

Customer Information

relating to submitting licence application of distribution of pyrotechnic articles or storage of pyrotechnic articles in permanent or retail and distribution centre storage facilities (storage unit), respectively

inNOVA forms related to the applications in Customer Information

Case group: Administration related to activities in pyrotechnics

Identifier	Type of case
RI-0108	Engedélykérelem pirotechnikai termék forgalmazására, illetve forgalmazására és tárolására állandó vagy kézi tárolóhelyen
RI-0108	Licence application of distribution of pyrotechnic articles or storage of pyrotechnic articles in permanent or retail and distribution centre storage facilities (storage unit), respectively

This information is effective as of 30 June 2020.

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
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
3. Government Decree No. 173/2011 (VIII. 24.) on Pyrotechnics Activities for Civilian Use (hereinafter referred to as Government Decree or R.) 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
5. Ministerial Decree No. 67/2007 (XII. 28.) on Establishing the Area of Competence of the Police Authorities http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679
6. Act CXXVIII of 2011 on Disaster Management and the Amendment of Certain Related Acts http://njt.hu/cgi_bin/njt_doc.cgi?docid=139408.328166
7. Government Decree No. 234/2011 (XI.10.) on the implementation of Act CXXVIII of 2011 on the Amendment of the Act on Disaster Management and the Amendment of Certain Related Acts http://njt.hu/cgi_bin/njt_doc.cgi?docid=140039.330042
8. 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
9. Ministerial Decree No. 16/2012 (IV. 3.) on the Administrative Service Charges Relating to Certain Fire Prevention Authority Administrative Procedures and Services http://njt.hu/cgi_bin/njt_doc.cgi?docid=147321.316512

Submitting the application:

The business entity entitled to submit its application for licence must submit its application to the competent county (municipal) police department of the place where the business entity is registered.

Business entity entitled to submit its application for licence: A licence can only be issued to business entities (individual entrepreneur, individual company, company), 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 business entity, one person acting in the name and on behalf of the business entity, 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.

Licence application of year-end distribution and storage of pyrotechnic articles should not be submitted in this form.

Costs and expenses of the procedure:

1. Payable to the Police:

- distribution only: HUF 33,500
- distribution and storage if the storage area is physically adjacent to the distribution area: HUF 33,500
- distribution and storage if the storage area is not physically adjacent to the distribution area: HUF 67,000

Administrative service fee of authority, payable in each case.

2. Payable to the Directorate for Disaster Management:

- distribution only: HUF 13,000
- distribution and storage if the storage area is physically adjacent to the distribution area: HUF 13,000
- distribution and storage if the storage area is not physically adjacent to the distribution area: HUF 26,000

Administrative service fee of authority, payable in each case if the applicant does not have a preliminary opinion of the competent authority issued within 16 days and attached to its application.

Costs and expenses of the procedure 1 (Payable to the Police):

HUF 33,500 (that is Hungarian Forints Thirty-three thousand and five hundred) or HUF 67,000 (that is Hungarian Forints Sixty-seven thousand) as administrative service fee.

Payable by pre-payment to the appropriation allocation bank account numbers held by the competent county (municipal) police department of the place where the activity is carried out.

Account numbers listed in table 1. of information contained on next link: [az űrlapbenyűjtáshoz kapcsolódó fizetési kötelezettségek teljesítéséhez](#)

Referring the case number, the Administrative Service Fee can be paid by bank transfer or via the Electronic Payment and Settlement System (EFER) via online bank card payment (VPOS).

In the case bank transfer, the information field must contain the registration number returned after the automatic registration, which is a case number consisting of the following positions:

X X X X X - X X X /X X X/ X X X X. pr. (e.g.: 19000-140/111/2019. pr.)

Costs and expenses of the procedure 2 (Payable to the Directorate for Disaster Management):

HUF 13,000 (that is Hungarian Forints Thirteen thousand) or HUF 26,000 administrative service fee.

Payable by pre-payment (bank transfer or cash to be placed on a payment account) to the appropriation allocation bank account numbers held by the competent county (municipal) directorate for disaster management of the place where the activity is carried out.

1. Bank account numbers: Ministerial Decree No. 16/2012. (IV. 3.)
2. 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.
3. The payment of the costs and expenses must be verified concurrently with submitting the application for conducting the procedure.

When submitting the application, the administrative service fee of authority should not be paid if the applicant has a preliminary opinion of the competent authority, attached it to his/her application, and has submitted his/her application within 16 days upon the preliminary opinion of the competent authority has been issued.

Annexes to be attached to the application: A), B), C)

- A) Distribution only
- B) Distribution and storage inside building (warehouse, storeroom)
- C) Distribution and storage in container (storage unit)

A)
DISTRIBUTION ONLY
(storage related to distribution carried out in a licenced storage area)

Annexes to be attached to the application

1. Regarding the facility with the purpose of distribution, their
 - floor-plans/layouts,
 - technical specifications,
 - sketch of the placement of safety engineering apparatus and installations
2. The verification of property rights or rights of use of areas or facilities with the purpose of distribution.
3. 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 material.

