

APPLICATION FOR THE USE OF FACILITIES

Please read carefully the terms and conditions stated on page 3 before completing this form.

SECTION I – PARTICULARS OF APPLICANT

If applied as an individual, you need not have to provide company / society information

Name of Company / Society						
Unique Entity No. (UEN)						
Company / Society Address						
Contact Person (as in NRIC)						
NRIC No. (Last 4 digits)						
Address (as in NRIC)						
Contact No.	Tel		Mobile		Fax	
Email						

SECTION II – DETAILS OF PROPOSED USE

Purpose of Use			
Type of Facility*	<input type="checkbox"/> Void Deck	<input type="checkbox"/> Communal Hall	<input type="checkbox"/> Open Space
Location*			
Period			

*If the above prefer location or facility is not available, you will be advised accordingly.

SECTION III – REQUIRED SUPPORTING INFORMATION / DOCUMENTS

Type of Application	Documents Required	Submitted (Y/N)	Remarks
<input type="checkbox"/> Company / Society	Copy of the Registration of Company / Society (ROC / ROS)		
<input type="checkbox"/> Religious Functions, Wayang & Dinner	Supporting letter from Advisor to grassroots organisation of the constituency		
<input type="checkbox"/> Site Office / Storage	Copy of the contract / award letter & proposed site layout & dimensions		

SECTION IV – DECLARATION

PERSONAL DATA COLLECTION CONSENT

I agree that Jurong-Clementi-Bukit Batok Town Council (the “Town Council”) may collect, use and disclose any and all information contained in this Form or otherwise collected from me and/or my authorised representatives, for the following purposes and other purposes as set out in the Personal Data Protection Policy of the Town Council, available at <https://www.jrbbtc.org.sg/privacy-policy/>:-

- i. for purposes of processing applications to use common facilities (e.g. void deck, open space, common property & etc.), including evaluation of each application and the purpose of use, and contacting applicants in connection therewith; and
- ii. for administration purposes upon grant of permit, including the issuance of permit, collection of payments, inspection of facilities after use, refund of deposit, and processing any cancellations.

I further agree that the Town Council may disclose any or all of such information to: (i) its affiliates, service providers and agents for the above purposes; (ii) public agencies for funding, reporting, statistical, research and survey purposes; and (iii) the Member of Parliament for Jurong-Clementi-Bukit Batok Town Council for house visits, responding to maintenance and community related purposes.

I warrant that where I have disclosed personal data of other individuals in connection with this application, I have obtained the prior consent of such individuals for the Town Council to collect, use and disclose such data for the above purposes.

Please visit <https://www.jrbbtc.org.sg/privacy-policy/> for further details on the Town Council's data protection policy, including how you may access and correct your personal data or withdraw consent to the collection, use or disclosure of your personal data.

By signing this form, I declare that the information provided in this application is true, accurate, and complete. I have read, understood, and agree to abide by all the terms and conditions stated in this application form and the permit. I also consent to the Town Council's Personal Data Protection Policy.

Name & Signature of Applicant

Company's Stamp (if applicable)

Date

SECTION V – FOR OFFICIAL USE

Vetted & Approved by	Name	Signature	Date

Updated: 1 August 2025

TERMS & CONDITIONS

1. ELIGIBILITY

- 1.1. The applicant must be a resident of the HDB property managed by the Town Council.
- 1.2. The applicant must be a resident of the block and proof of residency or immediate relationship and supporting documentation must be furnished to the satisfaction of the Town Council.
- 1.3. Where required, supporting letters from non-government organizations and the Adviser of the grassroots organization must be obtained. Applicants are required to obtain details from the Town Council before submitting the application.

2. GENERAL CONDITIONS

- 2.1. The applicant shall use the Town Council's designated common property for the specific purpose stated in the permit and within the permitted period stated subject to a payment for use and deposit at the prevailing rates determined by the Town Council.
- 2.2. The deposit paid shall be forfeited if the site is not used for the approved activities stated in this permit or for any infringements of the conditions below. Further, in addition to the forfeiture of the deposit, the Town Council reserves the right to commence action under the relevant By-Laws for use of common property and open spaces.
- 2.3. This Permit is granted subject to the applicant obtaining the necessary permits and licenses from all relevant authorities including, but not limited to, the Public Entertaining Licensing Unit, CID and the Police, and complying with their terms and conditions.
- 2.4. The applicant shall ensure the contractor use the correct tools with all necessary precautions so as not to damage the beams and columns of the void deck.
- 2.5. The applicant shall be solely responsible to reinstate the site on completion to the satisfaction of the Town Council failing which, the deposit will be forfeited.
- 2.6. The Town Council in its absolute discretion reserves the right to reject any application and revoke any permit granted. The Town Council shall not be liable for any damages arising from the rejection of the application or revocation of the permit.
- 2.7. The applicant shall keep the Town Council indemnified against all actions, claims and demands that may be lawfully brought or made against the Town Council by any person or persons on account of or attributable to the use of the said site.
- 2.8. In the event of a funeral, without prejudice, priority would be given to the family of the deceased. This application will be duly cancelled with a refund of all fees. The applicant may select an alternative site approved by the Town Council.
- 2.9. Details of all charges and penalties are available at the Town Council and are subject to change.
- 2.10. This permit is non-transferable.
- 2.11. An administration charge will be levied for the cancellation of the permit.

