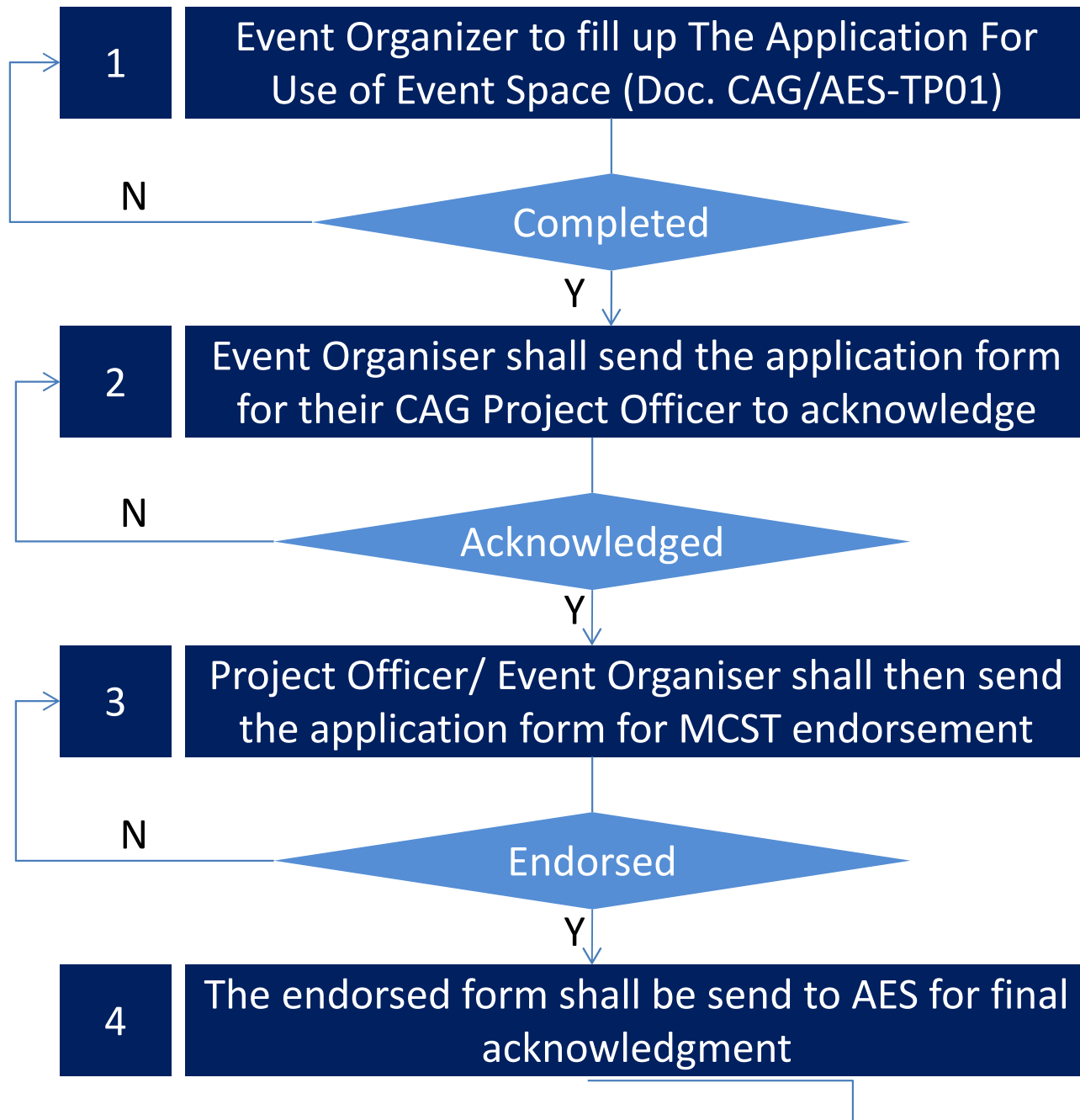


Bundle Temporary Change of Use (TP) And CAG Designated Indoor Event Spaces Guides SOP



Update on Nov 2022

Approval Process – Designated Event Space



Completed: Event Organiser can now login to e-swift system to apply all necessary Work Permit Application. The approved form shall be attached into the system for work permit approval consideration.

The event space could not be utilised until they receive their final application approval

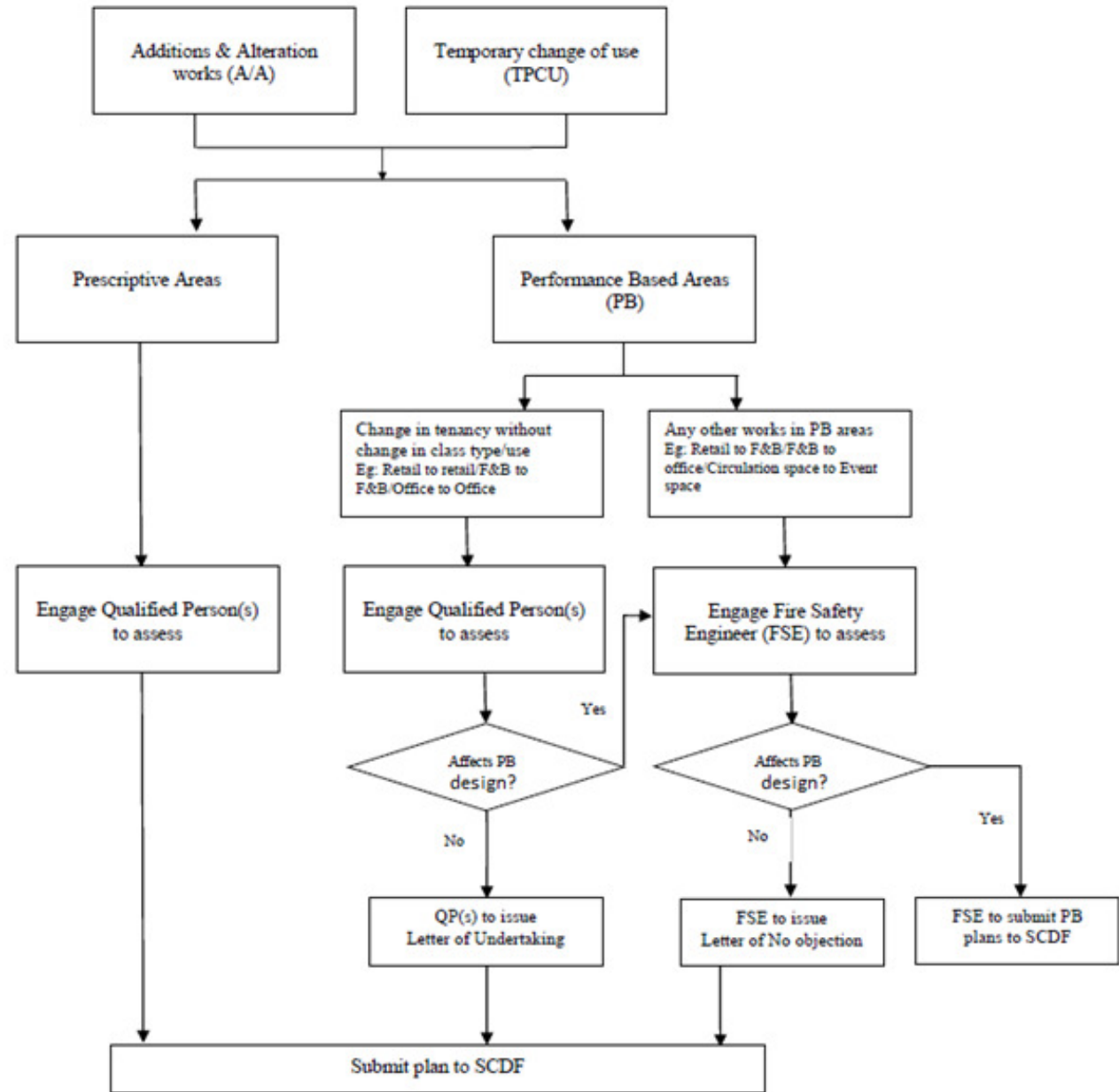
N

Y

Acknowledged

**GUIDELINE FOR TERMINAL BUILDINGS WITH PERFORMANCE BASED
FIRE SAFETY DESIGNS (APPLICABLE TO T1,T2,T3 AND T4 ONLY)**

**Approval
Process –
Performance
Based
Building**



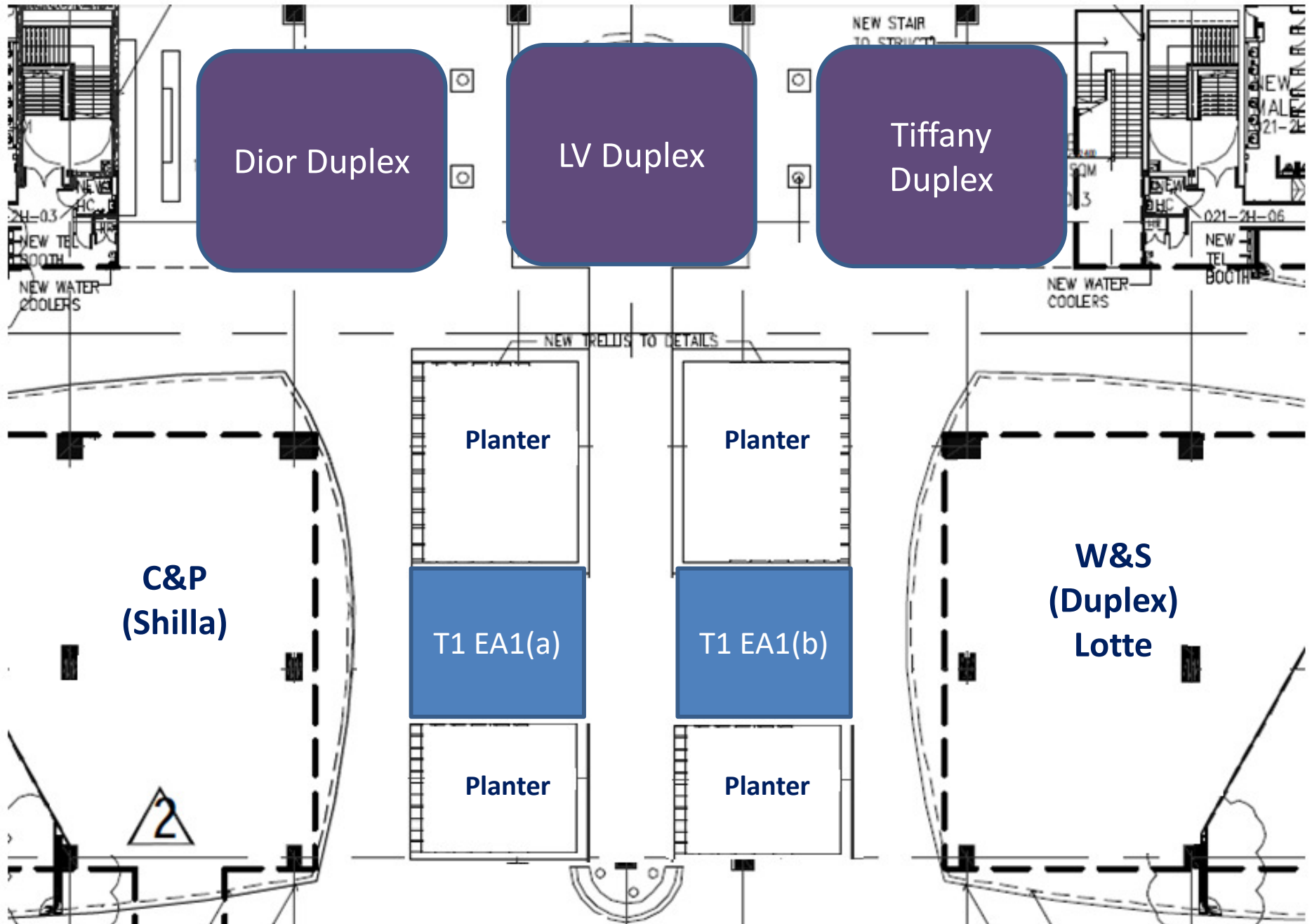
A blue callout box with a white border and a dark blue shadow, containing white text. The box is positioned on the left side of the page and has a folded appearance.

