

TRAVEL SMART GRANT (DEVELOPER) APPLICATION FORM **(“Application Form”)**

Please read the following instructions carefully before completing this form.

1. **Only developers submitting applications for provision of End-of-Trip facilities for the office development can apply for the Travel Smart Grant (Developer) (the “Grant”). By submitting this form, the applicant developer (“Developer”) agrees to the terms and conditions of the Land Transport Authority of Singapore (“LTA”) as set out herein (which includes the Information Sheet for Travel Smart Grant (Developer) and its annexures). All Grant Applications must be submitted by 31 May 2019.**
2. The Developer shall nominate one Travel Smart Leader for each Travel Smart Grant (Developer) application. The nominated Travel Smart Leader shall be responsible for all the submissions in connection with the Travel Smart Grant (Developer) and reimbursement applications. The Developer shall notify LTA in writing if there are any changes in their nominated Travel Smart Leader.
3. All fields in this application are **compulsory**. Where information is not applicable, a “N.A.” is necessary.
4. All supporting documents listed below must be submitted together with the Application Form:
 - a. the Building Plan for the building works;
 - b. Approved Walking & Cycling Plan (if applicable); and
 - c. Detailed plan(s) showing the location and quantum of bicycle parking spaces & End of Trip facilities in relation to the layout of the building works.
5. To facilitate LTA’s evaluation of the Application Form, the Developer is strongly encouraged to submit Third-party Vendors’ quotation for the construction of End-of-Trip facilities that the Developer is seeking funding for. A list of End-of-Trip facilities that may be considered for co-funding is set out herein at **Annex** of the **Information Sheet for Travel Smart Grant**.
6. LTA reserves the right to request additional information and/or documents (including but not limited to cost breakdown(s), vendor quotation(s), etc.) from the Developer for evaluation of the application.
7. The Developer shall submit the completed Application Form to:

*Land Transport Authority of Singapore
1 Hampshire Road, Block 11, level 4.
Singapore 219428
Attn: Travel Smart Grant (Developer) Team, Active Mobility Unit*

Or via email to the following address: LTA_AMU_Registry@lta.gov.sg
8. The Developer should demonstrate that the items to be reimbursed and listed in its Application Form for the development are in compliance to LTA’s End-of-Trip facilities provisional standards as stated in the LTA Code of Practice Street Work Proposals Relating to Development Works. Priority will be given to developments that have already submitted Walking and Cycling Plan (WCP)¹ and obtained WCP clearance from LTA.
9. If the Application Form is approved by LTA, a Letter of Approval will be issued by LTA to the Developer upon Building Plan clearance by Building & Construction Authority. The Developer

¹Details of WCP can be found at <https://www.lta.gov.sg/content/ltaweb/en/walk-cycle-ride/WCP.html>

may only commence with construction of the proposed End-of-Trip facilities after a Letter of Approval is issued by LTA.

10. The issuance of a Letter of Approval for the purposes of the Developer's Travel Smart Grant (Developer) Application Form does not guarantee reimbursement. During the Reimbursement Application Stage, the Developer must submit supporting documents proving *inter alia* that the construction cost incurred for each End-of-Trip facilities are in accordance with the Estimated Claim Amount listed in their approved Travel Smart Grant (Developer) Application Form and have been reasonably incurred.
11. If the Developer wishes to extend the submission deadline for the Travel Smart Grant (Developer) Reimbursement Form, they must seek LTA's approval in writing together with the appropriate justifications six weeks before the stated deadline.
12. LTA reserves the right to reject the Application Form at its sole discretion and for any reason, including without limitation. In addition, LTA reserves the right *not to provide unsuccessful applicants with details and/or reasons of their rejection and/or entertain any appeals*.
13. The issuance by LTA of a Letter of Approval accepting the Application Form shall create a binding Contract between LTA and the Developer on the terms and conditions as set out in this Application Form (which includes the Information Sheet for Travel Smart Grant (Developer) and its annexures). Such issuance of the Letter of Approval, whether through email or by hand or by post, shall be deemed effective communication of acceptance.
14. All confidential information provided by LTA to the Developer in connection with the Travel Smart Grant (Developer) or any other related LTA programmes shall be treated by the Developer on a confidential basis.
15. The Developer intending to make any press release, public announcements or other publicity materials or disclosure of any matter relating to the Travel Smart Grant (Developer) shall seek LTA's prior written consent.
16. The Developer shall ensure that all necessary consents have been procured for LTA to collect, use and disclose any personal data provided to LTA for the purpose of carrying out all aspects of the Travel Smart project in relation to the Developer's participation in such project. The Developer shall promptly inform LTA of any withholding or revocation of consent by anyone for LTA to collect, use and/or disclose any personal data. The Developer recognizes that such withholding/revocation of consent may hinder the performance of some or all aspects of the Travel Smart project (including the processing of any claims) and shall not hold LTA liable for any circumstances or consequences arising directly or indirectly from such withholding/revocation of consent.
17. For all queries pertaining to the Travel Smart Grant (Developer), Developers are to email: LTA_AMU_Registry@lta.gov.sg

SECTION 1 – APPLICANT DETAILS

To be completed by the appointed Travel Smart Leader of the participating Development

i) Developer			
ii) Name and location of the development for provision of End-of-Trip facilities			
iii) Name & IC/Passport No. of Travel Smart Leader		iv) Designation	
v) DID & HP No.		vi) Email	
vii) Development type according to the prevailing Master Plan			
viii) Type of development application to LTA for the provision of End-of-Trip facilities	<input type="checkbox"/> New Development <input type="checkbox"/> Redevelopment Application <input type="checkbox"/> Addition & Alteration (A&A) Application		
ix) Total Gross Floor Area (GFA) of the development			
x) Affected GFA for the A&A works (<i>if applicable</i>)			

Has the development submitted Walking & Cycling Plan (WCP) before?	(Yes / No)
If Yes, Please Indicate the Corresponding date of WCP Clearance and include the approved WCP report as part of supporting document (MM/YY)	

Has Developer Applied for the Travel Smart Grant (Developer) Previously for other developments?	(Yes / No)
If Yes, Please Indicate the Previous Travel Smart Grant (Developer) Application Number(s) and Corresponding date of Application (MM/YY)	

For Official Use Only
<i>Travel Smart Grant (Developer) Application Number:</i>

SECTION 2 – END-OF-TRIP FACILITIES PROVISION QUANTUM

To list down the GFA breakdown of the development (Please attach the details as annex if necessary)

S/No	Breakdown of Development Uses	GFA (Sqm)
	Total GFA	

To list down proposed quantum for end-of-trip facilities for the development

Proposed End-of-Trip facilities	Quantum and other details (e.g. size, dimension.)
Shower Facility	
Locker	
Toilet and related Sanitary facilities	

Declaration of Sanitary facility provision

Sanitary facilities ²	Female		Male		
	WC	WHB	WC	UR	WHB
Number of Sanitary facilities requirement according to Code of Practice on Environmental Health (if applicable)					
Number of Sanitary facilities provided for the development					
Sanitary facilities provided for the Grant application that is according to the guidelines ³ stated in the LTA COP					

With the information provided in the table above, I, _____ (Travel Smart Leader), declare that the proposed sanitary facilities for the application of Travel Smart Grant (Developer) are provided in addition to NEA's minimum sanitary facility provision requirement as stated in Code of Practice on Environmental Health.

To list down proposed quantum for other supporting facilities that is not listed in the above tables

S/ No	Proposed other supporting facilities	Quantum	Reason why the proposed facilities are necessary for Active Mobility users of the building

² WC: Water Closet; WHB: Wash Hand Basin; UR: Urinal.

³ For developments that provides additional sanitary facilities for each End-of-Trip facilities cluster, Grant will only be given for the construction of maximum two sets of sanitary facilities for both gender at each cluster. One set of sanitary facilities includes one WC, one WHB for female, or one WC, one WHB and one UR (if applicable) for male.

SECTION 3 –DETAILS OF END-OF-TRIP FACILITIES TO BE FUNDED

**To list in detail the End-of-Trip Facilities that the Developer is seeking funding for
(Please add more rows/ pages if necessary.)**

S/N o	Type of End-of-Trip facilities	Estimated Unit Cost (S\$) ⁴	Qty	Estimated Total Cost (S\$)	Estimated Claim Amount (S\$) ⁵
	Shower Stall				
	Locker				
	WC				
	WHB				
	UR				

⁴ Travel Smart Leaders are to indicate the various quotes received for the End-of-Trip facilities or to provide justification for the estimated cost (attached as an annex). Please also note that the GST component of all goods and services procured will not be funded by LTA.

⁵ Estimated Claim Amount shall be maximum 80% of the Estimated Total Cost.

SECTION 4 – DECLARATION

To be completed by applicant Developer

	Yes / No	If No, please set out the explanation and further information
1. The Developer is solvent and no liquidation or winding-up proceedings have been commenced or are pending against it.		
2. There are no unsatisfied judgments outstanding against the Developer that will materially impact the solvency of the Developer.		
3. Neither the Developer nor its proprietor (in the case of a sole proprietorship), directors (in the case of a corporation), partners (in the case of a partnership, limited partnership or limited liability partnership) or members (in the case of any other unincorporated association) has/have been convicted of any offence involving fraud, misrepresentation and/or dishonesty.		
4. There have been/are no prosecutorial or civil proceedings commenced/pending against the Developer or its directors (in the case of a corporation), partners (in the case of a partnership, limited partnership or limited liability partnership) or members (in the case of any other unincorporated association), in the last 10 years preceding the date of this declaration for fraud, misrepresentation and/or dishonesty.		
<p>5. The Developer and/or its directors, shareholders, employees or any other person related to the aforesaid persons has/have not been given any monies, loans, rebates, discounts, refunds, liquidated damages or any other payment, whether in cash or in kind, by consultants or vendors or their directors, shareholders, employees or any other person related to the aforesaid persons, in connection with the Travel Smart Grant (Developer) or this application form; and there is no intention to give such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment.</p> <p>I/We understand that exchange of such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment without seeking LTA's approval may constitute an offence by law (including under the Penal Code and/or the Prevention of Corruption Act).</p>		

<p>6. The facts stated in this application and the accompanying information are true, complete and correct to the best of my/our knowledge and belief and that I/we have not withheld/distorted any material facts.</p> <p>I/We understand that if I/we obtain the grant by false or misleading statements, I/we may be prosecuted, and in addition, LTA may, at its discretion, withdraw or cancel the grant in full or in part and recover immediately from the Developer any amount that may have been disbursed.</p>	
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Signature & Developer Stamp	
	Name
	Designation
	Date

Only the following representatives are permitted to sign this declaration:

- The Travel Smart Leader as appointed by the Developer's management (e.g. CEO/managing director/head/person-in-charge);
- The CEO/managing director/head/person-in-charge of the Developer (or equivalent), supported by official documentation as proof.⁶

⁶ Only in special circumstances, where the Developer has demonstrated difficulties in obtaining the signatures of an ACRA-listed director, will LTA consider allowing the Developer to use such a signatory. Examples of acceptable official documentation includes, but is not limited to, annual reports, financial statements, management structure and press releases.