



HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY

Standard Licensing Requirements for
Guesthouse (Holiday Camp) Licence – Building Campsite

This document outlines the general requirements applicable to most building campsites. The Hotel and 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-V(A) (6/2026)

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PART I : Building Safety and Health Requirements

Note:

- (a) All proposed and required works shall be carried out to the satisfaction of the Hotel and Guesthouse Accommodation Authority (“the Licensing Authority”).
- (b) All proposed and required works shall comply with the provisions of the Buildings Ordinance (Cap.123) (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>
- (c) 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 – <http://www.bd.gov.hk>.
- (d) Applicants are advised to consult an architect, building surveyor or structural engineer with regards to the following works before actual commencement of works.
- (e) If the proposed and required works are approved by the BA, the whole of the works shall be completed in accordance with the latest plans approved by the BA. Detailed requirements will be formulated with reference to building plans approved by the BA under the BO. Conversion of existing building(s) to proposed holiday camp use will be considered likewise.

	Item	Applicable
<u>1. Compliance with the BO and/or approval/acceptance from the LandsD</u>		
1.1	<p>All building works, use and layout of the proposed building campsite 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 Building (Construction) Regulation and 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 (AP), who is responsible for obtaining the occupation permit/acknowledgement letter for the completion of the new/ alteration and addition (A&A) works, should be submitted to the Licensing 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 proposed building campsite 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"/>

	Item	Applicable
1.2	<p>Any proposed building works, which is deviated from the latest building plans approved by the BA, may be subject to the separate approval and consent of the BD if the works:</p> <p>(a) alter the number of the guestrooms (b) alter the licensed areas within the proposed building campsite (c) alter the extent of the building(s) used as licensed area within the proposed building campsite.</p>	<input type="checkbox"/>
1.3	<p>For any works issued with a Certificate of Compliance or a Letter of No Objection to Occupy by the District Lands Office (DLO) of the LandsD, an undertaking letter prepared by an AP should be submitted to the Licensing Authority to confirm the works at the proposed campsite are in conformity to the works covered by the Certificate of Compliance or Letter of No Objection to Occupy by the DLO of the LandsD.</p> <p>Based on preliminary checking of the submitted documents, it revealed that Certificate of Compliance or Letter of No Objection to Occupy are still outstanding for all the works / structures * / the following works / structures * (delete if not applicable):</p> <p>(a) (b)</p> <p><u>Copy of the Certificate of Compliance or Letter of No Objection to Occupy issued by the DLO of the LandsD and the undertaking letter prepared by the AP should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
<u>Additional requirements (if applicable)</u>		
<u>2. Means of Escape</u>		
2.1	<p>Roller shutters located in escape routes will be acceptable provided that they are maintained in the open position at all times during operation of the proposed building campsite and should at all times be openable from the inside without the use of a key.</p>	<input type="checkbox"/>

	Item	Applicable
2.2	Every exit route should lead directly to an ultimate place of safety. Such exit route should not be closed with doors or gates unless such doors or gates are capable of being readily opened from inside and in the direction of the exit route without the use of key(s).	<input type="checkbox"/>
2.3	Every part of an exit route should be provided with adequate lighting in accordance with Clause B5.5 of the FS Code.	<input type="checkbox"/>
2.4	The clear height in the escape route(s) should not be less than 2m.	<input type="checkbox"/>
2.5	Electrically operated opening devices on exit doors/gates should be opened by manual means without the use of a key in case of emergency in accordance with Clause B13.2 of the FS Code. In the event of power failure, the door/gates mechanism should be released automatically.	<input type="checkbox"/>
2.6	The enclosing walls of every required staircase should be so continued at ground storey as to separate from the remainder of the building any passage or corridor leading from the required staircase to its ground storey discharged point in accordance with Clause B9.1 of FS Code.	<input type="checkbox"/>
2.7	Every exit door should give access to an exit route which complies with paragraph 2.4 and which is independent of any other exit route to which access may be directly obtained from that room unless the occupant capacity does not exceed 200 persons where the exit doors may give access to a single corridor or balcony approach from which it is possible to escape in more than one direction.	<input type="checkbox"/>
2.8	The door across the exit route, or into an exit route from a room or storey with the occupant capacity exceeding 30, should open in the direction of exit, or if constructed to open both ways, have a transparent upper view panel.	<input type="checkbox"/>

