

**A Guide to Licence Applications for
Guesthouse (Holiday Camp) - Caravan Camp Site**
**under the Hotel and Guesthouse Accommodation Ordinance,
Chapter 349**



民政事務總署

Home Affairs Department

Introduction

Operation of hotel/guesthouse in Hong Kong is regulated by the Hotel and Guesthouse Accommodation Ordinance (Cap. 349) (the Ordinance). For the purpose of the Ordinance, the Secretary for Home Affairs is the Licensing Authority (the **Licensing Authority**). The Office of the Licensing Authority of the Home Affairs Department is responsible for administering the Ordinance.

IMPORTANT NOTE

- (1) Information contained in this Guide is for reference only. Application for issue, renewal and transfer of a licence is to be processed in accordance with the Ordinance and its subsidiary regulations.
- (2) To enhance the safety and management of the premises licensed under the Ordinance, three enhancement measures have been introduced as licensing requirements with effect from 28 December 2015. For details, please read the letter to licensees/applicants dated 11 December 2015 and its attached "Guideline on New Licensing Requirements under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349)" (<http://www.hadla.gov.hk/en/news/hotel.html>) on the website of the Office of the Licensing Authority (<http://www.hadla.gov.hk>). Please check the 'Latest News' on the website of the Office of the Licensing Authority (<http://www.hadla.gov.hk>) for updates.
- (3) It is an offence under the Ordinance if any person, who on any occasion operates, keeps, manages or otherwise has control of a hotel/guesthouse without a licence or certificate of exemption in respect of the premises. The person convicted of the offence is liable to a maximum fine of \$200,000 and to imprisonment for two years, and to a fine of \$20,000 for each day during which the offence continues.
- (4) The issue of the licence does not act as a waiver of any terms in any lease or licence granted by the Government of the Hong Kong Special Administrative Region or any public officer, nor does it in any way affect or modify any agreement, covenant or Deed of Mutual Covenant relating to any premises or building situated on the caravan camp site.
- (5) The issue of the licence does not in any way exempt the holder of the licence from the consequence of non-compliance with the provisions of any other enactments, or indemnify him against the consequences of any breach of any other regulations or laws of Hong Kong.
- (6) This guide to licence applications is only applicable to a proposed caravan camp site providing short-term sleeping accommodation.

IMPORTANT ADVICE
for Prospective Applicants of
Guesthouse (Holiday Camp) Licence for Caravan Camp Site

DOs and DON'Ts

DO –

- ✓ consider appointing professionals to assist you in making application if you are not familiar with the site constraints and requirements outlined in this booklet.
- ✓ hire competent contractors to carry out the required upgrading works to be laid down by the Licensing Authority.
- ✓ engage registered Fire Service Installation contractors in the required fire service installations.
- ✓ choose only premises complying with the requirements set out in the Buildings Ordinance (Cap. 123) (BO) and the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121) and sites that comply with other laws of Hong Kong for a proposed caravan camp site.
- ✓ ensure the safety of the caravans and their suitability for use as sleeping accommodation.

DON'T –






-  start construction, renovation, decoration or installation works in the premises before the Licensing Authority has conducted the preliminary site inspection and informed you of the upgrading works required to be carried out in the premises.
-  carry out any building works and structural alterations to the premises before obtaining prior approval and consent, as necessary, from the Building Authority.
-  commence operation or business in the caravan camp site before a licence is obtained from the Licensing Authority.
-  ignore requirements of other government departments including the Agriculture, Fisheries and Conservation Department, Buildings Department, Electrical and Mechanical Services Department, Environmental Protection Department, Fire Services Department, Lands Department, Leisure and Cultural Services Department and Planning Department, notwithstanding that a licence has been issued by the Licensing Authority.
-  choose a site to which the District Lands Office of the Lands Department has objection for use as your proposed caravan camp site.

Table of Contents

Chapter I : Introduction	6
General.....	6
Choice of Premises and Other Requirements	7
Third Party Risks Insurance	9
Promotional Materials and Advertisements	10
Application Procedures	10
Chapter II : Building Safety Conditions.....	11
Chapter III : Fire Safety Conditions	13
Chapter IV : Licence Application Procedure.....	14
Chapter V : Licence Renewal	17
Chapter VI : Licence Transfer	19
Chapter VII : Appeal	20
Appendix A – Illustrative Diagram for the Separation Space between Caravans and Other Structures/Buildings	21
Appendix B - Flow Chart for Processing New Application of Licence for Caravan Camp Site Providing Short-term Sleeping Accommodation	22
Appendix C - Flow Chart for Processing Renewal Application of Licence for Caravan Camp Site Providing Short-term Sleeping Accommodation.....	23
Enquiries	24

