

APPLICATION FOR APPROVAL TO CONDUCT SALE OF FOOD, DRINKS AND MERCHANDISE AT ARTS AND CULTURAL EVENTS

An organiser of an arts/cultural event, who wishes to set up some stalls to sell food, drinks and other merchandise in conjunction with the arts/cultural event, must obtain approval from Environmental Health Department, National Environment Agency.

The main theme of the event has to be that of arts and cultural and the sale of food, drinks and other merchandise should only form a small component of the event, i.e. for the purpose of serving the audiences attending the event.

Procedure For Applying Permission To Hold Event

(1) Submission of proposal

The organiser is required to submit a proposal to the Environmental Health Department (EHD) at 40 Scotts Road #21-00 Environmental Building Singapore 228231 or fax at 67319749 for consideration. The proposal should include the following information:

- (a) Details of the arts/cultural event (e.g. short description of arts/cultural performance, programme, etc)
- (b) List of stalls to be set up in conjunction with the event (to include name and NRIC number of stall operators, number of stalls, and description of item for sale)
- (c) List of stalls to be set up along the event
- (d) Layout plan showing the entire set up of the event
- (e) Details on the cleaning and refuse disposal arrangement
- (f) Permission from the owner of the event site

The event organiser is advised to submit the complete proposal early, at least two weeks before commencement of the event. Late submission will not be entertained.

(2) Approval

An approval will be sent to the organiser upon approval of the submitted proposal. The approval will list the health requirements to be observed by the organiser. The organiser will also be advised to obtain approvals from other relevant authorities.

There is no fee for such approval.

Conditions for the sale of food, drinks, and merchandise at arts/cultural events

Food Hygiene

- (1) Food for sale must be obtained from licensed caterers or food factories.
- (2) There shall be no preparation, cooking of food or washing of utensils at the event site.
- (3) No grilling/roasting of meat is allowed at the event site.
- (4) All food for sale are to be displayed in proper showcases.
- (5) All food stall operators/food handlers must use suitable implements, such as tongs and scoops, when handling cooked food, or where it is not practical to use clean disposable gloves.
- (6) All food handlers must observed a high standard of food and personal hygiene.
- (7) The sale of cut-fruits is not permitted.
- (8) Only pre-packed or canned drinks shall be sold.
- (9) Tables used for displaying cooked food shall have its top lined with impervious material.

Sanitation

- (1) Adequate litter bins are to be provided and placed at strategic locations within the event site.
- (2) Pedal operated refuse bin, lined with litter bags, are to be provided at each stall/cart.
- (3) The event site shall be kept clean at all times.
- (4) Sufficient number of workers shall be deployed to sweep up the refuse at the site and to empty the bins at regular intervals to ensure that the site is kept clean at all times.
- (5) A temporary bin centre shall be provided and shall be made for daily disposal of refuse.
- (6) Toilet facilities for both sexes shall be provided and shall be maintained in a clean and functional condition at all times.
- (7) Toiletries are to be provided at all times.
- (8) A competent pest control company shall be engaged to control fly and mosquito problem within the event site.

Others

- (1) The use of mobile generators is not permitted when PUB supply is available. Should generators be used, they must be of the silent type.
- (2) Remove all structures, debris, and refuse immediately from the site upon conclusion of the event.
- (3) All foreigners on social visit passes are not allowed to stalls and conduct business at the event site.
- (4) Ensure that unauthorised stalls are not set up within the event site.
- (5) Ensure that all stalls and activities are confined within the approved event site as indicated in the layout plan submitted to EHD for approval.

The total application process duration is comprised of but is not limited to:

- (1) The duration from the time of complete and accurate submission of all the required documents to the first inspection; and
- (2) The duration from the time of the final inspection to the issuance of the license.

The duration for (1) and (2) is 5 working days and 2 working days respectively.

The total application process duration does not cover that for re-inspection and/ or re-submission of the required documents - both of which are dependent on the applicant's availability and meticulousness.

For more information, please feel free to contact us at 1800-2255632 or email us at Contact_NEA@nea.gov.sg