

UPDATE HV PARK DETAILS, TERMINATE HV PARK LICENCE  
TERMINATE VEHICLE PARKING CERTIFICATES (VPC)

LTA reserves the right to update the form without prior notice.  
Please ensure form is the latest. You can download the form from [OneMotoring website](#).

This form may take 10 minutes to complete. You will need the following information to fill in the form.

- a) Applicant's Name as in ACRA/NRIC
- b) Heavy Vehicle Park Number

**IMPORTANT NOTE**

Please enclose all the required documents before submitting.

The submission of an incomplete application or failure to follow the instructions stated, will cause a delay in the processing of your application. A complete application includes the receipt of all necessary documents, after which your application will then be processed.

**NOTES TO APPLICANT**

Please read the following instructions before completing the application form.

- i) The applicant shall be deemed to have read and understood the Parking Places (Licensing and Control of Private Parking Places for Heavy Vehicles) Rules.
- ii) **This form is only for requests which HV Park Operator is not able to perform using our online function.**
- iii) Please login at [OneMotoring website](#) with your HV park operator account ID (*your HV account is prefixed with **HV***) and password, and submit your request online.

If you have forgotten your ID or Password, please submit the duly completed ES02 form via LTA feedback.

The form is available at OneMotoring website > scroll to the bottom of page > click on 'Forms' > expand 'User Account Application Forms' > click on '(ES02) Digital Services @ OneMotoring - Heavy Vehicle Park Operator User Account Application Form'.

- iv) The licensee shall not use or permit to be used any part of his private parking place for any purpose other than for the parking or housing of heavy vehicles. Enforcement actions will be taken against licensee who fails to comply with the law.
- v) For enquiries, please email us at [www.lta.gov.sg/feedback](http://www.lta.gov.sg/feedback).

**PART I: PARK OPERATOR DETAILS**

- 1) Operator Name: \_\_\_\_\_
- 2) HV Park No: \_\_\_\_\_
- 3) Address of Parking Place: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_
- 4) Office Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_
- 5) Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_  
[For email correspondence]
- 6) Contact Person: \_\_\_\_\_ (MR / MRS / MS / PROF / DR) \*Please select the Salutation

**PART II: TERMINATE HEAVY VEHICLE PARK LICENCE**

- 7) Reason for Termination. Please select ONLY one.  
*Please ensure all affected vehicle(s) has been assigned VPC at alternative parking place.*
- Stop operating as a heavy vehicle park
- Moving out of premises
- Others.  
Please specify. \_\_\_\_\_  
\_\_\_\_\_
- 8) Effective Termination Date: \_\_\_\_\_

**PART III: UPDATE HEAVY VEHICLE PARK DETAILS**

- 9) Fields to be updated. Please select accordingly.
- Operator Name: \_\_\_\_\_  
(NOTE: The Operator's ID as in ACRA or NRIC No. remains unchanged.)
- Allow public to enquire your parking spaces availability? (Yes / No)  
If 'Yes', please indicate the Parking Charges per month:
- HV Lot: \$ \_\_\_\_\_, TR Lot: \$ \_\_\_\_\_, TR20 Lot: \$ \_\_\_\_\_  
Parking Spaces Availability and Parking Charges will be displayed at our OneMotoring website.
- Office Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_
- Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_  
[For email correspondence]
- Contact Person: \_\_\_\_\_ (MR / MRS / MS / PROF / DR) \*Please select the Salutation
- Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

**PART IV: TERMINATE VPCs**

*(VPC can only be terminated if the heavy vehicle has an alternative VPC.)*

<sup>1</sup> D – Deregistration of vehicle, L – Lay-up of vehicle, T – Transfer of vehicle, C – Change of parking place,  
Co – Conversion of vehicle, Ch – Wrong Chassis No

S.No.	Vehicle No.	VPC No.	Termination Reason <b>(There is no refund for VPCs terminated)</b> (D/L/T/C/Co/Ch) <sup>1</sup>

**PART V: DECLARATION OF APPLICANT  
(IMPORTANT: PLEASE READ BEFORE SIGNING)**

**I, represent and warrant that all information provided by me in this application and in any document submitted to you is true, accurate and complete.**

Name of Authorised Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Stamp