GoBusiness Permit for Temporary Fair New Application User Guide

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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

Login type	Transactio Type	on	Description
SingPass	Persor	nal	 Authorisation is done through SingPass. For more details on SingPass, visit <u>https://www.singpass.gov.sg</u>.
			 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	• Corpc	orate	 Authorisation is done through CorpPass. For more details on CorpPass, visit <u>https://www.corppass.gov.sg</u>.
			 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.

There are two different ways to log in to GoBusiness.

- 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



5. Use SingPass to login to the portal.

Chapter 3: Permit for Temporary Fair

Apply New Licence Application

Choose Agency

	Click Licences>>Apply Licences	
Gobusiness Dashboard My Submissions	Licences V Accreditations V Levy V Help V	
Search by Government Agency, Licence or	Appl Apply Licences	Q
	My Licences	
Default Company	Renew Licences	
Default UEN	Amend Licences	
	Submit Returns	
Looking for a specific licence? Search for it and apply.	Verify Licence	+ Find Licence

1. Click Licences>>Apply Licences.

S Select Singapore Food Singapore Civil Defence For Agency (SFA)	~
Singapore Food Agency (SFA)	~
Singapore Land Authority (SLA)	\sim
Singapore Police Force (SPF)	~
SkillsFuture Singapore (SSG)	\sim
Singapore Tourism Board (STB)	~

Select Singapore Food Agency

2. Select Singapore Food Agency (SFA).

Apply for Licence to Manufacture Animal Feed and Process of Animal Feed for Food Producing Animals	Apply
Apply for Licence to Operate Slaughter-house	Apply
Apply for Licence to Operate a Coldstore Select the licence and click Apply	Apply
Apply for Licence to Operate a Food Processing Establishment	Apply
Apply for Permit for Temporary Fair	Apply
Apply for Registration of Food Storage Warehouses	Apply
Apply for Registration to Import Feed for Food Producing Animals	Apply

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 Licences (New) - SFA	Click Apply	Apply	
Read the Details like FAQs, Documents and Requirements before Apply Details A temporary set up with makeshift stalls to sell food and or goods. FAQs 1. Permit to Hold A Fair The following documents are required for the submission. • A permit is required from SFA to hold a fair. • The permit will be issued to the operator who manages and operates the fair only after all requirements have been complied with. No fair shall begin operation, unless a permit is issued. • The permit is \$60, regardless of the duration of the temporary fair.	Fees and additional information Fee Permit Fee:\$60.00		
		Apply	↑ Top

Apply for Permit for Temporary Fair

General Information

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

All fields are mandatory inaccurate information is	ing for Permit for Temporary Fair (SFA) unless stated as optional. Please note that processing time may be delayed if incomplete a submitted.	or
Estimated 20 mins to co	mplete	
STEP 1		
General Infor	mation	
General Infor Review and fill the follow	mation ving details for application.	
General Infor Review and fill the follow Profile	mation ving details for application. Choose As an applicant	
General Infor Review and fill the follow Profile	mation ^{ving details for application.} Choose As an applicant	
General Infor Review and fill the follow Profile I am applying As an applicant	mation ving details for application. Choose As an applicant	

General Information – As an Applicant

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

GoBusiness New Application User Guide Chapter 3: Permit for Temporary Fair

		Fill the Applicant Detail	
Salutation		Fill the Applicant Detail	
Select			\sim
Name			
Default User			
ID Туре			
NRIC			\sim
ID No.			
2350G			
Email			
defaultuser@gmail.com			
Contact Number			
+65 🗸 9771 1234			
Address			
Postal Code			
460136			
Plack (House No	Street Mamo		
DIUCK/ HUUSE NO.	Sureer rydme		
136 ~	Bedok North Avenue 3		~
	Unit (Optional)	Building Name	
Floor / level @ (Optional)	our (opposition)	containing - reason	
Floor/Level (Optional)	111	Redok Tower	~

