

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

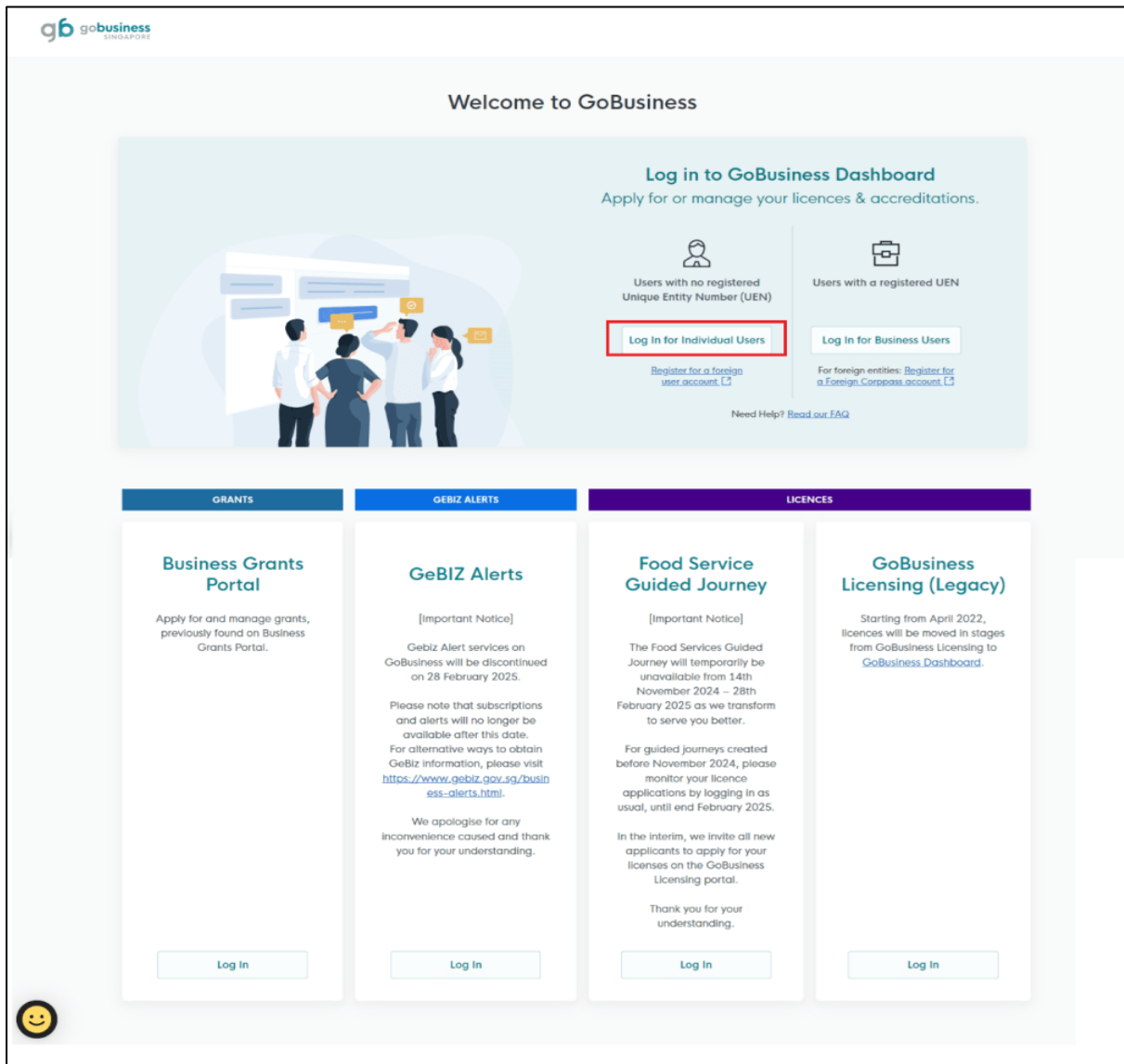
- Applicants of Permit for Temporary Fair

