

## Guidance Note No. GN 3

### Application and Handling of a Conveyance Permit



**Mines Division, Geotechnical Engineering Office**  
**Civil Engineering and Development Department**

## **1. Introduction**

- 1.1 Under section 82 of the Dangerous Goods (Control) Regulation (DG(C)R) (Cap. 295G), the Commissioner of Mines may, on application and payment of the prescribed fee, grant a permit permitting the conveyance of Class 1 dangerous goods (Class 1 S1DG) on land from one place of origin to only one destination, subject to the following exemptions:
- (a) Intact special Class 9 S1DG;
  - (b) Group 8 S1DG;
  - (c) Explosive (whether or not falling within the definition of S1DG) in a licensed factory in such quantities as are reasonably required for, and incidental to, the manufacture of S1DG;
  - (d) Class 1 S1DG within a designated conveyance area;
  - (e) Class 1 S1DG within a designated possession area;
  - (f) Class 1 S1DG removed from a licensed Mode A store situated in a licensed blasting site for use in the site without undue delay;
  - (g) Any quantity of cartridges for small arms or safety cartridges removed from a licensed store, if a licence has been granted to a person under the Firearms and Ammunition Ordinance (Cap. 238) authorizing the removal or conveyance of the cartridges by the person; and
  - (h) the conveyance of exemptions in respect of Schedule 1 dangerous goods (S1DG) under sections 7A to 7D, 8, 8A to 8F of the Dangerous Goods (Application and Exemption) Regulation 2012 (Cap. 295E).
- 1.2 The Commissioner of Mines (CoM) is the Authority for the issue of conveyance permits for the conveyance of explosives on land and the Director of Marine (DoM) is the Authority for the issue of conveyance permits for conveyance at sea within Hong Kong. If the explosives conveyance covers both on land and at sea, separate conveyance permits must be obtained from the respective Authority.
- 1.3 At the request of the conveyance permit holder, Mines Division will, upon payment of a delivery fee, provide an explosives delivery service from/to a Government Explosives Depot. The delivery fees can be found in Part II of the Schedule to the Dangerous Goods (Government Explosives Depots) Regulations (Cap. 295D). Further information is given in Mines Division Practice Note No. 1 “Delivery of Blasting Explosives and Related Safety and Security Procedures” ([MDPN1](#)).

## **2. General Information**

- 2.1 Normally, only the permittee of a blasting site or the licensee of an explosives store, or their explosives supplier, is permitted to apply for a conveyance permit. Unless otherwise agreed by Mines Division, the applicant should be a company registered in Hong Kong.
- 2.2 Except for the transshipment of explosives, an application for a conveyance permit will not be processed unless the explosives to be conveyed have been included in the “List of Approved Explosives in Hong Kong”. Further information on the approval of explosives is given in Mines Division Guidance Note No. [GN 5](#): “Approval of Explosives in Hong Kong”.

- 2.3 A conveyance permit covers the conveyance of specified quantities and types of explosives from one location to another. It may also include restrictions on the route and vehicle to be used for conveyance, as well as the driver and personnel attending the conveyance. If explosives are to be unloaded at multiple destinations, one conveyance permit is required for each destination even if the same vehicle and personnel are deployed, the explosives are conveyed via the same route and/or the destinations are adjacent to each other.
- 2.4 A conveyance permit is required to cover the conveyance of any explosives on land in Hong Kong irrespective of the distance and duration of the conveyance unless otherwise specified in the licence of an explosives store or the discharge (blasting) permit of a blasting site.

### **3. Application for a Conveyance Permit**

- 3.1 To apply for a conveyance permit, the applicant must submit the completed and signed “Application for a Conveyance Permit(s) to Convey Class 1 Dangerous Goods on Land” (Form No. MIN f2) or submit the application via the Centralised Explosives Licensing and Management System (CELIMS) of Mines Division, together with other information/documents specified in paras. 3.2 to 3.4 below.

