

This permit is required for high-risk performances or activities such as aerial acrobats, moving exhibits, vehicles in motion, stunt shows and other such related acts. Please complete and submit this permit application to your dedicated Suntec Point of Contact no later than 21 days prior to event move-in day. **PLEASE SUBMIT ONE CONSOLIDATED FORM FOR EACH EVENT.**

All application forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

Mandatory Requirements

- The applicant must obtain prior approval via this permit from Suntec Singapore before any activity can take place.
- The applicant must obtain the necessary licence/permit from relevant approving authorities. All approved documentation must be attached with this application form.
- Only trained and competent personnel are allowed to operate, setup and tear down the activity.
- Supervision of the activity must be provided at all times.
- For exhibits with moving parts, a suitable barrier must be erected to prevent accidents.
- Activity and associated equipment must be checked each day before operations and documented in a log book.
- Suntec Singapore must be informed if the activity presents any Workplace Safety and Health Council (WSHC) risks and how these will be managed.
- Suntec Singapore reserves the right to revoke permits, if deemed necessary.

Contact Details

Licensee/Authorised Party's Name:

Licensing Agreement Number:

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Event Name:

Event Location (Hall/Room Number):

Contact Number:

Supporting Documents Required

The following documents are required to be submitted as part of this permit:

- A full risk assessment must be included, stating the mitigating methods to reduce risk
- Activities with structures above 4 metres, will require Professional Engineer's (PE) endorsement
- Activities with rigging works, will require AP-004A Banner Hanging & Rigging (Level 4) / AP-004B Banner Hanging & Rigging (Level 6)
- Technical drawings and plans which include photographs of the activity are to be provided to the venue with this permit
- General liability insurance for the event (with a minimum coverage of \$1,000,000 per claim)
- Personal liability insurance for each person involved in the performance (with a minimum coverage of \$1,000,000 per claim)

Purpose

1) Complete the table below:

Booth Number or Room Location	Start Date & Time	End Date & Time	Name and Description of Performance
	:	:	
	:	:	
	:	:	
	:	:	
	:	:	
	:	:	

Declaration

I, the applicant, hereby acknowledge and agree to the technical and mandatory requirements set out by Suntec Singapore:

Signature & Company Stamp

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For Internal Processing Only

Reasons for rejection:

SPOC's Signature: