

User Guide – Traffic Police Road Closure Permit (SPF)

Introduction

Police Permit e-Services have migrated to GoBusiness Dashboard (Whole of Government Business Licensing Portal). Please submit the Traffic Police Road Closure Permit application at <https://dashboard.gobusiness.gov.sg/task-details/roadclosurepermit>.

2 Corporate entities are required to use Corppass to login to the website for any transactions with government agencies. If you do not have an existing account with Corppass, please apply for one at <https://www.corppass.gov.sg>. Individual applicants may continue to use Singpass for their transactions with government agencies. Users with a registered Unique Entity Number

3 For enquires regarding GoBusiness Dashboard, public may contact GoBusiness Helpdesk hotline: +65 6336 3373 (during office hours) or email your enquiry at AskGoBiz@crimsonlogic.com.sg.

Objective

4 This document sets out the guidelines on how to apply road closure permit for events. It aims to:

- a) Guide applicants on the process to apply road closure permit; and
- b) Standardise the road closure schematic plan.

5 For applications of road closure permit, Event Organisers (EOs) can apply for a road and/or lane closure to conduct an event¹ on the road. All requests for road closure will be assessed on a case-by-case basis.

6 Traffic Police (TP) processes the road closure application in consultation with Land Transport Authority (LTA), after getting the required documents at least 30 days² before the event.

7 EOs should ensure that the event can comply to the following requirements stated in [TP Road Closure Code of Practice](#).

¹ Events such as marathon, cycling rally, procession, etc are events that are planned ahead of time, and are required to have a police permit. Excluded events are for events which could not be anticipated or planned for, such as funerals which do not require a road closure permit. Refer to **Annex A** for Section 143 of the Road Traffic Act 1961.


² This is to allow for sufficient processing time for the road closure application. For example, for the use of Active Mobility Device such as skateboard on Public Roads, a request has to be submitted to LTA at **least 10 weeks** in advance for LTA's assessment.

Steps for E – Advisor (Events)

8 The e-Advisor for Events is to help identify the licences and permits which are required to organise an event.

9 Applicants will receive personalised recommendations for licences and be guided through a recommended application sequence for the relevant application forms.

10 Please log in using Singpass before using the e-Advisor to save the recommendations on your GoBusiness Dashboard. This form will take an estimated 8 to 10 minutes to complete.

<p>Step 1: Go to e – Adviser for Events (Under License Guides for Events) using this link.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">e-Advisor for Events</p> <p>This e-Advisor for Events is designed to help you identify which licences and permits you need to organise your event.</p> <p>Please answer the following questions to help us understand the nature of your event, and receive personalised recommendations through a recommended application sequence.</p> <p>Please log in before using the e-Advisor to save recommendations on your GoBusiness Dashboard</p> <p> This form will take an estimated 8 to 10 minutes to complete.</p> </div>
<p>Step 2: Log in with Singpass. <i>(Recommended to log in)</i></p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Haven't logged in?</p> <p>We recommend logging in now, so that you can explore our other features and get started.</p> <div style="text-align: right; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #008080; color: white; display: inline-block; text-decoration: none;">Log In</div> </div> </div>
<p>Step 3: User will be guided to fill up the necessary fields according to your event requirements.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Event Details</div> <p>Name of Event (Optional)</p> <input style="width: 100%; height: 20px;" type="text"/> <p><small>150 characters maximum</small></p> <p>Type of Event</p> <input style="width: 100%; height: 20px;" type="text" value="Select..."/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">Event Concept</div> <p>Is this a public or private event? <small>Public events refer to events where any member of the public can attend, either by purchasing tickets or by freely entering the event area. Private events are events by in</small></p> <p><input type="radio"/> Public</p> <p><input type="radio"/> Private</p> </div>



Step 4:
Once all the necessary fields are filled up, click on 'Get Recommendation' button.

Do you intend to provide entertainment that is accessible to the Public?

An entertainment is considered accessible to the public if it is open for members of the public to view, regardless of it being held non-ticketed.

Yes

No

Click [here](#) to download a list of different types of public entertainment.

Get Recommendations →

Step 5:
The system will generate a list of licences required in sequence.

Results

Here are our recommendations, based on the information you've given.

Organizing an Event

1

Land Rental

Complete these transactions first.

1

Temporary Occupation Licences

SLA

SLA rents out vacant State land on a monthly or yearly rental basis.

Apply on SLA

Complete transaction **No. 1** before proceeding with **No. 2**

1

Road Closure Permit for Events

SPF

For the application of Road Closure Permit, I will be assessed on a case-by-case basis.

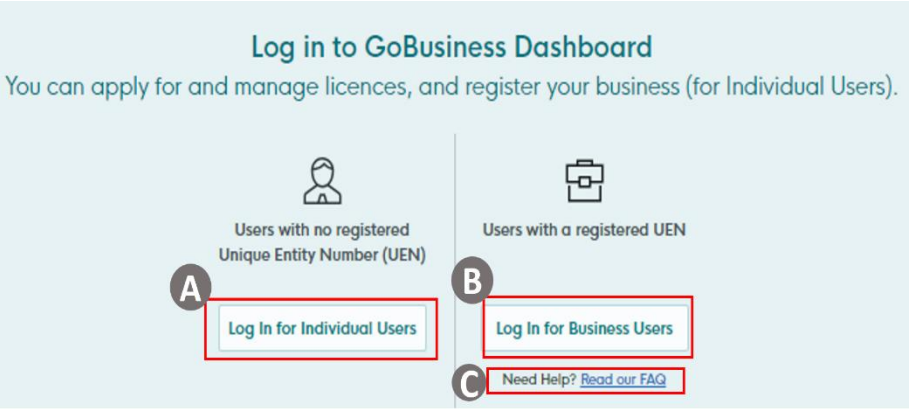
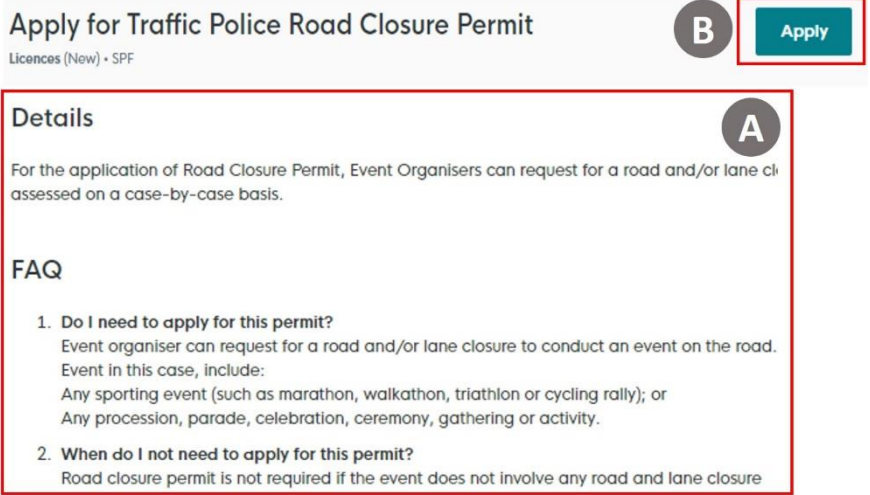
Apply on GoBusiness Licensing



