**Smoking Prohibition in Entertainment Outlets\***

**Application Form For**

**A Smoking Room in Indoor Refreshment Area (IRA)**

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

* Particulars of Applicant
* Licence details

Please complete the Application Form and submit it with the following document(s) to the relevant Regional Office as set out in Annex A:

* 1. A copy of the layout plan of the premises with the IRA and the proposed smoking room highlighted and dimensions marked out.
	2. A copy of the Public Entertainment Establishment Licence
	3. A copy of the pub/bar license from the Singapore Food Agency (SFA)

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| **Part 1 – Particulars of Operator (TO BE COMPLETED IN BLOCK LETTERS)** |
| Name of Applicant | Click or tap here to enter text. |
| Premises Address | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. | Fax | Click or tap here to enter text. |
| E-mail Address | Click or tap here to enter text. |

**Part 2 – Declaration By The Applicant:**

I declare that I have obtained the relevant approval to use the area shown in the attached layout plan. I have also complied with the following requirements:

1. Totally enclosed smoking room;
2. Independently ventilated;
3. Up to 10% of the total floor area of the IRA may be designated as a smoking room for the premises;
4. Sign(s) stating that the room is designated for smoking must be clearly displayed outside the smoking room;
5. One or more disposal receptacles must be provided in the room;
6. No leakage of tobacco smoke from the smoking room to the non-smoking area;
7. Exhaust air from the smoking room is discharged out of the premises away from the non-smoking areas\*, public thoroughfares or air intake vents and;
8. The smoking room is not the sole means of passage to other non-smoking areas such as toilet, staircase, exit etc.

*\*For Orchard Road Precinct No Smoking Zone, the exhaust air from the smoking room is to be discharged out of the premises away from public thoroughfares or air intake vents.*

**Part 3 - Acceptance of Terms**

1. I declare that the above information furnished by me is true to the best of my knowledge and belief.
2. I acknowledge and agree that the National Environment Agency (NEA) may without prior notice, immediately rescind the approval for the smoking room should there be repeated violations of the Smoking (Prohibition in Certain Places) Act.
3. NEA may enforce against the operator under the Smoking (Prohibition in Certain Places) Act for non-compliance with the stated requirements listed in Part 2 of the application form.
4. NEA collects personal information to carry out its various functions and duties under the National Environment Agency Act (Chapter 195), including the implementation of environmental and public health policies in Singapore and for any other related purposes. I hereby consent to NEA’s use of the information provided by me in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.

Name of Applicant: Click or tap here to enter text.

Applicant’s Signature: 

Date: Click or tap here to enter text.

**All smoking room application is to be submitted via the NEA Online Feedback Form at** [**www.nea.gov.sg/corporate-functions/feedback**](http://www.nea.gov.sg/corporate-functions/feedback) **under the category “Other Enquiry on Environmental Issues”.**

Setting Up of Smoking Room in IRA

| **S/N** | **Demarcation of Smoking Room** | **Guidelines** | **Note** |
| --- | --- | --- | --- |
| 1 | **Basis of Demarcating IRA as Smoking Room**1. Based on floor area of IRA
 | 1. The licensee/ operator can apply to demarcate **up to 10% of the floor area of the IRA** as a smoking room.
 | 1. Once the smoking room has been constructed, NEA has to be notified of any changes to its location and floor area.
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| 2 | **Basis of Determining IRA**1. Based on the IRA declared by the operator on layout plan submitted to NEA.
 | * 1. **The licensee/ operator must submit the application form together with the layout plan of the premises and the IRA.**
	2. The IRA and the smoking room must be clearly highlighted on the layout plan with the dimensions marked out.
 | 1. It is the licensee’s/ operator’s responsibility to obtain the approval(s) from the relevant authorities/ land owners for the construction of the smoking room.
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