

**A Guide to Application**  
**for**  
**Places of Public Entertainment Licences**  
**for Places Other Than Cinemas and Theatres**

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### Performance pledge

The Licensing Authority is pleased to state below the Government's performance targets in processing straightforward applications for Places of Public Entertainment Licences for Places Other Than Cinemas and Theatres.

major milestones	response time of Food and Environmental Hygiene Department	response time of Fire Services Department	response time of Buildings Department / Housing Department
(a) site inspection after receipt of an acceptable application	7 working days	-	-
(b) issue of "Letter of Requirements"	before or at the meeting of the Application Vetting Panel or upon receipt of clearance from relevant Government departments, i.e. BD/ICU of HD, FSD, EMSD, etc; whichever is earlier		
(c) meeting of the Application Vetting Panel	within 20 working days upon receipt of acceptance of the licence application		
(d) report of compliance and submission of all acceptable certificates, documents, etc by applicant	-	-	-
(e) verification inspections	8 working days after (d)	(i) <u>Regional Office</u> within 7 working days after (d)  (ii) <u>Ventilation Division</u> within 16 working days after (d) for the 1 <sup>st</sup> & 2 <sup>nd</sup> inspection; (within 21 working days after (d) for the 3 <sup>rd</sup> inspection and onwards)	Adopt 3-tier verification system and random auditing of the AP/RSE's certification will be conducted after issue of licence
(f) issue of Fire Services Certificate	-	within 7 working days after (e)(i)	-
(g) issue of "Letter of Compliance"	-	within 7 working days after (e)(ii)	-
(h) issue of PPE Licence	7 working days after full compliance with requirements	-	-

#### To help us serve you as we pledge, please:

- submit your application form together with four copies of a proposed layout plan as

soon as possible; in case laser equipment is proposed to be installed, 5 copies of a proposed layout plan are required;

- do not revise the proposed layout plans unnecessarily once submitted;
- inform us of your new correspondence address and contact telephone number should there be any changes;
- quote your case number, if any, and leave your contact telephone number in your correspondence with us.

## Section 1 - Introduction

- 1.1. The purpose of this Guide is to provide members of the public with general information to assist them in their applications for “Places of Public Entertainment Licences for Places Other Than Cinemas and Theatres (PPEL)” under the *Places of Public Entertainment (PPE) Ordinance (Cap.172)* and its subsidiary legislation.
- 1.2. This Guide is not a legal document and does not in any way absolve any person from compliance with any provisions of relevant legislation. Information contained in this Guide is for general reference only. It aims to set out the general requirements for the issue of such licences and should be read by those interested in establishing and operating places of public entertainment other than cinema/theatre in Hong Kong. Although every attempt has been made to ensure that this Guide is complete and up-to-date, please note that revision may be made to this Guide from time to time.
- 1.3. Applications for the PPEL are processed in accordance with the *PPE Ordinance (Cap.172)* and its regulations and relevant legislation. Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any government officer in connection with their applications or while having dealings of any kind with government departments.

### Legislation

- 1.4. No one shall keep or use any place of public entertainment without a licence granted under the *PPE Ordinance (Cap.172)*. It is an offence (i) to keep or use a PPE without a licence granted under the *PPE Ordinance*<sup>1</sup>; or (ii) for the licensee to breach any licensing conditions imposed by the Licensing Authority<sup>2</sup> after the issue of a licence.
- 1.5. “Public entertainment” means any entertainment, as mentioned below, to which the general public is admitted with or without payment.
- 1.6. “Place of public entertainment (PPE)” as defined in *Section 2 of the PPE Ordinance (Cap. 172)* means:-
  - (a) so much of any place, building, erection or structure, whether temporary or permanent, capable of accommodating the public; and
  - (b) any vessel,  
in or on which a public entertainment is presented or carried on whether on one occasion or more.
- 1.7. *Section 2 and Schedule 1 to PPE Ordinance (Cap.172)* provides that, “Entertainment” includes the following activities or any part of them -
  - (a) a concert, opera, ballet, stage performance or other musical, dramatic or theatrical entertainment;
  - (b) a cinematograph or laser projection display;
  - (c) a circus;
  - (d) lecture or story-telling;

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<sup>1</sup> According to Section 4 of the *PPE Ord. (Cap. 172)*, any person found guilty of the offence shall be liable on conviction to a fine at level 4 (\$10,001 to \$25,000) and imprisonment for 6 months, and to a further fine of \$2000 for every day during which the offence has continued.

<sup>2</sup> According to Reg. 171 of the *PPE Reg. (Cap. 172 sub. leg.)*, any person holding a licence who breaches the licensing conditions shall be liable on conviction to a fine of level 2 (\$2,001 to \$5,000) and to imprisonment for 6 months.



- (e) an exhibition of any 1 or more of the following, namely, pictures, photographs, books, manuscripts or other documents or other things;
  - (f) a sporting exhibition or contest;
  - (g) a bazaar;
  - (h) an amusement ride within the meaning of the *Amusement Rides (Safety) Ordinance (Cap. 449)* or any mechanical device (other than such an amusement ride) which is designed for amusement;
  - (i) a dance party.
- 1.8. “*Stage performance*” includes a tragedy, melodrama, comedy, farce pantomime, revue, burlesque, burletta, shadow play, an exhibition of dancing, conjuring or juggling, an acrobatic performance and any other stage event including an interlude.
- 1.9. “*Dance party*” means an event with all of the following attributes –
- (a) music or rhythmic sound of any kind or source is provided at the event;
  - (b) the primary activity at the event is dancing by the persons attending the event;
  - (c) either –
    - (i) the number of persons attending the event exceeds 200 on at least one occasion during the event; or
    - (ii) any part of the event occurs between 2 a.m. and 6 a.m.

### ***Licensing Authority***

- 1.10. The Secretary for Home Affairs is the Licensing Authority who has authorized the Director of Food and Environmental Hygiene under *Section 3B of the PPE Ordinance (Cap. 172)* to issue or cancel any licence or exercise any other function relating to licensing matters under the *PPE Ordinance (Cap.172)*. The FEHD provides a one-stop service to process the application by referring it to BD/Housing Department<sup>3</sup> (HD), FSD, EMSD or any other relevant Government departments.

### ***Contact us***

- 1.11. Applicants may obtain the application form (FEHB104) and information on licensing matters for PPE from the website<sup>4</sup> of the FEHD. Similarly, the applicant might browse the website<sup>5</sup> of the FSD for fire safety requirements. Enquiries on licensing matters could be made by telephone, in writing or in person to the following Government departments:-

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<sup>3</sup> *The Independent Checking Unit of the HD takes up the role of the BD if a proposed PPE is situated in the Housing Authority’s (HA) properties and the divested HA’s properties.*

<sup>4</sup> [www.fehd.gov.hk/forms/application\\_form\\_for\\_PPE\\_licence.html](http://www.fehd.gov.hk/forms/application_form_for_PPE_licence.html)

<sup>5</sup> [www.hkfsd.gov.hk/home/eng/source/licensing/premises.htm#e3](http://www.hkfsd.gov.hk/home/eng/source/licensing/premises.htm#e3)

## **Food and Environmental Hygiene Department**

(enquiries about licensing and health / hygiene matters)

### Licensing Offices

Licensing Office - Hong Kong and Islands

Lockhart Road Municipal Services Building, 8th floor, 225 Hennessy Rd, Hong Kong

Tel : 2879 5720      Fax : 2507 2964      e-mail: hkis\_lo@fehd.gov.hk

Licensing Office - Kowloon

Pei Ho Street Municipal Services Building, 4th floor, 333 Ki Lung St, Kowloon

Tel : 2729 1298      Fax : 2789 0107      e-mail: kln\_lo@fehd.gov.hk

Licensing Office - New Territories

4/F, Tai Po Complex, No. 8 Heung Sze Wui St, Tai Po, N.T.

Tel : 3183 9225      Fax : 2606 3350      e-mail: nt\_lo@fehd.gov.hk

### Restaurant Licensing Resource Centre

Pei Ho Street Municipal Services Building, 4th floor, 333 Ki Lung St, Kowloon

Tel : 2958 0694      Fax : 2708 9761      e-mail: enquiries@fehd.gov.hk

### District Environmental Hygiene Offices

#### Central/Western District Environmental Hygiene Office

10/F, Sheung Wan Municipal Services Building,

345 Queen's Road Central, Hong Kong

Tel. no.: 2545 0506      Fax no.: 2851 7653      e-mail: cwdoeh@fehd.gov.hk

#### Eastern District Environmental Hygiene Office

3/F, Quarry Bay Municipal Services Building,

38 Quarry Bay St, Hong Kong

Tel. no.: 3103 7041      Fax no.: 2565 8203      e-mail: edoeh@fehd.gov.hk

#### Southern District Environmental Hygiene Office

4/F, Aberdeen Municipal Services Building,

203 Aberdeen Main Rd, Hong Kong

Tel. no.: 2903 0411      Fax no.: 2873 1608 / 2552 9071

e-mail: sdoeh@fehd.gov.hk

#### Wanchai District Environmental Hygiene Office

7/F, Lockhart Road Municipal Services Building,

225 Hennessy Rd, Wanchai, Hong Kong

Tel. no.: 2879 5760      Fax no.: 2519 6884      e-mail: wchdoeh@fehd.gov.hk

#### Islands District Environmental Hygiene Office

6/F, Harbour Building, 38 Pier Rd, Central, Hong Kong

Tel. no.: 2852 3215      Fax no.: 2545 2964      e-mail: isdoeh@fehd.gov.hk

Kowloon City District Environmental Hygiene Office

3/F & 4/F, To Kwa Wan Market and Government Offices,  
165 Ma Tau Wai Rd, Kowloon

Tel. no.: 2715 4608 Fax no.: 2761 0718 e-mail: kcdoeh@fehd.gov.hk

Kwun Tong District Environmental Hygiene Office

Level 7, Shui Wo Street Municipal Services Building,  
9 Shui Wo St, Kwun Tong, Kowloon

Tel. no.: 3102 7373 Fax no.: 2343 6734 e-mail: ktdoeh@fehd.gov.hk

Mong Kok District Environmental Hygiene Office

6/F & 7/F, Fa Yuen Street Municipal Services Building,  
123A Fa Yuen St, Mong Kok, Kowloon

Tel. no.: 2749 362 Fax no.: 2391 5572 e-mail: mkdoeh@fehd.gov.hk

Sham Shui Po District Environmental Hygiene Office

8/F-10/F, Un Chau Street Municipal Services Building,  
59-63 Un Chau St, Sham Shui Po, Kowloon

Tel. no.: 2748 6943 Fax no.: 2748 6937 e-mail: sspdoeh@fehd.gov.hk

Wong Tai Sin District Environmental Hygiene Office

3/F, Tai Shing Street Market Building,  
121 Choi Hung Rd, Wong Tai Sin, Kowloon

Tel. no.: 2997 9005 Fax no.: 2351 5710 e-mail: wtsdoeh@fehd.gov.hk

Yau Tsim District Environmental Hygiene Office

3/F & 4/F, Kwun Chung Municipal Services Building,  
17 Bowring St, Yau Ma Tei, Kowloon

Tel. no.: 2302 1301 Fax no.: 2735 5955 e-mail: ytdoeh@fehd.gov.hk

Sha Tin District Environmental Hygiene Office

Unit 1201-1207, 1220-1221, 12/F, Tower 1,  
Grand Central Plaza, 138 Rural Committee Rd,  
Sha Tin, New Territories

Tel. no.: 2634 0136 Fax no.: 26340442 e-mail: stdoeh@fehd.gov.hk

Tai Po District Environmental Hygiene Office

3/F, Tai Po Complex,  
8 Heung Sze Wui St, Tai Po, New Territories

Tel. no.: 3183 9119 Fax no.: 2650 1171 e-mail: tpdoeh@fehd.gov.hk

North District Environmental Hygiene Office

4/F, Shek Wu Hui Municipal Services Building,  
13 Chi Cheong Rd, Sheung Shui, New Territories  
Tel. no.: 2749 3627 Fax no.: 2679 5695 e-mail: ndoeh@fehd.gov.hk

Sai Kung District Environmental Hygiene Office

8/F, Sai Kung Tseung Kwan O Government Complex,  
38 Pui Shing Road, Tseung Kwan O, New Territories  
Tel. no.: 3740 5100 Fax no.: 2792 9937 e-mail: skdoeh@fehd.gov.hk

Kwai Tsing District Environmental Hygiene Office

9/F, Kwai Hing Government Offices Building.,  
166-174 Hing Fong Rd, Kwai Chung, New Territories  
Tel. no.: 2619 9482 Fax no.: 2480 4023 e-mail: kwtdoeh@fehd.gov.hk

Tsuen Wan District Environmental Hygiene Office

3/F, Yeung Uk Road Municipal Services Building,  
45 Yeung Uk Rd, Tsuen Wan, New Territories  
Tel. no.: 2212 9735 Fax no.: 2414 8809 e-mail: twdoeh@fehd.gov.hk

Tuen Mun District Environmental Hygiene Office

1/F & 3/F, Tuen Mun Government Offices Building,  
1 Tuen Hi Rd, Tuen Mun, New Territories  
Tel. no.: 2451 3113 Fax no.: 2452 6559 e-mail: tmdoeh@fehd.gov.hk

Yuen Long District Environmental Hygiene Office

2/F-5/F, Yuen Long Government Offices,  
2 Kiu Lok Square, Yuen Long, New Territories  
Tel. no.: 2920 7605 Fax no.: 2477 5099 e-mail: yldoeh@fehd.gov.hk

**Buildings Department**

(enquiries about building safety requirements)

Licensing Unit

12/F, Pioneer Centre, 750 Nathan Rd, Kowloon

Tel : 2626 1085 Fax : 2625 0703 e-mail: ciclic\_nb@bd.gov.hk

(requests for viewing of approved plans and documents)

Customer Service Unit of Building Information Centre

Tel : 2626 1207 Fax: 2625 4367 e-mail: enquiry@bd.gov.hk

## **Housing Department**

(enquiries about building safety requirements of venues situated in the Housing Authority's properties)

Independent Checking Unit

10/F, 138 Lung Cheung Rd, Wong Tai Sin, Kowloon

Tel : 3162 0488 Fax : 2762 9230

## **Fire Services Department**

(enquiries about fire safety requirements )

Hong Kong Regional Office

M/F, Sheung Wan Fire Station, 2 Western Fire Services Street, Sheung Wan, Hong Kong

Tel : 2549 8104 Fax : 2559 3461 e-mail: lchfpro2@hkfsd.gov.hk

Kowloon West Sub-Regional Office

6/F, East Wing, Tsim Sha Tsui Fire Station, 333 Canton Road, Tsim Sha Tsui, Kowloon.

Tel : 2302 5339 Fax : 2302 5314 e-mail: lckfpro@hkfsd.gov.hk

Kowloon East Sub-Regional Office

Room 403, 4/F, West Wing, Tsim Sha Tsui Fire Station, 333 Canton Road, Tsim Sha Tsui, Kowloon

Tel : 2302 5310 Fax : 2722 5256 e-mail: lckfpro2@hkfsd.gov.hk

New Territories Regional Office

Room 402, 4/F., West Wing, Tsim Sha Tsui Fire Station, 333 Canton Road, Tsim Sha Tsui, Kowloon.

Tel : 2302 5373 Fax : 2443 1411 e-mail: lcstfpro@hkfsd.gov.hk

Ventilation Division

5/F, South Wing, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

Tel : 2718 7567 Fax : 2382 2495 e-mail: fsvent@hkfsd.gov.hk

## **Office of the Licensing Authority of the Home Affairs Department**

(enquiries about Amusements With Prizes Licence)

Entertainment Licensing Team

9/F, Revenue Tower, 5 Gloucester Rd, Wan Chai, Hong Kong

Tel: 2594 5824 Fax : 2511 3860 e-mail: hadlaenq@had.gov.hk

**Electrical and Mechanical Services Department**

3 Kai Shing Street, Kowloon, Hong Kong

Tel : 2808 3548 (enquires about amusement ride matters)

Tel : 2808 3832 (enquires about fixed electrical installations)

Tel : 2808 3106 / 28083100 (enquires about laser equipment)

Tel.: 2808 3545 Fax : 2577 4901 e-mail: [glsd@emsd.gov.hk](mailto:glsd@emsd.gov.hk)

**Hong Kong Police Force**

Licensing Office

Tel : 2527 7500 Fax : 2200 4325 e-mail: [general-licensing@police.gov.hk](mailto:general-licensing@police.gov.hk)

## Section 2 - Licensing requirements for issue of a PPEL

2.1. In order to protect public health and public safety in the conduct of public entertainment, each relevant department will stipulate its own licensing requirements for compliance by the applicant. The FEHD, with authorization from the Licensing Authority, will specify the health/hygiene requirements and convey the building safety requirements from BD / HD, specific to the events and activities to be conducted in each individual venue, in the form of a “Letter of Requirements”. Only upon full compliance with the “Letter of Requirements”, will a PPEL be issued to the applicant.

### **Health / hygiene requirements**

2.2. The FEHD will specify health and hygiene requirements regarding the provision of sanitary fitments, ablution facilities, ventilation, etc. Samples of the licensing requirements are at Appendices 1 to 6.

### **Building safety requirements**

2.3. The BD / HD<sup>6</sup> will first assess the suitability of premises for PPE in regard to the following building safety areas:

- (a) Structural safety;
- (b) Fire resisting construction;
- (c) Means of escape and access for firefighting and rescue;
- (d) Unauthorized building works affecting public safety; and
- (e) Compliance with Part VI A of the *Building (Planning) Regulations (Cap.123 sub. leg.)*.

Further details are given in Appendix 7.

2.4. If a **temporary structure** is to be used / erected as the proposed PPE, there are other building safety requirements as detailed in Appendix 8. Applicants should ensure that construction of all the structures is completed for inspection by BD at least two working days before the function is due to take place.

2.5. The compliance with building safety requirements may involve complicated technical issues which may be difficult to overcome. Besides, where alteration and addition works involving the structure or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the BD by an Authorized Person (AP) (an architect, engineer or surveyor registered under the *Buildings Ordinance (Cap.123)*) and/or Registered Structural Engineer (RSE) may be required. Therefore, the applicant is strongly advised to enlist the service of an AP at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications. The lists of AP and RSE registered under the *Buildings Ordinance*

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<sup>6</sup> The Independent Checking Unit (ICU) of the HD takes up the role of the BD if a proposed PPE is situated in the Housing Authority's (HA) properties and the divested HA's properties.

(Cap.123) are available in the BD's<sup>7</sup> web site.

### ***Fire safety requirements***

2.6. There are general fire safety requirements published in FSD's web-site<sup>8</sup> to protect public safety and the premises against fire, limit its spread and at the same time give warning to the occupants of the premises. These requirements mainly include :

- (a) Fire safety advice for PPE Licence (PPA109(ADV) at Appendix 9)
- (b) Fire service installations and equipment; and safety standard of decoration and furniture (Form PPA/109(1) at Appendix 10).
- (c) Emergency lighting systems (Form PPA/104(4<sup>th</sup> Revision) at Appendix 11)
- (d) Self-contained luminaries emergency lighting systems (Form PPA/104A(4<sup>th</sup> Revision) at Appendix 12).
- (e) Mechanical ventilating system (Appendix 13).

### *Alternatives to prescriptive fire safety requirements*

2.7. Should the applicants have insurmountable difficulties on complying with the prescribed requirements, they can submit alternatives proposals for FSD's consideration. For example, applicants can adopt the Fire Engineering approach, or submit a study report to explain how they will tackle problems of fire suppression, smoke control, evacuation and access of fire services, etc.

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<sup>7</sup> [www.bd.gov.hk](http://www.bd.gov.hk)

<sup>8</sup> [www.hkfsd.gov.hk/home/eng/licensing.html](http://www.hkfsd.gov.hk/home/eng/licensing.html)



### Section 3 - The licensing process

3.1. There are 4 phases in the PPE licensing process :

- Phase 1. Pre-application
- Phase 2. Application
- Phase 3. Compliance and certification
- Phase 4. Obtaining the licence

3.2. The procedures for processing an application for a PPEL are outlined at Appendix 14.

#### ***Phase 1 – Pre-application***

##### **DOs & DON'Ts**

3.3. Before planning a public entertainment business, you may contact relevant Government departments for pre-submission enquiry service. In this connection, the contact points of relevant Government departments are provided at para. 1.11. The following DO's and DON'Ts should be noted.

##### *“DO's”*

- (a) Choose premises permitted under *Part VIA of Building (Planning) Regulations, (Cap. 123F)* and comply with the *Code of Practice<sup>9</sup> for the Provision of Means of Escape in Case of Fire 1996*; or choose purpose-built PPE premises.
- (b) Prepare four copies of layout plans and ventilation layout plans of the proposed premises, drawn in metric units to a scale of not less than 1:100, for submission together with the application to the respective Licensing Office of the FEHD according to the location of the proposed PPE.
- (c) Note the relevant requirements in respect of building safety, fire safety, drainage, air pollution and noise control as stipulated in the relevant ordinances.

##### *“DON'Ts”*

- (a) DON'T choose premises in areas designated for emergency use.
- (b) DON'T revise the proposed layout plans unnecessarily once submitted, especially after the application has been cleared by the Application Vetting Panel. Revisions will cause delay in the processing of applications.
- (c) DON'T start renovating or decorating a premises before an application has been cleared by the Application Vetting Panel (para. 3.18)
- (d) DON'T commence business before a licence is issued by the Licensing Authority.

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<sup>9</sup> [www.bd.gov.hk/english/documents/code/e\\_moe.htm](http://www.bd.gov.hk/english/documents/code/e_moe.htm)

- (e) DON'T ignore the requirements imposed by other Government departments including the Buildings Department (BD)/ICU of HD, the Fire Services Department (FSD) and the Environmental Protection Department (EPD) notwithstanding that a licence has been granted by the Licensing Authority.
- 3.4. In choosing the premises, the applicant must ensure that operation of PPE business is in compliance with the requirements imposed under the *PPE Ordinance (Cap.172)*. Applicants are advised to make reference to all relevant legislation from the website<sup>10</sup> of the Department of Justice. Hard copies of the *PPE Ordinance (Cap.172)* could be bought at the Government Publications Sales Unit at Room 626, 6/F North Point Government Offices, 333 Java Road, North Point, Hong Kong.
- 3.5. Applicants are strongly advised to check well in advance and confirm compliance with the following documents that the premises are permitted to be used for carrying on the PPE business:
- the Government Lease,
  - the Deed of Mutual Covenant,
  - the Occupation Permit of the building, and
  - the relevant statutory town plan and the Notes attached to the plan.

*Checklist of documents for supporting an application*

- 3.6. The applicant is required to submit relevant documents to the Licensing Authority and relevant departments at different stages in order to fulfil the requirements before / after the issue of licence. A checklist of the required documents is given at Appendix 15.

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<sup>10</sup> [www.legislation.gov.hk](http://www.legislation.gov.hk)

## **Phase 2 - Application**

### *The submission package*

- 3.7. Any person who desires to keep or use any permanent PPE other than cinema / theatre shall submit, at least 42 days before the commencement of the public entertainment, a prescribed application form, i.e. FEHB 104, in quadruplicate together with four copies of the following plans including floor layout and ventilation layout to the respective Licensing Offices of the FEHD-
- (a) complete plans showing elevations and sections;
  - (b) block plans showing the location of the premises in relation to any adjacent lots and building and to the public thoroughfares;
  - (c) drawings or diagrams showing the installation of any electrical, lighting, cooling, ventilation or mechanical apparatus;
  - (d) location of all existing Fire Service Installations in the existing premises; and
  - (e) such information and specifications as the BD/ICU of HD, FSD and the Licensing Authority may consider necessary.
- 3.8. If a **temporary structure** is to be used / erected in the proposed PPE, the submission drawings should illustrate the proposed method of construction and the spacing and scantling of structural members. Details of the building safety requirements are listed in Appendix 8.

### *Essential points to note in drawing layout plan*

- 3.9. Every plan should be drawn in one whole piece, not blurred and with no single line drawing. In addition, the plan should be drawn to scale, in metric unit and with the exact boundaries of premises under application for PPEL clearly delineated.

### *Standard of drawings*

- 3.10. The plans should be drawn to the nearest metric scales of not less than 1:100 and show in particular the following-
- (a) each part of the place intended to be used for holding entertainment (e.g. the proposed location of all game zones);
  - (b) each part of the place intended to be used for seating or otherwise accommodating an audience, if any;
  - (c) each existing and any proposed exit route from the place;
  - (d) the position or location in the place of any existing or proposed permanent structure;
  - (e) each part of the premises in which it is intended that temporary barriers may be erected or otherwise provided;
  - (f) the proposed or actual location in the premises of all sanitary fitments;
  - (g) the proposed or actual location in the premises of fire service installations

- and equipment;
- (h) all or, as may be appropriate, any 1 or 2 of the following means by which ventilation of the place, or any part thereof, is provided, namely, windows, ducts or any mechanical means; and
- (i) the proposed or actual location in the premises of all laser equipment (if any).

### *Preliminary screening, site inspection & referrals*

#### *Screening by the FEHD*

3.11. Upon receipt of the application, a case manager from the FEHD will conduct initial screening of the application and a site inspection. The FEHD would check whether the application form is properly completed with all the requisite information, e.g. the purpose of the event, maximum number of persons to be accommodated in the venue at any one time, etc. Besides, the FEHD would also check whether the submitted plans are properly depicted with demarcated boundary of the venue holding the PPE activity and all particulars as required under *Reg.162(3) of PPE Regulations (Cap.172 sub. leg.)* are shown. If the application is acceptable in principle, the application together with the layout plans will be sent to the BD, FSD, Electrical and Mechanical Services Department (EMSD) and Hong Kong Police Force (HKPF) for comments as appropriate.

#### *Screening by BD / HD<sup>11</sup>*

- 3.12. Upon receipt of FEHD's referral, staff of the BD / HD will carry out site inspections to check the accuracy of the submitted plans and determine the building safety requirements. BD's comments / HD's comments will be incorporated into a "Letter of Requirements" and a copy of the building safety requirements will also be sent to the applicant direct.
- 3.13. The BD/HD classifies building safety issues into 3 categories at Appendix 16. If there are unauthorised building works (UBW) with significant safety issues (Appendix 17) identified during the BD's / HD's inspection, the BD may issue requirements to the applicant for removal of the UBW. The FEHD will not issue any "Letter of Requirements" until the BD / HD has confirmed the removing of the UBW.

#### *Screening by FSD*

- 3.14. Upon receipt of FEHD's referral, the FSD will make direct contact with the applicant. If the premises and the proposed layout are considered suitable for the operation of a PPE, detailed fire safety requirements will be issued to the applicant direct with copies sent to the FEHD. Otherwise, a letter of objection stating the reasons for objection will be issued to the applicant.
- 3.15. If the applicant has indicated in his application that a mechanical ventilating system

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<sup>11</sup> As explained in Section 1, HD enforces Buildings Ordinance on behalf of BD in HA properties.

