

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
- Road name(s) and bus stop code(s).

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

Please note:

- Bus stops are provided primarily for public bus services. Free shuttle services¹, chartered services² and on-demand services³ may be approved to use bus stops for passenger activities if capacity allows.
- 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 new or renewal application of the use of bus stop(s), please submit the application **at least one month prior to the usage start date or the current approval expiry date**.
- The Land Transport Authority reserves the right to amend or reject the application.
- For bus services that charge fares and operate on a fixed route and pre-determined timetable (e.g. Premium Bus Services, Shuttle Bus Services), please apply for a Class 2 Bus Service Licence via www.gobusiness.gov.sg.

¹ "Free shuttle services" refer to services that do not charge fare and operate on a fixed route and pre-determined timetable.

² "Chartered services" refer to services that are hired under a private contract.

³ "On-Demand services" refers to services that are operated based on commuter demand via a booking system.

Type of Application*		Type of Service*	
☐ New Application ☐ Amendment Application ☐ Renewal Application ☐ Cancellation Application	☐ Free Shuttle Service ☐ Chartered Service ☐ On-demand Service		
Use of Bus Stop ID (Mandatory for Amendment / Renewal / Cancellation):			
Section A – Particulars of Applicant			
Unique Entity Number (UEN)* <i>If applying as an individual, please enter your NRIC/FIN/Passport number.</i>		Name of Operator* <i>If applying as an individual, please enter your full name as per NRIC.</i>	
Street Name*	Block/House No.		
	Level No. – Unit No.		
	Postal Code*		
Salutation*		Name of Contact Person* <i>50 characters limit</i>	
Designation*		Others (Please Specify)	
Primary Contact Mode*			
Mobile Number		Office Number	
Email Address*		Alternate Email Address	
Usage Start Date*		Usage End Date*	
Section B – Bus Service Information			
Purpose of Providing Bus Service* <i>1500 characters limit</i>			
Name of Bus Service* <i>100 characters limit</i>			

Section C – Proposed Route, Stopping Places and Operating Hours*			
Number of directions	☐ 1 ☐ 2		
Route Details E.g. Via Scotts Road, Orchard Road, Bras Basah Road, Prinsep Street, Selegie Road, Serangoon Road, Lavender Street and Kallang Bahru. <i>1,500 characters limit</i>	Direction 1*		Direction 2
Proposed Stopping Place(s): Direction 1 Please list all the bus stops in sequence of the route. You may visit OneMap @ www.onemap.sg for the details of the bus stop. To continue in Appendix A if there are more than 20 stopping places.			
Sequence	Bus Stop Code*	Road Name*	Bus Stop Description*
1			
2			
3			
4			
5			
6			
7			
8			
9			
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Proposed Stopping Place(s): Direction 2							
Please list all the bus stops in sequence of the route. You may visit OneMap @ www.onemap.sg for the details of the bus stop.							
To continue in Appendix B if there are more than 20 stopping places.							
Sequence	Bus Stop Code	Road Name			Bus Stop Description		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Proposed Operating Hours: Direction 1							
Operating Day(s) *	Period *	No. of Trips	First Bus * (Key-in as 24-hour format, e.g. 07:00 or 19:30)	Last Bus * (Key-in as 24-hour format, e.g. 07:00 or 19:30)	Headway Range (min)		
					From *	To	
☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ S ☐ PH							
☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ S ☐ PH							
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☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ S ☐ PH							
Proposed Operating Hours: Direction 2							
Operating Day(s) *	Period *	No. of Trips	First Bus * (Key-in as 24-hour format, e.g. 07:00 or 19:30)	Last Bus * (Key-in as 24-hour format, e.g. 07:00 or 19:30)	Headway Range (min)		
					From *	To	
☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ S ☐ PH							
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Section D – Proposed Bus Fleet and Bus Registration Number(s)

Number of Buses to be Deployed:							
S/N	Type of Bus*	Bus Registration Number	Seating Capacity	S/N	Type of Bus*	Bus Registration Number	Seating Capacity
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			

Section E – Additional Information
For specific operating periods (e.g. only during school holidays or eve of public holidays, etc), please indicate in the field below.
3,000 characters limit

Section F – Declaration by Applicant

I hereby declare that the details furnished in this document are true and correct to the best of my knowledge.

Name of Authorised
Person

Signature of Authorised
Person

Designation of Authorised
Person

Appendix A – Additional Proposed Stopping Place(s): Direction 1			
Sequence	Bus Stop Code	Road Name	Bus Stop Description
21			
22			
23			
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Appendix B – Additional Proposed Stopping Place(s): Direction 2

Sequence	Bus Stop Code	Road Name	Bus Stop Description
21			
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