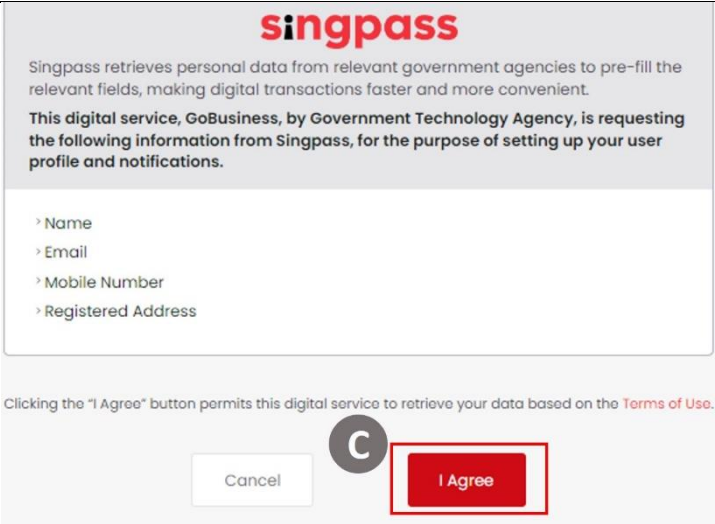
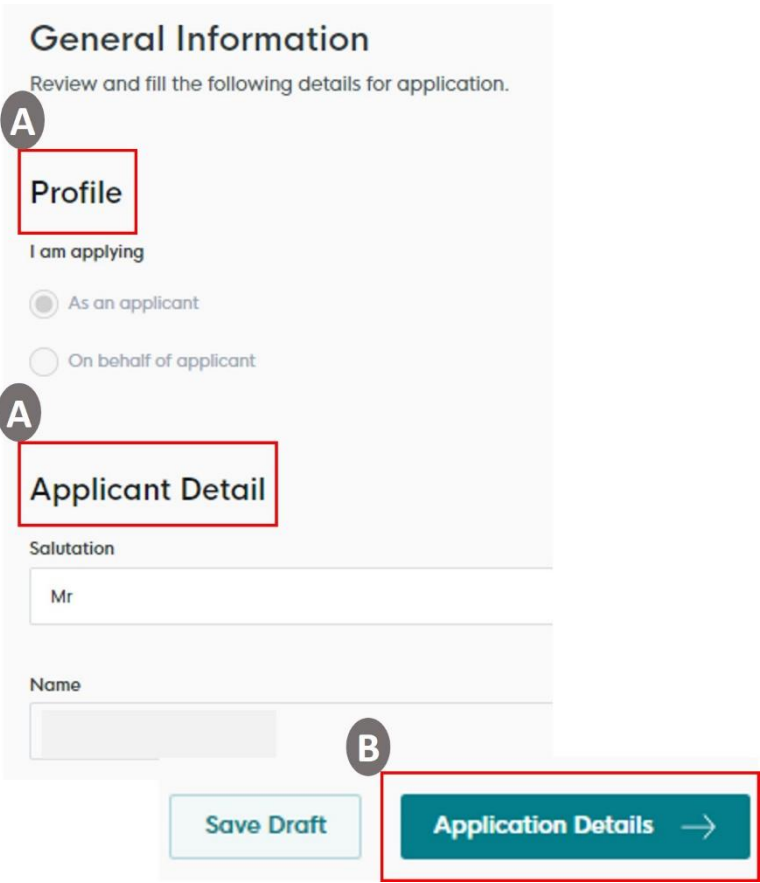
	<div data-bbox="630 212 1289 526"><p>1 Use of Vehicles/Active Mobility Devices on Public Paths or Roads</p><p>LTA</p><p>All motor vehicles are prohibited from footpaths and cycling paths. Unregistered motor vehicles are prohibited from being used on public paths and roads. For example, only registered motor vehicles are allowed to be used on public paths and roads.</p><p>To apply for an exemption, submit a request to LTA at least 10 weeks in advance for LTA details such as the active mobility device/vehicle details, specific area, purpose of exemption, etc.</p><p>Learn More</p></div> <div data-bbox="877 436 1289 526"><p>Complete transaction No. 1 before proceeding with No. 2</p></div> <div data-bbox="571 600 1289 698"><p>2 Additional Licences</p><p>Please complete licence applications in the previous step before proceeding with this step.</p></div> <div data-bbox="630 716 970 1008"><p>2 Notification of Event to NEA</p><p>NEA</p><p>To hold an event in a public area with approximately 1,000 attendees and above, you must apply for a licence under Regulation 27(1) of the Environmental Health (Public Cleansing) Regulations.</p><p>Event organisers are reminded to keep the event site free of litter at all times and provide for the event site to be thoroughly cleaned within 4 hours after the end of the event.</p><p>Apply on NEA</p></div>
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Steps to Apply for Traffic Police Road Closure Permit

11 Please submit Traffic Police Road Closure Permit application at <https://dashboard.gobusiness.gov.sg/task-details/roadclosurepermit>. This form will take an estimated 30 minutes to complete.

