

**Subcommittee on Issues Relating to Bazaars**  
**Supplementary information on the policies on bazaars**  
**in selected places**

**1. Introduction**

1.1 At the meeting of the Subcommittee on Issues Relating to Bazaars held on 22 May 2017,<sup>1</sup> the Research Office was requested to provide information related to the policies on bazaars in selected places with respect to: (a) eligibility criteria for applicants for holding bazaars in the City of Sydney of Australia ("Sydney"), London of the United Kingdom, Singapore and Taipei City of Taiwan ("Taipei"); (b) regulatory requirements for stallholders selling cooked food at bazaars in the selected places; (c) mechanism for transferring tenancy for stalls in the hawker centres in Singapore and the mechanism for setting market rent for the transferred tenants; and (d) the application forms for holding temporary markets or events in Sydney, the City of London and Singapore. Items (a) to (c) above are highlighted in the ensuing paragraphs. For item (d), the application forms of the respective places are provided in **Annexes A to C**.

**2. Eligibility criteria for applicants for holding bazaars**

2.1 Singapore, Taipei and London have adopted a top-down approach for establishing and managing regularly held bazaars. The responsible authorities decide the sites for holding the bazaars and the number of bazaars to be established. They also put in place a stall allocation mechanism for the allocation of stalls in the bazaars. The general public in Singapore can bid for vacant stalls in the markets and hawker centres (or "hawker centres" for short) through a monthly tender exercise, while individuals in the City of London can apply to the local authority for operating a stall in the public street market when vacant stalls are available. In Taipei, vacant stalls in hawker markets are allocated to government-licensed<sup>2</sup> or government-condoned hawkers.<sup>3</sup>

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<sup>1</sup> The Research Office submitted an information note on Policies on bazaars in selected places to the Subcommittee on Issues Relating to Bazaars for discussion on 22 May 2017. The information note studies (a) the nature of bazaars held; (b) roles and contributions of bazaars; (c) policy framework; and (d) measures to support the establishment and operation of bazaars in the City of Sydney of Australia, London of the United Kingdom, Singapore and the Taipei City of Taiwan.

<sup>2</sup> In Taipei, an applicant for a hawker licence must have established household registration with the local household registration office for at least six months before the application. The applicant must also meet specified criteria such as being a family member of a low-income household or a physically-handicapped person.

2.2 In contrast to the above three places, Sydney has adopted a bottom-up approach for the establishment of regularly held bazaars under which commercial and not-for-profit market operators are allowed to submit applications for setting up new bazaars to the local council. Their applications are assessed according to the procedures and criteria set out in the Markets Policy.

2.3 Singapore, Sydney and the City of London also allow for the establishment of temporary bazaars. Yet, Singapore only allows grassroots organizations and charitable, civic, educational, religious or social institutions to hold temporary night markets as a fundraising vehicle, provided that they have obtained the required approvals from the relevant authorities and a trade fair permit from the National Environment Agency ("NEA").<sup>4</sup> In contrast to Singapore, Sydney and the City of London allow non-governmental organizations as well as private market operators to apply for holding temporary markets or events on public land. Both places require the event organizers to submit the application.

### **3. Regulatory requirements for stallholders selling cooked food at bazaars**

3.1 In all the overseas places studied, operators of cooked-food stalls at regularly held or temporary bazaars are required to obtain a hawker licence/permit from or register with the responsible authorities, and comply with the relevant food hygiene and fire safety requirements.

3.2 In Singapore, all stall operators at the hawker centres, including operators of cooked-food stalls, are required to obtain a hawker licence from NEA. Operators of food stalls at temporary bazaars are required to apply for a trade fair food stall licence. At the temporary bazaar, only stallholders with proper supporting facilities<sup>5</sup> are allowed to prepare food on site. Otherwise, only pre-cooked food obtained from licensed sources is allowed to be sold.

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<sup>3</sup> Government-condoned hawkers are unlicensed hawkers who are permitted by the Taipei City government to operate stalls in the hawker markets.

<sup>4</sup> NEA is the leading public organization responsible for improving and sustaining a clean and green environment in Singapore. It is tasked with, among other things, regulating and managing hawker centres in Singapore.

<sup>5</sup> These include a sink connected to clean pipe water supply and waste water discharge, and storage with temperature control.

If liquefied petroleum gas cylinders are to be used at the food stall, approval must be sought from the Singapore Civil Defence Force which is tasked with implementing and enforcing regulations on fire safety. In addition, all food stall operators at regularly held and temporary bazaars must register their assistants who are engaged in the handling or preparation of food with NEA. All the foodhandlers are required to attend and pass a basic food hygiene course held by accredited training organizations.

3.3 Sydney also requires food stall operators at regularly held or temporary markets to register with and obtain approval from the local council before they can commence operation. Approval of a food stall is subject to compliance with requirements set by the local council on various operational aspects covering (a) the physical set up of the stall; (b) cooking equipment used; (c) food display and protection; (d) rubbish disposal; (e) washing facilities; and (f) temperature control of food. With regard to the specific requirements on cooking equipment, the operators have to ensure that (a) heating and cooking equipment must be located within the food stall and the public are protected from hot appliances; (b) appliances that produce heat and flame must be located away from the walls and lower roof area of the stall; and (c) a compliant fire extinguisher of adequate size must be provided in a convenient and accessible location. Open flame cooking equipment may be allowed subject to the approval of the local council.

3.4 In addition, Sydney requires food stalls selling or providing goods not in the suppliers' original packaging that are ready-to-eat and potentially hazardous such as cooked meat and cooked pasta and rice to appoint a trained food safety supervisor to help reduce foodborne illness. A food safety supervisor has to attain the required level of competency such as allergen management and cleaning and sanitizing practices from an approved training organization. The operator must also provide a current satisfactory food safety inspection report issued by the responsible authority for all offsite food preparation and storage associated with the stall.