Current CAG Terminals Designated Indoor Event Spaces

**Terminal 1
Event
Areas**

T1- EA1(a)	Centre Piazza Beside C&P (Shilla)
T1- EA1(b)	Centre Piazza Beside W&S (Lotte)

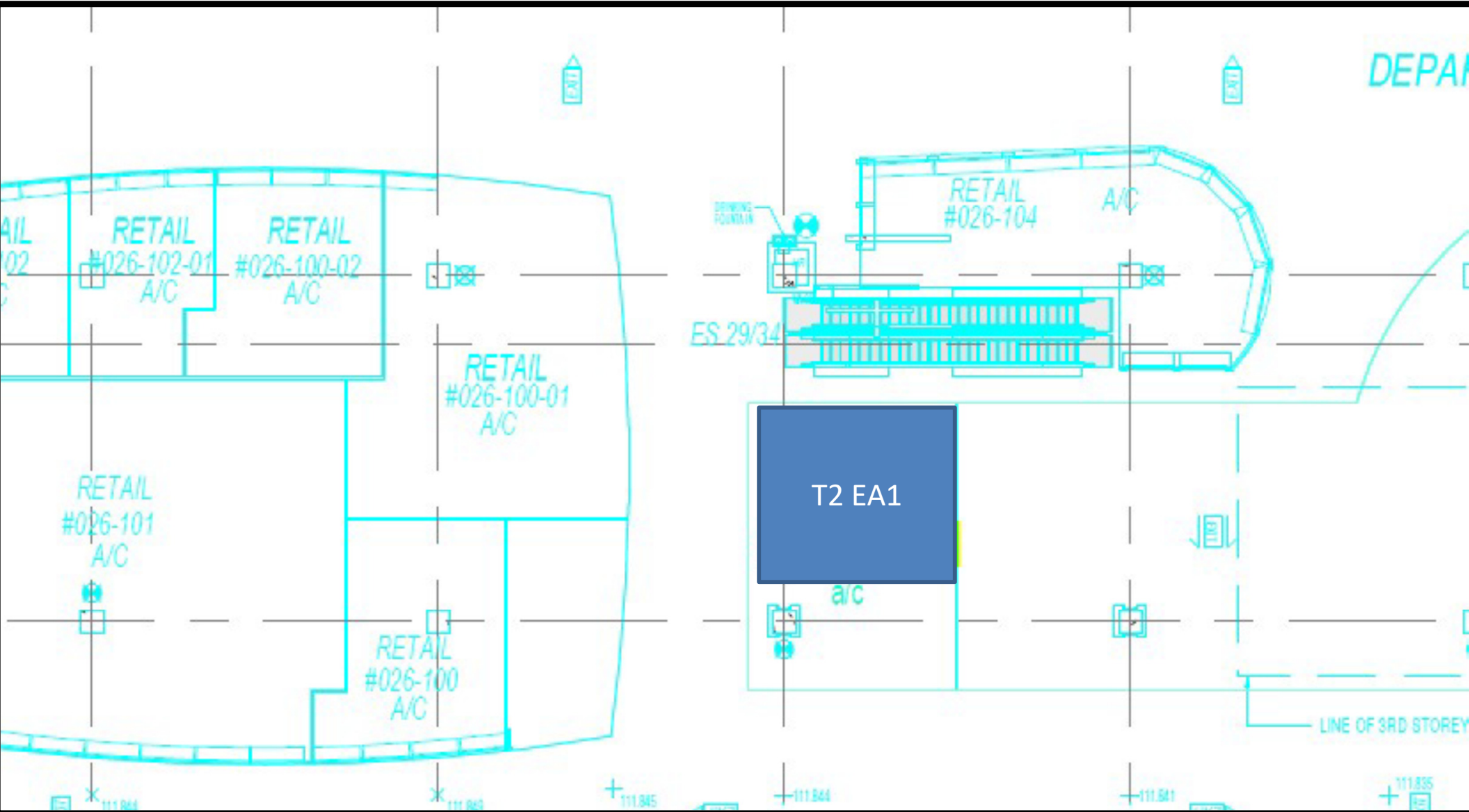
Terminal 1, Level 2 Departure Transit Centre, Event Area 1 - All Centre Pizza Event Areas



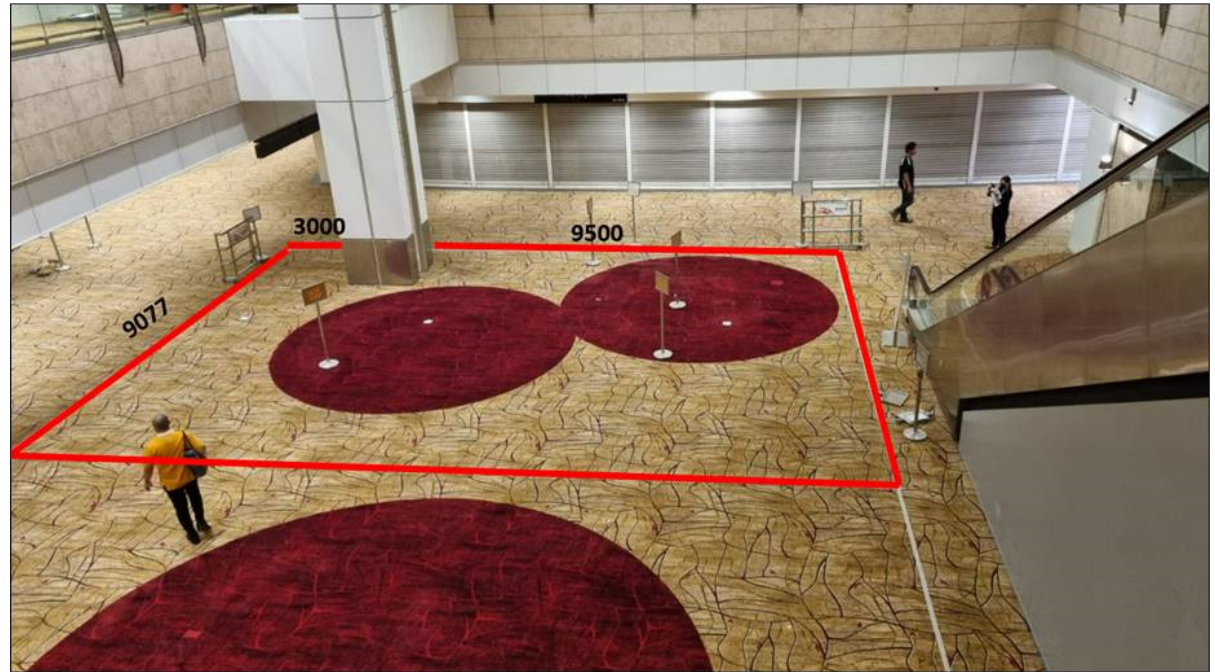
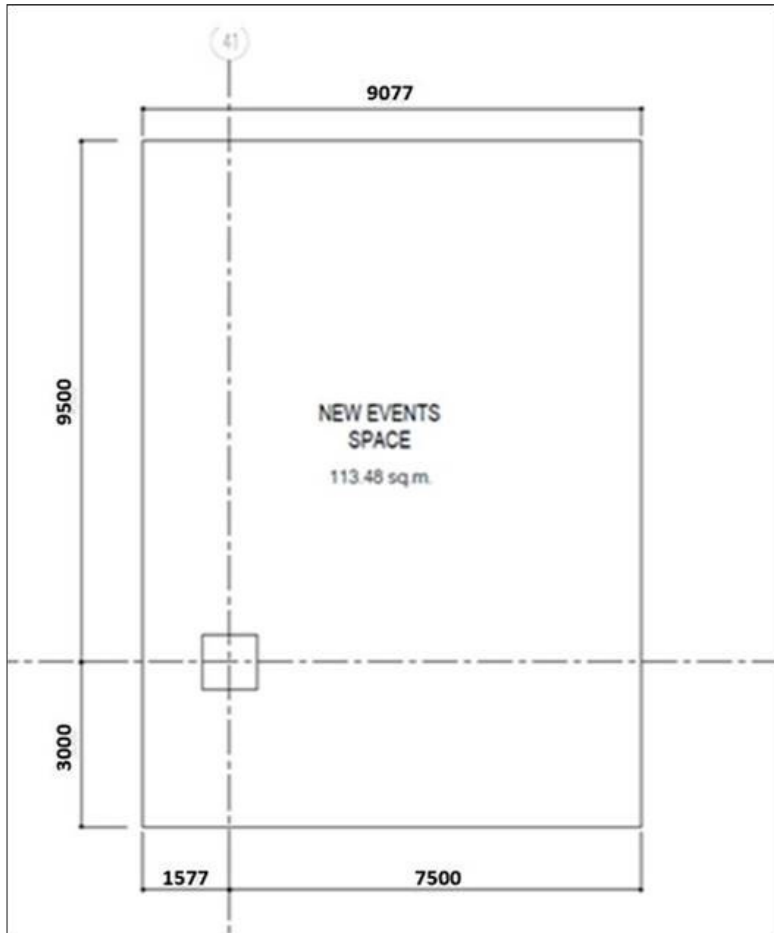
**Terminal 2
Event
Areas**

T2- EA1	Level 2 Departure Transit South Beside Escalator
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Terminal 2, Level 2 Departure Transit South, Event Area 1 - Next to Escalator



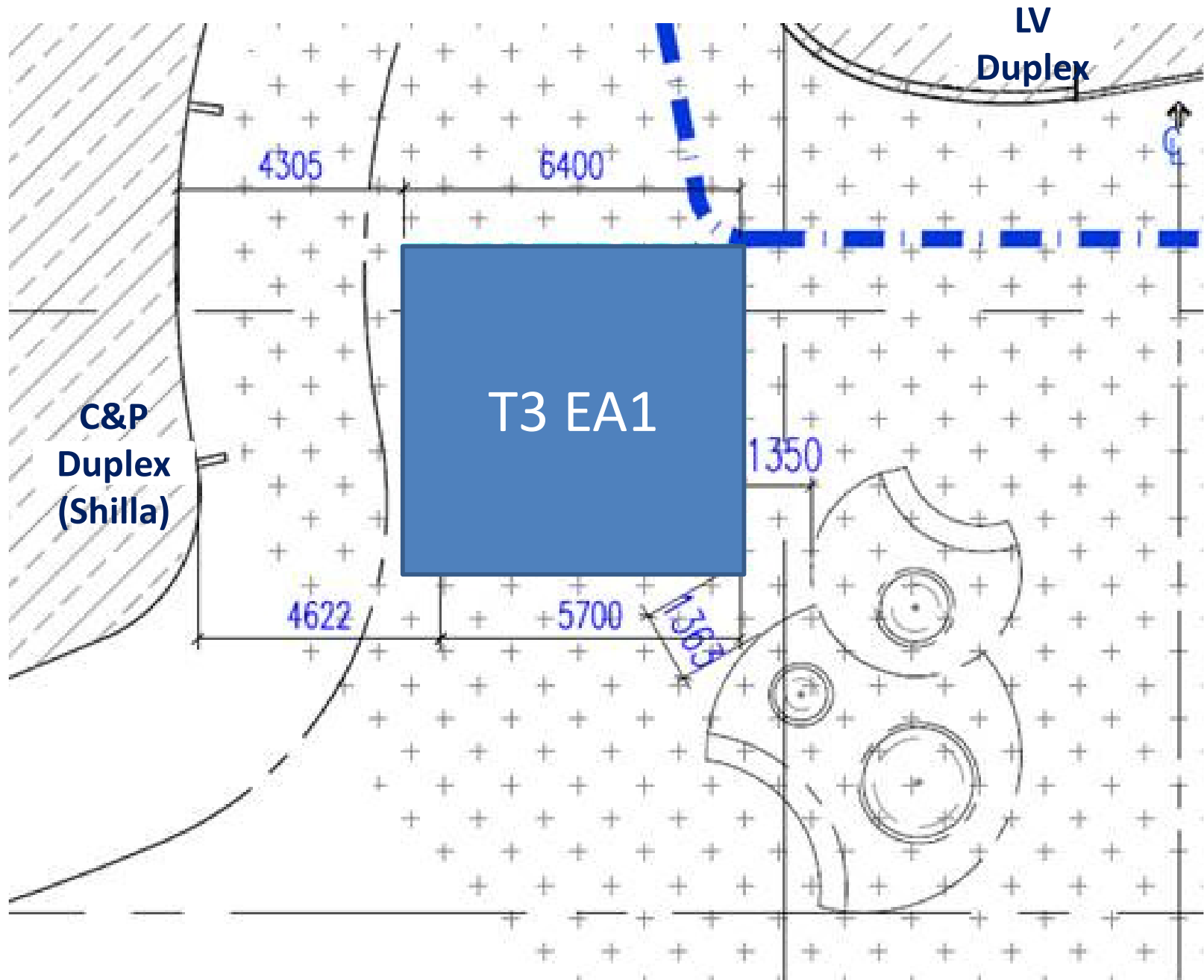
Terminal 2, Level 2 Departure Transit South, Event Area 1 - Next to Escalator



