

PERMIT APPLICATION GUIDE FOR AMUSEMENT RIDES IN SINGAPORE

Version 3.2

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Disclaimer

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1. Introduction

1 Introduction

This guide serves as a reference for amusement ride operators, permit applicants and Qualified Persons (QPs) who are applying for the following permits or approvals for amusement rides intended to be operated in Singapore, or currently operating in Singapore:

- Installation permit;
- Operating permit;
- Renewal of operating permit;
- Modification permit;
- Relocation of amusement ride;
- Minor modifications of amusement ride; or
- Change of QP or ride manger (RM).

This guide aims to provide the ride operators, applicants or persons responsible and QPs with clear instructions pertaining to the application process, and should be read in conjunction with the Amusement Rides Safety Act (Chapter 6A) (referred to as the “Act” in this guide) and the Amusement Rides Safety Regulations 2011 (referred to as the “Regulations” in this guide). This guide only provides instructions on how to apply for the permits and approvals, and does not address all the statutory duties required of the responsible parties. Therefore, the applicants and QPs are strongly advised to refer closely to the Act and Regulations and other guidelines provided by BCA for amusement rides safety on duties and responsibilities.

1.1 General Enquiries

Enquiries regarding the application can be made through the following methods:

- Email: BCA_AMUSEMENT_RIDES@bca.gov.sg
- Telephone: (65) 1800-3425222 (1800-DIAL BCA)

Please allow 3 working days for the Commissioner to respond to any email enquiries.

1.2 Application Address

All permit applications are to be submitted by hand or by post at the following address:

Address: **Building and Construction Authority**
Building Plan and Management Group
52 Jurong Gateway Road, #11-01
Singapore 608550

Attention to: Electrical and Mechanical Engineering Department

Operating hours: 8.30am to 5pm, Monday to Friday (except public holidays)

1.3 Forms and Templates for Certificates

All forms and certificates can be obtained from one of the following methods:

- Download from BCA website at:
<http://www.bca.gov.sg/AmusementRideSafety/amusementrides.html>
- Request for a hardcopy during the consultation session

2. General Advice to Applicants and Qualified Persons

2 General Advice to Applicants and Qualified Persons

2.1 Early Submission

It is highly recommended that applications are submitted early, so that there is ample time for the required checks, inspections and preparations should the Commissioner request for further information, measures or actions to be taken.

2.2 Pre-Application Consultation

The applicant, usually the amusement ride operator or the person responsible, is advised to approach the Commissioner for consultation prior to application, especially if he/she is unfamiliar or new to the application process. The applicant may request for a face-to-face consultation with the Commissioner via the following methods:

- Telephone request

Tel. No.: (65) 1800-3425222 (1800-DIAL BCA)
Operating hours: 8.30am to 5.30pm, Monday to Friday (except public holidays)

- Email request

Email address: BCA_AMUSEMENT_RIDES@bca.gov.sg
Please allow 3 working days for the Commissioner to respond to the email request.

- Walk-in consultation

Location: **Building and Construction Authority**
52 Jurong Gateway Road, level 6
Singapore 608550

Operating hours: 8.30am to 5.30pm, Monday to Friday (except public holidays)

2.3 General Life Cycle of Amusement Ride

The general life cycle of an amusement ride is as illustrated in *Figure 1*. It is based on this life cycle that different permits or approvals are required at different stages of the amusement ride and its operations and works.

