Temporary Fair Licence Application

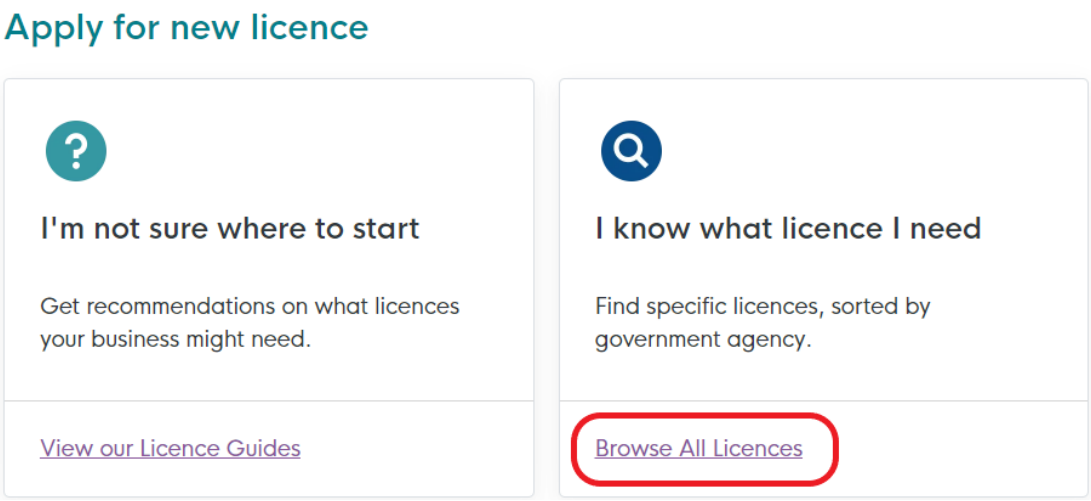
The setup of a temporary fair with stalls for the sale of merchandise items and/or food & beverages requires a permit from SFA.

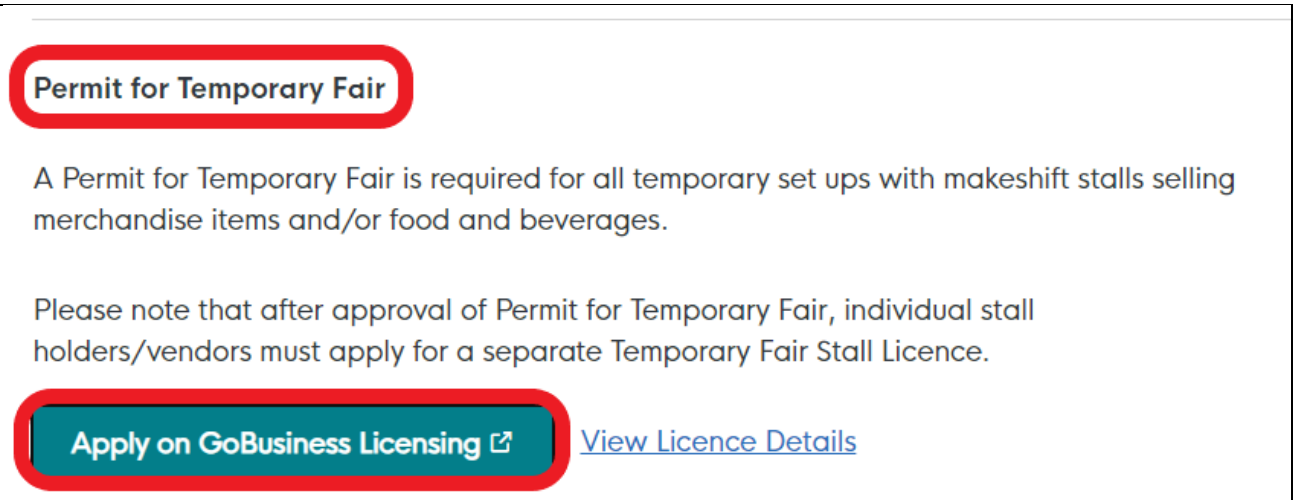
Under the Environmental Public Health Act, all operators of temporary fairs must get a permit from SFA for the duration of the fair. This allows SFA to ensure that fair operators have complied with measures to ensure food safety. Applications should be submitted at least two weeks before the fair commencement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

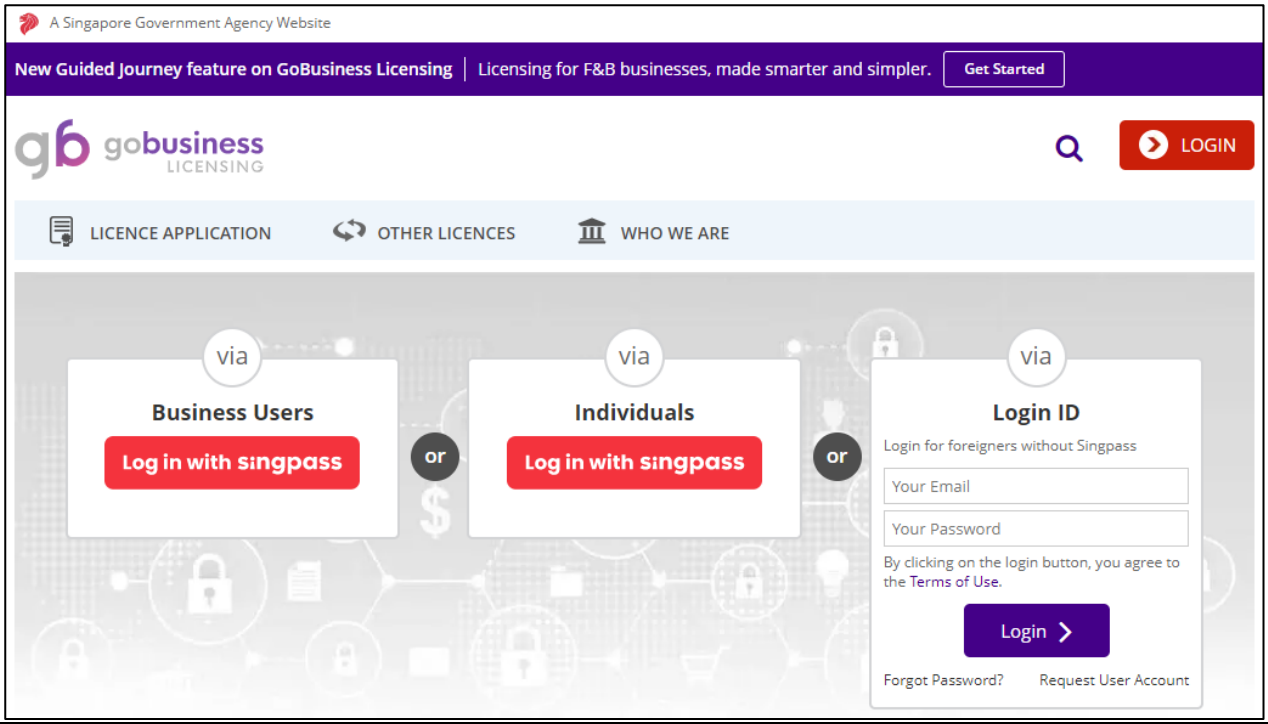
This licence can be applied for by individuals (Singaporean / Permanent Resident) , societies registered with MHA or entities registered with ACRA. Potential licensees can apply on their own or appoint a filer to do so.