	Item	Applicable
2.9	<p>The maximum travel distances for guestrooms should be limited to 24m from the guestroom exit door to the nearest required staircase or 45m if along balcony approach; and 36m to the nearest protected exit for areas with other use or 45m if along balcony approach.</p> <p>Provided that where the exit route is in one direction only (i.e. a dead-end) the maximum travel distance for guestrooms should be limited to 24m from any point within a guestroom to the exit door of that guestroom and 15 m from the guestroom exit door to the required staircase or to a point from which travel in different directions to 2 or more exits is available. The maximum deadend travel distance for other uses should be limited to 18m to the protected exit or to a point, from which travel in different directions to 2 or more exits is available or 24m where balcony approach is provided.</p>	<input type="checkbox"/>
2.10	Every proposed building campsite should be so constructed that there are available from each room/storey such number of exit doors/routes as required in Table B2 and in accordance with Clause B7 and B8 of the FS Code.	<input type="checkbox"/>
2.11	A protected lobby between the internal corridor and the staircase should be provided in buildings in which the highest storey is more than 20m above ground level.	<input type="checkbox"/>
2.12	The exit route from any room, or storey to any part of a staircase which serves a storey more than 20m above the level of the ground should be through a lobby. Such lobby should be designed as an integral part of the staircase so that it could not be readily incorporated as part of the accommodation, and should be a protected lobby.	<input type="checkbox"/>
2.13	The access to the stairs should be so arranged that each stair is approached from a different direction, provided that dead ends will be permitted in accordance with paragraph 2.9. No two staircases should have a common enclosure wall unless the doors opening directly on to any landing of the stairs themselves are not less than 6m apart, measured from the centre of each door.	<input type="checkbox"/>
2.14	The means of escape from any part of the proposed building campsite should be so arranged that it is not necessary to pass through one staircase enclosure in order to reach an alternative stair.	<input type="checkbox"/>

	Item	Applicable
2.15	Each staircase should be provided with natural lighting at each storey above ground level and be ventilated at least at its highest point.	<input type="checkbox"/>
2.16	Every door opening on to an exit route, if it opens outwards into a corridor should be so arranged as not to obstruct the corridor at any point of its swing; or if it opens on to a landing between flights of stairs, should not at any point of its swing, reduce the effective width of the landing to less than the width of the stair.	<input type="checkbox"/>
2.17	Every door giving access to a protected lobby from a staircase enclosure or corridor should be provided with a transparent upper panel of the requisite fire resistance.	<input type="checkbox"/>
2.18	<p>Every door to a protected lobby or ventilated lobby should comply with the following requirements :-</p> <p>(a) the self-closing mechanism should not be capable of allowing a check action to hold the door open; and</p> <p>(b) appropriate notices should be fixed to both sides of the doors to remind users that the doors should normally be kept closed.</p>	<input type="checkbox"/>
2.19	<p>A notice should be provided on both sides of such doors in English and Chinese in letters and characters not less than 10mm high as follows : –</p> <p style="text-align: center;">FIRE DOOR TO BE KEPT CLOSED 防火門 應常關</p>	<input type="checkbox"/>
2.20	The maximum number of persons (including staff) to be accommodated should be limited to_.	<input type="checkbox"/>

	Item	Applicable
<u>3. Fire Resisting Construction</u>		
3.1	<p>Every proposed campsite building should be separated from any adjoining building by an external wall having an fire resistance rating (FRR) of not less than that of the internal elements of construction, in accordance with Tables E2 to E6 of the FS Code.</p> <p>No openings should be made in such external walls that are within a distance of 900mm of any part of any building on the same site or within 450mm of the boundary with an adjoining site.</p> <p>Openings may however be made in external walls within a distance of 1.8m of any part of any building on the same site or within 900mm of the boundary with an adjoining site provided that these openings are protected by fixed lights with fire resisting glazing.</p> <p><u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</u></p>	□
3.2	<p>Where in a proposed building campsite, parts of the proposed campsite building are for different uses as classified in Table A1 of the FS Code, separations should be made between them by walls and floors having the longer of the FRRs specified in respect of such Use Classification as stipulated in Table C1 of the FS Code.</p> <p><u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</u></p>	□

	Item	Applicable
3.3	<p>Elements of construction in any basement and the separation of the proposed building campsite from any basement should have an FRR of not less than 240/240/240¹ and -/240/240 respectively, in accordance with Tables E2 to E6 of the FS Code.</p> <p><u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
3.4	<p>The walls (shown as coloured blue on the attached plan) should have a FRR of not less than -/60/60 in accordance with Tables E2 or E3 of the FS Code and up to structural ceiling.</p> <p><u>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
3.5	<p>The doors (shown as coloured green on the attached plan) should have an FRR of not less than -/60/60 with smoke seal in accordance with Clauses C6.1, C9.3 and C16.1 - C16.5 of the FS Code.</p> <p><u>Supplier's certificate, test report & invoice/delivery note for fire resisting doorset should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
3.6	<p>Openings through compartment walls for communication should maintain the FRR of the wall in accordance with C8 of FS Code.</p>	<input type="checkbox"/>
3.7	<p>Any openings in a fire resisting walls/ floors for the passage of ducts, pipes, wires etc. and openings left after construction should be protected with fire dampers or other suitable form of fire stop to maintain the required FRR of that wall or floor. Where ducts, pipes, wires and any insulation passing through the walls/floors are of combustible materials, such materials and enclosure should comply with the FS Code.</p>	<input type="checkbox"/>

