

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;
- Bus service details; and
- Name of road(s) and bus stop code number(s).

Please submit the application via email to LTA_Bus_Licence@lta.gov.sg.

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

Please note:

- The bus service must be a chartered, on-demand, and/or not a paid service. For bus services that charge fares and operate on a fixed route and pre-determined time-table (E.g. Premium Bus Services, Fare-collecting shuttle services), please apply for a Class 2 Bus Service Licence via www.gobusiness.gov.sg.
- The supporting documents, e.g. a map clearly showing the bus stop(s) is to be submitted together with the application.
- 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 specific usage period, please submit the application **at least one month prior to the event date**.
- 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:	
Address:			
Name of Contact Person:		Designation:	
Contact Details:	(Office Tel)	(HP)	(Email Address)

Section B – Bus Service Details

Rationale for Bus Service				
Name of Bus Service				
Route Details E.g. Via Scotts Road, Orchard Road, Bras Basah Road, Prinsep Street, Selegie Road, Serangoon Road, Lavender Street and Kallang Bahru.				
Proposed Bus Stop(s) E.g. 1. 09048, bus stop in front of Lucky Plaza, Orchard Road.	S/n	Bus Stop Code	Bus Stop Description	Road Name
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
10				

Usage Period E.g. 1 - 3 Nov 2020	From		To		
Usage Days/Time	Operating Days	Monday to Friday		Saturday	
	Operating Hours				
	Headway (min)	AM Peak (6.30am to 9.30am)		-	-
		PM Peak (5.00pm to 8.00pm)		-	-
		Off-Peak (All other timings on weekdays and weekends)			
No. of buses for each bus type & and the Bus Registration Nos.	Type of Buses	20-seater and below	21- to 40-seater	41-seater and above	
	No. of Buses				
	Bus Registration Nos.				

Section C – Additional Information

(Note: Please enclose a route map showing the location of each bus stop with your application.)

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.

Signature of Authorised Person

Date

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