

TEMPORARY DIRECTIONAL SIGN APPLICATION

Applicant's Particulars *(Should be completed in FULL)*

Company's Name :		ROB / ROC Number :
Company's Address :		Telephone &/or Fax Number :
Postal Code :		
Name :	NRIC Number :	Email Address :
Address :		Mobile phone Number :
Postal Code :		

LOCATION OF TEMPORARY DIRECTIONAL SIGNS (TDS)

Development Name : _____

Location 1 : _____

Location 2 : _____

Location 3 : _____

Location 4 : _____

Location 5 : _____

Location 6 : _____

Date of Use : From _____ to _____ Duration _____ months / days

Temporary Occupation Permit (TOP) Date / Expected TOP Date of the development : _____

Note : Application should be made at least thirty (30) days before the start date.

Documents / Plans Attached *(Please mark "X" in the box, if applicable)*

- | | |
|---|---|
| <input type="checkbox"/> Location Plan | <input type="checkbox"/> Authorisation Letter from Developer |
| <input type="checkbox"/> Detailed Site Plan | <input type="checkbox"/> TOP Approval Certificate (BCA) |
| <input type="checkbox"/> Superimposed TDS On-Site Photographs | <input type="checkbox"/> Approval Letter from Street and Building Names Board (URA) |

Processing Fee

(a) Number of signs : _____

(b) Number of months : _____

(c) Fee = (a) x (b) x \$10.00 = S\$ _____

NOTE :

Do not make payment until informed by LTA.

Declaration

I hereby declare that I have read the technical requirements for display of Temporary Directional Signs and the Street Works (Advertisements on Road Structures, Road Related Facilities and Public Streets) Regulations 2003.

I shall be liable for and will indemnify LTA against all expenses or losses sustained by LTA and against all losses and claims for injuries or damage to person(s) and property arising from the display of Temporary Directional Signs on road structures, road related facilities and public streets.

I shall remove the Temporary Directional Signs by _____ (end date).

For Official Use	
LTA Approval Reference Number : _____	
_____ Officer's Name	_____ Signature and Date

Applicant's Signature and Date

TECHNICAL REQUIREMENTS - TEMPORARY DIRECTIONAL SIGNS WITHIN PUBLIC STREET

Submission

1. Applicant is required to submit the following details to LTA for review:
 - 1.1 Location plan showing exact location of all signs, including the nearest lamp-post numbers
 - 1.2 Cross-sectional plan / sketch of each sign's exact location, in relation to the existing carriageway, kerb, grass verge and footpath on site
 - 1.3 Photograph of each proposed sign's location with the sign superimposed on the photograph
 - 1.4 The coloured words and graphics to be printed at the **front** of the sign. The **back** face of the sign should be clear from these words and graphics for display of the LTA required details upon approval. Only single-sided signs are allowed.
 - 1.5 Approval letter from Street and Building Names Board
 - 1.6 Approval letter for Temporary Occupation Permit (TOP) date
 - 1.7 Completed application form
2. Please submit the application at least **30 days** before the proposed date of installation. Please do not make payment before approval is given.
3. The applicant shall obtain approval from other relevant government agencies where required.
4. A maximum of **6 numbers** of temporary directional signs are allowed for each application.

Display Timeline

5. Temporary directional signs are allowed to be displayed for a minimum period of **1 month** up to a maximum period of **6 months** per application. Please note that the 6-month duration is subject to the use of more durable and weather-resistant materials such as aluminium, plastic etc for the signs and their stands which need less maintenance. Any request for renewal of application shall be submitted at least **30 days** before the expiry date.
6. The display of temporary directional signs can only be allowed until up to **6 months** from the date of the Temporary Occupation Permit (TOP) / expected TOP, as indicated in the application form.

Content of Temporary Directional Sign

7. The display on the signs can only show the directional arrow and the name of the development in simple font type. The background of the display must be plain and in a single colour only. Red, Orange, Yellow, Amber colours are not allowed as these are similar to those used for “Roadwork”, “Caution” signages. Graphics, borders, special font types & other wordings (e.g. road name, show flat, sales gallery, etc) are not allowed.
8. The approved temporary directional signs are required to incorporate details of LTA’s approval reference, expiry date and the number of signs approved. These details should be shown at the back of the signs in black letters in white background. If the required details are not shown at the back of the signs, they will be classified as illegal advertisements and enforcement action will be taken against the applicant under the Street Works Act – Street Works (Advertisements on Road Structures, Road Related Facilities and Public Streets) Regulations.

Placement of Temporary Directional Sign

9. Temporary directional signs are *not* allowed along expressways, including their entrances and exits. They are also disallowed in the vicinity of prominent and important premises, e.g. Istana, Parliament House, City Hall, etc.
10. The signs should be displayed at least **20 metres** from road junctions.
11. The height from the top of each sign to the ground level should not be more than **1.2 metres**.
12. The signs should be at least **0.6 metres** away from road kerb.
13. The signs should not obstruct any existing traffic signals and signs within the roads.
14. The signs should not obstruct the passage of pedestrians or block the view of motorists.
15. Proposed sign(s) on planting areas must be approved by the National Parks Board (NParks). Their approval must be submitted to LTA for processing of the application.

Securing of Temporary Directional Sign

16. The signs should not be tied / secured to street furniture, such as, railings, lamp-posts, road signposts, etc.

Maintenance of Temporary Directional Sign

17. The approved temporary directional signs must be properly maintained and in good condition at all times.

Expiry of Permit

18. The approved temporary directional signs must be removed within 3 days of the expiry date. Failing which, these signs will be regarded as illegal advertisements and the LTA may engage another contractor to remove them and all costs incurred will be charged to the applicant. In addition, enforcement action will be taken against the applicant under the Street Works Act – Street Works (Advertisements on Road Structures, Road Related Facilities and Public Streets) Regulations.

Payment

19. Payment via cheque for this application shall be sent by post to Road Asset Regulation and Licensing Division, 1 Hampshire Road, Block 3 Level 3, Singapore 219428.
20. Cheques should be crossed “A/C payee Only – Not Negotiable” and addressed to ‘Land Transport Authority’ and indicate the contact number on the reverse side of the cheque. Payment by Non-transferable cheques will not be accepted. Applicants shall bear liability of any lost / delayed cheques.
21. Please contact Road Asset Regulation and Licensing at 1800-Call LTA (1800-2255 528) if you have any queries.

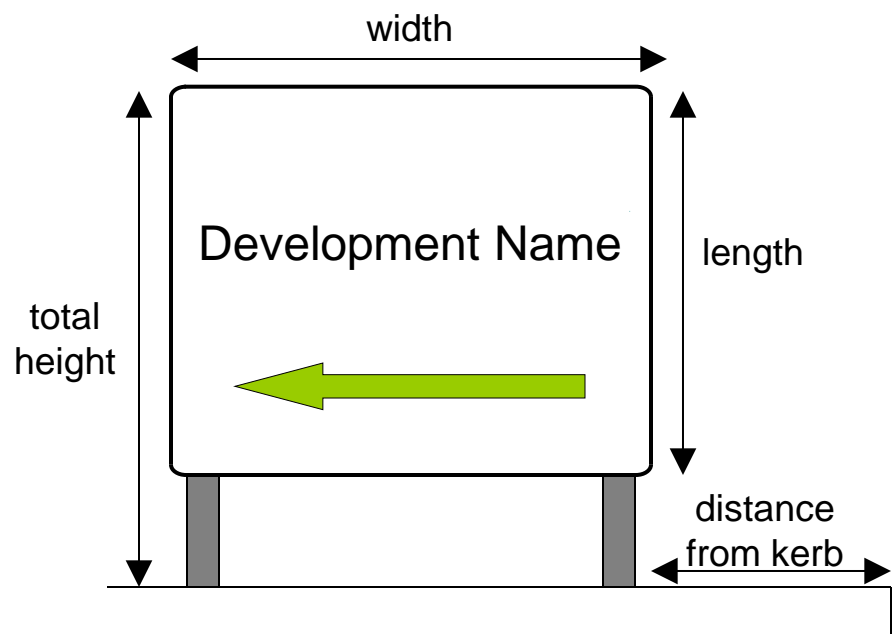
Other

22. Any additional unapproved signs would be classified as illegal advertisements and enforcement action would be taken against the applicant under the Street Works Act – Street Works (Advertisements on Road Structures, Road Related Facilities and Public Streets) Regulations.
23. The LTA reserves the right to request the applicant to remove or resite the signs, without any compensation, as and when required.
24. The applicant shall indemnify LTA 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), whether fatal or otherwise, due to incident(s) related to the display of the signs.

Sign 1 of 6

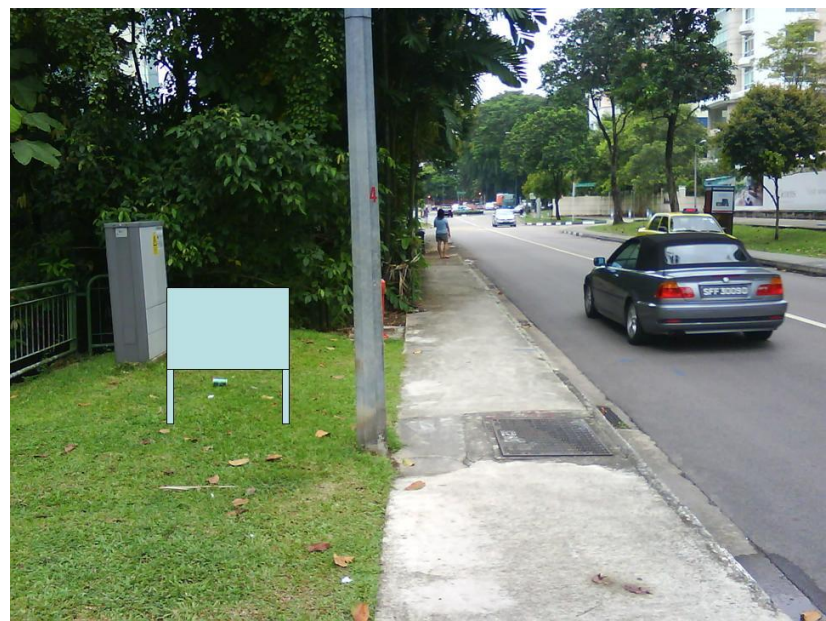
Road name: _____

Nearest lamp-post number: _____



Indicate type of material to be used (including supports posts):

*Fully Wooden / *Fully Aluminium





Road Name

Nearest lamp-post number

- Sign 1
- Sign 2
- Sign 3
- Sign 4
- Sign 5
- Sign 6

Points to note:

- a) **Maximum 6 signs.**
- b) **Maximum size : 1 square metre.**
- c) **Maximum height from ground : 1.2 metres.**
- d) **Edge of signboard must be at least 0.6 metres from road-kerb.**
- e) **Plain background with single colour only.**
Colours similar to “Roadwork” signs (i.e. red, orange, yellow, amber) are not allowed.
- f) **Only development name & directional arrow are allowed.**
Graphics, borders & other wordings (e.g. road name, showflat, sales gallery, etc.) are not allowed.

