



**HOME AFFAIRS DEPARTMENT**  
**OFFICE OF THE LICENSING AUTHORITY**

**General Licensing Conditions**

**PART I: Building Safety Conditions**

**PART II: Fire Safety Conditions**

**(Generally for Caravan Camp Site providing  
short-term sleeping accommodation)**

**GENERAL (Please read carefully)**

(i) This document must be read in conjunction with the accompanying letter dated \_\_\_\_\_. The works described therein are on no account to be regarded as applicable to any proposal which has not been submitted to the Hotel and Guesthouse Accommodation Authority (Licensing Authority).

(ii) This set of General Licensing Conditions shall only be applicable to caravan camp site providing short-term sleeping accommodation. Any other buildings and/or structures erected within the caravan camp site for use of patrons shall also be subject to additional licensing conditions to be formulated upon receipt of a formal application.

(iii) No storage of dangerous goods is permitted without a licence or approval granted by the Director of Fire Services and/or imposed by relevant government authorities and to this effect a copy of such licences or approval shall be submitted to the Licensing Authority.

(iv) British Standard Specification and other International/National Standards: The Licensing Authority may permit the use of products, materials or the carrying out of any works in accordance with a relevant British Standard Specification, British Standard Code of Practice or other international/national standards accepted by the Licensing Authority that prescribes the quality of products, material or standards of workmanship.

(v) The whole of the works shall be carried out to the satisfaction of the Licensing Authority.

(vi) Some of the required works may be classified as building works and would, as such, be subject to the separate APPROVAL and CONSENT of the Building Authority (BA) under section 14 of the Buildings Ordinance (Cap.123) (BO). You should therefore enlist the service of an Authorized Person and, if necessary, Registered Structural Engineer to act on your behalf to follow up the licence application.

*[Footnote: Authorized Persons and Registered Structural Engineers have the meaning given by section 2(1) of the BO. Their lists are available for inspection free of charge in the office and website of the Buildings Department.]*

(vii) Acceptance in writing should be obtained from relevant Government Department(s) concerned for the proposed caravan camp site.

(viii) Layout plan for the proposed caravan camp site clearly indicating the location and size of each caravan bay shall be submitted to the Licensing Authority for consideration. Each caravan bay shall only be designed for accommodating one caravan and its annex, extension or attachment.

(ix) The boundary of the caravan camp site shall be clearly demarcated and separated with the adjoining sites.

(x) The exit arrangement of the caravan camp site should be indicated on the layout plan submitted to the Licensing Authority for consideration.

(xi) Any sides of a caravan and its annex, extension or attachment facing that of another shall be provided with an unobstructed space of minimum 5m wide. Naked flame and cooking/BBQ activities are not allowed in such unobstructed space.

- (xii) Such unobstructed space shall also be provided from the caravan and its annex, extension or attachment to other structures/buildings and boundary of the caravan camp site.
- (xiii) Caravan bays should be a flat and firm surface suitable for setting up a caravan. Every caravan shall be located on a caravan bay.
- (xiv) Any annex, extension or attachment to the caravan or any other obstacles to be placed within the caravan bay shall be indicated on the layout plan submitted to the Licensing Authority for consideration.
- (xv) No part of a caravan shall extend beyond the caravan bay.
- (xvi) Every caravan shall be of a type approved or registered by the relevant authorities either local or overseas, as applicable. Substantiating documents, either in English or Chinese, including manufacturer's catalogue certifying the safety of the caravan shall be submitted to the Licensing Authority for consideration.
- (xvii) The mobility of caravans shall be restricted by properly fixing the caravans to the ground according to the manufacturer's instructions and safety precautions to the satisfaction of the Licensing Authority.
- (xviii) Every caravan shall be of single deck design.
- (xix) No ventilating ducts/trunkings of a ventilating system shall pass through caravans.
- (xx) No smoking shall be allowed within the caravan. The licensee shall take all reasonable precautions to prevent such smoking, and 'NO SMOKING' notices in 170mm English and Chinese characters shall be prominently displayed in a prominent position to remind the patrons that the areas are no smoking areas. Licensee shall maintain such signs in good order.
- (xxi) Each caravan shall be assigned with a registration/location number for identification.

## **PART I: BUILDING SAFETY CONDITIONS**

The Code of Practice for the Provision of Means of Escape in Case of Fire 1996, the Code of Practice for Fire Resisting Construction 1996 and the Code of Practice for Means of Access for Firefighting and Rescue 2004 issued by the Buildings Department have been replaced by the Code of Practice for Fire Safety in Buildings 2011 and the following information should make reference to the updated version therein where appropriate.

