



HOME AFFAIRS DEPARTMENT OFFICE OF THE LICENSING AUTHORITY

Standard Licensing Requirements for Hotel Licence (Generally for hotel buildings approved by the Building Authority)

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

LASR-I (08/2023)

CONTENT

PART I : Building Safety and Health Requirements	2
1.0 Compliance with the Buildings Ordinance	3
2.0 Other Requirements.....	5
3.0 Submission of documents for Report of Completion.....	6
Appendix IA.....	7
PART II : Fire Safety Requirements	9
1.0 General Fire Safety Requirements for All Premises	9
Appendix IIA	14
Appendix IIB.....	22
PART III : Ventilating systems Requirements	25
PART IV : Sample Licence Conditions (<i>For Information Only</i>).....	25

PART I : Building Safety and Health Requirements

Note:

- (a) The whole of the works shall be completed in accordance with the latest plans approved by the Building Authority (BA) and to the satisfaction of the Hotel & Guesthouse Accommodation Authority (“**the Authority**”).
- (b) Detailed requirements will be formulated with reference to building plans approved by the BA under the Buildings Ordinance (BO)(Cap.123). Conversion of existing building to hotel use will be considered likewise.
- (c) All proposed and required works shall comply with the provisions of the 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>
- (d) Building works may be subject to the prior approval and consent from the Building Authority (BA) under section 14 of the BO or the simplified requirements for submission under the Minor Works Control System. Detailed procedures and forms of the Minor Works Control System are available at BD’s website- www.bd.gov.hk.
- (e) Applicants are advised to consult an architect, building surveyor or structural engineer with regards to the following works before actual commencement of works.

	Items	Applicable
<u>1.0 Compliance with the Buildings Ordinance</u>		
1.1.	<p>All building works, use and layout of the proposed hotel shall be in conformity to the latest building plans approved by the BA and shall be completed to the satisfaction of the BA. In particular,</p> <ul style="list-style-type: none"> (a) Structural Safety: the design loading shall fulfil the requirements stipulated in the Code of Practice for Dead and Imposed Loads 2011. (b) Adequate Means of Access for Fire Fighting and Rescue shall be provided as stipulated in Part D of the FS Code, in particular the provision of Emergency Vehicular Access and Fireman's Lifts, and Fire Fighting and Rescue Stairway for basement. (c) Adequate Means of Escape shall be provided as stipulated in Part B of the FS Code, in particular minimum 2 exit routes shall be provided for each storey. (d) Fire resisting construction shall be provided as stipulated in Part C of the FS Code, in particular adequate fire separation shall be provided between guestrooms. (e) Prescribed window shall be provided to each guestroom in accordance with Building (Planning) Regulations 30 & 31. (f) Two accessible guestrooms (and minimum 2 nos.) to be provided for every 100 guestrooms and any part thereof. (g) Accessible public information service counter, access route to an accessible lift and adequate manoeuvring space in corridor/ lobby shall be provided. (h) Sanitary fitments and drainage shall be provided in accordance with Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations. <p>An undertaking letter prepared by the Authorized Person, who is responsible for obtaining the occupation permit/acknowledgement letter for the completion of the new/ A&A works, should be submitted to the Authority to confirm if <u>the materials as shown in the schedule under PNAP APP-13 and the drainage system have remained intact as accepted by the BA and the use and layout of the hotel are in conformity to the latest building plans approved by the BA.</u> Otherwise, new set of certificates/test report/delivery notes and relevant documents should be submitted.</p> <p><u>Copy of the approved plans and the acknowledgement of completion by the BD and the undertaking letter prepared by the relevant Authorized Person should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>

