HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY

Standard Licensing Conditions

Part I : Building Safety Conditions
Part II : Fire Safety Conditions

(Generally for holiday flats of guesthouse layout in existing buildings but may be used in connection with other types of building)

[SECTION TWO]

GENERAL (Please read carefully)

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

(ii) The works are based upon construction and materials having a fire resisting period of $^{1}/_{2}$ hour, unless otherwise stated.

(iii) Your attention is drawn to the necessity for proper maintenance of the approved means of escape and of any other required works. The provision and maintenance of all self-closing fire-resisting doors is an essential feature of the arrangements and on no account should such doors be permitted to be held open by hooks, wedges or similar devices. Any conditions restricting the use of the building or of any part thereof should be strictly observed.

(iv) No storage of any description, combustible furniture or portable heaters are to be allowed within any part of the escape routes which must be kept clear for means of escape purposes and free from any possible source of fire.

(v) You are advised that all externally hung signs for or on your premises should be regularly and frequently maintained and any signs of danger or dilapidation should be remedied immediately or they may generate removal proceedings by the Authority.

(vi) All fire service installations and equipment shall be installed to the satisfaction of the Director of Fire Services, by a Registered Fire Service Installation Contractor of the appropriate class and a copy of the "Certificate of Fire Service Installations and Equipment " (Form FS 251) shall be submitted to the Authority.

(vii) Your attention is drawn to the necessity for proper maintenance of the approved Fire Service Installations and Equipment and to ensure they are free from obstruction at all times. Any conditions restricting the use of the building or of any part thereof should be strictly observed.

(viii) No storage of dangerous goods in excess of exempted quantity is permitted without a licence or approval granted by the Director of Fire Service, and to this effect a copy of such licence or approval shall be submitted to the Authority.

(ix) All exit routes are to be kept free from obstructions at all times and exit doors should be maintained openable from inside without the use of a key.

(x) Licensing Authority : the whole of the works shall be carried out to the satisfaction of the Hotel & Guesthouse Accommodation Authority.

(xi) Building Authority : some of the required works are classified as building works and are, as such, subject to the separate APPROVAL and CONSENT of the Building Authority under Sec. 14 of the Buildings Ordinance, you must therefore employ an Authorized Person or Registered Structural Engineer to act on your behalf, where this type of work is to be carried out.

PART I : BUILDING SAFETY CONDITIONS

Definitions

1. "Exit door" means a door from a storey, flat or room, which door gives access from such storey, flat or room on to an exit route.

2. "Exit route" means a route by which persons in any storey of a building may reach a place of safety outside the building and may include a room, door-way, corridor, stairway or other means of passage not being a revolving door, lift or escalator.

3. "Fire resisting period" means the period for which any element of construction, door or fire shutter is capable of resisting the action of fire when tested in accordance with BS 476 : Parts 20 to 24 : 1987 or as specified in the schedule.

4. "Travel Distance" means the distance required to be traversed from any point in a storey of a building to either :-

   (a) the fire resisting door in the staircase enclosure; or

   (b) if there is no such door, the first stair tread of the staircase.

Conditions

1. Bedroom nos. do not have a floor to ceiling height of 2m and are required to be modified.

2. Bedroom nos. do not have adequate natural lighting an ventilation and are required to be modified so that :-

   (a) the total area of glazing is not less than one-tenth of the floor area of the room; and

   (b) one-sixteenth of the floor area is openable with the top being at least 2m above the floor level.

   The windows shall also face into the external air and you should contact this office to discuss the matter further.

3. (1) The bathroom/W.C.to room nos. and/or the communal toilets do not have adequate natural lighting and ventilation and require to be modified so that :-

      (a) the total area of glazing is not less than one-tenth of the floor area of the room; and

      (b) one-tenth of the floor area is openable with the top being at least 2m above the floor level.

However, internal bathrooms/W.C. may be permitted subject to artificial lighting and ventilation. (See attached Appendix A)

(2) The kitchen does not have adequate natural lighting and ventilation and requires modification so that :-

(a) the total area of glazing is not less than one-tenth of the floor area of the room; and

(b) one-sixteenth of the floor area is openable with the top being at least 2m above the floor level.

4. The number of sanitary fitments provided is less than required. It is necessary, therefore, to provide :-

(a) _____ extra W.C. (s) ;

(b) _____ extra bath and/or showers ; and

(c) _____ extra wash hand basins.

