

GUIDELINES FOR EVENTS HELD ON ORCHARD ROAD PEDESTRIAN MALL (STATE LAND) ALONG ORCHARD ROAD

Orchard Road & the Place Management Committee

Orchard Road is the premier shopping belt of Singapore that features premium shopping malls and an extensive range of fashion, food and lifestyle choices. A Place Management Committee (PMC) comprising STB, LTA, NAC, NEA, NParks, SLA and URA was formed to realise the vision of shaping Orchard Road into a lifestyle epicentre and a Great Street. The PMC will work closely with the stakeholders and its scope of work will include management of Non-Renewable Temporary Occupation Licence (NRTOL) for events held in Orchard Road on a short-term, temporary basis.

Objective of Guidelines

The following guidelines are introduced to encourage the staging of events along the Orchard Road pedestrian mall and enhance its buzz and vibrancy. The objective of the guidelines is to ensure that the events are of good quality and are congruent with the image of Orchard Road as a premium shopping and lifestyle destination that distinguishes itself from the heartlands and other precincts in Singapore.

Who should know

Event organisers, building owners

Allowable events

1. In general, public events with strong national, social and cultural themes are highly encouraged. Events held at Orchard Road Pedestrian Mall should add value to the programmatic variety of Orchard Road. Events should not be used for profit-generating purposes or the promotion of commercial brands and products.
2. The following lists the examples of the type of events that can be considered:
 - Exhibitions that are educational and social in nature (e.g. artworks, photography);
 - Cultural-related festivals endorsed by a government agency / embassy;
 - Fashion runway shows featuring multiple fashion brands;
 - Public concerts, gigs, performances; and
 - Events promoting National Events (i.e. F1, Great Singapore Sale, etc)
3. In general, any forms of retailing and/or product promotion are not allowed as part of the approved event to be held on the Orchard Road Pedestrian Mall (State Land). Exceptions can be considered for highly compelling propositions that enhance the uniqueness of the event experience (e.g. National Events, major international events).

Event Duration

4. For events that are less than 90 days in duration, the event organiser(s) is to apply for permission to stage the event through STB, and STB will proceed to consult the relevant agencies.
5. However, for events exceeding 90 days in duration, the event organiser(s) is required to submit the proposal for the event directly to URA for planning approval.

6. Event structures are not to be left standing on the pedestrian mall (State Land) for more than 1 day each before and after the event. Generally, there should be a minimum interval of 1 week between each event.

Assessment Criteria

7. Applications for the use of the Orchard Road Pedestrian Mall for events will be assessed based on the following criteria:
 - a Relevance and contribution of the proposed events to the enhancement of Orchard Road's image as a premier shopping and lifestyle destination;
 - b Ability of the proposed events to generate tourism value: tourist appeal, ability to garner international media to spin positive stories, tourism receipts, etc;
 - c Innovation of the proposed event concept and its ability to draw crowds and enhance the vibrancy of Orchard Road as an events space;
 - d Aesthetic and built quality of the event structures, layout, size and scale in relation to the streetscape of Orchard Road and the frontage of the adjacent developments; and
 - e Track record of event organiser: past successful event(s).

Allowable event locations & structures

8. The allowable locations for events along Orchard Road Pedestrian Mall are shown in the plans attached in [Appendix 1](#).
9. Events held on the pedestrian mall are subject to the provision of a minimum clear width of 5m for pedestrian circulation. Stretches of the pedestrian mall that are too narrow to provide the 5m clear width will not be allowed to be used for events and event structures.
10. Larger event structures (e.g. with greater frontage) may be required to provide a larger clear width exceeding the requisite 5m to facilitate smooth pedestrian circulation.
11. The detailed guidelines for allowable event structures are attached in [Appendix 2](#).

Event Management

12. Event organisers are to ensure that the event premises are well-maintained and reinstated into its original state at the end of each event. The management of events are to be in compliance with the safety and hygiene standards of the relevant Competent Authorities and must not compromise public safety or result in the damage of State property.
13. The detailed guidelines for Event Management from the relevant Competent Authorities are attached in [Appendix 3](#).

Busking & Roving Activities

14. Buskers who wish to perform on the Orchard Road Pedestrian Mall would need to be auditioned by the National Arts Council (NAC) and display NAC's Letter of Endorsement during their performances. Although busking activities do not require a NRTOL, applicants are required to submit the application form for assessment. Busking activities are only allowed at designated busking spots. The NAC's Busking Scheme and Conditions can be obtained from NAC's website at <https://www.nac.gov.sg/whatwedo/engagement/artsforall/busking.html>

15. Roving activities refer to those that are constantly on the move and do not remain at a fixed location for a period of time. Although roving activities do not require a NRTOL, applicants are required to submit the application form for assessment. Organisers of roving activities are required to take note of the following:
- Organisers are required to inform and obtain clearance from the Singapore Police Force for the proposed roving activities;
 - Activities must not cause pedestrian traffic bottle-neck;
 - No articles are to be placed on any location that may cause any inconvenience to the public. The areas used shall be kept neat and litter-free at all times;
 - Proper attire is essential for participants/performers at all times; and
 - There shall not be any form of lewd behaviour/language/messages in the act of activity/performance which could be deemed as potentially offensive or sensitive.
16. The detailed guidelines for Roving Activities are attached in Appendix 3.

Policing & Enforcement

17. The Orchard Road Place Management Committee (ORPMC) and Orchard Road Business Association (ORBA) will be conducting checks during events set-up stage to ensure that implementation abide by guidelines. The PMC has the right to request event organisers to make adjustments on the spot if deemed necessary. Errant event organisers' NRTOL licence will be revoked by SLA and the errant event organisers will have to vacate State land within 48 hours.
18. If deemed necessary, ORPMC will issue warning letters to event organisers who flout any of the guidelines. Such warning letters will subject event organisers to a 6-month suspension from organizing events at the Orchard Road Pedestrian Mall. If an event organiser receives 4 warning letters, he will be suspended for 2 years from organising events at Orchard Road Pedestrian Mall.

Submission Requirements and Fees

19. Event organiser(s) must submit their applications, at least 1 month before the start of the proposed events, to the PMC (c/o STB) with the following:

a	Application Form (attached as Appendix 5)
b	<p>Electronic Development Application (EDA) Form</p> <p>For events and event structures exceeding 90 days in duration, a formal submission is to be made directly to URA for planning approval with the required submission materials as listed in this part. This submission should be accompanied by an EDA form.</p> <p>For more information on the EDA form and submission procedures to URA, please write to URA via: ura_dcd@ura.gov.sg or call our Development Control Group (DCG) Enquiry line at 6223 4811.</p>
c	<p>Letter of Support</p> <p>Applications for proposed events within the Orchard Road Pedestrian Mall (State Land) must be accompanied by a letter of support from a relevant supporting agency. Please note that this letter of support does not indicate an automatic approval for the proposed event. The final approval lies with the either the Place Management Committee and/or the relevant Competent Authority, following an assessment of the proposal based on the</p>

	evaluation guidelines.
d	<p>Drawings</p> <p><u>Plans</u> Plans at 1:200 scale (minimum) showing the detailed layout of the event and its individual components – e.g. gazebos, booths, stage, seating area, VIP area, equipment & storage areas, portable toilets, sculptures in relation to the existing street furniture (e.g. UGRs, benches, trash bins, etc) and the resultant clear width of the pedestrian mall.</p> <p><u>Elevations & Sections</u> Elevations / sections at 1:100 scale (minimum) taken perpendicular and parallel to the pedestrian mall showing the scale, size and height of event structure(s) in relation to the existing street furniture and the clear width of the pedestrian mall for pedestrian circulation.</p> <p>The elevations are to clearly reflect all proposed graphics and signage / sponsorship logos.</p> <p>The following information must be clearly annotated on the drawings:</p> <ul style="list-style-type: none"> ▪ Material and dimensions of all proposed structures; and ▪ Appropriate text to indicate sponsorship acknowledgement and its relationship to the event. <p>Each plan is to be clearly titled, for example:</p> <ul style="list-style-type: none"> ▪ Site plan ▪ Layout plan ▪ Elevation 1, Elevation 2, etc
e	<p>Graphics & Sponsorship Logos</p> <p>Clear visuals depicting the proposed graphics on the structure and branding logos (if any) are to be reflected in the Elevation drawings.</p>

