1. PROJECT INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Development Name** |  | | | | |
| **Address** |  | | | | |
| **Type of Development** | ☐ Residential ☐ Regional Park  ☐ Commercial ☐ Town Park  ☐ Educational Institute ☐ Neighbourhood Park  ☐ Public Infrastructure ☐ Theme Park  ☐Others: Click or tap here to enter text. | | | | |
| **Status of Development** |  | ☐ New |  | **Development**  **Size** |  |
| (<2 years of operation)  ☐ Existing  (>2 years of operation) |
| **Date of Completion / Start of Operations** |  | | | **DC Project Reference** |  |
| **Description**    No more than 300 words, highlighting the landscape concept, main characteristics, features, user demographics, etc.    This description may be used for LEAF official purposes and publications. |  | | | | |

1. PERSON-IN-CHARGE FOR LEAF ASSESSMENT

|  |  |
| --- | --- |
| **Name** |  |
| **Designation / Company** |  |
| **Email** |  |
| **Contact Number** |  |

1. DEVELOPMENT OWNER DETAILS & DECLARATION

|  |  |
| --- | --- |
| **Name of Firm / Company** |  |
| **Mailing Address**  If different from above |  |
| **Postal Code** |  |
| **Name of Contact Person & Designation** |  |
| **Contact Number** |  |
| **Email** |  |

**Declaration**

I hereby grant permission to the below personnel(s) to submit the development listed above for LEAF Certification.

|  |  |
| --- | --- |
| **Signature of Development Owner** |  |
| **Name of Development Owner / Representative** |  |
| **Date** |  |

4. PROJECT TEAM DETAILS & DECLARATION

Project team may include the Developer, Landscape Architect, Consultant, Managing Agent, Term Contractor, etc.

|  |  |  |
| --- | --- | --- |
| **Team Member 1 (Team Leader)** | **Name of Company** |  |
| **Role in Project** |  |
| **Contact Person** |  |
| **Contact Number (mobile)** |  |
| **Email** |  |
| **Team Member 2** | **Name of Company** |  |
| **Role in Project** |  |
| **Contact Person** |  |
| **Email** |  |
| **Team Member 3** | **Name of Company** |  |
| **Role in Project** |  |
| **Contact Person** |  |
| **Email** |  |
| **Team Member 4** | **Name of Company** |  |
| **Role in Project** |  |
| **Contact Person** |  |
| **Email** |  |
| **Team Member 5** | **Name of Company** |  |
| **Role in Project** |  |
| **Contact Person** |  |
| **Email** |  |
| **Team Member 6** | **Name of Company** |  |
| **Role in Project** |  |
| **Contact Person** |  |
| **Email** |  |

**Declaration** I hereby agree to abide by the following stated conditions, rules and regulations and certify that all information that I have submitted is correct and true. I declare I am the author of the submitted project.

**Conditions:**

1. All LEAF Certification applicants are required to meet requirements of the various planning and regulatory authorities, including those of National Parks Board.
2. For New Developments receiving LEAF Certification, the certification can be withdrawn if National Parks Board deems that the completed developments have significantly deviated from the proposals reflected in the application.
3. Owners and copyright holders of the drawings, photographs, slides and all graphic materials submitted to the National Parks Board, in connection to the LEAF certification, hereby grant National Parks Board the right to publish, display, exhibit, reproduce or otherwise publicise or communicate all entries submitted, subjected to appropriate citation and acknowledgement of the authors without putting the organiser under any obligation whatsoever. Such right shall be exercisable by National Parks Board without any payment, charge or fee whatsoever to any person.
4. Individuals or firms submitting projects for LEAF Certification can only include drawings, photographs, slides, plans, graphics and written materials it has the copyright to. If the entrant does not own the copyright, then they must secure permission from all copyright holders and or owners of the material. Each entrant certifies that permission has been obtained from the owner of the project to publish the photographs and information submitted.
5. National Parks Board is hereby given permission to make any editorial changes and/or additions to the materials submitted in this entry as they may deem necessary or desirable for publication or display purposes. Neither the use of the copyrighted materials nor the permission granted hereby infringes upon the ownership, copyright, trademark or rights of others.

|  |  |
| --- | --- |
| **Signature of Team Leader** |  |
| **Name of Team Leader** |  |
| **Date** |  |

5. SUBMISSION

Besides the self-assessment form, Annex A(calculation) and presentation slides, please submit any of the following **supporting documents**:

* Informational brochure for project (e.g. sales brochure), if available,
* Lay-out plans/Site plan (with clearly defined boundary of project),
* Landscaping plan,
* Topographical plan,
* Irrigation plan, if applicable,
* Tree survey and tree retention plan,
* Softscape and Hardscape management plan,
* Development Control (DC), Building Plan (BP) and other relevant planning approvals for new or re-developments, and
* Any other plan(s) that would assist in assessment of LEAF application.

Soft copies of these plans/documents are large and therefore we require you to provide a link to a common drive e.g. Google drive, etc., where both the LEAF Secretariat and LEAF assessors can download and retrieve the plans/documents for assessment.

|  |  |
| --- | --- |
| Link for downloading/retrieval of plans/documents for assessment: |  |

Please complete this application form and send it to [NParks\_LEAF@nparks.gov.sg](mailto:NParks_LEAF@nparks.gov.sg)

Upon successful acceptance of application, both applicants and LEAF assessors will convene for an assessment meeting, follow up with a site visit.