HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY

Standard Licensing Requirements for Certificate of Compliance
For Club Premises

This document outlines the general requirements applicable to most of the club premises. The Secretary for Home Affairs may impose additional licensing requirements or conditions for individual premises and may refer any contravention of the laws of Hong Kong, if noted, to the relevant Government Departments for their information and possible follow-up action they deem necessary.

LASR-IV (1/2023)

CONTENT

PART I : Building Safety Requirements

Note:

(a) All proposed and required works shall be carried out to the satisfaction of the Licensing Authority and the Building Authority (BA).

(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 BA under section 14 of the BO or Minor Works Control System under Building (Minor Works) Regulation [B(MW)R].

(d) Applicants are advised to consult an architect, building surveyor or structural engineer with regards to these requirements before commencement.

	Items	**Applicable**
1.0 Structural Safety		
1.1.	If the renovation works deviated from that shown on the plans approved by BA, 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 in relation to the following:- (a) raised floor, if any; (b) partition walls, if any; (c) any works or heavy equipment, if any, affecting the structure. (d) the proposed change of use in various areas of the building; and (e) the use of balcony/cantilevered portion as club premises, if any. Structural Justification Report and documents, such as copies of relevant record structural plans and structural calculation, should be submitted together with "Report of Completion".	☐
1.2	Any additional solid walls/raised floor/parapet wall located on the cantilevered structures/balcony/canopy /flat roof should be demolished.	☐

	Items	Applicable
1.3	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. 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".	☐
2.0 Means of Escape		
2.1	The clear height in the escape route(s) should not be less than 2m.	☐
2.2	The width of internal corridor should not be less than 1,050mm throughout.	☐
2.3	The exit doors should be openable from inside without the use of key(s) and/or open in the direction of exit.	☐
2.4	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. Catalogue, certificate, invoice/delivery note of electrically operated locking device on the entrance/exit doors should be submitted together with "Report of Completion".	☐
2.5	Adequate means of escape should be provided in accordance with the requirements stipulated in Part B of the FS Code, in particular, minimum 2 exit routes should be provided for each storey.	☐
2.6	The width of exit doors and exit routes should comply with Table B2 of the FS Code.	☐
2.7	Room/ Area_____should not exceed the deadend travel distance.	☐
2.8	A notice should be provided on both sides of the club's main entrance/exit door in English and Chinese in letters and characters not less than 10mm high as follows:- FIRE DOOR TO BE KEPT CLOSED 防火門 應常關	☐

	Items	Applicable
2.9	The maximum number of persons (including staff) to be accommodated should be limited to_____.	☐
3.0 Fire Resisting Construction		
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[1] in accordance with Tables E2 or E3 of the FS Code and up to structural ceiling. 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".	☐
3.2	The doors (shown as coloured green on the attached plan) should have an FRR of not less than -/60/- in accordance with Clauses C16.1 - C16.5 of the FS Code. Supplier's certificate, test report & invoice/delivery note for fire resisting doorset should be submitted together with "Report of Completion".	☐
3.3	The club premises should be separated from other occupancies 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. 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".	☐
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.	☐
3.5	The kitchen/ pantry should be enclosed by walls having an FRR of not less than -/60/60 in accordance with Tables E2 and E3 of the FS Code and up to structural ceiling and self-closing door of not less than -/60/60 in accordance with Clauses C16.1- C16.5.	☐
3.6	The void of false ceiling should not be used for storage.	☐

[1] 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
4.0 Lighting and Ventilation		
4.1	Kitchen should be provided with natural lighting and ventilation by means of windows which should be so constructed that:- (a) window faces into external air; (b) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and (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. Kitchen does 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 I) 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".	☐
4.2	All bathroom/toilets/_____should be provided with natural lighting and ventilation by means of windows which should be so constructed that:- (a) window faces into open air; (b) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and (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. Bathroom/toilets/_____at_____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 I) 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".	☐

	Items	Applicable
5.0 Sanitary fitments and pipeworks		
5.1.	The club premises should be provided with adequate number of sanitary fitments. It is necessary, therefore, to provide :- (a) _____extra W.C. (s) ; (b) _____extra bath and/or showers ; and (c) _____extra wash basins.	☐
5.2	The bathroom/toilet should not open directly into a room or area for manufacturing/ preparation/ storage of food, e.g. kitchen/ pantry/ bar etc.	☐
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.	☐
5.4	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. Photo record of drainage works **(concealed work only)** should be submitted together with "Report of Completion".	☐
5.5	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. Photo record of drainage works **(concealed work only)** should be submitted together with "Report of Completion".	☐
5.6	Condensate pipe for air conditioning system should be properly installed and connected to a drainage system. Photo record of drainage works **(concealed work only)** should be submitted together with "Report of Completion".	☐
5.7	uPVC or PVC piping may be used internally, subject to the following conditions:- (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 (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. Photo record of drainage works **(concealed work only)** should be submitted together with "Report of Completion".	☐