(VS) will be provided at the premises, fire safety requirements on mechanical VS will be issued to the applicant by FSD direct.

*“Letter of Requirements”*

- 3.16. Upon receipt of clearance from the departments concerned, the licensing requirements, comprising hygiene and building safety requirements, would be sent to the applicant in the form of a “Letter of Requirements” before the Application Vetting Panel (AVP) meeting is held. Fire safety requirements will be issued to the applicant by the FSD separately. The standard licensing requirements and conditions issued by the FEHD for PPE licences are at Appendices 1 to 6 for reference only.
- 3.17. If clearance from the departments concerned has not been obtained, the health / hygiene requirements and conditions in draft form would be sent to the applicant (for reference only) not less than 2 working days in advance of the AVP meeting. The “Letter of Requirements” will then be issued at the AVP meeting after receipt of full clearance from the departments concerned.

*Application Vetting Panel (AVP)*

- 3.18. An AVP will be arranged at which the applicant and / or his / her representatives can discuss his application and the “Letter of Requirements” with officers of the BD/HD, FSD and the Licensing Authority. Applicant should involve his / her Authorised Persons / consultants / fire services contractors / ventilation contractors where applicable at an early stage of licence application and to include them at the AVP meeting to ensure a clear understanding of all the licensing requirements and conditions. If there are serious or major impediments to licensing, the applicant will also be informed at the meeting.

*Alternatives to prescriptive licensing requirements*

- 3.19. Apart from prescriptive licensing requirements, applicants may propose the use of non-standard items / an alternative approach to comply with certain licensing requirements. Justification coupled with relevant test report(s) / document(s) for proving the compliance of stipulated / accepted standards to the satisfaction of the concerned departments shall be submitted for consideration.
- 3.20. Upon receipt of such proposal, the FEHD will process the application within 14 working days while the BD/ICU of HD and FSD will inform the applicant of the time that they need to complete the assessment via a letter to be issued within 14 working days.

*Layout plan revised after submission*

- 3.21. Whenever there are changes to the submitted plans, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple description before submitting the revised plans to the FEHD for consideration. Revised plans not in compliance with this requirement will be rejected. Applicant should note that the departments concerned would not be responsible for any delay caused by the errors and omissions in highlighting all changes.

- 3.22. The FEHD will refer the revised plans to BD / HD, FSD or other departments for processing within 3 working days. The FSD will process 90% of these cases within 20 working days while the BD will process 85% of the cases within 12 working days. The Director of Food and Environmental Hygiene will issue a "Letter of Requirements" within 7 working days after clearance with the departments concerned. Criteria for making referral to other Government departments are highlighted in Appendix 18. As referrals of revised plans will inevitably lengthen the approving process, revision of the submitted plans should be kept to the minimum. The actual time required in the processing of applications by different departments may vary depending on the actual circumstances of each case.

### ***Phase 3 - Compliance and Certifications***

- 3.23. The applicant is required to report to the respective departments for verification once. The applicant considers that the licensing requirements have been fully complied with. The applicant might browse the FEHD's web-site<sup>12</sup> for "lessons learnt" to avoid common shortfall of licensing requirements.

#### *Report compliance of health / hygiene requirements*

- 3.24. Upon compliance of all licensing requirements, the applicant should immediately inform the Assistant Secretary (Other Licences) or the Case Manager concerned in writing or by phone. They will arrange for a verification inspection within 8 working days. If the applicant fails to comply with the licensing requirements, the Assistant Secretary (Other Licences) concerned will also inform him / her of the outstanding requirements in writing for his / her early remedial action on top of the advice given on-site by the Case Manager during the verification inspection. The applicant should report compliance again for another verification inspection as may be appropriate.
- 3.25. If no report of compliance with licensing requirements is received, the FEHD Case Manager will only inspect the premises within the first 3 months and check the progress of the application. After that, FEHD will issue reminders to the applicant at quarterly interval.

#### *Report compliance of building safety requirements*

- 3.26. In order to streamline the certification process, the BD has adopted a 3-tier system for verification of compliance with building safety requirements categorized by risk levels into Categories 1, 2 and 3, as detailed at Appendix 16. Building safety requirements will also be categorized by another 3 categories and incorporated into the "Letter of Requirements". Details of the 3-tier system are given at Appendix 19.
- 3.27. Under this 3-tier system, the applicant is required to report compliance of requirements as follows :
- (a) Category 1 requirements – an applicant to report compliance to FEHD direct.
  - (b) Category 2 requirements – the Authorized Person (AP) or Registered Structural Engineers (RSE) to report compliance to FEHD direct.
  - (c) Category 3 requirements - the Authorized Person (AP) or Registered Structural Engineers (RSE) to report compliance to BD direct.

#### *Report of compliance of fire safety requirements*

- 3.28. The proof of compliance with fire safety requirements is a Fire Services Certificate and a Letter of Compliance (Ventilating System) issued by the FSD. Appendix 20 illustrates the procedures of issuing a Fire Services Certificate and Letter of

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<sup>12</sup> <http://www.fehd.gov.hk/english/forms/ppe-learnt.html>

Compliance (Ventilating System) by FSD.

3.29. Upon full compliance of fire safety requirements, applicants or their authorized representatives should submit

- (a) the Certificate of Fire Service Installations and Equipment (FS 251) and Certificate of Compliance (FSI/314A or FSI/314B) (Appendices 21-23) issued by a registered fire service installation contractor to confirm that the FSI are in efficient working order;
- (b) a test report and / or a catalogue of emergency lighting unit to show the compliance of standard for any self-contained battery type emergency lighting unit installed;
- (c) the invoice from the manufacturers / suppliers indicating that the PU foam filled furniture items meet the relevant flammability standards and a copy of the test certificate issued by a testing laboratory accredited to conduct tests according to the specified standards (the test certificate should bear the suppliers / manufacturer's company seal for authentication purpose and the PU foam filled furniture should bear the appropriate labels showing the compliance of the specified standard.)

and inform the FSD by phone or in writing so that compliance inspections could be arranged.

*Non-compliance with fire safety requirements*

3.30. If non-compliance with fire safety requirements is spotted during the inspection, the inspector will inform the applicant in writing of any remedial works required, and arrange for follow-up inspections after the applicant reports the completion of remedial works.

*"Fire Services Certificate"*

3.31. The applicant will be notified in writing by FSD that a Fire Services Certificate (Appendix 26) will be ready for collection if :

- (a) the follow-up inspection has proved that all fire safety requirements have been complied with, and
- (b) the layout of the premises conforms to the approved plan.

The FEHD will be notified of the issue of the Fire Services Certificate which is one of the pre-requisites for the issue of a PPE licence.

3.32. The Fire Services Certificate remains valid only if the actual layout of the premises conforms to the latest plans accepted by FSD, and that all necessary fire safety requirements stipulated are fully complied with. If there are alterations or additions to the premises that may affect fire safety, a new Fire Services Certificate may be required.



*Report of compliance of fire safety requirements of mechanical ventilating system (VS)*

- 3.33. When the ventilation works are completed on site, the applicant should submit the following documents so that an inspection could be arranged :
- (a) a duly completed prescribed form (Vent/425 at Appendix 24)
  - (b) three sets of ventilation / air-conditioning layout plans of the ventilation drawings in advance to the FEHD who will refer the plans to the Ventilation Division of FSD for reference during compliance inspection. The ventilation drawings shall clearly indicate the layout of all air ducts, positions of fire damper and ventilation equipment, if applicable, in connection with the licensing area regardless it is an existing or new installation.
  - (c) a valid annual inspection certificate for an existing mechanical VS, if any.
  - (d) an authorization letter to appoint a representative for document submission, attending compliance inspections and receiving advice if the applicant will not personally handle the application.
- 3.34. Failure to provide sufficient information (e.g. as-built drawings) and necessary certification document may delay the inspection and the issue of the Letter of Compliance (VS).

*Non-compliance of fire safety requirements of VS*

- 3.35. If the VS does not comply with all the fire safety requirements, the Inspector will advise the applicant or the appointed representative of any remedial works required, followed by a list of non-compliance items to be issued through the FEHD.
- 3.36. After rectifying the defects of the VS, the applicant is required to report compliance to the Ventilation Division once again. The procedure is identical to that of the initial inspection.

*“Letter of Compliance (VS)”*

- 3.37. Upon the full compliance with the fire safety requirements for the mechanical VS and the availability of drawings, certificates, etc, a Letter of Compliance (VS) (Appendix 25) will be issued by the Ventilation Division of FSD to the applicant with a copy to the FEHD.
- 3.38. The purpose of Letter of Compliance (VS) is to certify that the mechanical ventilating system installed has been inspected and complies with the fire safety provisions stipulated in the *Building (Ventilating Systems) Regulations (Cap. 123J)* and the fire safety requirements on mechanical ventilating system issued by FSD.

## **Phase 4 - Obtaining the Licence**

### **Issue of a licence**

- 3.39. After confirming that all licensing requirements have been complied with, the Licensing Authority will issue the PPEL to the applicant for 1 year or such period as may be specified in the licence, upon payment of licence fee.
- 3.40. The grant of a licence does not exempt a licensee from applying for the necessary permission from other authorities concerned for the use of the site, or from complying with any conditions or requirements which may be stipulated by other Government departments.

### **Licence and related fees**

- 3.41. The fee schedule is at Appendix 27. The PPE licence fee may be reduced to a nominal sum of \$140 and \$520 in urban area and NT area respectively, when it appears to the Licensing Authority that a PPE is kept or used by any of the following –
- (a) a religious, charitable, welfare body, organization or institution recommended by the Director of Home Affairs; and
  - (b) an educational institution or organization recommended by the Permanent Secretary for Education and Manpower.
- 3.42. If an applicant needs to apply for licence fee reduction/waiver as per Regulation 178 of the Places of Public Entertainment Regulations (Cap. 172, sub. leg.), he should submit a copy each of the following documents via the FEHD to the Director of Home Affairs for his consideration–
- (a) the Memorandum and Articles of Association of the organization, if applicable
  - (b) the latest Annual Return of the organization, if applicable;
  - (c) approval letter for tax exemption issued to the organization by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance (Cap. 112), if any ;
  - (d) record of registration of the organization under the Societies Ordinance (Cap. 151), if applicable ◦

Apart from the above listed documents, the applicant may be required to submit other relevant documents for application for licence fee reduction/waiver.

### **Validity of a licence**

- 3.43. A PPEL will be valid for one year or such period as may be specified in the licence.
- 3.44. If the public entertainment will take place in a temporary structure, the validity of the licence, known as Temporary PPEL, will be limited to one month or less as the Licensing Authority may deem fit.

### **Display of licence**

3.45. Licensee is required to display a licence in a conspicuous position at the main entrance of the premises in respect of which the licence is applied for.

## **Section 4 - Licence renewal, transfer, cancellation, temporary closure, appeal**

### **Renewal of licence**

- 4.1. Prior to the expiration of the PPEL, the FEHD will issue a letter to the licensee asking him to confirm his intention to renew the licence or not by completing and returning the stub attached to the letter. After the receipt of his intention to renew the licence, the FEHD will consult the BD, FSD and other relevant Government departments where necessary on the renewal of the licence. The FEHD may renew a PPEL subject to the compliance with further requirements, if any, after the consultations.

### **Transfer of licence**

- 4.2. The Licensing Authority may permit, or subject to such conditions as it may deem fit to impose, permit the transfer of a licence to another person, and such transfer shall be endorsed on the licence.
- 4.3. In order to simplify and expedite the transfer of PPEL, both outgoing and incoming licensee could sign an undertaking with separate legal representation on a voluntary basis. They will undertake that there is no deviation of the licensed premises from the approved layout plan. The FEHD would accept the undertaking and grants approval for the transfer without conducting any site inspection at the time of transfer. If any deviations from the approved plans are identified after the transfer, the incoming licensee would be held responsible for the deviation.

### **Cancellation of licence**

- 4.4. The Licensing Authority may cancel any licence without payment of any compensation if it is satisfied that-
- (a) any of the conditions of the licence has not been complied with; or
  - (b) there has been disorder at the premises to which the licence relates; or
  - (c) any false or misleading statement or information was made or furnished by an applicant in connection with the application for the grant or renewal of the licence.

### **Temporary closure of PPE by the HK Police**

- 4.5. Any police officer not under the rank of Chief Inspector may order that a PPE be temporarily closed or vacated when it appears to him that it is necessary so to do for the protection of any person present in the PPE in an event of emergency or for the prevention of disorder in the place of public entertainment.

### **Appeal to Municipal Services Appeals Board**

- 4.6. Pursuant to Reg. 162(11) of *the Places of Public Entertainment Regulations (Cap.172*

*sub. leg.*), the Licensing Authority shall inform the applicant in writing of any decision made to reject his application for the grant or renewal of a licence; to impose new licensing conditions for renewal of licence; or to cancel his licence. If any applicant or licensee is dissatisfied with the decision made by the Licensing Authority, he may appeal to the Municipal Services Appeals Board in accordance with the *Municipal Services Appeals Board Ordinance (Cap 220)* within 28 days after the service on him of the notice declaring the decision.

## **Section 5 - Alterations**

### **Alteration to approved layout after grant of a PPEL**

- 5.1. According to standard conditions of a PPEL, prior approval should be sought from the FEHD before effecting any alteration including additions and/or deletions to the approved final plan.
- 5.2. Licensee shall apply in writing together with 3 copies of layout plan highlighting any proposed changes on the layout plans with colour pens and simple description to the FEHD for consideration. Revised plans not in compliance with this requirement will be rejected. Licensee should note that the departments concerned would not be responsible for any delay caused by the errors and omissions in highlighting all changes.
- 5.3. Upon receipt of an application with 3 copies of layout plans showing any proposed alteration and / or addition from the licensee, the FEHD will refer the application to the relevant departments such as the BD and FSD for comments from safety aspects.
- 5.4. The FSD will process 90% of these cases within 20 working days while the BD will process 85% of the cases within 24 working days. The Director of Food and Environmental Hygiene will issue a Letter of Requirements within 7 working days of receipt of clearance from the departments concerned.
- 5.5. The FEHD may approve some minor alterations without referring the applications to the BD and FSD. Typical examples of these minor alterations are given at Appendix 18.
- 5.6. Licensees are advised that each case shall be considered on its merits. Nothing contained herein shall be taken as in any way derogating the statutory powers of the Director of Buildings, Director of Fire Services and Director of Food and Environmental Hygiene. As the building safety matters may be related to complicated technical issues, which may be difficult to overcome, the licensees are strongly advised to enlist the service of an Authorized Person (an architect, engineer or surveyor registered under the Buildings Ordinance) at the early stage to avoid unnecessary waste of time and efforts.

### **No other entertainment facilities allowed**

- 5.7. According to *Reg. 166 of the PPE Regulations (Cap.172 sub. leg.)*, no entertainment of a kind other than that mentioned in any licence shall be held in any structure or place licensed for a public entertainment, without the special permission of the Licensing Authority endorsed on such licence.

## **Section 6 - Other approval to be sought separately**

### **Laser equipment**

6.1. In case an application relates to any premises in which laser equipment is, or is proposed to be, installed, the applicant is required to submit –

- (a) one more copy of the application form;
- (b) one more set of the required plans;
- (c) a 'Display Laser Information' sheet as at Appendix 28;
- (d) 2 copies of a plan showing the proposed or actual location of all such equipment;
- (e) specifications and particulars of the equipment; and
- (f) an account of the display modes/patterns and duration.

6.2. After the laser equipment is installed and before commencement of the laser projection display, the applicant shall arrange an on-site inspection of the laser equipment by EMSD and make a demonstration of the laser display during the inspection. During the inspection, EMSD will check the laser safety provisions and may make recommendations to the applicant for necessary follow-up actions. Re-inspection may be required to check the rectification work against the recommendations made. EMSD will inform the Licensing Authority of the inspection results after each inspection.

### **“Amusements With Prizes Licence”**

6.3. Applicants may be required to obtain “Amusements With Prizes Licence (AWPL)” before commencement of operation. A “*Guidance Notes on Application for the Grant of Amusements with Prizes Licence*” is available at the website of the Office of the Licensing Authority of the Home Affairs Department.

### **“Permit to Use and Operate Amusement Rides / Kiddie Rides”**

6.4. Applicants may be required to obtain “Permit to use and operate amusement ride / kiddie ride”. Details of safety requirements and application procedures are published by the EMSD at its website<sup>14</sup>.

### **Food licences**

6.5. Applicants may be required to obtain food related licences (e.g. Food Factory

<sup>13</sup> [http://www.hadla.gov.hk/el/filemanager/common/docs/forms/Guidance\\_Notes\\_on\\_Application\\_for\\_the\\_grant\\_of\\_Amusements\\_With\\_Prizes\\_Licence\\_eng.pdf](http://www.hadla.gov.hk/el/filemanager/common/docs/forms/Guidance_Notes_on_Application_for_the_grant_of_Amusements_With_Prizes_Licence_eng.pdf)

<sup>14</sup> <http://www.emsd.gov.hk;> [http://www.emsd.gov.hk/emsd/eng/pps/amr\\_pub.shtml;](http://www.emsd.gov.hk/emsd/eng/pps/amr_pub.shtml)

Licence). Details are available at the website<sup>15</sup> of the FEHD.

### **Other licences / permits**

6.6. Applicants may be required to obtain other licences/permits (e.g. Animal Exhibition Licence, Licence for the Storage of Dangerous Goods, etc) before commencement of operation. The application information is available at the website<sup>16</sup> of the Agriculture, Fisheries and Conservation Department and the Fire Services Department.

### **“Temporary Places of Public Entertainment Licence” (TPPEL)**

6.7. If a public entertainment event will take place on a temporary basis, the operator shall apply to FEHD for a TPPEL

- (a) at least 42 days for function requiring erection of temporary structure; or
- (b) at least 18 days for function other than dance party not requiring erection of temporary structure; or
- (c) at least 7 working days for dance party not requiring erection of temporary structure

before the commencement of the proposed entertainment.

6.8. The applicant should submit an application on the prescribed form (FEHB104) in 4 copies together with 4 copies of the required plans to the respective District Environmental Hygiene Offices of the FEHD. In case laser equipment is to be installed, 5 copies each of the application form and the required plans should be submitted. It is the policy of the licensing authority to reject all applications for a TPPEL submitted under *Regulation 162(1) of the Places of Public Entertainment Regulations (Cap. 172 sub. leg.)* if they are not handed in with the required plans within the timeframe stipulated at para. 6.7 above to the licensing authority.

6.9. The approval procedures and safety requirement will be similar to those of a PPEL(NC) except there will not be any AVP. Fee schedules for different duration of the TPPEL are given at Appendix 27.

6.10. Upon receipt of an application for a TPPEL, the FEHD would check whether the application form is properly completed with information, e.g. the purpose of the event, maximum number of persons to be accommodated in the venue at any one time, etc. These information will be stated in the licence for future on-site verification. Besides, the FEHD would also check whether the submitted plans are properly depicted with demarcated boundary of the venue holding the PPE activity and all particulars as required under *Reg.162(3) of PPE Regulations (Cap.172 sub. leg.)* are shown.

6.11. The application for TPPEL would be then referred to relevant departments, like the BD, FSD and HK Police Force for comments. Subject to no objection from

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<sup>15</sup> <http://www.fehd.gov.hk>.

<sup>16</sup> <http://www.afcd.gov.hk> & <http://www.hkfsd.gov.hk>



departments concerned, a Letter of Requirements would be issued to the applicant for compliance and adherence.

- 6.12. If extensive temporary structures are involved, the applicant should consult BD at an early stage and appoint an Authorised Person (AP) / Registered Structural Engineer (RSE) to prepare structural calculation to justify that the structures are structurally suitable and the means of escape provisions are adequate for the event. Typical examples of extensive temporary structures are included in Appendix 8.
- 6.13. The applicant is required to report compliance of licensing requirements after completion of works, followed by on-site verification inspection by the FEHD. After confirming full compliance with the licensing requirements, the production of a valid Fire Services Certificate and no objection from departments concerned, a TPPEL will be issued to the applicant upon payment of the prescribed fees.

《公眾娛樂場所規例》(第172A章)  
PLACES OF PUBLIC ENTERTAINMENT REGULATIONS (CAP. 172A)

公眾娛樂場所牌照 / 臨時公眾娛樂場所牌照\*申請書  
Application for Places of Public Entertainment Licence /  
Temporary Places of Public Entertainment Licence\*

注意：填寫此表格前請先詳細閱讀「申請人須知」。

**Important: Please read 'NOTICE TO APPLICANT' carefully before completing this form.**

致：食物環境衛生署署長  
(根據《公眾娛樂場所條例》(第172章)第3B條獲民政事務局局长授權)

**To : Director of Food and Environmental Hygiene**  
(authorised by the Secretary for Home Affairs under Section 3B of the Places of Public Entertainment Ordinance (Cap. 172))

茲證實本人在本申請書以及在附件所述的各項詳情，均屬真實正確。本人現根據《公眾娛樂場所規例》(第172A章)第3條(適用於公眾娛樂場所(戲院/劇院)) / 第162條(適用於公眾娛樂場所(戲院/劇院除外)及臨時公眾娛樂場所)\*的規定申領牌照，以便經營/使用\*下述及乙段所述場所為公眾娛樂場所。

I confirm that the particulars set out in this application form and in the enclosures are true and accurate. Pursuant to regulation 3 (applicable to a place of public entertainment (cinema/theatre)) / regulation 162 (applicable to a place of public entertainment (other than cinema/theatre) and a temporary place of public entertainment)\* of the Places of Public Entertainment Regulations (Cap. 172A), I now apply for a licence to keep/use\* the place described below and in Section B as a place of public entertainment.

擬申請下列的牌照 [註：請只「✓」(a) 或 (b)]

The following licence intended to be applied. [Note: Please only tick (a) or (b)]

- (a)  公眾娛樂場所牌照 [註：請只「✓」(I) 或 (II)]  
Places of Public Entertainment Licence [Note: Please only tick (I) or (II)]
- (I) (i)  公眾娛樂場所牌照(戲院/劇院)  
Places of Public Entertainment Licence (Cinema / Theatre)
- (ii)  臨時公眾娛樂場所牌照(戲院/劇院)  
[註：申請人選擇「✓」(ii)，必須已經「✓」上列的(i)]  
Provisional Places of Public Entertainment Licence (Cinema / Theatre)  
[Note: Applicant chooses to tick (ii) must have already ticked (i) above]
- (II)  公眾娛樂場所牌照(戲院及劇院除外)  
Places of Public Entertainment Licence (other than Cinema / Theatre)
- (b)  臨時公眾娛樂場所牌照  
Temporary Places of Public Entertainment Licence

(甲) 申請人資料

(A) Particulars of the Applicant

(1) 申請人姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of applicant (Chinese) (English) (Mr./Ms.\*)

(2) 香港身分證 / 護照\*號碼： \_\_\_\_\_  
Hong Kong Identity Card/Passport\* no.

(倘以公司名義提出申請，請提供本申請書附錄內所列出的補充資料)

(If application is made in the name of a corporation, please provide additional information required in attached Appendix).

(3) 住址： \_\_\_\_\_  
Residential address

(4) 電話號碼： \_\_\_\_\_  
Tel. no.

(5) 辦事地址： \_\_\_\_\_  
Business address

(6) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. no. Fax no.

(7) 職業： \_\_\_\_\_  
Occupation

(乙) 娛樂業務資料

(B) Particulars of the Entertainment Business

(1) 娛樂業務的類別及性質：(請說明) \_\_\_\_\_  
Type and character of the entertainment business (please give details)

(如有需要，請另紙繼續填寫)

(Continue on separate sheet if necessary)

(2) 臨時性質的公眾娛樂節目 [註：只適用於申請臨時公眾娛樂場所牌照]：  
Public entertainment event of temporary nature [Note: Only applicable to application for Temporary Places of Public Entertainment Licence]

(a) 預計該項娛樂節目的上演期間 (如知悉開始日期及結束日期者，請註明)

Proposed duration of entertainment (please give details on date of commencement and date of termination, if known)

- (b) 預計每日的上演時間（在該段時間內，牌照所適用的場所將作公眾娛樂用途）  
Proposed hours during the day (for which the place to which the licence relates will be used for public entertainment)
- 

- (3) 有關你的申請的其他詳情（請註明每場可容納觀眾人數的最高限額、上演次數及其他相關的資料）  
Other particulars relevant to your application (please give details on the maximum admission capacity of each performance, number of performances and other relevant information)
- 
- 

(如有需要，請另紙繼續填寫)  
(Continue on separate sheet if necessary)

- (4) 你對舉辦該項娛樂的處所是否擁有任何權益？  
Do you have any interest in the premises where the entertainment is to be held?

否  
No

是（請詳述所擁有權益的性質及範圍）：\_\_\_\_\_

Yes (Please give details on the nature and extent of the interest)

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(如有需要，請另紙繼續填寫)  
(Continue on separate sheet if necessary)

**(丙) 舉辦娛樂場所的資料**

**(C) Particulars of the Establishment in which the Entertainment is to be held**

- (1) 場所名稱：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Name of the establishment (Chinese) (English)

- (2) 場所地址或所在地點：  
Address or location of the establishment

室 / 鋪 \_\_\_\_\_ 樓 \_\_\_\_\_ 座 \_\_\_\_\_  
Flat/Rm/Shop Floor Block

大廈 \_\_\_\_\_  
Building

屋邨 / 鄉村 \_\_\_\_\_  
Estate/Village

街道名稱及號碼 \_\_\_\_\_  
No. and Name of Road/Street

如涉及多於一條街道，  
請詳述 (if more than  
one road/street is  
involved, please specify) \_\_\_\_\_

地區  
District

地段號碼 (如適用)  
Lot Number (if any)

香港     九龍     新界  
HK            Kln            NT

- (3) 場所類別 (包括任何處所及任何已蓋搭或擬蓋搭的臨時建築物的詳情) :  
Type of the establishment (please give full details of any premises and of any temporary structure erected or proposed)

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- (4) 請參閱附件以提供附加資料 :  
Please see the Annexes for additional information to be provided :

申請公眾娛樂場所牌照 - 請於附件I提供附加資料

For application for Places of Public Entertainment Licence - please provide additional information at **Annex I**

申請臨時公眾娛樂場所牌照 - 請於附件I及附件II提供附加資料

For application for Temporary Places of Public Entertainment Licence - please provide additional information at **Annex I** and **Annex II**

申請安裝激光設備 (如適用) - 請於附件III提供附加資料

For installation of laser equipment (if applicable) - please provide additional information at **Annex III**

- (5) 本人以中文 / 英文 \* 為日後的通訊語言。  
I would use Chinese / English \* for my future correspondence.

