

NAKED FLAMES, CANDLES, DRAPERY, SMOKE & HEAT EMITTING ITEMS PERMIT

This permit is required when naked flames, candles, drapery, smoke and heat-emitting items are used during an event. Please complete and submit this permit application to your dedicated Suntec Point of Contact (SPOC) 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 items can be used.
- Flammable items such as paper should not be in close proximity to any naked flames.
- Where feasible, all candles should be located within an appropriate container to capture melting wax.
- Incense burning should be in a container to catch any falling ashes.
- Naked flames must be attended to at all times. Under no circumstances should a naked flame be left unattended.
- Appropriate ABC type fire extinguishers must be provisioned and visibly displayed where required.
- All materials used for drapery must entirely consist of fire-retardant materials and have a minimum flame spread rating of Class 2.
- The operation and display of heat emitting equipment or devices that produce substantial heat are required to have the necessary precautionary measures and guards implemented to reduce risk of burning.
- For safety reasons, the operation of audio-visual effects such as haze and smoke machines require pre-approval from the venue via this permit application.
- Event organisers and their staff must ensure that all activities comply with the safety regulations as stated by Workplace Safety and Health Council (WSHC).
- Risk assessment is required and must illustrate how risks are mitigated.
- 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):

Activity Start:

DATE	D	D	M	M	Y	Y													
TIME	H	H	M	M	AM/PM														

Activity End:

DATE	D	D	M	M	Y	Y													
TIME	H	H	M	M	AM/PM														

Contact Number:

Supporting Documents

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

- Risk Assessment – including control measures and detailed plan to mitigate potential hazards
- General liability insurance (with a minimum coverage of \$1,000,000 per claim)
- For drapery applications, a material swatch and accompanying test reports/certificates

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Purpose

- 1) List the quantity and location of all naked flames, candles, drapery, smoke and heat emitting items.

- 2) Why are the above items used?

- 3) Where and when will the items be used?

Declaration

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

Signature & Company Stamp

D	D	M	M	Y	Y	Y	Y
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For Internal Processing Only

Reasons for rejection:

SPOC's Signature: