

APPLICATION FOR RENEWAL OF AN AMUSEMENT RIDE OPERATING PERMIT
[Section 14 of the Amusement Rides Safety Act (Chapter 6A)]

Commissioner of Amusement Rides Safety
 Building & Construction Authority
 52 Jurong Gateway Road, #11-01
 Singapore 608550
 Website: <http://www.bca.gov.sg/>

INSTRUCTIONS

- (1) One copy of this form is to be submitted.
- (2) If an item is not applicable it is to be indicated as "N/A".
- (3) * Delete accordingly.
- (4) Please tick (✓) in the appropriate boxes.

SECTION A (To be completed by applicant)

(1) I/We hereby apply for an operating permit for the amusement ride:-

Amusement Ride No.	Name of amusement ride
Is this a major amusement ride? *Yes / No	Is this amusement ride intended to be relocated? *Yes / No
Address where amusement ride is installed	
Postal code: _____	
(If the ride is intended to be relocated within a short period, to indicate the first address that the ride will be located)	

(2) Latest operating permit information:

Operating permit number	Permit start date	Permit expiry date
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(3) I/We have appointed the following qualified person (QP) to inspect and certify the amusement ride:

Name of QP	PE Reg. No.
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(4) *Application has been made to / Approval has been obtained from the Commissioner of Civil Defence in accordance with section 36 of the Act for a renewal of the certificate of compliance for the fire rescue management system of the amusement ride.

SCDF Ref. No.: _____ (Please attach copy of application / certificate)

(5) The amusement ride has been insured for public liability (please attach a copy of the insurance certificate):

Amount (S\$):	Period of Insurance:	Insurance certificate number:
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(6) The amusement ride will be operated in conformance to:

- (a) the applicable standard(s) or code(s): _____; and
- (b) any other prescribed requirements as stated in the Act and its Regulations.

(7) There are _____ numbers of ride manager(s) appointed for the amusement ride. Particulars of the ride manager are as follows:

Name of ride manager	Designation	
NRIC / Passport no.	Mobile no.	Office no.
Work pass number and validity (where applicable)	Email address	Fax no.
Company name and UEN (if any)	Company address (if any)	
Residential address	Qualifications and years of relevant experience (Please attach <i>curriculum vitae</i>)	

(If there is more than 1 ride manager, please attach the particulars of the other ride manager(s) on a separate sheet.)

SECTION A (To be completed by applicant) cont'd

(8) The contact details of a liaison officer is as follows:

Name	Designation	Mobile no.	Office no.
Residential address		Email address	Fax no.

(Please refer to explanatory note (6))

(9) I/We hereby declare that:

A copy of any safety bulletin from the designer or manufacturer of the amusement ride has been submitted to the Commissioner. (Please refer to explanatory note (7))

No safety bulletin has been received from the designer or manufacturer of the amusement ride

(Please tick one of the above)

(10) I/We hereby declare that all the particulars as stated in these forms for the application for an operating permit for the amusement ride stated below are correct:

Amusement Ride No.	Name of amusement ride
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Details of *Company / Individual: Name, Address and UEN of Company (where applicable)

Name, Designation & Signature of Applicant#

Office No.:
Mobile No.:
Fax No.:

Email:

NRIC No./
Passport No.:

Date:

Payment Details (For Official Use Only)

Received on: _____ Receipt no.: _____ Receipt date: _____

Fee payment of amount S\$_____ made via the following method:

Cheque:

Cheque no.: _____ Cheque date: _____

Bank: _____

Cheque to be crossed and made payable to "Building and Construction Authority"

Credit card**(except AMEX)****Nets**

Note: Payment by cash is not accepted.

If applicant is a corporate body, a company's resolution stating the name and designation and authorising the signatory to sign on behalf of the company as applicant is to be submitted with this form.