	Items	Applicable
1.2	<p>Any proposed building works, which is deviated from the latest building plans approved by the Building Authority, may be subject to the separate approval and consent of the BD if the works</p> <ul style="list-style-type: none"> (a) Alter the number of the guestrooms (b) Alter the area, uses and layout of the Back of House (BOH)¹ or Front of House (FOH)² (c) Alter the extent of the hotel areas. 	<input type="checkbox"/>
1.3	<p>Based on the submitted layout plan and the site inspection findings, your application may involve but not limited to the carrying out of the following building and drainage works which are “Minor Works” as itemised at Schedule 1 of the Building (Minor Works) Regulation (Cap. 123N), the simplified requirements for submission under the Minor Works Control System shall be followed. Detailed submission procedures and forms are available at BD’s website - www.bd.gov.hk.</p> <ul style="list-style-type: none"> (i) Erection of partition walls (ii) Thickening of floor slabs (iii) Erection/ alteration of sub-divided flats (iv) Formation/ reinstatement of openings in a slab (v) Construction/ alteration/ repair/ replacement/ removal of windows or window walls (vi) Erection/ alteration/ removal of supporting frames for air-conditioning units or any associated air ducts projecting from the external wall (vii) Erection/ alteration/ removal of external ventilation duct works or associated supporting frames located on grade or a roof (viii) Erection/ alteration of ventilation duct works or associated supporting frames inside a building (ix) Erection/ alteration of fire dampers in ventilation system (x) Erection/ alteration/ repair/ removal of drain pipes (xi) Erection/ alteration/ removal of canopies/ retractable awnings for an opening (xii) Erection/ alteration/ removal of signboards (xiii) Removal of unauthorised structures (xiv) Alteration to external reinforced concrete walls (xv) Erection/ alteration/ removal of protective barrier <p>(MW items will be added or deleted as appropriate according to the actual situation)</p> <p><u>For Class I & II Minor Works Items, copy of specified form and supporting documents/plans/photos submitted to the BD and corresponding acknowledgment letter issued by BD should be submitted together with “Report of Completion”.</u></p> <p><u>For Class III Minor Works Items, only the copy of specified form and corresponding acknowledgement letter issued by BD should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>

¹ Common BOH includes offices (administration & management, purchasing & receiving or security), staff facilities (canteen, changing rooms & toilets or rest room), workshops (carpentry or electrical & mechanical), stores (for dry goods, food beverage, linen or furniture).

² Common FOH includes hotel lobby/reception counter, shopping /dining facilities, business centre or function rooms.

	Items	Applicable
1.4	<p>Structural justification prepared by an Authorized Persons/Registered Structural Engineer (AP/RSE) for the effects of the additional loadings on the structure of the existing building should be submitted if the renovation works deviated from that shown on the plans approved by Building Authority, particular in relation to the following:</p> <ul style="list-style-type: none"> (i) raised floor slabs ; (ii) partition walls or external walls ; and (iii) any works or heavy equipment affecting the structure. <p><u>Structural Justification Report and documents, such as copies of relevant record structural plans and structural calculation, should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
1.5	<p>No structural openings or recesses should be formed through/in the structural slabs / beams / columns / walls for the passages of electrical conduits /A/C pipes / pipes for fire services installations / drainage pipes or other utilities unless (i) approved by BA or (ii) they could be carried out under the Minor Works Control System . For the concerned requirements under the BO, AP/RSE should be consulted.</p> <p><u>For (i), copies of the approved plans and the acknowledgement of completion by the BD, and for (ii) copies of specified forms and structural justification prepared by an AP/RSE for the Minor Works, should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
<u>2.0 Other Requirements</u>		
2.1	<p><u>Multi-tier/elevated bed</u></p> <p>Any multi-tier/elevated beds to be provided in the premises should comply with the requirements set out in the "Guideline on the Arrangement and Disposition of Multi-tier/Elevated Beds". (See attached Appendix IA)</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"/>
2.2	<p>Special requirement(s):-</p> <p>(a)</p>	<input type="checkbox"/>