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” 



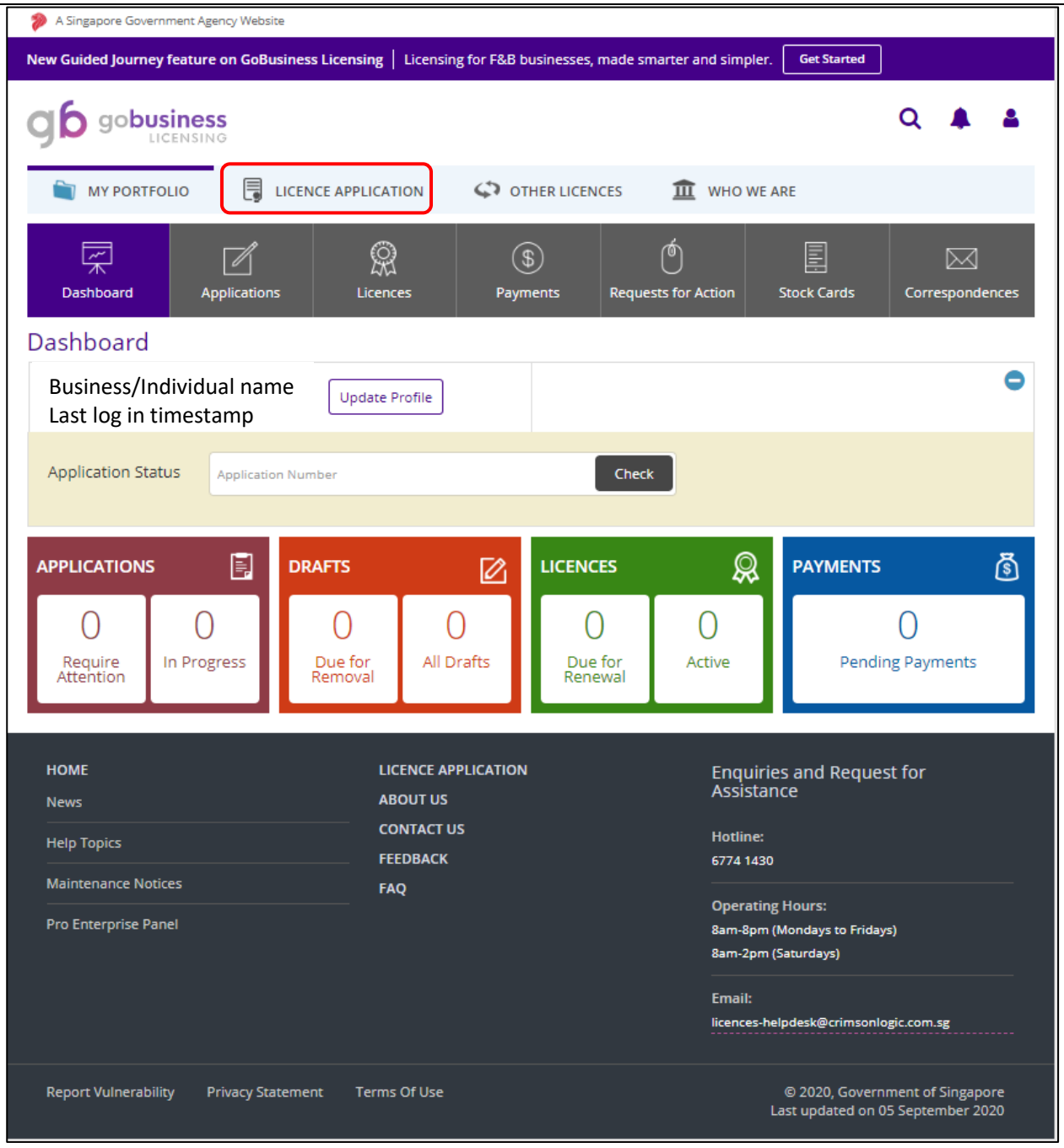
Step 2

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

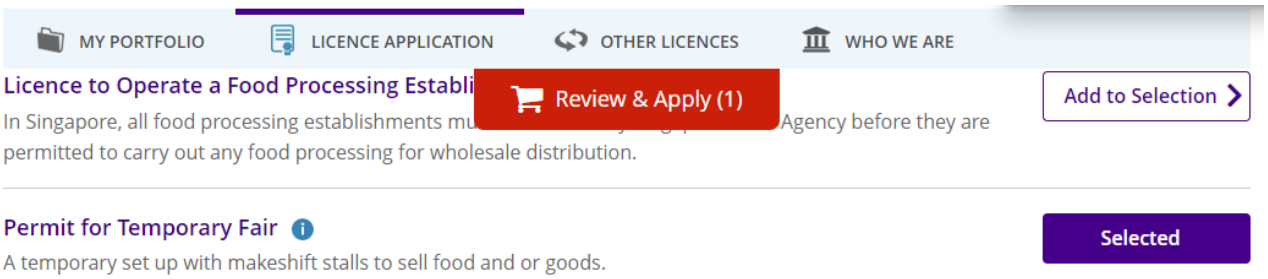
After logging in you will see your dashboard. Click on "Licence Application"