Chapter I : Introduction

General

- 1.1 This Guide is published by the Office of the Licensing Authority of the Home Affairs Department, summarising the general compliance and safety requirements for a caravan camp site.
- 1.2 Pursuant to the Ordinance, any person who intends to operate, keep, manage, or otherwise has control of a caravan camp site providing short-term sleeping accommodation should apply for and hold a valid licence from the Office of the Licensing Authority before commencing operation.
- 1.3 The objectives of the licence are to ensure that the requirements in respect of building safety, fire safety, health and sanitation for a caravan camp site are met.
- 1.4 This Guide outlines the general compliance requirements applicable to most caravan camp sites so that prospective applicants, professional and technical personnel would have a general idea of the basic compliance requirements and standards. It should be emphasised that the Licensing Authority may, as it deems fit and necessary, impose special and additional requirements for individual building/premises/caravan having regard to the circumstances and situation of the building/premises/caravan concerned, such as means of ingress or egress to and from site, design, construction, size and type of building/premises/caravan within the site.
- 1.5 The works described in this Guide are on no account to be regarded as applicable to any proposal which has not been submitted to the Licensing Authority.
- 1.6 British Standard Specification and other International/National Standards: The Licensing Authority may permit the use of products, materials or the carrying out of any works in accordance with a relevant British Standard Specification, British Standard Code of Practice or other international/national standards accepted by the Licensing Authority that prescribe the quality of products, material or standards of workmanship.

- 1.7 The whole of the works shall be carried out to the satisfaction of the Licensing Authority.
- 1.8 Some of the required works may be classified as building works and would, as such, be subject to the control of the BO. You should therefore enlist the service of an Authorized Person and, if necessary, a Registered Structural Engineer to act on your behalf to follow up on the licence application.

[Footnote: Authorized Persons and Registered Structural Engineers have the meaning given by section 2(1) of the BO. Their lists are available for inspection free of charge in the office and website of the Buildings Department (<http://www.bd.gov.hk>).]

Choice of Premises and Other Requirements

- 1.9 Not all sites/premises are suitable for use as a caravan camp site. It is the responsibility of a prospective applicant for the licence to ensure that the sites/premises do comply with the lease conditions and the Deed of Mutual Covenant, if applicable. Prospective applicants are therefore advised, before making any financial or contractual commitment, to check the government lease (at the Land Registry whose website is <http://www.landreg.gov.hk> and service hotline, 3105 0000) to ascertain whether or not the proposed site premises could be used as a caravan camp site, and for the proposed activities of the caravan camp site.
- 1.10 Caravan camp site application shall be for premises which should:
- (a) comply with the requirements set out in the BO and the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121); and
 - (b) be issued with a Certificate of Compliance or a letter of No Objection to Occupy by the District Lands Office of the Lands Department, if village type houses in the New Territories are involved.
- 1.11 The Licensing Authority will not normally issue a licence for a proposed caravan camp site situated in/involving:
- (a) an unauthorised structure;
 - (b) premises in an area designated for emergency or circulation use;
 - (c) an area for manufacturing of any dangerous goods within the

- meaning of the Dangerous Goods Ordinance (Cap. 295); and
- (d) accommodation adjoining a dangerous goods storage area.

- 1.12 Acceptance in writing should be obtained from relevant Government Department(s) concerned for the proposed use of caravan camp site. If any chosen premises within the caravan camp site is for non-domestic use approved by the BA, written acceptance from the BA should be obtained for the proposed change in use from non-domestic to domestic under the BO prior to the conversion to caravan camp site.
- 1.13 Layout plan for the proposed caravan camp site clearly indicating the following shall be submitted to the Licensing Authority for consideration:
- (a) the boundary and the site area of the caravan camp site intended for licence and the caravan camp site should be separated with the adjoining sites;
 - (b) the location and size of each caravan bay;
 - (c) the exit arrangement within the caravan camp site;
 - (d) any annex, extension or attachment to the caravan or any other obstacles to be placed within the caravan bay;
 - (e) the types, standards and specifications of all materials used and/or intended to be used in the caravan camp site;
 - (f) all existing and proposed building works, sanitary fitments, drainage works, air-conditioning unit, ventilation ducting and means of mechanical ventilation, if applicable.
- 1.14 Caravan bays should be a flat and firm surface suitable for setting up a caravan. Every caravan shall be located on a caravan bay.
- 1.15 Any sides of a caravan and its annex, extension or attachment facing that of another or other structures/buildings shall be provided with an unobstructed space of minimum 5m wide. (An illustrative diagram is attached at **Appendix A**). Naked flame and cooking/BBQ activities are not allowed in such unobstructed space.
- 1.16 The following requirements on site location shall be complied with:
- (a) there shall be a vehicular access to allow emergency vehicles to reach within 30m from the caravan camp site;
 - (b) such access, serving as an emergency vehicular access, shall be not less than 4.5m in width with a headroom clearance of 4.5m and be

capable of withstanding the loading of 18 tonnes fire appliances. Detailed emergency vehicular access requirement will be imposed upon receipt of a formal application and after subsequent site inspection by staff of the Licensing Authority; and

