

This permit is required when requesting for storage at Suntec Singapore's loading bays. Please complete and submit this permit application to your dedicated Suntec Point of Contact (SPOC) no later than 21 days prior to event move-in day. **PLEASE SUBMIT ONE CONSOLIDATED FORM FOR EACH EVENT.**

All application forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

## Mandatory Requirements

- The applicant must obtain prior approval via this permit from Suntec Singapore before any activity can take place.
- Storage will only be permitted for bays that have been contracted, items can only be arranged for delivery during this time.
- At all times the loading bay area should be kept clear from potential trip hazards, the storage of dangerous and explosive items/substances are strictly prohibited.
- Items such as food wastage that can attract pests must be provided with a cover and cleared at least once a day.
- Suntec Singapore will provide a clean loading bay area upon commencement of the event. Event organisers are responsible for ensuring that the space is returned in the same condition at the end of the event.
- Loading bays are a shared area. Any items left at the loading bay is at the risk of the owner.
- Suntec Singapore reserves the right to revoke permits if deemed necessary.

## Contact Details

Licensee/Authorised Party's Name:


Licensing Agreement Number:

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Event Name:


Event Location (Hall/Room Number):


Contact Number:


## Purpose

1) Please state the loading bay number(s) that is required for storage of items.

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2) Please state the items that will be stored in the loading bay.

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3) Please state the start date/time and end date/time for the loading bay storage.

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