Applicant Details

6. Fill the Applicant Details.

GoBusiness New Application User Guide Chapter 3: Permit for Temporary Fair

Company Detail	Fill th	e Company Detail		
Company Name			J	
MANAGEMENT PTE				
UEN				
197101238G				
Entity Type				
Local Company			~	
Registered Address				
Postal Code			Click Save Di	raft
117438			Click Application	Details
Block/House No.	Street Name			
10 ~	Pasir Panjang Road		\sim	
Floor/Level @ (Optional)	Unit (Optional)	Building Name		
10	01	Mapletree Business City	\sim	
			N	
			Save Draft Appli	cation Details $ ightarrow$

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 Per All fields are mandatory unless stated as op Estimated 20 mins to complete	mit for Temporary Fair (SFA) tional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.	
STEP 1 General Information Review and fill the following details for app	lication.	
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.

Salutation	
Select	~
Name	
Tim Tom	
ID Type	
NRIC	Click Save Draft
	Click Application Detail
ID No.	
1.0000	
Email	
timtom@abc.com	
Contact Number	
+65 ∨ 9876 5432	N N

Filer Details

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

Fair Details		Fill the F	air Details	
Title/ Theme of Fair				
No. of Food Stall				0/100
			Click Retrie	eve 0/3
Vo. of Non-Food Stall			Address butt reset the ad	on to dress
Nearest Postal Code to the Fo	ir Location			
Postal Code	ତ୍ତ୍ୱ Retrieve Address			
Block/House No.	Street Name			~
Floor/Level @ (Optional)	Unit (Optional)	Building Name	(Optional)	
Eg: 01, B1, 01M	Eg: #05-01, use 01	Click Re s button t addres	set Address o reset the ss details.	~
Fair Site Location Description				-
				0/25

14. Proceed to Application Details of the temporary fair.

Temporary Fair Details

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

Fair Duration	Fill the Fair Duration		
Duration			
Start Date			
DD/MM/YYYY		—	
End Date			
DD/MM/YYYY Calculate No. of Days No. of Days (Optional)	Click Calculate No.of Days button to display the number of fair days		
① Add	Click Add button to add fair duration details.	0/20	
No. Duration	No. of Days		Actions
No data available in table			
Total Fair Duration	Fill the Total Fair Duration		
		0.00	

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.

luration			
tart Date			 Validation Successful Validation successful, please continue
DD/MM/YYYY		0	sang the torm.
nd Date			Added successfully X Your new information has been added.
DD/MM/YYYY			
Calculate No. of Days			
e, of Days (Cotional)			
an a substrationary			
		0/20	
+ Add			
No. Duration	No. of Days		Actions
1 18/10/2024 - 24/10/2024	7		5° 0
otal Fair Duration			

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]	
O Individual [INDIV]	
Others [OTH]	



19. Fill the Organiser Details.



Organisation Details (Company)

20. Fill the Organiser Details of the Company.

Emergency Contact	Fil	I the Emergency		
Salutation		Contact Details		
Select			~	
Name				
			0/66	
Designation (Optional)				
			0/100	
Contact No.			-,	
+65 V E.g. 8123 4567				
Email				
+ Add	Click Add b emergend det	utton to add cy contact tails.		
No. Salutation	Name	Designation	Contact No.	Actions
No data available in table				
4				•

Emergency Contact

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

Emergency Contact					
Salutation					
Select				~	dad successfully X
News				You	r new information has been added.
Name					
				0/66	
Designation (Optional)					
				0/100	
Contact No.					
E. C.					
Email					
(+) Add					
No. Salutation	Name	Designation	Contact No.	Email	Actions
1 Mr	tinus	tester	+65 8800 1122	gggægmail.com	65 0

Emergency Contact Details Added

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

Select Mode of Payment

Payment Mode	Select the Payment Mode	
Payment Mode		
Online Payment		
Offline Payment		

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	Click Get GIRO
Online Payment	Reference Number
Offline Payment	to retrieve the GIRO
Get GIRO Reference Number	Reference Number
Existing GIRO Reference Number Select	~



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.

