



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

## **Standard Licensing Requirements** **for Guesthouse (Holiday Flat) Licence**

**(Generally for Holiday Flat in existing village type houses  
in the New Territories)**

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

**LASR-III (08/2022)**

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## **PART I : Building Safety and Health Requirements**

### **Note:**

- (a) All proposed and required works shall be carried out to the satisfaction of the Hotel & Guesthouse Accommodation Authority (“**the Authority**”).
- (b) All proposed and required works, except those existing ones accepted by LandsD, shall generally 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) Holiday flat situated in village type houses in the New Territories fall into 2 types as follows:
- (i) Premises is for renting out as a whole for a single occupancy, similar to a domestic flat, and thus known as “**holiday flat of domestic flat layout**” ; or
  - (ii) Premises is partitioned off into self-contained units , similar to a general guesthouse, for separate rental, and thus known as “**holiday flat of guesthouse layout**”.
- (d) Applicants are advised to consult an architect, building surveyor or structural engineer with regards to the following works before actual commencement of works.

	<b>Items</b>	<b>Applicable</b>
<b><u>1.0 Structural Safety</u></b>		
1.1.	Structural justification prepared by an Authorized Persons/Registered Structural Engineer (AP/RSE) for the effects of the additional loadings on the structure of the existing building should be submitted due to the following changes:- (a) the renovation works deviated from that typical layout of a village type house, particular in relation to the following; (i) raised floor slabs ; (ii) partition walls or external walls ; (iii) storage type water heaters mounted under ceiling or on wall; (iv) any works or heavy equipment affecting the structure. (b) the proposed change from domestic to holiday flat use; and (c) the use of balcony/cantilevered portion as holiday flat, if any.  <u>Structural Justification Report and documents, such as copy of record structural plans and structural calculation, should be submitted together with “Report of Completion”.</u>	<input type="checkbox"/>
1.2	Any additional solid walls/raised floor/parapet wall located on the cantilevered structures/balcony/canopy /flat roof should be demolished.	<input type="checkbox"/>
1.3	No structural openings and/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.	<input type="checkbox"/>

	Items	Applicable
<b><u>2.0 Means of Escape</u></b>		
2.1	The width of staircase should not be less than 900mm throughout. If the width of exit staircase is less than 1050mm, the capacity of each floor using the staircase should not exceed 25 persons.	<input type="checkbox"/>
2.2	The exit route should lead directly to a street or to an open area having unobstructed access. Such access to a street should not be closed with doors or gates unless such doors or gates are fitted with panic bolts as the sole means of being locked in a closed position.	<input type="checkbox"/>
2.3	The clear height in the escape route(s) should not be less than 2m.	<input type="checkbox"/>
2.4	The exit doors should be openable from inside without the use of key(s) and be not less than 750mm in width, and not open over the escape route.	<input type="checkbox"/>
2.5	Electrically operated opening devices on exit doors should be opened by manual means without the use of a key in the case of emergency in accordance with Clause B13.2 of the FS Code. In the event of power failure, the door mechanism should be released automatically.  <u>Catalogue, certificate, invoice/delivery note of electrically operated locking device on the entrance/exit doors should be submitted together with “Report of Completion”.</u>	<input type="checkbox"/>
2.6	The width of exit doors should comply with Table B2 of the FS Code.	<input type="checkbox"/>
2.7	A notice should be provided on both sides of the holiday flat’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	<input type="checkbox"/>
2.8	The maximum number of persons (including staff) to be accommodated should be limited to _____.	<input type="checkbox"/>
2.9	Additional requirements for “ <b>holiday flat of guesthouse layout</b> ”:  (a) The width of internal corridor should not be less than 750mm throughout <sup>1</sup> .	<input type="checkbox"/>