5. The construction of the walls (shown coloured red on the attached plan) are not of one hour fire resisting period. These walls require to be re-constructed in accordance with Tables A or B of the Code of Practice on Fire Resisting Construction. (See attached Appendix B)

6. The construction of the corridor walls (shown coloured blue on the attached plan) are not of $^{1}/_{2}$ hour fire resisting period. These walls require to be re-constructed in accordance with Tables A or B of the Code of Practice on Fire Resisting Construction. (See attached Appendix B)

7. The doors (shown coloured green on the attached plan) are not of $^{1}/_{2}$ hour fire resisting period. These are to be re-placed with doors complying with Paragraph 14 of the Code of Practice on Fire Resisting Construction and be not less than 650mm in width, and not open over the escape route. (See attached Appendix C)

8. The pipes or ducting passing through partition walls mentioned in paragraph 5 and/or 6 above, are not provided with suitable fire resisting protection and/or ducting or dampers to preserve the integrity of these walls, and should be modified accordingly.

9. The void between the false ceiling and the underside of the floor above, within the corridor is being used for storage. This use is to be discontinued.

10. The corridor width is not acceptable and requires to be modified so that it is not less than 750mm throughout.

11. The position of the kitchen poses a hazard to the escape from the holiday flat and, is therefore, not acceptable in this position; please contact this office for further information.

12. The kitchen shall 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.

13. The kitchen shall be enclosed by walls having an FRP of 1 hour and doors having an FRP of 1/2 hour where the kitchen opens onto an exit route a protected lobby shall be provided.

14. The toilet shall not open directly into a kitchen, and shall be modified accordingly.

15. The maximum travel distance (shown by broken black line on the attached plan) from the farthest point of bedroom no. to the main exit door/to the point where escape is possible in two directions, is in excess of that permitted, and the layout must therefore be revised.

16. Please refer to item of paragraph B at page 2 of the accompanying letter, with regard to the unauthorized building works which shall be completely removed, and the premises made good to its original state.

17. The metal security gate at the entrance to the guesthouse is unacceptable and must be removed. It may be replaced by a sliding/collapsible metal gate and you should contact this office for further information.

18. Seating/communal area shall not be located within the exit route. If a seating/communal area is to be provided it shall be separated from the exit route by walls and door having 1/2 hour FRP. (See attached Appendix B and C)

19. The clear height in the exit route(s) shall not be less than 2m.

20. Under the circumstances of the premises you are advised that the maximum number of persons (including staff) that can be accommodated will be limited to under the Conditions of Licence.

21. For all building materials required to have specified fire resisting period under this Standard Licensing Conditions (LASC-III Section Two Part I) or the Special Conditions, supporting documents including supplier's certificate, test report, delivery note and construction photos shall be submitted to the Licensing Authority as proof of compliance of the Conditions so stipulated.

22. For all critical construction works to be concealed under finished works, including drainage works, fire resisting construction works, waterproofing works and duct-works passing through fire resisting walls, etc., construction photos clearly showing the critical steps, components or details before covering up of which shall be submitted to the Licensing Authority. Otherwise, the applicant may be required to open up the finished works for verifying compliance with the relevant Standard Licensing Conditions (LASC-III Section Two Part I) or Special Conditions.

23. Any multi-tier/elevated beds to be provided in the premises shall comply with the requirements set out in the "Guideline on the Arrangement and Disposition of Multi-tier/Elevated Beds". (See attached Appendix D).

PART II : FIRE SAFETY CONDITIONS

1. NOTES

All requirements 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"

1.1 For the purpose of these conditions the following definitions shall apply :-

1.1.1 "Automatic actuating devices" means building components such as doors, shutters, dampers, fire curtains, etc., and the devices for automatically controlling their movement in the event of fire.

1.1.2 "Automatic fixed installations using water" means a system of water supplies, pumps, pipes, valves and delivery points so arranged as to automatically detect and instantaneously attack a fire with water and sound an alarm. Such requirements for this item may include Sprinklers, Drenchers, Deluge or Water Spray Systems as required and appropriate.

1.1.3 "Sprinkler systems" means a system designed to discharge water under pressure from sprinkler heads (detecting devices) at/or near the point of origin of the fire and to sound an alarm.

1.1.4 "Fire detection systems" means any system designed to detect automatically the presence of smoke, heat, combustion products or flame and give warning of same.

1.1.5 "Fire hydrant/hose reel systems" means an installation of pipes, water tanks, pumps, hydrant outlets and/or hose reels in a building to provide a ready means by which a jet of water can be delivered in any part of the building for the purpose of fire fighting.

1.1.6 "Emergency lighting" means a system of artificial lighting designed to provide adequate illumination and indication of exit route within a building under emergency conditions.

1.1.7 "Exit signs" means fixed illuminated signs indicating an approved exit route.