20. The PMC will evaluate the application based on the guidelines appended in this document. Please refer to [Appendices 6 & 7](#) for the approval process.
21. If an event is deemed to have met the guidelines, the event organisers will be informed by STB and SLA will proceed to issue an official letter indicating its in-principle approval, offer of a TOL, as well as the payment of a non-refundable processing fee of \$200.00 (inclusive of GST) payable by CashCard, NETS, cheque or Credit/Debit Card, applicable NRTOL fees and a refundable security deposit that is between \$2,000 to \$5,000 (depending on the scale of the event). Upon acceptance of SLA's condition of use, SLA will issue the NRTOL accordingly.
22. Event organisers may also contact the following officers for clarification:

NRTOL Approval

Ms Kamsinah Nasir
Senior Officer
Lifestyle Precincts Development
Singapore Tourism Board
Email: kamsinah_nasir@stb.gov.sg

NRTOL Quotation

Ms Chan Hwei Min
Leasing Executive
Singapore Land Authority
Email: hwei_min_chan@sla.gov.sg

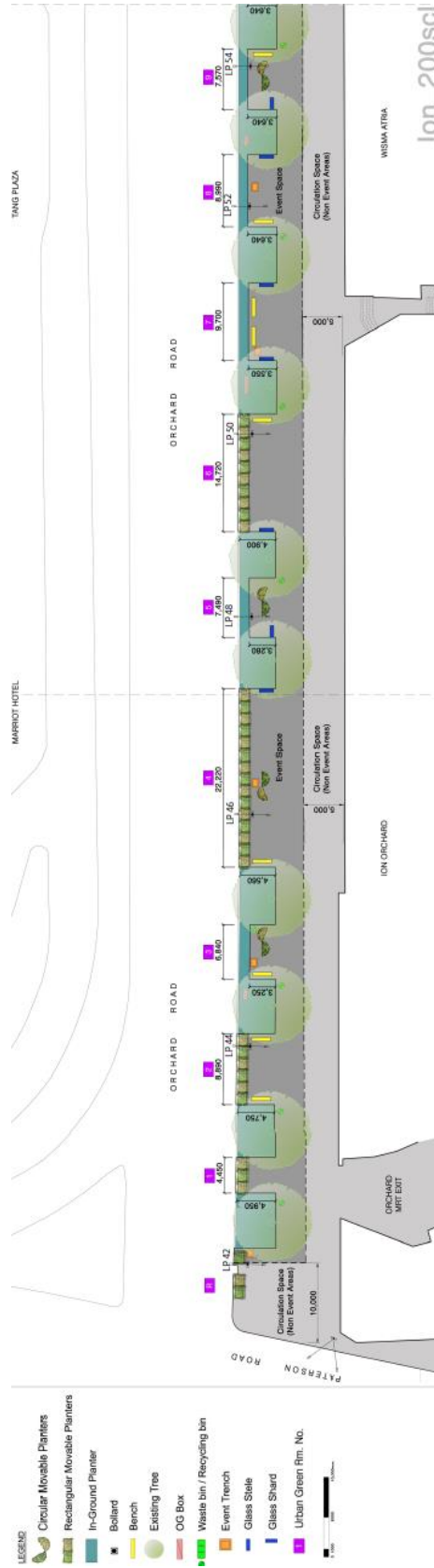
The relevant documents to the NRTOL Guidelines are listed below:

- Appendix 1** –Plans depicting allowable event locations
- Appendix 2** – Guidelines for event structures
- Appendix 3** – Guidelines for Event Management
- Appendix 4** – Guidelines for Roving Activities
- Appendix 5** – TOL Application through SLA Online Portal
- Appendix 6** –New NRTOL Conditions Template (For Event Use)
- Appendix 7** – New NRTOL Offer Template (For Event Use)
- Appendix 8** – List of State Assets & Relevant Competent Authorities
- Appendix 9** – Flowchart of Approval Process (Events of less than 90 days)
- Appendix 10** – Flowchart of Approval Process (Events exceeding 90 days)
- Appendix 11** – Dimensions of Urban Green Rooms

