

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

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.

Submission Materials

Please note that the following supporting documents, wherever applicable, are required to be submitted together with your Arts Entertainment 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 our website.

(a) Plays, Play-Reading and Poetry Recital

- Synopsis
- Finalised script
- Multimedia material. Please ensure that the quality of the picture and sound is good. For video footage in a foreign language, please ensure that they are accompanied by subtitles.

(b) Art Exhibitions

- Synopsis/ Theme of exhibition
- Wall texts
- Photographs of each exhibit
- Multimedia material [As above]

(c) Pop/Rock Concerts and Variety Shows

- Detailed programme schedule
- Layout plan of the event location
- Set list and encore list, with lyrics of original compositions
- Name(s) of artiste(s)
- Multimedia material [As above]

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

- Synopsis
- Completed Content Checklist form
- 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 with lyrics of original compositions
- Layout plan of the event location
- Photographs of exhibits
- Rehearsal video or video of past performances where available
- Multimedia material [As above]

Other Relevant Approvals Required

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

- (i) 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;
- (ii) Approval from the relevant venue owners for use of land or space for the event; and
- (iii) Parental consent for performances involving
 - (a) Performers below the age of 16 years as stipulated in the Children and Young Persons Act;
 - (b) Performers below the age of 18 where the performance has been classified R18.

Submission Timeframe

3 To allow sufficient time for applications to be processed or ratings to be included in publicity materials and advertisements, submissions should be made **at least 2 months before** the date of the event. 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.

4 Please note that a longer processing time will be needed if the content requires consultation with the Arts Consultative Panel or other relevant stakeholders.

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.

Approval of Licence Application

6 Applications will be approved with a rating and/or consumer advice. Please refer to the Arts Entertainment Classification Code, which is downloadable from our website, for details.