

## Customer Information

### Submitting a licence application to year-end distribution of pyrotechnic articles

#### ÁNYK forms related to applications in Customer Information

Case group: Administration related to pyrotechnic activities

Identifier	Type of case
RI-0118	Engedélykérelem pirotechnikai termékek év végi forgalmazására
RI-0118	Licence application concerning year-end distribution of pyrotechnic articles

**This information is effective as of 29 May 2018.**

#### Relevant legislation concerning the procedure:

1. Act CL of 2016 on the General Rules of Administrative Proceedings and Services [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=199170.331240](http://njt.hu/cgi_bin/njt_doc.cgi?docid=199170.331240)
2. Act XXIV of 2004 on Firearms and Ammunition (hereinafter referred to as Ftv.) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=83823.323256](http://njt.hu/cgi_bin/njt_doc.cgi?docid=83823.323256)
3. Government Decree No. 173/2011 (VIII. 24.) on Pyrotechnics Activities for Civilian Use (hereinafter referred to as Government Decree) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=139780.339527](http://njt.hu/cgi_bin/njt_doc.cgi?docid=139780.339527)
4. Government Decree No. 329/2007 (XII. 13.) on Police Bodies and the Duties and Functions of Police Bodies [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629.326988](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988)
5. Ministerial Decree No. 67/2007 (XII. 28.) on Establishing the Area of Jurisdiction of the Police Authorities [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=110516.316679](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679)
6. Ministerial Decree No. 53/2012 (X. 26.) on the Administrative Service Charges Relating to the Authorisation of Pyrotechnics Activities for Civilian Use [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=155408.230136](http://njt.hu/cgi_bin/njt_doc.cgi?docid=155408.230136)

#### Submitting the application:

The enterprise entitled to submit its application for a licence must submit its application to the relevant county (municipal) police department of the place where the enterprise is registered.

An enterprise entitled to submit its application for a licence:

A licence can only be issued to enterprises (sole traders, limited companies, business associations), in the area of conducting and managing pyrotechnics activities for civilian use, having an active partner, employee, at least one worker or, in accordance with a commercial contract made and entered into with the enterprise, one person acting in the name and on behalf of the enterprise, either of whom is a pyrotechnician satisfying the specific requirements set forth in *The Rules and Regulations of Pyrotechnics Activities for Civilian Use* Section of the Act.

A licence to sell fireworks articles in pyrotechnic Categories 1-3 during year-end distribution can be granted to an enterprise that has a permanent distribution permit and a permit for storage on the site of the distribution.

**Costs and expenses of the procedure: A) and B)**

A) Payable to the Police:

1. Distribution: HUF 33,500
2. Administrative service fee for licensing procedure, payable in each case.
3. Payable in advance or subsequently to the appropriation allocation bank account numbers held by the relevant county (municipal) police department of the place where the year-end activity is planned.
4. Bank account numbers: Ministerial Decree No. 16/2012. (IV. 3.)
5. Pre-payment (recommended): In the description of the payment „év végi pirotechnika” (pyrotechnic articles, year-end) and the location of the activity must be indicated.
6. Subsequent-payment: Not later than on the business day following the receipt of the registration number issued by the relevant authority. In the description of the payment the registration number of the case must be indicated. (Registration number: 'RZSEIR' registration number indicated in the communication sent by the document management system of the Police to the storage space of applicant's customer portal)

B) Payable to the Directorate for Disaster Management:

1. Distribution: HUF 13,000
2. Administrative service fee of authority, payable in each case with the following exception:
  - The administrative service fee is not payable if the applicant has a preliminary opinion from the relevant authority attached to its application, and his/her application is submitted within 16 days upon the preliminary opinion from the relevant authority being issued.
3. Payable in advance or subsequently to the appropriation allocation bank account numbers held by the relevant county (municipal) directorate for disaster management of the place where the activity is planned.
4. Bank account numbers: See Ministerial Decree No. 53/2012 (X. 26.).
5. In the description of the payment the title of the procedure in accordance with Annex 1 to Ministerial Decree No. 16/2012. (IV. 3.) must be indicated.
6. The payment of the costs and expenses must be verified concurrently with submitting the application for conducting the procedure.