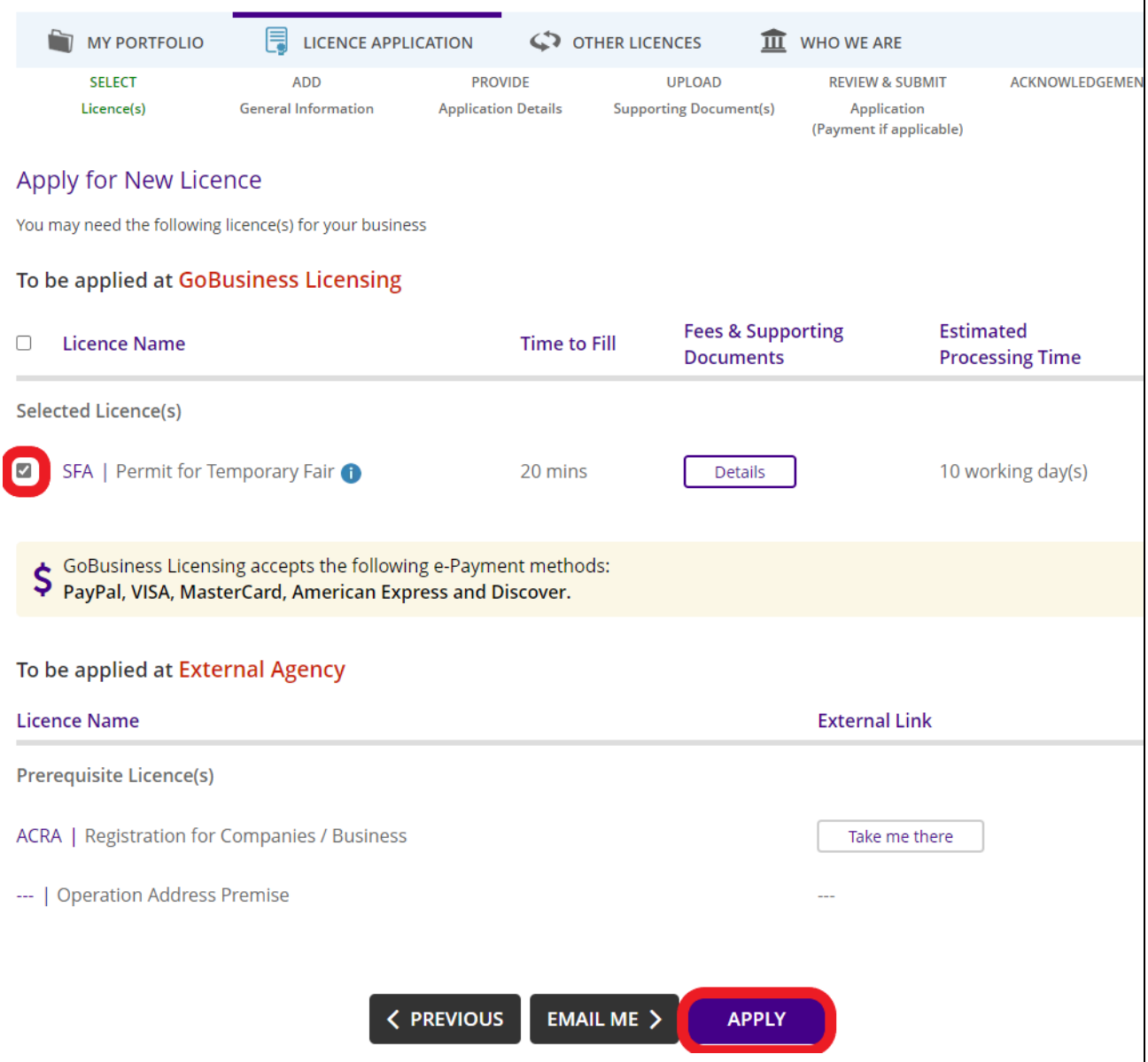


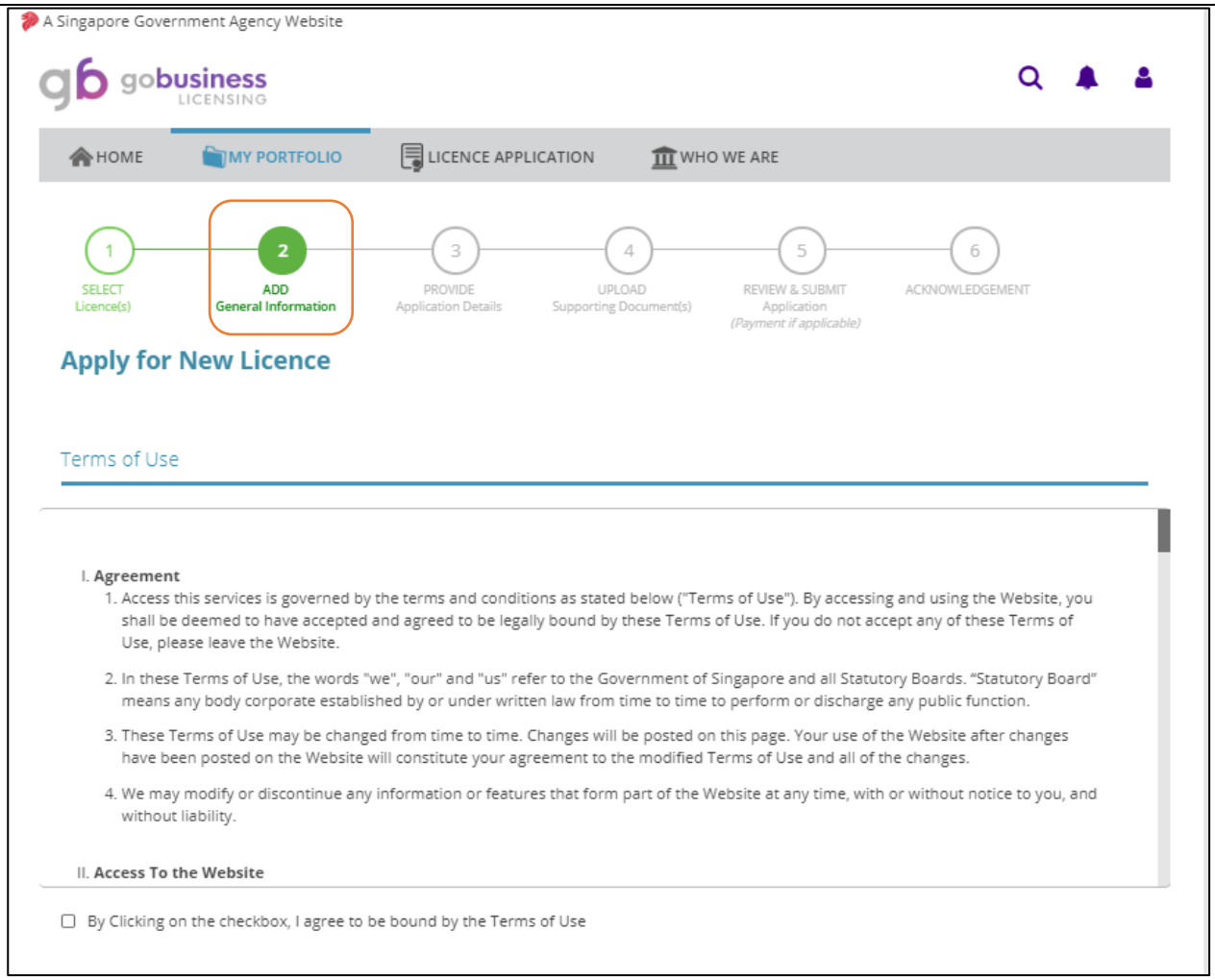
Step 4

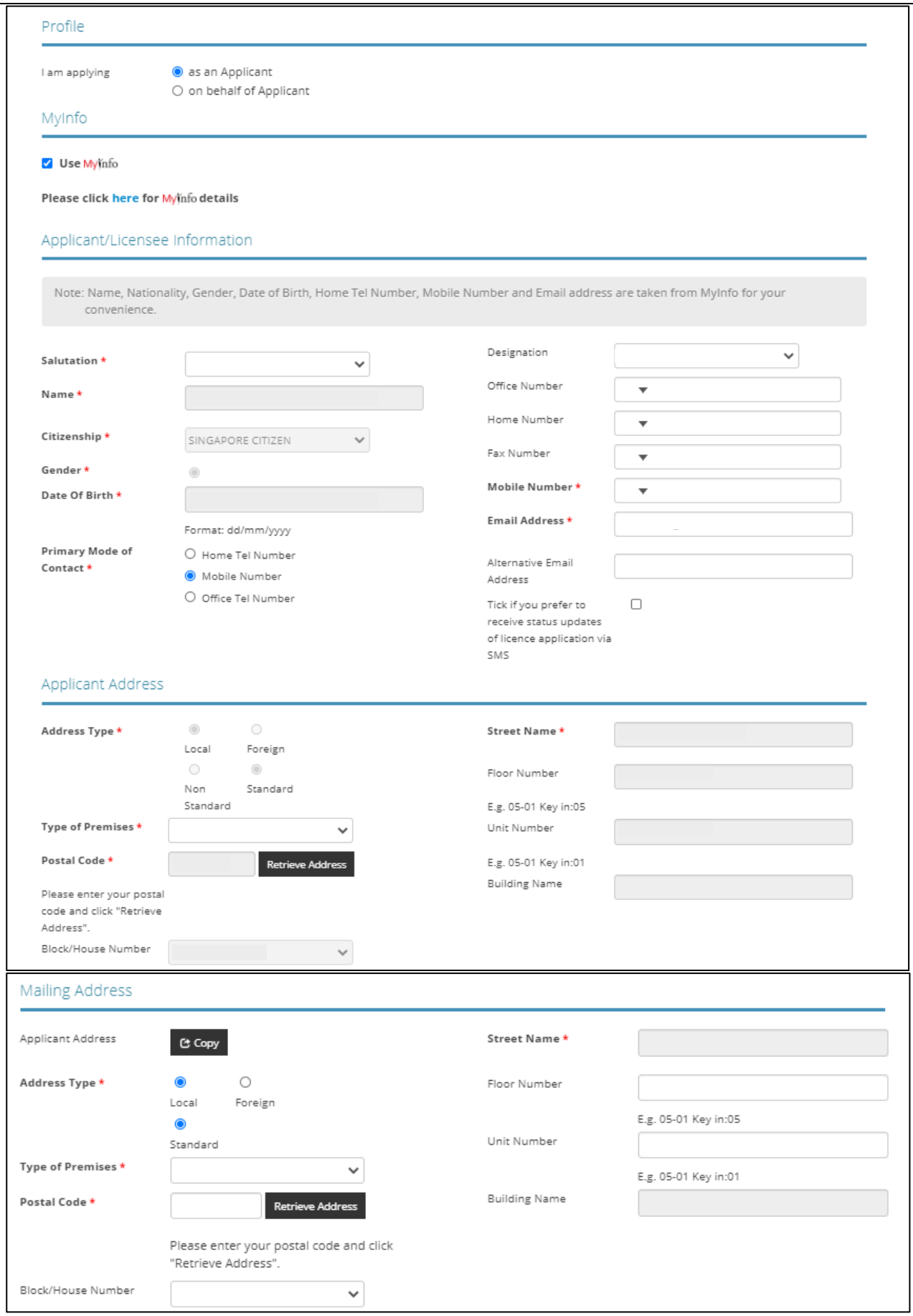
You will see a list of SFA licences and certificates. Select "Permit for Temporary Fair" from this list. Click "Review and Apply" once selected.

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.

