

APPLICATION FOR 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) Reason for application of operating permit and additional information (please tick either (a) or (b)):

- (a) Completion of new installation
- (b) Completion of major modification

(3) (a) I/We have appointed _____ (QP's name & PE Reg. No.) as the qualified person (QP) to supervise the *installation / modification works. (QP to fill in section B)

(b) I/We have appointed _____ (QP's name & PE Reg. No.) as the qualified person (QP) to inspect and certify the amusement ride upon completion of its *installation / major modification. (QP to fill in section C)

(4) I/We declare that the requirements of the relevant Technical Authorities/Departments 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 with section 36 of the Act for a certificate of compliance for the fire rescue management system of the amusement ride.
 SCDF Ref. No.: _____ (Please attach copy of application / certificate)

(b) *Application has been made to / Approval has been obtained from the Commissioner of Building Control in accordance with section 12 of the Building Control Act (Cap. 29) for a *Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC) for the 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 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.

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

(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.)

(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 (7))

(9) 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.:	Email:	NRIC No./ Passport No.:	Date:
Mobile No.:			
Fax No.:			

Payment Details (For Official Use Only)

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

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

<input type="checkbox"/> Cheque: Cheque no.: _____ Cheque date: _____ Bank: _____ Cheque to be crossed and made payable to "Building and Construction Authority"	<input type="checkbox"/> Credit card (except AMEX)	<input type="checkbox"/> Nets
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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(a))

(1) I confirm that I have been appointed as the qualified person responsible for the supervision of the *installation / modification works of the amusement ride herein described, the dates of commencement and completion of the works 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 *installation / modification 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 supervised the *installation / modification works of the amusement ride and certify that the *installation / modification works were carried out 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.

(Please attach Certificate of Supervision (*Installation / Modification Works))

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

	Documents	Remarks
(a)	Certificate of Supervision (<u>*Installation / Modification</u> Works)	
(b)	Plan indicating the location of the amusement ride within the amusement park	
(c)	Installation / modification method and programme	
(d)	List of all alterations to installation / modification permit conditions (if any)	
(e)	List of all deviations to installation / modification works, whether approved or not (if any)	
(f)	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.:			

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

- (1) I confirm that I have been appointed as the qualified person responsible for the inspection and certification of the amusement ride herein described upon completion of its *installation / major modification, 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 Inspection (*Installation / Modification Works). See explanatory note (10))

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

	Documents	Remarks
(a)	Certificate of Inspection (<u>*Installation / Modification</u> Works)	
(b)	Inspection report	
(c)	Inspection checklist	
(d)	Records of commissioning tests	
(e)	Copy of all as-built drawings of ride, and include all minor deviations	
(f)	Operations manual (updated)	
(g)	Maintenance manual (updated)	
(h)	Non-Destructive Test (NDT) records and results	
(i)	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	
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) 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 12 of the Building Control Act (Cap. 29), to the Commissioner of Building Control for the grant of a Temporary Occupation Permit (TOP) or the issuance of a Certificate of Statutory Completion (CSC) for the building related works which form part of the amusement ride 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) 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) Design Review Guide for Amusement Rides in Singapore
 - (iii) Annual Inspection Guide for Amusement Rides in Singapore