	Items	**Applicable**
5.8	Floor drains should be provided to kitchen, pantry, bathroom and/or toilets.	☐
5.9	Grease traps should be provided to each sink a room or area for manufacturing/ preparation/ storage of food, e.g. kitchen/ pantry/ bar etc.	☐
5.10	For club premises in existing village type houses in the New Territories, the discharge of effluent should be to the satisfaction of the Licensing Authority and other concerned Government Departments.	☐
5.11	Water proofing Suitable waterproofing materials should be applied to the structural concrete slabs of the toilets/ bathrooms/ kitchen/ pantry/ bar/ lounge 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. 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. Invoice, catalogue and photo record should be submitted together with "Report of Completion".	☐

	Items	Applicable
6.0 Minor Work Control System		
6.1	Based on the submitted layout plan and the site inspection findings, your application may involve but not limited to the carrying out of the following 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. (i) Erection of partition walls (ii) Thickening of floor slabs (iii) Erection/ alteration of sub-divided flats (iv) Formation/ reinstatement of openings in a slab (v) Construction/ alteration/ repair/ replacement/ removal of windows or window walls (vi) Erection/ alteration/ removal of supporting frames for air-conditioning units or any associated air ducts projecting from the external wall (vii) Erection/ alteration/ removal of external ventilation duct works or associated supporting frames located on grade or a roof (viii) Erection/ alteration of ventilation duct works or associated supporting frames inside a building (ix) Erection/ alteration of fire dampers in ventilation system (x) Erection/ alteration/ repair/ removal of drain pipes (xi) Erection/ alteration/ removal of canopies/ retractable awnings for an opening (xii) Erection/ alteration/ removal of signboards (xiii) Removal of unauthorised structures (xiv) Alteration to external reinforced concrete walls (xv) Erection/ alteration/ removal of protective barrier (MW items will be added or deleted as appropriate according to the actual situation) For Class I & II Minor Works Items, copy of specified form and supporting documents/plans/photos submitted to the BD and corresponding acknowledgement letter issued by BD should be submitted together with "Report of Completion". 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".	☐

7.0 Other Requirements		
7.1	**Protective barrier** Where there is a difference in adjacent levels greater than 600mm, protective barriers have to be provided. These barriers should be (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; (b) at a height above the higher of the adjacent levels of not less than 1.1m; and (c) constructed as to inhibit the passage of articles more than 100mm in their smallest dimension.	☐
7.2	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.	☐
7.3	Erection of signboard shall be subject to (i) prior approval and consent from the BA or (ii) Minor Work Control System. 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".	☐
7.4	Notices stating "只招待會員(MEMBERS ONLY)" in both Chinese and English, to indicate the subject club only served members, should be clearly displayed at the conspicuous locations within 3 metres from the entrance(s). The size of each Chinese word / character should not be less than 60mm by 60mm. English should be written in block letters of not less than 60mm high.	☐
7.5	Demolish or remove the following unauthorized building works and reinstate the affected areas in accordance with the approved building plan.	☐
7.6	Gas cooking should only be carried out inside kitchen.	☐
7.7	Special requirement(s):- (a)	☐

	Items	Applicable
8.0 Submission of documents for Report of Completion		
8.1	4 sets of building plans, 3 sets of drainage plans and 3 sets of ventilation plans for the completed works should be submitted.	☐
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.	☐
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.	☐

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Appendix I

Natural Lighting and Ventilation

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

Kitchen

2. The Licensing Authority may permit the reduction or omission of natural lighting and ventilation for 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 6000mm^2 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 Licensing 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.

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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.

(c) Club premises fall into 2 types as follows :

(1) **Low Fire Potential** which means either:-

(i) a club do not exceed 126 square metres in floor area; or

(ii) a club, although over 126 square metres in floor area, meet **ALL** of the following conditions:-

- The average quantity of combustible materials in the seating accommodation does not exceed 60 kilograms per square metre;
- The area partitioned by combustibles materials does not exceed 30% of the total area occupied; and
- No more than 50% of the total area of the designed openable/breakable windows, or 25% of the upper parts, are obstructed by decoration of sealed up.

(2) **High Fire Potential** which means a club over 126 square metres in floor area and meet **ANY** of the following conditions:

(i) The average quantity of combustible materials in the seating accommodation exceeds 60 kilograms per square metre; or

(ii) More than 30% of the seating accommodation are partitioned by combustible materials to form cubicles(s); or

(iii) The designed openable/breakable windows are obstructed by decoration or sealed up for more than 50% of the area totally, or 25% of these area on the upper part.

