

GoBusiness Permit for Temporary Fair New Application User Guide

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CONTENTS

Chapter 1: About this Guide 3
Chapter 2: Logging in to GoBusiness 4
Chapter 3: Permit for Temporary Fair 8
Chapter 4: Payment of Permit for Temporary Fair 22

Chapter 1: About this Guide

Background

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 planned fair start date, and all the supporting documents are to be submitted at least **5 working days** before the fair start date.

This permit can be applied by the fair operators who are individuals (Singaporean / Permanent Resident), societies registered with MHA or entities registered with ACRA. Potential fair operators can apply on their own or appoint a filer to do so.

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.

Audience

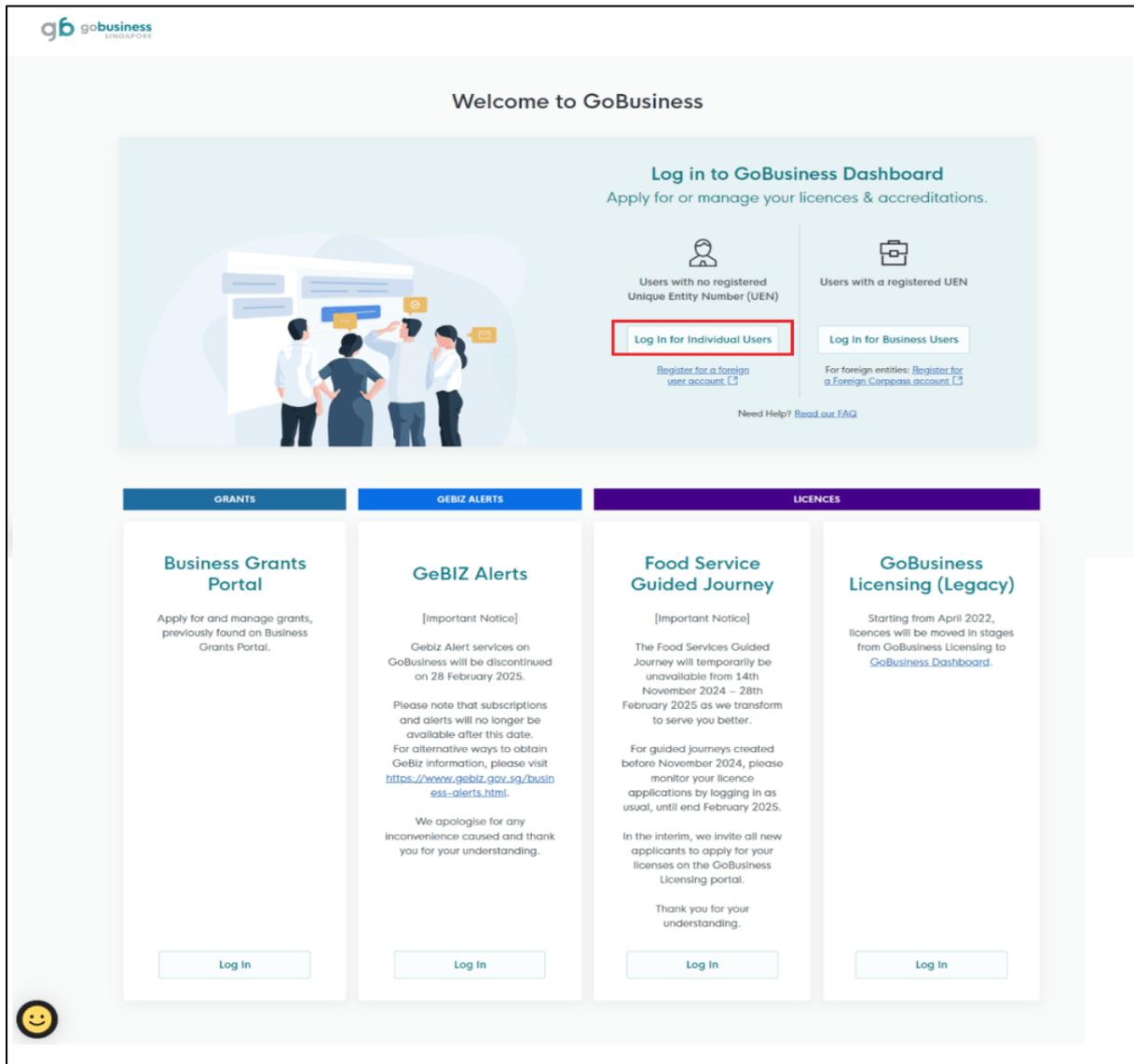
- Applicants of Permit for Temporary Fair

Chapter 2: Logging in to GoBusiness

There are two different ways to log in to **GoBusiness**.

