

Hints on Successful Application for a new Guesthouse Licence

(A) General Issue

1. Submission of an application with a clear Building Layout Plan

You need to submit a clear Building Layout Plan for your proposed guesthouse, indicating the boundary of licensed area, capacity of premises, location of FRC walls & fire doors and the dimensions and materials for consideration. You are also required to indicate the provision of counter which is one of the three enhancement measures which have been implemented since 28 December 2015. Without these information, the Office of Licensing Authority (**OLA**) could not issue a Letter of Requirements.

[A sample layout plan is attached at Annex for reference.]

2. Understanding our Letter of Requirement before Commencement of Works

OLA's Letter of Requirements (**LoR**) may specify a different standard of the proposed works (e.g. fire resisting rating of certain door) and/or require further improvement works (e.g. widening of internal corridor). Therefore, to avoid abortive works, you should understand the LoR and discuss with our case officers if necessary before the actual commencement of works.

3. Appointment of competent Registered Building Professionals and appropriate Registered Contractors

Regarding licensing of a guesthouse, the required works can be categorized as listed below (not exhaustive). It is advisable for you to appoint competent building professional such as Authorized Person or Registered Structural Engineers (**AP/RSE**) to design and supervise the required works and engage relevant Registered Contractors to carry out each particular category of works such as:

- (a) Building Works (including drainage works and removal of unauthorised building works)
- (b) Structural Assessment
- (c) Fire Services Installation (FSI) Works and equipment
- (d) Ventilation Works
- (e) Electrical Installation Works
- (f) Gas Installation Works

4. Submission of all required documents together with the Report of Completion

To facilitate the processing of your application, you or your consultant should keep and submit all required invoices, certificates, reports, plans, record photos etc. as listed in the Report of Completion (**RoC**) Form attached to the LoR when you report the completion to the OLA. In the absence of the required documents, OLA could not verify the compliance of licensing requirements and hence will delay compliance inspection as well as the issuance of licence.

Before submission of the RoC Form you should ensure that building layout plan, FSI plan, drainage plan and ventilation plan are reflecting the actual works completed at your premises. If deviation is noted during compliance inspection, submission of revised plan will be required.

(B) Building Safety Requirements

5. Documentary Proof for Building Works

Some alteration works (e.g. addition works on cantilever structures) may require prior approval and consent under the Buildings Ordinance (cap.123) from the Buildings Department (BD) before actual commencement of works.

Some building works may be Minor Works (e.g. addition of internal partition) as set out in the Building (Minor Works) Regulation and should follow the simplified procedures under the Minor Works Control System. There are 126 items of Minor Works categorized into 3 Classes according to their degree of complexity and risk. Each Class of Minor Works has their specific requirements on the appointed person who has to (i) prepare and sign the prescribed plan and (ii) submit the required documents before commencement and after completion of works within the specified time. For more details, please visit BD website: <https://www.bd.gov.hk>

The premises should not be associated with any unauthorised building works. They should be removed prior to the submission of RoC Form.

Copies of the approved plans, certification on completion of the approved building works and the acknowledgement of completion by BD and all documents submitted for Minor Works items shall be submitted to the OLA with the RoC Form.

6. Structural Assessment

OLA may require the submission of structural assessment report prepared by an AP/RSE for consideration. Addition of raised floors and solid partition usually require such submission. You should indicate them on the building layout plan at the application stage.

7. Documentary Proof for Fire Resisting Rating (FRR) of Walls and Doors

Fire resisting walls and doors will inhibit the spread of fire within the premises and to other part of the building. Valid test reports/certificates, fire assessment reports and delivery invoice of the building materials (including fire collars if applicable – see item 9 below) and fire doors shall be submitted to the OLA with the RoC Form for verifying that they have been used/erected on site and are up to the required safety standard.

All fire doors should be installed with self-closing devices. Door catch or clothes hooks are not permitted on fire doors as they will affect their fire resisting performance. Notice of “FIRE DOOR TO BE KEPT CLOSED” should be provided on both sides of fire doors.

8. Documentary Proof for Waterproofing Works at Bathrooms/Toilets

Water seepage will not only create nuisance to the neighbourhood but also have detrimental effect on structural elements of the building. Suitable waterproofing materials should be applied to the structural concrete slab of the toilets/bathrooms to prevent water seepage. If raised floor is made of cement sand or other solid construction, the raised floor should be laid on top of a suitable waterproofing material. The delivery invoice and catalogue of the waterproofing material and the progress photos for applying it at the premises shall be submitted to the OLA with the RoC Form.

9. As-built Drainage Plan

Drainage layout plan should be submitted prior to the commencement of works. Final as-built drainage plan showing the actual alignment of the completed drainage pipes shall also be submitted with the RoC Form for OLA’s consideration. If uPVC pipe is passing through a fire resisting wall, the opening on the wall shall be adequately protected by fire collar or solid construction to maintain the fire resisting performance in case of fire.