	Items	Applicable
1.0 General Fire Safety Requirements		
1.1	All combustible materials used as false ceilings, partitions or wall furnishings shall be treated with two coatings of fire retardant paint/ solution on all exposed parts and certified by a Class II Fire Service Installation (FSI) Contractor.	☐
1.2	All draperies and curtains shall be:- (i) Treated with flame retardant solutions and certified by a Class II FSI Contractor; or (ii) Made of materials containing fire resistant fibres and acceptable to the Director of Fire Services.	☐
1.3	The windows of the club premises shall not in any way be obstructed by any decoration or sealed up for more than 50% of the designed openable/ breakable windows areas totally, nor 25% of these areas located on the upper part, unless protected by a dedicated smoke extraction system.	☐
1.4	All designated exits inside the licensed premises shall be indicated by exit signs with specifications in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment.	☐
1.5	If an exit sign is not clearly visible from any location in the premises, directional signs with specifications in accordance with the Codes 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.	☐
1.6	The electrical installation shall be inspected, tested and certified by registered electrical worker/ contractor certificated by the Director of Electrical and Mechanical Services. A copy of the certificate shall be forwarded to the Licensing Authority as proof of compliance.	☐
1.7	All fire service installations (FSI) and equipment provided for the clubs shall be retained and maintained in efficient working order. (Where alterations and additions are required, such work shall be carried out by a registered FSI Contractor and a certificate issued to the owner with copy forwarded to the Director of Fire Services and the Licensing Authority within 14 days.)	☐

	Items	Applicable
1.8	Portable fire fighting equipment of the approved type, over and above those installed for the occupation of the building, shall be provided at the following scale:-	
	(a) One x 9L Water/CO_2 fire extinguisher (FE) for every 100 square metres of club premises;	☐
	$\frac{\text{Area of Premises in sq. m}}{\text{FE 100}} = \_\_\_\_\_ \text{Water/}CO_2$	
	(b) _____x 4.5 kg CO_2 extinguisher or 2 kg dry powder extinguisher in the kitchen/soda fountain;	☐
	(c) One x 1.44 m^2 fire blanket for every 3 frying pans/woks using oils/fat for deep frying;	☐
	$\frac{\text{Number of Frying Pans/Woks}}{3} = \_\_\_\_\_$ Fire Blanket	
1.9	The ventilation system, including any exhaust ducting in kitchen, shall be inspected by the Ventilation Division of the Fire Services Department to certify compliance with the standards stipulated in the Building (Ventilating Systems) Regulations and FSD Circular Letters where applicable. Detailed drawings showing layout of the ventilating system shall be submitted through the Licensing Authority to the Ventilation Division of the Fire Services Department for approval, and a copy of letter of compliance shall be submitted to the Licensing 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 "maintenance certificate" shall be forwarded to the Licensing Authority as proof of compliance.	☐
1.10	A manual fire alarm system in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment with the operating switch at each of the following locations:-	☐
	(i) near each exit;	
	(ii) at the main entrance;	
	(iii) the cashier counter; and	
	(iv) outside the kitchen (if provided)	

	Items	Applicable
1.11	Where the premises are partitioned into cubicles/rooms for use by members/guests, every such cubicle/room shall be provided with a fire alarm bell connected to the main system.	☐
1.12	The club management shall comply with the additional requirements for Self-contained Luminaries Emergency Lighting System at Appendix IIA.	☐
1.13	If Polyurethane (PU) foam filled mattresses and upholstered furniture are used in the club, 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 IIB).	☐
1.14	It is noted that sprinkler system has been provided in your club 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.	☐
1.15	Visual alarm signals in addition to audio warning device shall be provided to the entire premises. The design of which shall be in accordance with the Codes of Practice for Minimum Fire Service Installations & Equipment to form part of the fire alarm system.	☐
1.16	The carpets being used within the protected means of escape of the club shall comply with ASTM E-648, the USA Standard for assessment of textile floor covering or BS5287 as conforming to low radius of effects of ignition when tested in accordance with BS4790, 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.	☐
1.17	When a ventilation/air conditioning control system to the club is provided, it shall stop mechanically induced air movement within a designated fire compartment.	☐
1.18	A fire service installations control panel shall be installed near the main entrance or the management office inside the club.	☐
1.19	Two copies of the layout of updated fire service installations and equipment provided in the premises shall be submitted to the Office of the Licensing Authority.	☐
1.20	The requirements for the use of fuel in kitchen are stipulated in Appendix IIC.	☐
1.21	The requirements for the use of fuels in the seating accommodation are stipulated in Appendix IID.	☐

	Items		Applicable
1.22	(Low Fire Potential)	A sprinkler system shall be:- (i) provided in basement premises as the area exceeds 126 square meters. (ii) provided in the premises as the area exceeds 230 square meters.	☐
1.23	(High Fire Potential)	Fire service installations at the following scales shall be provided for the premises:- (i) For premises occupying an area exceeding 126 but less than 230 square metres. ➢ A hydrant/hose reel system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. ➢ A fire detection system shall be provided in accordance with BS 5839 : Part I or other standards acceptable to the Director of Fire Services. 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 premises. ➢ A dedicated smoke extraction system as the alternative to reinstating at least 50% of the designed openable/breakable windows to their original condition. or ➢ A sprinkler system provided in the premises.	☐