¹ Fire resistance ratings are designated by three terms, to represent the make up of the element of construction, i.e. X/Y/Z, where:

- X- Stability fire resistance rating (minutes)
- Y- Integrity fire resistance rating (minutes)
- Z- Insulation fire resistance rating (minutes)

	Item	Applicable
3.8	<p>All liftwells except for openings for doors and ventilation should be separated from the remainder of the proposed campsite building by walls having an FRR of not less than 120/120/120.</p> <p><u>Supplier's certificate, test report & invoice/delivery note for the lift door should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
3.9	<p>All lift doors inside the proposed building campsite should have an FRR of -/120/-.</p> <p><u>Supplier's certificate, test report & invoice/delivery note for the lift door should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
3.10	<p>All required staircases and any lobbies separating those staircases from the general accommodation should –</p> <p>(a) be separated from the remainder of the building of the proposed campsite by walls having an FRR of not less than -/60/60;</p> <p>(b) be imperforate, except for any doorway which should be provided with a door having an FRR of not less than that of the wall in which the doorway is situated; and</p> <p>(c) not accommodate any services other than emergency services such as fire hydrants, sprinkler systems, emergency lights and exit signs.</p>	<input type="checkbox"/>
3.11	<p>Each element of construction of a required staircase should have an FRR of not less than the period required for the element of construction of the compartment to which the staircase connects and if connecting 2 compartments the longer period.</p>	<input type="checkbox"/>
3.12	<p>At any internal unprotected opening such as at escalators, circulation staircases, a barrier of not less than 450mm measured vertically downwards from the underside of the floor, should be provided to surround the opening. The barrier should be constructed of material having an FRR of not less than -/30/-. The barrier should extend not less than 450mm below any false ceiling hung in the vicinity of the opening.</p> <p><u>Supplier's certificate, test report & invoice/delivery note for the barrier should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>

	Item	Applicable
3.13	Rooms accommodating high voltage electrical switch gear, transformers, lift machines, escalator machines, flammable liquid spraying and/or boiler, areas for storing and/or charging batteries and areas for storing dangerous goods should be enclosed by walls having an FRR of not less than -/120/120, -/240/240 adjoining required stairs, and any permitted openings thereto should be provided with a door having an FRR of not less than that of the walls.	<input type="checkbox"/>
3.14	<p>Kitchens should be :-</p> <p>(a) enclosed by walls having an FRR of not less than -/60/60 and openings should be provided with doors having an FRR of not less than -/60/60;</p> <p>(b) provided with protected lobbies between each door and any escape route from the main building; and</p> <p>(c) provided with a fire shutter having an FRR of -/60/60 at any serving hatch or other opening which should be activated by a fusible link.</p> <p>Supplier's certificate, test report, invoice/delivery note for fire resisting materials and photo record of fire resisting construction (concealed work only) should be submitted together with "Report of Completion".</p>	<input type="checkbox"/>
3.15	Every basement in a proposed building campsite should be provided with smoke outlets or a dynamic smoke extraction system as stipulated in C14 of the FS Code.	<input type="checkbox"/>
<u>4. Lighting and Ventilation</u>		
4.1	<p>All guestrooms shall have a floor height of not less than 2.5 m measured from floor to ceiling and 2.3 m measured from floor to the underside of any beam.</p> <p>Guestrooms nos. _____ do not have a floor height of not less than 2.5 m measured from floor to ceiling or 2.3 m measured from floor to the underside of any beam.</p>	<input type="checkbox"/>

