

PERMIT TO USE & OPERATE AMUSEMENT RIDES

怎樣申請 HOW TO APPLY

機動遊戲機 使用及操作許可證



(一) 怎樣申請機動遊戲機使用及操作許可證

適用範疇及與此有關的人士

根據《機動遊戲機(安全)條例》第6條及第10條，機動遊戲機的擁有人在安裝有關設備之前，必須先取得機電工程署發出的「設計批准」，並於安裝後向機電工程署申請並取得「使用及操作許可證」，以及僱有主管人員，方可操作該機動遊戲機以供公眾人士使用。小童機動遊戲機的申請涵括於本小冊子的第二部分。

申請辦法

許可證制度分為兩個階段，包括於進行安裝工程前須取得「設計批准」及在開放給公眾使用前須取得「使用及操作許可證」。以上申請須向機電工程署一般法例部提出。申請程序如下：

第1階段：設計批准

安裝工程必須在取得設計審批後方可展開。

1. 按照指示填寫申請表(表格1)，並準備相關文件以列明機動遊戲機的設計、規格、安裝方法及工序。各項要求可瀏覽以下網頁參閱《機動遊戲機實務守則》。
https://www.emsd.gov.hk/filemanager/tc/content_627/COP_Amusement_Rides.pdf

如遞交的資料有所遺留，將可能延誤整個審批程序。有關申請如獲批准，申請人將獲發表格2(設計批准)，以供存照。表格內會列明機動遊戲機的地點編號，以供日後參考。

如機動遊戲機需要進行大型修改，使其設計與原來表格2所批核的設計有異，須於進行修改前，事先另行向本署申請。

第2階段：使用及操作許可證

1. 向機電工程署提交操作手冊、保養手冊及緊急事故手冊。有關手冊應儘早於第2階段之前遞交，以預留充分時間予本署檢閱，並進行對主管人員的考核及機動遊戲機的檢測。

2. 挑選一名員工以申請成為主管人員。請瀏覽以下網頁參閱有關申請批准為主管人員的辦法。

https://www.emsd.gov.hk/tc/other_regulatory_services/amusement_rides/how_to_apply/approval_as_competent_person/index.html

3. 委任一名獨立檢測員，負責在遊戲機的安裝工程完成後全面視察、檢查、測試及證明其完整性。請瀏覽以下網頁參閱檢測員名單。
https://www.emsd.gov.hk/tc/other_regulatory_services/amusement_rides/registers/index.html

4. 按照指示填寫申請表(表格3)。
在收到申請後，機電工程署人員會在簽發表格5(機動遊戲機使用及操作許可證)前先對機動遊戲機進行視察。

(二) 怎樣申請小童機動遊戲機使用及操作許可證

有關小童機動遊戲機的釋義及與此有關的人士

「小童機動遊戲機」是指其設計主要是供不逾12歲的兒童使用；及其(a)設計的乘載重量不逾100公斤；及(b)驅動功率不逾1.1千瓦的機動遊戲機。

小童機動遊戲機的擁有人，如屬《公眾娛樂場所條例》(第172章)或《遊戲機中心條例》(第435章)所指的持牌人，或屬該小童機動遊戲機的承租人或租用人，在操作該小童機動遊戲機以供公眾使用之前，必須先向機電工程署申請並取得「使用及操作許可證」。

申請辦法

使用及操作許可證之申請須向機電工程署一般法例部提出。申請程序如下：

1. 按照指示填寫申請表(表格4)並準備以下文件：
 - i. 小童機動遊戲機的相片
 - ii. 有關場地的位置圖，以及顯示小童機動遊戲機的大小及與附近物件之間距離的圖則
 - iii. 列明使用該小童機動遊戲機的人士所須注意的違禁行為的告示樣本

2. 委任一名獨立檢測員或合資格人員，負責在遊戲機的安裝工程完成後全面視察、檢查、測試及證明其完整性。請瀏覽以下網頁參閱檢測員和合資格人員名單。
https://www.emsd.gov.hk/tc/other_regulatory_services/amusement_rides/registers/index.html

申請表格及提交方法

- a) 申請人可以下列其中一種方式索取申請表格：
 - i. 在下列辦公時間內，親身前往香港九龍啟成街3號機電工程署一般法例部索取：
星期一至四 上午八時三十分至下午六時
星期五 上午八時三十分至下午五時
星期六、日及公眾假期休息。
 - ii. 於以下網頁下載：
https://www.emsd.gov.hk/tc/other_regulatory_services/amusement_rides/how_to_apply/index.html
- b) 申請表格可親身交回或寄交機電工程署一般法例部，或以電子郵件方式交回。



機電工程署 一般法例部
General Legislation Division
Electrical and Mechanical Services Department

九龍灣啟成街 3 號
3 Kai Shing Street, Kowloon, Hong Kong
電話 Tel : 1823
傳真 Fax : (852) 2577 4901
網址 Homepage : <http://www.emsd.gov.hk>
電郵 E-mail : info@emsd.gov.hk

中文



English



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Part (1) How to Apply for Permit to Use and Operate Amusement Ride

Scope and to whom it may concern

Pursuant to section 6 and 10 of the Ordinance, owner of amusement ride shall obtain a design approval before equipment installation and thereafter a permit to use and operate from Electrical and Mechanical Services Department (EMSD) before operating any amusement ride for use by members of the public. For application of kiddie ride, please refer to Part 2.

How to apply

The permit system is divided into two stages, namely “Design Approval” before installation and “Permit to Use and Operate” upon completion of installation. Applications should be made to the General Legislation Division of EMSD. The application procedures are as follows:

Stage 1: Design Approval

Installation works shall not commence until design approval is obtained.

1. Complete the application form, **Form 1**, according to the given instructions and prepare the supporting documents on the details of the design, specification, method and programme of installation of the amusement ride. Detailed requirements are shown in the “Code of Practice for Amusement Rides” at the following webpage.
https://www.emsd.gov.hk/filemanager/en/content_627/COP_Amusement_Rides.pdf



Insufficient information in the submission may cause delay to the approval process. **Form 2** (Design Approval) will be issued to the applicant for retention if the application is successful. A location number will be assigned to the amusement ride for future reference.

Whenever there is any proposed major alteration that will make the design of the ride different from the original **Form 2** approval, a further application has to be submitted to EMSD prior to alteration.

Stage 2: Permit to Use and Operate

1. Submit operation manual, maintenance manual and emergency manual to EMSD. In order to allow sufficient time for EMSD to review the manuals prior to carrying out assessment to competent person as well as survey to the ride, it is recommended to submit these manuals well before Stage 2.



2. Select an employee to apply for being the Competent Person. Please see the following webpage for the details of application for approval as Competent Person.

https://www.emsd.gov.hk/en/other_regulatory_services/amusement_rides/how_to_apply/approval_as_competent_person/index.html

3. Appoint an independent Surveyor to thoroughly inspect, examine, test and certify the integrity of the ride upon completion of the installation works. Please see the following webpage for the list of Surveyors.
https://www.emsd.gov.hk/en/other_regulatory_services/amusement_rides/registers/index.html



4. Complete the application form, **Form 3**, according to the given instructions. Upon receipt of the application, the officer of EMSD will have an enrollment inspection on the ride before issuing **Form 5** (Permit to Use and Operate Amusement Ride).

Part (2) How to Apply for Permit to Use and Operate for Kiddie Ride

Interpretation of kiddie rides and to whom it may concern

“Kiddie ride” means an amusement ride which is designed primarily for use by children aged not more than 12 years; and having (a) a designed carrying capacity of not more than 100 kg; and (b) a motive power of not more than 1.1 kW.

The owner of a kiddie ride, either the licensee under the Places of Public Entertainment Ordinance (Cap 172) or the Amusement Game Centres Ordinance (Cap 435), a lessee or a hirer of the ride, shall obtain a permit to use and operate from EMSD before operating the kiddie ride for use by members of the public.

How to apply

Applications for the permit to use and operate kiddie ride should be made to the General Legislation Division of EMSD. The procedures for applications are as follows:

1. Complete the application form, **Form 4**, according to the given instructions and prepare the supporting documents including:
 - (i) Photograph of the kiddie ride.
 - (ii) A location plan of the premises and a drawing showing dimensions of kiddie ride and the clearance from nearby objects.
 - (iii) A sample of notice of prohibited conduct for the attention of the riders.
2. Appoint an independent Surveyor or Qualified Person to thoroughly inspect, examine, test and certify the integrity of the ride. Please see the following webpage for the list of Surveyors and Qualified Persons.
https://www.emsd.gov.hk/en/other_regulatory_services/amusement_rides/registers/index.html



Application form and submission

- a) Application forms could be obtained by either of the following ways:-
 - i. in person to the General Legislation Division, EMSD, 3 Kai Shing Street, Kowloon, Hong Kong during office hours:
Monday to Thursday 08:30 a.m. to 6:00 p.m.
Friday 08:30 a.m. to 5:00 p.m.
On Saturday, Sunday and public holiday, the office will be closed.
 - ii. Download from the following link:
https://www.emsd.gov.hk/en/other_regulatory_services/amusement_rides/how_to_apply/index.html
- b) For handing in the submissions, it may be submitted either by hand/by post to General Legislation Division of EMSD, or via the email.