Appendix 1

Plans Depicting Allowable Event Locations

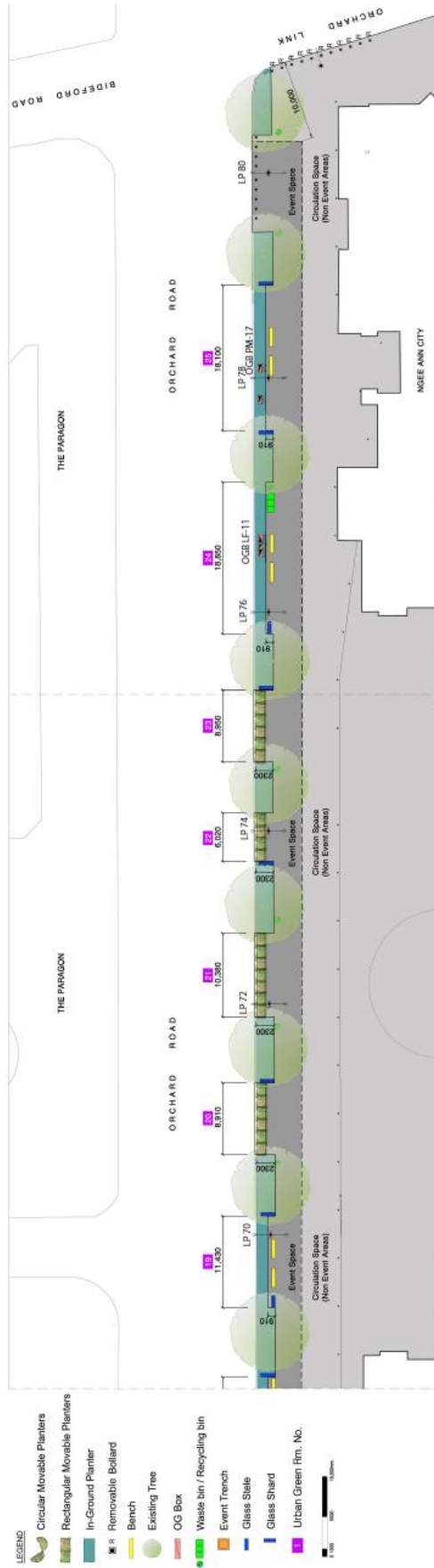
UGRs 1 to 9



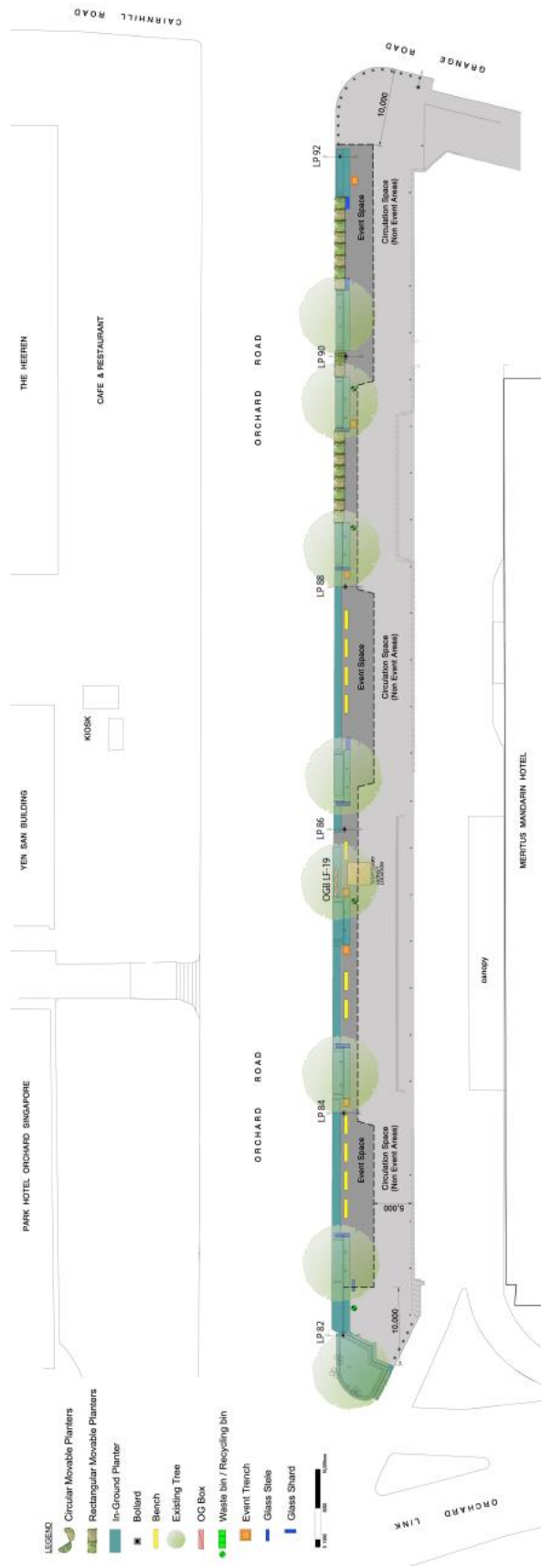
UGRs 10 to 18



UGRs 19 to 25

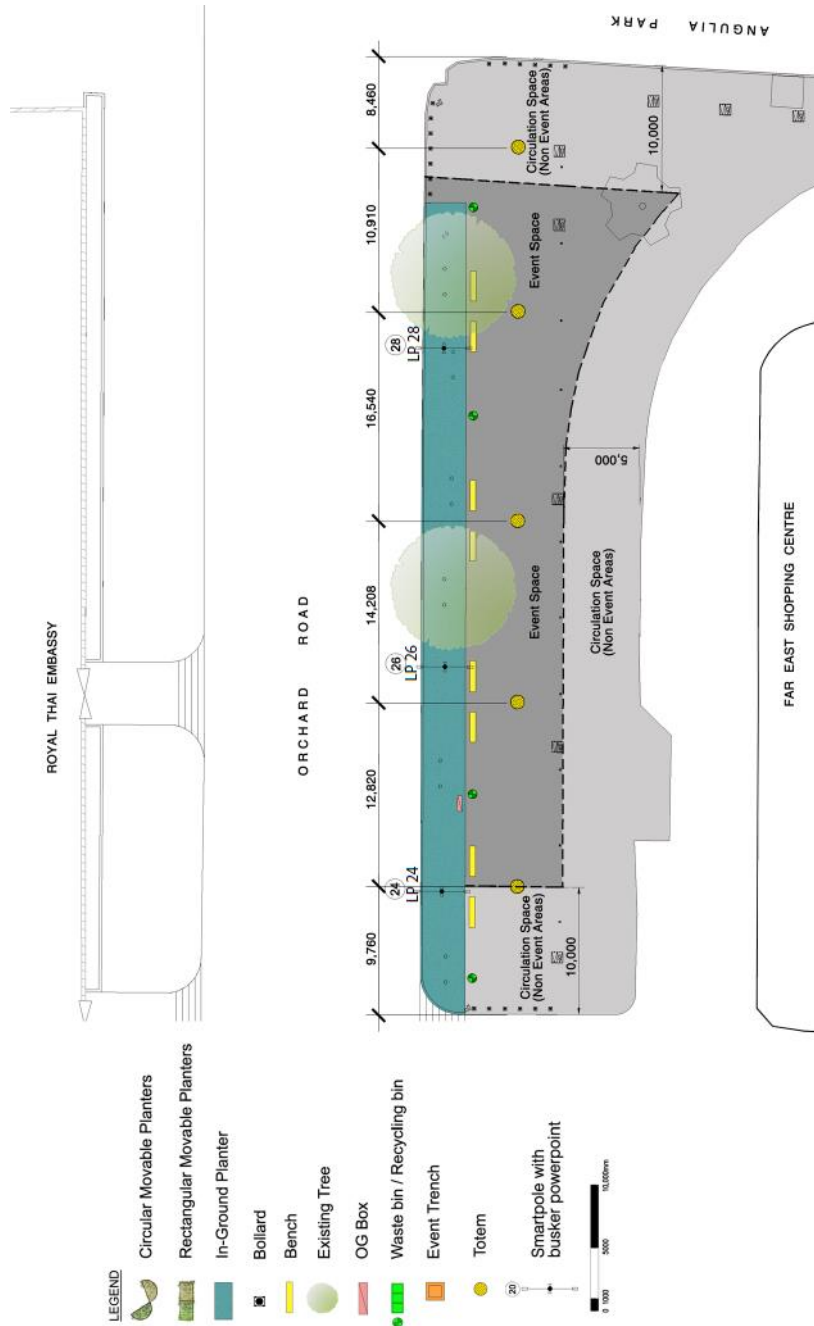


Mandarin Gallery



- LEGEND**
- Circular Movable Planters
 - Rectangular Movable Planters
 - In-Ground Planter
 - Bollard
 - Bench
 - Existing Tree
 - OG Box
 - Waste bin / Recycling bin
 - Event Trench
 - Glass Stile
 - Glass Shard

Event spaces along Far East Shopping Centre



Event spaces along Hilton Hotel to Forum



Event spaces along Wheelock Place



Appendix 2

Detailed guidelines for allowable Event Structures within State land (NRTOL)

a	Definition	As a guide, event structures are temporary structures that should be easily removed.
b	Location	<p>Events and event structures are generally guided to be located along the Orchard Road Pedestrian Mall and tucked neatly into the Urban Green Rooms (UGR), subject to the provision of minimum 5m clear width on the pedestrian mall for smooth pedestrian circulation.</p> <p>For potentially crowd-generating events, the provision of mall clearance exceeding 5m may be required.</p> <p>Generally, all event structures and event activities are to be located along the pedestrian mall such that the existing street furniture (e.g. benches, trash bins) can be easily and comfortably accessed. As much as possible, rest points along the pedestrian mall with granite benches should not be obstructed and are to be kept clear for public use.</p>
c	Size & Structure	<p>Generally, the size of any proposed event structures are as follows:</p> <ul style="list-style-type: none"> ▪ Maximum width / Frontage: 8.0m ▪ Maximum depth: 3.0m ▪ Maximum height: 4.0m <p>If more than one event structure is proposed, a minimum spacing of 3m is to be provided between each structure.</p> <p>No part of the event structure(s) is to encroach beyond the stipulated area for the proposed event, as well as into the part of the pedestrian mall with a designated clear width for pedestrian circulation.</p> <p>If event structures with frontage not exceeding 4m are used, a maximum of two such structures are allowed to be joined together. A minimum spacing of 3m is to be provided between paired structures.</p> <p>In general, the height of the proposed event structures can be allowed up to a maximum of 4m, subject to evaluation based on design merit, adherence to the event concept and site context.</p>
d	Design & Materials	All sides of the event structures are to be well-designed, which benefit the image of Orchard Road as a premier shopping and lifestyle destination. The materials used are to be of good quality, and should not deteriorate easily over time.
e	Graphics, Advertisement & Signage	<p>The graphics used shall predominantly comprise the event theme and event-related information. These are to be prominently displayed on the event structures.</p> <p>While company / sponsor logos can be permitted as part of the graphics to acknowledge their contribution to the proposed events, these logos are allowed up to a maximum of 25% area coverage of the event structures. In addition, appropriate texts</p>

