

Pre-licensing Licence Requirements Market		Remarks
1. DOCUMENTARY REQUIREMENTS		
Details of authorised personnel		
a	Letter of authorisation for representative to submit the application	If applicant appoints another person to submit the application.
Premises details and business operation		
b	Approval from land agencies e.g. BCA Building Plan Approval or URA Change of Use approval or HDB usage approval	Please note that this is a potential pitfall for applicant. Applicant should ensure the relevant planning permission is obtained prior to signing any tenancy agreement and investing in renovation/equipment for the premises.
c	Signed Tenancy agreement	Please note that the submission of a tenancy agreement is not required during the initial stage of application for a licence. The signed tenancy agreement will only be required at the final stage before SFA approves and issues the licence. You are advised not to sign any tenancy agreement until the land agency concerned has approved the relevant use for the premises, and you are reasonably confident that you are able to meet the licensing requirements as well as verifying with the owner/landlord on the necessary renovations like installation of exhaust system, sink piping, etc.
d	Certificate of Stamp Duty issued by IRAS* <i>*With effect from 1 Sep 2022</i>	To submit the IRAS-issued stamp certificate that accompanies the tenancy / lease of the premises.
e	Layout plan of premises (in scaled metric units)	

Maintenance of premises		
f	Signed Pest Control Contract	The signed contract should cover the control of rodents, cockroaches and flies during the 12 months licensing period. The inspection frequency of the food shop premises covered in the contract shall be at least once a month to detect any sign of pest infestation.
g	Cleaning schedule	
2. MARKET DESIGN REQUIREMENTS		
a	No manhole, inspection chamber, waste sump, screen chamber, grease trap or overhead sanitary/waste/drain pipes is sited within the market area. Waste sumps are sited away from main public area. Inspection Chambers are sited outside the market proper	
b	Tap points are provided at strategic locations for the washing of the market	
c	The floors shall be graded towards floor sumps, such that during washing, water does not flow into the surrounding apron area	
d	The floor of the common passageway shall be graded and drained away from the stall, towards the floor sumps	
e	Common passageways for customers shall have a width of at least 2.5m. Other connecting passageways shall have a width of at least 1.5 m	
f	The floor sumps within the stalls and at the service corridors, as well as floor traps at the common passageways, shall be connected by drainlines to waste sumps	
Market stall design		

g	The minimum stall area is 8 sq metres	
h	Market stalls are preferably designed with a service counter that stretches across the front of the stall. The service counter is designed with entrance, if necessary. A low wall is provided to segregate the stalls	
i	The floor level of the stall is elevated at least 50mm above the level of the common passageways such that, during washing, water from the common passageways does not enter the stalls and vice versa	
j	A tap point and a commercial sink are provided at each stall	
k	The floor of each stall is graded and drained towards either a floor sump or an open scupper drain covered with a grating. The width of the scupper drain is at least 150mm and the depth is at least 75 mm at the shallowest end	
l	All scupper drains within the stalls and the common passageways are provided with floor sumps	
m	A kerb is provided at the rear entrance of the premises	
n	Covered holding tanks of glass and/or stainless steel construction is provided for fish and crustaceans and fitted with a mechanical filtration system, where applicable	For stall with sale of live seafood display only
o	A separate filtration system from the rest of the seafood is provided for these groups: Bivalve molluscs (e.g. oysters, mussels, clams, cockles, scallops), Tunicates (e.g. sea squirts), Echinoderms (e.g. sea urchins and sea cucumbers) and Gastropods (e.g. whelks, winkles and abalone)	For stall with sale of live seafood display only

p	Where there are public toilets within the building where the food shop is located, the provision of a toilet within the food shop is not necessary. Otherwise, the number of toilets and sanitary fittings provided shall be in accordance with the requirements Section 2 of NEA Code of Practice on Environmental Health	
3. OTHER REQUIREMENTS		
a	The premises shall be painted, thoroughly cleansed and all unwanted articles are removed	
b	Adequate preparation tables top lined with stainless steel or other suitable impervious material shall be provided	
c	Temperature gauges shall be installed for all refrigerators/chillers	
d	Showcases with fixed glass panels/sneeze guards/proper covers that can be easily cleaned shall be provided for ready-to-eat food that are displayed for selection by the customers	
e	Adequate number of pedal bins, lined with plastic bags, for the disposal of food waste and kitchen waste shall be provided	
f	Adequate number of "No Smoking" signs shall be installed at strategic places in the premises	
g	Adequate number of "No Pets Allowed "signs shall be placed at strategic location within the premises and outdoor refreshment area. Except to allow guide dogs in the premises, so long as the dogs are harnessed and kept at the owner's side at all times	