

GUIDELINES FOR EVENT PERMIT APPLICATION FOR USE OF RESERVOIR

Instructions for Applicant:

- Please complete the **Event Permit Application form** using this link
<https://form.gov.sg/674470c0772439f5c731f0be>
- Please submit the completed Event Permit Application form with the following documents:
 1. Risk Assessment
 2. Emergency Response Plan
 3. Public Liability Insurance for water activities and land set-up (with "PUB, Singapore's National Water Agency" as the additional insured)
 4. Details of any installations / event set-up and removal in water
 5. Details of water movement / schedule of works
 6. Details of set-up and removal on land (*where applicable*)
 7. Details of lifting works (*where applicable*)
 8. List of vessels deployed for event
 9. Stakeholders' No Objections on water traffic plan
 10. Draft Reservoir notice (only for Marina Reservoir)
 11. Fireworks inventory list, Material safety data sheet (*Applicable for events with Fireworks display*)
- The completed Event Permit Application form and required supporting documents must be submitted in full to PUB at least **five (5) weeks** before event set-up. Any late or incomplete submission may result in the event not being able to take place on the scheduled date.
- For events which require water closure, event organizer is to seek the agreements of the relevant stakeholders and submit a copy of their No Objection to PUB. The engagement with stakeholders should take place early, at least three (3) months prior to event to provide ample time for the operators to accommodate their business operations. **Refer to Appendix A for the list of stakeholders' contact details for Marina Reservoir.**

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- Events with any set up of structures (Eg. pontoons) in reservoirs are subjected to Non-renewable Temporary Occupation License (NRTOL) fees imposed by Singapore Land Authority (SLA). Please submit the NRTOL application to SLA via <https://app.sla.gov.sg/TOL/>
- Please note that the estimated processing time for NRTOL application is two (2) months.

For Applicant's submission: Required Documents

1. Risk Assessment (RA) for the **i) water activities, ii) event set-up and tear-down works**
 - RA leader shall be competent for the task, having attended a risk management course conducted by a MOM approved training provider or equivalent.
 - RA shall be endorsed and signed by the RA team
 - Refer to Appendix B for a sample of the RA
2. Emergency Response Plan (ERP)
 - An emergency is any unplanned event that can cause death or significant injuries or cause physical or environmental damage. An ERP includes actions taken to manage, control or mitigate the immediate effects of the different types of emergency situations.
 - Refer to Appendix C for a sample of the ERP
3. Public Liability Insurance for water activities and land set-up (with "PUB, Singapore's National Water Agency" as the additional insured)
 - Insurance period should include the date of set-up (eg. installation of buoys, sinkers, structures, tentages etc), event date and up to the date of tear-down
4. Details for installations / event set-up and removal in water:
 - Layout and dimensions of structures
 - Professional Engineer (PE) Certification and calculations - The design and anchorage system of all structures shall be certified fit and safe for usage by PE, taking into consideration the operations of the crest gates / drainage pumps.
 - Schedule for the set-up and removal of all structures (eg. sinkers, anchors, buoys etc) used
 - Method statement
 - Inventory list and photos of all items (sinkers, anchors, buoys) used. These items are to be marked for identification purpose.
 - Coordinates (in longitude and latitude) of sinkers/anchors/buoys (if any).
Please note: All sinkers/anchors are to be kept at least 50m away from aeration pipes to avoid damaging the aeration pipes at the reservoir bed. Location of the aeration pipes for Marina Reservoir can be requested.

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- Towing plan (if any) to include route of all structures/vessels drawn in a map o All towing operations require a vessel approved by PUB for towing purposes only. A safety boat is required to accompany for all towing operations.
 - o Towing vessel operators must at least have a valid steersman license. o Contact PUB officer to conduct inventory check prior to event set-up and completion of tear-down.
- 5. Details of water movement / schedule of works:
 - Map to include the exact event location and plying route for other vessels
 - Deployment of safety boats and/or boats used to cordon the area
 - Schedule of works
 - Method of traffic signalling used (Loudhailer, coloured flags etc.)
- 6. Details of set-up and removal on land (where applicable)
 - Site Layout and schedule of works
 - Method statement and Risk Assessment
- 7. For any lifting works that are required as part of the event set up, please submit the following documents:
 - Lifting plan
 - Lorry's valid insurance
 - Valid copies of certificates – Lifting machine, lifting gear and lifting appliance
 - Valid certificates of appointed lifting supervisor, appointed rigger, appointed signal man, lorry crane operator
 - Method statement and Risk Assessment of lifting works
- 8. List of vessels deployed for event
All motorised vessels used for event will require a valid vessel permit issued by PUB. Please refer to <https://www.pub.gov.sg/Public/Places-of-Interest/Marina-Barrage/Venue-Hire-and-Permits#> for application of vessel permit. For motorised and non-motorised vessels that have a valid vessel permit issued by PUB, please provide the vessel IDs.
- 9. Stakeholders' No Objections on water traffic plan
For events that require co-existence with other stakeholders on the water traffic plan, event organizer is to seek the agreements of the relevant stakeholders and submit a copy of their No Objection to PUB.
- 10. Draft Reservoir notice (only for Marina Reservoir)
 - You may refer to the following link for examples of reservoir notice:
<https://www.pub.gov.sg/Public/Places-of-Interest/Marina-Barrage/Notices>
- 11. For events with fireworks display, please provide the following:

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Please note that display of fireworks in reservoirs will only be considered for national and international events, subject to PUB's conditions.

- Date, time and duration of fireworks
- Map showing the location of the fireworks pontoon, sinkers and safety radius
- Material Safety Data Sheet (MSDS) and weight (kg) of fireworks to be fired and weight (kg) of chemical contents;
- Towing route of fireworks pontoons drawn in a map, number of trips and size of pontoons
- If there is a request to cordon off certain area in the reservoir, following are to be provided:
 - Exact area to be cordoned off (provide coordinates, in longitude and latitude)
 - Time and duration of the effective cordon
 - Number of vessels, with Auxiliary Officer on board used to cordon the area and manage water traffic
 - Cleaning plan within the cordoned area

Please contact the following PUB officers for any enquiries:

Brenda Ng (Ms)	Goh Sha Shin (Ms)
Email: Brenda_Ng@pub.gov.sg	Email: Goh_Sha_Shin@pub.gov.sg

Appendix A: Contact List

Organisation/Association	Contact Person	Contact Number	Email Address
URA	Mr Dann Khoo (Water Activities)		dann_khoo@ura.gov.sg
	Ms Lim Li Ting (River Cruise)		lim_li_ting@ura.gov.sg
SLA	Ms Vanessa Tay		Vanessa_Tay@sla.gov.sg
To get acknowledgement from 1-5 that they agree with and will follow the water traffic management plan			
1. DUCKtours (s) Pte Ltd (Amphibious Vessel Operator)	Ms Pamela Wee	6338 6877	pamelaW@bigbustours.com
	Mr Dave Ng	6338 6877	daveN@bigbustours.com
	Mr Shiung Hai	9478 9050	xionghaiL@bigbustours.com
2. City Tours & Car Rentals Pte Ltd (Amphibious Vessel Operator)	Ms Shirlin	6352 6685	shirlin@citytours.sg

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3. Singapore River Cruise Pte Ltd (River Taxi Operator)	Mr See Toh Mr Raymond Tang	6336 6111	seetoh@rivercruise.com.sg raymond@rivercruise.com.sg
4. Water B Pte Ltd (River Taxi Operator)	Mr Kieu Kim Sen Mr Li Guoli Mr Darren Tan	9698 2219 9777 6111 8809 8899	kieu@yorklaunch.com.sg guoli@waterb.com.sg darren@waterb.com.sg
5. Singapore Sailing Federation (SSF) for events in Marina Bay*	Mr Rohaizan Mr Steven Yeo Mr Shawalhudin	9859 6958 9748 6117 9452 8479	rohaizan@singaporesailing.org.sg steven.yeo@singaporesailing.org.sg shawal@singaporesailing.org.sg