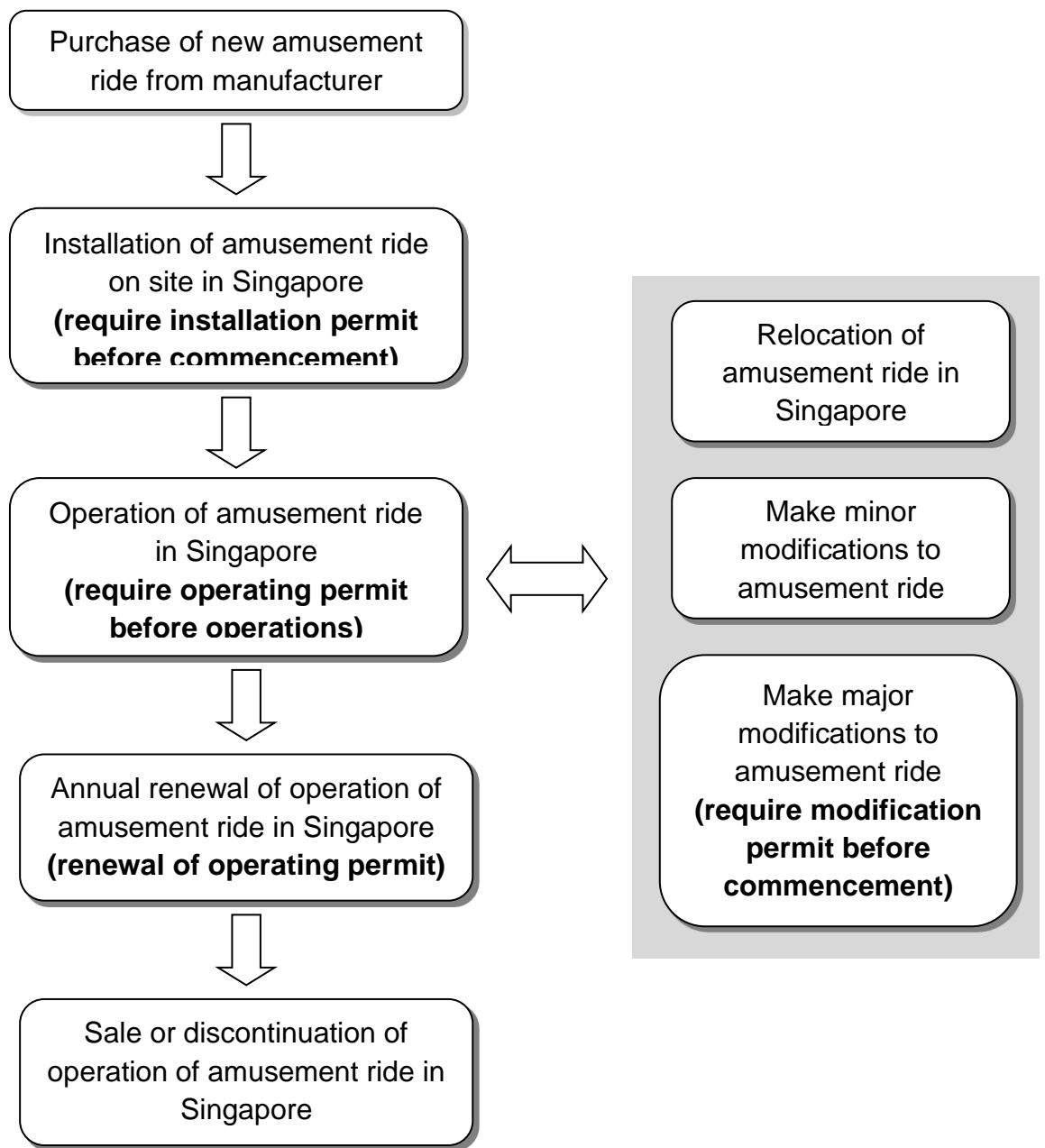


Figure 1 - General life cycle of amusement ride

2.4 Waiver of Requirements in Applicable Standard or Code

The applicant or holder of a permit may apply to waive any of the requirements specified in the applicable standard or code relating to the amusement ride, subject to conditions that the Commissioner may impose. The application may be made using the Application for Waiver of Requirement for Amusement Ride form.

3. Installation / Modification Permit Application

3 Installation / Modification Permit Application

In order for a new ride to be operated in Singapore, there is a need to apply for and obtain an installation permit in order to begin installation works for the amusement ride. After installation works are completed, the applicant would need to apply for an operating permit before he can operate the amusement ride.

Similarly, before a major modification can be done on an amusement ride, there is a need to apply for and obtain a modification permit in order to begin modification works for the amusement ride. If there is no valid operating permit on completion of the major modification works, the applicant will need to apply for an operating permit before he can operate the amusement ride.

3.1 Flowchart

The processes from consultation to the completion of the installation / modification works for an amusement ride are as shown in *Figure 2*.

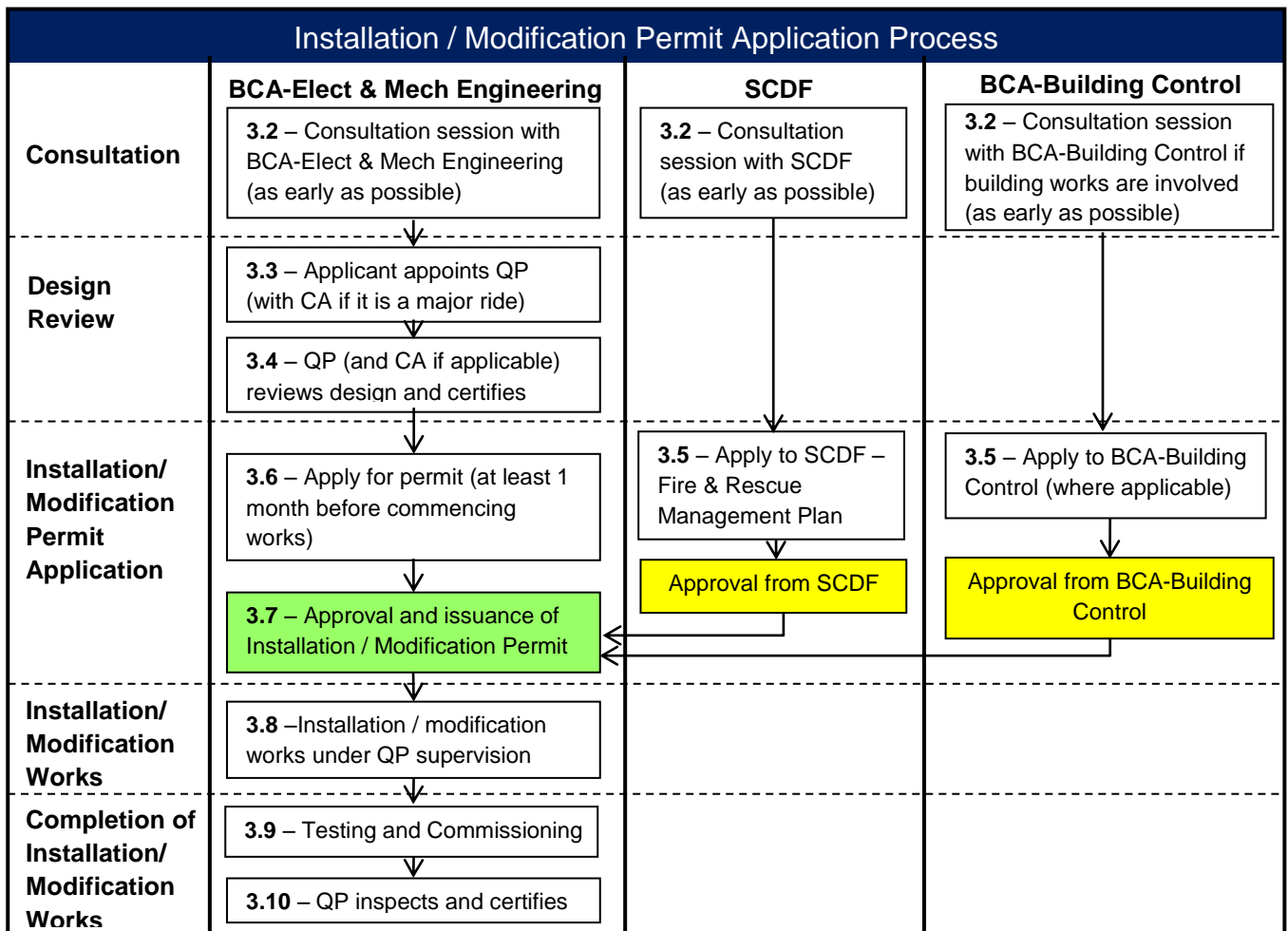


Figure 2 - Process flowchart for application of installation / modification permit

The following paragraphs detail the process as illustrated in *Figure 2*.