4. A certificate that the applicant does not have legally established tax, customs and social security debts, or regarding his/her debts an instalment plan has been granted.
No such certificate should be attached if the applicant, at the time of submitting his/her 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. Fire protection documentation
(The concept of fire protection documentation set in R.: „The plan concerning the accessibility, firewater supply, classification in risk classes, combustibility and fire resistance parameters of building structures used, location of class divisions, evacuation calculations, installation of the technical building systems, lightning protection, fire alarm and firefighting.”)
6. The copy of the pyrotechnics licence
7. The copy of the fire prevention licence
8. In case of pre-payment, the verification of the administrative service fee payable to the Police.
9. The verification of the administrative service fee of authority payable to the Directorate for Disaster Management.
No verification is necessary if the applicant has a preliminary opinion of the competent authority issued within 16 days and has attached it to his/her application.
10. The preliminary opinion of the competent authority that can be used (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.

B)
DISTRIBUTION AND STORAGE INSIDE BUILDING
(warehouse, storeroom)

Annexes to be attached to the application

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 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 facility with the purpose of distribution
 - the location of the facility with the purpose of 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 facility with the purpose of storage
 - floor-plans/layouts,

- technical specifications,
- 4. Sketch of the placement of safety engineering apparatus and installations
- 5. The verification of property rights or rights of use of areas or facilities with the purpose of distribution and storage.
The copy of the lease agreement, if the facility with the purpose of storage is used by the business entity submitting the application under the terms of a lease agreement.
- 6. Calculations regarding defining storage standards
 - The definition of storage standard in accordance with Annex 1 of R.
 - Storage unit: the total net explosive content (NEC) of pyrotechnic articles stored at the same time does not exceed 200 kg.
- 7. 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 material.
- 8. A certificate that the applicant does not have legally established tax, customs and social security debts, or regarding his/her debts an instalment plan has been granted.
No such certificate should be attached if the applicant, at the time of submitting his/her 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.
- 9. The operational instructions regulating storage activities
An operational instruction is:
 - prepared by the business entity,
 - contains the operational instructions
 - an internal regulation, which identifies
 - the work processes to be carried out and
 - their persons in charge (responsible)
- 10. Fire protection documentation
(The concept of fire protection documentation set in R.: „The plan concerning the accessibility, firewater supply, classification in risk classes, combustibility and fire resistance parameters of building structures used, location of class divisions, evacuation calculations, installation of the technical building systems, lightning protection, fire alarm and firefighting.”)
- 11. The copy of the pyrotechnics licence
- 12. The copy of the fire prevention licence
- 13. In case of pre-payment, the verification of the administrative service fee payable to the Police.
- 14. The verification of the administrative service fee of authority payable to the Directorate for Disaster Management.
No verification is necessary if the applicant has a preliminary opinion of the competent authority issued within 16 days and has attached it to his/her application.
- 15. The preliminary opinion of the competent authority that can be used (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 building and zoning authority
During the assessment of the application, the authorising authority must take into account the permit issued by the building and zoning authority relating to the

facilities affected by the pyrotechnics activities, which permit must be obtained by the authorising authority.

The applicant may attach the permit issued by the building and zoning authority to his/her application.)

C)
DISTRIBUTION AND STORAGE IN CONTAINER
(storage unit ONLY)

Annexes to be attached to the application

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 data (set in legislation) 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 facility with the purpose of distribution
 - the location of the storage container and its direction of opening
 - 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 container
 - floor-plans/layouts,
 - technical specifications,
 4. Manufacturer's declaration of conformity regarding the container
The container can only be used as a storage unit, if it meets each of the below requirements:
 - it meets the conditions set forth in ADR referring to the shipment of the type and quantity of pyrotechnic articles contained in the unit,
 - locked,
 - stackable,
 - tank container.
 5. The sketch of the placement of safety engineering apparatus and installations
 6. The verification of property rights or rights of use of areas or facilities with the purpose of distribution and storage.
The copy of the lease agreement, if the facility with the purpose of storage is used by the business entity submitting the application under the terms of a lease agreement.
 7. The verification of property rights or rights of use of areas or facilities with the purpose of distribution.
 8. The verification of property rights or rights of use of the container with the purpose of storage.

The copy of the lease agreement, if the container with the purpose of storage is used by the business entity submitting the application under the terms of a lease agreement.

9. 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 material.

10. A certificate that the applicant does not have legally established tax, customs and social security debts, or regarding his/her debts an instalment plan has been granted.

No such certificate should be attached if the applicant, at the time of submitting his/her 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.

11. The operational instructions regulating storage activities

An operational instruction is:

- prepared by the business entity,
- contains the operational instructions
- an internal regulation, which identifies
- the work processes to be carried out and
- their persons in charge (responsible)

12. Fire protection documentation

(The concept of fire protection documentation set in R.: „The plan concerning the accessibility, firewater supply, classification in risk classes, combustibility and fire resistance parameters of building structures used, location of class divisions, evacuation calculations, installation of the technical building systems, lightning protection, fire alarm and firefighting.”)

13. The copy of the pyrotechnics licence

14. The copy of the fire prevention licence

15. In case of pre-payment, the verification of the administrative service fee payable to the Police.

16. The verification of the administrative service fee of authority payable to the Directorate for Disaster Management.

No verification is necessary if the applicant has a preliminary opinion of the competent authority issued within 16 days and has attached it to his/her application.

17. The preliminary opinion of the competent authority that can be used (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.

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 power and competence, or he/she has complied with the request for correction or amendment, and the conditions of conducting the safe pyrotechnics activities, in accordance with the rules and regulations, have been met, the Police authorise 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.

