

## Enquiry

Enquiries may be made to the Office of the Licensing Authority of the Home Affairs Department at 2881 7034, or at the address below:

10/F, 14 Taikoo Wan Road,  
Taikoo Shing,  
Hong Kong

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HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY

# how to apply

Certificate of  
Compliance Under  
the Clubs  
(Safety of Premises)  
Ordinance,  
Cap. 376



## HOW TO APPLY FOR A CERTIFICATE OF COMPLIANCE UNDER THE CLUBS (SAFETY OF PREMISES) ORDINANCE, CAP. 376

### The Legislation

The Clubs (Safety of Premises) Ordinance has been enacted to provide for a certification scheme whereby the operator of a club-house is required to obtain a Certificate of Compliance from the Secretary for Home Affairs to the effect that the requirements in respect of building and fire safety, health and sanitation imposed on the club-house have been met.

Under the Clubs (Safety of Premises) Ordinance:

‘club’ means any corporation or association of persons formed for the purpose of affording its members facilities for social intercourse or recreation and which:

- (a) provides services for its members (whether or not for the purpose of gain); and
- (b) has a club-house of which only its members and their accompanied guests have a right of use;

‘club-house’ means any premises or part thereof exclusively set aside for use permanently or temporarily by a club and its members.

### Application for a Certificate of Compliance

Any club which has a club-house should obtain a Certificate of Compliance from the Secretary for Home Affairs in respect of its club-house before the club-house commences operation. Prior to issue of a Certificate of Compliance, the premises need to comply with the current fire and building safety requirements together with those for health and sanitation.

### Renewal of a Certificate of Compliance

The Certificate of Compliance is subject to annual renewal. The holder of a Certificate of Compliance should apply for renewal not less than 3 months prior to expiry of the Certificate.

### Transfer of a Certificate of Compliance

Any person who wishes to transfer his Certificate of Compliance to another person should make an application to that effect. If the Certificate is lost, the Certificate holder should report the loss to the Police and apply to the Office of the Licensing Authority for a certified true copy of the Certificate before applying for transfer.

Upon transfer of the Certificate, the transferee has to take up the obligation of complying with the conditions imposed on the previous Certificate holder (i.e. the transferor).

### Penalties

Under the Clubs (Safety of Premises) Ordinance, any person who operates, keeps, manages or otherwise has control of a club-house:

- (i) without a Certificate of Compliance, will be liable on conviction to a fine of \$200,000 and to imprisonment for 2 years, and to a fine of \$20,000 for each day during which the offence continues; or
- (ii) in contravention of any of the conditions specified in the Certificate of Compliance, will be liable on conviction to a fine of \$100,000 and to imprisonment for 2 years, and to a fine of \$10,000 for each day during which the offence continues.

### Fees

The fee for a Certificate of Compliance will depend upon the size of the premises. A fee will be charged for any alteration, transfer, endorsement or addition to a Certificate. Information on the current fee scales can be obtained from the Office of the Licensing Authority.

### How to Apply

Forms for the application, renewal and transfer of a Certificate of Compliance can be obtained free of charge from all District Offices and the Office of the Licensing Authority of the Home Affairs Department. They can also be downloaded from the Home Affairs Department Homepage – [www.had.gov.hk](http://www.had.gov.hk).

The application form, completed in duplicate, should be returned to the Office of the Licensing Authority. Details concerning the submission of the application form and guidelines for completion of the form are given in the footnotes of the form.

Under normal circumstances, a club which has several club-houses within the curtilage of a premises may submit one single application for the club-houses whilst a club which has a number of club-houses in various locations should submit separate applications for each of the club-houses.

### Application in Electronic Form

Pursuant to the enactment of the Electronic Transactions Ordinance, applications for a Certificate of Compliance / renewal of a Certificate of Compliance / transfer of a Certificate of Compliance in electronic form are now accepted by the Office of the Licensing Authority. For details, please visit the Home Affairs Department Homepage – [www.had.gov.hk](http://www.had.gov.hk).