

ANIMALS IN-CENTRE PERMIT

This permit is required if the licensee intends to bring animals into Suntec Singapore (or the Centre). Please complete and submit this permit application to your dedicated Experience Manager (EM) 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 licences/permits from relevant government authorities, including [Animal Exhibition Licence](#) from NParks
- All approved documentation must be attached with this application.
- The applicant must ensure that proper precautions are taken for the care, control and restraint of all live animals.
- A minimum 3-metre distance must be maintained between any animal activities and F&B service areas, along with provision of hand sanitation facilities.
- The applicant is required to adopt all guidelines set by AVA/SFA/NParks, which aims to enhance animal welfare and professional standards of animal exhibitions and performances.
- The applicant must ensure there that is a demarcated area within the contracted event venue for animals to defecate.
- Animals are not permitted in carpeted areas within the Centre.
- All animals are required to be transported in a cage or kennel throughout the Centre.
- Dogs must be leashed and accompanied by an attendant at all times, please refer to regulations [here](#)
- Animals can only be released in a demarcated area within the contracted event venue. Signages must be allocated near the demarcated area to notify guests of the animals and to ensure their safety.
- Signages should be placed at the entrance of the venue to notify guests of the presence of animals in the event venue.
- A permit is not required for assistance animals such as guide dogs.
- Suntec Singapore reserves the right to revoke permits if deemed necessary.

Contact Details

Licensee/Authorised Party's Name:

Event Name:

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	

Licensing Agreement Number:

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Event Location (Hall/Room Number):

Contact Number:

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Supporting Documents

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

- [Animal Exhibition Licence](#)
- Animal arrival / departure routing denoting elevators that will be used
- Signage plan detailing the arrival / departure
- Cleaning and waste disposal plan for removal of animal waste
- Public liability insurance (with a minimum coverage of \$1,000,000 per claim)

Purpose

1) State the purpose of having animals in the Centre.

2) List the type and quantity of animals. (Supplementary lists can be attached if necessary)

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

Approved / Rejected

Reasons for rejection:

EM's Signature: