



HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY

Standard Licensing Requirements for Guesthouse (General) Licence
**(Generally for Guesthouses in domestic parts of existing
buildings approved by the Building Authority)**

This document outlines the general compliance requirements applicable to most guesthouses premises. The Hotel & Guesthouse Accommodation Authority may impose additional licensing requirements or conditions for individual premises.

LASR-II (7/2020)

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PART I : Building Safety and Health Requirements

Note:

- (a) All proposed and required works shall be carried out to the satisfaction of the Hotel & Guesthouse Accommodation Authority (“**the Authority**”).
- (b) All proposed and required works shall comply with the provisions of the Buildings Ordinance (Cap.123) (BO), its subsidiary regulations and the requirements stipulated in the Code of Practice for Fire Safety in Buildings 2011 [FS Code]. These documents are available at the Buildings Department (BD) ’s website – <http://www.bd.gov.hk>
- (c) Building works may be subject to the prior approval and consent from the Building Authority (BA) under section 14 of the BO or the simplified requirements for submission under the Minor Works Control System. Detailed procedures and forms of the Minor Works Control System are available at BD’s website- www.bd.gov.hk.
- (d) Applicants are advised to consult an architect, building surveyor or structural engineer with regards to the following works before actual commencement of works.

	Items	Applicable
<u>1.0 Structural Safety</u>		
1.1.	<p>Structural justification prepared by an Authorized Persons/Registered Structural Engineer (AP/RSE) for the effects of the additional loadings on the structure of the existing building should be submitted due to the following changes:-</p> <p>(a) the renovation works deviated from that shown on the plans approved by BA, particular in relation to the following;</p> <p style="margin-left: 20px;">(i) raised floor slabs ;</p> <p style="margin-left: 20px;">(ii) partition walls or external walls ;</p> <p style="margin-left: 20px;">(iii) storage type water heaters mounted under ceiling or on wall ;</p> <p style="margin-left: 20px;">(iv) any works or heavy equipment affecting the structure.</p> <p>(b) the proposed change from domestic to guesthouse use; and</p> <p>(c) the use of balcony/cantilevered portion as guesthouse, if any.</p> <p><u>Structural Justification Report and documents, such as copies of relevant record structural plans and structural calculation, should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
1.2	Any additional solid walls/raised floor/parapet wall located on the approved cantilevered structures/balcony/canopy /flat roof should be demolished unless they were approved by the Building Authority or properly carried out under the Minor Works Control System.	<input type="checkbox"/>

	Items	Applicable
1.3	<p>No structural openings or recesses should be formed through/in the structural slabs / beams / columns / walls for the passages of electrical conduits /A/C pipes / pipes for fire services installations / drainage pipes or other utilities unless (i) approved by BA or (ii) they could be carried out under the Minor Works Control System . For the concerned requirements under the BO, AP/RSE should be consulted.</p> <p><u>For (i), copies of the approved plans and the acknowledgement of completion by the BD, and for (ii) copies of specified forms with the structural justification prepared by an AP/RSE for the Minor Works and the acknowledgement letter issued by the BD should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
<u>2.0 Means of Escape</u>		
2.1	The clear height in the escape route(s) should not be less than 2m.	<input type="checkbox"/>
2.2	The width of internal corridor should not be less than 1,050mm throughout ¹ .	<input type="checkbox"/>
2.3	The exit doors should be openable from inside without the use of key(s).	<input type="checkbox"/>
2.4	<p>Electrically operated opening devices on exit doors should be opened by manual means without the use of a key in the case of emergency and comply with Clause B13.2 of the FS Code. In the event of power failure, the door mechanism should be released automatically.</p> <p><u>Catalogue, certificate, invoice/delivery note of electrically operated locking device on the entrance/exit doors should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
2.5	The width of exit doors should comply with Table B2 of the FS Code and be not less than 750mm in width; and not open over the escape route.	<input type="checkbox"/>
2.6	<p>A notice should be provided on both sides of the guesthouse’s main entrance/exit door in English and Chinese in letters and characters not less than 10mm high as follows:-</p> <p style="text-align: center;"> FIRE DOOR TO BE KEPT CLOSED 防火門 應常關 </p>	<input type="checkbox"/>
2.7	Guestroom nos. _____ should not exceed the deadend travel distance.	<input type="checkbox"/>

¹ Unless the internal corridor is provided with openable window(s) having aggregate window area exceeds 6.25% of the floor area of the corridor, a static or dynamic smoke extraction system shall be provided (see Fire Safety Requirement item 2.9)

