



INDOOR EVENT – TEMPORARY CHANGE OF USE PERMIT (TCOUP)
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. Areas that may adversely affect evacuation (such as areas designed using high occupant load factors based on the prevailing Fire Code, e.g., indoor car parks and storage areas) are not permitted for events.
4. Booth height must not exceed 3 metres.
5. Each row of booths must not exceed 15 metres in length and 6 metres in width.
6. Clear passageways of at least 1.2 metres must be maintained between booth rows.

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. Class 'AB' portable fire extinguishers must be prominently displayed at 15-metre intervals for ease of use during emergencies.
9. All escape routes must remain unobstructed at all times.
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 activities (such as the use of blow torches) are prohibited.
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. Events under SCDF TCOUP must not exceed 60 days (events exceeding this duration cannot use multiple TCOUP applications and must instead follow the standard process requiring both plans submission to SCDF by a Qualified Person (Registered Architect or Professional Engineer) via the CORENET e-Submission System and Fire Safety Certificate (FSC)/Temporary Fire Permit (TFP) from SCDF.
17. All waiver conditions, if any, granted in the approved SCDF plan must be strictly observed throughout the duration of the event. This is in addition to full compliance with the relevant fire safety conditions for TCOUP.
18. 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 image shows a screenshot of the SCDF FormSG for SCDF. At the top, there is the SCDF logo and the text 'The Life Saving Force'. Below this, the title 'FormSG for SCDF' is displayed in a large font, with a clock icon and the text '10 mins estimated time to complete' underneath. The form content is as follows:

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) [dropdown arrow] [close icon]

2. Subject
4) Fire Safety Matters [dropdown arrow] [close icon]

3. Category
Fire Safety Related Permit / Certificate [dropdown arrow] [close icon]

4. Area of Interest
Temporary Change of Use Permit [dropdown arrow] [close icon]