1.1.8 "Dynamic smoke extraction system" means a mechanical ventilating system capable of removing smoke and products of combustion from a designated fire compartment, and also supplying fresh air in such a manner as to maintain a specified smoke free zone below the smoke layer.

1.1.9 "Static smoke extraction system" means a smoke extraction system utilizing smoke reservoirs; localized ducting; and permanent openings and/or automatic opening of windows, panels or external louvers actuated by smoke detectors, to remove, on the principles of natural ventilation, smoke and products of combustion from a designated fire compartment.

Static smoke extraction system may be provided, as the alternative to the Dynamic smoke extraction system if ALL of the following three conditions are satisfied:

(a) smoke reservoirs each not exceeding 500 square metres in area can be provided under the ceiling by fixed or automatically operated smoke screens to the specifications as contained in Part V of the Codes of Practice for Minimum Fire Service Installations and Equipment, and

(b) the horizontal distance between the perimeter of any smoke reservoir and the external wall of the building where windows, panels or external louvers functioning as smoke outlets are installed, does not exceed 30 metres and that one side of the reservoir shall abut the external wall, and

(c) the aggregate area of windows, panels or external louvers functioning as smoke outlets is not less than 2% of the floor area this system serves, and that at least half of these outlets are operable by automatic actuating devices.

1.1.10 "Ventilation/air conditioning control systems" means an automatic control system, designed to stop mechanically induced air movement within a designated fire compartment, actuated by smoke detectors and provided with a central, manually operated back up facility.

N.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.

2. FIRE SAFETY CONDITIONS FOR PREMISES EXCEEDING 230 SQUARE METRES IN FLOOR AREA

2.1 All doors along exit routes shall be readily and conveniently openable from inside the premises without the use of a key.

2.2 An independently powered generator of sufficient electrical capacity shall be provided to meet the fire service installations that 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.

2.3 Emergency lighting shall be provided inside the premises at suitable locations at common corridors. A self-contained secondary lighting system in accordance with Part V, para. 5.9 of the Codes of Practice for Minimum Fire Service Installations and Equipment will be accepted if the illumination level of not less than 2 lux for duration not less than that specified in the Codes. (See Appendix G)

2.4 All designated exits inside the premises shall be indicated by exit signs with specifications in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. 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.

2.5 A manual fire alarm system with visual alarm signals (Please see FSD Circular Letter 2/2012 for installation specification) shall be provided to the entire premises and the design of which shall be in accordance with the Codes of Practice for Minimum Fire Service Installations & Equipment. One actuating point and one audio warning device located at or near the main entrance and at a conspicuous location of the common corridor shall be provided.

2.6 All fire service installations control panels shall be installed at the reception area or near the main entrance inside the premises.

2.7 Fire detection system shall be provided in accordance with the Rules of the Loss Prevention Council for Automatic Fire Detection and Alarm Installations for the Protection of Property and BS5839 : Part I or other standards acceptable to the Director of Fire Services, and shall be provided as follows:

(a) Fire detection system shall be provided in area not covered by automatic fixed installations.

(b) A smoke detection system shall be provided for the entire premises excluding toilets, bathrooms and staircases which are covered by sprinkler, if any part of that floor is used for sleeping accommodation.

(c) Heat detection system would be acceptable in electrical/mechanical rooms and kitchens.

(d) The alarm of such system shall be integrated with the Manual Fire Alarm System provided for the premises and transmitted to the Fire Services Communication Centre through a service provider by a direct telephone line.

2.8 A fire hydrant/hose reel system shall be installed in accordance with Appendix E. The installation works shall be carried out by a Registered Fire Service Installations Contractor in Class 2, and a copy of 'Certificate of Fire Service Installations and Equipment' (Form FS251) shall be submitted to the Licensing Authority upon completion.

2.9 One 2 kg dry powder or 4.5 kg CO_2 gas fire extinguisher shall be provided in each kitchen/pantry/switch room.

2.10 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 EN12845. Where the provision of sprinkler water tank is not possible, the water supply for such system may be permitted to be obtained from the existing fire hydrant/hose reel tank or via direct connection from town mains. As a last means, connection to the 1,500 litres hose reel tank as mentioned in Appendix E may be accepted. The improvised sprinkler system shall be installed in accordance with Fire Services Department Circular Letter No. 4/1996. The installation works shall be carried out by a Registered Fire Service Installations Contractor in Class 2, and a copy of "Certificate of Fire Service Installations and Equipment' (Form FS251) shall be submitted to the Licensing Authority upon completion.