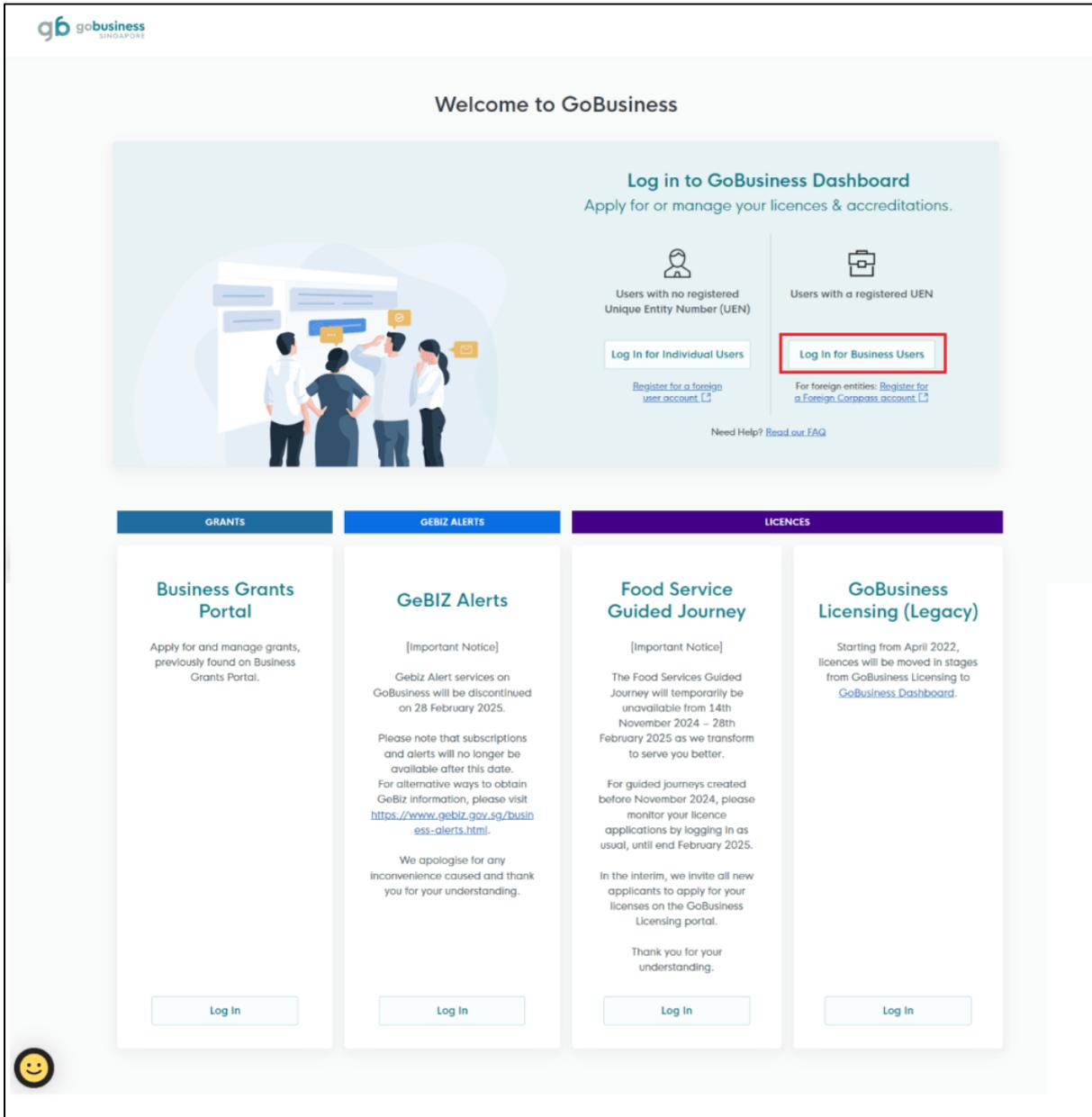
Login type	Transaction Type	Description
SingPass	<ul style="list-style-type: none">Personal	<ul style="list-style-type: none">Authorisation is done through SingPass. For more details on SingPass, visit https://www.singpass.gov.sg.For personal transaction type, user can be a licensee himself or filer who has been authorised (offline) by the licensee to submit the application request on behalf of him/her.
CorpPass	<ul style="list-style-type: none">Corporate	<ul style="list-style-type: none">Authorisation is done through CorpPass. For more details on CorpPass, visit https://www.corppass.gov.sg.User can be anyone authorised by the company through CorpPass.An authorized filer can apply for the licence on behalf of the company.User will be entering the UEN of the company and CorpPass ID of the individual user.

1. Go to <https://dashboard.gobusiness.gov.sg/login> on the Internet Browser.
2. Click **Log In**. The Login Page will be displayed.



Log In for Individual Users

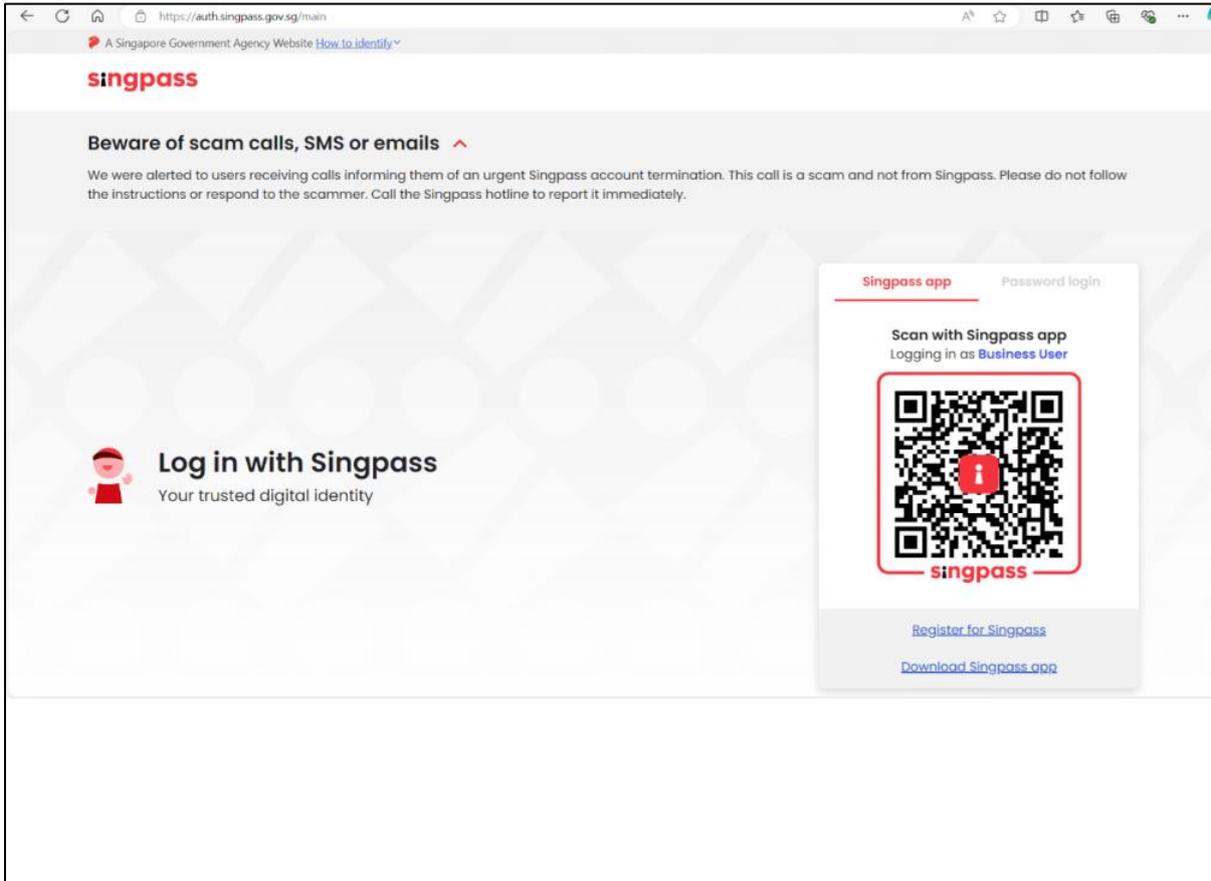
3. Click Log in for Individual Users.