3.2 Consultation

When a ride operator intends to purchase and operate an amusement ride in Singapore, or to perform major modifications to his existing amusement ride, he is recommended to request for a consultation session with the Commissioner (refer to section 2.2) as early as possible. This consultation session would help to advise the applicant on the application requirements, process and the required fees.

If there is already a QP appointed, it is advisable that the ride operator is accompanied by the appointed QP for the consultation session. The ride operator can request for more than one consultation session, if necessary.

Prior to the consultation session, the ride operator should prepare the following information, which will be solicited during the consultation session:

- Type of amusement ride and a brief description of it.
- Information about the amusement ride, e.g. brochures and specifications.
- Information about the major modification, where applicable.
- Manufacturer of amusement ride, or contractor performing the major modifications, where applicable.
- Location to be installed or modified.

With sufficient information, the Commissioner would be able to advise on the classification of the ride (major ride or not), requirement for Conformity Assessor (CA), whether the intended modification is a major or minor one, process and requirements for application, duties of the holder of permits, QP, CA (if required), and ride manager (RM).

At the same time, the ride operator should consult SCDF for fire and rescue management requirements and BCA-Building Control for structural and building plans submission (where building works are involved) as early as possible.

3.3 Appoint QP (and CA for major rides)

The ride operator should engage and appoint a QP to be responsible for the technical aspects of the application. If the amusement ride is classified as a major amusement ride, the QP should appoint and consider the opinion and advice of a CA.

3.4 Design Review & Certification by QP

The QP at this stage reviews the design and specifications and the proposed installation / modification method and programme of the amusement ride to be installed / modified.

The QP should take reference from the Design Review Guideline (available at BCA website) and follow the requirements in it.

After completing the review, the QP should issue a Certificate of Design and Specifications Conformity of the amusement ride in regards to the design and specifications and the proposed installation / modification method and programme of the amusement ride.

3.5 Building Control and Civil Defence Application / Approval

The ride operator should also apply to:

- (a) the Commissioner of Civil Defence for the approval of design and plans of the fire and rescue management system of the amusement ride to be installed / modified; and
- (b) where building works are involved, the Commissioner of Building Control for the approval of plans of any building works relating to any building which forms part of the amusement ride to be installed / modified or to which the amusement ride is connected.

Instructions for the application to 3.5(a) can be found at: www.scdf.gov.sg

The application for 3.5(b) can be done at: <https://www.corenet-ess.gov.sg/ess/>

It is possible to submit application for installation / modification permit concurrently, after applying to the Commissioner of Civil Defence (for approval of design and plans of the fire and rescue management system) and Commissioner of Building Control (for approval of plans of any building works). If the approvals from these two technical agencies are not obtained at the point of submission of the permit applications, the ride operator should submit these approvals to the Commissioner as and when they are obtained, so as not to delay the installation / modification permit approval.

Note that the installation / modification permit will not be issued if the required approvals from the Commissioner of Building Control and the Commissioner of Civil Defence are not obtained.

3.6 Installation / Modification Permit Application

3.6.1 Form

A hardcopy of the installation / modification permit application form needs to be filled up by both the applicant and the QP.

3.6.2 Technical Documents

The following documents are required to be prepared by QP:

- Report on Design Review by QP with supporting Design Review documents
- Specifications of amusement ride
- Design calculations
- Plans / drawings of the amusement ride
- Plan indicating the location of the amusement ride within the amusement park
- Risk assessment
- Installation / modification method and programme
- A method statement detailing the testing methods for commissioning of the amusement ride
- Any other supporting documents

One set of electronic copy and two sets of hardcopies of the technical documents are required to be submitted. QP is required to endorse and sign on all the submissions. The electronic copy is to be submitted in DVD, CD-ROM or USB thumb drive storage media formats, and may not be returned. One set of the hardcopy authorised technical documents would be returned to the applicant upon issue of the permit.

3.6.3 Conformity Assessor

For a major ride where a conformity assessor is appointed, the *curriculum vitae* and brief description of the duties of each person involved in the assessment are to be submitted as attachments to this application.

3.6.4 Fees

The following fees apply for the application:

- Installation permit for major amusement rides¹: S\$1,000
- Installation permit for all other amusement rides²: S\$300
- Modification permit for major amusement ride¹: S\$500
- Modification permit for all other amusement rides²: S\$150

3.6.5 Submission

The following should be ready before submission of the application to the Commissioner:

- Completed set of forms in hardcopy
- Application or approval of Building Control and Civil Defence applications
- Certificate of Design and Specifications Conformity issued by the QP (refer to section 3.4)
- Complete set of technical documents - one set of electronic copy and two sets of hardcopies of the technical documents are required to be submitted
- Fees to be paid in one of the following methods:
 - Cheque (crossed and made payable to “Building and Construction Authority”)
 - Credit card, except AMEX (in person)
 - Nets (in person)

Submission of the hardcopy application should be done by the applicant preferably at least 1 month before the expected commencement of installation / modification works.

Submission is to be done by hand or by post. Please refer to section 1.2 for the address for submission.