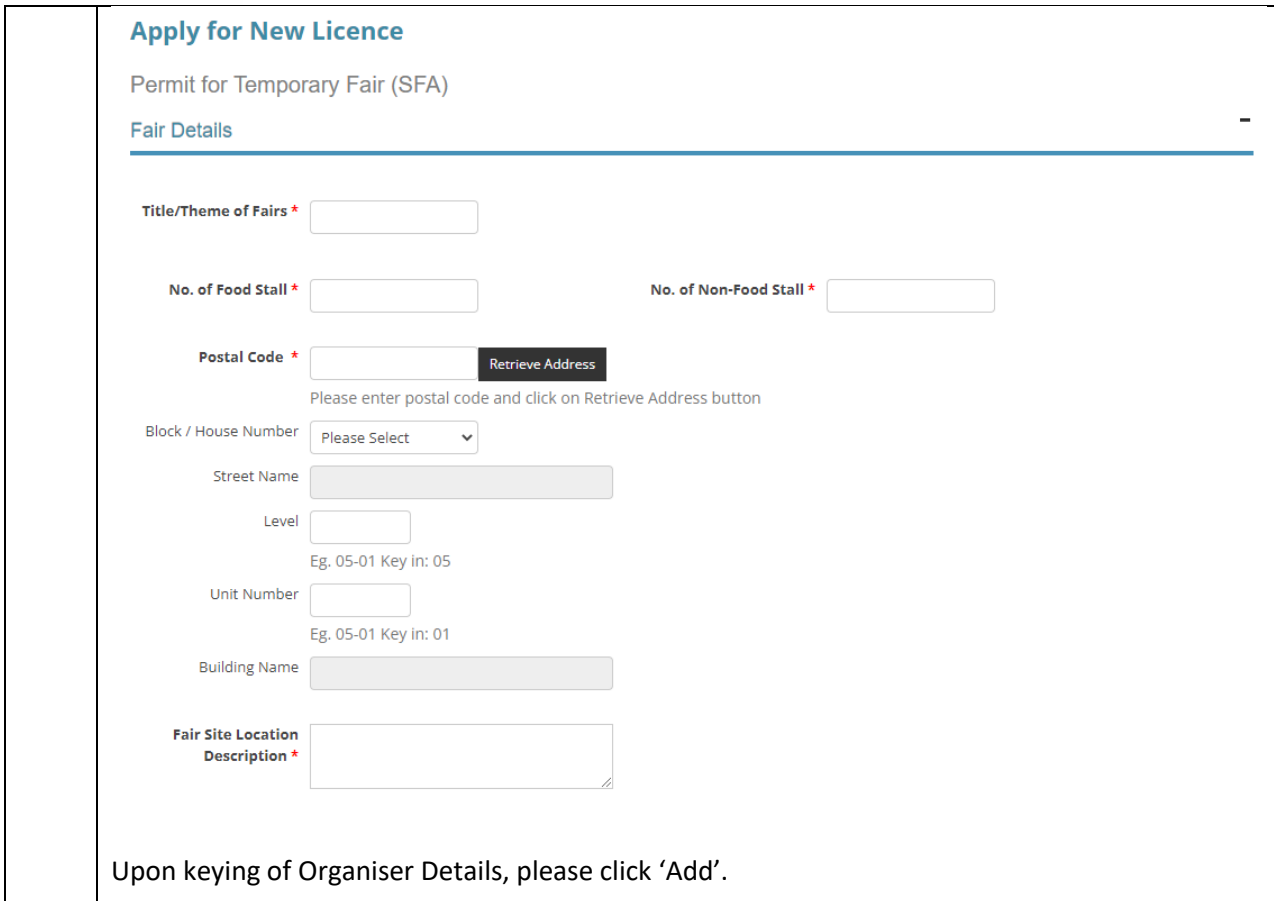


Licence Application	
Step 1	You are brought to Step 1 of the licence application process where the checkbox next to "Permit for Temporary Fair" is ticked. Click "Apply" at the bottom of the page. You will need to upload **Site owner, Appointment Letter, Layout plan of stalls and any other set up & List of stall operators,** at Step 4 to complete this application. 
Step 2	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.

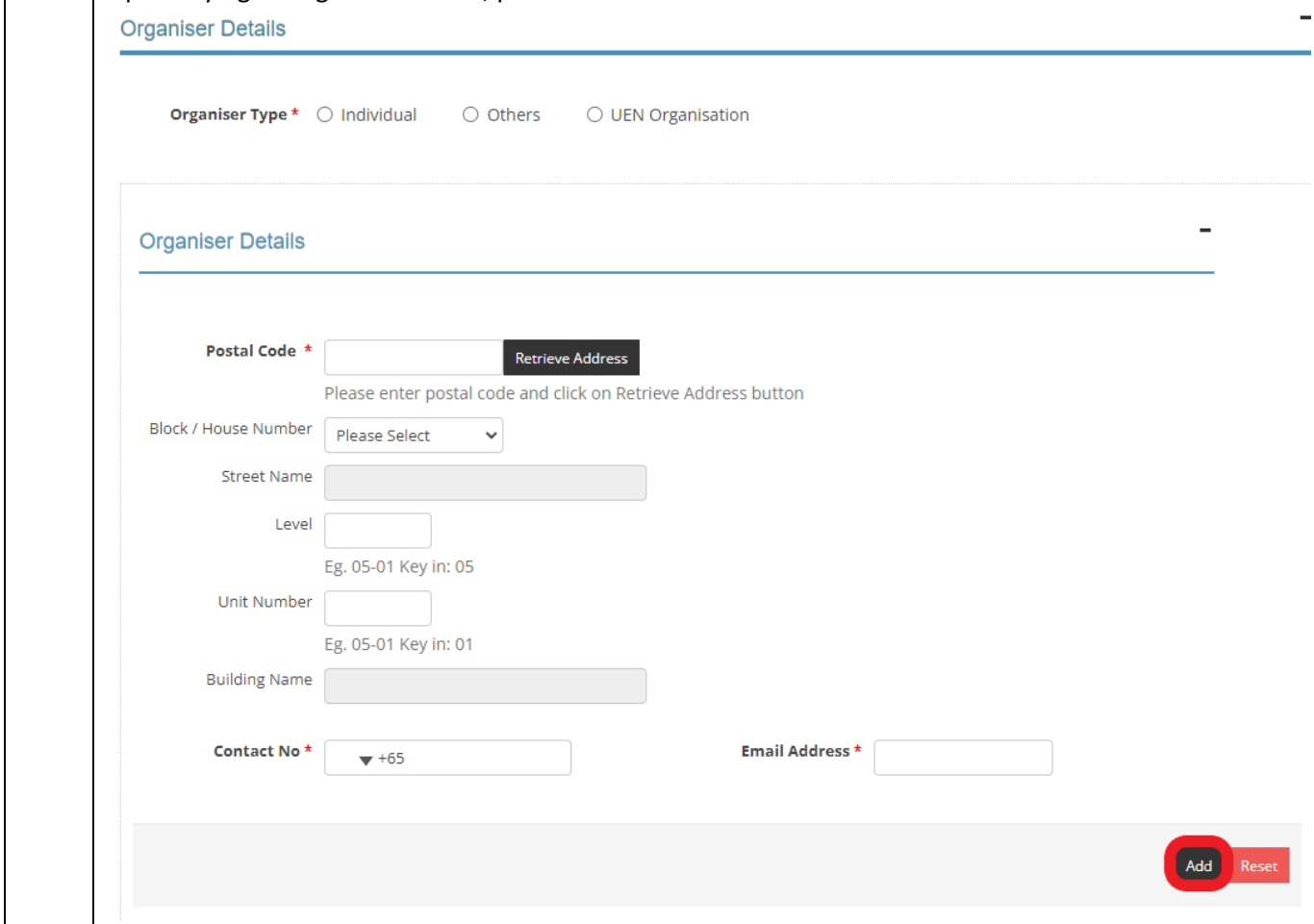

A Singapore Government Agency Website
gobusiness LICENSING
HOME
MY PORTFOLIO
LICENCE APPLICATION
WHO WE ARE
1 SELECT Licence(s)
2 ADD General Information
3 PROVIDE Application Details
4 UPLOAD Supporting Document(s)
5 REVIEW & SUBMIT Application (Payment if applicable)
6 ACKNOWLEDGEMENT
Apply for New Licence
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



