

ENTERTAINMENT SPECIAL EFFECTS LICENSING AUTHORITY (ESELA)
Application Form for a Non-movable PSEM Store Licence/Renewal

(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: _____

Details of any one of the Directors/Partners or Company Secretary:

Name: _____ Name in Chinese: _____

Hong Kong Identity Card No. / Passport No.:

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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):

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Correspondence Address: _____ Tel. No. : _____
_____ Mobile No. : _____
_____ Fax No. : _____

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

Name of the Operator-in-charge:

_____ Licence No. : _____

Correspondence Address: _____ Tel. No. : _____
_____ Mobile No. : _____
_____ Fax No. : _____

3. Details of Existing Non-movable Store Licence (if any):

Store Licence No.: _____ Licence Expiry Date : _____

4. Details of the Proposed PSEM Store:
(Not applicable to Renewal applications)

- (a) Location of the Store (Please attach 4 copies of a scale plan of the store indicating premises and public place in the vicinity, the position of staircase, fire escape etc., and details of ventilation and materials used for the construction. Please also attach one copy of a scale plan for each of the upper and lower floors immediate above or below the store.)

- (b) Details of the Pyrotechnic Special Effects Materials (PSEM) to be stored:

<u>Type of PSEM</u>	<u>UN No. & HCC</u>	<u>NEQ/unit</u>	<u>Maximum Quantity</u>

- (c) Requested Storage Capacity in terms of Net Explosive Quantity (NEQ): _____ kg

(d) Proposed Security and Safety Measures:

5. Declaration of the proposed Operator-in-charge:

I declare that I have read the Statement of Purpose of Providing Personal Data in this application. I also declare that all the information and particulars submitted by me in support of this application are, to the best of my/our knowledge and believe, true and correct.

Signature of the Operator-in-charge: _____ Date: _____

6. Declaration of the Applicant:

I/We declare that:

- (i) if I/We have any criminal records or criminal charges pending court judgement after submitting an application or during the validity period of my/our licence, I/We will undertake to report to the Authority within one week upon having them.
- (ii) I/We have read the Guidelines and the Statement of Purpose of providing the personal data in this application. All the information and particulars submitted by me/us in support of this application are, to the best of my/our knowledge and belief, both true and correct.

(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 Non-movable PSEM Store Licence

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

1. Under section 23 of the Entertainment Special Effects Ordinance Cap. 560 (the Ordinance), no person shall store any pyrotechnic special effects materials (PSEM) at any place other than the location in respect of which a store licence has been issued. A PSEM store is classified into “non-movable PSEM store” and “movable PSEM store”.
2. Under section 24 of the Ordinance, a person shall not be eligible to be issued a store licence unless he either is a licensed special effects operator (SEO) or has appointed a licensed SEO whose licence is of a type acceptable to the Authority to be responsible for the storage of PSEM.
3. An application for a store licence may be made by a body corporate, a partnership or an individual of at least 18 years of age.
4. In order to satisfy the Authority that the applicant is a fit and proper person to be associated with the business of storage of PSEM, the applicant (in the case of a body corporate, any director or secretary) is required to complete the Authorisation Form (Form 8) to authorise the Commissioner of Police to check the applicant’s criminal record and disclose it to the Authority. This requirement is also applicable to renewal applications.
5. The application should contain 4 copies of a scale plan of the store indicating:
 - the distance between the store and other premises and public place in the vicinity
 - the position of the store in relation to other adjacent premises within the same building
 - the position of any staircase, external fire escape, window or other means of egress from the premises in which the store constitutes a part
 - materials used for the construction of the store
 - ventilation details

One copy of a scale plan for each of the upper and lower floors immediate above or below the store should also be submitted.

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. Sufficient fire fighting equipment shall be made available in and near the store.
8. The applicant and the operator-in-charge shall observe all relevant legislation and regulations including 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.
9. Under section 33(1) of the Entertainment Special Effects (General) Regulation, a holder of a store licence shall engage throughout the validity period of his licence an operator-in-charge approved by the Authority and named in the licence unless he himself has been named in the

licence as the operator-in-charge. Section 34 of this Regulation specifies the requirements for the appointment of a replacement operator-in-charge and provides the circumstances where a replacement operator-in-charge is not required.

10. To facilitate the processing of a non-movable PSEM store licence application, the applicant shall make a payment for the non-movable PSEM store licence 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 licence. A non-movable PSEM store licence may be issued subject to such terms and conditions as the Authority thinks fit.
11. 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.
12. 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 Non-movable PSEM Store Licence Applications**

<u>Type of Service</u>	<u>Processing Time</u>
Notification to applicants on the decision about fit and proper check	around 3 weeks
Issue of licences upon passing the fit and proper check and completion of all precicensing requirements	3 working days

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.