2.11 A static or dynamic smoke extraction system shall be provided in accordance with Part V, para.5.23 of the Codes of Practice for Minimum Fire Service Installations and Equipment for 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 the outside of all guest rooms to a pressurized or naturally ventilated staircase; a protected lobby or open air. The above requirement on static or dynamic smoke extraction system is not applicable if the route itself is provided with openable windows communicating to the open air and the aggregate area of such windows exceeds 6.25% of the floor area of that route.

2.12 When a ventilation/air conditioning control system to the premises is provided, it shall stop mechanically induced air movement within a designated fire compartment.

2.13 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 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.

All linings for acoustic, thermal insulation purposes in ductings and concealed locations shall be of Class 1 or 2 Rate of Surface Spread of Flame as per British Standard 476: Part 7 or its international equivalent, or be brought up to that standard by use of an approved

fire retardant product. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. A copy of the "Certificate of Fire Service Installations and Equipment (Form FS 251) shall be submitted to the Office of the Licensing Authority as proof of compliance.

2.14 All linings for acoustic, thermal insulation and decorative purposes within protected means of escape in the premises shall be of Class 1 or 2 Rate of Surface Spread of Flame as per British Standard 476: Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. A copy of the "Certificate of Fire Service Installations and Equipment (Form FS 251) shall be submitted to the Office of the Licensing Authority as proof of compliance.

2.15 If Polyurethane (PU) foam filled mattresses and upholstered furniture are used in the premises, they shall meet the flammability standards as specified in British Standard BS7177 : 1996 and BS7176 : 1995 (or their latest editions) for use in medium hazard premises/building or standards acceptable to the Director of Fire Services. Applicant shall submit test report, delivery note and invoice of polyurethane (PU) foam filled mattresses and upholstered furniture upon report of completion. (See Appendix F)

2.16 An owner of fixed electrical installations in the premises shall have their installations installed, inspected, tested and certificated by an electrical contractor registered with the Director of Electrical & Mechanical Services. Such electrical installation shall have it inspected, tested and certified at least once every 5 years thereafter. A certificate, as proof of compliance shall be forwarded to the Office of the Licensing Authority.

2.17 Any fuel gas system/appliance 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 Certification of compliance/ completion shall be submitted to the Office of the Licensing Authority as proof of compliance. For safety reasons, the owner should arrange/facilitate the regular safety inspection of their gas installation by a registered gas supply company/ registered gas contractor to ensure such installation are in order.

2.18 The following fuels may be used inside the kitchen/bathrooms:-

(a) Electricity;

(b) Towngas; or

(c) Liquefied Petroleum Gas (LPG) in portable cylinders provided that :-

(i) 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 licence.

(ii) LPG cylinders shall not be located:

below ground level
in poorly ventilated areas
in sleeping areas or bathrooms
in only means of escape from the premises
close to heat source(s).

(iii) The aggregate water capacity of LPG cylinders in each dwelling shall not exceed 130 litres without approval of the Gas Authority.

2.19 The carpets being used within the protected means of escape of the premises 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.

2.20 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.

3. FIRE SAFETY CONDITIONS FOR PREMISES HAVING A FLOOR AREA LESS THAN 230 SQUARE METRES.

3.1 All doors along exit routes shall be readily and conveniently openable from inside the premises without the use of a key.

3.2 An independently powered generator of sufficient electrical capacity shall be provided to meet the fire service installations that 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.

3.3 Emergency lighting shall be provided inside the premises at suitable locations at common corridors. A self-contained secondary lighting system in accordance with Part V, para. 5.9 of the Codes of Practice for Minimum Fire Service Installations and Equipment will be accepted if the illumination level of not less than 2 lux for duration not less than that specified in the Codes. (See Appendix G)

3.4 All designated exits inside the premises shall be indicated by exit signs with specifications in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. 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.

3.5 A manual fire alarm system shall be provided to the entire premises and the design of which shall be in accordance with the Codes of Practice for Minimum Fire Service Installations & Equipment. One actuating point and one audio warning device located at or near the main entrance and at a conspicuous location of the common corridor shall be provided.

3.6 All fire service installations control panels shall be installed at the reception area or near the main entrance inside the premises.

3.7 Fire detection system shall be provided in accordance with the Rules of the Loss Prevention Council for Automatic Fire Detection and Alarm Installations for the Protection of Property and BS5839 : Part I or other standards acceptable to the Director of Fire Services, and shall be provided as follows:

(a) Fire detection system shall be provided in area not covered by automatic fixed installations.

(b) A smoke detection system shall be provided for the entire premises excluding toilets, bathrooms and staircases which are covered by sprinkler, if any part of that floor is used for sleeping accommodation.

(c) Heat detection system would be acceptable in electrical/mechanical rooms and kitchens.