<p>Step 1: Click on this link.</p> <p>Log in using Singpass to access the GoBusiness Dashboard –</p> <p>a) Log in as individual User; or</p> <p>b) log in as Business User.</p> <p>c) For any assistance such as account access, click on the FAQ link provided.</p>	
<p>Step 2:</p> <p>a) Details and FAQ on TP Road Closure Permit Application.</p> <p>b) Click on the Apply button to apply for TP Road Closure Permit.</p> <p>c) Click on the I Agree button for Singpass to retrieve personal data to pre-fill the relevant fields.</p>	



	 <p>The screenshot shows the Singpass consent screen. At the top, the Singpass logo is displayed. Below it, a grey box contains the text: "Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient. This digital service, GoBusiness, by Government Technology Agency, is requesting the following information from Singpass, for the purpose of setting up your user profile and notifications." Below this, a list of data points is shown: Name, Email, Mobile Number, and Registered Address. At the bottom, there is a note: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the Terms of Use." Two buttons are visible: a white "Cancel" button and a red "I Agree" button. A red box highlights the "I Agree" button, and a grey circle with the letter "C" is placed above it.</p>
<p>Step 3: Estimated 30 minutes to complete the Application form.</p> <p>a) Fill in the General Information; - Profile -Applicant Detail.</p> <p>b) Click on the 'Application Detail' button to proceed to the next step.</p>	 <p>The screenshot shows the "General Information" form. The title "General Information" is at the top, followed by the instruction: "Review and fill the following details for application." Below this, there are two sections. The first section is "Profile", which is highlighted with a red box and a grey circle with the letter "A". It contains the text "I am applying" and two radio button options: "As an applicant" (selected) and "On behalf of applicant". The second section is "Applicant Detail", also highlighted with a red box and a grey circle with the letter "A". It contains a "Salutation" dropdown menu with "Mr" selected, and a "Name" text input field. At the bottom, there are two buttons: a light blue "Save Draft" button and a dark teal "Application Details" button with a right-pointing arrow. A red box highlights the "Application Details" button, and a grey circle with the letter "B" is placed above it.</p>



Step 4:

a) Read the instructions and TP Code of Practice before proceeding with the application.

Fill up the following:

b) Event Details

c) Hotline Details

d) Road Closure Schedule

e) Any supporting documents.

f) Click on the 'Review Form' button to proceed to the next step.

Instructions

A

1. The Applicant (Authorised Personnel) shall be the point of contact between the Licensee and the Agency.
2. For Event Supporter, please attach support letter from relevant government agency.
3. Please attach sketch plan showing organization of the start / end location indicating following items:
 - delineate the road closure in red line (from point A to point B of the closure)
 - indicate the APO/Marshall deployment to enforce the road closure
 - mark out the lamp post and bus stop that are within 50m of the road closure
 - identify the route for arrival and dispersal of participants and spectators
 - highlight drop off / pick up points if any

Read the [Code of Practice](#) before proceeding with the application

Event Details

B

Event Name

Event Start Date

You may enter a date which is at least 30 days from today

DD/MM/YYYY

Event End Date

DD/MM/YYYY

Event Owner

Name of Agency providing Traffic Management

Select

Reason for Road Closure:

- Religious (E.g. Church service)
- Conference (E.g. Workshop)
- Community (E.g. Grassroot gathering)
- Sporting (E.g. Marathon, Cycling)
- Entertainment (E.g. Concert, Parties)
- Commemorative (E.g. CNY, Thaipusam, Hari Raya)
- Others

No of spectators/visitors expected at any one time



Hotline Details C

Hotline for public enquiry

Date from which hotline is operational

DD/MM/YYYY

Operating time of hotline

Start Time

Select Start Time

End Time

Select End Time

Name of the person in charge of operations

Contact no of person in charge of operations

+65

Road Closure Schedule D

Road

(E.g. Republic Ave towards Crawford St from Republic Blvd to Nico

Closed Lane or Carriageway

(E.g. Leftmost lane)

Closure Date

DD/MM/YYYY

Closure Time

Start Time

Select Start Time

End Time

Select End Time



Supporting Documents E

Stakeholders' Engagement List

Only 1 file at 7 MB or less.