	Items		Applicable
1.23	(High Fire Potential)	(ii) For premises occupying an area exceeding 230 square metres but less than 7000 cubic metres in cubic volume. ➢ A hydrant/hose reel system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. ➢ A sprinkler system provided in the premises. ➢ A dedicated smoke extraction system as the alternative to reinstating at least 50% of the designed openable/breakable windows to their original condition. or ➢ The sprinkler heads of the sprinkler system shall be of the fast response type and each spaced to protect an area of 9 square metres for premises in curtain wall buildings or basements. ➢ Each exit shall be provided with schematic signs firmly fixed on the wall outside to depict the layout of the premises. These signs shall be made of yellow plastic of not less than 300mm wide and 300mm high and engraved to the scale of not more than 1:200 with the following information. - general layout of the premises showing the rooms partitioned, locations of furniture and fixtures; - passages designed for circulation and evacuation, and the related exits/doors; and - the locations of electrical main switch and fuel supply valve.	☐

	Items		Applicable
1.23	(High Fire Potential)	(iii) For premises with a cubic volume of exceeding 7000 cubic metres. ➢ A hydrant/hose reel system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. ➢ A sprinkler system provided in the premises. ➢ A dedicated smoke extraction system as the alternative to reinstating at least 50% of the designed openable/breakable windows to their original condition. In respect of premises located in curtain-walled buildings or basements, this system shall be provided. ➢ Each exit shall be provided with schematic signs firmly fixed on the wall outside to depict the layout of the premises. These signs shall be made of yellow plastic of not less than 300mm wide and 300mm high and engraved to the scale of not more than 1:200 with the following information. - general layout of the premises showing the rooms partitioned, locations of furniture and fixtures; - passages designed for circulation and evacuation, and the related exits/doors; and - the locations of electrical main switch and fuel supply valve.	☐

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Appendix IIA

Requirements for Emergency Lighting Systems with Central Power Supply

A. Definition

1. Luminaire means an apparatus which distributes, filters and transforms the light given bya lamp or lamps and which includes all the items necessary for fixing and protecting these lamps and for connecting them to the central supply circuit. It shall conform to the requirements of BS 5266-1: 2016 and BS EN 1838: 2013 unless otherwise specified below.

2. Centrally supplied emergency lighting luminaire means a luminaire for maintained or non-maintained operation which is energized from a central emergency power supply system that is not contained within the luminaire.

B. Specification

3. The emergency lighting systems shall comply with BS 5266-1: 2016 and BS EN 1838: 2013 and the relevant requirements of the *Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment* unless otherwise specified below.

4. Batteries used shall be of heavy duty and rechargeable (secondary) type; batteries of primary cells of any type whatsoever will not be acceptable.

5. 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:

   (a) the battery is an enclosed type and its entire installation shall conform to
      (i) BS EN IEC 62485-1: 2018 and BS EN IEC 62485-2: 2018 with capacity not exceeding 400 amphere-hours; or
      (ii) BS EN 50272-1: 2010 and BS EN 50272-2: 2001 with capacity not exceeding 400 amphere-hours; or

   (b) the battery is of the valve regulated type conforming to BS EN 60896-21: 2004 and BS EN 60896-22: 2004.

6. All batteries for emergency lighting circuits shall be kept fully charged at all times.

7. Power Supply for Cinemas / Theatres / Premises for Entertainment Purposes

(a) For cinemas / theatres / premises for entertainment purposes accommodating 500 persons or less, the emergency lighting system shall be capable of maintaining the stipulated lighting level for a minimum period of 1 hour with power supplied either from a dedicated uninterruptible power supply (UPS) system or from a central battery DC supply system conforming to BS EN 50171: 2001; or

(b) For cinemas / theatres / premises for entertainment purposes accommodating more than 500 persons, the emergency lighting system shall be:

(i) maintained for a minimum period of 2 hours with power supplied either from a dedicated UPS system or from a central battery DC supply system conforming to BS EN 50171: 2001; or

(ii) maintained for a minimum period of 1 hour with power supplied either from a dedicated UPS system or from a central battery DC supply system conforming to BS EN 50171: 2001 on the condition that the supply system is backed up by an emergency generator conforming to the standard as stipulated in the *Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment.*

8. 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 cinemas / theatres / premises for entertainment purposes 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 system is not additionally backed up by emergency generator. For emergency lighting system backed up by emergency generator, the time required to fully recharge the battery system shall not be more than 24 hours.

