



LEISURE AND CULTURAL SERVICES DEPARTMENT
Application for Use of Places of Amusement
for Events/Activities not Specified in the Licence

To: Licensing and Prosecution Unit, Leisure and Cultural Services Department

Part A (Information of the Licence)

1. Name of licensee (Mr/Ms*)

(in BLOCK letters)

2. Type of licence Billiard Establishment/Public Bowling-Alley/Public Skating Rink *

3. Name and address of the licensed premises

Part B (Information of the Proposed Use)

4. Details of the proposed event/activity

(a) Date(s):

(b) Duration (including the time for setting up and dismantling works for the proposed event/activity):

(c) Name of the event/activity:

(d) Expected number of participant:

(e) Type and nature of the event/activity (please give details):

(Continue on separate sheet if necessary)

5. Details on the following arrangement, if applicable

(i) Crowd control (including entrances, exits arrangement and crowd dispersal)

(ii) First aid service (including the location of first aid post and the number of first aider)

(iii) Provision of shuttle service for participants

Part C (Checklist of Supplementary Information)

6. Will the activity stipulated in the Places of Amusement Licence continue during the proposed temporary event/activity? No Yes

If yes, please give details on how to ensure the safety of participants of different activities.

7. Will the organizer/responsible person of the proposed event/activity apply a Temporary Places of Public Entertainment Licence? No Yes

If yes, please provide a copy of application for the Temporary Place of Public Entertainment Licence through Food and Environmental Hygiene Department and stated the reference number of the application.

If no, please state the reason of not applying Temporary Places of Public Entertainment Licence.

8. Any temporary structure to be erected? No Yes

If no, please provide a proposed layout plan showing the licensed area to be used for the proposed event/activity.

If yes, please provide four copies of a sketch plan with dimensions, construction details and materials used. If proprietary products are to be used, the relevant manufacturer's specifications should be provided.

9. Any public address or sound amplification system is used? No Yes

If yes, please follow the noise control advice or guidelines issued by the Environmental Protection Department. You may visit the website of the Environmental Protection Department for details:

http://www.epd.gov.hk/epd/english/environmentinhk/noise/guide_ref/noise_guidelines.html

Part D (Checklist of Permission Required from Other Departments)

10. Any pyrotechnic special effects materials to be used? No Yes

If yes, you shall be required to obtain permission from the Special Effects Licensing Section of Film Services Office. You may visit the website of Create Hong Kong for details: http://www.createhk-esela.gov.hk/en/index_g.asp

11. Any amusement with prizes? No Yes

If yes, you shall be required to apply an Amusements with Prizes Licence from the Television and Entertainment Licensing Authority. A note on application is available at the website of the Television and Entertainment Licensing Authority: <http://www.tela.gov.hk/eng/form/>

According to the Gambling Ordinance, the applicant is required to obtain a Temporary Places of Public Entertainment Licence from the District Office of the Food and Environmental Hygiene Department before the Television and Entertainment Licensing Authority can process the application for the issue of Amusements with Prizes Licence.

12. Any Amusement Rides to be installed? No Yes

If yes, you shall be required to obtain “Permit to use and operate amusement ride / kiddie ride”. Details of safety requirements and application procedures are provided by Electrical and Mechanical Services Department at its website:

http://www.emsd.gov.hk/emsd/eng/pps/amr_pub.shtml

13. Any fund-raising activity? No Yes

If yes, you are required to obtain permission from the Social Welfare Department or the Home Affairs Bureau (processed through the Home Affairs Department).

For charitable purpose, please refer to the website of Social Welfare Department:

http://www.swd.gov.hk/en/index/site_pubform/

For non-charitable purpose, please refer to the website of Home Affairs Department:

http://www.had.gov.hk/en/public_forms/forms.htm

14. Any provision of liquor at the event/activity? No Yes

If yes, you shall be required to obtain a Temporary Liquor Licence from the Hong Kong Police Force. You may visit the website of Hong Kong Police Force for details:

http://www.police.gov.hk/ppp_en/08_forms/

15. Any lion/dragon/unicorn dance activity? No Yes

If yes, you shall be required to obtain a permit from the Hong Kong Police Force. You may visit the website of Hong Kong Police Force for details:

http://www.police.gov.hk/ppp_en/08_forms/

16. Any organised meeting as defined in the Public Order Ordinance, Cap. 245 attended by more than 50 persons? No Yes

If yes, you shall be required to submit a formal notification to the Duty Officer of any Police Station.

17. Any food business activity to be carried out? No Yes

If yes, you are required to obtain a licence or permit from the Food and Environmental Hygiene Department. Please visit website of the Food and Environmental Hygiene Department for details: <http://www.fehd.gov.hk/>

Part E (Checklist of Other Matters)

18. Any additional electrical installations? No Yes

If yes, the additional electrical installation shall be inspected, tested and certified with a WR1 by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services. Lists of registered electrical contractors/works can be viewed from the website of Electrical and Mechanical Services Department:

http://www.emsd.gov.hk/emsd/eng/pps/electricity_reg.shtml

19. Any laser display activity to be carried out? No Yes

If yes, you may be required to observe the requirements of laser safety as published by Electrical and Mechanical Services Department as its website:

http://www.emsd.gov.hk/emsd/eng/pps/oa_Is_pub.shtml

I have read and fully understood the Statement of Purposes for Collection of Personal Data (at Annex) in connection with Application for Temporary Use of Places of Amusement other than those activities specified in the respective licence. Should I propose any subsequent change to this application, I shall notify the Leisure and Cultural Services Department in writing.

(Signature of the Licensee)

Date (dd/mm/yyyy)

LCS 862a

* Please delete where appropriate
(Version November 2010)

**Collection of Personal Data in Connection with
Application for Use of Places of Amusement
for Events/Activities not Specified in the Licence
[In Accordance with the Personal Data (Privacy) Ordinance (Cap. 486)]**

Statement of Purpose

1. Purposes of Collection

The personal data provided by means of this form will be used by the Licensing Authority for the following purposes:

- (a) carrying out activities relating to the applications for temporary use of places of amusement other than those activities specified in the respective licence; and
- (b) facilitating communication among staff of the Licensing Authority, other government department and the applicant.

The provision of personal data by means of this form is voluntary. However, if the applicant fails to provide sufficient information of place of amusement, the Licensing Authority may not be able to process the application for temporary use of places of amusement other than those activities specified in the respective licence.

2. Types of Transferees Receiving the Data

The personal data provided in this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above.

3. Access to Personal Data

Applications have the right of access to and correction of the personal data as provided in accordance with Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap.486). The right of access includes the right to obtain a copy of the personal data provided in this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the seeking of access and making of corrections, should be addressed to the officer in charge of the following office:

Licensing and Prosecution Unit

9/F, Leisure and Cultural Services Headquarters

1 Pai Tau Street, Sha Tin,

New Territories.

Telephone number: 26018799

E-mail Address: lpu@lcsd.gov.hk