To engage all affected stakeholders (businesses/ residential) within the closure as well as t

File format: .xls, pdf, doc

Max File Size: 7 MB

Drop a file here or click to upload

Road Closure Overview Map

Only 1 file at 7 MB or less.

To delineate the road closure in red line for road closure and dotted red line for lane clousu

File format: .ppt, .pptx, pdf

Max File Size: 7 MB

Drop a file here or click to upload

Detailed Road Closure Overview Map

Only 1 file at 7 MB or less.

To include the barricade positioning, APO/SO deployment, and the placement of the Traffi

File format: .ppt, .pptx, pdf

Max File Size: 7 MB

Drop a file here or click to upload

Traffic Advisory Signs (TAS) / Variable Message System (VMS) Specification:

Only 1 file at 7 MB or less.

To provide artwork of the TAS and the draft message for the VMS according to the specific

File format: .ppt, .pptx, pdf

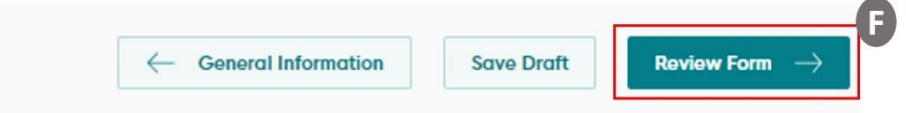
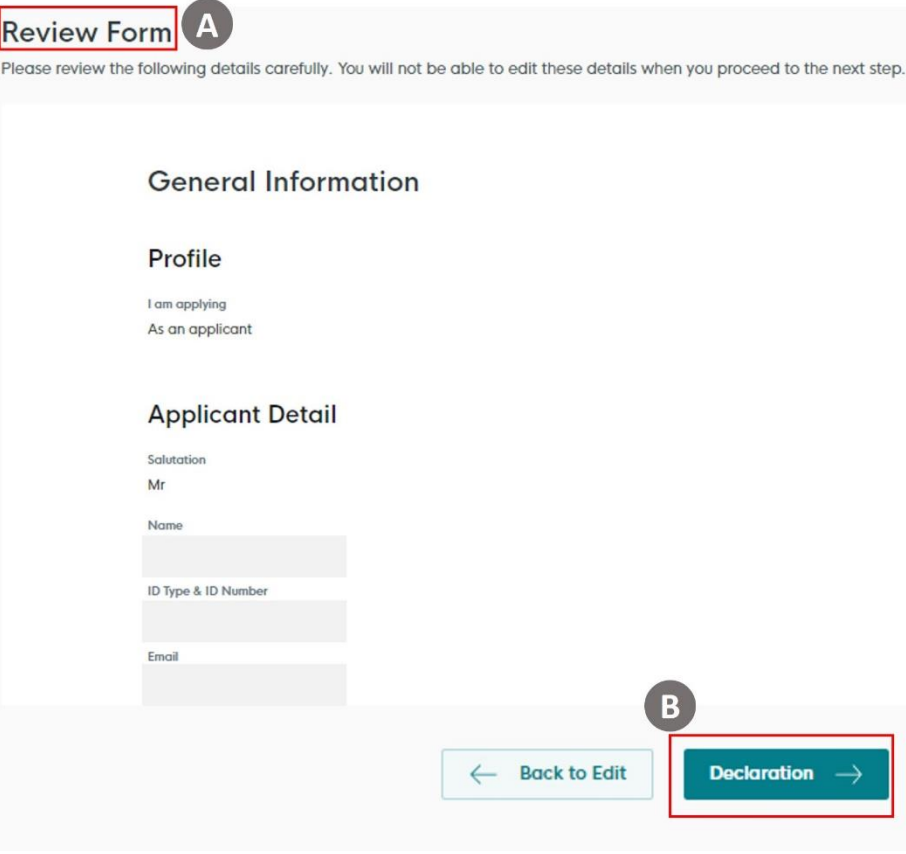
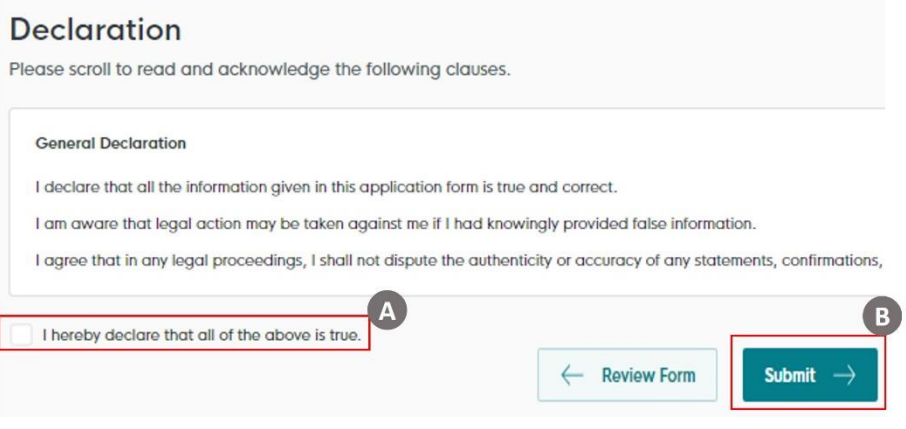
Max File Size: 7 MB