- (c) a standard pedestal type fire hydrant shall be made available within 100m of the caravan camp site.
- 1.17 Every caravan shall be of a type approved or registered by the relevant authorities either local or overseas, as applicable. Substantiating documents, either in English or Chinese, including manufacturer's catalogue certifying the safety of the caravan shall be submitted to the Licensing Authority for consideration.
- 1.18 The mobility of caravans shall be restricted by properly fixing the caravans to the ground according to the manufacturer's instructions and safety precautions to the satisfaction of the Licensing Authority.
- 1.19 Every caravan shall be of single deck design.
- 1.20 No ventilating ducts/trunkings of a ventilating system shall pass through caravans.
- 1.21 No smoking shall be allowed within the caravan. The licensee shall take all reasonable precautions to prevent such smoking, and 'NO SMOKING' notices in 170mm English and Chinese characters shall be prominently displayed in a prominent position to remind the patrons that the areas are no smoking areas. Licensee shall maintain such signs in good order.
- 1.22 Each caravan shall be assigned with a registration/location number for identification.

Third Party Risks Insurance

- 1.23 To enhance the safety and management of premises being licensed as a hotel or a guesthouse (including guesthouse (holiday camp)) under the Ordinance, 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 is required to be taken out by the applicant in respect of the use of the licensed premises by any person.

Promotional Materials and Advertisements

- 1.24 To facilitate the public to identify the specific type of the licensed premises, licence holders of “guesthouse (holiday camp) - caravan camp site” are required to indicate clearly “(licensed guesthouse)” in all promotional materials/advertisements related to the guesthouse. The font size shall not be smaller than the smallest print of the promotional materials/advertisements.
- 1.25 For details of clauses 1.23 and 1.24, please read the letter to licensees/applicants dated 11 December 2015 and its attached “Guideline on New Licensing Requirements under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349)” (<http://www.hadla.gov.hk/en/news/hotel.html>) on the website of the Office of the Licensing Authority (<http://www.hadla.gov.hk>).

Application Procedures

- 1.26 New, renewal and transfer applications in respect of a licence for caravan camp site should be made by means of the prescribed application form (HAD 133), application form (HAD 140) and application form (HAD 141) respectively. The application forms are obtainable at the Office of the Licensing Authority of the Home Affairs Department, or the website of the Office of the Licensing Authority: http://www.had.gov.hk/en/public_forms/forms.htm. The completed application form, in duplicate, should be forwarded to the Office of the Licensing Authority together with all the required supporting documents. More details are provided in Chapters IV to VI. Flow charts for processing new and renewal applications of licence for a caravan camp site are shown in **Appendix B and Appendix C** respectively.
- 1.27 In vetting an application, the Licensing Authority will take into consideration the proposed layout and the intention as declared by the applicant and carry out site inspection to the proposed caravan camp site in order to determine the types of layout deemed involved, and based on which to formulate relevant building safety and fire safety requirements.

Chapter II : Building Safety Conditions

- 2.1 In assessing the suitability of the premises for use as a caravan camp site, the Licensing Authority generally makes reference to the provisions of the BO and requirements by the relevant authorities for the protection of the caravan, structures and buildings within the caravan camp site from the effects of fire by inhibiting the spread of fire, and ensuring fire resisting construction and structural safety of the caravan, structures and buildings within the caravan camp site.
- 2.2 In vetting an application, the Licensing Authority will take into consideration the following fundamental aspects of the proposed caravan camp site:
 - (a) the construction of caravans and caravan bays, structures and buildings within the camp site;
 - (b) other structures and buildings or uses within the camp site;
 - (c) provision of lighting and ventilation;
 - (d) provision of sanitary fitments and drainage; and
 - (e) fire safety concerns including the means of escape of the caravans and within the camp site; fire separation within the camp site; fire resisting characteristic and construction of caravans, structures and buildings within the camp site and means of access for fire fighting.
- 2.3 For other structures and buildings or uses within the caravan camp site, in addition to the BO, applicants should read the subsidiary regulations of the BO and “**Code of Practice for Fire Safety in Buildings 2011**” published by the Building Authority (available at the Buildings Department’s website: http://www.bd.gov.hk/english/documents/code/fs_code2011.pdf).
- 2.4 After site inspection carried out by the Licensing Authority, the applicant will be advised on the details of upgrading works required in compliance with the safety standards set out in the Ordinance before a licence can be issued. A flow chart for processing new applications for a licence for a Caravan Camp Site is shown in **Appendix B**.
- 2.5 It should be noted that the Licensing Authority may outright refuse an application if the situations mentioned in clause 1.11, or any other items which may undermine the safety of the caravans, structures and buildings within the caravan camp site come into its notice.