	Items	Applicable
2.8	The maximum number of persons (including staff) to be accommodated should be limited to _____.	<input type="checkbox"/>
<u>3.0 Fire Resisting Construction</u>		
3.1	The walls (shown as coloured blue on the attached plan) should have a fire resisting rating (FRR) of not less than -/60/60 ² in accordance with Tables E2 or E3 of the FS Code and up to structural ceiling. <u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</u>	<input type="checkbox"/>
3.2	The doors (shown as coloured green on the attached plan) should have an FRR of not less than -/60/60 with smoke seal in accordance with Clauses C6.1, C9.3 and C16.1 - C16.5 of the FS Code. <u>Supplier's certificate, test report & invoice/delivery note for fire resisting doorset should be submitted together with "Report of Completion".</u>	<input type="checkbox"/>
3.3	The guesthouse should be separated from the adjoining occupancy by walls and floors having an FRR of not less than -/60/60 and 60/60/60 respectively in accordance with Tables E2 and E3 of the FS Code. <u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</u>	<input type="checkbox"/>
3.4	Any openings in a fire resisting walls/ floors for the passage of ducts, pipes, wires etc. and openings left after construction should be protected with fire dampers or other suitable form of fire stop to maintain the required FRR of that wall or floor. Where ducts, pipes, wires and any insulation passing through the walls/floors are of combustible materials, such materials and enclosure should comply with the FS Code.	<input type="checkbox"/>
3.5	The kitchen should be enclosed by walls having an FRR of not less than -/60/60 and self-closing door of not less than -/60/60 in accordance with Clauses C9.3 and C16.1- C16.5 and Tables E2 and E3 of the FS Code and up to structural ceiling.	<input type="checkbox"/>
3.6	The void of false ceiling should not be used for storage.	<input type="checkbox"/>

² Fire resistance ratings are designated by three terms, to represent the make up of the element of construction, i.e. X/Y/Z, where:
X- Stability fire resistance rating (minutes)
Y- Integrity fire resistance rating (minutes)
Z- Insulation fire resistance rating (minutes)

	Items	Applicable
<u>4.0 Lighting and Ventilation</u>		
4.1	<p>All guestrooms shall have a floor height of not less than 2.5 m measured from floor to ceiling and 2.3 m measured from floor to the underside of any beam.</p> <p>Guestrooms nos. _____ do not have a floor height of not less than 2.5 m measured from floor to ceiling or 2.3 m measured from floor to the underside of any beam..</p>	<input type="checkbox"/>
4.2	<p>All guestrooms/ kitchen should be provided with natural lighting and ventilation by means of windows which should be so constructed that:-</p> <p>(a) window faces into external air;</p> <p>(b) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and</p> <p>(c) the openable area of window is not less than 1/16 of the floor area of the room with the top being at least 2m above the floor level.</p> <p>Guestroom nos. _____ and/or kitchen do not have adequate natural lighting and ventilation. However, omission or reduction of natural lighting and ventilation may be accepted subject to enhancement measures. (See Appendix IA)</p> <p><u>Catalogue, invoice/delivery note of exhaust fan, calculation of air change rate and photo record of ventilation works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
4.3	<p>All bathroom/toilets should be provided with natural lighting and ventilation by means of windows which should be so constructed that:-</p> <p>(a) window faces into open air;</p> <p>(b) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and</p> <p>(c) the openable area of window is not less than 1/10 of the floor area of the room with the top being at least 2m above the floor level.</p> <p>Bathroom/toilets to Guestroom nos. _____ and/or the communal toilets do not have adequate natural lighting and ventilation. However, omission or reduction of natural lighting and ventilation may be accepted subject to enhancement measures.(See Appendix IA)</p> <p><u>Catalogue, invoice/delivery note of exhaust fan, calculation of air change rate and photo record of ventilation works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
4.4	<p>Where a room-sealed gas water heater serves a bathroom or installed in any place in a guesthouse other than in the bathroom, a suitable flue aperture in an external wall shall be provided to the satisfaction of the Authority.</p>	<input type="checkbox"/>

	Items	Applicable
<u>5.0 Sanitary fitments and drainage pipeworks</u>		
5.1.	<p>The premises should be provided with adequate number of sanitary fitments. It is necessary, therefore, to provide :-</p> <p>(a) ____ extra W.C. (s) ;</p> <p>(b) ____ extra bath and/or showers ; and</p> <p>(c) ____ extra wash basins.</p>	<input type="checkbox"/>
5.2	The toilet should not open directly into a kitchen.	<input type="checkbox"/>
5.3	No drainage pipeworks shall protrude into the floor below or other premises unless prior approval and consent of such drainage works have been obtained from the BA.	<input type="checkbox"/>
5.4	<p>Every soil or waste fitment should be provided with a suitable trap and ventilated by means of anti-syphonage pipes of suitable sizes. If the traps connected to waste fitments are designed to prevent loss of water seal, provision of anti-syphonage pipe to the traps is not required.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
5.5	<p>Every soil pipe, waste pipe, anti-syphonage pipe and ventilation pipe should be circular in shape and constructed of cast iron, steel, copper or other approved material.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
5.6	Cleaning eye should be provided at or near the bends in every soil and waste pipe. Under any circumstance, at least one cleaning eye should be provided to every soil and waste pipe inside each guestroom with en-suite toilet/bathroom.	<input type="checkbox"/>
5.7	No drainage pipes (except the parts within toilet/bathroom area) should be embedded inside solid encasement. Other types of encasement should allow access for inspection and maintenance of the pipes.	<input type="checkbox"/>
5.8	<p>Condensate pipe for air conditioning system should be properly installed and connected to a drainage system.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>