	Item	Applicable
4.2	<p>All guestrooms/ kitchen should be provided with natural lighting and ventilation by means of windows which should be so constructed that:-</p> <p>(a) window faces into external air;</p> <p>(b) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and</p> <p>(c) the openable area of window is not less than 1/16 of the floor area of the room with the top being at least 2m above the floor level.</p> <p>Guestroom nos. _____ and/or kitchen do not have adequate natural lighting and ventilation. However, omission or reduction of natural lighting and ventilation is permitted for kitchen, whereas in guestrooms only reduction may be accepted subject to enhancement measures. (See Appendix IA)</p> <p><u>Catalogue, invoice/delivery note of exhaust fan, calculation of air change rate and photo record of ventilation works (concealed work only) should be submitted together with "Report of Completion".</u></p>	□
4.3	<p>All bathroom/toilets should be provided with natural lighting and ventilation by means of windows which should be so constructed that:-</p> <p>(a) window faces into open air;</p> <p>(b) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and</p> <p>(c) the openable area of window is not less than 1/10 of the floor area of the room with the top being at least 2m above the floor level.</p> <p>Bathroom/toilets to Guestroom nos. _____ and/or the communal toilets do not have adequate natural lighting and ventilation. However, omission or reduction of natural lighting and ventilation may be accepted subject to enhancement measures. (See Appendix IA)</p> <p><u>Catalogue, invoice/delivery note of exhaust fan, calculation of air change rate and photo record of ventilation works (concealed work only) should be submitted together with "Report of Completion".</u></p>	□
4.4	<p>Where a room-sealed gas water heater serves a bathroom or installed in any place in a guesthouse other than in the bathroom, a suitable flue aperture in an external wall shall be provided to the satisfaction of the Licensing Authority.</p>	□

	Item	Applicable
<u>5. Sanitary Fitments and Drainage Pipeworks</u>		
5.1.	<p>The premises should be provided with adequate number of sanitary fitments. It is necessary, therefore, to provide :-</p> <p>(a) _____extra W.C. (s) ;</p> <p>(b) _____extra bath and/or showers ; and</p> <p>(c) _____extra wash basins.</p>	<input type="checkbox"/>
5.2	Male and female toilets should be provided independently.	<input type="checkbox"/>
5.3	The bathroom/w.c./communal toilets should not open directly into a kitchen.	<input type="checkbox"/>
5.4	No drainage pipeworks shall protrude into the floor below or other premises unless prior approval and consent of such drainage works have been obtained from the BA.	<input type="checkbox"/>
5.5	<p>Every soil or waste fitment should be provided with a suitable trap and ventilated by means of anti-syphonage pipes of suitable sizes. If the traps connected to waste fitments are designed to prevent loss of water seal, provision of anti-syphonage pipe to the traps is not required.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
5.6	<p>Every soil pipe, waste pipe, anti-syphonage pipe and ventilation pipe should be circular in shape and constructed of cast iron, steel, copper or other approved material.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
5.7	Cleaning eye should be provided at or near the bends in every soil and waste pipe. Under any circumstance, at least one cleaning eye should be provided to every soil and waste pipe inside each guestroom with en-suite toilet/bathroom.	<input type="checkbox"/>
5.8	No drainage pipes (except the parts within toilet/bathroom area) should be embedded inside solid encasement. Other types of encasement should allow access for inspection and maintenance of the pipes.	<input type="checkbox"/>

	Item	Applicable
5.9	<p>Condensate pipe for air conditioning system should be properly installed and connected to a drainage system.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
5.10	<p>uPVC or PVC piping may be used internally, subject to the following conditions:-</p> <p>(a) the piping should be enclosed in duct having a FRR equal to the structure and the access panels to the duct should have either self- closing doors or securable covers with a FRR of that enclosure; and</p> <p>(b) if uPVC pipe is used, this may be exposed subject to, where pipes pass through FRR walls and any fire rated elements, appropriate approved fire stops/ sealers are to be provided.</p> <p><u>Photo record of drainage works (concealed work only) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
5.11	<p>Floor drain(s) should be provided to every kitchen, pantry, bathroom and toilet. To prevent loss of water seal through evaporation for the trap of a floor drain, used water from a basin, a bath or a shower bath should be diverted to replenish the water seal of the floor drain without causing backflow or other alternatives to be accepted by the Authority.</p>	<input type="checkbox"/>
5.12	<p>Grease trap(s) should be provided to each sink in the kitchen/pantry.</p>	<input type="checkbox"/>