Chapter 2: Logging in to GoBusiness

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

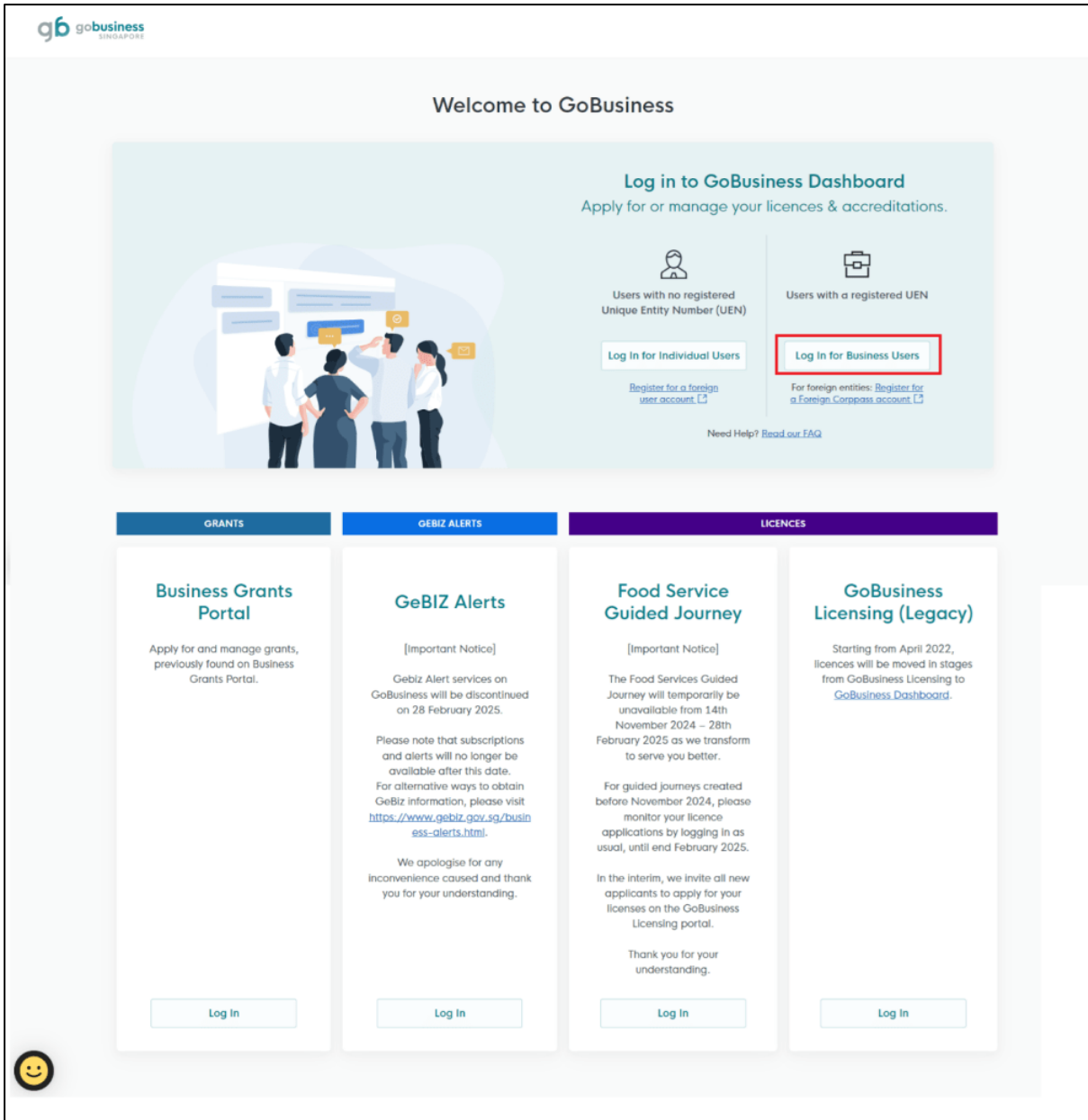
Login type	Transaction Type	Description
SingPass	<ul style="list-style-type: none">Personal	<ul style="list-style-type: none">Authorisation is done through SingPass. For more details on SingPass, visit https://www.singpass.gov.sg.For personal transaction type, user can be a licensee himself or filer 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

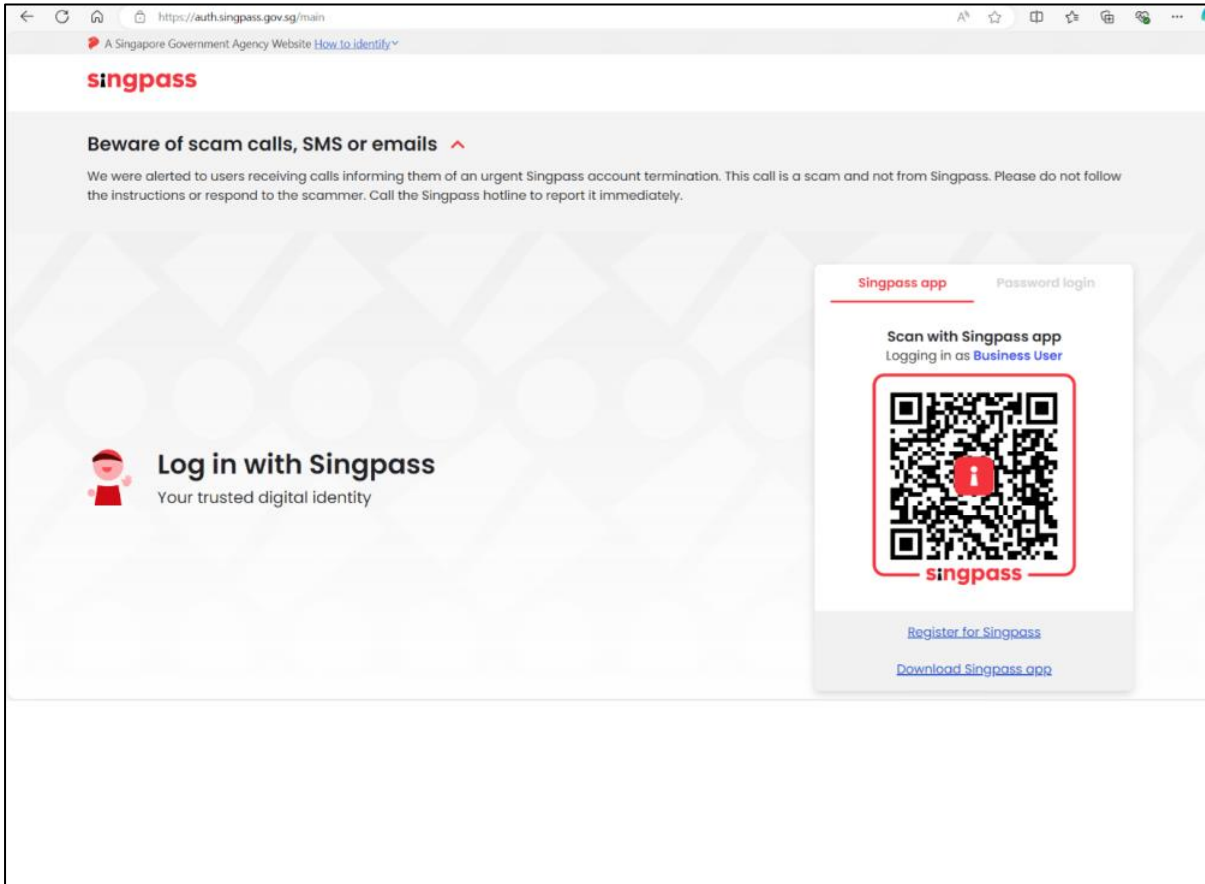
3. Click Log in for Individual Users.



