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**TEMPORARY CHANGE OF USE PERMIT**  
**OUTDOOR INFLATABLE TENT**  
**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.

**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

**Qualified Person (QP) Certification**

- 1 Qualified Person (QP) certification is required on the layout/floor plans and to include the following:
  - a. Travel distance and exit capacity.
  - b. Calculation on the occupant load (OL) shall be based on a minimum of 1.5 m<sup>2</sup> per person.
  - c. Inflatable tent shall be of fire-retardant material that shall achieve at least BS 476: Part 7, Class 2 standard on surface flame spread test or equivalent (test reports shall be certified or approved by accredited Certification Body)

**Temporary Tent Set-up and Layout**

- 2 Inflatable tent is to be separated at least 3 m away from building facades.
- 3 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.
- 4 Tents are to be erected according to the submitted layout plans and the activities are to be confined within the allocated areas.
- 5 Floor markings of the tents' perimeter are to be marked out clearly.
- 6 Row of booths within the tent 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 Adequate and continuous electrical supply for the air-blower shall be provided.
- 9 Each exit shall be of minimum 1 m width.
- 10 The exit capacity is based on a maximum of 100 persons per unit (0.5 m) width of exit direct discharge to external.
- 11 Minimum width of internal escape corridors and staircases is 1.2 m.
- 12 A 2-way escape must be provided. Exit points must be remote from each other.
- 13 All escape routes / passageways must be free of obstruction. Exit points must lead directly to open exterior areas.
- 14 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.
- 15 The inflatable tent shall be provided with sufficient numbers of self-contained emergency lightings.
- 16 The inflatable tent shall be supported by steel frames or trusses to prevent it from collapsing.

- 17 The event organizer shall provide barricades at the perimeter of the inflatable tent, but it shall not hinder smooth evacuation during any emergency.
- 18 For inflatable tent, an automatic detection system must be installed to sound an alarm when deflation of the tent is detected.
- 19 No storage of goods / materials / electrical services below the raised floors is permitted.

#### **Fire Safety Provisions**

- 20 Inflatable 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.
- 21 Class 'AB' type of 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.
- 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 Inflatable tent with floor area exceeding 400 (m sq) shall be provided with the manual alarm system.
- 24 Inflatable tent with floor area exceeding 400 (m sq) shall be provided with the fire hosereel system.

#### **Other Fire Safety Measures**

- 25 No activity shall be carried out on the fire engine accessway (fire engine hardstanding) and fire engine access road at all times.
- 26 Any activity involving the use LPG or flammable liquids / gases is not permitted.
- 27 "Open-flame" cooking is not allowed except where solid fuel burners are used to warm food that has already been prepared and cooked.
- 28 Electrical fixtures /wiring are firmly secured away from public's path.
- 29 Generators are to be sited at least 3 m away from building and tent.
- 30 The event organizer shall provide the emergency response team at event location.
- 31 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.
- 32 The event duration is limited to 60 days for each application of SCDF Temporary Change of Use Permit.

**Updated on 25 April 2023**