

## A Quick Guide to Event Permits

This is meant to be a guide. Not all may be applicable for the requirements of your event. Please also read the information posted by the various government agencies on the web links thoroughly for the most updated information and requirements.

Thank you.

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### A. Use of Public Spaces

**For public assemblies:** If there are five or more persons in any public place to publicise a cause or campaign, you will need to apply for a permit from SPF at least 4 working days before the event. Please refer to [http://www.spf.gov.sg/licence/frameset\\_PP.html](http://www.spf.gov.sg/licence/frameset_PP.html)

**For fire and safety issues relating to events:** You may need to apply for permit from the Singapore Civil Defence Force (SCDF), e.g. if you intend to use the concourse area in a public building or wish to organise a fair. Please refer to [http://www.scdf.gov.sg/Building\\_Professionals/downloads.html](http://www.scdf.gov.sg/Building_Professionals/downloads.html)

**For public displays:** If you wish to display advertisements, sky signs and electronic billboards, you may need a licence from the Building & Construction Authority (BCA). Please refer to [http://www.bca.gov.sg/Advertisement/ad\\_licence.html#NAdv](http://www.bca.gov.sg/Advertisement/ad_licence.html#NAdv)

**For trade fairs or sale of goods at arts and cultural Events:** If you plan to organise trade fairs, or sell food, drinks and merchandise at arts and cultural events, you need to apply for permit from the National Environment Agency (NEA). Please refer to <http://app.nea.gov.sg/cms/htdocs/article.asp?pid=1684#trade>

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### B. Entertainment

**For public entertainment:** The SPF issues the Public Entertainment Licence for entertainment that is provided in any place to which the public or any class of public has access. No permit is required for exempted activities. Please refer to <https://licences.business.gov.sg/SHINE/sop/WebPageHandler?p=OASIS&pn=SelectLicences&ApplyNew=Y>

**For arts entertainment:** The Media Development Authority issues permits for arts entertainment (other than exempted categories), which includes play, music, dance, exhibition, variety show and pop/rock concert open to the public. Please refer to <http://www.mda.gov.sg/wms.www/devnpolicies.aspx?sid=90>

**For use of Copyright music:** If your event involves the public performance of copyright musical works, you may need a permit from the Composers and Authors Society of Singapore (COMPASS). Please refer to <http://www.compass.org.sg/permit.html>

For importing films and videos: **All films and videos to be distributed and exhibited in Singapore must be submitted for classification and certification.**

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For films, please refer to

<http://www.mda.gov.sg/wms.www/devnpolicies.aspx?sid=93>

For videos, please refer to

<http://www.mda.gov.sg/wms.www/devnpolicies.aspx?sid=132>

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### C. Fund-raising

**For fund-raising by appealing to the public:** If you plan for public collection through house to house visits; or soliciting in streets, you will need a House to House and Street Collection Licence from the Singapore Police Force (SPF). A licence is not needed if it is a private collection that is confined to friends or relatives; or an appeal made through the telephone or the media such as the internet and newspapers; or appeal letters by post. Please refer to

[http://www.spf.gov.sg/licence/frameset\\_HH.html](http://www.spf.gov.sg/licence/frameset_HH.html)

**For fund-raising appeal to benefit any foreign charitable purposes:** Any person who wishes to conduct or participate in any fund-raising appeal for any foreign charitable purposes must apply for a permit. Please refer to

<http://www.charities.gov.sg/charity/charity/ffrPreRequisites.do>

**For conducting a private lottery** confined to members of a society established and conducted for purposes not connected with gaming, wagering or lotteries, you need a private lottery permit from the SPF. Please refer to

[http://www.iras.gov.sg/irasHome/page04\\_ektid1232.aspx](http://www.iras.gov.sg/irasHome/page04_ektid1232.aspx)

and/or

<http://www.iras.gov.sg/irasHome/page.aspx?id=1234>

**To conduct a lucky draw**, you will need to apply for a permit at least 4 weeks before the launch of the promotion. Please refer to

[http://www.spf.gov.sg/licence/HH/others/Notifications\\_Lucky.pdf](http://www.spf.gov.sg/licence/HH/others/Notifications_Lucky.pdf)

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### D. Tax Deductible Donations

**For tax-deductible donations:** Only organisations that are conferred the approved Institution of a Public Character (IPC) status are authorised to receive tax-deductible donations (i.e. donors are given tax-deduction for donations made to these organisations). Please refer to

[http://www.iras.gov.sg/irasHome/page04\\_ektid5976.aspx](http://www.iras.gov.sg/irasHome/page04_ektid5976.aspx)

For the types of donations, which are tax-deductible, please refer to

<http://www.charities.gov.sg/charity/index.do>

If you're from a voluntary welfare organisation, NCSS has a Central Fund Membership Scheme, which allows receipt of tax-deductible donations. Please refer to [http://www.ncss.org.sg/vwocorner/schemes\\_all.asp](http://www.ncss.org.sg/vwocorner/schemes_all.asp)

To view legislation related to the above, please refer to <http://statutes.agc.gov.sg/>