3.5 In Taipei, operators of cooked-food stalls at the hawker markets are required to comply with the relevant provisions in the Taipei City Hawker Self-regulated Management Regulation 《台北市攤販管理自治條例》, the food safety legislation and other relevant regulations. Accordingly, all operators are required to set up fire protection facilities in the hawker markets and the stallholders are not allowed to store flammable and explosive materials at the stalls. The hawker associations, which are tasked with

managing the hawker markets, are responsible for planning, installing and managing the facilities (including the fire protection facilities) in the hawker markets.<sup>6</sup>

3.6 In London, whether cooked-food stalls are allowed to operate at regularly-held or temporary markets and the related approval requirements fall under the policy purview of individual local authorities.<sup>7</sup> In London boroughs where cooked-food stalls are allowed, the operators are required to register with the local environmental health services before they are granted with a licence to operate at regularly-held or temporary markets. Besides, these operators are required to comply with the food hygiene and fire safety legislation. Some local authorities have also set specific requirements on (a) the equipment or material used for cooking such as braziers and liquefied petroleum gas, and (b) types of fire safety equipment to be equipped with by the operators.

#### **4. Mechanism for transferring tenancy of stalls in the hawker centres in Singapore**

4.1 In Singapore, hawker centres are made up of subsidized and non-subsidized stalls<sup>8</sup> which are subject to different tenancy transfer arrangements implemented by NEA. Subsidised stallholders are the original stallholders who were relocated from the streets in the early 1970s or those allocated with stalls under the government's hardship scheme.<sup>9</sup> These stallholders are entitled to subsidized rents<sup>10</sup> as long as they attend their stalls personally, are not in other occupations and do not sublet their stalls.

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<sup>6</sup> The hawker associations are self-regulated and self-managed bodies, which are made up of the hawkers operating in the hawker markets and subject to the supervision by the Taipei City Market Administration Office. Hawker associations are tasked with solving vendor disputes, collecting waste, controlling environmental pollution, and maintaining the order and traffic flow of the hawker markets.

<sup>7</sup> For example, the City of Westminster may not allow stallholders to sell cooked food at public street markets if cooking may bring unacceptable degree of nuisance to the neighbourhood such as cooking odours, litter and additional cleansing requirements. The local authority also requires temporary event operators to obtain a licence for providing hot food or drinks between 23:00 and 05:00.

<sup>8</sup> In 2015, about 41% of hawkers were paying subsidized rentals for stalls at the hawker centres managed by NEA.

<sup>9</sup> Under the hardship scheme, subsidized stalls were allocated to the poor who were unemployed and experiencing financial difficulty. The scheme was discontinued in 1989.

<sup>10</sup> Subsidized rentals per month range from S\$160 (HK\$890) to S\$320 (HK\$1,780) for cooked-food stalls and S\$56 (HK\$311) to S\$184 (HK\$1,023) for market stalls.

4.2 A subsidized stallholder can appoint a nominee to operate the stall on his or her behalf due to old age or ill health and the nominee can continue paying subsidized rent. The tenancy of a subsidized stall can also be transferred to a family member upon the death of the stallholder. The transferee is allowed to pay subsidized rent if he or she meets the specified criteria such as aged above 30 and is unemployed. Otherwise, the transferee has to pay market rent based on the assessment by professional valuers appointed by NEA, who will take into account factors such as size and location of the stall concerned as well as the prevailing market conditions.

4.3 A subsidized stallholder who intends to leave the trade may also assign the stall to another person under the Enhanced Stall Assignment Scheme. Under the scheme, the assignee will be charged on a progressive basis from the subsidized rent to the market rent over a standard three-year tenancy term. Same as the case of transferred stallholders, the market rent charged on the assigned stallholders is based on the assessment by professional valuers appointed by NEA. The assignee must hold a valid hawker licence and operate the stall personally. Renewal of leases after the tenancy term is also subject to rental revision based on professional valuations.

4.4 Tenants of non-subsidized stalls in the hawker centres which are allocated through assignment by or transfer from subsidized stallholders or through the monthly tender exercise<sup>11</sup> are not allowed to sublet or assign their stalls to others. Non-subsidized stallholders who intend to exit the market will have to return the stalls to NEA for reallocation. However, these stallholders are allowed to transfer the tenancy to family members upon their death.

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<sup>11</sup> These stalls are allocated on a three-year fixed term tenancy.

## References

### City of Sydney of Australia

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8. City of London. (2017a) *City of London Corporation – Special Event Application Form*. Available from: <https://www.cityoflondon.gov.uk/about-the-city/filming/Documents/special-event-application-form-2017.pdf> [Accessed June 2017].

9. City of London. (2017b) *Guidelines for the Planning of Events on the Highway: City of London*. Available from: <https://www.cityoflondon.gov.uk/about-the-city/filming/Documents/guidelines-for-planning-of-events-in-the-city-of-london.pdf> [Accessed June 2017].
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11. Gov.UK. (2017) *Food business registration*. Available from: <https://www.gov.uk/food-business-registration> [Accessed June 2017].

## Singapore

12. Legislative Council Secretariat. (2014) *Hawker policy in Singapore*. LC Paper No. FS10/13-14.
13. National Environment Agency. (2016) *Application for Trade Fair Permit*. Available from: [http://www.nea.gov.sg/docs/default-source/services-and-forms/licences-permits-building-plan-clearances/trade-fair-application-form-\(updated---04042016\).pdf](http://www.nea.gov.sg/docs/default-source/services-and-forms/licences-permits-building-plan-clearances/trade-fair-application-form-(updated---04042016).pdf) [Accessed June 2017].
14. National Environment Agency. (2017) *Managing Hawker Centres and Markets in Singapore*. Available from: <http://www.nea.gov.sg/public-health/hawker-centres> [Accessed June 2017].
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## Taipei City of Taiwan

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# Event Application



## About this form

You can use this form to apply to conduct an event in a park, open space, footway or street within the City of Sydney Local Government Area.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by email, mail and in person. Please refer to the lodgement details section for further information.
- 4: An application fee of \$200 for commercial organisations and \$100 for charitable or not for profit organisations is payable. You will be invoiced for this fee and any venue hire fee and power fees payable.

### Part 1: Account Details

Company/Organisation Name\*

Australian Business Number (ABN) \*

Is your organisation registered as Not for Profit?\*

 No

 Yes

Note: If yes, a copy of charitable or not-for-profit status must be supplied

Address \*

Postcode \*

Main Telephone Number\*

### Part 2: Event Contact Details

Contact Name \*

Address \* (if different to account details)

Postcode \*

Position \*

Direct Telephone number \*

Mobile Telephone number \*

Email Address \*

### Part 3: Event Description

#### Name of Event

#### Type of Event (tick all applicable)

Community Event     Commercial Event (for-profit)     Free     Ticketed or Restricted Entry

Is this Expected to be a 'One Off' or Recurring Event?     One Off     Recurring

If Recurring, how often?

