

Temporary Fair Licence Application

The setup of a temporary fair with stalls for the sale of merchandise items and/or food & beverages requires a permit from SFA.

Under the Environmental Public Health Act, all operators of temporary fairs must get a permit from SFA for the duration of the fair. This allows SFA to ensure that fair operators have complied with measures to ensure food safety. Applications should be submitted at least two weeks before the fair commencement date.

Operating temporary fairs illegally without a valid permit is an offence. SFA will take enforcement action against temporary fair operators who do not adhere to regulations. Offenders are liable on conviction to a fine not exceeding \$10,000. In the case of a subsequent conviction, liable to a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 3 months or to both.

All supporting documents must be submitted latest by 12 noon of the working day before the fair commencement date. Any documents submitted after the deadline will not be accepted.

This licence can be applied for by individuals (Singaporean / Permanent Resident) , societies registered with MHA or entities registered with ACRA. Potential licensees can apply on their own or appoint a filer to do so.

Logging into GoBusiness portal

**Step
1**

Visit <https://www.gobusiness.gov.sg/licences/>

Please click on “Browse All Licences” and click on “Singapore Food Agency”. Do look for Permit for Temporary Fair and proceed to click on “Apply on GoBusiness Licensing”

Apply for new licence



I'm not sure where to start

Get recommendations on what licences your business might need.

[View our Licence Guides](#)



I know what licence I need

Find specific licences, sorted by government agency.

[Browse All Licences](#)

Permit for Temporary Fair

A Permit for Temporary Fair is required for all temporary set ups with makeshift stalls selling merchandise items and/or food and beverages.

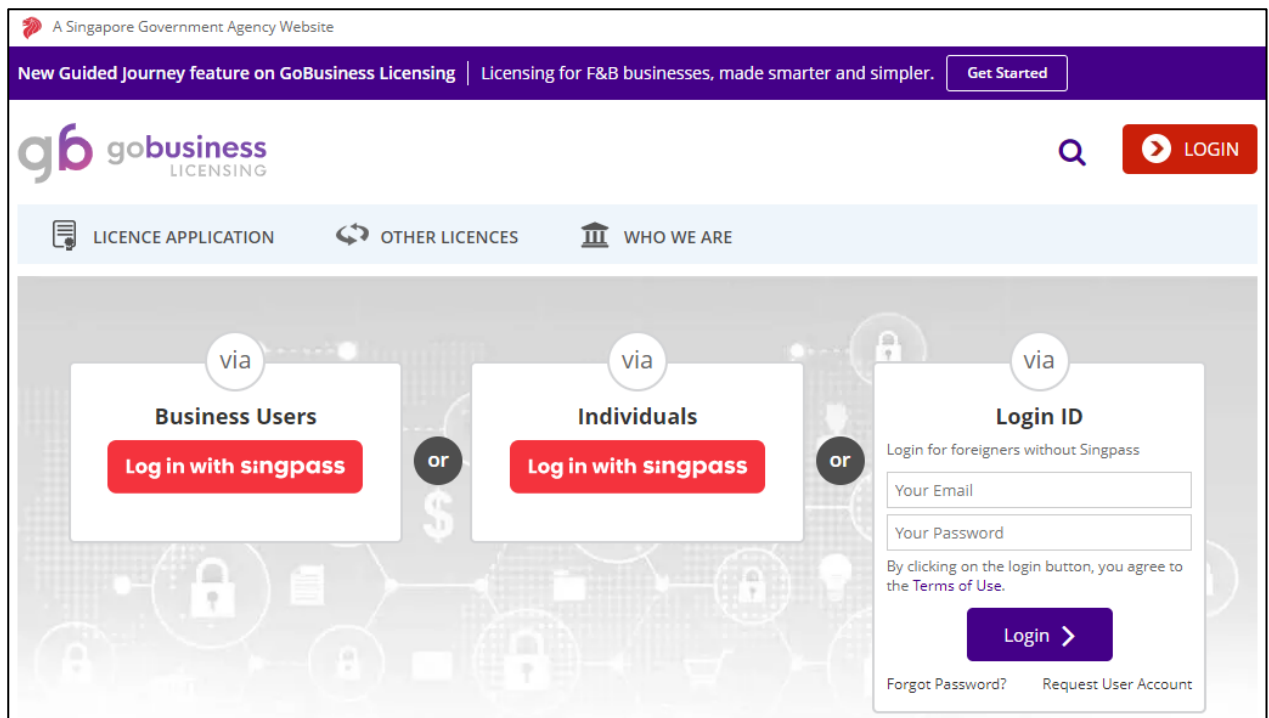
Please note that after approval of Permit for Temporary Fair, individual stall holders/vendors must apply for a separate Temporary Fair Stall Licence.

[Apply on GoBusiness Licensing](#)

[View Licence Details](#)

