
APPLICATION FORM FOR CAR CLEANING LICENCE IN HOUSING & DEVELOPMENT BOARD CAR PARKS

This form may take you about 5 minutes to complete. You will need the following information to fill in the form:

- Applicant's NRIC
- **If** applicant is a Company/Business, copy of business profile printout from ACRA and company stamp
- 2 copies of applicant's recent photograph

I) IMPORTANT: Please read the terms and conditions stated overleaf before completing the form.

(II) APPLICANT'S PARTICULARS

Name / Company Name	*NRIC No./Company Regn. No. (* Pink/Blue)
Address	Tel No.: (Office) (Home) Email Address:
Date of Birth	Sex *Male/Female
<p>Declaration: I hereby declare that all information given by me in this application form is true and that I have not withheld any information. I fully understand and agree to abide by all the Terms and Conditions (as may be revised by HDB from time to time) in Annex A.</p> <p>Applicant's Signature and Date:</p>	

III) FOR OFFICIAL USE

Received By	Date
*Approved / Disapproved	Date
Head of Branch Office ()	
Reason for Disapproving	
Car Washer's Tag No.	Date

*Delete where not applicable.

Terms and Conditions for the Provision of Car Cleaning Services in
Carparks in Housing & Development Board ("HDB") housing estates

1. No person can provide car cleaning services ("Services") at any of the HDB Car Parks ("Car Parks") unless he has a valid car cleaning licence issued by HDB ("Licence").
2. The applicant must be either a Singapore Citizen or Permanent Resident who is at least 18 years old or if a company, is incorporated in Singapore, providing vehicle cleaning or related services.
3. The successful applicant ("Licensee") shall be issued a Licence after he has paid the annual licence fee of \$60.00 and he has signed the Licence Agreement. HDB reserves the right to adjust the licence fee. The revised licence fee shall be payable with effect from the date stated in HDB's notice of revision.
4. An application fee of \$5.00 is payable at the time of application.
5. The Licensee shall pay to HDB a fee of \$2 for the issuance of a car cleaner's tag. The Licensee (if a company) is not allowed to issue any other car cleaner's tag to its employees or cleaners without the prior written approval of HDB which may be given upon such conditions as HDB may impose. The replacement fee for a defaced car cleaner's tag is \$5 and that for a lost car cleaner's tag is \$10.
6. Applications which contain false or incomplete information will be rejected. If the licence has been issued, it shall automatically be revoked.
7. The Licensee shall ensure that the car cleaner's tag is laminated and displayed whenever the Licensee or its cleaner is providing the Services in the Car Parks.
8. The Licence and car cleaner's tag are not transferable. If the car cleaner's tag is issued by a Licensee (being a company) under clause 5, the Licensee shall ensure that the car cleaner's tag is only issued to persons who are Singapore Citizens or Permanent Residents who are not less than 16 years of age and have been properly briefed on all the requirements and procedures for providing the Services.
9. Subject to the approval from the HDB Branch Office, the Licensee may, in his absence nominate another licensed car cleaner to take over his duty after the surrender of his car cleaner's tag to the Branch Office and the payment of the licence fee.
10. The Licensee shall not use the vehicle wash bays within the multi-storey car parks (MSCPs) to provide the Services, except for disposing any waste water .

11. Where vehicle wash bays are not available within the MSCPs, the Licensee shall retain any water/waste water in the pail and dispose the waste water properly.
12. In providing the Services in the MSCPs, the Licensee shall not use any cleaning or chemical agent and car polish which is corrosive to reinforced concrete.
13. The Licensee shall not use any form of machinery in providing the Services.
14. The Licensee shall not reserve any parking lot in providing the Services.
15. The Licensee shall make arrangements for his own water supply and ensure that there is no pollution in the Car Parks.
16. The Licensee shall not divert or pilfer water from any water sources/taps within the Car Parks or any common area.
17. The Licensee shall ensure that the areas where the Services are provided are at all times kept dry and clean.
18. The Licensee shall not provide any other services or carry out any other activities in or around the Car Parks.
19. The Licensee shall not place or store any materials, goods, objects or anything whatsoever in or around the Car Parks.
20. The Licensee shall not place or permit to be placed, displayed, fixed or hung any article, object or thing within or outside the Car Parks without the prior written approval of HDB and the Building and Construction Authority (Advertisement Licensing).
21. The Licensee shall not use any structure, building or item within or outside the Car Parks for any purpose whatsoever without HDB's prior written consent.
22. The Licensee shall ensure that no obstruction, inconvenience or nuisance is caused to other car park users or members of the public in any way.
23. Where required, the Licensee shall obtain the necessary clearances from the Town Council and other relevant authorities before providing the Services.
24. The Licensee shall not lift up or cause or permit to be lifted up the wipers of vans, mini-bus etc after the vehicles have been cleaned as the wipers will protrude out of the vehicles and may pose dangers to pedestrians.
25. The Licence may be terminated by either party by giving to the other seven (7) days' written notice. HDB shall not be under any obligation to refund any licence fee paid in advance by the Licensee. The Licensee shall however be required to pay to HDB the full licence fee for the existing month in which the notice is given, if payment has not already been made.

26. HDB reserves the right to modify or add to any of the terms of Licence.
27. HDB reserves the right to revoke the licence without assigning any reason and shall not be liable for any loss and expenses incurred by the Licensee.
28. "Car Parks" referred to herein shall not include any car parks managed and operated by private operators.