



31 Dec 2013

NEA  
North-East Regional Office  
174 Sin Ming Drive  
Singapore 575715

Dear Sir/Mdm

Please find attached the Town Council's application regarding the Lunar New Year Flora and Community Fair 2014 to be held from 10 Jan 2014 to 30 Jan 2014.

Please note that the attached form is used at NEA's request and does not represent our agreement as to the nature of the event. The details of our event are stated in the attached documents.

Thank you.

Kind regards,

Mr Yeo Soon Fei  
Deputy General Manager  
Aljunied-Hougang-Punggol East Town Council

# ~~Application for Trade Fair Permit~~ EVENT



This form may take you 10 minutes to fill in. You will need the following information to fill in the form:

- Particulars of applicant (Individual, Company or Society) and trade fair organiser
- Locations of operation sites and operation hours
- List of stall operators

Please complete the Application Form and submit it with the following documents to the relevant Regional Office (addresses attached):

1. A photocopy of one of the following (where applicable):
  - a) Both sides of NRIC (for application as Individual) or
  - b) Latest copy (at least within 1 month) of Business Profile Information from Accounting & Corporate Regulatory Authority (for application as Company) or
  - c) Certificate of Registration from Registrar of Societies (for application as Society)
2. A map of the trade fair location with the venue marked out.
3. A layout plan of the fair site (please refer to Annex A) showing:
  - a) Numbered stalls
  - b) Location of the stalls
  - c) Dimension of each stall size
4. A list of the stall operators (please refer to Annex B), which must tally with the numbers of stalls as indicated in the layout plan.
5. A copy of NRIC/ latest copy (at least within 1 month) of ACRA company profile of all stall holders
6. A copy of the fair site daily cleaning schedule and the contract with the Cleaning Contractor.
7. A copy of the refuse disposal contract with the Public Waste Collector / General Waste Collector.
8. Letter of support and availability of trade fair quota from relevant constituency office to hold trade fair.
9. Letter of consensus from the shopkeepers (if fair held in public area in the vicinity of neighbourhood shops)
10. Approvals from respective landowners and relevant government agencies to operate at trade fair site.
11. Approvals from relevant government agencies for the site structure and operation conditions.

## Part 1 – Particulars of Applicant and Organiser

Name of Applicant (Operator) (Individual / Company / Society \* IN BLOCK LETTERS):

ALJUNIED - HOUGANG - PUNGGOL EAST TOWN COUNCIL

NRIC of Individual / Registration number of Company or Society \*: T13 TCD 001 F

Registered mailing address of Applicant (Operator): BLK 810 HOUGANG CENTRAL

#02-214 (S) 530810

Telephone: 6744 1033 Fax: 6747 5770 Email: chelsea.lu@ahpetc.sg

Name of Organiser (IN BLOCK LETTERS): ALJUNIED - HOUGANG - PUNGGOL EAST TOWN COUNCIL

Name of contact person(s): CHELSEA LU

Registered mailing address of Organiser: BLK 810 HOUGANG CENTRAL

#02-214 (S) 530810

Telephone: 6744 1033 Fax: 6747 5770 Email: chelsea.lu@ahpetc.sg

Location of trade fair: HOUGANG CENTRAL HUB

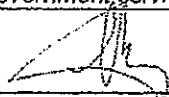
Operation hours: From 10 JAN 2014 to 30 JAN 2014 between 9 am/pm and 9 am/pm

**Part 2 – Declaration By the Applicant**

*I declare that the information furnished by me above is true to the best of my knowledge and belief. I am fully aware that any false information wilfully furnished by me in my application for a trade fair permit shall result in my application being rejected or, if the permit is granted, void and of no effect under Section 99 of the Environmental Public Health Act (Cap 95).*

*The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.*

Applicant's Signature :



:Date :

311213

## EVENT Application for Trade Fair Foodstall Licence



This form may take you 10 minutes to fill in. You will need the following information to fill in the form:

- Particulars of applicant (Individual or Company)
- Particulars of food handlers

1. Only the following can apply for a trade fair foodstall licence:
  - a) Singaporean or Permanent Resident (for individual applicant), or
  - b) Company registered with the Accounting & Corporate Regulatory Authority

Please complete the Application Form and submit it with the following documents to the relevant Regional Office (addresses attached in Annex D):
2. Details of the applicant:
 

A photocopy of one of the following (where applicable):

  - a) Both sides of NRIC (for application as Individual) or
  - b) Latest copy (at least within 1 month) of Business Profile Information from Accounting & Corporate Regulatory Authority (for application as Company)
  - c) Two (2) recent passport-size photographs of the applicant.
3. A list of food handlers employed (Annex E), supported with the following documents:
  - a) A photocopy of food handler's NRIC (both sides);
  - b) A photocopy of Food Hygiene Course certificate<sup>^</sup> of the food handler; and
  - c) Two (2) recent passport-size photographs of the food handler (please indicate name & NRIC at the back of the photos);

(<sup>^</sup>Note: All food handlers are required to attend and pass the Basic Food Hygiene Course, and register with NEA, before they are allowed to work at trade fair foodstalls.)
4. A list of food items (including drinks, dessert etc.) for sale.
5. A copy of lease contract with trade fair organiser / appointed trade fair operator, to occupy the stall at trade fair.
6. A layout plan of trade fair site showing location of the stalls (refer to Annex A)

Attach (2)  
Passport Size  
Photos here

### Part 1 – Particulars of Applicant and Organiser

Name of Applicant (Stall Operator) (Individual / Company\* IN BLOCK LETTERS):

ALJUNIED - HOUGANG - PUNGGOOL EAST TOWN COUNCIL

Date of Birth:

NRIC of Individual / Registration number of Company\*: T13 TCD 001 F

Registered mailing address of applicant: BLK B10 HOUGANG CENTRAL

#02-214 (S) 530810

Telephone: 6744 1033 Fax: 6747 5770 Email: Chelsea.lu@ahpete.sg

Name of Organiser / Appointed Trade Fair Operator\* (IN BLOCK LETTERS):

ALJUNIED - HOUGANG - PUNGGOOL EAST TOWN COUNCIL

Name of contact person(s): CHELSEA LU

Registered mailing address of Organiser / Appointed Operator\*: BLK B10 HOUGANG

CENTRAL #02-214 (S) 530810

Telephone: 6744 1033 Fax: 6747 5770 Email: Chelsea.lu@ahpete.sg

Address of trade fair site: NEXT to BLK B14 HOUGANG CENTRAL

Stall Number:

List of food items on sale: CHY COOKIES, SWEETS, mandarin oranges (all prepacked)

Operation hours: From 10 JAN 2014 (start date) to 30 JAN 2014 (end date)

between 9 am/pm and 9 am/pm

### Part 2 – Declaration By the Applicant

I declare that the information furnished by me above is true to the best of my knowledge and belief. I am fully aware that any false information wilfully furnished by me in my application for a trade fair foodstall licence shall result in my application being rejected or, if the licence is granted, void and of no effect under Section 99 of the Environmental Public Health Act (Cap 95).

The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.

