

FORM LTA-DBC-VP

APPLICATION FOR APPROVAL OF PROPOSAL AND PLANS
FOR PROVISION OF PARKING PLACES AND PARKING LOTS



SUBMISSION REQUIREMENTS & EXPLANATORY NOTES

1. This form shall be used for the following applications:

- Change of use proposals (with no addition/alteration works).
- Proposed changes to the approved or existing number or layout of parking lots (car/motorcycle/bicycle/heavy vehicle lots) of existing parking place.

2. Page 2 and 3 of the form must be duly completed. Sections marked with asterisk (*) are applicable to change of use proposals only.

3. The form and plans must be endorsed by the Applicant/Developer/Owner/MCST making the submission. Amendments made on the form and plans must be endorsed by the Applicant/Developer/Owner/MCST.

4. This form is not to be used by Qualified Person (QP) making submission on behalf of Applicant/Developer/Owner/MCST. Application for approval of proposal and plans for provision of parking places and parking lots submitted by QP must be made via CORENET e-Submission.

5. The parking places and lots shall comply with full requirements of the Parking Places (Provision of the Parking Places and Parking Lots) Rules. You can find these parking requirements in the '[Code of Practice on Vehicle Parking Provision in Development Proposals](#)' (COP) and circulars available at [LTA's website](#).

6. Processing Fee

Processing fee must be computed and accompanied in the application.

- a. For change of use proposals, the fee payable is \$10 per 100 sqm of the Gross Floor Area (GFA) involved in the proposal and is subject to a minimum of \$120.
- b. For proposed changes to the approved or existing number or layout of parking lots of existing parking place where no GFA is involved, the fee payable is \$120.

Payment can be made online at [onemotoring website](#).

7. Fully completed form, proposal plan and copy of payment receipt are to be submitted via email to LTA-DBC_Registry@lta.gov.sg.

8. For enquiries, please email to LTA-DBC_Registry@lta.gov.sg.

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Deputy Director
Planning Compliance Division
Development & Building Control
Land Transport Authority
251 North Bridge Road
Singapore 179102

Date: _____

DESCRIPTION OF PROPOSED DEVELOPMENT

Proposed change of use / changes to the approved or existing number or layout of parking lots
of existing parking place (*delete where not applicable*)
involving _____

on lot/s _____ MK/TS _____
at _____ Postal Code _____

1. In respect of the proposed development, I/We submit the following:

- 1.1. 1 set of Location/Site Plan and Proposal Plan.
(*to be endorsed by Applicant/Developer/Owner/MCST*)
- 1.2. Processing fee \$ _____.
Receipt no: _____ is attached.
- 1.3. Gross Floor Area (GFA) involved in the proposed development is _____ sqm*.
- 1.4. The GFA details and number of parking lots are provided on page 3.
- 1.5. Copy of Approval/Written Permission (WP) from URA dated _____ is attached*.
The enclosed plans and information given in this application are similar to that
submitted to URA.

2. Particulars of Applicant/Developer/Owner/MCST:

Name: _____ Tel: _____

Name of Company & Address: _____

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GROSS FLOOR AREA DETAILS*

	Use	GFA (sqm)	No. of Units
Existing			
Proposed			

Note: Floor area details given are the same as that given to URA.

NUMBER OF PARKING LOTS PROVIDED

	Car	Lorry	Motor cycle	Bicycle	Coach	Others ()	Others ()
Existing No. of Parking Lots (Before Proposal)							
Total No. of Parking Lots (After Proposal)							

3. I/We declare and certify that the particulars in this submission are true and correct.

Name, Designation & Signature
of Applicant/Developer/Owner/MCST