

## 墟市事宜小組委員會 有關選定地方的墟市政策的補充資料

### 1. 引言

1.1 在 2017 年 5 月 22 日舉行的墟市事宜小組委員會會議上，<sup>1</sup> 委員要求資料研究組就選定地方的墟市政策提供下述各方面的資料：(a)申請者在澳洲悉尼市("悉尼")、英國倫敦、新加坡及台灣台北市("台北")舉辦墟市的資格準則；(b)在選定地方的墟市售賣熟食的檔主須符合的規管要求；(c)新加坡街市及小販中心(或簡稱"小販中心")的攤檔的租約轉讓機制，以及為獲轉讓租約的租戶訂定市值租金的機制；及(d)在悉尼、倫敦市及新加坡舉辦臨時市集或活動的申請表格。下文各段重點闡述上文第(a)至(c)項。至於第(d)項，各相關地方的申請表格載於**附件A至C**(只備英文本)。

### 2. 舉辦墟市申請者的資格準則

2.1 新加坡、台北及倫敦均採取由上而下的模式設置及管理定期舉辦的墟市。舉辦墟市的地點及所設置墟市的數目均由負責機關決定。負責機關亦設立機制，以分配墟市的攤檔。新加坡的市民可透過每月的招標程序，競投小販中心內的空置攤檔；而倫敦市的個別人士可在公眾街道市集有空置攤檔時，向地方當局申請營運公眾街道市集內的攤檔。在台北，攤販臨時集中場的空置攤檔會分配予有證攤販<sup>2</sup> 或列管攤販。<sup>3</sup>

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<sup>1</sup> 資料研究組向墟市事宜小組委員會提交有關選定地方的墟市政策的資料摘要，以供委員會在 2017 年 5 月 22 日舉行的會議上討論。該資料摘要就澳洲悉尼市、英國倫敦、新加坡及台灣台北市，研究其(a)所設墟市的性質；(b)墟市的角色和貢獻；(c)政策框架；及(d)為支援設置及營運墟市所推行的措施。

<sup>2</sup> 申請攤販營業許可證的人士在提出申請前，必須在當地的戶政事務所設籍最少已 6 個月。申請人亦必須符合指明的準則，例如為低收入戶家庭成員或有身體殘障者。

<sup>3</sup> 列管攤販指獲台北市政府許可在攤販臨時集中場經營攤位，而未領有攤販營業許可證的攤販。

2.2 有別於上述 3 個地方的做法，悉尼採取由下而上的模式設置定期舉辦的墟市，根據此模式，商業及非牟利市集營運機構可向地方政府提交設置新墟市的申請。其申請按《市集政策》(Markets Policy)所載程序及準則予以審批。

2.3 新加坡、悉尼及倫敦市亦容許設置臨時墟市。然而，新加坡只容許基層組織及慈善機構、公民機構、教育機構、宗教機構或社會機構舉辦臨時夜市以籌募經費，條件是該等機構須獲有關當局批准，並取得由國家環境局<sup>4</sup>發出的展銷會准許證。與新加坡不同，悉尼及倫敦市容許非政府機構及私營市集營運機構申請在公眾用地舉辦臨時市集或活動。該兩個地方均要求活動的營辦者提交有關申請。

### 3. 在墟市售賣熟食的檔主須符合的規管要求

3.1 在是次研究所涵蓋的各個海外地方中，定期或臨時墟市的熟食攤檔營運者須從負責機關取得小販牌照／許可證，或向負責機關登記，以及遵從相關的食物衛生及消防安全要求。

3.2 在新加坡，小販中心內所有攤檔的營運者，包括熟食攤檔營運者，均須從國家環境局取得小販牌照。在臨時墟市的食物攤檔營運者，則須申請展銷會食物攤檔牌照。在臨時墟市，只有備妥指定設施<sup>5</sup>的檔主才獲准即場準備食物。否則，檔主只能出售持牌供應商所提供預先煮熟的食物。如要在食物攤檔使用石油氣罐，必須獲得新加坡民防部隊批准；新加坡民防部隊負責實施和執行有關消防安全的規例。此外，在定期及臨時墟市營業的所有食物攤檔營運者均須向國家環境局登記其負責處理或準備食物的助手。處理食物的所有人員必須修讀由認可培訓機構開辦的基本食物衛生課程並取得及格的成績。

