

Application for Trade Fair Permit

This form may take you 10 minutes to fill in. You will need the following information to fill in the form:

- Particulars of applicant (Individual, Company or Society) and trade fair organiser
- Locations of operation sites and operation hours
- List of stall operators

Please complete the Application Form and submit it with the following documents to the relevant Regional Office (addresses attached):

1. A photocopy of one of the following (where applicable):
 - a) Both sides of NRIC [for application as Individual] or
 - b) Business Profile Information from Accounting & Corporate Regulatory Authority [for application as Company] or
 - c) Certificate of Registration from Registrar of Societies [for application as Society]
2. A map of the trade fair location with the venue marked out.
3. A layout plan of the numbered stalls.
4. A list of the stall operators.
5. A copy of the fair site daily cleaning schedule and the contract with the Cleaning Contractor.
6. A copy of the refuse disposal contract with the Public Waste Collector.
7. Letter of support and availability of trade fair quota from relevant constituency office to hold trade fair.
8. Letter of consensus from the shopkeepers (if fair held in public area in the vicinity of neighbourhood shops)
9. Approvals from respective landowners and relevant government agencies to operate at trade fair site.
10. Approvals from relevant government agencies for the site structure and operation conditions.

Part 1 – Particulars of Applicant and Organiser

Name of **Applicant (Operator)** (Individual / Company / Society * IN BLOCK LETTERS) :

NRIC of Individual / Registration number of Company or Society * :

Registered mailing address applicant :

Telephone / Fax / E-mail Address :

Name of **Organiser** (IN BLOCK LETTERS) :

Name of contact person(s) :

Registered mailing address of **Organiser** :

Telephone / Fax / E-mail Address :

Location of trade fair :

Operation hours :From _____ to _____ between _____ am/pm and _____ am/pm

Part 2 – Declaration By the Applicant

I declare that the information furnished by me above is true to the best of my knowledge and belief. I am fully aware that any false information wilfully furnished by me in my application for a trade fair permit shall result in my application being rejected or, if the permit is granted, void and of no effect under Section 99 of the Environmental Public Health Act (Cap 95).

Applicant's Signature : _____ **Date :** _____

*Please delete as appropriate

PROCEDURES TO APPLY FOR TRADE FAIR PERMIT

1 Permit to Hold A Fair

- 1.1 A permit is required from the Director General of Public Health to hold a fair under Section 35 of the Environmental Public Health Act, Cap 95.
- 1.2 A fair is defined as an activity that involves the set up of makeshift stalls used for the sale of both food and non-food merchandise and entertainment.
- 1.3 Only grassroots organisations, Town Councils and charitable, civic, educational, religious or social institutions are allowed to hold fairs.
- 1.4 The permit will be issued to the operator who manages and operates the fair only after all requirements have been complied with. **No fair shall begin operation, unless a permit is issued.**
- 1.5 The permit fee is \$55, regardless of the duration of the trade fair.

2 Application Form

- 2.1 All fair applications must be made on a prescribed form and submitted to the respective National Environment Agency (NEA) Regional Office.
- 2.2 The application form is available on-line at :
<http://app.nea.gov.sg/cms/htdocs/article.asp?pid=1684#trade>

Alternatively, the application form can be obtained from the NEA Regional Offices and the NEA Customer Service Centre (Level 2, Environment Building, 40 Scotts Road). Please refer to Annex D for the addresses of the NEA Regional Offices.

3 Submission of Application

- 3.1 The application must be submitted together with a map of the venue, a scaled layout plan of the stalls [please refer to Annex A] and a list of stallholders [please refer to Annex B], which must tally with the numbers of stalls as indicated in the layout plan. A copy of the fair site daily cleaning schedule and the contract with the Cleaning Contractor to cleanse the site must also be submitted.
- 3.2 The operator is required to obtain approvals from the relevant landowners and authorities / agencies, as listed in paragraphs 5, 6 and 7. The operator must also obtain the consensus of the shopkeepers in the neighbourhood if the fair is held in public areas as described in paragraph 4.
- 3.3 The approvals from all the relevant authorities/agencies and the consensus from shopkeepers together with the application form must reach the respective Regional Office of the NEA **at least two weeks before the commencement of the fair.**
- 3.4 The operator is advised to observe the prohibitions / requirements of the relevant authorities, as listed in paragraph 8.
- 3.5 The application will be processed within 3 working days upon receipt of complete and accurate submission of all required documents. No refund of fees will be entertained once payment has been made.