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

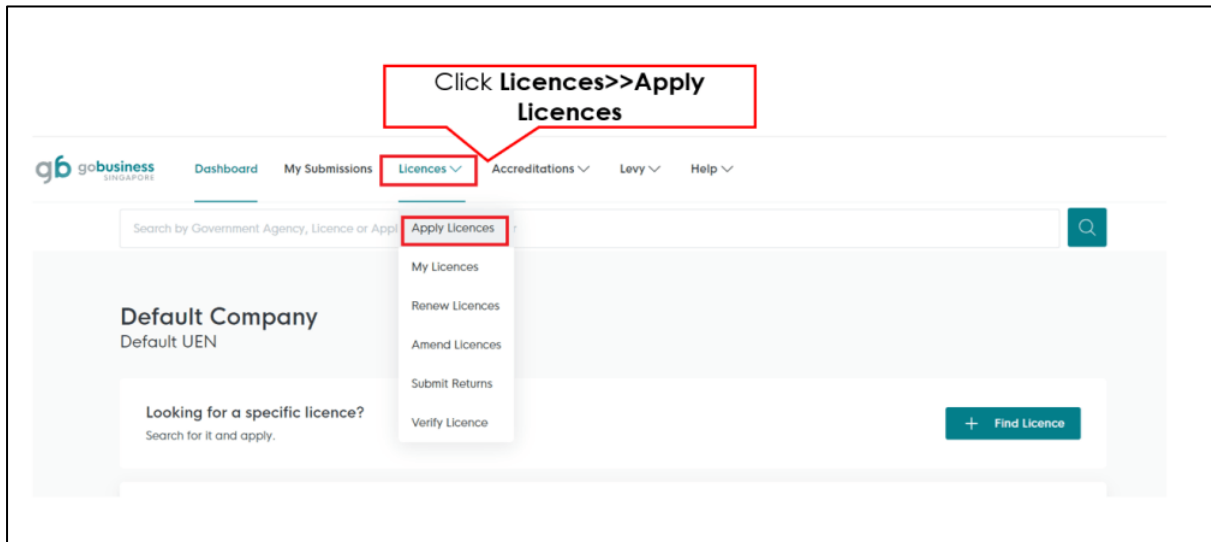
5. Use SingPass to login to the portal.