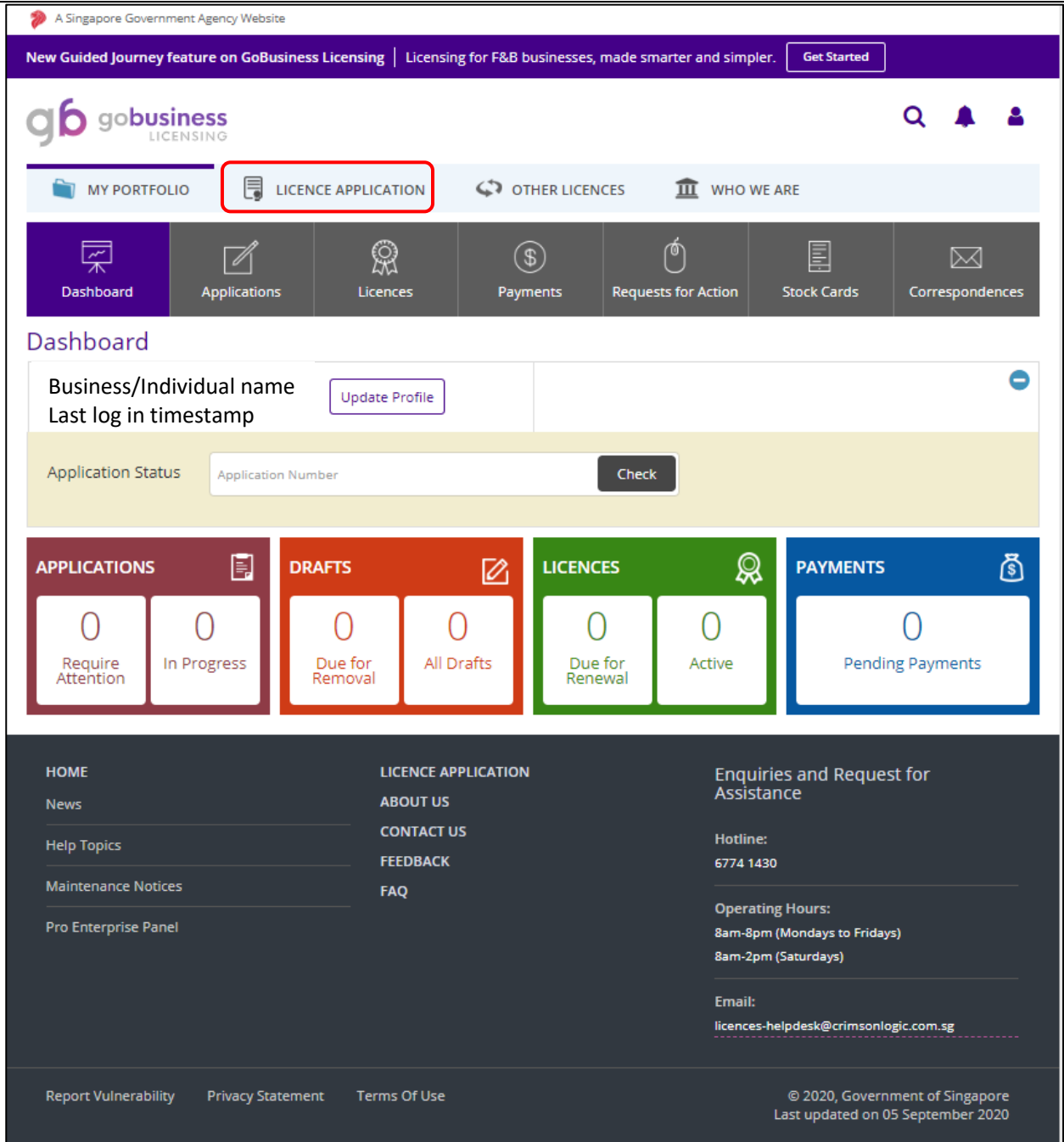
Step 2

Once you click “Apply on GoBusiness Licensing”, you will be redirected to this page. Choose the suitable log in method depending on who the intended licensee is (Business, ie. Company or Individual). If the intended licensee is company, please select ‘Business User’. Once the application is approved, the licensee name and licence type cannot be amended and licences issued by SFA are not transferrable.



Step 3

After logging in you will see your dashboard. Click on “Licence Application”



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New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler. [Get Started](#)

gb **gobusiness** LICENSING

MY PORTFOLIO **LICENCE APPLICATION** OTHER LICENCES WHO WE ARE

Dashboard

Business/Individual name [Update Profile](#)
Last log in timestamp

Application Status [Check](#)

APPLICATIONS	DRAFTS	LICENCES	PAYMENTS
0 Require Attention	0 Due for Removal	0 Due for Renewal	0 Pending Payments
0 In Progress	0 All Drafts	0 Active	

HOME LICENCE APPLICATION Enquiries and Request for Assistance
 News ABOUT US
 Help Topics CONTACT US
 Maintenance Notices FEEDBACK
 Pro Enterprise Panel FAQ

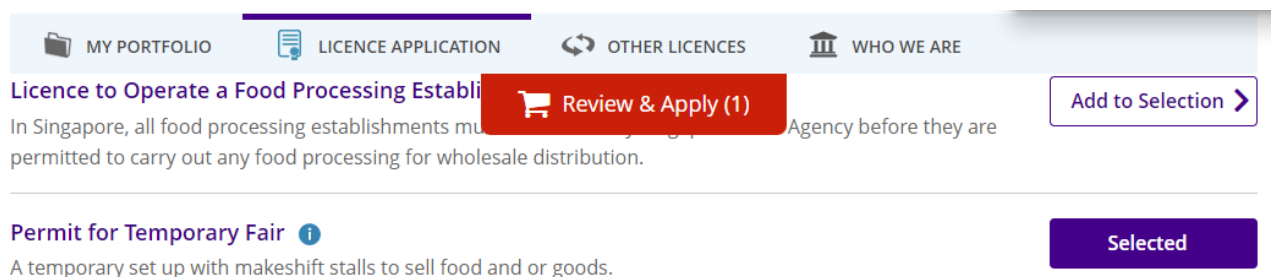
Hotline: 6774 1430
 Operating Hours: 8am-8pm (Mondays to Fridays) 8am-2pm (Saturdays)
 Email: licences-helpdesk@crimsonlogic.com.sg

Report Vulnerability Privacy Statement Terms Of Use © 2020, Government of Singapore Last updated on 05 September 2020

Step 4

You will see a list of SFA licences and certificates. Select “Permit for Temporary Fair” from this list. Click “Review and Apply” once selected.

Please have the following documents: Site owner, Appointment Letter, Layout plan of stalls and any other set up & List of stall operators ready. This will need to be uploaded in Step 4 of the licence application process.



