

AMUSEMENT GAME CENTRE LICENCE

Guide for Application for Extension of Licensed Premises

All applications for extension of licensed premises of an existing Amusement Game Centre are processed as if applications for the grant of a new licence. For details, please refer to guidance notes on application for the grant of Amusement Game Centre 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 (Form T-3) obtainable, either in person or in writing, from 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 or downloadable from the homepage of the OLA at <https://www.hadla.gov.hk/el/en/forms/index.html>.
- (c) To allow ample time to process your application, the applicant will have to submit the completed application form in triplicate and the 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). The applicant can also complete and submit the form via electronic submission channel at <https://eform.cefs.gov.hk/form/had089/en/>. For forms submitted via electronic submission channel, the applicant has to 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.
- (d) The applicant is required to submit the following documents:
 - one copy of the applicant's Hong Kong Identity Card;
 - 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.
 - three 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";

- a written statement from the registered owner(s) of the proposed premises giving permission to the public officer appointed by the Secretary for Home and Youth Affairs (“appointed public officer”) and staff of the Home Affairs Department and other departments concerned to enter and inspect the premises (Annex A of Form T-3);
 - 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 (Annex B of Form T-3); and
 - a written statement from the applicant authorizing the appointed public officer and staff of the Home Affairs Department to enter information related to the application in the public register of accepted applications (Annex C of Form T-3).
- (e) 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.
- (f) The application will be processed upon payment of an application fee of HK\$535. The fee is non-refundable. **(Do not send cash/ cheque by mail to avoid delay in processing application.)**
- (g) The applicant is required to advertise his application in the local newspapers and return the advertisements within 10 working days from the date of acknowledgement of the application.
- (h) 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 approval-in-principle to the application is granted.**
- (i) 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.
- (j) 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.
- (k) If the applicant is not satisfied with the decision of the appointed public officer, 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 appointed public officer.
- (l) 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.

- (m) If applicants require any further information or assistance relating to the application, they may call the OLA at 2116 5230 during office hours.

Office of the Licensing Authority
Home Affairs Department
February 2023