**Annexes to be attached to the application: A) and B)**

A) Distribution not in buildings

B) Distribution in buildings

A) Annexes to be attached to the application in case of distribution not in buildings:

1. The to-scale floor-plans/layout of the area serving for distribution and storage  
To-scale floor-plan/layout: a dimensional drawing of the area of activity that visibly contains the following (as specified in the law) data and shows that how a unit length corresponds with a distance in reality.

On the floor-plans/layouts the below must separately be marked:

- the location of the premises used for distribution and storage activities
- installation distances

- area to be restricted
  - environmental risks
  - structures
  - orientation
  - escape routes
2. The facility with the purpose of distribution
    - floor-plans/layouts,
    - technical specifications
  3. The verification of property rights or rights of use of areas or facilities (including the area to be restricted) used for the distribution activities
  4. A certificate that the applicant does not have legally established tax, customs and social security debts, or regarding their debts an instalment plan has been granted.  
No such certificate should be attached if the applicant, at the time of submitting their application, is not registered in the register of taxpayers free of tax debt obligations in accordance with Section 178, subsection 32 of Act XCII of 2003.
  5. The copy of the agreement made and entered into with a business entity, operating in the European Economic Area, entitled to dispose pyrotechnic articles.  
Only the copy of the direct agreement made and entered into between the applicant meeting the above requirements and the business entity entitled to dispose material shall be accepted. The agreement cannot be replaced with any agreement, takeover or other declaration concluded with business entities having such agreement but not entitled to dispose materials.
  6. The operational instructions regulating distribution and their related storage activities  
*(The definition of an operational instruction as set forth in R. is as follows: “An internal regulation containing operational instructions prepared by the enterprise which identifies the work processes to be carried out and the persons in charge.”)*
  7. The fire safety documentation  
*(The definition of fire safety documentation as set forth in R. is as follows: “A plan concerning the accessibility of the buildings and premises, their water supplies for firefighting, their classification in risk classes, their flammability and fire resistance parameters, the locations of the ‘A’ class divisions, the calculations regarding evacuation, their building services engineering design and lightning protection systems, as well as plans for fire alarms and fire extinguishing, respectively.”)*
  8. A copy of the pyrotechnic licence
  9. The copy of the fire prevention licence
  10. In the case of advance payment, the verification of the administrative service fee payable to the Police.
  11. The verification of the administrative service fee of the authority payable to the Directorate for Disaster Management.  
No verification is necessary if the applicant has a preliminary opinion from the relevant authority issued within 16 days and attached it to their application.
  12. The preliminary opinion of the relevant authority that can be used and is valid in the procedure.  
The preliminary opinion of the Directorate for Disaster Management, if the applicant has such an opinion and intends to use it in the procedure.
- Other:
- A permanent distribution permit  
The applicant may attach the permit issued to the application, where no such permit exists, the authorising authority shall obtain it.
  - A permit for storage  
The applicant may attach the permit issued to the application, where no such permit exists, the authorising authority shall obtain it.

B) Annexes to be attached to the application in case of distribution in buildings:

1. The to-scale floor-plans/layout of the area serving for distribution and storage  
To-scale floor-plan/layout: a dimensional drawing of the area of activity that visibly contains the following (as specified in the law) data and shows that how a unit length corresponds with a distance in reality.  
On the floor-plans/layouts the below must separately be marked:
  - the location of the premises used for distribution activities and storage
  - installation distances
  - area to be restricted
  - environmental risks
  - structures
  - orientation
  - escape routes
2. The facility with the purpose of distribution
  - floor-plans/layouts,
  - technical specifications
3. The verification of property rights or rights of use of the premises (buildings/areas) with the purpose of distribution activities.
4. A certificate that the applicant does not have legally established tax, customs and social security debts, or regarding their debts an instalment plan has been granted.  
No such certificate should be attached if the applicant, at the time of submitting their application, is not registered in the register of taxpayers free of tax debt obligations in accordance with Section 178, subsection 32 of Act XCII of 2003.
5. The copy of the agreement made and entered into with a business entity, operating in the European Economic Area, entitled to dispose pyrotechnic articles.  
Only the copy of the direct agreement made and entered into between the applicant meeting the above requirements and the business entity entitled to dispose material shall be accepted. The agreement cannot be replaced with any agreement, takeover or other declaration concluded with business entities having such agreement but not entitled to dispose materials.
6. The operational instructions regulating distribution and their related storage activities  
*(The definition of an operational instruction as set forth in R. is as follows: “An internal regulation containing operational instructions prepared by the enterprise which identifies the work processes to be carried out and the persons in charge.”)*
7. The fire safety documentation corresponding to the activities  
*(The definition of fire safety documentation as set forth in R. is as follows: “A plan concerning the accessibility of the buildings and premises, their water supplies for firefighting, their classification in risk classes, their flammability and fire resistance parameters, the locations of the ‘A’ class divisions, the calculations regarding evacuation, their building services engineering design and lightning protection systems, as well as plans for fire alarms and fire extinguishing, respectively.”)*
8. A copy of the pyrotechnic licence
9. The copy of the fire prevention licence
10. In the case of advance payment, the verification of the administrative service fee payable to the Police.
11. The verification of the administrative service fee of the authority payable to the Directorate for Disaster Management.  
No verification is necessary if the applicant has a preliminary opinion from the relevant authority issued within 16 days and attached it to their application.

12. The preliminary opinion of the relevant authority that can be used and is valid in the procedure.

The preliminary opinion of the Directorate for Disaster Management, if the applicant has such an opinion and intends to use it in the procedure.

Other: — A permit by the planning (building) authority:

The applicant may attach the permit issued, where no such permit exists, the authorising authority shall obtain it.

— A permanent distribution permit:

The applicant may attach the permit issued, where no such permit exists, the authorising authority shall obtain it.

— A permit for storage:

The applicant may attach the permit issued, where no such permit exists, the authorising authority shall obtain it.

### **Processing the application:**

The Police contact the administrative authority in the case, if the conditions of initiating the administrative authority procedures are present.

If during processing the application it is established that the entitled applicant has submitted the complete application to the authority having appropriate jurisdiction, or they have complied with the request for correction or amendment, and the conditions of conducting the safe pyrotechnic activities, in accordance with the rules and regulations, have been met, the Police shall authorize the activities in a decision. The Police shall send the applicant the electronically certified and issued copy of the decision on the permit. During the procedure no personal appearance is required.

Bank account numbers:

Institute	Appropriation allocation bank account number
Budapest Police Headquarters	10023002-01451430-00000000
Baranya County Police Headquarters	10024003-01451485-00000000
Bács-Kiskun County Police Headquarters	10025004-01451492-00000000
Békés County Police Headquarters	10026005-01451502-00000000
Borsod-Abaúj-Zemplén County Police Headquarters	10027006-01451519-00000000
Csongrád County Police Headquarters	10028007-01451526-00000000
Fejér County Police Headquarters	10029008-01451533-00000000
Győr-Moson-Sopron County Police Headquarters	10033001-01451540-00000000
Hajdú-Bihar County Police Headquarters	10034002-01451557-00000000
Heves County Police Headquarters	10035003-01451564-00000000
Jász-Nagykun-Szolnok County Police Headquarters	10045002-01451612-00000000
Komárom-Esztergom County Police Headquarters	10036004-01451571-00000000
Nógrád County Police Headquarters	10037005-01451588-00000000
Pest County Police Headquarters	10023002-01451478-00000000
Somogy County Police Headquarters	10039007-01451595-00000000
Szabolcs-Szatmár-Bereg County Police Headquarters	10044001-01451605-00000000
Tolna County Police Headquarters	10046003-01451629-00000000
Vas County Police Headquarters	10047004-01451636-00000000
Veszprém County Police Headquarters	10048005-01451643-00000000
Zala County Police Headquarters	10049006-01451650-00000000