	<p>(e.g. 'sponsored by', 'proud sponsor of', etc) must be displayed to acknowledge the sponsors or the relation of the brand to the event (e.g. worldwide partner, etc). Displays of events-related graphics and company/ sponsors logos are subject to BCA's approval and licensing.</p> <p>Commercial advertising is <u>not permitted.</u></p> <p>All signs for the event are to comply with the prevailing guidelines of the relevant Competent Authorities.</p>
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Appendix 3

Detailed Guidelines for Event Management

a	Public Property & Hygiene	<p>Movable planter boxes cannot be relocated or utilised in any manner without prior approval from NParks. Event Organisers are responsible for relocating the movable planter boxes and reinstating them in the original condition after the event. All associated costs are to be borne by the event organisers.</p> <p>No material is to be attached to the public trees, or use the public trees as support for their event structures. No activity or structure is to occupy or encroach into the public green verge without prior approval.</p> <p>Event organisers and/or licensees are to inform government agencies of any existing defects within / around the site before commencement of the installation work. If the existing defects are not shown to relevant agencies before the work commences, any defects observed thereafter would need to be rectified by the event organisers / licensees. Please refer to Annex A for list of assets belonging to each agency.</p> <p>Event organisers shall, at their own costs and expense, make good to the satisfaction of the government agencies all damages to the area allocated or to any other public property within the area allocated. Event organisers shall indemnify the government agencies against all proceedings, actions, claims, costs, expenses and demands whatsoever and howsoever arising out of or in connection with any damage to the property / surrounding properties or injury to person(s) as a result of the event.</p> <p>Event organisers must put in place a refuse and litter management plan for the area allocated during the set up phase, event period and tear down phase and this plan must be included alongside the application. The cleanliness of the booths and any other structures related to the event should be strictly observed <u>at all times</u>. This includes, but is not limited to:</p> <ul style="list-style-type: none">• The continuous cleansing (minimum on hourly basis) during the installation and the dismantling of the booths and any other related structures. Any refuse generated should not be thrown into the public refuse bins or left in public places. All refuse generated and dismantled structure must be removed from the site immediately; and• The continuous cleansing to remove all litters and other refuse left behind; on, in, under or around the booths and any other structures related to the event (cleansing should be done from 0800 to 0000hrs on weekdays and 0700 to 0200hrs on weekends, eve of public holidays and public holidays). All refuse cleared must also be removed from the site immediately. <p>Event organisers must also ensure that all structures being designed should have minimal capability to hold water. Any structures that are being erected or installed in public area for seven days or more must be inspected by a licensed Pest Control Operator (PCO). The minimum frequency of such check is weekly.</p> <p>Vector control work should focus on source reduction and there</p>
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		<p>should not be fogging unless permission is granted by NEA. A preliminary vector control plan must be submitted alongside the application. Upon approval, a letter of appointment of the Pest Control Operator and a confirmed schedule of inspection from the application must be submitted one week prior to the commencement of the event.</p> <p>Following that, the Pest Control Report must be submitted to NEA on weekly basis. Event organisers should also note that other conditions may be imposed when necessary.</p>
b	Pedestrian Safety	<p>Events organisers are to take crowd control measures and ensure the safety and smooth passage of pedestrians. Activities must not result in pedestrian traffic bottle-neck.</p> <p>All necessary precautions are to be taken to minimise noise at all times.</p> <p>For general public safety, all electrical cables and sockets must be properly concealed and to be placed outside the walkway.</p>
c	Other Requirements	<p>The lamp posts fronting ION Orchard to Ngee Ann City have power point provisions. Event organisers will be billed according to metered usage. Upon approval of the NRTOL, event organisers are to submit the line drawings for the usage of the power point facilities to STB at least 6 working days in advance. If the power consumption is expected to be very high, event organisers will have to bring in generators. The use of generators needs to be licensed by EMA.</p> <p>Event organisers are only allowed to use Orchard Link for loading and unloading of events structures between 0100 hours and 0600 hours. Vehicles are not allowed on the pedestrian mall.</p> <p>Event organisers should inform the building management of the development where the event fronts onto its premises and address its concerns if any.</p>

Appendix 4

Detailed Guidelines for Roving Activities

Definition

- Roving activities are referred “to those that are constantly on the move and do not remain at a fixed location for a period of time.”
- Roving activities do not require NRTOL but applicants are required to submit relevant information for assessment and in-principle approval for the activity.

Types of Roving Activities

	Type of Roving activity	Conditions/Remarks
a	<p>Fundraising Flag Day</p> <p>Commercial where bulk of proceeds go to charity</p>	<ul style="list-style-type: none"> - Fundraising activities are permitted during the Christmas period (Nov to early Jan), or - In conjunction with an Orchard Road signature event or a broader national/international initiative. (e.g. World Cancer Day etc) - To be reviewed on a case by case basis and subject to final approvals and obtaining of the relevant permit from SPF. <p>Fundraising activities will be limited to an applicant a day where applicants need to apply at least a month in advance but not more than 6 months from date of event.</p> <p>Should there be more than one applicant for a single day, slots will be allocated on a first come first serve basis.</p> <p>On the day of the fundraising activity, a maximum of 20 volunteers are allowed at any point in time on Orchard Road and are not allowed to cluster into more than groups of two or three.</p>
b	<p>Marketing/Branding activities</p> <p>Distribution of Flyers</p> <p>Distribution of free gifts</p> <p>Roving advertisement boards/signs</p> <p>Wearing a mascot suit and roving</p> <p>Survey</p>	<ul style="list-style-type: none"> - The distribution of flyers is not permitted. - To be reviewed on a case by case basis where factors to be considered include the format of distribution and type of gift being distributed. However, no touting/peddling is allowed. - Not permitted. Roving advertisements are not permitted as it may be deemed to be in conflict with the advertising interests of Orchard Road stakeholders. - To be reviewed on a case by case basis. May be permitted if activities fall within existing advertising and roving guidelines. - Surveys for commercial purposes such as financial institutions, property or insurance agents are not permitted. - Surveys for educational/other research purposes (such as academia/schools), applicants are to

	Other activities not classified as above	<p>submit an application for review.</p> <ul style="list-style-type: none"> - To be reviewed on a case by case basis.
c	Retail and roving sales/Commercial activities	Such retail activities are not permitted.
d	Roving games and activities (As part of a camp/team building such as an Amazing Race)	To be reviewed on a case by case basis. However, activities should not cause any obstruction and is in line with the other existing guidelines.
e	Flash Mob/Performances Roving activities to publicise a cause or campaign, to mark or commemorate any event, demonstrate support for or opposition to views	<ul style="list-style-type: none"> - To be reviewed on a case by case basis and subject to approvals and permits from SPF. - To be reviewed on a case by case and subject to approvals and permits from SPF.

Other Requirements

- Applicants to obtain clearance and the relevant permits from SPF. (In the case of fundraising permits from NCSS or SPF)
- Activities must not cause pedestrian bottle-neck
- No articles to be placed anywhere that may cause any inconvenience to the public. Areas used shall be near and litter free
- Proper attire is essential for participants/performers at all times
- No form of lewd behaviour/language/messages/ in the act of activity/performance which could be deemed as potentially offensive or sensitive
- For any roving or fundraising activities taking place on private land, applicants have to seek the relevant approvals from the private owners.

Appendix 5

TOL Application through SLA Online Portal

Applicant are to submit the TOL Application through SLA online portal (<http://www.sla.gov.sg/TOL>) together with the mandatory documents (i.e. Location/layout plan, the list of information required (attachment), etc.) required for the application.

URL for TOL Application:
<http://www.sla.gov.sg/TOL>

*Note: Please use “**non singpass user**” option if you are applying on behalf of your company / organisation.

Appendix 6

New NRTOL Conditions Template (For Event Use)

GOVERNMENT OF THE REPUBLIC OF SINGAPORE
c/o SINGAPORE LAND AUTHORITY

NON-RENEWABLE TEMPORARY OCCUPATION LICENCE
STATE LANDS ACT (Chapter 314)
STATE LANDS RULES

File Ref: _____ LRME Case ID: _____ TOL Account No: _____

This non-renewable temporary occupation licence ("TOL") is granted by the **Government of the Republic of Singapore** (the "Government") c/o Singapore Land Authority of 55 Newton Road, #12-01 Revenue House, Singapore 307987, to the entity stipulated in Section 1 of Part A below (the "**Licensee**"), subject to the terms and conditions set out in this TOL.

A. PARTICULARS OF TOL:

1. Particulars of Licensee

Name of Licensee: _____
NRIC No/Business, LLP or Company Reg No: _____
Address: _____
Contact Person (s) : _____
Tel: _____ HP: _____ Fax: - _____

2. Particulars of State land (such State land together with all buildings and structures erected or to be erected thereon are hereinafter collectively referred to as the "State Land")

Lot & MK/TS Nos: _____ Approximate Area of State Land: _____ square metres
Address/Location: _____
Site Plan: _____ See attached plan _____

3. Purpose of use of State Land and licence period (the "Purpose" and "Licence Period" respectively)

Purpose: _____
Licence Period: Commencing On: _____ Ending On: _____
Site Preparation Period : _____
Event Period: _____
Site Clearance Period: _____

GOVERNMENT OF THE REPUBLIC OF SINGAPORE
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NON-RENEWABLE TEMPORARY OCCUPATION LICENCE
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File Ref: _____ **LRME Case ID:** _____ **TOL Account No:** _____

4. Amount payable (in Singapore Dollars) and payment details

Licence Fees:	\$ XXXX
Goods and Services Tax (GST) at the prevailing rate (currently 7%):	\$ XXXX
Security Deposit:	\$ 2,000.00 provided by way of cheque or cashier's order made in favour of " <u>Commissioner of Lands, SLA</u> "

B. SPECIFIC CONDITIONS:

1. The Licensee shall use the State Land for the Purpose stipulated in **Part A** above only and not for any other purpose without the prior written approval of the Government.
2. The Licensee shall ensure that all electrical cables within the State Land are not exposed and do not pose any danger to persons or property within or in the vicinity of the State Land.
3. The Licensee shall ensure at all times that any tentage or temporary structures erected on the State Land are kept in a good condition.
4. The Licensee shall ensure that all exits and escape routes leading to exits are at all times kept clear of obstructions.
5. The Licensee shall ensure that all pedestrian passageways are at all times kept clear of any obstructions, objects or materials and that no objects, materials or substances which may pose a fire hazard are released into, or stored, placed or located within, the passageways.
6. The Licensee shall at all times ensure that the State Land is kept in a clean and hygienic condition.

C. GENERAL CONDITIONS:

1. This TOL is issued to the Licensee under the State Lands Rules.
2. During the Licence Period stipulated in **Part A** above, the Licensee shall use the State Land for the Purpose stipulated in **Part A** above subject to and on the conditions set out in this **Part C** and the specific conditions set out in **Part B** above.
- 3.

**GOVERNMENT OF THE REPUBLIC OF SINGAPORE
c/o SINGAPORE LAND AUTHORITY**

**NON-RENEWABLE TEMPORARY OCCUPATION LICENCE
STATE LANDS ACT (Chapter 314)
STATE LANDS RULES**

File Ref: _____ **LRME Case ID:** _____ **TOL Account No:** _____

4. The State Land is licensed to the Licensee on an “as is where is” basis, and the Licensee shall accept the actual state and condition of the State Land in all respects as at the date of this TOL and as at the commencement of the Licence Period.
5. This TOL shall not create or be deemed to create a tenancy in favour of the Licensee or give the Licensee as against the Government the exclusive right to the occupation of the State Land.
6. The Licensee shall pay the Licence Fees and the GST thereon, on the due date stipulated by the Government in the letter of offer for this TOL dated **(Offer Date)**. The Licence Fees shall not be refundable by the Government, notwithstanding that the Licensee does not, subsequent to the payment of the Licence Fees, require the State Land for the Purpose stipulated in **Part A** above (whether or not the Licence Period has commenced).
7. The Licensee shall provide the Security Deposit for the amount stipulated in **Part A** above (or such higher amount as may be stipulated by the Government, to ensure compliance with the provisions of this TOL.
8. This TOL shall cease and be determined on the death of the Licensee or if the Licensee is a body corporate, upon the dissolution of the body corporate.
9. The Licensee shall not let or sublet to any other person or persons the whole or any part of the State Land, or part with or share possession of the whole or any part of the State Land, except with the prior written consent of the Government.
10. The Licensee shall indemnify and keep the Government and the Singapore Land Authority indemnified against all claims, costs, proceedings, actions, losses, demands, liabilities, damage and expenses of any nature whatsoever (including those relating to death or injury to persons or loss or damage to property, and legal costs and expenses on a full indemnity basis) suffered or incurred by or made against the Government or the Singapore Land Authority arising directly or indirectly out of or in connection with:
 - (a) the use or occupation of the State Land by the Licensee or by any of its employees, agents, sub-contractors or independent contractors;
 - (b) any act, default, omission or negligence of the Licensee or by any of its employees, agents, sub-contractors or independent contractors on the State Land; and
 - (c) any breach or non-observance by the Licensee of any of the provisions of this TOL.

**GOVERNMENT OF THE REPUBLIC OF SINGAPORE
c/o SINGAPORE LAND AUTHORITY**

NON-RENEWABLE TEMPORARY OCCUPATION LICENCE
STATE LANDS ACT (Chapter 314)
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11. The Licensee shall, at its own expense, make good to the satisfaction of the Government, all damage to property (including without limitation, vegetation) arising from the use or occupation of the State Land.
12. The Collector of Land Revenue and any other person (including without limitation, any officer, employee or agent of the Singapore Land Authority) authorised by him in writing may at any time enter the State Land for the purpose of inspection or for any other purpose.
13. The Licensee shall not transfer or assign this TOL, or any of its rights or obligations under this TOL, in any manner whatsoever without the prior written consent of the Government.
14. Upon demand, the Licensee shall produce this TOL to any Collector or Deputy Collector of Land Revenue or any officer authorised by the Collector.
15. The Licensee shall pay interest on any overdue payments of Licence Fees, GST or any other monies under this TOL, based on the prevailing late payment interest rate(s) as determined by the Government and informed in writing by the Government to the Licensee from time to time to be applicable and chargeable on any such overdue payments, from the date such monies fall due for payment until the date of actual payment (both before and after judgment), subject always to a minimum interest charge of \$3.00. Such late payment interest rate(s) shall not, in any event, exceed 12% per annum. The prevailing interest rate is 8.5% per annum and this will be the applicable rate under this TOL until such time it is varied by the Government.
16. The Licensee shall comply with all the requirements of the Urban Redevelopment Authority, Land Transport Authority, National Parks Board, Public Utilities Board and all other relevant local authorities constituted under any written law for the time being in force.
17. The Licensee shall not do anything on the State land which may be a nuisance or annoyance to or in any way interfere with the quiet and comfort of the occupants of adjoining buildings or any other occupiers in the neighbourhood.
18. The Licensee shall not use the State Land for any form of gaming, gambling or unlawful meeting, or keep any wild animal or any reptile or bird in or upon the State Land or in the surrounding area of the State Land, or keep within the State Land any materials of a dangerous or explosive nature or the keeping of which may contravene any laws or regulations or by-laws, or use the State Land for any illegal or immoral purpose whatsoever.

