

71 Chai Chee Street Singapore 468981  
Tel: 1800 – CALL LTA (1800 – 2255 582)

31 MARCH 2017

Our ref  
Your ref  
DID

LTA/RARL/R37.001.000

6585 7625

See Distribution List

Dear Sir/Madam

**CIRCULAR ON IMPLEMENTATION OF REVISED FEE STRUCTURE FOR ROAD WORKS PERMIT**

We wish to inform you that with effect from 1 July 2017, the Land Transport Authority (LTA) will implement a revised fee structure for road works permit involving traffic lane reduction on public streets.

2. Currently, LTA charges a flat rate of \$165 for processing each application to carry out works on public streets regardless of the duration and extent of road space occupation. To minimise traffic delay and inconvenience caused by the occupation of road space by road works, LTA has revised the road permit fee structure so as to encourage proper planning and timely completion of road works.

3. Under the revised fee structure, in addition to the flat rate of \$165, a daily charge<sup>1</sup> will be applicable for road works with lane reduction. Applicants have the flexibility to decide on the number of working hours and the extent of lane closure required for their works involving traffic lane reduction on a daily basis. Please refer to Annex A for details of the revised permit fee structure.

4. Please disseminate the contents of this circular to relevant members of your organization.

5. For enquiries or clarifications on the revised fee structure, you may contact us at LTA\_RWR@lta.gov.sg.

Yours sincerely



LEONG YIN FONG (Ms)  
DEPUTY DIRECTOR, ROAD ASSET REGULATION & LICENSING DIVISION  
TRANSPORTATION & ROAD OPERATIONS GROUP

Enclosure: Annex A- Details of the revised road work permit fee structure

<sup>1</sup> Daily charge comprise two components, namely economic cost due to traffic delay and cost to occupy road space due to works requiring lane reduction.

## Annex A

### Revised Road Work Permit Fee Structure

Working Time	Daily Charge for road works with lane reduction
<u>Monday to Saturday</u> 9:30 am to 5:00 pm; 8:00 pm to 11:00 pm	<u>Type A Rate</u> $[\$60 + \$0.30 \times \text{Length of lane closure (m)}]$ $\times \text{Number of working hours}$
<u>Monday to Saturday</u> 11:00 pm to 6:00 am <u>Sunday &amp; Public Holiday</u> 12:00 am to 11:59 pm	<u>Type B Rate</u> $[\$30 + \$0.15 \times \text{Length of lane closure (m)}]$ $\times \text{Number of working hours}$
*Total Permit Fee = \$165 + Daily Charge x Number of working days	
<b>Note:</b> <p>a. <u>Permit Period</u>            The maximum permit period is 3 weeks only to restrict the extent of road works to reduce motorists' exposure to lower riding quality of temporary reinstated road surface.</p> <p>Should an applicant fail to complete the road works within the approved work duration, he will be required to raise a request for Extension of Time (EOT). To encourage proper planning, an administrative fee of \$165 and the daily charge for the extended period of time will be imposed for EOTs.</p> <p>b. <u>Maximum Length of Lane Closure</u>            Length of lane closure is restricted to not more than 300m so as not to adversely disrupt traffic.</p> <p>c. <u>Lead time for submission of road works application</u>            Road works application shall be submitted at least 14 days before the proposed commencement date of work.</p>	

\*You are encouraged to sign up for GIRO payment to speed up the application process.  
 Copy of the GIRO form is attached.

## APPLICATION FORM FOR INTERBANK GIRO

## PART 1 : FOR APPLICANT'S COMPLETION

Date : (DD / MM / YYYY)									

To : Financial Institution Name (Bank Name)

Financial Institution Branch : (Bank Branch Name & Code)

Company Registration Number* :

Name of Billing Organisation ("BO")
L A N D T R A N S P O R T A U T H O R I T Y

Applicant's Name

Applicant's Contact Details (Please indicate "Nil" if not applicable)	
Handphone Number : _____	Fax Number: _____
Office Number: _____	Email Address: _____
Home Number: _____	

\* Only applicable when the Applicant is registered under a body/ organisation/ society. Unique Entity Number (UEN) etc.

## PART 2 : FOR ACCOUNT HOLDER'S COMPLETION

Account Holder Name(s) - As in Financial Institution's records

Account Holder Bank Account Number														
Bank	Branch	Bank Account Number												

Company Stamp / Signature(s) / Thumbprint(s)** of Account Holder

(As in Financial Institution's records)

\*\* For thumbprints, please go to the respective branch with your identification document(s).

- (a) I / We hereby instruct you to process the BO's instruction to debit my / our account.  
 (b) You are entitled to reject the BO's debit instruction if my / our account does not have sufficient funds and charge me / us a fee for this.  
 You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.  
 (c) This authorization will remain in force until terminated by your written notice sent to my / our address last known to you or upon receipt of my / our written revocation through the LTA.

## PART 3 : FOR LTA'S COMPLETION

Bank	Branch	LTA's Bank Account Number

Bank	Branch	Bank Account Number To Be Debited

Customer Reference Number

## PART 3 : FOR FINANCIAL INSTITUTION'S COMPLETION

To: Finance Group / Collections & Refunds Division  
 Land Transport Authority  
 1 Hampshire Road  
 Block 10 Level 1  
 Singapore 219428

This Application is rejected for the following reason(s) (Please tick the relevant box):

- |   |   |
|---|---|
| <input type="checkbox"/> Signature / thumbprint # differs from Financial Institution's record | <input type="checkbox"/> Wrong account number                     |
| <input type="checkbox"/> Signature / thumbprint # incomplete / unclear #                      | <input type="checkbox"/> Amendments not countersigned by customer |
| <input type="checkbox"/> Account operated by thumbprint / signature #                         | <input type="checkbox"/> Others (Please specify) _____            |

Designation & Name of Approving Officer

Company Stamp & Authorised Signature

Date

# Please delete where applicable