Chapter III : Fire Safety Conditions

- 3.1 All Fire Service Installations (FSIs) and Equipment provided within the caravan camp site (including caravans, their annexes, extensions or attachments) shall be retained and maintained in an efficient working order. Where alterations and additions of FSIs are required, such work shall be carried out and certified by a registered FSI Contractor and a copy of the certificate shall be forwarded to the Licensing Authority.
- 3.2 The Licensing Authority may, as it thinks fit, impose conditions on a licence in respect of a caravan camp site in relation to fire safety, and require the submission of certificates or reports issued by a qualified professional body, where necessary.
- 3.3 For the purpose of these conditions, the standards and definitions of FSIs shall comply with the prevailing Code of Practice for Minimum Fire Service Installations and Equipment at the time of the licence application.
- 3.4 All fire service installations and equipment provided shall be inspected at least once every twelve months. This work shall be carried out by a registered FSI Contractor who shall issue "Certificate(s) of Fire Service Installations and Equipment" (FS251) to the owner with copies forwarded to the Licensing Authority.
- 3.5 The caravan camp site shall satisfy the Electricity (Wiring) Regulations and the relevant codes of practice with regard to all fixed electrical installation works.

Chapter IV : Licence Application Procedure

4.1 Documents to accompany the application form :

- the original and one copy of the completed application form;
- a photocopy of the Hong Kong Identity Card of the applicant (if the applicant is an individual) or business registration certificate of the applicant (if the applicant is a limited company);
- if the applicant is not a permanent resident of Hong Kong, he should submit the completed “consent form” at Appendix I of the application form and a copy of his travel document;
- a photocopy of the business registration certificate of the caravan camp site (may be submitted before the licence is issued);
- a copy of insurance proof (e.g. the valid insurance policy, certificate of insurance, etc. issued by the insurance company) for procurement of 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 (may be submitted before the licence is issued if the required insurance information is not duly provided in the application form);
- three sets of detailed layout plans in metric and to scale (normal not less than 1:100) with the boundary of the premises of the caravan camp site area under the licence application clearly delineated and partitions layout of the caravans shown;
- evidence showing that the Building Authority has granted prior approval for the change of use of the structures and buildings or uses within the caravan camp site from non-domestic to domestic use (if the proposed structures and buildings or uses situated in the caravan camp site are approved by the Building Authority for non-domestic use); and
- a Certificate of Compliance or a letter of No Objection to Occupy issued by the District Lands Office of the Lands Department (if the proposed structures and buildings or uses within the caravan camp site is a village type house in the New Territories).

4.2 The application may not be considered if the applicant fails to provide all the information requested.

Appointment of authorized persons/registered contractors

4.3 Applicants are strongly recommended to appoint an authorized person (AP) to advise on the suitability and layout of the caravan camp site and to prepare plans for the licence application; applicants are also recommended to appoint a registered general building contractor registered with the Buildings Department to carry out all the upgrading works.

4.4 For the following works, the appointment of registered contractors is essential -

- Ventilation works - a registered specialist contractor (ventilation works) registered with the Buildings Department;
- FSI and equipment - a FSI contractor registered with the Fire Services Department;
- Electrical installation works - an electrical contractor/worker registered with the Electrical and Mechanical Services Department; and
- Gas works - a gas contractor registered with the Electrical and Mechanical Services Department.

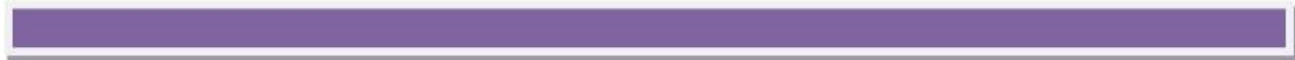
[The lists of APs and relevant registered contractors are available for inspection free of charge in the offices and websites of the Buildings Department (<http://www.bd.gov.hk>), the Fire Services Department (<http://www.hkfsd.gov.hk>) and the Electrical and Mechanical Services Department. (<http://www.emsd.gov.hk>).]

4.5 Process

Key steps	Details
Submission of application	<ul style="list-style-type: none">● The applicant shall complete an application form (Form HAD 133) (available at the website of the Office of the Licensing Authority: http://www.had.gov.hk/en/public_forms/forms.htm) and submit the original and a copy to the Licensing Authority together with the necessary supporting documents.
Inspection and issue of a list of required upgrading	<ul style="list-style-type: none">● On receipt of the application, the Licensing Authority will contact the applicant for inspection of the proposed caravan camp site at a mutually

works	<ul style="list-style-type: none"> ● The Licensing Authority will issue a letter listing out all the required upgrading works. The letter will enclose a "Report of Completion" form.
Completion of upgrading works	<ul style="list-style-type: none"> ● The applicant should complete all the upgrading works as soon as possible. ● Upon completion of all the works, the applicant shall complete the "Report of Completion" form and return it to the Licensing Authority together with all the certificates and relevant documentation.
Final compliance inspection	<ul style="list-style-type: none"> ● Upon receipt of the Report of Completion, the Licensing Authority will contact the applicant for a final inspection of the caravan camp site at a mutually convenient time.
Issue of licence and submission of as-built drawings	<ul style="list-style-type: none"> ● When all works are found satisfactorily completed and all required certificates/documents have been checked and in order, the Licensing Authority will notify the applicant for provision of the required insurance proof, payment of the prescribed fee and collection of the licence. ● The applicant will be requested to submit two sets of as-built general layout and fire services installation drawings of the subject caravan camp site for endorsement by the Licensing Authority. One set of the endorsed plans will be returned to the applicant.