### **1. The construction of caravan bay**

1.1 The caravan bay shall be hard-paved of non-combustible material for standing of caravan. Otherwise, evidence showing the stability of the caravan should be provided.

1.2 Surface drainage for the caravan bays including the overall disposal arrangement of the caravan camp site should be indicated on the layout plan.

### **2. Air-conditioning unit**

2.1 Where external air-conditioning unit is installed for the caravans, any building works involved shall comply with the requirements under the BO.

### **3. Other structures and buildings or uses within caravan camp site**

3.1 Any other buildings or structures for use by the patrons within the caravan camp site shall comply with the licensing requirements meeting the building and fire safety standards specified under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349) .

### **4. Sanitary fitments and kitchen**

4.1 Adequate sanitary fitments shall be provided for the patrons and staff of the caravan camp site to the satisfaction of the Licensing Authority. The number of sanitary fitments required in the caravan camp site varies with the number of persons to be accommodated. The minimum requirements are tabulated below:

<b>No. of persons residing or likely to reside in the caravan camp site</b>	<b>No. of water closets</b>	<b>No. of wash-hand basins</b>	<b>No. of baths or showers</b>
1-8	1	1	1
9-20	2	2	2
For every additional 15 persons or part thereof	1 additional fitment	1 additional fitment	1 additional fitment

4.2 Provision of kitchens in the caravan, if any, shall comply with the manufacturer's instructions and safety precautions.

4.3 Provision of kitchens in the caravan camp site, if any, shall comply with requirements under the BO and be indicated on plan submitted to the Licensing Authority for consideration.

## **5. Drainage**

5.1 The effluent of the caravan shall be suitably disposed of or discharged to the satisfaction of the Licensing Authority.

5.2 Any drainage provisions for the caravan camp site, if applicable, shall comply with the BO and accepted by the Licensing Authority.

## **6. Lighting and ventilation**

6.1 The caravan shall have adequate natural lighting and ventilation to the satisfaction of the Licensing Authority.

6.2 Bathrooms/toilets should be provided with adequate lighting and ventilation and comply with the following requirements:

- (a) the total area of glazing is not less than one-tenth of the floor area of the room; and
- (b) one-tenth of the floor area is openable with the top being at least 2m above the floor level.

6.3 However, the following artificial means may be acceptable in case of hardship and planning constraint:

- (a) artificial lighting must be provided where there is inadequate natural lighting, to a standard not less than 50 lux; and
- (b) ventilation must be provided by a permanent means direct to the outside air of not less than 6 000mm<sup>2</sup>. The artificial ventilation shall provide not less than 5 air changes per hour.

## **7. Means of escape**

7.1 The exit arrangement for the caravan and the caravan camp site should be indicated on the plan submitted to the Licensing Authority for consideration.

## **PART II: FIRE SAFETY CONDITIONS**

### **1. Notes**

- (a) All Fire Service Installations and Equipment (FSIs) provided within the caravan camp site (including caravans, their annexes, extensions or attachments and the associated facilities) shall be retained and maintained in an efficient working order. Where alterations and additions of FSIs are required, such works shall be carried out and certified by a registered FSI Contractor and a copy of the certificate shall be forwarded to the Licensing Authority.
- (b) The Licensing Authority may, as it thinks fit, impose conditions on a licence in respect of a caravan camp site in relation to fire safety, and require the submission of certificates or reports issued by a qualified professional body, where necessary.
- (c) For the purpose of these conditions, the standards and definitions of FSIs shall comply with the prevailing Code of Practice for Minimum Fire Service Installations and Equipment at the time of the licence application.
- (d) All fire service installations and equipment provided shall be inspected at least once every twelve months. This work shall be carried out by a registered FSI Contractor who shall issue "Certificate(s) of Fire Service Installations and Equipment" (FS251) to the owner with copies forwarded to the Licensing Authority.

## **2. Fire safety conditions for caravan camp site**

2.1 The following requirements on site location shall be complied with:

- (a) there shall be a vehicular access to allow emergency vehicles to reach within 30m from the caravan camp site;
- (b) such access, serving as an emergency vehicular access, shall be not less than 4.5m in width with a headroom clearance of 4.5m and be capable of withstanding the loading of 18 tonnes fire appliances. Detailed emergency vehicular access requirement will be imposed upon receipt of a formal application and after subsequent site inspection by staff of the Licensing Authority; and
- (c) a standard pedestal type fire hydrant shall be made available within 100m of the caravan camp site.

