

INFO-COMMUNICATIONS MEDIA DEVELOPMENT AUTHORITY
GUIDE TO APPLICATIONS FOR ARTS ENTERTAINMENT CLASSIFICATION
FOR PUBLIC ENTERTAINMENT LICENSEES

IMDA has drawn up the following guidelines to facilitate the submission of an Arts Entertainment Classification application. All Public Entertainment licensees who provide Arts Entertainment within their premises or events must apply to the IMDA for classification of the Arts Entertainment unless exempted. For timely assessment and classification of the event, Public Entertainment licensees are advised to submit complete applications with all the necessary information.

2 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.

Application Submission Timeframe

3 Submissions should be made **at least two 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 classification certificate and may not guarantee that the application will be processed in time.

4 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

5 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 classification application. For event types under sections (d), (e) and (f) where a script may not be available at point of application, applicants i.e. Public Entertainment licensees are to submit the relevant 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, Forum Theatre

- Synopsis
- Completed Content Checklist form for Unscripted and Multidisciplinary Performances 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 for Unscripted and Multidisciplinary Performances
- 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]

(f) Improv Performances

- Synopsis
- Completed Content Checklist form for Improv Performances
- Detailed programme schedule, including the title and duration of each performance and name(s) of artist(s)
- Rehearsal video or video of past performances where available
- Multimedia material [As above]

Additional Materials including but not limited to Props

6 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.

Advice from the Central Narcotics Bureau

7 The Central Narcotics Bureau (CNB) strongly advises applicants to conduct online checks on music events and artistes for any association with drugs. If checks reveal drug-related findings, applicants should consult CNB prior to (i) entering into a contractual agreement with the artiste management company or music festival rights holder; and (ii) submitting an Arts Entertainment Licence application to IMDA. Drug-related findings include any drug usage, drug advocacy, and involvement in any drug-related business. If in doubt on how to conduct these online checks, applicants should surface the music event and artiste to CNB for assessment.

Other Relevant Approvals Required

8 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; and
- (b) 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

9 Public Entertainment licensees should note that changes made to supporting documents of an application are to be submitted **at least 10 working days** before the event date.

Changes to Arts Entertainment Content that has been classified

10 Public Entertainment licensees may submit any changes to the content of an Arts Entertainment that has been classified **at least 10 working days** before the event date. If the changes warrant a change in rating, the licensee has to submit a fresh application as the existing certificate will no longer be valid.

Issuance of Classification Certificate

11 Upon reviewing the content, a classification certificate indicating the rating and/or consumer advice will be issued to the Public Entertainment licensee.

Exemptions from Classification

12 For the following exemption categories, Public Entertainment licensees do **not** need to apply for Arts Entertainment classification if they ***meet the exemption conditions***:

I Arts Entertainment in a Public Entertainment-licensed establishment under a Category 1 licence, exempted if

- Public Entertainment licensee implements a door policy which prohibits the entry of persons below 18 years of age;
- Public Entertainment licensee informs IMDA of the door policy (using the Door Policy Notification Form which is downloadable from the IMDA website) 20 working days before the implementation of the door policy;
- Age restriction is enforced at point of entry; and
- Content meets exemption conditions.

II Karaoke singing in a Public Entertainment-licensed establishment, exempted if

- Karaoke videos are exempted under the Films Act or have been approved for public exhibition or distribution; and
- Karaoke singing is not combined with any other Arts Entertainment.

III Performance of music, singing or dancing in a Public Entertainment-licensed establishment, exempted if

- Content is suitable for a general audience including children aged 12 years old or below;
- Content meets exemption conditions; and
- Performance is not combined with any other Arts Entertainment other than music, singing or dancing.

IV Incidental Arts Entertainment, exempted if

- Arts Entertainment is not a prominent feature or attraction in the event;
- Content is suitable for a general audience, including children aged 12 years or below; and
- Content meets exemption conditions.

V Current Arts Entertainment exempted from licensing, exempted if

- Arts Entertainment is for children aged 12 years or below;
- Performance comprises any of the following –
 - Instrumental music, classical music, choral music, jazz music performance;
 - Traditional drama or folk drama;
 - Traditional puppetry or folk puppetry;
 - Traditional dance or folk dance;
 - Traditional opera or folk opera;
 - Ballroom or community dance.
- Exhibition comprises art objects, painting or drawings; real-time transmission of the performance, display or exhibition happening elsewhere (whether in or outside Singapore and whether in a public or private place).
- The above is not combined with any other non-exempted Arts Entertainment; and
- Content meets exemption conditions.