**INFORMATION REQUIRED**

**For Roving or Busking Events (including flash mob or dance performances)**

**Please note that any forms of retailing and/or product promotion/flyers distribution are not allowed as part of the approved event to be held on the Orchard Road (State Land).**

**Police Permit**

You may apply for a Police Permit issued by SPF via this link.  Do note that the normal processing time is about 7 working days.

<http://www.spf.gov.sg/licence/frameset_PP.html>

Once the licences have been obtained, do forward us a softcopy for our reference, as we will need to inform the Orchard Road Business Association of such events happening in the Orchard vicinity.

Please also furnish us with an event proposal with the following details:

|  |  |
| --- | --- |
| The purpose of the event |  |
| Date and time of event |  |
| Main organiser of the event |  |
| The layout plan of the event premise |  |
| Itinerary of the event |  |
| No. of participants |  |
| Expected turnout |  |
| Visuals of the backdrop/ banner/ poster put up, if any |  |
| The entertainment provided during the event (Eg. Live performance, etc); |  |
| No. of licensed securities/ marshals deployed for event management and crowd control; |  |
| No. of first aid trained personnel deployed and emergency vehicle on stand-by, in case of emergency |  |
| Visuals of the attire |  |
| Any Guest-of-Honour attending/ gracing the event |  |