#### Proposed Venue for your Event

Note: Your preferred venue may not be available or suitable for your proposed event. Please nominate alternative venues.

1st Preference

2nd Preference

3rd Preference

If your application is for a street based event, please list the street(s) you would like to close for your event

#### Event Details

Event Date(s)

Event Start Time

Event FinishTime

Event Bump-In Date(s)

Event Bump-Out Date(s)

Event Bump-In Times - Start/Finish

Event Bump-Out Times - Start/Finish

Target Audience (eg. family, youth, community)

Number of People Expected

### Part 3: Event Description - continued

#### Type of Activity (tick all applicable)

- |  |   |
|--|---|
| <input type="checkbox"/> Charitable Fundraiser   | <input type="checkbox"/> Promotional Event  |
| <input type="checkbox"/> Festival  | <input type="checkbox"/> Rally  |
| <input type="checkbox"/> Launch  | <input type="checkbox"/> Retail Event   |
| <input type="checkbox"/> Live Performance - An APRA licence may be required, refer to <a href="http://www.apraamcos.com.au">www.apraamcos.com.au</a> | <input type="checkbox"/> Road Closure - A separate application is required for a temporary full road closure. Refer to the Temporary Full Road Closure Application form on the City's website at <a href="http://www.cityofsydney.nsw.gov.au">www.cityofsydney.nsw.gov.au</a> |
| <input type="checkbox"/> Live Site   | <input type="checkbox"/> Sporting Event   |
| <input type="checkbox"/> Market  | <input type="checkbox"/> Street Festival  |
| <input type="checkbox"/> Media Call  | <input type="checkbox"/> Street Parade  |

#### Event Description (100 words or less)

#### Aims / Objectives of Event

## Part 4: Event Infrastructure

Note: All structures need to be weighted as pegging is **not** permitted. Barriers are also required to protect garden beds, statues, memorials, etc, and any external equipment such as generators and lighting towers that are brought onto the site.

### Food

No  Yes ▶ number of stalls? (separate approval required)

### Alcohol

No  Yes The sale of alcohol will require a liquor licence - apply to NSW Office of Liquor, Gaming & Racing.

### Stage

Built  Riser  Truck Mounted  Other

Size(s)

**PA/Sound Amplification.** A PPCA licence may be required for the playing of sound recordings, refer to [www.pzca.com.au](http://www.pzca.com.au)

No  Yes

Time(s) of Use

Sound Check/Rehearsal Times

### Hoekers / Marquees / Fete stalls

No  Yes ▶ Total number

NOTE:  
All hoekers / marquees need to be weighted not pegged.

< 3sqm

up to 100sqm

over 100sqm

### Amusement Rides

No  Yes

A separate approval is required for amusement rides. Refer to the Application for Approval - Section 68 form on the City's website: [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

### Power \* (where available)

No  Yes ▶ number of days required:

Single phase

Three phase

### Generators

Generators will need to be supplied at your cost.

No  Yes ▶ Total number

### Toilets

Adequate toilet facilities including accessible units will need to be supplied at your cost

No  Yes ▶ Total number

### Water (where available)

No  Yes

### Pyrotechnics

No  Yes ▶ Set up location

## Part 5: Environmental Sustainability

### Environmental Sustainability Measures

The City of Sydney encourages all event organisers to minimise the environmental impact of their events and to implement strategies to improve the environmental, social and economic benefits from events.

Please include details of the measures you will implement to ensure that your event will be managed to improve its sustainability. This could include initiatives for waste reduction and recycling, energy efficiency, minimising transportation distances, parking restrictions, water use and conservation, cyclist facilities and promotion of public transport etcetera.

Please note: **Balloons are not permitted.**

## Part 6: Heritage

Some of the City's parks, open spaces and streets contain buildings, venues or iconic structures that are listed on the State Heritage Register.

In addition to the need for some events to make application for a DA, a heritage assessment may also be required for the event eg. attaching structures to existing buildings, fencing and streetscapes. This will need to be factored into the approval process timeframes for your event.

## Part 7: Site Plan

Please include with your application a site plan of the proposed event venue, which must show the relative size and proposed position of all event infrastructure, including:

- |                              |                              |
|------------------------------|------------------------------|
| * Barricading                | * Signs / banners            |
| * Stalls and marquees        | * Lighting towers            |
| * Stages                     | * PA, speakers               |
| * Toilets                    | * Entry and exit points      |
| * Rubbish and recycling bins | * Emergency evacuation areas |

Base site plans for most City parks and open spaces can be provided by the Venue Management team.

## Part 8: Event Insurance

You will be required to obtain public liability insurance for a minimum cover of \$10 million.

You and any contractors will also need to have adequate workers compensation and other insurances as required by law.

Do you have current public liability insurance for a minimum of \$10 million?

Yes  ► Please supply your certificate of currency

No  ► Please supply if granted preliminary approval

## Part 9: Lodgement Details

Please return this completed form with any supporting documents to:

Email: [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au)

Mail: GPO Box 1591 Sydney NSW 2001

Your application will be assessed and you will be advised about: venue availability, venue suitability; documentation and approvals required before final approval can be granted for your event.

**The City of Sydney takes no responsibility for any third party commitments entered into by the applicant if an application is declined.**

## Part 10: What Happens From Here

Following assessment of your Event Application, the City will advise if the event is permissible and what timeframes/permits are required to seek final approval. (See Event Guidelines document for timeframes and process required for approval). This may include Development Application (DA), Local Pedestrian Cycling and Traffic Calming Committee Approval and a detailed Event Plan.

A detailed Event Plan will include:

- \* Insurance Details
- \* Communication Strategy
- \* Venue/Site Plans
- \* Traffic Management
- \* Pedestrian Management
- \* Security and emergency Management
- \* First Aid and Public Health
- \* Alcohol Management including (liquor licensing)
- \* Venue Management Plan/Park Management
- \* Noise Management
- \* Temporary Food Vending Approvals
- \* Handbills/Fund raising
- \* Health services/Toilets/Amenities
- \* Temporary Structures
- \* Water Management
- \* Risk Management Plan
- \* Power/Lighting, including efficiency measures
- \* Waste Management, including waste minimisation and recycling

Final approval will only be issued if the completed event plans are satisfactory and clearly demonstrate effective management of the event.

