



# **HOME AFFAIRS DEPARTMENT** **OFFICE OF THE LICENSING AUTHORITY**

## **Standard Licensing Requirements for** **Guesthouse (Holiday Camp) Licence – Caravan Campsite**

This document outlines the general requirements applicable to most caravan 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.

# CONTENT

<b>PART I : Building Safety and Health Requirements .....</b>	<b>2</b>
1. Compliance with BO and/or Approval/Acceptance from the LandsD .....	3
2. Caravan Campsite .....	4
3. Caravan Bay .....	5
4. Caravan .....	5
5. Other Structures or Uses within Caravan Campsite .....	6
6. Structural Safety .....	6
7. Means of Escape .....	6
8. Lighting and Ventilation .....	7
9. Sanitary Fitments and Drainage Works .....	8
10. Minor Works Control System .....	10
11. Other Requirements .....	10
12. Submission of Documents for Report of Completion .....	12
Appendix IA .....	14
Appendix IB .....	15
<b>PART II : Fire Safety Requirements.....</b>	<b>16</b>
1. General Fire Safety Requirements for the Site.....	16
2. General Fire Safety Requirements for the Caravan.....	17
3. Other Fire Safety Requirements .....	18
Appendix IIA .....	19
Appendix IIB .....	20
<b>PART III : Sample Licence Conditions.....</b>	<b>21</b>

## **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) This set of Standard Licensing Requirements shall only be applicable to Caravan Campsite providing short-term sleeping accommodation. Any other buildings and / or structures erected within the campsite for use of patrons shall also be subject to additional licensing conditions to be formulated upon receipt of a formal application.
- (c) No storage of dangerous goods is permitted without a licence or approval granted by the Director of Fire Services and/or imposed by relevant government authorities and to this effect a copy of such licences or approval shall be submitted to the Licensing Authority.
- (d) International/National Standards: - The Licensing Authority may permit the use of products, materials or the carrying out of any works in accordance with relevant international/national standards accepted by the Licensing Authority that prescribes the quality of products, material or standards of workmanship.
- (e) Some of the required works may be classified as building works and would, as such, be subject to the separate approval and consent of the Building Authority (BA) under section 14 of the Buildings Ordinance (BO) or the simplified requirements for submission under the Minor Works Control System. You should therefore enlist the service of an Authorized Person and, if necessary, Registered Structural Engineer<sup>1</sup> to act on your behalf to follow up the licence application.

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<sup>1</sup> *Authorized Persons (an architect, engineer or surveyor whose name is on the authorized persons’ register kept by the BA) 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 BD (<http://www.bd.gov.hk>).*

	Item	Applicable
<b>1. Compliance with BO and/or Approval/Acceptance from the LandsD</b>		
1.1	<p>All building works, use and layout of the proposed caravan 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"> <li>(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.</li> <li>(b) Adequate Means of Access for Fire Fighting and Rescue shall be provided as stipulated in Part D of the Code of Practice for Fire Safety in Buildings 2011 [FS Code], in particular the provision of Emergency Vehicular Access and Fireman’s Lifts, and Fire Fighting and Rescue Stairway for basement.</li> <li>(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.</li> <li>(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.</li> <li>(e) Prescribed window shall be provided to each guestroom in accordance with Building (Planning) Regulations 30 &amp; 31.</li> <li>(f) Sanitary fitments and drainage shall be provided in accordance with Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations.</li> <li>(g) 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.</li> </ul> <p>An <b>undertaking letter</b> 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&amp;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 buildings 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 Buildings Department (BD) and the undertaking letter prepared by the relevant AP should be submitted together with "Report of Completion".</u></p>	<input type="checkbox"/>

	Item	Applicable
1.2	<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 Lands Department (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"/>
<b><u>2. Caravan Campsite</u></b>		
2.1	The campsite area to be licensed should include the caravans providing the sleeping accommodation and the essential supporting facilities including but not limited to reception counter/site office, common toilet/bathroom, store room, kitchen and seating area if available.	<input type="checkbox"/>
2.2	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.	<input type="checkbox"/>
2.3	The campsite area to be licensed should be enclosed by a physical boundary (i.e. fence, chainlink, wall, barricade, etc.) or defined by site boundary coming under the same ownership and/or under the control of the operator, if such physical boundary does not exist.	<input type="checkbox"/>
2.4	The boundary of the campsite shall be clearly demarcated in the layout plan and separated with the adjoining sites.	<input type="checkbox"/>
2.5	Location and size of each caravan, caravan bay and all essential supporting facilities should be clearly indicated in the layout plan of the proposed caravan campsite.	<input type="checkbox"/>

	Item	Applicable
<b><u>3. Caravan Bay</u></b>		
3.1	Every caravan shall be located on a caravan bay. Each caravan bay shall only be designed for accommodating one caravan and its annex, extension or attachment. No part of a caravan including its annex, extension or attachment shall extend beyond the caravan bay.	<input type="checkbox"/>
3.2	Any annex, extension or attachment to the caravan or any other facilities to be placed within the caravan bay shall be indicated on the layout plan and submitted to the Licensing Authority for consideration.	<input type="checkbox"/>
3.3	Caravan bays should be a hard-paved, flat and firm surface of non-combustible material suitable for setting up a caravan, otherwise, evidence showing the stability of the caravan should be provided.	<input type="checkbox"/>
3.4	The mobility of caravans shall be restricted by properly fixing / resting / parking the caravans to the ground of the caravan bays according to the manufacturer's instructions and safety precautions to the satisfaction of the Licensing Authority.	<input type="checkbox"/>
<b><u>4. Caravan</u></b>		
4.1	<p>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, specification and technical drawings certifying the place of manufacture and safety of the caravan, installation/parking instructions, operation manual and maintenance advice shall be submitted to the Licensing Authority for consideration.</p> <p><u>All documents should be submitted together with "Report of Completion"</u></p>	<input type="checkbox"/>
4.2	No ventilating ducts / trunkings of a ventilating system shall pass through caravans.	<input type="checkbox"/>
4.3	Every caravan shall be of single deck design.	<input type="checkbox"/>
4.4	Each caravan shall be assigned with a registration/location number for identification.	<input type="checkbox"/>

	Item	Applicable
<b><u>5. Other Structures or Uses within Caravan Campsite</u></b>		
5.1	<p>Any other building works or structures used as essential supporting facilities within the caravan campsite for use by the patrons shall comply with the requirements under the BO and/or obtain approval/acceptance from the LandsD/other authorities. These other building works or structures shall also comply with the normal licensing requirements meeting the building and fire safety standards specified under the Hotel and guesthouse Accommodation Ordinance (Cap. 349). Common essential supporting facilities include the following but not limited to:</p> <p>(a) reception counter/site office;  (b) common toilet/bathroom ;  (c) store room;  (d) kitchen;  (e) seating area; and  (f) building works involved for installing external air-conditioning units.</p>	<input type="checkbox"/>
<b><u>6. Structural Safety</u></b>		
6.1	Structural justification (SJ) report prepared by an Authorized Person/Registered Structural Engineer (AP/RSE) for any building works and/ or non-building works including but not limited to caravans which may not be subject to prior approval and consent from BA should be submitted to Licensing Authority for consideration to ensure that the premises do comply with a requirement relating to design, structure and safety set out in the BO (Cap. 123).	<input type="checkbox"/>
6.2	All building works and/ or non-building works referred to in paragraph 6.1 must be designed and constructed with an adequate margin of safety against instability. Wind load on any building works and/ or non-building works must be based, in each case, on its response to the effect of winds from any direction.	<input type="checkbox"/>
6.3	SJ report and documents, such as copies of relevant record structural plans, structural calculations and manufacturer’s catalogue, specification and technical drawings for the proprietary products should be submitted together with “Report of Completion”.	<input type="checkbox"/>
<b><u>7. Means of Escape</u></b>		
7.1.	The exit arrangement for the caravans and the caravan campsite should be indicated on the plan and submitted to the Licensing Authority for consideration.	<input type="checkbox"/>
7.2	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 without the use of key(s).	<input type="checkbox"/>
7.3	The maximum number of person(s) (including staff) to be accommodated should be limited to __.	<input type="checkbox"/>