**GOVERNMENT OF THE REPUBLIC OF SINGAPORE
c/o SINGAPORE LAND AUTHORITY**

NON-RENEWABLE TEMPORARY OCCUPATION LICENCE
STATE LANDS ACT (Chapter 314)
STATE LANDS RULES

File Ref: _____	LRME Case ID: _____	TOL Account No: _____
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19. (a) Unless otherwise provided in this TOL, the Licensee shall not erect any building or structure or any extension to any building or structure (whether temporary or permanent or otherwise), or erect or fix any sign or advertisement hoarding or the like, or carry out any repair, addition, alteration, redevelopment or construction works, on the State Land without the prior written permission of the Government.
- (b) Where permission is granted by the Government, the Licensee shall (in addition to any condition or requirement which may be imposed by the Government) obtain all necessary clearances, permits and approvals from the relevant authorities (including without limitation the Urban Redevelopment Authority and the Building Construction Authority), prior to commencing any works to erect such building, structure, extension, sign, advertisement hoarding or the like, or such repair, addition, alteration, redevelopment or construction works.
- (c) In the event of a breach of paragraph 18(a) of **Part C** above, the Government shall be entitled, in addition to its other remedies at law or under this TOL, to claim from the Licensee Additional Fees. The Additional Fees shall be computed from and including the date that such breach occurs and for so long as the Licensee remains in breach of paragraph 18(a) of **Part C**.
- (d) The Licensee shall pay such Additional Fees to the Government not later than thirty (30) days from the date of the Government's written notification to the Licensee informing the Licensee of the amount of Additional Fees payable.
- (e) The Government shall be entitled to deduct such Additional Fees from the Security Deposit, failing which all such Additional Fees payable to the Government shall be recoverable as a debt due from the Licensee to the Government in any court of competent jurisdiction.
- (f) For the purposes of this TOL, "**Additional Fees**" means the additional fees which the Government would have charged (whether permission could have been granted or not) for the Licensee to erect such building, structure or extension, or to erect or fix such sign, advertisement hoarding or the like, or to carry out such repair, addition, alteration, redevelopment or construction works, on the State Land as referred to in paragraph 18(a) of **Part C**.
20. The Government may at any time cancel or revoke this TOL, without having to provide any reasons for such cancellation or revocation and neither the Licensee nor any other person shall be entitled to any compensation or damages whatsoever, or any refund of the Licence Fees paid, or any alternative site, by reason of such cancellation or revocation.

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STATE LANDS ACT (Chapter 314)
STATE LANDS RULES

File Ref:	LRME Case ID:	TOL Account No:
21.	<p>Immediately prior to the termination, cancellation, revocation or expiry of this TOL, or within such period after the termination, cancellation, revocation or expiry as may be allowed by the Government, the Licensee shall, at the Licensee's own expense, carry out such works as may reasonably be required by the Government, in accordance with the Government's specifications and to the satisfaction of the Government, including without limitation, all of the following:</p> <ul style="list-style-type: none">(a) remove all such materials, buildings and structures from the State Land as may be specified by the Government (regardless of whether such materials, buildings or structures were brought onto, erected or installed on the State Land by the Licensee);(b) clear all debris;(c) earth-fill all depressions; and(d) level and turf all such grounds within the State Land as may be specified by the Government.	
22.	<ul style="list-style-type: none">(a) In the event that the Licensee fails to carry out the works referred to in paragraph 20 of Part C above to the satisfaction of the Government by the date of termination, cancellation, revocation or expiry of the TOL (or such later date as may be allowed by the Government) (such date is hereinafter referred to as the "Works Completion Date"), in breach of paragraph 20 of Part C above, the Government shall be entitled, in addition to its other remedies at law or under this TOL, to impose liquidated damages on the Licensee at the daily TOL rate prevailing as at the Works Completion Date, until the date the works are carried out to the Government's satisfaction, without prejudice to the Licensee's obligation to complete the works or to any other liability or obligation under this TOL.(b) The Licensee shall pay to the Government the liquidated damages imposed under sub-paragraph (a) above not later than thirty (30) days from the date of the Government's written notification to the Licensee informing the Licensee of the amount of liquidated damages payable.(c) The Government shall be entitled to deduct the liquidated damages imposed under sub-paragraph (a) above from the Security Deposit, failing which all such liquidated damages payable to the Government shall be recoverable as a debt due from the Licensee to the Government in any court of competent jurisdiction.(d) The Government shall be entitled to charge interest on any delayed payment by the Licensee in accordance with paragraph 14 of Part C above.	

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NON-RENEWABLE TEMPORARY OCCUPATION LICENCE
STATE LANDS ACT (Chapter 314)
STATE LANDS RULES

File _____ **LRME** _____ **TOL Account**
Ref: _____ **Case ID:** _____ **No:** _____

23. No compensation (including any refund of Licence Fees paid) or alternative site shall be given to the Licensee on the termination, cancellation, revocation or expiry of this TOL.
24. (a) Where the Government is of the opinion that the Licensee is in breach of any of the provisions of this TOL, the Government may (but is not obliged to), without prejudice to any other right or remedy it may have under this TOL, apply the whole or any part of the Security Deposit for the purpose of making good any loss or damage sustained by the Government as a result of such breach and any expense incurred by the Government in making good the loss and damage in any manner as the Government deems fit Provided Always that if the Security Deposit is insufficient for such purpose, the Government is entitled to claim the difference from the Licensee.
- (b) If any part of the Security Deposit shall be applied by the Government as provided in sub-paragraph (a) above, the Licensee shall, within **Fourteen (14)** days after the Licensee's receipt of the Government's written notice, deposit with the Government a cash sum equivalent to the amount so applied by the Government, so that the Security Deposit shall at all times be equal to the Security Deposit amount set out in **Part A** above (or such higher amount as may be stipulated by the Government).
- (c) Subject to the Government's rights under this paragraph 23, the Government shall refund without interest the cash deposit(s) provided as security deposit, after the termination, cancellation, revocation or expiry of this TOL.
24. Every obligation by the Licensee is taken to include an obligation by the Licensee to ensure that each of its employees, agents, sub-contractors, independent contractors, permitted occupiers and others under its control comply with that obligation. Any obligation by the Licensee not to do any act or thing includes an obligation not to allow that act or thing to be done.
25. (a) The Government may vary the terms and conditions of this TOL at any time in such manner as the Government deems fit and such changes may be notified to the Licensee by the Government either in writing or by publication thereof or by any other means as the Government may select and such changes so notified to the Licensee will be effective from the date specified by the Government.
- (b) If the Licensee does not accept any such changes, the Licensee may, within three (3) days after the Government has given such notice, terminate this TOL with immediate effect.

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File Ref: _____ **LRME Case ID:** _____ **TOL Account No:** _____

- (c) If the Government does not receive the Licensee's notice of termination under sub-paragraph (b) above within seven (7) days after the Government has given such notice of any changes in the terms and conditions of this TOL, the Licensee shall be deemed to have accepted and agreed to such changes without reservation.
26. The illegality, invalidity or unenforceability of any provision of this TOL under the law of any jurisdiction will not affect:
- (a) the legality, validity or enforceability of that provision under the law of any other jurisdiction; or
 - (b) the legality, validity or enforceability of any of the other provisions of this TOL.
27. In the event that any consent or approval is required of the Government under any provision of this TOL, unless otherwise stated in such provision, such consent or approval shall be given or withheld by the Government at its absolute discretion, and if given, shall be in writing and on such terms and conditions as the Government shall at its absolute discretion deem fit to impose.
28. Paragraphs 9, 21, 23, 26 and 29 of **Part C** of this TOL and such other provisions which by implication are intended to survive the expiry, cancellation, revocation or termination of this TOL, shall survive the expiry, cancellation, revocation or termination of this TOL (howsoever caused).
29. The Government and its agent, the Singapore Land Authority, are not liable to the Licensee and the Licensee shall not claim against the Government or the Singapore Land Authority for any cost, expenses, losses or damages suffered or incurred by the Licensee directly or indirectly caused by, resulting from or in connection with:
- (a) any accident happening on the State Land; or
 - (b) any death or injury sustained on the State Land; or
 - (c) any damage or loss to any chattel sustained on the State Land.
30. (a) This TOL does not create any right under the Contracts (Rights of Third Parties) Act (Chapter 53B), which is enforceable by any person who is not a party to it, except and to the extent which sub-paragraph (b) below expressly provides for the Contracts (Rights of Third Parties) Act (Cap. 53B) to apply to the terms of paragraphs 9 and 29 of **Part C** of this TOL.