Drop a file here or click to upload

Official Approval Letter

Only 1 file at 7 MB or less.

To provide relevant approval letter from agencies supporting your event

	
<p>Step 5: a) Review the information carefully. Ensure that it is true and correct.</p> <p>b) Click on the 'Declaration' button after reviewing to proceed to the next step.</p>	
<p>Step 6: Read through the declaration.</p> <p>a) Tick on the checkbox.</p> <p>b) Click on the 'Submit' button.</p>	




Road Closure Schematic Plan

12 The terrain where the event is conducted affects the traffic flow and amount of inconvenience caused to the public. Thus, it is important that EO implement necessary measures (e.g. Traffic advisory signs, strategic deployment of auxiliary police officers and security officers for traffic management) to ensure the safe and smooth running of the event.

13 The **Road Closure Schematic Plan** consists of the following:

- 1) Road Closure Overview Map
- 2) Road Closure Detailed Map
- 3) Traffic Advisory Signs (TAS) / Variable Message System (VMS) – Specifications

14 EO is required to submit the Road Closure Schematic Plan in **PowerPoint document** file format (editable mode). Please refer to example of Road Closure Schematic Plan template.

 [Example] Road Closure Overview M	 [Example] Road Closure Detailed Map	 [Example] TAS & VMS - Specifications
Road Closure Overview Map	Road Closure Detailed Map	TAS / VMS - Specifications

Stakeholder Engagement List

15 Stakeholders refer to any individual, organisation or businesses operating in the vicinity of the road closures that will be affected by the road closure.

16 Road closures disrupt the activities of the general motorist and stakeholders. It may cut off the only vehicular access resulting in stakeholders forced to take alternative routes. Hence, it is important that the EO engages these stakeholders and seek their support on the proposed road closures.

17 EOs are to perform at least 3 attempts of contacting the stakeholders at different timings. For any unsuccessful engagement, a notice has to be hand-delivered and placed in the mailbox. These actions should be documented so as to safeguard the EO's interests and to showcase that due diligence had been taken to inform the affected stakeholders. The notice shall contain key information such as event details and EO's contact number for the stakeholder to contact should they have any issues or concerns.

18 EOs are required to submit the Stakeholder Engagement List in Excel document file format (editable mode). Please refer to the example of Stakeholder Engagement List template.



Additional information

19 For any additional information required, EO may contact Traffic Police at:
Tel: +65 6547 0000
Email: SPF_TP_Feedback@spf.gov.sg

Section 143, Road Traffic Act

Regulation of traffic in connection with events, etc.

143.— (1) Except as otherwise provided by rules made under subsection (11), a person must not conduct any event on any road or part thereof unless the person has obtained a permit from the Deputy Commissioner of Police under this section authorising the person to use that road or part thereof for the conduct of the event.