Condensate pipes for air-conditioning system should be connected to the rainwater drainage system of the building.

(C) Fire Safety Requirements

10. FS 251 Certificate for the Fire Service Installations (FSI)

All fire service installations (FSI) and equipment of building such as sprinkler system, Hose Reel and Fire Hydrant System provided for the premises shall be retained and maintained in efficient working order. The annual maintenance work for such FSI shall be carried out by a registered FSI Contractor and a copy of valid FS 251 Certificate shall be submitted to the OLA as proof of compliance.

Documentary proofs e.g. test report/certificate, etc. should be produced to indicate that the emergency lighting conforms to an approved or acceptable standard for the purpose of verification. The brand name, model and quantity of the emergency lighting units should be stated on the FS 251 Certificate.

11. Adequate coverage of sprinkler heads and free from obstruction. FSI/314A Certificate for minor alteration and addition of the existing Sprinkler System.

The main function of sprinkler heads is to suppress a fire at the incipient stage upon actuation. According to international standards, sprinkler heads should be evenly installed throughout the entire area under protection. For decoration works involving the removal or addition of partitioning walls, adequate coverage of sprinkler heads must be maintained and checked by a Registered Fire Service Installation Contractor. In any case, the operation of sprinkler heads shall not be obstructed by decoration, false ceiling, stacking up of goods, etc.

If there is any change of FSI layout or location of fixed equipment, a FSI/314A Certificate together with 2 copies of the as-built FSI layout plans shall be submitted to the Director of Fire Services in addition to the copy of F.S. 251 as described at item 10 above.

12. Documentary Proof for PU foam filled Furniture or Mattress

All PU foam filled upholstered furniture and covering material used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazard premises/building); or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Fire Services Department (FSD).

All polyurethane (PU) foam filled mattresses and covering material used for fabrication of the mattresses shall conform to British Standard 7177 (for use in medium hazard premises/building); or Flammability Test Procedure for Mattresses for Use in High Risk Occupancies (Technical Bulletin Number 121) or Flammability Test Procedure for Use for Mattresses for Use in Public Buildings (Technical Bulletin Number 129) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the FSD.

Invoices from manufactures/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be submitted to the OLA with the RoC Form. Test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company stamp of the manufacturer/supplier.

13. Letter of Compliance for the Ventilation System issued by FSD

The ventilation system, including any exhaust ducting for kitchen, shall be inspected by Ventilation Division (VD) of the FSD to certify compliance with the standards stipulated in the Building (Ventilating Systems) Regulations and FSD Circular Letters where applicable. Detailed layout plan of the ventilating system shall be submitted via the OLA to VD of the FSD for approval. Upon completion of ventilation works, the Registered Specialist Contractor (Ventilation Works Category) shall report completion to VD of the FSD with Form No. "Vent/425". A Letter of Compliance will be issued when the ventilation system has been verified to comply with the requirements.

A copy of the Letter of Compliance shall be submitted to the OLA with the RoC Form.

(D) Others

14. Electrical Installation Certificate (WR1 or WR2) issued by the Electrical and Mechanical Services Department.

Electrical installations in the premises shall be installed, inspected, tested and certified by a registered electrical worker/contractor certificated by the Director of Electrical and Mechanical Services Department. A WR1/WR2 certificate will be issued as proof of compliance with the Electricity Ordinance (Cap. 406).

A copy of the WR1/WR2 certificate shall be submitted to the OLA with the RoC Form.

15. Gas works Completion/ Compliance Certificate

Any fuel gas installation/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 gas contractor. All gas appliance shall be installed in accordance with Part V of the Gas Safety (Installation and Use) Regulations. In the case of gas water heaters, specific requirements contained in regulations 35/36 of the aforesaid regulations and Gas Utilisation Note 3 Part 1 “Installation Requirements for Domestic Instantaneous Gas Water Heaters (up to 70KW)” need to be observed.

Copy of Certificate of Completion/Compliance (Forms EMSD/GSO/16 and EMSD/GSO/17) shall be submitted to the OLA together with the RoC Form.

The gas installation shall be inspected by a registered gas contractor annually, including routine servicing of gas appliances. An annual maintenance certificate shall be submitted to the OLA as proof of compliance.