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

	Items	Applicable
	(b) Guestroom nos. _____ should not exceed the deadend travel distance.	<input type="checkbox"/>
<b>3.0 Fire Resisting Construction</b>		
3.1	<p>The holiday flat should be separated from the adjoining occupancy by walls and floors having an FRR of not less than -/60/60<sup>2</sup> and 60/60/60 respectively in accordance with Tables E2 and E3 of the FS Code.</p> <p><u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (Concealed work only) should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
3.2	The staircase should be separated from the remainder of the building by walls of not less than -/60/60 in accordance with Tables E2 and E3 of the FS Code and continued to the open area at ground level.	<input type="checkbox"/>
3.3	The kitchen should be enclosed by walls having an FRR of not less than -/30/30 and self-closing door of not less than -/30/30 in accordance with Clauses C13.3, C16.1- C16.5 and Tables E2 and E3 of the FS Code and up to structural ceiling.	<input type="checkbox"/>
3.4	Any openings in a fire resisting walls/ floors for the passage of ducts, pipes, wires etc. and openings left after construction should be protected with fire dampers or other suitable form of fire stop to maintain the required FRR of that wall or floor. Where ducts, pipes, wires and any insulation passing through the walls/floors are of combustible materials, such materials and enclosure should comply with the FS Code.	<input type="checkbox"/>
3.5	The void of false ceiling should not be used for storage.	<input type="checkbox"/>
3.6	<p>Additional requirements for <b>"holiday flat of guesthouse layout"</b></p> <p>(a) The walls (shown as coloured blue on the attached plan) should have an fire resisting rating (FRR) of not less than -/60/60 in accordance with Tables E2 or E3 of the FS Code and up to structural ceiling.</p> <p><u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>

<sup>2</sup> 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
	<p>(b) The doors (shown as coloured green on the attached plan) should have an FRR of not less than -/60/60 with smoke seal in accordance with Clauses C6.1, C9.3 &amp; C16.1 – C16.5 of the FS Code</p> <p><u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
<b><u>4.0 Lighting and Ventilation</u></b>		
4.1	<p>All guestrooms should have a floor height of not less than 2m measured from floor to ceiling.</p> <p>Guestrooms nos. _____ do not have a floor height of 2m measured from floor to ceiling.</p>	<input type="checkbox"/>
4.2	<p>All guestrooms/ kitchen should be provided with natural lighting and ventilation by means of windows which should be so constructed that:-</p> <p>(a) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and</p> <p>(b) the openable area of window is not less than 1/16 of the floor area of the room with the top being at least 2m above the floor level.</p> <p>Guestroom nos. _____ and/ or kitchen do not have adequate natural lighting and ventilation. However, omission or reduction of natural lighting and ventilation may be accepted subject to enhancement measures. (See Appendix IA)</p> <p><u>Catalogue, invoice/delivery note of exhaust fan, calculation of air change rate and photo record of ventilation works (concealed work only) should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
4.3	<p>All bathroom/toilets should be provided with natural lighting and ventilation by means of windows which should be so constructed that:-</p> <p>(a) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and</p> <p>(b) the openable area of window is not less than 1/10 of the floor area of the room with the top being at least 2m above the floor level.</p> <p>Bathroom/toilets to Guestroom nos. _____ and/or the communal toilets do not have adequate natural lighting and ventilation. However, omission or reduction of natural lighting and ventilation may be accepted subject to enhancement measures.(See Appendix IA)</p> <p><u>Catalogue, invoice/delivery note of exhaust fan, calculation of air change rate and photo record of ventilation works (concealed work only) should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>

	Items	Applicable
4.4	Where a room-sealed gas water heater serves a bathroom or installed in any place in a holiday flat other than in the bathroom, a suitable flue aperture in an external wall shall be provided to the satisfaction of the Authority.	<input type="checkbox"/>
<b><u>5.0 Sanitary fitments and drainage pipeworks</u></b>		
5.1.	The 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.	<input type="checkbox"/>
5.2	The toilet should not open directly into a kitchen.	<input type="checkbox"/>
5.3	No drainage pipeworks shall protrude into the floor below or other premises unless prior acceptance of such drainage works has been obtained from the Hotel and Guesthouse Accommodation Authority.	<input type="checkbox"/>
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 of the waste fitments is not required.  <u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u>	<input type="checkbox"/>
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.  <u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u>	<input type="checkbox"/>
5.6	Cleaning eye should be provided at or near the bends in every soil and waste pipe. Under any circumstance, at least one cleaning eye should be provided to every soil and waste pipe inside each guestroom with en-suite toilet/bathroom.	<input type="checkbox"/>
5.7	No drainage pipes (except the parts within toilet/bathroom area) should be embedded inside solid encasement. Other types of encasement should allow access for inspection and maintenance of the pipes.	<input type="checkbox"/>
5.8	Condensate pipe for air conditioning system should be properly installed and connected to a drainage system.  <u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u>	<input type="checkbox"/>