---

日期 (日/月/年)  
Date (dd/mm/yyyy)

---

申請人簽署  
Signature of applicant

\* 請刪去不適用者。  
Please delete where appropriate.

請在適當的方格內填上「✓」號。  
Please tick the appropriate box(es).

申請公眾娛樂場所牌照 / 臨時公眾娛樂場所牌照\* 的補充資料  
(本表格須由申請人填妥及簽署)

**Supplementary information to Application for  
Places of Public Entertainment Licence / Temporary Places of Public Entertainment Licence\***  
(This form should be completed and signed by the applicant)

- (1) 擬使用場地的大約面積 (例如 X 平方米 / 平方呎、一個籃球場、半個足球場的大小等) :

The approximate size of the proposed venue (e.g. X<sup>m</sup><sup>2</sup> / ft<sup>2</sup>, the size of a basketball court, the size of half a football pitch, etc.)

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- (2) 會否使用分開的出入口? 如有分開出入口, 有多少個? 抑或是場地四面開放, 任何人可自由進出?

Will there be separate entrances and exits? If so, how many? Or is the venue open on all sides?

---

- (3) 估計每日參加人數 :

Estimated attendance  
per day

人次  
person-times

場地可容納的最高人數 :

Maximum capacity of the venue

人  
persons

---

- (4) 將會協助活動進行之護衛員 / 義工 / 男、女童軍的數目 :

No. of security guards / volunteers / boy scouts / girl guides who will assist in the function

---

- (5) 會否提供救傷服務? 由何人擔任?

Will first aid service be provided? If so, by whom?

---

簽署 :

Signature

姓名 :

Name in block letters

職位 :

Post Title

日期 :

Date

---

\* 請刪去不適用者。

Please delete where appropriate.

申請臨時公眾娛樂場所牌照的補充資料  
(本表格須由申請人之主管填妥及簽署)

**Supplementary Information in Support of an Application for  
Temporary Places of Public Entertainment Licence**

(This form should be completed and signed  
by the supervisor of the organisation)

1. 團體 / 公司名稱 : (中文) \_\_\_\_\_  
Name of Organisation : (Chinese)  
(英文) \_\_\_\_\_  
(English)

2. 團體 / 公司的註冊地址 : \_\_\_\_\_  
Registered Address of Organisation :

\_\_\_\_\_

3. 團體 / 公司的目標及活動 : \_\_\_\_\_  
Objectives and Activities of Organisation:

\_\_\_\_\_

4. 團體的性質 :  
Nature of Organisation

宗教團體

慈善團體

Religious Organisation

Charitable Body

福利團體

教育機構 / 組織

Welfare Body

Education Institution/  
Organisation

Organisation

5. 團體 / 公司董事、經理、總裁、主席、秘書或司庫資料 :  
Details of Director, Manager, President, Chairman, Secretary or Treasurer of Organisation :

職位

姓名

地址

Post

Name

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. 證明：

Certification :

茲證明 \_\_\_\_\_ 先生 / 女士\* (香港身分證 / 護照\*  
號碼 \_\_\_\_\_ ) 在本團體 / 公司任職 \_\_\_\_\_ , 並獲授權  
代表本團體 / 公司申請臨時公眾娛樂場所牌照, 於 \_\_\_\_\_ 年 \_\_\_\_\_ 月  
\_\_\_\_\_ 日在 \_\_\_\_\_ 舉辦  
(日期) (地點)

\_\_\_\_\_  
\_\_\_\_\_  
(活動名稱)

This is to certify that Mr. / Ms.\* \_\_\_\_\_ (Hong Kong Identity Card /  
Passport\* no. \_\_\_\_\_ is employed as \_\_\_\_\_ in this  
organisation and is authorised to apply for Temporary Places of Public Entertainment  
Licence on behalf of this organisation for holding \_\_\_\_\_  
(Name of Function)  
at \_\_\_\_\_ on \_\_\_\_\_ .  
(Venue) (Date)

簽署：

Signature \_\_\_\_\_

姓名：

Name in block letters \_\_\_\_\_

職位：

Post Title \_\_\_\_\_

日期：

Date \_\_\_\_\_

\* 請刪去不適用者。  
Please delete where appropriate.

請在適當的方格內填上「✓」號。  
Please tick the appropriate box(es).



演示激光資料  
Display Laser Information

1. 主辦機構 / 擁有人資料  
Details of organiser / owner

- (a) 姓名 / 名稱 : \_\_\_\_\_  
Name
- (b) 地址 : \_\_\_\_\_  
Address
- (c) 負責人 : \_\_\_\_\_  
Responsible person
- (d) 電話號碼 : \_\_\_\_\_  
Tel. no.
- (e) 傳真號碼 : \_\_\_\_\_  
Fax no.

2. 激光裝置資料  
Details of the laser installation

- (a) 地點 : \_\_\_\_\_  
Location
- (b) 戶內 / 戶外 : \_\_\_\_\_  
Indoor / Outdoor
- (c) 永久性 / 臨時性 : \_\_\_\_\_  
(使用時間)  
Permanent / temporary  
(performance period)
- (d) 裝置日期 : \_\_\_\_\_  
Date of installation
- (e) 用途(例如: 舞台表演、的 : \_\_\_\_\_  
士高燈光、宣傳廣告)  
Intended purpose  
(e.g. stage performance,  
disco lighting, advertising)

3. 負責供應 / 裝置激光系統的機構 / 人士資料  
Details of organisation / person responsible for supply / installation of the laser system

- (a) 姓名 / 名稱 : \_\_\_\_\_  
Name
- (b) 地址 : \_\_\_\_\_  
Address

- (c) 負責人 : \_\_\_\_\_  
Responsible person
- (d) 電話號碼 : \_\_\_\_\_  
Tel. no.
- (e) 傳真號碼 : \_\_\_\_\_  
Fax no.

**4. 所用激光設備資料**  
**Details of the laser equipment used**

- (a) 製造商 : \_\_\_\_\_  
Manufacturer
- (b) 型號 : \_\_\_\_\_  
Model no.
- (c) 原產地 : \_\_\_\_\_  
Country of origin
- (d) 激光器類別 : \_\_\_\_\_  
Class of laser
- (e) 輸出功率 : \_\_\_\_\_  
Output power

<input type="checkbox"/> 連續波模式 Continuous Wave Mode	<input type="checkbox"/> 脈沖模式 Pulse Mode
<u>波長</u> Wavelength	<u>最大功率</u> Maximum Power
<u>波長</u> Wavelength	<u>每一脈沖能量</u> Energy Per Pulse
<u>波長</u> Wavelength	<u>脈寬</u> Pulse Duration
<u>波長</u> Wavelength	<u>脈沖重複頻率</u> Pulse Repetition Frequency
.....	.....
.....	.....
.....	.....
.....	.....

- (f) 輸出光束直徑 (毫米) : \_\_\_\_\_  
Output beam diameter (mm)
- (g) 光束發散角 (弧度) : \_\_\_\_\_  
Beam divergence (radian)

5. 操作者資料

**Details of Operators**

<u>姓名</u> Name(s) Trained	<u>曾受訓練操作者</u> Trained Operator	<u>有操作經驗者</u> Relevant Experience
_____	是 / 不是* Yes / No*	是 / 不是* Yes / No*
_____	是 / 不是* Yes / No*	是 / 不是* Yes / No*
_____	是 / 不是* Yes / No*	是 / 不是* Yes / No*
_____	是 / 不是* Yes / No*	是 / 不是* Yes / No*
_____	是 / 不是* Yes / No*	是 / 不是* Yes / No*

6. 申請人應提供兩份詳列下述資料的簡圖

**Two copies of sketch plan detailing the following should be provided**

- (a) 所用激光設備的位置  
Location(s) of laser equipment used
- (b) 所用附加部件 (例如掃描主光束分器、光束衰減器、光束終止器等) 的位置  
Location(s) of additional component used (e.g. scanning head beam splitters, beam attenuators, beam stoppers, etc.)
- (c) 控制擋板的位置  
Location(s) of control panel(s)
- (d) 光束路徑 / 圖案  
Beam path(s) / pattern
- (e) 演示區域內其他反射表面 (例如鏡子、金屬表面等) 的位置  
Position(s) of other reflective surface inside the display area (e.g. mirror, metal surface, etc.)
- (f) 屏障 (如適用) 的位置  
Position(s) of barriers (if appropriate)
- (g) 激光演示區域界線  
Boundary of the laser display area(s)

7. 激光演示圖案概述  
**Summary of laser display pattern(s)**

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8. 第 6 及 7 項內未提及的激光系統的裝置 / 操作概述  
**Summary on the installation / operation of the laser system not mentioned in Item 6 & 7**

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9. 算項 / 實測數據  
**Calculations / measurements**

申請人應提供足夠資料 (包括算項), 以證明激光演示區域外的激光輻照度低於最大允許照射量。如提供實測數值, 應說明量度方法和儀器。

Sufficient information (including calculations) should be provided to demonstrate that the irradiance of the laser outside the boundary of the laser display area is below the Maximum Permissible Exposure (MPE). If measured value(s) are given, the measuring method and instrument used should be stated.

10. 激光設備目錄 (如有)  
**Laser equipment catalogue if available**

\* 請刪去不適用者。  
Please delete where appropriate.

請在適當的方格內填上「✓」號。  
Please tick the appropriate box(es).

公眾娛樂場所牌照 / 臨時公眾娛樂場所牌照\*申請書  
Application for Places of Public Entertainment Licence /  
Temporary Places of Public Entertainment Licence\*

(簽發予以公司名義申請者)  
(To be issued in the Name of a Corporation)

本人欲代表下述公司申請公眾娛樂場所牌照 / 臨時公眾娛樂場所牌照\*。

I intend to apply for Places of Public Entertainment Licence / Temporary Places of Public Entertainment Licence\* for and on behalf of the corporation mentioned below.

(甲) 申請人資料

(A) Particulars of the Applicant

(1) 申請人姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of applicant (Chinese) (English) (Mr./Ms.\*)

(2) 申請牌照的處所地址：  
Address of premises under application

室 / 鋪 \_\_\_\_\_ 樓 \_\_\_\_\_ 座 \_\_\_\_\_  
Flat/Rm/Shop Floor Block

大廈 \_\_\_\_\_  
Building

屋邨 / 鄉村 \_\_\_\_\_  
Estate/Village

街道名稱及號碼 \_\_\_\_\_  
No. and Name of Road/Street

如涉及多於一條街道,  
請詳述 (if more than  
one road/street is  
involved, please specify) \_\_\_\_\_

地區 \_\_\_\_\_ 地段號碼 (如適用) \_\_\_\_\_  
District Lot Number (if any)

香港  九龍  新界  
HK Kln NT

(乙) 公司資料

**(B) Particulars of the Corporation**

(a) 公司註冊名稱：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Registered name (Chinese) (English)  
of corporation

(b) 公司註冊號碼：\_\_\_\_\_ 註冊地址：\_\_\_\_\_  
Company registration no. Address of registered office

(c) 執行董事姓名：\_\_\_\_\_ 住址：\_\_\_\_\_  
Name of managing director Residential address  
電話號碼：\_\_\_\_\_  
Tel no.

(d) 獲授權代表姓名：\_\_\_\_\_ 香港身分證 / 護照\* 號碼：\_\_\_\_\_  
Name of authorised representative Hong Kong Identity Card / Passport\* no.

(e) 獲授權代表在公司擔任的職位 (附以  
公司董事局授權紀錄的證明副本)：\_\_\_\_\_  
Position of authorised representative in the corporation (with certified true copy of Board  
Resolution for authorisation)

\_\_\_\_\_  
日期 (日/月/年)  
Date (dd/mm/yyyy)

\_\_\_\_\_  
獲授權代表簽署  
Signature of authorised representative  
(代表申請的公司)  
(for and on behalf of the applying corporation)

\_\_\_\_\_  
公司印章  
Company chop

\* 請刪去不適用者。  
Please delete where appropriate.

請在適當的方格內填上「✓」號。  
Please tick the appropriate box(es).

**申請人須知**  
**NOTICE TO APPLICANT**

1. 在為劇院或戲院申請簽發牌照時，須向食物環境衛生署署長(署長)遞交店鋪的擬議設計圖則。該圖則須以十進制單位及常用比例繪製，而比例不得少於1:100：

For making application for the grant of licence in respect of a theatre or a cinema, you shall submit to the Director of Food and Environmental Hygiene (Director) the proposed layout plan of the premises, drawn in metric unit and in scale commonly used of not less than 1:100:

- (i) 本申請表格及附件及擬議設計圖則各一式三份；及  
3 copies each of this application form and enclosures and proposed layout plans; and
- (ii) 若準備裝設雷射器材，則須遞交本申請表格及擬議設計圖則各一式四份。  
4 copies each of this application form and proposed layout plans if you intend to install laser equipment.

2. 在為劇院或戲院以外的用途申請簽發公眾娛樂場所牌照時，須向署長遞交店鋪的擬議設計圖則。該圖則須以十進制單位及常用比例繪製，而比例不得少於1:100：

For making application for the grant of licence in respect of a place of public entertainment for purposes other than theatre or cinema, you shall submit to the Director the proposed layout plan of the premises, drawn in metric unit and in scale commonly used of not less than 1:100:

- (i) 本申請表格及擬議設計圖則各一式四份；或  
4 copies each of this application form and proposed layout plans; or
- (ii) 若準備裝設雷射器材，則須遞交本申請表格及擬議設計圖則各一式五份。  
5 copies each of this application form and proposed layout plan if you intend to install laser equipment.

3. 按照《電子交易條例》(2000年第一號)第11(1)條訂立的《電子交易(豁免)令》，署長不會接受以電子形式提出申請牌照的圖則。

Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director will not accept any electronic submission of plans.

4. 在為舉辦臨時性質的公眾娛樂節目申請簽發牌照時，申請人須向署長遞交本申請表格及擬議設計圖則各一式四份。如要安裝激光設備，則須遞交本申請表格及擬議設計圖則各一式五份。而且，申請人須根據下列時限向署長申請牌照：

For making application for the grant of licence to hold public entertainment event of a temporary nature, the applicant shall submit to the Director 4 copies each of this application forms and proposed layout plans. In case laser equipment is to be installed, 5 copies each of this application forms and the proposed layout plans shall be submitted. In addition, the applicant shall apply to the Director for the licence in accordance with the following time frames:

- (i) 活動如須豎設臨時建築物，至少要 42 天；或  
at least 42 days for function requiring erection of temporary structure; or
- (ii) 跳舞派對以外的活動如毋須豎設臨時建築物，至少要 18 天，或  
at least 18 days for function other than dance party not requiring erection of temporary structure; or
- (iii) 跳舞派對如毋須豎設臨時建築物，至少要 7 個工作天。  
at least 7 working days for dance party not requiring erection of temporary structure.

5. 在為公眾娛樂場所續領牌照時，須於有關牌照期滿前五至六個月內以書面形式向署長提出申請。  
For renewal of places of public entertainment licence, application should be submitted in writing to the Director during the period of not more than 6 months but not less than 5 months before the expiration of the licence.

6. 如若以公司名義申請，必須遞交下列文件，以支持有關的申請：

The following documents have to be submitted in support of the application in the name of a corporation :

(a) 根據《公司條例》（第 622 章）的規定而取得公司註冊證書副本，並由公司註冊處處長證實其為 認證副本；或任何其他可證實該公司法人身分的文件；

a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 622) certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;

(b) 公司的註冊辦事處地址更改通知書副本，並由公司註冊處處長證實其為認證副本；

a copy of Notice of Change of Address of Registered Office certified as true copy by the Registrar of Companies;

(c) 公司最新近的周年報表，並由公司註冊處處長證實其為認證副本；

the latest Annual Return certified as true copy by the Registrar of Companies;

(d) 由該公司董事會通過的書面決議，授權一名人士代表該公司處理與發牌當局牌照申請事宜；

a resolution in writing passed by the Board of Directors to authorise a person to act on behalf of the corporation to deal with licensing matters with the licensing authority;

(e) 該名授權代表所簽署的接納授權通知書；

a Notice of Acceptance of the Authorisation signed by the authorised representative;

(f) 該公司的組織大綱及細則副本；及

a copy of the Memorandum and Articles of Association of the corporation; and

(g) 該公司的商業登記證副本。

a copy of Business Registration Certificate for the corporation.

7. 按照《公眾娛樂場所規例》（第 172A 章）第 3(4) 條及第 162(11) 條的規定，署長若決定拒絕你有關批出或續發牌照的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該規例的有關規定，在宣布有關決定的通知書送達給你後的 28 天內，向市政服務上訴委員會提出上訴。  
Pursuant to Regulations 3(4) and 162(11) of the Places of Public Entertainment Regulations (Cap.172A), the Director shall inform you in writing of any decision made to reject your application for the grant or renewal of licence. If you are dissatisfied with the decision made by the Director, you may within 28 days after the service on you of the notice declaring the decision appeal to the Municipal Services Appeals Board in accordance with the relevant section of the Regulations.



關於申請公眾娛樂場所牌照及臨時公眾娛樂場所牌照所填報的個人資料

**Collection of Personal Data in Connection with  
Application for Places of Public Entertainment Licences and  
Temporary Places of Public Entertainment Licences**  
(按照《個人資料(私隱)條例》的規定處理)  
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明  
**Statement of Purpose**

1. 收集資料的目的  
**Purposes of Collection**

你透過本申請表格所提供的個人資料，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for:

- (1) 處理向發牌當局新簽發 / 轉讓 / 續發公眾娛樂場所牌照及臨時公眾娛樂場所牌照申請的相關事宜；  
carrying out activities relating to the applications for the grant / transfer / renewal of places of public entertainment licences and temporary places of public entertainment licences made to the Licensing Authority; and
- (2) 方便發牌當局職員、其他政府部門的職員與你之間的聯絡。  
facilitating communication among staff of the Licensing Authority, other Government departments and yourself.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充份的資料，則食物環境衛生署(食環署)恐怕不能處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, Food and Environmental Hygiene Department (FEHD) may not be able to process your application for licence.

2. 接受資料轉介人的類別  
**Class of Transferees**

食環署可能會向其他政府部門及機構披露你透過本申請表格所提供的資料，以達到上文第 1 段所述的目的。

The personal data which you have provided by means of this form may be disclosed to other Government departments and agencies by FEHD in pursuance of the purposes mentioned in paragraph 1 above.

3. 查閱個人資料  
**Access to Personal Data**

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。食環署應查閱要求而提供資料時，可能徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request by FEHD.

#### 4. 查詢

##### Enquiries

如對本申請表格收集的個人資料有任何查詢，包括查閱及更改資料等，可向下列食環署的辦事處提出：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the following offices of FEHD:

##### 關於申請公眾娛樂場所牌照

##### For Application for Places of Public Entertainment Licence

###### **港島及離島區**

香港灣仔軒尼詩道225號

駱克道市政大廈8字樓

港島及離島區牌照組

助理秘書（其他牌照）

電話號碼：2879 5720

傳真號碼：2507 2964

###### **Hong Kong & Islands**

Assistant Secretary (Other Licences)

Hong Kong & Islands Licensing Section,

8/F, Lockhart Road Municipal Services Building,

225 Hennessy Road,

Wan Chai, Hong Kong

Tel. no.: 2879 5720

Fax no.: 2507 2964

###### **九龍區**

九龍深水埗基隆街333號

北河街市政大廈4字樓

九龍區牌照組

助理秘書（其他牌照）

電話號碼：2729 1298

傳真號碼：2789 0107

###### **Kowloon**

Assistant Secretary (Other Licences)

Kowloon Licensing Section,

4/F, Pei Ho Street Municipal Services Building,

333 Ki Lung Street,

Shamshuipo, Kowloon

Tel. no.: 2729 1298

Fax no.: 2789 0107

###### **新界區**

新界大埔鄉事會街8號

大埔綜合大樓四樓

新界區牌照組

助理秘書（其他牌照）

電話號碼：3183 9225

傳真號碼：2696 2097

###### **New Territories**

Assistant Secretary (Other Licences)

New Territories Licensing Section,

4/F, Tai Po Complex, 8 Heung Sze Wui Street,

Tai Po, New Territories

Tel. no.: 3183 9225

Fax no.: 2696 2097

## 關於申請臨時公眾娛樂場所牌照

### For Application for Temporary Places of Public Entertainment Licence

#### 港島區及離島區

#### Hong Kong & Islands

<u>中西區環境衛生辦事處</u> 香港皇后大道中 345 號上環市政大廈 10 樓 電話號碼：2545 0506 傳真號碼：2851 7653	<u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. no.: 2545 0506 Fax no.: 2851 7653
<u>東區環境衛生辦事處</u> 香港鰂魚涌街 38 號鰂魚涌市政大廈 3 樓 電話號碼：3103 7041 傳真號碼：2565 8203	<u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. no.: 3103 7041 Fax no.: 2565 8203
<u>南區環境衛生辦事處</u> 香港香港仔大道 203 號香港仔市政大廈 4 樓 電話號碼：2552 8406 傳真號碼：2873 1608	<u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. no.: 2552 8406 Fax no.: 2873 1608
<u>灣仔區環境衛生辦事處</u> 香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 電話號碼：2879 5760 傳真號碼：2519 6884	<u>Wanchai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. no.: 2879 5760 Fax no.: 2519 6884
<u>離島區環境衛生辦事處</u> 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3644 傳真號碼：2545 2964	<u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. no.: 2852 3644 Fax no.: 2545 2964

#### 九龍區

#### Kowloon

<u>九龍城區環境衛生辦事處</u> 九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 電話號碼：2715 4608 傳真號碼：2761 0718	<u>Kowloon City District Environmental Hygiene Office</u> 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. no.: 2715 4608 Fax no.: 2761 0718
<u>觀塘區環境衛生辦事處</u> 九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 電話號碼：3102 7375 傳真號碼：2343 6734	<u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. no.: 3102 7375 Fax no.: 2343 6734
<u>旺角區環境衛生辦事處</u> 九龍旺角花園街 123 號 A 花園街市政大廈 6 樓及 7 樓 電話號碼：2749 3627 傳真號碼：2391 5572	<u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. no.: 2749 3627 Fax no.: 2391 5572
<u>深水埗區環境衛生辦事處</u> 九龍深水埗元州街 59-63 號元州街市政大廈 8 樓至 10 樓 電話號碼：2748 6943 傳真號碼：2748 6937	<u>Sham Shui Po District Environmental Hygiene Office</u> 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. no.: 2748 6943 Fax no.: 2748 6937
<u>黃大仙區環境衛生辦事處</u> 九龍黃大仙彩虹道 121 號大成街街市大樓 3 樓 電話號碼：2997 9005 傳真號碼：2351 5710	<u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. no.: 2997 9005 Fax no.: 2351 5710
<u>油尖區環境衛生辦事處</u> 九龍油麻地寶靈街 17 號官涌市政大廈 3 樓及 4 樓 電話號碼：2302 1301 傳真號碼：2735 5955	<u>Yau Tsim District Environmental Hygiene Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. no.: 2302 1301 Fax no.: 2735 5955

**新界區****New Territories**

<u>沙田區環境衛生辦事處</u> 新界沙田鄉事會路 138 號新城市中央廣場第 1 座 12 樓 1201-1207 室及 1220-1221 室 電話號碼：2634 0136 傳真號碼：2634 0442	<u>Sha Tin District Environmental Hygiene Office</u> Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Rural Committee Road, Sha Tin, New Territories Tel. no.: 2634 0136 Fax no.: 2634 0442
<u>大埔區環境衛生辦事處</u> 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 電話號碼：3183 9111 傳真號碼：2650 1171	<u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. no.: 3183 9111 Fax no.: 2650 1171
<u>北區環境衛生辦事處</u> 新界上水智昌路 13 號石湖墟市政大廈 4 樓 電話號碼：2679 2815 傳真號碼：2679 5695	<u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. no.: 2679 2815 Fax no.: 2679 5695
<u>西貢區環境衛生辦事處</u> 新界將軍澳培成路38號西貢將軍澳政府綜合大樓8樓 電話號碼：3740 5100 傳真號碼：2792 9937	<u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories Tel. no.: 3740 5100 Fax no.: 2792 9937
<u>葵青區環境衛生辦事處</u> 新界葵涌興芳路 166-174 號葵興政府合署 9 樓 電話號碼：2425 5192 傳真號碼：2480 4023	<u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building., 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. no.: 2425 5192 Fax no.: 2480 4023
<u>荃灣區環境衛生辦事處</u> 新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓 電話號碼：2212 9733 傳真號碼：2414 8809	<u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. no.: 2212 9733 Fax no.: 2414 8809
<u>屯門區環境衛生辦事處</u> 新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓 電話號碼：2451 3113 傳真號碼：2452 6559	<u>Tuen Mun District Environmental Hygiene Office</u> 1/F & 3/F, Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories Tel. no.: 2451 3113 Fax no.: 2452 6559
<u>元朗區環境衛生辦事處</u> 新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓 電話號碼：2920 7605 傳真號碼：2477 5099	<u>Yuen Long District Environmental Hygiene Office</u> 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. no.: 2920 7605 Fax no.: 2477 5099

## **Standard requirements and conditions for Entertainment machine centres**

**Note:** This is a set of sample requirements and conditions for general information only. It may vary according to the circumstances of individual cases.

### **IMPORTANT**

Where alteration and addition works involving building works not exempted under *Buildings Ordinance (Cap. 123)*, formal submission of plans for the proposed works to the Building Authority by an Authorized Person and, if necessary, Registered Structural Engineer is required. It is the applicant's responsibility to ensure the formal approval and consent to commence work from the Building Authority have been obtained.

The issue of a licence does not exempt the licensee from meeting any requirements or conditions imposed or may be imposed by the Director of Fire Services, the Building Authority or any other Government Departments.

### **Standard requirements**

#### 1. Plan

- (a) Before the issue of a licence/grant of approval for change of layout, the applicant is required to provide three copies of a plan, drawn to scale of not less than 1:100 and in metric units, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene.
- (b) The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director.
- (c) The applicant is required to sign on each copy of the plan certifying that it is correct.

**Note:** For the purpose of meeting this requirement, professional plans are not necessary. However, if structural or drainage alterations are carried out, the plans forwarded to the Buildings Department must be presented by an authorized person.

If any change is to be made to the original plan submitted with the application, the applicant is required to submit afresh three copies of an amended plan for reconsideration of the Director of Food and Environmental Hygiene.

#### 2. Sanitary fitments

Not less than \_\_\_\_ water closet(s) and \_\_\_\_ flushed urinal(s) for males and \_\_\_\_\_ water closet(s) for females must be installed in \_\_\_\_\_. All pipes containing water from any well used for flushing purposes must be painted black. The sanitary fitments shall be segregated and provided with separate entrance for persons of each sex.

