
INDOOR EVENT - TEMPORARY CHANGE OF USE PERMIT
FIRE SAFETY CONDITIONS

The approval of Temporary Change of Use Permit is granted subject to the following conditions which are adapted from the requirements given in the Fire Code and the relevant Singapore Standards.

Temporary Change of Use Permit is required if the event falls under any of the following categories:

- a. Stage Shows
- b. Promotional Activities
- c. Exhibitions
- d. Trade Fairs
- e. Carnivals

Temporary Booths and Structures Set-up and Layout

- 1 Erection of tent within indoor spaces is not permitted.
- 2 The temporary booths and structures are to be erected in accordance with the submitted layout plans.
- 3 The temporary set-up shall be confined within areas of the building designated for such purposes.
- 4 Height of the booths and structures are not to exceed 3 m.
- 5 Enclosed booths and structures shall be provided with fire extinguisher (with sprinkler type) for every 12 m² of covered area.
- 6 Row of booths shall not exceed 15 m in length and 6 m in width.
- 7 Passageway of at least 1.2 m shall be maintained between rows of booths.
- 8 Enclosed booths and structures shall be provided with at least 2 exits. To include provision on emergency lights and exit signs.

Fire Safety Provision

- 9 The building's fire protection systems are not to be obstructed. A minimum 1.5 m clearance must be maintained.
- 10 A minimum 0.5 m clearance must be maintained below sprinkler heads.
- 11 Class 'AB' type of portable fire extinguishers shall be displayed prominently at every 15 m and secured at 1.2 m above ground level for ease of use during emergency.
- 12 All escape routes must be free of obstruction.
- 13 Qualified Person (QP) certification is required on the stage structures or enclosed booths and to include the requirement on exits, exit signs, emergency lightings and provision of fire extinguishers.
- 14 The designed occupant load (OL) of the building (to include net usage areas) shall not be exceeded.

Other Fire Safety Measures

- 15 Any activity involving the use of LPG or flammable liquids / gases is not permitted.
- 16 "Open-flame" cooking is not allowed except where solid fuel burners are used to warm food that has already been prepared and cooked.
- 17 In the event of Car Roadshows/Exhibitions display, the diesel/petrol and battery capacity are to be capped at 25% for both ICEV and EV respectively.
- 18 Electrical fixtures /wiring are firmly secured away from public's path.
- 19 Storage of items below any raised floor or stage is not permitted.
- 20 The event organizer shall provide emergency response team at event location.
- 21 The event organizer shall inform the building owner / land owner and fire safety manager (if applicable) should any fire safety issue or fire incident occur at event location during entire duration of event period, during set-up of event or during removal of set-up after event.

22 The event duration is limited to 60 days for each application of SCDF Temporary Change of Use Permit.

Updated on 27 September 2023