Chapter 3: Permit for Temporary Fair

Apply New Licence Application

Choose Agency

6. Click **Licences**>>**Apply Licences**.

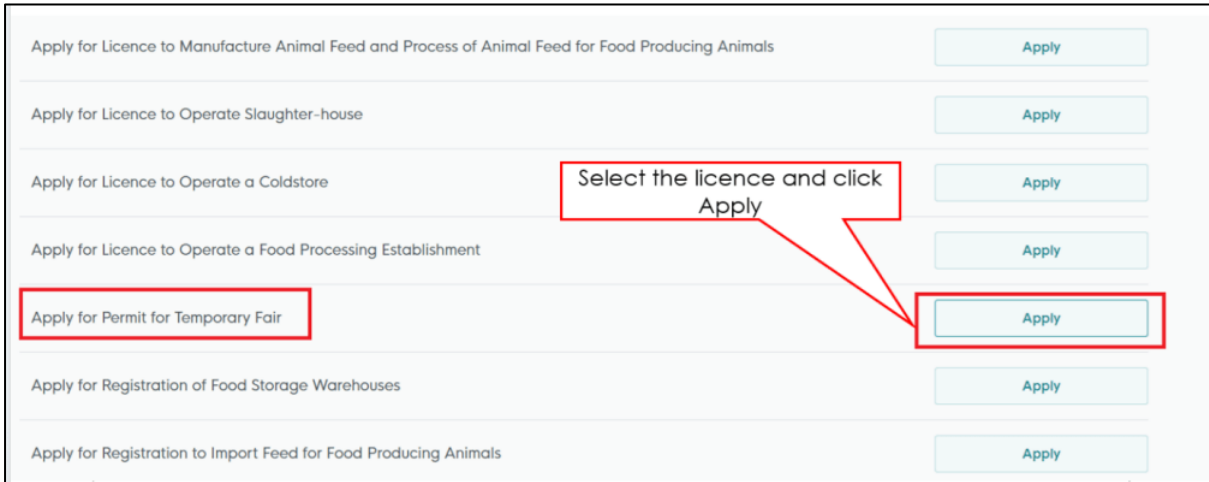


Licences

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

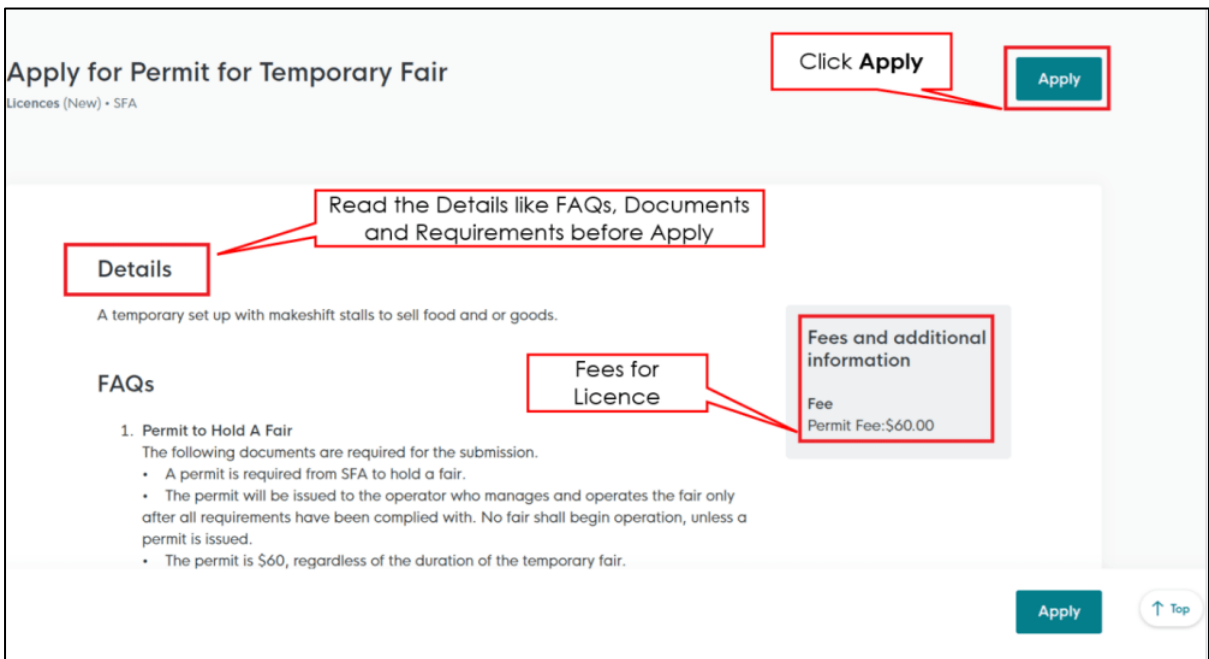


Select Singapore Food Agency



Select Apply for Permit for Temporary Fair and Apply

8. Select the **Apply for Permit for Temporary Fair** and click Apply.
9. 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

10. 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

11. Fill the Applicant Details.

Company Detail

Company Name
MANAGEMENT PTE

UEN
197101238G

Entity Type
Local Company

Registered Address

Postal Code
117438

Block/House No.
10

Street Name
Pasir Panjang Road

Floor/Level (Optional)
10

Unit (Optional)
01

Building Name
Mapletree Business City

Buttons: Save Draft, Application Details

Company Details (if you are applying under Business User)

- 12. Fill the Company Details.
- 13. Click **Save Draft** to save the details.
- 14. 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

15. 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

16. Fill the Filer Details.

17. Click **Save Draft** to save the details.

18. Click **Application Details** to continue.

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

The screenshot shows the 'Fair Details' form with the following fields and callouts:

- Fair Details** (Section Header)
- Title/ Theme of Fair** (Text input field, 0/100 characters)
- No. of Food Stall** (Text input field, 0/3 characters)
- No. of Non-Food Stall** (Text input field, 0/3 characters)
- Nearest Postal Code to the Fair Location** (Section Header)
- Postal Code** (Text input field)
- Retrieve Address** (Button with location pin icon)
- Block/House No.** (Dropdown menu)
- Street Name** (Text input field)
- 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)
- Reset Address** (Button with location pin icon)
- Fair Site Location Description** (Text area, 0/250 characters)

Callouts and boxes:

- A box labeled **Fill the Fair Details** points to the 'Title/ Theme of Fair' field.
- A box labeled **Click Retrieve Address button to reset the address details.** points to the 'Retrieve Address' button.
- A box labeled **Click Reset Address button to reset the address details.** points to the 'Reset Address' button.

