

AMUSEMENT GAME CENTRE LICENCE

GUIDE FOR APPLICATION FOR EXTENSION OF LICENSED PREMISES

All applications for extension of the licensed premises of an existing Amusement Game Centre are processed as if applications for the grant of a new licence. Applicants are required to observe the following guidelines when submitting applications for extension of licensed premises:

- (a) The applicant must be the licensee of the centre proposed for extension.
- (b) The application should be made on the application form for grant of a new licence in triplicate (Form T3) obtainable, either in person or in writing, from the Licensing Office, Television and Entertainment Licensing Authority, Room 915, 9/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.
- (c) The applicant is required to submit the following documents:
 - an original survey map of 1:1000 scale printed by the Lands Department. The survey sheet should be certified by an Authorized Person and endorsed by the applicant. It should indicate the followings:
 - the location of the original centre and the proposed area of extension; and
 - the entrance of the centre after extension and a circle of 100-metre radius from the entrance.
 - 3 copies of revised layout plan in respect of the original and proposed premises should be prepared and certified by an Authorized Person in accordance with the "Guide for Amusement Game Centre Licences - Positioning of Amusement Game Machines in Your Centre" (March 1998);
 - a written statement from the registered owner(s) of the proposed premises giving permission to staff of the Television and Entertainment Licensing Authority (the Authority) and other concerned departments to enter and inspect the premises. Documentary proof should also be provided to support the person giving the consent is the genuine registered owner of the premises (Annex A of Form T3);
 - a written statement from the applicant authorizing the Commissioner of Police to release full particulars of his criminal convictions (if any) to the Authority (Annex B of Form T3);
 - a written statement from the applicant authorizing the Authority to enter information related to the application in the public register of accepted applications (Annex C of Form T3);

- (d) The applicant has to sign an undertaking that he will surrender his original licence if a new licence is granted to cover the existing licensed premises and extended area.
- (e) The application will be processed upon payment of an application fee of HK\$535.00.
- (f) The applicant is required to advertise his application in the local newspapers and return the advertisements within ten working days from the date of acknowledgement of the application.
- (g) The application for extension of licensed premises will be referred to all relevant government departments for comments and time of processing will be similar to that for an application for grant of a new licence. **The applicant is strongly advised not to incur any expenditure or enter into any form of financial commitment in relation to the proposed premises before an approved-in-principle to the application is granted.**
- (h) The terms and conditions of the original licence in respect of the existing licensed area shall remain in full force and effect before a new licence is issued.
- (i) If the application is approved, a new licence covering the existing licensed premises as well as the extended area will be issued to replace the original licence.
- (j) If the applicant is not satisfied with the decision of the Commissioner, he may, under Section 11 of the Ordinance, lodge an appeal to the Appeal Board within 28 days after receiving the notice of decision from the Licensing Office.
- (k) All applicants for extension of licensed premises are required to observe the above guidelines closely. Failure to produce any of the required documents will render the application ***not*** be accepted.
- (l) If applicants require any further information or assistance relating to the application, they may call the Licensing Office at 2594 5824 during office hour.

Television and Entertainment Licensing Authority
May 1999