4 Consensus of Shopkeepers

- 4.1 The fair operator must obtain the consensus of the shopkeepers in the neighbourhood to hold the fair in public area. The proof of consensus should be in the form of:
- a) letter from the neighbourhood shopkeepers' association, or
 - b) written agreement signed by neighbourhood shopkeeper, or
 - c) letter from the Advisor stating that the shopkeepers have given consent.

5 Letter of Support from the Citizens' Constituency Committee (CCC)

- 5.1 If the fair is organised by a non-grassroots organisation such as charitable, civic, educational, religious or social institution and held on public land, the organiser must obtain a Letter of Support from the Chairman of the CCC of the respective constituency in which the fair is to be held.

6 Approval from Relevant Authorities for Use of Fair Site

- 6.1 The fair operator must produce written approval from the following relevant authorities/agencies for the use of the fair site.

<u>Approval for Use of Site</u>	<u>Relevant Authorities / Agencies</u>
a) Common areas in HDB estates	Respective Town Council
b) State land managed by HDB	Land Administration Section Housing & Development Board 480 Lorong 6 Toa Payoh Singapore 310480 Tel: 64903177 http://www.hdb.gov.sg
c) URA managed state land	Land Sales & Management Section Urban Redevelopment Authority 45 Maxwell Road The URA Centre, Level 13 Singapore 069118 Tel: 1800-3293326 / 63293351 Fax: 63235674 Email: ura_lsm@ura.gov.sg http://www.ura.gov.sg
d) State land	Land Management Department Singapore Land Authority 8 Shenton Way #26-01, Temasek Tower Tel: 63239829 Fax: 63239937 Email: sla_enquiry@sla.gov.sg http://www.sla.gov.sg
e) Public road, walkway, backlane, etc. Approval is required from LTA, which will look into possible car parking problems near fair site. LTA will also give requirements on the reinstatement of public roads damaged	Road Management Division Land Transport Authority (LTA) No. 1 Hampshire Road Block 3, Level 2 Singapore 219428 Tel: 63692049 Fax: 63961140

- during the fair. <http://www.lta.gov.sg>
- f) Fair site near MRT station. Development Control & Route Protection (Rail) Section
Approval is required from LTA if site is located next to or within 40m of MRT station or rail structure. Development & Building Control Division
Land Transport Authority (LTA)
251 North Bridge Road
Singapore 179102
Tel: 1800 - 2255 582 Fax: 63328223
- g) Parks and turf areas along roadside tables. Operations Department
National Parks Board (NParks)
150 Beach Road #18-01/08
Gateway West
Singapore 189720
Tel: 63914488 Fax: 62929560
<http://www.nparks.gov.sg>

7 **Approval from Relevant Authorities to Hold Fair**

- 7.1 The operator must produce written approval from the following relevant authorities to hold the trade fair.

<u>Approval to Hold Fair</u>	<u>Relevant Authorities / Agencies</u>
a) Fairs organised by grassroots organisations requires approval from PA.	People's Association (PA) 9 Stadium Link Singapore 397750 Tel: 63448222 www.pa.gov.sg
b) Planning Approval from URA is required if the site is to be used for temporary uses* for more than 90 days in a year. [*uses include: (a) Trade fair (b) Trade exposition (c) Fun fair (d) Carnival (e) Sports meet (f) Festive bazaar (g) Festive entertainment (h) Religious entertainment (i) Religious ceremony (j) Wayang].	Development Control Division Urban Redevelopment Authority (URA) 45 Maxwell Road, The URA Centre Singapore 069118 Tel: 62234811 Fax: 62274772 / 62274792 Email: ura_cso@ura.gov.sg http://www.ura.gov.sg
c) For all complex structures e.g. stage, spotlight tower, gantry, etc, approval has to be obtained from BCA regardless of the duration of the fair. BCA requires a professional engineer to submit structural plans and calculations and to supervise the construction of such structures. Any stall or shed of lightweight material within any premises used for the purpose of holding a fair or any exhibition is exempted from the need to obtain a permit from BCA. However, BCA approval is required for such stalls or sheds if the trade fair or exhibition is for more than 35 days and held outside premises.	Building Plan and Management Division Building and Construction Authority (BCA) 5 Maxwell Road #02-00, MND Complex Tower Block Singapore 069110 Tel: 63252211 Fax: 63257150 http://www.bca.gov.sg
d) Approval from the FSSD is needed for fire safety requirements e.g. fire exit, distance	Fire Safety and Shelter Department (FSSD)

between stalls and distance between tentage and surrounding buildings.

HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408827
Tel: 68481425
Fax: 68481494, 68481492
Email: SCDF_CSC@scdf.gov.sg
<http://www.scdf.gov.sg>

- e) The operator is required to engage a licensed electrical worker to carry out any electrical work at site. If the total electricity supply capacity exceeds 45 kVA, a licence shall be obtained from the EMA before the electrical installation can be operated or put in use.

Regulation Division
Energy Market Authority (EMA)
111 Somerset Road #15-06
Singapore 238164
Tel: 68358034
Fax: 68358044
Email: ema_rd@ema.gov.sg
<http://www.ema.gov.sg>

- f) NEA prohibits the disposal of refuse derived from the activities of the fair at the Town Council's bin centre unless a prior agreement has been made by the operator of the fair with the Public Waste Collector (PWC) for the sector, to provide the refuse collection services, for the period of the fair. The agreement must show the duration of the fair and the estimated costs for the service, according to the approved pricing schedule for the sector. This agreement must accompany the licence application.

Licensing and Regulation Section,
Waste Management Department
National Environment Agency
Tel: 6731 9716
Fax: 6731 9731
Email: alvin_tan@nea.gov.sg

The list of the PWCs for the 9 sectors and their approved rates can be viewed at the following links:

http://app.nea.gov.sg/cms/htdocs/category_sub.asp?cid=75 (PWCs)
<http://www.nea.gov.sg/cms/wmd/Collection%20Fee.pdf> (Rates)

- g) A Public Entertainment Licence from PELU is required for any entertainment that is provided in any place to which the public has access. No public entertainment (PE) or arts entertainment (AE) licence is required if exempted PE or AE activities are organised. However, some of these activities require the fair operator to fulfil certain conditions. The exempted activities are listed in: http://www.spf.gov.sg/licence/PE/others/Exempted_Activities.html.

Public Entertainment Licensing Unit (PELU)
Licensing Division
Singapore Police Force
391 New Bridge Road
#02-701 Police Cantonment Complex
Singapore 088762
Tel: 68350000
Fax: 62261089
<http://www.spf.gov.sg>

8 **Prohibitions / Requirements by other Authorities**

- 8.1 The operator is advised to observe the following prohibitions / requirements of the following relevant authorities / agencies when holding the trade fair. It is the operator's responsibility to be familiar with the prohibitions / requirements and to ensure that they are observed.

Prohibitions

- a) The display and / or sale of animals (including ornamental fish) at fairs is prohibited.
- b) The sale of any article depicting tobacco brands at fairs is prohibited.
- c) The MDA requires the trade fair operator to ensure that every stall selling videos (i.e. videotapes, VCDs and DVDs) at a trade fair holds a valid video licence issued by MDA. The sale of videos without a valid MDA licence is prohibited.
- d) The employment of a foreign worker without a valid work permit is prohibited. A foreign worker is only allowed to work for the employer and in the occupation as indicated in the Work Permit card.

Relevant Authorities

Animal Welfare Regulations Branch
Centre for Animal Welfare and Control
Agri-food and Veterinary Authority (AVA)
75 Pasir Panjang Road
Singapore 118507
Tel: 64717198 / 64719996
Fax: 64733687 / 64726157
Email: ava_cawc@ava.gov.sg
<http://www.ava.gov.sg>

Tobacco Regulation Unit
Centre for Drug Administration
Health Sciences Authority (HSA)
11 Biopolis Way, #11-03, Helios
Singapore 138667
Tel: 68663503 Fax: 64789067
Email: hsa_info@hsa.gov.sg
<http://www.hsa.gov.sg>