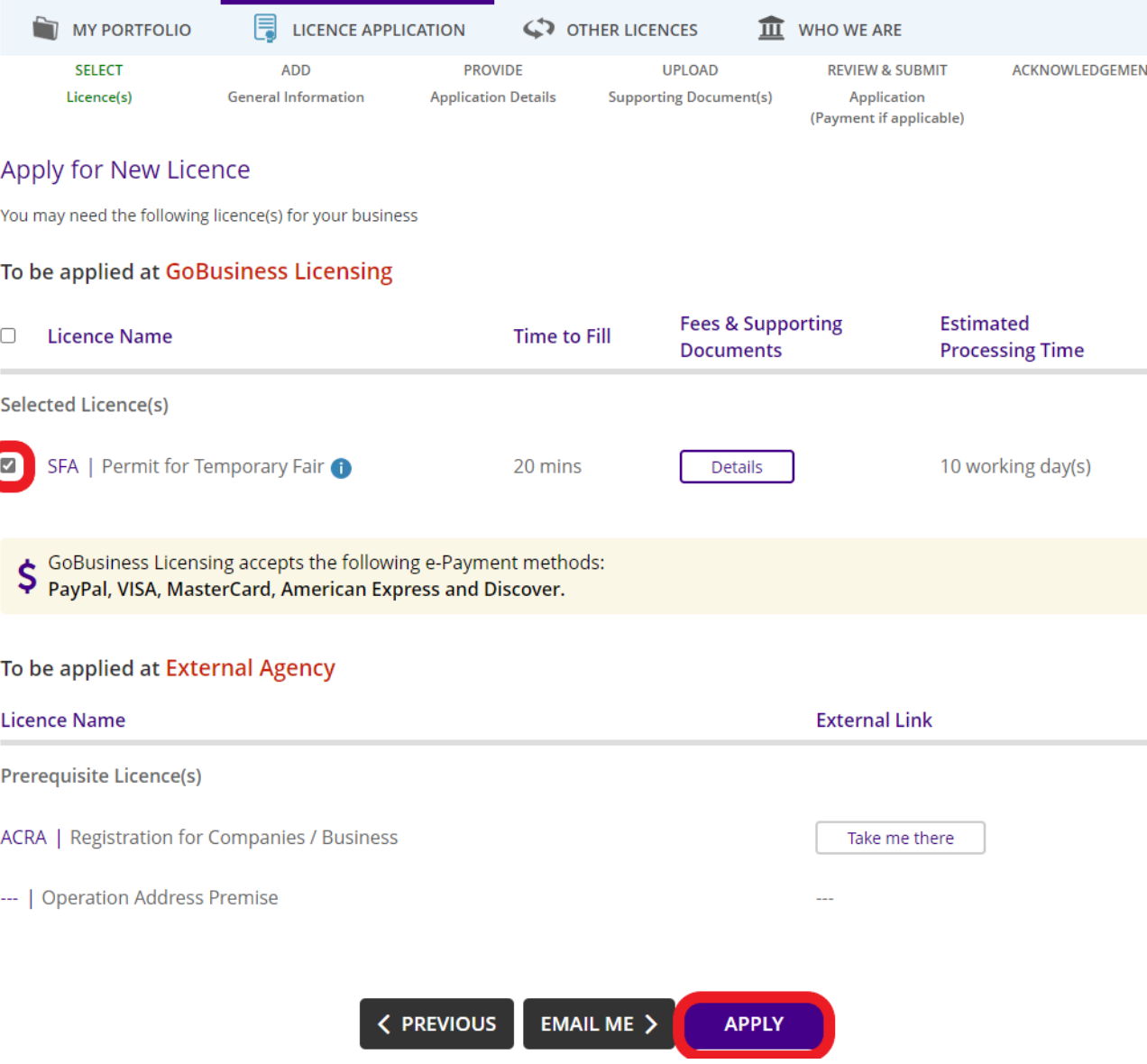
MY PORTFOLIO LICENCE APPLICATION OTHER LICENCES WHO WE ARE

Licence to Operate a Food Processing Establishment [Review & Apply \(1\)](#) [Add to Selection](#)


In Singapore, all food processing establishments must obtain a licence from the Singapore Food Agency before they are permitted to carry out any food processing for wholesale distribution.




Permit for Temporary Fair [Selected](#)

A temporary set up with makeshift stalls to sell food and/or goods.

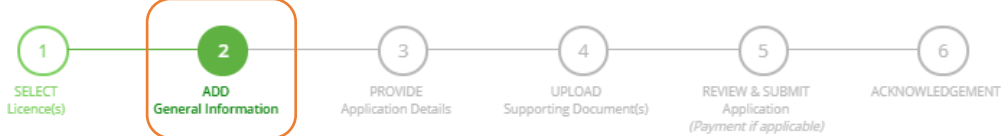
Licence Application																	
Step 1	<p>You are brought to Step 1 of the licence application process where the checkbox next to “Permit for Temporary Fair” is ticked. Click “Apply” at the bottom of the page. You will need to upload Site owner, Appointment Letter, Layout plan of stalls and any other set up & List of stall operators, at Step 4 to complete this application.</p>  <p>Step 1 You are brought to Step 1 of the licence application process where the checkbox next to “Permit for Temporary Fair” is ticked. Click “Apply” at the bottom of the page. You will need to upload Site owner, Appointment Letter, Layout plan of stalls and any other set up & List of stall operators, at Step 4 to complete this application.</p> <p>The screenshot shows the following interface elements:</p> <ul style="list-style-type: none"> Progress Bar: <ul style="list-style-type: none"> MY PORTFOLIO (SELECT Licence(s)) LICENCE APPLICATION (ADD General Information) OTHER LICENCES (PROVIDE Application Details) WHO WE ARE (UPLOAD Supporting Document(s)) REVIEW & SUBMIT Application (Payment if applicable) ACKNOWLEDGEMENT Section: Apply for New Licence <ul style="list-style-type: none"> Text: You may need the following licence(s) for your business Text: To be applied at GoBusiness Licensing Table: <table border="1"> <thead> <tr> <th>Licence Name</th> <th>Time to Fill</th> <th>Fees & Supporting Documents</th> <th>Estimated Processing Time</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> SFA Permit for Temporary Fair i</td> <td>20 mins</td> <td>Details</td> <td>10 working day(s)</td> </tr> </tbody> </table> Text: GoBusiness Licensing accepts the following e-Payment methods: PayPal, VISA, MasterCard, American Express and Discover. Section: To be applied at External Agency <ul style="list-style-type: none"> Table: <table border="1"> <thead> <tr> <th>Licence Name</th> <th>External Link</th> </tr> </thead> <tbody> <tr> <td>Prerequisite Licence(s)</td> <td></td> </tr> <tr> <td>ACRA Registration for Companies / Business</td> <td>Take me there</td> </tr> <tr> <td>--- Operation Address Premise</td> <td>---</td> </tr> </tbody> </table> Navigation: <ul style="list-style-type: none"> PREVIOUS EMAIL ME APPLY (highlighted) 	Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time	<input checked="" type="checkbox"/> SFA Permit for Temporary Fair i	20 mins	Details	10 working day(s)	Licence Name	External Link	Prerequisite Licence(s)		ACRA Registration for Companies / Business	Take me there	--- Operation Address Premise	---
Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time														
<input checked="" type="checkbox"/> SFA Permit for Temporary Fair i	20 mins	Details	10 working day(s)														
Licence Name	External Link																
Prerequisite Licence(s)																	
ACRA Registration for Companies / Business	Take me there																
--- Operation Address Premise	---																
Step 2	<p>At this step, you will need to provide information about your company or yourself (depending on who is meant to be the licence holder). Details such licensee name, applicant address and mailing address are required.</p>																

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HOME
MY PORTFOLIO
LICENCE APPLICATION
WHO WE ARE



Apply for New Licence

[Terms of Use](#)

I. Agreement

1. Access this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the Website.
2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the Website will constitute your agreement to the modified Terms of Use and all of the changes.
4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

II. Access To the Website

By Clicking on the checkbox, I agree to be bound by the Terms of Use

Profile

I am applying as an Applicant
 on behalf of Applicant

MyInfo

Use MyInfo

Please click [here](#) for MyInfo details

Applicant/Licensee Information

Note: Name, Nationality, Gender, Date of Birth, Home Tel Number, Mobile Number and Email address are taken from MyInfo for your convenience.