	Items	Applicable
<u>3.0 Submission of documents for Report of Completion</u>		
3.1	<p><u>4 sets of building plans, 3 sets of drainage plans and 3 sets of ventilation plans for completed works should be submitted.</u></p> <p><u>Note</u></p> <p>(a) The proposed hotel licence area should be marked on building plans with a summary table of guestrooms (nos.) to be provided.</p> <p>(b) Any areas used for operating, managing, keeping and controlling of a hotel such as back-of-house, reception etc., should be included in the licenced area. In this connection, you should clearly demarcate the licensed area in the plans required.</p> <p>(c) The licensed area in one application must be physically connected and should not be separated by other private occupancy or uses not connected with the operator's business as a hotel operator.</p>	<input type="checkbox"/>
3.2	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"/>
3.3	For all critical construction works to be concealed upon completion, including drainage works, fire resisting construction works, waterproofing works and duct-works passing through fire resisting walls, progress photos clearly showing the critical steps, components or details before covering up should be submitted. In case of inadequate/absence of such photos, the applicant may be required to open up for verifying compliance.	<input type="checkbox"/>

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) (the Ordinance). 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 Ordinance. Failure to comply with the requirements stipulated hereunder may render the Authority to refuse the application.

Access/Egress Arrangement (see Figure 1)

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

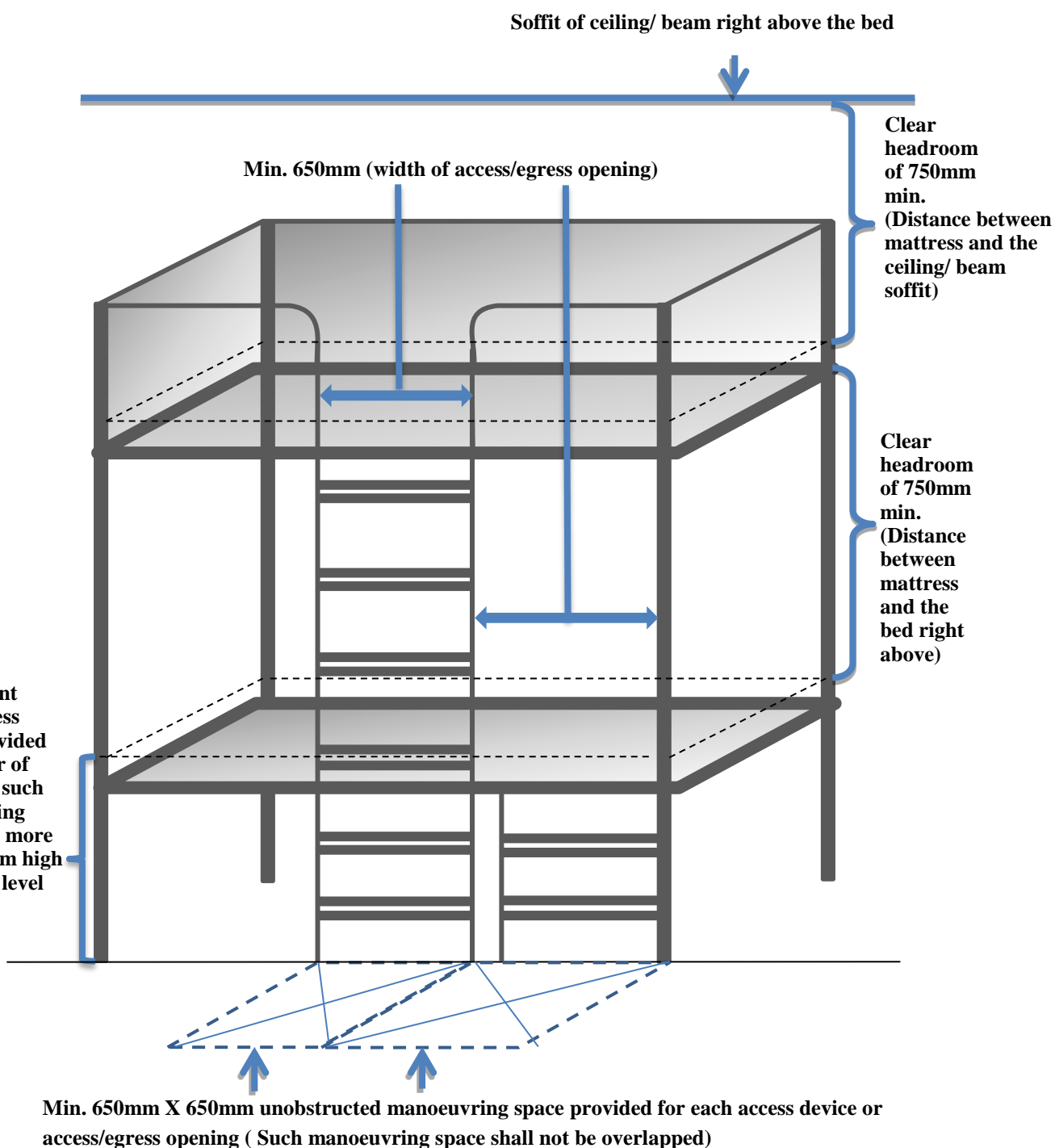
3. The clear width of access/egress opening for each tier of an elevated bed shall be not less than 650mm and leading to an unobstructed horizontal space not less than 650 mm x 650mm for each access/egress opening or device at the point of landing on floor level.