#### **3.2 *Conveyance of Blasting Explosives***

- 3.2.1 If the blasting explosives are to be delivered by Mines Division from a Government Explosives Depot, the applicant should follow the procedures specified in para. 4 of [MDPN1](#) and para. 8.3 of Mines Division Practice Note No. 2 “Explosives and PSEM Storage in Government Explosives Depots” ([MDPN2](#)).
- 3.2.2 For the conveyance of blasting explosives using the applicant’s vehicles from their explosives store to a blasting site, the applicant must ensure that:

- (a) the documents listed in para. 4.1 of [MDPN1](#), the shot firer’s requisition form (or other issue note) and the daily balance of the explosive store are submitted to Mines Division, no later than 2:00pm, Monday to Friday, or 9:30am on Saturday, one working day in advance of the day of the intended delivery;
- (b) any vehicles carrying blasting explosives on public roads have been approved by the CoM (see Mines Division Guidance Note No. [GN 2](#) “Requirements for Approval of an Explosives Delivery Vehicle”); and
- (c) the terms and conditions stated in the conveyance permit are strictly followed (see Annex A for a list of typical permit conditions).

#### **3.3 *Conveyance of Non-blasting Explosives***

- 3.3.1 If the non-blasting explosives are to be issued from a Government Explosives Depot, the applicant should follow the procedures specified in para. 8.2 of [MDPN2](#).
- 3.3.2 If the applicant intends to deliver the explosives using their own vehicles, either from a Government Explosives Depot or their explosives store, the applicant must:

- (a) submit to Mines Division a written emergency procedure and a declaration that the vehicle driver understands the dangers which may arise from the particular explosives being carried and the action to be taken in an emergency (the typical responsibilities of the explosives owner/driver/attendant and emergency procedures are given in Annex B);
- (b) ensure that any vehicles carrying more than 200kg net explosives content of non-blasting explosives or any quantity of fireworks for entertainment purposes on public roads have been approved by the CoM (see Mines Division Guidance Note No. [GN 2](#) “Requirements for Approval of an Explosives Delivery Vehicle”); and
- (c) the terms and conditions stated in the conveyance permit are strictly followed (see Annex A for a list of typical permit conditions).

### 3.4 *Conveyance of Explosives to be Imported into Hong Kong, Exported from Hong Kong and Transshipments*

- 3.4.1 If the explosives to be imported/exported are to be stored in or issued from a Government Explosives Depot, the applicant must also obtain prior approval for storage/issue in accordance with [MDPN2](#).
- 3.4.2 The applicant must submit the information/documents listed in Annex C to Mines Division. For the delivery by the applicant’s own vehicles, the procedures in paras. 3.2.2 and 3.3.2, if applicable, must be followed.

## 4. **Issue of a Conveyance Permit**

- 4.1 Mines Division will check all of the information submitted and may request the applicant to clarify the information or provide any missing documents.
- 4.2 If the required information and documents are in order, upon payment of the prescribed fee, a conveyance permit will be issued to the applicant via CELIMS within 1 working day. If the explosives are to be delivered by Mines Division, the conveyance permit will be kept by Mines Division and only a receipt will be issued to the applicant. In addition, the applicant can generate a copy of the conveyance permit from CELIMS.

## 5. **Handling of a Conveyance Permit**

- 5.1 For the conveyance of explosives using the applicant’s vehicles, before issuing explosives, the licensee of an explosives store (or authorised representative) must check to ensure that there is a valid conveyance permit for conveyance of the explosives. A copy of the permit can be generated from CELIMS. The licensee of an explosives store must endorse Part III of the conveyance permit to confirm that the conveyance permit has been checked and is in order.
- 5.2 A copy of the conveyance permit must be kept by the person responsible for conveying the explosives and be available for inspection by the police or Mines Division when the explosives are being conveyed.
- 5.3 The licensee of an explosives store should keep a copy of the conveyance permit, for a period of not less than 3 years, so that it can be checked by officers of Mines Division.