(2) The Deputy Commissioner of Police may, on his or her own motion, or upon granting a permit mentioned in subsection (1), issue police orders to —

(a) close any road or part thereof to traffic to such extent, for such period and subject to such conditions as may be specified in the order; and
(b) prescribe —

- (i) the routes, entrances and exits by which vehicles or pedestrians are to approach or leave the venue of an event or any place of assembly or public resort;
- (ii) where and the order in which vehicles are to park at or around the venue of an event or any place of assembly or public resort;
- (iii) one or more parking places upon any land at or around any venue, place of assembly or public resort that is in private ownership, if the owner or occupier of the land consents; and
- (iv) any other matters that may be necessary or incidental to the closure of any road or part thereof under paragraph (a).

(3) An application for a permit mentioned in subsection (1) must —

- (a) be made to the Deputy Commissioner of Police in such form or manner, and not less than such period before the date of the event, as the Deputy Commissioner of Police may require; and
- (b) be accompanied by such fee (if any) as the Minister may prescribe.

(4) Upon receiving an application under subsection (3), the Deputy Commissioner of Police may, after consulting the Authority —

(a) grant the permit applied for —

- (i) in the form and manner that the Deputy Commissioner of Police may determine; and
- (ii) subject to any conditions that the Deputy Commissioner of Police and the Authority may each think fit to impose; or

(b) refuse to grant the permit.

(5) The conditions which may be imposed under subsection (4)(a)(ii) include conditions requiring the person to whom the permit is granted, at the person's own expense —

(a) to publish, in such form and manner and for such period as the Deputy Commissioner of Police may require, a notice informing the general public or such persons as the Deputy Commissioner of Police thinks fit of —

- (i) the closure of any road or part thereof under subsection (2); and
- (ii) the alternative route or routes (if any) that are available for vehicles or pedestrians.

(b) to post conspicuously at any part of any road, and for such period as the Deputy Commissioner of Police may require, such notices and signs as the Deputy Commissioner of Police may specify to inform motorists and pedestrians of —

- (i) the closure of any road or part thereof under subsection (2); and
- (ii) the alternative route or routes (if any) that are available for vehicles or pedestrians.

(c) to place such signs, barriers and barricades at such places and for such period as the Deputy Commissioner of Police may require; and

(d) to engage a sufficient number of auxiliary police officers or security officers to regulate traffic on any road or at or around the venue of the event to which the permit relates in accordance with any directions that the Deputy Commissioner of Police may give.

(6) Without affecting subsection (5), the Deputy Commissioner of Police may take any measures that he or she thinks fit to implement any police order issued under subsection (2) and may deploy police officers, auxiliary police officers and security officers to regulate traffic on any road or at or around any venue affected by the police order.

(7) Any person who contravenes subsection (1) shall be guilty of an offence.

(8) If the person to whom a permit is granted under this section fails to comply with any condition imposed by the Deputy Commissioner of Police or the Authority (as the case may be) under subsection (4)(a)(ii), that person shall be guilty of an offence, and the Deputy Commissioner of Police may revoke the permit granted to that person.

(9) If any person neglects or refuses to stop a vehicle or to make it proceed in or keep to a particular line of traffic or neglects or refuses himself or herself to proceed in or keep to a particular line of traffic when directed to do so by a police officer, an auxiliary police officer or a security officer, who is in uniform and who is engaged or deployed to regulate traffic for the purpose of this section, that person shall be guilty of an offence.

(10) Police orders issued under this section must be published in the Gazette and may be published in any other manner that the Deputy Commissioner of Police thinks fit.

(11) The Minister may make rules to prescribe the types of events to which subsection (1) does not apply and to make provisions subject to which any road or part thereof may be used for the conduct of any such event.

(12) In this section, “event” means —

- (a) any sporting event (such as a marathon, a walkathon, a triathlon or a cycling rally);
- or
- (b) any procession, parade, celebration, ceremony, gathering, activity or event,

that is to be conducted mainly or partly on a road or any part thereof and includes a competition or trial of speed involving the use of vehicles mentioned in section 116.