

General Singapore Event Regulations

Event Licensing & Safety Requirements

Republic of Singapore

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1. Overview of Singapore Event Regulations

1.1 Regulatory Framework

Singapore maintains comprehensive event regulations to ensure public safety, environmental protection, and community harmony. Multiple government agencies oversee different aspects of event management:

Primary Regulatory Bodies:

- Singapore Police Force (SPF):** Public entertainment licensing, public order, security
- Singapore Civil Defence Force (SCDF):** Fire safety, building safety, emergency response
- National Environment Agency (NEA):** Noise control, environmental protection, cleanliness
- National Parks Board (NParks):** Park venue usage, environmental impact
- Infocomm Media Development Authority (IMDA):** Arts entertainment content regulation

1.2 Event Categories & Requirements

Category A: Small Private Events (Under 50 people)

- Minimal licensing requirements
- Basic safety compliance
- Venue-specific approvals only

Category B: Medium Public Events (50-500 people)

- Public Entertainment License required
- Fire safety plan mandatory
- Sound level monitoring required

Category C: Large Public Events (500-5,000 people)

- Multiple permits required
- Comprehensive safety planning
- Police notification mandatory
- Professional security required

Category D: Mass Events (Over 5,000 people)

- Full government coordination
- Advanced planning timeline (6+ months)
- Emergency services coordination
- Crowd management plan mandatory

1.3 Permit Integration

Singapore operates an integrated permit system where certain approvals automatically trigger requirements for additional permits:

Linked Permits:

- Public Entertainment License → Fire Safety Requirements
 - Outdoor Event Permit → NEA Noise Compliance
 - Large Event Notification → Police Security Assessment
 - Venue Hire → Applicable Licensing Requirements
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2. Public Entertainment Licenses

2.1 Public Entertainment License (PEL) Requirements

Administered by: Singapore Police Force (SPF)

Legal Basis: Public Entertainments Act (Cap. 257)

Definition of Public Entertainment:

Any entertainment in a place accessible to the public, whether free or paid admission, including:

- Live music, singing, dancing performances
- Circuses and amusement centers
- Film exhibitions and screenings
- Magic shows and theatrical performances
- Organized competitions and games
- DJ performances and recorded music transmission

2.2 When PEL is Required

Mandatory for:

- Any ticketed entertainment event
- Live performances in bars, restaurants, clubs
- Outdoor concerts and festivals
- Performance arts in public venues
- Entertainment with amplified sound
- Events expecting public attendance (not private gatherings)

Location-Based Requirements:

- **Indoor venues:** PEL required regardless of size
- **Outdoor public spaces:** PEL required for all entertainment activities
- **Private properties:** PEL required if public can access (even by invitation)

2.3 PEL Application Process

Application Timeline:

- **Minimum:** 2 weeks before event
- **Recommended:** 4-6 weeks for complex events
- **Processing time:** 7-14 working days

Required Documentation:

- Completed PEL application form
- Detailed event program and schedule
- Venue layout plan and safety measures
- Proof of public liability insurance

- Fire Safety Certificate (if applicable)
- List of performers and crew

Application Fees:

- **Single event:** SGD \$70-\$200 (based on venue size and duration)
- **Annual license:** SGD \$500-\$2,000 (for regular entertainment venues)
- **Expedited processing:** Additional 50% fee for applications within 2 weeks

2.4 PEL Exemptions

Exempted Activities (if specific conditions met):

- Hotel/shopping center performances with max 2 loudspeakers
- Fashion shows in enclosed venues
- Bridal shows
- Art exhibitions without live performances
- Educational performances in schools
- Religious ceremonies (limited scope)

Exemption Conditions:

- Maximum 2 loudspeakers, positioned downward-facing
- No vulgar or obscene content
- Organizer present throughout event
- Police notification 7 days in advance
- Compliance with all other relevant regulations

3. Amplified Music Permits

3.1 NEA Sound Regulations

Administered by: National Environment Agency (NEA)
Legal Basis: Environmental Protection and Management Act

Sound Level Limits:

Time Period	Residential Areas	Commercial Areas	Factory Areas
Day (7am-7pm)	65 dBA	70 dBA	75 dBA
Evening (7pm-11pm)	60 dBA	65 dBA	70 dBA
Night (11pm-7am)	55 dBA	60 dBA	65 dBA

Noise-Sensitive Premises (hospitals, schools): 5 dBA lower than above limits

3.2 Music Licensing Requirements

COMPASS (Composers and Authors Society of Singapore):