3.7 Approval and Issuance of Installation / Modification Permit

If the application is successful, the Commissioner will issue the installation / modification permit. Once the installation / modification permit is issued to the applicant, he is then referred to as the holder of installation / modification permit, and may proceed with installation / modification works.

¹ Major amusement rides are defined in the Fourth Schedule of the Regulations.

² All other rides are the amusement rides that are not defined as major amusement rides.

During the installation / modification period, if there is any change in the contact details of the holder of permit or liaison officer(s), please notify BCA of the change via email (BCA_AMUSEMENT_RIDES@bca.gov.sg) within 7 days.

3.7.1 Alteration of Conditions of Installation / Modification Permit

If the holder of installation / modification permit would like to alter the conditions of installation / modification permit, he may write in to the Commissioner of Amusement Rides Safety using the company letterhead via the following methods:

- i. Email the scanned hardcopy letter to BCA_AMUSEMENT_RIDES@bca.gov.sg;
- ii. Facsimile the letter to (65) 6334 4031, followed by a confirmation phone call to (65) 1800-3425222 (1800-DIAL BCA) or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg; or
- iii. Hardcopy submission of letter by hand during office hours or by post to the address at section 1.2. If submission is by post, to be followed by a confirmation phone call to (65) 1800-3425222 (1800-DIAL BCA) or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg

The application should specify the alteration required by the applicant and the reasons for it, and should be accompanied by supporting documents. There are no fees associated with the application for alteration of conditions of installation / modification permit.

3.8 Installation / Modification

The installation / modification of the amusement ride according to the design and specifications and the proposed installation / modification method and programme may commence.

The appointed QP is responsible to supervise the installation / modification works to ensure quality and conformance to the design and specification. The QP is required to issue a Certificate of Supervision (Installation / Modification Works) stating that he has supervised the installation / modification works in respect of the amusement ride.

3.8.1 Deviation Request

The holder of installation / modification permit may apply for deviation³ in a material way from the design and specifications or the proposed installation / modification method and programme, as authorised by the installation / modification permit, by filling up the deviation request form and submitting the form to the Commissioner.

³ A deviation is any change in the design and specifications or the proposed installation / modification method and programme before or during the installation / modification of an amusement ride, which, if carried out after the completion of the installation, would constitute a major modification to the amusement ride.

The deviation is required to be approved by the Commissioner before being carried out.

There are no fees associated with the request for deviation of installation / modification works.

3.9 Testing and Commissioning

Upon completion of the installation / modification, it is required that the testing and commissioning of the amusement ride is carried out under the supervision of the QP.

3.10 Inspection and Certification by QP

When the installation / modification works for the amusement ride is completed, the QP is required to inspect the installed / modified amusement ride and subsequently issue a Certificate of Inspection (Installation / Modification Works) stating that, in the opinion of the qualified person –

- (a) the installation / modification works have been properly carried out in accordance with –
 - i. the design and specifications and the proposed installation / modification method and programme, as authorised by the installation / modification permit;
 - ii. the conditions of the installation / modification permit;
 - iii. the prescribed requirements; and
 - iv. any direction given by the Commissioner in respect of the installation / modification works; and
- (b) the amusement ride, as installed –
 - i. conforms to the prescribed requirements; and
 - ii. is in a safe working condition and fit for operation.

This certificate shall not be issued earlier than 1 month before the date of application of the operating permit.

3.11 Application of Operating Permit or Notification to Commissioner

Where installation works for the amusement rides have completed and the inspection and certification by QP have been conducted and issued respectively, the applicant should proceed to apply for an operating permit within 1 month after the date of issue of certification by the QP, following the process detailed in section 4.

For amusement rides that have completed major modification works and the inspection and certification by QP have been conducted and issued respectively, but does not have a valid operating permit at the point of completion of modification

works, the applicant may proceed to apply for an operating permit, following the process detailed in section 4.

For amusement rides that have completed major modification works and the inspection and certification by QP have been conducted and issued respectively, and has a valid operating permit at the point of completion of modification works, the holder of operating permit shall notify the Commissioner in writing of the completion of major modification, and submit the following to the Commissioner:

- Certificate of compliance from the Commissioner of Civil Defence, in respect of the fire and rescue management system of the modified amusement ride (refer to section 4.5)
- Where applicable, Certificate of statutory completion or temporary occupation permit from the Commissioner of Building Control (refer to section 4.5)
- Certificate of Supervision (Modification Works) issued by the appointed QP (refer to section 3.8)
- Certificate of Inspection (Modification Works) issued by the appointed QP (refer to section 3.10).
- Complete set of technical documents (refer to section 4.8.2).

4. Operating Permit Application and Renewal

4 Operating Permit Application and Renewal

There is a need to apply for and obtain an operating permit before commencement of operations of an amusement ride. For a ride operating with an existing operating permit, the holder of operating permit would need to renew its operating permit upon expiry of the existing operating permit.

4.1 Flowchart

The process flowchart from consultation to annual inspection (for renewal of operating permit) to obtaining of operating permit is as shown in *Figure 3*.

