

GUIDELINES ON APPLICATION TO OPERATE AN AMUSEMENT CENTRE

1. The applicant must comply with the following requirements:
 - (a) the minimum size of the amusement centre is 120 sq metres;
 - (b) submit to the Licensing Officer a list of proposed game machines stating the name, description, the number of units and the floor area occupied by each unit;
 - (c) video games, which include computer games, if they are provided, must not occupy more than 50% of the floor space and;
 - (d) the amusement centre must have one or more of the following features:
 - (i) stalls selling items such as soft toys, books and magazines connected with recreation;
 - (ii) non-video games such as pinball machines or soccer tables;
 - (iii) children's play area; and
 - (iv) stage for animated shows.

Note: The list of game machines specified in para 1(b) must be submitted together with the application or faxed with the acknowledgement slip to 6226 1089

2. The applicant must obtain the approval of the other relevant authorities such as URA before commencing operation. There is no need for the applicant to visit the SCDF's Fire and Safety Service Department (FSSD) to obtain the Occupant Load (OL). SPF will assist to obtain the OL from FSSD when an application for a PE licence is received.

Please note that the FSSD can only assess the OL after the Temporary Fire Permit (TFP) or Fire Safety Certificate (FSC) is issued.

3. Such outlets are generally not allowed within HDB shophouses and HDB residential estates.

HOW TO IMPORT NEW GAME MACHINES?

4. Submit your application through TradeNet, International Enterprise, Singapore
 - (a) Processing Procedures
TradeNet System Routing
 - (i) Types of declaration - only inward declaration, including joint declaration (TDB inward) for BWS and MES purposes;
 - (ii) HS codes - (gully-controlled);
95 04 30 00 coin or disc-operated amusement machines including cinematograph machines and pinball tables-prohibited.

Based on the type of declaration and the HS codes, TradeNet system will route the declaration to the Police Licensing Regulatory Department (PLRD) for on-line processing.

(b) PLRD's requirements

Importers of the above-mentioned new game machines are required to submit their applications to PLRD for approval at least six weeks before the arrival of the goods

in Singapore.

The application must be supported with as much information about the item as possible e.g. brochures (in English) describing the objectives and modes of play. In the case of video game machines, the importer should provide the approval from Info-communications Media Development Authority (IMDA) to PLRD.

PLRD will assess the application and will inform the importer/ applicant the result in writing. Either letter of approval or rejection of such import will be given.

Upon PLRD's approval, the inward declaration can then be submitted through TradeNet for processing.

(c) Declaration Requirements

In the inward declaration, the following need to be declared:

- (i) Description of Good Field - full particulars of the machines should be declared, such as the name of the game machine, model, manufacturer and serial no.;
- (ii) Remarks field - PLRD's approval letter reference should be stated.

(d) Supporting Documents

The supporting documents required to be faxed to PLRD after submission of the declaration through TradeNet are:

- i. Invoice;
- ii. Bill of Lading/Air Waybill;
- iii. Packing list;
- iv. Brochures; and
- v. PLRD's letter of approval.