	Item	Applicable
<b>8. Lighting and Ventilation</b>		
8.1	The caravans shall have adequate natural lighting and ventilation to the satisfaction of the Licensing Authority.	<input type="checkbox"/>
8.2	<p>Kitchens 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>Kitchen at _____ does 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 (<b>concealed work only</b>) should be submitted together with “Report of Completion”.</u></p>	<input type="checkbox"/>
8.3	<p>Bathrooms/toilets should be provided with adequate lighting and ventilation and comply with the following requirements:</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/toilet at _____ 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>Catalogue, invoice/delivery note of exhaust fan, calculation of air change rate and photo record of ventilation works (<b>concealed work only</b>) should be submitted together with “Report of Completion”.</p>	<input type="checkbox"/>
8.4	Where a room-sealed gas water heater serves a bathroom or installed in any place other than in the bathroom, a suitable flue aperture in an external wall shall be provided to the satisfaction of the Licensing Authority.	<input type="checkbox"/>

	Item	Applicable																
<b>9. Sanitary Fitments and Drainage Works</b>																		
9.1	<p>Adequate sanitary fitments shall be provided for the patrons and staff of the campsite while the number of sanitary fitments required in the campsite varies with the number of persons to be accommodated. The minimum requirements are tabulated below:</p> <table border="1" data-bbox="304 412 1249 775"> <thead> <tr> <th data-bbox="304 412 627 573">No. of persons residing or likely to reside in the caravan campsite</th> <th data-bbox="627 412 836 573">No. of water closets</th> <th data-bbox="836 412 1058 573">No. of wash-hand basin</th> <th data-bbox="1058 412 1249 573">No. of baths or shower</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 573 627 613">1-8</td> <td data-bbox="627 573 836 613">1</td> <td data-bbox="836 573 1058 613">1</td> <td data-bbox="1058 573 1249 613">1</td> </tr> <tr> <td data-bbox="304 613 627 654">9-20</td> <td data-bbox="627 613 836 654">2</td> <td data-bbox="836 613 1058 654">2</td> <td data-bbox="1058 613 1249 654">2</td> </tr> <tr> <td data-bbox="304 654 627 775">For every additional 15 persons or part thereof</td> <td data-bbox="627 654 836 775">1 additional fitment</td> <td data-bbox="836 654 1058 775">1 additional fitment</td> <td data-bbox="1058 654 1249 775">1 additional fitment</td> </tr> </tbody> </table> <p>The campsite should be provided with adequate number of sanitary fitments. It is necessary, therefore, to provide :</p> <p>(a) ____ extra W.C. (s) ;  (b) ____ extra bath and/or showers ; and  (c) ____ extra wash basins.</p>	No. of persons residing or likely to reside in the caravan campsite	No. of water closets	No. of wash-hand basin	No. of baths or shower	1-8	1	1	1	9-20	2	2	2	For every additional 15 persons or part thereof	1 additional fitment	1 additional fitment	1 additional fitment	□
No. of persons residing or likely to reside in the caravan campsite	No. of water closets	No. of wash-hand basin	No. of baths or shower															
1-8	1	1	1															
9-20	2	2	2															
For every additional 15 persons or part thereof	1 additional fitment	1 additional fitment	1 additional fitment															
9.2	Male and female toilets should be provided independently.	□																
9.3	Surface water disposal arrangement for the whole campsite should be indicated on the layout plan.	□																
9.4	<p>The effluent of the caravans shall be suitably disposed of or discharged to the satisfaction of the Licensing Authority.</p> <p>If the effluent is discharged to the existing septic tanks, the size, capacity, construction history, details of the septic tanks and any approval/acceptance obtained from the BA/Lands Department/other authorities should be provided.</p> <p>Unless Certificate of Exemption issued by LandsD in respect of drainage works is obtained, any proposed alterations to existing septic tanks or construction of new septic tanks or installation of new underground drainage within the licensing area, if applicable, shall comply with the requirements under the BO. Approval and consent shall be obtained and completed to the satisfaction of the BA and accepted by the Licensing Authority before a licence could be issued.</p>	□																
9.5	Any drainage provisions for the whole campsite, if applicable, shall comply with the BO and accepted by the Licensing Authority.	□																
9.6	The bathroom/toilet should not open directly into a kitchen.	□																