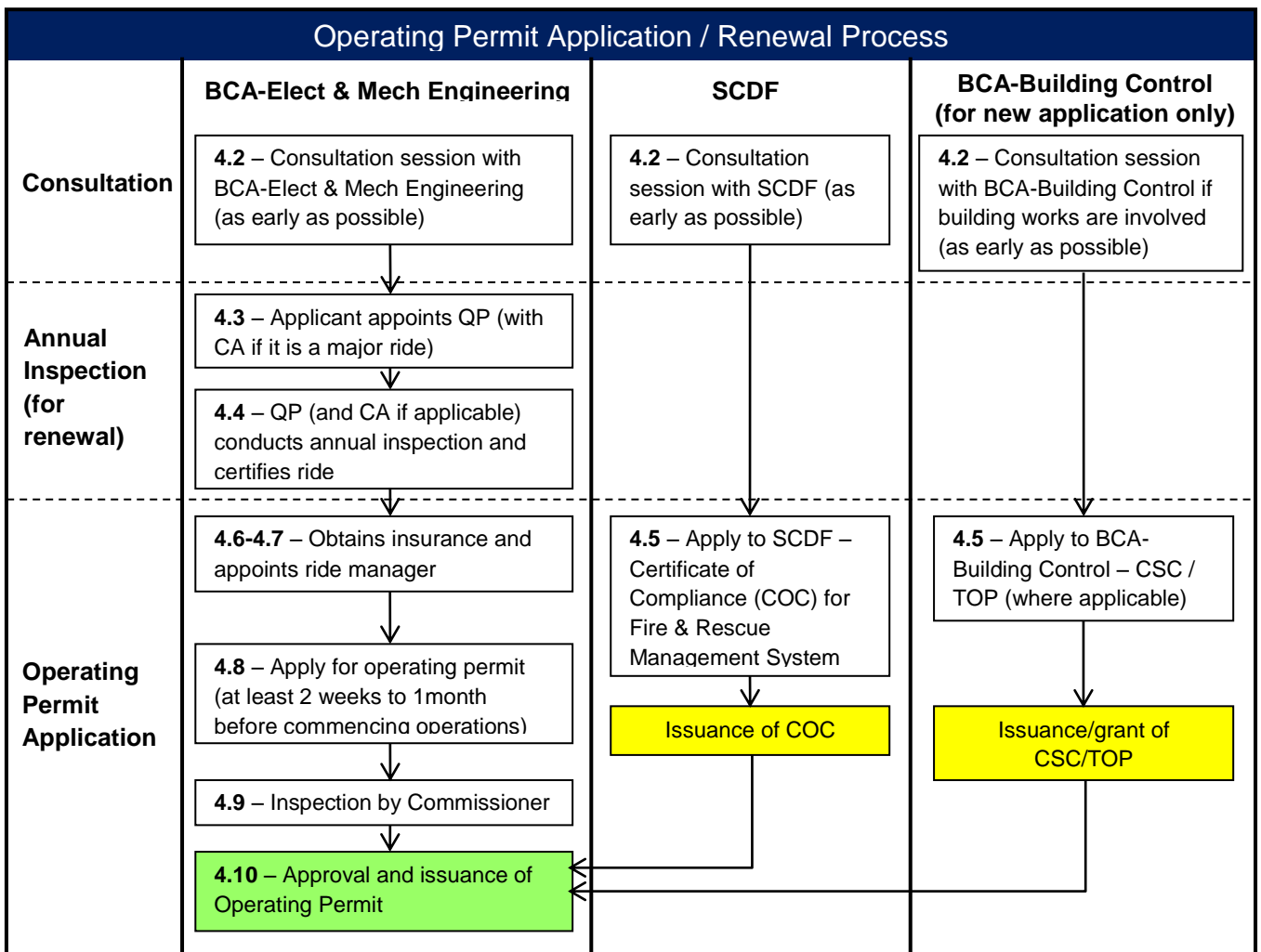


Figure 3 - Process flowchart for application / renewal of operating permit

The following details the process as illustrated in *Figure 3*.

4.2 Consultation

The applicant for an operating permit may request for a consultation session with BCA or SCDF in preparation for the application of an operating permit. This consultation session would help to advise the applicant on the application requirements, process and the required fees.

If there is already a QP appointed, it is advisable that the ride operator is accompanied by the appointed QP for the consultation session. The ride operator can request for more than one consultation session, if necessary.

4.3 Appoint QP (and CA for major rides)

The ride operator should engage and appoint a QP to be responsible for the technical aspects of the application. If the amusement ride is classified as a major amusement ride, the QP should appoint and consider the opinion and advice of a CA.

4.4 Inspection and Certification by QP

For the case of newly installed amusement ride or amusement ride which has just undergone major modification, the inspection requirement is covered under section 3.10.

For the case of renewal of operating permit, the amusement ride is required to be inspected by a QP before application for an operating permit renewal can be done. The QP may refer to the Annual Inspection Guidelines (available at BCA website) for the requirements for the annual inspection. Upon the successful completion of the inspection, the QP shall issue a Certificate of Annual Inspection stating that, in the opinion of the QP, that the amusement ride –

- i. conforms to the applicable standard or code and satisfies the relevant conditions of the operating permit; and
- ii. is in a safe working condition and fit for operation.

This certificate shall not be issued earlier than 1 month before the date of application of the operating permit and shall be valid for the validity period of the renewed operating permit.

4.5 Building Control and Civil Defence Application / Certification

The applicant should apply for and obtain from the Commissioner of Civil Defence a certificate of compliance for the fire and rescue management system of the amusement ride. For existing amusement rides, the applicant should also apply for and obtain from the Commissioner of Civil Defence a renewal of this certificate of compliance. Instructions for the application can be found at: www.scdf.gov.sg

Where applicable, for any new building works which form part of the amusement ride or to which the amusement ride is connected, the ride operator should apply for and either obtain or be granted from the Commissioner of Building Control a certificate of statutory completion or a temporary occupation permit respectively. This is not required for renewal of operating permit. Application can be done at: <https://www.corenet-ess.gov.sg/ess/>

4.6 Insurance

The applicant would need to obtain an insurance that should last for the duration of the operating permit. The insurance should cover against liability for any injury to or the death of any person arising out of the operation or use of such amusement ride. The coverage amount should not be less than S\$1million per occurrence per ride.

4.7 Appointment of Ride Manager

The applicant of the operating permit should appoint at least one ride manager (RM) who is suitably qualified and trained, to oversee, manage and supervise the daily routine operation and maintenance of the amusement ride at all times when the amusement ride is in operation. The *curriculum vitae* of the proposed ride manager should be included in the operating permit application.