Temporary Fair Details

20. Fill the Temporary Fair Details.

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

- Duration** (Section Header)
- Start Date**: Input field with placeholder "DD/MM/YYYY" and a calendar icon.
- End Date**: Input field with placeholder "DD/MM/YYYY" and a calendar icon.
- Calculate No. of Days**: Button.
- No. of Days (Optional)**: Input field with a "0/20" character count.
- Add**: Button with a plus icon.
- Table**: A table with columns "No.", "Duration", "No. of Days", and "Actions". The table is currently empty with the message "No data available in table".
- Total Fair Duration** (Section Header)
- Total Fair Duration**: Input field with a "0/20" character count.

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

Fair Duration and Total Fair Duration

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

The screenshot shows the form after data entry. 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 row of data:

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

The "Total Fair Duration" 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

24. 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) Eg: 01, B1, 01M

Unit (Optional) 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)

25. 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

26. 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

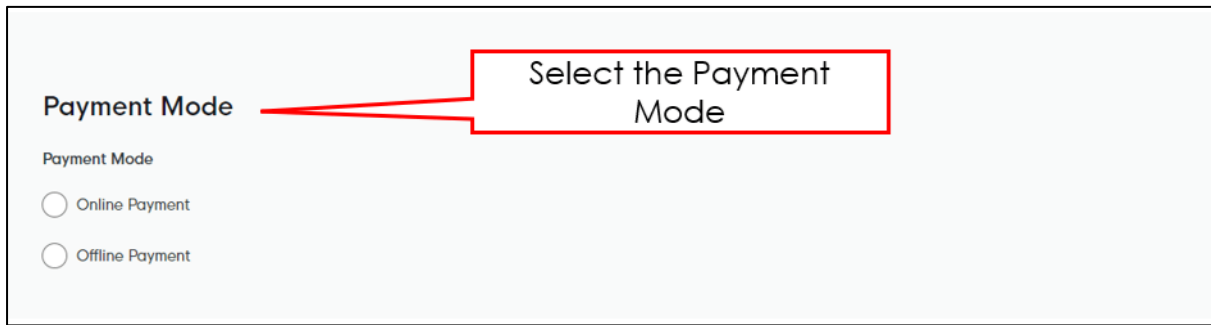
Added successfully
Your new information has been added.

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

Payment Mode

27. Select **Online Payment** mode for paying the fee via Gobusiness (credit/debit card and PayNow).
28. Select **Offline Payment** mode for paying the fee 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

Offline Payment

29. 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

30. 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

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

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

Review Form

Review and Declare

The screenshot shows the 'Review Form' page with several sections: General Information, Profile, Applicant Detail, Emergency Contact, Payment Mode, and Supporting Documents. At the bottom, there are two buttons: 'Back to Edit' and 'Declare'. Red callout boxes provide instructions: 'scroll down for all the sections and review the filled form.' points to the form content; 'Click Back to Edit for editing the application.' points to the 'Back to Edit' button; and 'Click Declare to declare and submit the application.' points to the 'Declare' button.

Review Form

33. Click **Back to Edit** to continue editing the application.

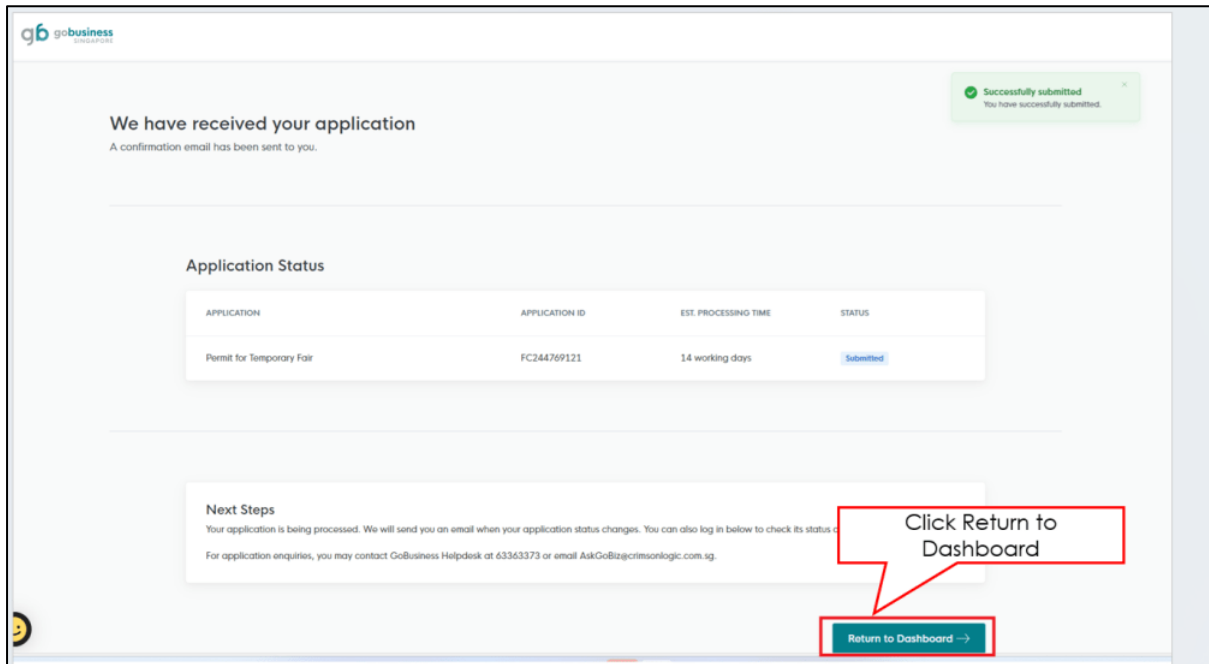
34. Scroll down for all the sections to review the filled details and click Declare to submit the application.