9. Wherever applicable, the supply from the batteries shall feed a main distribution fuse board and thence be subdivided to four sub-distribution fuse boards as follows:

— Exit lighting

—Stair lighting

—Auditorium lighting

—Stage lighting

10. Outgoing circuits shall be suitably protected by fuses / protective device conforming to the relevant requirements of the *Code of Practice for the Electricity (Wiring) Regulations* issued by the Electrical and Mechanical Services Department.

11. The emergency lighting system shall be wired with fire resisting cables conforming to:

    (a) BS EN 50200: 2015 (PH60) and Annex E of BS EN 50200: 2015 (a duration of survival time of 30 minutes) and one of the following standards:
        (i) BS EN 60702-1: 2002 + Al: 2015 & BS EN 60702-2: 2002 + Al: 2015
        (ii) BS 7629-1: 2015 (Cat. Standard 60)
        (iii) BS 7846: 2015 (Cat. F2 for cables of overall diameter not exceeding 20mm); or
    (b) BS 6387: 2013 Cat. CWZ; or
    (c) BS 7846: 2015 (Cat. F60 for cables of overall diameter exceeding 20mm).

    Remark: The use of fire resisting cables may be exempted under the relevant conditions stipulated in FSD Circular Letter No. 2/2017 - Minimum Fire Resisting Cable Requirements for Fire Service Installations.

12. All luminaires in the emergency lighting system shall be compliant with the glow wire test as stated in sub-clause 13.3.2 of IEC 60598-1 but at a temperature of 850^{O}C. The luminaires shall be permanently fixed in position.

13. Upon failure of the normal 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.

C. <u>Other Requirements</u>

14. Batteries in celluloid containers shall not be installed, stored or used.

15. A margin allowance of $12^{1}/_{2}$% of the total required battery capacity (ampere-hour rating not voltage) shall be provided, i.e. 100% +$12^{1}/_{2}$%=$112^{1}/_{2}$%.

16. A diagram showing details of the distribution system and the circuit wiring of the emergency lighting system shall be posted adjacent to the electrical wiring diagram(s) of the main distribution board.

17. 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

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

18. All luminaires shall have equal lumen output and distribution characteristics giving equal intensity of light in all material directions. Each luminaire shall be so 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 above the finished floor level.

19. The minimum number of lamps required in any luminaires shall not be less than two (Note: If only one luminaire was provided and a lamp failure occurred, a hazardous situation would result). The luminaires shall be permanently fixed in position.

20. Facilities exceeding $8m^2$ gross floor area and facilities of less than $8m^2$ without borrowed light shall 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 obtained from an adjacent reliable source such as emergency lighting luminaires, exit signs and directional signs that is available at all material times. Escape lighting means part of emergency lighting which is provided to ensure the escape route is illuminated at all material times.

21. In the event of failure of the normal lighting, the public shall, unless the capacity of the battery is sufficient to maintain the specified conditions for a minimum period of 4 hours, within 1 hour be required to leave the building / premises and they shall not be re-admitted until the normal lighting has been fully restored and the emergency lighting system recharged.

22. Routine Inspections and Tests

(a) 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 shall be provided for the purpose only and shall be so regulated that the battery cannot discharge appreciably under normal conditions.

(b) Once every month a functional test in accordance with BS EN 50172: 2004 not longer than 10% of rated duration should be carried out.

(c) 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 nickel-cadmium. For other types of battery, advice from the manufacturer of the battery / system shall be sought and that shall also be acceptable to the Director of Fire Services.

(d) Once twelve-month a full rated duration test should be carried out and the result should be entered in a register.

(e) The luminaire should be functioning properly to maintain the stipulated lighting level and the normal power supply should be restored after the test.

(f) If automatic testing devices are used, paragraphs C.22(b) to C.22(e) should be complied with.

23. The luminaires of emergency lighting system conforming to the requirements as stipulated in paragraph B.12 above shall be tested and certified by a testing organization recognized by the Fire Services Department or a local university laboratory competent to carry out the relevant tests and certification.

24. Performance as stipulated in paragraphs B.7, B.8 and B.13 above shall be verified by a Registered Fire Service Installation Contractor / Works Specialist / Works Agent by means of manufacturer's specifications/certificates/calculations and testing & commissioning conducted on site.

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. It shall conform to the requirements of BS 5266-1: 2016 and BS EN 1838: 2013 unless otherwise specified below.

2. Self-contained emergency lighting luminaire means a luminaire providing maintained or non-maintained emergency lighting in which all the elements, such as the battery, the lamp, the control unit and the test and monitoring facilities, where provided, are contained within the luminaire or adjacent (i.e. within 1 metre) to it.

B. Specification

3. Emergency lighting luminaires shall be compliant with the glow wire test as stated in sub-clause 13.3.2 of IEC 60598-1 but at a temperature of 850°C.