	Items	Applicable
5.9	<p>uPVC or PVC piping may be used internally, subject to the following conditions:-</p> <p>(a) the piping should be enclosed in duct having an FRR equal to the structure and the access panels to the duct should have either self-closing doors or securable covers with an FRR of that enclosure; and</p> <p>(b) if uPVC pipe is used, this may be exposed subject to, where pipes pass through FRR walls and any fire rated elements, appropriate approved fire stops/ sealers are to be provided.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
5.10	<p>Floor drains should be provided to kitchen, bathroom, toilets.</p>	<input type="checkbox"/>
5.11	<p>Water proofing</p> <p>Suitable waterproofing materials should be applied to the structural concrete slabs of the toilets/bathrooms/kitchen and turn up every wall at a height of at least 300mm to prevent water leakage. For the walls surrounding the bathtub and the shower tray, the waterproofing material should be applied to at least 1800mm high. If raised floor is constructed, the raised floor slab shall be applied with suitable waterproofing materials.</p> <p>The kitchen should have all internal wall surfaces, to a height of 1.2m from the floor, faced with glazed tiles and shall also be fitted with a sink and fittings for the supply of water.</p> <p><u>Invoice, catalogue and record photos should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
<p><u>6.0 Minor Work Control System</u></p>		
6.1	<p>Based on the submitted layout plan and the site inspection findings, your application may involve carrying out of the building and drainage works which are “Minor Works” as itemised at Schedule 1 of the Building (Minor Works) Regulation (Cap. 123N), the simplified requirements for submission under the Minor Works Control System shall be followed. Detailed submission procedures and forms are available at BD’s website-www.bd.gov.hk.</p> <p><u>For Class I & II Minor Works Items, copy of specified form and supporting documents/plans/photos submitted to the BD and corresponding acknowledgment letter issued by BD should be submitted together with “Report of Completion”.</u></p> <p><u>For Class III Minor Works Items, only the copy of specified form and corresponding acknowledgement letter issued by BD should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>

	Items	Applicable
<u>7.0 Other Requirements</u>		
7.1	<p><u>Protective barrier</u></p> <p>Where there is a difference in adjacent levels greater than 600mm, protective barriers have to be provided. These barriers should be</p> <p>(a) designed and constructed to minimise the risk of persons or objects falling, rolling, sliding or slipping through gaps in the barrier, or persons climbing over the barrier;</p> <p>(b) at a height above the higher of the adjacent levels of not less than 1.1m; and</p> <p>(c) constructed as to inhibit the passage of articles more than 100mm in their smallest dimension.</p>	<input type="checkbox"/>
7.2	<p><u>Multi-tier/elevated bed</u></p> <p>Any multi-tier/elevated beds to be provided in the premises should comply with the requirements set out in the "Guideline on the Arrangement and Disposition of Multi-tier/Elevated Beds". (See Appendix IB)</p> <p><u>Note:</u> The bed should be open on one or more sides for aggregate length equal to length of the bed, otherwise, additional building and fire safety requirements may be imposed.</p>	<input type="checkbox"/>
7.3	<p>The barrier free access and facilities should be maintained / retained in accordance with the approved plans and the Design Manual for Barrier Free Access 2008 published by the BD.</p>	<input type="checkbox"/>
7.4	<p>Erection of signboard shall be subject to (i) prior approval and consent from the BA or (ii) Minor Work Control System.</p> <p><u>For (i), copies of the approved plans and the acknowledgement of completion by the BD, and for (ii) copies of specified forms with the supporting documents (see item 6.1) and the acknowledgement letter issued by the BD, should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
7.5	<p><u>Counter</u></p> <p>Revised layout plans on the provision of counter should be submitted. (See Appendix IC)</p>	<input type="checkbox"/>
7.6	<p>Demolish or remove the following unauthorized building works and reinstate the affected areas in accordance with the plans approved by the Building Authority.</p>	<input type="checkbox"/>
7.7	<p>Special requirement(s):-</p> <p>(a)</p>	<input type="checkbox"/>

	Items	Applicable
<u>8.0 Submission of documents for Report of Completion</u>		
8.1	<u>4 sets of building plans, 3 sets of drainage plans and 3 sets of ventilation plans for the completed works should be submitted.</u>	<input type="checkbox"/>
8.2	For all building materials required to have specified fire resisting rating, supporting documents including supplier's certificate, test report, invoice/delivery note and progress photos should be submitted.	<input type="checkbox"/>
8.3	For all critical construction works to be concealed upon completion, including drainage works, fire resisting construction works, waterproofing works and duct-works passing through fire resisting walls, progress photos clearly showing the critical steps, components or details before covering up should be submitted. In case of inadequate/absence of such photos, the applicant may be required to open up for verifying compliance.	<input type="checkbox"/>

Natural Lighting and Ventilation

1. Natural lighting and ventilation in guestroom, kitchen, bathrooms and toilet should comply with the requirements stipulated in the Building (Planning) Regulations 30, 31 & 36. The Authority will assess on individual merit having taken into account the special circumstances of each case, the hardship and the other enhancement measures.

Guestroom and kitchen

2. The Authority may permit the reduction or omission of natural lighting and ventilation for guestroom and kitchen if the following enhancement measures were provided:-

- (a) Artificial lighting should be provided to a standard not less than 50 lux;
- (b) Permanent ventilation should be provided by a duct of cross sectional area of not less than 6000mm² connected to the external air;
- (c) Mechanical ventilation should be provided at a rate of not less than 5 air changes per hour;
- (d) Every room shall have its own independent air duct;
- (e) Both ends of the ventilation duct should be provided with a steel mesh or similar material to prevent access by vermin and/ or rubbish, and a downturn on the external face to prevent water penetration; and
- (f) Inlet/outlet of the permanent ventilation and mechanical ventilation ducts should be separated at a distance not less than 1m apart.

Bathroom and toilet

3. The Authority may permit the reduction or omission of natural lighting and ventilation for bathroom and toilet if the following enhancement measures were provided:-

- (a) Artificial lighting should be provided to a standard not less than 50 lux;
- (b) Mechanical ventilation should be provided at a rate of not less than 5 air changes per hour;
- (c) Every room should have its own independent air duct; and
- (d) Both ends of the ventilation duct should be provided with a steel mesh or similar material to prevent access by vermin and/ or rubbish, and a downturn on the external face to prevent water penetration.

4. Any acceptance of reduced standard should not be deemed to establish a precedent and act as a waiver of the standards required under the Building (Planning) Regulations.

Guideline on the Arrangement and Disposition of Multi-tier/ Elevated Beds

1. This guideline aims to address the concerns on the safety of the patrons concerned pursuant to the Hotel and Guesthouse Accommodation Ordinance (Cap. 349) (HAGAO). The requirements stipulated in this guideline apply to all sleeping accommodation under new applications for licence or any alterations and additions proposals for existing licensed premises subject to the HAGAO. Failure to comply with the requirements stipulated hereunder may render the Authority to refuse the application.

Access/Egress Arrangement (see Figure 1)

2. Independent access/egress device in the form of climbing aid such as step-type ladder shall be provided for any tier of an elevated bed where such tier including its mattress is more than 700mm high measuring from floor level. Guardrails should be provided when appropriate.

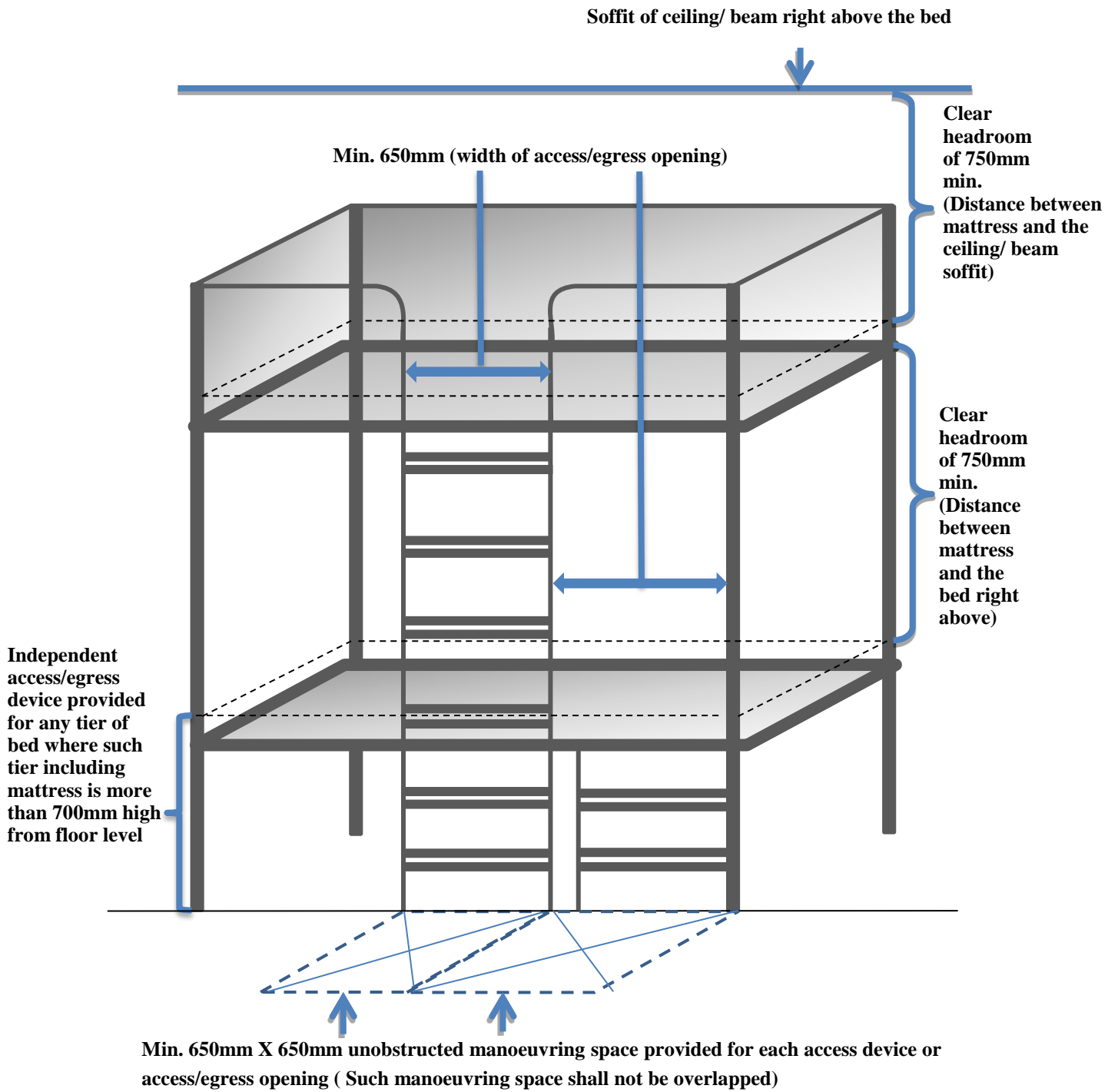
3. The clear width of access/egress opening for each tier of an elevated bed shall be not less than 650mm and leading to an unobstructed horizontal space not less than 650 mm x 650mm for each access/egress opening or device at the point of landing on floor level.