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

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

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

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



PART II : Fire Safety Requirements

Note:

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

	Items	Applicable
<u>1.0 General Fire Safety Requirements for All Premises</u>		
1.1	Fire control centre shall be provided according to the complexity of the building.	<input type="checkbox"/>
1.2	There shall be sufficient hydrants and hose reels on each floor to ensure that every part of the hotel can be reached by a length of not more than 30 m of Fire Services hose and hose reel tubing. 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” (Form F.S. 251) shall be submitted to the Authority upon completion.	<input type="checkbox"/>
1.3	An automatic sprinkler installation shall be installed for the entire building including staircases, common corridors, toilets and bathrooms in accordance with the Loss Prevention Council Rules for Automatic Sprinkler Installations incorporated with BS EN 12845. The installation works shall be carried out by a Registered Fire Service Installation Contractor in Class 2, and a copy of “Certificate of Fire Service Installations and Equipment” (Form F.S. 251) will be submitted to the Authority upon completion.	<input type="checkbox"/>
1.4	It is noted that sprinkler system has been provided in your hotel under application. In this connection, you are required to ensure that all parts of the premises are adequately protected by the system after renovation work.	<input type="checkbox"/>
1.5	Automatic fixed installation other than water shall be provided to areas where the use of water is undesirable for the occupancy or trade.	<input type="checkbox"/>
1.6	Audio/visual advisory system shall be provided for any part or parts of the hotel where the area occupied by one single occupancy on any one floor exceeds 2,000 square metres and where the occupants, due to their transient presence either as shoppers, audience or guests, are exposed to risks to require additional advice through such system.	<input type="checkbox"/>

	Items	Applicable
1.7	An independently powered generator of sufficient electrical capacity to meet the fire service installations and fireman's lifts it is required to provide.	<input type="checkbox"/>
1.8	Emergency lighting shall be provided throughout the entire hotel and all exit routes leading to ground level. A self-contained secondary 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. (Appendix IIA)	<input type="checkbox"/>
1.9	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"/>
1.10	If an exit sign is not clearly visible from any location in the premises, directional signs with specifications in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment shall be erected to assist occupants to identify the exits in the event of an emergency.	<input type="checkbox"/>
1.11	A manual fire alarm system shall be provided with one actuating point and one audio warning device at each hose reel point. This actuating point shall include facilities for fire pump start and audio/visual warning device initiation.	<input type="checkbox"/>
1.12	Fire detection system shall be provided in accordance with BS 5839 : Part I or other standards acceptable to the Director of Fire Services for the entire floor excluding toilets, bathrooms and staircases which are covered by sprinkler system, if any part of that floor is used for sleeping accommodation. The alarm of such system shall be transmitted to the Fire Services Communication Centre by direct telephone line, and be integrated with the Manual Fire Alarm System provided for the hotel.	<input type="checkbox"/>
1.13	One 2 kg dry powder or 4.5 kg CO ₂ gas fire extinguisher shall be provided in each pantry/switch room.	<input type="checkbox"/>