Salutation *	<input type="text"/>	Designation	<input type="text"/>
Name *	<input type="text"/>	Office Number	<input type="text"/>
Citizenship *	SINGAPORE CITIZEN <input type="text"/>	Home Number	<input type="text"/>
Gender *	<input type="radio"/>	Fax Number	<input type="text"/>
Date Of Birth *	<input type="text"/>	Mobile Number *	<input type="text"/>
	Format: dd/mm/yyyy	Email Address *	<input type="text"/>
Primary Mode of Contact *	<input type="radio"/> Home Tel Number	Alternative Email Address	<input type="text"/>
	<input checked="" type="radio"/> Mobile Number		
	<input type="radio"/> Office Tel Number	<input type="checkbox"/>	Tick if you prefer to receive status updates of licence application via SMS

Applicant Address

Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name *	<input type="text"/>
	<input type="radio"/> Non Standard <input checked="" type="radio"/> Standard	Floor Number	<input type="text"/>
Type of Premises *	<input type="text"/>	E.g. 05-01 Key in:05	<input type="text"/>
Postal Code *	<input type="text"/> Retrieve Address	Unit Number	<input type="text"/>
	Please enter your postal code and click "Retrieve Address".	E.g. 05-01 Key in:01	<input type="text"/>
Block/House Number	<input type="text"/>	Building Name	<input type="text"/>

Mailing Address

Applicant Address	<input type="text"/> Copy	Street Name *	<input type="text"/>
Address Type *	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Floor Number	<input type="text"/>
	<input checked="" type="radio"/> Standard	E.g. 05-01 Key in:05	<input type="text"/>
Type of Premises *	<input type="text"/>	Unit Number	<input type="text"/>
Postal Code *	<input type="text"/> Retrieve Address	E.g. 05-01 Key in:01	<input type="text"/>
	Please enter your postal code and click "Retrieve Address".	Building Name	<input type="text"/>
Block/House Number	<input type="text"/>		

**Step
3**

Here, you need to provide information about the temporary fair. This segment asks for the temporary fair details, organiser details, fair duration & emergency contact. Please fill up all the fields with **red ***

Apply for New Licence

Permit for Temporary Fair (SFA)

Fair Details

Title/Theme of Fairs *

No. of Food Stall *

No. of Non-Food Stall *

Postal Code * Retrieve Address

Please enter postal code and click on Retrieve Address button

Block / House Number

Street Name

Level

Eg. 05-01 Key in: 05

Unit Number

Eg. 05-01 Key in: 01

Building Name

Fair Site Location
Description *

Upon keying of Organiser Details, please click 'Add'.

Organiser Details

Organiser Type * Individual Others UEN Organisation

Organiser Details

Postal Code * Retrieve Address

Please enter postal code and click on Retrieve Address button

Block / House Number

Street Name

Level

Eg. 05-01 Key in: 05

Unit Number

Eg. 05-01 Key in: 01

Building Name

Contact No *

Email Address *

Add

Reset

Upon keying of Fair Duration details, please click 'Add'.

Fair Duration

Fair Duration Details

Duration From * 

Duration To * 

No of Days

Add **Reset**

Please fill in the emergency contact with valid mobile number and email address. Do note non-mobile number is not acceptable for contact number field.

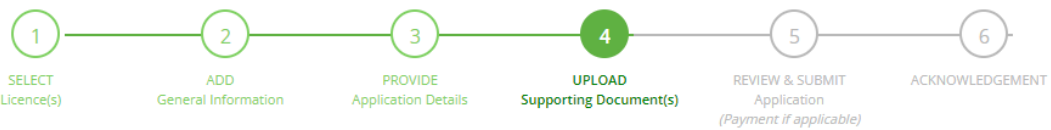
Emergency Contact

S.No	<input type="checkbox"/>	Salutation *	Name *	Designation	Contact Number *	Email Add
1	<input type="checkbox"/>	Please Select <input type="text"/>	<input type="text"/>	<input type="text"/>	+65 <input type="text"/>	<input type="text"/>

Step 4

Upload the **Site owner, Appointment Letter, Layout plan of stalls and any other set up & List of stall operators** here. The officer in charge of the application will liaise with you on the submission of remaining documents.

[HOME](#)
[MY PORTFOLIO](#)
[LICENCE APPLICATION](#)
[WHO WE ARE](#)



Apply for New Licence

Permit for Temporary Fair (SFA)