	Item	Applicable
9.7	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.	<input type="checkbox"/>
9.8	Grease trap(s) should be provided to each sink in the kitchen/pantry.	<input type="checkbox"/>
9.9	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.  <u>Photo record of drainage works (concealed work only) should be submitted together with "Report of Completion".</u>	<input type="checkbox"/>
9.10	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.  <u>Photo record of drainage works (concealed work only) should be submitted together with "Report of Completion".</u>	<input type="checkbox"/>
9.11	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 toilet/bathroom.	<input type="checkbox"/>
9.12	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"/>
9.13	uPVC or PVC piping may be used internally, subject to the following conditions:-  (a) the piping should be enclosed in duct having an FRR equal to the structure and the access panels to the duct should have either self-closing doors or securable covers with an FRR of that enclosure; and  (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.  <u>Photo record of drainage works (concealed work only) should be submitted together with "Report of Completion".</u>	<input type="checkbox"/>
9.14	Condensate pipe for air conditioning system should be properly installed and connected to a drainage system.  <u>Photo record of drainage works (concealed work only) should be submitted together with "Report of Completion".</u>	<input type="checkbox"/>

	Item	Applicable
<b><u>10. Minor Works Control System</u></b>		
10.1	<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> <p>(a) Excavation works associated with other minor works or designated exempted works;</p> <p>(b) Erection of partition walls;</p> <p>(c) Thickening of floor slabs;</p> <p>(d) Formation/ reinstatement of openings in a slab;</p> <p>(e) Construction/ alteration/ repair/ replacement/ removal of windows or window walls</p> <p>(f) Erection/ alteration/ removal of supporting frames for air-conditioning units or any associated air ducts projecting from the external wall;</p> <p>(g) Erection/ alteration/ repair/ removal of drain pipes;</p> <p>(h) Erection/ alteration/ removal of metal railing, mesh fence or solid fence wall located on grade;</p> <p>(i) Erection/ alteration/ removal of external ventilation duct works or associated supporting frames located on grade;</p> <p>(j) Erection/ alteration/ removal of canopies / retractable awnings;</p> <p>(k) Erection/ alteration/ removal of trellis;</p> <p>(l) Erection/ alteration/ removal of protective barrier;</p> <p>(m) Erection/ alteration/ removal of signboards; &amp;</p> <p>(n) Removal of unauthorised structures.</p> <p>(MW items will be added or deleted as appropriate according to the actual situation)</p> <p><u>For Class I &amp; 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"/>
<b><u>11. Other Requirements</u></b>		
11.1	Staff shall man the caravan campsite round-the-clock. The minimum number of on-duty qualified staff is to be determined by the Licensing Authority.	<input type="checkbox"/>

	Item	Applicable
11.2	<p><b><u>Water proofing</u></b></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"/>
11.3	<p><b><u>Protective barrier</u></b></p> <p>Where there is a difference in adjacent levels greater than 600mm, protective barriers have to be provided. These barriers 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"/>
11.4	<p>All unauthorised building works (shown as hatched black in Appendix IB if applicable) in the campsite should be removed. Unauthorised building works is not allowed in the licensed area for the safety of the patrons.</p>	<input type="checkbox"/>
11.5	<p>Gas cooking in buildings/structures should only be carried out inside kitchen.</p>	<input type="checkbox"/>
11.6	<p><b><u>Special requirement(s) :</u></b></p> <p>(a)</p> <p>(b)</p> <p>(c)</p>	<input type="checkbox"/>

	Item	Applicable
<b><u>12. Submission of Documents for Report of Completion</u></b>		
12.1	<p><u>4 sets of layout plans and 3 sets of drainage plans (if applicable) for completed works should be submitted.</u></p> <p>Detail layout plans in metric and to scale (normally not less than 1:100) for the proposed caravan campsite should clearly indicate the following:</p> <ul style="list-style-type: none"> <li>(a) The proposed campsite name and address;</li> <li>(b) The site area and boundary of the campsite intended for licence;</li> <li>(c) Location and size of every caravan bay, caravan and its annex, extension or attachment.</li> <li>(d) Location, size and use of every building/ structure, including but not limited to the essential supporting facilities and any areas used to support operating, managing, keeping and controlling of the campsite such as reception counter/ office, toilets/ bathrooms, stores, kitchen and seating area etc.</li> <li>(e) Ingress and egress arrangement of the campsite;</li> <li>(f) Exit arrangement within the campsite;</li> <li>(g) All existing and proposed building works, sanitary fitments, drainage works, air-conditioning unit, utilities arrangements, ventilation ducting and means of mechanical ventilation, if applicable, within the campsite;</li> <li>(h) Types, standards and specifications of all materials used and/or intended to be used in the campsite; and</li> <li>(i) A summary table indicating site area, total number of caravans and guestrooms to be provided and the total capacity of the campsite (i.e. number of persons including staff to be accommodated in the campsite).</li> </ul>	<input type="checkbox"/>
12.2	<p>Manufacturer's catalogues, specifications, technical drawings, installation/parking instructions, operation manual and maintenance advice for the caravans or other proprietary products used in the proposed campsite should be submitted.</p>	<input type="checkbox"/>
12.3	<p>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.</p>	<input type="checkbox"/>