	Items	Applicable
5.9	<p>uPVC or PVC piping may be used internally, subject to the following conditions:-</p> <p>(a) the piping should be enclosed in duct having a FRR equal to the structure and the access panels to the duct should have either self-closing doors or securable covers with a FRR of that enclosure; and</p> <p>(b) if uPVC pipe is used, this may be exposed subject to, where pipes pass through FRR walls and any fire rated elements, appropriate approved fire stops/ sealers are to be provided.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
5.10	Floor drains should be provided to kitchen, bathroom, toilets.	<input type="checkbox"/>
5.11	The discharge of effluent should be to the satisfaction of the Authority and other concerned Government Departments.	<input type="checkbox"/>
5.12	<p>Water proofing</p> <p>Suitable waterproofing materials should be applied to the structural concrete slabs of the toilets/bathrooms/kitchen and turn up every wall at a height of at least 300mm to prevent water leakage. For the walls surrounding the bathtub and the shower tray, the waterproofing material should be applied to at least 1800mm high. If raised floor is constructed, the raised floor slab should be applied with suitable waterproofing materials.</p> <p>The kitchen should have all internal wall surfaces, to a height of 1.2m from the floor, faced with glazed tiles and should also be fitted with a sink and fittings for the supply of water.</p> <p><u>Invoice, catalogue and record photos should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
<b><u>6.0 Others</u></b>		
6.1	<p><b><u>Protective barrier</u></b></p> <p>Where there is a difference in adjacent levels greater than 600mm, protective barriers have to be provided. These barriers should be</p> <p>(a) designed and constructed to minimize the risk of persons or objects falling, rolling, sliding or slipping through gaps in the barrier, or persons climbing over the barrier;</p> <p>(b) at a height above the higher of the adjacent levels of not less than 1.1m; and</p> <p>(c) constructed as to inhibit the passage of articles more than 100mm in their smallest dimension</p>	<input type="checkbox"/>



	Items	Applicable
6.2	<p><b><u>Multi-tier/elevated bed</u></b></p> <p>Any multi-tier/elevated beds to be provided in the premises should comply with the requirements set out in the “Guideline on the Arrangement and Disposition of Multi-tier/Elevated Beds”. (See attached Appendix IB)</p> <p><u>Note:</u> The bed should be open on one or more sides for aggregate length equal to length of the bed, otherwise, additional building and fire safety requirements may be imposed.</p>	<input type="checkbox"/>
6.3	Every A/C metal supporting structure/frame should not project more than 600mm from the external wall and should not accommodate more than one A/C unit. The headroom between the A/C unit together with its supporting structure/frame and the ground shall not be less than 2m.	<input type="checkbox"/>
6.4	<p>Special requirement(s):</p> <p>(a)</p>	<input type="checkbox"/>
<b><u>7.0 Unauthorized Building Works</u></b>		
7.1	<p>Demolish or remove the following unauthorized building works:</p> <p>(a)</p>	<input type="checkbox"/>
<b><u>8.0 Submission of document for Report of Completion</u></b>		
8.1	<u>4 sets of building plans, 3 sets of drainage plans and 3 sets of ventilation plans for the completed works should be submitted.</u>	<input type="checkbox"/>
8.2	For all building materials required to have specified fire resisting rating, supporting documents including supplier’s certificate, test report, invoice/delivery note and progress photos should be submitted.	<input type="checkbox"/>
8.3	For all critical construction works to be concealed upon completion, including drainage works, fire resisting construction works, waterproofing works and duct-works passing through fire resisting walls, etc., progress photos clearly showing the critical steps, components or details before covering up should be submitted. In case of inadequate/absence of such progress photos, the applicant may be required to open up for verifying compliance.	<input type="checkbox"/>

**Natural Lighting and Ventilation**

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

**Guestroom and kitchen**

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

- (a) Artificial lighting should be provided to a standard not less than 50 lux;
- (b) Permanent ventilation should be provided by a duct of cross sectional area of not less than 6000mm<sup>2</sup> connected to the external air;
- (c) Mechanical ventilation should be provided at a rate of not less than 5 air changes per hour;
- (d) Every room shall have its own independent air duct;
- (e) Both ends of the ventilation duct should be provided with a steel mesh or similar material to prevent access by vermin and/ or rubbish, and a downturn on the external face to prevent water penetration; and
- (f) Inlet/outlet of the permanent ventilation and mechanical ventilation ducts should be separated at a distance not less than 1m apart.

**Bathroom and toilet**

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

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

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

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

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

**Access/Egress Arrangement** (see Figure 1)

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

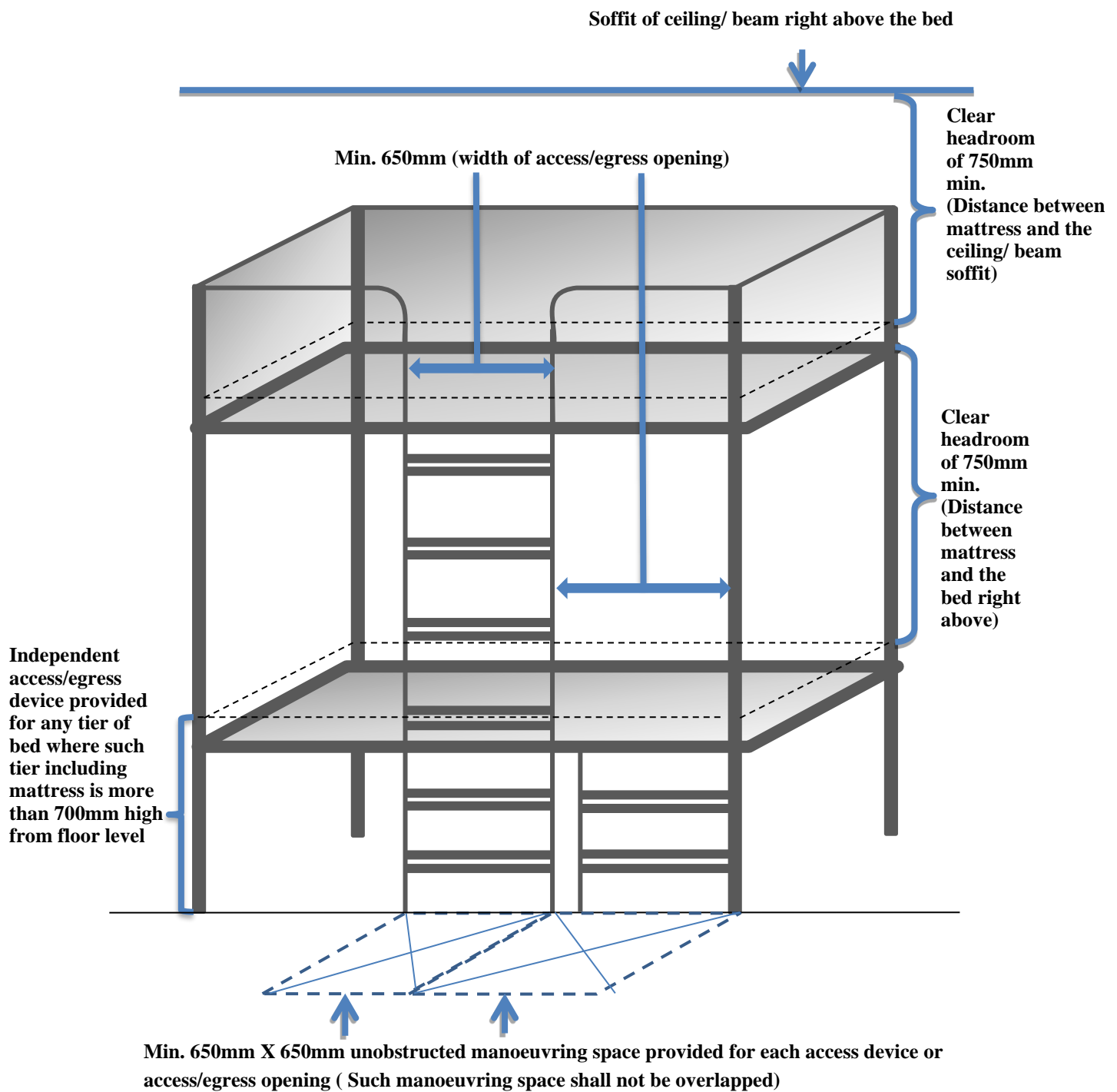
3. The clear width of access/egress opening for each tier of an elevated bed shall be not less than 650mm and leading to an unobstructed horizontal space not less than 650 mm x 650mm for each access/egress opening or device at the point of landing on floor level.