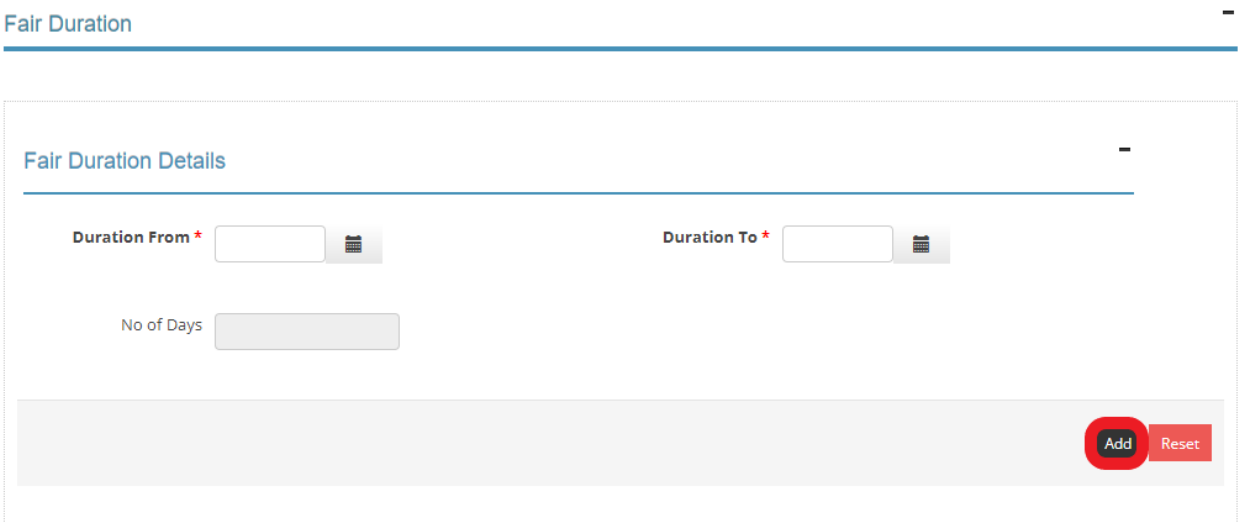
Step 3	Here, you need to provide information about the temporary fair. This segment asks for the temporary fair details, organiser details, fair duration & emergency contact. Please fill up all the fields with red *



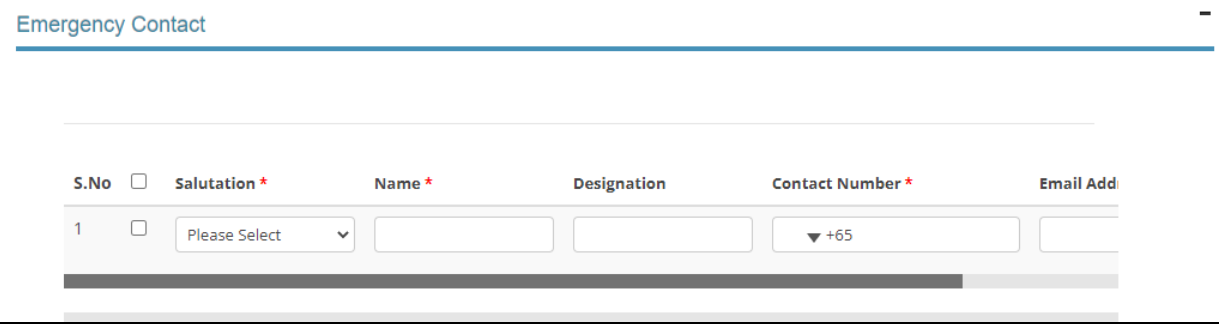
Upon keying of Organiser Details, please click 'Add'.



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

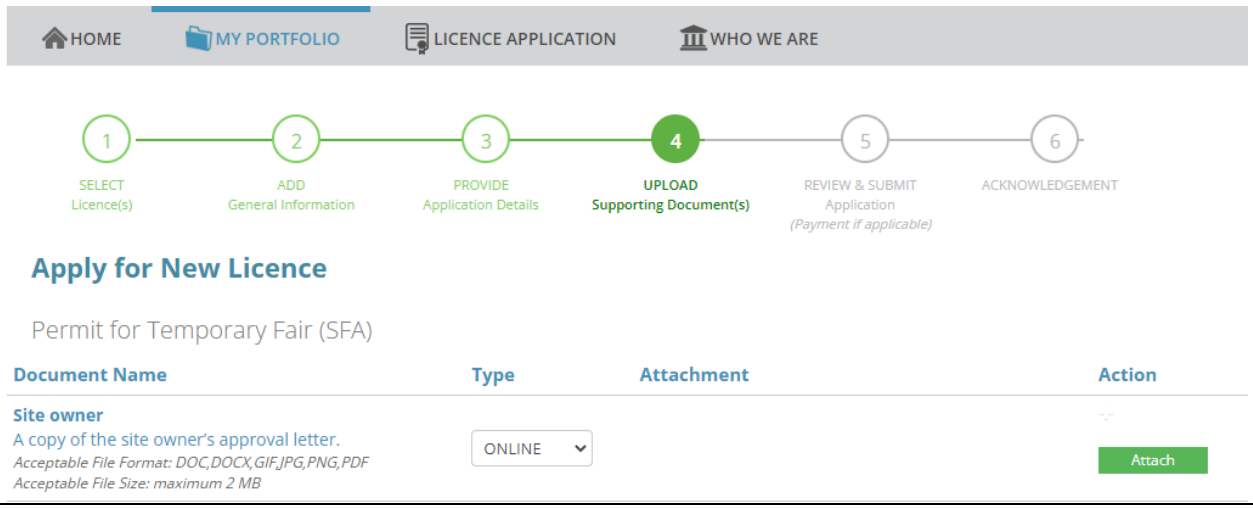


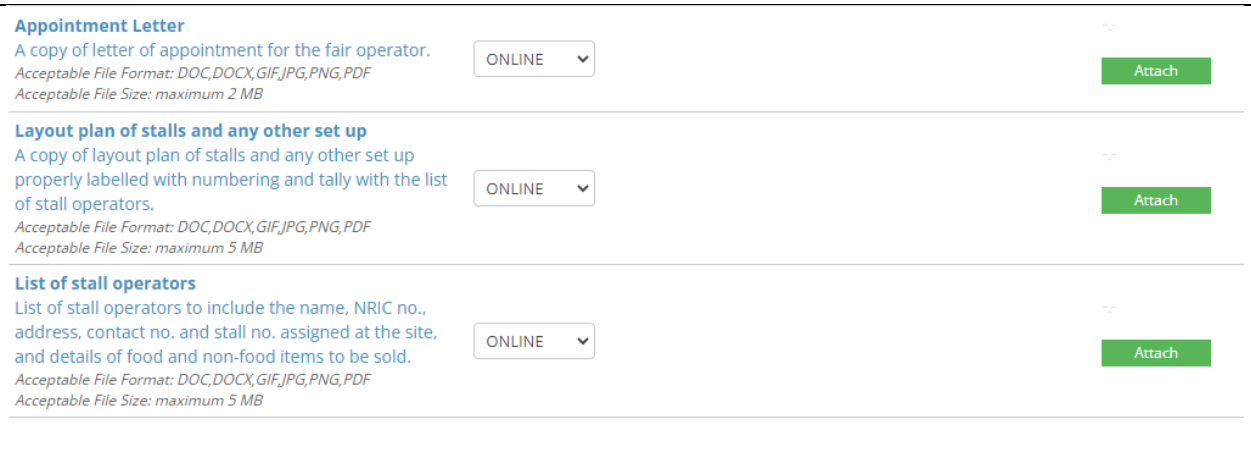
Please fill in the emergency contact with valid mobile number and email address. Do note non-mobile number is not acceptable for contact number field.



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.