	Item	Applicable
12.4	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"/>
12.5	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 kitchen, bathroom 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.

**Kitchen**

2. The Licensing Authority may permit the 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 6000mm<sup>2</sup> 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:-

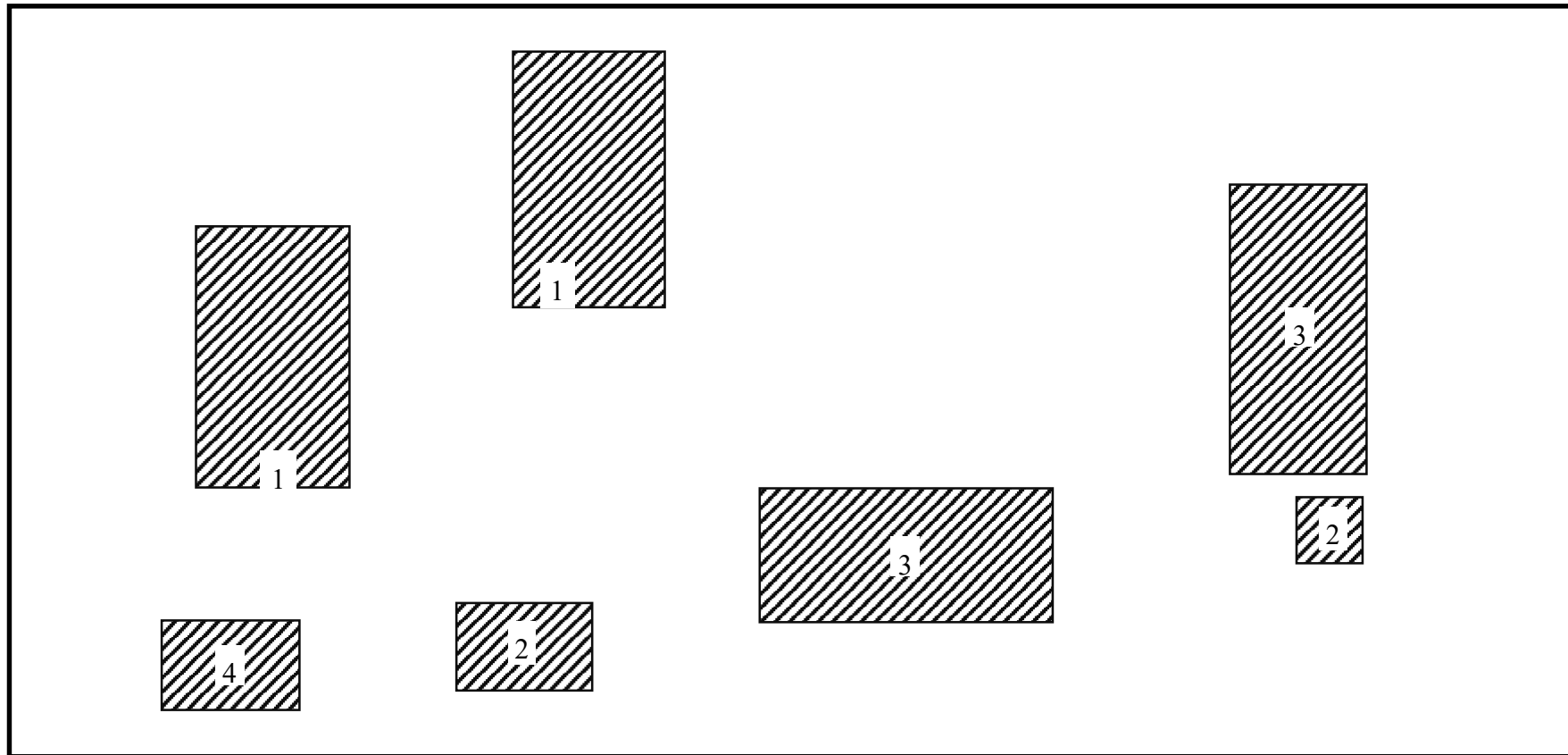
- (a) Artificial lighting should be provided to a standard not less than 50 lux;
- (b) Mechanical ventilation should be provided at a rate of not less than 5 air changes per hour;
- (c) Every room should have its own independent air duct; and
- (d) Both ends of the ventilation duct should be provided 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.