	Items	Applicable
1.14	<p>Pressurization of staircases in accordance with para. 5.21 of the Code of Practice for Minimum Fire Service Installations and Equipment is required where:</p> <ul style="list-style-type: none"> (a) natural venting of staircase is not provided; and (b) the aggregate area of openable windows of the rooms/units of the building does not exceed 6.25% of the floor area of those rooms/units, calculated on a floor by floor basis. <p>The number of pressurized staircases to be provided shall be determined by the table stipulated under the definition of Pressurization of Staircases in Part II of the Code of Practice for Minimum Fire Service Installations and Equipment provided that the number of pressurized staircases required shall not exceed the total number of staircases required by the Code of Practice for Fire Safety in Buildings.</p>	<input type="checkbox"/>
1.15	<p>A static or dynamic smoke extraction system shall be provided in accordance with FSD Circular Letter No. 1/90 in :</p> <ul style="list-style-type: none"> (a) 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; or (b) atrium of the hotel building, if the compartment of the atrium exceeds 28,000 cubic metres; or any basement level or floor of the building forming part of that compartment which exceeds 7,000 cubic metres; or (c) any fire compartment exceeding 7,000 cubic metres in that hotel building where : <ul style="list-style-type: none"> (i) the aggregate area of openable windows of the compartment does not exceed 6.25% of the floor area of that compartment; and (ii) the designed fire load is likely to exceed 1,135 MJ/square metre. 	<input type="checkbox"/>
1.16	<p>Visual alarm signals in addition to audio warning device shall be provided to form part of the fire alarm system in accordance with the current Design Manual: Barrier Free Access. The design of which shall be in accordance with the Code of Practice for Minimum Fire Service Installations & Equipment.</p>	<input type="checkbox"/>

	Items	Applicable
1.17	Smoke detectors provided in all guestrooms shall be integrated with proprietary made sounder bases. For practical reasons, smoke detectors installed in concealed space and ceiling void above false ceiling will be exempted from the requirement. The installation of smoke detector with integrated sounder base shall comply with the FSD Circular Letter No. 2/2009.	<input type="checkbox"/>
1.18	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"/>
1.19	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' (Form F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
1.20	All linings for acoustic, thermal insulation and decorative purposes within protected means of escape in the hotel 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' (Form F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
1.21	If Polyurethane (PU) foam filled mattresses and upholstered furniture are used in the hotel, 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 IIB)	<input type="checkbox"/>
1.22	The carpets being used within the protected means of escape of the hotel shall comply with American Society for Testing and Materials ASTM E-648, the USA Standard for assessment of textile floor covering or British Standard BS 5287 as conforming to low radius of effects of ignition when tested in accordance with BS 4790, or made of pure wool, unless the pile height of which does not exceed 10mm and the area to be carpeted is not exceeding 5 % of the protected means of escape calculated on the floor by floor basis.	<input type="checkbox"/>
1.23	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"/>

	Items	Applicable
1.24	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"/>

Requirements for Emergency Lighting Svstems
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 amphere-hours; or
 - (ii) BS EN 50272-1: 2010 and BS EN 50272-2: 2001 with capacity not exceeding 400 amphere-hours; or
 - (b) the battery is of the valve regulated type conforming to BS EN 60896-21: 2004 and BS EN 60896-22: 2004.
6. All batteries for emergency lighting circuits shall be kept fully charged at all times.

