

**LICENCE TO OPERATE A HEAVY VEHICLE PARKING PLACE  
(RENEW LICENCE, ADD LOTS, CONVERT LOTS)  
AND/OR  
VEHICLE PARKING CERTIFICATES (VPCs)  
The Parking Places Act (Chapter 214)**

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

- a) Heavy Vehicle Park Number
- b) HV Owner Name, ID if you are assigning VPCs
- a) Parking Layout Plan
- b) Photos of location of the parking lot
- c) Lease / Tenancy Document

**IMPORTANT NOTE**

Please enclose all the required documents before submitting.

**NOTES TO APPLICANT**

Please read the following instructions before completing the 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.
- ii) You are strongly encouraged to login to e-Services@ONE.MOTORING to submit the transaction online using your heavy vehicle park operator account ID and password. If you have forgotten your ID or Password, please call 1800-2255-582 to obtain a new password.
- iii) Fill in **Part I, Part VI** and **any other Parts** as required according to your transactions.
- iv) Approval of application is subject to site inspection and the submission of the necessary documents.
- v) One VPC will be issued for one licensed heavy vehicle (HV) 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.
- vi) The license fee is \$1 per heavy vehicle lot per month. Each VPC costs \$6. There is no GST for licence and VPC fees. Please do not attach any payment until you receive a notification to pay when your application has been approved.
- vii) 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.
- viii) For hardcopy submission, please submit the completed forms and accompanying documents to the LTA Vehicle Parking Counters at **10 Sin Ming Drive, VTL Building, Singapore 575701**. Applications with incomplete forms or documents will not be processed.
- ix) For Enquiry: Call 1800-CALL\_LTA (1800-2255-582)

**PART I: PARK OPERATOR DETAILS**

- 1) Operator Name: \_\_\_\_\_
- 2) Park No: \_\_\_\_\_
- 3) Address of Parking Place: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code: \_\_\_\_\_
- 4) Office Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_
- 5) Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_  
[For email correspondence]
- 6) Contact Person: \_\_\_\_\_

**PART II: RENEW LICENCE / ADD LOTS / CONVERT EXISTING LOTS**

**PART II-A : RENEW LICENCE**

- 7) Licence Renewal Duration: \_\_\_\_\_ months (Up to max of 36 months)

No of lots to be renewed		
HV	TR	TR20

**PART II-B: ADD LOTS**

Licence Period		No of Lots to be Added		
From	To	HV	TR	TR20

**PART II-C: CONVERT EXISTING LOTS**

	No of Lots		
	HV	TR	TR20
<b>Before Conversion</b>			
<b>After Conversion</b>			

**PART III: MANDATORY COPIES OF DOCUMENTS TO BE SUBMITTED**
**RENEW LICENCE, ADD LOTS & CONVERT EXISTING LOTS**

- 8) Parking layout plan (**The parking layout plan must include dimensions and drawn to scale. It must show the layout of the parking lots, entrance and exit of the premises and with company stamp on it.**)
- 9) Colour photos showing the location of the parking lots.

**RENEW LICENCE**

- 10) Lease Agreement / Tenancy Agreement / Contract Agreement / Temporary Occupation Licence (**The document must indicate the name of the operator, address of the heavy vehicle park and the lease/tenancy/contract/TOL period. E.g., 10 years from 15 July 2009**)

**Documentary Proof of Property Ownership**

- 11) If you are not the owner of the property, please provide documentary proof of property ownership. You may obtain the Property Ownership Information from the Singapore Land Authority – INLIS website at [www.inlis.gov.sg](http://www.inlis.gov.sg).
- 12) If the property is leased from a government agency, please obtain permission from the landowner in the form of an email or letter.

**PART IV: TERMINATE VPCs**

<sup>1</sup> D – Deregistration of vehicle, L – Lay-up of vehicle, T – Transfer of vehicle, C – Change of parking place, Co – Conversion of vehicle, Ch – Wrong Chassis No

Sn	Vehicle No. or VPC No.	Termination Reason ( <b>There is no refund for VPCs terminated</b> ) (D/L/T/C/Co/Ch) <sup>1</sup>

**PART V: ASSIGN VPCs**

<sup>2</sup> HV – Heavy Vehicle; TR – 40-foot trailer; TR20 – 20-foot trailer

<sup>3</sup> C – Conversion; N – New Registration of vehicle; R – Road tax renewal; T – Transfer of vehicle

Sn	Vehicle No or Chassis No** (**applicable for new registration only)	VPC Type (HV/ TR/ TR20) <sup>2</sup>	Purpose (C/N/ R/T) <sup>3</sup>	HV Owner Name	HV Owner ID	VPC Start Date	VPC End Date

**ASSIGN AND TERMINATE**

**NOTE:** This is only used when there is a transfer of vehicle from existing to new owner and there is no more available VPCs at your parking place.


13) If the HV Owner is a **first time vehicle owner**, please provide the following details. Please submit the business profile from ACRA.

Sn	HV Owner Name	Registered Address	Contact No.	Email Address

14) 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 V: DECLARATION OF APPLICANT  
(IMPORTANT: PLEASE READ BEFORE SIGNING)**

**I, represent and warrant that all information provided by me in this application and in any document submitted to you is true, accurate and complete.**

Name of Authorised Person: \_\_\_\_\_ Designation: \_\_\_\_\_

NRIC No: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Stamp