

# ENTERTAINMENT SPECIAL EFFECTS LICENSING AUTHORITY (ESELA)

## Application Form for a Discharge Permit (Stream B)

(Please read the Guidelines on Application before filling out this application form. You may provide further details in a blank sheet if the space provided is insufficient.)

### 1. Details of the Applicant (please complete item (a) or (b)):

(a) For Application submitted by a Company:

Name of Company/Organisation:

\_\_\_\_\_  
\_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Name of the Person-in-charge and Position held: \_\_\_\_\_  
\_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_

Business Registration Certificate no.: \_\_\_\_\_

(b) For Application submitted by an individual:

Name of the Applicant: \_\_\_\_\_ Name in Chinese (if any): \_\_\_\_\_

Hong Kong Identity Certificate No. (please attach copy): \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_

### 2. Details of the proposed Operator-in-charge:

(If necessary, you may propose in Section 2(b) a back-up Operator-in-charge to be responsible for the discharge of special effects materials in the absence of the Operator-in-charge specified in Section 2(a).)

(a) Name of the Operator-in-charge:

\_\_\_\_\_ Licence No. : \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_

(b) Name of the Back-up Operator-in-charge (if any):

\_\_\_\_\_ Licence No. : \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_

**3. Details of the Proposed Discharge of Special Effects Materials (SEM):**

(a) Title of the production:

---

(b) Location of discharge venue (please attach location plan):

---

---

(c) Duration to be covered in the discharge permit(s):

Date

Time

---

---

(d) Scheduled time of discharge for the main special effects:

Date

Time

---

(e) Description of the proposed special effects (please attach drawings to indicate the layout, positions and the direction of projection of the SEM to be used, the fallout radius of each of these SEM, the positions of the performers, guests, support personnel and the audience, and the minimum separation distances from the SEM):

---

---

---

---

(f) Does any of the proposed special effects need to be discharged by a person (such as a performer or a guest) not holding a special effects operator licence?

No

Yes (please provide details on a separate sheet)

(g) Details of the Special Effects Materials (SEM) to be used:

<u>Type of SEM</u>	<u>UN No. &amp; HCC</u>	<u>Maximum Quantity</u>	<u>ESELA Ref. No</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

**4. Provide a method statement with respect to the staging of the discharge and the proposed fire preventive measures, safety precautions and personal protective equipment.**

\_\_\_\_\_ (Please provide the required information as an attachment)

**5. Details of public liability insurance policy in respect of the discharge (please attach copy) :**

Policy No.: \_\_\_\_\_ Insured Amount: \_\_\_\_\_

**6. Declaration of the proposed Operator-in-charge (see Section 2):**

I/We declare that I /we have read the Statement of Purpose of providing the personal data in this application. I/We also declare that all the information and particulars submitted by me/us in support of this application are, to the best of my/our knowledge and believe, true and correct. I/we undertake to verify with the applicant and the production company that permission from the owner/person in charge of the premises/vessel has been obtained prior to using any special effects materials at the proposed location.

Signature of the Operator-in-charge: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Back-up Operator-in-charge: \_\_\_\_\_ Date: \_\_\_\_\_

**7. Declaration of the Applicant:**

I/We declare that I /we have read the Statement of Purpose of providing the personal data in this application. I/We also declare that all the information and particulars submitted by me/us in support of this application are, to the best of my/our knowledge and believe, true and correct. I/We undertake to coordinate with the production company to ensure that permission from the owner/person in charge of the premises/vessel has been obtained prior to using any special effects materials at the proposed location. I/We will give a copy of the discharge permit, if this application is approved, to the Operator-in-charge/back-up operator-in-charge for their compliance.

(a) For Company Applicant (see Section 1(a)):

Company Stamp: \_\_\_\_\_

Signature of the Person-in-charge: \_\_\_\_\_ Date: \_\_\_\_\_

(b) For Individual Applicant (see Section 1 (b)):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Entertainment Special Effects Licensing Authority**

### **Guidelines on Application for a Discharge Permit (Stream B)**

**Applicants should read the following guidelines before completing the application form:**

1. Under section 10 of the Entertainment Special Effects Ordinance (Cap. 560), a discharge permit is required for the use of special effects materials for producing entertainment special effects. A discharge permit is classified into Stream A or Stream B according to the types of entertainment programme as follows:

Stream A – Films, commercials, television programmes (excluding any stage or similar production performed before a proximate audience) and other similar productions

Stream B – Literary, dramatic, musical and artistic works and other similar stage productions normally performed before a proximate audience

