

## **Application to Director-General of Food Administration for Temporary Fair Food Stall 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 along with the below documents **no later than 3 working days before the planned start date of operations.**

1. Only the following can apply for a temporary fair food stall 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 items (including drinks, dessert, etc.) for sale.

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

**All food handlers are required to attend and pass the Food Safety Course Level 1. Food handlers who have passed the Food Safety Course Level 1 more than five (5) years ago are required to attend the Food Safety Course Level 1 (Refresher). The refresher course should be attended within 10 years of the stall operations date.**

**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

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Name of **Applicant (Stall Operator)** (Individual / Company\* IN BLOCK LETTERS):

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Date of Birth:

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NRIC of Individual / Registration number of Company\*:

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Registered mailing address of **applicant**:

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Telephone:

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Email:

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Name of **Organiser / Appointed Temporary Fair Operator\*** (IN BLOCK LETTERS):

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Address of temporary fair site:

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Stall Number:

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List of food items on sale:

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Stall commencement date: From (start date) to (end date)

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*\*Please delete as appropriate*

## Part 2 – Declaration by the Applicant

*\*Please tick / check the boxes below.*

- I declare that the information furnished and documents provided by me in this application form are true and correct. Accordingly, I am aware that legal action may be taken against me if I had knowingly provided false information.*
- I am aware that the information given in this application form is to provide information to the Director-General of Food Administration as well as authorised officers under section 31W of the Environmental Public Health Act for the purpose of determining whether the licence applied for should be granted. Accordingly, I am aware that any false information wilfully furnished by me in this application 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 1987.*
- 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.*
- I am also fully aware that it is my responsibility, as the temporary fair food stall licensee, to ensure that only trained food handlers are deployed at the stall. All food handlers are required to attend and pass the Food Safety Course Level 1. Food handlers who have passed the Food Safety Course Level 1 more than five (5) years ago are required to attend the Food Safety Course Level 1 (Refresher). Should any untrained food handler be detected at the stall, SFA is entitled to take enforcement action which could include the revocation of the temporary fair food stall licence issued to me and/or movement controls under section 10E of the Sale of Food Act.*

*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 FOOD STALL**

### **1 Licence to Operate a Temporary Fair Food Stall**

- 1.1 A licence is required from the Director-General of Food Administration to operate a temporary fair food stall under Section 33 of the Environmental Public Health Act 1987.
- 1.2 The licence will be issued to the operator who manages and operates the food stall only after all requirements have been complied with. **No food stall 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 **no later than 3 working days before the planned operations date.**
- 2.2 The application will only be processed upon receipt of **complete and accurate** submission of all **required documents**.

### **3 Display of Licence**

- 3.1 The food stall licence must be displayed prominently in front of the food stall during the duration of the temporary fair.

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

- 4.1 All food handlers must attend and pass the Food Safety Course Level 1. A list of accredited training organisations is available on the SFA website. Food handlers who have passed the Food Safety Course Level 1 more than five (5) years ago are required to attend the Food Safety Course Level 1 (Refresher).

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

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

**Conditions of Licence**

1 The licence 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 Safety**

- b) Proper supporting facilities must be provided for food stalls (i.e. stalls involved in the handling / preparation of food for sale). Such facilities include proper washing facility (a sink connected to clean piped water supply and wastewater discharge) and storage with temperature control (freezer, chiller, food warmer, etc.) as well as display showcase for food items.
- c) Where proper supporting facilities are not provided, only pre-packed food obtained from licensed sources are allowed to be sold.
- d) All food for sale must be obtained from licensed/approved sources. Sale of home-prepared food is strictly not permitted.
- e) Food on display is to be placed in proper showcases and properly covered.
- f) Food handlers are to adopt appropriate food safety practices. Where it is not practical to use utensils such as tongs to handle cooked food, disposable gloves must be worn.
- g) All food handlers are required to attend and pass the Food Safety Course Level 1, and to be register with SFA, before they are allowed to work at temporary fair food stalls. Food handlers who have passed the Food Safety Course Level 1 more than five (5) years ago are required to attend the Food Safety Course Level 1 (Refresher).
- h) All personnel engaged in the sale and preparation for sale of food and drinks must wear over his nose and mouth a mask or spit guard that is capable of preventing any substance expelled from his mouth or nose from contaminating food.
- i) Please refer to SFA website → Explore by Sections → Food Retail → Licensing & Permits → Temporary Fair Permit for the latest information pertaining to food and beverages sold at temporary fair.

**Sanitation**

- j) Adequate refuse bins and litter receptacles lined with plastic bags are to be placed at strategic locations for disposal of waste and litter.
- k) Waste generated at the fair has to be properly collected and sent for disposal. All structures, debris and refuse should be removed immediately from the sites upon conclusion of the fair.
- l) The sites shall be kept clean at all times.

**Information to note**

- q) Ensure that manpower employed at the fair are in-compliance with applicable laws.