

## Application for Temporary Fair Foodstall Licence

This form may take you 10 minutes to fill in. You will need the following information to fill in the form:

- Particulars of applicant (Individual, Company)
- Letters of support and approvals from relevant authorities

All application forms shall be completed and submitted **at least 2 weeks before the commencement date of the fair, along with the following documents.**

1. Only the following can apply for a temporary fair foodstall licence:
  - a) Singaporean or Permanent Resident (for individual applicant), or
  - b) Company registered with the Accounting & Corporate Regulatory Authority
2. Details of the applicant:

A photocopy of one of the following (where applicable):

  - a) Both sides of NRIC (for application as Individual) or
  - b) Latest copy (at least within 3 months) of Business Profile Information from Accounting & Corporate Regulatory Authority (for application as Company)
3. A list of food handlers employed (Annex A), supported with the following documents:
  - a) A photocopy of food handler's NRIC (both sides);
  - b) A photocopy of Food Hygiene Course certificate<sup>^</sup> of the food handler

(<sup>^</sup>Note: All food handlers are required to attend and pass the Basic Food Hygiene Course, and to be register with SFA, before they are allowed to work at temporary fair foodstalls.)
4. A list of food items (including drinks, dessert, etc.) for sale.
5. A copy of lease contract with temporary fair organiser/appointed temporary fair operator, to occupy the stall at temporary fair.

**From 1 February 2018 onwards, all supporting documents must be submitted latest by 12 noon of the working day before the fair commencement date.** If the fair commencement date falls on a weekend or public holiday, all documents must be submitted by 12 noon of the working day before the weekend or public holiday. **Any document submitted after the deadline will not be accepted.**

**Applicants bear full responsibility for any late issuance of temporary fair permit after the intended commencement date of the fair due to submissions past the stipulated deadlines as stated above. Applicants are reminded that operating a temporary fair without a valid temporary fair permit is an offence under the law.**

**Applicants are advised not to commence business until a licence is issued, failing which SFA may proceed with enforcement action. Please note that we will take past enforcement record(s) into consideration for new licence applications.**

**Part 1 – Particulars of Applicant and Organiser**

Name of <b>Applicant (Stall Operator)</b> (Individual / Company* IN BLOCK LETTERS):				
Date of Birth:				
NRIC of Individual / Registration number of Company*:				
Registered mailing address of <b>applicant</b> :				
Telephone:		Email:		
Name of <b>Organiser / Appointed Temporary Fair Operator*</b> (IN BLOCK LETTERS):				
Name of contact person(s):				
Registered mailing address of <b>Organiser / Appointed Operator*</b> :				
Telephone:		Email:		
Address of temporary fair site:				
Stall Number:				
List of food items on sale:				
Operation hours: From		(start date)	to	(end date)
between		am/pm	and	am/pm

*\*Please delete as appropriate*

**Part 2 – Declaration by the Applicant**

*I declare that the information furnished and documents provided by me above is true to the best of my knowledge and belief. I am fully aware that any false information wilfully furnished by me in my application for a temporary fair foodstall licence shall result in my application being rejected or, if the licence is granted, void and of no effect under Section 99 of the Environmental Public Health Act (Cap 95).*

*The Singapore Food Agency (SFA) collects personal information to carry out its various functions and duties under the Singapore Food Agency Act 2019 in Singapore and other related purposes. I hereby consent to SFA's use of the information provided by me in the course of any application I have made to the SFA, to facilitate the processing of such application for such purposes. I hereby further consent to SFA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.*

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **INFORMATION ON APPLICATION FOR TEMPORARY FAIR FOODSTALL**

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### **1 Licence to Operate a Temporary Fair Foodstall**

- 1.1 A licence is required from the Director General of Public Health to operate a temporary fair foodstall under Section 33 of the Environmental Public Health Act, Cap 95.
- 1.2 The licence will be issued to the operator who manages and operates the foodstall only after all requirements have been complied with. **No foodstall shall begin operation, unless a licence has been issued.**

### **2 Submission of Application**

- 2.1 The supporting documents should be attached together with the application form and submitted to SFA **at least two weeks before the commencement of the fair.**
- 2.2 The application will only be processed upon receipt of **complete and accurate** submission of all **required documents**. No refund of fees will be entertained once payment has been made.
- 2.3 **From 1 February 2018 onwards, all supporting documents must be submitted latest by 12 noon of the working day before the fair commencement date.** If the fair commencement date falls on a weekend or public holiday, all documents must be submitted by 12 noon of the working day before the weekend or public holiday. **Any document submitted after the deadline will not be accepted.**

### **3 Display of Licence**

- 3.1 The original copy of foodstall licence must be displayed prominently in front of the foodstall during the duration of the temporary fair.

### **4 Registration of Food Handlers**

- 4.1 All food handlers must attend and pass the Basic Food Hygiene Course. A list of accredited training organisations is available on the SFA website.

