehicle Parking Counters at **10 Sin Ming Drive, VTL Building, S(575701)**. Payment will be collected upfront for instantaneous transactions.
- v) Our Address: Superintendent of Car Parks  
Land Transport Authority  
10 Sin Ming Drive  
VTL Building  
Singapore 575701
- vi) For Enquiry: 1800-CALL\_LTA  
(1800-2255-582)
- vii) Please note that you may submit the transaction online using your heavy vehicle park operator account ID and password. Simply log on to e-Services@ONE.MOTORING to complete your transaction.

**PART I: HEAVY VEHICLE PARK OPERATOR DETAILS**

- 1) Operator Name: \_\_\_\_\_
- 2) Park No.: \_\_\_\_\_
- 3) Address of Parking Place: \_\_\_\_\_
- 4) Postal Code: \_\_\_\_\_ Office Tel No.: \_\_\_\_\_
- 5) Type of Application. Please tick accordingly.
  - Update Park Details (Please fill in Part II)
  - Assign VPCs (Please fill in Part III)
  - Terminate VPCs (Please fill in Part IV)

**LTA/VP/Schools****PART II: UPDATE HEAVY VEHICLE PARK DETAILS**

6) Fields to be updated. Please select accordingly.

- Operator Name \_\_\_\_\_  
(Note that Operator ID should remain unchanged)
- Office Tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_
- Fax No. \_\_\_\_\_ Email Address \_\_\_\_\_
- Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

**PART III: ASSIGN VPCS**

Sn	Vehicle No. <sup>1</sup>	VPC Type (HV/TR/TR20)	Purpose (C/N/R/T) <sup>2</sup>	VPC Name ^	Applicant	VPC Applicant ID	VPC Start Date	VPC End Date

^ Please provide details of VPC Applicant in the following table **IF** the applicant is a first time asset owner with LTA.

Sn	VPC Applicant Name	Registered Address	Contact No.	Email Address, if any

**PART IV: TERMINATE VPCS**

Sn	Vehicle No. or VPC No.	Termination Reason (D/L/T/C/Co/O) <sup>3</sup>

**PART V: AUTHORISATION**

I certify that the particulars given in this Application Form are correct.

Name of Authorised Person : \_\_\_\_\_ NRIC No. : \_\_\_\_\_

Designation: \_\_\_\_\_ Signature : \_\_\_\_\_

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

\_\_\_\_\_  
School Stamp**FOR OFFICIAL USE:**

Officer Name: \_\_\_\_\_ Amount Payable: \_\_\_\_\_

Date: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Business Transaction No.: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

<sup>1</sup> For unregistered vehicles without registration numbers, fill in vehicle chassis number.<sup>2</sup> C – Conversion of vehicle, N – New Registration of vehicle, R – Road tax renewal, T – Transfer of vehicle<sup>3</sup> D – Deregistration of vehicle, L – Lay-up of vehicle, T – Transfer of vehicle, C – Change of parking place, Co – Conversion of vehicle, Others (pls specify)