Log In for Business Users

4. Click Log in for Business Users if you are applying under Business.

GoBusiness New Application User Guide Chapter 2: Logging in to GoBusiness



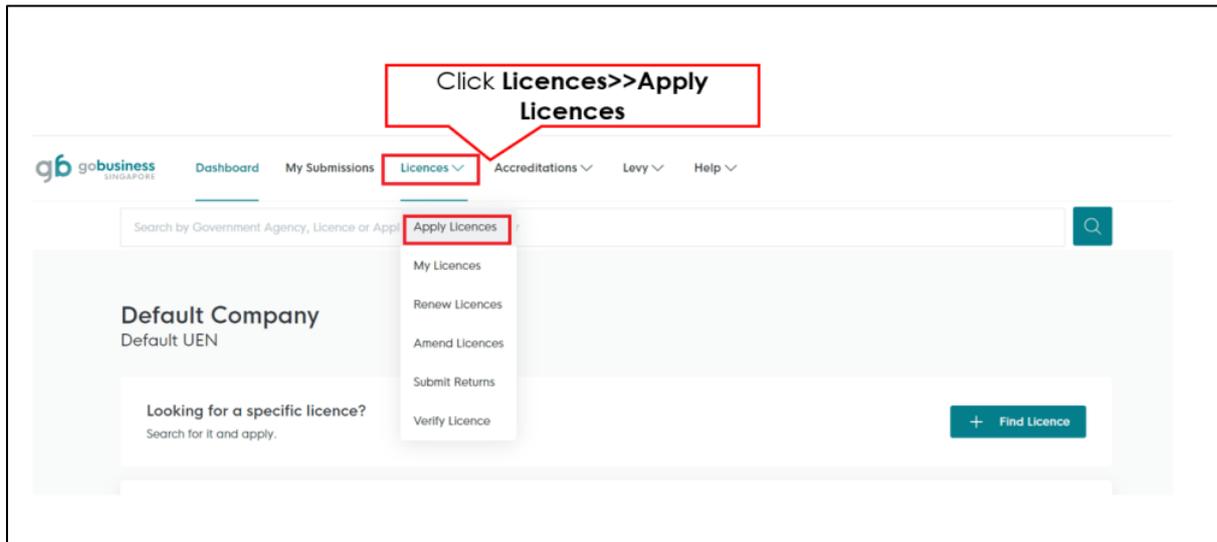
SingPass Login

5. Use SingPass to login to the portal.

Chapter 3: Permit for Temporary Fair

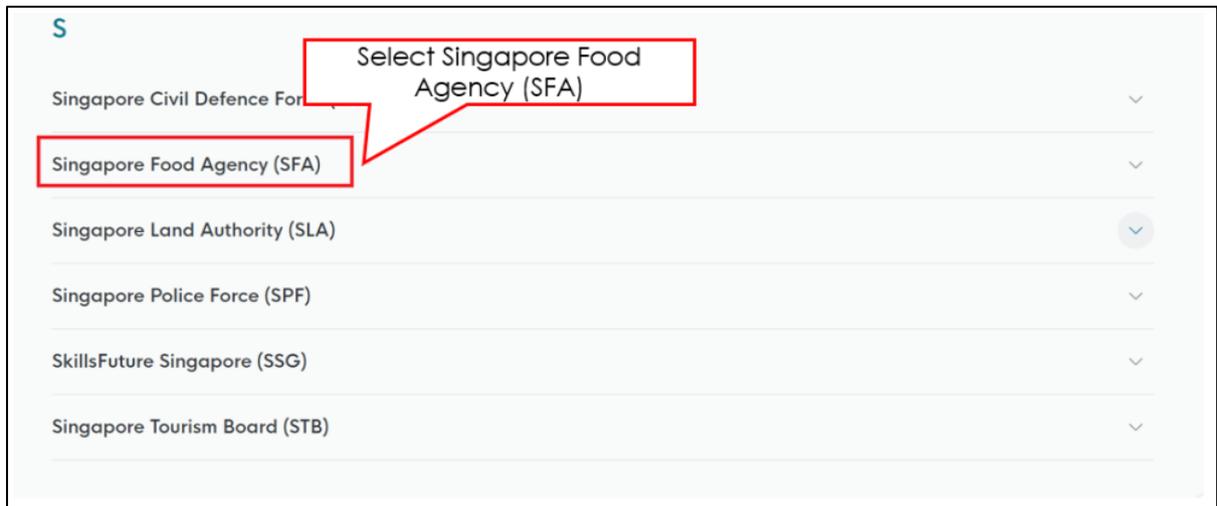
Apply New Licence Application

Choose Agency



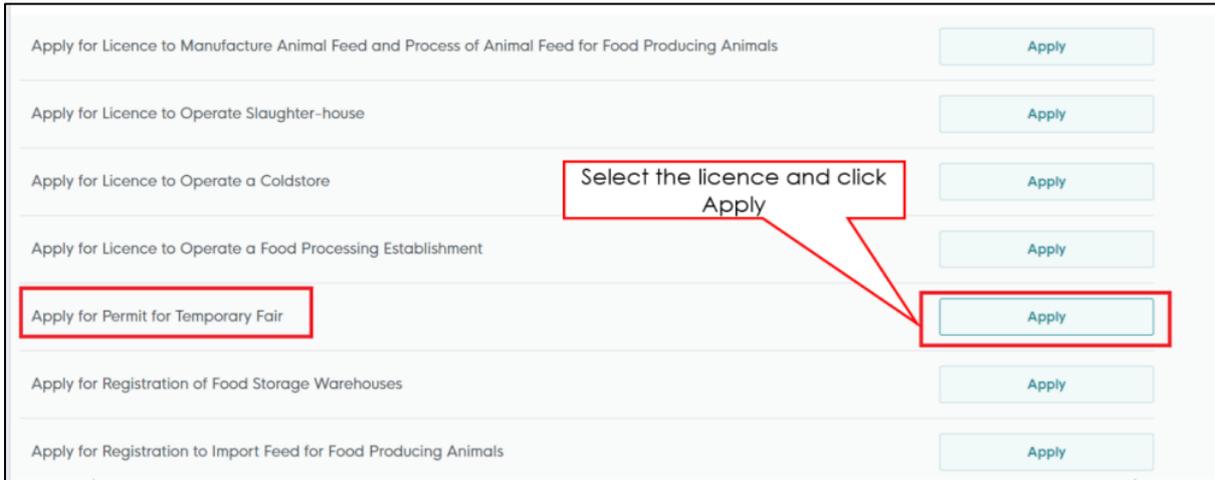
Licences

1. Click **Licences>>Apply Licences**.



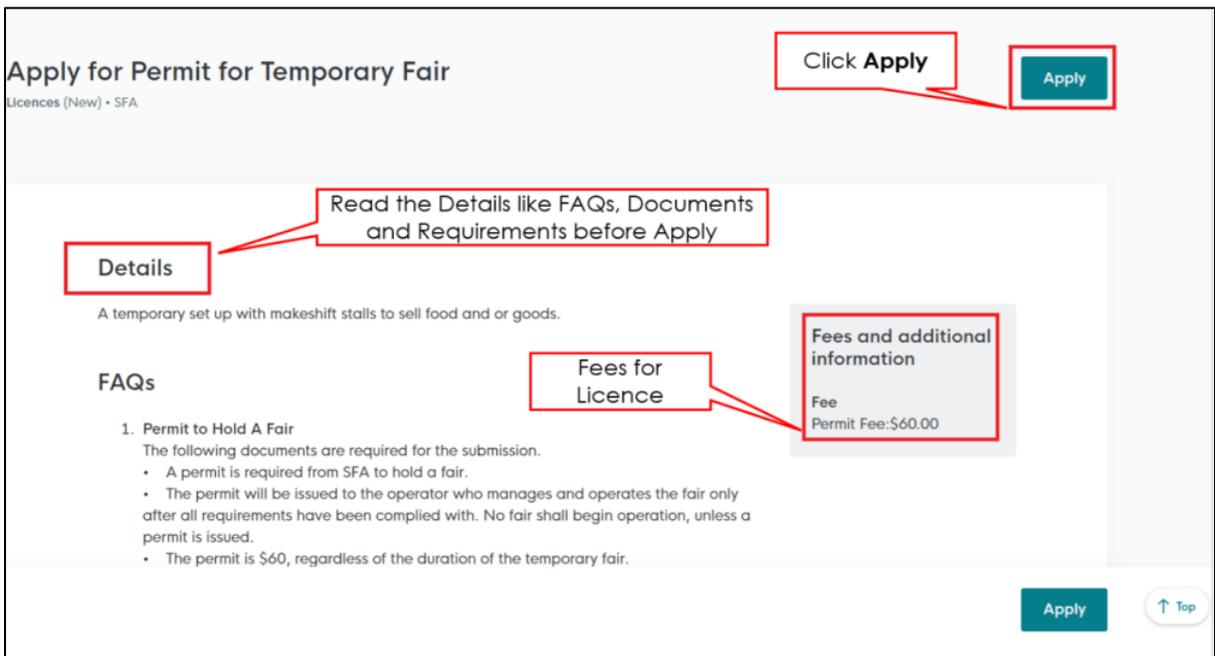
Select Singapore Food Agency

2. Select **Singapore Food Agency (SFA)**.



Select **Apply for Permit for Temporary Fair** and **Apply**

3. Select the **Apply for Permit for Temporary Fair** and click **Apply**.
4. Click **Apply** to continue application. Note the fees and read the details before applying.