2.2 Emergency generator which is an independently powered electrical generator of sufficient electrical capacity to sustain a proper function of fire service installations shall be provided. If such generator cannot be provided, a primary and secondary electrical supply shall be provided in this regard.

2.3 A Manual Fire Alarm System shall be provided to the entire caravan camp site with one actuating point and one audio warning device located within 2 m adjacent to the main exit door of each caravan and at each hose reel point. This actuating point shall include facilities for fire pump start and audio warning device initiation. The alarm of such system shall be transmitted to the Fire Services Communication Centre through a service provider by a direct telephone line if the aggregate floor area of all buildings, structures, caravans and their annexes, extensions or attachments within the caravan camp site exceeding 230m<sup>2</sup>.

2.4 A fire service installations control panel shall be installed at the management counter of the caravan site as required by the Licensing Authority.

2.5 A hose reel system shall be provided such that every part of the caravan camp site can be reached by a length of not more than 30m of hose reel tubing. The tank of such hose reel system shall be not less than 2 000 litres. The design of such system shall be in accordance with the prevailing Code of Practice for Minimum Fire Service Installations and Equipment at the time of the licence application. All hose reels, manual actuating points and audio warning devices located outdoors shall be of weather-proof design. All hose reels located outdoor shall be adequately protected against damage and exposure to direct sunlight.

2.6 All of electrical installation for the caravan camp site shall be installed, inspected, tested and certificated by an Electrical Worker/ Contractor registered with the Director of Electrical and Mechanical Services. Such electrical installation shall have it inspected, tested and certificated at least once every 5 years thereafter. A copy of relevant certificate shall be forwarded to the Licensing Authority as proof of compliance with the Electricity Ordinances.

### **3 Fire safety conditions for caravan**

3.1 No caravan and its annex, extension or attachment shall exceed 230m<sup>2</sup> total floor area. In case of otherwise, additional fire safety requirements, such as sprinkler system, shall be required.

3.2 All exit doors shall readily and conveniently be opened from within the caravan without the use of a key.

3.3 Emergency generator which is an independently powered electrical generator of sufficient electrical capacity to sustain a proper function of fire service installations shall be provided. If such generator cannot be provided, a primary and secondary electrical supply shall be provided in this regard.

3.4 A smoke detection system shall be provided in accordance with the Rules of the Loss Prevention Council for Automatic Fire Detection and Alarm Installations for the Protection of Property and BS5839: Part I or other standards acceptable to the Director of Fire Services. The alarm of such system shall be integrated with the Manual Fire Alarm System provided for the caravan camp site.

3.5 One 9L water type fire extinguisher shall be provided inside each caravan. One 1.44m<sup>2</sup> fire blanket and one 4.5 kg CO<sub>2</sub> gas type / 2 kg dry powder fire extinguisher shall be provided in each pantry/ kitchen of a caravan.

3.6 Electricity supply for the electrical installations in caravan shall not be supplied through plug and socket and cannot be disconnected without the use of tools. All of electrical installation inside the caravan shall be installed, inspected, tested and certificated by an Electrical Worker/ Contractor registered with the Director of Electrical and Mechanical Services. Such electrical installation shall have it inspected, tested and certificated at least once every 5 years thereafter. A copy of relevant certificate shall be forwarded to the Licensing Authority as proof of compliance with the Electricity Ordinances.

3.7 The fuel to be used inside the caravan shall be restricted to electricity only.

3.8 Only electromagnetic induction cooker shall be used inside the caravan.

3.9 If Polyurethane (PU) foam filled mattresses and upholstered furniture are used, they shall meet the flammability standards as specified in British Standard BS 7177:1996 and BS 7176:1995 (or their latest editions) for use in medium hazard premises/building or standards acceptable to the Director of Fire Services (See Appendix I).

3.10 Visual alarm signals shall be provided inside the caravan. The design of which shall be in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment to form part of the fire alarm system.



**Requirements for Polyurethane (PU) Foam Filled Furniture Items**

- (a) If PU foam filled mattresses are used, they shall meet one of the flammability standards as specified below, or a standard acceptable to the Director of Fire Services.