To share and inform 6-12 on the water traffic management plan

6. PAssion WaVe @ Marina Bay	Ms Trea Huang Mr Lee Boon Meng Mr Dharmalingam	6296 6683	Trea_Huang@pa.gov.sg Lee_boon_meng@pa.gov.sg Dharmalingam_SOKALINGAM@pa.gov.sg pa_wvmarinabay@pa.gov.sg
7. Sport Singapore - ActiveSG Canoe Academy and Water Activities Management Body	Dr Cheryl Tay	6500 5552	Cheryl_TAY@sport.gov.sg ActiveSG_Canoe@sport.gov.sg
8. Waterways Watch Society (WWS)	Mr Eugene Heng	9684 0893	chinhiem@gmail.com
9. Singapore Dragon Boat Association (SDBA)	Mr Chia Yi Liang	6440 9763	admin@sdba.org.sg yiliang@sdba.org.sg
10. Singapore Canoe Federation (SCF)	Ms Noelle Seet Mr Lim Han Yong	6344 6337	secretary@scf.org.sg gm@scf.org.sg event@scf.org.sg info@scf.org.sg
11. National Cadet Corps (NCC)	Mr Jake Lee Mr Steven Tan	6477 3561 6344 8383	lee_bixian@moe.gov.sg Steven_TAN@moe.gov.sg
12. SportsHub (Water Sports Centre)	Mr Khairul Anwar Mr Leng Song Wei	8139 4450 6653 9154	khairulanwar.rahman@sportshub.com.sg songwei.leng@sportshub.com.sg

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Appendix B: Risk Assessment (RA)

RISK ASSESSMENT FORM					
Department:		RA Leader: (Name & Signature)	Approved by: Signature:		Reference Number:
Process:		RA member 1:			
Process / Activity Location:		RA member 2:			
Original Assessment Date:		RA member 3:	Name:		
Last Review Date:		RA member 4:	Designation:		
Next Review Date:		RA member 5:	Date:		

Hazard Identification				Risk Evaluation				Risk Control						
Ref	Work Activity	Hazard	Possible Injury/III-Health	Existing Risk Control	S	L	RPN	Additional Controls	S	L	RPN	Implementation person	Due Date	Remarks

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S: Severity;
 L: Likelihood;
 RPN: Risk Prioritisation Number

Likelihood \ Severity	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Catastrophic (A)	Medium	Medium	High	High	High
Major (B)	Medium	Medium	Medium	High	High
Moderate (C)	Low	Medium	Medium	Medium	High
Minor (D)	Low	Medium	Medium	Medium	Medium
Insignificant (E)	Low	Low	Low	Medium	Medium

Table 2: Example of a common 5x5 Risk Matrix with a mix of numeric and descriptive ratings

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Negligible (1)	1	2	3	4	5

Table 3: Recommended 5x5 Risk Matrix with numeric ratings

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Appendix C: EMERGENCY RESPONSE PLAN (ERP) SAMPLE

The ERP must include the following:-

- Safety measure as stated in the RA
- Area of activities / operations
- Action to be taken in case of emergency, i.e. Severe weather plan, Lightning warning action plan, Haze action plan, Drowning, Capsize, Collision
- Evacuation plans, which include -
 - Evacuation points map indicated on the map
 - The route to the nearest medical facility
- Emergency contacts