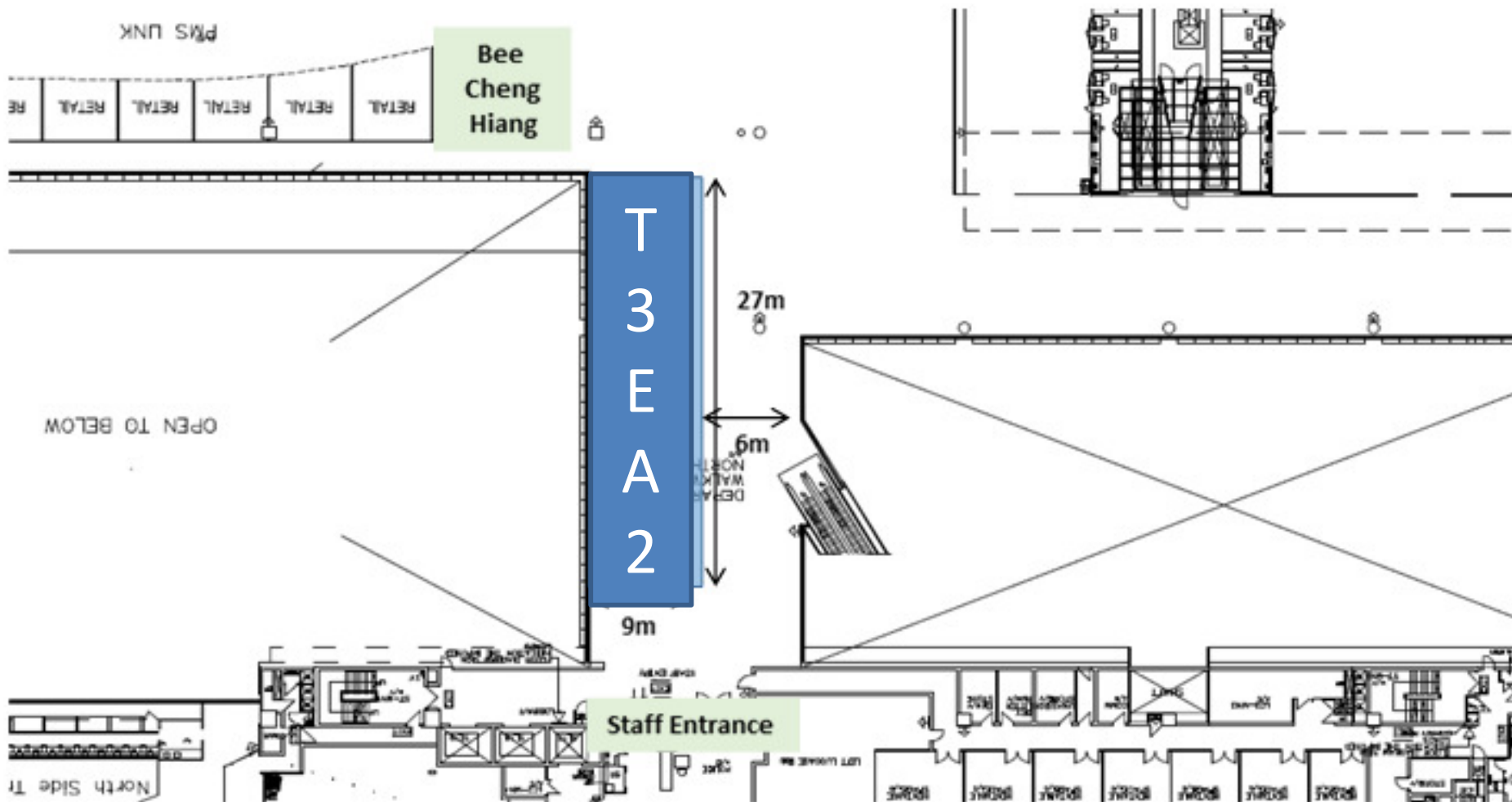
Terminal 3 Event Areas

T3-EA1	Level 2, Departure Transit Crossroad Next to C&P Duplex (Shilla)
T3-EA2	Level 2, Departure Public North In-front of Staff Entrance
T3-EA3 (a)	Level 2 Departure Public Centre Central Departure Check In Hall
T3-EA3 (b)	Level 3 Departure Public Centre Beside Central F&B
T3-EA4 (a)	Basement 2 Public #B2-58A [30 sqm]
T3-EA4 (b)	Basement 2 Public #B2-58B [30 sqm]
T3-EA4 (c)	Basement 2 Public Event Spacing[36 sqm]
T3-EA5 (a)	Basement 2 Public Lifestyle Step
T3-EA5 (b)	Basement 2 Public #B2-31A [40.32 sqm]
T3-EA6	Level 2, Departure Transit North Next to Electronic Shop Sprintcass
T3-EA7	Level 2, Departure Transit North Next to Coffee Bean
T3-EA8	Level 2 Departure Public North Next to T3 PMS Link
T3-EA9	Basement 2 Public In Front of NTUC
T3-EA10	Basement 2 Public In front of #B2/26/27/28/29

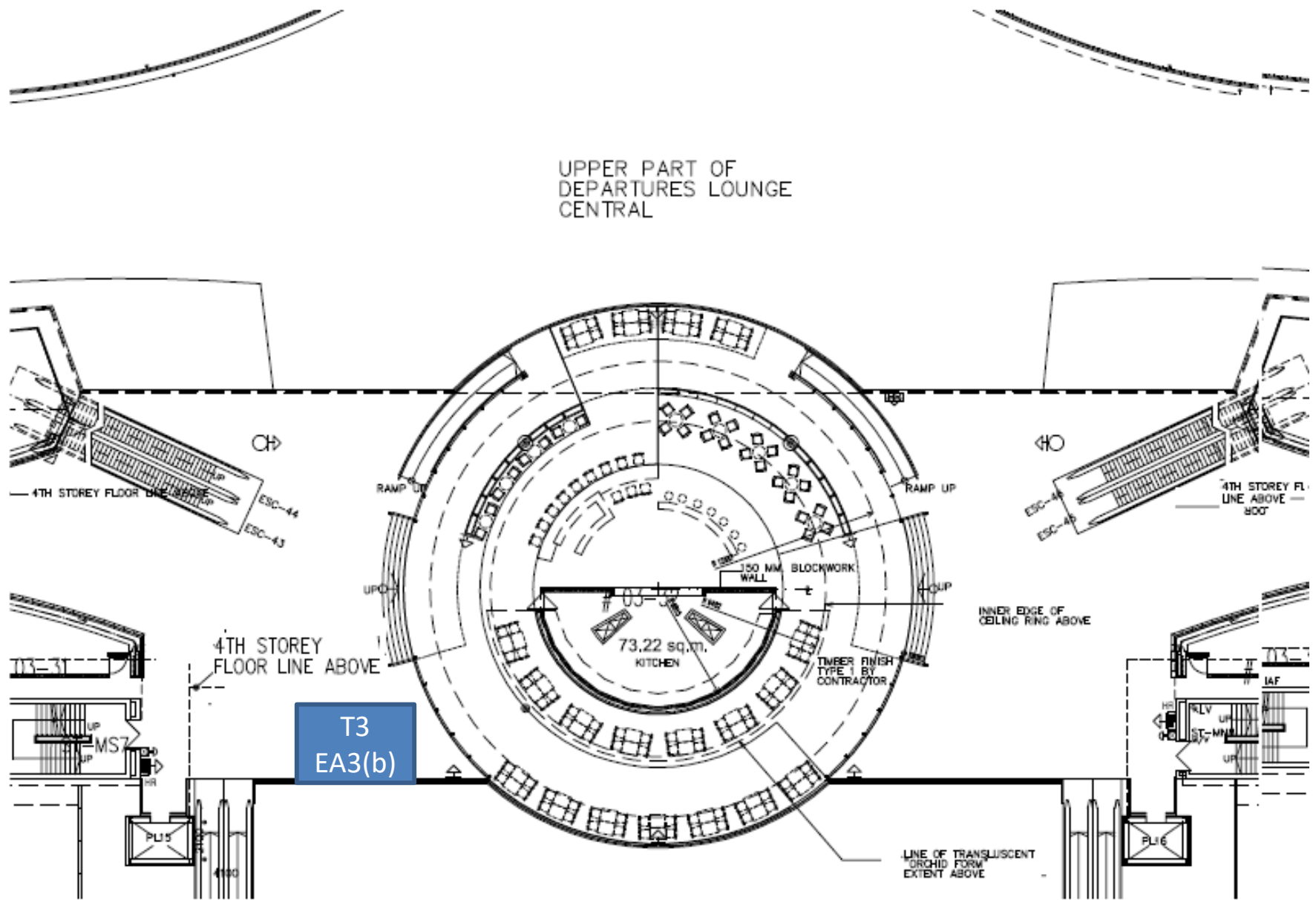
Terminal 3. Level 2 Departure Transit Centre, Event Area 1 – All Cross Road Event Areas