## Part 11: Privacy & Personal Information Protection Notice

<b>Purpose of Collection:</b>	For management of activity in Parks, Open Spaces, footways and streets in the Council area.
<b>Intended recipients:</b>	Council staff and approved contractors of the City of Sydney Council.
<b>Supply:</b>	Event application is voluntary, however, a completed application form is required for holding an activity in City Parks, Open Spaces, footways and streets.
<b>Access/Correction:</b>	Contact the City of Sydney Council Customer Service Team to access or correct this information.
<b>Storage:</b>	City of Sydney Council, 456 Kent Street Sydney NSW 2000

## Part 12: Applicant Declaration

- I declare that all the information in the application is to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested.
- I acknowledge that if the information provided is misleading, any approval granted may be void. I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I understand that once I have submitted this application an application fee will be payable for which I will be invoiced for.

Applicant's Name\*

Applicant's Signature \*

Date

City of London Contact:

.....



## City of London Corporation Special Event Application Form

### EVENT INFORMATION

Event Title:	
Date(s):	
Timings:	
Type of Event:	
Venue:	
Route (if applicable):	

### ORGANISER'S DETAILS

Contact Name:	Application Date:     /     /
Company:	Email Address:
Address:	Tel No:  Mobile No:

### PROPOSED EVENT DETAILS

**Full Description of Event Proposals:** *please use additional documentation to support your application including a detailed map of your location, proposed layout and a copy of your Public Liability Insurance (minimum level of cover £10,000,000). Please refer to the "Guidelines for the Planning of Events in the City of London", when submitting this application form.*

*\*Please use additional sheet at the end of the form, should it be required*

<b>Please provide an estimated attendance for the event:</b>			
Less than 500	500 – 2000	2000 – 5000	5000+
Specific number <i>(if known)</i> :			
<b>On what basis have you estimated these numbers:</b>			
<b>What publicity are you planning for the event:</b>			
Local Newspaper	Leaflets	Social Media	
National Newspaper	Television	Website	
Poster Campaign	Radio	Other.....	
<b><u>FUNDING</u></b>			
<b>What budget do you have to stage the event:</b>	<b>£</b>		
<b>Has the funding for the event been agreed:</b>	YES	NO	
<b>If NO, when do you expect to have the funding finalised:</b>			
<b>Have you or do you intend to have a partnership or sponsorship arrangement for the event:</b>			
YES		NO	
If <b>YES</b> , please state the name of the company and association:			

**EVENT REQUIREMENTS**

<b>Please circle the below aspects which will be required as part of the event:</b>		
Road Closure	Parking Dispensation	Cleansing
Traffic Holds	Hoarding License	Amplified Music
Parking Suspensions	Furniture Removal	Temporary Structures
<small><i>*Please refer to the "Guidelines for Planning of Events in the City of London" to ensure you have provided enough time to process these licenses</i></small>		



## LOCAL AUTHORITIES AND AGENCIES

Please provide details of any other Highway Authorities/Agencies who will be liaising with for this event:

## PUBLIC LIABILITY INSURANCE

Have you included a copy of your Public Liability Insurance (minimum level of cover £10,000,000):

Yes

No

**This application will be used to assess whether or not your event can be supported.** If it is possible to facilitate your event, you will be asked to attend a meeting a member of the Events team to discuss your requirements in more depth. If parking and/or road closures are required you will need to complete separate applications forms and give sufficient notice. For details on notice periods and charges relating to parking and road closures, please refer to our Special Events Guidance Notes, which can be found on the website <http://www.cityoflondon.gov.uk/about-the-city/what-we-do/Pages/event-planning-in-the-city.aspx>

This form must be completed and signed by the **event organiser** (or his/her delegated officer).

## **DECLARATION:**

- In consideration of the City of London authorising the operation of event equipment or machinery, we the undersigned hereby agree to indemnify and save harmless the City of London, their servants and agents from and against all actions in law or in equity, damages statutory or common law losses, costs charges and expenses arising in any manner whatsoever out of the transportation, erection, dismantling and or use of the above-mentioned equipment or machinery and associated activities, whether by means of defect (latent or otherwise) in the said equipment or machinery or otherwise pursuant to the authorised use of the equipment or machinery as aforesaid, save to the extent that such actions, claims and/or proceedings arise from the negligent act or omission of the City of London, its servants and agents.
- I confirm that the below mentioned company will indemnify The City of London, its servants and agents against any claims or proceedings arising directly in respect of any injury to persons or damage to property as a result of the below mentioned company's agreed activities and other related activities which take place on the public highway in the City of London, save to the extent that such actions, claims and/or proceedings arise from the negligent act or omission of the City of London, its servants and agents.

- I confirm that whilst operating in The City of London the below mentioned company I will have public liability insurance with a limit of indemnity to the sum of £ [redacted] in respect of any one accident or series of accidents arising out of their activities in place prior to the event taking place. Documentation of proof of insurance cover will be provided before the event date.
- I confirm that the below mentioned company's insurers will be informed of all activities described in this application, and that a risk assessment has been or will be carried out.

**Signed**

*(sign and print full name)*

**In the capacity of**

*(producer or delegated officer)*

**For/on behalf of**

*(name of company)*

**Address**

**Email**


*On completion, please send your application with payment to:*

**Highway's Management/Events Officer**

Traffic Management

City of London

PO Box 270

Guildhall

London EC2P 2EJ

For advice please telephone 020 7332 3037

**For Office Use Only:**

Assigned Officer:	
Date:	
Event Supported:	YES/NO



## **City of London Corporation** **Payment Form**

### **APPLICATION FEES:**

<b>MAJOR EVENT</b> i.e. where a road closure is required	<b>£300</b>
<b>MINOR EVENT</b> i.e. where a road closure is NOT required	<b>£65</b>

Please ensure you pay the correct fee with your application.

### **METHODS OF PAYMENTS** (Payment is non-refundable.)

#### **BY CHEQUE**

I enclose a cheque to the value of £      payable to the City of London Corporation for the application fees.