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:

   (a) BS EN 50200: 2015 (PH60) and Annex E of BS EN 50200: 2015 (a duration of survival time of 30 minutes) and one of the following standards:
   (i) BS EN 60702-1: 2002 + Al: 2015 & BS EN 60702-2: 2002 + Al: 2015
   (i) BS 7629-1: 2015 (Cat. Standard 60)
   (ii) BS 7846: 2015 (Cat. F2 for cables of overall diameter not exceeding 20mm); or
   (b) BS 6387: 2013 Cat. CWZ.

   Remark: The use of fire resisting cables may be exempted under the relevant conditions stipulated in FSD Circular Letter No. 2/2017 - Minimum Fire Resisting Cable Requirements for Fire Service Installations.

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 system shall be capable of maintaining the stipulated lighting levels for a minimum period of 2 hours (rated duration).

7. Upon failure of the normal 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 labeled "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. 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 luminaire failure. However, if the area of the premises is less than $16m^2$ and a hazardous situation will not occur in the event of luminaire failure, only one set of emergency lighting luminaire will be required. The luminaires shall be permanently fixed in position.

10. The minimum illumination provided at floor level by the emergency lighting systems 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

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 $8m^2$ gross floor area and facilities of less than $8m^2$ 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 obtained from an adjacent reliable source such as emergency lighting luminaires, exit signs and directional signs that is available at all material times. Escape lighting means part of emergency lighting which is provided to ensure the escape route is illuminated at all material times.

12. The emergency lighting system shall be installed / inspected and certified by a Registered Fire Service Installation Contractor.

13. The self-contained lighting luminaires of the emergency lighting system conforming to the requirements as stipulated in paragraphs B.3 to B.8 above shall be tested and certified by a testing organization recognized by the Fire Services Department or a local university laboratory competent to carry out the relevant tests and certification.

14. Periodic tests shall be carried out to each luminaire according to the following procedures:

    (a) Once every month a functional test in accordance with BS EN 50172:2004 not longer than 10% of rated duration should be carried out

    (b) Once twelve-month a full rated duration test should be carried out and result should be entered in a register.

    (c) The luminaire should be functioning properly to maintain the stipulated lighting level and the normal power supply should be restored after the test.

    (d) If automatic testing devices are used, Paragraphs C.14 (a) to C.14 (c) above should be complied with.

Appendix IIB

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.

Annex A

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)

抗火

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*
*刪去不適用者

Sample III (樣本 III)

抗火

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

Requirement for various fuels used in club premises

1. Scope

This document specifies the various fuels that may be used in club premises and prescribes the relevant fire safety requirements.

2. Restriction

2.1 Liquefied Petroleum Gas (LPG) is not permitted :

2.1.1 In any quantity if the kitchen of the club premises is located on any floor below ground level;

2.1.2 In quantities exceeding 130 litres water capacity contained in portable cylinders if the kitchen of the club premises is located on or above ground floor level;

2.1.3 LPG cylinders should not be installed in commercial premises to supply fixed gas appliances for catering purposes unless a central LPG, or Towngas, supply is unavailable;

2.2 The following fuels may be used in kitchens of club premises without any restriction:

2.2.1 Electricity;

2.2.2 Towngas or Towngas (SNG)

2.3 The following fuels may be used in kitchens of club premises subject to the conditions stipulated for fire safety. There may be other requirements related smoke emission control in which respect the approval of Director of Environmental Protection should be obtained.

2.3.1 Solid fuels such as wood and coal;

2.3.2 Liquid fuels such as diesel and kerosene;

2.3.3 LPG in aggregate quantity below 130 litres water capacity, the kitchen of the club premises should be located on or above ground floor level and the 'Gas Utilisation Guidance Note 6' prepared by the Gas Authority to be complied with.

3. Electricity

3.1 The electrical system shall be designed and installed by contractors :

3.1.1 Certificated by the Director of Electrical and Mechanical Services.

3.2 The materials used and safety devices installed shall conform to legal requirements and as specified by the respective power company. In particular :

3.2.1 Each item of fixed electric catering equipment shall be provided with a readily accessible electric isolator/switch to cut off all live conductors in the event of emergency. These isolators/switches shall be clearly identified in English and Chinese and by letters and characters as large as practicable which items of equipment they control;

3.2.2 All electrical wiring to fixed electric catering equipment shall be installed within metal conduit and/or trunking systems to provide protection from mechanical damage. As an alternative to protect short lengths, flexible conduit to BS 731 Part I may be acceptable.

3.3 The installation shall be inspected and a stability certificate issued by the respective power company or a registered electrical worker/ contractor certificated by the Director of Electrical and Mechanical Services. This certificate shall be forwarded to the Licensing Authority as proof of compliance.

4. Towngas/Towngas (Synthetic Natural Gas (SNG) / Liquefied Petroleum Gas (LPG)

4.1 The existing Towngas/LPG installation shall be overhauled by Towngas Co./registered gas contractor*. A copy of the job card, completed by the contractor to this effect, shall be submitted to the Licensing Authority. The overhaul must include a soundness test of the gas installation at normal working pressure, the servicing of gas appliances to ensure correctness of operation; and a check for adequate ventilation.