	Item	Applicable
<u>6. Structural Safety</u>		
6.1	<p>Structural justification (SJ) prepared by an Authorized Person/Registered Structural Engineer (AP/RSE) for any building works, alteration and addition (A&A) works and/or renovation works deviated from that shown on the plans approved by Building Authority should be submitted to Licensing Authority to ensure that the premises do comply with a requirement relating to design, structure and safety set out in the BO (Cap.123). Particularly including but not limited to the following, effects of the additional loadings, if any, on the structure(s) of the existing building works should be assessed:</p> <p>(a) raised floor slabs ; (b) partition walls or external walls ; and (c) any works or heavy equipment affecting the structure; (d) storage type water heaters mounted under ceiling or on wall; (e) change of uses of the floors in various areas in the building; and (f) the use of balcony/cantilevered portion as proposed holiday camp, if any.</p>	<input type="checkbox"/>
6.2	Any additional solid walls/raised floor/parapet wall located on the approved cantilevered structures/balcony/canopy/flat roof should be demolished, unless they were approved by the BA or properly carried out under the Minor Works Control System.	<input type="checkbox"/>
6.3	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 they are approved by BA or could be carried out under the Minor Works Control System. For the concerned requirements under the BO, AP/RSE should be consulted.	<input type="checkbox"/>
6.4	<p>Regarding paragraphs 6.1, 6.2 & 6.3, the following supporting documents should be submitted together with “Report of Completion”:</p> <p>(a) copies of the approved plans and the acknowledgement of completion by the BD (if applicable); (b) copies of specified forms and <u>SJ report</u> prepared by an AP/RSE for the Minor Works (if applicable); and/or (c) <u>SJ report</u> and documents, such as copies of relevant record structural plans and structural calculation (if applicable).</p>	<input type="checkbox"/>

	Item	Applicable
<u>7. Minor Works Control System</u>		
7.1	<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"> (a) Erection of partition walls (b) Thickening of floor slabs (c) Erection/ alteration of sub-divided flats (d) Formation/ reinstatement of openings in a slab (e) Construction/ alteration/ repair/ replacement/ removal of windows or window walls (f) Erection/ alteration/ removal of supporting frames for air-conditioning units or any associated air ducts projecting from the external wall (g) Erection/ alteration/ removal of external ventilation duct works or associated supporting frames located on grade or a roof (h) Erection/ alteration of ventilation duct works or associated supporting frames inside a building (i) Erection/ alteration of fire dampers in ventilation system (j) Erection/ alteration/ repair/ removal of drain pipes (k) Erection/ alteration/ removal of canopies/ retractable awnings for an opening (l) Erection/ alteration/ removal of signboards (m) Removal of unauthorised structures (n) Alteration to external reinforced concrete walls (o) 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"/>

	Item	Applicable
<u>8. Other Requirements</u>		
8.1	<p><u>Water proofing</u></p> <p>Suitable waterproofing materials should be applied to the structural concrete slabs of the toilets/bathrooms/kitchen and turn up every wall at a height of at least 300mm to prevent water leakage. For the walls surrounding the bathtub and the shower tray, the waterproofing material should be applied to at least 1800mm high. If raised floor is constructed, the raised floor slab shall be applied with suitable waterproofing materials.</p> <p>The kitchen should have all internal wall surfaces, to a height of 1.2m from the floor, faced with glazed tiles and shall also be fitted with a sink and fittings for the supply of water.</p> <p><u>Invoice, catalogue and record photos should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
8.2	The barrier free access and facilities should be maintained/ retained in accordance with the approved plans and/or the Design Manual for Barrier Free Access 2008 published by the BD.	<input type="checkbox"/>
8.3	<p>Where there is a difference in adjacent levels greater than 600mm, protective barriers have be provided to restrict or control the movement of persons and vehicles, which should be :-</p> <p>(a) designed and constructed to minimise the risk of persons or objects falling, rolling, sliding or slipping through gaps in the barrier, or persons climbing over the barrier;</p> <p>(b) at a height above the higher of the adjacent levels of not less than 1.1m; and</p> <p>(c) constructed as to inhibit the passage of articles more than 100mm in their smallest dimension.</p>	<input type="checkbox"/>
8.4	Protective barriers should be provided to the openable windows less than 1100 mm height from the floor level.	<input type="checkbox"/>
8.5	Gas cooking should only be carried out inside kitchen.	<input type="checkbox"/>

	Item	Applicable
8.6	A/C units and supporting structure should not project more than 600mm from the external face of the wall and should not accommodate more than one A/C unit. The headroom between the A/C unit together with its supporting structure/frame and the ground shall not be less than 2m.	<input type="checkbox"/>
8.7	Demolish or remove the following unauthorized building works and reinstate the affected areas in accordance with the plans approved by the BA:	<input type="checkbox"/>
8.8	<p>Erection of signboard shall be subject to (i) prior approval and consent from the BA; or (ii) Minor Work Control System.</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 with the supporting documents for the acknowledgement letter issued by the BD should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>
8.9	<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 IB)</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"/>
8.10	Special requirement(s):- (a)	<input type="checkbox"/>