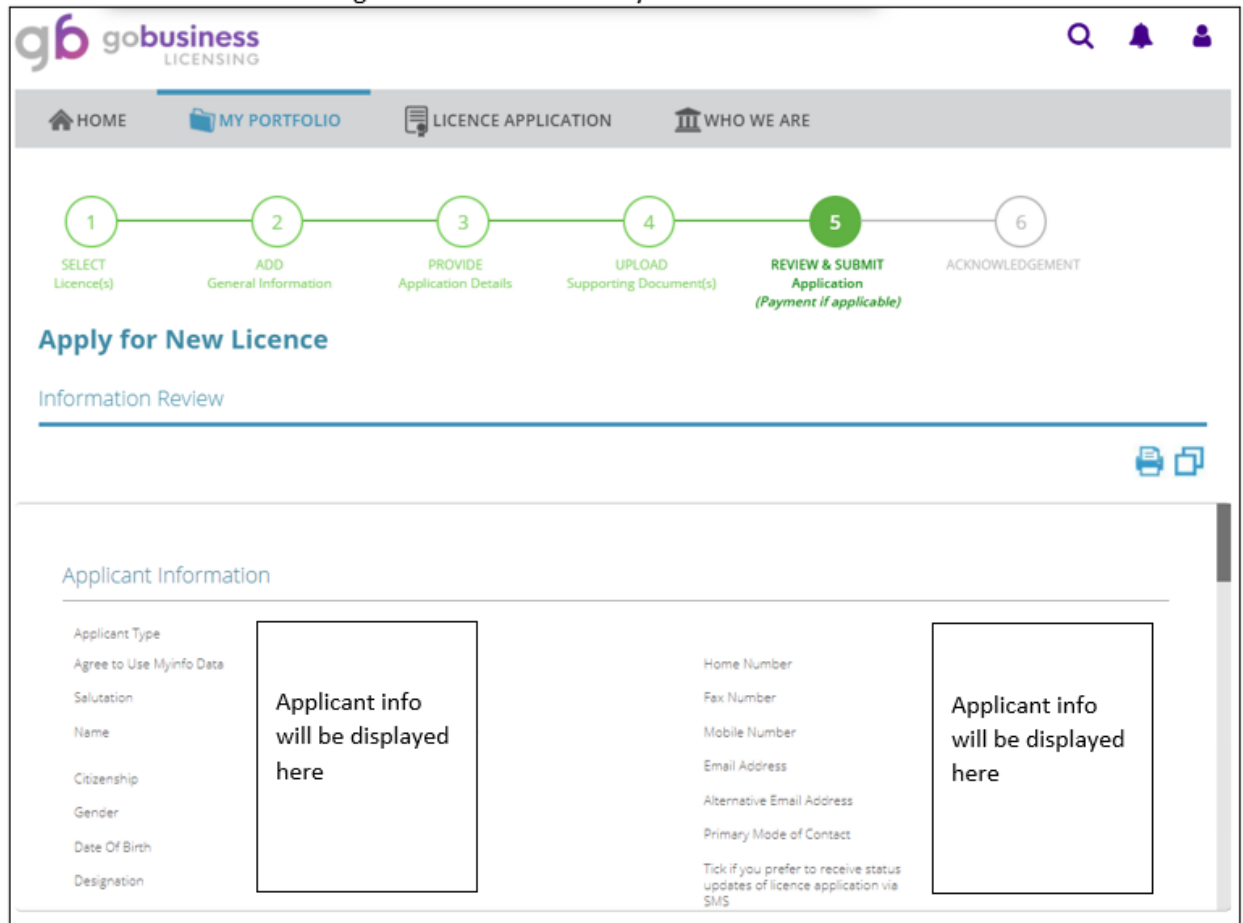
Document Name	Type	Attachment	Action
Site owner A copy of the site owner's approval letter. Acceptable File Format: DOC, DOCX, GIF, JPG, PNG, PDF Acceptable File Size: maximum 2 MB	ONLINE	<input type="text"/>	Attach

	<p>Appointment Letter A copy of letter of appointment for the fair operator. <i>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF</i> <i>Acceptable File Size: maximum 2 MB</i></p> <p style="text-align: right;">ONLINE <input type="button" value="v"/></p> <p style="text-align: right;"><input type="button" value="Attach"/></p> <hr/> <p>Layout plan of stalls and any other set up A copy of layout plan of stalls and any other set up properly labelled with numbering and tally with the list of stall operators. <i>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF</i> <i>Acceptable File Size: maximum 5 MB</i></p> <p style="text-align: right;">ONLINE <input type="button" value="v"/></p> <p style="text-align: right;"><input type="button" value="Attach"/></p> <hr/> <p>List of stall operators List of stall operators to include the name, NRIC no., address, contact no. and stall no. assigned at the site, and details of food and non-food items to be sold. <i>Acceptable File Format: DOC,DOCX,GIF,JPG,PNG,PDF</i> <i>Acceptable File Size: maximum 5 MB</i></p> <p style="text-align: right;">ONLINE <input type="button" value="v"/></p> <p style="text-align: right;"><input type="button" value="Attach"/></p>	
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Step 5

After uploading of the required documents, please review the entire application before submitting it.

You will receive an acknowledgement once successfully submitted.



gobusiness LICENSING

HOME MY PORTFOLIO LICENCE APPLICATION WHO WE ARE

1 SELECT Licence(s) — 2 ADD General Information — 3 PROVIDE Application Details — 4 UPLOAD Supporting Document(s) — **5 REVIEW & SUBMIT Application (Payment if applicable)** — 6 ACKNOWLEDGEMENT

Apply for New Licence

Information Review

Applicant Information

Applicant Type	Applicant info will be displayed here	Home Number	Applicant info will be displayed here
Agree to Use Myinfo Data		Home Number	
Salutation		Fax Number	
Name		Mobile Number	
Citizenship		Email Address	
Gender		Alternative Email Address	
Date Of Birth		Primary Mode of Contact	
Designation		Tick if you prefer to receive status updates of licence application via SMS	

	<p>General</p> <hr/> <p>1 I declare that all the information given in this application form is true and correct. <input type="checkbox"/> 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.</p> <p>Food Shop Licence (SFA)</p> <hr/> <p>1 I agree that Singapore Food Agency (SFA) would only be able to process applications when all relevant supporting documents are received and are in proper order. <input type="checkbox"/></p> <p>The Singapore Food Agency collects personal information to carry out its various functions and duties under the Singapore Food Agency Act 2019 in Singapore and any other related purposes.</p> <p>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.</p> <p>I hereby further consent to SFA sharing the information in such application with other Government agencies, or non-government entities authorized to carry out specific government services, unless prohibited by legislation.</p> <div style="text-align: right; margin-top: 20px;"> < Previous Save as Draft Submit </div>
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Confirmation that application was successfully submitted

Step 1	<p>Go back to “My Portfolio” and click on the “Applications” tab in between “Dashboard” and “Licences”.</p> <p>Successfully submitted applications can be viewed under the “Applications” tab next to the “Drafts” tab. These applications follow this naming format: CYY12345678 (where YY=year, followed by 8 digits).</p> <p>Any previous applications that were saved as drafts and not submitted, can be viewed under “Drafts”. These drafts follow this naming format: BYY12345678 (where YY=year, followed by 8 digits).</p>
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MY PORTFOLIO
LICENCE APPLICATION
OTHER LICENCES
WHO WE ARE

Dashboard

Applications

Licences

Payments

Requests for Action

Stock Cards

Correspondences

Applications

Applications

Drafts

SEARCH

Advanced Search

Delete Selected

Draft Number	Type	Licence Name	Created Date	Action
<input type="checkbox"/> B2210124275	NEW	Permit for Temporary Fair	25 Jul 2022 15:02:36	Action ▼

TO NOTE: Draft applications

Draft applications that are inactive for a month will be automatically withdrawn.

You will receive an email notification reminding you to act on your draft.

