



Jurong-Clementi-
Bukit Batok
Town Council

APPLICATION FOR ADDITIONAL DISPLAY AREA DURING FESTIVE SEASONS

Please read carefully the terms and conditions stated in Annex A before completing this form.

SECTION I – PARTICULARS OF APPLICANT

Name of Owner		NRIC No. (Last 4 digits)	
Address			
Company's Name			
Contact No.			

SECTION II – DETAILS OF APPLICATION

Premise Address			
Type	[<input type="checkbox"/>] Proprietary		[<input type="checkbox"/>] Non Proprietary
Festive Season			
Display Period			
Tentage	[<input type="checkbox"/>] With Tents	[<input type="checkbox"/>] Without Tents	
	Tentage Erection Date:		
	Tentage Dismantle Date:		

APPLIED SPACE - IN FRONT OF SHOPFRONT #01-

m x	m =	m ² x	\$	= \$
GST				= \$
Reinstatement Deposit				= \$
TOTAL				= \$

SECTION III – DECLARATION

I have read and fully understood the terms and conditions stated in Annex A. I also understand that this application does not constitute to an approval. Additional space should only be erected upon receipt of an official approval letter and permit from the Town Council with payment made.

Name & Signature of Applicant

Company's Stamp (if applicable)

Date

SECTION IV – ENDORSEMENT BY MERCHANTS' ASSOCIATION

Our Association has no objection to the proposed application by the shop owner.

Signature of Chairman

Association's Stamp (if applicable)

Date

**TOGETHER,
A BETTER
NEIGHBOURHOOD**

Main Office: Blk 255 Jurong East Street 24 #01-303 Singapore 600255
Branch Offices: Blk 630 Bukit Batok Central #01-146 Singapore 650630
Blk 324 Clementi Avenue 5 #01-223 Singapore 120324
Tel: 6561 2222 (Office Hours) / 1800-275 5555 (After Office Hours)
Fax: 6562 4997
Website: www.jrbtc.org.sg



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SECTION V – FOR OFFICIAL USE

This application is	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date of Erection		Date to Dismantle
Duration		No. of Days Approved
Balanced Quota after this Application (*30 days annual quota will start on 1 Jan)		

Date

Property Officer

Property Manager

ANNEX A - TERMS AND CONDITIONS

1. Rate for Additional Display Space (ADA) – Per shop front of max area 7m x 4m:

Category of Shops	Charges	
Major Tenants	With Tent	\$200 / day
	Without Tent	\$100 / day
Small Retail	With Merchants Association Endorsement	\$50 / month
	Without Merchants Association Endorsement	\$200 / month
2. The applicant must be the registered owner operating in Jurong East – Bukit Batok GRC / Jurong Central SMC and **NOT** a third-party operator.
3. Each shop unit has an annual quota of 30 days per calendar year. Shop owners can decide on the frequency and number of days to utilise per application. There will be no advancement of quota.
4. The maximum allowable ADA is limited to the width of the applicant's shop x 3m only. However, the allowable area may be smaller for some shops depending on site constraint and according to the discretion of the Town Council. The ADA will fall within the vicinity of the applicant's shop or the same commercial node.
5. The approved additional retail space is to allow shops to have sufficient space for effective crown control. Shops must already be in compliance with the prevailing ESG retail advisory, and any other existing requirements for the Additional Display Area (DA). Shops must comply with all relevant regulatory requirements when operating the additional retail space.
6. The applicant shall not sublet the ADA to a third party. The permit is non-transferable or assignable in any manner whatsoever. The permit is only valid for the period permitted and the maximum period for each display is **30 days only**.

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7. The applicant shall comply with all laws, regulations, rules and directions set down by the Town Council, its officers, servants or agents of any Government Departments, Statutory Boards or competent authority with regards to the nature of business and banner displays.
8. The ADA must be clearly demarcated and confined within the approved space at all times. Display of goods beyond the permitted area will be subjected to enforcement action. Access control must be implemented, with only one manned entry / exit point.
9. The goods displayed must be related to HDB's approved trade of the shop unit.
10. The applicant must ensure that the goods displayed at the ADA caused no obstruction, damage, injury, inconvenience, annoyance, provocation or disturbance caused to the Town Council's property, tenant / lessee and the public.
11. The applicant must ensure that the approved ADA and its surroundings are kept clean and tidy at all times. The applicant is required to dispose all refuse generated from the ADA daily at his/her own expenses.
12. No live or loud music, live product demonstration, foot tasting or food sampling is allowed at the ADA.
13. The permit must be produced on demand to any officer or agent of the Town Council.
14. **Tentages**
 - All tentages erected must be 3 meters away from existing building / facilities
 - Erection of tentages must comply strictly with the requirements of the competent authorities, e.g. the Singapore Civil Defence Force (SCDF)
 - The applicant will need to apply for a Temporary Change of Use Permit from the SCDF and forward a copy to the Jurong-Clementi-Bukit Batok Town Council together with a refundable deposit. Town Council will then issue an Official Permit for the applicant to occupy the ADA
15. **Turfed Area**
 - The applicant shall erect a wooden platform for any goods/merchandise displayed.
16. The applicant shall be solely responsible and shall pay all necessary expenses for any loss or damage to the Town Council's property at the specified space, its surroundings and/or adjacent buildings, tenants, occupiers, member the public incurred as consequences of the granting of the permit, irrespective of whether or not there is negligence on the part of the applicant.
17. The applicant shall indemnify the Town Council against all losses, claims, demands, actions, injuries, damages, costs or expenses or other liability arising in any way from the granting of the permit.
18. **The permit may be cancelled or revoked by the Council at any time without notice if the applicant breaches any of the above conditions.** Fees collected will not be refunded and the deposit would be forfeited.
19. Upon the revocation or expiry of the permit, the applicant shall at his own expense within three (3) days thereafter restore the site or part thereof as may have been disturbed to the satisfaction of the Town Council. In default of such restoration being affected, it shall be lawful for the Town Council to effect the same and all costs and expenses incurred in respect thereof shall be payable by the applicant. The rights of the Town Council shall not be prejudiced or affected by the revocation or expiry of the permit.

Updated: 1 August 2025