- Note:**
- (a) The installation of any sanitary fitment requires the approval of the Buildings Department. It is the applicant's responsibility to seek such approval.
  - (b) The minimum internal dimension of each water closet compartment shall not be less than 1,200 mm x 700 mm.
  - (c) If urinals are of the trough type, every 500 mm of trough shall be deemed to be the equivalent of one urinal, and each stall or bowl type urinal shall have a clear width of

not less than 500mm.

- (d) Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment shall not be less than 1,000 mm (depth) x 500 mm (width).

3. Ablution facilities

Not less than \_\_\_\_\_ wash-hand basin(s) of glazed earthenware or other approved material of not less than 350 mm in length (measured between the inner rims) must be installed in \_\_\_\_\_. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste-pipe connected to a proper drainage system.

4. Mechanical Ventilation

When natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air during business hours are less than 1/10<sup>th</sup> of the floor area) a ventilating system must be provided to give not less than 13 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

(Note :The same specification will apply in the case of a licensee wishing to install a ventilating system voluntarily.)

5. Certificate for ventilating system

Before a ventilating system (including air-conditioning) is installed, a certificate must be obtained from the supplier and delivered to the Director of Food and Environmental Hygiene, giving the following particulars :

- (a) the capacity of the fan in cubic metres per minute;
- (b) the outlet velocity of the fan in metres per minute;
- (c) the designed operating static pressure of the fan in pascals;
- (d) the speed of the fan pulley in revolutions per minute;
- (e) the net area of the air intake;
- (f) except where the premises are air-conditioned with positive pressure, the net area of exhaust in square metre; and
- (g) the type of refrigerant (if any) to be used.

6. Design of Ventilating System

The ventilating system shall be installed in such a way that :

- (a) all moving parts thereof shall be securely fenced ;
- (b) every part thereof shall be accessible for the purposes of inspection, and in particular –
  - (i) the spindle of every fan shall be so sited that its guard may be removed and a

- tachometer applied thereto ; and
- (ii) every air intake and exhaust shall be accessible for the purposes of measurement ;
- (c) no air intake for the ventilating system shall be sited in any place -
  - (i) which constitutes a fire hazard in the opinion of the Director of Fire Services;
  - (ii) where waste or rubbish is likely to accumulate; or
  - (iii) where the air is for any reason impure or likely to become impure;
- (d) the opening of every air intake shall be fitted with a screen constructed of corrosion-resistant material having a mesh not greater than 12 mm;
- (e) an air intake damper shall be -
  - (i) adjusted to a setting approved by the Director of Food and Environmental Hygiene;
  - (ii) marked indelibly to indicate the approved setting; and
  - (iii) secured against interference;
- (f) no exhaust from the ventilating system shall be sited in any place where it causes, or is likely to cause, annoyance or inconvenience to the public;
- (g) every duct shall -
  - (i) be wholly constructed of non-combustible material having a strength and durability similar to that of galvanized sheet iron or steel;
  - (ii) be accessible for the purposes of cleaning throughout its entire length;
  - (iii) where its size is sufficient to allow any person to enter therein, be fitted with access openings to allow a person to enter the same for the purpose of cleaning, and shall be constructed to bear the weight of any person who has so entered;
  - (iv) be provided with a smooth and impervious internal surface;
  - (v) where it passes through any floor, wall or ceiling, be fitted with a fire damper which shall be operated by fusible links of a type approved by the Director of Fire Services, and designed to operate up to a temperature of 69° C, and be so constructed or protected as to resist the action of fire for a period not less than the period for which the floor, wall or ceiling through which it passes is designed to resist the action of fire;
- (h) no duct shall serve more than one building;
- (i) an air filter shall be -
  - (i) constructed wholly of non-combustible material, other than steel wool;
  - (ii) of a design approved by the Director of Food and Environmental Hygiene; and
  - (iii) installed in such manner that all incoming air passes through it before being distributed within the premises;
- (j) every electrostatic filter or precipitator shall be of a type approved by the Director of Fire Services;
- (k) every blower fan shall be fitted with a fused running hour meter connected to the load side of the fan contactor with a device for recording time in minutes and hours or tenths or lesser fraction of an hour;
- (l) each fused running hour meter shall be sited in an easily accessible and conspicuous place

- to facilitate inspection;
- (m) each set of filters in a ventilating system shall be indicated by a filter gauge, filter flag indicator or differential pressure switch;
  - (n) filters shall be cleaned or replaced when the filter gauge, filter flag indicator or differential pressure switch shows an increase of 50 pascals over the designed air filter pressure drop; and
  - (o) a filter flag indicator shall indicate "dirty" when there is an increase of 50 pascals over the designed air filter pressure drop.

#### 7. Well Water

The water from any well used in air-conditioning must be arranged in a closed circuit system and all pipes conveying the water must be painted black.

#### 8. Extraction fans

Extraction fans of the capacity indicated must be installed at the following points :-

- (i) \_\_\_\_\_ fan(s) with \_\_\_\_\_ cubic metres per minute capacity in \_\_\_\_\_ .
- (ii) \_\_\_\_\_ fan(s) with \_\_\_\_\_ cubic metres per minute capacity in \_\_\_\_\_ .

#### 9. Discharge from extraction fans

All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 m above the ground or street level and in such a manner as not to be a nuisance.

#### 10. Notices indicating location of the toilets

Sufficient notices in English block letters and in legible Chinese characters indicating the location of the toilets shall be conspicuously displayed on the premises.

#### 11. Warning notices

For premises installed with moving amusement games machines, warning notices "moving machines installed inside premises" in English & " 處所內設有可轉動的遊戲機 " in Chinese and warning notice "Beware of movements of machines" in English & " 遊戲機轉動時，請勿靠近" in Chinese shall be conspicuously displayed at entrances to the premises.

#### 12. Games of amusement with prizes

Except the games of amusement with prizes approved by the public officer appointed by the Secretary for Home Affairs for the licensed premises under Gambling Ordinance (Cap. 148), no other machines/devices and/or games of amusement with prizes, which are gambling in nature, shall be installed or placed for use or operation in the premises.

#### 13. Fire Services Certificate



A Fire Services Certificate in respect of the premises under application for a Places of Public Entertainment licence shall be obtained from the Director of Fire Services.

14. Electrical Installation Certificate

New fixed electrical installation, after completion, shall be inspected, tested and certified by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of the Work Completion Certificate (Form WR1) shall be submitted to the Director of Food and Environmental Hygiene as proof of compliance. For existing electrical installation, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted.

### **Standard conditions**

1. The layout of the premises shall be kept in strict conformity with that shown in the final plan approved by the Director of Food and Environmental Hygiene and no alteration or addition shall be made to the premises without the prior approval of the Director.
2. Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director, the premises must not be used for any other purpose or class of business.
3. All parts of the premises shall, at all times, be kept clean and in good repair.
4. All parts of the premises shall be free from vermin infestation.
5. Wash hand basin must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electrical hand dryers.  
If cloth towel rolls in dispensers are used,
  - (i) the dispensers should be designed in such a way that the users can only retrieve the clean and unused portion of the cloth towel roll therein; and
  - (ii) the towels or towel rolls provided through the dispensers must be dry, clean, sanitised, unworn, stainless and of good quality.If electrical hand dryers are provided, they must be in good working condition at all times.
6. Each water-closet must be provided with an adequate supply of toilet paper.
7. The ventilating system must, at all times when the premises are open to the public, be kept fully in operation.
8. Except the games of amusement with prizes approved by the public officer appointed by the Secretary for Home Affairs for the licensed premises under Gambling Ordinance (Cap. 148), no other machines/devices and/or games of amusement with prizes, which are gambling in nature, shall be installed or placed for use or operation in the premises.
9. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director, shall conduct the business in person at the licensed premises.
10. The licence shall be displayed and kept displayed at all times in a conspicuous manner at the entrance or if there is more than one entrance, the main entrance of the licensed premises.

## **Standard requirements and conditions for Exhibition venue**

### IMPORTANT

The permission of the Building Authority must be obtained for any structural or drainage alterations. It is the applicant's responsibility to seek approval from the Building Authority for any such alterations or additions.

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Director of Fire Services, the Building Authority or any other Government Departments.

### **Standard requirements**

#### 1. Plans

1. Before the issue of a licence, the applicant is required to provide three copies of a plan, drawn to scale of not less than 1:100 and in metric units, showing the final layout of the premises for approval of the Director of Food & Environmental Hygiene.
2. The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food & Environmental Hygiene for approval, except for such amendments as required by the Director.
3. The applicant is required to sign on each copy of the plan certifying that it is correct.

(Note:

For the purpose of meeting this requirement, professional plans are not necessary. However, if structural or drainage alterations are carried out, the plans forwarded to the Building Authority must be presented by an authorised person. If any change is to be made to the original plan submitted with the application, the applicant is required to submit afresh four copies of an amended plan for reconsideration of the Director of Food & Environmental Hygiene.)

#### 2. Ceilings and walls

All ceilings and internal walls which are not panelled, tiled or imperviously surfaced, must be lime washed or painted.

#### 3. Sanitary fittings

Not less than \_\_\_\_\_ water closet and \_\_\_\_\_ flushed urinal(s) for males and \_\_\_\_\_ water closet(s) for females must be installed in \_\_\_\_\_. All pipes containing water from any well used for flushing purposes must be painted black. The sanitary fittings shall be segregated and provided with separate entrance for persons of each sex.

Note: (a) The installation of any sanitary fitting requires the approval of the Buildings Department. It is the applicant's responsibility to seek such approval.

(b) The minimum internal dimension of each water closet compartment shall not be less than 1,200 mm x 700 mm.

(c) If urinals are of the trough type, every 500 mm of trough shall be deemed to be the

equivalent of one urinal, and each stall or bowl type urinal shall have a clear width of not less than 500mm.

- (d) Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment shall not be less than 1,000 mm (depth) x 500 mm (width).

#### 4. Ablution facilities

Not less than \_\_\_\_ wash-hand basin(s) of glazed earthenware or other approved material of not less than 350 mm in length (measured between the top inner rims) must be installed in \_\_\_\_\_. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food & Environmental Hygiene and fitted with a waste-pipe connected to a proper drainage system.

#### 5. Mechanical ventilation

When natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air during business hours are less than 1/10<sup>th</sup> of the floor area) a ventilating system must be provided to give not less than 13 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

(Note : The same specification will apply in the case of a licensee wishing to install a ventilating system voluntarily.)

#### 6. Certificate for ventilating system

Before a ventilating system (including air-conditioning) is installed, a certificate must be obtained from the supplier and delivered to the Director of Food and Environmental Hygiene, giving the following particulars :

- (a) the capacity of the fan in cubic metres per minute;
- (b) the outlet velocity of the fan in metres per minute;
- (c) the designed operating static pressure of the fan in pascals;
- (d) the speed of the fan pulley in revolutions per minute;
- (e) the net area of the air intake;
- (f) except where the premises are air-conditioned with positive pressure, the net area of exhaust in square metre; and
- (g) the type of refrigerant (if any) to be used.

#### 7. Design of Ventilating System

The ventilating system shall be installed in such a way that :

- (a) all moving parts thereof shall be securely fenced ;
- (b) every part thereof shall be accessible for the purposes of inspection, and in particular –

- (i) the spindle of every fan shall be so sited that its guard may be removed and a tachometer applied thereto ; and
- (ii) every air intake and exhaust shall be accessible for the purposes of measurement;
- (c) no air intake for the ventilating system shall be sited in any place -
  - (i) which constitutes a fire hazard in the opinion of the Director of Fire Services;
  - (ii) where waste or rubbish is likely to accumulate; or
  - (iii) where the air is for any reason impure or likely to become impure;
- (d) the opening of every air intake shall be fitted with a screen constructed of corrosion-resistant material having a mesh not greater than 12 mm;
- (e) an air intake damper shall be -
  - (i) adjusted to a setting approved by the Director of Food and Environmental Hygiene;
  - (ii) marked indelibly to indicate the approved setting; and
  - (iii) secured against interference;
- (f) no exhaust from the ventilating system shall be sited in any place where it causes, or is likely to cause, annoyance or inconvenience to the public;
- (g) every duct shall -
  - (i) be wholly constructed of non-combustible material having a strength and durability similar to that of galvanized sheet iron or steel;
  - (ii) be accessible for the purposes of cleaning throughout its entire length;
  - (iii) where its size is sufficient to allow any person to enter therein, be fitted with access openings to allow a person to enter the same for the purpose of cleaning, and shall be constructed to bear the weight of any person who has so entered;
  - (iv) be provided with a smooth and impervious internal surface;
  - (v) where it passes through any floor, wall or ceiling, be fitted with a fire damper which shall be operated by fusible links of a type approved by the Director of Fire Services, and designed to operate up to a temperature of 69° C, and be so constructed or protected as to resist the action of fire for a period not less than the period for which the floor, wall or ceiling through which it passes is designed to resist the action of fire;
- (h) no duct shall serve more than one building;
- (i) an air filter shall be -
  - (i) constructed wholly of non-combustible material, other than steel wool;
  - (ii) of a design approved by the Director of Food and Environmental Hygiene; and
  - (iii) installed in such manner that all incoming air passes through it before being distributed within the premises;
- (j) every electrostatic filter or precipitator shall be of a type approved by the Director of Fire Services;
- (k) every blower fan shall be fitted with a fused running hour meter connected to the load side of the fan contactor with a device for recording time in minutes and hours or tenths or lesser fraction of an hour;
- (l) each fused running hour meter shall be sited in an easily accessible and conspicuous place to facilitate inspection;

- (m) each set of filters in a ventilating system shall be indicated by a filter gauge, filter flag indicator or differential pressure switch;
- (n) filters shall be cleaned or replaced when the filter gauge, filter flag indicator or differential pressure switch shows an increase of 50 pascals over the designed air filter pressure drop; and
- (o) a filter flag indicator shall indicate “dirty” when there is an increase of 50 pascals over the designed air filter pressure drop.

8. Well water

The water from any well used for air-conditioning must be arranged in a closed circuit system and all pipes conveying the water must be painted black.

9. Notices indicating location of the toilets

Sufficient notices in English block letters and in legible Chinese characters indicating the location of the toilets shall be conspicuously displayed on the premises.

10. Extraction fans

Extraction fans of the capacity indicated must be installed at the following points :-

- (i) \_\_\_\_\_ fan(s) with \_\_\_\_\_ cubic metres per minute capacity in \_\_\_\_\_.
- (ii) \_\_\_\_\_ fan(s) with \_\_\_\_\_ cubic metres per minute capacity in \_\_\_\_\_.

11. Discharge from extraction fans

All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 m above the ground or street level and in such a manner as not to be a nuisance.

12. Fire Services Certificate

A Fire Services Certificate in respect of the premises under application for a Place of Public Entertainment licence shall be obtained from the Director of Fire Services.

13. Electrical Installation Certificate

New fixed electrical installations, after completion, shall be inspected, tested and certified by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of the Work Completion Certificate (Form WR1) shall be submitted to the Director of Food & Environmental Hygiene as proof of compliance. For existing electrical installations, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted.

### **Standard Conditions**

- 1 The layout of the premises shall be kept in strict conformity with that shown in the final plan approved by the Director of Food and Environmental Hygiene and no alteration or addition shall be made to the premises without the prior approval of the Director.
- 2 Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director, the premises must not be used for any other purpose or class of business.
- 3 All parts of the premises shall, at all times, be kept clean and in good repair.
- 4 All parts of the premises shall be free from vermin infestation.
- 5 Wash hand basin must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electrical hand dryers.  
If cloth towel rolls in dispensers are used,
  - (i) the dispensers should be designed in such a way that the users can only retrieve the clean and unused portion of the cloth towel roll therein; and
  - (ii) the towels or towel rolls provided through the dispensers must be dry, clean, sanitised, unworn, stainless and of good quality.If electrical hand dryers are provided, they must be in good working condition at all times.
- 6 Each water-closet must be provided with an adequate supply of toilet paper.
- 7 The ventilating system must, at all times when the premises are open to the public, be kept fully in operation.
- 8 The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director, shall conduct the business in person at the licensed premises.
- 9 The licence shall be displayed and kept displayed at all times in a conspicuous manner at the entrance or if there is more than one entrance, the main entrance of the licensed premises.

**Standard requirements and conditions for  
Charity shows or religious ceremonies  
held temporarily by kai fong or other communities**

**Standard requirements**

.1. Plan

Before the issue of a licence, the applicant is required to provide a copy of plan showing the boundaries and final layout of the premises for acceptance by the Director of Food and Environmental Hygiene. The applicant is required to sign on the plan certifying that it is correct. For the purpose of meeting this requirement, professional plan is not necessary.

2. Site

The site shall, where necessary, be properly levelled and surfaced to facilitate cleansing and laid to suitable fall to drain off any rain or waste water.

3. Structure

No structures other than those used mainly for the purpose of public entertainment shall be allowed to be erected on the premises.

4. Toilet facilities

Toilet facilities with not less than (state no.) water closets and (state no.) wash hand basins for males and (state no.) water closets and (state no.) wash hand basins for females shall be provided. The toilet facilities shall be-

- (i) Segregated and provided with separate entrance for persons of each sex;
- (ii) Fly-proof; and
- (iii) If functions are held after dark, adequately lit by electricity.

5. Removal of refuse, nightsoil from the site

Prior arrangements shall be made for the removal of refuse and nightsoil from the toilet facilities (if mobile toilets are used.)

6. Notices indicating location of toilets

Sufficient notices in English block letters and in legible Chinese characters indicating the location of the toilets shall be conspicuously displayed on the premises.

7. Fire Services Certificate

A Fire Services Certificate in respect of the premises under application for a Temporary Place of Public Entertainment licence shall be obtained from the Director of the Fire Services.



8. Electrical Installation Certificate

New fixed electrical installations, after completion, shall be inspected, tested and certified by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of the work Completion Certificate (Form WR1) shall be submitted as proof of compliance. For existing electrical installations, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted.

### **Standard conditions**

1. Except with the approval of the Director of Food & Environmental Hygiene, or as specified in any licence or permit granted by the Director, the premises must not be used for any other purpose or class of business.
2. All parts of the premises and the site, including the underside of the stage or platform shall at all times be kept clean and in good repair.
3. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal. The dust-bins shall be emptied not less than once daily.
4. Contents of dust-bins and nightsoil from the toilet facilities (if mobile toilets are used) shall be emptied daily.
5. Sufficient toilet attendants and cleansing staff shall be employed to work full time on the premises to ensure the clean and hygienic condition of the toilets as well as other parts of the premises.
6. The parts of premises where performances or ceremonies are held shall not be used for dwelling purposes save as may be necessary for not more than two caretakers.
7. On removal of the structures, the whole site shall be cleared of all refuse and debris.
8. No structures other than those approved by the Building Authority shall be used for the purpose of public entertainment on the premises.
9. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director, shall conduct the business in person at the licensed premises.
10. The licensee shall not permit or cause to be permitted the use of the premises for any purpose other than for the purpose of public entertainment.
11. The licence shall be displayed and kept displayed at all times in a conspicuous manner at the entrance or if there is more than one entrance, the main entrance of the licensed premises.

**Standard requirements and conditions for  
Circuses holding temporarily**

**Standard requirements**

1. Plan

Before the issue of a licence, the applicant is required to provide a copy of plan showing the boundaries and final layout of the premises for acceptance by the Director of Food and Environmental Hygiene. The applicant is required to sign on the plan certifying that it is correct. For the purpose of meeting this requirement, professional plan is not necessary.

2. Site

The site shall, where necessary, be properly levelled and surfaced to facilitate cleansing and laid to suitable fall to drain off any rain or waste water.

3. Area for washing of large animals/elephants

An area of ground surfaced with a substantial layer of cement concrete and suitably drained shall be provided for the washing of elephants and/or other large animals.

4. Water supply

Public mains water shall be laid on to the premises unless the Director of Food and Environmental Hygiene approves another source.

5. Toilet facilities

Toilet facilities with not less than (state no.) water closets and (state no.) wash hand basins for males and (state no.) water closets and (state no.) wash hand basins for females shall be provided. The toilet facilities shall be-

- (i) Segregated and provided with separate entrance for persons of each sex;
- (ii) Fly-proof; and
- (iii) If functions are held after dark, adequately lit by electricity.

6. Storage of animal manure

Sufficient fly-proof receptacles of impervious construction shall be provided for the storage of animal manure awaiting removal from the site.

7. Removal of refuse, manure, nightsoil from the site

Prior arrangements shall be made for the removal of refuse, manure and nightsoil from the toilet facilities (if mobile toilets are used).

8. Notices indicating location of toilets

Sufficient notices in English block letters and in legible Chinese characters indicating the location of the toilets shall be conspicuously displayed on the premises.

9. Fire Services Certificate

A Fire Services Certificate in respect of the premises under application for a Temporary Place of Public Entertainment licence shall be obtained from the Director of the Fire Services.

10. Electrical Installation Certificate

New fixed electrical installations, after completion, shall be inspected, tested and certified by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of the work Completion Certificate (Form WR1) shall be submitted as proof of compliance. For existing electrical installations, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted.

### **Standard conditions**

1. Except with the approval of the Director of Food & Environmental Hygiene, or as specified in any licence or permit granted by the Director, the premises must not be used for any other purpose or class of business.
2. All parts of the premises and the site, including the underside of the stage or platform shall at all times be kept clean and in good repair.
3. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal. The dust-bins shall be emptied not less than once daily.
4. Contents of dust-bins, receptacles for animal manure and nightsoil from the toilet facilities (if mobile toilets are used) shall be emptied daily.
5. Sufficient toilet attendants and cleansing staff shall be employed to work full time on the premises to ensure the clean and hygienic condition of the toilets as well as other parts of the premises.
6. No dwelling (otherwise than caretaking) or cooking shall be allowed on any part of the premises or site except in accommodation approved by the Building Authority.
7. The washing of animals shall be carried out only in the area approved for such purpose.
8. On removal of the structures, the whole site shall be cleared of all refuse and debris and all holes in the ground shall be filled in to the level of the adjoining land.
9. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director, shall conduct the business in person at the licensed premises.
10. The licence shall be displayed and kept displayed at all times in a conspicuous manner at the entrance or if there is more than one entrance, the main entrance of the licensed premises.

**Standard requirements and conditions for  
Dance party**

**IMPORTANT**

The permission of the Building Authority must be obtained for any structural or drainage alterations. It is the applicant's responsibility to seek approval from the Building Authority for any such alterations or additions.

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Director of Fire Services, the Building Authority or any other Government Departments.

**Standard requirements**

1. Plan

- (a) Before the issue of a licence/grant of approval for change of layout, the applicant is required to provide three copies of a plan, drawn to scale of not less than 1:100 and in metric units, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene.
- (b) The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director.
- (c) The applicant is required to sign on each copy of the plan certifying that it is correct.

Note: For the purpose of meeting this requirement, professional plans are not necessary. However, if structural or drainage alterations are carried out, the plans forwarded to the Buildings Department must be presented by an authorized person.

If any change is to be made to the original plan submitted with the application, the applicant is required to submit afresh three copies of an amended plan for reconsideration of the Director of Food and Environmental Hygiene.

2. Sanitary fitments

Not less than \_\_\_\_\_ water closet(s) and \_\_\_\_\_ flushed urinal(s) for males and \_\_\_\_\_ water closet(s) for females must be installed on \_\_\_\_\_. All Pipes containing water from any well used for flushing purposes must be painted black. The sanitary fitments shall be segregated and provided with separate entrance for persons of each sex.

- Note:
- (a) The installation of any sanitary fitment requires the approval of the Buildings Department. It is the applicant's responsibility to seek such approval.
  - (b) The minimum internal dimension of each water closet compartment shall not be less than 1,200 mm x 700 mm.
  - (c) If urinals are of the trough type, every 500 mm of trough shall be deemed to be the equivalent of one urinal, and each stall or bowl type urinal shall have a clear width of not less than 500mm.
  - (d) Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it. In case where a urinal compartment is provided, the minimum internal

dimension of the compartment shall not be less than 1,000 mm (depth) x 500 mm (width).

3. Ablution facilities

Not less than \_\_\_\_\_ wash-hand basin(s) of glazed earthenware or other approved material of not less than 350 mm in length (measured between the inner rims) must be installed in \_\_\_\_\_. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste-pipe connected to a proper drainage system.

4. Mechanical Ventilation

When natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air during business hours are less than 1/10<sup>th</sup> of the floor area) a ventilating system must be provided to give not less than 17 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

(Note: The same specification will apply in the case of a licensee wishing to install a ventilating system voluntarily.)

5. Certificate for ventilating system

Before a ventilating system (including air-conditioning) is installed, a certificate must be obtained from the supplier and delivered to the Director of Food and Environmental Hygiene, giving the following particulars :

- (h) the capacity of the fan in cubic metres per minute;
- (i) the outlet velocity of the fan in metres per minute;
- (j) the designed operating static pressure of the fan in pascals;
- (k) the speed of the fan pulley in revolutions per minute;
- (l) the net area of the air intake;
- (m) except where the premises are air-conditioned with positive pressure, the net area of exhaust in square metre; and
- (n) the type of refrigerant (if any) to be used.

6. Design of Ventilating System

The ventilating system shall be installed in such a way that :

- (a) all moving parts thereof shall be securely fenced ;
- (b) every part thereof shall be accessible for the purposes of inspection, and in particular –
  - (i) the spindle of every fan shall be so sited that its guard may be removed and a tachometer applied thereto ; and
  - (ii) every air intake and exhaust shall be accessible for the purposes of measurement;

- (c) no air intake for the ventilating system shall be sited in any place -
  - (i) which constitutes a fire hazard in the opinion of the Director of Fire Services;
  - (ii) where waste or rubbish is likely to accumulate; or
  - (iii) where the air is for any reason impure or likely to become impure;
- (d) the opening of every air intake shall be fitted with a screen constructed of corrosion-resistant material having a mesh not greater than 12 mm;
- (e) an air intake damper shall be -
  - (i) adjusted to a setting approved by the Director of Food and Environmental Hygiene;
  - (ii) marked indelibly to indicate the approved setting; and
  - (iii) secured against interference;
- (f) no exhaust from the ventilating system shall be sited in any place where it causes, or is likely to cause, annoyance or inconvenience to the public;
- (g) every duct shall -
  - (i) be wholly constructed of non-combustible material having a strength and durability similar to that of galvanized sheet iron or steel;
  - (ii) be accessible for the purposes of cleaning throughout its entire length;
  - (iii) where its size is sufficient to allow any person to enter therein, be fitted with access openings to allow a person to enter the same for the purpose of cleaning, and shall be constructed to bear the weight of any person who has so entered;
  - (iv) be provided with a smooth and impervious internal surface;
  - (v) where it passes through any floor, wall or ceiling, be fitted with a damper which shall be operated by fusible links of a type approved by the Director of Fire Services, and designed to operate up to a temperature of 69° C, and be so constructed or protected as to resist the action of fire for a period not less than the period for which the floor, wall or ceiling through which it passes is designed to resist the action of fire;
- (h) no duct shall serve more than one building;
- (i) an air filter shall be -
  - (i) constructed wholly of non-combustible material, other than steel wool;
  - (ii) of a design approved by the Director of Food and Environmental Hygiene; and
  - (iii) installed in such manner that all incoming air passes through it before being distributed within the premises;
- (j) every electrostatic filter or precipitator shall be of a type approved by the Director of Fire Services;
- (k) every blower fan shall be fitted with a fused running hour meter connected to the load side of the fan contactor with a device for recording time in minutes and hours or tenths or lesser fraction of an hour;
- (l) each fused running hour meter shall be sited in an easily accessible and conspicuous place to facilitate inspection;
- (m) each set of filters in a ventilating system shall be indicated by a filter gauge, filter flag



indicator or differential pressure switch;

- (n) filters shall be cleaned or replaced when the filter gauge, filter flag indicator or differential pressure switch shows an increase of 50 pascals over the designed air filter pressure drop; and
- (o) a filter flag indicator shall indicate "dirty" when there is an increase of 50 pascals over the designed air filter pressure drop.

