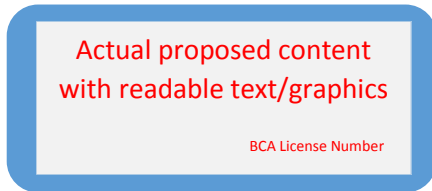


Below are the required documents and drawings to be submitted via Advertisement Licensing System (ALS) during the online consultation.

1. Visual of the proposed signage with the position of the licence number



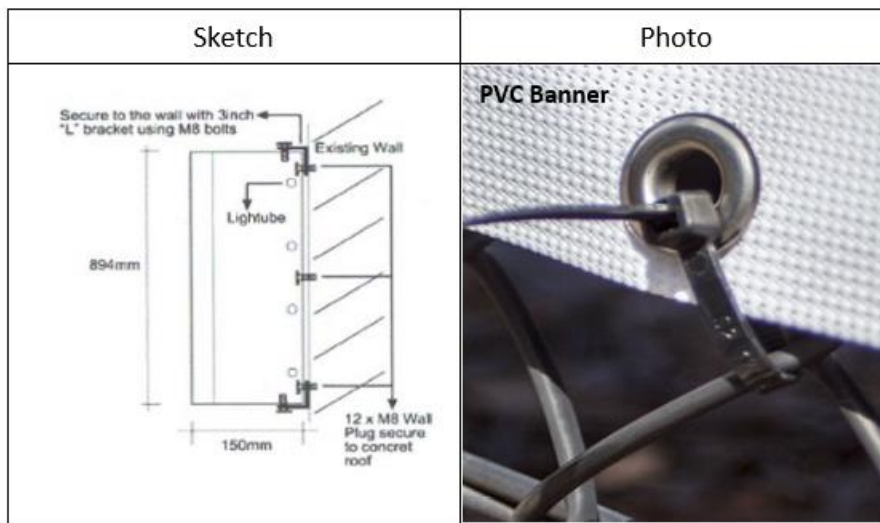
2. Elevation plan of the display location with dimensions of the proposed sign indicated

This refers to the front view of the proposed signage where the display is to be located on/at. It should provide a clear perspective of the proposed signage on the development or at a particular location - to ensure that there is no proliferation of the signage against the streetscape.



3. Sectional view on the method of fixing and materials used for the proposed sign

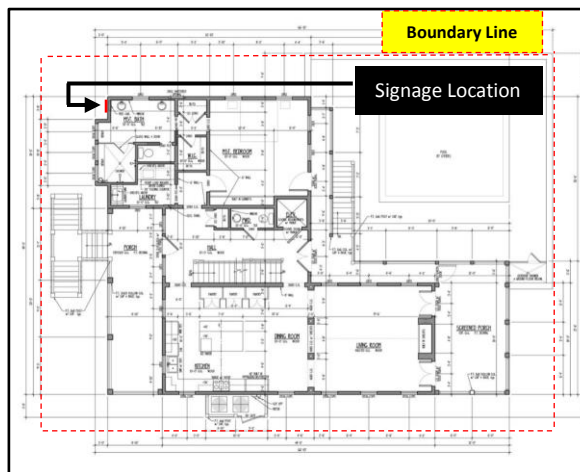
This refers to the installation method of the proposed signage. You may refer to the examples below on the illustration of different types of installation methods. You may provide a sketch or photo, whichever is more applicable.



4. **Layout plan showing the relative position of the signage display to buildings, roads or other landmarks**



5. **Site plan showing the location of the lot on which the signage is to be erected/exhibited**
(Note: please indicate the boundary line of the development where the sign is displayed)



6. **Letter of consent from the Land/Building Owner of the development where the proposed signage is display at/on.**

This refers to a letter of approval from the Land or Building Owner of the property where the signage proposal is to be displayed at/on. (Note: This is does **not** refer to the unit owner.)

7. **Letter of Authorization from the Applicant (Licensee-to-be), where applicable.**

A letter of Authorization that the proxy is applying on behalf is required if the Applicant (Licensee-to-be) is not the person liaising with BCA for the signage application.

8. **Endorsement on the drawings from the applicant and building owner**

Please note that the Applicant and Building/Land owner (eg. Land Owner/Management Corporation, HDB or Town Council, where applicable) have to endorse on every page of the submitted documents with company stamps.

Do indicate clearly the "Applicant" and "Building Owner" for the endorsement on each document.