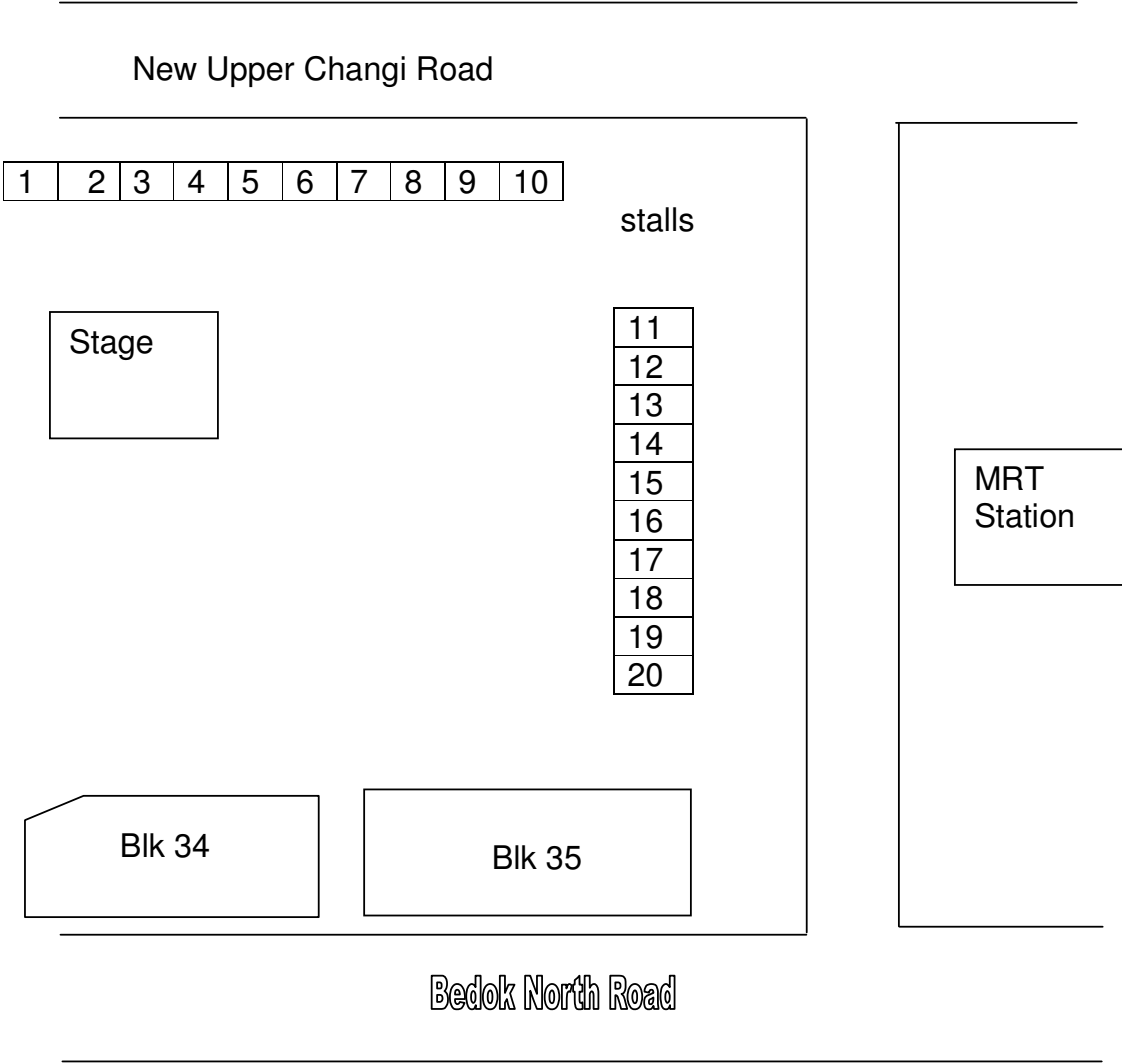
Licensing Services (Films and Publications)
Media Development Authority (MDA)
45 Maxwell Road
The URA Centre, East Wing
#07-11/12
Singapore 069118
Tel: 1800 478 5478
Fax: (65) 6221 0292
Email: mda_input@mda.gov.sg
<http://www.mda.gov.sg>

Employment Inspectorate
Foreign Manpower Management Division
Ministry of Manpower
120 Kim Seng Road
Singapore 239436
Tel: 6438 5122
Fax: 68350730
E-mail: mom_fmmd@mom.gov.sg
<http://www.mom.gov.sg>

9 Compliance with Requirements of All Relevant Authorities

- 9.1 After a trade fair permit has been obtained from NEA, the operator will be held responsible for complying with all the requirements of NEA and other relevant authorities. Failure to comply with any of the conditions may result in the permit being suspended or revoked. Please refer to Annex C.