16. Inlet and Outlet of Ventilation Duct

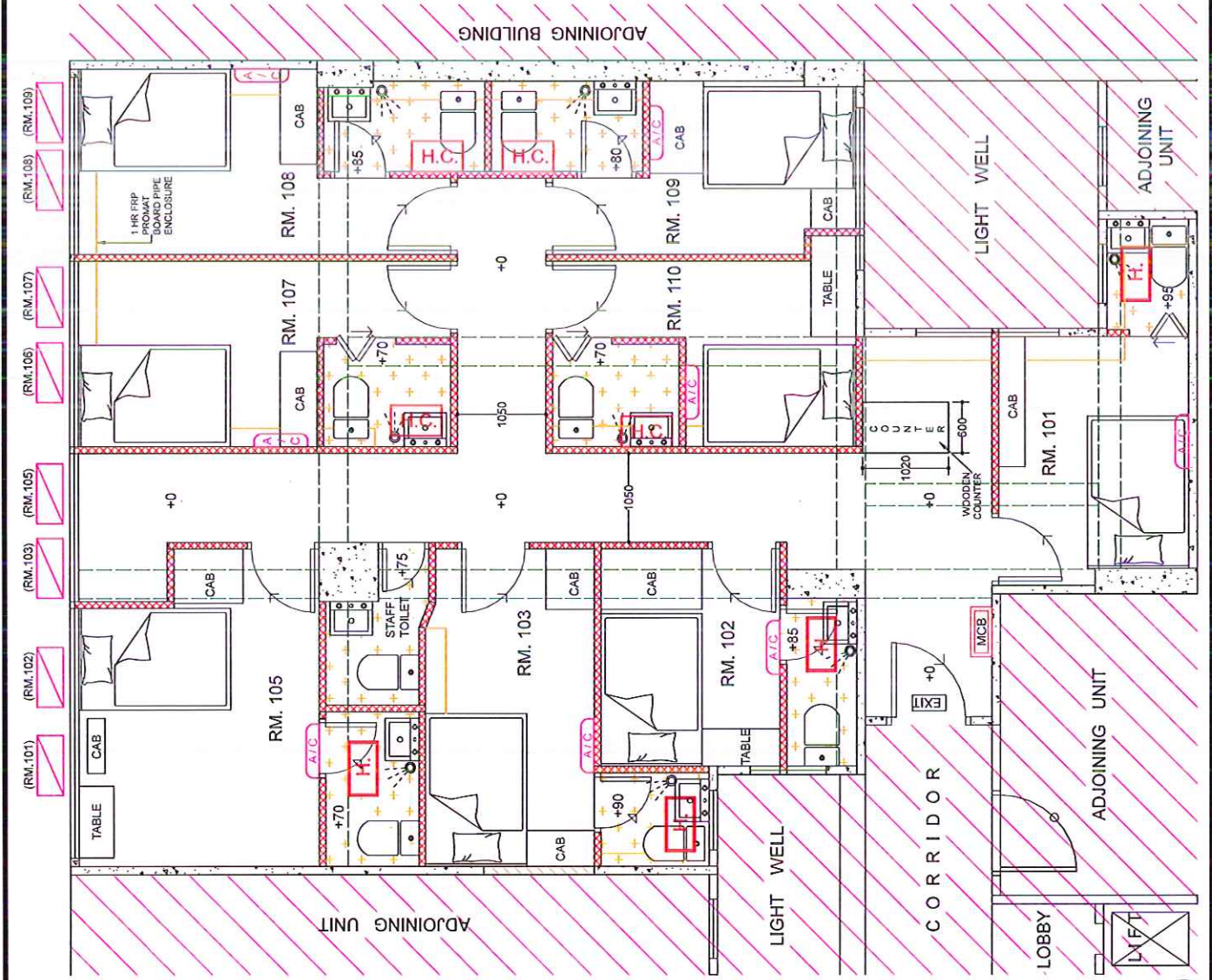
Apart from the fire resisting construction requirements (see item 12 above), the inlet/outlet of the ventilation ducts should be at least 1 metre apart from any permanent ventilation ducts. Moreover, both ends of any ventilation duct should be provided with a steel mesh or similar material to prevent access by vermin or rubbish and a downturn to prevent rainwater penetration.

Office of the Licensing Authority

Home Affairs Department

May 2018

| LEGEND | |
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| | EXISTING WALL / COLUMN |
| | 75MM THK. F.H. 1 HR F.R.P. DRY WALL |
| | 75MM THK. F.H. 1 HR F.R.P. BLOCK WALL |
| | WINDOW OPENING |
| | 1 HR. F.R.P. DOOR (SELF CLOSING) |
| | ALUMINUM DOOR FOR TOILET |
| | SHOWER POINT |
| | WALL - MOUNTED SPLIT AC |
| | SPLIT AC OUTDOOR UNIT |
| | RAISED FLOOR CONSTRUCTED WITH LIGHT WEIGHT CONCRETE, LEVELS AS INDICATED. |
| | CABINET |
| | WATER HEATER MOUNTED ON CEILING |
| | WATER HEATER MOUNTED ON BEAM |
| | BEAM |
| | NON-LICENSE AREA |



TOTAL CAPACITY :
8 PERSON
(INCLUDING STAFF)