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

5. The vertical distance between the upper surface of the bed mattress and the underside of the bed/ ceiling/ beam directly above shall not be less than 750mm high. (see Figure 1) Besides, no part of the multi-tier/elevated bed shall obstruct the sprinkler system and the fire detection system which shall be designed and installed in accordance with the Loss Prevention Council Rules, BS EN 12845 (with suitable modification pertinent to Hong Kong) and BS 5839 : Part I or other standards acceptable to the Director of Fire Services.

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

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



## **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) Holiday flat situated in village type houses in the New Territories fall into 2 types as follows:
  - (i) Premises is for renting out as a whole for a single occupancy, similar to a domestic flat, and thus known as **“holiday flat of domestic flat layout”** ; or
  - (ii) Premises is partitioned off into self-contained units , similar to a general guesthouse, for separate rental, and thus known as **“holiday flat of guesthouse layout”**.

	<b>Items</b>	<b>Applicable</b>
<b><u>1.0 Fire Safety Requirements for Premises Exceeding 230 Square Meters in Floor Area</u></b> <b><u>(Additional requirements to paragraph 2)</u></b>		
1.1.	A fire hydrant/hose reel system shall be installed in accordance with Appendix IIA. The installation works shall be carried out by a Registered Fire Service Installation Contractor in Class 2, and a copy of ‘Certificate of Fire Service Installations and Equipment’ (F.S. 251) shall be submitted to the Authority upon completion.	<input type="checkbox"/>
1.2	A sprinkler system shall be provided in premises. 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 IIA may be accepted. The improvised sprinkler system shall be installed in accordance with FSD Circular Letter No 4/1996. The installation works shall be carried out by a Registered Fire Service Installation Contractor in Class 2, and a copy of “Certificate of Fire Service Installations and Equipment” (F.S. 251) will be submitted to the upon completion.	<input type="checkbox"/>

	Items	Applicable
1.3	Visual alarm signals in addition to audio warning device shall be provided to form part of the fire alarm system in accordance with the current Design Manual: Barrier Free Access. The design of which shall be in accordance with the Codes of Practice for Minimum Fire Service Installations & Equipment to form part of the fire alarm system.	<input type="checkbox"/>
<b><u>2.0 General Fire Safety Requirements for All Premises</u></b>		
2.1	All fire service installations control panels shall be installed at the reception area or near the main entrance inside the premises.	<input type="checkbox"/>
2.2	An independently powered generator of sufficient electrical capacity shall be provided to meet the fire service installations and fireman's lifts it is required to provide. If there is no emergency generator provided in the existing building, primary and secondary electrical supply shall be provided to all fire service installations.	<input type="checkbox"/>
2.3	<b>(For holiday flat of guesthouse type only)</b> Emergency lighting shall be provided at suitable locations at common corridors of the premises. A self-contained battery type emergency lighting system in accordance with Part V, para. 5.9 of the Code of Practice for Minimum Fire Service Installations and Equipment will be accepted if the illumination level of not less than 2 lux for a duration of 2 hours in the event of power failure is provided. (See Appendix IIB)	<input type="checkbox"/>
2.4	All designated exits inside the licensed premises shall be indicated by exit signs with specifications in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment.	<input type="checkbox"/>
2.5	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.	<input type="checkbox"/>
2.6	A manual fire alarm system shall be provided to the entire premises and the design of which shall be in accordance with the Code 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.	<input type="checkbox"/>

