# SCDF Petroleum and Flammable Materials Storage Licence (New Application)



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1. GoBuiness Login Page

S/N

2. Apply New Storage Licence

Topic

- 3. General Information
- 4. Application Details (LPG)
- 5. Application Details (Industrial)
- 6. Declaration
- 7. Application Submitted
- 8. SCDF E-Services Payment

...... 10 to 14

...... 25 to 30



# Login | My Dashboard - GoBusiness





• Under Licences tab, select "Apply Licences"



### Select Storage Licence Application

- Scroll down the website and look for letter "S" for SCDF
- Click onto the  $\lor$  dropdown arrow for the dropdown list
- Click the apply button for "Apply for Petroleum / Flammable Material Storage Licence"

	S	
c	Singapore Civil Defence Force (SCDF)	$\bigcirc$
s Singapore Civil Defence Force (SCDF) Click Here for the	Application for Temporary Fire Permit / Fire Safety Certificate	View Details
Singapore Food Agency (SFA)	Apply for Fire Certificate	Apply
Singapore Land Authority (SLA)	Apply for Lodgement of Minor Addition / Alteration Works (Minor A&A)	View Details
Singapore Police Force (SPF)	Apply for Petroleum & Flammable Material Import Licence	View Details
SkillsFuture Singapore (SSG)	Apply for Petroleum & Flammable Material Pipeline Licence	View Details
	Apply for Petroleum / Flammable Materials Storage Licence	Apply
	Apply for Petroleum / Flammable Materials Transportation Licence	Apply
	Apply for Plan Approval for Fire Safety Works	View Details
	Apply for Submission Requirements to SCDF for Rooftop Solar PV Installation	View Details
	Apply for Temporary Change of Use Permit	Apply

### Apply for Petroleum / Flammable Materials Storage Licence





Help us impi

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#### Details

The Fire Safety Act (FSA) regulates the storage of petroleum and flammable materials. A licence is required for storage of highly flammable petroleum and flammable materials products with a flash point below 93 degree celsius. The regulatory control will ensure that proper fire safety measures and procedures are undertaken by the licencee for the storage of petroleum and flammable materials in the premises and within the compound to ensure safe environment. A storage licence is not required if the storage is within the exemption quantity. Please see Frequently Asked Questions Section for details.

Estimated Respond Time if applied online here: 7 working days

#### FAQ

1. Do I need to apply for this licence?

You will need to apply for this licence from the Singapore Civil Defence Force (SCDF) for the storage of petroleum & flammable materials including LPG.

Fees and additional information

Fees The fee will be determined by agency.



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**Click Here** 

# Step 1: General Information

- If you are the applicant, you may select as:
   "As an applicant"
- The applicant Details are auto-populated from CorpPass, except for the salutation, which you need to select.
- If you are applying on behalf of the licence owner, you may select as: "On behalf of applicant"
  - Applicant's details to be filled by filer
  - Filer's details are auto-populated from CorpPass, except for the salutation, which you need to select.
- Please ensure that the email address and contact number of the applicant and filer are correct.

General Information	
Review and fill the following details for application.	
•	
Profile	
I am applying	
As an applicant	
On behalf of applicant	
Applicant Detail	
Salutation	
Select	( V) ( Click Here
Name	
Tim Tom	
Ю Туре	
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ID No.  ***1715D Email timtom@obc.com Contact Number	
ID No.  ***17150  Email  Immingabe.com  Contact Number  **5 \vgree 9876.5432	



• After verifying your information, you may proceed to enter into Application Details

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Local Company			~	
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Singapore Address Foreign Addres	5			
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117438				
ock/House No.	Street Name			
10	✓ Pasir Panjang Road		$\sim$	
or/Level 👩 (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	~	
			Save Draft Application Details	🖻 (🔶) Click He

SCDF Petroleum and Flammable Materials Storage Licence (LPG Eating Establishment)



- Select the type of license application under HDB Eating House or Food Court or Restaurant or Canteen.
- Fill in all the required fields such as address of storage, name of eating establishment, LPG storage qty, Details of Owner of Eating Establishment and information of LPG supplier/dealer.
- Retrieve the storage address by using Postal Code.

Application Details for Petroleum / Flammable Materials Storage Licence (SCDF) Fill in the following details.	
Type Type For HDB faiting House or Food Court or Restaurant or Canteen For Industrial Promises or Retinentes or Petrol Stations or Educational Institution or Others	
Address of Storage Address Peter address, press check "I do not have a postal code" Address Address I do not have a postal code Circle Address I do not have a postal code	
Block/House No. Street Name	
Foor/Level @ (Ostrocal) Unit (Ostrocal) Bufdino Name	
Reset Address	
Food Court/Rest_/Cantoon Ø V	
Location Type	
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Eating Establishment / Others Establishment Name	
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Upload Documents	
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A copy of approved plan	
A Corpor of approved plan (optional) Core 1 fa a 7 Mar Ene. He can are put how nore than 15 detaucture and no spaces. Only letters (s-r), tumbers (b-9), underscores (_) and hiphers (-) are allowed. Please spaties and dick add. Drop a file here or click to upload	۲
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A copy of approved plan (optional) No data avaitable in table	Actions
Temporary Fire Permit / Fire Safety Certificate issued by SCDF or other government agency (not for construction worksite)	
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💿 м 🧲 Click Here	
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No data avaitabile in table	

 Click the cloud button to select the document to be uploaded. Once selected and uploaded, click the "Add" button to add into the online submission.



#### Letter of authorisation from Owner/Operator

Letter of authorisation from Owner/Operator (optional) Only 1 file at 7 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. Drop a file here or click to upload	A	select the "F proceed. Note: User can
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Temporary Occupation Letter (TOL) from landowner (for construction worksite) (optional) Only 1 file at 7 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. Drop a file here or click to upload	A	application will
Add		
Temporary Occupation Letter (TOL) from landowner (for construction worksite) (optional)	Actions	
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← General Information Save Draft Review F		Click Here

 Once all the documents are uploaded, select the "Review Form" button to proceed.

Note: User can click "Save Draft" at any time during the application process to save the record before submitting. All saved records can be retrieved in My Submission - Draft. They will be kept for 90 days from the date of creation, after which, the application will lapse.

# Step 3: Review Form

#### STEP 3

#### **Review Form**

Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.

#### **General Information**

#### Profile

I am applying

As an applicant

#### Applicant Detail

Solutation Mr Name Tim Tom ID Type & ID Number NRIC: \*\*\*\*1715D Email timtom@abc.com

Contact Number +65 9876 5432

#### **Company Detail**

Company Name MANAGEMENT PTE

UEN

T00000798

Entity Type Local Company

Registered Address 10 Pasir Panjang Road, #10-01 Mapletree Business City, Singapore 117438 • Verify the information is correct.



### Step 3: Review Form

#### Approval Letter (for backlane LPG/MCST/Building Owner/Town Council/LandOwner(JTC/URA))

Approval Letter (for backlane LPG/MCST/Building Owner/Town Council/LandOwner(JTC/URA))

WordDocD.docx

#### Emergency Response Plan (ERP)

Emergency Response Plan (ERP)

WordDocE.docx

#### Letter of authorisation from Owner/Operator

Letter of authorisation from Owner/Operator (optional)

WordDocF.docx

#### Temporary Occupation Letter (TOL) from landowner (for construction worksite)

Temporary Occupation Letter (TOL) from landowner (for construction worksite) (optional)

WordDocG.docx

Click Here

 Once the information is correct, click the "Declaration" button to proceed.



SCDF Petroleum and Flammable Materials Storage License (LPG Industrial Premises/Refineries/Petrol Stations/ Educational Institution or Others)



STEP 2

Application Details for Petroleum / Flammable Materials Storage Licence (SCDF) Fill in the following details.

- Select the type of license application under Industrial Premises/Refineries/Petrol Stations/ Educational Institution or Others.
- Fill in all the required fields
- Retrieve the storage address by using Postal Code.

Type of Licence Type For HDB Eating House or Food Court or Restaurant or Co For Industrial Premises or Refineries or Petrol Stations or	anteen Educational Institution or Others		
Address of Storage Address For instructured address, please check *I do not have a postal code* Postal Code 637301 I do not have a postal code	Retrieve Address	Click Here	
Block/House No.	Street Name		
1 ~	TUAS SOUTH LANE		$\sim$
Floor/Level @ (Optional)	Unit (Optional)	Building Name	
Eg: 01, B1, 01M	Eg: #05-01, use 01	NIL	~
Reset Address Premise Type			
Industrial Premise			• ~
Location Type			
Mainland			• ~

#### Fire Safety Certificate for Storage of P&FM Issued by SCDF

FSC Approved Plan Number		
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DD/MM/YYYY	ð	
💿 🛶 Click Here		$\mathbf{A}$
FSC	Date issued	Actions
DBP/A00001/25	09/10/2024	Eg ii

Storage (Substance Type)

Substance Type	
Petroleum	
Class[4] FM-SOLID	
- · · ·	

Class	[3]	FM	-U	Q	J

Class[2] FM-GAS

CWC

- Enter the approved plans number and the date of issue. Once selected and uploaded, click the "Add" button to add into the online submission.
- Click the radio button to select the • flammable storage class you wish to store in the premise.



Actions

ibstance Name (Petroleum) idated based on substance type						
Diesel(Other diesel fuel) [331]					0 ~	
orage Mode						
Bulk					© ~	
orage Type (Bulk) ow If storage mode is bulk					$\cap$	
Skid Tank [ BULK ]					© ~	
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apacity / Litres (mandatory if storage mode is buik) 10000 Add A minimum of 1 entry is required for Suf Substance Name (Petroleum) No data available in table	Click H bstance (Petroleum).	Here Storage Mode	Storage Type (Package)	Storage Type (Bulk)	4/10 5/10 Tank Number	Capacity

- Under the selected flammable storage class number, select the substance name, storage mode, storage type, tank number (mandatory if bulk storage) and capacity.
- Once selected, click the "Add" button to add into the online submission.



#### **Upload Documents**

#### Letter of Undertaking on Safe Handling of LPG Installation (for LPG) (Optional) Only 1 file at 7 MB or less.

File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.

Drop a file here or click to upload

#### LPG Safety Checklist (for LPG) (Optional)

Only 1 file at 7 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.

Drop a file here or click to upload

#### Quantitative Risk Assessment (QRA)

Quantitative Risk Assessment (QRA) (optional) Only 1 file at 7 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed. To check on QRA submission, please submit GRA Pre-Consultation Form to contact\_\_mbdgenom.gov.sg

Drop a file here or click to upload



Quantitative Risk Assessment (QRA) (optional)

No data available in table

 Click the cloud button to select the document to be uploaded. Once selected and uploaded, click the "Add" button to add into the online submission.

Actions

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### Step 2: Application Details – Upload Document

- Letter of undertaking on safe handling of LPG Installation (Optional)
- LPG Safety Checklist (Optional)
- Approved Plans (Optional)
- Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC) (Optional)
- LPG piped system documents certified by Professional Engineer (PE) (Optional)
- Approval Letter (for back lane LPG/MCST/Building Owner/Town Council/LandOwner (JTC/URA) (Optional)
- Emergency Response Plan (Mandatory)
- Letter of authorisation from owner/operator (Optional)
- Temporary occupation letter (TOL) from landowner (for construction worksite) (Optional)
- Quantitative Risk Assessment (QRA) no consent approval letter (Optional)
- Major Piped Installation Test Reports certified by Professional Engineer (PE) (Optional)
- JTC consent and URA written permission (tank with dispenser / pump point) (Optional)
- Petrol Service Station (PSS) Safety Certification Checklist (Optional)
- Hydrostatic or any equivalent test report of the tank certified in accordance with an accepted code of practice by a
  professional engineer (PE) in the mechanical engineering discipline for any flammable tanks of 250L and above.
  (Optional)
- Radiographic or any equivalent test report of the tank certified in accordance with an accepted code of practice by a
  professional engineer (PE) in the mechanical engineering discipline for any flammable tanks of 250L and above.
  (Optional)
- Pressure test reports for piping and fittings to the point of consumption for any flammable tanks certified in accordance with an accepted code of practice by a professional engineer (PE) in the mechanical engineering discipline. (Optional)



# Step 3: Review Form

Temporary Occupation Letter (TOL) from landowner (for construction worksite)	<ul> <li>Once the information is correct, click the "Declaration" button to proceed.</li> </ul>
Temporary Occupation Letter (TOL) from landowner (for construction worksite) (optional) Only 1 file at 7 MB or less. File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. Drop a file here or click to upload	
+ Add	
Temporary Occupation Letter (TOL) from landowner (for construction worksite) (optional)	Actions
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Ceneral Information Save Draft	eview Form

### Step 3: Review Form

#### Letter of authorisation from Owner/Operator

Letter of authorisation from Owner/Operator (optional)

No data available in table

### Temporary Occupation Letter (TOL) from landowner (for construction worksite)

Temporary Occupation Letter (TOL) from landowner (for construction worksite) (optional)

No data available in table

• Once the information is correct, click the "Declaration" button to proceed.





### Step 4: Declaration

#### STEP 4

#### Declaration

Please scroll to read and acknowledge the following clauses.

#### General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Petroleum / Flammable Materials Storage Licence (SCDF)

I shall be responsible to provide any proof or written consent from the applicant upon request by respective licensing agencies for verification.

I declare that the information I provided is not false or misleading and I have no reason to believe the information is false or misleading, otherwise I may be prosecuted for committing an offence.

The licensing agencies reserves the right to reject the application or revoke the licence if granted or to exercise any powers in the licensing agencies' Act(s).

I hereb declare that all of the above is true.

 Read through the declaration and tick the checkbox to declare. Once done, click the "Submit" button.







### Step 5: Confirmation of the application

We have re A confirmation emai	We have received your application A confirmation email has been sent to you.				
	Application Status				
	APPLICATION	APPLICATION ID	EST. PROCESSING TIME	STATUS	
	Petroleum / Flammable Materials Storage Licence	FC244778479	-	Submitted	

- Application has been submitted successfully and an email will be sent to the applicant.
- You may click the "Return to Dashboard" if you wish to return back to the first page.

#### Next Steps

Your application is being processed. We will send you an email when your application status changes. You can also log in below to check its status on your dashboard.

For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.





# **SCDF E-Service Payment Guide**



# **SCDF E-Services**

- Make online payment thru SCDF website (https://eservices.scdf.gov.sg/fisops/)
- \* Please note that you can only make payment after you have received the acknowledgement letter from SCDF.



### **Internet Payment Services**

#### I Note:

- The following payment modes are available:
  - 1. Credit Card (Master/Visa)
  - 2. eNETS Debit
  - 3. GIRO
- For any enquiries regarding payment matters, please contact SCDF Customer Service at SCDF\_CSC@scdf.gov.sg
- Please DO NOT OPEN multiple browser tabs/pages simultaneously while accessing/making payment.
- For applications of interbank GIRO accounts, please follow the instructions below

Download and fill in this GIRO application form 🗹 [PDF, 502KB] and post to:

Ministry of Home Affairs Headquarters

Finance Shared Services Centre





## **Internet Payment Service**

Select Licence Fee and click 🔍 dropdown arrow to select "FMS or PSP". •

Fill in your Reference No. in the box given and click "Next" to proceed next page ٠ (It can be found in the email confirmation or after submitting your application. e.g. FMS/0001/25)

	Internet Payment Service		
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/	FMS FMT FR		

# **Internet Payment Service**

- Click Continue button to proceed to next page
- Requires to fill in all the \* fields and click next to proceed

Note: Please make sure all details are correct before payment. Enter the amount to pay. Click "Continue" to proceed. For Members of Public - FSSD Plan fee / License / Fire Certificat Please verify the "Submission ID" before making payment.	e	
Internet Payment Service		Submission ID SUB2024059780
	Select Payment Type	
<ul> <li>License Fee Payment</li> </ul>		
Amendment of License		
Additional Copy of License		
	Your Payment Details	
Total Required Fee	Paid Amount	Outstanding Amount
105.00	0.00	105.00
Click	Here to con	

1 Payment Type	2 Outstanding Payment	3 Payment Details	Payment Mode	Review	6 Submit	Acknowledge
Note:     Fields marked with     Fields marked with     Please take not     application.     a. Ensure all fi     b. If you have     additional o     c. After paym     available (f     d. Please note     2. Read the payme     3. Click "Next" to	* are mandatory field e and ensure complia ields are completed. received any acknow details in the Descript ent has been made, p or example, scanned por example, scanned a payment via bank tr ent instructions in red proceed.	(s). ince with the instructions ince with the instructions ion of Payment field. lease email FSSC_Billing copies of any letters rec ansfer is available for pay I.	s below. Any failure to foll e report / other letters, p <u>Collections@mha.gov.s</u> aived) in order for us to fa yments above or equal to	ow these instructions lease indicate the refe a copy of the receipt acilitate the payment p \$5,000.	may result in delay in y rence number under R as well as any suppor rocess.	processing of your eference No., and a ting documents
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- Select the mode of payment and click next to proceed to next page
- For GIRO payment, you are required to provide the GIRO Reference No.

Payment Type Outstanding Payment Payment Details Payment Mode Review Submit Acknowledge Note: I. To pay by eNETS Debit or Credit Card Exercise Debits or Credit Card	Note:     I. To pay by eNETS Debit or Credit Card     e Select "Payment Mode" as Epayments (eNETS Debit / Credit Card).     e From 1111. July 2021 eNETS Debit will no longer be available for customers using Calibank. Customers are advised to check with Calibank for further information
Seect "Payment mode: as Epayments (ever is urbit? Creat Card),     From 11th July 2021, eNETS Debit will no longer be available for customers using Citibank. Customers are advised to check with Citibank for further information.     Top aly big (IRO         Select "Payment Mode" as GIRO.     GIRO payment is available if you have an existing GIRO account with SCDF.     a. Please note that once the GIRO reference number is successfully verified, you are not allowed to change the selected payment mode.	2. To pay by GIRO <ul> <li>Select "Payment Mode" as GIRO.</li> <li>GIRO payment Mode" as GIRO.</li> <li>GIRO payment is available if you have an existing GIRO account with SCDF.</li> <li>a. Please note that once the GIRO reference number is successfully verified, you are not allowed to change the selected payment mode.</li> <li>b. Please note that it will take 14 working days to process GIRO payments.</li> </ul>
b. Please note that it will take 14 working days to process GIRO payments. ernet Payment Service	Internet Payment Service Payment Fees:
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nt Mode: ie Select One	E-Payment Reference Number: Enter your Reference Number Verify ePayment GIRO Reference Number
Mext Back	
	Click the verification button to
X	verify your GIRO Ref.

• After verifying your GIRO payment continue to click next until you reach the Acknowledgment Letter