4. Within any room with elevated beds accommodating more than 4 people, width for the corridor/ space between the beds/ fixed furniture/ walls/ should not be less than the minimum width of the required exit route for the guestroom unless the case can be fully justified to the satisfaction of the Authority.

5. The vertical distance between the upper surface of the bed mattress and the underside of the bed/ ceiling/ beam directly above shall not be less than 750mm high. (see Figure 1) Besides, no part of the multi-tier/elevated bed shall obstruct the sprinkler system and the fire detection system which shall be designed and installed in accordance with the Loss Prevention Council Rules, BS EN 12845 (with suitable modification pertinent to Hong Kong) and BS5839 : Part I or other standards acceptable to the Director of Fire Services.

6. The Authority will assess on individual merit having taken into account the special circumstances of each case, the hardship and the other safety enhancement measures.

Figure 1 Arrangement and Disposition of Multi-tier/Elevated Beds



**Guideline on the Licensing Requirements of a 24-hour Manned Counter
for Guesthouse (General)**

1. Pursuant to the Hotel and Guesthouse Accommodation Ordinance (Cap. 349) (the Ordinance) and Condition 4 of the licence issued under the Ordinance, the operation, keeping, management and other control of a hotel or guesthouse shall be under the continuous and personal supervision of the licensee.
2. To enhance the safety and management of premises licensed under the Ordinance, from 28 December 2015 (the Implementation Date) onwards, a 24-hour manned counter is required to be installed at the licensed guesthouse (general).
3. This guideline is issued to provide the details of the counter requirements for the trade's information and preparation for making an application for a new licence or a renewal of the existing licence under the Ordinance. The Authority may refuse an application for licence or a renewal of a licence under the Ordinance if an applicant fails to make the necessary arrangements.

Licensing Requirements

4. Provision of a 24-hour manned counter inside the licensed guesthouse (general) is essential as the patrons may require assistance from time to time. A counter required to be provided inside a licensed guesthouse (general) shall be as follows :-
 - (a) The counter shall be located near the entrance of the guesthouse, as far as practicable, for easy identification by the patrons.
 - (b) The area of the counter shall not be less than 0.6m² (6.5 ft²).
 - (c) The counter shall not reduce the effective width of any exit route.
 - (d) The counter shall be properly secured to the floor or wall.
 - (e) The name(s) of the manning staff shall be displayed in a prominent position in the vicinity of the counter.
5. If there is insurmountable physical constraint in the premises in meeting the above requirements, the licensee/applicant may submit alternative proposal as stipulated in the "Supplementary Guideline on the Provision of 24-hour Manned Counter" issued on 3 January 2017. Please visit our website for details (<http://www.hadla.gov.hk/en/home/index.html>).

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PART II : Fire Safety Requirements

Note:

- (a) All requirements and definitions on Fire Service Installations and Equipment are based upon the “Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment” which is available at the Fire Services Department (FSD)’s website – <http://www.hkfsd.gov.hk> .
- (b) “Protected Means of Escape” means protected corridors, protected lobbies (including lobbies protecting fireman’s lifts) and protected staircases as defined in the Code of Practice for Fire Safety in Buildings published by the Buildings Department.

	Items	Applicable
<u>1.0 Fire Safety Requirements for Premises Exceeding 230 Square Meters in Floor Area (Additional requirements to paragraph 2)</u>		
1.1	A fire hydrant/hose reel system shall be installed in accordance with Appendix IIA. The installation works shall be carried out by a Registered Fire Service Installation Contractor in Class 2, and a copy of ‘Certificate of Fire Service Installations and Equipment’ (F.S. 251) shall be submitted to the Authority upon completion.	<input type="checkbox"/>
1.2	An automatic sprinkler installation shall be installed for the entire premises including staircases, common corridors, toilets and bathrooms in accordance with the Loss Prevention Council Rules for Automatic Sprinkler Installations incorporated with BS EN 12845. The installation works shall be carried out by a Registered Fire Service Installation Contractor in Class 2, and a copy of “Certificate of Fire Service Installations and Equipment” (F.S. 251) will be submitted to the Authority upon completion.	<input type="checkbox"/>
<u>2.0 General Fire Safety Requirements for All Premises</u>		
2.1	All fire service installations control panels shall be installed at the reception area or near the main entrance inside the guesthouse.	<input type="checkbox"/>
2.2	An independently powered generator of sufficient electrical capacity shall be provided to meet the fire service installations and fireman’s lifts it is required to provide. If there is no emergency generator provided in the existing building, primary and secondary electrical supply shall be provided to all fire service installations.	<input type="checkbox"/>
2.3	Emergency lighting shall be provided at suitable locations at common corridors of the guesthouse. A self-contained battery type emergency lighting system in accordance with Part V, para. 5.9 of the Code of Practice for Minimum Fire Service Installations and Equipment will be accepted if the illumination level of not less than 2 lux for a duration of 2 hours in the event of power failure is provided. (See Appendix IIB)	<input type="checkbox"/>
2.4	All designated exits inside the licensed premises shall be indicated by exit signs with specifications in accordance with the Code of Practice for	<input type="checkbox"/>

