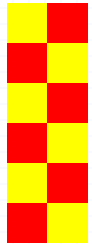




# SCDF

The Life Saving Force

*... for a safer Singapore*



## **FSM Briefing 2022: Self-Regulatory Approach for Temporary Change-of-Use Permit (TP) Applications**

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# Background

- Temporary Change-of-Use Permit (TP) approval is required when there is a temporary change of use of an area within a building or an outdoor area for the purpose of stage shows, promotional activities, exhibitions, trade fairs or carnivals
- These events are to adhere to the stipulated fire safety requirements by SCDF



*Examples of outdoor TP events*



# Examples – Indoor temporary events





# Examples – Outdoor temporary events



# Fire Safety for Temporary Events

- Event operators have to comply with the stipulated fire safety requirements to ensure a fire-safe environment
- Examples of fire safety requirements:
  - ✓ All escape routes / passageways must be free from obstruction
  - ✓ Portable fire extinguishers shall be provided at every 15m
  - ✓ Open-flame cooking is not allowed
- Poor housekeeping of these areas can increase the fire safety risk



# Application for Temporary Change-of-Use Permit (previous process)

1

Applicant submits application to SCDF

2

SCDF processes the application by checking the relevant documents

3

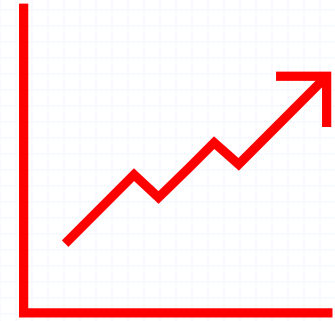
SCDF approves the application

Up to 7 working days



# Self-regulatory Approach

- Over the years, SCDF has observed increased compliance to fire safety requirements at these event spaces
  - ✓ Based on SCDF's on-site audit inspections, we assessed that there is greater ownership from event operator(s), building owner(s) and FSM(s) to ensure that the requirements are adhered to
- Gives SCDF the confidence to adopt a self-regulatory approach for this scheme
- What does it mean for the industry/businesses?



# Application for Temporary Change-of-Use Permit (Revised process)

1

Applicant submits application to SCDF

2

Approval letter will be generated to applicant upon completion

SCDF will conduct random on-site audit inspections

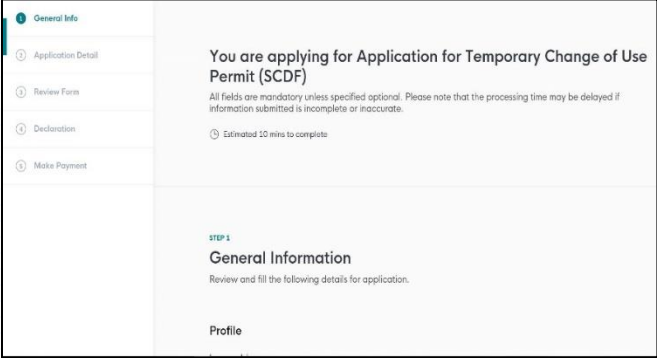
Up to 3 working days





# Self-regulatory Approach

- Application process has been re-designed on the portal such that the TP approval letter will be generated and issued to applicant upon receipt of complete application (Up to 3 working days)
- Administrative regulatory safeguards such as declaration by applicant is included
- Endorsement from building owner/FSM is required as part of the application
  - ✓ Building owner/FSM will need to ascertain that the set-up of the event is in compliance to fire safety requirements



The screenshot displays a web application interface for a permit application. On the left, a vertical sidebar contains a progress indicator with five steps: 'General Info' (active), 'Application Detail', 'Review Form', 'Declaration', and 'Make Payment'. The main content area is titled 'You are applying for Application for Temporary Change of Use Permit (SCDF)'. Below the title, a note states: 'All fields are mandatory unless specified optional. Please note that the processing time may be delayed if information submitted is incomplete or inaccurate.' An estimated completion time of '10 mins to complete' is shown. The current step is 'STEP 1: General Information', with instructions to 'Review and fill the following details for application.' A 'Profile' section is visible at the bottom of the main content area.

*TP application on GoBusiness Licensing portal*



# Self-regulatory Approach

## Roles of Building Owners & FSMs

- Provide endorsement for applicant to carry out the event in accordance to SCDF's fire safety requirements
- Ensure that the set-up of the event complies with SCDF's fire safety requirements

### Approval and Endorsement

#### Approval and endorsement from the building's Fire Safety Manager

I have obtained the approval and endorsement from the building's Fire Safety Manager to carry out the temporary event in compliance with SCDF's fire safety requirements.

Yes

#### Approval from the building management or landowner

I have obtained the approval from the building management or landowner to carry out the temporary event in compliance with SCDF's fire safety requirements.

Yes

[gbl.gobusiness.gov.sg](http://gbl.gobusiness.gov.sg)

*Example of endorsement from FSM and building owner*



# On-site Audit Checks

- SCDF will continue to conduct random on-site audit checks
- Random back-end checks will be conducted via the event photos submitted by applicants to ascertain compliance to fire safety requirements
- Appropriate measures including enforcement actions against relevant parties will be taken should there be any non-compliance to the fire safety requirements



# Benefits of Self-Regulation

- **Reduced TP application fee**
  - ✓ With self-regulation, the TP application fee will be reduced from \$80 to \$60
- **Quicker turnaround time**
  - ✓ Processing and approval time will be reduced from 7 to 3 days
  - ✓ The quicker turnaround time will allow event operators more time and certainty to proceed with other operational and administrative arrangements



# Conclusion

- The adoption of self-regulation for TP application will bring about mutual benefits for the industry and SCDF
- Building owner/FSMs play an important role in ensuring that these events operate in a fire-safe environment by adhering to SCDF' fire safety requirements
- SCDF will continue to conduct random on-site audit checks to ensure compliance