(d) Alternatively, self-contained battery-operated smoke detectors may be installed in the premises and self-contained battery-operated heat detectors may be installed in electrical/mechanical rooms and kitchens. The self-contained battery-operated smoke/heat detectors shall comply with any one of the following international standards:

British Standard BS5446;
American Standard UL217;
Australian Standard AS 3786;
Canadian Standard ULC S531; or
Other international equivalent

To ensure the proper operation of the smoke/heat detectors, you are required to check and test the self-contained battery-operated smoke/heat detectors weekly according to the operation manual provided by the manufacturer. (The installation work does not have to be conducted by a Registered Fire Service Installation Contractor and FS251 is not required)

(e) The alarm of such system shall be integrated with the Manual Fire Alarm System provided for the premises.

3.8 One 2 kg dry powder or 4.5 kg CO_2 gas fire extinguisher shall be provided in each kitchen/pantry/switch room and one 9L CO_2/water fire extinguisher shall be provided at the location near the reception area.

3.9 A static or dynamic smoke extraction system shall be provided in accordance with Part V, para.5.23 of the Codes of Practice for Minimum Fire Service Installations and Equipment for 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 the outside of all guest rooms to a pressurized or naturally ventilated staircase; a protected lobby or open air. The above requirement on static or dynamic smoke extraction system is not applicable if the route itself is provided with openable windows communicating to the open air and the aggregate area of such windows exceeds 6.25% of the floor area of that route.

3.10 When a ventilation/air conditioning control system to the premises is provided, it shall stop mechanically induced air movement within a designated fire compartment.

3.11 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 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.

All linings for acoustic, thermal insulation purposes in ductings and concealed locations shall be of Class 1 or 2 Rate of Surface Spread of Flame as per British Standard 476: Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. A copy of the "Certificate of Fire Service Installations and Equipment (Form FS 251) shall be submitted to the Office of the Licensing Authority as proof of compliance.

3.12 All linings for acoustic, thermal insulation and decorative purposes within protected means of escape in the premises shall be of Class 1 or 2 Rate of Surface Spread of Flame as per British Standard 476: Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. The work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. A copy of the "Certificate of Fire Service Installations and Equipment (Form FS 251) shall be submitted to the Office of the Licensing Authority as proof of compliance.

3.13 If Polyurethane (PU) foam filled mattresses and upholstered furniture are used in the premises, they shall meet the flammability standards as specified in British Standard BS7177 : 1996 and BS7176 : 1995 (or their latest editions) for use in medium hazard premises/building or standards acceptable to the Director of Fire Services. Applicant shall submit test report, delivery note and invoice of polyurethane (PU) foam filled mattresses and upholstered furniture upon report of completion. (See Appendix F)

3.14 An owner of fixed electrical installations in the premises shall have their installations installed, inspected, tested and certificated by an electrical contractor registered with the Director of Electrical & Mechanical Services. Such electrical installation shall have it inspected, tested and certified at least once every 5 years thereafter. A certificate, as proof of compliance shall be forwarded to the Office of the Licensing Authority.

3.15 Any fuel gas system/appliance 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 Certification of compliance/ completion shall be submitted to the Office of the Licensing Authority as proof of compliance. For safety reasons, the owner should arrange/facilitate the regular safety inspection of their gas installation by a registered gas supply company/ registered gas contractor to ensure such installation are in order.

3.16 The following fuels may be used inside the kitchen/bathrooms:-

(a) Electricity;

(b) Towngas; or

(c) Liquefied Petroleum Gas (LPG) in portable cylinders provided that :-

(i) 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 licence.

(ii) LPG cylinders shall not be located:

below ground level
in poorly ventilated areas
in sleeping areas or bathrooms
in only means of escape from the premises
close to heat source(s)

(iii) The aggregate water capacity of LPG cylinders in each dwelling shall not exceed 130 litres without approval of the Gas Authority.

3.17 The carpets being used within the protected means of escape of the premises 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 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.

3.18 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.

Appendix A

Artificial Lighting and Ventilation

(A) The standards of lighting and ventilation laid down in the Building (Planning) Regulations are generally considered to be the minimum acceptable but due to the restricted nature of individual premises some operators have made use of rooms with sub-standard or seriously impaired provisions. These will only be accepted under the following circumstances :-

(1) individual consideration on a per room and per premises basis;

(2) the establishment by the operator of hardship and planning constraints; and

(3) adherence to some or all of the following conditions – as specified.

(B) Bathrooms and W.C.'s

Artificial lighting must be provided where there is inadequate natural lighting, to a standard not less than 50 lux.

Ventilation must be provided by a permanent means direct to the outside air of not less than 6000mm^2. The artificial ventilation shall provide not less than 5 air changes per hour.

