

**HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY**

**GUIDANCE NOTES ON APPLICATION FOR THE
GRANT OF AMUSEMENT GAME CENTRE LICENCE**

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Note : This is not a legal document. Information contained in this Guidance Notes is for reference only. All matters arising from an application for the grant of an amusement game centre licence are dealt with in the manner prescribed under Section 5 of the Amusement Game Centres Ordinance, Cap. 435.

February 2023

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 public officer appointed by the Secretary for Home and Youth Affairs (“appointed public officer”) 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 Hong Kong e-Legislation at <https://www.elegislation.gov.hk/> for contents of the Ordinance. 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 Office of the Licensing Authority of the Home Affairs Department (OLA), Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point,, Hong Kong either in person or in writing; or
 - (b) Website of the OLA at <https://www.hadla.gov.hk/el/en/forms/index.html>;
- (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 “Amusement Game Centre Licence – 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) 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 relevant 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 “Amusement Game Centre Licence – Performance Pledge”. **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 appointed public officer 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 appointed public officer.
- (10) For convenience of the public, a register containing the dates of all applications which have been accepted by the appointed public officer, the names of the applicants and the addresses of their proposed premises is available for inspection at the reception counter of the OLA during office hours.
- (11) If you require any further information or assistance relating to your application, please telephone the OLA at 2116 5230 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 OLA with the following :-
 - (a) one copy of the applicant’s Hong Kong 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”;

- (d) a written statement from the registered owner of the proposed premises giving permission to the appointed public officer, staff of the Home Affairs Department 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 appointed public officer and staff of the Home Affairs Department. The written statement should be given in the proforma at Annex B; and
- (f) To allow ample time to process your application, you should submit the completed application form in triplicate and related documents in person at the OLA between 9:30 a.m. and 12:00 noon or between 2:00 p.m. and 3:30 p.m. (except Saturdays, Sundays and public holidays). You can also complete and submit the form via the electronic submission channel at <https://eform.cefs.gov.hk/form/had089/en/>. For submission of the form via electronic submission channel, you should submit the required supporting documents (*if applicable*) with the transaction reference number quoted to the OLA by hand, *within 7 working days* after making the electronic submission. If the application is accepted, you will be issued with a demand note to make payment accordingly. We will show you how to make the payment then. **Please note that starting from November 2019, we do not handle cash/ cheque transactions. Do not send cash/ cheque by mail to avoid delay in processing application.**

(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 “Amusement Game Centre Licence - Statutory Requirement of Advertising an Application”.
- (3) To facilitate preparation of the public register of accepted applications, applicants are requested to provide a written statement authorizing the appointed public officer and staff of the Home Affairs Department to enter information relating to their applications in the register. The written statement should be given in the proforma at Annex C.

Office of the Licensing Authority
Home Affairs Department
February 2023

To: The public officer appointed by the Secretary for Home and Youth Affairs

**Application for Amusement Game Centre Licence
at**

I, being the registered owner of the premises at _____

hereby consent to the public officer appointed by the Secretary for Home and Youth Affairs, staff of the Home Affairs Department and the 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./Mrs./Miss/Ms.*

_____ .

Signature : _____

Name : _____

HKID Card No. : _____

Date : _____

* Delete if inappropriate

To: The public officer appointed by the Secretary for Home and Youth Affairs

**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 public officer appointed by the Secretary for Home and Youth Affairs and staff of the Home Affairs Department

Signature : _____

Name : _____

HKID Card No. : _____

Date : _____

To: The public officer appointed by the Secretary for Home and Youth Affairs

**Application for Amusement Game Centre Licence
at**

I hereby consent to the public officer appointed by the Secretary for Home and Youth Affairs and staff of the Home Affairs Department 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 Office of the Licensing Authority of the Home Affairs Department for public inspection.

Signature : _____

Name : _____

HKID Card No. : _____

Date _____

AMUSEMENT GAME CENTRE LICENCE

Guidelines for Granting of a Licence

An Amusement Game Centre Licence will not normally be granted unless the public officer appointed by the Secretary for Home and Youth Affairs (“appointed public officer”) is satisfied that :-