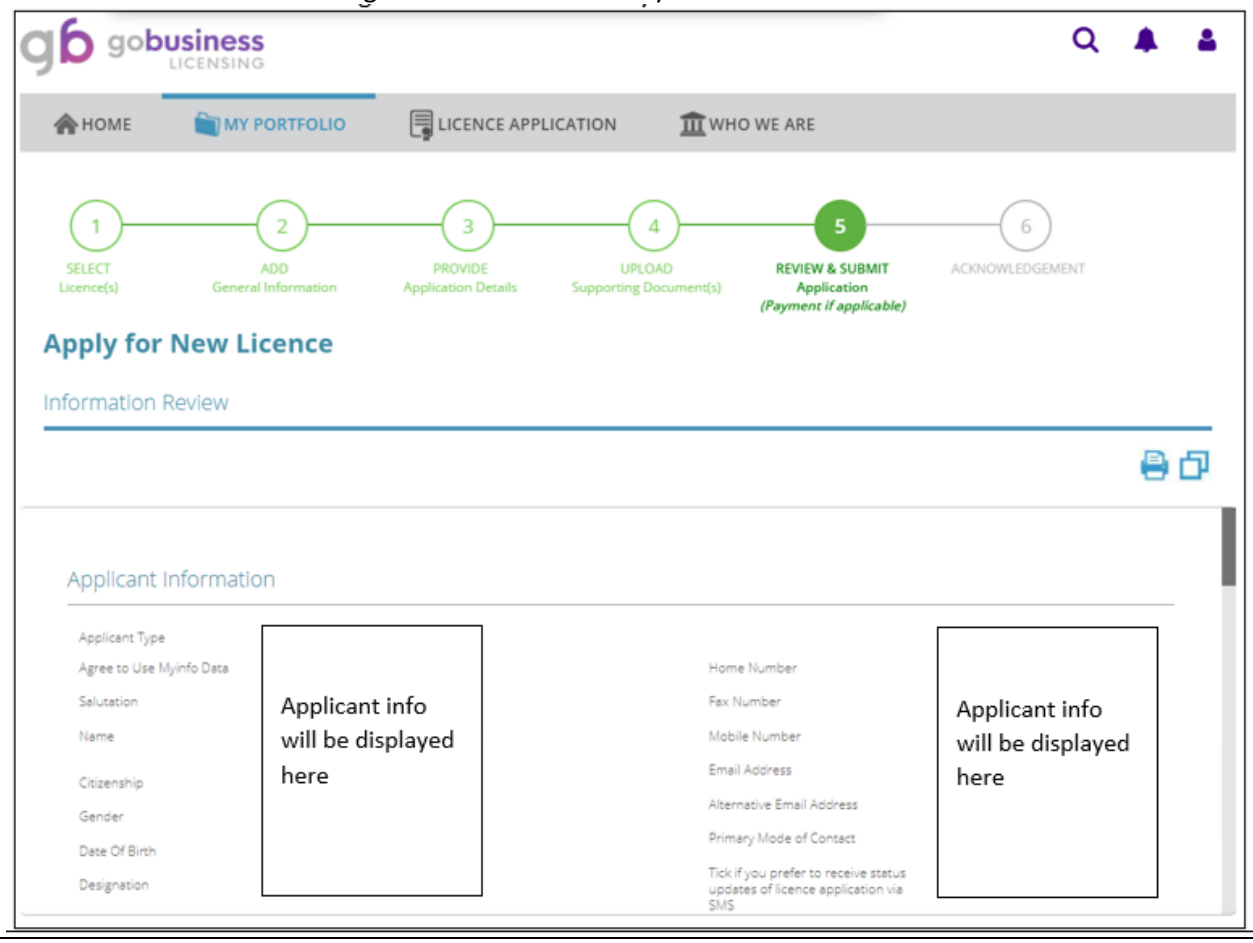


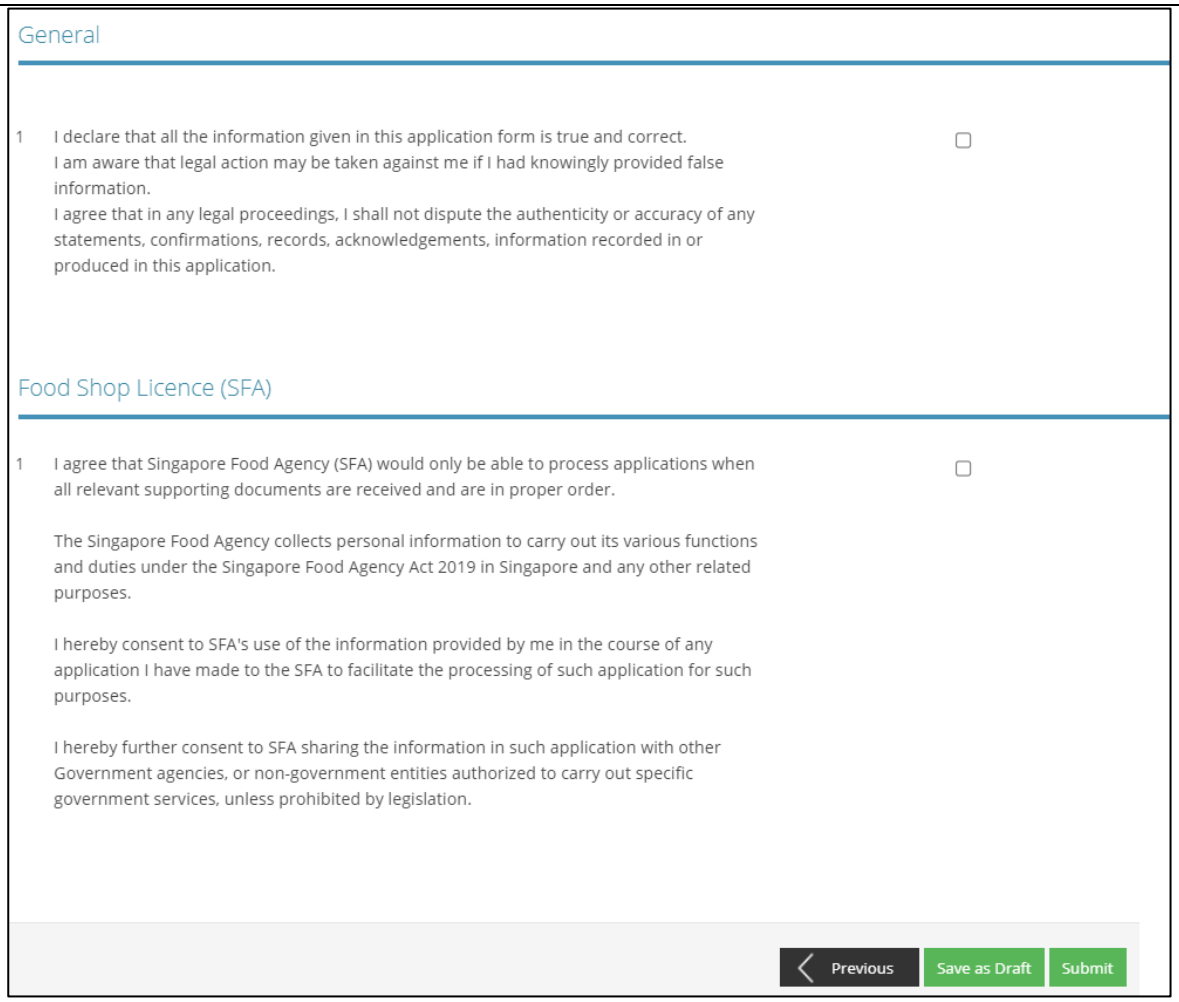


Step 5

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

You will receive an acknowledgement once successfully submitted.