- **Required for:** Playing copyrighted music at events
- **Covers:** Composer and lyricist royalties
- **Application:** Online through COMPASS website
- **Fees:** Based on event size, duration, and venue capacity

MRSS (Music Rights Society Singapore):

- **Required for:** Broadcasting recorded music
- **Covers:** Record label and performer rights
- **Combined licenses:** Available with COMPASS for comprehensive coverage

3.3 Outdoor Event Sound Requirements

Park Events (NParks venues):

- **No amplified sound:** Between 10:00 PM – 9:00 AM
- **Maximum volume:** Must not cause nuisance to other park users
- **Equipment restrictions:** Maximum 2 loudspeakers without special approval
- **Sound direction:** Speakers must face away from residential areas

Public Space Events:

- **Sound impact assessment:** Required for events over 500 attendees
- **Neighbor notification:** Recommended for residential area events
- **Sound technician:** Professional sound management required for large events

3.4 Sound Equipment Regulations

Professional Requirements:

- **Certified operators:** Sound technicians must be qualified for large events
- **Equipment standards:** All sound equipment must meet Singapore electrical safety standards
- **Monitoring systems:** Real-time sound monitoring required for events over 1,000 attendees
- **Immediate compliance:** Sound levels must be adjusted immediately upon authority request

4. Outdoor Event Weather Protocols

4.1 Weather Monitoring Requirements

National Environment Agency (NEA) Weather Services:

- **Daily monitoring:** Check NEA weather forecasts and warnings
- **Lightning detection:** Real-time lightning alert systems recommended
- **Heat stress monitoring:** Track heat index during outdoor events

Weather Warning Levels:

- **Amber:** Moderate weather conditions, continue with caution
- **Red:** Severe weather, event modification recommended
- **Black:** Extreme conditions, event suspension/evacuation required

4.2 Lightning Safety Protocols

Mandatory Procedures:

- **30-30 Rule:** Suspend outdoor activities when thunder follows lightning by 30 seconds or less
- **Shelter requirements:** Adequate covered areas for all attendees
- **Resume timing:** Wait 30 minutes after last lightning/thunder
- **High-risk activities:** Water sports, elevated structures require enhanced protocols

Equipment Safety:

- **Temporary structures:** Must be properly grounded and anchored
- **Electrical equipment:** ELCB protection mandatory for outdoor electrical systems
- **Metal structures:** Lightning protection systems required for large installations

4.3 Rain Contingency Planning

Venue Requirements:

- **Covered areas:** Minimum 50% covered capacity for outdoor events over 2 hours
- **Weather protection:** Tents, marquees, or adjacent indoor spaces
- **Ground conditions:** Non-slip surfaces, proper drainage consideration
- **Equipment protection:** Waterproof covers for electrical equipment

Event Modification Protocols:

- **Partial postponement:** Move portions of event to covered areas
- **Complete postponement:** Reschedule entire event (refund/rebooking policies apply)
- **Indoor alternatives:** Backup indoor venues should be identified in advance

4.4 Heat Management

High Temperature Protocols (Above 32°C):

- **Hydration stations:** Free water stations every 50 meters
- **Shade requirements:** Minimum 30% shaded areas for seated events
- **Medical preparedness:** Enhanced first aid for heat-related incidents
- **Activity modification:** Reduce intensity of physical activities

Vulnerable Population Protection:

- **Elderly and children:** Priority access to shaded/cooled areas
 - **Medical conditions:** Special consideration for attendees with health conditions
 - **Staff rotation:** Frequent breaks for outdoor event staff
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5. Safety Requirements by Event Size

5.1 Small Events (Under 200 People)

Basic Safety Requirements:

- **Emergency exits:** Minimum 2 exits for indoor venues
- **Fire extinguishers:** Standard venue equipment adequate
- **First aid:** Basic first aid kit and trained person recommended
- **Emergency plan:** Simple evacuation plan for indoor venues

Staffing Requirements:

- **Event coordinator:** 1 person responsible for safety
- **Crowd monitoring:** Visual monitoring adequate
- **Emergency contact:** Mobile phone contact with emergency services

5.2 Medium Events (200–1,000 People)

Enhanced Safety Requirements:

- **Fire safety plan:** Written plan submitted to SCDF if required
- **Emergency exits:** Width and number per SCDF regulations
- **Security personnel:** 1 security officer per 100 attendees (recommended)
- **First aid station:** Dedicated first aid area with trained personnel

Planning Requirements:

- **Risk assessment:** Written assessment of potential hazards
- **Emergency procedures:** Detailed evacuation and emergency response plan
- **Staff briefing:** All staff trained on emergency procedures
- **Communication:** PA system for emergency announcements

5.3 Large Events (1,000–5,000 People)

Comprehensive Safety Requirements:

- **Professional security:** Licensed security company required
- **Medical support:** Paramedic or registered nurse on-site
- **Fire safety inspection:** SCDF inspection may be required
- **Crowd barriers:** Professional crowd control barriers and signage

Advanced Planning:

- **Safety coordinator:** Dedicated safety manager for event duration
- **Emergency services liaison:** Direct communication with police/fire/ambulance
- **Multiple zones:** Compartmentalized areas with separate evacuation routes
- **Real-time monitoring:** CCTV and communication systems

5.4 Mass Events (Over 5,000 People)

Government Coordination Required:

- **Police notification:** Mandatory notification under Public Order Act
- **Multi-agency planning:** Coordination with police, SCDF, NEA, healthcare
- **Professional management:** Event management company with mass event experience
- **Emergency services presence:** On-site emergency services required

Comprehensive Safety Systems:

- **Command center:** Centralized coordination facility
- **Multiple medical stations:** Professional medical teams and equipment
- **Advanced crowd management:** Professional crowd flow analysis and control
- **Contingency planning:** Multiple backup plans for various scenarios

5.5 SCDF Occupancy Load Requirements

Assembly Occupancy Load Factors:

Venue Type	Square Meters per Person
Dance floors, standing areas	0.5 m ² /person

Venue Type	Square Meters per Person
Auditoriums, fixed seating	0.5 m ² /person
Waiting areas	3 m ² /person
Exhibition spaces	3 m ² /person
Outdoor assembly areas	1 m ² /person

Exit Requirements:

Occupants	Minimum Doors	Minimum Corridor Width
51-200	2	1.20m
201-500	2	1.25m
501-1,000	3	1.25m
Over 1,000	4	1.25m

6. Fire Safety & SCDF Requirements

6.1 Fire Safety Certification

When Required:

- Indoor events over 200 people
- Temporary structures over 100 sqm
- Events with pyrotechnics or special effects
- Venues with modified layout or additional equipment

Application Process:

- **Timeline:** Submit 21 days before event
- **Documentation:** Detailed layout plans, equipment specifications
- **Inspection:** SCDF may conduct site inspection
- **Validity:** Certificate valid for specific event dates only

6.2 Fire Safety Requirements

General Requirements:

- **Fire extinguishers:** 1 per 20 meters in exhibition areas
- **Emergency exits:** Must remain unobstructed at all times

- **Exit signage:** Illuminated exit signs required
- **Fire-retardant materials:** All drapes, decorations must be certified

Temporary Structures:

- **Materials:** Class 1 or 2 surface flame spread rating required
- **Covered booths:** Ball-type fire extinguisher per 12 sqm covered area
- **Booth spacing:** Minimum 3m separation between booth rows
- **Maximum booth size:** 15m length × 3m width without special approval

6.3 Electrical Safety

Licensed Electrical Worker (LEW) Requirements:

- **Temporary installations:** LEW certification required for electrical work over 13 amps
- **Safety devices:** ELCB (Earth Leakage Circuit Breaker) mandatory
- **Inspection:** Pre-event electrical inspection required
- **Documentation:** Electrical safety certificates must be available on-site

Generator Safety:

- **SCDF approval:** Required for portable generators
- **Safety equipment:** Fire extinguishers, drainage trays, fencing required
- **Ventilation:** Adequate ventilation to prevent carbon monoxide buildup
- **Qualified operator:** Licensed operator required for generator operation

6.4 Pyrotechnics and Special Effects

Permit Requirements:

- **SCDF explosives permit:** Required for all pyrotechnics
- **Professional operator:** Licensed pyrotechnician mandatory
- **Safety zones:** Minimum safety distances from audience and structures
- **Insurance:** Enhanced insurance coverage required

Prohibited Items:

- **Open flames:** Generally prohibited in indoor venues
- **Smoke machines:** May be restricted based on venue fire detection systems
- **Fireworks:** Outdoor use only with special permits and safety zones

7. Noise Regulations & Compliance

7.1 Measurement and Monitoring

Sound Level Measurement:

- **Measurement points:** At venue boundaries and nearest residential areas
- **Equipment:** Calibrated sound level meters (Type 1 or Type 2)
- **Frequency:** Continuous monitoring for events over 4 hours
- **Documentation:** Sound level logs may be required for permit compliance

Professional Monitoring:

- **Qualified technicians:** Professional sound measurement for large events
- **Real-time adjustments:** Immediate response to sound level violations
- **Reporting:** Post-event sound level reports for regulatory compliance

7.2 Enforcement and Penalties

NEA Enforcement:

- **On-site inspections:** NEA officers may inspect during events
- **Immediate compliance:** Sound levels must be reduced immediately upon request
- **Violation penalties:** Fines up to SGD \$5,000 for first offense
- **Repeat violations:** Progressive penalties and permit suspension

Community Complaints:

- **Complaint hotline:** NEA Call Centre +65 6225 5632
- **Response time:** Within 2 hours for noise complaints
- **Resolution:** Immediate corrective action required

7.3 Mitigation Strategies

Sound Control Measures:

- **Directional speakers:** Point speakers away from residential areas
- **Sound barriers:** Temporary barriers to reduce sound transmission
- **Volume limiting:** Digital limiters to prevent exceeding permitted levels
- **Time restrictions:** Scheduling loud activities during permitted hours only

Neighbor Relations:

- **Advance notification:** Inform nearby residents about upcoming events
 - **Contact information:** Provide organizer contact for immediate concerns
 - **Good neighbor practices:** Regular sound level checks and prompt response to concerns
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8. Insurance & Liability Requirements

8.1 Public Liability Insurance – Mandatory

Minimum Coverage Requirements:

- **Bodily injury:** SGD \$1,000,000 per occurrence
- **Property damage:** SGD \$500,000 per occurrence
- **Product liability:** SGD \$500,000 per occurrence (if applicable)
- **Policy period:** Must cover entire event period including setup/breakdown

Additional Insured Requirements:

- **Venue owners:** Must be named as additional insured
- **Government agencies:** May require additional insured status
- **Contractors:** All contractors must have their own coverage
- **Cross-liability:** Coverage between co-insureds required

8.2 Event-Specific Insurance

Event Cancellation Insurance:

- **Weather coverage:** Protection against weather-related cancellations
- **Communicable disease:** Coverage for pandemic-related cancellations
- **Venue unavailability:** Protection if venue becomes unavailable
- **Key person:** Coverage if key performers/speakers unable to attend

Equipment Insurance:

- **Hired equipment:** Coverage for rented AV, staging, and technical equipment
- **Exhibitor property:** Insurance for exhibition displays and materials
- **Transit coverage:** Protection during transportation and setup

8.3 Professional Indemnity

When Required:

- **Event management companies:** Professional liability coverage
- **Technical service providers:** Errors and omissions coverage
- **Catering services:** Food safety and professional liability
- **Security services:** Professional liability and fidelity coverage

Coverage Amounts:

- **Event management:** SGD \$500,000 – \$2,000,000 depending on event size
- **Technical services:** SGD \$300,000 – \$1,000,000
- **Catering:** SGD \$500,000 plus product liability
- **Security:** SGD \$1,000,000 plus fidelity bond

8.4 Insurance Documentation

Required Documents:

- **Certificate of Insurance:** Current certificates for all required coverages
- **Policy declarations:** Detailed coverage summaries
- **Endorsements:** Additional insured and waiver of subrogation endorsements
- **Claims history:** Recent claims history may be requested

Submission Timeline:

- **Venue bookings:** Insurance certificates required before booking confirmation
 - **Permit applications:** Insurance documentation must accompany permit applications
 - **Updates:** Any changes to insurance must be communicated immediately
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9. Application Processes & Timelines

9.1 Integrated Planning Timeline

6 Months Before Event:

- Initial venue booking and major permit identification
- Preliminary safety planning and risk assessment
- Insurance procurement and initial coverage setup
- Major contractor and vendor selection

3 Months Before Event:

- **Public Entertainment License application**
- **Fire Safety Plan submission** (if required)
- **NEA notifications** for sound and environmental impact
- **Police notification** for large events (over 5,000 people)

1 Month Before Event:

- **Final permit approvals** and conditions compliance

- **Insurance certificates** submission to all relevant parties
- **Safety plan finalization** and staff training
- **Emergency services coordination** and contact establishment

1 Week Before Event:

- **Final inspections** and approvals
- **Staff briefings** and safety training completion
- **Equipment testing** and safety system checks
- **Emergency contact confirmation** and communication test

9.2 Online Application Systems

GoBusiness Licensing Portal:

- **Single platform:** Apply for multiple licenses through one portal
- **Application tracking:** Real-time status updates and processing timeline
- **Document upload:** Digital submission of required documents
- **Payment processing:** Online fee payment and receipt generation