The structures as hatched black in the layout plan are regarded as the unauthorised building works (UBW) if :-

- (i) The works are not approved by the BA;
- (ii) The works are not issued with a Certificate of Compliance or a Letter of No Objection to Occupy by the District Lands Office (DLO); or
- (iii) The works are not allowed to be used by DLO.



**Layout Plan of DD XX Lot XXX**

**Annotation of existing structures**

- 1. Structure
- 2. Lavatory
- 3. Container-like structure for office/ storage
- 4. Water tank

## 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 caravan campsite in relation to fire safety, and require the submission of certificates or reports issued by a qualified professional body, where necessary.

	Item	Applicable
<b>1. <u>General Fire Safety Requirements for the Caravan Campsite</u></b>		
1.1	The following requirements on site location shall be complied with:- (a) there shall be a vehicular access to the caravan campsite within 30m of the entrance of the caravan campsite; and (b) a fire hydrant should be made available within 100m of the entrance of the caravan campsite.	<input type="checkbox"/>  <input type="checkbox"/>
1.2	Fire extinguisher(s) (FE)s of the approved type shall be provided at the following scale: (a) ___ x 9L water type FE at location(s) specified by the Licensing Authority. (b) ___ x 2kg dry powder type FE at location(s) specified by the Licensing Authority. See Appendix <u>IIA</u> for details of the location(s).	<input type="checkbox"/> <input type="checkbox"/>
1.3	Subject to the situation of individual caravan campsite, _____ x 20kg, or _____ x 68kg wheeled type dry powder fire extinguisher(s) shall be provided at location(s) specified by the Licensing Authority in Appendix IIA, if (a) Conditions under section 1.1(a) or 1.1(b) cannot be fulfilled; (b) Conditions under section 1.1(a) and 1.1(b) cannot be fulfilled.	<input type="checkbox"/> <input type="checkbox"/>
1.4	All FEs located outdoors shall be adequately protected against damage and expose to direct sunlight.	<input type="checkbox"/>

	<b>Item</b>	<b>Applicable</b>
1.5	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"/>
<b>2. <u>General Fire Safety Requirements for the Caravan</u></b>		
2.1	Each caravan and its annex, extension or attachment shall not exceed 230m <sup>2</sup> total floor area.	<input type="checkbox"/>
2.2	All exit doors shall readily and conveniently be opened from within the caravan without the use of a key.	<input type="checkbox"/>
2.3	Any sides of a caravan and its annex, extension or attachment facing that of another should be provided with an unobstructed space of minimum 5m wide. Naked flame and cooking/BBQ activities are not allowed in such unobstructed space. Such unobstructed space shall also be provided from the caravan and its annex, extension or attachment or other structures/buildings and boundary of the caravan campsite. (An illustrative diagram is attached at Appendix IIB.)	<input type="checkbox"/>
2.4	Standalone visual smoke detector(s) shall be installed in each caravan. The standalone visual smoke detector(s) shall be accepted or deemed to be accepted by the Director of Fire Services.  The standalone visual smoke detector(s) shall conform with the requirement set out in Note (b) in Part II: Fire Safety Requirements. Moreover, to ensure the proper operation of the standalone visual smoke detector(s), weekly checking and testing of the standalone visual smoke detector(s) according to the operation manual provided by the manufacturer is required. A register for record of checking and testing shall be maintained and made available for auditing by the Licensing Authority upon request.	<input type="checkbox"/>
2.5	Electricity supply for the electrical installations in caravan shall not be supplied through plug and socket and cannot be disconnected without the use of tools. All of electrical installations inside the caravan shall be installed, inspected, tested and certificated by an Electrical Worker/ Contractor registered with the Director of Electrical and Mechanical Services. Such electrical installations shall be inspected, tested and certificated at least once every 5 years thereafter. A copy of relevant certificate shall be forwarded to the Licensing Authority as proof of compliance with the Electricity Ordinances.	<input type="checkbox"/>
2.6	Emergency generator which is an independently powered electrical generator of sufficient electrical capacity to sustain a proper function of FSIs shall be provided for the applicable FSIs. If such generator cannot be provided, a primary and secondary electrical supply shall be provided in this regard.	<input type="checkbox"/>
2.7	One 2 kg dry powder fire extinguisher shall be provided inside each caravan.	<input type="checkbox"/>
2.8	No cooking, naked light or fire shall be allowed in the caravan. Only limited scale of food warming using electromagnetic induction cooker and water boiling are permitted at the designated pantry/kitchen inside the caravan.	<input type="checkbox"/>