- 4.6 If the upgrading works cannot be completed by the time specified by the Licensing Authority, the applicant should notify the Licensing Authority and apply for extension of time.
- 4.7 If the applicant fails to complete the upgrading works within a reasonable period of time, the Licensing Authority may consider refusing the application.
- 4.8 When all the requirements under the Ordinance are satisfied, the licence will be issued upon payment of the prescribed fee and provision of the required insurance proof (if the required insurance information is not duly provided in the application form).
- 4.9 The Licensing Authority has made performance pledges in respect of the following stages of work:



Processing Steps		Processing Time and Performance Pledges
<u>New Application</u>		
(i)	To issue acknowledgement receipt	Within four working days upon receipt of a valid application
(ii)	To conduct site inspection and issue a letter of upgrading requirements to applicant	Within 22 working days upon issue of acknowledgement receipt

Chapter V : Licence Renewal

5.1 There is a validity period for licences issued under the Ordinance. A person holding a licence in respect of a caravan camp site should apply for renewal not less than three months prior to the expiry of the licence.

5.2 *The process*

- The licence holder should ensure all conditions stipulated in the licence are fully complied with;
- The licence holder shall submit the Renewal Application Form (HAD 140) (available at the website of the Office of the Licensing Authority: http://www.had.gov.hk/en/public_forms/forms.htm) together with the following documents and certificates to the Licensing Authority –
 - a copy of valid Certificate of Fire Service Installations and Equipment (F.S. 251) issued by a registered fire service contractor who certified that all fire services installations and equipment in the licensed caravan camp site are in efficient working order;
 - a copy of valid “Work Completion Certificate – Form WR1” or “Periodic Test Certificate – Form WR2” issued by a registered electrical worker who certified that the Fixed Electrical Installations in the caravan camp site comply with the Electrical Ordinance and are in safe working order –
 - a low voltage fixed electrical installation located in such caravan camp site with an approved loading exceeding 100A, single or three phases, shall be inspected, tested and certified at least once every five years; or
 - a low voltage fixed electrical installation located in the caravan camp site that is used for sleeping accommodation shall be inspected, tested and certified at least once every five years.
 - a copy of valid annual inspection certificate (Building (Ventilating Systems) Regulations) issued by a registered ventilation contractor who certified that all dampers / filters / precipitators in the ventilating system(s) in the caravan camp site are in safe and efficient working order; and
 - a copy of valid annual documentary proof (e.g. valid insurance policy, certificate of insurance, etc. issued by the insurance company) for

procurement of 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 (may be submitted before the licence is issued if the required insurance information is not duly provided in the application form).

- The Licensing Authority will inspect the caravan camp site to ensure that basic fire and building safety requirements are complied with and maintained; and
- When all the requirements under the Ordinance are satisfied, the licence will be renewed upon payment of the prescribed fee and provision of the required insurance proof (if the required insurance information is not duly provided in the application form).