GOVERNMENT OF THE REPUBLIC OF SINGAPORE
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(b) The Singapore Land Authority may enjoy the benefit of or enforce the terms of paragraphs 9 and 29 of **Part C** of this TOL in accordance with the provisions of the Contracts (Rights of Third Parties) Act (Cap. 53B).

Dated this _____ day of _____, 20____.

Signed by:

XXXXXXX
Collector of Land Revenue
For and on behalf of the Government of the Republic of Singapore

WARNING: In the event that the Licensee encroaches upon or trespasses onto any adjoining or neighbouring State land, the Government may, upon discovering such encroachment or trespass, take such action as it deems fit to recover possession of such State land and to claim damages for trespass.

Appendix 7

New NRTOL Offer Template (For Event Use)

YOUR REF :
OUR REF : SLA/EL/XX
DID : XXXX XXXX
EMAIL : XXXX@SLA.GOV.SG

LRME Case ID: [TOAXXX]

<Date>

<Applicant Name>

<Address>

Singapore XXXXX

Attn: Mr / Ms XXX

By EMAIL & HAND

SUBJECT TO CONTRACT

Dear Sir / Madam,

LETTER OF OFFER

NON-RENEWABLE TEMPORARY OCCUPATION LICENCE FOR THE USE OF STATE LAND LOT XXPT MK/TS XX AT <ADDRESS> FOR <USAGE> FROM <DATE> TO <DATE>

1. We refer to your application and processing fee of \$XXX received on <Date>.
2. We, for and on behalf of the Government of the Republic of Singapore (the "Government"), are prepared to grant a licence to you for your use of the State land (the "State Land") lot **XXpt MK/TS XX** at <Address>, for the period commencing on <Date> and ending on <Date> (the "Licence Period"), for <usage> only, subject to the terms and conditions set out in this letter and all the terms and conditions contained in the form of the non-renewable temporary occupation licence ("TOL") attached hereto as **Appendix A**.
3. The fees payable for the TOL (the "**Licence Fees**") shall be **\$XXX** (exclusive of goods and services tax), which shall be paid upon acceptance of the offer contained in this letter (in accordance with paragraph 8 below).
4. Goods and services tax ("**GST**") shall be chargeable on the Licence Fees at the prevailing rate stipulated in the Goods and Services Tax Act (Cap. 117A), which is currently 7%, amounting to \$xx, which shall be paid upon acceptance of the offer contained in this letter (in accordance with paragraph 7 below).
5. A security deposit in the amount of **\$XXX** shall be provided to the Government upon acceptance of the Offer (in accordance with paragraph 7 below).
6. As stipulated in the TOL, you are required to comply with the requirements of all the relevant authorities.

7. If the terms and conditions of the Offer are acceptable to you, please indicate your unconditional acceptance of the Offer by forwarding to us on or before **5pm on [date – give 14 days]**, a cheque for the sum of **\$XXX** made payable to “Commissioner of Lands, SLA” (please quote our LRME Case ID on the reverse of the cheque) being payment of the following amounts:

a)	Non-renewable TOL fee for period of use from <Date> to <Date>	\$	XXXX
b)	GST for NRTOL fee	\$	xxxx
c)	Security deposit	\$	<u>2,000.00</u>
d)	Total	\$	<u>XXX.xx</u>

8. Upon our receipt of all the payments specified in paragraph 7 above, in compliance with the requirements of paragraph 7, the Collector of Land Revenue will issue the TOL for and on behalf of the Government, whereupon the TOL issued by the Collector of Land Revenue shall be binding between you and the Government and have full force and effect, and be final and conclusive as to the terms and conditions governing your use of the State Land.

9. The agreement constituted by the Offer and your acceptance of the Offer does not create any right under the Contracts (Rights of Third Parties) Act (Chapter 53B), which is enforceable by any person who is not a party to it, except and to the extent set out in the paragraph 30 of **Part C** of the TOL.

10. The Offer shall lapse and be of no effect whatsoever if it is not duly accepted by you in accordance with the provisions of this letter by **5pm on [date – give 14 days]**, unless an extension of time has been requested and agreed to by us in writing. Upon the lapse of the Offer, the Government reserves the right to offer the use of the State Land to other prospective users. You will need to submit a fresh application with the requisite processing fee should you wish at a later date to apply to use the State Land, or any other piece of State land.

11. If you have any query, please contact Ms XXXX at <DID> or XXXXX@sla.gov.sg.

Yours faithfully

XXXXXX
COLLECTOR OF LAND REVENUE

(Enclosures:
Appendix A: Form of TOL)