SECTION B (To be completed by qualified person appointed by applicant as indicated in Section A paragraph 3)

(1) I confirm that I have been appointed as the qualified person responsible for the inspection and certification of the amusement ride herein described, the dates of commencement and completion of the inspection are:

Commencement date	Completion date
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(2) For a **major** amusement ride (where applicable), I confirm that I have appointed the following conformity assessor(s) in respect of the inspection and certification of the amusement ride herein described:

S/N	Name	Company	Designation

Curriculum vitae and brief description of duties attached? *Yes / No (Please see explanatory note (8))

Please attach the particulars of the conformity assessor(s) on a separate sheet (Please see explanatory note (9))

(3) I confirm that I have inspected the amusement ride and certify that the amusement ride conforms to:

- (a) the applicable standard(s) or code(s): _____; and
 (b) any other prescribed requirements as stated in the Act and its Regulations.

(Please attach Certificate of Annual Inspection. Please see explanatory note (10))

(4) The following documents with respect to the amusement ride herein described are attached:

	Documents	Remarks
(a)	Certificate of Annual Inspection	
(b)	Inspection report	
(c)	Inspection checklist	
(d)	Records of functional tests	
(e)	Operations manual (updated)	
(f)	Maintenance manual (updated)	
(g)	Non-Destructive Test (NDT) records and results	
(h)	Other supporting documents (to list in a separate attachment if there is insufficient space)	

(One set of electronic copy and two sets of hardcopies of the documents are to be submitted.)

(5) I hereby declare that the particulars required for this application and as stated in these forms are correct.

Company, UEN and Address of Qualified Person	Name, Signature and Rubber Stamp of Qualified Person
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Office No.:	Email:	PE Reg. No.:	Date:
Mobile No.:			
Fax No.:			

EXPLANATORY NOTES

- (1) One set of forms is to be completed for the operation of each amusement ride.
- (2) Applicant is advised to approach BCA early for a consultation session prior to submitting the applications. This would facilitate and minimize any delays in the application process.
- (3) If applicant is a corporate body, a company's resolution stating the name and designation and authorising the signatory to sign on behalf of the company as applicant is to be submitted with this form.
- (4) Submission is to be done via hardcopy submission by hand or by post to:
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
- (5) Applicant should, in accordance with section 36, 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 to be operated.
- (6) The liaison officer is the first person that BCA would contact in the event of an adverse incident to allow the Commissioner or the enforcement officers to gain access to the ride. He shall be contactable at all times during the validity of the permit if the permit is issued. If there is any change in the contact details of the liaison officer, please notify BCA of the change via email (BCA_AMUSEMENT_RIDES@bca.gov.sg) within 7 days.
- (7) Regulation 16(8) of the Amusement Rides Safety Regulations 2011 states that The operator of an amusement ride shall —
 - (a) within 7 days after receiving any safety bulletin from the designer or manufacturer of the amusement ride, submit a copy of such safety bulletin to the Commissioner; and
 - (b) as soon as is practicable, implement any safety measure specified in such safety bulletin and inform the Commissioner of the implementation.
- (8) With regard to the conformity assessor, 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.

If the qualified person has appointed a team of persons or companies as the conformity assessor, please indicate on a separate sheet the particulars of all the professionals and a brief description of the duties and *curriculum vitae* of each.
- (9) The particulars of each conformity assessor are to be attached on a separate sheet. The particulars to be submitted include the name, designation, company name, UEN, company address and contact details (office number, fax number, mobile number, email address) of the conformity assessor.
- (10) Date of issue of certification by qualified person shall not be earlier than 1 month from date of submission of application form.
- (11) The following fees apply:
 - (i) Operating permit fees –
 - (a) major ride: S\$500
 - (b) any other ride: S\$50
 - (ii) Deviations and alterations of permit condition: no application fees charged
- (12) The following guidelines are available on the BCA website:
 - (i) Permit Application Guide for Amusement Rides in Singapore
 - (ii) Annual Inspection Guide for Amusement Rides in Singapore