

## **Guidelines on Alteration / Refurbishment Application in Club-houses**

- For reference by holders of Certificate of Compliance

### **Introduction**

Under the Club (Safety of Premises) Ordinance (Cap. 376) (“the Ordinance”), any person who on any occasion operates, keeps, manages or otherwise has control of a club-house is required to obtain Certificate of Compliance (“CoC”) in respect of the premises from the Licensing Authority.

2. The purpose of the CoC is to ensure that the requirements in respect of building safety, fire safety, health and sanitation for a club-house are met so as to safeguard the safety of the club members and their accompanied guests using the services and facilities provided inside the premises.

3. According to the usual standard condition nos. 3 & 21 of the CoC, except with the written permission of the Secretary, the CoC holder shall not alter, amend or otherwise change the layout of the licensed premises. Prior to commencing any alteration, addition, renovation or redecoration of club-houses, the formal written agreement of the Secretary for Home and Youth Affairs must be obtained.

4. These guidelines provide a quick reference for CoC holders when they intend to carry out any alteration, addition, renovation or redecoration to their club-houses.

### **Application Procedures on Alteration / Refurbishment in Club-houses**

5. If CoC holder would like to carry out alteration, addition, renovation or redecoration resulting in a change in the layout of the club-houses, a corresponding application should be made to the Office of the Licensing Authority by means of application form (HAD 257) before commencement of the works. Application form (HAD 257) can be downloaded from the website of the Home Affairs Department [https://www.had.gov.hk/file\\_manager/common/documents/public\\_forms/had257.pdf](https://www.had.gov.hk/file_manager/common/documents/public_forms/had257.pdf).

The workflow of the application is briefly described below and summarized in **Annex A**.

6. The duly completed application form (HAD 257) should be submitted to the Office of the Licensing Authority together with the proposed layout plan. Those proposed changes shall be highlighted with colour with brief descriptions in writing for identification.

7. On receipt of the application, staff of the Office of the Licensing Authority will, depend on individual case merits, liaise with the applicant to arrange for site inspection. Letter of Requirements (LoR) for alteration / refurbishment proposal listing out all the required upgrading works to be carried out in the club-houses will usually be issued. A “Report of Completion” form will also be attached to the LoR for the use by the applicant.
8. Prior to the commencement of the upgrading works, adequate precautionary measures should be provided to fence off the works areas to ensure safety of the building users and the workers during the course of works.
9. The applicant should complete all the required upgrading works on or before the specified date stated in the LoR (normally 6 months). If the upgrading works cannot be completed within the specified date, the applicant should submit an application for extension of time with sufficient justifications and provide a target completion date of the upgrading works. Upon satisfying of the submitted justifications, the Office of the Licensing Authority will consider granting an extension of time. Upon completion of the required upgrading works, the applicant shall complete the “Report of Completion” form and return it to the Office of the Licensing Authority together with all required certificates and relevant documentations.
10. Upon receipt of the “Report of Completion” form, staff of the Office of the Licensing Authority will check the submitted documents and arrange for a compliance inspection with the applicant when necessary.
11. If there are any inadequacies, incompleteness, outstanding and/ or unsatisfactory items found during compliance inspection or noted from the submitted “Report of Completion” form (together with the submitted documents), the applicant will be notified for necessary rectification.
12. When all works are found satisfactorily completed and all required documents have been submitted and found in order, the Office of the Licensing Authority will notify the applicant for acceptance of the alteration/ refurbishment works and issue the updated registered plans to the applicant.
13. If the applicant fails to complete the upgrading works within a reasonable period of time, the Office of the Licensing Authority may issue a warning letter for contravention of condition of the CoC. For persistent contravention, the Licensing Authority may refuse renewal, cancel or suspend the CoC under sections 10 and 11 of the Ordinance and carry out enforcement action under section 21 of the Ordinance when required.

## **Enquiries**

14. For enquiries, please contact the Office of the Licensing Authority through either of the following means –

Telephone	2881 7034
E-mail	hadlaenq@had.gov.hk
Postal address	Office of the Licensing Authority Home Affairs Department 10 <sup>th</sup> Floor, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

Office of the Licensing Authority  
Home Affairs Department  
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**Application for Alteration/Refurbishment Works in Club-houses**

