
TEMPORARY CHANGE OF USE PERMIT
OUTDOOR ENCLOSED TENT
FIRE SAFETY CONDITIONS

For any proposed erection of temporary building or structure

Plan submission to SCDF for approval via CORENET submission by a Qualified Person (Registered Architect or Professional Engineer) and approval of Fire Safety Certificate from SCDF are required. The assessment of compliance of fire safety should be carried out by the Qualified Person concerned, and the Qualified Person would be required to ensure that the submitted plan on the proposed change/works is in full compliance to the prevailing fire safety requirements.

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.

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 Tent Set-up

- 1 The maximum size of a single tent must not exceed 2,000 square metres.
- 2 Tents are to be erected according to the submitted layout plans and the activities are to be confined within the allocated areas.
- 3 Floor markings of the tents' perimeter are to be marked out clearly.
- 4 Enclosed tent shall be at least 3m away from building facades.
- 5 Unauthorized extension of canvas between the set-up tentage and building facade is strictly prohibited. Only a maximum of 3 m in width of open-sided walkway linking between the set-up tentage and building facade for sheltering purpose can be allowed.
- 6 Calculation on the occupant load (OL) shall be based on a minimum of 1.5 m² per person.
- 7 Row of booths within the tent shall not exceed 15 m in length and 6 m in width.
- 8 Passageway of at least 1.2 m shall be maintained between rows of booths.
- 9 Height of the booths within the enclosed tent shall not exceed 3 m.
- 10 No storage of goods / materials / electrical services below the raised floors is permitted.
- 11 Each exit shall be of minimum 1 m width.
- 12 The exit capacity is based on a maximum of 100 persons per unit (0.5 m) width of exit direct discharge to external.
- 13 A 2-way escape must be provided. Exit points must be remote from each other.
- 14 All escape routes / passageways must be free of obstruction. Exit points must lead directly to open exterior areas.
- 15 All designated exits points shall be provided with illuminated "Exit" signs incorporated with battery-operated standby power supply. Directional exit signs are to be installed wherever necessary.
- 16 Sufficient numbers of self-contained emergency lightings shall be provided.

Fire Safety Provisions

- 17 Qualified Person (QP) certification is required on the layout/floor plans and to include the calculations of designed occupant load, travel distance, exit capacity, exit signs and emergency lightings.
- 18 Enclosed tent shall not be located within 1.5 m of any fire hydrant, breeching inlets of fire-fighting rising mains or fire exit staircases of nearby buildings.
- 19 Class 'AB' type of 9 kg dry powder portable fire extinguishers shall be displayed prominently within the tent at every 15 m and secured at 1.2 m above ground level for ease of use during emergency.
- 20 Class 'AB' type of 50 kg portable fire extinguisher with trolley shall be provided for food and beverage (F&B) activities.
- 21 Generators are to be sited at least 3 m away from building and tent / stalls.
- 22 At least 2 portable fire extinguishers of Class 'AB' type and a set of absorbent kits (to absorb spillage and prevent them from spreading further) shall be provided in the vicinity of the electrical generators.
- 23 Electrical generators shall be at least 3 m away from building and tent.
- 24 Enclosed tent with floor area exceeding 400 (m sq) shall be provided with the manual alarm system.
- 25 Enclosed tent with floor area exceeding 400 (m sq) shall be provided with the fire hosereel system.

Other Fire Safety Measures

- 26 No activity shall be carried out on the fire engine accessway (fire engine hardstanding) and fire engine access road at all times.
- 27 Any activity involving the use LPG or flammable liquids / gases is not permitted.
- 28 "Open-flame" cooking is not allowed except where solid fuel burners are used to warm food that has already been prepared and cooked.
- 29 Electrical fixtures /wiring are firmly secured away from public's path.
- 30 No usage of any object that may affect smooth evacuation during any emergency.
- 31 The event organizer shall provide emergency response team at event location.
- 32 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.
- 33 The event duration is limited to 60 days for each application of SCDF Temporary Change of Use Permit.

Updated on 25 April 2023