7. Well Water

The water from any well used in air-conditioning must be arranged in a closed circuit system and all pipes conveying the water must be painted black.

8. Extraction fans

Extraction fans of the capacity indicated must be installed at the following points :-

- (i) \_\_\_\_\_ fan(s) with \_\_\_\_\_ cubic metres per minute capacity in \_\_\_\_\_.
- (ii) \_\_\_\_\_ fan(s) with \_\_\_\_\_ cubic metres per minute capacity in \_\_\_\_\_.

9. Discharge from extraction fans

All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 m above the ground or street level and in such a manner as not to be a nuisance.

10 Notices indicating location of the toilets

Sufficient notices in English block letters and in legible Chinese characters indicating the location of the toilets shall be conspicuously displayed on the premises.

11 Fire Services Certificate

A Fire Services Certificate in respect of the premises under application for a Places of Public Entertainment licence shall be obtained from the Director of Fire Services.

12 Electrical Installation Certificate

New fixed electrical installation, after completion, shall be inspected, tested and certified by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of the Work Completion Certificate (Form WR1) shall be submitted to the Director of Food and Environmental Hygiene as proof of compliance. For existing electrical installation, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted.

### Standard conditions

1. The layout of the premises shall be kept in strict conformity with that shown in the plan certified and submitted by the licensee to the Director of Food and Environmental Hygiene, and no alteration or addition to the layout of the premises shall be made without prior approval of the Director.
2. Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director, the premises shall not be used for any other purpose or class of business.
3. The maximum number of persons to be accommodated in the premises at any one time shall not be more than \_\_\_\_\_.
4. The licensee shall provide sufficient staff at the premises to regulate participants during their arrival to and departure from the premises in an orderly manner.
5. The licensee shall provide sufficient staff to maintain order of the participants in the premises.
6. Only Laser equipment approved by the Director of Electrical and Mechanical Services shall be used on the premises.
7. Wash hand basin must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electrical hand dryers.

If cloth towel rolls in dispensers are used, ,

- (i) the dispensers should be designed in such a way that the users can only retrieve the clean and unused portion of the cloth towel roll therein; and
- (ii) the towels or towel rolls provided through the dispensers must be dry, clean, sanitised, unworn, stainless and of good quality.

If electrical hand dryers are provided, they must be in good working condition at all times.

8. Each water-closet must be provided with an adequate supply of toilet paper.
9. All parts of the premises and the site, including the underside of the stage or platform shall at all times be kept clean and in good repair.
10. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal. The dust-bins shall be emptied not less than once daily.
11. The ventilating system must, at all times when the premises are open to the public, be kept fully in operation.
12. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director, shall conduct the business in person at the licensed premises.
13. The licence shall be displayed and kept displayed at all times in a conspicuous manner at the entrance or if there is more than one entrance, the main entrance of the licensed premises.
14. The licensee shall not permit or cause to be permitted the use of the premises for any purpose other than for the purpose of public entertainment approved by the Director of Food and Environmental Hygiene between \_\_\_\_\_ (time) \_\_\_\_\_ and \_\_\_\_\_ (time) \_\_\_\_\_ during the period covered by the licence.
15. No cooking or food preparation otherwise under and in accordance with a licence granted by the

Director of Food and Environmental Hygiene shall be allowed on the premises.

16. No disorder shall be permitted on the premises.
17. The licensee shall not permit any person to occupy or use any portion of the premises for any immoral or illegal purpose.

**Standard requirements and conditions for  
Dance party holding temporarily**

**IMPORTANT**

The permission of the Building Authority must be obtained for any structural or drainage alterations. It is the applicant's responsibility to seek approval from the Building Authority for any such alterations or additions.

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Director of Fire Services, the Building Authority or any other Government Departments.

**Standard requirements**

1. **Plan**

Before the issue of a licence, the applicant is required to provide a copy of plan showing the boundaries and final layout of the premises for acceptance by the Director of Food and Environmental Hygiene. The applicant is required to sign on the plan certifying that it is correct. For the purpose of meeting this requirement, professional plan is not necessary.

2. **Site**

The site shall, where necessary, be properly leveled and surfaced to facilitate cleansing and laid to suitable fall to drain off any rain or waste water.

3. **Structure**

No structures other than those approved by the Building Authority shall be allowed to be erected on the premises.

4. **Toilet facilities**

Toilet facilities with not less than (state no.) water closets and (state no.) wash hand basins for males and (state no.) water closets and (state no.) wash hand basins for females shall be provided. The toilet facilities shall be-

- (i) Segregated and provided with separate entrance for persons of each sex;
- (ii) Fly-proof; and
- (iii) If functions are held after dark, adequately lit by electricity.

5. **Removal of refuse, nightsoil from the site**

Prior arrangements shall be made for the removal of refuse and nightsoil from the toilet facilities (if mobile toilets are used).

6. **Notices indicating location of toilets**

Sufficient notices in English block letters and in legible Chinese characters indicating the location of the toilets shall be conspicuously displayed on the premises.

7. Fire Services Certificate

A Fire Services Certificate in respect of the premises under application for a Temporary Places of Public Entertainment licence shall be obtained from the Director of the Fire Services.

8. Electrical Installation Certificate

New fixed electrical installations, after completion, shall be inspected, tested and certified by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of the work Completion Certificate (Form WR1) shall be submitted as proof of compliance. For existing electrical installations, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted.

**Standard conditions**

1. The layout of the premises shall be kept in strict conformity with that shown in the plan certified and submitted by the licensee to the Director of Food and Environmental Hygiene, and no alteration or addition to the layout of the premises shall be made without prior approval of the Director.
2. The maximum number of persons to be accommodated in the premises at any one time shall not be more than \_\_\_\_\_.
3. The licensee shall not permit or cause to be permitted the use of the premises for any purpose other than for the purpose of public entertainment approved by the Director of Food and Environmental Hygiene between (time) and (time) during the period covered by the licence.
4. The licensee shall provide sufficient staff at the premises to regulate participants during their arrival to and departure from the premises in an orderly manner.
5. The licensee shall provide sufficient staff to maintain order of the participants in the premises.
6. Only laser equipment used on the premises shall be approved by the Director of Electrical and Mechanical Services.
7. No structures other than those approved by the Building Authority shall be used for the purpose of public entertainment on the premises.
8. Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director, the premises shall not be used for any other purpose or class of business.
9. No cooking or food preparation otherwise under and in accordance with a licence granted by the Director of Food and Environmental Hygiene shall be allowed on the premises.
10. All parts of the premises and the site, including the underside of the stage or platform shall at all times be kept clean and in good repair.
11. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal. The dust-bins shall be emptied not less than once daily.
12. Contents of dustbins and nightsoil from the toilet facilities (if mobile toilets are used) shall be emptied daily.
13. Sufficient toilet attendants and cleansing staff shall be employed to work full time on the premises to

ensure the clean and hygienic condition of the toilets as well as other parts of the premises.

14. On removal of the structures, the whole site shall be cleared of all refuse and debris.
15. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director conduct the business in person at the licensed premises.
16. No disorder shall be permitted on the premises.
17. The licensee shall not permit any person to occupy or use any portion of the premises for any immoral or illegal purpose.

## **Standard requirements and conditions for ventilating system**

### **IMPORTANT**

Permission must be obtained from the Director of Water Supplies if mains water is used for the purpose of cooling. If a Letter of Compliance is required by the Director of Fire Services, it is the applicant's responsibility to seek such permission and to obtain such certificate.

### **Standard Requirements**

1. Before the grant of approval for the installation, you must provided three copies of a plan, drawn as nearly as possible to metric scale of not less than 1:100, showing the final layout of the ventilating system installed in the premises for approval of the Director of Food and Environmental Hygiene. You must sign each copy certifying that it is correct. The Director will keep two copies and return one to you after endorsement.

(Note : (a) For the purpose of meeting this requirement, professional plans are not necessary. However, if structural alterations are carried out, the plans forwarded to the Building Authority must be presented by an authorized person.

(b) If any change is to be made to the original plan submitted with the application, you must submit afresh three copies of an amended plan for re-consideration of the Director. You should note that the final layout plans are in addition to the original plans and any amended plans required as a result of changes to the original plans submitted with your application.)

2. All air-ducts shall be rendered rat-proof.
3. All water from the well for cooling the ventilating system shall be arranged in a close circuit system.
4. All supply pipes conveying well water to the ventilating system shall be painted black.
5. A fresh air inlet sited in the open air and at a height of not less than 2.5 m from the ground level shall be provided to the ventilating system.
6. Any emission of air either above or below the temperature of the external air from a ventilating system shall be arranged to discharge into the open air at a height of not less than 2.5 m above ground level and in such a manner as not to be a nuisance. Exhaust duct(s) shall be connected thereto if required by the Director.

7. The cooling tower shall be provided with a guard in such a manner as to prevent the splashing of water therefrom.
8. Each air-conditioner shall be fitted with a drain pipe/hose for conveying water dripping from the machine to a position and in such a manner as to prevent nuisance. (Applicable to window-type air-conditioners only.)

#### **Standard Conditions**

1. Any emission of air either above or below the temperature of external air from a ventilating system shall be discharged into the open air in such a manner as not to be a nuisance.
2. The cooling tower shall be satisfactorily maintained in such a manner as to prevent the splashing of water therefrom at all times.
3. Any dripping of water from air-conditioners installed on the premises must be discharged in such a manner as not to be a nuisance.

(Applicable to window-type air-conditioners only)



## **Building safety requirements**

### **Compliance with Part VI A of the Building (Planning) Regulations**

The planning, design and construction of the places other than cinemas and theatres should comply with Part VI A of the Building (Planning) Regulations (Cap.123 sub. leg.). The relevant provisions of the Buildings Ordinance and the requirements in the Code of Practice for the Provision of Means of Escape in Case of Fire, the Code of Practice for Fire Resisting Construction and the Code of Practice for Means for Access for Firefighting and Rescue shall be applicable to places other than cinemas and theatres. Copies of the Code of Practice can be downloaded from the web site [www.info.gov.hk/bd](http://www.info.gov.hk/bd) for reference.

### **Structural safety**

The main issues to be considered on structural safety are:

- (a) The minimum designed loading of the premises shall not be less than 5 kPa (i.e. 100 lb/ft<sup>2</sup>).
- (b) In cases where there are non-structural screeding on slabs to raise floors levels, heavy equipment/plant, brick/partition walls, etc., justification of the adequacy of the existing supporting structure to cater for such superimposed loads will have to be submitted by an AP/RSE. In this connection, the supporting structural calculation should be substantiated with catalogues or relevant documents.
- (c) No part of a premises shall be located in, under or over any structures built without the approval and consent of the Building Authority.

### **Fire resisting construction**

The premises shall be designed and constructed of fire resisting constructions which satisfy the provisions of the *Building (Construction) Regulations (Cap.123 sub. leg.)* and the *Code of Practice for Fire Resisting Construction* issued from time to time by the Buildings Department. This code can be downloaded from the web site [www.info.gov.hk/bd](http://www.info.gov.hk/bd) for reference. In essence, places other than cinemas and theatres should be separated from other occupancies by walls and floors or other elements of construction having adequate fire resistance period.

In cases where new or modified fire resisting walls, doors and other fire resisting components are involved, a duly completed Form (Appendix A to the Practice Note for Authorized Persons and Registered Structural Engineers 53) with test/assessment reports from an AP/RSE shall be submitted to substantiate the fire resistance performance.

### **Means of escape and access for firefighting and rescue**

Every non-cinema / theatre shall be provided with adequate means of escape and access for firefighting and rescue in accordance with Part V of the *Building (Planning) Regulations (Cap.123 sub. leg.)*, the *Code of Practice for the Provision on Means of Escape in case of Fire (MOE Code)* and the *Code of Practice for Means of Access for Firefighting and Rescue* issued from time to time by the Buildings Department. These codes of practice can be downloaded from the web site [www.info.gov.hk/bd](http://www.info.gov.hk/bd).

The general requirements on means of escape and additional requirements for places other than cinemas

and theatres are provided in Part II and Part III of the MOE Code respectively. In essence, the exit routes from places other than cinemas and theatres should discharge to streets, and if necessary, may discharge through but should be separated from other occupancies.

The provision of means of escape for places other than cinemas and theatres can only accommodate a specified maximum number of persons at any one time. The current MOE Code sets out such limits and relates them to the width and number of exit routes provided for each floor and for the whole building.

## **Building safety requirements for temporary structure**

The following requirements shall apply to a temporary structure which is desired to be used or which is licensed for a public entertainment:-

- (1) the structure shall be constructed of such materials as shall be approved by the Building Authority;
- (2) no part of the structure shall be built over water;
- (3) no part of the structure shall be within 9m of any other structure;
- (4) the structure shall not exceed one storey in height;
- (5) no part of the floor or decking of the structure shall:-
  - (i) if the structure has a ramped floor or deck; be more than 1.5m above ground level; and
  - (ii) if the structure has stepped rows of seating forming a spectator stand, be more than 3m above ground level;
- (6) the seating area assigned to each person shall not be less than –
  - (i) 700mm deep if backs are provided for the seats;
  - (ii) 600mm deep if backs are not provided for the seats;
  - (iii) 500mm wide if arm-rests are provided for the seats; and
  - (iv) 450mm wide if arm-rests are not provided for the seats;
- (7) there shall be an unobstructed way or space of at least 300mm measured between perpendiculars between the back of one seat and the front of the seat immediately behind;
- (8) the seating shall be fixed firmly to the ground, floor or decking and if separate chairs are used they shall be securely battened or otherwise securely fastened together in lengths of not less than 4;
- (9) the structure shall have gangways not less than 1.2m in width intersecting the rows of seating in such a manner that no seat shall be more than 3m from a gangway measured in the line of seating, and there shall be a gangway abutting each side of the structure from which the exit ways shall open;
- (10) gangways not less than 1.2m in width at right angles to the longitudinal gangways required by paragraph (9) shall also be formed in such a manner that the seating is divided into blocks not more than 9m in depth measured between perpendiculars between the front of the seats forming the front row and the back of the seats forming the back row of a block of seating
- (11) exit ways not less than 2.4m in width shall be provided in each side of the structure in such a manner that there is one exit way at each end of a prolongation of the centre line of each of the gangways required by paragraph (10) and for the avoidance of doubt one such exit way is required at each end of a prolongation of a line 1.2m in front of the first or front row of seating;
- (12) such further exit ways as are considered necessary by the Building Authority shall be provided from the area of the stage or the space provided for the performance;
- (13) all gangways, exit ways, seating and the spacing and fixing thereof shall be provided, formed and maintained to the satisfaction of the Building Authority or a public officer authorized by him;
- (14) every gangway, exit way, and passage shall be kept at all times free from any obstruction;
- (15) any door erected at the exit ways shall open in 2 folds in the direction of egress and

any fastening used for maintaining the doors closed shall readily give way upon light pressure being applied by one person from inside;

- (16) the number of persons admitted shall be limited to those for whom seating accommodation is provided and in no case shall such number exceed 2500;
- (17) any artificial lighting shall be to the satisfaction of the Director of Fire Services or a public officer authorized by him;
- (18) there shall be provided fire-extinguishing apparatus of such type as may be required by the Director of Fire Services who may direct that the structure shall be further protected by the provision of fire services officers at the expense of the licensee;
- (19) no cooking shall be allowed in, or within 9 m of, the structure;
- (20) no smoking shall be allowed within the structure and the licensee shall take all reasonable precautions, including the posting of notices, to prevent such smoking;
- (21) no loose inflammable material shall be left in, on, under or near the structure;
- (22) the licensee shall at all times ensure that the structure is kept in a safe condition;
- (23) the licensee shall ensure that at all times the structure conforms with the plans, elevations, sections and diagrams as supplied to, and amended at the request of, the licensing authority under 162(3), (4) and (5) of the Places of Public Entertainment Regulations (Cap.172 sub.leg.);
- (24) The following requirements shall apply to extensive temporary structures which is desired to be used or which is licensed for a public entertainment :
  - (a) The licensee shall be required to employ an AP/RSE to supervise the erection of extensive temporary structures ;
  - (b) The floor or decking of the structure shall be designed with a minimum imposed load of 5kpa;
  - (c) Common examples of extensive temporary structures that may require AP/RSE's submission of structural justification to demonstrate their structural suitability for the event.
    - (i) Exhibition booth exceeding 4.5 m in height in indoor area ;
    - (ii) Exhibition booth exceeding 3.5m in height in outdoor area ;
    - (iii) Inflatable game exceeding 4.5m in height in indoor area ;
    - (iv) Inflatable game exceeding 3.5m in height in outdoor area ;
    - (v) Catwalk & stage exceeding 1.5m in height ;
    - (vi) Steel scaffolding exceeding 3.0 m in height ;
    - (vii) Self-standing speaker & lighting tower exceeding 2.5m in height ;
    - (viii) Lighting truss (suspended from ceiling) exceeding 100kg in weight ;
    - (ix) Marquee ;
    - (x) Seating riser ;
    - (xi) Kiddie ride exceeding the designed imposed loading of the building, etc.;
  - (d) The submission of structural justification shall include the design and structural framing plan of the temporary structure, including the sections, connection details of structural members and base details. The effects arising from the temporary structure on the existing structures, where applicable, shall also be investigated.
  - (e) Since there are many varieties associated with different type of temporary structures, initial preliminary structural comments may be sought from BD in the first instance.

PPA/109 (ADV)



**FIRE SERVICES DEPARTMENT  
Fire Safety Advice for  
Places of Public Entertainment Licence**

**Means of Escape**

1. According to section 2 of the Fire Services (Fire Hazard Abatement) Regulation, Cap.95F, means of escape, in respect of premises, is defined as “such means of escape as may be required for the safety of persons having regard to the use or intended use of the premises”. This may include but not limited to the following -
  - 1.1 all means of egress from the places of public entertainment premises including shop fronts, corridors, passages, exits/doors giving onto any corridor leading to the open space, or directly giving onto the open space and staircases whether or not protected by building elements with rated fire resisting period (FRP);
  - 1.2 all passages within the places of public entertainment premises leading to the exits/doors; and
  - 1.3 all parts of common area including the staircase leading from designed exits/doors to a place of safety in open space whether on the roof, the buffer floor, the podium or the street level.
2. All means of escape should be kept free from obstruction and unlocked. In particular -
  - 2.1 no article or thing may be left in the means of escape as defined at paragraph 1 above at any time; and
  - 2.2 all exits doors including those leading to the roof should be kept openable from the inside without the use of a key and all metal gates/shutters, where installed in exits or passageways, should be kept in open position at any time when members of public are present in the premises.
3. Failure to observe the above advice may be liable to legal action under sections 14 & 15 of the Fire Services (Fire Hazard Abatement) Regulation, Cap.95F.

**Fire Service Installations and Equipment**

4. All fire service installations and equipment provided in the premises should be -
  - 4.1 kept free from any obstruction;
  - 4.2 maintained in efficient working order at all times; and
  - 4.3 inspected at least once every twelve months by a Registered Fire Service Installation Contractor of appropriate class.

5. Failure to observe the above advice may result in the owner of the installations being prosecuted.

### **Mechanical Ventilating System**

6. All ventilating systems installed under Building (Ventilating Systems) Regulations, Cap.123J or Ventilation of Scheduled Premises Regulation, Cap. 132CE should be maintained in efficient working order at all times. Every damper, filter and precipitator in the ventilating system shall be inspected at intervals of not exceeding 12 months by a Registered Specialized Contractor (ventilation works category). Failure to do so may result in legal action and revocation of the places of public entertainment licence.

### **General Housekeeping**

7. All cigarette ends should be completely extinguished before disposal.
8. All windows facing the main thoroughfare should be kept free from obstruction for the operation of Fire Services in case of emergency.

### **Daily Closing Down Inspection**

9. The premises should be thoroughly inspected before closing down each day. Switch off the electrical main supply if possible, or at least switch off those electrical appliances that are not required.

### **Emergency Procedures**

10. All staff should be made aware of the emergency actions to be taken in the event of a fire. The actions should include but not limited to -
  - 10.1 operating the nearest manual fire alarm or by shouting "fire";
  - 10.2 assisting evacuation of the customers;
  - 10.3 reporting to Fire Services through "999";
  - 10.4 switching off the electrical installation if fire is involved; and
  - 10.5 attempting to extinguish the fire by using the available fire service installations and equipment. This should be done only when it is safe to do so.
11. The local fire station or regional office should be consulted for advice if required.

PPA/109(1)



**FIRE SERVICES DEPARTMENT  
Fire Safety Requirements for  
Places of Public Entertainment Licence  
for Places Other Than Cinemas and Theatres**

**Fire Service Installations and Equipment**

1. The following fire service installations and equipment shall be provided and maintained in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment-

Portable fire extinguishers at the following scales:

- (a) \_\_\_\_\_ 9-litre water type fire extinguisher(s) in \_\_\_\_\_
- (b) \_\_\_\_\_ 4.5kg carbon dioxide fire extinguisher(s) in \_\_\_\_\_
- (c) \_\_\_\_\_ 4.5kg dry powder fire extinguisher(s) in \_\_\_\_\_.

Emergency lighting for the entire premises in accordance with the attached requirements -

- (a) Emergency Lighting Systems (PPA/104); or
  - (b) Self-contained Luminaries Emergency Lighting Systems (PPA/104A).
2. All exits shall be indicated by illuminated signs, bearing the word and characters "EXIT 出口", installed in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. Adequate directional signs indicating the route to an exit shall be provided at locations where exit signs are not readily visible.
  3. All panic exit devices fitted on the exit doors shall be of the types accepted by the Director of Fire Services. The words "PUSH BAR TO OPEN 推門開門" in 100mm English and Chinese character should be painted on the inside face of the door immediately above the bar.
  4. All as-fitted fire service installations and equipment provided for the premises shall be retained and maintained in efficient working order. For all maintenance, alterations and additions, such works shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS 251) to the owner with copies forwarded to the Director of Fire Services within 14 days after completion of the works. A Certificate of Compliance (FSI/314A or FSI/314B as appropriate) shall also be submitted by the responsible Registered FSI Contractor to the Director of Fire Services for the alteration and addition works.

## **Decoration and Furniture**

5. All combustible materials used as false ceilings, partitions or wall furnishings shall conform to British Standard 476 : Part 7 Class 1 or 2 Rate of Surface Spread of Flame or to another standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to the Director of Fire Services. If the combustible materials are to be treated with a fire retardant paint or solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. After the treatment, a Certificate of Fire Service Installations and Equipment (FS 251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.

6. All draperies and curtains, if installed, shall comply with the following requirements:

they shall be made of fire resistant material and conform to British Standard BS 5867: Part 2 fabric type B when tested in accordance with British Standard 5438 or to another standard acceptable to the Director of Fire Services or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to the Director of Fire Services. If the draperies/curtains are to be treated with a fire retardant solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. After the treatment, a Certificate of Fire Service Installations and Equipment (FS 251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance; and

when hanging across exit routes, they shall be parted in the centre and raised so as to clear the floor by not less than 75mm.

7. (a) All polyurethane (PU) foam filled mattresses and covering fabric used for fabrication of the mattresses shall conform to British Standard 7177 (for use in medium hazard premises/building); or Flammability Test Procedure for Mattresses for Use in High Risk Occupancies (Technical Bulletin Number 121) or Flammability Test Procedure for Use for Mattresses for Use in Public Buildings (Technical Bulletin Number 129) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
- (b) All PU foam filled upholstered furniture and covering fabric used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazard premises/building); or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
- (c) Each PU foam filled mattresses and upholstered furniture conforming to British Standard 7177 (for use in medium hazard premises/building) and British Standard 7176 (for use in medium hazards premises/building) respectively shall bear an appropriate label (Appendix I0-1).
- (d) Invoices from manufacturers/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be produced for verification. Test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company's stamp of manufacturer/supplier.



Remarks:

Checklist for supporting document(s) required for proving compliance of the above-stipulated fire safety requirements are attached for reference (Appendix 10-2).

**Examples of Label**



The minimum size of the label shall be 50mm x 80mm.

The base colour of the label shall be white with a green border.

The word "RESISTANT" shall be white and of minimum height 5mm.

The smoldering cigarette, flaming match, flame symbols and ignition source number(s) shall be black.

The letters of the wording "Complies with BS 7176:1995 direct test/predictive test for medium hazard" shall be easily legible and of minimum height 2mm.



The minimum size of the label shall be 50mm x 80mm.

The base colour of the label shall be white with a blue border.

The word "RESISTANT" shall be white and of minimum height 5mm.

The smoldering cigarette, flaming match, flame symbols and ignition source number(s) shall be black.

The letters of the wording "Complies with BS 7177:1996 for medium hazard" shall be easily legible and of minimum height 2mm.

