



**INDOOR EVENT - TEMPORARY CHANGE OF USE PERMIT (TCOU PERMIT)**  
**FIRE SAFETY CONDITIONS**

**Event Set-up**

1. Erection of tentage within indoor spaces (e.g., under shelters) or within buildings is not permitted.
2. All booths shall be erected according to the submitted layout plans.
3. Events shall be held within areas with high ceilings, such as atriums. Areas which may adversely affect evacuation (e.g., areas with high occupant load factors based on the prevailing Fire Code, such as car parks and storage areas) are not permitted.
4. The height of booths shall not exceed 3 metres.
5. Each row of booths shall not exceed 15 metres in length and 6 metres in width.
6. Clear passageways of at least 1.2 metres shall be maintained between rows of booths to allow for speedy evacuation during an emergency.

**Fire Safety Provisions**

7. For any set-ups, a minimum clearance of 0.5 metres must be maintained below any existing sprinkler heads in the building, and a minimum clearance of 1.5 metres must be maintained from other fire protection systems (e.g., fire extinguishers, hose reels, rising main landing valves).
8. All Class 'AB' type portable fire extinguishers shall be displayed prominently at every 15 metres within the set-ups for ease of use during emergencies.
9. All escape routes must be free of obstruction.
10. Enclosures (i.e., surrounded or closed off on all sides, such that visual access and evacuation are adversely affected) with people inside are not permitted.
11. If booths are covered on top (excluding the ceiling based on approved building plans), they shall be provided with one sprinkler-type fire extinguisher (also known as automatic fire extinguishers) for every 12 square metres of covered area.
12. Qualified Person (QP) endorsement is required for stage structures to certify that fire safety requirements, including exit capacity, exit signs, emergency lights, and provision of adequate fire extinguishers, are fulfilled.

**Prohibited Activities**

13. "Open-flame" cooking (e.g., blow torches) is not permitted.
14. Storage of goods or materials below any raised floors is not permitted.

**Others**

15. In the event of car roadshows or exhibitions, the diesel/petrol and battery capacity are to be capped at 30% for both ICEV and EV respectively.
16. Should your event face any unique challenges in meeting any of the fire safety conditions, please contact SCDF separately to address the fire safety risks. [Annex A](#) includes instructions to contact SCDF for clarification or advice.

**Instructions to Contact SCDF for Clarification or Advice**

1. For enquiries on Temporary Change of Use Permit matters, please submit it via: <https://www.scdf.gov.sg/home/feedback>.
2. Select the fields shown in the image below, and attach any relevant documents or photos for SCDF's assessment of your enquiry.



The screenshot shows the SCDF FormSG interface. At the top, the SCDF logo and tagline 'The Life Saving Force' are visible. Below this, the title 'FormSG for SCDF' is displayed in a large font, with a subtext '10 mins estimated time to complete' and a clock icon. The form itself is a light blue box with a white background. It contains four numbered sections, each with a dropdown menu and a close button (X):

- 1. Please make a quick selection to proceed.**  
Is your issue related to one of the following (please select only 1 option):  
None of the above ie. Feedback related to SCDF Matters (Proceed to submit other feedback)
- 2. Subject**  
4) Fire Safety Matters
- 3. Category**  
Fire Safety Related Permit / Certificate
- 4. Area of Interest**  
Temporary Change of Use Permit