

**APPLICATION FOR USE OF POP-UP SPACE ALONG ORCHARD ROAD**

PLEASE PRINT LEGIBLY AND COMPLETE ALL INFORMATION BELOW.

PARTICULARS OF COMPANY APPLYING FOR USE OF EVENTS SPACE	
Name of Company:	
UEN No.	
Billing Address:	
Name of Applicant:	
Telephone:	
Mobile No.:	
Email:	

EVENT DETAILS			
Name of Event:			
Supporting Government Agency (please attach letter of support, if any):			
Location of Event Space			
- Upper Orchard Zone (state nearest lamp post number[s]):			
- Main Orchard Zone (please indicate Urban Green Room number[s] (if applicable, nearest lamp post number[s]):			
- Mandarin Gallery Zone (tick accordingly)	In front of Michael Kors	In front of Main Entrance	In front of Victoria's Secret
Proposed Size of Pop-up:	Length (m)	Depth (m)	Height (m)
Proposed Event Area (in square meters):			

Duration of Event					
From:	(DD/MM/YY)	(HH:MM)	To:	(DD/MM/YY)	(HH:MM)
Set-Up:			Set-Up:		
Actual Event:			Actual Event:		
Dismantle:			Dismantle:		
Any Hoarding Installed for Set-Up and Dismantle?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please tick the following box if applicant wishes to use the powerpoint facilities* on the state lamp posts:  <input type="checkbox"/> State lamp post numbers below:  _____  <small>*Fees will be charged by STB's appointed LEW for the turn-on and off of power.</small>			Please specify duration for the intended use of the powerpoint facilities:  <b>Date:</b> From ____:____:____ to ____:____:____  <b>Timing:</b> From ____:____ to ____:____ hours		
In addition, please submit the following: <ol style="list-style-type: none"> <li>An <b>event proposal</b> showing the following details:               <ul style="list-style-type: none"> <li>Event background including programming and timing;</li> <li>PE endorsed event structure drawing;</li> <li>Mock-up of event structure with details of the display of logos and advertising messengers;</li> <li>Intended method of set-up and tear down of exhibit; and</li> <li>Safe Management Measures in Pop-up/Event.</li> </ul> </li> <li>A <b>site layout plan</b> showing the following details:               <ul style="list-style-type: none"> <li>Exact location of the event (indicate Urban Green Room number[s] if applicable, nearest lamp post number[s]);</li> <li>Dimensions of the space and structures (if applicable) needed for the event.</li> <li>Width of the clear passageway for pedestrian flow.</li> <li>Holding area for shoppers (within the event space) and the anticipated audience (for public performances, busking etc).</li> </ul> </li> <li>The <b>litter and management plan</b> as detailed in the guidelines.</li> <li><b>Single Line Drawing</b> and <b>Certificate of Compliance</b> if tapping power from public lamp posts.</li> </ol>					

I/we agree to adhere to the following conditions:

1. I/we understand that the Orchard Road Business Association (ORBA) will only be able to process the application only when ALL the required information is provided by the applicant. Complete submission of the required information will enable ORBA to expedite the processing of the application. Event Organisers are to submit their applications at least one month prior to the start of their events and a non-refundable application fee of \$200.00 (excl. GST) for Commercial and Commercial-Experiential events or \$400.00 (excl. GST) for Non-Commercial events.
2. I/we will inform building management in the vicinity of the event that would be affected by the event.
3. I/we will obtain clearances from competent authorities such as Singapore Police Force, Singapore Civil Defence Force as deemed appropriate.
4. I/we will vacate the occupied Pop-Up Spaces within 48 hours should my/our event approval be revoked by ORBA on the basis on my/our event flouting any of the event guidelines/conditions.
5. I/we will make full payment of applicable fees before entering of event site.

On approval of the event by the relevant Government Authorities, ORBA will proceed to issue an official email indicating its in-principal approval, the approving authorities' terms and conditions, the applicable ORBA management fees and a refundable security deposit of \$2,000.00.

Payments strictly by cheque or Internet Bank Transfer only. Cheque must be crossed and made payable to "Orchard Road Business Association".

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Name & Signature

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Date

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Company Stamp

## SUBMISSION CHECKLIST FOR NRTOL APPLICATION

**This is not a form to be filled in. This is a checklist to guide you along for the submission of NRTOL.**

List of items to be submitted to ORBA at least 30 days prior to commencement date of set-up:

### 1. LTA and SPF will need you to advise the following (please email the info below to Juliana separately)

- a. Any removal/shifting of bollards or planter boxes?  
YES/NO
- b. If bollards are to be temporarily removed, please state which bollards are to be temporarily removed and the reasons for removal. If the answer to the above is NO, please type "Not Applicable".
- c. Please state the method of mobilisation of event set-up.
- d. Any vehicles driven on the Orchard Road pedestrian walkway during set-up?  
YES/NO ("YES" will require compliance with PUB's set of guidelines)
- e. For temporary parking of vehicles on the road side, please provide the vehicles' registration no and location of temp parking.

### 2. Short Write-up about Pop-up (Not more than 100 words)

### 3. Detailed Event Proposal in **ONE (1) SINGLE DECK / DOCUMENT** which must include the following information:

- a. Describe what the Pop-up is about and what it hopes to achieve, i.e. event objectives;
- b. Event Details such as Location & Dates (including Set-up & Teardown dates)
- c. Describe the experiential activities within the pop-up area (for eg. photo opportunities, workshops, play areas, experiential corners,
- d. Describe the commercial activities (to take up not more than 30% of the pop-up area);
- e. Crowd Control & Queue Management Plan: Please indicate where the queue lines will be placed on your layout plan and specify the number of manpower (for eg. Security Officers & Staff) on standby to be activated to do crowd and queue management during peak periods;
- f. Loading & Unloading Plans and Vehicle List; and
- g. Set-up & Teardown Plans.

