

**GUIDELINES ON APPLICATION TO OPERATE A BAR, CABARET, NIGHTCLUB,  
DISCOTHEQUE, KTV, LOUNGE, PUB, RESTAURANT, CAFE OR SNACK BAR**

1. The rooms are to be properly labeled e.g. KTV room, office, kitchen. For KTV rooms, the applicant must ensure that at all times nothing obstructs the view of the KTV rooms from the outside. For example, blinds, curtains, decorations, structures or built-in features (like attached toilets) that obstruct the view from the outside are not allowed.
2. An outlet can apply to place amusement machines, pinball machines, electronic dart machines, pool table or soccer table in their outlets. (Note: Approval is not required if the number of units provided is less than 6 and the machines/ tables are of a type approved by the Licensing Officer - please refer to Public Entertainments and Meeting (Exemptions) Order 2001)
3. The applicant may be requested to submit supporting documents such as Planning Permission from Urban Development Authority (URA), Letter of Approval from Housing Development Board (HDB), as required by the Licensing Officer during the application process. With effect from 1 Jan 2013, Applicant is to ensure that he/she has obtained the Singapore Civil Defence Force (SCDF) Notification Letter on Occupancy Load (OL) and Fire Safety Certificate (FSC) for Public Entertainment (PE) premises prior to the commencement of the PE activity.
4. Unless waiver is obtained from the licensing officer, the applicant must soundproof the outlet to the following specifications:
  - (a) Sound level emanating from the premises measured at its boundary shall not exceed 65dBA for Leq(1h);
  - (b) Amplified sounds or any form of music from the premises shall not exceed 55dBA for 1 Leq (1h) measured at the nearest residential dwelling after 10.30 p.m.; and
  - (c) All windows shall be kept closed when the licensed premise is in operation. All doors shall remain closed unless there is human traffic entering and exiting the premise.
5. For outdoor music, the applicant has to seek approval from the licensing officer.
6. The existence of PE outlets in the vicinity of the proposed location does not automatically indicate that the PE licence application would be approved as Police takes other factors such as the law and order situation into consideration when assessing the application.
7. Nightspots are generally not allowed within residential estates.
8. Under the law, all operators of entertainment outlets such as pubs, bars, discos, lounges (including KTV lounges) and night clubs are required to obtain a licence from NEA for the serving of beverages with or without finger food. Operators may contact 1800 CALL NEA (1800 2255 632) or email to [nea\\_contact@nea.gov.sg](mailto:nea_contact@nea.gov.sg) for clarification and assistance.