**Checklist for compliance of fire safety requirements for  
Places of Public Entertainment Licence for Places Other Than Cinemas and Theatres**

PPA/109(1) Ref. No.	Description	Documentation required*			
		FS 251	FSI/314A / FSI/314B	L/C	Others
1.1	Portable Fire Extinguisher	✓			
1.2	Emergency Lighting	✓ See note 1			
2	Exit Sign	✓			
3	Panic exit devices				✓ See note 2
4	FSI and Equipment - Maintenance	✓			
	FSI and Equipment - Alteration & Addition	✓	✓		
5	Mechanical Ventilating System			✓	
6	Combustible materials used as false ceilings, partitions or wall furnishings (Treating with fire retardant paint or solution)	✓			✓ See note 3
7.1	Draperies & Curtains (Treating with fire retardant solution)	✓			✓ See note 3
8	PU Foam				✓ See note 4

**Notes:**

1. Catalogue and/or test report of the emergency lighting is/are required for verification.
2. Documents of acceptance issued by Fire Services Department.
3. If the material conforms to any specified standard acceptable to the Director of Fire Services, no fire retardant solution is required to be applied by FSI contractor. However, the applicant shall provide documentary proof, such as catalogue and/or test report to show its conformity. FS 251 is not required in this case.
4. The following documentary proof is required for verification:
  - (a) Invoice(s) from supplier / manufacturer / contractor (if copy is provided, the copy should be authenticated by supplier / manufacturer / contractor, where appropriate); and
  - (b) Test Report issued by a testing laboratory accredited to conduct test in accordance with BS 7176 and/or BS 7177 or other standard acceptable to the Director of Fire Services (if copy is provided, the copy should be authenticated by company's stamp of manufacturers / suppliers, where appropriate)

**Remarks:**

- \* For authentication purpose, copies of original document are required during the on-site inspection by the Inspection Officer.

**Abbreviation:**

- FS 251 - Certificate of Fire Service Installations and Equipment  
 FSI/314A - Certificate of Compliance  
 FSI/314B - Certificate of Compliance [for Prescribed Commercial Premises / Specified Commercial Building under the control of Fire Safety (Commercial Premises) Ordinance, Cap. 502]  
 L/C - Letter of Compliance (Ventilating System)

PPA/104 (4th Revision)



## Requirements for Emergency Lighting Systems

### A. Specification

1. The Emergency Lighting Systems shall comply with British Standard 5266-1:1999 and BS EN 1838:1999 except that exit sign shall comply with Section 5.10 of the Code of Practice for Minimum Fire Service Installations and Equipment.
2. Batteries used shall be heavy duty and of rechargeable (Secondary) type; batteries of primary cells of any type whatsoever will not be acceptable.
3. Batteries shall be installed in a room approved for this purpose by the Building Authority, Housing Authority or Director of Architectural Services, as appropriate, unless :-
  - (i) the battery is an enclosed type and its entire installation shall conform to BS6133:1995 with capacity not exceeding 400 ampere-hours; or
  - (ii) the battery is valve regulated sealed type conforms to BS6290-4:1997 as specified in section 8 of FSD Circular Letter 4/96 Part XI.
4. All batteries for the emergency lighting circuits shall be kept fully charged at all times.
5. Power Supply
  - (i) For cinemas/theatres/premises accommodating 500 persons or less, the emergency lighting system shall be capable of maintaining the stipulated lighting level for a period of not less than 1 hour with power supplied either from a dedicated Uninterruptible Power Supply (UPS) system or from a central battery DC supply system; or
  - (ii) For cinemas/theatres/premises accommodating more than 500 persons, the emergency lighting system shall be :-
    - a) maintained for a period of not less than 2 hours with power supplied either from a dedicated UPS system or from a central battery DC supply; or
    - b) maintained for a period of not less than 1 hour with power supplied either from a dedicated UPS system or from a central battery DC supply on the condition that the supply system is backed up by an emergency generator conformed to the standard as stipulated in the Code of Practice for Minimum Fire Service Installations and Equipment and dedicated for fire service installations.

6. If a central battery DC supply system is used for the Emergency Lighting System, it shall be operated at a normal battery voltage of not less than 24 volts and not more than 120 volts D.C. from a common bank.
7. An automatic trickle charger with mains input and suitable output, fitted with meters, regulators, pilot lights, testing facilities and warning signals in both visual and audio forms, shall be provided for the UPS system or central battery DC supply system. The visual and audio warning signals shall be terminated in the management office of the cinema/theatre/premises or a place agreed with the Fire Services Department to alert the management of system fault. The charger shall be capable of fully re-charging the batteries in not more than 12 hours, if the emergency lighting is not also backed up by emergency generator. For emergency lighting systems backed up by emergency generator, the time required to fully recharge the battery system shall not more than 24 hours.
8. The supply from the batteries shall feed a main distribution fuse board and thence be subdivided to four subdistribution fuse boards, as follows:-
  - Exit lighting
  - Stair lighting
  - Auditorium lighting
  - Stage lighting
9. Outgoing circuits shall be suitably protected by fuses to British Standard 88:1988 or miniature circuit breakers to BS EN 60898:1991.
10. The emergency lighting system shall be wired in M.I.C.C. cable to BS EN 60702-1:2002, BS EN 60702-2:2002 and BS 6207-3:2001 as appropriate or other power supply cable conforms to BS 6387:1994 Cat. CWZ or other international standards acceptable to the Director of Fire Services and be fully segregated from the general distribution system.
11. All lighting fittings in the emergency lighting system shall comply with the non-flammability (resistance to flame and ignition) provisions specified in BS EN 60598-2-22:1999 and external parts shall also be subjected to the 850°C glowing/hot wire test; any burning parts thereof should self-extinguish within 30 seconds. Such lighting fittings shall be permanently fixed in position.
12. Upon failure of the main lighting system or in the event of power failure, the emergency lighting system shall automatically light up to at least 90% of the stipulated illumination level within 5 seconds.

#### **B. Other Requirements**

13. Batteries in celluloid containers shall not be installed, stored or used.
14. A margin allowance of 12½ % of the total required battery capacity (amperehour rating not voltage) shall be provided, i.e. 100% + 12½ % = 112½ %.

15. A diagram showing details of the distribution system and the circuit wiring of the emergency lighting system shall be erected at the main distribution board.

16. The minimum illumination provided at floor level by the emergency lighting system shall be:-

Staircase / exit route	not less than 2 lux
------------------------	---------------------

Nightclub, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings.	not less than 1 lux.
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Cinemas and theatres (auditorium)	not less than 0.5 lux
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measured at the mid-point between any two emergency lighting fittings. A discretionary tolerance of minus 10% is permitted and all readings shall be taken by an illuminance meter.

17. All luminaries shall have equal lumen output and distribution characteristics giving equal intensity of light in all material directions. Each luminary shall be so sited as to avoid impairment of vision from glare. Luminaries, except where so specified and approved, shall be mounted at a height of not less than 2 metres.

18. The maximum permissible period for visual adaptation shall not exceed 5 seconds at any point on the premises.

19. The minimum number of fittings required in any installation shall not be less than two (N.B. if only one fitting was provided and a lamp filament failure occurred, a hazardous situation would result.)

20. In the event of failure of the main lighting, the public shall, unless the capacity of the battery is sufficient to maintain the specified conditions for not less than four hours, within one hour be required to leave the building and they shall not be re-admitted until the general lighting has been fully restored and the emergency system recharged.

21. In the case of battery systems, the control and safety devices installed shall be regularly tested as follows :-

(i) Connections between the battery and the source of charging current shall be such that in no circumstances shall the battery discharge other than to the emergency lighting circuits.

(ii) A rectifier for battery charging should be provided for that purpose only and shall be so regulated that the battery cannot discharge appreciably under normal conditions.

22. Voltage and hydrometer tests, where appropriate, shall be carried out weekly and recorded in a register.

23. Once every month a discharge test, for 1 minute at the 10-hour discharge rate, shall be carried out and the results shall be entered in a register. The on-load voltage of each cell after this test shall be not less than 2.01 volts for lead acid and 1.25 volts for "NiFe" or nickel-cadmium. For other

types of battery, advice(s) from the manufacturer of the battery/system shall be sought and that shall also be acceptable to the Director of Fire Services.

24. Relevant test report(s)/certificate(s) issued by a testing organization recognized by the Fire Services Department or a local university laboratory competent to certify the properties regarding resistance to flame and ignition and performance of the emergency lighting shall be submitted to the Fire Services Department.

Fire Services Department

May 2006

PPA/104(A) (4th Revision)



**Requirements for Self-contained Luminaries**  
**Emergency Lighting Systems**

**A. Definition**

1. Luminaire means an apparatus which distributes, filters and transforms the light given by a lamp or lamps and which includes all the items necessary for fixing and protecting these lamps and for connecting them to the supply circuit.
2. Self-contained emergency lighting luminaire means a luminaire providing maintained or non-maintained emergency lighting in which all the elements, such as battery, the lamp, the control unit and the test and monitoring facilities, where provided, are contained within the luminaire or adjacent to it (that is, within 1 metre).

**B. Specification**

3. Emergency lighting luminaires shall comply with the non-flammability (resistance to flame and ignition) provisions specified in BS EN 60598-2-22:1999 and external parts shall also be subjected to the 850°C glowing/hot wire test; any burning parts should self-extinguish within 30 seconds.
4. All power cables extended outside the enclosure of a self-contained emergency lighting luminaire, other than the wiring connecting the luminaire to normal supply, shall conform to BS EN 60702-1:2002, BS EN 60702-2:2002 and BS 6207-3:2001 as appropriate or to BS 6387:1994 Cat. CWZ or other international standards acceptable to the Director of Fire Services.
5. An automatic trickle charger with a 220-volt input and suitable output and fitted with pilot lights or other indicating device shall be provided for the batteries. The charger shall be capable of re-charging the battery to 100% of the rated capacity in not more than 12 hours.
6. The self-contained luminaires emergency lighting systems shall be capable of maintaining the stipulated lighting levels for a period of not less than one hour (rated duration).
7. Upon failure of the main lighting system or in the event of power failure, the emergency lighting shall automatically light up to at least 90% of the stipulated illumination level within 5 seconds.
8. Each unit shall be provided with a properly labelled 'TEST' switch and charge monitor light. A low voltage cut out shall also be provided to disconnect the batteries when fully discharged.

**C. Other Requirements**

9. Each luminaire shall be so designed as to provide a broad non-glare illumination when in use. At least two sets of emergency lighting luminaire shall be provided in the premises so that the premises



will not be plunged into total darkness in the event of a luminaire failure. (If the area of the premise is less than 16m<sup>2</sup>, only one set of emergency lighting will be required.)

10. The minimum illumination provided at floor level by the emergency lighting systems shall be:-

Staircase/exit route	not less than 2 lux.
Night club, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings.	not less than 1 lux.

The measurements shall be taken at the mid-point between any two emergency lighting luminaires. All readings shall be taken by an illuminance meter and a discretionary tolerance of minus 10% is permitted.

11. Facilities exceeding 8m<sup>2</sup> gross area and facilities of less than 8m<sup>2</sup> without borrowed light should be provided with escape lighting complying as if they were part of an escape route. (For clarity, escape route means a route forming part of the means of escape from a point in a building to a final exit. Borrowed light means the light from other emergency lighting source. Escape lighting means that part of emergency lighting which is provided to ensure that the escape route is illuminated at all material times).
12. The emergency lighting system shall be installed and certified by a Registered Fire Service Installation Contractor.
13. Relevant test report(s)/certificate(s) issued by a testing organization recognized by the Fire Services Department or a local university laboratory competent to certify the properties regarding resistance to flame and ignition and performance of the emergency lighting shall be submitted to the Fire Services Department.
14. Periodical tests shall be carried out to each luminaire according to the following procedures :-
- Each luminaire shall be energized from its battery by simulation of a failure of the supply to normal lighting for the period as specified below :-

Monthly	-	not exceeding one quarter of the rated duration as required in clause 6 above.
Six-monthly	-	one quarter of the rated duration.
Three-yearly	-	full duration.
  - The luminaire shall be functioning properly to maintain the stipulated lighting level and the normal power supply shall be restored after the test.
  - The test results shall be recorded in a register.

Fire Services Department

May 2006

**PART XI**

**MECHANICAL VENTILATING SYSTEMS**

**1. Electric Heating Elements Used in Mechanical Ventilation Systems**

1.1 Electric Heating Elements Assemblies

- 1.1.1 Electric heating elements shall be evenly spaced across the sectional area of the duct at the plane where the heating elements are installed.
- 1.2.1 Heating elements shall be sheathed and of 'black' heat type with 'cold' extensions for cable connections. Heating elements shall be secured to fixtures constructed of fire resistant materials. End supports shall be provided for heating elements exceeding 800 mm in length.
- 1.3.1 An external terminal box made of fire resistant material shall be provided for all connections. Warning notice in both English and Chinese '**DANGER - LIVE Terminals**' shall be marked on the front cover of the external terminal box.
- 1.4.1 Internal Wiring shall be of heat resistant type and of rating compatible to the normal working temperature of the heating elements.
- 1.5.1 Duct internal insulation for either acoustic or thermal purposes shall not be installed within 1 metre of the heating element assembly.
- 1.6.1 Access door(s) shall be provided for the heating element assembly for maintenance and cleaning purposes. A small hole for inserting a testing thermometer shall be provided for the air duct and approximately at 150 mm on top of the elements.

Signed  
(LAM Chun-man)  
for Director of Fire Services

Date: 22 October, 1996

## 1.2 Control and Sequence Interlocking

- 1.2.1 The fan motor shall be controlled by an electromagnetic tape contactor complete With suitable thermal overload protection device, manual reset on/off push buttons, main and auxiliary contacts for sequence interlocking control with the electric heating elements and a time delay device of heavy duty type having an operational time setting of three minutes minimum for the fan motors stop control.
- 1.2.2 The heating element electricity supply assembly shall be controlled by contactor(s) and if required, step controller and interlocked with the fan motor in the manner as described in 1.2.3 to 1.2. 10 below.
- 1.2.3 A sequence interlocking control shall be provided so that the heating elements shall not be energized before the fan motor.
- 1.2.4 A sail switch/differential pressure switch with fail-safe feature shall be provided to de-energize the heating elements in case of air flow failure inside the duct.
- 1.2.5 A duct type overheat thermostat, with fail-safe feature and manual reset, shall be provided at a distance of 600 nun maximum from the heating element to switch off the elements. When the mean temperature inside the air duct exceeds 50°C +/- 10% and within 90 seconds of reaching this temperature.
- 1.2.6 For the purpose of 1.2.4 and 1.2.5, 'fail-safe' refers to the J' ability of the sail switch/differential pressure switch/overheat thermostat to switch off the heating elements at 'no power' State, i.e. when the power supply to the sail switch/ differential pressure switch/ overheat thermostat is 'OFF'.
- 1.2.7 The time delay device shall be so arranged that on switching off the fan motor, the power supply to the heating elements shall be cut off instantly but the fan shall be allowed to run continuously for a minimum of three minutes to dissipate the residual heat inside the duct system.
- 1.2.8 An emergency stop push button for the fan motor shall be provided and located adjacent to the fan motor and the circuit shall be designed to override the time delay device to enable the fan motor to be switched off instantly once this button is pressed. This emergency stop push button shall be of mushroom head with manual reset type.

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for Director of Fire Services

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1.2.9 If a summer/Winter switching arrangement is provided, the timer delay control for fan motor shall remain functional when heating or reheating facilities are provided in the summer mode.

1.2.10 Control circuit voltages shall not exceed 220 volts.

### 1.3 Fan Coil Unit Installations

1.3.1 Fan coil units with electric heating elements at a total rating not exceeding 2 kW may be exempted from the requirements of paragraphs 1.2.4, 1.2.7, 1.2.8, and 1.2.9. Sequence interlocking and overheat thermostat control shall be provided in accordance with paragraphs 1.2.3 and 1.2.5.

### 1.4 Proprietary Made Electric Duct Heaters

1.4.1 The use of proprietary made factory-assembled electric duct heaters shall be permitted but only if this has been submitted and included in F. S.D.'s list of acceptable items prior to installation.

## 2. Fire Dampers Used in Mechanical Ventilating Systems

This paragraph details the manufacturing standards and installation requirements of fire dampers for mechanical ventilating/air conditioning systems which are subject to the provisions of either the Building (Ventilating Systems) Regulations or the Ventilation of Scheduled Premises (Urban Council/Regional Council) By-laws. Paragraph 2.1 covers locally made blade type fire dampers, paragraph 2.2 covers proprietary made fire dampers, paragraph 2.3 covers the general requirements, and paragraph 2.4 covers air transfer openings which breach F.R.P. enclosures.

### 2.1 Locally Made, Blade type Fire Dampers

2.1.1 For any air duct passing through any floor or ceiling requiring the provision of a fire damper, the fire damper blades shall be constructed from mild steel plate of 6mm thickness. The associated casing shall also be constructed to this standard.

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(LAM Chun-man)  
for Director of Fire Services

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- 2.1.2 For any air duct passing through any ed requiring the provision of a fire damper, the fire damper shall be constructed ' from :-
- (a) mild steel plate of 3mm thickness When the wall in which the fire damper is mounted has a F.R.P. value of less than two hours,
  - (b) mild steel plate of 6mm thickness when the wall in which the fire damper is mounted has a F.R.P. value of two hours or more,
- The associated casing shall also be constructed to this standard.
- 2.1.3 Angle section steel or similar structural members shall be employed in the construction of the fire dampers casing framework to provide structural rigidity, i.e. to prevent deforming of the damper casing and to maintain clearance in all operating conditions between fixed and moving parts.
- 2.1.4 The lateral clearance between the moving blades and the damper. casing shall not exceed 1 .5mm. For multiple-blade fire dampers each blade shall be arranged to come into contact and overlap the adjacent ones by a minimum of 5mm when the damper is in the closed position. Suitable Stops shall be proVided at the casing to maintain the damper blades in a stable position when the damper is closed.
- 2.1.5 Bushes made from brass or similar bearing materials shall be provided for all the blade spindles of the fire damper.
- 2.1.6 The closing action of the fire damper shall be achieved solely by the weight of the damper blade(s). Closing action powered by springs or other dead weight shall not be allowed.
- 2.1.7 To avoid sagging of the damper under its own weight, the length of each damper blade shall not exceed 600 mm. Structural opening with width exceeding this dimension shall be protected by multiple fire damper units. In special cases where it is not possible to keep Within this licit of 600mm, a slight extension beyond this shall be allowed but it must be demonstrated to the Director of Fire Services that the smooth operation and the function of the fire damper will not be impaired.

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**(LAM Chun-man)**  
**for Director of Fire Services**

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## 2.2 Proprietary Made Fire Dampers

2.2.1 As an alternative to the locally-made fire damper as specified in paragraph 2.1, proprietary made fire dampers, with construction and mounting method approved by a recognised testing authority, may be used, provided the fire damper possesses a rating equivalent to the fire resistance of the structure it protects. Acceptable national or international standards include:-

- (a) BS 476 Part 20 for Integrity only (i.e. Excluding Insulation and Loadbearing Performance Criteria).
- (b) Underwriters Laboratories Inc. (UL) 555.

## 2.3 General Requirements

The location of the fusible link shall be so arranged that it will not impede the closing action of the fire damper;

- 2.3.1 Fire dampers shall be installed in such a manner that the air flow will not impede the closure of the fire damper;
- 2.3.2 Fire dampers shall be securely installed in the plane of the fire separation so as to stay in place should the duct be dislodged during a fire;
- 2.3.3 An adequately sized and properly located inspection door or panel shall be provided to facilitate maintenance of each fire damper;
- 2.3.4 Air duct internal lining shall not be installed within 1000mm of the fire damper. (The reason for this requirement is that in a fire situation the damper, although closed, will be at an elevated temperature and may cause flame spread along the internal lining inside the duct in the adjoining compartments);
- 2.3.5 The length of fire damper casing shall exceed that of the fire damper assembly by not less than 30mm when the fire damper is in the open position, i.e. not less than 15mm at either end;
- 2.3.7 In no case shall the temperature rating of the fusible link exceed 69 C.

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**(LAM Chun-man)**  
**for Director of Fire Services**

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2.4 Air Transfer Opening Breaching F.R.P. Enclosures

2.4.1 All air transfer openings breaching the walls, floor or ceiling of a F.R.P. enclosure, shall be protected by fire dampers to the same construction standard.

3. The Use of False Ceilings and Elevated Floors as Air Ducts (Excluding Computer Room Installations)

3.1 The voids created between a false ceiling and the building structure, or between the building structure and an elevated floor, shall only be used as an air duct associated with a mechanical ventilating system if the conditions as laid down in paragraph 3.2 below are satisfied. Note: Naturally ventilated spaces are exempted so long as fire separation between compartments is maintained.

3.2 Specially and purposely designed non-combustible false ceilings or ventilated ceilings or elevated floors can be used as a means for conveying air subject to the following conditions :-

3.2.1 The materials used in the construction of the false ceiling or ventilated ceiling or elevated floor shall be in compliance with BS 476: Part 4 or equivalent national or international standards, and approved by recognised testing authorities.

3.2.2 Compartmentation shall be maintained by provision of fire and smoke dampers which should be operated by a smoke detector system (Probe type).

3.2.3 All electrical mains distribution and control wiring in the voids must be contained in heavy gauge metal cable ducts and/or screwed metal conduits terminated in accordance with the relevant British Standard Specifications and are to comply with I.E.E. Regulations (current edition).

3.2.4 All pipes within the void shall be metallic. All insulation within the void shall comply with the requirements as stipulated in paragraph 4.

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(LAM Chun-man)  
for Director of Fire Services

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- 3.2.5 Pneumatic control lines for air conditioning systems within the void shall be of copper. Flexible tubes will be allowed only at the final connections from the copper pneumatic lines to the air conditioning terminals. The flexible tubes shall not exceed 300mm in length and each shall be of an approved flame retardant type.
- 3.2.6 The false ceiling, ventilated ceiling or elevated floor shall not be used to contain any services other than essential services and services exclusively for the area.
- 3.2.7 Access to the void shall be provided for cleaning and inspection.

#### 4. Insulation for use with Ductwork or Pipework

##### 4.1 Definitions

The following terms are defined :-

- 4.1.1 渠 ductwork? means all types of ductwork for conveying air;
- 4.1.2 管 pipework? means all types of pipework.

##### 4.2 Application

- 4.2.1 This Section is on the requirements for acoustic and thermal insulation for ductwork and pipework.

##### 4.3 Internal Insulation for Ductwork

- 4.3.1 The fire property requirement for internal insulation for ductwork is that the insulation material, including the associated fasteners, adhesives, tapes etc. shall comply with BS 476: Part 6 with the index of overall performance (總數) not exceeding 12, of which not more than 6, index (指數) shall derive from the initial period of the test. Equivalent national or international standards shall also be accepted.

##### 4.4 External Insulation for Ductwork and Pipework

- 4.4.1 The fire property requirement for internal insulation for ductwork is that the insulation material, including the associated fasteners, adhesives, tapes etc. shall comply with BS 476: Part 7 or equivalent national or international standard, or be brought up to that standard by use of an approved fire retardant product.

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**for Director of Fire Services**

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4.4.2 For the purpose of paragraph 4.4.1, 'approved fire retardant product' refers to any one of the following :-

- (a) Aluminium foil vapour barrier (for mineral wool and fibre glass insulating materials only);
- (b) Plastering of minimum thickness 12mm;
- (c) Metal (aluminum, galvanized steel, etc.,) cladding.

4.5 External Insulation for Ductwork and Pipework at Points of Penetration through Compartment Walls, Floors or Ceilings

4.5.1 Where ductwork passes through a structure and is provided with a fire damper' the external insulation shall not be allowed to pass through the structure and is required to stop at a suitable fire barrier securely fixed to the external casing of the fire damper and the structure.

4.5.2 Insulation for pipework passing through a structure shall also be required to stop at a suitable fire barrier securely fixed to the pipe external surface and the structure.

4.5.3 For the purpose of paragraphs 4.5.1 and 4.5.2, the fire barrier shall have the same fire resisting period as the structure through which the ductwork or pipework passes. It should be noted that the authority in respect of fire resistance is the Building Department.

5. Protection Reauirements aagainst Fire and Smoke in Protected Areas

5.1 Services such as air ducts, drain pipes, chilled water pipes and electrical cables/switchgears etc. are not allowed to be installed in the protected areas. Any of these services found installed inside the protected areas shall be removed either by physical removal, or be encased in an F.R.P. enclosure having an F.R.P. value equivalent to the structural F.R.P. of the protected area inside which the services are installed. It should be noted that the F.R.P. enclosure for this purpose shall not reduce the effective dimensions of the protected area and consequently cause obstruction to safe egress. The arrangement shall be acceptable to the Buildings Department.

5.2 Ventilation/air conditioning (excluding staircase pressurization) to the protected area can be provided subject to the following conditions :-

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**for Director of Fire Services**

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- 5.2.1 All ventilation openings, either supply or exhaust (exclude direct to open air) shall be protected by **fire and smoke** dampers actuated by smoke detectors located at the protected area and adjoining compartments which communicate on the air-side with the protected area;
- 5.2.2 Fire and Smoke dampers installed for the purpose of paragraph 5.5.1 shall comply with UL 555S and UL 555 or other equivalent national or international standards.
- 5.2.3 Self-contained fan coil units serving only the protected area and are wholly situated within the structural F.R.P. can be installed provided that :-
- (a) The fan coil volute casing, fan blades, fan coil enclosure, etc., shall be all constructed from non-combustible materials (i.e. in compliance with BS 476: Part 4).
  - (b) All electrical wirings shall be run inside metal conduits and/or enclosures.
  - (c) Insulating materials for the fan coil and the associated pipework shall meet the requirements as stipulated in paragraph 4.
- 5.3 All ventilation/air-conditioning systems in rooms with direct access from a staircase, staircase approach lobby or Fireman 僮 Lift lobby shall comply with requirements of paragraph 5.2 as long as fire doors of appropriate F.R.P. are installed, or requirements of paragraph 5.1 if no fire doors of appropriate F.R.P. are provided.

6. Filters Used in Mechanical Ventilating Systems

6.1 Air Filter Cells

- 6.1.1 Air filters cells (i.e. media plus media enclosure) shall be constructed from materials which conform to the fire property requirements of one of the following standards :-

BS 476: Part 4	Non-combustibility Test for Materials;
BS 476: Part 6	Method of Test for Fire Propagation for products with indices 鐵 ≤ 12 and 衡 ≤ 6;
UL 900	Test Performance of Filter Units, Class 1 or Class 2,
DIN 53438 Pt. 3	Response to Ignition by a Small Flame, Surface Ignition, Class F1.

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**for Director of Fire Services**

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6.2 Filter Cell Support Framework

- 6.2.1 Filter cell support framework for individual and multiple cell installations shall be constructed from non-combustible materials conforming to BS 476 Part 4 and have a mechanical strength equivalent to 1 mm thick galvanised sheet steel.
- 6.2.2 All gaskets, seals, etc., between the air filter cells and the filter cell(s) support framework shall have the same fire property requirements as the air filter cells, as detailed in paragraph 6.1 above.

6.3 Metallic Filter Cells

- 6.3.1 Filter cells fully constructed in metal shall not be subject to the requirements of this Circular Letter i.e. where the filter media is formed from a grid or mesh of metal such as stainless steel, aluminium, etc..

