

**INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY**  
**A USER'S GUIDE TO ARTS ENTERTAINMENT LICENCE APPLICATIONS**

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IMDA has drawn up the following guidelines to facilitate the application process for Arts Entertainment Licences. For timely assessment and classification of the event, applicants are advised to submit complete applications with all the necessary information.

Arts Entertainment includes plays, performances of music and/or singing e.g. variety shows, pop/rock concerts, dance performances, art exhibitions and literary recitals e.g. play- and poetry-readings.

Arts entertainment organised by certain institutions and certain genres of arts entertainment are exempted from the licensing requirement, with the latter subject to conditions. More information on licensing exemptions is available on IMDA's website.

### **Application Submission Timeframe**

Submissions should be made **at least 2 months** before the date of the event to allow sufficient time for applications to be processed or ratings to be included in publicity materials and advertisements. Late or incomplete submission of supporting documents may result in the delay of the issuance of the licence and may not guarantee that the application will be processed in time.

IMDA will process applications within 20 working days upon receipt of complete information including finalised script and/or setlist. A longer processing time will be needed if the content requires consultation with the Arts Consultative Panel or other relevant stakeholders.

### **Submission Materials**

2 The following supporting documents, wherever applicable, or any other additional material relevant for the assessment of the Arts Entertainment must be submitted together with the licence application. For event types under sections (d) and (e) where a script may not be available, applicants are to submit a Content Checklist form which is downloadable from the IMDA website.

#### ***(a) Plays, Play-Reading and Poetry Recital***

- Synopsis
- Finalised script. For scripts in a foreign language, English translations are to be provided.
- Multimedia material. The picture and sound should be clear and of good quality. Video footage in a foreign language is to be accompanied by subtitles.

***(b) Art Exhibitions***

- Synopsis/ Theme of exhibition
- Wall texts
- Photographs/ Images of each exhibit
- Multimedia material [As above]
- For exhibitions featuring archival materials including audio visual, text, image, photograph, etc., the materials should be clear and of good quality.

***(c) Pop/Rock Concerts and Variety Shows***

- Detailed programme schedule
- Layout plan of the event location
- Set list and lyrics for all songs. For lyrics in a foreign language, English translations are to be provided.
- Name(s) of artiste(s), including guest performers
- Multimedia material [As above]

***(d) Unscripted Performances e.g. Dance, Performance Art, Stand-up Comedy, Playback/Forum Theatre***

- Synopsis
- Completed Content Checklist form in which relevant information about the works should be provided (e.g. performance score, stage direction, talking points, etc.)
- Rehearsal video or video of past performances where available
- Multimedia material [As above]

***(e) Multi-disciplinary Arts Entertainment***

- Synopsis
- Completed Content Checklist form
- Detailed programme schedule, including the title and duration of each performance and name(s) of artist(s)
- Finalised script
- Set list and lyrics for all songs. For lyrics in a foreign language, English translations are to be provided.
- Layout plan of the event location
- Photographs/ Images of exhibits
- Rehearsal video or video of past performances where available
- Multimedia material [As above]

**Additional Materials including but not limited to Props**

3 All materials including but not limited to props used in an Arts Entertainment should fall within the classification rating issued by IMDA to the Arts Entertainment. Please refer to the Arts Entertainment Classification Code, which is downloadable from the IMDA website, for details on the four classification ratings for Arts Entertainment. Applicants should seek clarification from IMDA when in doubt.

### **Other Relevant Approvals Required**

4 While the following materials need not be submitted to IMDA, applicants should ensure that the necessary approvals have been obtained prior to the event.

- (a) All necessary authorisations, consents or licences from the relevant copyright owners, or their lawful assigns have been obtained as there should be no infringement of copyright in the activity, or in any publication or publicity materials produced for the performance;
- (b) Approval from the relevant venue owners/tenants for use of land or space for the event; and
- (c) Parental consent for performances involving
  - (i) Performers below the age of 16 years as stipulated in the Children and Young Persons Act;
  - (ii) Performers below the age of 18 where the performance has been classified R18.

### **Changes to Supporting Documents**

5 Applicants should note that changes made to supporting documents are to be submitted **at least 10 working days** before the event date. However, where a licence has been issued, any revision to the content that is assessed to be major (e.g. introduction of new content concerns) or impacts on the rating imposed will require a fresh application to be submitted.