SAMPLE OF LAYOUT PLAN



Annex B**SAMPLE OF LIST OF VENDORS AND DETAILS OF ITEMS TO BE SOLD**

Stall No.	Stall Holder Particulars	Address	Contact no.	Details of food/ non- food items sold
1	Mr Tan NRIC: S8888888J	Blk 1 Kensington Park, #01-52 S123123	91234576	Canned and packet drinks
2	Mr Albert Sim NRIC: S7777777L ABC Company			Muah Chee, crackers, sweets
3	Mr Tan Ah Kow NRIC: S3333333R KFC Pte Ltd			Candy floss, pre-packed ice-cream
4	Mr Albert Sim NRIC: S7777777L ABC Company			Games stall
5	Ms Mary Lim NRIC: S5555555G Company: Contact No.			T-shirt, ball
6	Mr Joseph Tan S2222222G DEF Welfare Association			Exhibition booth
7	Mdm Tan Niu S11111111G XXX Taiji Group			Competition/ Demonstration booth

Conditions of Permit

- 1 You are required to comply with the following :
 - a) **Cooking, preparation of food and washing activities are not allowed at the site.**
 - b) **Only pre-packed / pre-cooked food obtained from licensed sources is allowed for sale.**
 - c) **Sale of home-cooked food is strictly not permitted. Only food obtained from licensed sources are allowed for sale.**
 - d) Food on display is to be placed in proper showcases and properly covered.
 - e) Proper cold storage facility must be provided for the sale of ice cream.
 - f) Ice-cream handlers must wear mouth-mask and disposable hand gloves.
 - g) Food handlers are to practise a high standard of food and personal hygiene. Where it is not practical to use utensils such as tongs to handle cooked food, disposable gloves must be worn.
 - h) Adequate refuse bins and litter receptacles lined with plastic bags are to be placed at strategic locations for disposal of waste and litter.
 - i) Refuse derived from the activities of the fair are to be disposed of at the Town Council's bin centre with a prior agreement made by the applicant of the fair with the Public Waste Collector (PWC) for the sector, to provide the refuse collection services, for the period of the fair. The agreement must show the duration of the fair and the estimated costs for the service, according to the approved pricing schedule for the sector. This agreement must accompany the permit application.
 - j) All structures, debris and refuse are to be removed immediately from the site upon conclusion of the events.
 - k) The site shall be kept clean at all times. A copy of the fair site daily cleaning schedule and the contract with the Cleaning Contractor to cleanse the site must accompany the permit application.
 - l) All the stalls and activities are to be confined within the approved site as indicated in your layout plan.
 - m) Unauthorised stalls not reflected in the approved layout plan are not allowed at the site.

- 2 You are to inform and seek approval from NEA of any change in the set up, participating stall holders and list of items sold, and any other changes made at least 1 week prior to the change.

- 3 You are strongly encouraged to promote your fair as a litter-free activity by displaying a banner reminding the public to dispose of litter properly.

- 4 Please note that appropriate enforcement action may be taken against the fair operator and / or the individual stall holders if non-compliance with the above conditions or breach of public health requirements is observed. In this regard, please refer to the Environmental Public Health (Food Hygiene) Regulations.

**ADDRESSES OF REGIONAL OFFICES
TO SUBMIT APPLICATION**

- 1) North West Regional Office (NWRO)
18 Attap Valley Road
Singapore 759910
Tel No : 67567678
Fax No : 67566848

- 2) North-East Regional Office (NERO)
174 Sin Ming Drive
Singapore 575715
Tel No : 64553177
Fax No : 64582080

- 3) Central Regional Office (CRO)
4545 Jalan Bukit Merah
Singapore 159466
Tel No : 68546400
Fax No : 68546401

- 4) South-East Regional Office (SERO)
70 Tannery Lane
Singapore 347810
Tel No : 67474811
Fax No : 67473863

- 5) South West Regional Office (SWRO)
335 Clementi Road 14.5 km
Singapore 129786
Tel No : 64660544
Fax No : 64699082

General Enquires

NEA Call Centre : 1800-2255632