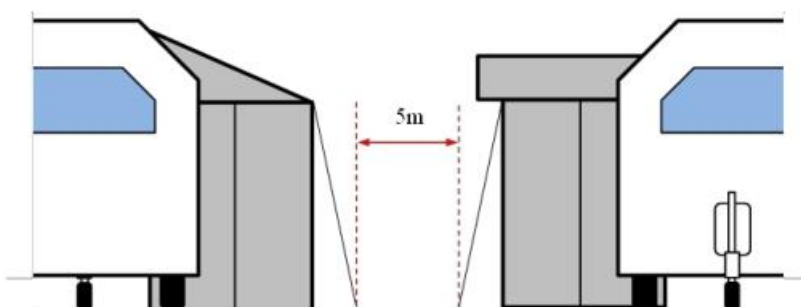
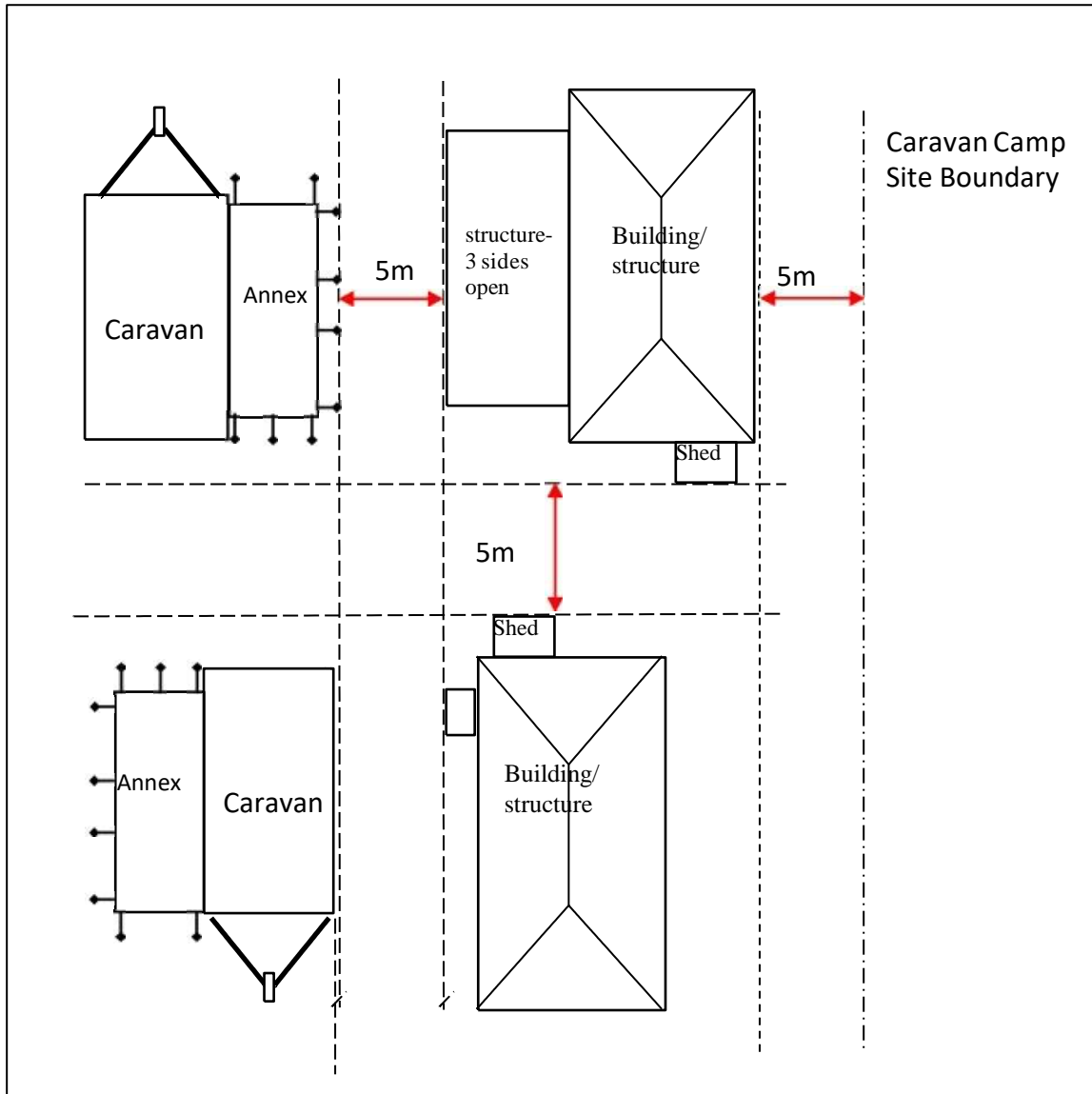
Chapter VI : Licence Transfer

- 6.1 Under section 12(2) of the Ordinance, the Licensing Authority has a discretionary power to determine whether or not to permit a transfer application. In this connection, the applicant has to submit an application in such form and manner as determined by the Licensing Authority and there should be a cause shown to the Licensing Authority's satisfaction.
- 6.2 If the person holding a licence intends to transfer the business operation to another person/company, such person has to –
- Complete Form HAD 141: http://www.had.gov.hk/en/public_forms/forms.htm; and
 - Ensure that the transferee is well aware of all the conditions, obligations, duties and restrictions in the current licence.
- 6.3 A transfer may be refused if –
- The licence is about to expire;
 - The licence is not valid;
 - Special conditions stipulated in the licence have not been fully complied with and the date for compliance has already expired; or
 - The prescribed fee has not been duly paid.