Sample email

Draft Notification: Bxxxxxxxxx will be removed  
on DD MMM YYYY Inbox x

noreply@crimsonlogic.com

 to

Date: ·

Dear Applicant name

Please be informed that the draft will be removed on 24 Jun 2021 if you do not make any changes or submit the draft application. Draft is saved during licence application and will be a valid application upon submission.

The draft details are as follows:

Draft Number	:	:
Agency Name	:	:
Licence Name	:	:
Application Type	:	:
Creator	:	:
Date Created	:	:

Application details will be shown here.

You may refer to our online [Help](#) on how to retrieve drafts.

Note: Please ignore this notification if you have submitted the required application. No further action is required.

For more details, please visit <https://licence1.business.gov.sg/licence1/authentication/showLogin.action>

If you have any enquiry, please email us at licences-helpdesk@crimsonlogic.com.sg. Alternatively, you may contact us at (+65) 6774 1430.

This is a system generated notification, please do not reply.

Notification of application approval and Licence Payment
**Step
1**

You will be notified via email when the application has been approved.

Sample notification

GoBusiness Licensing - Application Approval Notification

Action Date : 01/07/2022 13:05:14

Action By :

 To : **Applicant's email ID**

 Dear **Applicant's Name**

We refer to your NEW application.

Please note that your licence has been approved. You may commence business immediately after making payment.

Application Number	: C21100 12345
Application Type	: NEW
Applicant	-
Licence Name	: Permit for Temporary Fair
Agency	: Singapore Food Agency
Application Status	: Approved

 For more details, please visit <https://licence1.business.gov.sg/licence1/authentication/showLogin.action>

 If you have any enquiry, please email us at licences-helpdesk@crimsonlogic.com.sg. Alternatively, you may contact us at (+65) 6774 1430.

This is a system generated notification, please do not reply.

**Step
2**

You will receive a payment notification via email informing that you can pay for your licence.

From 1 January 2022, SFA no longer issues hard copy licences and licensees who are holding a licence to operate food shop, food stall, hawker stall, temporary fair, temporary fair food stall or supermarket from SFA are required to self-print their licence via GoBusiness Licensing (Self Service) portal.

Please ensure that you make payment for your Temporary Fair Permit prior to Fair Start Date. If no payment is made prior to Fair Start Date, the application will be auto-withdrawn. We advise you to make payment via Gobusiness as payment via AXS kiosk, m-station and e-station is only available 2 to 3 days AFTER application approval.

Sample notification

GoBusiness Licensing - Outstanding Payment Notification

Action Date : 20/07/2022 15:00:12

12345

Action By :

To : **Applicant's Email**

12345

Dear **Applicant's Name**

We are writing to inform that you have an outstanding payment of 60.00 for your NEW application. Please make the payment by 24 Jul 2022, or else your application will be expired/withdrawn automatically in system after 24 Jul 2022. You will not be able to make payment when your application is expired/withdrawn and you will be required to make a new licence application.

Please disregard this notification if you have already made the outstanding payment or you have a GIRO arrangement with the Singapore Food Agency.

GoBusiness Licensing - Outstanding Payment Notification

Licence Name : Permit for Temporary Fair

Licensee Name : .

Payment Due Date : 24 Jul 2022

Payable Amount (S\$) : 60.00

You may make payment via the following options:

List of available payment methods for SFA licences:

- e-Payment via LicenceOne
- GIRO (only applicable for Renew)
- AXS*

*Please note that payment made via AXS will take 2-3 days to process. As such, you are advised to make payment one week before payment due date. Your application will lapse if payment is not received before payment due date.

For Payment (GIRO):

Note: If you have a GIRO arrangement with SFA for licence fee payment, the system will automatically process the payment via GIRO.

For Payment (Non-GIRO):

Note: Please proceed with payment promptly.

For information on how to make payment via LicenceOne, please refer to online guide

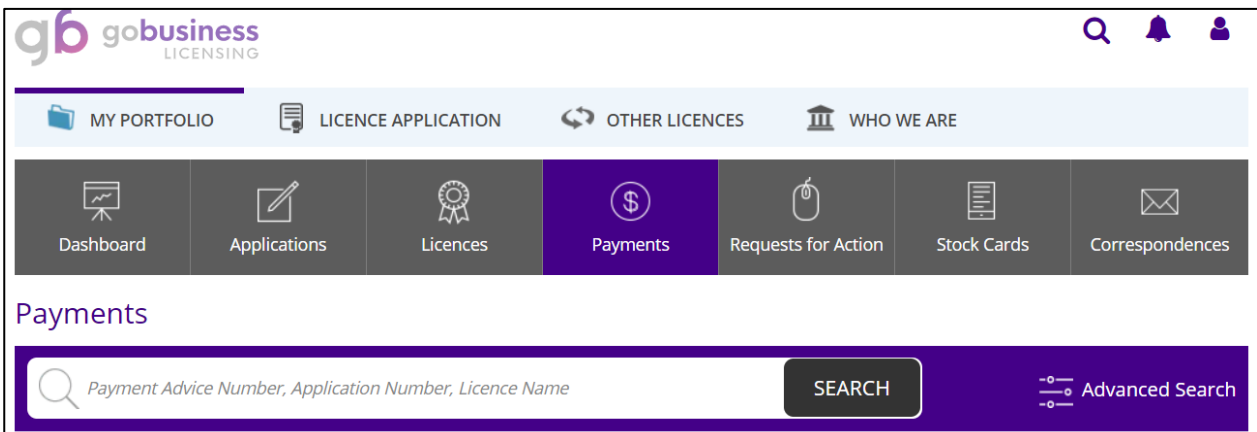
<https://licence1.business.gov.sg/licence1/authentication/showLogin.action/guidelines/web/help-internet/payment-management> .

For AXS payment, please use GoBusiness Licensing/G2B application number to retrieve the record.

Step 3

Option 1: Payment via GoBusiness

Under "My Portfolio", go to the "Payments" tab and key in the Payment Advice No, Application No or Licence No to retrieve the relevant records.



The screenshot shows the GoBusiness Licensing web application interface. At the top, there is a navigation bar with the following tabs: MY PORTFOLIO, LICENCE APPLICATION, OTHER LICENCES, and WHO WE ARE. Below this, there is a main menu with icons for Dashboard, Applications, Licences, Payments (which is highlighted in purple), Requests for Action, Stock Cards, and Correspondences. Below the main menu, there is a section titled 'Payments' with a search bar. The search bar contains the text 'Payment Advice Number, Application Number, Licence Name' and a 'SEARCH' button. To the right of the search bar, there is an 'Advanced Search' link.