	Item	Applicable
<u>9. Submission of Documents for Report of Completion</u>		
9.1	<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> The proposed licence area of the building campsite should be marked on building plans with a summary table of guestrooms (nos.) to be provided.</p> <p>Any areas used for operating, managing, keeping and controlling of a proposed building campsite such as back-of-house, reception etc., should be included in the licensed area. In this connection, you should clearly demarcate the licensed area in the plans required.</p> <p>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 proposed holiday camp.</p>	<input type="checkbox"/>
9.2	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"/>
9.3	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"/>
9.4	Applicant should submit proof of document showing that the operation, keeping, management or other control of the campsite is under the continuous and personal supervision by the applicant (e.g. proof of land ownership issued by the Land Registry, stamped rental agreement signed between the registered owner and the applicant, authorisation letter issued by the registered owner or legal tenant of the concerned campsite to allow the applicant to operate, keep, manage or control his / her premises, legal document (e.g. Government rental agreement, DMC) explicitly stating that the applicant is authorised to operate, keep, manage or control of the concerned campsite, or other document showing that the applicant has exclusive use or enjoyment of the concerned campsite).	<input type="checkbox"/>

Natural Lighting and Ventilation

1. Natural lighting and ventilation in guestroom, kitchen, bathrooms and toilet should comply with the requirements stipulated in the Building (Planning) Regulations 30, 31 & 36. The Licensing Authority will assess on individual merit having taken into account the special circumstances of each case, the hardship and the other enhancement measures.

Guestroom and kitchen

2. The Licensing Authority may permit the reduction of natural lighting and ventilation for guestroom and reduction or omission of natural lighting and ventilation for kitchen if the following enhancement measures were provided:-

- (a) Artificial lighting should be provided to a standard not less than 50 lux;
- (b) Permanent ventilation should be provided by a duct of cross sectional area of not less than 6000mm² connected to the external air;
- (c) Mechanical ventilation should be provided at a rate of not less than 5 air changes per hour;
- (d) Every room shall have its own independent air duct;
- (e) Both ends of the ventilation duct should be provided with a steel mesh or similar material to prevent access by vermin and/ or rubbish, and a downturn on the external face to prevent water penetration; and
- (f) Inlet/outlet of the permanent ventilation and mechanical ventilation ducts should be separated at a distance not less than 1m apart.

Bathroom, toilet and room containing waste fitment

3. The Licensing Authority may permit the reduction or omission of natural lighting and ventilation for bathroom, toilet and room containing waste fitment such as pantry, if the following enhancement measures were provided:-

- (a) Artificial lighting should be provided to a standard not less than 50 lux;
- (b) Mechanical ventilation should be provided at a rate of not less than 5 air changes per hour;
- (c) Every room should have its own independent air duct; and
- (d) Both ends of the ventilation duct should be provided with a steel mesh or similar material to prevent access by vermin and/ or rubbish, and a downturn on the external face to prevent water penetration.

4. Any acceptance of reduced standard should not be deemed to establish a precedent and act as a waiver of the standards required under the Building (Planning) Regulations.

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 Licensing 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.