- (a) the applicant has attained the age of 18 years;
- (see Note 1) (b) the applicant is a fit and proper person to operate an amusement game centre;
- (c) the applicant will adequately and personally supervise the operation of the amusement game centre;
- (d) the applicant is not the agent, representative or servant of any person whose Amusement Game Centre Licence has been revoked or whose application to renew an Amusement Game Centre Licence has been refused;
- (see Note 2) (e) the proposed amusement game centre is located in a building used solely for commercial purposes;
- (see Note 2) (f) the proposed amusement game centre is not located in a building already accommodating an existing amusement game centre or an educational institution (in this context, “building” is intended to include individual blocks, or where applicable, the podium level of a development with more than one block);
- (see Note 3) (g) existing amusement game centre(s) or educational institution(s) is/are not within a radius of 100 metres from the main entrance of the proposed amusement game centre;
- (see Note 4) (h) the proposed amusement game centre is located in an area suitable for the operation of an amusement game centre;
- (i) the applicant has complied with all conditions relating to ventilation, fire prevention and health as required by the Food and Environmental Hygiene Department, Fire Services Department and other departments concerned; and other fitting-out requirements of the appointed public officer;
- (j) the proposed amusement game centre has been installed with machines in strict accordance with the layout plan approved by the appointed public officer; and

(see Note 5) (k) the games/machines to be installed at the proposed amusement game centre have been approved by the appointed public officer.

Notes

- (1) An application for licence from a person who has been convicted of a criminal offence may be refused if :-
 - (a) the offence is one under the Amusement Game Centres Ordinance (Cap. 435), or the offence is one punishable by a period of imprisonment of 12 months or more but excluding offences under the Road Traffic Ordinance (Cap. 374); and
 - (b) the applicant was aged 16 years or over at the time of the offence; and
 - (c) the offence was committed less than 5 years prior to the date of application or, it was committed after the said date but before the issue of licence or, in the case of triad offences, the applicant is considered to have been active in triad activities within the last 5 years.
- (2) A building is one which has been issued with an Occupation Permit. A building under construction or which has not been issued with an Occupation Permit will not be considered.
- (3) All applications will be considered on individual merits. If the application is a relocation of an existing amusement game centre within a radius of 100 metres from the main entrance of the proposed amusement game centre, factors such as the number of existing amusement game centres and educational institutions, and the relative distance between each amusement game centre within a radius of 100 metres and the distance of educational institutions from the main entrance of the proposed amusement game centre, and whether the relocation will bring about any improvement to the local environment, etc, may be taken into account in considering the licence application.
- (4) The appointed public officer may take into account the views of persons residing/working in the district.
- (5) Applicable to amusement game centres for persons under the age of 16 years. A list of approved games/machines is available for inspection at the Office of the Licensing Authority of the Home Affairs Department. Specific approval from the appointed public officer is required for installation of games/machines not included in the list.

Office of the Licensing Authority
Home Affairs Department
February 2023

AMUSEMENT GAME CENTRE LICENCE

Statutory Requirement of Advertising an Application

The following questions and answers aim to assist you in understanding the statutory requirement of advertising an application.

Q.1 Why is it necessary for the applicant to advertise his application and how to place the advertisement?

It is prescribed by section 5(2) of the Amusement Game Centres Ordinance. In brief, the applicant is required to advertise his application on not less than two occasions, in Chinese, in one Chinese language newspaper circulating in Hong Kong and on not less than two occasions, in English, in one English language newspaper circulating in Hong Kong.

Q.2 When should the applicant advertise his application and what should the applicant do after advertising his application?

The applicant has to advertise his application as soon as possible and return copies of the full page containing the advertisement from each of the newspapers in which it appeared to the Office of the Licensing Authority of the Home Affairs Department within **10 working days** from the date of acknowledgement of his application.

Q.3 How to prepare the advertisement?

For advertisement in an English newspaper :-

“Notice is hereby given that (name of applicant) of (address of applicant) is applying to the public officer appointed by the Secretary for Home and Youth Affairs for new issue of an Amusement Game Centre Licence for the operation of (number of machines) amusement game machines/devices at (address of the proposed amusement game centre), and that any person who has any objections to this application should send a written and signed statement of the reasons of objection to the public officer appointed by the Secretary for Home and Youth Affairs, Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong, within 14 days from the date of this notice.

Date : (date on which the advertisement appears)”

For advertisement in a Chinese newspaper :-

“現特通告：(申請人姓名) 其地址為(申請人地址)，現向民政及青年事務局局長委派的公職人員申領遊戲機中心牌照，以便在(建議遊戲機中心地址)使用(遊戲機數目)部遊戲機/裝置，特此通知。任何人士如反對該項申請，須在本告示發出日期起計的 14 天內，以書面向民政及青年事務局局長委派的公職人員(地址：香港北角電氣道 183 號友邦廣場 25 樓 2503-05 室)提出反對的理由，並加簽署。

日期：(刊登廣告的日期)”

Q.4 What will happen if the applicant fails to submit the advertisement within the stipulated deadline?

The application will be regarded as **invalid** if the applicant fails to submit the advertisement within 10 working days from the date of acknowledgement of his application. The public officer appointed by the Secretary for Home and Youth Affairs will not process his application any further.