The screenshot shows the 'Declaration' page under 'STEP 4'. It contains a 'General Declaration' section with a checkbox for 'I hereby declare that all of the above is true.' Below this are 'Review Form' and 'Submit' buttons. Red callout boxes provide instructions: 'Check the box for declaration' points to the checkbox; 'Click Review Form to review the form again.' points to the 'Review Form' button; and 'Click Submit.' points to the 'Submit' button.

Declare Form

Acknowledgement

An Acknowledgement for this application will be displayed.

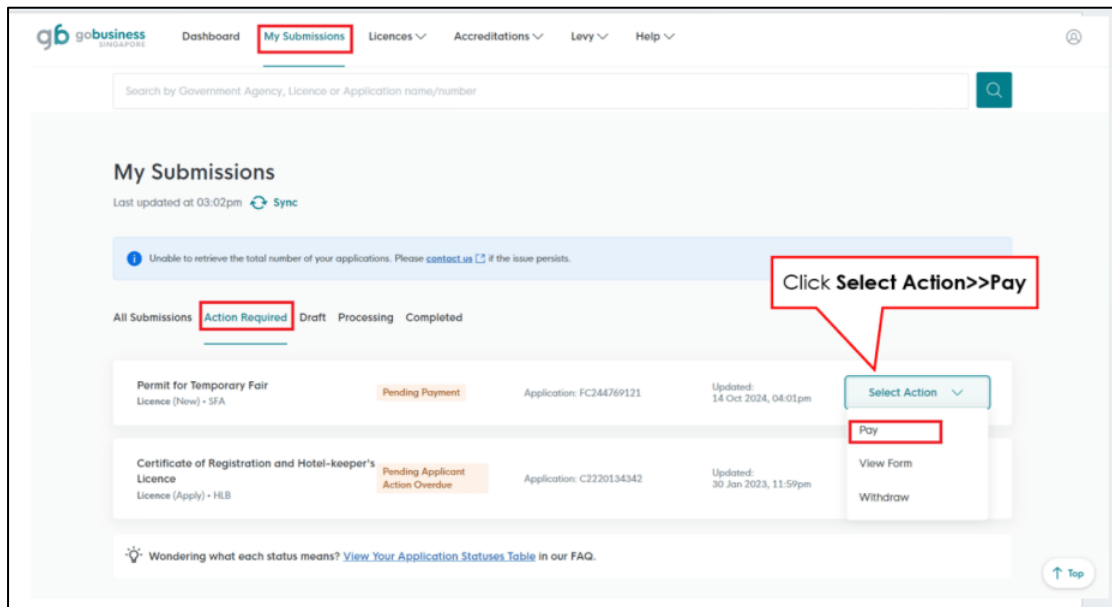


Acknowledgement

35. The acknowledgement mail will be sent to your registered email.
36. Click Return to Dashboard to exit.

Chapter 4: Payment of Permit for Temporary Fair

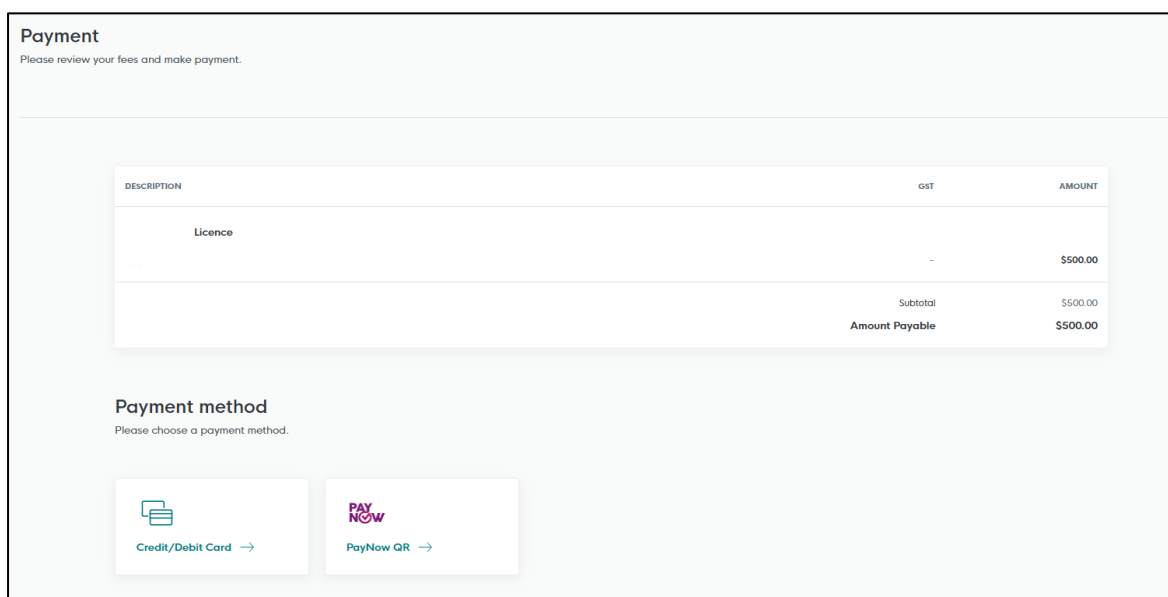
Once the Permit for Temporary Fair application is approved, the Applicant is required to make payment in Gobusiness to commence business. There is no payment fee for Temporary Fair Stall Licence.