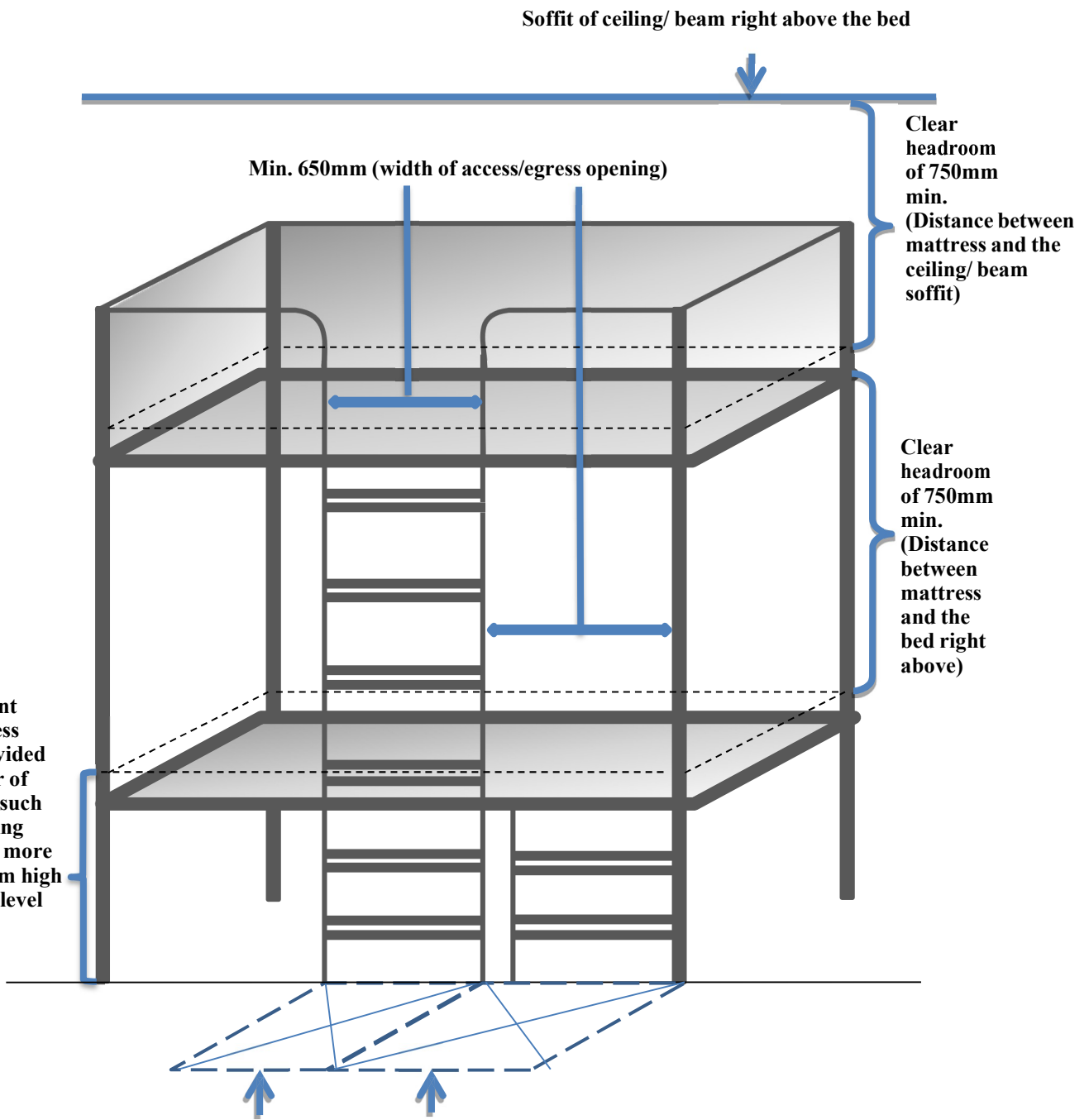
3. The clear width of access/egress opening for each tier of an elevated bed shall be not less than 650mm and leading to an unobstructed horizontal space not less than 650 mm x 650mm for each access/egress opening or device at the point of landing on floor level.

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 Licensing 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.

6. The Licensing 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



Min. 650mm X 650mm unobstructed manoeuvring space provided for each access device or access/egress opening (such manoeuvring space shall not be overlapped)

PART II : Fire Safety Requirements

Note:

- (a) The fire service installations and equipment (FSI)s shall be provided in accordance with the prevailing Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment (CoP) and/or Circular Letter(s) published by Fire Services Department (FSD) at the time of issuing this letter, which are available at the FSD's website – <http://www.hkfsd.gov.hk>.
- (b) All FSIs provided within the premises shall be retained and maintained in an efficient working order. Where installation, maintenance, repair, inspect, alterations and additions of FSIs are required, such works shall be carried out and certified by a Registered Fire Service Installation Contractor (RFSIC) and a copy of "Certificate of Fire Service Installations and Equipment" (F.S. 251) shall be forwarded to the Director of Fire Services and the Licensing Authority within 14 days and 28 days respectively after completion of works.
- (c) The Licensing Authority may, as he/she thinks fit, impose requirements on a licence in respect of a building campsite in relation to fire safety, and require the submission of certificates or reports issued by a qualified professional body, where necessary.
- (d) "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 (FS Code).

	Item	Applicable
1.1	Minimum of one fire control centre shall be provided, additional to be provided according to the complexity of the building.	<input type="checkbox"/>
1.2	The Fire Hydrant/Hose Reel System shall be provided.	<input type="checkbox"/>
1.3	An automatic sprinkler installation shall be provided for the entire building including staircases, common corridors, toilets and bathrooms.	<input type="checkbox"/>
1.4	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"/>
1.5	Audio/visual advisory system shall be provided for any part or parts of the proposed building campsite 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"/>
1.6	An independently powered generator of sufficient electrical capacity to meet the FSIs and fireman's lifts is required to provide.	<input type="checkbox"/>
1.7	Emergency lighting shall be provided throughout the entire building campsite and all exit routes leading to ground level.	<input type="checkbox"/>