Agency-Specific Portals:

- **NEA Online Services:** Environmental permits and noise notifications
- **NParks OneService:** Park venue bookings and permits
- **SCDF Online Services:** Fire safety applications and certificates
- **SPF Online Services:** Public entertainment and security-related permits

9.3 Professional Services

Event Management Companies:

- **Permit coordination:** Professional handling of multiple permit applications
- **Regulatory compliance:** Expert knowledge of current requirements
- **Agency liaison:** Direct relationships with regulatory agencies
- **Risk management:** Professional risk assessment and mitigation planning

Legal and Compliance Services:

- **Regulatory advice:** Legal compliance review and guidance
 - **Permit appeals:** Professional representation for permit challenges
 - **Contract review:** Insurance and liability clause analysis
 - **Compliance monitoring:** Ongoing regulatory compliance management
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10. Contact Directory

10.1 Primary Regulatory Agencies

Singapore Police Force (SPF)

Public Entertainment Licensing Unit

Phone: +65 6391 0000

Email: spf_licensing@spf.gov.sg

Online: www.gobusiness.gov.sg (search "Public Entertainment Licence")

Office Hours: Monday-Friday, 8:30 AM - 5:30 PM

Singapore Civil Defence Force (SCDF)

Fire Safety Department

Phone: +65 6848 1488

Email: scdf_fssd@scdf.gov.sg

Online: www.scdf.gov.sg

Office Hours: Monday-Friday, 8:30 AM - 5:30 PM

National Environment Agency (NEA)

Environmental Protection Division

Phone: +65 6225 5632 (Call Centre, 24 hours)

Email: NEA_QSM@nea.gov.sg

Online: www.nea.gov.sg

Office Hours: Monday-Friday, 8:30 AM - 5:30 PM

National Parks Board (NParks)

Park Connector & Venue Management

Phone: +65 1800 471 7300

Email: nparks_online@nparks.gov.sg

Online: www.nparks.gov.sg

Office Hours: Monday-Sunday, 7:00 AM - 7:00 PM

10.2 Licensing Support Services

Infocomm Media Development Authority (IMDA)

Content Regulation Department

Phone: +65 6211 2888

Email: info@imda.gov.sg

Online: www.imda.gov.sg

Ministry of Trade and Industry (MTI)

GoBusiness Licensing Support

Phone: +65 6274 6576

Email: gobiz@mti.gov.sg

Online: www.gobusiness.gov.sg

10.3 Music Licensing Organizations

COMPASS (Composers and Authors Society of Singapore)

Phone: +65 6336 2422

Email: info@compass.org.sg

Online: www.compass.org.sg

Office Hours: Monday-Friday, 9:00 AM – 5:30 PM

MRSS (Music Rights Society Singapore)

Phone: +65 6338 8187

Email: enquiry@mrss.com.sg

Online: www.mrss.com.sg

Office Hours: Monday-Friday, 9:00 AM – 5:30 PM

10.4 Professional Associations

Association of Singapore Event Organisers & Suppliers (ASEOS)

Phone: +65 6346 9132

Email: secretariat@aseos.org.sg

Online: www.aseos.org.sg

Singapore Association of Convention & Exhibition Organisers & Suppliers (SACEOS)

Phone: +65 6233 6666

Email: info@saceos.org.sg

Online: www.saceos.org.sg

10.5 Emergency Services

Police Emergency: 999

Fire & Ambulance Emergency: 995

Non-Emergency Police Hotline: 1800-255-0000

NEA Environmental Complaints: +65 6225 5632

10.6 Insurance Providers

QBE Insurance (Singapore) Pte Ltd

Phone: +65 6224 6633

Email: info.sg@qbe.com

Specialty: Event liability insurance

NTUC Income Insurance Co-operative Limited

Phone: +65 6788 1777

Email: cs@income.com.sg

Specialty: Event liability insurance

Great Eastern General Insurance (Singapore) Pte Ltd

Phone: +65 6248 2888

Email: wecare@greateasterngeneral.com

Specialty: Comprehensive business insurance

10.7 Professional Services

Event Industry Consultants:

- Regulatory compliance consulting
- Permit application services
- Insurance brokerage and consultation
- Risk management and safety planning

Legal Services:

- Entertainment law specialists
- Regulatory compliance attorneys
- Insurance and liability law
- Contract review and negotiation

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Important Notice: Singapore regulations change frequently. Always verify current requirements with the relevant government agencies before planning any event. This document provides general guidance and does not constitute legal advice.

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