Note: Steel wool is not permitted (see 4(1)(g) of Building (Ventilating Systems) Regulations)

- 6.3.2 If however the metallic media is coated with combustible substance, it shall be regarded as a special filter and be subject to conditions in paragraph 6.4.

6.4 Special Filter Installations

- 6.4.1 For special filter applications such as the removal of smell by activated carbon filters, submissions should be made to the Director of Fire Services for relaxation of the requirements of this paragraph and for clarification on any specific additional fire safety precautions that may be necessary.

6.5 Filter Identification

- 6.5.1 All filter cells except those listed in paragraph 6.3 shall, at the place of manufacture, have the following information clearly marked or stamped in a readily accessible location :-
- (a) Manufacturer's Name;
  - (b) Place of Manufacture;
  - (c) Filter type and model number; and
  - (d) The standard to which the filter has been type-tested.

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- 6.5.2 The Director of Fire Services may require a copy of the certificate of Type Test for the filter cell, issued by a recognised independent testing authority, to be submitted. Failure to produce the certificate will result in rejection of the filter installation.

7. Flexible Ducts Used in Mechanical Ventilating Systems

7.1 General

- 7.1.1 The flexible duct used in mechanical ventilating systems shall comply fully with one of the following standards :-

(a) UL 181, Class 1

Note: Where ducts tested to UL 181 Class 1, are constructed of composite layers of materials, these materials shall be permanently bonded, one to the other. Where these materials are not bonded each material shall be separately tested for flame spread and smoke developed, and each shall comply to UL 181 Class 1. Also the internal lining must pass the puncture test as described in paragraph 7.1.2 below.

or

- (b) BS 476: Part 6 with indices of performance  $\leq 12$  and  $\leq 6$  and pass the following puncture test as described in paragraph 7.1.2 below.

7.1.2 Puncture Test

(a) Principles of the Puncture Test

This puncture test shall be carried out using testing equipment employing the principle of the free fall of a plunger on to the surface of the sample flexible duct. If the flexible duct is provided with an external removable insulation layer, the test shall be carried out on the duct surface with this insulation layer removed. If the flexible duct comes with a spiral wire the impact position of the plunger shall be on the duct pitch surface between 2 consecutive wires.

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(b) Details of the Puncture Test

The plunger shall consist of a 10mm diameter steel rod having a steel head of 15mm diameter with a flat impact end with rounded edges. The length of the plunger assembly shall be sufficient to provide a 1 kg. weight. The surface of the rod and head shall be smooth.

Guides shall be provided and arranged to allow for an essentially frictionless fall of the plunger. A means for measuring the height of fall shall also be provided.

Two samples of duct of 600mm in length when fully stretched shall be subjected to this test. The sample shall be provided with a firm support below and throughout its complete length. This sample shall also be secured at both ends to maintain the duct in a fully stretched position throughout the test. Each sample shall be puncture tested at three equally spaced points on the duct periphery by rotation through 120° after each test.

(c) Acceptance/Failure Criterion for the Puncture Test

The flexible duct sample shall prevent the complete penetration through the surface of the duct by the plunger head when the plunger head has fallen through a distance of not less than 500mm as measured to the top surface of the sample. Complete penetration of the plunger at any one of the six test points shall indicate failure of the duct samples.

- 7.2 In addition to paragraph 7.1 above, all flexible ducts used in mechanical ventilating systems shall not exceed 4 metres in length for each connection or final connection from the rigid duct to the outlet grilles, VAV boxes, etc.. In special cases where it is impossible to keep within this 4-metre limit due to engineering or building constraints, a slight extension beyond this shall be allowed but only with the agreement of the Director of Fire Services and this shall be obtained before installation.
- 7.3 Flexible ducts shall not be permitted for use as main air distribution ducts.
- 7.4 Flexible ducts shall not be allowed to penetrate through fire resisting walls, fire resisting floors, fire resisting ceilings and fire resisting partitions.

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for Director of Fire Services

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8. Battery Rooms Mechanical Ventilating Systems

8.1 Purpose

- 8.1.1 The purpose of providing mechanical ventilation to battery rooms is to maintain the average concentration of hydrogen gas, which may evolve during a recharge of the battery, within safe limits in the battery rooms.
- 8.1.2 The safety limit of hydrogen gas concentration inside the battery room is 1% by volume maximum.

8.2 Design Calculation

- 8.2.1 Designers shall ensure that adequate mechanical ventilation shall be provided to battery rooms to keep the hydrogen concentration below the safety limit. The design of the mechanical ventilating system for this purpose shall follow the guidelines in BS 6133. In accepting battery room mechanical ventilating systems the Director of Fire Services may require a set of design calculations to be submitted to substantiate that the mechanical ventilating system has been properly designed to meet the above requirement.

8.3 Mechanical Ventilating System Technical Requirements

- 8.3.1 The ventilating fan shall be in the extraction mode and the fan motor shall be of totally enclosed fan cooled (TEFC) type.
- 8.3.2 The mechanical ventilating system for the battery room shall be independent to all other systems in the building.
- 8.3.3 Extraction points shall be located at the highest level of the room while air inlets shall be at low level. Extraction points and air inlets shall be so arranged that a cross-flow effect shall occur in all areas within the room.
- 8.3.4 The ventilating fan motor shall be electrically interlocked with the battery charger so that the charger cannot be in operation when the ventilating fan is not running. Electricity supply for the ventilating fan(s) shall be from an independent circuit other than that of the battery charger, and the interlock control relay shall be protected by an independent fuse.

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for Director of Fire Services

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8.3.5 If due to the functional requirement of the batteries, the condition in paragraph 8.3.4 cannot be met, alternative safety measures may be accepted but these must be agreed by the Director of Fire Services before installation.

8.3.6 All components of the mechanical ventilating systems shall be made of corrosion resistant materials.

#### 8.4 Requirements for Separate Battery Room

8.4.1 All open type batteries regardless of size shall be accommodated in separate battery rooms meeting the conditions in paragraphs 8.1, 8.2 and 8.3 above.

8.4.2 For enclosed type batteries constructed to BS 6133 with capacity above 400 ampere-hours, separate battery rooms meeting the condition in paragraph 8.1, 8.2 and 8.3 above, are required.

8.4.3 For enclosed type batteries constructed to BS 6133 with capacity not exceeding 400 ampere-hours, separate battery rooms are not required provided the safety requirements of BS 6133 are followed.

8.4.4 For valve regulated sealed type cells and batteries to BS 6290: Part 4, separate battery rooms are not required for all battery sizes.

#### 9. Ventilation of Cat. 5 Dangerous Goods Areas

9.1 Cat. 5 Dangerous Goods (D.G.) areas are those areas where flammable liquids or gases are manufactured, stored and/or conveyed.

9.2 All enclosed Cat. 5 D.G. areas shall be provided with a mechanical ventilating system capable of providing a minimum ventilation rate of 5 litres per second per square metre of D.G. floor area.

9.3 The arrangement of the mechanical ventilating system ductwork shall provide a cross-flow effect to eliminate stagnant points within the area.

9.4 The points of extraction/supply shall be arranged such that the flammable vapours are extracted at locations where they usually accumulate, e.g. for flammable vapours heavier than air the extraction points shall be at low level.

9.5 The electrical installations for the mechanical ventilating system shall be of explosive proof type conforming to the requirements of BS 5345.

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**(LAM Chun-man)**  
**for Director of Fire Services**

**Date: 22 October, 1996**

10. Checklist for Mechanical Ventilating Systems

The Checklist in Appendix A is designed to provide guidelines for ventilation contractors when carrying out acceptance inspection and testing of mechanical ventilating systems. It will assist design engineers and contractors to verify that the equipment and systems are in conformity with the specified standards before requesting inspection from the Authority.

**Signed**  
**(LAM Chun-man)**  
**for Director of Fire Services**

**Date: 22 October, 1996**



VENTILATING SYSTEMS INSPECTION CHECKLIST 1

Address -----  
-----  
-----  
FSD Ref -----

Type of premises -----

<u>DESCRIPTION</u>	<u>DESCRIPTION</u>
1. <u>AIR INTAKE</u>	D. <u>Local Made Fire Damper</u>
a. Wire mesh constructed of corrosion resistant material having mesh opening not > 12mm is provided. (Y/N/NA)	k. Bearing made of brass or equivalent (Y/N/NA)
b. Away from areas with potential fire hazard (Y/N/NA)	l. Blade overlap by 5 mm minimum (Y/N/NA)
2. <u>AIR FILTERS</u>	m. Blade and casing lateral clearance < 1.5mm (Y/N/NA)
a. Filters unaltered. (Y/N/NA)	n. Sound structural rigidity of casing. (Y/N/NA)
b. Comply with approved standard (documentary proof attached). (Y/N/NA)	p. Suitable stoppers provided. (Y/N/NA)
c. Metal filters provided. (Y/N/NA)	q. Closing action solely by the weight of blades. (Y/N/NA)
d. Filter is clean. (Y/N/NA)	r. Length of blade not > 600mm. (Y/N/NA)
e. Filter frame constructed of non-combustible material. (Y/N/NA)	C. <u>Proprietary Made Fire Dampers</u>
3. <u>AIR DUCTS</u>	s. Approved by a FSD recognised testing authority to BS 476 Part 20 for integrity, or UL 555 (documentary proof attached). (Y/N/NA)
a. Constructed of non-combustible material having a strength and durability not less than that of galvanized sheet iron or steel. (Y/N/NA)	t. Installed according to manufacturer's recommendations (details attached). (Y/N/NA)
b. Internal duct surfaces are clean. (Y/N/NA)	5. <u>INSULATION</u>
c. Flexible connector in compliance with BS 476 Part 6 with indices 'I' > 12, 'U' > 6. (Y/N/NA)	a. Internal insulation associated fixing assembly in compliance with BS 476 Pt 6 with indices 'I' > 12, 'U' > 6 (documentary proof attached). (Y/N/NA)
4. <u>FIRE DAMPERS</u>	b. External insulation and associated fixing assembly in compliance with BS 476 Pt 7 (documentary proof attached). (Y/N/NA)
A. <u>General Requirements</u>	c. Mineral wool or fibre-glass insulating material used. (Y/N/NA)
a. Damper operation matches the air flow direction. (Y/N/NA)	d. Minimum 12 mm thick plastering. (Y/N/NA)
b. Fusible link does not impede damper from closing. (Y/N/NA)	e. Metal cladding. (Y/N/NA)
c. Damper properly secured to structure. (Y/N/NA)	f. No external insulation passing through a fire separation structure. (Y/N/NA)
d. Adequate access for maintenance purposes. (Y/N/NA)	6. <u>FLEXIBLE DUCTS</u>
e. No external lining within 1 m of damper. (Y/N/NA)	a. Fully comply with UL 181, Class 1 or BS 476 Pt 6 with indices 'I' > 12, 'U' > 6 and the puncture test. (documentary proof attached). (Y/N/NA)
f. Approved fusible link installed. (Y/N/NA)	b. Not exceeding 4 m in length. (Y/N/NA)
g. Damper with correct fire resisting rating. (Y/N/NA)	c. Not used as main air distribution duct. (Y/N/NA)
h. Casing exceeds the blade width (in open position) by 15 mm at each end. (Y/N/NA)	d. Not penetrating through fire compartment. (Y/N/NA)
i. Damper closes properly when fusible link disconnected. (Y/N/NA)	
j. Builder's work around fire damper casing properly made good. (Y/N/NA)	

DESCRIPTION		
<b>7. PROTECTED AREAS</b>		
a.	Fire & smoke dampers actuated by approved smoke detectors are provided.	(Y/N/NA)
b.	Fire & smoke dampers approved by a FSD recognized testing authority to UL 555 and UL 555S (documentary proof attached)	(Y/N/NA)
c.	Fire & smoke dampers installed according to manufacturer's recommendations (details attached).	(Y/N/NA)
d.	Fan coil units serving the protected areas are in compliance with BS 476 Pt 4.	(Y/N/NA)
<b>8. DUCT HEATER</b>		
a.	Block heat type with 'cold' extension.	(Y/N/NA)
b.	Heater element evenly spaced in duct and securely fixed to fire resisting fixtures.	(Y/N/NA)
c.	Support provided for heating elements - 800 mm in length.	(Y/N/NA)
d.	External terminal box provided for all connections with warning notice in both English and Chinese.	(Y/N/NA)
e.	A small hole provided for inserting a test thermometer.	(Y/N/NA)
f.	Heat resistant internal wiring.	(Y/N/NA)
g.	Heater and blower fan interlocked.	(Y/N/NA)
h.	Timer fitted for blower fan control.	(Y/N/NA)
i.	Timer setting at 3 minutes minimum.	(Y/N/NA)
j.	Fail-safe flow sensing device fitted.	(Y/N/NA)
k.	Fail-safe overheat thermostat fitted with manual reset.	(Y/N/NA)
l.	Overheat cut-out operates within 90 sec. at 50 °C +/- 10%.	(Y/N/NA)
m.	Manual reset on/off push buttons provided.	(Y/N/NA)
n.	No internal insulation within 1 m from heater.	(Y/N/NA)
p.	Control circuit of single phase.	(Y/N/NA)
q.	An emergency stop push button is provided.	(Y/N/NA)
r.	Access panel for maintenance purposes.	(Y/N/NA)

-----  
Company chop

Where Y = Yes  
N = No  
NA = Not Applicable

DESCRIPTION		
<b>9. VENTILATED FALSE CEILING OR ELEVATED FLOOR</b>		
a.	False ceiling or elevated floor materials approved by a FSD recognized testing authority to BS 476 Pt 4 (documentary proof attached).	(Y/N/NA)
b.	Compartmentation maintained by fire & smoke damper operated by an approved smoke detector system (probe type).	(Y/N/NA)
c.	Fire & smoke dampers approved by a FSD recognized testing authority to UL 555 and UL 555S (documentary proof attached).	(Y/N/NA)
d.	All electrical mains/wiring in the void are contained in heavy metal cable ducts and/or screwed metal conduits to the relevant standards.	(Y/N/NA)
e.	All pipes within the void are metallic.	(Y/N/NA)
f.	All insulation within the void in compliance with para 4 in Part M of the FSD Circular Letter.	(Y/N/NA)
g.	Pneumatic control lines are made of copper.	(Y/N/NA)
h.	Pneumatic control flexible tubes do not exceed 300 mm and are of flame retardant type.	(Y/N/NA)
i.	No other services in the void except essential services and services exclusively for the areas.	(Y/N/NA)
j.	Access for cleaning and inspection provided.	(Y/N/NA)
<b>10. OTHERS</b>		
a.	Fire dampers installed for all air transfer openings and air ducts breaching fire compartments.	(Y/N/NA)
b.	No combustible material in the fresh supply return/exhaust air duct/air plenum.	(Y/N/NA)
c.	No exhaust fan discharges into seating accommodation / corridor / false ceiling void / staircase.	(Y/N/NA)
d.	No A/C plant rooms used as storage purposes.	(Y/N/NA)

Inspected and verified by -

----- (Signature)

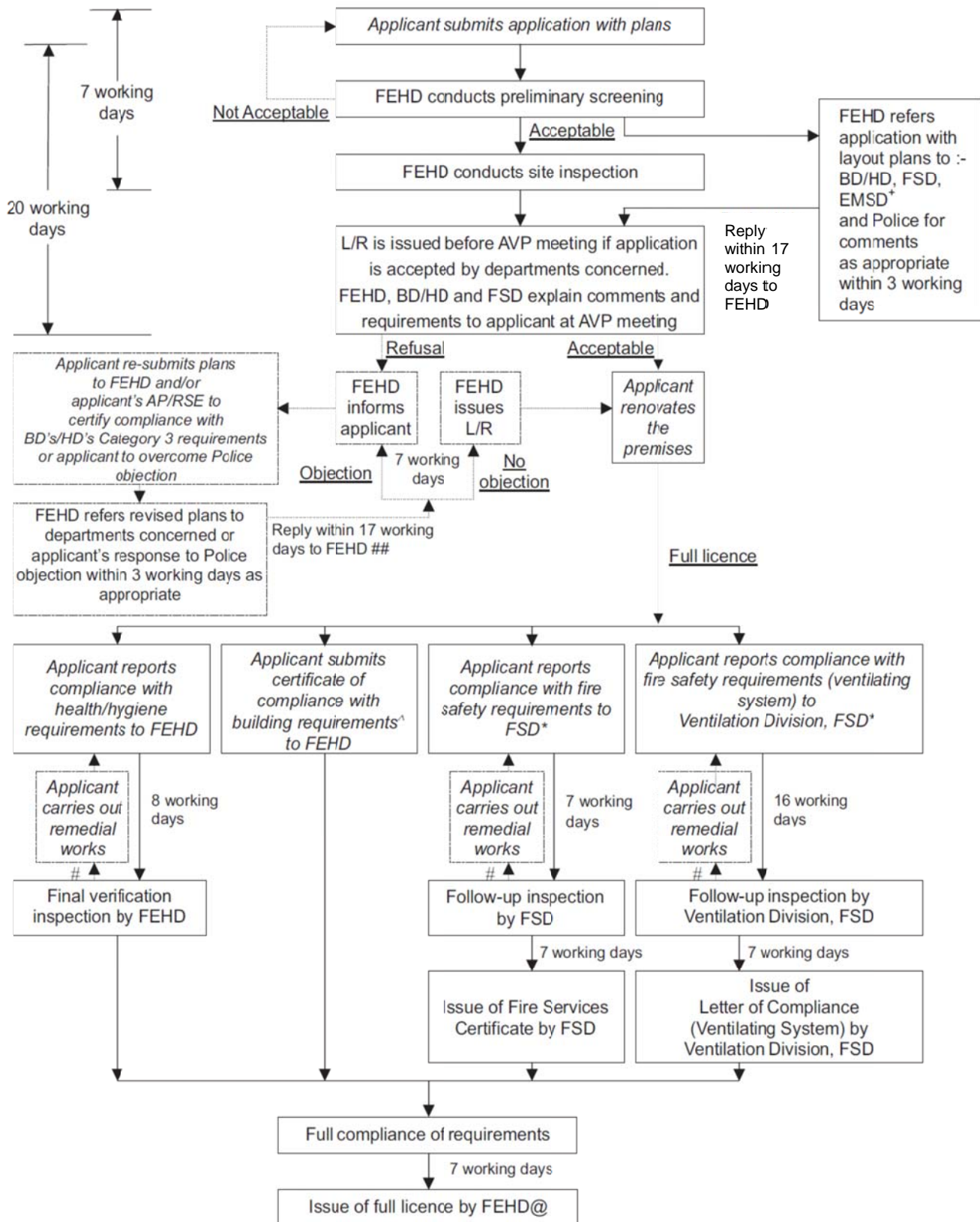
----- (Name in block letters)

----- Ventilation contractor's representative

-----  
Name of ventilation contractor company

Date -----

**Process of application for  
Places of Public Entertainment Licence  
for Places Other Than Cinemas and Theatres  
(Straightforward case only)**



**Legend**

- |     |  |      |   |
|-----|--|------|---|
| #   | : If there are still outstanding requirements                    | FEHD | : Food and Environmental Hygiene Department     |
| @   | : BD randomly audits certificate of compliance                   | BD   | : Buildings Department                          |
| *   | : 21 working days for the 3 <sup>rd</sup> inspection and onwards | HD   | : Housing Department                            |
| ^   | : Including supporting documents required by BD/HD               | FSD  | : Fire Services Department                      |
| RSE | : Registered Structural Engineer                                 | EMSD | : Electrical and Mechanical Services Department |

- RFSIC : Registered Fire Service Installation Contractor                      AVP : Application Vetting Panel  
RSC(V) : Registered Specialist Contractor (Ventilation Works Category)    L/R : Letter of Requirements  
AP : Authorized Person  
## : BD and FSD will process the revised layout plans within 14 (85% of the cases) & 20 (90% of the cases) working days respectively
- + : EMSD conducts on-site inspection of laser equipment, if applicable, and make recommendations to the applicant during the inspection for necessary follow-up rectification work. EMSD may conduct re-inspection as necessary. EMSD will inform the Licensing Authority the inspection results after the inspection / re-inspection.

## **Checklist of supporting documents**

### **(I) Items submitted to FEHD during application**

1. 4 sets of duly completed and signed application form
2. 4 sets of proposed layout plan
3. 3 copies of ventilation plan and ventilating system supplier's certificate, if applicable
4. For a licence to be issued in the name of a corporation:
  - (i) Copy of Memorandum and Articles of Association of the Company
  - (ii) Copy of Business Registration Certificate
  - (iii) Certified true copy of Certificate of Incorporation of the Company
  - (iv) Certified true copy of Notice of Change of Address of Registered Office
  - (v) Certified true copy of the latest annual return
  - (vi) A resolution in writing passed by the Board of Directors to authorize a person to act on behalf of the company to deal with licensing matters with FEHD
  - (vii) Notice of Acceptance of the Authorization signed by the authorized representative
5. For laser equipment is or will be installed in the premises:
  - (i) One more set of duly completed and signed application form
  - (ii) One more set of the required plans
  - (iii) Completed "Display Laser Information" sheet
  - (iv) Two copies of a plan showing the actual or proposed location of all such equipment together with specifications and particulars of the equipment

### **(II) In processing the application for PPEL, the following documents are required by the Police apart from a copy of the proposed layout plan required at (I) above. (FEHD will dispatch also the following documents to the Police if the documents are submitted together with the application) :**

1. Copy of Business Registration Certificate (for licence application in the name of a corporation or in the name of individual) ; and
2. Copy of Tenancy Agreement of the premises

### **(III) Items submitted to FSD when reports of compliance**

1. Certificate of Fire Service Installations and Equipment (FS 251) and / or Certificate of Compliance (FSI/314A or FSI/314B)
2. Test report and / or Catalogue of self-contained battery type emergency lighting unit
3. For PU foam filled furniture:-
  - (i) Invoice from the manufacturers / suppliers indicating that the items meet the relevant flammability standards and
  - (ii) Test certificate<sup>1</sup> issued by a testing laboratory

---

<sup>1</sup> The test certificate should bear the suppliers / manufacturer's company seal for authentication purpose and PU foam filled furniture items meeting the specified standard should bear appropriate labels.

4. Report of completion on ventilating system (Vent/425)

**(IV) Items submitted to FEHD when reports of compliance**

1. Certificate of Compliance for Categories 1 and 2 building safety requirements and supporting documents (e.g. structural assessment and calculations as required under Category 2(i) and (ii) requirements) , if any
2. Fire Services Certificate from FSD
3. Ventilating System Supplier's Certificate, if applicable
4. Letter of Compliance from FSD (Ventilation Division)
5. 3 sets of final plans and as-fitted drawings up to the specified standard, if applicable:
  - (i) complete layout plans showing elevations, sections, fire service installations, etc
  - (ii) plans showing ventilation, air-conditioning, air ducts, fire dampers, etc
  - (iii) block plans showing location of the premises in relation to any adjacent lots and buildings and to the public thoroughfares
6. WR 1 / WR 2 issued for the purposes of regulation 19 or 20 of the *Electricity (Wiring) Regulations (Cap. 406 sub. leg.)* and relating to the fixed electrical installation, if applicable
7. Certificate of registered electrical workers and contractors certifying WR 1 / WR 2
8. Confirmation from EMSD for compliance with the requirements for laser equipment, if applicable

**(V) Items submitted annually to FEHD after PPEL approval**

1. Certificate(s) of Fire Service Installations and Equipment (FS251) issued by Registered Fire Service Installation Contractor(s)
2. Inspection certificate of the ventilating system issued by Registered Specialist Contractor (Ventilation Works Category)
3. Certificate of registered electrical workers certifying WR 1 / WR 2
4. WR 1 / WR 2

## **Categorization of typical building safety issues**

### **Category 1**

- (a) Fire resisting doors to be self-closing
- (b) Door across exit route to open in the direction of exit
- (c) Misleading exit sign to be deleted
- (d) Information on licensed plans as identified at Application Vetting Panel meeting stage e.g. licensed area to agree with site condition
- (e) Means of escape to be clear of movable obstructions
- (f) Automatic sliding door at front entrance to stay open to the full width in the event of power failure

### **Category 2**

- (a) Door certificates certified by Authorized Person/Registered Structural Engineer
- (b) Exit route/door to be increased to a specified width
- (c) Door not to obstruct exit route at any point of its swing
- (d) No. of exit routes from the premises to be increased
- (e) Means of escape to be cleared of permanent obstructions, e.g. metal gates, protrusions of partition walls/rooms onto the exit route
- (f) Projection room/mechanical plant room to be enclosed by walls and floors with specified fire resistance period (FRP)
- (g) Shopfront return to be not less than 450mm
- (h) Exit staircase to be enclosed by walls with specified FRP
- (i) Protected lobby to be provided
- (j) The separating wall/floor should have adequate FRP
- (k) Structural justification for screeding on slabs to raise floor levels, solid partition, etc.
- (l) Structural justification for floor slab opening
- (m) Structural justification for unauthorized removal of staircase
- (n) Removal of unauthorized rear yard structure, canopy, unauthorized structure attached to approved canopy, etc.
- (o) Removal of unauthorized sign box, shop front extension, metal frame supporting air-conditioning plant, etc.
- (p) Acknowledgement of completion of approved alterations and additions work (Form BA 14)

### **Category 3**

- (a) Unauthorized concrete slab over an approved void
- (b) Unauthorized cockloft, intermediate floor and floor extension
- (c) Unauthorized steel or reinforced concrete staircase
- (d) Unauthorized openings through structural slabs and walls
- (e) Unauthorized removal, partial removal or major alteration of structural members
  - (f) Original design live load is inadequate
- (g) Unsatisfactory means of escape e.g. insufficient exit routes/exit doors and inadequate headroom of exit routes

## **List of unauthorized building works Affecting public safety**

### **Unauthorized building works affecting public safety**

The existence of unauthorized building works on or affecting premises under application may pose a risk to the safety of the employees and patrons. The Building Authority will not recommend to the Food and Environmental Hygiene Department to issue a licence if unauthorized building works, which pose risks to public safety are found on the premises under application. Applicants are advised to exercise extreme care in selecting premises for places other than cinemas and theatres use as the presence of unauthorized building works may render the premises unsuitable for licensing. If the premises selected for places other than cinemas and theatres use contains unauthorized building works, the applicant is strongly advised to effect removal of such works before submitting an application.

The erection of advertising signs should be in accordance with the *Guide on Erection and Maintenance of Advertising Signs* issued by the Buildings Department. In general, advertising signs projecting over a pavement should have a minimum vertical clearance of 3.5m and a minimum horizontal clearance of 1.0m from the curb of such pavement. Advertising signs projecting over a carriageway should have a minimum vertical clearance of 5.8m. Copies of the Guide can be obtained from the Buildings Department or downloaded from the web site [www.info.gov.hk/bd](http://www.info.gov.hk/bd) for reference.