2. The Authority may issue a discharge permit in respect of one act of discharge or a series of acts of discharge at the same location. A discharge permit may be valid for a period of 24 hours or such shorter period as the Authority may specify in the permit.
3. An application for a discharge permit may be made by a body corporate, a partnership or an individual who organizes the entertainment programme, or the licensed special effects operator who is responsible for the discharge of the special effects. For an individual applicant, he/she must be of at least 18 years of age and must hold a Hong Kong Identity Certificate.
4. An application for a discharge permit shall contain the details of the person to be engaged as the operator-in-charge. This person must hold a Special Effects Operator (Stream B) licence with scope of operation qualified him/her to use the proposed special effects materials and to discharge the proposed special effects. A short term licence issued by this Authority with relevant scope of operation may be acceptable.
5. In addition to the operator-in-charge, a back-up operator-in-charge may be proposed to be responsible for the discharge in the absence of the operator-in-charge. This person must hold a special effects operator licence of Stream B with permitted scope of operation similar to the operator-in-charge. The provision of a back-up operator-in-charge is optional and is only to facilitate the applicant to avoid interruption caused by the absence of the operator-in-charge.
6. Please give details of the special effects to be produced and the special effects materials to be used. A method statement is required to explain how the proposed work is staged.
7. Under section 9(c) of the Entertainment Special Effects (General) Regulation (Cap. 560A), a valid public liability insurance policy in respect of the discharge is required, subject to the insured amount and the terms and conditions of the policy acceptable to this Authority. In addition to complying with other statutory requirements for insurance policies, it is also advisable for the applicant/operator-in-charge to take out other liability insurance policies. Please consult your insurance agents if necessary.

8. For special effects scenes of large scale, the applicant shall make arrangements to conduct a risk assessment and submit the report together with this application. The risk assessment shall cover all operations associated with the various stages during the life cycle of the special effects materials including conveyance, storage, setting-up, discharge, handling of misfires and surplus materials. The risk assessment should include three key processes:
  - hazard identification
  - risk evaluation
  - risk control
9. The production company and the applicant shall ensure that permission from the owner of the premises and/or the person in charge of the vessel have been obtained prior to using any special effects materials at the proposed location. The applicant shall submit the completed acknowledgement form (Form 17) for our further processing.
10. Under section 5 of the Entertainment Special Effects Ordinance, no person shall use any special effects materials without a special effects operator licence. In the circumstances that there is an operational need for a performer or other persons not holding a special effects operator licence to discharge any special effects materials, the applicant must provide such details in the application. If approved, the operator-in-charge shall, prior to the discharge, conduct a briefing to such person(s) on the hazards and safety aspects associated with the discharge.
11. The applicant/operator-in-charge shall engage adequate assistants holding a special effects operator licence of Stream B to ensure the safety of staging the proposed discharge. When under the supervision of the operator-in-charge, these assistants may handle and use the specified special effects materials according to the terms and conditions of the discharge permit.
12. The applicant and the operator-in-charge shall make available adequate fire fighting equipment in the discharge location.
13. The applicant and the operator-in-charge shall observe all relevant legislation and regulations including:
  - The Dangerous Goods Ordinance (Cap. 295) and its subsidiary legislation with respect to the use, storage and conveyance of non-pyrotechnic special effects materials.
  - The Occupational Safety and Health Ordinance (Cap. 509) and its subsidiary legislation with respect to accident prevention, fire precautions, workplace environments, hygiene and first aid at workplaces.
  - The Employment Ordinance (Cap. 57) and its subsidiary legislation with respect to the employment of children aged below 15.
14. A discharge permit may be issued subject to such terms and conditions as the Authority thinks fit. In the case where the Authority refuses an application for a discharge permit, the applicant shall be notified in writing of the reasons for refusal.

15. To facilitate the processing of a discharge permit application, the applicant shall make a payment for the discharge permit fee as soon as possible upon receipt of a General Demand Note (GDN) issued by the Special Effects Licensing Section (SELS). The payment methods are shown on the back page of the GDN. If the applicant would like to pay the fee by cash or crossed cheque, he/she should go to a convenience store or post office, where appropriate, to make the payment first and submit a copy of the payment receipt to the SELS staff for verification and filing before collecting the permit.
16. It is an offence to offer any bribe or inducement to the staff of the Special Effects Licensing Section in return for favouritism in processing an application. Any such offer will result in the application concerned being cancelled and the case reported to the Independent Commission Against Corruption. Any offer by a person to assist in an application in return for an advantage should be reported to the Entertainment Special Effects Licensing Authority or the Independent Commission Against Corruption.
17. Enquiries may be directed to the Special Effects Licensing Section of the Cultural and Creative Industries Development Agency:

Address: 39/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.  
 Tel.: 2594 0465 or 2594 0466  
 Fax: 3101 0929  
 E-mail: esela@ccidahk.gov.hk

**Performance Pledge on  
Processing of Discharge Permit (Stream B) Applications**

<u>Type of Special Effects</u>	<u>Processing Time* (working days)</u>
Special effects scenes of normal risk level	5
Special effects scenes of high risk level or where consultation with other government departments is required	13

\* Upon receipt of all key information on the safety aspect of the proposed special effects

**Statement of Purpose of Providing Personal Data**

1. The personal data provided in this application will be used for the purpose of processing your application.
2. The personal data in this application may be disclosed to any relevant government departments and kept by these departments for the purpose of processing this application.
3. According to the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to the personal data provided in this application. Your right of access includes the right to obtain a copy of the personal data provided in this application.
4. Enquiries regarding the personal data collected on this application including checking and amendment of data may be directed to the Special Effects Licensing Section of the Cultural and Creative Industries Development Agency.