Office of the Licensing Authority
Home Affairs Department
February 2023

AMUSEMENT GAME CENTRE LICENCE
Performance Pledge

Service	Targets
Issue of licence	
- Issue of letter of intention to refuse application which do not require inter-departmental consultation	4 weeks
- Issue of letter of further consideration or intention to refuse (for cases involving inter-departmental consultation)	15 weeks
- Issue of licence (Note A)	3 weeks
Renewal of licence	6 weeks
Variation of licence particulars	4 weeks
Approval to operate games/machines (Note B)	2 weeks
Transfer of licence	8 weeks

Note A - Upon applicant's satisfactory compliance with all requisite licensing requirements.

Note B - From the date of viewing session.

Office of the Licensing Authority
Home Affairs Department
February 2023

AMUSEMENT GAME CENTRE LICENCE

Licence Conditions

(Centres for persons who have attained the age of 16 years)



1. No person under the age of 16 years shall be admitted to the centre.
2. No machine or device shall be operated between the hours of 2:00 a.m. and 8:00 a.m. daily. Shorter permitted hours of operation may be imposed by the public officer appointed by the Secretary for Home and Youth Affairs (“appointed public officer”) when circumstances require.
3. The licensee shall not transfer his licence to another person except as provided in section 6 of the Amusement Game Centres Ordinance.
4. Where any person(s) is(are) appointed to manage the centre as agent(s), the appointment shall be in the form of written delegation. Such written delegation shall carry a photograph of the agent(s) and be submitted to the appointed public officer within 7 days of his/her or their appointment. The written delegation shall also be displayed in the premises.
5. The licensee or his/her agent(s) shall be present at the premises at all times when the centre is in operation.
6. The licensee and any person who operates, keeps, manages or otherwise has control of the centre or assists in any capacity in the operation, keeping, management or other control of the centre shall ensure that they can be properly identified as the licensee or members of staff by means of a uniform, an identity badge or other suitable means when on duty at the premises.
7. The licensee shall display a notice(s) in Chinese and English in the form prescribed in the Annex at the entrance(s) of the premises indicating clearly and prominently that the centre is licensed and the age restriction to entry.
8. The premises shall be operated in strict accordance with the layout plan approved by the appointed public officer. Application for a change of the layout plan is not required provided :-
 - (a) the size of a new machine does not exceed that of the one to be replaced in situ;
 - (b) there is no change in the total number of machines/devices in the premises;
 - (c) there is no structural alterations to the premises;
 - (d) there is no alterations to means of escape; and
 - (e) no machines requiring endorsement of EMSD are involved.
9. The licence and copies of the licence conditions and layout plans currently approved by the

appointed public officer shall be kept inside the premises and be made available to the police or a public officer authorized by the appointed public officer for inspection upon demand.

- 10(a) The licensee must not install machines/devices with games that are obscene (which includes violence, depravity or repulsiveness) or have been classified as Class III (Obscene) under the Control of Obscene and Indecent Articles Ordinance (COIAO) (Cap. 390) (See **Note**);
- 10(b) The licensee must not install machine/devices with games that are indecent (which includes violence, depravity or repulsiveness) or have been classified as Class II (Indecent) under the COIAO unless adequate measures are taken to prevent patrons under the age of 18 from viewing the content displayed in such games; in this regard, if the licensee wishes to install such machines/devices, the licensee must establish a segregated area for the same to which patrons under 18 have no access and cannot view or play any such games; layout of such segregated area must be first approved by the appointed public officer and the area must not exceed 50% of the total area of the premises. The number of machines/devices installed in such area must not exceed 50% of the approved number of machines/devices for the Amusement Game Centre concerned (See **Note**);
- 10(c) The licensee must not install machines/devices with games that contravene the Gambling Ordinance (Cap. 148); and
- 10(d) The licensee must ensure that no machine/device is installed with game which may compromise the safety or health of any person in the premises.
11. The names of the games being played shall be readily ascertainable from the screens or the outer parts of the machines or devices which are in operation.
12. No bet shall be wagered or paid at the premises, nor shall any person offer or receive any advantage to be determined by the result of any game played on a machine or device.
13. No prizes or cash refund shall be offered or given to any person in consequence of the result of any game on a machine or device.
14. No business other than that of an amusement game centre shall be permitted in the premises without the written permission of the appointed public officer.
15. No persons in school uniform shall be allowed at the premises. No clothing or cover shall be provided to the patrons for circumvention of this condition.
16. Premises must be brightly lit (not less than 50 lux measured at one metre above floor level and at any point at least one metre from walls).
17. The licensee shall ensure that the centre is operated in accordance with all the licensing requirements as stipulated by the appointed public officer including -
 - (a) standard requirements and conditions for health and ventilation;
 - (b) standard fire safety requirements for mechanical ventilating systems;
 - (c) standard requirements for provision against fire;

(d) standard requirements for no smoking signs;

and any other additional licensing requirements stipulated by the appointed public officer from time to time.