Apply for Permit for Temporary Fair

General Information

As an Applicant (refers to the operator who is operating the temporary fair)

You are applying for Permit for Temporary Fair (SFA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 20 mins to complete

STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose As an applicant

General Information – As an Applicant

- 5. In Profile, choose I am applying **As an applicant**.

Applicant Detail

Salutation
Select

Name
Default User

ID Type
NRIC

ID No.
****2356G

Email
defaultuser@gmail.com

Contact Number
+65 9771 1234

Address

Postal Code
460136 [Retrieve Address](#)

Block/House No. 136 [Street Name](#)
Bedok North Avenue 3

Floor/Level (Optional) 12 [Unit \(Optional\)](#) 111 [Building Name](#)
Bedok Tower

[Reset Address](#)

Fill the Applicant Detail

Applicant Details

6. Fill the Applicant Details.

Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438

Retrieve Address

Block/House No.
10

Street Name
Pasir Panjang Road

Floor/Level (Optional)
10

Unit (Optional)
01

Building Name
Mapletree Business City

Reset Address

Save Draft

Application Details →

Company Details (if you are applying under Business User)

7. Fill the Company Details.
8. Click **Save Draft** to save the details.
9. Click **Application Details** to continue.

On behalf of Applicant (refers to filer who is authorized to submit the application on behalf of the fair operator)

You are applying for Permit for Temporary Fair (SFA)
All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.
Estimated 20 mins to complete

STEP 1
General Information
Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Choose **On behalf of applicant**

General Information – On behalf of Applicant

10. In Profile, choose I am applying **On behalf of applicant** and fill in the details of the filer.

Filer Detail Fill the Filer Detail

Salutation
Select

Name
Tim Tom

ID Type
NRIC

ID No.
****2356G

Email
tmtom@abc.com

Contact Number
+65 9876 5432

Click **Save Draft**
Click **Application Details**

Save Draft Application Details →

Filer Details

11. Fill the Filer Details.
12. Click **Save Draft** to save the details.
13. Click **Application Details** to continue.

14. Proceed to **Application Details** of the temporary fair.

The screenshot shows a form titled "Fair Details" with the following fields and buttons:

- Title/ Theme of Fair**: Text input field (0/100)
- No. of Food Stall**: Text input field (0/3)
- No. of Non-Food Stall**: Text input field (0/3)
- Nearest Postal Code to the Fair Location**:
 - Postal Code**: Text input field
 - Retrieve Address**: Button with a magnifying glass icon
- Block/House No.**: Dropdown menu
- Street Name**: Text input field with a dropdown arrow
- Floor/Level (Optional)**: Text input field (Eg: 01, B1, 01M)
- Unit (Optional)**: Text input field (Eg: #05-01, use 01)
- Building Name (Optional)**: Text input field with a dropdown arrow
- Reset Address**: Button with a circular arrow icon
- Fair Site Location Description**: Text area (0/250)

Callouts in the image:

- A red box at the top right says "Fill the Fair Details" with an arrow pointing to the "Title/ Theme of Fair" field.
- A red box on the right says "Click **Retrieve Address** button to reset the address details." with an arrow pointing to the "Retrieve Address" button.
- A red box at the bottom right says "Click **Reset Address** button to reset the address details." with an arrow pointing to the "Reset Address" button.

Temporary Fair Details

15. Fill the **Temporary Fair Details**.

The screenshot shows a form titled "Fair Duration" with the following fields and buttons:

- Duration**: A label above the form.
- Start Date**: A date input field with the placeholder "DD/MM/YYYY".
- End Date**: A date input field with the placeholder "DD/MM/YYYY".
- Calculate No. of Days**: A button to calculate the number of days.
- No. of Days (Optional)**: An input field with a "0/20" character count.
- Add**: A button with a plus icon to add a new duration entry.
- Table**: A table with columns "No.", "Duration", "No. of Days", and "Actions". It currently displays "No data available in table".
- Total Fair Duration**: A label above the total duration input field.
- Total Fair Duration**: An input field with a "0/20" character count.

Callouts in the image point to the "Fair Duration" label, the "Calculate No. of Days" button, the "Add" button, and the "Total Fair Duration" label.

Fair Duration and Total Fair Duration

16. Fill the **Fair Duration** and click **Calculate No of Days**.
17. Click **Add** to add the fair duration details.
18. Enter the **Total Fair Duration**. The fair duration details will be added successfully.

The screenshot shows the form after the "Add" button is clicked. It includes two success messages:

- Validation Successful**: Validation successful, please continue filling the form.
- Added successfully**: Your new information has been added.

The table now contains one entry:

No.	Duration	No. of Days	Actions
1	18/10/2024 - 24/10/2024	7	[Edit] [Delete]

The "Total Fair Duration" input field now contains the value "3".

Fair Duration Details Added

The applicant can add, edit, or delete the fair duration details.

Organiser Details Fill the Organiser Details

Organiser Type

UEN Organisation [UENORG]

Individual [INDIV]

Others [OTH]

Organiser Details

19. Fill the Organiser Details.

Organiser Details (Company)

UEN
(enter 180000001W to test)

0/10

Retrieve Click **Retrieve** to get UEN details

Organisation Name

Address

Postal Code

Retrieve Address Click **Retrieve Address** to address details

Block/House No. Street Name

Floor/Level (Optional) Unit (Optional)

Eg: 01, B1, 01M Eg: #05-01, use 01

Reset Address Click **Reset Address** to reset the address details

Contact No.

