

General Information on Application for Grant of a Licence

I. General

- (1) Under the Amusement Game Centres Ordinance, you are required to have an amusement game centre licence issued by the Commissioner for Television and Entertainment Licensing if you wish to operate an amusement game centre at a particular place. Before you submit an application for licence, it will be useful for you to read the Ordinance and conditions of the licence carefully. You may access the Bilingual Laws Information System at <http://www.legislation.gov.hk> for contents of the Ordinance or contact the Publication Sales Section of the Information Services Department at 2537 1910 on purchasing the relevant regulations. The licence conditions are included in these guidance notes.
- (2) All applications for an amusement game centre licence should be made on a standard application form (Form T-3) obtainable from :-
 - (a) the Licensing Section, Television and Entertainment Licensing Authority (TELA), Room 915, 9/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong either in person or in writing; or
 - (b) Homepage of TELA at www.info.gov.hk/tela
- (3) You will have to pay an application fee of \$535 before your application is processed. The fee is non-refundable.
- (4) All applications will be considered on the basis of individual merits. In general, the suitability of the applicant and the suitability of the place of proposed operation of an amusement game centre will be taken into account. For details, please refer to the "Guidelines for Granting of a Licence". The views of other departments will also be considered. Public opinion on the proposed amusement game centre will be sought through the District Office(s) concerned.
- (5) Applications for an amusement game centre licence are processed on a first-come-first-served basis. If more than one application is received in respect of the same premises or the premises of another application(s) are found within a distance of 100 metres from the entrance of the proposed premises, the relative priority of these applications will be determined by the date and time at which all the relevant documents for the applications as mentioned in Section II(1) below and the payment of the application fee have been received in full.

- (6) For an application of which the application fee is paid by cheque, the priority accorded to it will be effective subject to the actual payment received. If the cheque is later found to be void, the application concerned will not be further processed and will be superseded by other applications on the priority list.
- (7) As it is necessary to refer an application to other government departments for comments, to conduct site visits and gather local opinion, we shall give a reply to the applicant within 15 weeks. For details, please refer to the "Performance Pledge on Licensing". **You are strongly advised not to incur any expenditure or enter into any form of financial commitment in relation to the proposed premises before you are informed that further consideration will be given to your application.** To do so would be at your own risk.
- (8) If your application is approved, you will have to pay an annual licence fee of \$535 per machine/device.
- (9) If you are not satisfied with the decision of the Commissioner on your application, you may, under Section 11 of the Ordinance, lodge an appeal to the Appeal Board within 28 days after receiving the notice of the decision from the Licensing Section.
- (10) For convenience of the public, a register containing the dates of all applications which have been accepted by the Licensing Section, the names of the applicants and the addresses of their proposed premises is available for inspection at the reception counter of the Licensing Section during office hours.
- (11) If you require any further information or assistance relating to your application, please telephone the Licensing Section at 2594 5824 during office hours.

II. How to apply

- (1) An application form (Form T-3) should be completed in triplicate by the applicant and returned to the Licensing Section with the following :
 - (a) one copy of the applicant's Identity Card;
 - (b) an original 1:1000 survey sheet printed by the Lands Department with the proposed amusement game centre and its entrance(s) clearly indicated on it. A circle of 100 metres in radius should be marked on the survey sheet with the entrance of the proposed premises at centre. The survey sheet should be certified by an Authorized Person as defined in Section 2 of Buildings Ordinance

(i.e. an Architect, an Engineer or a Surveyor) and endorsed by you to be a true and correct representation of the location of the centre;

- (c) three copies of the layout plan in respect of the proposed amusement game centre prepared in accordance with the “Guide for Amusement Game Centre Licensees - Positioning of Amusement Game Machines in Your Centre (October 2004)”;
- (d) a written statement from the registered owner of the proposed premises giving permission to staff of the Television and Entertainment Licensing Authority and other concerned departments to enter and inspect the proposed premises. The written statement should be given in the proforma at Annex A.
- (e) a written statement from the applicant authorizing the Commissioner of Police to release full particulars of his criminal convictions (if any) to the Commissioner for Television and Entertainment Licensing. The written statement should be given in the proforma at Annex B; and
- (f) An application fee of \$535 in cash or crossed cheque made payable to the Government of the HKSAR.

(Failure to produce any of the above documents/fee will constitute a non-compliance of Section 5(1)(b) and (c) of the Amusement Game Centres Ordinance and the application will **NOT** be accepted.)

- (2) All applicants are required to advertise their applications in the local newspapers and return the advertisements within 10 working days from the date of acknowledgement of their applications. For details, please refer to the “Guide for Application for Amusement Game Centre Licence - Statutory Requirement of Advertising an Application (December 2003)”.
- (3) To facilitate preparation of the public register of accepted applications, applicants are requested to provide a written statement authorizing the Television and Entertainment Licensing Authority to enter information relating to their applications in the register. The written statement should be given in the proforma at Annex C.

To : *Commissioner for Television and Entertainment Licensing*

**Application for Amusement Game Centre Licence
at**

I, being the registered owner of the premises at _____

hereby consent to staff of the Television and Entertainment Licensing Authority and other concerned Government departments entering and inspecting the premises at the captioned address in connection with the application for an amusement game centre licence submitted by Mr/Miss/Ms* _____.

Signature : _____

Name : _____

HKID Card No. : _____

Date : _____

* Delete if inappropriate

To : Commissioner for Television and Entertainment Licensing

**Application for Amusement Game Centre Licence
at**

In connection with my application for an amusement game centre licence at the above premises, I hereby authorize the Commissioner of Police to release full particulars of my criminal convictions (if any) to the Commissioner for Television and Entertainment Licensing.

Signature : _____

Name : _____

HKID Card No. : _____

Date : _____

To : Commissioner for Television and Entertainment Licensing

**Application for Amusement Game Centre Licence
at**

I hereby consent to the Television and Entertainment Licensing Authority entering information relating to my application (including my name and address of the proposed premises) in the register to be displayed at the reception counter of the Licensing Office for public inspection.

Signature : _____

Name : _____

HKID Card No.: _____

Date : _____