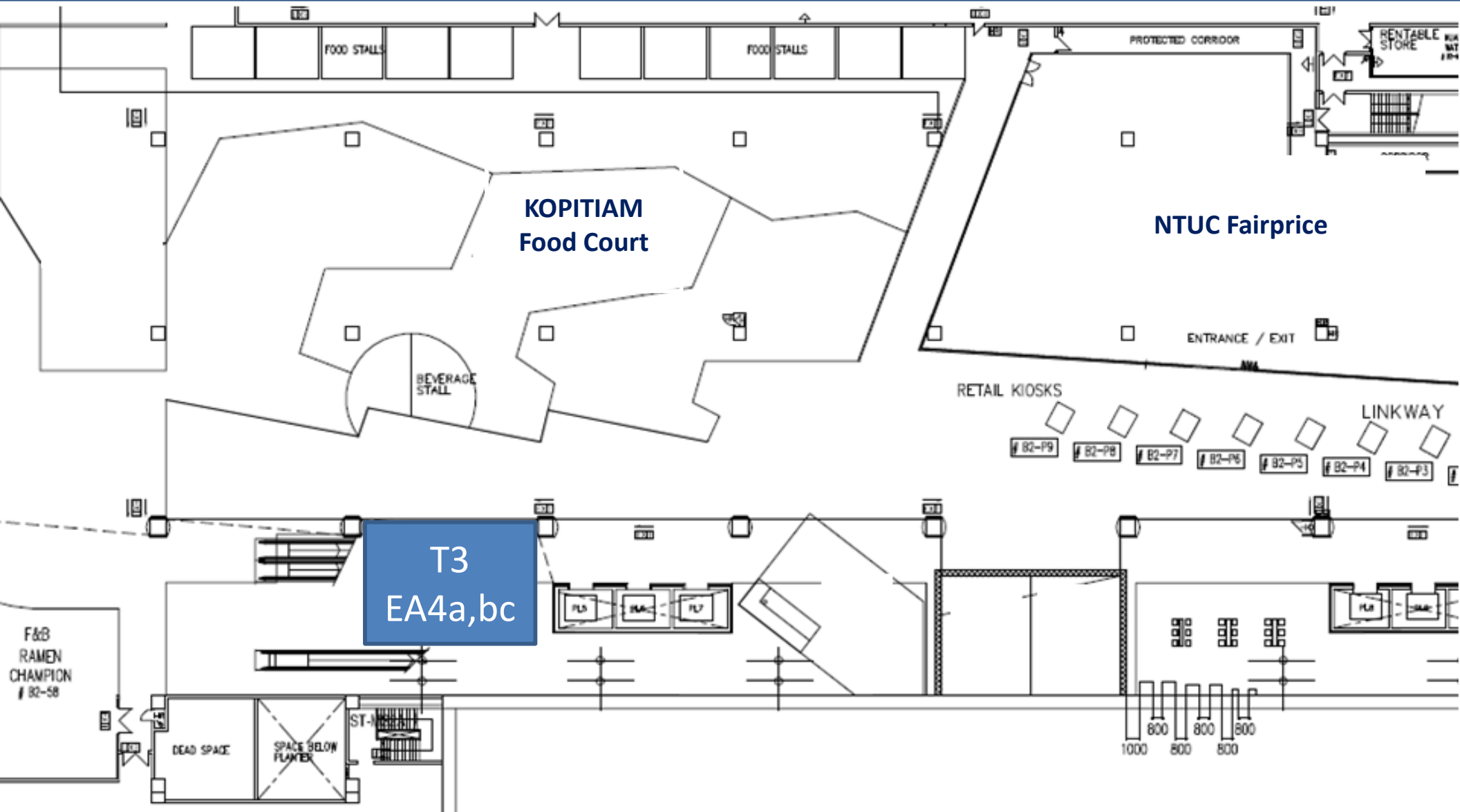
Terminal 3, Level 2 Departure Public North, Event Area 2 – In Front of Staff Entrance



Terminal 3, Level 3 Departure Public Centre, Event Area 3(b) - Beside Central F&B

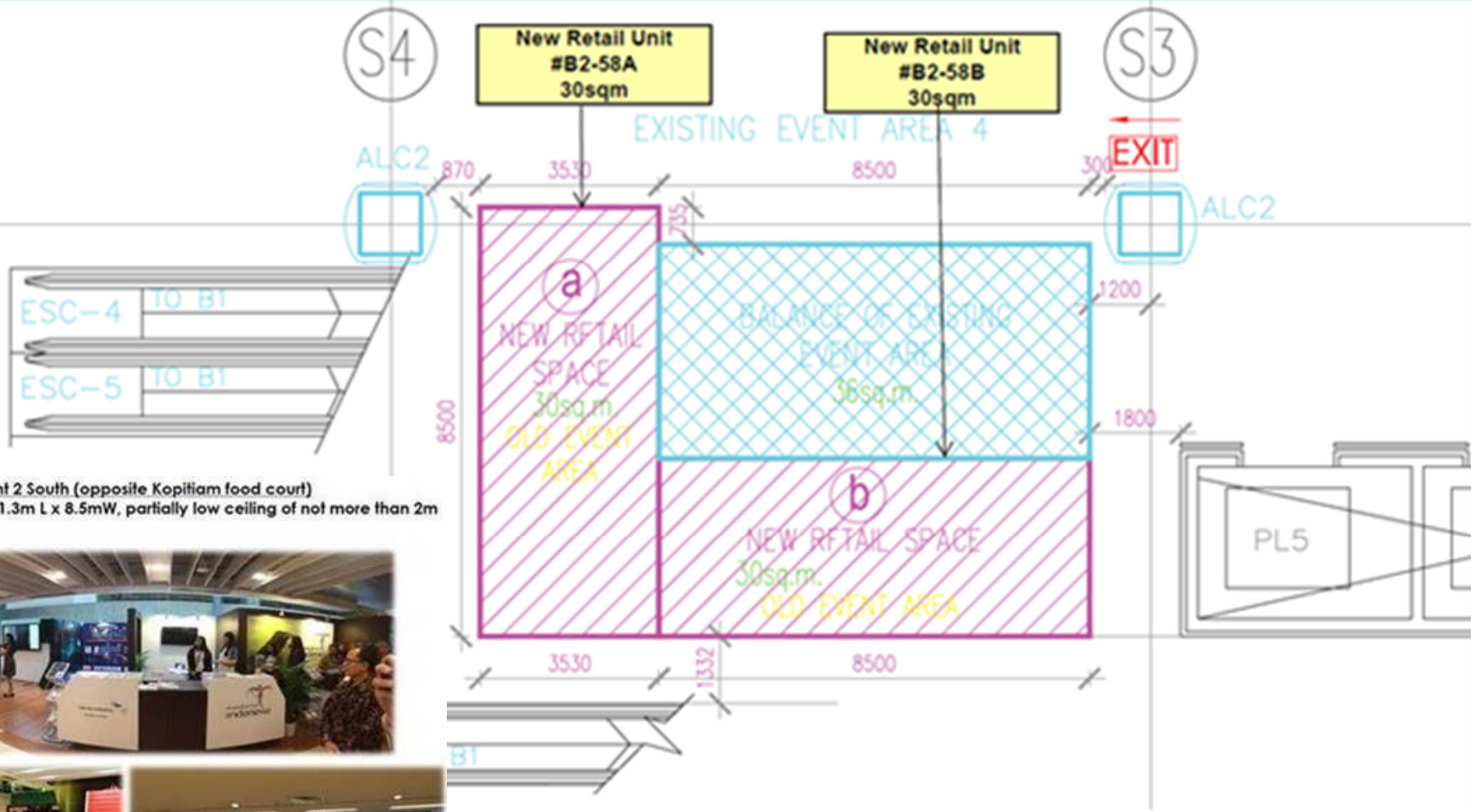


Terminal 3. Basement Public, Event Area 4 a, b, c - Area Opposite KOPITIAM Food court



Terminal 3. Basement Public, Event Area 4 a, b, c - Area Opposite KOPITIAM Food court