3.3 悉尼亦要求在定期或臨時市集營運食物攤檔的人士須在開業前向地方政府登記，並取得地方政府的批准。食物攤檔營運者必須遵從地方政府就多項營運事宜訂立的要求，方會獲得批准，該等事宜包括(a)攤檔的硬件配置；(b)攤檔使用的煮食設備；(c)食物

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<sup>4</sup> 國家環境局是專責改善及維持新加坡的潔淨綠化環境的主要公營機構，其主要的職責包括規管及管理新加坡的小販中心。

<sup>5</sup> 該等設施包括接駁至供應清潔食水管道及排放廢水管道的洗碗盤，以及有溫度控制的貯存設備。

的陳列和保質；(d)垃圾處置；(e)清洗設施；及(f)食物的溫度控制。關於煮食設備的特定要求，營運者須確保(a)加熱和煮食的設備須設於食物攤檔內，確保市民不會接觸到高溫器具；(b)產生熱力及火焰的器具須設於遠離攤檔牆壁及上蓋底部的位置；及(c)必須在方便和容易觸及的位置提供尺寸適中並符合標準的滅火器。如獲地方政府批准，攤檔可使用生火煮食設備。

3.4 此外，對於沒有保持供應商原廠包裝並具有潛在危險的即食食品(例如熟肉及已煮熟的麵食及飯)，悉尼規定售賣或提供有關食品的食物攤檔必須委任 1 名曾接受相關培訓的食物安全監督，以協助減少食源性疾病。食物安全監督須達致認可培訓機構所要求的能力水平，例如有關處理致敏物質及所使用的清潔和消毒方法等方面的要求。經營者亦須就所有與攤檔有關的非即場進行的食物預備及貯存工序，出示由負責機關發出而結果屬滿意的最新食物安全檢查報告。

3.5 在台北，攤販臨時集中場熟食攤檔的營運者須遵從《台北市攤販管理自治條例》、食品安全法例及其他相關規例的相關條文。因此，所有營運者均須在攤販臨時集中場設置防火設施，而檔主亦不得在攤檔貯存易燃和爆炸性物料。攤販協會專責管理攤販臨時集中場，並負責規劃、安裝及管理攤販臨時集中場內各項設施(包括防火設施)。<sup>6</sup>

3.6 在倫敦，熟食攤檔是否獲准在定期或臨時市集經營，以及相關的審批要求，均屬於個別地方當局管轄的政策範疇。<sup>7</sup> 在容許經營熟食攤檔的倫敦市政區，經營者須向當地的環境衛生服務機關登記，然後才獲發給牌照在定期或臨時市集營業。此外，該等經營者須遵從食物衛生及消防安全法例。某些地方當局亦有訂立特定要求，藉以規管(a)用作煮食的設備或物料(例如炭盆及石油氣)，及(b)經營者須配備的消防安全設備的種類。

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<sup>6</sup> 攤販協會是自我規管的自理組織，由攤販臨時集中場內營業的攤販所組成，並受台北市市場處監督。攤販協會負責解決攤販之間的糾紛、收集廢物、控制環境污染，以及維持攤販臨時集中場內的秩序及交通暢順。

<sup>7</sup> 舉例而言，如煮食可能會為鄰近地區帶來不可接受程度的滋擾，例如排放煮食氣味、亂拋垃圾及額外的清潔要求，威斯敏斯特市未必容許檔主在公眾街道市集售賣熟食。地方當局亦要求臨時活動營辦者須取得牌照，以在晚上 11 時至凌晨 5 時提供熱食或飲料。

## 4. 新加坡街市及小販中心的攤檔的租約轉讓機制

4.1 在新加坡，小販中心由資助攤檔及非資助攤檔組成，<sup>8</sup> 而國家環境局對該兩類攤檔實施不同的租約轉讓安排。資助攤檔的檔主為於 1970 年代初期便遷離街頭的攤檔檔主，或根據政府的紓困計劃(hardship scheme)獲分配攤檔的檔主。<sup>9</sup> 該等檔主必須親自看管攤檔、並無其他職業及沒有把攤檔分租，才可享有租金資助。<sup>10</sup>

4.2 資助攤檔的檔主可以其年事已高或健康欠佳為由，委任直系親屬代其經營攤檔，有關人士可繼續享有租金資助。資助攤檔的租約亦可於檔主去世後轉移予某位家人。承轉人如符合指明準則，例如年齡超過 30 歲及失業，便可繳付資助租金。否則，承轉人須按國家環境局委任的專業估值師所作評估的結果繳付市值租金，而專業估值師所考慮的因素包括有關攤檔的面積和位置，以及當前的市況等。

4.3 資助攤檔的檔主如欲退出行業，可根據攤檔轉讓計劃(Enhanced Stall Assignment Scheme)把攤檔轉讓予他人。在該項計劃下，承讓人所繳付的租金，須於 3 年標準租期內由資助租金逐步遞增至市值租金。與承轉攤檔的檔主的情況相同，承讓攤檔的檔主所繳付的市值租金，是根據國家環境局委任的專業估值師所作評估而釐定。承讓人必須持有有效的小販牌照並親自經營該攤檔。租期屆滿後若要續租，租金將根據專業評估而有所調整。

4.4 小販中心的非資助攤檔不論是轉讓或轉移自資助檔主，或是經每月進行的招標而獲得分配，<sup>11</sup> 有關租戶均不得把攤檔分租或轉讓予他人。非資助攤檔的檔主如欲退出行業，須把攤檔歸還國家環境局作重新分配。然而，該等攤檔的租約可於檔主去世後轉移予家屬。

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<sup>8</sup> 在 2015 年，國家環境局管理的小販中心約有 41% 的小販為攤檔繳付資助租金。

<sup>9</sup> 根據紓困計劃，失業及有財政困難的貧窮人士可獲分配資助攤檔。該計劃已於 1989 年終止運作。

<sup>10</sup> 熟食攤檔每月的資助租金介乎 160 新加坡元(890 港元)至 320 新加坡元(1,780 港元)，街市攤檔的資助租金則介乎 56 新加坡元(311 港元)至 184 新加坡元(1,023 港元)。

<sup>11</sup> 該等攤檔是按為期 3 年的定期租約分配予租戶。

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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:<br><br>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 [dbe.events@cityoflondon.gov.uk](mailto:dbe.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<br>Housing & Development Board (HDB)<br>480 Lorong 6 Toa Payoh<br>Singapore 310480<br>Tel: 64903177<br><a href="http://www.hdb.gov.sg">http://www.hdb.gov.sg</a>  |
| c) State land  | Land Management Department<br>Singapore Land Authority (SLA)<br>55 Newton Road<br>#12-01 Revenue House<br>Singapore 307987<br>Tel: 63239829 Fax: 63239937<br>Email: <a href="mailto:sla_enquiry@sla.gov.sg">sla_enquiry@sla.gov.sg</a><br><a href="http://www.sla.gov.sg">http://www.sla.gov.sg</a> |
| d) Public road, walkway, backlane, etc.<br><br>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<br>Land Transport Authority (LTA)<br>No. 1 Hamsphire Road<br>Block 3, Level 2<br>Singapore 219428<br>Tel: 63692049 Fax: 63961140<br><a href="http://www.lta.gov.sg">http://www.lta.gov.sg</a>  |
| e) Fair site near MRT station.<br><br>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<br>Development & Building Control Division<br>Land Transport Authority (LTA)<br>251 North Bridge Road<br>Singapore 179102<br>Tel: 1800 - 2255 582 Fax: 63328223   |
| f) Parks and turf areas along roadside tables.<br><br>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<br>National Parks Board (NParks)<br>Singapore Botanic Gardens<br>1 Cluny Road Singapore 259569<br>Tel: 1800 4717300 Fax: 64723033<br><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<br>Catchment and Waterways Department<br>40 Scotts Road<br>#07-01<br>Environment Building<br>Singapore 228231<br>Tel: 1800 2846600<br>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)<br>9 King George's Avenue<br>Singapore 208581<br>Tel: 63448222<br><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.<br>[*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<br>Urban Redevelopment Authority (URA)<br>45 Maxwell Road,<br>The URA Centre<br>Singapore 069118<br>Tel: 62234811<br>Fax: 62274772 / 62274792<br>Email: <a href="mailto:ura_cso@ura.gov.sg">ura_cso@ura.gov.sg</a><br><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<br>Building and Construction Authority (BCA)<br>5 Maxwell Road<br>#02-00, MND Complex Tower Block<br>Singapore 069110<br>Tel: 63252211<br>Fax: 63257150<br><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:

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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.*

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**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.