	Items	Applicable	
	Minimum Fire Service Installations and Equipment.		
2.5	If an exit sign is not clearly visible from any location in the premises, directional signs with specifications in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment shall be erected to assist occupants to identify the exits in the event of an emergency.	<input type="checkbox"/>	
2.6	a For premises \leq 230m ²)	A manual fire alarm system shall be provided with one actuating point and one audio warning device located at or near the main entrance lobby and at a conspicuous location of the common corridor. One alarm bell shall be installed outside the main entrance of the guesthouse.	<input type="checkbox"/>
	b (For premises > 230m ²)	A manual fire alarm system shall be provided with one actuating point and one audio warning device at each hose reel point. This actuating point shall include facilities for fire pump start and audio warning device initiation. One alarm bell shall be installed outside the main entrance of the guesthouse.	<input type="checkbox"/>
2.7	a For premises \leq 230m ²)	Fire detection system shall be provided in accordance with BS 5839 : Part I or other standards acceptable to the Director of Fire Services for the entire guestroom. The alarm of such system shall be integrated with the Manual Fire Alarm System provided for the guesthouse.	<input type="checkbox"/>
	b (For premises > 230m ²)	Fire detection system shall be provided in accordance with BS 5839 : Part I or other standards acceptable to the Director of Fire Services for the entire floor excluding toilets, bathrooms and staircases which are covered by sprinkler system, if any part of that floor is used for sleeping accommodation. The alarm of such system shall be transmitted to the Fire Services Communication Centre by direct telephone line, and be integrated with the Manual Fire Alarm System provided for the guesthouse.	<input type="checkbox"/>
2.8	a For premises \leq 230m ²)	One 2 kg dry powder or 4.5 kg CO ₂ gas fire extinguisher shall be provided in each pantry/switch room and one 9 L CO ₂ /water fire extinguisher shall be provided at the location near the reception area.	<input type="checkbox"/>
	b (For premises > 230m ²)	One 2 kg dry powder or 4.5 kg CO ₂ gas fire extinguisher shall be provided in each pantry/switch room.	<input type="checkbox"/>
2.9	A static or dynamic smoke extraction system shall be provided in accordance with FSD Circular Letter No. 1/90 in all internal means of escape serving all guest rooms irrespective of the cubical extent of the building or the volume of the fire compartment on any floor. "Internal means of escape" for this purpose, means the route leading from outside of all guest rooms to a pressurized or naturally ventilated staircase; a protected lobby or open air, unless the route itself is provided with openable windows communicating to open air and the aggregate area of such windows exceeds 6.25% of the floor area of that route.	<input type="checkbox"/>	
2.10	When a ventilation/air conditioning control system to the guesthouse is provided, it shall stop mechanically induced air movement within a	<input type="checkbox"/>	

	Items	Applicable
	designated fire compartment.	
2.11	All ventilating systems that embody the use of ducting or trunking, passing through any wall, floor, or ceiling from one compartment to another, shall comply with the Building (Ventilating System) Regulations. Detailed drawings showing layout of the ventilating system shall be submitted to the Ventilation Division of the FSD for approval, and a copy of letter of compliance shall be submitted to the Authority as proof of compliance. The system shall subsequently be inspected by a Registered Ventilation Contractor at intervals not exceeding 12 months and a copy of the 'maintenance certificate' shall be forwarded to the Authority as proof of compliance.	<input type="checkbox"/>
2.12	Visual alarm signals in addition to audio warning device shall be provided to form part of the fire alarm system in accordance with the current Design Manual: Barrier Free Access.. The design of which shall be in accordance with the Code of Practice for Minimum Fire Service Installations & Equipment to form part of the fire alarm system.	<input type="checkbox"/>
2.13	Smoke detectors provided in all guestrooms shall be integrated with proprietary made sounder bases. For practical reasons, smoke detectors installed in concealed space and ceiling void above false ceiling will be exempted from the requirement.	<input type="checkbox"/>
2.14	It is noted that sprinkler system has been provided in your guesthouse under application. In this connection, you are required to ensure that all parts of the premises are adequately protected by the system after renovation work.	<input type="checkbox"/>
2.15	Two copies of the layout of updated fire service installations and equipment provided in the premises shall be submitted to the Authority.	<input type="checkbox"/>
2.16	All linings for acoustic, thermal insulation and decorative purposes within protected means of escape in the guesthouse shall be of Class 1 or 2 Rate of Surface Spread of Flame as per BS 476 Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. To this effect, a copy of the 'Certificate of Fire Service Installations and Equipment' (F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
2.17	All linings for acoustic and thermal insulation purposes in ductings and concealed locations shall be of Class 1 or 2 Rate of Surface Spread of Flame as per BS 476 Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. To this effect, a copy of the 'Certificate of Fire Service Installations and Equipment' (F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
2.18	If Polyurethane (PU) foam filled mattresses and upholstered furniture are used in the guesthouse, they shall meet the flammability standards as specified in 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 IIC)	<input type="checkbox"/>