+65 E.g. 8123 4567

Email Address

Add Click **Add** to add the organisation details of the company

A minimum of 1 entry is required for Organiser Details (Company).

No.	UEN	Organisation Name	Address	Contact No.	Email Address	Actions	Actions
No data available in table							

Organisation Details (Company)

20. Fill the Organiser Details of the Company.

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

No.	Salutation	Name	Designation	Contact No.	Actions
No data available in table					

Emergency Contact

21. Fill the **Emergency Contact** details. A minimum of one contact is mandatory.

Emergency Contact

Salutation
Select

Name
0/66

Designation (Optional)
0/100

Contact No.
+65 E.g. 8123 4567

Email

+ Add

Added successfully
Your new information has been added.

No.	Salutation	Name	Designation	Contact No.	Email	Actions
1	Mr	tinus	tester	+65 8800 1122	ggg@gmail.com	

Emergency Contact Details Added

The applicant can add, edit, or delete the contact details.

Select Mode of Payment

Payment Mode

Payment Mode

Online Payment

Offline Payment

Select the Payment Mode

Payment Mode

- 22. Select **Online Payment** mode for paying the fees via Gobusiness.
- 23. Select **Offline Payment** mode for paying the fees via Giro [only applicable if you have **existing Giro arrangement with SFA.**]

Payment Mode

Payment Mode

Online Payment

Offline Payment

Get GIRO Reference Number

Existing GIRO Reference Number

Select

Click **Get GIRO Reference Number** to retrieve the GIRO Reference Number

Offline Payment

- 24. For the offline payment via **existing Giro arrangement with SFA**, the Applicant is to click on "Get GIRO Reference Number" to retrieve your Giro reference number.

Attach Supporting Documents

Supporting Documents

File Type
Select

Attachment
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Drop a file here or click to upload

Add

File Type	Attachment	Actions
No data available in table		

← General Information Save Draft **Review Form** →

Select the File Type, upload the file and click Add. The details will be added.

Click **Add** button to supporting document details

Upload Supporting Documents

25. Select the **File Type** and upload the supporting document. Click **Add**. The document is added successfully.

Supporting Documents

File Type
Select

Attachment
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Drop a file here or click to upload

Add

File Type	Attachment	Actions
Copy of cleaning contract [COPYOFCLEANINGCONTRACT]	test2.pdf	

Added successfully
Your new information has been added.

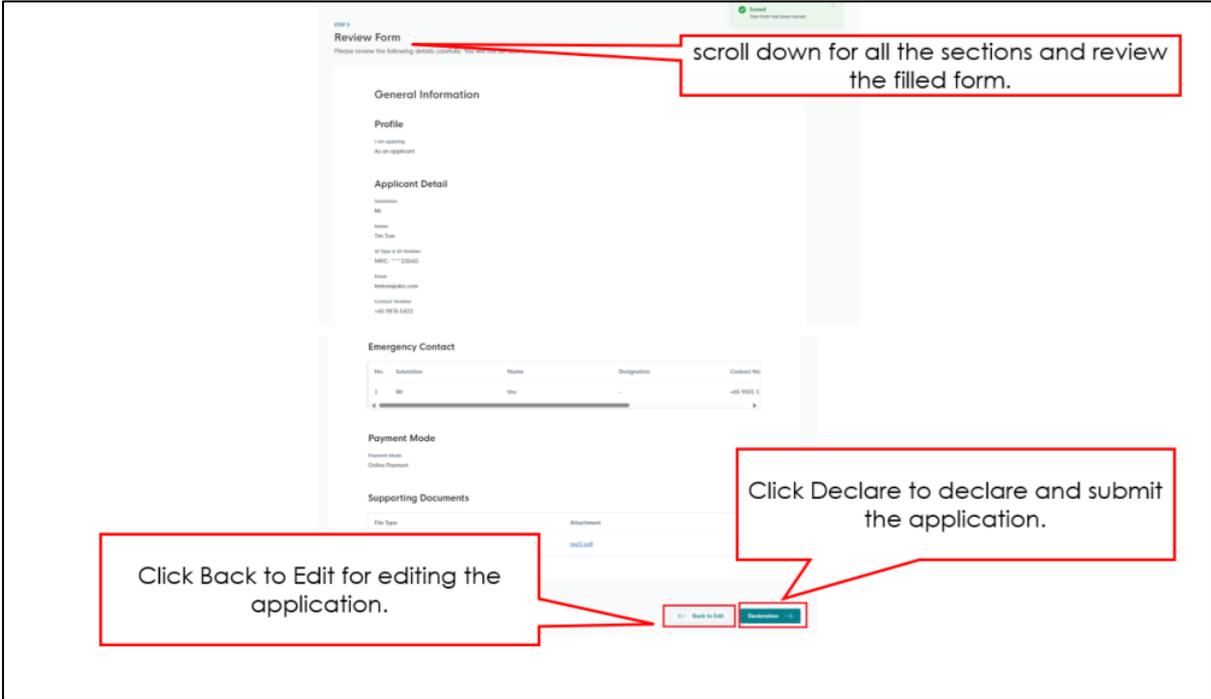
Uploaded Document

26. In the Application Details page below, click **General Information** to go back to previous page. Click **Save Draft** to save the application draft.