Any acceptance of this reduced standard is because of the peculiar circumstances of the case and should not be deemed to establish a precedent. Also it does not act as a waiver of the standard required under the Building (Planning) Regulations.

Appendix B

Fire Resisting Construction

The schedule lists the minimum standard of construction and building materials capable of resisting the action of fire for specified periods.

If however, proprietary products are used instead, these products should be tested in accordance with BS476 : Parts 20 to 24 : 1987 and certified as being capable of resisting the action of fire for specified period.

1. In this schedule

"gypsum plaster" means gypsum building plaster complying with BS1191;
"gypsum plaster board" means gypsum plaster board complying with BS1230.

TABLE A

Wall and partitions of non-combustible construction

Construction and Materials	Minimum thickness in mm (excluding plaster) for period of		
	4 hrs	2 hrs	1 hr
SOLID CONSTRUCTION			
Solid bricks of clay, concrete or lime without plaster	225	225*	100
Reinforced concrete :-			
(a) Containing not less than 1 per cent of vertical reinforcement	180	100	75
Concrete cover to main reinforcement	25	25	15
(b) Containing less than 1 per cent of vertical reinforcement	240	160	120
Concrete cover to main reinforcement	25	25	25
HOLLOW BLOCK CONSTRUCTION			
Clay blocks (outer web not less than 13mm) of 2 cells not less than 50 per cent solid finished with 13mm gypsum plaster on each side.		100	100
Concrete blocks of one cell in wall thickness not less than 50 per cent solid finished with 13mm gypsum plaster on each side.			190

* Where finished with 13mm gypsum plaster on each side, the thickness may be reduced to 100mm.

TABLE B

Partitions not constructed wholly of non-combustible materials

Construction and Materials	Minimum thickness of finish in mm on each face for a fire resistance of	
	2 hrs	1 hr
SOLID CONSTRUCTION		
Wood wool slabs :-		
(a) 50mm minimum thickness with gypsum plaster finish	13	13
(b) 75mm minimum thickness with gypsum plaster finish		6
Gypsum plaster board in cores not less than 19mm thick in sections not more than 1.2m wide supported top, bottom and sides in steel channels or a timber framework, with gypsum plaster finish		10
HOLLOW CONSTRUCTION		
Steel or timber framing with facings on each side of :-		
(a) Portland cement plaster, Portland cement-lime plaster or gypsum plaster on metal lathing		19
(b) 2 layers of 10mm thick gypsum plaster finish		Nil
(c) 13mm thick gypsum plaster board with gypsum plaster finish		6
(d) 19mm thick gypsum plaster board with gypsum plaster finish		Nil

Note :- In this Table "Wood wool slabs" means wood wool slabs complying with BS1105.

2. All the additional partitions or walls should be constructed of light weight material, otherwise, a structural justification prepared by an Authorized Person or a Registered Structural Engineer should be submitted to the Licensing Authority for the effects of the additional load on the existing members. Failure to produce this justification may result in the additional partition or wall being required to be demolished or removed.

Appendix C

Fire Resisting Doors

1. All doors required to have an FRP should be self-closing.

2. A notice should be provided on both sides of such doors 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

3. All such doors shall be closely fitted around their edges to impede the passage of smoke or flame.

4. Doors including frames should be tested in accordance with BS476: Parts 20 and 22:1987 and certified as being capable of resisting the action of fire for the specified period.

5. Existing hardwood solid core doors may be upgraded by the introduction of a proprietary brand of intumescent strip. Further details can be obtained from the Licensing Authority.

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

1. Having regard that the arrangement and disposition of multi-tier/elevated beds provided in premises pursuant to the Hotel and Guesthouse Accommodation Ordinance (Cap. 349) (HAGAO) will pose concerns on the safety of the patrons if not properly designed, the Licensing Authority has promulgated this guideline which intends to set out requirements on the arrangement and disposition of multi-tier/elevated beds provided in premises governed by the HAGAO for the trade to observe and follow. Failure to comply with the requirements stipulated hereunder may render the Licensing Authority to refuse the application under section 8(3)(a)(i) of the HAGAO.

The Application of this Guideline

2. The requirements stipulated in this guideline apply to :-

a) Multi-tier/Elevated beds including two-tier bunk beds provided in premises subject to the HAGAO.

b) New applications for licence or any alterations and additions proposals for existing licensed premises subject to the HAGAO.