4.8 Operating Permit Application

4.8.1 Form

A hardcopy of the operating permit application form needs to be filled up by both the applicant and the QP. For amusement rides that have completed the installation of major modification, the form to use is the Application for an Amusement Ride Operating Permit form. For renewal of operating permit, the form to use is the Application for Renewal of an Amusement Ride Operating Permit.

4.8.2 Technical Documents

The following documents are required to be prepared by the QP responsible for the supervision of the installation / modification works (refer to section 3.8):

- Plan indicating the location of the amusement ride within the amusement park (if any)
- Installation / modification method and programme
- List of all alterations to installation / modification permit conditions (if any)
- List of all deviations to installation / modification works, whether approved or not (if any)
- Any other supporting documents

The following documents are required to be prepared by the QP responsible for the inspection and certification of the amusement ride upon completion of the installation / modification works (refer to section 3.10), or the QP responsible for the annual inspection of the amusement ride (refer to section 4.3):

- Inspection report
- Inspection checklist
- Records of commissioning tests (for newly installed / modified rides) and functional tests (for annual inspection)
- Copy of all as-built drawings of the amusement ride, and include all minor deviations (for newly installed / modified rides)
- Updated operations manual
- Updated maintenance manual
- Any other supporting documents

One set of electronic copy and two sets of hardcopies of the technical documents are required to be submitted. QP is required to endorse and sign on all the submissions. The electronic copy is to be submitted in DVD, CD-ROM or USB thumb drive storage media formats, and may not be returned. One set of the hardcopy authorised technical documents would be returned to the applicant upon issue of the permit.

4.8.3 Conformity Assessor

For a major ride where a conformity assessor is appointed, the *curriculum vitae* and brief description of the duties of each person involved in the assessment are to be submitted as attachments to this application.

4.8.4 Fees

The following fees apply for the application:

- Operating permit for major amusement rides⁴: S\$500
- Operating permit for all other amusement rides⁵: S\$50

4.8.5 Submission

The following should be ready before submission of the application to the Commissioner:

⁴ Major amusement rides are defined in the Fourth Schedule of the Regulations.

⁵ All other rides are the amusement rides that are not defined as major amusement rides.

- Completed set of forms in hardcopy
- Application for or the Certificate of compliance itself (if available at the time of application) from the Commissioner of Civil Defence, in respect of the fire and rescue management system of the amusement ride
- Where new building works are involved, application for or the Certificate of Statutory Completion or Temporary Occupation Permit itself (if available at the time of application) from the Commissioner of Building Control
- Copy of Certificate of insurance
- Certificate of Supervision (Installation / Modification Works) issued by the appointed QP (refer to section 3.8) (for newly installed or modified amusement rides)
- Certificate of Inspection (Installation / Modification Works) issued by the appointed QP (refer to section 3.10) or Certificate of Annual Inspection issued by the appointed QP (refer to section 4.3)
- Complete set of technical documents - one set of electronic copy and two sets of hardcopies of the technical documents are required to be submitted
- Fees to be paid in one of the following methods:
 - Cheque (crossed and made payable to “Building and Construction Authority”)
 - Credit card, except AMEX (in person)
 - Nets (in person)

Submission of the hardcopy application should be done by the applicant preferably at least 2 weeks to 1 month before the expected commencement of operations or expiry of existing operating permit.

Submission is to be done by hand or by post. Please refer to section 1.2 for the address for submission.

4.9 Inspection by Commissioner

Upon receipt of an application for the operating permit, the Commissioner or an enforcement officer may conduct an inspection of the amusement ride.

4.10 Approval and Issuance of Operating Permit

If the application is successful, the Commissioner will issue the operating permit. Once the operating permit is issued to the applicant, he/she is then referred to as the holder of operating permit.

The operating permit is valid for a period not exceeding 12 months from the date of issuance.

4.10.1 Alteration of Conditions of Operating Permit

If the holder of operating permit would like to alter the conditions of operating permit, he may write in to the Commissioner of Amusement Rides Safety using the company letterhead via the following methods:

- i. Email the scanned hardcopy letter to BCA_AMUSEMENT_RIDES@bca.gov.sg;
- ii. Facsimile the letter to (65) 6334 4031, followed by a confirmation phone call to (65) 1800-3425222 (1800-DIAL BCA) or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg; or
- iii. Hardcopy submission of letter by hand during office hours or by post to the address at section 1.2. If submission is by post, to be followed by a confirmation phone call to (65) 1800-3425222 (1800-DIAL BCA) or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg

The application should specify the alteration required by the applicant and the reasons for it, and should be accompanied by supporting documents. There are no fees associated with the application for alteration of conditions of operating permit.

4.11 Commencement of Operation

The holder of operating permit can then commence operation of the amusement ride within the operating permit validity period.

During the operating period, if there is any change in the contact details of the holder of operating permit, ride manager(s) or liaison officer(s), please notify BCA of the change via email (BCA_AMUSEMENT_RIDES@bca.gov.sg) within 7 days.

5. Relocation

5 Relocation

If the holder of operating permit intends to relocate an amusement ride, he does not require a permit for relocation. However, he would need to notify the Commissioner of his intention to relocate, and also appoint a qualified person (for major ride) or ride manager (for all other rides) to supervise the relocation works and certify that the amusement ride has been properly relocated upon completion of the relocation works. The holder of the operating permit can re-commence operation of the amusement ride after he submits the certification by QP (for major ride) or ride manager (for all other rides) to the Commissioner.

5.1 Flowchart

The process flowchart for relocation is shown in *Figure 4*.