	Items	Applicable
2.19	The carpets being used within the protected means of escape of the guesthouse shall comply with ASTM E-648, the USA Standard for assessment of textile floor covering or BS 5287 as conforming to low radius of effects of ignition when tested in accordance with BS 4790, or made of pure wool, unless the pile height of which does not exceed 10mm and the area to be carpeted is not exceeding 5 % of the protected means of escape calculated on the floor by floor basis.	<input type="checkbox"/>
2.20	Electrical installations shall be installed, inspected, tested and certificated by a registered electrical contractor registered with the Director of Electrical & Mechanical Services. Such electrical installation shall have it inspected, tested and certified at last once every 5 years thereafter. A copy of the certificate shall be forwarded to the Authority as proof of compliance with the Electricity Ordinance, which shall be re-validated every five years thereafter.	<input type="checkbox"/>
2.21	Any fuel gas system/appliances installed for use in the premises shall be installed in accordance with the provisions in the Gas Safety Ordinance, Cap. 51 by a registered contractor and a Certificate of Compliance/Completion shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
2.22	<p>The following fuels may be used inside the kitchen/bathroom:-</p> <p>2.22.1 Electricity;</p> <p>2.22.2 Towngas; or</p> <p>2.22.3 Liquefied Petroleum Gas (LPG) in portable cylinders provided that :</p> <p style="margin-left: 40px;">(a) LPG cylinders may only be used inside premises to supply fixed gas appliances when a piped supply. (Towngas or central LPG supply), is not available to the said premises upon first application for license.</p> <p style="margin-left: 40px;">(b) LPG cylinders shall not be located: below ground level, in poorly ventilated areas, in sleeping areas or bathrooms, in only means of escape from premises close to heat source(s).</p> <p style="margin-left: 40px;">(c) The aggregate water capacity of LPG cylinders in each dwelling shall not exceed 130 litres without approval of the Gas Authority.</p>	<input type="checkbox"/>

Appendix II A

Requirement for Fire Hydrant/Hose Reel System

- # There shall be sufficient hydrants and hose reels to ensure that every part of the guesthouse can be reached by a length of not more than 30m of the fire services hose or hose reel tubing.
- # Additional hose reel(s) completed with remote pump starter switch shall be extended from the existing fire hydrant/hose reel system, to the effect that every part of the guesthouse premises can be reached by a length of not more than 30m of hose reel tubing.
- # A hose reel system shall be provided for the guesthouse such that every part of the premises 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 1500 litres. The system shall have a fixed fire pump which shall be permanently primed and be capable of producing a jet at the hose reel nozzle for a length of not less than 6m, at a flow of not less than 24 litres/minute.

Remarks : # Delete whichever is not applicable.

Requirements for Emergency Lighting Systems

A. Specification

1. The Emergency Lighting Systems shall comply with BS 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 BS 6133:1995 with capacity not exceeding 400 ampere-hours; or
 - (ii) the battery is valve regulated sealed type conforms to BS 6290-4:1997 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 FSD 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 BS 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 850⁰C 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 |
| Cinemas and theatres (auditorium) | not less than 0.5 lux |
- 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 luminaires shall have equal lumen output and distribution characteristics giving equal intensity of light in all material directions. Each luminaire shall be also sited as to avoid impairment of vision from glare. Luminaires, 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 permissible period for visual adaptation 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 appropriated, 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 FSD 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 FSD.

Requirements for Self-contained Luminaires
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 16m², 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 8m² gross area and facilities of less than 8m² 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 FSD 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 FSD.
14. Periodical tests shall be carried out to each luminaire according to the following procedures :-
- i) Each luminaire shall be energized from its battery by simulation of a failure of the supply to normal lighting for the periods 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.
 - ii) The luminaire shall be functioning properly to maintain the stipulated lighting level and the normal power supply shall be restored after the test.
 - iii) The test results shall be recorded in a register.

Requirements for Polyurethane (PU) Foam Filled Furniture Items

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

	Flammability Standard / Specification
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 edition).
2.	State of California, Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 121 – Flammability Test Procedure for Mattresses for Use in High Risk Occupancies.
3.	State of California, Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 129 – Flammability Test Procedure for Mattresses for Use in Public Buildings.

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

	Flammability Standard / Specification
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 edition).
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)

NOTICE

THIS ARTICLE IS MANUFACTURED FOR USE IN PUBLIC OCCUPANCIES AND MEETS THE FLAMMABILITY REQUIREMENTS OF CALIFORNIA BUREAU OF HOME FURNISHINGS TECHNICAL BULLETIN 133*/129*/121*. CARE SHOULD BE EXERCISED NEAR OPEN FLAME OR WITH BURNING CIGARETTES.