Access/Egress Device

3. Independent access/egress device in the form of climbing aid such as step-type ladder shall be provided for any tier of a multi-tier/elevated bed where such tier including its mattress is more than 700mm high measuring from floor level. (see Figure 1)

Width of Access/Egress Opening

4. The clear width of access/egress opening for each tier of a multi-tier/elevated bed shall be not less than 650mm. (see Figure 1)

Manoeuvring Space on Floor Level

5. An unobstructed horizontal space not less than 650 mm x 650mm shall be provided for each access/egress opening or device at the point of landing on floor level. (see Figure 1)

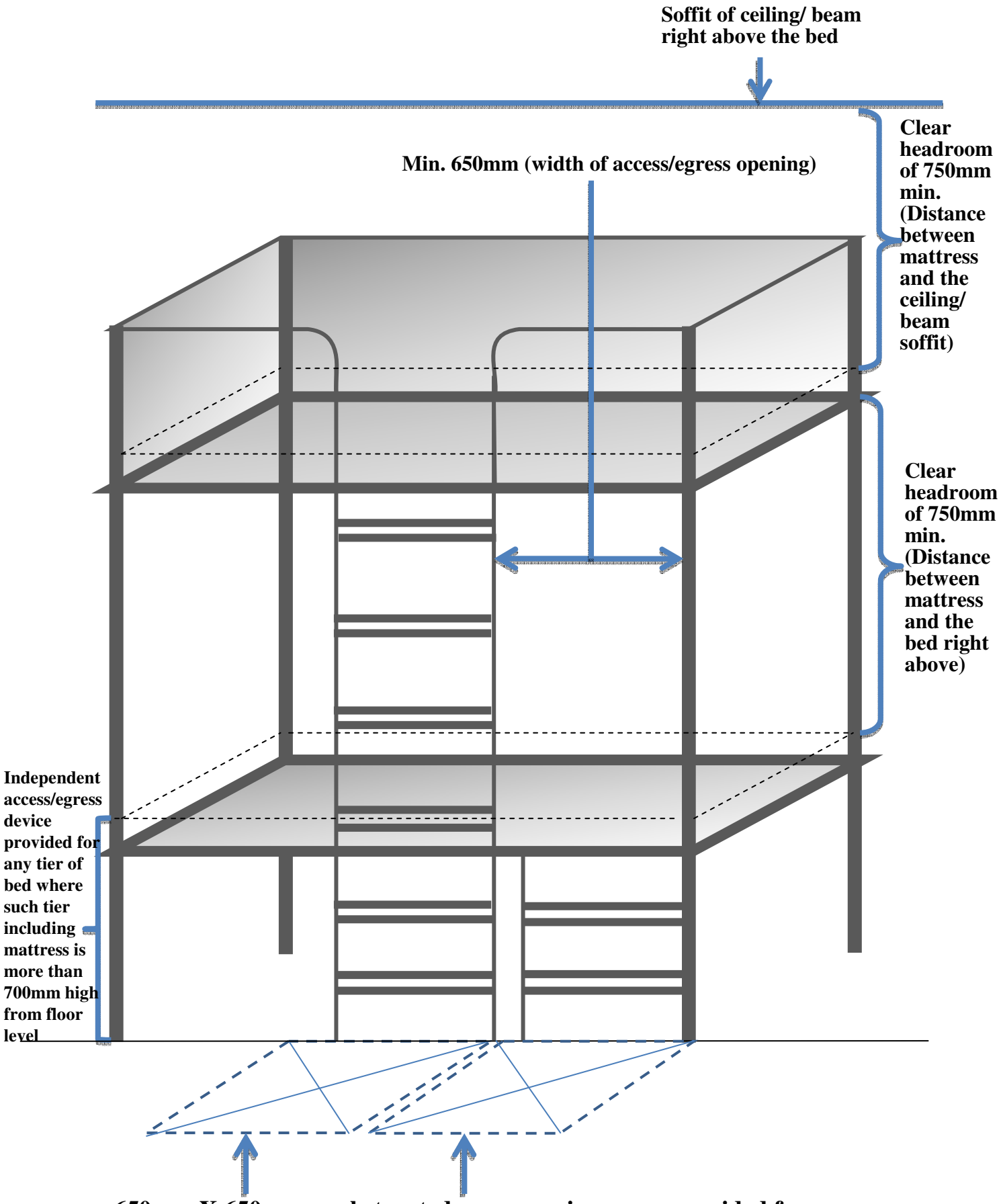
Headroom for Each Tier of Bed

6. 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.

Maximum Number of Tiers and Height of Beds

7. The Licensing Authority reckons that the maximum number of tiers and height of beds provided in the premises subject to the HAGAO have to be assessed on individual merit having taken into account the special circumstances of each case, the requirements in respect of width of access/egress openings, manoeuvring space on floor level and headroom for each tier of beds as set out in the above shall be complied with.