	<b>Item</b>	<b>Applicable</b>
2.9	If a pantry/kitchen is provided inside the caravan, one 1.44m <sup>2</sup> fire blanket and one 2 kg dry powder fire extinguisher shall be provided inside each caravan.	<input type="checkbox"/>
2.10	The fuel to be used inside the caravan shall be restricted to electricity only.	<input type="checkbox"/>
2.11	No decoration of a readily combustible nature should be permitted. Where combustible materials are used, they shall be of Class 1 or 2 Rate of Surface Spread of Flame as per the standards acceptable to the Director of Fire Services <sup>2</sup> or be brought up to that standard by use of an approved fire retardant product. In the latter case, the work shall be carried out by a Class II RFSIC and a certificate to this effect from the contractor shall be forwarded to the Licensing Authority as documentary proof of compliance.	<input type="checkbox"/>
2.12	No smoking shall be allowed in the caravans. 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. <sup>3</sup> Licensee shall maintain such signs in good order.	<input type="checkbox"/>
2.13	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 or a standard acceptable to the Director of Fire Services.	<input type="checkbox"/>
<b>3. <u>Other Fire Safety Requirements</u></b>		
3.1	All other applicable statutory requirement(s) in respect of fire safety, if any, imposed by the appropriate authority(s) shall be fully complied with. Relevant documentary proof(s) is/are to be provided during submission of Report of Completion subject to the request of the Licensing Authority.	<input type="checkbox"/>
3.2	Two copies of the layout of updated FSIs shall be submitted to the Licensing Authority.	<input type="checkbox"/>
3.3	A safety video shall be provided to all patrons upon check-in. The video must be at least three minutes illustrating the fire precautions, the layout plan and the assembly area in the campsite, "what to do in case of fire" and how to use the FSIs in the campsite. The video shall be made available in at least three languages (Cantonese, Putonghua and English) with appropriate captions. A compliance register with the patrons' signatures shall be maintained for five years for audit by the OLA.	<input type="checkbox"/>
3.4	Other requirements, if applicable. (Subject to the result of risk assessment, see Appendix _____.)	<input type="checkbox"/>