18. No partitions shall be erected in areas accessible to the public for the playing of machines or devices without the written permission of the appointed public officer.
19. The licensee shall maintain peace and good order in the premises.
20. When no one is entering or leaving the centre, the door(s) of the centre must be kept closed at all times when the centre is in operation, and the licensee shall ensure that the noise generated by the operation of the centre does not cause annoyance to any person outside the centre.
21. The appointed public officer, a police officer or any authorized public officer shall be permitted to enter and inspect the premises for the purpose of ensuring that the provisions of the Amusement Game Centres Ordinance and the conditions of the licence are complied with.

Note

- I. In case of doubt with any of the matters under Condition 10(a) and (b) above, the licensee is advised to submit the game in question to the Obscene Articles Tribunal for a ruling thereon. For installation of machines/devices with games for persons who have attained 18 years of age only, please refer to the relevant Guide issued by the appointed public officer.
- II. Enforcement action, which may include seizure of a machine/device with game believed to contravene any of the above licence conditions will be taken, without notice, where necessary.

Office of the Licensing Authority
Home Affairs Department
February 2023

A

AMUSEMENT GAME CENTRE LICENCE

Standard Requirements for Notice (Centres for persons who have attained the age of 16 years)

A notice reading “Licensed Amusement Game Centre 持牌遊戲機中心” and with the following wordings, in both English and Chinese, shall be displayed at a conspicuous place at the entrance(s) of the premises -

“No person under the age of 16 years is allowed.”

「16 歲以下人士不得進入。」

The size of the English letters shall be not less than 10 mm (H) x 5 mm (W) and the size of the Chinese characters not less than 10 mm (H) x 10 mm (W).

Office of the Licensing Authority
Home Affairs Department
February 2023

AMUSEMENT GAME CENTRE LICENCE

Licence Conditions **(Centres for persons under the age of 16 years)**

C

1. Other than authorized or exempted persons, no person of 16 years of age or above shall be admitted to the centre unless he/she is in charge of another person under 16 years of age.
2. No machine or device shall be operated between the hours of 8:00 p.m. and 10:00 a.m. daily. Shorter permitted hours of operation may be imposed by the public officer appointed by the Secretary for Home and Youth Affairs (“appointed public officer”) when circumstances require.
3. The licensee shall not transfer his licence to another person except as provided in section 6 of the Amusement Game Centres Ordinance.
4. Where any person(s) is(are) appointed to manage the centre as agent(s), the appointment shall be in the form of written delegation. Such written delegation shall carry a photograph of the agent(s) and be submitted to the appointed public officer within 7 days of his/her or their appointment. The written delegation shall also be displayed in the premises.
5. The licensee or his/her agent(s) shall be present at the premises at all times when the centre is in operation.
6. The licensee and any person who operates, keeps, manages or otherwise has control of the centre or assists in any capacity in the operation, keeping, management or other control of the centre shall ensure that they can be properly identified as the licensee or members of staff by means of a uniform, an identity badge or other suitable means when on duty at the premises.
7. The licensee shall display a notice(s) in Chinese and English in the form prescribed in the Annex at the entrance(s) of the premises indicating clearly and prominently that the centre is licensed, the age restriction to entry, the exceptions to entry restriction, and the penalty of \$50,000 fine and 6 months’ imprisonment for unauthorized entry.
8. The premises shall be operated in strict accordance with the layout plan approved by the appointed public officer. Application for a change of the layout plan is not required provided :-
 - (a) the size of a new machine does not exceed that of the one to be replaced in situ;
 - (b) there is no change in the total number of machines/devices in the premises;
 - (c) there is no structural alterations to the premises;
 - (d) there is no alterations to means of escape; and
 - (e) no machines requiring endorsement of EMSD are involved.