#### **CREDIT & DEBIT CARD**

If paying by Credit or Debit Card please contact.  
Bob Chandler 020 7332 1305 or Larry Costa 020 7332 3037.

#### **DIRECT FUNDS TRANSFER (BACS)**

Quote the Event Name as Reference – Sort Code 30-00-00 – Account Number 00202762  
Please send a copy of receipt to [db.events@cityoflondon.gov.uk](mailto:db.events@cityoflondon.gov.uk)

*\*Please use this form to include any additional information regarding your event:*

# 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 Central Licensing Unit (CLU):

1. A photocopy of one of the following (where applicable):
  - a) Both sides of NRIC (for application as Individual) or
  - b) Latest copy (at least within 1 month) of 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 fair site (please refer to Annex A) showing:
  - a) Numbered stalls
  - b) Location of the stalls
  - c) Dimension of each stall size
4. A list of the stall operators (please refer to Annex B), which must tally with the numbers of stalls as indicated in the layout plan.
5. A copy of NRIC/ latest copy (at least within 1 month) of ACRA company profile of all stall holders
6. A copy of the fair site daily cleaning schedule and the contract with the Cleaning Contractor.
7. A copy of the refuse disposal contract with the Public Waste Collector / General Waste Collector.
8. Letter of support and availability of trade fair quota from relevant constituency office to hold trade fair.
9. Letter of consensus from the shopkeepers (if fair held in public area in the vicinity of neighbourhood shops)
10. Approvals from respective landowners and relevant government agencies to operate at trade fair site.
11. 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 of **Applicant (Operator)** :

Telephone:

Fax:

Email:

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

Name of contact person(s) :

Registered mailing address of **Organiser** :

Telephone:

Fax:

Email:

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).*

*The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and 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.*

---

**Applicant's Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

## INFORMATION ON APPLICATION FOR TRADE FAIR PERMIT

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### **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 Only grassroots organisations and charitable, civic, educational, religious or social institutions are allowed to hold fairs.
- 1.3 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.**
- 1.4 The permit fee is \$60, 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 to National Environment Agency (NEA) Central Licensing Unit at Level 2, Environment Building, 40 Scotts Road
- 2.2 The application form is available on-line at : <http://www.nea.gov.sg/docs/default-source/public-health/food-hygiene/trade-fair-application-form.pdf?sfvrsn=0>

### **3 Submission of Application**

- 3.1 The approvals from all the relevant authorities/agencies and all other supporting documents should be attached together with the application form, and must reach the NEA Central Licensing Unit (CLU) **at least two weeks before the commencement of the fair.**
- 3.2 The application will only be processed 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' Consultative 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.

<b><u>Approval for Use of Site</u></b>	<b><u>Relevant Authorities / Agencies</u></b>
a) Common areas in HDB estates	Respective Town Council
b) State land managed by HDB	Land Administration Section Housing & Development Board (HDB) 480 Lorong 6 Toa Payoh Singapore 310480 Tel: 64903177 <a href="http://www.hdb.gov.sg">http://www.hdb.gov.sg</a>
c) State land	Land Management Department Singapore Land Authority (SLA) 55 Newton Road #12-01 Revenue House Singapore 307987 Tel: 63239829 Fax: 63239937 Email: <a href="mailto:sla_enquiry@sla.gov.sg">sla_enquiry@sla.gov.sg</a> <a href="http://www.sla.gov.sg">http://www.sla.gov.sg</a>
d) 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 during the fair.	Road Management Division Land Transport Authority (LTA) No. 1 Hamsphire Road Block 3, Level 2 Singapore 219428 Tel: 63692049 Fax: 63961140 <a href="http://www.lta.gov.sg">http://www.lta.gov.sg</a>
e) Fair site near MRT station.  Approval is required from LTA (1)if site is located next to or within 10m and (2) if Liquefied petroleum gas (LPG) cylinder is placed within 20m from the outermost edge of any above ground railway structures or fencing of at grade railway.	Development Control & Route Protection (Rail) Section Development & Building Control Division Land Transport Authority (LTA) 251 North Bridge Road Singapore 179102 Tel: 1800 - 2255 582 Fax: 63328223
f) Parks and turf areas along roadside tables.  Approval is required from NParks, which will give requirements on the use of such areas and the reinstatement of turf and plants damaged during the fair.	Operations Department National Parks Board (NParks) Singapore Botanic Gardens 1 Cluny Road Singapore 259569 Tel: 1800 4717300 Fax: 64723033 <a href="http://www.nparks.gov.sg">http://www.nparks.gov.sg</a>
g) Written approval from the Public Utilities Board (PUB) – Catchment and Waterways Department, Water Reclamation Network Department, Water Supply (Network Department) is required for the installation of water and sanitary pipes and usage of PUB drainage system or drainage reserves area.	PUB Catchment and Waterways Department 40 Scotts Road #07-01 Environment Building Singapore 228231 Tel: 1800 2846600 Fax: 67313132



PUB  
Water Reclamation Network Department  
40 Scotts Road  
#14-01  
Environment Building  
Singapore 228231  
Fax: 67313136

PUB  
Water Supply (Network) Department  
40 Scotts Road  
#10-01  
Environment Building  
Singapore 228231  
Fax: 67313023

<http://www.pub.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.

<b><u>Approval to Hold Fair</u></b>	<b><u>Relevant Authorities / Agencies</u></b>
a) Fairs organised by grassroots organisations requires approval from PA.	People's Association (PA) 9 King George's Avenue Singapore 208581 Tel: 63448222 <a href="http://www.pa.gov.sg">http://www.pa.gov.sg</a>
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: <a href="mailto:ura_cso@ura.gov.sg">ura_cso@ura.gov.sg</a> <a href="http://www.ura.gov.sg">http://www.ura.gov.sg</a>
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 <a href="http://www.bca.gov.sg">http://www.bca.gov.sg</a>

- d) Approval from the FSSD is needed for fire safety requirements e.g. fire exit, distance between stalls and distance between tentage and surrounding buildings.
- Fire Safety and Shelter Department (FSSD)  
 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 possess an electrical installation licence granted by EMA for the following types of electrical installations:
- a) All non-domestic electrical installations with approved load exceeding 45kVA; or  
 b) All supply installations (e.g. generator set up) for non-domestic purposes regardless of their approved load. This would include trade fairs.
- Regulation Division  
 Energy Market Authority (EMA)  
 991G Alexandra Road  
 #01-29  
 Singapore 119975  
 Tel: 68358060  
 Fax: 68358044  
 Email: [ema\\_lei@ema.gov.sg](mailto:ema_lei@ema.gov.sg)  
<http://www.ema.gov.sg>

You may refer to the “Handbook for Application of Electrical Installation Licence” at URL :

[https://www.ema.gov.sg/cmsmedia/Handbook/Handbook\\_for\\_Application\\_of\\_Electrical\\_Installation\\_Licence.pdf](https://www.ema.gov.sg/cmsmedia/Handbook/Handbook_for_Application_of_Electrical_Installation_Licence.pdf)

- f) Waste generated at the fair has to be properly collected and sent for disposal. For fairs organised on common property maintained by Town Councils (TCs), the Public Waste Collector (PWC) for the sector is to be engaged to provide refuse collection service for the period of the fair. For fairs held on land other than common property maintained by TCs, the services of a licensed General Waste Collector (GWC) is to be engaged. Licence applications must include an agreement with the PWC or GWC, as required, showing the duration of the fair and the estimated cost for the refuse collection service provided.
- Licensing and Regulation Section,  
 Waste Management Department  
 National Environment Agency  
 Tel: 6731 9716  
 Fax: 6731 9731

The list of the PWCs according to sectors and their approved rates for refuse collection service provided can be viewed at the following link:

PWCs : [http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/refuse-collection-fees-for-all-sectors-\(wef-1-apr-2015\).pdf?sfvrsn=0](http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/refuse-collection-fees-for-all-sectors-(wef-1-apr-2015).pdf?sfvrsn=0)

Fair applicants have to make their own arrangements with the GWCs to obtain the

cost of providing refuse collection service. The list of licensed GWCs can be viewed at the following link:

[http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/activeqwc-as-at-28-feb-2015-\(website\).pdf?sfvrsn=0](http://www.nea.gov.sg/docs/default-source/energy-waste/waste-management/activeqwc-as-at-28-feb-2015-(website).pdf?sfvrsn=0)

- g) A Public Entertainment Licence from PLRD 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](http://www.spf.gov.sg/licence/PE/others/Exempted_Activities.html).
- Police Licensing & Regulatory Department (PLRD)  
Singapore Police Force  
Police Cantonment Complex  
391 New Bridge Road  
Blk D, #02-701  
Singapore 088762  
Tel: 68350000  
Fax: 62261089  
Email: [SPF\\_Licensing@spf.gov.sg](mailto:SPF_Licensing@spf.gov.sg)  
<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**

### **Relevant Authorities**

- a) The display and / or sale of animals (including ornamental fish) at fairs is prohibited.
- 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](mailto:ava_cawc@ava.gov.sg)  
<http://www.ava.gov.sg>
- b) The sale of any article depicting tobacco brands at fairs is prohibited.
- 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](mailto:hsa_info@hsa.gov.sg)  
<http://www.hsa.gov.sg>
- 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.
- 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](mailto:mda_input@mda.gov.sg)  
<http://www.mda.gov.sg>

- 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.

Ministry of Manpower Services Centre  
(MOM)  
Foreign Manpower Management Division  
1500 Bendemeer Road,  
Singapore 339946.  
Tel: 6438 5122  
Fax: 6692 5490  
E-mail: [mom\\_fmmd@mom.gov.sg](mailto:mom_fmmd@mom.gov.sg)  
<http://www.mom.gov.sg>

# Application for Trade Fair Foodstall Licence



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 or Company)
- Particulars of food handlers

1. Only the following can apply for a trade fair foodstall licence:
  - a) Singaporean or Permanent Resident (for individual applicant), or
  - b) Company registered with the Accounting & Corporate Regulatory AuthorityPlease complete the Application Form and submit it with the following documents to NEA Central Licensing Unit Level 2 Environment Building , 40 Scotts Road.
2. Details of the applicant:

A photocopy of one of the following (where applicable):

  - a) Both sides of NRIC (for application as Individual) or
  - b) Latest copy (at least within 1 month) of Business Profile Information from Accounting & Corporate Regulatory Authority (for application as Company)
  - c) Two (2) recent passport-size photographs of the applicant.
3. A list of food handlers employed (Annex D), supported with the following documents:
  - a) A photocopy of food handler's NRIC (both sides);
  - b) A photocopy of Food Hygiene Course certificate<sup>^</sup> of the food handler; and
  - c) Two (2) recent passport-size photographs of the food handler (please indicate name & NRIC at the back of the photos);(<sup>^</sup>Note: All food handlers are required to attend and pass the Basic Food Hygiene Course, and register with NEA, before they are allowed to work at trade fair foodstalls.)
4. A list of food items (including drinks, dessert etc.) for sale.
5. A copy of lease contract with trade fair organiser / appointed trade fair operator, to occupy the stall at trade fair.
6. A layout plan of trade fair site showing location of the stalls (refer to Annex A)

Attach (2)  
Passport Size  
Photos here

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**Part 1 – Particulars of Applicant and Organiser**

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

Date of Birth :

NRIC of Individual / Registration number of Company\* :

Registered mailing address of **applicant** :

Telephone:

Fax:

Email:

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Name of **Organiser / Appointed Trade Fair Operator\*** (IN BLOCK LETTERS) :

Name of contact person(s) :

Registered mailing address of **Organiser / Appointed Operator\***:

Telephone:

Fax:

Email:

Address of trade fair site :

Stall Number :

List of food items on sale :

Operation hours : From \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date)  
between \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm

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**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 foodstall licence shall result in my application being rejected or, if the licence is granted, void and of no effect under Section 99 of the Environmental Public Health Act (Cap 95).*

*The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and 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.*

**Applicant's Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

*\*Please delete as appropriate*

## INFORMATION ON APPLICATION FOR TRADE FAIR FOODSTALL

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### **1 Licence to Operate A Trade Fair Foodstall**

- 1.1 A licence is required from the Director General of Public Health to operate a trade fair foodstall under Section 33 of the Environmental Public Health Act, Cap 95.
- 1.2 The licence will be issued to the operator who manages and operates the foodstall only after all requirements have been complied with. **No foodstall shall begin operation, unless a licence has been issued.**

### **2 Application Form**

- 2.1 All licence applications must be made on a prescribed form and submitted to National Environment Agency (NEA) Central Licensing Unit Level 2 Environment Building, 40 Scotts Road.
- 2.2 The application form is available on-line at : <http://www.nea.gov.sg/docs/default-source/public-health/food-hygiene/trade-fair-application-form.pdf?sfvrsn=0>

Alternatively, the application form can be obtained from NEA Customer Service Centre (Level 2, Environment Building, 40 Scotts Road). Please refer to Annex 1 for the addresses of the NEA Regional Offices.

### **3 Submission of Application**

- 3.1 The supporting documents should be attached together with the application form and must reach NEA Central Licensing Unit **at least two weeks before the commencement of the fair.**
- 3.2 The application will only be processed upon receipt of **complete and accurate** submission of all **required documents**. No refund of fees will be entertained once payment has been made.

### **4 Display of Licence**

- 4.1 The original copy of foodstall licence must be displayed prominently in front of the foodstall during the duration of the trade fair.
- 4.2 The list of foodhandlers, endorsed by NEA, must be displayed together with the licence. A sample of the list can be found at Annex F.

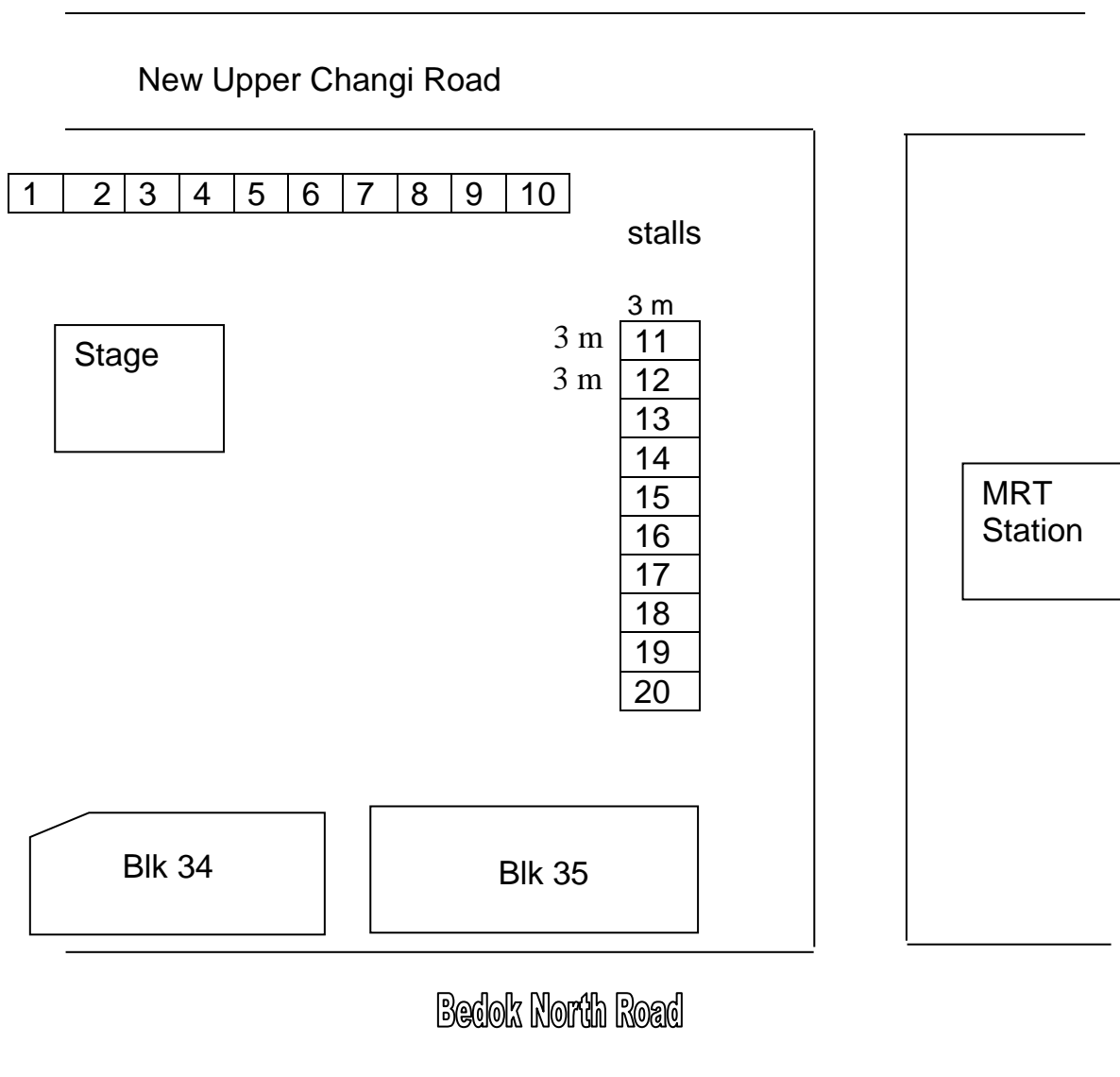
### **5 Registration of Foodhandlers**

- 5.1 All foodhandlers must attend and pass the Basic Food Hygiene Course. A list of accredited training organisations is available at the following website: <http://www.nea.gov.sg/public-health/food-hygiene/information-for-food-handlers>

### **6 Approval from Other Agencies**

- 6.1 If **LPG cylinders** are to be used at the foodstall, **approval shall be sought from SCDF.**

# SAMPLE OF LAYOUT PLAN





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

Stall No.	Name of Stall Holder	NRIC/UEN (Business Name)	Address	Contact no.	Article of sale		
					Pls Tick		Description
					Food	Non-Food	
1	Mr Tan	S8888888J	Blk 1 Kensington Park, #01-52 S123123	91234576	√		Canned and packet drinks
2	Mr Albert Sim	S7777777L ABC Company			√		Muah Chee, crackers, sweets
3	Mr Tan Ah Kow	S3333333R ABC Pte Ltd			√		Candy floss, pre-packed ice-cream
4	Mr Albert Sim	S7777777L ABC Company				√	Games stall
5	ABC Pte Ltd	123456789A				√	T-shirt, ball

**Conditions of Permit**

1 The permit holder shall ensure the following:

**General**

- a) **Stall number decal shall be prominently displayed at the each stall according to the declared list of vendors.**