告示

此家具為供公眾使用而製造，符合加利福尼亞州家具局技術報告(TB)第 133*/129*/121* 的可燃規定，請勿將此家具放近明火或有香煙的地方。


*Delete wherever inapplicable / 請刪去不適用者

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)

 <p style="text-align: center;">抗火</p>	<p>Complies with BS 7176:1995 Direct test/predictive test* for medium hazard *Delete whichever is inappropriate 符合英國標準 7176:1995 適用於中度危險的直接測試 / 預報測試標準 直接測試 / 預報測試標準*</p> <p>*刪去不適用者</p>
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 <p style="text-align: center;">抗火</p>	<p>Complies with BS 7177:1996 for medium hazard 符合英國標準 7177:1996 適用於中度危險的規定</p>
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PART III : Sample Licence Conditions

1. *This Licence is the property of the Government of the Hong Kong Special Administrative Region and must be surrendered on cancellation. On cancellation, neither the Licence fee nor part thereof shall be returned unless the Hotel and Guesthouse Accommodation Authority (hereafter called the Authority) otherwise directs.*
2. *This Licence or a certified true copy issued by the Authority, shall be displayed in a prominent position at the licensed premises and must be produced for inspection on demand.*
3. *Except with the written permission of the Authority the licensee shall not alter, amend or otherwise change the layout of the premises licensed from the drawings registered by the Authority.*
4. *The operation, keeping, management and other control of the guesthouse (general) shall be under the continuous and personal supervision of the licensee.*
5. *No alteration shall be made to any part of the Licence, except those properly endorsed by the Authority.*
6. *The maximum number of persons to be accommodated (including staff) shall be _____ .*
7. *The licensee shall comply with the requirements of a direction as may be given from time to time by the Secretary for Home Affairs under Sec. 19 of the Hotel and Guesthouse Accommodation Ordinance.*
8. *The licensee shall be subject to any other conditions which the Authority may impose and notify in writing addressed to the licensee at his last known address.*
9. *This Licence is not personal to the licensee or the occupier.*
10. *Notwithstanding the fact that the Registered Drawings form part of the Licence, they are not required to be displayed as required by Condition 2 but shall be kept in a safe place and be produced for inspection on demand.*
11. *The guesthouse (general) logos issued by the Authority must be displayed in each of the prominent places of the licensed premises at all times. The prominent places mean the main entrance as well as the door of each guest room of the licensed premises, and any places inside as specified by the Authority.*
12. *The licensee shall take out a third party risks insurance (public liability insurance) policy with a minimum limit of indemnity of HK\$10 million per event and cover for unlimited events for any one period of insurance in respect of the licensed premises. The licensee shall maintain a valid third party risks insurance policy during the entire licensing period. Copy of the insurance proof (e.g. the valid third party risks insurance policy, certificate of insurance, etc) shall also be kept in the licensed premises and be produced for inspection on demand.*
13. *The licensee shall provide 24-hour manning staff at the counter or in the vicinity of the licensed premises as agreed by the Authority and the name(s) of the staff shall be displayed in a prominent position in the licensed premises. The licensee shall inform and seek agreement from the Authority if the arrangement is to be altered.*

14. *The licensee shall indicate clearly “(licensed guesthouse)” in all promotional materials/advertisements related to this guesthouse. The font size shall not be smaller than the smallest print of the promotional materials/advertisements.*
15. *The licensee shall arrange an inspection of fire service installations and equipment in the licensed premises by a registered fire service installation contractor at least once in every 12 months to ensure that such fire service installations and equipment are in efficient working order. The licensee shall deliver a copy of the certificate of fire service installations and equipment (F.S. 251) to the Authority for endorsement within 28 days from the date of inspection. A copy of the latest certificate of fire service installations and equipment (F.S. 251) shall be kept in the licensed premises and must be produced for inspection on demand.*
16. *The licensee shall at all times keep the fire service installations and equipment in the licensed premises in efficient working order and free from obstruction.*
17. *Depositing of combustible materials shall not be allowed within corridors.*
18. *The usage and storage of dangerous goods shall comply with the Dangerous Goods Ordinance (Cap. 295).*
19. *All required means of escape shall be kept free from obstruction at all times and exit doors shall be maintained openable from inside without the use of a key. All self-closing fire rated doors should not be held open other than by devices approved by the Authority.*
20. *Arrangements shall be made to ensure that all staff become familiar with the means of escape and the use of the fire service installations and equipment and with the routines to be followed in case of fire or other emergency.*
21. *No cooking facilities shall be provided in rooms where accommodation is available.*
22. *All externally hung or mounted signages and other appendages for or on the licensed premises shall be regularly inspected and maintained in a structural safe condition and any signs of danger or dilapidation shall be remedied immediately.*
23. *Alteration, addition and renovation works accepted by the Authority does not waive any requirements or provisions under the Building Ordinance (Cap. 123). Except for works under sections 41(3), 41(3B) and 41(3C) of the Buildings Ordinance and for minor works as designated in Schedule 1 of the Building (Minor Works) Regulation (Cap.123N) that can be carried out in accordance with the simplified requirements under that Regulation, prior approval and consent from the Building Authority shall be obtained before the commencement of the works. In any cases, prior to commencing any alteration, addition, renovation or redecoration, the formal written agreement of the Authority must be obtained. The licensee shall complete the works to the satisfaction of the Authority and within 14 days of completion of the works, submit the Report of Completion together with the required documents as specified therein.*