

## Introduction

A Temporary Occupation Licence (TOL) is a Licence issued by SLA for the temporary use of State land or for the purpose of the retention of minor encroachment from private properties onto State land. The TOL issued can either be renewable on a monthly or yearly basis depending on the use. Examples of uses under renewable TOL are worksite, signage, showflat, landscaping, etc.

Where the use of State land is for a one-off event and for a fixed duration of not more than 3 months, a Non-Renewable Temporary Occupation License (NRTOL) will be issued instead. Examples of uses under NRTOL are tradefair, pasar malam, religious event, wayang, funeral wake, sale/entertainment event, etc.

The uses for TOL/NRTOL are generally categorized into category A and category B. Please refer to Section B of the application form for details.

This quick guide provides you with an easy-to-understand information on how you can obtain a TOL/NRTOL.

## Making an Application

You can make an application to SLA by downloading the application forms from SLA website.

Follow these steps:

1. Visit SLA's website at <http://www.sla.gov.sg>
2. Go to services. At the drop-down menu, select Renting State Properties/Land.
3. Select Rental of State Land located at the left panel.
4. Fill up the application form.
5. For renewable TOL uses, please submit the Direct Credit Authorisation Form and the Interbank GIRO Form if you are applying for the TOL for the first time. For NRTOL uses, please submit only the Direct Credit Authorisation Form if you are applying

for the NRTOL for the first time. Otherwise, please proceed to Step 6.

6. Attach the required documents (see "Documents to Submit" section)
7. Please send your completed application form, together with the required documents, and processing fees to :  
**Singapore Land Authority**  
55 Newton Road, #12-01  
Revenue House  
Singapore 307987  
Attn: TOL Applications
8. You will receive an Offer Letter from us once your application is approved.

## Documents to Submit

>> Completed application form

>> Cadastral plan. You can purchase this from the SLA's Integrated Land Information Services (INLIS) at [www.inlis.gov.sg](http://www.inlis.gov.sg).

>> A copy of street directory map. You can download the map from <http://www.onemap.sg>

>> For company/society/business, please submit a copy of the ACRA certificate.

>> Please refer to Section C of the Application form for the other required supporting documents specific to the purpose of your temporary use.

## Service Standard

The processing time for category A and B uses are 2 months and 14 days respectively except for funeral wakes, which will be expedited.

## Fees Payable

>> Together with application

1. Processing Fee (non-refundable)
  - \$157.50 for category A uses
  - \$43.80 for category B uses

>> Upon approval

2. Licence fee
3. Refundable Security Deposit

## Mode of Payment

The payment can either be made:

- 1) Via CashCard, NETS and Credit/Debit card at our Customer Service Centre; or
- 2) By way of a cheque made payable to “Commissioner of Lands, SLA”.

## Contacts

Singapore Land Authority  
55 Newton Road, #12-01  
Revenue House  
Singapore 307987  
Tel: 6323 9829  
Fax: 6323 9937

For more information, please visit our website  
<http://www.sla.gov.sg>



Quick Guides >>

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