	Item	Applicable
1.8	All designated exits inside the licensed premises shall be indicated by exit signs.	<input type="checkbox"/>
1.9	If an exit sign is not clearly visible from any location in the premises, directional signs shall be erected to assist occupants to identify the exits in the event of an emergency.	<input type="checkbox"/>
1.10	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"/>
1.11	While fire detection system shall be provided in areas not covered by automatic fixed installations, the system shall also cover 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 system shall also be provided. 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 building campsite.	<input type="checkbox"/>
1.12	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"/>
1.13	<p>Pressurization of staircases is required where:</p> <p>(a) natural venting of staircase is not provided; and</p> <p>(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>	<input type="checkbox"/>
1.14	A static or dynamic smoke extraction system shall be provided in accordance with the requirement(s) stipulated in the current version of CoP and FSD Circular letter(s) where applicable.	<input type="checkbox"/>
1.15	When a ventilation/air conditioning control system to the proposed building campsite is provided, it shall stop mechanically induced air movement within a designated fire compartment.	<input type="checkbox"/>

	Item	Applicable
1.16	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 Systems) Regulations. Detailed drawings showing layout of the ventilating system shall be submitted to the Ventilation Systems Group of the FSD for approval, and a copy of letter of compliance shall be submitted to the Licensing 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 'Annual Inspection Certificate' shall be forwarded to the Authority as proof of compliance.	<input type="checkbox"/>
1.17	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.	<input type="checkbox"/>
1.18	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.	<input type="checkbox"/>
1.19	Two copies of the layout of updated FSIs provided in the premises shall be submitted to the Licensing Authority.	<input type="checkbox"/>
1.20	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 the standards acceptable to the Director of Fire Services ² or be brought up to that standard by use of an approved fire retardant product. To this effect, a copy of the FS251 issued by the RFSIC shall be submitted to the Licensing Authority as proof of compliance.	<input type="checkbox"/>
1.21	All linings for acoustic, thermal insulation and decorative purposes within protected means of escape in the guesthouse shall be of Class 1 or 2 Rate of Surface Spread of Flame as per the standards acceptable to the Director of Fire Services ² or be brought up to that standard by use of an approved fire retardant product. To this effect, a copy of the FS251 issued by the RFSIC shall be submitted to the Licensing Authority as proof of compliance.	<input type="checkbox"/>
1.22	If Polyurethane (PU) foam filled mattresses and upholstered furniture are used in the premises, they shall meet the flammability standards as specified in FSD Circular Letter No. 1/2000 for use in medium hazard premises/building.	<input type="checkbox"/>
1.23	The carpets being used within the protected means of escapes of the guesthouse shall comply with a standard acceptable to the Director of Fire Services ³ , 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"/>

² Contact Officers of the OLA for queries on relevant standards acceptable to the Director of Fire Services

³ Contact Officers of the OLA for queries on relevant standards acceptable to the Director of Fire Services.

	Item	Applicable
1.24	Electrical installations shall be installed, inspected, tested and certificated by a registered electrical contractor registered with the Director of Electrical & Mechanical Services. Such electrical installations shall be inspected, tested and certified at least once every 5 years thereafter. A copy of the certificate shall be forwarded to the Licensing Authority as proof of compliance with the Electricity Ordinance, which shall be re-validated every five years thereafter.	<input type="checkbox"/>
1.25	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 Licensing Authority as proof of compliance.	<input type="checkbox"/>
1.26	Indoor cooking shall be carried out inside kitchen. ⁴	<input type="checkbox"/>

⁴ Contact Officers of the OLA for queries on the requirements for various fuels used in camp premises.

PART III : 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 guesthouse (holiday camp) 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 maximum number of persons to be accommodated (including staff) shall be .*
7. *The licensee shall comply with the Remedial Order as may be given from time to time by the Secretary for Home and Youth Affairs under Sec. 20 of the Hotel and Guesthouse Accommodation Ordinance.*
8. *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.*
9. *There shall not be any act or activity that is illegal or prejudicial to national security in the licensed premises.[Non-compliance of the condition may warrant immediate cancellation of the licence and the licensee may be ordered to cease operation of the licensed premises immediately. Please note that application for a licence in the future may be affected if the applicant has breached the above licensing condition.]*
10. *This Licence is not personal to the licensee or the occupier.*
11. *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.*
12. *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.*
13. *The licensee shall indicate clearly “(licensed guesthouse)” in all promotional materials/advertisements related to this guesthouse. The font size shall not be smaller than the smallest print of the promotional materials/advertisements.*

14. *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.*
15. *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.*
16. *Depositing of combustible materials shall not be allowed within corridors.*
17. *The usage and storage of dangerous goods shall comply with the Dangerous Goods Ordinance (Cap. 295).*
18. *All required means of escape shall be kept free from obstruction 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.*
19. *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.*
20. *No cooking facilities shall be provided in rooms where accommodation is available.*
21. *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.*
22. *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.*
23. *The licensee is prohibited from using the word “酒店” or “Hotel” in the business name of the licensed premises, including all signages and promotional material/advertisements related to the licensed premises.*