## **6. Input usage of Conveyance Permit**

- 6.1 For the conveyance of explosives using the applicant's vehicles, the licensee of an explosives store (or authorised representative) is required to update as soon as reasonably practicable the usage of the conveyance permit with related information in CELIMS after the conveyance of the explosives. If the conveyance permit is unused after the expiry of the permit, the licensee of an explosives store is also required to provide the reasons for not using the permit in CELIMS.

## **7. Permit Fee for a Conveyance Permit**

- 7.1 The fee for a conveyance permit is prescribed in the table to section 3 of Schedule 8 of the DG(C)R.
- 7.2 For explosives delivered by Mines Division, the fee for a conveyance permit will be charged in addition to the delivery fee.

**Mines Division**

**November 2022**

*General guidance is provided in this Note. Specific requirements may be imposed by the Commissioner of Mines to suit the conveyance conditions and characteristics of the dangerous goods. Any feedback on this document should be sent to the Chief Geotechnical Engineer/Mines, Geotechnical Engineering Office, Civil Engineering and Development Department.*

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### List of Typical Conveyance Permit Conditions

- 一、 本許可證不得轉讓。
  1. This conveyance permit is not transferable.
- 二、 本許可證受香港法例第295章危險品條例及根據該條例而制訂之任何現行規例管制。
  2. This permit is subject to the provisions of the Dangerous Goods Ordinance, Chapter 295, and any other Regulations made thereunder for the time being in force.
- 三、 運送爆炸品的車輛須於顯眼處展示《危險品(管制)規例》第80條所要求的標示牌。
  3. A placard as specified in the section 80 of Dangerous Goods (Control) Regulation must be displayed in a conspicuous place on the vehicle carrying explosives.
- 四、 運送爆炸品的車輛不得無故在運送途中等候或停車。
  4. No unnecessary waiting or parking of the vehicle is permitted at any place along the delivery route.
- 五、 運送爆炸品的車輛不准使用任何公路上的隧道。
  5. The vehicle which carries explosives is prohibited from passing through any tunnel on public road.
- 六、 運送爆炸品的車輛每次運送的爆炸品重量不得超過 200 公斤淨爆炸品含量，但獲當局以書面批准者除外。運送爆炸品的車輛必須領有牌照及裝備有效的滅火器，並且經常維修，保持良好行車狀況。
  6. Except with the permission in writing of the Authority, the vehicle shall carry not more than 200kg net explosives content of explosives in weight at any one time. The vehicle for moving explosives shall be a licensed vehicle equipped with effective fire-extinguisher/s and is maintained in good running conditions at all times.
- 七、 運送爆炸品的車輛必須使用本運送許可證申請書內指明的預定運輸路線。
  7. The vehicle shall use the intended route of transportation specified in the application for this conveyance permit.
- 八、 本許可證只供運送一次爆炸品使用，而已繳付的費用不能退還。
  8. This conveyance permit is issued for an isolated act only and the fee paid is not refundable.
- 九、 當車輛運送爆炸品時不准在任何油站加添燃油。
  9. The vehicle with explosives on board is prohibited from refueling at any fuel station.
- 十、 爆破用爆炸品或表演用煙花須由已獲當局審批的車輛及駕駛者，在駐地盤爆炸品督導員及引爆手或煙花燃放主管/助理陪同下運送。攜帶爆炸品/煙花時，該車輛必須展示正確的危險品告示牌和警示標誌。
  10. Conveyance of blasting explosives or entertainment fireworks shall only be undertaken by the vehicle/s and driver/s approved by the Authority and in the presence of a Resident Explosives Supervisor and a Shot Firer or a Fireworks Master/Assistant. When carrying explosives/fireworks, the approved vehicle/s shall display the correct dangerous goods placards and warning signs.
- 十一、 爆炸品和雷管須由不同車輛或設有不同載貨間的车辆分開運送。電雷管必須攜帶於附有適當標記的核准木製容器內。
  11. Explosives and detonators shall be conveyed on separate vehicles or in separate compartments on the vehicle. Electric detonators shall be carried in an approved and properly labelled wooden container.