	Items		Applicable
2.7	<p>Fire detection system shall be provided in accordance with BS 5839: Part I or other standards acceptable to the Director of Fire Services, and shall be provided as follows:</p> <p>(a) Fire detection system shall be provided in area not covered by automatic fixed installations.</p> <p>(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.</p> <p>(c) Heat detection system would be acceptable in electrical/ mechanical rooms and kitchens.</p> <p>(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 BS 5446;  American Standard UL 217;  Australian Standard AS 3786;  Canadian Standard ULC S531; or  Other International equivalent</p> <p>To ensure the proper operation of the smoke/heat detectors, you are required to check and test the self-contained battery-operated heat detector weekly according to the operation manual provide by the manufacturer. (The installation work does not have to be conducted by a Registered Fire Service Installation Contractor and F.S. 251 is not required.)</p> <p>(e) The alarm of such system shall be integrated with the Manual Fire Alarm System provided for the premises.</p>		<input type="checkbox"/>
2.8	a For premises $\leq 230\text{m}^2$	One 2 kg dry powder or 4.5 kg CO <sub>2</sub> gas fire extinguisher shall be provided in each pantry/switch room and one 9 L CO <sub>2</sub> /water fire extinguisher shall be provided at the location near the reception area.	<input type="checkbox"/>
	b (For premises $> 230\text{m}^2$ )	One 2 kg dry powder or 4.5 kg CO <sub>2</sub> gas fire extinguisher shall be provided in each pantry/switch room.	<input type="checkbox"/>
2.9	<p><b>(For holiday flat of guesthouse type only)</b></p> <p>A static or dynamic smoke extraction system shall be provided in accordance with FSD Circular Letter No. 1/90 in all internal means of escape serving all guest rooms irrespective of the cubical extent of the building or the volume of the fire compartment on any floor. "Internal means of escape" for this purpose, means the route leading from outside of all guest rooms to a pressurized or naturally ventilated staircase; a protected lobby or open air , unless the route itself is provided with openable windows communicating to open air and the aggregate area of such windows exceeds 6.25% of the floor area of that route.</p>		<input type="checkbox"/>
2.10	<p><b>(For holiday flat of guesthouse type only)</b></p> <p>When a ventilation/air conditioning control system to the premises is provided, it shall stop mechanically induced air movement within a</p>		<input type="checkbox"/>

	Items	Applicable
	designated fire compartment.	
2.11	<b>(For holiday flat of guesthouse type only)</b> All ventilating systems that embody the use of ducting or trunking, passing through any wall, floor, or ceiling from one compartment to another, shall comply with the Building (Ventilating System) Regulations. Detailed drawings showing layout of the ventilating system shall be submitted to the Ventilation Division of the FSD for approval, and a copy of letter of compliance shall be submitted to the Authority as proof of compliance. The system shall subsequently be inspected by a Registered Ventilation Contractor at intervals not exceeding 12 months and a copy of the 'maintenance certificate' shall be forwarded to the Authority as proof of compliance.	<input type="checkbox"/>
2.12	Two copies of the layout of updated fire service installations and equipment provided in the premises shall be submitted to the Authority.	<input type="checkbox"/>
2.13	<b>(For holiday flat of guesthouse type only)</b> All linings for acoustic and thermal insulation purposes in ductings and concealed locations shall be of Class 1 or 2 Rate of Surface Spread of Flame as per BS 476 Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. To this effect, a copy of the 'Certificate of Fire Service Installations and Equipment' (F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
2.14	<b>(For holiday flat of guesthouse type only)</b> All linings for acoustic, thermal insulation and decorative purposes within protected means of escape shall be of Class 1 or 2 Rate of Surface Spread of Flame as per BS 476 Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. To this effect, a copy of the 'Certificate of Fire Service Installations and Equipment' (F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
2.15	<b>PU Foam</b> If Polyurethane (PU) foam filled mattresses and upholstered furniture are used in the premises, they shall meet the flammability standards as specified in BS 7177: 1996 and BS 7176: 1995 (or their latest editions) for use in medium hazard premises/building or standards acceptable to the Director of Fire Services. (see Appendix IIC)	<input type="checkbox"/>
2.16	<b>(For holiday flat of guesthouse type only)</b> 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 BS4790, or made of pure wool, unless the pile height of which does not exceed 10mm and the area to be carpeted is	<input type="checkbox"/>



