

Cultural and Creative Industries Development Agency
Entertainment Special Effects Licensing Authority
Guidance Notes No. 5

Requirements for
Import and Use of Pyrotechnic Materials

A. Import of PSEM

Prior to import Pyrotechnic Special Effects Materials (PSEM) under the Entertainment Special Effects Ordinance (Cap. 560), an applicant shall comply with the following requirements:

(1) PSEM approved by the Authority/registered and included in the PSEM Register

To import PSEM that have already been approved by this Authority or registered and included in the PSEM Register, the importer shall submit a list of the proposed PSEM (including the net explosives quantity and quantity of each type) to be imported into Hong Kong. He also needs to obtain a conveyance permit issued by the Authority prior to the arrival of the PSEM at Hong Kong. A conveyance permit is required for custom clearance and for conveying the proposed PSEM on arrival to an approved storage. (Note: Importers should already have secured adequate storage space in Government Explosives Depot or in licensed PSEM stores in designated area, and such information should be provided in the application for the conveyance permit.)

(2) Pyrotechnic materials not approved by the Authority/not registered and included in the PSEM Register

To import pyrotechnic materials that are not approved by the Authority/not registered and included in the PSEM Register, in addition to complying with the requirements set out in para. A(1) above, the importer shall go through the process set out in Part B below.

The Trade and Industry Department has specified special requirements for the import of strategic commodities. Pyrotechnic materials used for producing special effects may be considered as strategic commodities. If in doubt, please contact the Trade and Industry Department at 2392 2922 for the matters relating to import of pyrotechnic materials under the Import and Export Ordinance (Chapter 60, Laws of Hong Kong) (web page: www.tid.gov.hk).

B. Approval of PSEM

Under section 14 of the Entertainment Special Effects Ordinance (ESEO), all PSEM shall have already been approved/registered and included in the PSEM Register by this Authority before they may be supplied, conveyed, stored or used in Hong Kong. This requirement seeks to ensure that unsafe pyrotechnic materials are not available in Hong Kong. For pyrotechnic materials that have never been used in Hong Kong before, normally we may only grant approval instead of registration initially. Application procedures for approval are as follows:

(1) Documentation

The applicant shall submit a completed application form for Approval of Pyrotechnic Special Effects Materials (Annex 1) for the pyrotechnic materials to be imported. The following essential supporting information/documents shall be provided together with the application form. Lacking in any of such information/documents will result in rejection of the application.

- Name and address of the manufacturer
- Material safety data sheets (MSDS)
- UN classification certificate
- Drawings and technical specifications (including duration and height of effects, fallout radius, all-fire and no-fire currents)
- Composition and net explosives quantity for each component
- After-effects (including toxicity of fumes and other by-products)
- Shelf life (with manufacture date) or expiry date

The applicant shall also submit any other information related to the product or to the effects of the product upon request by the Authority.

(2) Demonstration and Approval

The applicant may be required to arrange for firing of the pyrotechnic materials in the presence of officers of this Authority to demonstrate the installation and firing methods, the actual effects and fallout area, and the reliability of the materials. For the purpose of this demonstration, an approval may be given for import and conveyance of these pyrotechnic materials. The demonstration shall be conducted in a suitable venue by approved Special Effects Operator(s) with appropriate fire fighting equipment on standby. Any incurred costs shall be at the expense of the applicant. After a successful demonstration, the pyrotechnic materials will be approved for supply, conveyance, store and use as PSEM under the ESEO.

C. Registration of PSEM

Application for registration of PSEM will only be considered if the product has been approved as PSEM for a period of time (say 2 years) and has been successfully used in several entertainment events (say 3 events) in a safe manner. If an applicant submits an application for registration of an approved PSEM and supporting documents as stated in para. B(1) above have not been submitted to the Authority before, he/she shall submit these documents to the Authority for review. The Authority will also carry out a review of the products in list of approved PSEM, and may of his own accord enter any of the approved PSEM into the Register, in accordance with section 17(2) of the ESEO. Besides, the Authority may, where he considers it necessary in the interests of public safety, cancel the registration of any PSEM and remove it from the register pursuant to Section 15(b) of the Entertainment Special Effects (General) Regulation (ESE(G)R).

D. Use of PSEM

To safeguard the public, the audience, the performers and the working crew, the use of PSEM for producing entertainment special effects is subject to various licensing and safety requirements. In addition to using PSEM which must be approved/registered and included in the register, applicants are also required to convince the Authority that the PSEM can be safely handled and fired in a particular setting. Some of the general requirements that applicants must comply with are listed below:

- Apply for discharge permits for the event (submit details of the discharge and all relevant documents)
- Take out public liability insurance
- Engage an adequate number of suitably qualified Special Effects Operators and Special Effects Assistants
- Obtain consent of the owner/agent/management of the venue to use special effects materials
- Conduct demonstration of the proposed effects (if required by the Authority)
- Apply for a conveyance permit (if not exempted)
- Provide adequate number of spotters and security guards for crowd control (subject to scale of the discharge and other circumstances)
- Provide adequate and effective fire fighting equipment and personal protective equipment

Entertainment Special Effects Licensing Authority
14 June 2024

Application for Approval/Registration of Pyrotechnic Special Effects Materials

Part I Applicant

Name of Applicant*/ Company or Organisation*		HKIC No.* (if applicable)	
Postal Address			
Telephone Number		Fax Number	
For Company applicant, please fill in below.			
Name of Contact Person		Tel. No.	
		Email Address	
Business Registration Certificate No.			