- 十二、持證人必須在運送爆炸品後，於合理可行的情況下，盡快在本處的爆炸品牌照及許可證管理系統(CELIMS)內，輸入本許可證的實際使用日期及時間。如許可證在有效期屆滿前仍未使用，持證人亦須在CELIMS內，提供未能使用本許可證的原因。
12. The Permittee is required to input the actual date and time of the use of this Permit in Centralised Explosives Licensing and Management System (CELIMS) after the conveyance of the explosives as soon as reasonably practicable. If the Permit is unused before its expiry date, the Permittee is also required to provide reason(s) for not using the Permit in CELIMS.

## **Typical Responsibilities of the Explosives Owner/Consignor and Driver**

### **Emergency Procedure**

#### **Responsibility of Explosives Owner/Consignor:**

- Ensure that the explosives are properly packaged and labelled under sections 87 and 88 of the Dangerous Goods (Control) Regulation and the International Maritime Dangerous Goods Code (IMDG Code)
- Ensure that the packaging containing explosives is properly constructed and in good condition
- Ensure that incompatible explosives are not conveyed in the same vehicle
- Brief the driver on the legal responsibility, emergency procedures and items listed on the Material Safety Data Sheet (MSDS) that the driver needs to know during conveyance of the explosives.

#### **Responsibility of Vehicle Driver:**

- Ensure that the vehicle is in sound mechanical condition and is roadworthy;
- When conveying the explosives, a copy of the explosives manifests and the conveyance permit issued by the Commissioner of Mines must be kept in the vehicle so that it can be checked by the police or an explosives officer
- Check the permissible weight of the vehicle so as to avoid over-loading
- Ensure explosives are properly secured before starting the conveyance journey
- Ensure a placard as specified in the section 80 of the Dangerous Goods (Control) Regulation is displayed in a prominent position on the vehicle before starting the conveyance journey
- Ensure that at least two effective and suitable fire extinguishers are in the vehicle
- Follow the conditions specified in the conveyance permit
- Ensure no smoking is allowed
- Be competent to operate all the equipment on the vehicle, including the fire extinguishers
- Ensure that vehicle attendants (if any) are familiar with emergency procedures and competent in the use of the fire extinguishers on the vehicle
- Be familiar with emergency procedures.

#### **Emergency Procedure:**

- Step 1. Stop the vehicle at suitable location and switch off the engine



- Step 2. Prevent other vehicles from coming close to the delivery vehicle and warn any person in the vicinity
- Step 3. Dial 999 and advise the emergency services of the location of the vehicle, the nature of the emergency and the types and quantities of explosives in the vehicle
- Step 4. If fire does not involve the explosives, use the fire extinguisher to extinguish the fire
- Step 5. Provide information to firemen and policemen at scene.

**Information/documents to be submitted for the conveyance of explosives to be imported  
into or exported from Hong Kong and transhipments**

<b>Information/documents</b>	<b>Import into Hong Kong</b>	<b>Export from Hong Kong</b>	<b>Air- transhipment</b>	<b>Other transhipment</b>
Date of approval of explosives in Hong Kong	For the first time	N/A	N/A	N/A
Application for storage in / issue from a Government Explosives Depot	If applicable	If applicable	N/A	N/A
Classification document issued by a competent authority	N/A	N/A	Yes	Yes
Material Safety Data Sheet (MSDS)	N/A	N/A	Yes	Yes
Written consent issued by the authority of the receiving country or similar documents	N/A	Yes	N/A	Yes
Pre-classification results or import/export licence issued by the Trade and Industry Department	Yes	Yes	Yes	Yes
Packing list	Yes	Yes	Yes	Yes
Declaration for dangerous goods, dangerous goods manifest or similar documents, and photographs of packaging	Yes	Yes	Yes	Yes