Payment Screen

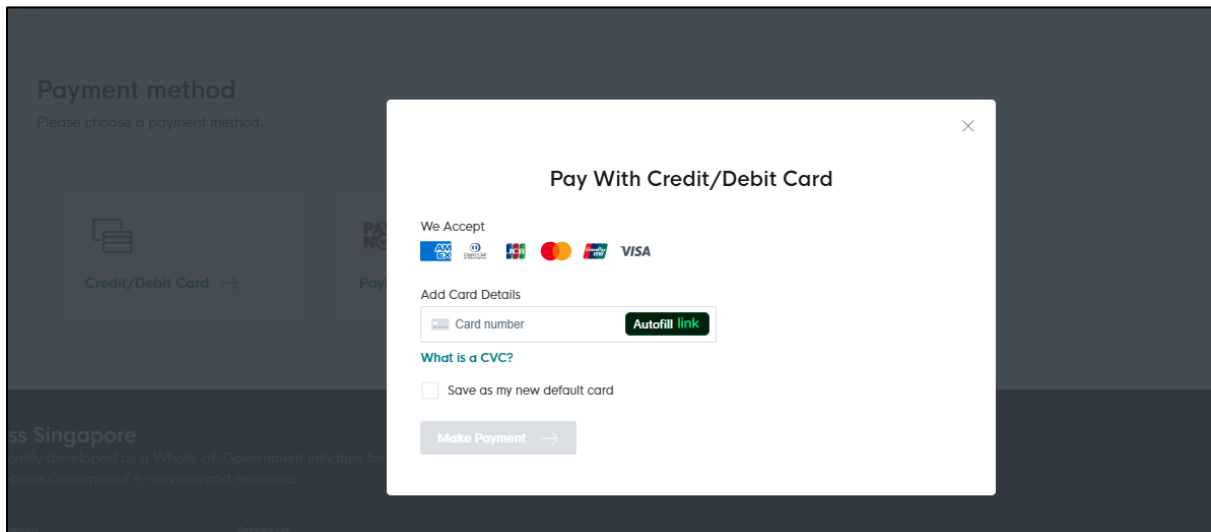
37. Go to My Submissions>>Actions Required.

38. Click **Select Action>> Pay** via Credit/Debit Card or PayNow for the licence with Pending Payment status.



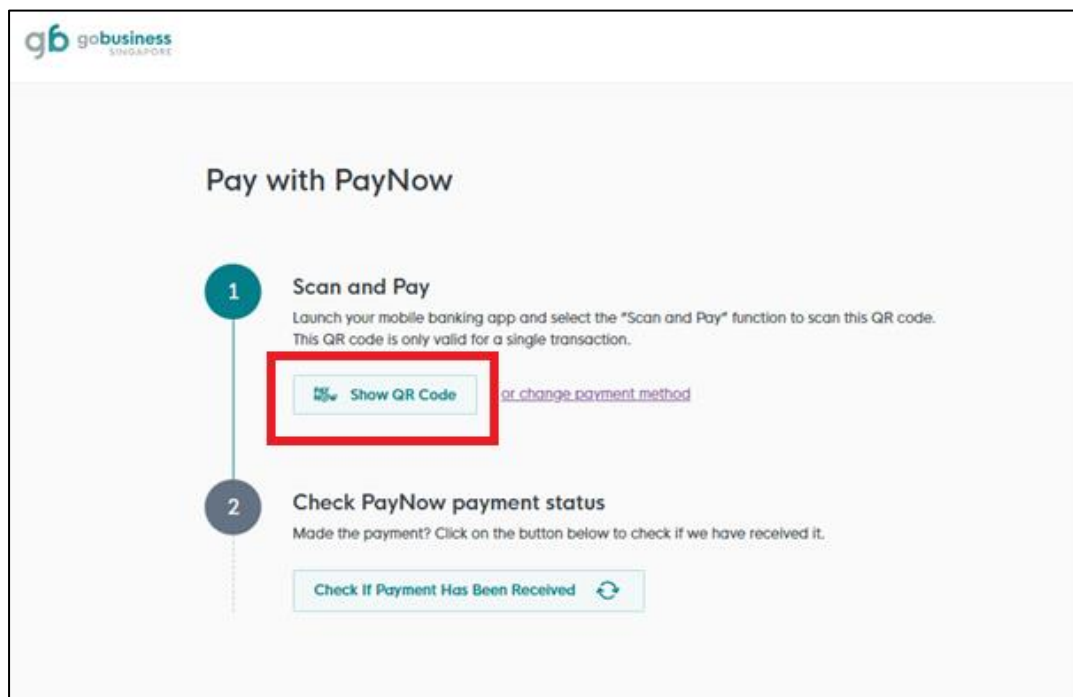
Payment

39. Enter the card details of the credit/debit card and click **Make Payment**. Once the payment is successful, the applicant can proceed to download the invoice.