Option 2: Payment via AXS kiosk, m-AXS or [e-AXS](#)

As indicated in Step 2, you can only pay via AXS 2 to 3 days AFTER application approval.

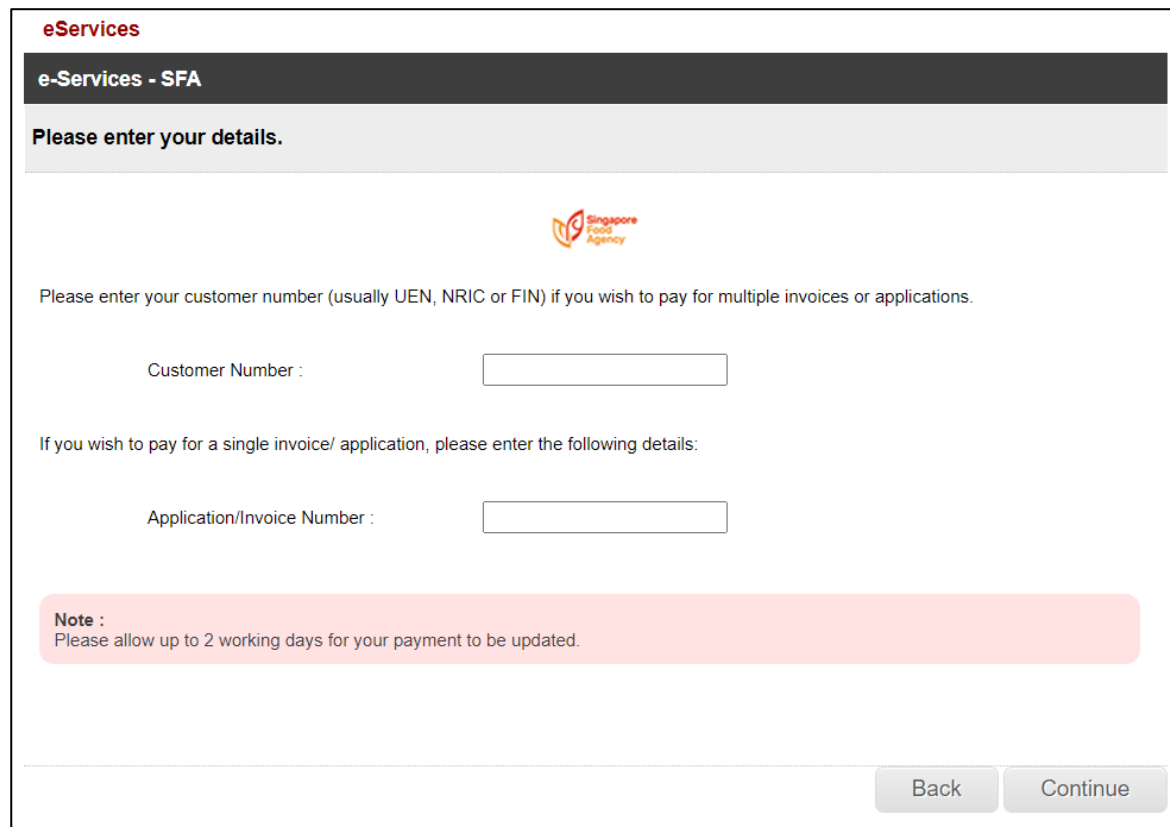
AXS kiosks

- Select Services » Government » SFA » Certificates/Licences/Other Services

AXS [e-station \(website\)](#) or m-station (mobile app)

- Select eServices » Government » SFA » Certificates/Licences/Other Services


You will view either of these:

e-Station

eServices

e-Services - SFA

Please enter your details.



Please enter your customer number (usually UEN, NRIC or FIN) if you wish to pay for multiple invoices or applications.

Customer Number :

If you wish to pay for a single invoice/ application, please enter the following details:


Application/Invoice Number :

Note :
Please allow up to 2 working days for your payment to be updated.

Back Continue

m-Station

<
Account Details
Retrieve



Government - SFA - Certificates/Licences/Other Services

Please enter your customer number (usually UEN, NRIC or FIN) if you wish to pay for multiple invoices or applications.

Customer Number

If you wish to pay for single invoice/application, please enter the following details.

Application/Invoice Number

Note:

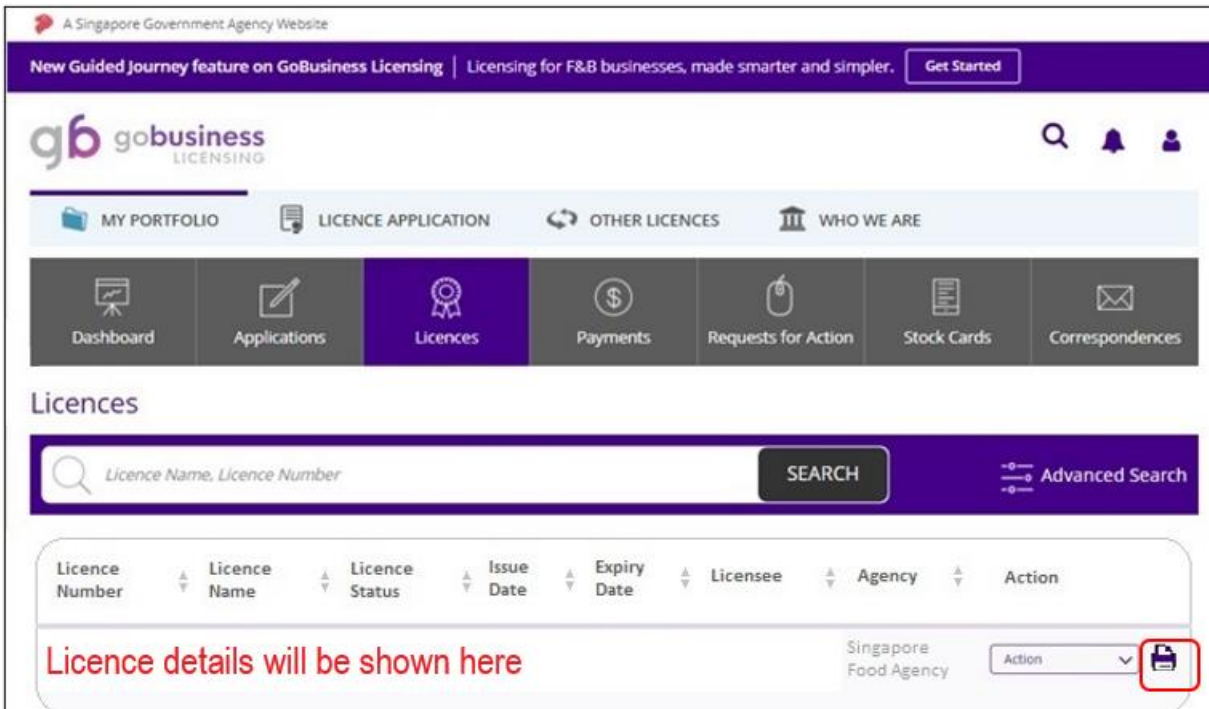
- Please allow up to 2 working days for your payment to be updated.

