



**CHANGI AIRPORT GROUP
(SINGAPORE) PTE LTD**
PO Box 168 Singapore Changi
Airport
Singapore 918146

**APPLICATION FOR
USE OF EVENT SPACE**

**Only For Designated Indoor Event Spaces within
CAG Terminal Buildings**

Instructions:

- a. This application form shall be completed by the event organiser for the staging of an event within CAG terminal buildings.
- b. A set of detailed building floor layout plans (A4 size) is to be attached indicating in colour the event's areas / activities.
- c. A set of sectional drawings (A4 size) is to be attached showing dimensions & the type of materials to be used for the temporary erected structures such as booths, stage, display stands, etc.
- d. All plans / drawings submitted shall be endorsed by the professional engineer.
- e. Applications must be made on per event basis at least 1 week before the commencement of the event.

I DETAILS OF EVENT

1. **Name / Title of event:** _____
2. **Name and Address of building where event is to be held:** _____
3. **Location of Event Space:** _____
(Please refer to Appendix B – Event Space Coding)
4. **Duration:**
From [Date] _____/[Time] _____ to [Date] _____/[Time] _____
5. **Brief description of event's activities:**

II PARTICULARS OF APPLICANT

6. **Name of event organiser:** _____
7. **Correspondence address of event organiser:** _____
8. **Contact number of event organiser:**
Company Tel: _____ Fax: _____ Emergency Contact Number: _____

9. Declaration by Event Organiser:

I hereby declare that all information given for this application is complete and true. I shall be bound by the all conditions including Fire Safety Conditions issued upon approval of this application.

_____ *Name & signature* _____ *Company Stamp* _____ *Date*

III NOTES TO APPLICANT

10. **Fire Safety Conditions**
The fire safety conditions to be complied with for this application are given overleaf. (Appendix A)

IV FOR OFFICIAL USE

11.	<input type="checkbox"/> Acknowledged by CAG Project Officer	<input type="checkbox"/> Endorsed by Building Owner (MCST – FM)	<input type="checkbox"/> Application received in order and acknowledged by Fire Safety Manager [AES]
	<i>Name and Signature:</i>	<i>Name and Signature:</i>	<i>Name and Signature:</i>
	<i>Remarks:</i>	<i>Remarks:</i>	<i>Remarks:</i>

Appendix A - Fire Safety Conditions

The approval is granted subject to the following conditions:

1. The event must be confined to be within the Event Space designated for such purposes. The temporary structures are to be erected according to the plans submitted for approval and the activities are to be confined within the Event Space.
2. The building's fire fighting facilities and protection systems are not to be obstructed with a minimum 1.5m clearance must be maintained. A minimum 0.5m clearance must be maintained below sprinkler heads.
3. All fire exits and escape routes must be free of obstruction. A minimum 3m clearance is to be maintained from fire exit staircases.
4. The building's covered pedestrian walkway is not to be used for events.
5. Event Space: 4 kg dry chemical powder [with a minimum 13A rating] fire extinguishers (PSB approved type) are to be provided every 15 meters within the event space in accordance to SSCP 578.
6. Renovation space : 1 x 50 kg dry chemical powder trolley fire extinguishers are to be provided every 20 meters within the renovation space in accordance to SCDF Circular FSR 14.2016
7. Row of stalls / booths must not exceed 15m in length and 3m in width. Separation distance of at least 3m is to be maintained between rows of stalls / booths.
8. Covered structures / booths (if any) are to be provided with a ball type fire extinguisher [Sprinkler Type] for every 12m² of covered area. Roofing or false ceiling must be of minimum class 2 surface flame spread rating (to be supported by PSB certificates).
9. Unless approved, the temporary structures are not to be of the enclosed type.
10. The erection of multi-storey structures is not allowed.
11. Unless approved by CAG, no seats are to be provided for the members of public during the event. If seating is approved, the maximum number of seats in a row must not exceed 12 and a minimum aisle width of 1.5m must be provided. Minimum space to be provided for seating is 1.5 m² per person.
12. All sides of the stage / raised decks, etc, are to be properly sealed and there shall be no storage of goods / materials beneath them.
13. Fuel tanks of motor vehicles on display are to be emptied during the event.
14. Activities involving use of LPG or flammable liquids, gases are not permitted.
15. "Open-flame" cooking is not permitted. Only solid fuels canister for heating purposes is not permitted.
16. Combustible materials are to be kept to a minimum and away from heat sources.
17. To engage a civil engineer / structural engineer to certify if structural safety is involved.
18. The temporary structures are to be removed / cleared upon expiry of the approved period.
19. For Terminal 3 Event Site (EA 1) & (EA 6), a maximum height of 2m with minimal backdrop fixture or perforated fixtures is required or shall be an open concept design are advised.
20. All submitted drawings for Event Space shall be endorsed by Qualified Person/ Professional Engineer and CAG Building Owner.
21. The event organiser shall adhere to Regulation 20 of the Fire Safety (Building Fire Safety) (Amendment) Regulation 1998 and SCDF requirements spelt under below hyperlink - http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/temporary-change-use.html
22. The event organiser shall:
 - (a) At all times to observe and conform with all laws and statutes now or hereafter in force and any orders, rules, regulations and notices thereunder, and at all times to ensure that the event organiser's employees and other persons authorised by the event organiser to use the Event Space, observe and comply with the same.
 - (b) Apply, pay for and comply with the conditions of any licence(s), permit(s) or approval(s) necessary for anything to be done by the event organiser.
 - (c) Permit CAG at any time to confiscate and/or destroy prohibited substances found in the Event Space, and the cost thereof together with a fifteen percent (15%) administrative charge or such charges as CAG shall impose from time to time, shall be borne by the event organiser and paid within fourteen (14) days from the date of written notice from CAG.
 - (d) Permit CAG (or any other party authorized by CAG) to perform unannounced checks of the Event Space at any time.
 - (e) Rectify any non-compliance of fire safety requirements, procedures or measures listed in any Fire Safety Manual issued pursuant to paragraph 20 (d) above within 3 days from the date of the inspection according to the recommendations mentioned by CAG. After the 3 day period, CAG will carry out a re-inspection of the Event Space. If any outstanding deficiencies are not rectified to the satisfaction of CAG as observed during the re-inspection, CAG shall give the Event organiser a further 2 days from the date of re-inspection to rectify the same before a further re-inspection is held. If the deficiency remains, the event organiser's business may be suspended without compensation. In addition, the event organiser shall pay a Fire Service Charge, as well as a fifteen percent (15%) administrative charge for each inspection, after the initial re-inspection, at the prevailing rate. Where CAG finds that the deficiencies are minor, and the event organiser fails to rectify these after 2nd re-inspection so to do, CAG shall take all steps necessary to rectify the same immediately thereafter and the event organiser shall bear all costs, expenses, as well as a fifteen percent (15%) administrative charge, or such charges as CAG shall impose from time to time, incurred by CAG.
 - (f) **Event Organizer to provide Letter of No Objection for event sites in Performance Based building area, T1, T3 and T4**
 - (g) Comply with all fire safety requirements, safety instructions; permit to work system and hot work procedures required by Singapore Civil Defence Force (SCDF) in addition to those stipulated in CAG's Fire Safety Manual. For further details on airport fire safety requirements, reference may be made to the latest Fire Safety Manual available online from CAG's website at <http://www.changiairport.com/content/dam/cacorp/documents/fireventionessentialdocuments/CAG%20Fire%20Safety%20Manual%20Aug%202014.pdf>

Appendix B –Event Spaces Coding

Terminal	Event Coding	Event Space
Terminal 1	T1-EA1	Level 2 Departure Transit Centre, All Centre Pizza Event Areas
	(a)	Centre Piazza Beside Simple EAT
	(b)	Centre Piazza Beside C&P (Shilla)
	(c)	Centre Piazza Beside W&S (DFS)
Terminal 2	T2-EA1	Level 2 Departure Transit South Next to Electronic Shop Sprintcass
Terminal 3	T3-EA1	Level 2 Departure Transit Central Crossroad Next to C&P Duplex (Shilla)
	T3-EA2	Level 2 Departure Public North In front of Staff Entrance
	T3-EA3(a)	Level 2 Departure Public Centre Central Departure Check In Hall
	T3-EA3(b)	Level 3 Departure Public Centre Beside Central F&B
	T3-EA4	Basement 2 Public Opposite KOPITIAM Foodcourt
	T3-EA5 (a)	Basement 2 Public Lifestyle Step
	T3-EA5 (b)	Basement 2 Public, Beside Poh Kim DVD
	T3-EA6	Level 2 Departure Transit North Next to Electronic Shop Sprintcass
	T3-EA7	Level 2 Departure Transit North Next to Coffee Bean
	T3-EA8	Level 2 Departure Landside North Next to PMS Link
T3-EA9	Basement 2 Public, Infront of NTUC	
Terminal 4	T4 - EA1	Level 2, Departure/Check In-Hall
	(a)	North, Open space next to CIR 1
	(b)	Next to Door 1
	(c)	Next to Door 2
	(d)	Next to Door 3
	(e)	Next to Door 4
	(f)	Next to Door 5
	T4 – EA2	Level 2M, Departure Hall Next to Food Court
	T4 – EA3	Level 2, Departure Transit Central
	(a)	Petal Cloud Viewing Gallery
	(b)	Next to Coffee Bean
	(c)	TV Lounge Area
	T4 – EA4	Arrival Public South
	(a)	Between Door 2 and Door 3
(b)	Next to #01-21	
(c)	Next to Wayfinding Signage	
(d)	Near to Escalator	
(e)	Behind Information Counter	
(f)	Next to Taxi Queue	