9. The licence, together with the approved list of games attached to it, and copies of the licence conditions and layout plans currently approved by the appointed public officer shall be kept inside the premises and be made available to the police or a public officer authorized by the appointed public officer for inspection upon demand.
10. Only those types of games in the approved list of games attached to the licence shall be installed or placed for use or operation in the premises.
11. The names of the games being played shall be readily ascertainable from the screens or the outer parts of the machines or devices which are in operation.
12. No bet shall be wagered or paid at the premises, nor shall any person offer or receive any advantage to be determined by the result of any game played on a machine or device.
13. No prizes or cash refund shall be offered or given to any person in consequence of the result of any game on a machine or device.
14. No business other than that of an amusement game centre shall be permitted in the premises without the written permission of the appointed public officer.
15. No persons in school uniform shall be allowed at the premises. No clothing or cover shall be provided to the patrons for circumvention of this condition.
16. Premises must be brightly lit (not less than 50 lux measured at one metre above floor level and at any point at least one metre from walls).
17. The licensee shall ensure that the centre is operated in accordance with all the licensing requirements as stipulated by the appointed public officer including -
 - (a) standard requirements and conditions for health and ventilation;
 - (b) standard fire safety requirements for mechanical ventilating systems;
 - (c) standard requirements for provision against fire;
 - (d) standard requirements for no smoking signs;and any other additional licensing requirements stipulated by the appointed public officer from time to time.
18. No partitions shall be erected in areas accessible to the public for the playing of machines or devices without the written permission of the appointed public officer.
19. The licensee shall maintain peace and good order in the premises.
20. When no one is entering or leaving the centre, the door(s) of the centre must be kept closed at all times when the centre is in operation, and the licensee shall ensure that the noise generated by the operation of the centre does not cause annoyance to any person outside the centre.
21. The appointed public officer, a police officer or any authorized public officer shall be permitted to enter and inspect the premises for the purpose of ensuring that the provisions of the Amusement Game Centres Ordinance and the conditions of the licence are complied

with.

Office of the Licensing Authority
Home Affairs Department
February 2023

C

AMUSEMENT GAME CENTRE LICENCE

Standard Requirements for Notice (Centres for persons under the age of 16 years)

A notice reading “Licensed Amusement Game Centre 持牌遊戲機中心” and with the following wordings, in both English and Chinese, shall be displayed at a conspicuous place at the entrance(s) of the premises -

“No person aged 16 years or above is allowed except any authorized or exempted person or any person accompanying another who is under the age of 16 years for the purposes of the care and welfare of that person.

Offenders are liable to a fine of \$50,000 and to imprisonment for 6 months.”

「凡年滿 16 歲人士不得進入，除獲授權或豁免或須入內照顧所陪同 16 歲以下人士，以保障其福利。

違例者可被罰款 \$50,000 及監禁 6 個月。」

The size of the English letters shall be not less than 10 mm (H) x 5 mm (W) and the size of the Chinese characters not less than 10 mm (H) x 10 mm (W).

Office of the Licensing Authority
Home Affairs Department
February 2023

GUIDE FOR AMUSEMENT GAME CENTRE LICENSEES

Positioning of Amusement Game Machines in your Centre

The following questions and answers aim to assist you in positioning the amusement game machines in your centre.

Q.1 Why are there spacing rules for amusement game centres?

The objectives of the spacing rules are :-

- To prevent amusement game machines from being positioned in an over-congested manner.
- To provide adequate space for circulation and fire escape routes.

Q.2 How should amusement game machines be positioned?

New applications for amusement game centres (and existing licensees who wish to change their centre layout plan) are required to observe the following spacing rules :-

- There must be a general passageway of at least 2.0 metre (or 2,000 mm) leading to each and every amusement game machine in a centre.
- No amusement game machines should be placed within 1.0 metre (or 1,000 mm) from any entrance, exit or staircase landings.

Q.3 How to prepare layout plans in support of applications for grant of licence and subsequent changes in an amusement game centre?

First of all, you must appoint an Authorized Person to prepare the layout plans. The definition of an Authorized Person is given in section 2 of the Buildings Ordinance, which may include an Architect, an Engineer or a Surveyor. When preparing the layout plans, you should remind your Authorized Person the following points :-

- It must be drawn to the scale of 1:100 and in metric. A total of 3 copies are required.

- It must contain the following details :-
 - (a) the full address and total floor area of the premises;
 - (b) the size, the total number and the total number of device of all amusement game machines;
 - (c) all significant interior measurements of the premises, i.e. the length and width at various locations;
 - (d) fixed installations, i.e. counters, air-conditioning plants and other machines, such as vending machines, etc.; and
 - (e) partitioned areas used for other purposes, i.e. storerooms, offices, toilets and workshops, etc.

- It should be certified by the Authorized Person to the effect that :-
 - (a) the premises are located in a building solely for commercial purpose (Note - This is NOT applicable to a licence already granted in a mixed user building);
 - (b) the premises are a legal structure;
 - (c) the premises are structurally suitable for use as an amusement game centre;
 - (d) the premises are being provided with the required means of fire escape;
 - (e) the proposed use of the premises is not contrary to the Government lease conditions; and
 - (f) the proposed premises have been issued with an Occupation Permit.

- Each layout plan must be signed by the Authorized Person and endorsed by the applicant/licensee.