*Please provide the alphabet and the first three digits and use 'X' to represent the rest of digits, e.g. A 123XXX(X)

Part II Information on pyrotechnic materials

Manufacturer					
Manufacturer Address					
Item No.	Type of products	UN No.	HCC	NEQ (g)	SL* (with MD) / ED*
Notes:					
(i) Use continuation sheet(s) if necessary.					
(ii) HCC = Hazard Classification Code, NEQ = Net Explosives Quantity, SL = Shelf Life, MD = Manufacture Date and ED = Expiry Date. If the SL is given, the MD should also be given alongside.					

* Delete where appropriate

Part III Information on Packaging

Item No. (same as those in Part II)	UN Packaging Mark	Packaging Certificate No.	Details of Inner Packaging

Note: Use continuation sheet(s) if necessary.

Part IV Checklist on Supporting Documents (Available , Not-available) (for an applicant who has not submitted the following supporting documents to the Authority for review before)

- | | | | |
|---|--------------------------|---|--------------------------|
| (a) Material Safety Data Sheet | <input type="checkbox"/> | (g) Packaging certificate | <input type="checkbox"/> |
| (b) UN Classification Certificate | <input type="checkbox"/> | (h) Lab. Test reports (UN classification tests) | <input type="checkbox"/> |
| (c) Drawings & technical specifications | <input type="checkbox"/> | (i) Approval for use given in other countries | <input type="checkbox"/> |
| (d) Composition & NEQ | <input type="checkbox"/> | (j) Manufacturer’s QC /QA document | <input type="checkbox"/> |
| (e) After-effects | <input type="checkbox"/> | | |
| (f) Shelf life or expiry date | <input type="checkbox"/> | | |

Notes:

- (i) Lacking in any of the essential supporting documents (a) to (f) will result in rejection of the application.
- (ii) Drawings & technical specifications should include information on duration and height of effects, fallout radius, all-fire and no-fire currents.
- (iii) After-effects should include toxicity of fumes and other by-products generated from the discharge.

Part V Declaration

I declare that all the information and supporting documents are, to the best of my knowledge and belief, both true and correct. I shall notify the Entertainment Special Effects Licensing Authority in writing immediately if any of the above information and documents are revised or updated.

Signature of Applicant #

Signature’s Name in Block Letters

Position Held in Company

Date

If limited company, company’s chop and the signature of a company manage or director.

Entertainment Special Effects Licensing Authority
Guidelines on Application for Approval/Registration of PSEM

1. Under section 14 of the Entertainment Special Effects Ordinance (ESEO), all PSEM shall have already been approved/registered and included in the register by this Authority before they may be supplied, conveyed, stored or used in Hong Kong. Upon approval of this application, the pyrotechnic material will be approved as PSEM. It can then be imported, and subsequently be conveyed, stored or discharged upon the issue of the necessary permits/licences by the Entertainment Special Effects Licensing Authority in accordance with the relevant provisions of the ESEO.
2. An application for approval/registration of PSEM may be made by a body incorporate, a partnership or an individual of at least 18 years of age. The application is free of charge.
3. Different products may be included in one application form, but they should all be produced by one manufacturer. Use a different application form for product(s) from a different manufacturer.
4. Use the same Item No. (for each type of the product) throughout the application form, e.g. in Part II and Part III. In completing Part III, manufacturer may use the same type of outer packaging (e.g. fibreboard box with the same UN Packaging Mark) for different products in a shipment. In this case, their different Item Nos. may be grouped under one row.
5. The UN Package Mark is printed on the outer packaging and is prefixed by the UN symbol, followed by a string of alphabets and numerals as defined in the International Maritime Dangerous Goods (IMDG) Code, e.g.
4G/Y30/S/**/USA/FT00 , where ** denoted the year of manufacture.
6. The Packaging Certificate is issued by a Competent Authority, or an organization recognized by a Competent Authority, and is supported by testing in accordance with the relevant provisions of the IMDG Code.
7. For an applicant who has not submitted the supporting documents to the Authority for review before, he/she shall mark the Item No(s) of the product(s) clearly on each of the supporting documents to which it is applicable so as to facilitate processing of the application. Lacking in any of the essential supporting documents (a) to (f) in Part IV will result in rejection of the application.
8. Enquiries may be directed to the Special Effects Licensing Section (SELS) of the Cultural and Creative Industries Development Agency:
Room 3917, 39/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong
Tel. : 2594 0465 or 2594 0466
Fax : 3101 0929
E-mail : esela@ccidahk.gov.hk
The completed form, together with the supporting documents, should be sent to the SELS.

Statement of Purpose of Providing Personal Data

1. The personal data provided in this application will be used for the purpose of processing the 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, the applicant has a right of access and correction with respect to the personal data provided in this application. The 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.