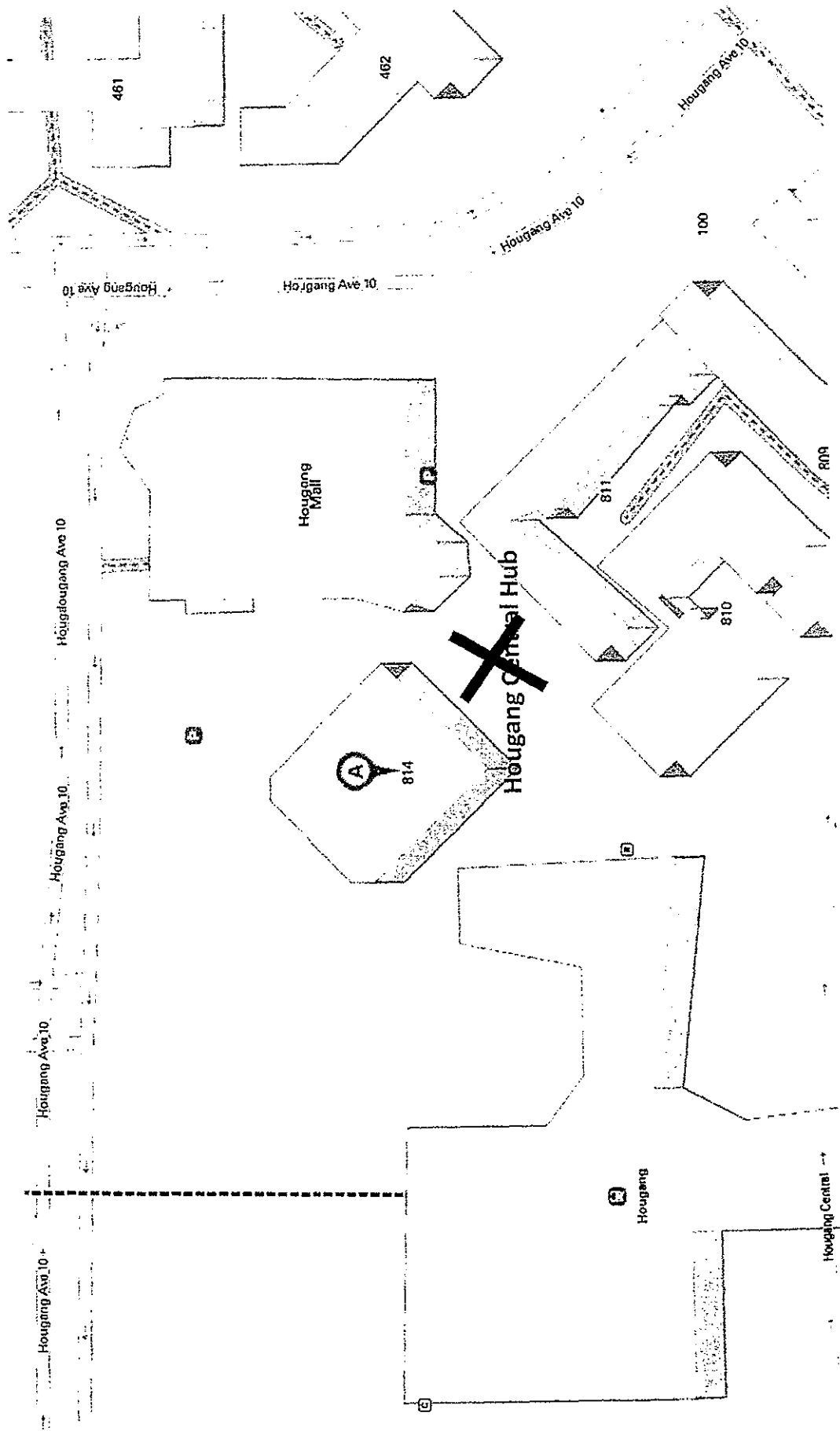
Applicant's Signature: \_\_\_\_\_

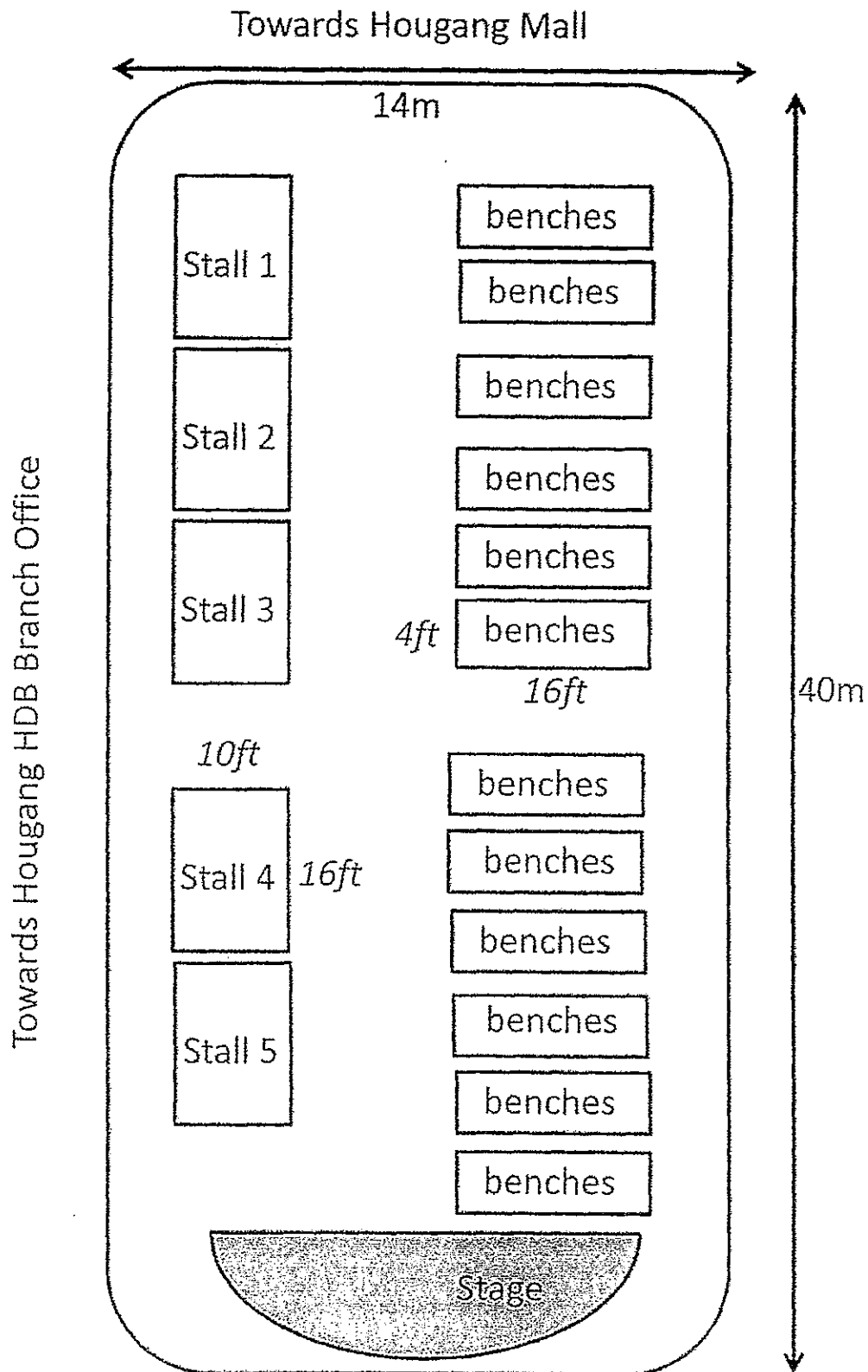
Date: \_\_\_\_\_

31/2/13

\*Please delete as appropriate

# Map of Hougang Central Hub





## HOUGANG CENTRAL HUB Sheltered Event/Multipurpose Hall

Not drawn to scale

## List of stalls and items to be sold

Stall No	Article of Sale Description	Food (all prepacked)	Non Food
1	CNY decorative items		✓
2	CNY sweets/candies (prepacked)	✓	
3	Mandarin Oranges	✓	
4	CNY cookies/goodies (prepacked)	✓	
5	CNY cookies/goodies (prepacked)	✓	
Benches	CNY flowers/potted plants		✓