————— A sample layout plan is attached for your reference. If you have any further enquiries, please contact our licensing officers at Tel. 2116 5142 or 2116 5150.

Q.4 Under what circumstances is application for a change of the layout plan not required?

Application for a change of layout is not required provided :-

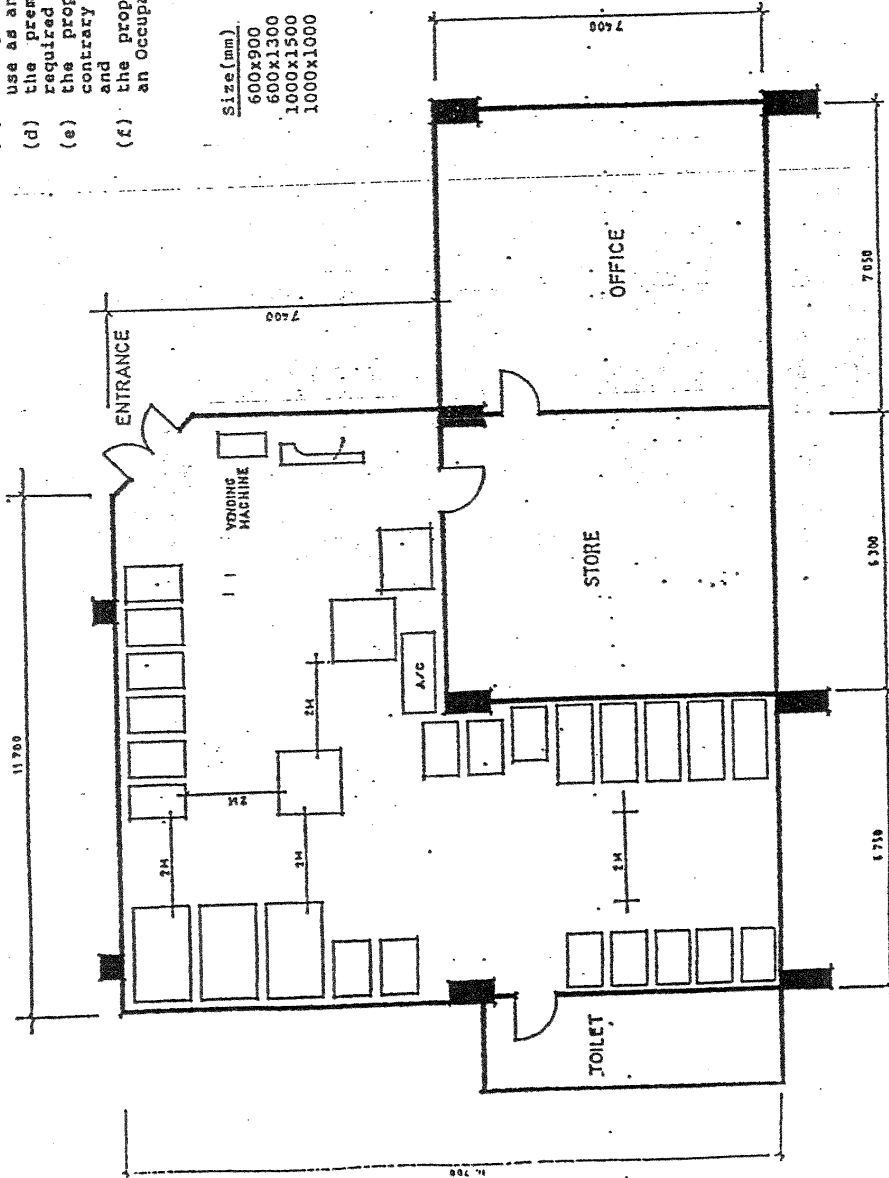
- the size of a new machine does not exceed that of the one to be replaced in situ;
- there is no change in the total number of machines/devices in the premises;
- there is no structural alterations to the premises;
- there is no alterations to means of escape;
- no machines requiring endorsement of EMSD are involved; and
- no partitioning is involved.

Office of the Licensing Authority
Home Affairs Department
February 2023

This is to certify that:-

- (a) the premises are located in a building solely for commercial purpose;
- (b) the premises are a legal structure;
- (c) the premises are structurally suitable for use as an amusement game centre;
- (d) the premises are being provided with the required means of fire escape;
- (e) the proposed use of the premises is not contrary to the Government lease conditions;
- (f) the proposed premises have been issued with an Occupation Permit.