Self printing of licence

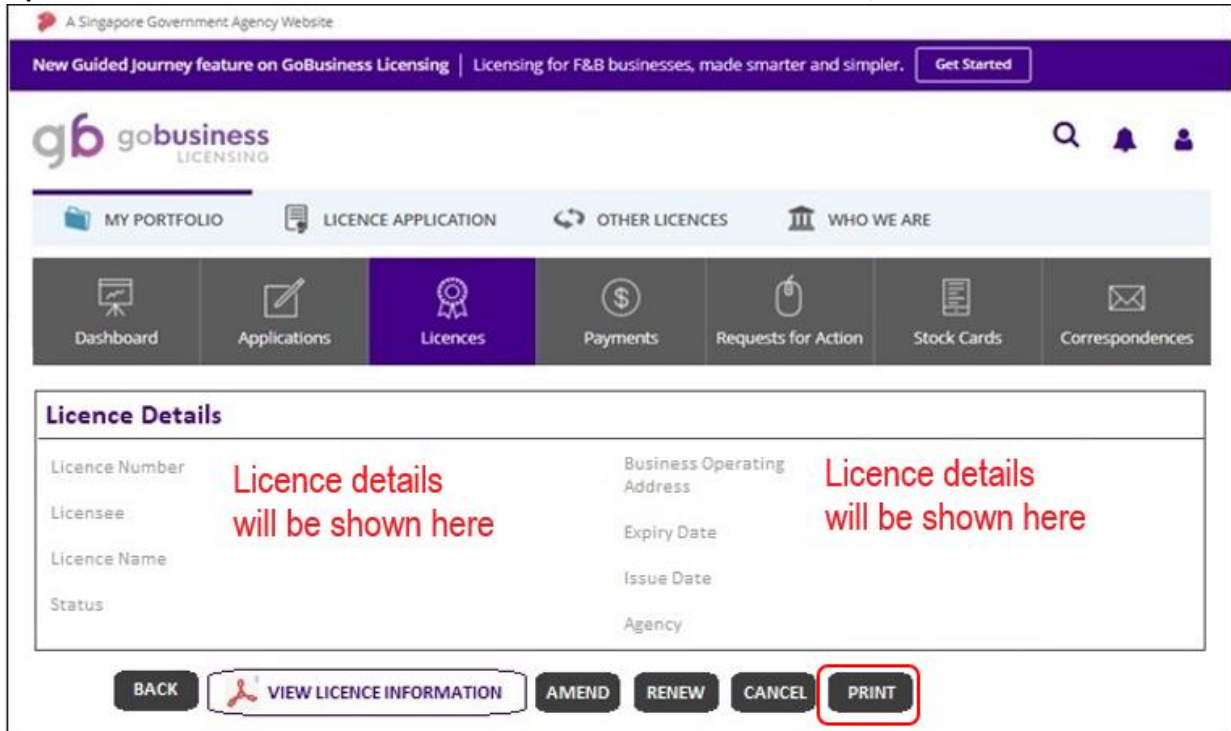
Please follow these steps to self-print your licence.

Step 1 Log in to GoBusiness as [shown above](#)

Step 2 At the dashboard, click on the “Licences” tab.
Option 1: Select the relevant licence and click on the printer icon.



Option 2: Click on the relevant licence to view licence details. Thereafter, click on “Print”.



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New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler. [Get Started](#)

gb gobusiness LICENSING

MY PORTFOLIO LICENCE APPLICATION OTHER LICENCES WHO WE ARE

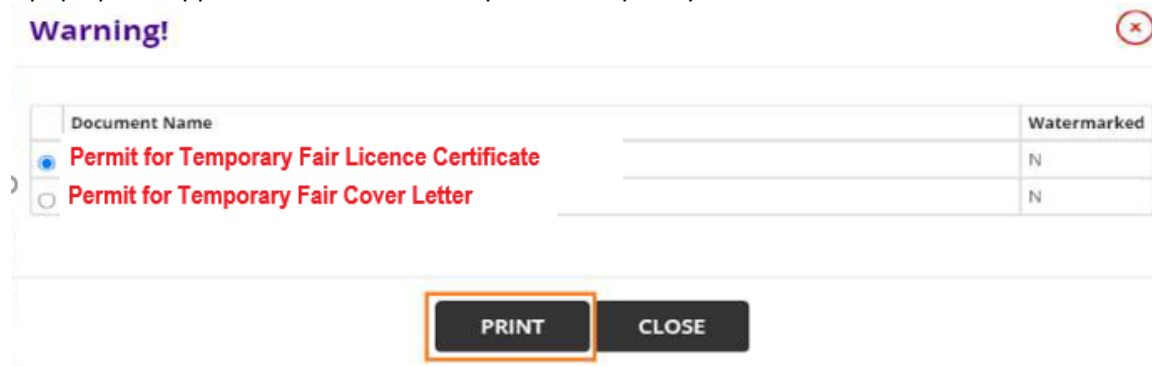
Dashboard Applications **Licences** Payments Requests for Action Stock Cards Correspondences

Licence Details

Licence Number	Licence details will be shown here	Business Operating Address	Licence details will be shown here
Licensee		Expiry Date	
Licence Name		Issue Date	
Status		Agency	

BACK [VIEW LICENCE INFORMATION](#) AMEND RENEW CANCEL **PRINT**

Step 3 A pop up will appear. Click on “Print” to proceed to print your licence.



Warning!

Document Name	Watermarked
<input checked="" type="radio"/> Permit for Temporary Fair Licence Certificate	N
<input type="radio"/> Permit for Temporary Fair Cover Letter	N

PRINT CLOSE