

**ENTERTAINMENT SPECIAL EFFECTS LICENSING AUTHORITY (ESELA)**  
**Application Form for a Conveyance Permit for PSEM**

(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 Pyrotechnic Special Effects Materials (PSEM) to be conveyed:**

<u>Type of PSEM</u>	<u>UN No. &amp; HCC</u>	<u>NEQ/unit</u>	<u>Quantity</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Maximum Net Explosive Quantity (NEQ) to be conveyed: \_\_\_\_\_ kg

If the above PSEM are not owned by the applicant, please state the name of the owner:

\_\_\_\_\_

**3. Details of the Conveyance:**

(Note: A conveyance permit is valid only once for the period and routes specified in the permit)

(a) Conveyance Period:

From (DD/MM/YY) \_\_\_\_\_ to (DD/MM/YY) \_\_\_\_\_

(b) Route of Conveyance:

Starting location \_\_\_\_\_

	<b>Routes</b>	<b>vehicle/vessel<sup>†</sup> reg. no</b>
*land/sea		
*land/sea		
*land/sea		
*land/sea		
*land/sea		

(\* Please delete as appropriate)

(† If vessel registration no. is not available, please indicate type of vessel)

Destination \_\_\_\_\_

(c) Details of the Special Effects Operator/Assistant supervising the conveyance:

	<u>Name</u>	<u>Licence No.</u>
(i)	_____	_____
or (ii)	_____	_____

(Note: Subject to the types and quantities of PSEM to be conveyed, the Authority may require the conveyance to be supervised by a suitably qualified special effects operator.)

(d) Adequate storage capacity when the destination of the conveyance is a licensed PSEM store(s) or a Government Explosives Depot:  Yes /  No

**4. Declaration of the Applicant:**

I/We declare that I /we have read the Statement of Purpose of Providing 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 will give a copy of the Conveyance permit, if this application is approved, to the special effects operator who supervises the conveyance for compliance.

(a) For company applicant (see Section 1(a)):

Company Chop: \_\_\_\_\_

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 Conveyance Permit of PSEM**

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

1. Under section 21 of the Entertainment Special Effects Ordinance Cap. 560 (the Ordinance), no person shall, unless otherwise exempted, convey or cause to be conveyed by land or water within Hong Kong any pyrotechnic special effects materials (PSEM) without a conveyance permit.
2. Under section 23(1) of the Entertainment Special Effects (General) Regulation, a conveyance permit is not required for conveyance of PSEM which are in transit or being carried on board a type 1 vessel within the meaning of the Dangerous Goods (Shipping) Regulations (Cap. 295C).
3. Under section 23(2) and (3) of the Entertainment Special Effects (General) Regulation, a conveyance permit is not required for the conveyance of –
  - (a) PSEM (other than designated items) of net explosive quantity (NEQ) not exceeding 5 kg; and/or
  - (b) Not more than 50 detonators; and/or
  - (c) Designated items (other than detonators) of NEQ not exceeding 200 g,provided that –
  - (i) the conveyance is carried out for conveying the PSEM in question to the location of discharge in accordance with a discharge permit or for conveying any unused PSEM left from that discharge to an approved location for storage, or the conveyance has been approved by the Authority in writing;
  - (ii) the conveyance is under the supervision of a licensed special effects operator (other than a Special Effects Assistant) the type and scope of operation of his/her licence are acceptable to the Authority; and
  - (iii) the special effects operator supervising the conveyance shall have with him during the entire journey of conveyance a true copy of the discharge permit or the approval letter issued by the Authority.
4. Under section 25(2) and (3) of the Entertainment Special Effects (General) Regulation, a vessel of a type approved by the Director of Marine may be used, without prior permission from the Director of Marine or a document of compliance, for conveying the PSEM of quantities specified in para. 3(a) to (c) above provided that the conveyance of such PSEM is in accordance with the conditions and manner stipulated by the Director of Marine and this Authority.
5. An application for a conveyance permit may be made by a body corporate, a partnership or an individual of at least 18 years of age.
6. It is advisable for the applicant to take out relevant liability insurance policies such as public liability insurance. Please consult your insurance agents if necessary.

7. No vehicle shall convey PSEM having an aggregate net explosive quantity exceeding 200 kg unless permission in respect of the vehicle has been given in writing by the Authority.
8. The applicant must state in the application form the date or the period during which PSEM are scheduled to be conveyed. The proposed period for the conveyance should not be longer than 3 days. A conveyance permit is valid only once for the routes and period specified in the permit, but covering both land and sea conveyance.
9. The applicant shall state in the application form the proposed routes of the conveyance. Unless otherwise directed or permitted by the Commissioner of Police, the Director of Marine or the Authority, the conveyance shall be in accordance with the routes specified in the Conveyance Permit. Vehicles carrying PSEM are prohibited from using any tunnel.
10. The Authority may require the applicant to submit import and export licences, classification documents, material safety data sheets and other documents relating to the PSEM to be conveyed.
11. Any person who conveys PSEM by land shall display signs including placards, signals and flags in such a form and manner as specified by the Authority. Any vessel containing PSEM shall display signals in accordance with section 37 of the Merchant Shipping (Local Vessels) (General) Regulation (Cap. 548F).
12. Subject to the types and quantities of PSEM to be conveyed, the Authority may require the conveyance to be supervised by a suitably qualified special effects operator.
13. Sufficient fire fighting equipment shall be readily available during the conveyance of PSEM.
14. To facilitate the processing of a conveyance permit application, the applicant shall make a payment for the conveyance 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. A conveyance permit may be issued subject to such terms and conditions as the Authority thinks fit.
15. 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.
16. 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 Conveyance Permit Applications**

Upon receipt of all the required information, we will process the application within one working day.

**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.