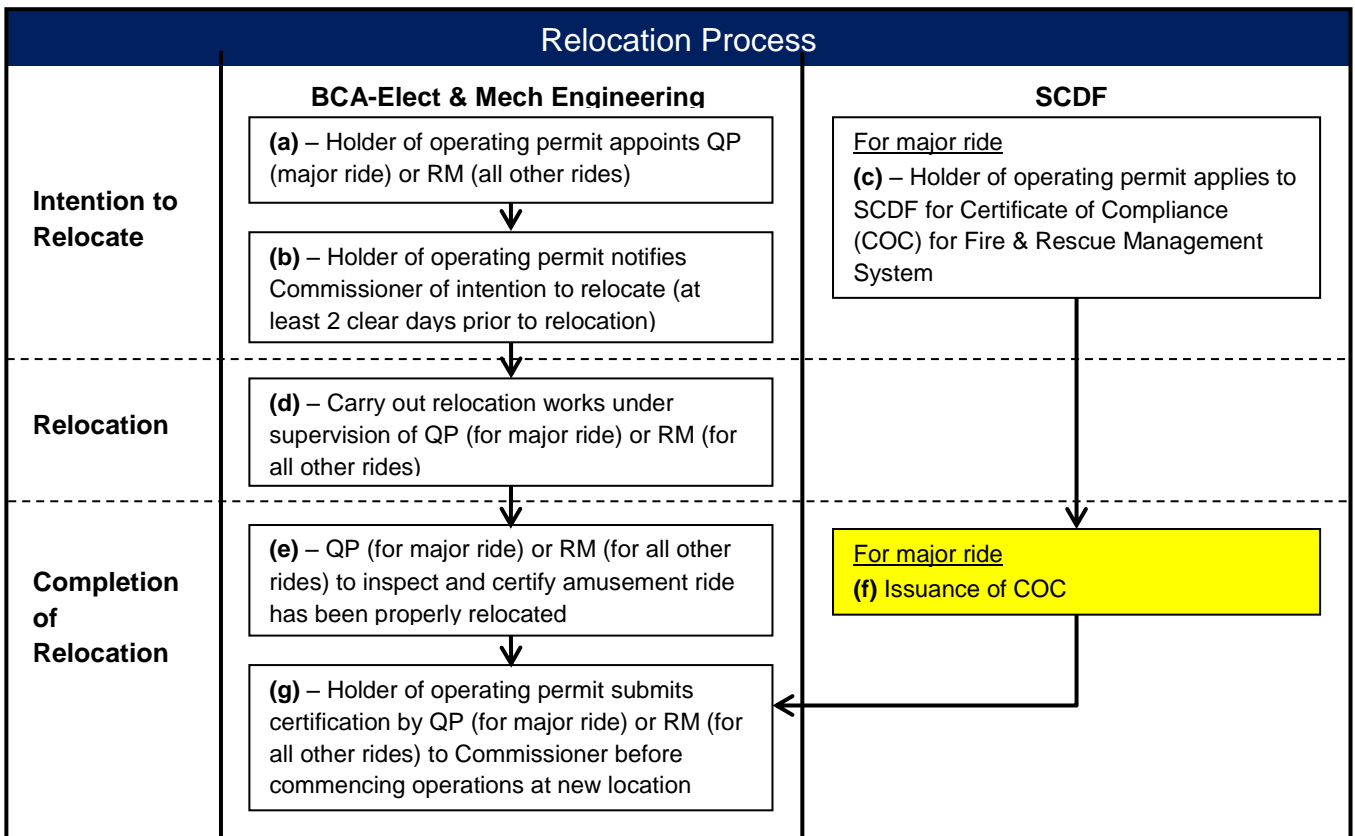


Figure 4 – Process flowchart for relocation

5.2 Process

The relocation process is as follows:

- (a) The holder of an operating permit appoints a qualified person (for major ride) or ride manager (for all other rides) to supervise the relocation works.

- (b) The holder of an operating permit notifies the Commissioner of his intention to relocate 2 clear days prior to commencement of any relocation works. He is required to fill up and send the Notification for Relocation of Amusement Ride form to the Commissioner via:
- i. Email the scanned hardcopy form to BCA_AMUSEMENT_RIDES@bca.gov.sg;
 - ii. Facsimile the form to (65) 6334 4031, followed by a confirmation phone call to (65) 1800-3425222 (1800-DIAL BCA) or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg; or
 - iii. Hardcopy submission by hand during office hours.
- (c) For a major ride, the holder of the operating permit shall apply for and obtain from the Commissioner of Civil Defence a certificate of compliance in respect of the fire and rescue management system of the amusement ride. This certificate of compliance is required before the final submission stated in section 5.2(g).
- (d) The relocation works are then carried out under the supervision of the qualified person (for major ride) or ride manager (for all other rides).
- (e) Upon completion of the relocation works, the qualified person (for major ride) or ride manager (for all other rides) who supervised the relocation works shall inspect the amusement ride and issue a Certificate of Relocation (Section B of the Completion of Relocation of Amusement Ride form) certifying that –
- i. The relocation works have been properly carried out in accordance with –
 - (A) Where applicable, the design and specifications and the proposed installation method and programme, as authorised by the installation permit that has been issued in respect of the amusement ride;
 - (B) The prescribed requirements; and
 - (C) Any condition imposed or direction given by the Commissioner in respect of the relocation works; and
 - ii. The amusement ride, as relocated –
 - (A) Conforms to the prescribed requirements; and
 - (B) Is in a safe working condition fit for operation.
- (f) For a major ride, the holder of the operating permit shall ensure that he has obtained from the Commissioner of Civil Defence a certificate of compliance in respect of the fire and rescue management system of the amusement ride.

- (g) The holder of operating permit then fills up section A of the Completion of Relocation of Amusement Ride form, and submit it together with the Certificate of Relocation to the Commissioner via the following method:
- i. Email the scanned hardcopy form to BCA_AMUSEMENT_RIDES@bca.gov.sg;
 - ii. Facsimile the form to (65) 6334 4031, followed by a confirmation phone call to (65) 1800-3425222 (1800-DIAL BCA) or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg; or
 - iii. Hardcopy submission by hand during office hours.
- (h) Operations at the new location can then commence.