27. Click **Review Form** to proceed and continue the application.

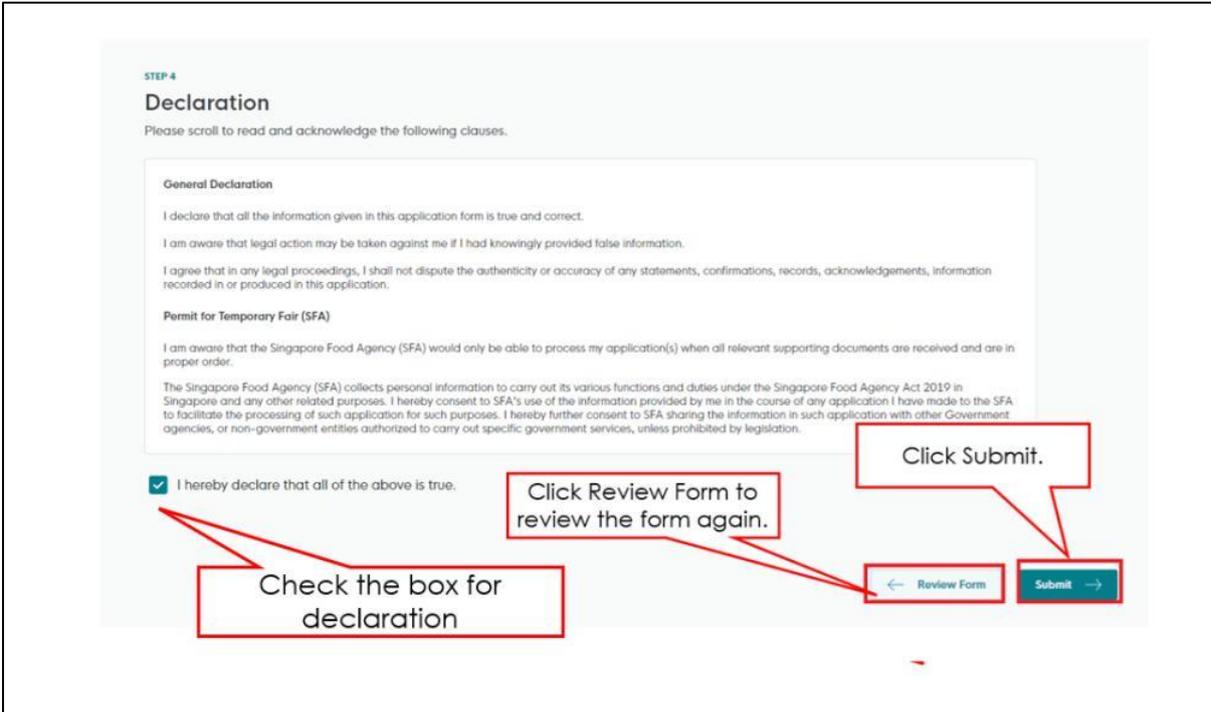
Review Form

Review and Declare



Review Form

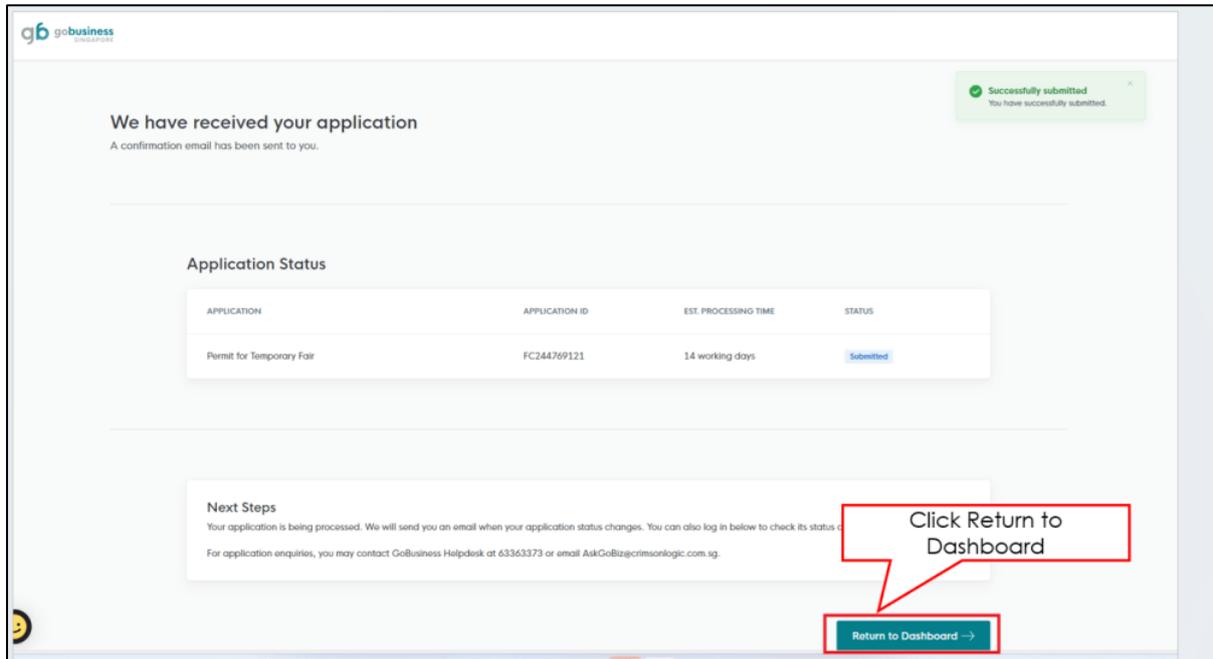
- 28. Click **Back to Edit** to continue editing the application.
- 29. Scroll down for all the sections to review the filled details and click Declare to submit the application.



Declare Form

Acknowledgement

An Acknowledgement for this application will be displayed.