Size(mm)	No. of machine	No. of device
600x900	16	16 (16x1)
600x1300	5	5 (5x1)
1000x1500	5	6 (3x2)
1000x1000	3	3 (3x1)
	<u>27</u>	<u>30</u>



APPLICANT CHEUNG SAM	PROJECT SHOP A, G/F ENTERTAINMENT COMMERCIAL BUILDING FUN FUN STREET, WAN CHAI, HONG KONG	AUTHORIZED PERSON CHUN TAI WAH ADD. 5, UNITED ST., KUN.
	SCALE 1:100	TOTAL FLOOR AREA 250.00m ²

GUIDE FOR AMUSEMENT GAME CENTRE LICENSEES

Installing Machines/Devices with Games Exclusively for Persons who have Attained 18 Years of Age

AGC licence condition 10(b) stipulates that “a licensee must not install machines/devices with games that are indecent (which includes violence, depravity or repulsiveness) or have been classified as Class II (Indecent) under the control of Obscene and Indecent Articles Ordinance (Cap. 390) (COIAO) unless adequate measures are taken to prevent patrons under the age of 18 from viewing the content displayed in such games;”

It further stipulates that if the licensee wishes to install such machines/devices, the licensee must establish a segregated area for the same to which patrons under 18 have no access and cannot view or play any such games; layout of such segregated area must be first approved by the public officer appointed by the Secretary for Home and Youth Affairs (“appointed public officer”) and the area must not exceed 50% of the total area of the premises with number of machines/devices installed in that area not more than 50% of the approved number of machines/devices or the AGC concerned.

AGC licensees who wish to install the above games exclusively for persons who have attained 18 years of age have to seek approval to the proposed layout from the appointed public officer. They should submit an application for change in layout plan on T-2 form. In submitting the application to the appointed public officer, a revised layout plan in respect of the proposed premises has to be prepared in accordance with “Guide for Amusement Game Centre Licensees – Positioning of Amusement Game Machines in your Centre” and, in addition, the guidelines set out below:

- (a) The area for installing games that are indecent or have been classified as Class II (Indecent) under the COIAO must not be more than 50% of the total floor area of the amusement game centre. The area must be designated as “Area only for persons who have attained 18 years of age” (the Area) and clearly indicated as a shaded area on the revised layout plan as shown at **Annex**.
- (b) Proper signage must be provided at the entrance or access point to the Area with the following advice “The machines/devices installed in the area beyond this signage are with games exclusively for patrons who have attained 18 years of age. Only persons who have attained 18 years of age are allowed beyond this signage.”
- (c) Not more than 50% of the approved number of machines/devices for the AGC may be installed in the Area. Machines/devices for installation in the Area must be installed in such a way to prevent patrons under the age of 18 from viewing the content displayed in such games even from outside the Area.
- (d) Each machine installed in the Area must have the following notice affixed to its

body:

“WARNING : THIS ARTICLE CONTAINS MATERIAL WHICH MAY OFFEND AND MAY NOT BE DISTRIBUTED, CIRCULATED, SOLD, HIRED, GIVEN, LENT, SHOWN, PLAYED OR PROJECTED TO A PERSON UNDER THE AGE OF 18 YEARS

警告： 本物品內容可能令人反感；不可將本物品派發、傳閱、出售、出租、交給或出借予年齡未滿 18 歲的人士或將本物品向該等人士出示、播放或放映”

The following shall apply in respect of the notice :-

- (i) the letters and characters constituting the notice shall occupy an area which is at least equal to 20% of the screen area where the game is displayed;
 - (ii) the letters and characters referred to in (i) above shall be of a colour which contrasts with the colour of the background upon which they are printed; and
 - (iii) the area within which the notice is displayed shall not contain anything other than the letters and characters constituting the notice.
- (e) The Area must be conspicuously identified by erecting opaque partitions which are not collapsible, easily removable and not less than 2 metres in height. The partitions must be clearly indicated on the layout plan with AP’s certification that such partitioning is structurally safe and will not obstruct the means for fire escape. Where necessary Buildings Department of the HKSARG should be consulted.
- (f) The licensee or the agent appointed by him/her should frequently patrol the Area and try to check the age of patrons intending to enter the Area. If they are in doubt whether a patron has attained 18 years of age, they should refuse his/her entry to the Area.