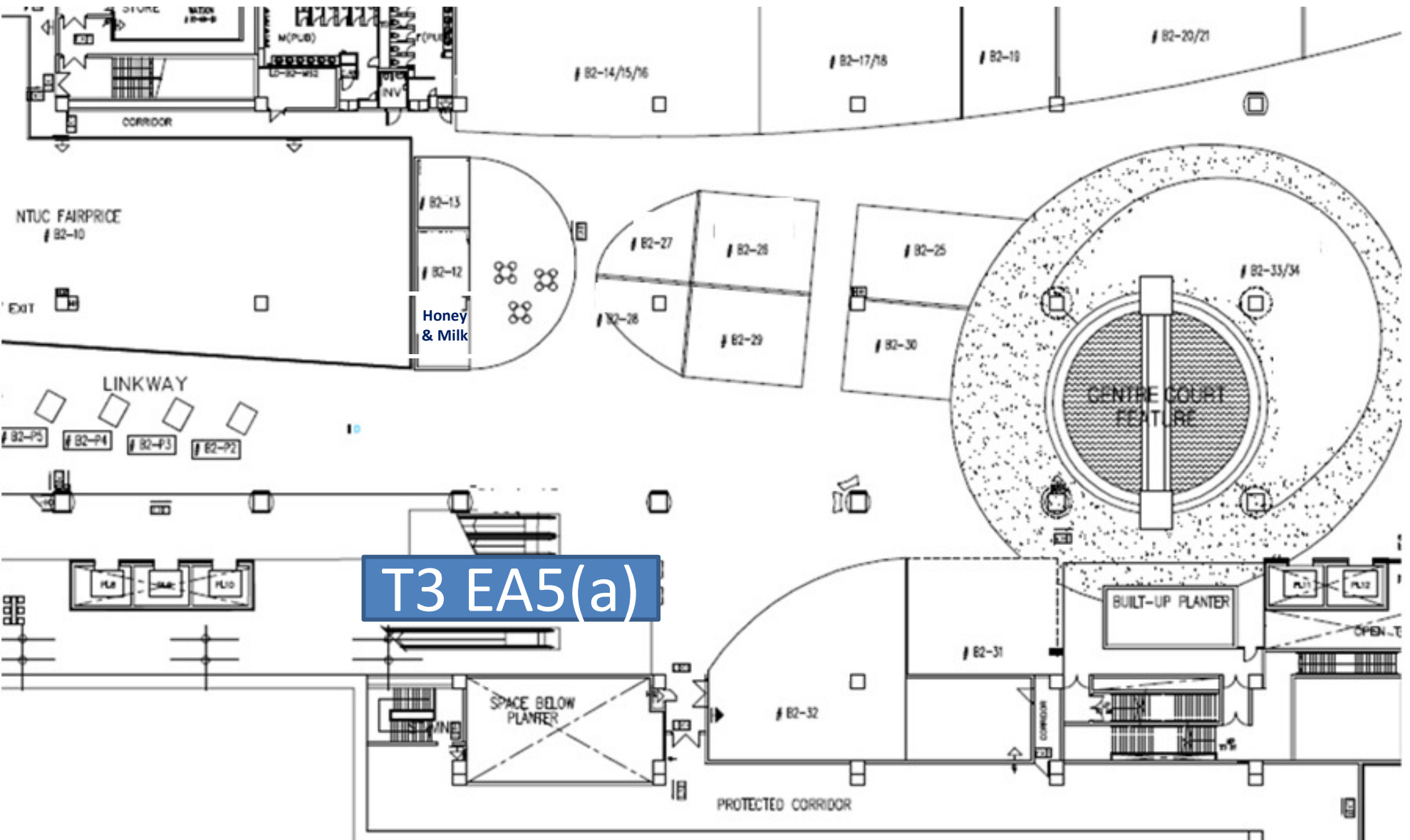
T3 EA4a,bc



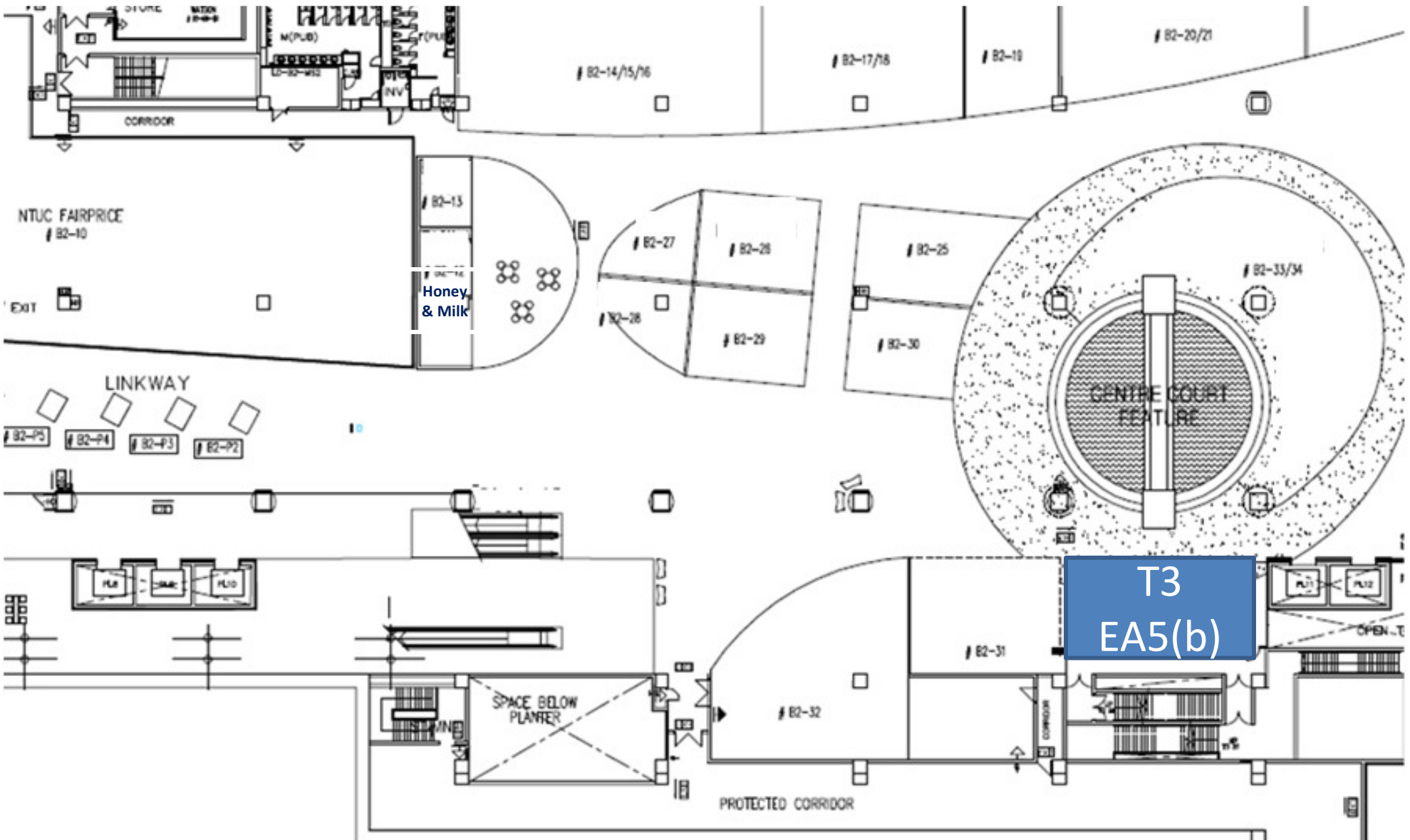
Location D: T3 Basement 2 South (opposite Kopitiam food court)
Area: 96sqm (approx 11.3m L x 8.5mW, partially low ceiling of not more than 2m in height)



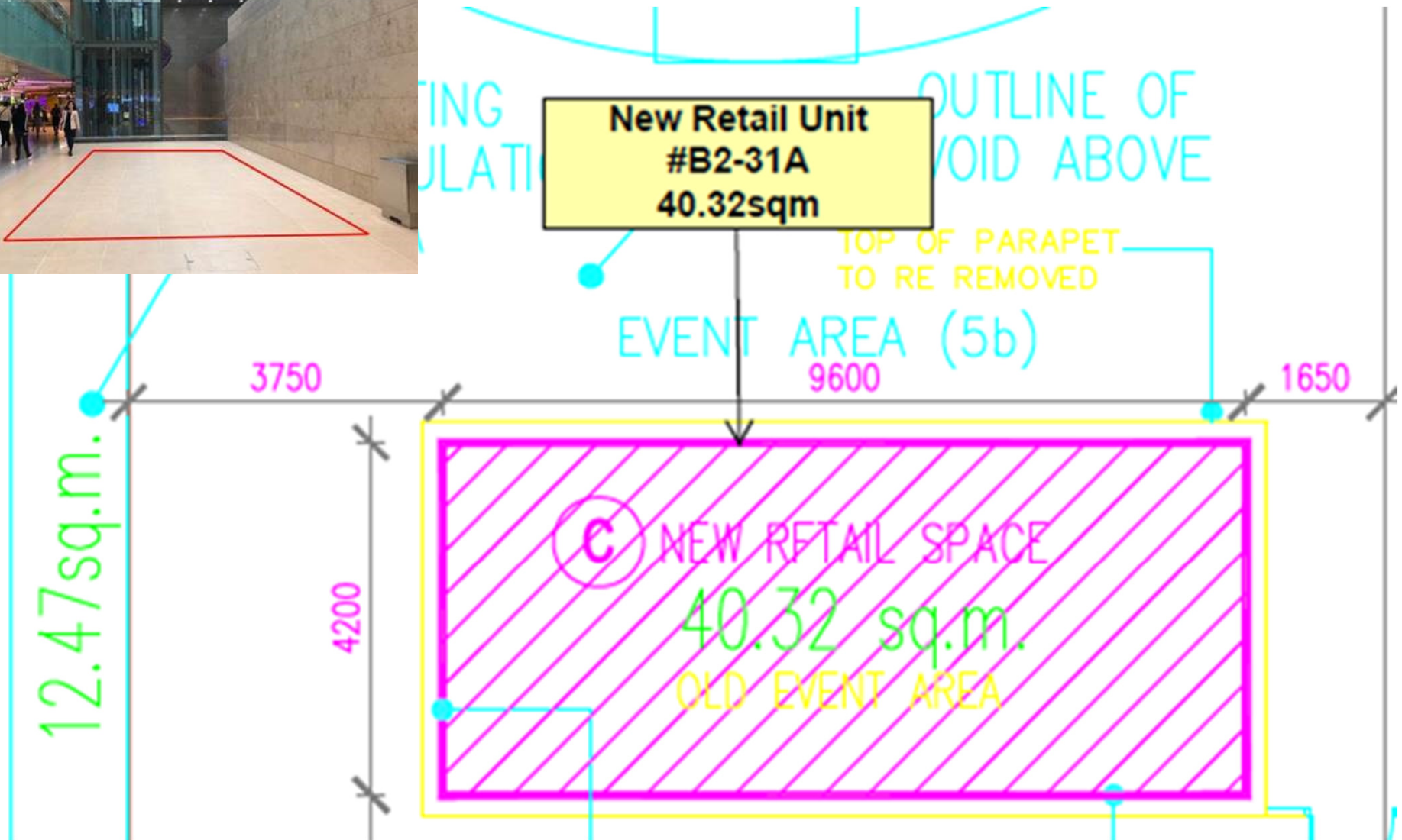
Terminal 3. Basement Public, Event Area 5(a) – Lifestyle Step



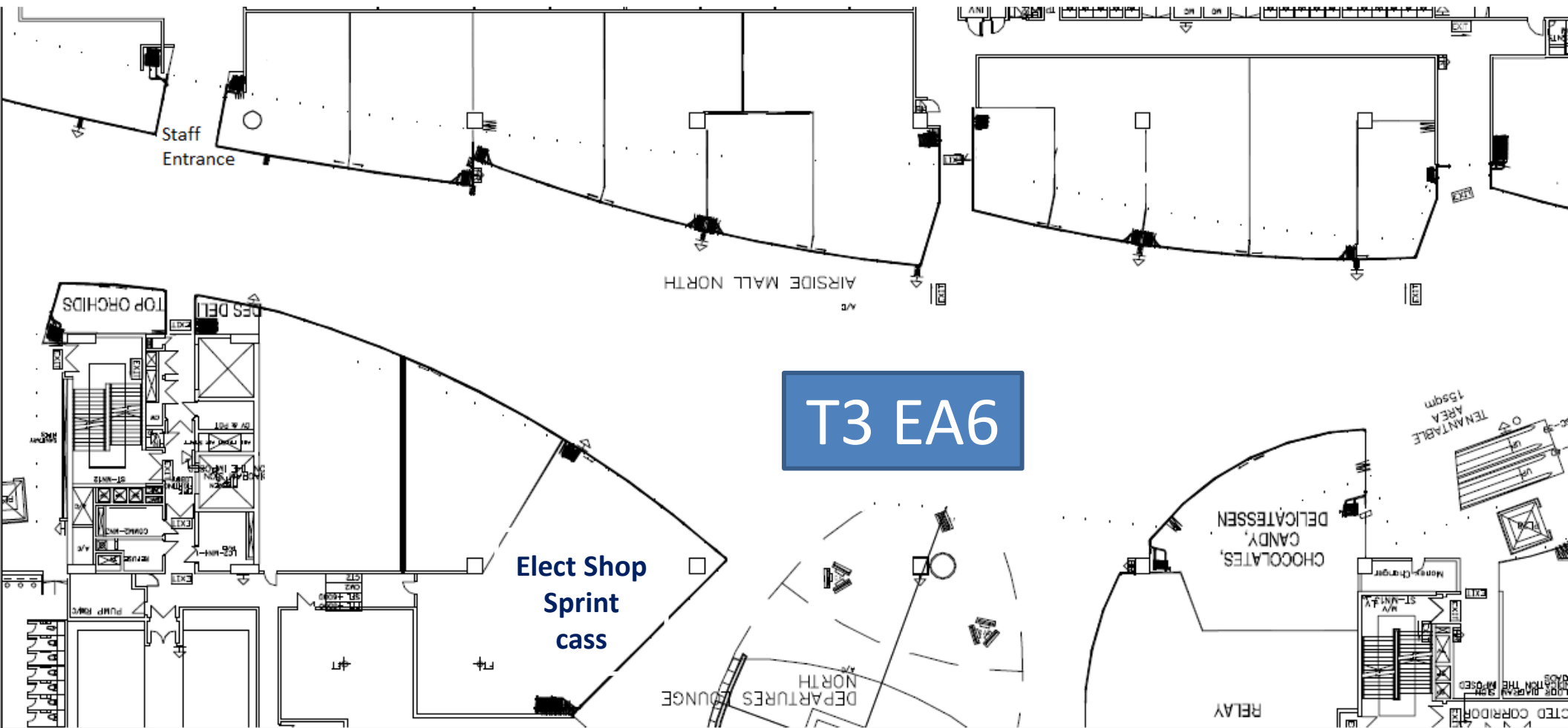
Terminal 3. Basement Public, Event Area 5(b) – #B2-31A



