

**TEMPORARY STRUCTURE APPLICATION FORM**

Reference No. ....

Applicant name: ..... I.C. No.....

Property owner name: ..... I.C. No.....

Correspondence Address:.....

Telephone No .....

**A. Type of application:**

New     Existing     Renewal     Other:.....

**B. Locality:**

Commercial :mall / five footway / roadside

Sketch plan: To show location of site, plan, elevation and section

**C. Declaration and consent from property owner and / or applicant**

**I/We am/are the owner(s) and tenants of the above property and hereby give my/our consent to the tenants for the said application. Subsequently, I/We shall be jointly responsible and liable and shall indemnify the Kota Samarahan Municipal Council or his/her personnel against any claim, suit, actions or demands made against the Council by any member of the public for any damage or injury caused by the said structure, in consequence of or attributable to any act, omission, neglect or default by us, our employees, workers, staffs or agents.**

**I/We hereby undertake to remove the structures at my/our own cost and expenses within 1 week upon receipt of a notice or such period as may be specified in the notice, the state government or any other government agency requiring me/us to do the same and that by doing so I/We shall forfeit all rights to claim for any loss, damage or injury I/We may suffer as a result thereof.**

**I/We understand and shall abide to the conditions as stated overleaf.**

Applicant's signature:.....    Owner's signature .....

Applicant name: .....    Property owner name:.....

I.C. No.....    I.C. No.....

Date:.....    Date:.....

**Checklist:**

- Application form
- 2 sets of sketch plan
- Processing Fee @ RM 50.00 per application
- Refundable deposit - (Deposit rate of RM1,000.00 / shplot/application or RM1.00/ft<sup>2</sup> whichever is higher)
- Extract of title/ S & P agreement / tenancy agreement and to be certified true copy

## **SCHEDULE A**

### **Conditions and Responsibility of Person Granted Temporary Permit**

The person to whom a temporary permit is issued shall be responsible for the following:

1. To apply for approval for any building or renovation works.
2. To cause such materials to be sufficiently fenced and enclosed until the materials are removed or otherwise made secure to the satisfaction of the local authority.
3. Such materials shall be suitably illuminated during the hours of darkness.
4. Taking such measures as are necessary to keep the roadside drain clear of obstruction to the satisfaction of the local authority;
5. Adjustments of existing cables, pipes and other service or utility or equipment and for their reinstatement on completion of the works in accordance with the requirements of the relevant authorities;
6. Painting the ends of the hoarding white and for having the ends of hoardings and railings suitably marked by red warning lights throughout the night;
7. Any accident and damage to property or persons, directly attributable to the hoardings or railings;
8. Ensuring that hydrant points and any other existing utility service installations are not obstructed by such hoardings of materials;
9. Providing suitable openings with handrails at the end of the hoarding to permit easy means of access and egress over the roadside drain, to and from the adjoining verandah-ways;
10. The maintenance of the hoarding to the satisfaction of the local authority;
11. Exercising due care not to damage any existing service mains by overloading the ground or by any temporary construction;
12. Removing the hoarding together with all materials and debris on completion of the works; and
13. To reinstate any damage to roads, drains, footways and verandah- ways and leaving the site and drains in a clean and tidy condition
14. Where the person to whom a temporary permit is issued fails to comply with any of the above stated conditions, the local authority may, without prejudice to any other remedy, undertake the work or perform any act so required and may recover from the person the expenses and costs incurred in such work. If default is made by the person in the payment, the sum so due may be withdrawn by the local authority from the deposit.
15. When the person to whom the temporary permit is issued has no actual physical control over the building and maintenance of the temporary works, responsibility shall rest with the building owner or land owner.

### **Cancellation of temporary permit**

The local authority shall have the right to cancel the temporary permit for breach of any of the foregoing conditions or for any reason it thinks fit and the applicant shall within one week of receipt of such notice have the hoardings, railings and all other materials connected therewith removed from the public road.