

APPLICATION FOR USE OF BUS STOPS

You may take about 15 minutes to complete this form. You will need the following information to fill in the form:

- Organisation's particulars;
- Shuttle bus service details; and
- Name of road(s) and bus stop code number(s).

You can submit the application via fax at 6553-5329 or email to LTA_Bus_Licence@lta.gov.sg.

Attention to: Senior Manager, Bus Regulation
Bus Licensing Division
Land Transport Authority

Please note:

- The shuttle bus service must not be a paid service.
- The supporting documents, e.g. a map clearly showing the bus stop(s) is to be submitted.
- The Land Transport Authority reserves the right to amend or reject the application.
- The validity period for the use of bus stop(s) will be one year from the date of approval of the application **or** for the specific usage period, whichever is earlier.
- For use of bus stop(s) for a period longer than a year, please submit a new application **at least one month before the current approval expires**.
- The applicant must inform the Land Transport Authority if the use of the approved bus stop(s) is no longer required.

Section A – Organisation's Particulars

Name of Organisation:		UEN No.:	
Address:			
Name of Contact Person:		Designation:	
Contact Details:	(Office Tel)	(HP)	(Email Address)
	(Fax)		

Section B – Shuttle Bus Service Details

Rationale for Shuttle Bus Service					
Name of Shuttle Bus Service					
Route Details Please provide a map showing the location of each bus stop					
Proposed Bus Stop(s) Please list all bus stop code numbers, road names and bus stop description Example: Bus stop no. 09048, Orchard Road, bus stop in front of Lucky Plaza.					
Usage Period Please state the dates (e.g. 1 - 3 Nov 2016)					
No. & Type of Buses	Type of Buses	Small <i>(20-seater and below)</i>	Medium <i>(21- to 40-seater)</i>	Big <i>(41-seater and above)</i>	
	<i>No. of Buses</i>				
	<i>Bus Registration Nos.</i>				
Bus Stops Usage Days/ Time <i>Please note – Peak hours are:</i> • AM - 6.30am to 9.30am • PM – 5.00pm to 7.00pm	Period	Monday to Friday	Saturday	Sunday / PH	
	<i>Operating Hours</i>				
	<i>Headway (min)</i>	<i>Peak</i>			
		<i>Off-Peak</i>			

Section C – Additional Information

Other supporting documents (e.g. map of the proposed bus stop(s))

Section D – Declaration by Organisation

I, _____, of _____ for and on behalf of _____
(Name of Authorised Person) (*NRIC/Work Permit/Passport No.) (Name of Organisation)

hereby declare that the particulars furnished in this application and other supporting documents are true and correct to the best of my knowledge.

Name of Authorised Person

Signature of Authorised Person

Date

Organisation Stamp

** NRIC No. for Singaporeans/Singapore PRs and Work Permit /Passport No. for others*