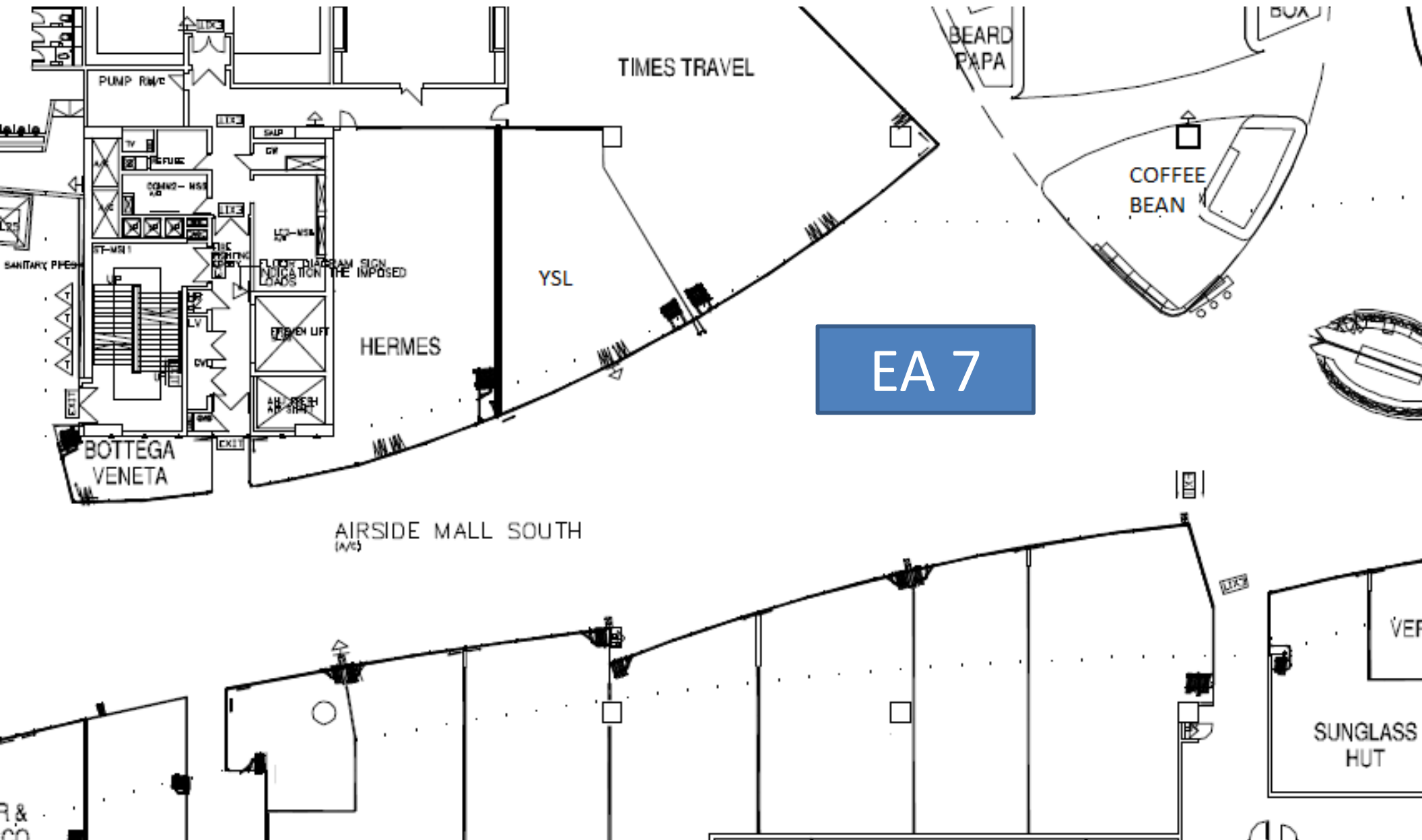
Terminal 3. Basement Public, Event Area 5(b) – #B2-31A



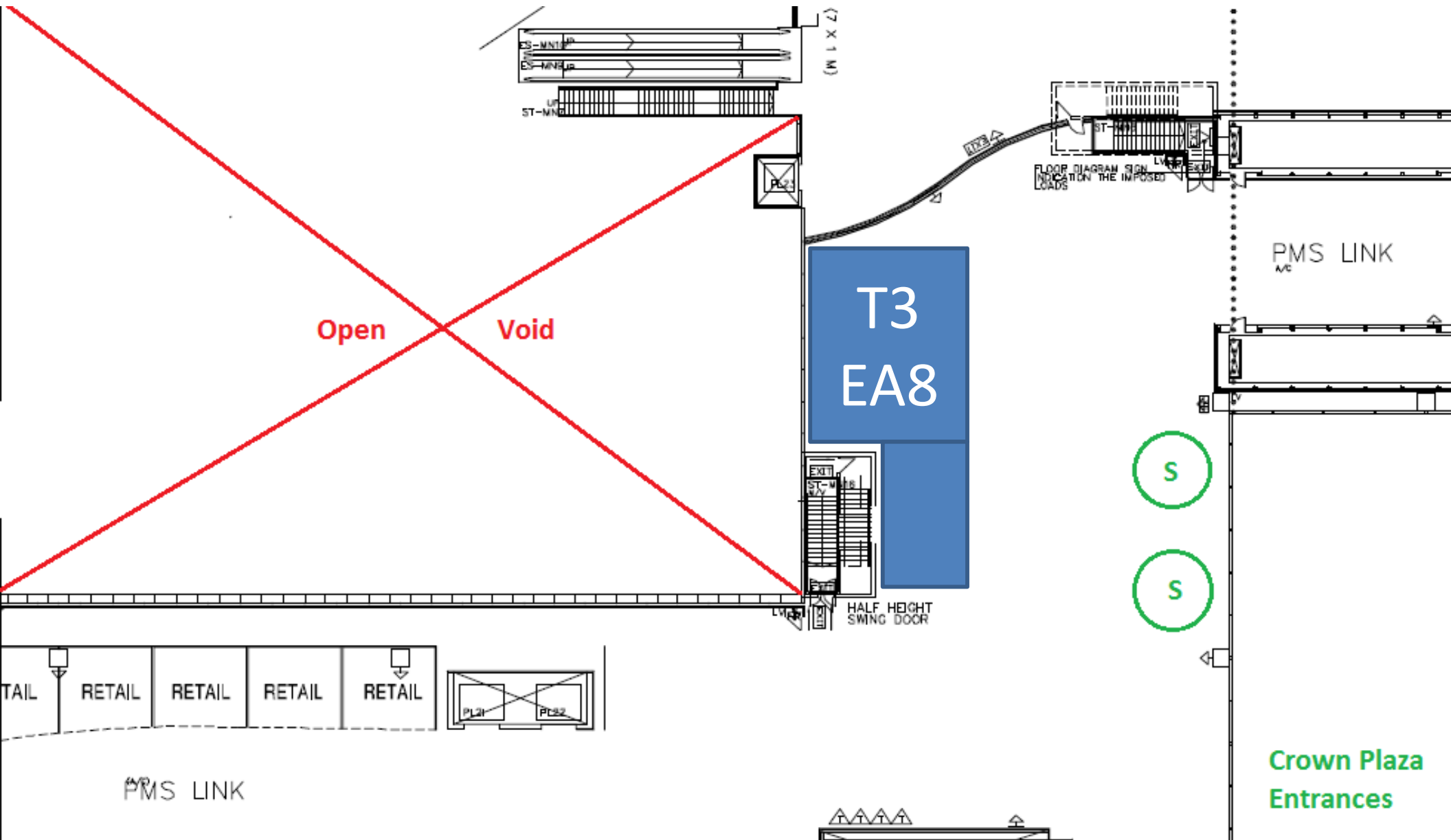
Terminal 3. Level 2 Departure Transit North, Event Area 6 - Area Next to Electronic Shop Sprintcass



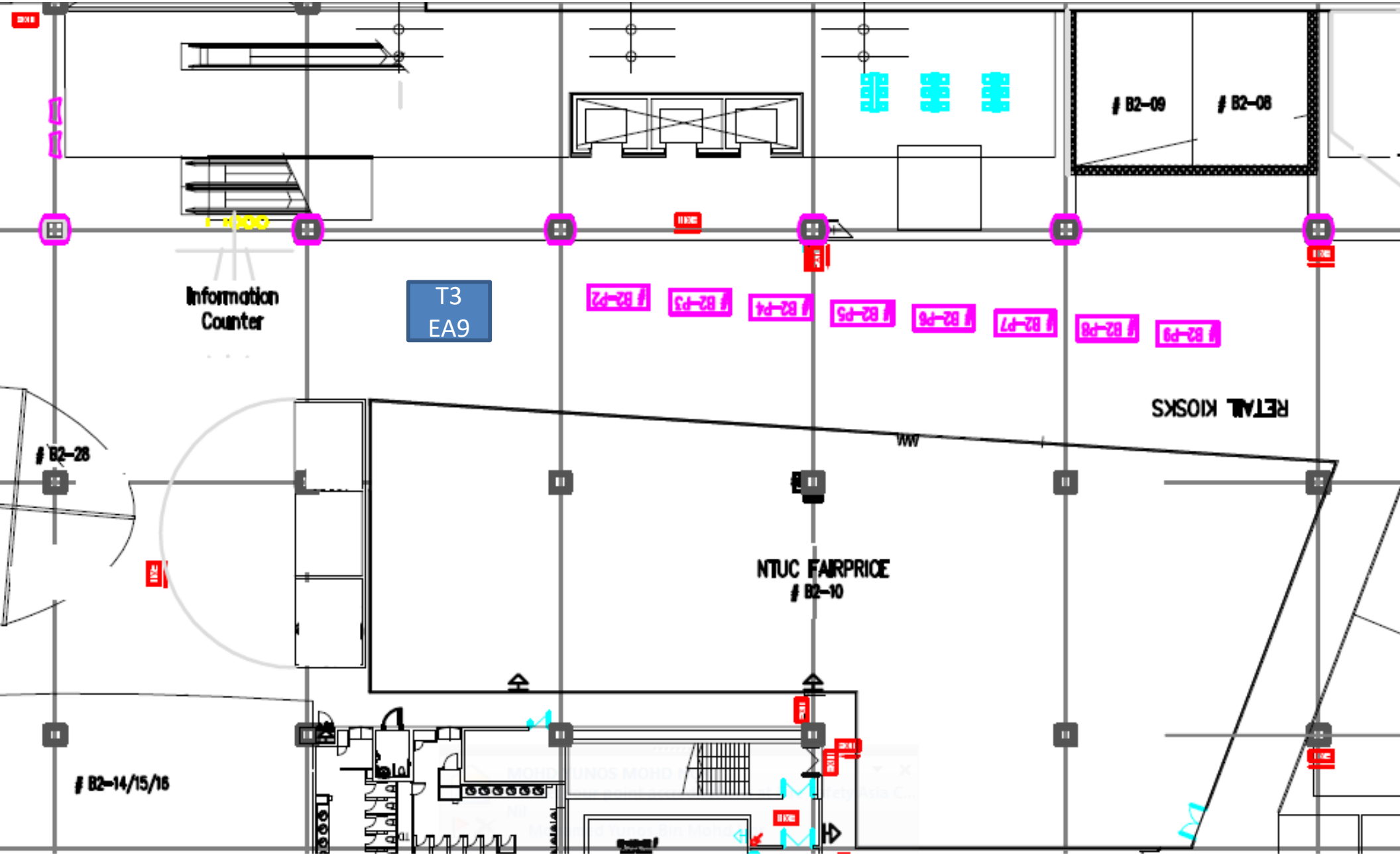
Terminal 3. Level 2 Departure Transit South, Event Area 7 - Areas Next to Coffee Bean



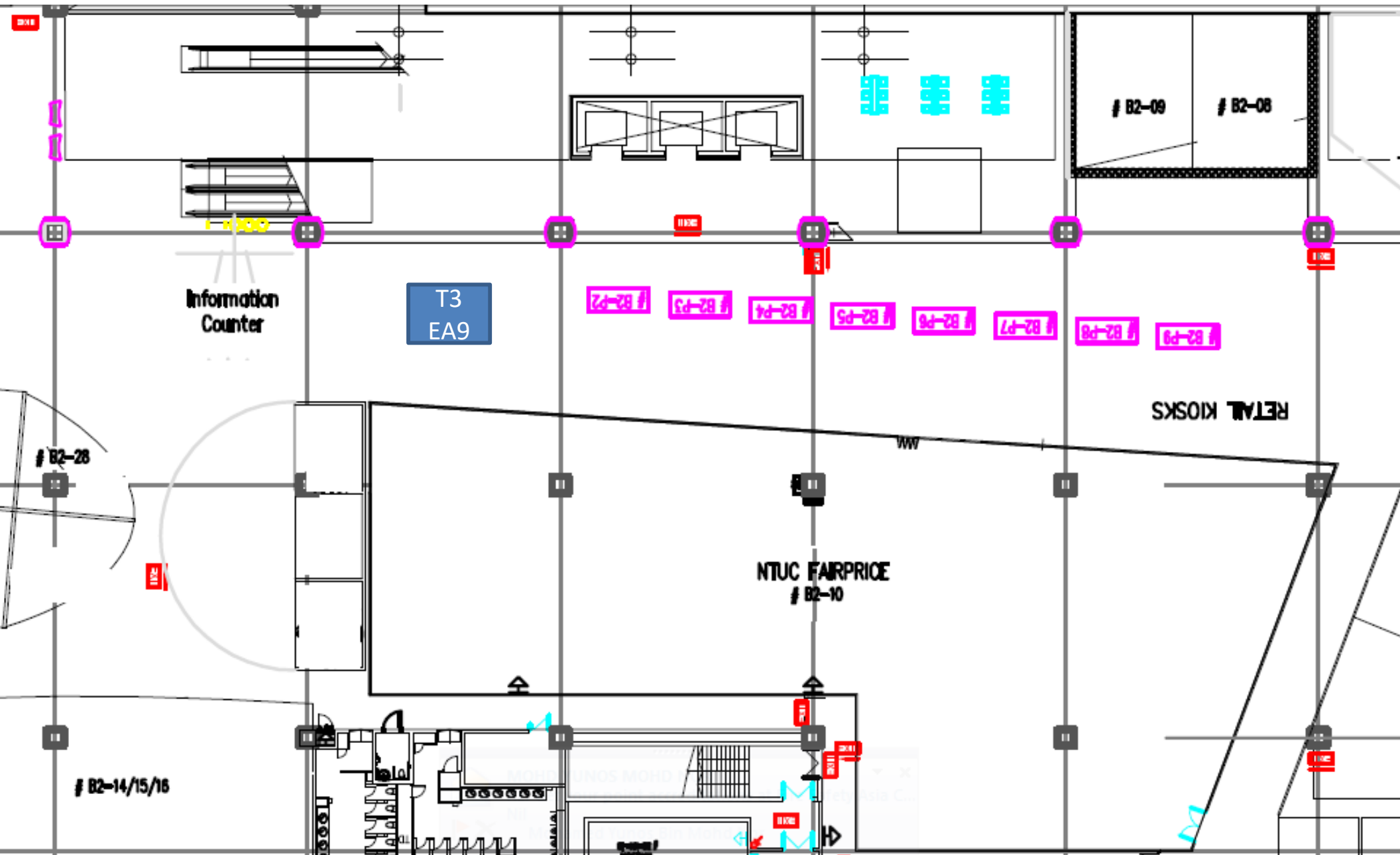
Terminal 3. Departure Public North, Event Area 8 - Areas Next to PMS Link



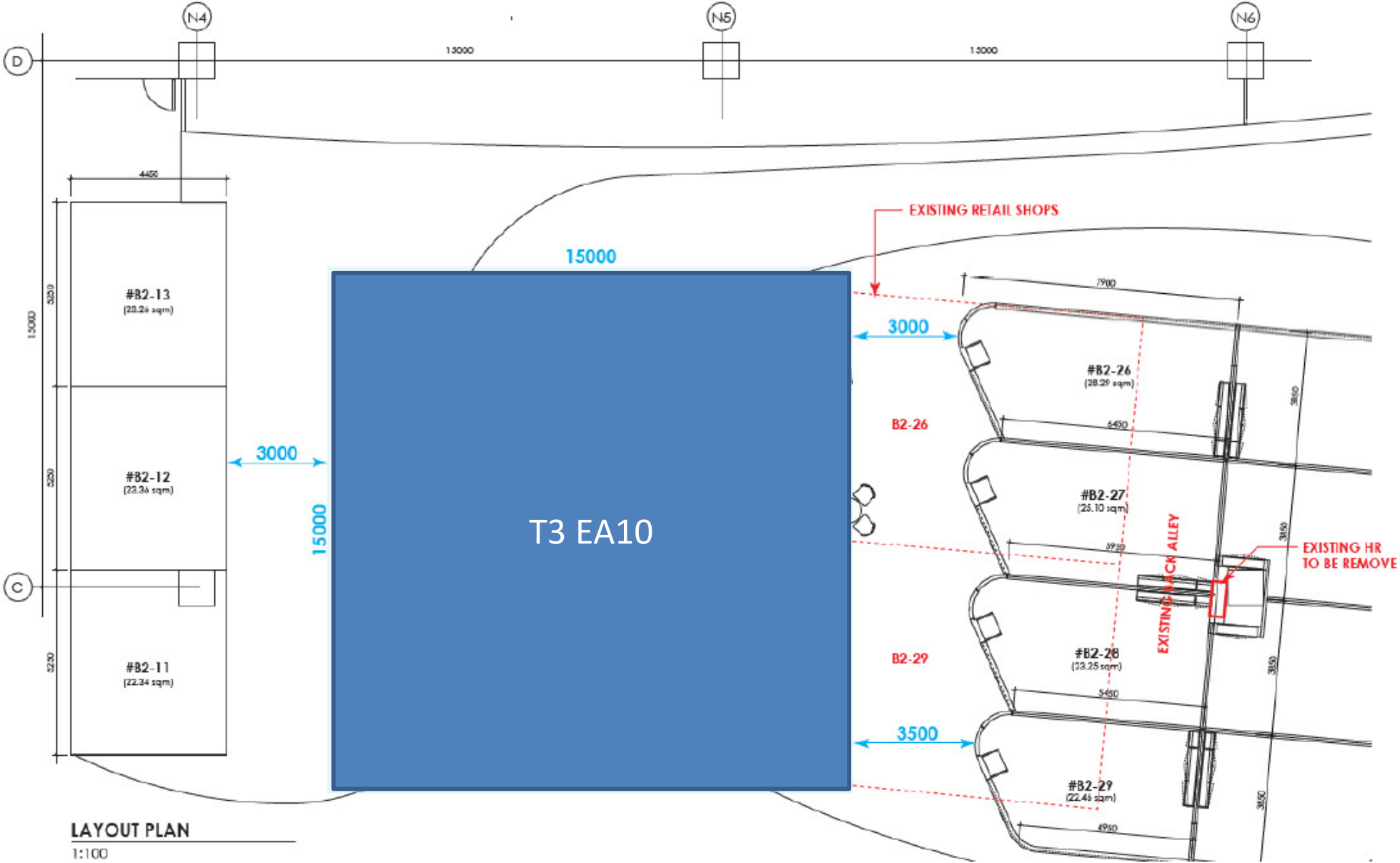
Terminal 3, Basement 2, Event Area 9 – In front of NTUC



Terminal 3, Basement 2, Event Area 10 – In front of B2-27.28.29



Terminal 3, Basement 2, Event Area 10 – In front of #B2-26/27/28/29



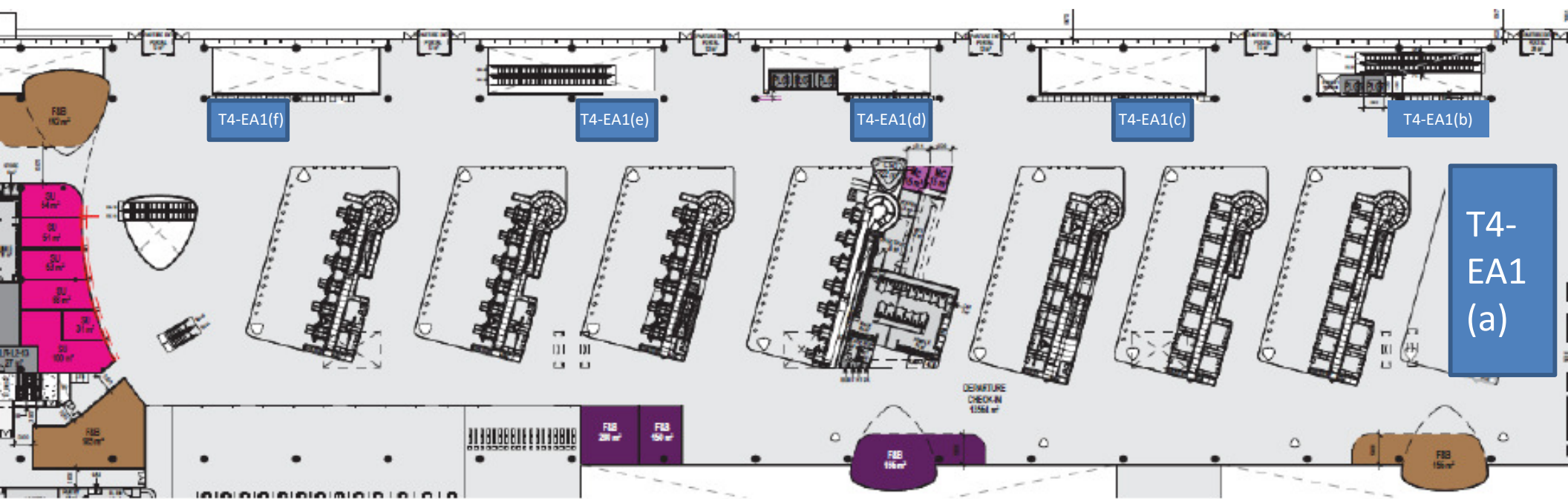
**Terminal 3, Basement 2,
Event Area 10 – In front of #B2-26/27/28/29**



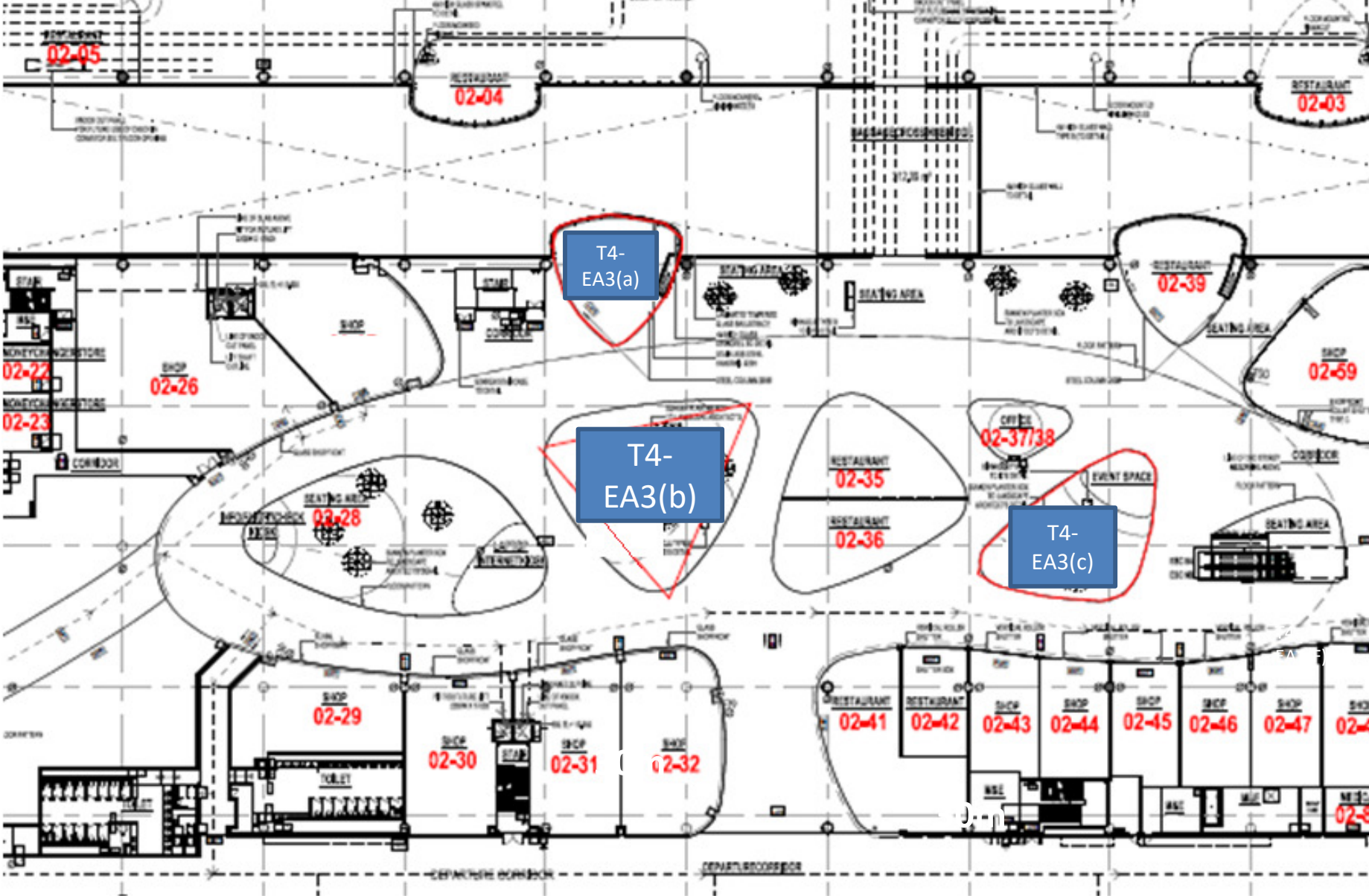
Terminal 4 Event Areas

T4 - EA1	Level 2, Departure /Check In-Hall
	(a) North (Open space next to CIR 1)
	(b) Next to Door 1
	(c) Next to Door 2
	(d) Next to Door 3
	(e) Next to Door 4
	(f) Next to Door 5
T4 – EA2	Level 2M, Departure Hall Next to Food Court
T4 – EA3	Level 2, Departure Transit Central
	(a) Petal Cloud Viewing Gallery
	(b) Next to Coffee Bean
(c) TV Lounge Area	
T4 – EA4	Arrival Public South
(a)	Between Door 2 and Door 3
(b)	Next to #01-21
(c)	Next to Wayfinding Signage
(d)	Near to Escalator
(e)	Behind Information Counter
(f)	Next to Taxi Queue

