

**SINGAPORE CIVIL DEFENCE FORCE
CENTRAL ENFORCEMENT DEPARTMENT**



HQ SINGAPORE CIVIL DEFENCE FORCE
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INDOOR EVENTS - TEMPORARY CHANGE OF USE PERMIT
FIRE SAFETY CONDITIONS

The approval is granted subject to the following conditions which are adapted from the requirements given in the Fire Code.

Layout Planning

- 1 Erection of multi-storey structures, separate and prior approval is required.
- 2 Erection of tents within indoor spaces is not permitted.
- 3 The temporary booths/stalls are to be erected according to the plans submitted for approval and the activities are to be confined within the allocated areas.
- 4 The event must be confined to within areas of the building designated for such purposes.
- 5 Row of stalls / booths must not exceed 15m in length and 6m in width.
- 6 Passageway of at least 1.2 m shall be maintained between rows of stalls.
- 7 Height of the booth or stall structures are not to exceed 3 m.
- 8 Enclosed booths shall not exceed 75m² in area.
- 9 Enclosed booths shall be provided with a temporary sprinkler system for every 12m² of covered area.
- 10 The designed occupant load of the building shall not be exceeded.
- 11 The building's covered pedestrian walkway shall not be used for events.
- 12 To get a civil engineer / structural engineer to certify if structural safety is involved.

Means of Escape

- 13 All escape routes / passageways must be free of obstruction.

Seating Layout

- 14 The aisle width shall be at least 1.2m.
- 15 The maximum number of chairs in a row shall not exceed 12 for aisle on one side and 28 for aisle on two sides.

Fire Fighting Provisions

- 16 The building's fire fighting facilities and protection systems are not to be obstructed. A minimum 1.5m clearance must be maintained.
- 17 A minimum 0.5m clearance must be maintained below sprinkler heads.
- 18 Portable fire extinguisher (PSB approved type) shall be provided at every 15 m.
- 19 At least 2 fire extinguishers (PSB approved type) shall be provided in the vicinity of the electrical generators.

Other Fire Safety Precautions

- 20 No activity shall be carried out on the fire engine access way / fire engine hard standing (parking space).
- 21 Any activity involving the use LPG or flammable liquids / gases is not permitted.
- 22 "Open-flame" cooking is not allowed except where solid fuel burners are used to warm food that has already been prepared and cooked.
- 23 Electrical fixtures /wiring are firmly secured away from public's path.
- 24 The organizer shall provide a team of personnel to emergency evacuation plans and for fighting incipient fires on site.
- 25 The duration of the event is limited to at most 2 months.