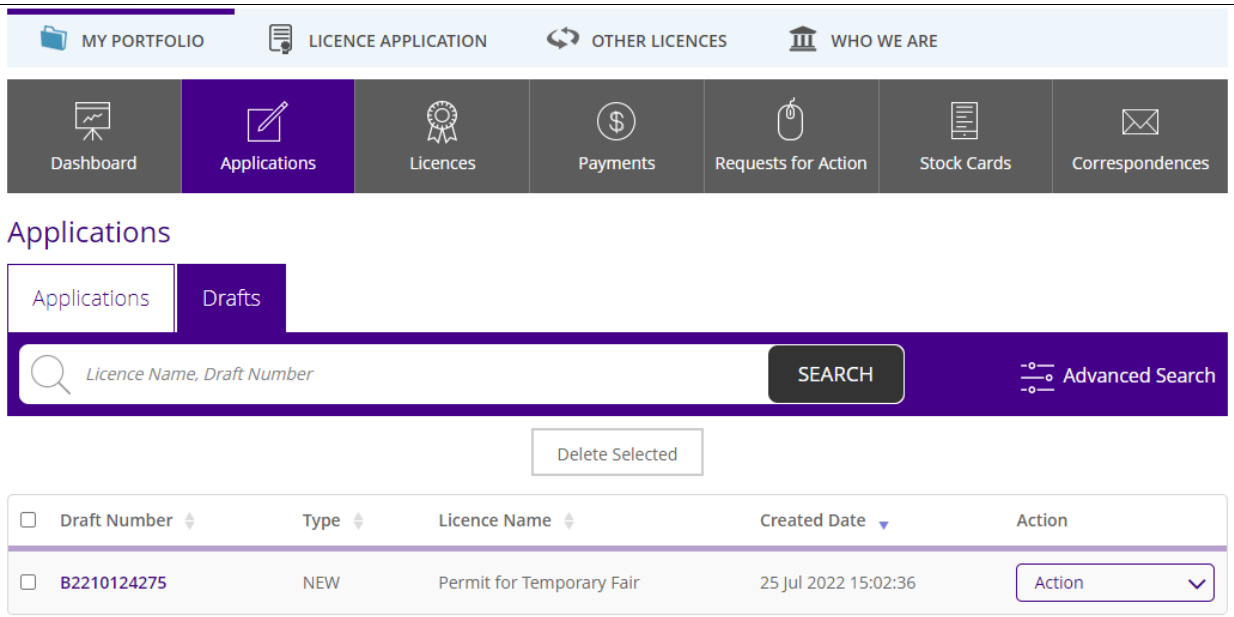
Confirmation that application was successfully submitted

Step 1

Go back to “My Portfolio” and click on the “Applications” tab in between “Dashboard” and “Licences”.

Successfully submitted applications can be viewed under the “Applications” tab next to the “Drafts” tab. These applications follow this naming format: **C**YY12345678 (where YY=year, followed by 8 digits).

Any previous applications that were saved as drafts and not submitted, can be viewed under “Drafts”. These drafts follow this naming format: **B**YY12345678 (where YY=year, followed by 8 digits).


MY PORTFOLIO
LICENCE APPLICATION
OTHER LICENCES
WHO WE ARE
Dashboard
Applications
Licences
Payments
Requests for Action
Stock Cards
Correspondences
Applications
Applications
Drafts
Licence Name, Draft Number
SEARCH
Advanced Search
Delete Selected
Draft Number
Type
Licence Name
Created Date
Action
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: Bxxxxxxxxxx will be removed on DD MMM YYYY Inbox ×

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** : C2110012345 **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.

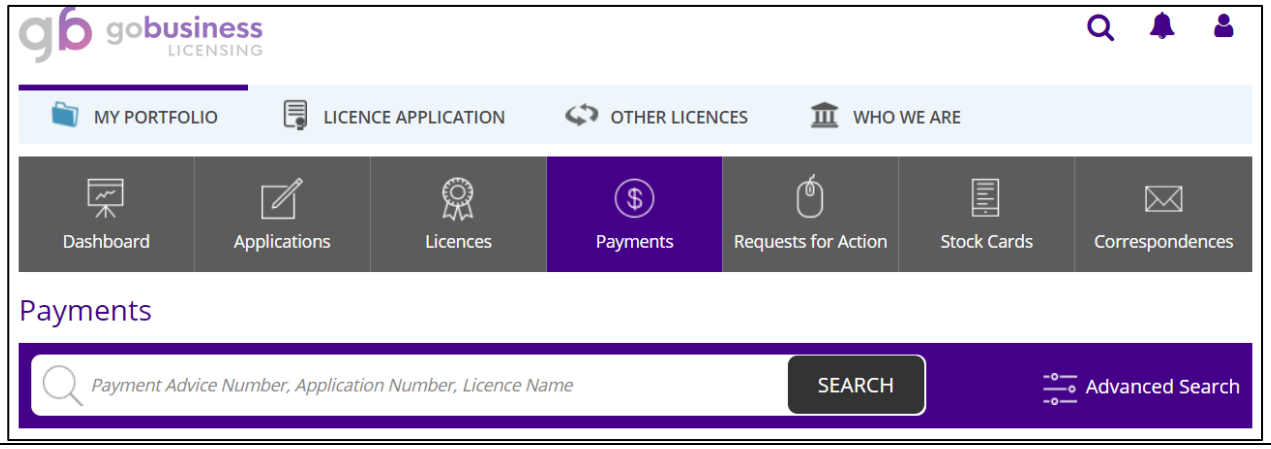
For information on how to make payment via LicenceOne, please refer to online guide https://licence1.business.gov.sg/licence1/authentication/showLogin.action/guidelines/web/help-internet/payment-management .

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.



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

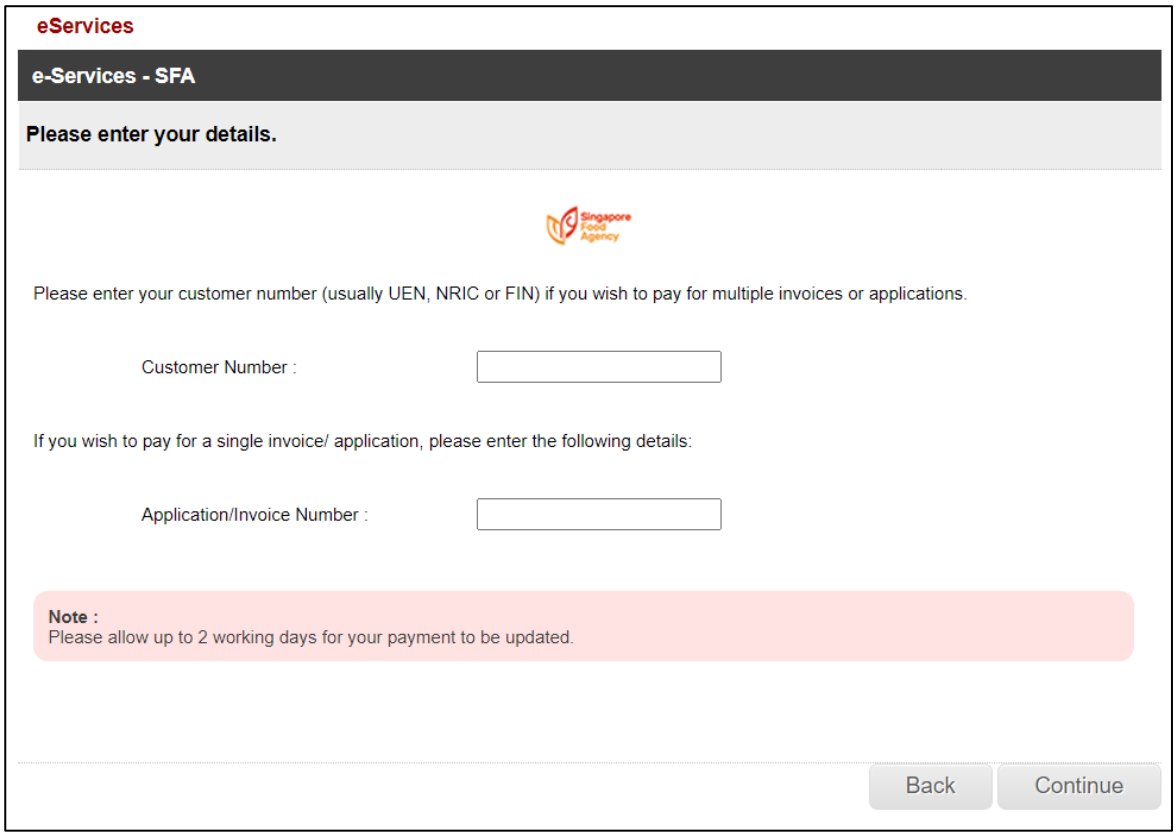
- Select Services » Government » SFA » Certificates/Licences/Other Services

AXS e-station (website) or m-station (mobile app)