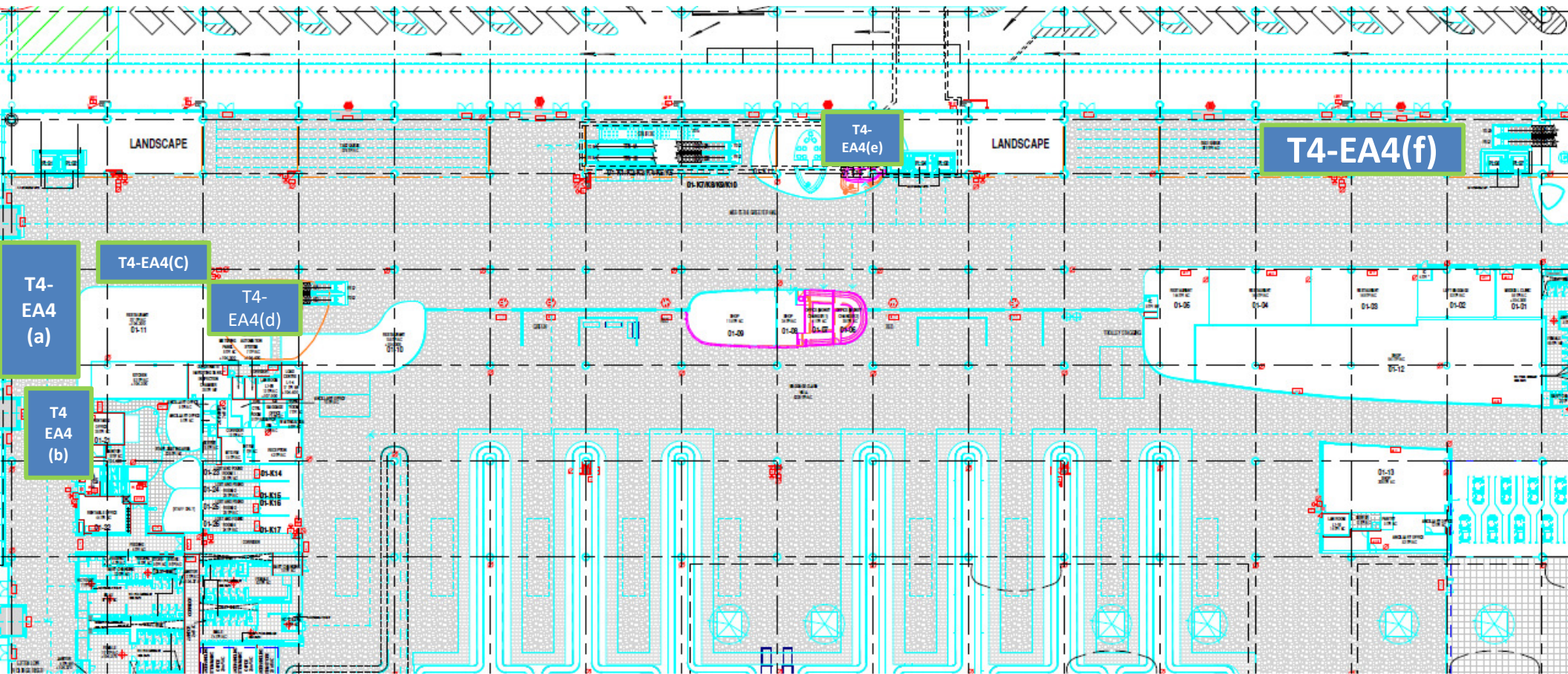
Terminal 4. Level 2 Departure Public Event Area T4-EA1(a, b, c, d, e, f)



Terminal 4. Level 2, Departure Transit Central Event Area T4-EA3(a, b, c)



Terminal 4. Level 1, Arrival Public Event Area T4-EA4(a, b, c, d, e, f)



Fire Safety Conditions

The approval is granted subject to the following conditions:

1. All submitted drawings for Event Space shall be endorsed by Qualified Person/ Professional Engineer and CAG Building Owner. The event must be confined within the Event Space designated for such purposes. Also please refer to Appendix C for more information on event activities at CAG performance-based buildings.
2. Unless approved, the temporary structures are not to be of the enclosed type. The erection of multi-storey structures is not allowed. Event organizer shall engage a civil engineer / structural engineer to certify if structural safety is involved. The temporary structures are to be erected according to the plans submitted for approval and the activities are to be confined within the designated event space areas. The temporary structures are to be removed / cleared upon expiry of the approved period.
3. The building's firefighting facilities and protection systems are not to be obstructed with a minimum 1.5m clearance must be maintained. A minimum 0.5m [500mm] clearance must be maintained below sprinkler heads. All fire exits and escape routes must be free of obstruction. A minimum 3m clearance is to be maintained from fire exit staircases. The building's covered pedestrian walkway is not to be used for events. Row of stalls / booths shall not exceed 15m in length and 3m in width. Separation distance of at least 3m is to be maintained between rows of stalls / booths.

Fire Safety Conditions

The approval is granted subject to the following conditions:

4. Event Space: 4 kg dry chemical powder [with a minimum 13A rating] fire extinguishers (PSB approved type) are to be provided every 15 meters within the event space in accordance to SSCP 578. Covered structures / booths (if any) are to be provided with a ball type fire extinguisher [Sprinkler Type] for every 12m² of covered area. Roofing or false ceiling must be of minimum class 2 surface flame spread rating (to be supported by PSB certificates).
5. Unless approved by CAG, no seats are to be provided for the members of public during the event. If seating is approved, the maximum number of seats in a row must not exceed 12 and a minimum aisle width of 1.5m must be provided. Minimum space to be provided for seating is 1.5 m² per person.
6. All combustible materials are to be kept to a minimum and away from heat sources. All sides of the stage / raised decks, etc., are to be properly sealed and there shall be no storage of goods / materials beneath them
7. Fuel tanks of motor vehicles on display are to be emptied during the event. Activities involving use of LPG or flammable liquids, gases are not permitted. "Open-flame" cooking is not permitted. Only solid fuels canister for heating purposes is permitted with proper care and fire extinguisher on site [see point 2]

Fire Safety Conditions

The approval is granted subject to the following conditions:

8. For Terminal 3 Event Site (EA 1) & (EA 6), a maximum height of 2m with minimal backdrop fixture or perforated fixtures is required or shall be an open concept design are advised.

Fire Safety Conditions

9. The event organiser shall adhere to Regulation 20 of the Fire Safety (Building Fire Safety) (Amendment) Regulation 1998 and SCDF requirements spelt under below hyperlink - http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/temporary-change-use.html, and
 - a) At all times to observe and conform with all laws and statutes now or hereafter in force and any orders, rules, regulations and notices thereunder, and always to ensure that the event organiser's employees and other persons authorised by the event organiser to use the Event Space, observe and comply with the same.
 - b) Apply, pay for and comply with the conditions of any licence(s), permit(s) or approval(s) necessary for anything to be done by the event organiser.
 - c) Permit CAG at any time to confiscate and/or destroy prohibited substances found in the Event Space, and the cost thereof together with a fifteen percent (15%) administrative charge or such charges as CAG shall impose from time to time, shall be borne by the event organiser and paid within fourteen (14) days from the date of written notice from CAG
 - d) Permit CAG (or any other party authorized by CAG) to perform unannounced checks of the Event Space at any time.

Fire Safety Conditions

- e) Rectify any non-compliance of fire safety requirements, procedures or measures listed in any Fire Safety Manual issued pursuant to paragraph 20 (d) above within 3 days from the date of the inspection according to the recommendations mentioned by CAG. After the 3 day period, CAG will carry out a re-inspection of the Event Space. If any outstanding deficiencies are not rectified to the satisfaction of CAG as observed during the re-inspection, CAG shall give the Event organiser a further 2 days from the date of re-inspection to rectify the same before a further re-inspection is held. If the deficiency remains, the event organiser's business may be suspended without compensation. In addition, the event organiser shall pay a Fire Service Charge, as well as a fifteen percent (15%) administrative charge for each inspection, after the initial re-inspection, at the prevailing rate. Where CAG finds that the deficiencies are minor, and the event organiser fails to rectify these after 2nd re-inspection so to do, CAG shall take all steps necessary to rectify the same immediately thereafter and the event organiser shall bear all costs, expenses, as well as a fifteen percent (15%) administrative charge, or such charges as CAG shall impose from time to time, incurred by CAG.
- f) Event Organizer to provide Letter of No Objection from Fire Safety Engineer for event sites in Performance Based building area, T1, T2, T3 and T4 [see Slide 3]
- g) Comply with all fire safety requirements, safety instructions; permit to work system and hot work procedures required by Singapore Civil Defence Force (SCDF) in addition to those stipulated in CAG's Fire Safety Manual. For further details on airport fire safety requirements, reference may be made to the latest Fire Safety Manual available online from CAG's website at <http://www.changiairport.com/content/dam/cacorp/documents/firepreventionessentialdocuments/CAG%20Fire%20Safety%20Manual%20Aug%202014.pdf>

Extra Fire Safety Conditions for **NON-Designated** Indoor Event Areas **Without Fire Protection System**

The approval is granted subject to the following conditions:

1. **Event Organiser** to provide daily patrol on the event site throughout the event periods.
2. **Event Organiser** to provide 1x50kg trolley extinguisher to the **Event Space** in accordance with SCDF Circular FSR 14.2016 [if needed]
3. **Event Organiser** to provide trolley fire extinguisher training and others fire precautionary briefing to all staffs

SCDF Temporary Change of Use (TP) Requirements

1. https://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/temporary-change-use.html
2. https://www.scdf.gov.sg/content/dam/scdf_inter/download/1%20Indoor%20Fire%20Safety%20Conditions%20-%202014.pdf
3. https://www.scdf.gov.sg/content/dam/scdf_inter/download/2%20Outdoor%20Fire%20Safety%20Conditions%20-%202014.pdf
4. https://www.scdf.gov.sg/content/dam/scdf_inter/download/3%20Enclosed%20Structures%20Fire%20Safety%20Conditions%20-%202014.pdf
5. https://www.scdf.gov.sg/content/dam/scdf_inter/download/4%20Multi-Structures%20Fire%20Safety%20Conditions%20-%202014.pdf
6. https://www.scdf.gov.sg/content/dam/scdf_inter/download/5%20Inflatable%20Structures%20Fire%20Safety%20Conditions%20-%202014.pdf
7. https://www.scdf.gov.sg/content/dam/scdf_inter/download/Fire%20Based%20Show%20Fire%20Safety%20Conditions.pdf