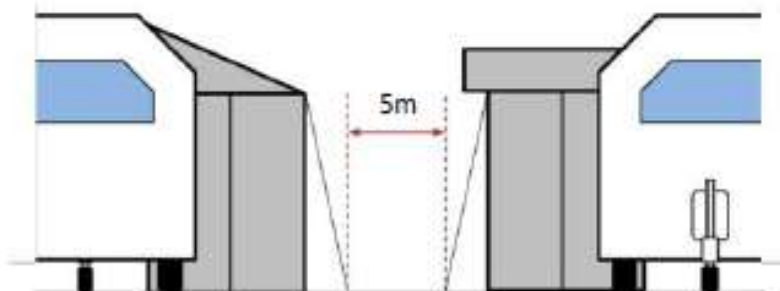
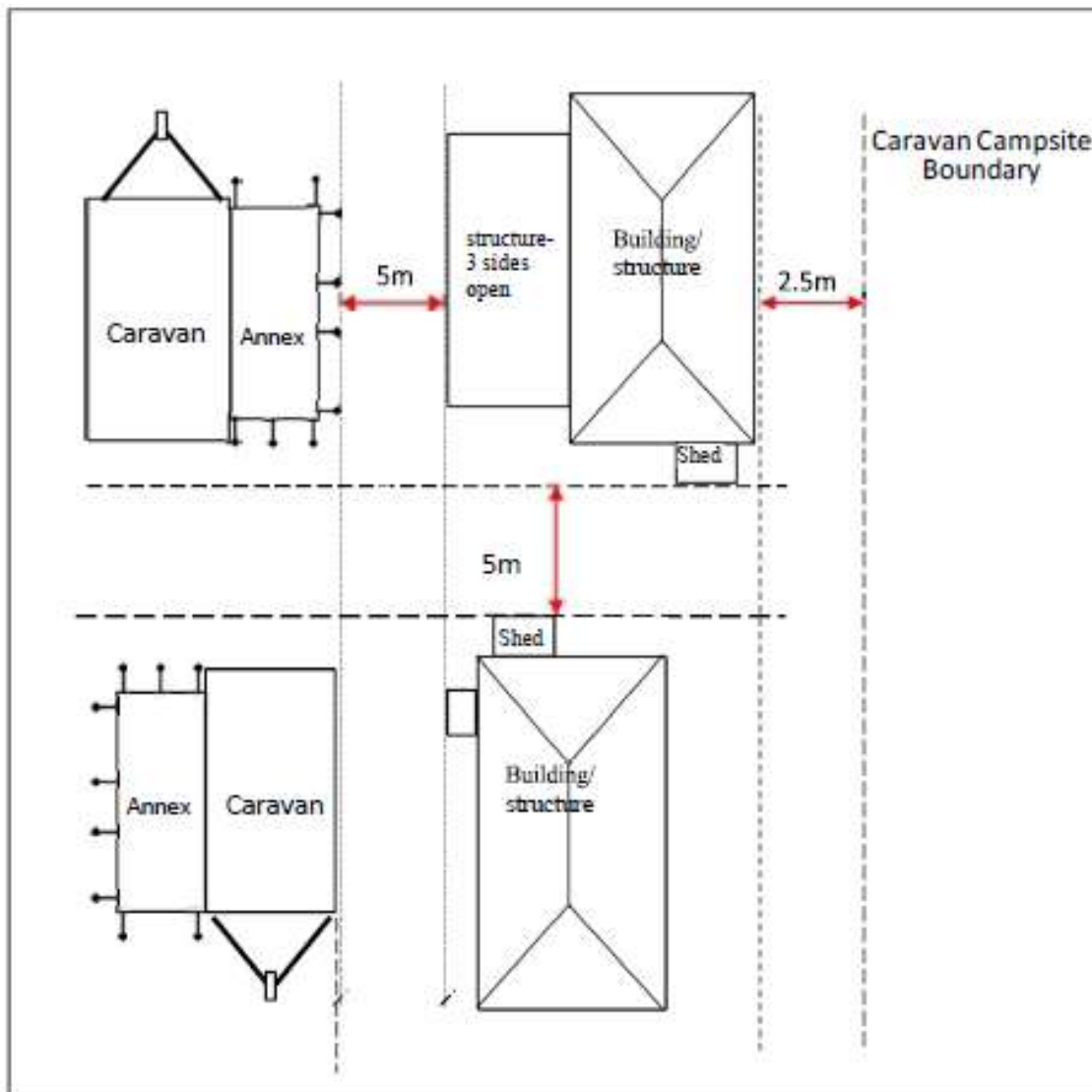
<sup>2</sup> Contact Officers of the OLA for queries on relevant standards acceptable to the Director of Fire Services.

<sup>3</sup> The signs shall bear the words in Chinese and English of not less than 170mm high. The Chinese characters shall be with width of vertical strokes not less than 15mm and with width of horizontal strokes not less than 10mm and letter style shall be in "Helvetica" or "Marigold" or "Modified Garamond".

## **Appendix II A**

- 1.2 – (a) \_\_\_ nos. of 9L water FE shall be provided at a conspicuous location in the close proximity to the entrance of each caravan. (Total \_\_\_ nos.)
- (b) \_\_\_ nos. of 2kg dry powder FE shall be provided in each storage room. (Total \_\_\_ nos.)
- 1.3 – \_\_\_ nos. of 20kg, or \_\_\_ nos. of 68kg wheeled type dry powder fire extinguisher(s) shall be provided at the front portion of the licensed area. (Total \_\_\_ no.)

**Illustrative Diagram for the Separation Space  
between Caravans and Other Structures / Buildings in a Caravan Campsite**



### **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.*