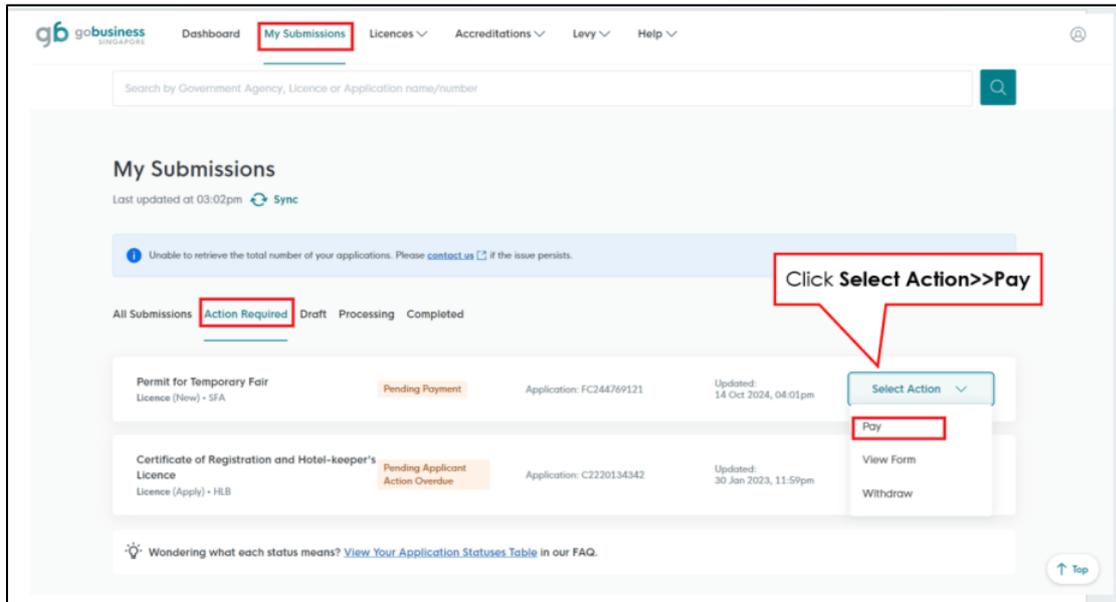
Acknowledgement

30. The acknowledgement mail will be sent to your registered email.

31. Click **Return to Dashboard** to exit.

Chapter 4: Payment of Permit for Temporary Fair

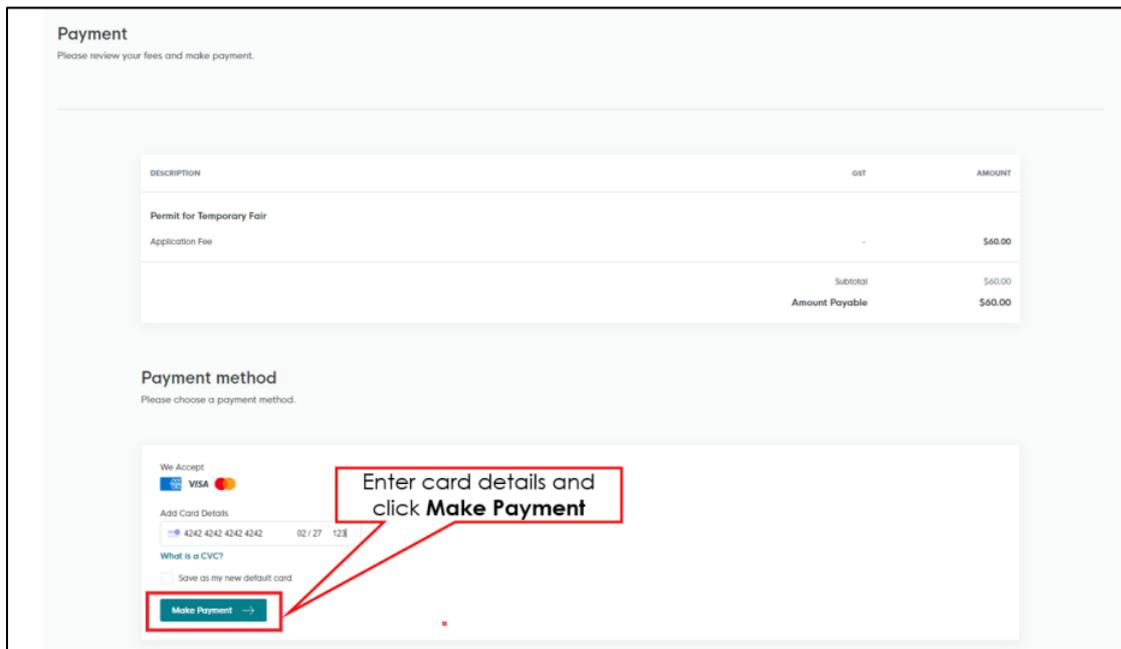
Once the Permit for Temporary Fair application is approved, the Applicant is required to make payment in Gobusiness to commence business. There is no payment fee for Temporary Fair Stall Licence.



Payment Screen

Go to **My Submissions>>Actions Required**.

32. Click **Select Action>>Pay** for the application with Pending Payment status.



Payment

33. The Applicant can download the invoice for the licence fee paid successfully.

We have received your application
Thank you for your application. You will receive updates on it via email.

Payment Summary

DESCRIPTION	GST	AMOUNT
Permit for Temporary Fair		
Application Fee	-	\$60.00
	Subtotal	\$60.00
	Total Paid	\$60.00

 Receipt No.
TN241015000049

Click Download Tax Invoice

Download Invoice