Supporting Documen	ts Select th click Ad	e File Type, upload the tile ar dd. The details will be added.	na
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 (,,), an	d hyphens (-) are allowed.	æ
+ Add	Click Add button to supporting document details]
File Type	Attachment		Actions
No data available in table			
		- General Information Save Draft	Review Form $ o $

Attach Supporting Documents

Upload Supporting Documents

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

Supporting Documents			Added successfull Your new information	y has been added.
lile Type Select		~		
Attachment Oriv 1 tile of 3 Mil or less. File name must have no more than 130 characters and no spaces. Cerly letters (a-z), numbers (0-9), under Drop a file here or click to upload	scores (), and hyphens () are allowed.		Ø	
• Add				
File Type	Attachment		Actions	
Copy of cleaning contract [COPYOFCLEANINGCONTRACT]	test2.pdf		20	

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 scroll down for all the sections and review the filled form. Oceand Information Refine the filled form. Applications Refine the filled form. Everyon Context Refine the filled form. Refine the filled form. Refine the filled form. Click Declare to declare and submit the application. Refine the filled form.		1991	Reard Reard To the loss sense:
General Information Folde With With With With With With With With		Review Form Please review the following details carefully. You was not as a	scroll down for all the sections and review
Pole With With With With With With With With		General Information	the filled form.
Appicat Detal Wind Wind <th></th> <td>Profile</td> <td></td>		Profile	
Applicat Deal With State With State <t< td=""><th></th><td>t om oppning Als en opplicant</td><td></td></t<>		t om oppning Als en opplicant	
Image: Second		Applicant Detail	
Image: Context in the application. Click Back to Edit for editing the application.		Sandatan Ma	
Image: Second		Ten Son 10 Hype & D Hander	
Image: Context Image:		NRC 2550 Deal Enternadot.com	
Emergency Context Image: None Payment Mode Description Click Declare to declare and submit the application. Click Back to Edit for editing the application. Image: Ima		Contract Vandaor =di5 9876-5432	
Very mode Very mode Payment Mode Very mode Supporting Documents Click Declare to declare and submit the application. Click Back to Edit for editing the application. Very mode Very mode Very mode		Emergency Contact	
Payment Mode Click Declare to declare and submit the application.		No. Solution Name Designation	Contact No.
Payment Mode Supporting Documents Click Back to Edit for editing the application.		1 M 100 -	
Click Back to Edit for editing the application.		Payment Mode	
Click Declare to declare and submitted to the application.		Property Mode Ordeo Paymont	
Click Back to Edit for editing the application.		Supporting Documents	Click Declare to declare and submi
Click Back to Edit for editing the application.		File Type Attachment	the application.
(- Baktoffit	Click Back to Ed applic	lit for editing the cation.	
			C Box Is Lot

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

Successfully submitted You have successfully submit We have received your application **Application Status** APPLICATION APPLICATION ID EST. PF STATUS Permit for Temporary Fair FC244769121 14 working days Subm Next Steps Click Return to Your application is b Dashboard 9

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.

Search by Government Agency, Licence	e or Application name/number			Q
My Submissions				
Unable to retrieve the total number of year of total number of yea	our applications. Please <u>centact us</u> 📑 it ft Processing Completed	the issue persists.	Click	Select Action>>Pay
Permit for Temporary Fair Licence (New) + SFA	Pending Payment	Application: FC244769121	Updated: 14 Oct 2024, 04:01pm	Select Action
Certificate of Registration and Hote Licence Licence (Apply) - HLB	Pending Applicant Action Overdue	Application: C2220134342	Updated: 30 Jan 2023, 11:59pm	View Form Withdraw

Payment Screen

Go to My Submissions>>Actions Required.

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

Payment Please review y	our fees and make payment.		
	DESCRIPTION	G5T	AMOUNT
	Permit for Temporary Fair		
	Application Fee		\$60.00
		Subtotal	\$60.00
		Amount Payable	\$60.00
	Payment method Please choose a payment method.		
	We Accept visa Add Card Details Add Card Details visa except visa visa except visa visa visa visa visa visa visa visa		
	Mate Payment		

Payment

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

Payment Summary		
DESCRIPTION	OST	AMOUNT
Permit for Temporary Fair		
Application Fee Click Downlo	oad Tax	\$60.00
Invoic	Subtotal	\$60.00
	Total Paid	\$60.00

Download Invoice