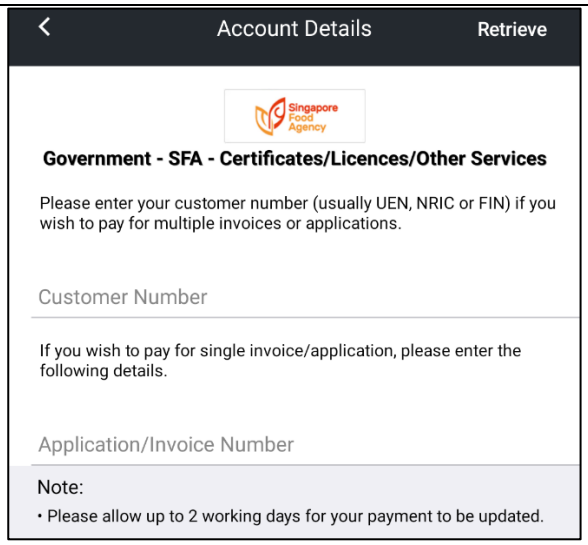
- Select eServices » Government » SFA » Certificates/Licences/Other Services

You will view either of these:

e-Station

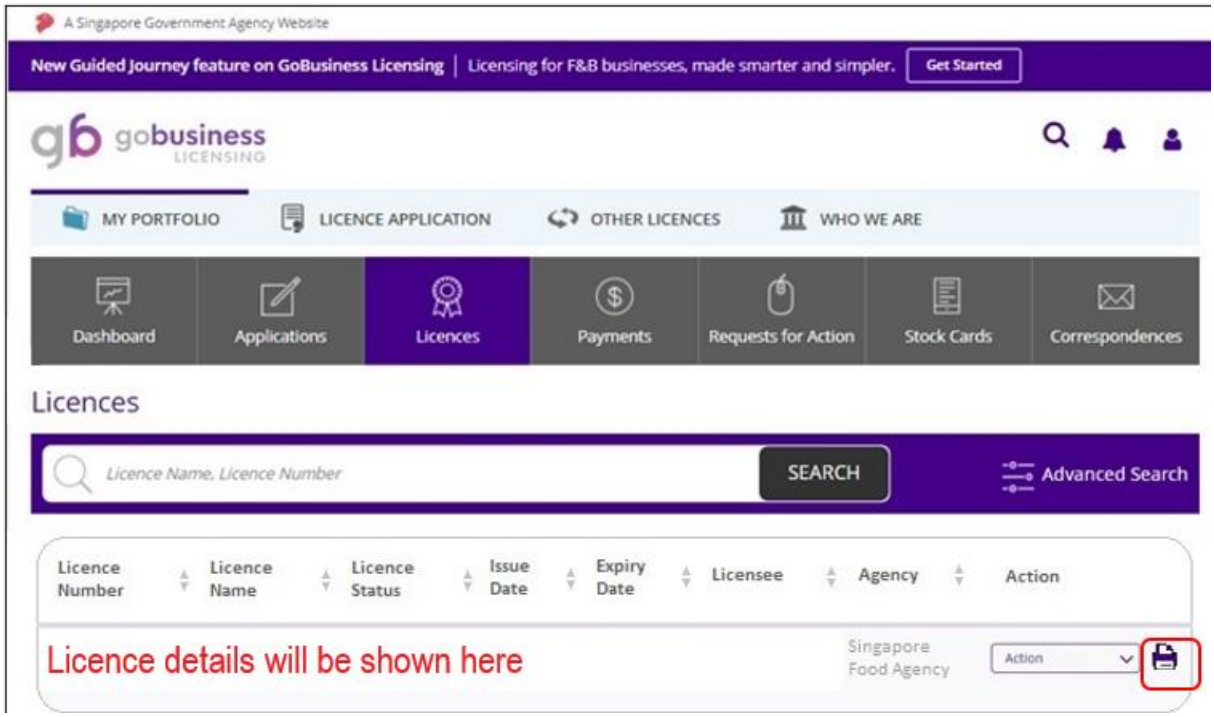


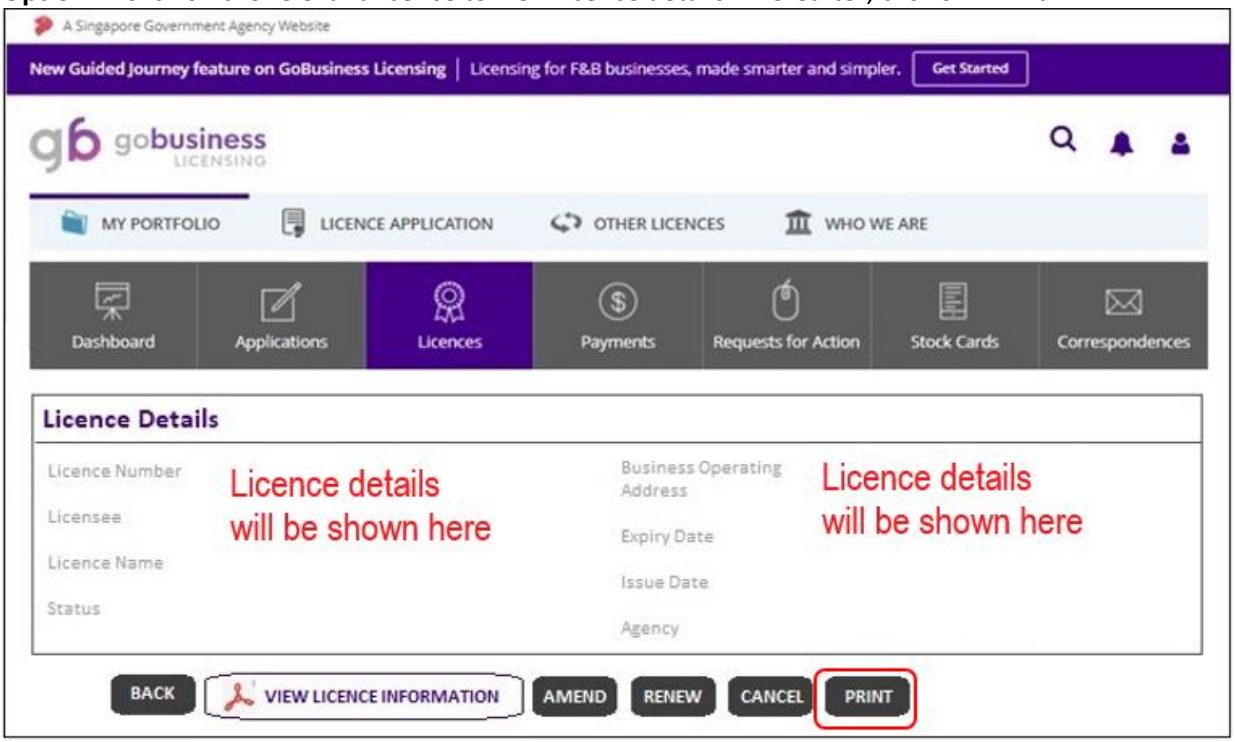
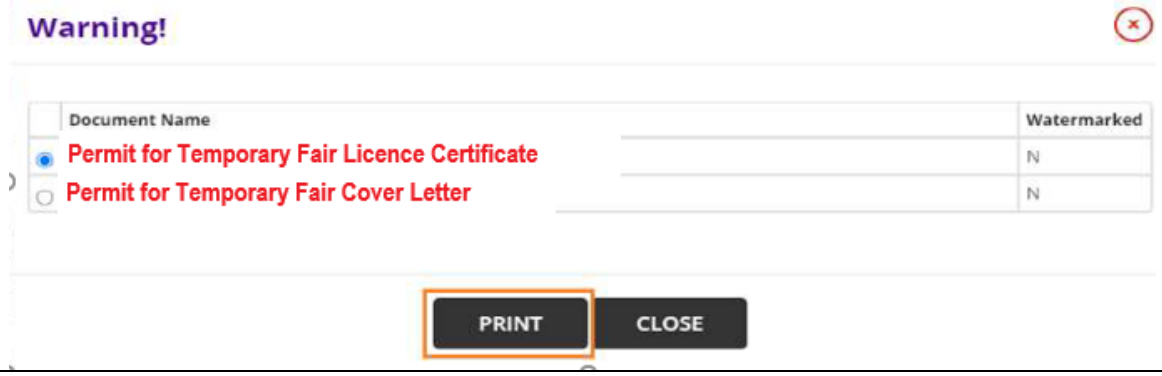
m-Station



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