### 4. Layout Plan & Superimposed Visuals of Pop-up on UGR (in ONE (1) single document or it can be included in the event proposal)

- Layout Plan MUST indicate the 5-metre walkway clearance clearly.

### 5. Cleaning Plan (in ONE (1) single document)

- Cleaning has to be conducted daily for the full booking period, including the set-up and dismantling period. Please engage a NEA licensed cleaning company.

### 6. Pest Control Plan (in ONE (1) single document)

- Pest control is to be done at least once a week. Please engage a NEA licensed pest control company.

### 7. If Tapping Power from State Lamp Post\*, please provide the following to ORBA:

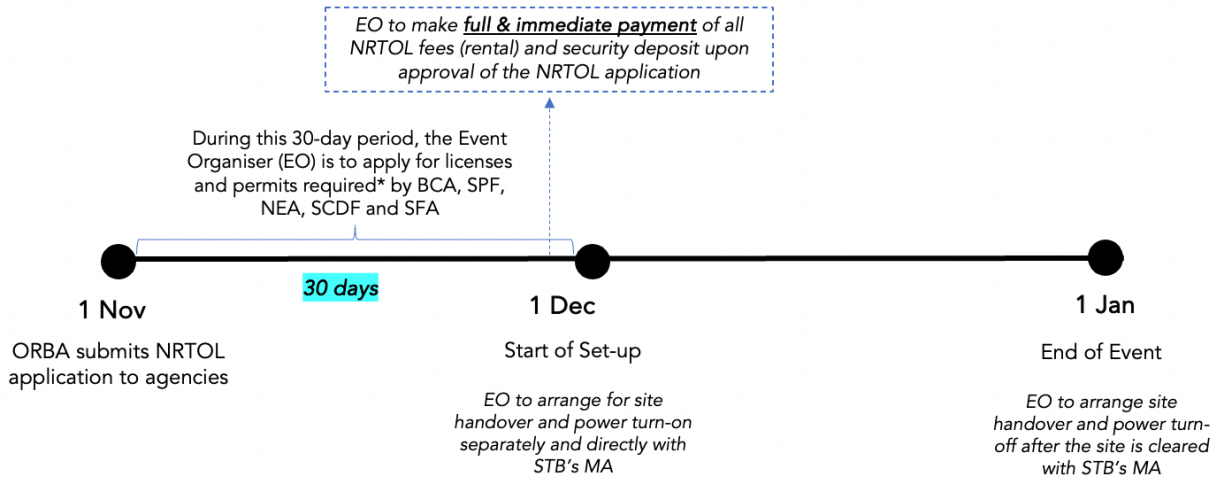
- Single Line Drawing (signed by your LEW);
- Cert of Compliance Form (signed by your LEW);
- CS3 Form (signed by your LEW); or
- **If Providing Own Generator:** Please get your appointed Licensed Electrical Worker to apply to EMA for the SI license and display the license on the deployed generator. The details of the SI license must be provided to ORBA during pre-event site handover.

\*Electricity can be tapped from the nearest lamp post (PM Box). Each lamp post supplies up to 32-amp single phase of power. The Event Organiser may apply for multiple lamp posts/OG boxes, but it is subject to availability and site conditions. Hard copies of the above must be signed by the event applicant's LEW and submitted to STB's Facilities Manager and appointed LEW on the day of site handover and power turn-on. A fee will be charged by STB's appointed LEW for the turn-on and off of power according to the table on Page 3.

PLEASE PLAN YOUR TIMELINE BASED ON THE EXAMPLE BELOW.

EXAMPLE ONLY

### Timeline for NRTOL Applications



**\*Licenses/Permits you may require:**

1. BCA: Advertising License (ALS) and Permit to Use (PTU)
2. SPF: Public Entertainment License (PELU), Police Permit, Crowd Control Plan and Alcohol Permit (only for sale of alcohol)
3. NEA: Cleaning Plan and Pest Control Plan (to be executed by licensed NEA contractors only)
4. SCDF: Change of Use Permit
5. SFA: Food Handling Permit (only for F&B concepts)

## **COSTS FOR TAPPING OF POWER FROM STATE LAMP POSTS**

1. Vetting of Form CS3 document and Single Line Drawings: S\$354
2. Undertaking of EMA Licence: S\$177 per OG box per day
3. STB's LEW Attendance fee for Power Turn-on and Turn-off (minimum 2 hours per session):

No.	Fee for STB LEW's Attendance	1 <sup>st</sup> 2 hours (S\$ per hour)	Subsequent per hour (S\$)
1	Office Hours Monday to Friday, 8am to 6pm	S\$177.00	S\$142.00
2	After Office Hours Monday to Friday, 6pm to 12 midnight	S\$295.00	S\$236.00
3	Saturday, 8am to 12 midnight	S\$330.00	S\$295.00
4	Sunday & Public Holidays, 8am to 12 midnight	S\$353.00	S\$330.00

4. Above fees to be payable to "Energi Integrated Services" directly.

### **Contact Information for STB's Appointed Facilities Management Company (Only for Site Handover / Power Turn-on)**

1. Nazimah Aziz  
Email: Nazimah.AZIZ@engie.com  
Mobile: 8112 3810