4.2 The Towngas/LPG installation shall be installed by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner :-

(a) Certificate of Compliance – To be submitted before installation work is carried out.

(b) Certificate of Completion – To be submitted after installation work is completed and/or in commission.

4.3 The alteration to the Towgas/LPG installation shall be carried out by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner.

(a) Certificate of Compliance – To be submitted before alteration work is carried out.

(b) Certificate of Completion – To be submitted after alteration work is completed and/or in commission.

* who shall employ installers registered for relevant classes of work (i.e. Class 5, 6 and 7)

5. Solid Fuels

5.1 A chimney shall be erected and provide with :

5.1.1 An inspection door at the bottom; and

6.1.1 A spark arrestor constructed of wire gauze having an aperture size not greater than 1.25mm.

6. Diesel

6.1 The service tank shall not be more than 500 litres maximum capacity.

6.2 The service tank should preferably be located in open air. Where this is not practicable it shall be contained in separate room constructed of 100mm brick of 75mm cement concrete to give a fire resisting period (FRP) of one hour and provided with a sill, a bund wall or metal tray forming a retaining space of sufficient capacity to hold the entire contents in the event of a leakage or fire.

6.3 A robust gauge shall be provided for measuring the contents of the service tank. Glass type gauges shall not be used.

6.4 The oil supply pipe to the burner(s) shall be fitted with a remote control valve at an easily accessible location outside the kitchen, clearly indicated in English and Chinese and in capital letters and characters as large as practicable.

6.5 A catchment of metal tray shall be provided under each burner.

6.6 A chimney shall be erected and provided with :

6.6.1 An inspection door at the bottom; and

6.6.2 Sufficient access to the ducting for regular removal of the accumulated grease.

7. Kerosene

7.1 The capacity of this system shall not exceed 20 litres and a separate licensable store shall be provided for any additional supply in excess of this quantity.

7.2 If the system incorporates a pressure vessel :

7.2.1 The pressure vessel shall be provided with;

(i) a pressure gauge,

(ii) a pressure release valve, and

(iii) a safety valve

7.2.2 The pressure vessel shall be separated from the burners;

7.2.3 Only copper piping shall be used to connect the pressure vessel and the burner(s). The piping shall be;

(i) fixed to the walls except the length of 600mm from the burner which shall be arranged in a flexible coil to allow cleaning.

(ii) fitted with a stop valve at either end.

7.2.4 The pressure vessel and all burners shall be installed in fixed positions to prevent accidental overturning when in use;

7.3 If the system incorporates an electric pump:

7.3.1 the kerosene container shall be;

(i) bunded or placed in a metal tray so as to form a retaining space of sufficient cubic capacity to hold the entire contents.

(ii) provided with 3mm self-closing lid.

7.3.2 The electric pump shall be ;

(i) separated from the burners.

(ii) provided with an independent switch at an easily accessible location. The "ON/OFF" positions shall be clearly identified in English and Chinese and by capital letters and characters as large as practicable.

7.3.3 Only copper piping shall be used to connect the electric pump and the burner(s). The piping shall be:

(i) fixed to the walls except the length of 600mm from the burner which shall be arranged in a flexible coil to allow cleaning.

(ii) fitted with on/off tap on either end.

7.3.4 A catchment or metal tray shall be provided under the burner(s).

8. Fuel for food warming and water boiling outside kitchen

8.1 On compliance with the requirements stipulated in paras. 3 and 4 above, electricity, towngas and LPG in piped supply may be used for food warming and water boiling outside kitchen. Cooking shall be carried out inside kitchen.

Appendix IID

Requirements for various fuels used in seating accommodation of club premises serving barbecue food and/or hot pot

1. Scope

This document specifies the various fuels that may be used in seating accommodation of club premises serving barbecue food and/or hot pot and prescribes the relevant fire safety requirements.

2. Restriction

2.1 The following fuels are not permitted for use in seating accommodation:

2.1.1 solids such as fire wood and coal;

2.1.2 Liquids such as diesel and kerosene;

2.1.3 LPG in any quantity if the premises are located on any floor below ground floor level;

2.2 The following fuels are permitted for use in seating accommodation:

2.2.1 Electricity;

2.2.2 Towngas/Towngas (SNG);

2.2.3 LPG in piped supply if the premises are located on or above ground floor level where;

(i) the gas is supplied through a central system or

(ii) suitable space is available for the construction of a dangerous goods store for LPG cylinders to provide piped supply.

2.2.4 LPG in cartridge type cylinders each does not contain more than 500 grams of LPG if the premises are located on or above ground floor level.