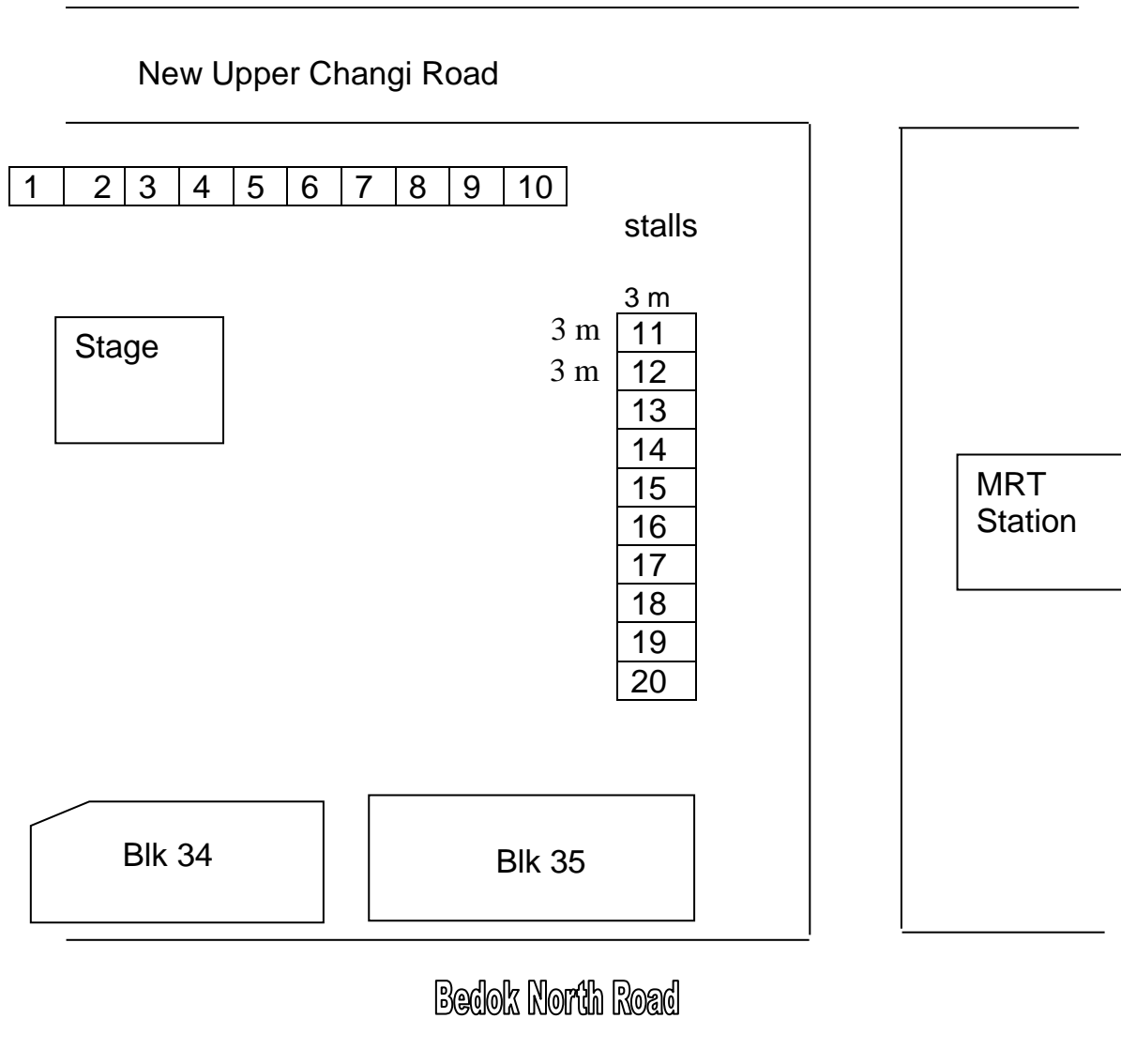
### **5 Registration of Foodhandlers**

- 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<br>S123123 | 91234576    | √               |          | Canned and packet drinks          |
| 2         | Mr Albert Sim        | S7777777L<br>ABC Company |  |             | √               |          | Muah Chee, crackers, sweets       |
| 3         | Mr Tan Ah Kow        | S3333333R<br>ABC Pte Ltd |  |             | √               |          | Candy floss, pre-packed ice-cream |
| 4         | Mr Albert Sim        | S7777777L<br>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* –<br>(i) Basic Food Hygiene Course Passed Date (DD/MM/YYYY)<br>(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:** \_\_\_\_\_