



**LEISURE AND CULTURAL SERVICES DEPARTMENT**

**Application for Use of Places of Amusement  
for Events/Activities not Specified in the Licence**

**“Fast Track Application Procedure” Questionnaire**

If you wish to select the “Fast Track Application Procedure” for processing your application, please answer the following questions:

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| 1. Since the implementation of the “Fast Track Application Procedure” on 1 April 2014, at least one event/activity of the same nature and type has been organised on the licensed premises under the approval given through the “Normal Application Procedure”.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The applicant has read, understood and agreed to comply with the Building Safety Conditions issued by the Buildings Department (at Annex I), and has signed the declaration.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The applicant has read, understood and agree to comply with the Fire Safety Conditions issued by the Fire Services Department (at Annex II), and has signed the declaration.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The applicant has submitted the application form together with a layout plan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The event/activity does not involve the application for any other type of licence/permit, e.g. Temporary Places of Public Entertainment Licence, Fundraising Licence, Food Licence, Lion/Dragon/Unicorn Dance Permit, Temporary Liquor Licence, Amusements with Prizes Licence and Entertainment Special Effects Licence (pyrotechnics/laser). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. No additional electrical installation is needed for the event/activity.<br>(Please refer to item 18 under Part E)  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The licensed premises are not located in a small commercial/residential building.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. The temporary structure(s) to be used in the event/activity has/have been approved by the Buildings Department after the implementation of the “Fast Track Application Procedure”.   | <input type="checkbox"/> | <input type="checkbox"/> |

\* The applicant must submit the relevant plan(s) of the temporary structure(s), together with a certificate issued by an authorised person/registered structural engineer (AP/RSE Certificate) or the Temporary Structure Declaration (at Annex III) signed by the applicant, as may be appropriate, to the Leisure and Cultural Services Department.

***Result: If you answered “No” to more than one of the questions above, the “Fast Track Application Procedure” is not applicable to your application. Please select the “Normal Application Procedure”.***

Declaration: I have read, understood and completed the above questionnaire.

Name of Applicant: \_\_\_\_\_ Name of Premises: \_\_\_\_\_

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

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

**Application Form**

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

Please select the application procedure according to the result of the questionnaire on page 1:

- Normal Application Procedure (around 30 working days for processing)
- Fast Track Application Procedure (around 20 working days for processing)

**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  
\_\_\_\_\_  
\_\_\_\_\_
4. Email address \_\_\_\_\_

**Part B (Information of the Proposed Use)**

5. 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)

6. Details on the following arrangement, if applicable

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

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

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(iii) Provision of shuttle service for participants

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(iv) Third party liability insurance

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**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.**

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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.**

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

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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](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](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 Home Affairs Department. A note on application is available at the website of the Home Affairs Department: <http://www.hadla.gov.hk/el/tc/forms/index.html>**
- 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 Home Affairs Department 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](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/](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](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/](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/](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](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](http://www.emsd.gov.hk/emsd/eng/pps/oa_Is_pub.shtml)**

Declaration: I have read and fully understood the Statement of Purposes for Collection of Personal Data (at Annex IV) 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

**Fast Track Application for Use of Places of Amusement  
for Events/Activities not Specified in the Licence  
Building Safety Conditions issued by the Buildings Department**

1. To keep the admission capacity not exceeding the latest occupant capacity of the licensed premises (the premises) as specified by the Buildings Department (BD).
2. To keep all passages and exits clear and free from obstruction at all times.
3. To use the venue for the subject non-designated use which has previously been accepted by the BD as the designed floor imposed load of the venue is structurally suitable in carrying out the subject non-designated use.
4. \*Not to erect any temporary structures at the premises./ \*To erect the proposed temporary structures which are identical with the temporary structures previously accepted by the BD and to comply with all previous requirements and conditions imposed on such temporary structures (copy attached).
5. \*Not to place any temporary seating in the premises./ \*To comply with the following requirements for the temporary seating to be placed in the premises:-
  - (a) There shall be an unobstructed way or space of at least 300mm measured between perpendiculars between the back of one seat and the front of the seat immediately behind.
  - (b) The seating shall be fixed firmly to the floor and if separate chairs are used they shall be securely battened together in lengths of not less than 4.
  - (c) Gangways not less than 1.2m in width intersecting the rows of seating shall be provided in such a manner that no seat shall be more than 3m from a gangway measured in the line of seating, and there shall be a gangway abutting each side of the building/structure from which the exit routes shall open.
  - (d) Gangways not less than 1.2m in width at right angles to the longitudinal gangways required by item (c) shall be provided in such a manner that the seating is divided into blocks not more than 9m in depth measured between perpendiculars between the front of the seats forming the front row and the back of the seats forming the back row of a block of seating.
  - (e) Exit routes not less than 2.4m in width shall be provided in each side of the building/structure in such a manner that there is one exit route at each end of a prolongation of the centreline of each of the gangways required by item (d) above and one such exit route shall be at each end of a prolongation of a line 1.2m in front of the first or front row of seating.
6. To dismantle the \*temporary structures / \*temporary seating/ \*temporary structures and seating as soon as practicable after the event finishes.

**Crowd Control Condition**

1. To take all necessary measures to control against overcrowding.

\* Please delete where appropriate.

Declaration: I confirm that the information provided above is correct. I have read, understood and agreed to comply with the Building Safety Conditions issued by the Buildings Department.

Name of Applicant: \_\_\_\_\_ Name of Premises: \_\_\_\_\_

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

**Fast Track Application for Use of Places of Amusement  
for Events/Activities not Specified in the Licence  
Fire Safety Conditions issued by the Fire Services Department**

1. No naked flame is allowed on the premises.
2. No cooking and food warming/heating on the premises.
3. No decoration of readily combustible nature is permitted.
4. No selling / displaying of hydrogen filled balloon shall be permitted.
5. No obstruction shall be caused to any Emergency Vehicular Access (EVA) or the operation of Fire Services aerial appliance equipment, if applicable. In this connection, a clear passageway of not less than 3.5m in width for access to Fire Services appliances shall be maintained.
6. No obstruction to any building fire service inlets, sprinkler inlets, fire hydrant, hydrant ground valve or notice plate. In this connection, a clear zone of not less than 1.5m shall be maintained.
7. The existing fire service installations for the premises remain unobstructed.
8. All staircases, exits and exit routes should be kept free from obstruction at all times.
9. All electric wiring shall be arranged in such a way that it shall not impede any passageway.
10. Not to use any Dangerous Goods unless they have been approved by the Controlling Authority and safety precautions have been duly provided.
11. No temporary structure is allowed on the premises unless fire safety requirements were previously issued to such structure.
12. All the fire safety requirements previously issued to the premises shall be complied with.

Declaration: I have read, understood and agreed to comply with the Fire Safety Conditions issued by the Fire Services Department.

Name of Applicant: \_\_\_\_\_ Name of Premises: \_\_\_\_\_

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

**Fast Track Application for Use of Places of Amusement  
for Events/Activities not Specified in the Licence**

**Temporary Structure Declaration**

I, \_\_\_\_\_ (Name of Applicant), hereby declare that the temporary structure(s) to be used in the event/activity has/have been approved by the Buildings Department after the implementation of the "Fast Track Application Procedure".

Name of Applicant: \_\_\_\_\_ Name of Premises: \_\_\_\_\_

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



**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