

APPLICATION FOR AN AMUSEMENT RIDE INSTALLATION PERMIT
[Section 6 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 installation 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 |
| Brief description of amusement ride | |
| Name of amusement park (if applicable) | |
| Address where amusement ride will be installed | |
| Postal code: _____ | |
| (If the amusement ride is intended to be relocated within a short period, to indicate the first address that the amusement ride will be located) | |

(2) Please tick and fill in either (a) or (b):

(a) I/We have appointed _____ (Name, PE Reg. No.) as the sole qualified person in respect of the installation of the amusement ride. (Appointed person to fill in sections B and C)

(b) I/We have appointed the following different qualified persons to fulfill the functions in respect of the installation of the amusement ride:

| | Name of Qualified Person / PE Reg. No. | Functions |
|-------|--|---|
| (i) | | Review and certify the conformance of the design and specifications and the proposed installation method and programme in respect of the installation of the amusement ride. (Appointed person to fill in sections B and C) |
| (ii) | | Supervise the installation works of the amusement ride. (Appointed person to fill in section C) |
| (iii) | | Inspect and certify the amusement ride upon completion of its installation. (Appointed person to fill in section C) |

(Each appointed qualified person needs to fill up section C. If there is more than one qualified person, copies of section C should be filled up by each qualified person and submitted with this application.)

(3) The scheduled date of commencement of the installation of the amusement ride is _____ and the installation is expected to be completed by _____.

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

(4) I/We declare that the requirements of the relevant Technical Authorities/Departments as mentioned below have been complied with and the respective applications/approvals as listed below are attached.

(a) *Application has been made to / Approval has been obtained from the Commissioner of Civil Defence in accordance to section 36 of the Act for the fire and rescue management system of the amusement ride.
SCDF Ref. No.: _____ (Please attach copy of application / approval)

(b) *Application has been made to / Approval has been obtained from the Commissioner of Building Control in accordance with section 5 of the Building Control Act (Cap. 29) for any building related works which form part of the amusement ride, or to which the amusement ride is connected. (Please refer to explanatory note (6))
Project Ref. No.: _____ (Please attach copy of application / approval)

(5) 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 (7))

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

| | |
|--------------------|------------------------|
| Amusement Ride No. | Name of amusement ride |
|--------------------|------------------------|

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 2(a) or 2(b)(i))

- (1) I confirm that I have been appointed as the qualified person indicated in Section A paragraph 2(a) / 2(b)(i) of this form, in respect of the installation of the amusement ride herein described.
- (2) I confirm that I have reviewed the design and specifications, the proposed installation method and programme of the amusement ride herein described, and certify that they conform 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 Design and Specifications Conformity)

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

| | Documents | Remarks |
|-----|--|---------|
| (a) | Certificate of Design and Specifications Conformity | |
| (b) | Design review report | |
| (c) | Specifications of the amusement ride | |
| (d) | Design calculations | |
| (e) | Plans / drawings | |
| (f) | Plan indicating the location of the amusement ride within the amusement park | |
| (g) | Risk assessment | |
| (h) | Installation method and programme | |
| (i) | Non-Destructive Test (NDT) plans | |
| (j) | Method statement detailing commissioning tests for the amusement ride | |
| (k) | 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.)

- (4) 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 | |
| Office No.: | Email: | PE Reg. No.: | Date: |
| Mobile No.: | | | |
| Fax No.: | | | |

SECTION C (To be completed by qualified person(s) appointed by applicant as indicated in Section A paragraph 2)

- (1) I confirm that I have been appointed as the qualified person indicated in Section A paragraph 2 of this form to:
- Review and certify the conformance of the design and specifications and the proposed installation method and programme in respect of the installation of the amusement ride.
 - Supervise the installation works of the amusement ride.
 - Inspect and certify the amusement ride upon completion of its installation.
- (2) For a **major** amusement ride (where applicable), I confirm that I have appointed the following conformity assessor(s) in respect of the installation 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))

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

EXPLANATORY NOTES

- (1) One set of forms is to be completed for the installation 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 apply, in accordance with section 36, for the approval of the Commissioner of Civil Defence for the design and plans of the fire and rescue management system of the amusement ride to be installed.
- (6) Section A paragraph 4(b) is to be filled in only if applicable. Where Section A paragraph 4(b) applies, the applicant shall apply, in accordance with section 5 of the Building Control Act (Cap. 29), for the approval of the Commissioner of Building Control for the plans of any building works relating to any building which forms part of the amusement ride to be installed or to which the amusement ride is connected.
- (7) 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.
- (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) The following fees apply:
 - (i) Installation permit fees –
 - (a) major ride: S\$1,000
 - (b) any other ride: S\$300
 - (ii) Deviations and alterations of permit condition: no application fees charged
- (11) The following guidelines are available on the BCA website:
 - (i) Permit Application Guide for Amusement Rides in Singapore
 - (ii) Design Review Guide for Amusement Rides in Singapore