

民政事務總署

牌照事務處  
香港鯉魚涌英皇道九七九號  
太古坊康和大廈十四樓



HOME AFFAIRS DEPARTMENT

OFFICE OF THE LICENSING AUTHORITY  
14th Floor, Cornwall House, Taikoo Place  
979 King's Road  
Quarry Bay  
Hong Kong

本署檔號 Our Ref. HAD/LA/4/2  
來函檔號 Your Ref.  
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15 August 2011

Holders of Certificate of Compliance

Dear Sir/Madam,

**Clubs (Safety of Premises) Ordinance, Cap. 376**  
**Certificate of Compliance Application involving Change in Use**

I am writing to inform you of the following requirements in case of a change in use being involved in an application:

- (a) any club-house application in respect of premises approved by the Building Authority for domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval/acceptance for the change of use of the premises from domestic to non-domestic use;
- (b) any application for club-house with sleeping accommodation in respect of premises approved by the Building Authority for non-domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval/acceptance for the change of use in respect of the part of the premises for providing sleeping accommodation from non-domestic to domestic use; and
- (c) in the absence of written approval/acceptance from the Building Authority, the Secretary for Home Affairs will not process the application under the Clubs (Safety of Premises) Ordinance Cap. 376. For avoidance of doubt, the above apply to alteration of existing club-house for providing sleeping accommodation, and extension of existing club-houses. For enquiries on the procedure of application to the Building Authority for such change of use of the concerned premises, you may contact the Buildings Department at 2626 1616.

You may wish to note that "A Layman's Guide to Application of Certificate of Compliance", "A Guide to Compliance Requirements for the Certificate of Compliance for Club-houses" and application form for a certificate of compliance have been updated. They can be downloaded from the website [www.hadla.gov.hk](http://www.hadla.gov.hk) or obtained from the Office of the Licensing Authority.

Should you have enquiries regarding the above matters, please contact our case officer whose contact telephone no. has been provided in our covering letter for your certificate of compliance.

Yours faithfully,

(T. C. YU)

for Secretary for Home Affairs

c.c. HAD/LA/1/2/6