



National Parks Board

Operations Department
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 Singapore Botanic Gardens
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A  Statutory Board

Parks Application Checklist

Thank you for your interest in applying to use the premises at Labrador Nature Reserve.
 To facilitate your application, please complete the checklist below.

Item	Yes	No
1) I have read and understood the TERMS AND CONDITIONS FOR PARK USAGE at: https://www.nparks.gov.sg/~/-/media/nparks-real-content/activities/book-a-venue/terms-and-conditions-for-use-of-premises.pdf?la=en and I accept and agree to abide by it.	<input type="checkbox"/>	<input type="checkbox"/>
2) I have submitted the following information: (i) Event Site Plan (ii) Event Itinerary (iii) Event Route (walk/run/cycle) (if applicable) (iv) Details of Guest-of-Honour (v) any other relevant information	<input type="checkbox"/>	<input type="checkbox"/>
3) I have made arrangements to clean and remove all rubbish and refuse from the premises after the Event.	<input type="checkbox"/>	<input type="checkbox"/>
3A) I will be hiring a cleansing contractor, and the details are as follows: Name: _____ Contact Number: _____ Email: _____ You may provide for your own cleansing arrangements or liaise with our cleansing contractor directly: Summer Pond & Landscape Pte Ltd Contact person Ms Ng Ching Yih @ 96434298 or chingyih.ng@summerpond.com	<input type="checkbox"/>	<input type="checkbox"/>
4) I am aware that the sound level generated from the Event shall not be more than 65dBA at all times and all amplified sound or any form of music are permitted only between 9.00am and 10.30pm.	<input type="checkbox"/>	<input type="checkbox"/>
5) I will be providing catered food at the Event. If my response is yes, I am aware of the obligations relating to set up and tear down and the details of my caterer are as follows: Name: _____ Contact Number: _____ Email: _____	<input type="checkbox"/>	<input type="checkbox"/>

<p>6) I will be setting up tentage at the Event.</p> <p>If my response is yes, I am aware of the obligations relating to set up and tear down and the details of my tentage contractor are as follows: Name: _____ Contact Number: _____ Email: _____</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7) My Event will involve monetary transactions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8) I have applied for and obtained all relevant permits and/or licenses for my Event. For reference, please refer to the “List of Common Permits and Licenses” at the end of this document</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9) I am expecting more than 500 participants in my Event.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9A) If my response to the above is yes, I have made arrangements to manage and avoid human and vehicular traffic congestions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10) I am aware that no reservation of car park lots is permitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11) I confirm that a Risk Assessment has been conducted for my event, and will be made available for immediate inspection if required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12) I am aware that failure to comply to the Terms and Conditions for Use of Premises may result in rejection of future applications for use of premises.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13) I will put up event notices (A3 size) at the event site to inform the public of the Event Title, Contact Person and Contact number</p>	<input type="checkbox"/>	<input type="checkbox"/>

Any Other Comments:

Name of Applicant :

Contact No. :

Email :

Full mailing address :

No. of pax :

Date & Time of Event :

Area Applied

- Pill Box Plaza
- Port Cullis Plaza
- Others: _____

As of 29 Dec 2014

List of Common Permits and Licences

Authority	Types of Permit (Non-exhaustive)	Purpose	Website
Singapore Police Force (SPF)	Liquor licence, Public Entertainment Licence, Police Permit	Events which require public entertainment (e.g. music, performances), collection of funds for charity and/or use of arms/explosives	http://www.spf.gov.sg/licence/frameset_welcome.html
Singapore Civil Defence Force (SCDF)	Temporary Change of Use (TP) permit	Events which require structural set-up (e.g. tentages, booths, sound systems)	http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/temporary-change-use.html
National Environment Agency (NEA)	Application for Approval to Conduct Sale of Food, Drinks and Merchandise at Arts and Cultural Events	Events which will have food distribution	http://www.nea.gov.sg/cms/ehd/application_for_approval_to_conduct_sales.pdf
Media Development Authority (MDA)	Arts Entertainment Licence	Events which includes plays, music-and dance performances, art exhibitions, variety shows and pop/rock concerts.	http://www.mda.gov.sg/Licences/Pages/ArtsEntLicence.aspx
Compass	Public Performance Rights	Events which involved a public performance of copyright musical works.	http://www.compass.org.sg/cIndex30.aspx

* For Events which intend to incorporate pyrotechnics (e.g. fireworks), approval will need to be acquired from SPF, CAAS, RSAF & SCDF. Please refer to this link for details - http://www.spf.gov.sg/licence/frameset_Overview.html?http&&www.spf.gov.sg/licence/Overview/Overview_AE.html