	<b>Flammability Standard / Specification</b>
1.	British Standard: Specification for resistance to ignition of mattresses, divans and bed bases (for the use in medium hazard premises/buildings) BS 7177: 1996 (or the latest version).
2.	"Standard for the Flammability (Open Flame) of Mattress Sets"- Part 1633 of Title 16 of Code of Federal Regulations as issued by the Consumer Product Safety Commission (CPSC) in the US.

- (b) If PU foam filled upholstered furniture are used, they shall meet one of the flammability standards as specified below, or a standard acceptable to the Director of Fire Services.

	<b>Flammability Standard / Specification</b>
1.	British Standard: Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites (for the use in medium hazard premises/buildings) BS 7176:1995 (or the latest version).
2.	State of California, Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 133 – Flammability Test Procedure for Seating Furniture for Use in Public Occupancies.

In respect of (a) and (b), furniture items meeting the specified standards shall bear an appropriate label\*. Invoices from manufacturers / suppliers and test certificates from a testing laboratory both indicating that the PU foam filled furniture items comply with the specified standards shall be produced for verification. The test certificates shall be issued by a testing laboratory accredited to conduct tests according to the specified standards, and be authenticated by the company's stamp of manufacturers / suppliers.

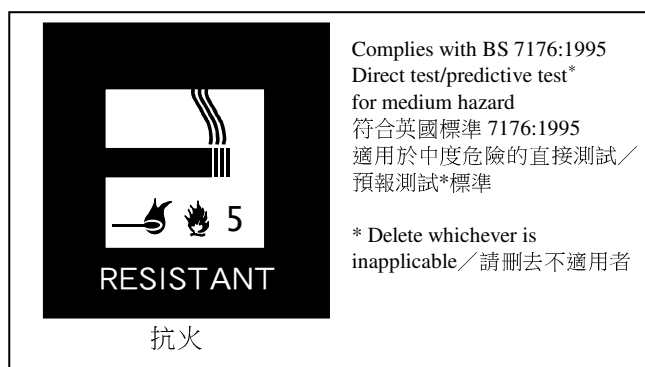
\* See Annex A for Sample of Label.

Sample of Label (標籤樣本)Sample I (樣本 I)

<p>NOTICE</p> <p>THIS ARTICLE IS MANUFACTURED FOR USE IN PUBLIC OCCUPANCIES AND MEETS THE FLAMMABILITY REQUIREMENTS OF "STANDARD FOR THE FLAMMABILITY (OPEN FLAME) OF MATTRESS SETS"- PART 1633 OF TITLE 16 OF CODE OF FEDERAL REGULATIONS AS ISSUED BY THE CONSUMER PRODUCT SAFETY COMMISSION (CPSC) IN THE US* OR CALIFORNIA BUREAU OF HOME FURNISHINGS TECHNICAL BULLETIN 133*. CARE SHOULD BE EXERCISED NEAR OPEN FLAME OR WITH BURNING CIGARETTES.</p> <p>告示</p> <p>此傢具為供公眾使用而製造，符合美國消費品安全委員會發出的「床褥套裝易燃程度(明火)標準」-《聯邦規例守則》標題16第1633條*或加利福尼亞州傢具局技術報告(TB)第133* 的可燃規定，請勿將此傢具放近明火或有香煙的地方。</p> <p>*Delete whichever is inapplicable/請刪去不適用者</p>
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Note: The minimum size of the label shall be 5×7.5cm and the minimum size of the type shall be 3mm in height. All type shall be in capital letters.

註：標籤面積最小須為5×7.5厘米，字體高度最小須為3毫米。英文告示的所有字體必須為大楷。

Sample II (樣本II)Sample III (樣本III)

**Fire protection and fire service installations and equipment**  
**(Caravan Camp Site)**

- (A) That the following conditions of the attached printed Standard Licensing Conditions shall be complied with prior to the issue of a Licence under Section 8 of the Hotel and Guesthouse Accommodation Ordinance (Cap. 349).

Condition Numbers:

2.1	2.2	2.3	2.4	2.5
2.6				
3.1	3.2	3.3	3.4	3.5
3.6	3.7	3.8	3.9	3.10

- (B) That the following special conditions (SC) must also be complied with prior to the issue of a licence under Section 8 of the Hotel and Guesthouse Accommodation Ordinance (Cap. 349).

- SC1. Two copies of the layout of updated fire service installations and equipment shall be submitted to the Office of the Licensing Authority.
- SC2. A Fire Safety Management Plan shall be provided to the Office of the Licensing Authority.