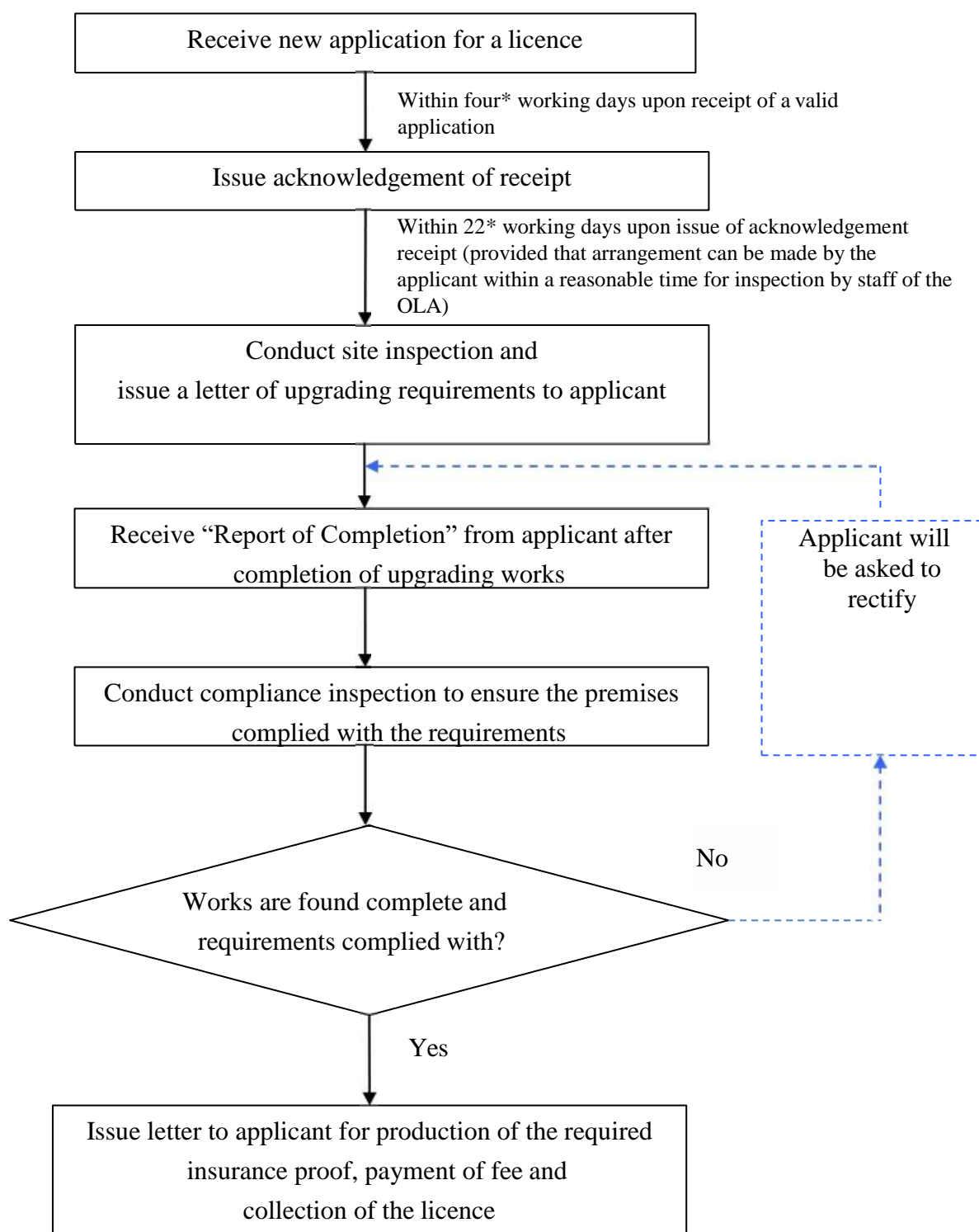
Chapter VII : Appeal

- 7.1 Any person who objects to a decision of the Licensing Authority with regard to an application, renewal, transfer, cancellation or suspension of a licence may lodge an appeal with the Appeal Board under the Ordinance, using the appeal form - Notice of Appeal (Form 1) (available at the website of the Office of the Licensing Authority: http://www.had.gov.hk/en/public_forms/forms.htm).
- 7.2 When lodging an appeal, the appellant should note that –
- An appeal must be lodged in the prescribed form within 28 days after receiving the notice of the decision to which the appeal relates;
 - The appellant should specify the grounds of the appeal, the particulars of evidence, etc. in the Notice of Appeal to the Chairman of the Appeal Board, copied to the Licensing Authority;
 - A date and time for hearing the appeal will be fixed by the Chairman; and
 - The hearing will normally be conducted in public.
- 7.3 The Appeal Board may decide on the costs involved in the appeal to be paid by either party.