6. Minor Modification

6 Minor Modification

A minor modification is any modification to the amusement ride (including any refurbishment) which is not prescribed as a major modification.

Before the carrying out of any minor modification works, the person responsible is required to notify the Commissioner in writing of the intended minor modification.

Exception: There is no requirement to notify the Commissioner only if the modification is any of the following:

- Themeing and aesthetic changes (e.g. paint colour, design on walls)
- Lightings
- Signages
- Audio visual effects
- Seat cushions
- Replacement of working fluids and lubricants

6.1 Flowchart

The process flowchart for minor modification is shown in *Figure 5*.

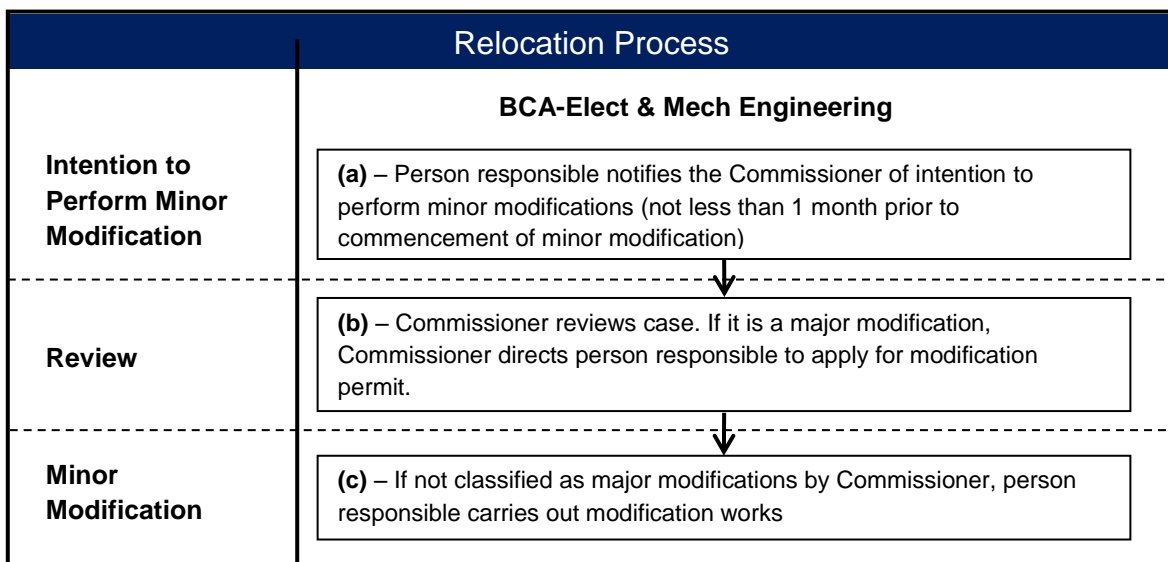


Figure 5 - Process flowchart for minor modification

6.2 Process

The minor modification process is as follows:

- (a) The person responsible for the amusement ride shall notify the Commissioner of the intended minor modification at least 1 month before commencement of the minor modification. He is required to fill in the Notification of Minor Modification of Amusement Ride form and submit it via:
- i. Email the scanned hardcopy form to BCA_AMUSEMENT_RIDES@bca.gov.sg;
 - ii. Facsimile the form to (65) 6334 4031, followed by a confirmation phone call to (65) 1800-3425222 (1800-DIAL BCA) or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg; or
 - iii. Hardcopy submission by hand during office hours or by post to the address at section 1.2. If submission is by post, to be followed by a confirmation phone call to (65) 1800-3425222 (1800-DIAL BCA) or confirmation email to BCA_AMUSEMENT_RIDES@bca.gov.sg
- (b) The Commissioner will review the case, and if it is assessed to be a major modification and not a minor modification, will prohibit the commencement of the modification works and direct the person responsible for the amusement ride to apply for a modification permit instead.
- (c) If it is assessed to be a minor modification, the person responsible for the amusement ride can then proceed with the minor modification works.

7. Change of Qualified Person / Ride Manager

7 Change of Qualified Person / Ride Manager

If any qualified person or ride manager vacates their appointment, the Commissioner should be notified of the vacating of appointment, and the appointment of a replacement.

7.1 Change of Qualified Person

If a qualified person vacates his appointment, both the qualified person and the holder of permit or applicant of permit shall each inform the Commissioner of the vacating of appointment within 14 days after the vacation of the appointment. Please use the Notification of Change of Qualified Person of Amusement Ride form to notify the Commissioner of this fact.

The holder of permit or applicant for the permit shall appoint another qualified person within such time as may be allowed by Commissioner, and shall notify the Commissioner of the appointment within 7 days of the new appointment. Both the holder of permit or applicant for the permit and the appointed qualified person shall notify the Commissioner of the new appointment using the Notification of Change of Qualified Person of Amusement Ride form.

7.2 Appointment of New Ride Manager or Change of Ride Manager

If the applicant of an operating permit or holder of an operating permit wishes to appoint a new ride manager, he shall fill up the Appointment of New Ride Manager of Amusement Ride form and submit to the Commissioner no less than 14 days before the date on which the proposed ride manager is to commence his duties as a ride manager.

If a ride manager vacates his appointment, both the ride manager and the holder of operating permit shall each inform the Commissioner of the vacating of appointment within 14 days after the vacation of the appointment. Notification could be in the form of an email or letter.

The holder of operating permit shall without delay appoint another ride manager, and shall notify the Commissioner of the new appointment within 7 days thereafter. The holder of operating permit shall notify the Commissioner of the new appointment using the Appointment of New Ride Manager of Amusement Ride form.