	Items	Applicable
	not exceeding 5 % of the protected means of escape calculated on the floor by floor basis.	
2.17	Electrical installations shall be installed, inspected, tested and certificated by a registered electrical contractor registered with the Director of Electrical & Mechanical Services. Such electrical installation shall have it inspected, tested and certified at last once every 5 years thereafter. A copy of the certificate shall be forwarded to the Authority as proof of compliance with the Electricity Ordinance, which shall be re-validated every five years thereafter.	<input type="checkbox"/>
2.18	Any fuel gas system/appliances installed for use in the premises shall be installed in accordance with the provisions in the Gas Safety Ordinance, Cap. 51 by a registered contractor and a Certificate of Compliance/Completion shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
2.19	<p>The following fuels may be used inside the kitchen/bathroom:-</p> <p>2.19.1 Electricity;</p> <p>2.19.2 Towngas; or</p> <p>2.19.3 Liquefied Petroleum Gas (LPG) in portable cylinders provided that :</p> <p>(a) LPG cylinders may only be used inside premises to supply fixed gas appliances when a piped supply. (Towngas or central LPG supply), is not available to the said premises upon first application for license.</p> <p>(b) LPG cylinders shall not be located:</p> <p>below ground level</p> <p>in poorly ventilated areas</p> <p>in sleeping areas or bathrooms</p> <p>in only means of escape from premises</p> <p>close to heat source(s).</p> <p>(c) The aggregate water capacity of LPG cylinders in each dwelling shall not exceed 130 litres without approval of the Gas Authority.</p>	<input type="checkbox"/>

**Requirement for Fire Hydrant/Hose Reel System**

- # There shall be sufficient hydrants and hose reels to ensure that every part of the premises 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 premises can be reached by a length of not more than 30m of hose reel tubing.
- # A hose reel system shall be provided for the premises such that every part of the premises can be reached by a length of not more than 30m of hose reel tubing. The tank of such hose reel system shall be not less than 1500 litres. The system shall have a fixed fire pump which shall be permanently primed and be capable of producing a jet at the hose reel nozzle for a length of not less than 6m, at a flow of not less than 24 litres/minute.

Remarks : # Delete whichever is not applicable.

**Requirements for Emergency Lighting Systems**  
**with Central Power Supply**

**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 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 ampere-hours; or
    - (ii) BS EN 50272-1: 2010 and BS EN 50272-2: 2001 with capacity not exceeding 400 ampere-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 + A1: 2015 & BS EN 60702-2: 2002 + A1: 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°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. Other Requirements**

14. Batteries in celluloid containers shall not be installed, stored or used.
15. A margin allowance of 12½% of the total required battery capacity (ampere-hour rating not voltage) shall be provided, i.e. 100% + 12½% = 112½%.
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<sup>2</sup> gross floor area and facilities of less than 8m<sup>2</sup> 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 + A1: 2015 & BS EN 60702-2: 2002 + A1: 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.

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<sup>2</sup> 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
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Nightclub, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings	not less than 1 lux
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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<sup>2</sup> gross floor area and facilities of less than 8m<sup>2</sup> 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.