The applicant's attention is drawn to the *Disability Discrimination Ordinance (Cap.487)* in regard to the provision of access and facilities for persons with a disability. Unauthorized removal or alteration of existing approved access and facilities (e.g. ramps and toilets) for persons with a disability may subject to enforcement and prosecution actions under the *Buildings Ordinance (Cap.123)*.

The following unauthorized building works in or affecting the premises under application may constitute a risk to the safety of employees and patrons, in which case the Buildings Department will advise the Food and Environmental Hygiene Department that the licence application be rejected :-

### **Category 2**

- (a) Unauthorized rooftop/flat roof/yard structures forming part of the premises.

[Exception : lightweight covers over yard in good and structurally sound condition, e.g., open shelters with wire-mesh, plastic or thin metal sheet covers]

- (b) Structures on or suspended from approved canopies including air-conditioning/mechanical plants and advertising signs.

[Exception : single split-type air-conditioning unit or cooling tower not exceeding 1m in diameter on approved canopies subject to justification by AP/RSE with supporting calculations that such canopies are in structurally sound condition and that the air-conditioning plants would not cause overloading or overstressing and affecting the structural integrity of such canopies]

- (c) Unauthorized canopies/projections over pavements or common areas.

[Exception (1) : lightweight decorative shopfront projections/extensions projecting not more than 300mm beyond the building line; lightweight overhead projections of not more than 600mm beyond the building line, having a minimum vertical clearance of 2.5m and



not accommodating any air-conditioning plants]

[Exception (2) : lightweight covers in good condition projecting not more than 500mm beyond the building line or retractable canopies projecting not more than 2.0m beyond the building line and having a minimum vertical clearance of 2.5m and a minimum horizontal clearance of 600mm from the curb of a pavement]

[Exception (3) : existing advertising signs which are not in a dangerous condition]

- (d) Air-conditioning plant and its accessories (e.g., cooling towers and associated supporting structures) projecting over pavement/service lane or suspended from approved canopy and balcony.

[Exception : split-type air-conditioning units attached to external wall which are not in dangerous condition, do not obstruct pedestrian or vehicular traffic and do not project more than 600mm from external wall]

- (e) Overhead air-conditioning plants and associated supporting structures installed within the licence areas.

[Exception : unless otherwise justified by AP/RSE as being structurally safe with supporting calculations]

- (f) Unauthorized obstructions to smoke vents.
- (g) Unauthorized alteration or removal of compartment walls or fire resisting walls and doors.
- (h) Unauthorized openings or slab over existing floor for food hoists and pipe ducts.

[Exception : unless otherwise justified by AP/RSE as being structurally safe with supporting calculations]

- (i) A material and unacceptable change of use (e.g. conversion of plant room to usable floor area)
- (j) Unauthorized removal of approved facilities for persons with a disability (e.g. toilet or access ramp) and unauthorized building works which hinder the access for persons with a disability (e.g. raised platform)

### **Category 3**

- (a) Unauthorized reinforced concrete slabs filling up approved voids.
- (b) Unauthorized cocklofts, intermediate floors and floor extensions
- (c) Unauthorized staircases; unauthorized openings through existing slabs for staircases.
- (d) Unauthorized removal, partial removal or major alteration of structural members.
- (e) Unauthorized building works in common areas resulting in obstruction of means of escape from the cinema/theatre or the building.

- (f) Unauthorized sub-division of a floor into separate units without the provision of internal corridors protected by fire resisting walls and doors.

The Buildings Department will continue to advise on rejection of the issue of a licence until the unauthorized building works, which pose risks to public safety, have been removed or the risks to public safety have been eliminated.

If the removal or rectification of the unauthorized building works involves the carrying out of building works not exempted under section 41 of the *Buildings Ordinance*, it will be necessary for the applicant to appoint an Authorized Person and/or a Registered Structural Engineer and to obtain the prior approval and consent of the Building Authority for such building works. Copies of *Guidelines for the Removal of Typical Unauthorized Building Works* and its amendments can be obtained from the Buildings Department or downloaded from the web site [www.info.gov.hk/bd](http://www.info.gov.hk/bd) for information.

Categories 2 and 3 refer to the categorization of building safety requirements under the three-tier system of verification of compliance.

## **Criteria for making referrals to other government departments**

In cases depicted below, the FEHD may approve such minor alterations without referring the applications to BD and FSD. However, it should be noted that the situations listed below are typical examples only and are by no means exhaustive.

- (a) Application for alterations which will **NOT** be referred to the BD and FSD-
- (1) Changes in outdoor furniture, lighting and audio equipment, landscaping in Theme Parks ;
  - (2) Provision of additional ablution facilities. e.g an extra wash hand basin added to a toilet ;
  - (3) Changes in the provision of laser equipment, projector equipment and batteries ;
  - (4) Reduction of number of seats in auditorium without changing the layout of seatways and gangways ;
  - (5) Change in set-up of supporting services, such as kiosk, ticketing office and candy store, but not affecting the means of escape provisions and the fire service installations and equipment;
  - (6) Change in furniture layout inside the office, ticket counter and cash room; but not affecting the fire service installations and equipment;
  - (7) Relocation of movable notice board, movable decorative / advertising sign and fittings, but not obstructing / affecting the means of escape provisions and the provision of fire service installations and equipment in the premises.
  - (8) Movement between game machines including change in number and type of game machines within the approved game machines zone provided that such movement would not affect/obstruct any fire service installation and equipment, the maximum loading intensity and the approved notional escape route of the premises.
- (b) Application for alterations which will be referred to the BD -
- (1) Changes in types and layout of games machines in games zones of Family Amusement Centres/Theme Parks affecting imposed loading and Means of Escape ;
  - (2) Changes in layout and width of the gangways and seatways, numbers and width of exits, number of seats in the auditorium ;
  - (3) Alteration affecting exit staircases/compartments, e.g alteration of staircase enclosure walls or protected lobbies, new openings formed at staircase enclosure walls and new fire shutters, and removal of fire shutter ;
  - (4) Changes in size, position, specification or direction of opening of exit doors e.g installation of new exit doors, change from solid hardwood fire doors to glass doors ;
  - (5) Conversion of ticket booth to waiting area, store to office, cinema foyer to candy bar, plant room to other use ;
  - (6) Removal or alteration to access ramp, toilet and seating spaces reserved for disabled persons ;
  - (7) Addition of raised floor, steps and solid partition walls, raised platform in the foyer, new candy bar, ticket counter, cash room, office, concession counter and store ;
  - (8) Relocation or alteration of candy bar, ticket counter, cash room, office, concession counter and store ;
  - (9) Enlarging or reducing the size of premises.

(c) Application for alterations which will be referred to the FSD-

- (1) Overhaul renovation;
- (2) Alterations incorporating extensions or reduction in floor area of the licensed premises;
- (3) Change in compartmentation or internal partitions;
- (4) Deletion and / or change in the locations of exits;
- (5) Seal up of windows;
- (6) Addition of fire service installations and equipment in the premises;
- (7) Use and / or change in use of PU foam filled furniture;
- (8) Change to any of the fire safety requirements issued to the premises/location;
- (9) Re-location / removal of existing fire service installations and equipment in the premises;
- (10) Any change which may cause obstruction or require alteration to fire service installation such as hose reel, sprinkler system, etc.;
- (11) Use of ventilated false ceiling or elevated floor as air duct design;
- (12) Change in air duct installation which penetrates through compartment walls / partitions or any addition / deletion of major ventilation provisions like fire damper and electrostatic precipitators;
- (13) Alteration to the ventilation equipment, ductwork and refrigeration / chilled water pipework at protected areas; and  
Use of polystyrene insulation at the ventilation installation.
- (14) Use of polystyrene insulation at the ventilation installation.

### **3-tier system for certification of building safety**

In order to streamline the certification process, the BD has adopted a 3-tier system for verification of compliance with building safety requirements. In brief, building safety requirements are graded into Categories 1, 2 and 3 as follows:

(a) Category 1

The applicant is required to certify compliance direct to the respective Food and Environmental Hygiene Department Licensing Section in respect of requirements relating to matters of fact e.g. exit doors opening in direction of exit, removal of movable obstructions from exit routes and extent of licensed area.

(b) Category 2

An AP/RSE is required to certify compliance direct to the respective Food and Environmental Hygiene Department Licensing Section in respect of requirements involving a professional appraisal relative to well-established standards, e.g. improvement of means of escape to stipulated standards, structural justification for additional loading, separation between different uses and removal of unauthorized building works.

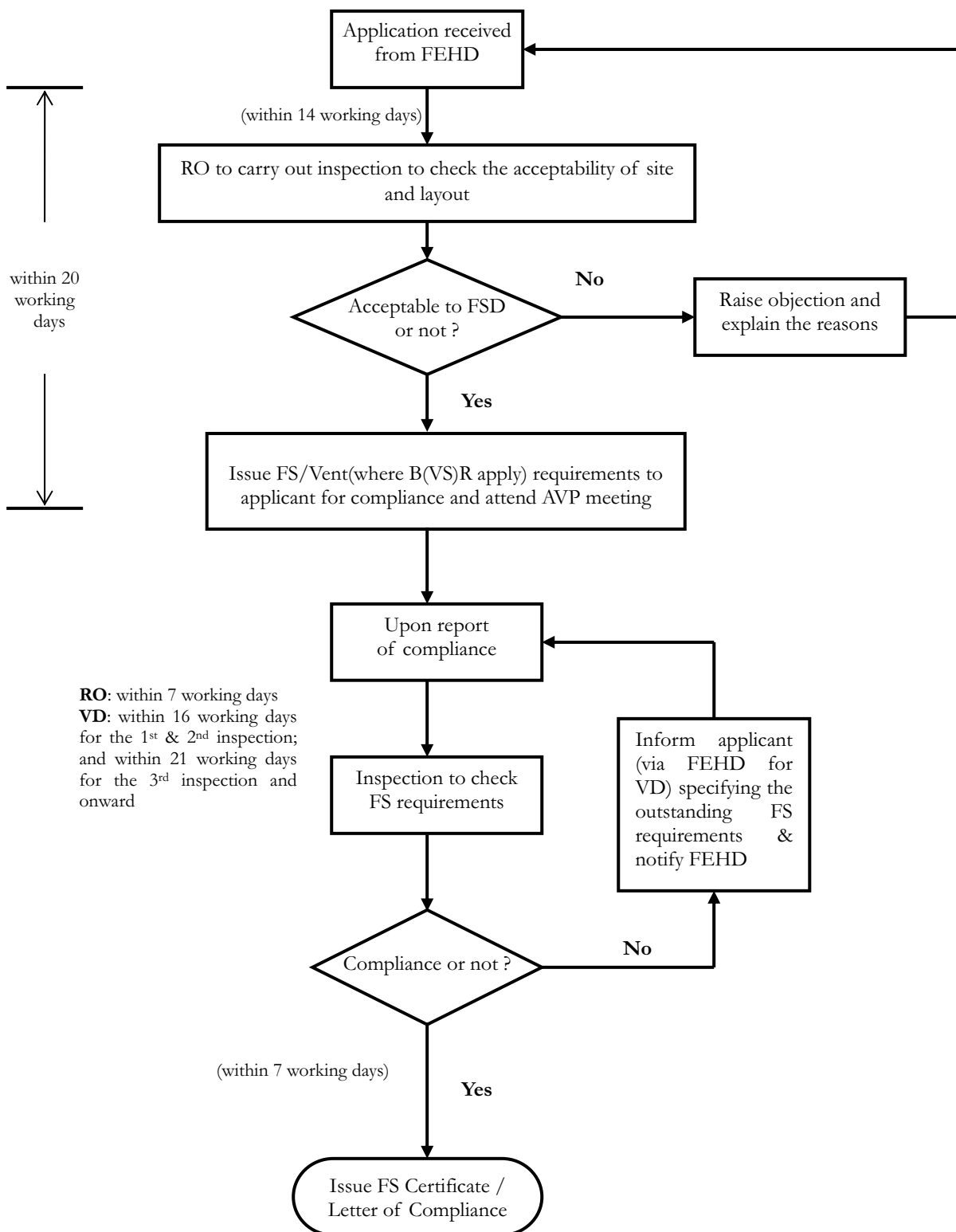
(c) Category 3

An AP/RSE is required to report compliance to the Buildings Department in cases involving more serious concerns about building safety e.g. approval of plans<sup>1\*</sup> for extensive alteration and addition works prior to licensing.

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<sup>1</sup> *Inspection of approved plans and documents are now available at Buildings Department at a prescribed fee charged on a cost recovery basis. Requests can be made in a standard application form available in Buildings Department and from the web site [www.info.gov.hk/bd](http://www.info.gov.hk/bd) and prior appointment for viewing may be necessary so as to allow for the records to be retrieved. For enquiries, please contact the Customer Service Unit of Building Information Centre of Buildings Department. (Tel. No.: 2626 1207). For the HA's and the divested HA's properties, please contact the ICU at 3162 0488.*

**Procedures of issuing FS certificate and Letter of Compliance (VS)**



- Legend: FEHD - Food & Environmental Hygiene Department  
 AVP - Application Vetting Panel  
 B(VS)R - Building (Ventilating Systems) Regulations  
 RO - Regional Office  
 VD - Ventilation Division

# Sample of Certificate of Fire Service Installations and Equipment (FS 251)

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS

消防（裝置及設備）規例  
(Regulation 9(1))

(第九條(1)款)

CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT

消防裝置及設備證書

FSD Ref.: \_\_\_\_\_  
消防處檔號

**A**

Name of Client: 顧客姓名: \_\_\_\_\_

Name of Building: 樓宇名稱: \_\_\_\_\_

Street No./Town Lot: 門牌號數/市地段: \_\_\_\_\_ Street/Road/Estate Name: 街道/屋苑名稱: \_\_\_\_\_

Block: 座: \_\_\_\_\_ District: 分區: \_\_\_\_\_ Area: 地區:  HK 香港  K 九龍  NT 新界

Type of Building 樓宇類型:  Industrial 工業  Commercial 商業  Domestic 住宅  Composite 綜合  Licensed premises 持牌處所  Institutional 社團

Part 1 Annual Maintenance ONLY 第一部 只適用於年檢事項		In accordance with Regulation 9(b) of Fire Service (Installations and Equipment) Regulations, the owner of any fire service installation or equipment which is installed in any premises shall have such fire service installation or equipment inspected by a registered contractor at least once in every 12 months. 根據消防(裝置及設備)規例第九條(b)款, 屬有裝置在任何處所內的任何消防裝置或設備的人, 須每12個月由一名註冊承辦商檢查該等消防裝置或設備至少一次。				
Code/編碼 (1-34)	Type of FSI 裝置類型	Location(s)位置	Comment on Condition 狀況評述	Completion Date 完成日期 (DDMMYY)	Next Due Date 下次到期日 (DDMMYY)	

Part 2 第二部 Installation / Modification / Repairing / Inspection works 裝置/改裝/修理/檢查工作					
Code/編碼 (1-34)	Type of FSI 裝置類型	Location(s)位置	Nature of Work Carried out 完成之工作內容	Comment on Condition 狀況評述	Completion Date 完成日期(DDMMYY)

Part 3 第三部 Defects 損壞事項				
Code/編碼 (1-34)	Type of FSI 裝置類型	Location(s)位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述

I/we hereby certified that the above installations/equipment have been tested and found to be in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services. Defects are listed in Part 3.

本人藉此證明以上之消防裝置及設備經試驗, 證明性能良好, 符合消防處處長不時公佈之最低限度之消防裝置及設備守則與裝置及設備之檢查測試及保養守則的規格, 損壞事項列於第三部。

**如證書涉及年檢事項, 應張貼於大廈或  
處所當眼處以供消防處人員查核**

This certificate should be displayed at prominent location of the building or premises for FSD's inspection if any annual maintenance work involved.

F.S. 251 (Rev. 11/2002)

Authorized Signature: 受權人簽署: _____	for FSD use only: <input type="checkbox"/> Inspected <input type="checkbox"/> Key-in <input type="checkbox"/> Verified
Name: 姓名: _____	
FSD/RC No.: 消防處註冊號碼: _____	
Company Name: 公司名稱: _____	
Telephone: 聯絡電話: _____	
Date: 日期: _____	

**Sample of Certificate of Compliance (FSI/314A)**

**FSI/314A**

To : Director of Fire Services

Fire Service Installation Plans for Building at

\_\_\_\_\_  
\_\_\_\_\_

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This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department and in accordance with the relevant Rules and Codes of Practice as listed below:-

- Rules of the Fire Offices' Committee for -  
Automatic Sprinkler Installations (29<sup>th</sup> Edition)  
Automatic Fire Alarm Installations (11<sup>th</sup>/12<sup>th</sup> Edition)  
Installation of External Drenchers (4<sup>th</sup> Edition)
  
- Rules of the Loss Prevention Council for -  
Automatic Sprinkler Installations
  
- Codes of National Fire Protection Association for -  
Carbon Dioxide Extinguishing Systems (Standard 12)  
Clean Agent Fire Extinguishing Systems (Standard 2001)  
Water Spray Fixed Systems for Fire Protection (Standard 15)
  
- Codes of Practice for Minimum Fire Service Installations and Equipment,  
Fire Services Department  
Fire Alarm Systems  
Fire Hydrant/Hose Reel Systems
  
- Others \_\_\_\_\_  
\_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Full Name of FSI Contractor/Consultant \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Tel No. \_\_\_\_\_

Mark "x" where applicable



**Sample of Certificate of Compliance (FSI/314B)**

**FSI/314B (Revised 5/98)**

To : Director of Fire Services  
(Attn: Commercial Building Premises Division)

Fire Service Installation Plans for  
\*Prescribed Commercial Premises / Specified Commercial Building at

\_\_\_\_\_  
\_\_\_\_\_

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This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department under the Fire Safety (Commercial Premises) Ordinance and in accordance with the relevant Rules and Codes of Practices, as may be applicable, e.g.:-

- \* Rules of the Loss Prevention Council for Automatic Sprinkler Installations
- \* Fire Offices' Committee for Automatic Sprinkler Installations (29<sup>th</sup> Edition)
- \* Codes of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department

Signed \_\_\_\_\_

\_\_\_\_\_  
(Full Name of FSI Contractor / Consultant)

Date \_\_\_\_\_

\* To be deleted as appropriate

## Sample of Report of Completion on Ventilating System (Vent/425)

**Vent/425 (ver. 06/04)**

### Report of Completion on Ventilating System

Submit to : **Fire Services Department  
Licensing & Certification Command,  
5/F, Fire Services Headquarters Building,  
No. 1 Hong Chong Road,  
Tsim Sha Tsui East, Kowloon. Hong Kong.**

Name of Licensee	
Licence Type of Application	
Premises Address	
FSD VD File Reference No.	FP 33 /

Verification Inspection Request	<p><i>Note : Please tick the box as appropriate</i></p> <input type="checkbox"/> Initial inspection <input type="checkbox"/> Follow-up inspection; and the previous inspection date is :
Document Enclosed with this Report of Completion	<p><i>Note : Please tick the box as appropriate</i></p> <input type="checkbox"/> Checklist certified by a Registered Specialist Contractor on ventilating system <input type="checkbox"/> Drawing Plan ( Numbered : ) <input type="checkbox"/> Material test report or certificate <input type="checkbox"/> Annual Inspection Certificate

<p><b>Contractor Certification :</b> ( This section must be completed by contractor )</p> <p style="text-align: center;"><i>I have checked the ventilating system at the above premises and confirmed it in full compliance with FSD requirements.</i></p>	
Name of Contractor :	Authorised Signature or Company Chop :
Name of Responsible Person :	
Date of Checking :	Contact Tel. No. :
<p><b>Licensee Authorisation :</b> ( This section must be completed by licensee and tick the box as appropriate )</p> <input type="checkbox"/> I do not appoint any person and I will attend in person on ventilation inspection. <input type="checkbox"/> I hereby authorise _____ (name & tel. no.) to act on my behalf of this application submission and representing me during inspection.	
Name of Licensee :	Signature of Licensee :
Contact Tel. No. :	Date :

**MUST submit original copy of this report to confirm**

**FS-224c (ver. 04/01)**

**消防處**  
**牌照及審批總區**  
九龍尖沙咀東部康莊道一號  
消防總部大廈五樓



**FIRE SERVICES DEPARTMENT**  
**LICENSING & CERTIFICATION COMMAND**

5/F, Fire Services Headquarters Building,  
No. 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon.

本處檔號 Our Ref.: FP 33/  
來函檔號 Your Ref.:  
圖文傳真 Fax: (852) 2382 2495  
電話 Tel. No.: (852) 2718 7567

By Registered Mail

Dear Sir/Madam,

**LETTER OF COMPLIANCE**  
**FOR VENTILATING SYSTEMS INSTALLED AT**

**Owner** : .....  
**Premises** : .....  
**Address** : .....

The ventilating system installed at the above premises was inspected on \_\_\_\_\_ by officers of this Department and at the time of inspection, it was found in compliance with Regulation 4 of the Building (Ventilating Systems) Regulations and our ventilating system fire safety requirements.

You are hereby reminded that under the above-mentioned Regulations there are certain obligations, in respect of the ventilating systems installed in buildings, which require your attention.  
----- Relevant particulars and advice are given in the enclosed attachment.

«remark»

Yours faithfully,

(MA Kwong-hung)  
for Director of Fire Services

«initial»

**ATTACHMENT**

**Owner's Obligations in respect of Annual Inspection of  
Ventilating System under the Building (Ventilating Systems) Regulations**

Under Section 5(1) of the above Regulations, the owner of any building in which there is installed a ventilating system to which these Regulations apply shall cause it to be inspected by a registered specialist contractor (ventilation works category) at intervals not exceeding twelve months, and a certificate shall be issued by the registered specialist contractor (ventilation works category) stating whether or not in his opinion, the damper, filter or precipitator, or all of them, are in safe and efficient working order.

Section 5(2) of the Regulations states that any person who contravenes Section 5(1) shall be guilty of an offence and shall be liable on conviction to a fine as stated in the Regulations.

Only a registered specialist contractor (ventilation works category) can issue a certificate and a list of those so authorized is available for viewing by any person free of charge at Buildings Department.

The only items to be certified are damper, filter and precipitator, and any or all of them installed at ventilating system.

In your own interests, if you do not have a regular maintenance contract, you are advised to seek quotations from a number of registered specialist contractors before selecting the contractor you will engage. Remember, immaterial of the reason, it is an offence not to renew your certificate by the due date.

You are requested to note that the first inspection shall be carried out within 12 months after the building is occupied. Reminders will not be issued for certificates subsequently required in succeeding twelve month periods. Please quote our file reference in your future enquiries and at certificate submissions.



Ref:

Serial No. 018401

### FIRE SERVICES CERTIFICATE

NAME OF LICENSEE : \_\_\_\_\_

ADDRESS OF PREMISES : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above premises was inspected by officer(s) of the Fire Services Department on \_\_\_\_\_ . At the time of the inspection, the layout of the premises was found in accordance with the plans held by this Department. It was also found that the Fire Services requirements for the licensing of this Place of Public Entertainment (Cinema/Theatre/Others \_\_\_\_\_ ) Period : \_\_\_\_\_ ) by the Food and Environmental Hygiene Department were complied with.

- N.B.:-- (1) You are advised that this Certificate does not cover the storage or use of dangerous goods. Separate application under appropriate legislation is required for such items.
- (2) You are required to observe the Fire Services requirements issued to you at all times.

*for Director of Fire Services*

Date: \_\_\_\_\_

c.c. DFEH

**Fees schedule  
Places of Public Entertainment Licence  
for Places Other Than Cinemas and Theatres (PPEL)**

	<u>Licence Fee</u>
(I) Application for the grant of a new PPEL	
(a) licence valids for not exceeding 1 month	\$1,655
(b) licence valids for not exceeding 3 months	\$4,945
(c) licence valids for not exceeding 6 months	\$9,910
(d) licence valids for not exceeding 12 months	\$16,510
(II) Licence amendment fee	\$140
(III) Issue of a Fire Services Certificate for PPEL	\$1,190

## Display laser information

### 1. Details of organiser / owner

- (a) Name : \_\_\_\_\_
- (b) Address : \_\_\_\_\_  
\_\_\_\_\_
- (c) Responsible person : \_\_\_\_\_
- (d) Telephone no. : \_\_\_\_\_
- (e) Fax no. : \_\_\_\_\_

### 2. Details of the laser installation

- (a) Location : \_\_\_\_\_
- (b) Indoor/Outdoor : \_\_\_\_\_
- (c) Permanent/temporary : \_\_\_\_\_  
(performance period)
- (d) Date of installation : \_\_\_\_\_
- (e) Intended purpose : \_\_\_\_\_

### 3. Details of organisation/person responsible for supply/installation of the laser system

- (a) Name : \_\_\_\_\_
- (b) Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) Responsible person : \_\_\_\_\_
- (d) Telephone no. : \_\_\_\_\_
- (e) Fax no. : \_\_\_\_\_

**4. Details of the laser equipment used**

- (a) Manufacturer : \_\_\_\_\_
- (b) Model no. : \_\_\_\_\_
- (c) Country of origin : \_\_\_\_\_
- (d) Class of laser : \_\_\_\_\_
- (e) Output power : \_\_\_\_\_

Continuous Wave Mode

Pulse Mode

<u>Wavelength</u>	<u>Maximum Power</u>	<u>Wavelength</u>	<u>Energy Per Pulse</u>	<u>Pulse Duration</u>	<u>Pulse Repetition Frequency</u>
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

- (f) Output beam diameter (mm) : \_\_\_\_\_
- (g) Beam divergence (radian) : \_\_\_\_\_

**5. Details of Operators**

<u>Name(s)</u>	<u>Trained Operator</u>	<u>Relevant Experience</u>
_____	Yes / No	Yes / No
_____	Yes / No	Yes / No
_____	Yes / No	Yes / No
_____	Yes / No	Yes / No
_____	Yes / No	Yes / No



**6. Two copies of sketch plan detailing the following should be provided**

- (a) Location(s) of laser equipment used
- (b) Location(s) of additional component used such as scanning head beam splitters, beam attenuators, beam stoppers, etc.
- (c) Location(s) of control panel(s)
- (d) Beam path(s) / pattern
- (e) Position(s) of other reflective surface inside the display area (e.g. mirror, metal surface etc.)
- (f) Position(s) of barriers (if appropriate)
- (g) Boundary of the laser display area(s)

**7. Summary of laser display pattern(s)**

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**8. Summary on the installation/operation of the laser system not mentioned in Item 6 & 7**

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**9. Calculations / measurements**

Sufficient information (including calculations) should be provided to demonstrate that the irradiance of the laser outside the boundary of the laser display area is below the Maximum Permissible Exposure (MPE). If measured value(s) are given, the measuring method and instrument used should be stated.

**10. Laser equipment catalogue if available**