3. Electricity

3.1 The electrical system shall be designed and installed by contractors:

3.1.1 Registered either by the China Light and Power Company Limtied or the Hong Kong Electrical Company Limited; or

3.1.2 Certificated by the Director of Electrical and Mechanical Services.

3.2 The materials used and safety devices installed shall conform to the legal requirements and as specified by the respective power company. In particular:

3.2.1 Every electric circuit containing sockets for use with catering equipment shall be protected by,

(a) A residual current device of sensitivity not exceeding 30 mA, and

(b) fixed or flexible conduit against mechanical damage.

3.2.2 The wiring between the plug and the catering equipment shall be carried out in heat resistant cable.

3.2.3 an over-temperature cut out thermostat shall be fitted to every catering equipment using oil/fat as cooking medium, to prevent these from reaching flash point temperature.

3.2.4 The catering equipment shall be securely fixed to the tables and suitably isolated to avoid igniting the surrounding combustibles.

3.3 The installation shall be inspected and stability certificate issued by the respective power company or a registered electrical worker/contractor certificated by the Director of Electrical and Mechanical Services. This certificate shall be forwarded to the Office of the Licensing Authority as proof of compliance.

4. Towngas/Towngas (Synthetic Natural Gas (SNG)/Liquefied Petroleum Gas (LPG)

4.1 The existing Towngas/LPG installation shall be overhauled by Towngas Co./registered gas contractor*. A copy of the job card completed by the contractor to this effect, shall be submitted to the Licensing Authority. The overhaul must include a soundness test of the gas installation at normal working pressure, the servicing of gas appliances to ensure correctness of operation; and a check for adequate ventilation.

4.2 The Towngas/LPG installation shall be installed by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner :-

(a)	Certificate of Compliance	-	To be submitted before installation work is carried out.
(b)	Certificate of Completion	-	To be submitted after installation work is completed and/or in commission.

4.3 The alteration to the Towngas/LPG installation shall be carried out by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner.

(a)	Certificate of Compliance	-	To be submitted before alteration work is carried out.
(b)	Certificate of Completion	-	To be submitted after alteration work is completed and/or in commission

* who shall employ installers registered for relevant classes of work (i.e. class 5, 6 and 7).

PART III : Sample Licence Conditions

1. *This Certificate is the property of the Government of the Hong Kong Special Administrative Region and must be surrendered on cancellation. On cancellation, neither the Certificate fee nor part thereof shall be returned unless the Secretary for Home Affairs (hereafter called the Secretary) otherwise directs.*
2. *This Certificate or a certified true copy issued by the Secretary shall be displayed in a prominent position at the licensed premises at all times and must be produced for inspection on demand.*
3. *Except with the written permission of the Secretary, the Certificate holder shall not alter, amend or otherwise change the layout of the premises licensed from the drawings registered by the Secretary.*
4. *The operation, keeping, management and other control of the club-house shall be under the continuous and personal supervision of the Certificate holder.*
5. *No alteration shall be made to any part of the Certificate, except those properly endorsed by the Secretary.*
6. *The maximum number of persons to be allowed in the premises at any one time (including staff) shall be_____.*
7. *The Certificate holder shall comply with the requirements of a direction as may be given from time to time by the Secretary under Sec. 19 of the Clubs (Safety of Premises) Ordinance.*
8. *The Certificate holder shall be subject to any other conditions which the Secretary may impose and notify in writing addressed to the Certificate holder at his last known address.*
9. *The Certificate is not personal to the Certificate holder or the occupier.*
10. *Notwithstanding the fact that the Registered Drawings form part of the Certificate, 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 club-house must be operated within the licensed area as shown on the Registered Drawings of this Certificate.*
12. *The club shall only be operated for affording its members facilities for social intercourse or recreation and the club-house shall at all times be used by the club, its members and their accompanied guests.*
13. *An updated membership register shall be kept inside the club-house. Such register must be produced for inspection on demand. The information in the register shall be sufficient for identification of the members directly.*
14. *The Certificate holder 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 Certificate holder shall deliver a copy of the certificate of fire service installations and equipment (F.S. 251) to the Secretary 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.*
15. *The Certificate holder shall at all times keep fire service installations and equipment in the licensed premises in efficient working order and free from obstruction.*
16. *Depositing of combustible materials shall not be allowed within corridors.*
17. *The usage and storage of dangerous goods shall comply with the Dangerous Goods Ordinance (Cap. 295).*
18. *All required means of escape shall be kept free from obstructions 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 Secretary.

19. *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.*

20. *All externally hung or mounted signages and other appendages for or on the licensed premises should be regularly inspected and maintained in a structural safe condition and any signs of danger or dilapidation should be remedied immediately.*

21. *Alteration, addition and renovation accepted by the Secretary 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 Secretary must be obtained. The Certificate holder shall complete the works to the satisfaction of the Secretary and within 14 days of completion of the works, submit the Report of Completion together with the required documents as specified therein.*