

ENTERTAINMENT SPECIAL EFFECTS LICENSING AUTHORITY (ESELA)
Application Form for a Special Effects Operator Licence

(Please read the Guidelines on Application before filling out this application form. You may provide further details in a blank sheet if the space provided is insufficient.)

1. Details of the Applicant:

Name: _____

Name in Chinese (if any): _____

HKIC No./Passport No. (please attach copy): _____

One Recent
Colour
Photograph
of the
Applicant

Correspondence address:

Tel. No. : _____
Mobile No. : _____
Fax No. : _____
E-mail : _____

2. Type of Licence (the Authority may impose restrictions to the Applicant's Permitted Scope of Operation as he considers appropriate):

New Application

- Special Effects Operator Class I (Stream A)
- Special Effects Operator Class II (Stream A)
- Special Effects Assistant (Stream A)
- Special Effects Operator (Stream A Short term)
- Special Effects Assistant (Stream A Short term)
- Special Effects Operator (Stream B) (excluding LPG)
- Special Effects Assistant (Stream B)
- Special Effects Operator (Stream B Short term)
- Special Effects Assistant (Stream B Short term)

Scope of Operation will only/will not cover: _____

Variation of Scope of Operation

Licence No.: _____

Scope of Operation Applied for : _____

3. Details of Special Effects Operator licence(s) or equivalent obtained elsewhere:

Type of Licence(s): _____ Expired on: _____

Issuing Authority: _____

Has any of these licence(s) been suspended or revoked:

- No
- Yes, (please give details) _____

4. Qualifications (please attach copy of supporting documents):

5. Relevant Experience (not applicable to SEA or short term licence applicants):

(please attach work records and training log sheets which should be certified by your special effects supervisors)

6. Details of your current Employer/Supervisor (not applicable to SEA or short term licence applicants):

Name of the Employer/Supervisor: _____ Name in Chinese (if any): _____

SEO Licence: _____ Issuing Authority : _____

Correspondence Address: _____ Tel. No. : _____
_____ Mobile No. : _____
_____ Fax No. : _____

(We may contact all your present or previous employers/supervisors or any other relevant persons to verify your experience.)

7. Do you need a Work Permit to work in Hong Kong?

- No
- Yes (please attach a copy of the work permit)
- Yes, but I have not obtained a work permit yet

(Note: your application may still be considered even if you do not have a work permit)

8. For short term licence applicants, please state your intended licence validity period:

(A short term SEO licence shall be valid for 6 months or less as the Authority considers appropriate.)

From: _____ To: _____

9. Declaration of the Applicant:

I declare that I have read the Guidelines and the Statement of Purpose of providing the personal data in this application. I also declare that all the information and particulars submitted by me in support of this application are, to the best of my knowledge and believe, both true and correct.

Signature of the applicant: _____ **Date:** _____

Entertainment Special Effects Licensing Authority

Guidelines on Application for a Special Effects Operator Licence

Applicants should read the following guidelines before completing the application form:

1. Under section 5 of the Entertainment Special Effects Ordinance Cap. 560, no person shall use or cause or permit to be used any special effects materials without a special effects operator licence.
2. Under section 6 of the Entertainment Special Effects Ordinance, an individual shall not be eligible to be issued with or to hold or continue to hold a special effects operator licence unless –
 - (a) he/she has attained the age of 18 years;
 - (b) he/she is a fit and proper person to be a licensed special effects operator;
 - (c) he/she possesses any prescribed qualifications and experience;
 - (d) he/she has passed any examinations or assessment; and
 - (e) he/she has complied with every other requirement prescribed by the Authority.
3. An applicant for a special effects operator licence shall submit:
 - (a) the application form (Form 7);
 - (b) the authorisation form (Form 8);
 - (c) a copy of the applicant's HK Identity Card or Passport;
 - (d) one recent colour photograph of size 1" x 1½" which should be taken within the last 6 months;
 - (e) a copy of the applicant's work records and training log sheets, the log sheets should be certified by your Special Effects Supervisors (not applicable to Special Effects Assistant licence applications).
 - (f) Reference letters (if any) from the applicant's supervisors to substantiate applicant's experience (not applicable to Special Effects Assistant licence applications).
4. For Short Term Licence applicant, items (b), (e) and (f) are not required but the applicant shall submit:
 - (a) a copy of his/her valid Special Effects Operator licence, pyrotechnic operator licence or equivalent licence issued by another Authority; and
 - (b) documentary evidence to show that in the process of obtaining the licence as stated in 4(a) above, a criminal record check has been conducted; or
 - (c) documentary evidence to prove that he/she has passed a criminal record check or an equivalent security clearance conducted in his/her country of residence within the last six months from the date of this applications.
5. In order to satisfy the Authority that the applicant is a fit and proper person to be a licensed special effects operator, the applicant (except for Short Term licence applications) is required to complete the Authorisation Form (Form 8) to authorise the Commissioner of Police to check the applicant's criminal record and disclose it to the Authority.
6. Under section 4 of the Entertainment Special Effects (General) Regulation, the Authority may classify a special effects operator as a Stream A or Stream B operator according to the type of entertainment programme as follows:

Stream A – Films, commercials, television programmes (excluding any stage or similar production performed before a proximate audience) and other similar productions

Stream B – Literary, dramatic, musical and artistic works and other similar stage productions normally performed before a proximate audience

7. Normally, the permitted scope of operation of a Special Effects Operator (Stream B) will not include the use of liquefied petroleum gas (LPG). Application for the inclusion of LPG may be made after the applicant has obtained the licence for more than six months and attained adequate experience as an operator-in-charge. The Authority may consider shortening the qualifying period if the applicant has acquired substantiated relevant experience.
8. A separate application shall be submitted for applying another special effects operator licence of a different stream.
9. It is advisable for the person holding a special effects operator licence to take out relevant liability insurance policies such as professional liability insurance. Please consult your agents if necessary.
10. The required qualifications and assessment, the special effects materials that may be used, the licence fees and validity period for each type of special effects operator licence are given below:

Special Effects Operator Class I (Stream A) Licence –

- (a) The applicant must be in possession of a Special Effects Operator Class II (Stream A) licence or equivalent; and
 - (i) relevant experience as the holder of this licence or equivalent of not less than 2 years; or
 - (ii) completion of a training course approved by the Authority; or
 - (iii) any other experience relevant to the operation of the licence being applied for to the satisfaction of the Authority.
- (b) The applicant may be required to take an examination and attend an interview and to conduct a demonstration as to the use of special effects materials.
- (c) May use all or some of the special effects materials included in Parts I, II and III of the Special Effects Materials List, subject to the scope of operation permitted in the licence and the terms and conditions specified in a Stream A discharge permit.
- (d) Licence fee: \$1,625 Assessment fee: \$1,465 Licence validity period: 24 months

Special Effects Operator Class II (Stream A) Licence –

- (a) The applicant must be in possession of a Special Effects Assistant (Stream A) licence or equivalent; and
 - (i) relevant experience as the holder of this licence or equivalent of not less than 2 years; or
 - (ii) completion of a training course approved by the Authority; or
 - (iii) any other experience relevant to the operation of the licence being applied for to the satisfaction of the Authority.
- (b) The applicant may be required to take an examination and attend an interview and to conduct a demonstration as to the use of special effects materials.
- (c) May use all or some of the special effects materials included in Parts II and III of the Special Effects Materials List, subject to the scope of operation permitted in the licence and the terms and conditions specified in a Stream A discharge permit.

(d) Licence fee: \$1,230 Assessment fee: \$1,465 Licence validity period: 24 months

Special Effects Assistant (Stream A) Licence –

- (a) The applicant has completed a training course approved by the Authority.
- (b) The applicant may be required to take an examination and attend an interview.
- (c) May use all or some of the special effects materials included in Parts I, II and III of the Special Effects Materials List under the supervision of the operator-in-charge named in a Stream A discharge permit.
- (d) Licence fee: \$585 Assessment fee: \$545 Licence validity period: 24 months

Special Effects Operator (Stream B) Licence –

- (a) The applicant must be in possession of a Special Effects Assistant (Stream B) licence or equivalent; and
 - (i) relevant experience as the holder of this licence or equivalent of not less than 2 years; or
 - (ii) completion of a training course approved by the Authority; or
 - (iii) any other experience relevant to the operation of the licence being applied for to the satisfaction of the Authority.
- (b) The applicant may be required to take an examination and attend an interview and to conduct a demonstration as to the use of special effects materials.
- (c) May use all or some of the special effects materials included in Parts II and III of the Special Effects Materials List, subject to the scope of operation permitted in the licence and the terms and conditions specified in a Stream B discharge permit.
- (d) Licence fee: \$1,475 Assessment fee: \$1,465 Licence validity period: 24 months

Special Effects Assistant (Stream B) Licence –

- (a) The applicant has completed a training course approved by the Authority.
- (b) The applicant may be required to take an examination and attend an interview.
- (c) May use all or some of the special effects materials included in Parts II and III of the Special Effects Materials List under the supervision of the operator-in-charge named in a Stream B discharge permit.
- (d) Licence fee: \$585 Assessment fee: \$545 Licence validity period: 24 months

Special Effects Operator (Stream A Short term) Licence –

- (a) The applicant must be in possession of a licence issued by a competent Authority equivalent to:
 - (i) a Special Effects Operator Class I (Stream A) licence; or
 - (ii) a Special Effects Operator Class II (Stream A) licence; or
 - (iii) a Special Effects Operator (Stream A Short-term) licence.
- (b) The applicant may be required to attend an interview and to conduct a demonstration as to the use of special effects materials.
- (c) May use all or some of the special effects materials included in Parts I, II and III of the Special Effects Materials List, subject to the scope of operation permitted in the licence and the terms and conditions specified in a Stream A discharge permit.
- (d) Licence fee: \$1,625 Assessment fee: \$1,465 Licence validity period: 6 months or less

Special Effects Operator (Stream B Short term) Licence –

- (a) The applicant must be in possession of a licence issued by a competent Authority equivalent to:
 - (i) a Special Effects Operator (Stream B) licence; or
 - (ii) a Special Effects Operator (Stream B Short-term) licence.
- (b) The applicant may be required to attend an interview and to conduct a demonstration as

to the use of special effects materials.

- (c) May use all or some of the special effects materials included in Parts II and III of the Special Effects Materials List, subject to the scope of operation permitted in the licence and the terms and conditions specified in a Stream B discharge permit.
- (d) Licence fee: \$1,625 Assessment fee: \$1,465 Licence validity period: 6 months or less

Special Effects Assistant (Stream A Short term) Licence –

- (a) The applicant must be in possession of a licence issued by a competent Authority equivalent to:
 - (i) a Special Effects Assistant (Stream A) licence; or
 - (ii) a Special Effects Assistant (Stream A Short-term) licence.
- (b) The applicant may be required to attend an interview and to conduct a demonstration as to the use of special effects materials.
- (c) May use all or some of the special effects materials included in Parts I, II and III of the Special Effects Materials List under the supervision of the operator-in-charge named in a Stream A discharge permit.
- (d) Licence fee: \$585 Assessment fee: \$545 Licence validity period: 6 months or less

Special Effects Assistant (Stream B Short term) Licence –

- (a) The applicant must be in possession of a licence issued by a competent Authority equivalent to:
 - (i) a Special Effects Assistant (Stream B) licence; or
 - (ii) a Special Effects Assistant (Stream B Short-term) licence.
- (b) The applicant may be required to attend an interview and to conduct a demonstration as to the use of special effects materials.
- (c) May use all or some of the special effects materials included in Parts II and III of the Special Effects Materials List under the supervision of the operator-in-charge named in a Stream B discharge permit.
- (d) Licence fee: \$585 Assessment fee: \$545 Licence validity period: 6 months or less

- 11. Applicants for variation of scope of operation will be subject to an assessment. The assessment fees for the respective type and class of licence are specified in para.10 above. Successful applicants who pass the assessment will have to pay for the licence alteration fee of \$135.
- 12. To facilitate the processing of a special effects operator licence application, the applicant shall make a payment for the special effects operator licence fee as soon as possible upon receipt of a General Demand Note (GDN) issued by the Special Effects Licensing Unit (SELU). The payment methods are shown on the back page of the GDN. If the applicant would like to pay the fee by cash or crossed cheque, he/she should go to a convenience store or post office, where appropriate, to make the payment first and submit a copy of the payment receipt to the SELU staff for verification and filing before collecting the licence. A special effects operator licence may be issued subject to such terms and conditions, and the permitted scope of operation as the Authority thinks fit.
- 13. It is an offence to offer any bribe or inducement to the staff of the Entertainment Special Effects Licensing Authority in return for favouritism in processing an application. Any such offer will result in the application concerned being cancelled and the case reported to the Independent Commission Against Corruption. Any offer by a person to assist in an application in return for an advantage should be reported to this Authority or the Independent Commission Against Corruption.

**Performance Pledge on
Processing of Special Effects Operator Licence Applications**

<u>Type of Service</u>	<u>Processing Time</u>
Notification to applicants on the decision about fit and proper check	4 weeks
Issue of licences upon passing the assessment and fit and proper check	3 working days

Statement of Purpose of Providing Personal Data

1. The personal data provided in this application will be used for the purpose of processing your application.
2. The personal data in this application may be disclosed to any relevant government departments and kept by these departments for the purpose of processing this application.
3. According to the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to the personal data provided in this application. Your right of access includes the right to obtain a copy of the personal data provided in this application.

Enquiry

Enquiries regarding this application or the personal data collected on this application including checking and amendment of data may be directed to the Special Effects Licensing Unit of the Create Hong Kong:

Address: 39/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.

Tel.: 2594 0465 or 2594 0466

Fax: 3101 0929

E-mail: esela@createhk.gov.hk