

To : City Management

**Re.: Grant / Renewal of Discovery Bay Road Usage Licence (RUL)  
Form of Undertaking**

1. In addition to the licence plate required under the Road Traffic Legislation, our vehicle will at all times carry a licence plate (front & rear) bearing a number allocated by City Management. The vehicle will be clearly marked with our company's name.
2. The vehicle is to be used for transport and delivery of goods relating to our business and will not be used for other purposes or hired out.
3. Construction vehicles must be parked within construction sites. Prior written approval from City Management must be sought for parking the vehicle elsewhere.
4. The vehicle is not permitted to use :
  - The road to the bus terminal adjacent to Tai Pak Pier;
  - DB Valley Road beyond its junction with Parkvale Drive;
  - Roads within the boundary of all villages.

**Please mark  where is inappropriate.**
5. We undertake to comply with all relevant City Rules.
6. We understand that failure to comply with paragraphs 1-5 may result in our RUL being revoked.
7. We undertake to remove the vehicle from Discovery Bay following the revocation of the RUL or upon termination of our lease or contracts. Failing this City Management may take the appropriate action to remove the vehicle from Discovery Bay at our expense and City Management will not be liable for any damage to the vehicle during removal.

Accepted by : \_\_\_\_\_ Date : \_\_\_\_\_  
Authorized Signature & Company Chop

Address : \_\_\_\_\_  
\_\_\_\_\_

## **APPLICATION FOR NEW / RENEWAL OF ROAD USAGE LICENCE**

### **SECTION I**

#### **Part A – Applicant Information**

Name of Company : \_\_\_\_\_

Address.: \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Authorized Person in Charge : \_\_\_\_\_

Position Held : \_\_\_\_\_

#### **Part B : Justification**

Purpose for this vehicle to be in DB : \_\_\_\_\_

Project(s), Site(s) or Shop(s) involved : \_\_\_\_\_

Duration of the project(s) : \_\_\_\_\_(for construction vehicle)

Lease term : \_\_\_\_\_(for commercial tenant)

Number of vehicles already approved for this project / Shop : \_\_\_\_\_

Person in charge in DB : \_\_\_\_\_

Contact phone no. : \_\_\_\_\_

#### **Part C : Details of Vehicle & Insurance**

Registered Owner (\*) : \_\_\_\_\_

\*if different from Company name, Company's undertaking is required.

Please enclose the following documents with the application :

- ◆ Vehicle registration documents ( )
- ◆ Vehicle licence ( )
- ◆ Certificate of Insurance ( )

Note : Prior to approval granted from City Management, the vehicle may be required to be inspected in our garage. A fee will be charged.

**Part D: Length of Licence Applied**

From \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) TO  
\_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

**Part E : Applicant Signature**

Authorized Signature & Company Chop \_\_\_\_\_  
Date of Application : \_\_\_\_\_

**SECTION II** (Internal Use Only)

**Part A – Recommendation and Endorsement from Relevant Department**

Department : Projects / DBCSL

Endorsed by : \_\_\_\_\_ Position: \_\_\_\_\_  
(Name)

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Part B : Approval from City Mangement**

Length of Licence granted : From \_\_\_\_\_ to \_\_\_\_\_

Payment Details :

Registration fee : \$ \_\_\_\_\_ Receipt # : \_\_\_\_\_

RUL fee : \$ \_\_\_\_\_ Receipt # : \_\_\_\_\_

Vehicle Inspection : \$ \_\_\_\_\_ Receipt # : \_\_\_\_\_

Total Fee : \_\_\_\_\_

Approved by : \_\_\_\_\_ Position : \_\_\_\_\_  
(Name)

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

c.c. : PD / DBCSL