**Illustrative Diagram for the Separation Space
between Caravans and Other Structures/Buildings on a Caravan Camp Site**

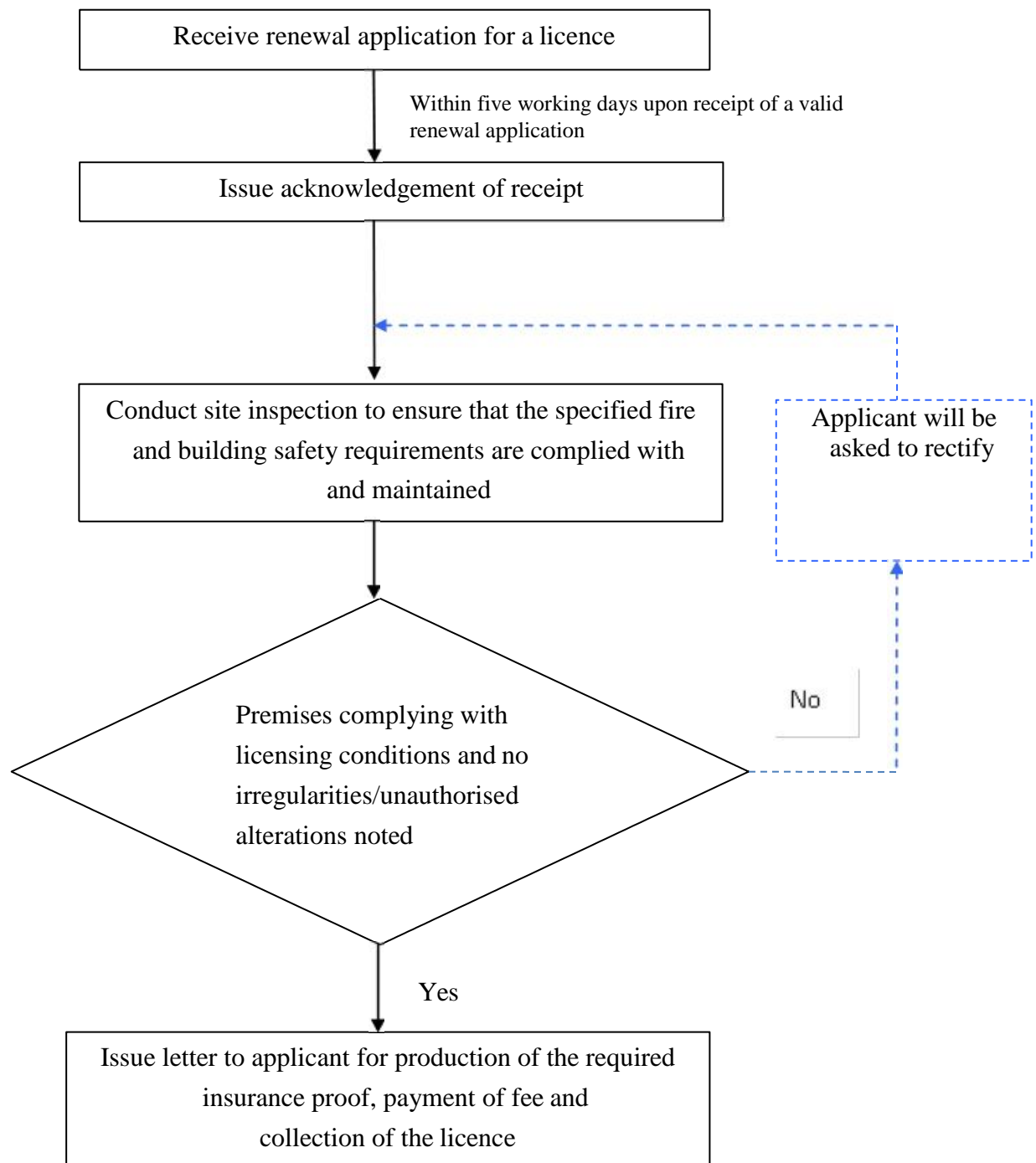


Flow Chart for Processing a New Application for a Licence for “Guesthouse (Holiday Camp) – Caravan Camp Site” Providing Short-term Sleeping Accommodation



* - indicate performance pledge

Flow Chart for Processing a Renewal Application for a Licence for “Guesthouse (Holiday Camp) – Caravan Camp Site” Providing Short-term Sleeping Accommodation



Enquiries

Office of the Licensing Authority, Home Affairs Department

Address	:	10/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
Enquiry Telephone	:	2881 7034
Fax number	:	2894 8343
e-mail address	:	hadlaeng@had.gov.hk
Website	:	www.hadla.gov.hk

Lands Administration Office, Lands Department (for the Buildings Ordinance (Application to the New Territories) Ordinance (Cap.121), issuance of Certificate of Compliance, and letter of No Objection to Occupy)

Address	:	20/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong
Telephone number	:	2525 6694
Fax number	:	2868 4707
e-mail address	:	landsd@landsd.gov.hk
Website	:	www.landsd.gov.hk

Buildings Department (for building plans, unauthorised building works, and lists of authorised building professionals and registered contractors)

Address	:	12th floor, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon
Telephone number	:	2626 1616
Fax number	:	2840 0451
e-mail address	:	enquiry@bd.gov.hk
Website	:	www.bd.gov.hk

Fire Services Department (for registered fire service installations contractors, registered suppliers of fire equipment, and enquiries about the ventilation system)

Licensing & Certification Command

Address	:	5th floor, South Wing, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon
Telephone number	:	2733 7619
Fax number	:	2367 3631
e-mail address	:	lcpolic2@hkfsd.gov.hk
Website	:	www.hkfsd.gov.hk

Ventilation Division

Address	:	5th floor, South Wing Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon
Telephone number	:	2718 7567
Fax number	:	2382 2495
e-mail address	:	fsvent@hkfsd.gov.hk
Website	:	www.hkfsd.gov.hk

Electrical & Mechanical Services Department (for electrical and gas installations)

Address	:	3 Kai Shing Street, Kowloon
Telephone number	:	1823
Fax number	:	2890 7493
e-mail address	:	info@emsd.gov.hk
Website	:	www.emsd.gov.hk

The Land Registry (for government lease and Deed of Mutual Covenant of a building)

Address	:	19th floor, Queensway Government Offices, 66 Queensway, Hong Kong.
Telephone number	:	3105 0000
Fax number	:	2523 0065
e-mail address	:	csa@landreg.gov.hk
Website	:	www.landreg.gov.hk

Planning Department (for compliance with the zoning uses under the Town Planning Ordinance (Cap. 131))

Address	:	17/F, North Point Government Offices 333 Java Road, North Point, Hong Kong
Telephone number	:	2231 5000
Fax number	:	2877 0389
e-mail address	:	enquire@pland.gov.hk
Website	:	www.pland.gov.hk