3. NUISANCE & HOUSEKEEPING

- 3.1. No activity that would cause public alarm, nuisance or annoyance, in the opinion of the Town Council, will be permitted at the site.
- 3.2. No excessive noise is to be generated so as to become a source of nuisance or annoyance to the residents. All activities must cease by 10.30 pm.
- 3.3. The applicant shall not discharge any food waste to the open drain and shall clean up the area and remove all the articles and refuse immediately after the function.
- 3.4. The applicant shall ensure that the site is not used for storage of any items and the cleanliness of the site and its surrounding is maintained throughout the whole period of use.
- 3.5. The applicant shall ensure that no obstruction is caused to common passageways, lift entrances, letter boxes and other common facilities.
- 3.6. The security gate, if any, must be kept closed at all times without giving rise to any breach of security.

4. UTILITY SERVICES

- 4.1. Electricity and water may be obtained from the Town Council's supply subject to a charge at the prevailing rates determined by the Town Council.

- 4.2. The use of electricity is subject to the condition that the loading capacity for lighting shall not exceed 15 amperes. Should there be any overload on the electricity supply, the applicant will be required to use a generator. The generator will be located away from the residential blocks, subject to the approval of the Town Council.
- 4.3. All electrical wiring works shall be carried out by a licensed contractor and shall comply strictly with the PUB regulations which require the provision of ELCB (Earth Leakage Circuit Breaker). Temporary wiring shall be properly secured and not pose danger to members of public.
- 4.4. The licensee shall ensure that there is no discharge of used water into drains, soil and surrounding environment. All washing activities shall be carried out at designated washing area(s) that is connected to the sanitary system. Prior approval must be obtained from the respective Town Council. The Licensee shall ensure that all washings are confined within the designated wash area. It is an offence to discharge waste and sullage water into drains and open areas. If designated wash areas are not used, then the licensee shall ensure that all used water discharged from the site is collected and disposed of via temporary sanitary facilities. Any used water from the site shall be either collected in holding tank(s) and be disposed of by tinkering by a NEA's Licensed Waste Collector (LWC) or be discharged into the existing public sewers if available via a pumped system or other means subject to the site condition and approval of Water Reclamation (Network) Department, PUB. All used water discharge points at the inspection chambers or manholes shall be properly protected and adequately covered up to ensure that safety is not compromised.

5. RESTRICTIONS

- 5.1. The use of the void deck/open space for the sole purpose of cooking or preparing food is prohibited. Such cooking activity is limited to the approved function or event stated in this permit. You are advised to adhere to the SCDF Fire Safety Guidelines for wedding / religious events at HDB common areas as per enclosed. Applicant is required to furnish the name and contact number of their caterer/gas supplier to the Town Council before the start of their event for enforcement of non-compliance, if any, by SCDF.
- 5.2. Tents or shelters erected that adjoin or are adjacent to the block must be within the immediate vicinity and limited to a maximum of two bays (space permitting) with each bay measuring 4.8m (width) x 6.0m (length). The height of the tents/shelters should not exceed 3.0m high or the second-floor unit, whichever is lower. The erected tentage must be sited at least 3m away from the edge of any building/ facilities.
- 5.3. Kuda Kepang and Barongan performances are strictly prohibited.
- 5.4. Burning of incense papers or paper offerings must be done in a proper container for funeral rites, which should be located away from the block at a safe distance to prevent smoke nuisance or pose a fire hazard.
- 5.5. Burning cage or pit is strictly prohibited.

6. ADDITIONAL TERMS & CONDITIONS FOR USE OF OPEN SPACE / COMMON PROPERTY

- 6.1. In addition to the prevailing rate for the use of the land managed by the Town Council, the applicant shall, for the Wayang / Puppet / Variety show, pay for one day preceding and one day following the event for the preparation and removal of the structures etc.
- 6.2. The stage for Wayang / Puppet / Variety Show shall be erected at the approved location and the applicant will be responsible to ensure all relevant permits are obtained before commencement of the event.
- 6.3. The applicant shall ensure that there is no hawking within the vicinity.

Please note for any infringements of, or non-compliance to any of the above stated conditions will result in the forfeiture of the deposit and the applicant may be barred from applying for use of the facilities or common property managed by the Town Council. Notwithstanding the above terms and conditions, the Town Council reserves the right to take action under the Town Council's Common Property and Open Space By laws for infringements of the by law, which carries a fine not exceeding \$5,000.

Updated: 1 August 2025