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



Appendix E

Fire Hydrant/Hose Reel System

There shall be sufficient hydrants and hose reels to ensure that every part of the holiday flat 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 holiday flat can be reached by a length of not more than 30m of hose reel tubing.

A hose reel system shall be provided for the holiday flat 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.

Delete whichever not applicable

Appendix F

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
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.
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

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

Requirements for Emergency Lighting Systems

A. Specification

1. The Emergency Lighting Systems shall comply with British Standard 5266-1:1999 and BS EN 1838:1999 except that exit sign shall comply with Section 5.10 of the Code of Practice for Minimum Fire Service Installations and Equipment.

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

3. Batteries shall be installed in a room approved for this purpose by the Building Authority, Housing Authority or Director of Architectural Services, as appropriate, unless :-

   (i) the battery is an enclosed type and its entire installation shall conform to BS6133:1995 with capacity not exceeding 400 ampere-hours; or

   (ii) the battery is valve regulated sealed type conforms to BS6290-4:1997 as specified in section 8 of FSD Circular Letter 4/96 Part XI.

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

5. Power Supply

   (i) For cinemas/theatres/premises accommodating 500 persons or less, the emergency lighting system shall be capable of maintaining the stipulated lighting level for a period of not less than 1 hour with power supplied either from a dedicated Uninterruptible Power Supply (UPS) system or from a central battery DC supply system; or

   (ii) For cinemas/theatres/premises accommodating more than 500 persons, the emergency lighting system shall be :-

      a) maintained for a period of not less than 2 hours with power supplied either from a dedicated UPS system or from a central battery DC supply; or

b) maintained for a period of not less than 1 hour with power supplied either from a dedicated UPS system or from a central battery DC supply on the condition that the supply system is backed up by an emergency generator conformed to the standard as stipulated in the Code of Practice for Minimum Fire Service Installations and Equipment and dedicated for fire service installations.

6. If a central battery DC supply system is used for the Emergency Lighting System, it shall be operated at a normal battery voltage of not less than 24 volts and not more than 120 volts D.C. from a common bank.

7. An automatic trickle charger with mains input and suitable output, fitted with meters, regulators, pilot lights, testing facilities and warning signals in both visual and audio forms, shall be provided for the UPS system or central battery DC supply system. The visual and audio warning signals shall be terminated in the management office of the cinema/theatre/premises or a place agreed with the Fire Services Department to alert the management of system fault. The charger shall be capable of fully re-charging the batteries in not more than 12 hours, if the emergency lighting is not also backed up by emergency generator. For emergency lighting systems backed up by emergency generator, the time required to fully recharge the battery system shall not more than 24 hours.

8. The supply from the batteries shall feed a main distribution fuse board and thence be subdivided to four subdistribution fuse boards, as follows:-

Exit lighting
Stair lighting
Auditorium
Lighting
Stage lighting

9. Outgoing circuits shall be suitably protected by fuses to British Standard 88:1988 or miniature circuit breakers to BS EN 60898:1991.

10. The emergency lighting system shell be wired in M.I.C.C. cable to BS EN 60702-1:2002, BS EN 60702-2:2002 and BS 6207-3:2001 as appropriate or other power supply cable conforms to BS 6387:1994 Cat. CWZ or other international standards acceptable to the Director of Fire Services and be fully segregated from the general distribution system.

11. All lighting fittings in the emergency lighting system shall comply with the non-flammability (resistance to flame and ignition) provisions specified in BS EN 60598-2-22:1999 and external parts shall also be subjected to the 850^{0}C glowing/hot wire test; any burning parts thereof should self-extinguish within 30 seconds. Such lighting fittings shall be permanently fixed in position.

12. Upon failure of the main lighting system or in the event of power failure, the emergency lighting system shall automatically light up to at least 90% of the stipulated illumination level within 5 seconds.

B. Other Requirements

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

14. A margin allowance of 12½ % of the total required battery capacity (amperehour rating not voltage) shall be provided, i.e. 100%+12½% = 112½%.

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

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

Staircase / exit route	not less than 2 lux
Nightclub, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings.	not less than 1 lux
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, expect 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 Fire Services Department or a local university laboratory competent to certify the properties regarding resistance to flame and ignition and performance of the emergency lighting shall be submitted to the Fire Services Department.

Fire Services Department
May 2006

PPA104(A) (4th Revision)

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 of 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℃ 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 proved 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 the $16m^2$, only one set of emergency lighting will be required.)

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

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

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

11. Facilities exceeding $8m^2$ gross 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 from other emergency lighting source. Escape lighting means that part of emergency lighting which is provided to ensure that the escape route is illuminated at all material times).

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

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

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

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.

Fire Services Department
May 2006