**Food hygiene**

- a) **Proper supporting facilities must be provided for foodstalls. Such facilities include proper washing facility (a sink connected to clean piped water supply and waste water discharge) and storage with temperature control (freezer, chiller, food warmer, etc.) as well as display showcase for food items.**
- b) **Where proper supporting facilities are not provided, only pre-packed/pre-cooked food obtained from licensed sources are allowed to be sold**
- c) **Sale of home-cooked is strictly not permitted.**

**Sanitation**

- d) Adequate refuse bins and litter receptacles lined with plastic bags are to be placed at strategic locations for disposal of waste and litter.
- e) Waste generated at the fair has to be properly collected and sent for disposal. For fairs organised on common property maintained by Town Councils (TCs), the Public Waste Collector (PWC) for the sector is to be engaged to provide refuse collection service for the period of the fair. For fairs held on land other than common property maintained by TCs, the services of a licensed General Waste Collector (GWC) is to be engaged. Licence applications must include an agreement with the PWC or GWC, as required, showing the duration of the fair and the estimated cost for the refuse collection service provided.
- f) All debris and refuse should be removed immediately from the sites upon conclusion of the events.

**Waste Collection**

- g) The fair organiser/ operator is to engage the public waste collector (PWC) or a licensed general waste collector (GWC) for daily removal of refuse from the fair venue to an approved disposal facility.
- h) The fair organiser/ operator is to submit proof of engaging the PWC or GWC and the no. of bins provided for waste collection for the fair, before issuance of the trade fair licence.
- i) The fair organiser/ operator is to ensure that all organic waste is cleared daily from the event site by 0700 hours.
- j) The fair organiser/ operator is to work with the appointed cleaners and waste collector to ensure that all organic waste is contained in bulk bins and ensure the bins are fully covered at all times to prevent smell nuisance and infestation of rodents and other pests. The organiser/ operator is to ensure that spillages do not occur from the bins. Non-organic waste and recyclables can be contained in open top containers (OTC). The OTCs should be covered to prevent accumulation of rainwater and mosquito breeding and should be emptied once every 3 days.
- k) The fair organiser/ operator is to ensure that there is no overflowing of waste at the bin centre or bin point at all times, by arranging the waste collector to provide more bulk bins or remove the waste from the site more frequently, where necessary.

## **Recycling**

- l) The fair organiser/ operator should arrange for recycling bins to be provided at fair venue, alongside litter bins at locations with high human traffic.
    - a. The litter bins and recycling bins should respectively be clearly labelled “Litter” and “Recycling”. The recycling bin should also indicate that non-recyclables such as food and liquid waste cannot be accepted.
    - b. The fair organiser/ operator should remove the recyclables at a frequency that will ensure that there is no overflow at any point in time.
    - c. The fair organiser/ operator should arrange for event MC to make announcements before, during and after the fair to inform participants:
      - i. to deposit their recyclables into the recycling bins provided
      - ii. not to throw/deposit items with food/liquid waste (e.g. cups/cans still containing beverages, used food containers, used tissue paper, sweet wrappers) into recycling bins
    - d. For fairs without MC, fair organiser/ operator is to consider alternative forms of communication to participants, e.g. posters at strategic locations
  - m) The fair organiser/ operator should arrange for regular collection of recyclables such as carton boxes/metal cans/plastic bottles/glass bottles from individual stalls.
  - n) The organiser/ operator can use open top containers to contain all the recyclables and arrange for removal of recyclables to recycling facilities on a daily basis.
  - o) The fair organiser/ operator shall ensure that the recycling arrangements do not create a mess at the fair site.
  - p) The fair organiser/ operator is to submit a post-fair report to NEA on the amount of recyclables collected, location/s where the recyclables will be processed, and the amount of recyclables disposed of.
  - q) The fair organiser/ operator shall arrange for all recyclables and recycling bins to be removed from the fair site after the fair.
  - r) The fair organiser/ operator shall incorporate recycling provisions in the overall plan that they submit to NEA for review/information.
- 2 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.

## **Information to Take Note**

- 1 No unauthorised stalls shall be set up at the sites.
- 2 All stalls and activities must be confined within the approved sites as indicated in the layout plans submitted.
- 3 The sites shall be kept clean at all times.
- 4 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.
- 5 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.

- 6 **In addition, please note the following requirements from other relevant agencies:**
- a) Ensure that stalls set up at the fair selling video tapes, laser discs, video CDs have obtained approval from the Media Development Authority (MDA).
  - b) Ensure that foreigners holding social visit passes do not set up stalls and conduct sales at the fair.
  - c) You are advised to inform the individual stall holder selling cassette tapes and CDs to obtain a licence from the Police Licensing & Regulatory Department (PLRD) for the transmission of recorded music.
  - d) You are reminded that HSA does not allow the sale of any articles depicting tobacco brands.
  - e) You are reminded that AVA does not allow the display/ sale of animals, including ornamental fishes, at trade fairs.

**DECLARATION OF FOOD HANDLERS**

Date: \_\_\_\_\_ NEA Regional Office: \_\_\_\_\_ NEA Licence No.: \_\_\_\_\_

Premises

Address: \_\_\_\_\_

(Address of food shop / food stall)

NRIC / FIN No.*	Name of food handler	Sex	Date of Birth	Work Permit Expiry Date	The most recent of the two course passed dates* – (i) Basic Food Hygiene Course Passed Date (DD/MM/YYYY) (ii) Refresher Training Passed Date (DD/MM/YYYY)

I hereby certify that the above particulars of the food handlers are true.

Name of Licensee: \_\_\_\_\_ Signature: \_\_\_\_\_ Tel No: \_\_\_\_\_

\* Photocopies of the following documents must be submitted with this form.

- 1) Identification card (for Singaporeans and Permanent Residents) or MOM issued Work Pass (for foreigners).
- 2) Certificate of Basic Food Hygiene Course/ Refresher Course.

**REGISTER OF FOODHANDLERS** (To be displayed with licence)

**NEA LICENCE NO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

*(address of foodstall)*

<b>S/N</b>	<b>NRIC /FIN</b>	<b>Full Name</b>	<b>Gender</b>	<b>Photograph</b>

**Name of Licensee:** \_\_\_\_\_

**Date:** \_\_\_\_\_