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

- (a) For cinemas / theatres / premises for entertainment purposes accommodating 500 persons or less, the emergency lighting system shall be capable of maintaining the stipulated lighting level for a minimum period of 1 hour with power supplied either from a dedicated uninterruptible power supply (UPS) system or from a central battery DC supply system conforming to BS EN 50171: 2001; or
- (b) For cinemas / theatres / premises for entertainment purposes accommodating more than 500 persons, the emergency lighting system shall be:
 - (i) maintained for a minimum period of 2 hours with power supplied either from a dedicated UPS system or from a central battery DC supply system conforming to BS EN 50171: 2001; or
 - (ii) maintained for a minimum period of 1 hour with power supplied either from a dedicated UPS system or from a central battery DC supply system conforming to BS EN 50171: 2001 on the condition that the supply system is backed up by an emergency generator conforming to the standard as stipulated in the *Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment*.

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

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

10. Outgoing circuits shall be suitably protected by fuses / protective device conforming to the relevant requirements of the *Code of Practice for the Electricity (Wiring) Regulations* issued by the Electrical and Mechanical Services Department.
11. The emergency lighting system shall be wired with fire resisting cables conforming to:
 - (a) BS EN 50200: 2015 (PH60) and Annex E of BS EN 50200: 2015 (a duration of survival time of 30 minutes) and one of the following standards:
 - (i) BS EN 60702-1: 2002 + 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 $12\frac{1}{2}\%$ of the total required battery capacity (ampere-hour rating not voltage) shall be provided, i.e. $100\% + 12\frac{1}{2}\% = 112\frac{1}{2}\%$.
16. A diagram showing details of the distribution system and the circuit wiring of the emergency lighting system shall be posted adjacent to the electrical wiring diagram(s) of the main distribution board.
17. The minimum illumination provided at floor level by the emergency lighting system shall be:

Staircase/exit route

not less than 2 lux

Nightclub, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings not less than 1 lux

Cinemas and theatres (auditorium) not less than 0.5 lux

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

18. All luminaires shall have equal lumen output and distribution characteristics giving equal intensity of light in all material directions. Each luminaire shall be so sited as to avoid impairment of vision from glare. Luminaires, except where so specified and approved, shall be mounted at a height of not less than 2 metres above the finished floor level.
19. The minimum number of lamps required in any luminaires shall not be less than two (Note: If only one luminaire was provided and a lamp failure occurred, a hazardous situation would result). The luminaires shall be permanently fixed in position.
20. Facilities exceeding 8m² gross floor area and facilities of less than 8m² 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 Svstems

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 16m² and a hazardous situation will not occur in the event of luminaire failure, only one set of emergency lighting luminaire will be required. The luminaires shall be permanently fixed in position.
10. The minimum illumination provided at floor level by the emergency lighting systems shall be:

Staircase/exit route	not less than 2 lux
----------------------	---------------------

Nightclub, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings	not less than 1 lux
--------------------------------------------------------------------------------------------------------------------------------	---------------------

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

11. Facilities exceeding 8m² gross floor area and facilities of less than 8m² without borrowed light should be provided with escape lighting complying as if they were part of an escape route. For clarity, escape route means a route forming part of the means of escape from a point in a building to a final exit. Borrowed light means the light obtained from an adjacent reliable source such as emergency lighting luminaires, exit signs and directional signs that is available at all material times. Escape lighting means part of emergency lighting which is provided to ensure the escape route is illuminated at all material times.
12. The emergency lighting system shall be installed / inspected and certified by a Registered Fire Service Installation Contractor.

13. The self-contained lighting luminaires of the emergency lighting system conforming to the requirements as stipulated in paragraphs B.3 to B.8 above shall be tested and certified by a testing organization recognized by the Fire Services Department or a local university laboratory competent to carry out the relevant tests and certification.
14. Periodic tests shall be carried out to each luminaire according to the following procedures:
 - (a) Once every month a functional test in accordance with BS EN 50172:2004 not longer than 10% of rated duration should be carried out
 - (b) Once twelve-month a full rated duration test should be carried out and result should be entered in a register.
 - (c) The luminaire should be functioning properly to maintain the stipulated lighting level and the normal power supply should be restored after the test.
 - (d) If automatic testing devices are used, Paragraphs C.14 (a) to C.14 (c) above should be complied with.

