

Guidelines for Event and Activity Application in Marina Reservoir

- Fill up the "**Application form for event permit**". Form can be downloaded from: <http://www.pub.gov.sg/marina/Pages/Event-Permit.aspx>
Upon completion, please email to goh_sha_shin@pub.gov.sg or fax to 6224 2072.
- **Submit** the application form to PUB together with the following:
 1. A copy of no objection letter/email from Urban Redevelopment Authority (URA). Refer to Appendix A for the officer in charge;
 2. Detailed proposal of the event/activity which should include:
 - Description of the event/activity including:
 - Programme;
 - Map showing the exact location of the event;
 - Type of activities involved;
 - No. of participants and expected crowd;
 - Guest of Honour (if any, to provide ;[name and designation]);
 - Media Coverage (if any, to provide date and time);
 - Water traffic Safety Plan (SP) and Emergency Response Plan (ERP), which should include the contacts of the person in charge for any emergency and evacuation points indicated in a map;
 - Risk Assessment (RA) for the water activities endorsed and signed by Approving officer. Refer to Appendix C for a sample of a Risk Assessment (RA).
 - Water Traffic Management Plan:
 - Method of traffic signaling used? (Loudhailer, coloured flags etc.);
 - Map showing the exact location of the event;
 - Deployment of safety boats or boats used to cordon the area;
 - Deploy safety watchers/officers to walk around the site- to advise or check that safety behavior is observed by all.
 3. Event organiser is to **meet** and **brief** the boat operators on the water traffic management plan. A copy of **acknowledgement** letter/email, indicating the date of briefing, from the boat operators are to be submitted stating that they agreed and will follow the plan presented.
[Event organiser is to share the plan with PA Water-Venture, Water Activities Management Body (WAMB) & Waterways Watch Society (WWS)]
 4. Set up and Removal of event area
 - Details of temporary structure/pontoon. PE statement/letter to state that the structures/pontoons are fit and safe for intended usage and all pontoons are securely designed with adequate anchorage systems to prevent the pontoons from being washed away by strong current in the event of heavy rain. The design calculations shall be PE endorsed and submitted to PUB prior to approval for works.
(Marina Barrage may release water during heavy rain conditions and the discharge flow rate along the Marina Channel may reach up to 2400m³/s. This may in turn result in strong currents upstream of the Reservoir.)
 - Schedule for the set up and removal of all structures (eg. sinkers, anchors, buoys etc) used;

- **Coordinates**, in **longitude** and **latitude**, of sinkers/anchors/buoys (if any). Sinkers/anchors are to keep at least 100m away from aeration pipes.
**This is to avoid damaging the aeration pipes at the reservoir bed; Location of the aeration pipes can be downloaded from:*
<http://www.pub.gov.sg/marina/AllAnnouncements/Pages/MarinaReservoirUnderwaterAerationpipes-MarinaBay,MarinaChannelKallangBasin.aspx>

(Note that the event organiser is to ensure and submit verification that all anchors and sinkers are to keep clear of the underwater aeration pipes by at least 100m);

- Provide photos of sinkers, anchors, buoys. These items are to be marked for identification purpose. Provide an inventory list of all items to be used;
 - Note that all vessels involved in towing activities for all structures, vessels etc must have drivers with valid steersman licenses operating the vessels. Event organiser is to ensure that a reasonable number of vessels are used for the towing activities to ensure safety in the reservoirs.
 - Towing route of all structures/vessels etc drawn in a map;
 - Make an appointment with PUB staff to be present to witness for all installation and removal work. You can contact Ms Goh Sha Shin @ 9369 8997. Please take note that no set up or tear down are to be done without PUB staff present;
 - **Post Event Safety Report** (Appendix B) is to be completed and submit to PUB within **one week after the event.**
5. Application of Vessel Permit:
- Motorized vessels or barges used during the event, e.g. safety boat etc. is required to apply for vessel permit, forms and guidelines can be downloaded from: <http://www.pub.gov.sg/marina/Pages/Vessel-Permits.aspx>
 - For vessels that have a valid vessel permit issued by PUB, please provide the permit no.
6. Public Liability Insurance with PUB as the additional insured party.
- Insurance period should include the date of set up (eg. installation of buoys, sinkers, structures, etc), event date and up to the date of teardown (eg. removal of buoys, sinkers, structures, etc). Also to include the event name and Marina Reservoir.
7. Draft Reservoir Notice (in Word document)
- You may refer to the following link for examples of reservoir notice:
<http://www.pub.gov.sg/marina/AllAnnouncements/Pages/default.aspx>
 - Submit the reservoir notice at least 3 weeks before the event or set up date
 - Reservoir notice will be posted in PUB website 1 week before the event or set up date
8. If the event/activity includes **fireworks display**, please provide the following:
- Date, time and duration of fireworks;
 - Map showing the exact location of the fireworks pontoon, sinkers and safety radius. Please refer to Point 3 for requirements on set up and tear down;
 - Full details of components of fireworks and chemical contents;
 - Towing route of fireworks pontoon drawn in a map;
 - 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**)

- Number of vessels, with Auxiliary Officer, on board used to cordon the area and managing the water traffic;
 - Vessels identification;
 - Time and duration of the area being cordoned off;
 - Cleaning plan within the cordoned area;
 - Time schedule and plan for tending the loaded fireworks.
9. Cleaning plan for land activities (if any) is to be submitted to National Environment Agency (NEA). Refer to Appendix A for the Officer in charge for approval. The NEA approved cleaning plan is to be submitted to PUB.

Appendix A: Contact List

Organisation/Association	Contact Person	Contact Number	Email Address
Urban Redevelopment Authority (URA)	Ms Winnie Chuang	63293370	winnie_chuang@ura.gov.sg
National Environment Agency (NEA)	Mr Ng Tat Teck (Marina Bay) Mr Abdul Karim (Kallang)	6854 6448	ng_tat_teck@nea.gov.sg abd_karim_mohd_nor@nea.gov.sg
To get acknowledgement from 1-4 that they agreed and will follow the water traffic management plan presented			
1. DUCKtours (s) Pte Ltd (Amphibious Vessel Operator)	Ms Pamela Wee Ms Dollin Soh Mr Shiung Hai	6338 6877	pamela@ducktours.com.sg dollin@ducktours.com.sg xionghai@ducktours.com.sg
2. City Tours & Car Rentals Pte Ltd (Amphibious Vessel Operator)	Ms Shirlin Ms Wendy Mr Michael Ang	6513 7854 6733 6712 6269 1094	shirlin@citytours.sg wendy@citytours.sg michael@sanstours.com.sg
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. Singapore Sailing Federation (SSF) for events in Marina Bay*	Mr Chung Pei Ming Mr Joe Chan	6444 4555	peiming@singaporesailing.org.sg joechan@singaporesailing.org.sg
To share and inform 5-11 on the water traffic management plan			
5. People's Association (PA) – Water Venture (Kallang)	Mr Lee Boon Meng Mr Roy Chew Mr Eugene Low	6296 6683 6340 5095	lee_boon_meng@pa.gov.sg roy_chew@pa.gov.sg Eugene_low@pa.gov.sg
6. Water Activities Management Body (WAMB)	Mr Tam Wai Meng Mr Wong Woei Luen William Ms Florence Yong	6500 5354 6500 5456 6500 5302/ 8218 0284	tam_wai_meng@sport.gov.sg wong_wei_luen@sport.gov.sg florence_yong@sport.gov.sg
7. Waterways Watch Society (WWS)	Mr Eugene Heng	9684 0893	chinhien@gmail.com
8. Singapore Dragon Boat Association (SDBA)	Mr. Lim Wee Kok	6440 9763	admin@sdba.org.sg
9. Singapore Canoe Federation (SCF)	Mr Joseph Ang	6344 6337	info@scf.org.sg joseph@scf.org.sg
10. National Cadet Corps (NCC)	Maj. Lee Wing Ying	6344 8383	wingying@singnet.com.sg
11. SportsHub (Water Sports Centre)	Mr Calvin Christian Palyama Mr Leng Song Wei	6344 2660	calvin.palyama@sportshub.com.sg songwei.leng@sportshub.com.sg

Information correct as of Jan 2016

Appendix B: Post Event Safety Report

POST-EVENT SAFETY REPORT

(To be submitted by applicant within one week of event)

(A) EVENT DETAILS

Applicant: _____

Name of Event : _____

Type of Activities in Event: _____

Date of Event : _____ Time of Event : _____ to _____

Venue: _____ No. of Participants: _____

No. of vessels used – Motorised: _____ Non-motorised: _____

(B) SAFETY MEASURES IN PLACE

- i) Safety briefing before event: * Yes/No
- ii) Safety boat(s): * Yes/No
- iii) Life vests with whistle issued to all participants: * Yes/No
- iv) Safety officer/Lifeguards assigned: * Yes/No
- v) Life buoys/ OB Markers: * Yes/No
- vi) First Aid Post: * Yes/No
- vii) Ambulance on Standby: * Yes/No
- viii) Other safety measures, if any:

POST-EVENT SAFETY REPORT

(To be submitted by applicant within one week of event)

(C) INCIDENT SUMMARY

Incident type comprising the following	Number	Cause of mishap (attach separate sheet if necessary)
Death		
Hospital Stay		
Outpatient Treatment		
First Aid Treatment		
Near Misses (events that nearly resulted in accidents)		
Total		

(D) INCIDENT DETAILS:

i) Incident Type:

* Death/Hospital Stay/Outpatient Treatment/First Aid Treatment/Near Misses

ii) Police Report made : * Yes/No (If yes, please attach a copy)

iii) Incident details: (highlight what happened)

iv) Additional Safety Measures for future events: * Proposed / Implemented (Please provide details)

(E) Submitted by:

Name/ Signature: _____

Organisation / Designation : _____

E-mail Address: _____

Contact No: _____ Date of Submission: _____

FOR PUB INTERNAL USE:

Checked by:

Name of Reservoir/Waterway Manager : _____

Designation: _____ Signature: _____

Date: _____

Countersigned by:

Name of Deputy Director : _____

Signature: _____ Date: _____

* Please delete appropriately

Appendix C: Risk Assessment (RA)

RISK ASSESSMENT FORM					
Department:		RA Leader: (Name & Signature)	Approved by:		Reference Number:
Process:		RA member 1:	Signature:		
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

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

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

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