Office of the Licensing Authority
Home Affairs Department
February 2023

This is to certify that:-

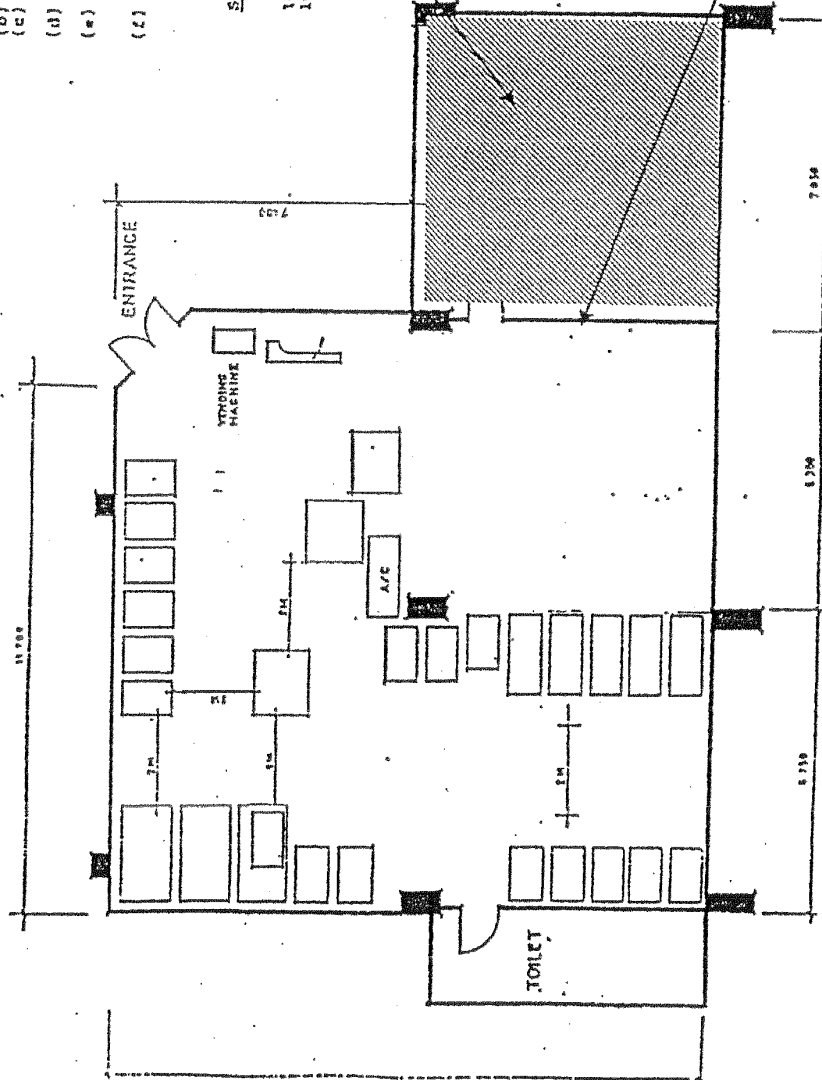
- (a) the premises are located in a building solely for commercial purpose;
- (b) the premises are a legal structure;
- (c) the premises are structurally suitable for use as an amusement game centre;
- (d) the premises are being provided with the required means of fire escape;
- (e) the proposed use of the premises is not contrary to the Government lease conditions; and
- (f) the proposed premises have been issued with an occupation permit.

Size(mm)	No. of machine	No. of device
600x900	16	16 (16x1)
600x1200	5	5 (5x1)
1000x1500	3	6 (3x2)
1000x1000	3	3 (3x1)
	<u>27</u>	<u>30</u>

Area only for persons who have attained 18 years of age
只供年滿十八歲人士進入的地方

Floor area: _____ m²
No. of device: _____

Size	No. of machines	No. of devices



Proposed partitions (height: _____ m)

APPLICANT <i>Sam Sam</i> CHEUNG SAM	PROJECT SHOP A / G/F ENTERTAINMENT COMMERCIAL BUILDING FURN FURN STREET, WANCHAI, HONG KONG	AUTHORIZED SIGNER <i>Chan Tin Lam</i> CHAN TIN LAM ADD: 3, UNITED ST. HONG KONG
SCALE 1 : 100	TOTAL FLOOR AREA 250.00m ²	

Amusement Game Centre Licence Checklist for Making an Application

If the documents required for your application are ready, please put a “✓” in the corresponding box.

Application Form

- application form completed and returned in triplicate
- properly endorsed by the applicant
- indication of type of centre
- address of the proposed premises clearly shown in English and Chinese
- a copy of the applicant’s Hong Kong Identity Card

Survey Sheet

- original copy of a 1:1000 survey sheet attached
- indication of the location and entrance of the proposed premises
- a circle with the entrance of the proposed premises as centre and 100 metres in radius are marked on the survey sheet
- already endorsed by an Authorized Person and the applicant to be a true and correct representation of the location of the centre

Layout Plan

- 3 copies of layout plan attached
- certification by Authorized Person on the layout plan in accordance with the “Guide for Amusement Game Centre Licensees – Positioning of Amusement Game Machines in Your Centre”
- layout plan already endorsed by an Authorized Person and the applicant
- address of the proposed premises clearly shown
- address of the proposed premises tally with the one shown in application form

Application Fee of \$535

- Application fee prepared

Note: Do not send cash/ cheque by mail to avoid delay in processing application.