**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.

	<b>Flammability Standard / Specification</b>
1.	British Standard : Specification for resistance to ignition of mattresses, divans and bed bases (for the use in medium hazard premises/buildings) BS 7177 : 1996 (or the latest 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.

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

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

\* See Annex A for Sample of Label.

Sample of Label (標籤樣本)Sample I (樣本 I)

## NOTICE

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

## 告示

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

\*Delete wherever inapplicable／請刪去不適用者

Note: The minimum size of the label shall be 5×7.5cm and the minimum size of the type shall be 3mm in height. All type shall be in capital letters.

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

Sample II (樣本 II)Sample III (樣本 III)

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### **PART III : Sample Standard Conditions**

1. *This Licence is the property of the Government of the Hong Kong Special Administrative Region and must be surrendered on cancellation. On cancellation, neither the Licence fee nor part thereof shall be returned unless the Hotel and Guesthouse Accommodation Authority (hereafter called the Authority) otherwise directs.*
2. *This Licence or a certified true copy issued by the Authority, shall be displayed in a prominent position at the licensed premises and must be produced for inspection on demand.*
3. *Except with the written permission of the Authority the licensee shall not alter, amend or otherwise change the layout of the premises licensed from the drawings registered by the Authority.*
4. *The operation, keeping, management and other control of the guesthouse (holiday flat) shall be under the continuous and personal supervision of the licensee.*
5. *No alteration shall be made to any part of the Licence, except those properly endorsed by the Authority.*
6. *The maximum number of persons to be accommodated (including staff) shall be \_\_\_\_\_.*
7. *The licensee shall comply with the requirements of a direction as may be given from time to time by the Secretary for Home Affairs under Sec. 19 of the Hotel and Guesthouse Accommodation Ordinance.*
8. *The licensee shall be subject to any other conditions which the Authority may impose and notify in writing addressed to the licensee at his last known address.*
9. *This Licence is not personal to the licensee or the occupier.*
10. *Notwithstanding the fact that the Registered Drawings form part of the Licence, they are not required to be displayed as required by Condition 2 but shall be kept in a safe place and be produced for inspection on demand.*
11. *The licensee shall take out a third party risks insurance (public liability insurance) policy with a minimum limit of indemnity of HK\$10 million per event and cover for unlimited events for any one period of insurance in respect of the licensed premises. The licensee shall maintain a valid third party risks insurance policy during the entire licensing period. Copy of the insurance proof (e.g. the valid third party risks insurance policy, certificate of insurance, etc) shall also be kept in the licensed premises and be produced for inspection on demand.*
12. *The licensee shall indicate clearly “(licensed guesthouse)” in all promotional materials/advertisements related to this guesthouse. The font size shall not be smaller than the smallest print of the promotional materials/advertisements.*
13. *The licensee shall arrange an inspection of fire service installations and equipment in the licensed premises by a registered fire service installation contractor at least once in every 12 months to ensure that such fire service installations and equipment are in efficient working order. The licensee shall deliver a copy of the certificate of fire service installations and equipment (F.S. 251) to the Authority for endorsement within 28 days from the date of inspection. A copy of the latest certificate of fire service installations and equipment (F.S. 251) shall be kept in the licensed premises and must be produced for inspection on demand.*
14. *The licensee shall at all times keep the fire service installations and equipment in the licensed premises in efficient working order and free from obstruction.*

15. *Depositing of combustible materials shall not be allowed within corridors.*
16. *The usage and storage of dangerous goods shall comply with the Dangerous Goods Ordinance (Cap. 295).*
17. *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 Authority.*
18. *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.*
19. *No cooking facilities shall be provided in rooms where accommodation is available.*
20. *All externally hung or mounted signages and other appendages for or on the licensed premises shall be regularly inspected and maintained in a structural safe condition and any signs of danger or dilapidation shall be remedied immediately.*
21. *Prior to commencing any alteration, addition, renovation or redecoration, the formal written agreement of the Authority must be obtained. The licensee shall complete the works to the satisfaction of the Authority and within 14 days of completion of the works, submit the Report of Completion together with the required documents as specified therein.*