Appendix IIB

Requirements for Polyurethane (PU) Foam Filled Furniture Items

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

	Flammability Standard / Specification
1.	British Standard : Specification for resistance to ignition of mattresses, divans and bed bases (for the use in medium hazard premises/buildings) BS 7177 : 1996 (or the latest edition).
2.	State of California, Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 121 – Flammability Test Procedure for Mattresses for Use in High Risk Occupancies.
3.	State of California, Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 129 – Flammability Test Procedure for Mattresses for Use in Public Buildings.

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

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

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

* See Annex A for Sample of Label.

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.

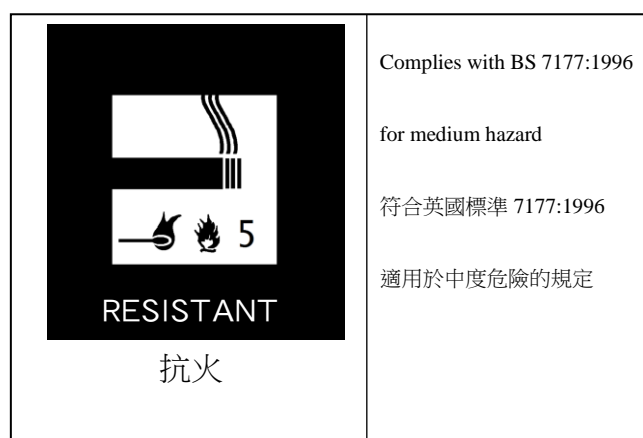
告示

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)**

This is a blank page

PART III : Ventilating systems Requirements

	Items	Applicable
1.1	When a ventilation/ air conditioning control system to the hotel is provided, it shall stop mechanically induced air movement within a designated fire compartment.	<input type="checkbox"/>
1.2	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"/>

PART IV : Sample Licence Conditions

1. *This Licence is the property of the Government of the Hong Kong Special Administrative Region and must be surrendered on cancellation. On cancellation, neither the Licence fee nor part thereof shall be returned unless the Hotel and Guesthouse Accommodation Authority (hereafter called the Authority) otherwise directs.*
2. *This Licence or a certified true copy issued by the Authority, shall be displayed in a prominent position at the licensed premises and must be produced for inspection on demand.*
3. *Except with the written permission of the Authority the licensee shall not alter, amend or otherwise change the layout of the premises licensed from the drawings registered by the Authority.*
4. *The operation, keeping, management and other control of the hotel 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 licensee shall comply with the Remedial Order as may be given from time to time by the Secretary for Home Affairs under Sec. 20 of the Hotel and Guesthouse Accommodation Ordinance.*
7. *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.*
8. *This Licence is not personal to the licensee or the occupier.*
9. *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.*
10. *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.*
11. *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.*
12. *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.*
13. *Depositing of combustible materials shall not be allowed within corridors.*
14. *The usage and storage of dangerous goods shall comply with the Dangerous Goods Ordinance (Cap. 295).*

15. *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.*
16. *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.*
17. *When any portion or whole part of the Fire Service Installations (including suspension of Direct Telephone Link of the Automatic Fire Alarm System) is to be shut down for overnight or over 24 hours due to any reasons, the licensee shall immediately report to the Authority by fax at 2894 8343.*
18. *No cooking facilities shall be provided in rooms where accommodation is available.*
19. *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.*
20. *Alteration, addition and renovation accepted by the Authority does not waive any requirements or provisions under the Building Ordinance (Cap. 123). Except for works under sections 41(3), 41(3B) and 41(3C) of the Buildings Ordinance and for minor works as designated in Schedule 1 of the Building (Minor Works) Regulation (Cap.123N) that can be carried out in accordance with the simplified requirements under that Regulation, prior approval and consent from the Building Authority shall be obtained before the commencement of the works. In any cases, prior to commencing any alteration, addition, renovation or redecoration, the formal written agreement of the Authority must be obtained. The licensee shall complete the works to the satisfaction of the Authority and within 14 days of completion of the works, submit the Report of Completion together with the required documents as specified therein.*