Payment via Credit/Debit card

40. For payment via PayNow, click **Show QR Code** and **scan the QR code** to **make payment**. Once the payment is successful, the applicant can proceed to download the invoice.



Payment via PayNow

Download Payment Invoice

The Applicant can download the invoice for the licence fee paid in payment page.

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

[Download Tax Invoice](#) Receipt No. TN241015000049

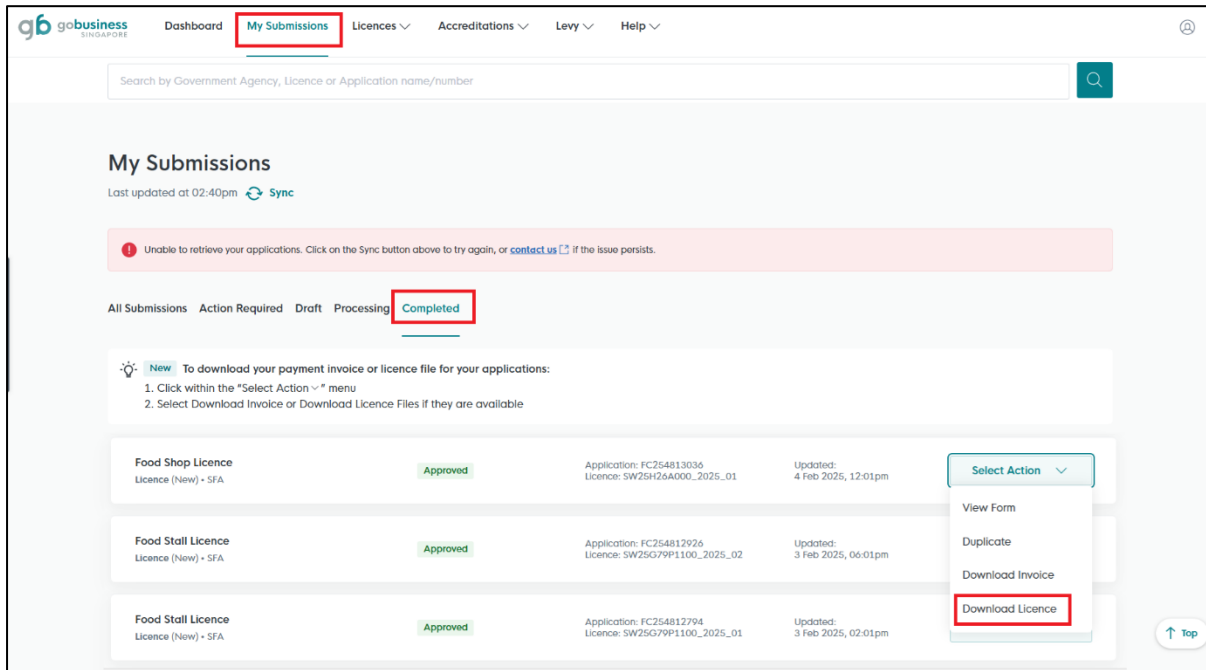
Click Download Tax Invoice

Download Invoice

41. Click **Download Invoice** button to download the invoice in pdf format.

Chapter 5: Print/Download Permit

The Applicant can download or print the licence by following the below steps.



Download Licence

Name	Last Modified	File Size
2b569dba-196f-4d99-8e7b-22691ccb51d3-G2B_L1T-58-FR -- --9fcaa2aa-b7bd-4670-9c6c-d80200b18290--SW25 _2025_02_LicencePreview_SW25311J000.pdf	2025-02-23 06:20:06	5.9 KB
48d757ed-2b6a-49ab-ae76-5c527dfec10-G2B_L1T-58-FR ... --956412f9-954a-407d-8630-aaaa8c3440e9--SW25 ... _2025_02_CERT_FOODSHOPCERTIFICATE_COA_SW25311J000.pdf	2025-02-23 06:20:06	57.8 KB
5ef2d215-1b62-440c-afad-fea48f2c5149-G2B_L1T-58-FR -- --3b9219e7-3629-4248-ac22-01522ae73b60--SW25 ... _2025_02_CERT_FOODSHOPCOVERLETTER_SW25311J000.pdf	2025-02-23 06:20:06	26.6 KB
9298002a-c470-428c-82e8-0540b0adab60-G2B_L1T-58-FR .. --9ed49b04-2dae-4a58-ae1b-3e816d464845--SW25 ... _2025_02_CERT_FOODSHOPCERTIFICATE_SW25311J000.pdf	2025-02-23 06:20:06	42.0 KB

Download Licence

42. Go to My Submissions >> Completed.
43. Click **Select Action** >> **Download Licence** for the licence with Approved status. Click **Download Licence** button to download or view / print the Licence/Permit.