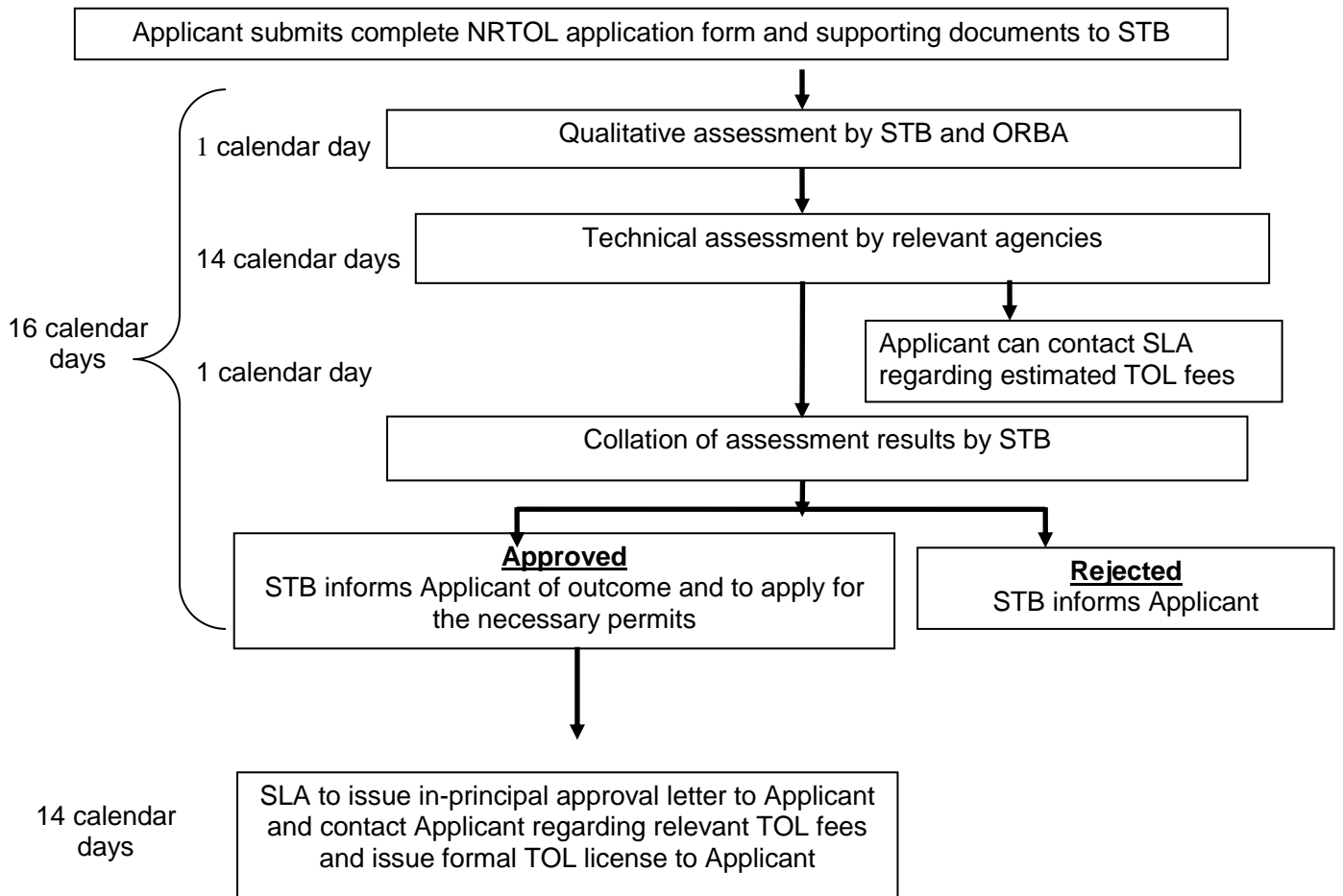
Appendix 8

List of State Assets & Relevant Competent Authorities

Government Agencies	State Assets / Licenses
Singapore Tourism Board (STB)	OG Boxes, Tree up-lighters, Movable Planters, Glass shards and story boards, Aluminium bins
Land Transport Authority (LTA)	Pedestrian Tiles, LED Lights, Bollards, Smart Poles, Benches
Singapore Land Authority (SLA)	Temporary Occupation License (TOL)
Urban Redevelopment Authority (URA)	Design, size and location of event structures, as well as sponsorship display on event Structures
Singapore Police Force (SPF)	Public Entertainment License, Police Permit (eg. Sports related procession)
National Environment Agency (NEA)	Hawking License, Food/Drink events, Recycle bins, Wastebins
Building & Construction Authority (BCA)	Outdoor Advertising License
National Arts Council (NAC)	Busking Activities
National Parks Singapore (NParks)	In-ground Plants, Trees

Appendix 9

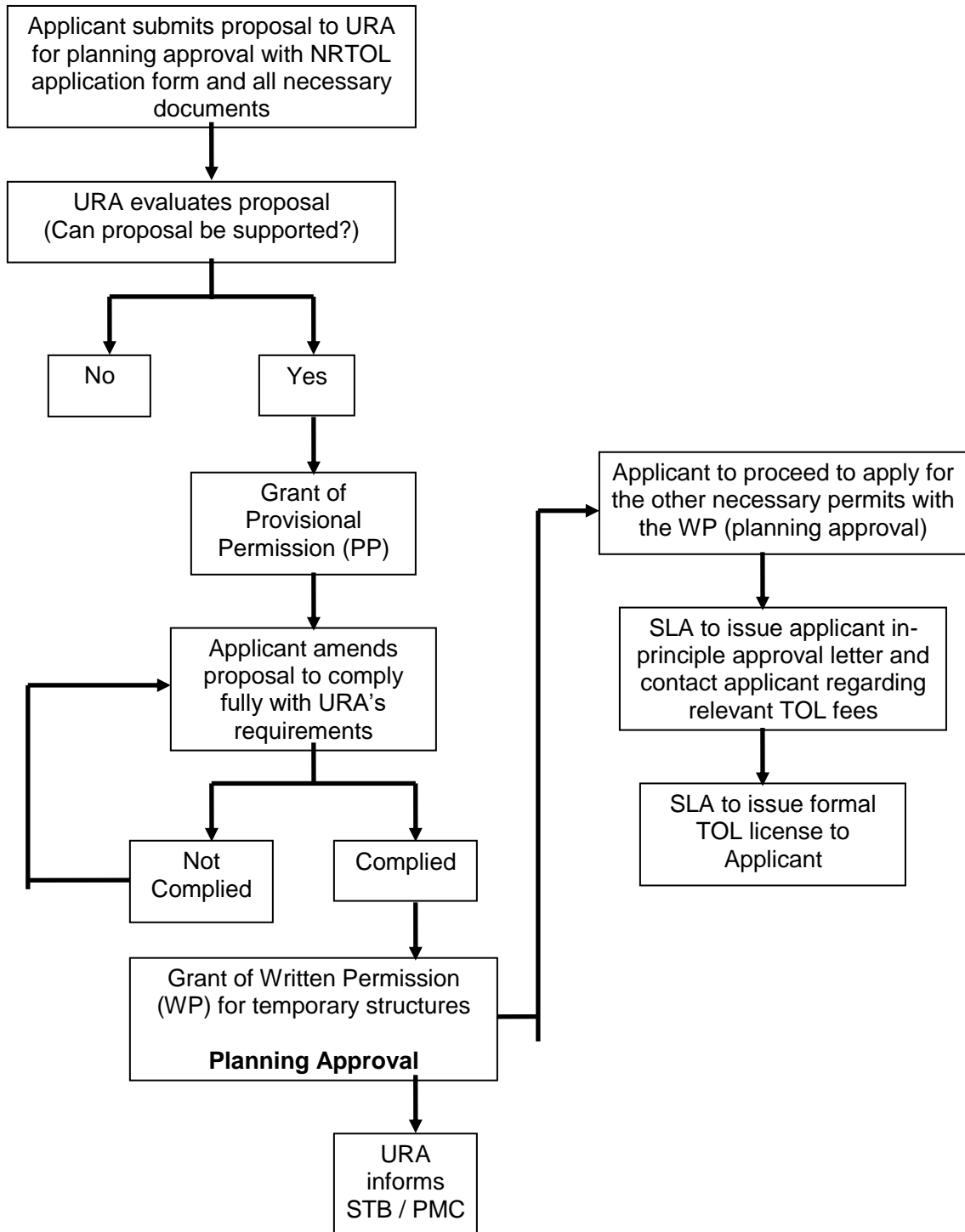
Approval Process for events less than 90 days in duration*



*Kindly note that the approval process timeline is subject to changes based on the complexity of the proposal and the completeness of the information received.

Appendix 10

Approval Process for events exceeding 90 days in duration*



*The time period to the grant of WP should take about 15 working days. Kindly note that this time period is an estimate and is subject to changes based on the complexity of the proposal and the completeness of information submitted.

Appendix 11

Urban Green Room (UGR) Dimensions

UGR No.	Size in mm (length x width)	UGR Location
1	4450 x 3250	ION Orchard
2	8890 x 3250	ION Orchard
3	6840 x 3250	ION Orchard
4	22220 x 3250	ION Orchard
5	7490 x 3250	ION Orchard
6	14720 x 3250	ION Orchard
7	9700 x 3250	ION Orchard/Wisma
8	8990 x 3250	Wisma
9	7570 x 3250	Wisma
10	10940 x 3640	Wisma
11	5770 x 3640	Wisma
12	3290 x 3640	Wisma
13	8910 x 3640	Wisma
14	21920 x 3640	Wisma
15	27000 x 3640	Ngee Ann
16	13750 x 3150	Ngee Ann
17	15940 x 2750	Ngee Ann
18	990 x 3400	Ngee Ann
19	11430 x 3400	Ngee Ann
20	8910 x 3200	Ngee Ann
21	10380 x 2500	Ngee Ann
22	6020 x 2500	Ngee Ann
23	8950 x 2500	Ngee Ann
24	18850 x 2400	Ngee Ann
25	18100 x 3200	Ngee Ann