<SAMPLE OF ERP>

1. Type of Activities

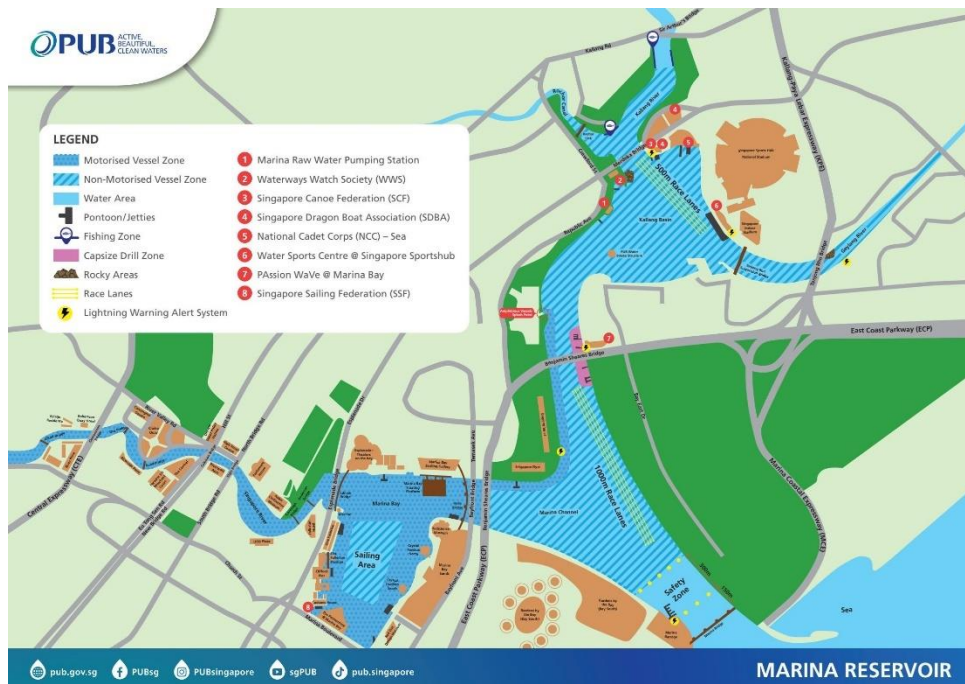
Weekly kayaking training sessions

2. Area of activities

2.1 Kallang River, Kallang Basin, Geylang River, Marina Channel

2.2 Emergency evacuation point. (Evacuation points to be included in the map)

Map of Marina Reservoir



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3. Emergency Contact List

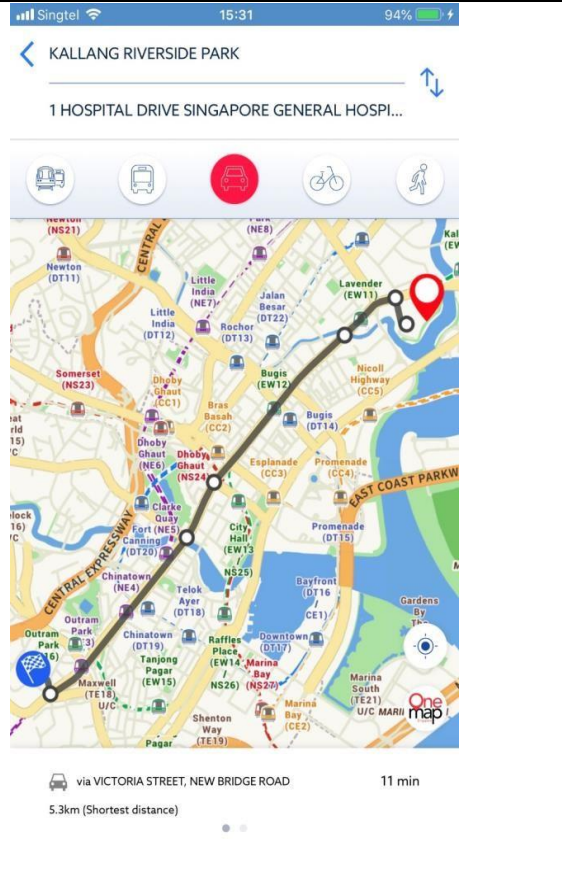
Personnel	Name	Contact Number
Team / Teacher in-Charge	Xxx	1234 5678
Head of Department	Xxxx	1234 5678
Coach	Xxxx	1234 5678
Captain	Xxxx	1234 5678
Nearest Clinic 1	Xxxxx	1234 5678
Nearest Clinic 2	Xxxxx	1234 5678
Operators contact (i.e. SCF Paddle Lodge)	xxxxx	1234 5678
Emergency services – Police		999
Emergency services – SCDF Ambulance		995
Emergency services – Civic Ambulance		1777

4. Actions to be taken during a case of emergency

Capsize	Actions to be taken
Collision	<Please state actions indicated in the RA>
Drowning	<Please state actions indicated in the RA>
Severe weather	< Please state actions indicated in the RA>
Lightning warning alert	< Please state actions indicated in the RA>
Haze	< Please state actions indicated in the RA>

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5. Route to the nearest medical facility

	<p style="text-align: right;">via VICTORIA STREET, NEW BRIDGE ROAD 11 min</p> <p>5.3km (Shortest distance)</p> <ul style="list-style-type: none"> KALLANG RIVERSIDE PARK KALLANG RIVERSIDE PARK SINGAPORE KAMPONG BUGIS Head West On Kampong Bugis KAMPONG BUGIS Turn Right To Stay On Kampong Bugis KALLANG ROAD Turn Left Onto Kallang Road VICTORIA STREET Continue Onto Victoria Street 	<p style="text-align: right;">via VICTORIA STREET, NEW BRIDGE ROAD 11 min</p> <p>5.3km (Shortest distance)</p> <ul style="list-style-type: none"> HILL STREET Merge Right Onto Hill Street NEW BRIDGE ROAD Continue Onto New Bridge Road HOSPITAL DRIVE Turn Right Onto Hospital Drive CENTRAL CIRCUS Turn Left Onto Central Circus HOSPITAL DRIVE Turn Left Onto Hospital Drive SINGAPORE GENERAL HOSPITAL
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6. Emergency Response Chart