### **5 Approval from Other Agencies**

- 5.1 If **LPG cylinders** are to be used in the foodstall, **approval shall be sought from SCDF.**

**Conditions of Permit**

1 The permit holder shall ensure the following:

**General**

- a) **Stall number decal shall be prominently displayed at each stall according to the declared list of vendors.**

**Food hygiene**

- a) **Proper supporting facilities must be provided for foodstalls. Such facilities should include proper washing facility (a sink connected to clean piped water supply and waste water discharge) and storage with temperature control (freezer, chiller, food warmer, etc.) as well as display showcase for food items.**
- b) **Where proper supporting facilities are not provided, only pre-packed/pre-cooked food obtained from licensed sources are allowed to be sold**
- c) **Sale of home-cooked is strictly not permitted.**

**Sanitation**

- d) Adequate refuse bins and litter receptacles lined with plastic bags are to be placed at strategic locations for disposal of waste and litter.
- e) Waste generated at the fair has to be properly collected and sent for disposal. For fairs organised on common property maintained by Town Councils (TCs), the Public Waste Collector (PWC) for the sector is to be engaged to provide refuse collection service for the period of the fair. For fairs held on land other than common property maintained by TCs, the services of a licensed General Waste Collector (GWC) is to be engaged. Licence applications must include an agreement with the PWC or GWC, as required, showing the duration of the fair and the estimated cost for the refuse collection service provided.
- f) All debris and refuse should be removed immediately from the sites upon conclusion of the events.

**Waste Collection**

- g) The fair organiser/ operator is to engage the public waste collector (PWC) or a licensed general waste collector (GWC) for daily removal of refuse from the fair venue to an approved disposal facility.
- h) The fair organiser/ operator is to submit proof of engaging the PWC or GWC and the number of bins provided for waste collection for the fair, before issuance of the temporary fair licence.
- i) The fair organiser/operator is to ensure that all organic waste is cleared daily from the event site by 0700 hours.
- j) The fair organiser/operator is to work with the appointed cleaners and waste collector to ensure that all organic waste is contained in bulk bins and ensure the bins are fully covered at all times to prevent smell nuisance and infestation of rodents and other pests. The organiser/operator is to ensure that spillages do not occur from the bins. Non-organic waste and recyclables can be contained in open top containers (OTC). The

OTCs should be covered to prevent accumulation of rainwater and mosquito breeding and should be emptied once every 3 days.

- k) The fair organiser/operator is to ensure that there is no overflowing of waste at the bin centre or bin point at all times, by arranging the waste collector to provide more bulk bins or remove the waste from the site more frequently, where necessary.
2. Please note that appropriate enforcement action may be taken against the fair operator and/or the individual stall holders if non-compliance with the above conditions or breach of public health requirements is observed. In this regard, please refer to the Environmental Public Health (Food Hygiene) Regulations.

### **Information to Take Note**

1. No unauthorised stalls shall be set up at the sites.
2. All stalls and activities must be confined within the approved sites as indicated in the layout plans submitted.
3. The sites shall be kept clean at all times.
4. You are to inform and seek approval from SFA of any change in the setup, participating stall holders and list of items sold, and any other changes made **at least 1 week prior** to the change.
5. You are strongly encouraged to promote your fair as a litter-free activity by displaying a banner reminding the public to dispose of litter properly.
6. **In addition, please note the following requirements from other relevant agencies:**
  - a) You are to ensure that stalls set up at the fair selling video tapes, laser discs, video CDs have obtained approval from the Media Development Authority (MDA).
  - b) You are to ensure that foreigners holding social visit passes do not set up stalls and conduct sales at the fair.
  - c) You are advised to inform the individual stall holder selling cassette tapes and CDs to obtain a licence from the Police Licensing & Regulatory Department (PLRD) for the transmission of recorded music.
  - d) You are reminded that Health Sciences Authority (HAS) does not allow the sale of any articles depicting tobacco brands.
  - e) You are reminded that Animal and Veterinary Services (AVS) does not allow the display/ sale of animals, including ornamental fishes, at temporary fairs.

Annex A

**REGISTRATION OF FOOD HANDLERS**

Temporary fair location: \_\_\_\_\_ Foodstall no.: \_\_\_\_\_

NRIC/ FIN No.*	Name of Food Handler (Name as in NRIC/FIN)	Gender (M/F)	Date of Birth (DD/MM/YYYY)	Work Permit Expiry Date (DD/MM/YYYY) <i>As applicable</i>	The most recent of the two course pass dates* - (i) Basic Food Hygiene Course Passed Date (DD/MM/YYYY) (ii) Refresher Course Passed Date (DD/MM/YYYY)

**\*Scanned or photocopies of the following documents must be submitted with this form.**

- 1) Identification card (for Singaporeans and Permanent Residents) or MOM issued Work Pass (for foreigners) – front and back
- 2) Certificate of Basic Food Hygiene Course/ Refresher Course

I hereby certify that the above information of the food handler(s) is/are true.

Name of Licensee: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tel no.: \_\_\_\_\_ Email Add: \_\_\_\_\_