HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY

Standard Licensing Requirements for Guesthouse (Holiday Camp) Licence

This document outlines the general requirements applicable to most holiday camp premises. The Hotel & 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 (01/2023)

CONTENT

PART I : Building Safety and Health Requirements

Note:

(a) All proposed and required works shall be carried out to the satisfaction of the Hotel & Guesthouse Accommodation Authority ("the 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 to proposed holiday camp use will be considered likewise.

Requirements applicable to building works approved by the BA		
1.0 Compliance with the Buildings Ordinance		
1.1.	All building works, use and layout of the proposed holiday camp 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, (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. An **undertaking letter** prepared by the Authorized Person, 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 Authority to confirm if 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 holiday camp are in conformity to the latest building plans approved by the BA. Otherwise, new set of certificates/test report/delivery notes and relevant documents should be submitted. 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".	☐

1.2	Any proposed building works, which is deviated from the latest building plans approved by the Building Authority, may be subject to the separate approval and consent of the BD if the works (a) Alter the number of the guestrooms (b) Alter the licensed areas within the proposed holiday camp (c) Alter the extent of the building(s) used as licensed area within the proposed holiday camp.	☐
Requirements applicable to building works without building plans approved by the BA		
2.0 Means of Escape		
2.1	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 holiday camp and should at all times be openable from the inside without the use of a key.	☐
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).	☐
2.3	Every part of an exit route should be provided with adequate lighting in accordance with Clause B5.5 of the FS Code.	☐
2.4	The clear height in the escape route(s) should not be less than 2m.	☐
2.5	Electrically operated opening devices on exit doors/gates should be opened by manual means without the use of a key in the 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. Catalogue, certificate, invoice/delivery note of electrically operated locking device on the entrance/exit doors should be submitted together with "Report of Completion".	☐

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.	☐
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.	☐
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.	☐
2.9	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. 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.	☐
2.10	Every proposed holiday camp 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.	☐
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.	☐

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.	☐
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.	☐
2.14	The means of escape from any part of the proposed holiday camp should be so arranged that it is not necessary to pass through one staircase enclosure in order to reach an alternative stair.	☐
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.	☐
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.	☐
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.	☐
2.18	Every door to a protected lobby or ventilated lobby should comply with the following requirements :- (a) the self-closing mechanism should not be capable of allowing a check action to hold the door open at 90^{o}; and (b) appropriate notices should be fixed to both sides of the doors to remind users that the doors should normally be kept closed.	☐

2.19	A notice should be provided on both sides of such doors in English and Chinese in letters and characters not less that 10mm high as follows – FIRE DOOR TO BE KEPT CLOSED 防火門 應常關	☐
2.20	The maximum number of persons (including staff) to be accommodated should be limited to_____.	☐
3.0 Fire Resisting Construction		
3.1	Every proposed holiday camp 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. 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. 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. 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".	☐
3.2	Where in a proposed holiday camp, parts of the proposed holiday camp 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. 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".	☐

3.3	Elements of construction in any basement and the separation of the proposed holiday camp from any basement should have an FRR of not less than 240/240/240 and -/240/240 respectively, in accordance with Tables E2 to E6 of the FS Code. 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".	☐
3.4	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. 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".	☐
3.5	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. Supplier's certificate, test report & invoice/delivery note for fire resisting doorset should be submitted together with "Report of Completion".	☐
3.6	Openings through compartment walls for communication should maintain the FRR of the wall in accordance with C8 of FS Code.	☐
3.7	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.	☐
3.8	All liftwells except for openings for doors and ventilation should be separated from the remainder of the proposed holiday camp by walls having an FRR of not less than 120/120/120. Supplier's certificate, test report & invoice/delivery note for the lift door should be submitted together with "Report of Completion".	☐

3.9	All lift doors inside the proposed holiday camp should have an FRR of -/120/-. Supplier's certificate, test report & invoice/delivery note for the lift door should be submitted together with "Report of Completion".	☐
3.10	All required staircases and any lobbies separating those staircases from the general accommodation should – (a) be separated from the remainder of the proposed holiday camp building by walls having an FRR of not less than -/60/60. (b) be imperforate, except for any doorway giving access to the proposed holiday camp building which should be provided with a door having an FRR of not less than that of the wall in which the doorway is situated. (c) not accommodate any services other than emergency services such as fire hydrants, sprinkler systems, emergency lights and exit signs.	☐
3.11	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.	☐
3.12	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. Supplier's certificate, test report & invoice/delivery note for the barrier should be submitted together with "Report of Completion".	☐
3.13	High voltage electrical switch gear, transformers, fire service pumps, air handling unit plant, air-conditioning plant, lift machines, rooms housing escalator machines, flammable liquid spraying rooms, boilers, areas for storing and/or charging batteries and areas for storing dangerous goods should be enclosed by non-combustible construction 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 fire barrier.	☐

3.14	Kitchens should be :- (a) enclosed by non-combustible construction 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; (b) provided with protected lobbies between each door and any escape route from the main building; and (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.	☐
3.15	Every basement in a proposed holiday camp should be provided with smoke outlets or a dynamic smoke extraction system as stipulated in C14 of the FS Code.	☐
4.0 Lighting and Ventilation		
4.1	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. 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.	☐
4.2	All guestrooms/ kitchen should be provided with natural lighting and ventilation by means of windows which should be so constructed that:- (a) window faces into external air; (b) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and (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. Guestroom nos._____and/or kitchen 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) 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".	☐

4.3	All bathroom/toilets should be provided with natural lighting and ventilation by means of windows which should be so constructed that:- (a) window faces into open air; (b) the total area of glazing in the window is not less than 1/10 of the floor area of the room; and (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. 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) 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".	☐
4.4	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 Authority.	☐
5.0 Sanitary Fitments and Drainage Pipeworks		
5.1.	The premises should be provided with adequate number of sanitary fitments. It is necessary, therefore, to provide :- (a) _____extra W.C. (s) ; (b) _____extra bath and/or showers ; and (c) _____extra wash basins.	☐
5.2	The bathroom/w.c./communal toilets should not open directly into a kitchen.	☐
5.3	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.	☐

5.4	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. Photo record of drainage works **(concealed work only)** should be submitted together with "Report of Completion".	☐
5.5	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. Photo record of drainage works **(concealed work only)** should be submitted together with "Report of Completion".	☐
5.6	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.	☐
5.7	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.	☐
5.8	Condensate pipe for air conditioning system should be properly installed and connected to a drainage system. Photo record of drainage works **(concealed work only)** should be submitted together with "Report of Completion".	☐

5.9	uPVC or PVC piping may be used internally, subject to the following conditions:- (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 (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. Photo record of drainage works **(concealed work only)** should be submitted together with "Report of Completion".	☐
5.10	Floor drains should be provided to kitchen, bathroom, toilets.	☐
5.11	Grease traps should be provided to each sink in the kitchen/pantry.	☐
5.12	Toilets for male and female members should be provided independently.	☐
Other requirements applicable to building works related to the proposed holiday camp		
6.0 Structural Safety		
6.1	Structural justification prepared by an Authorized Persons/Registered Structural Engineer (AP/RSE) for the effects of the additional loadings on the structure of the existing building should be submitted, especially if the renovation works deviated from that shown on the plans approved by Building Authority, particular in relation to the following: (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) the use of balcony/cantilevered portion as proposed holiday camp, if any. Structural Justification Report and documents, such as copies of relevant record structural plans and structural calculation, should be submitted together with "Report of Completion".	☐

6.2	Any additional solid walls/raised floor/parapet wall located on the cantilevered structures/balcony/canopy/flat roof should be demolished.	☐
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 (i) approved by BA; or (ii) they could be carried out under the Minor Works Control System. For the concerned requirements under the BO, AP/RSE should be consulted. For (i), copies of the approved plans and the acknowledgement of completion by the BD; and for (ii) copies of specified forms and structural justification prepared by an AP/RSE for the Minor Works, should be submitted together with "Report of Completion".	☐

7.0 Minor Works Control System

7.1	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. (i) Erection of partition walls (ii) Thickening of floor slabs (iii) Erection/ alteration of sub-divided flats (iv) Formation/ reinstatement of openings in a slab (v) Construction/ alteration/ repair/ replacement/ removal of windows or window walls (vi) Erection/ alteration/ removal of supporting frames for air-conditioning units or any associated air ducts projecting from the external wall (vii) Erection/ alteration/ removal of external ventilation duct works or associated supporting frames located on grade or a roof (viii) Erection/ alteration of ventilation duct works or associated supporting frames inside a building (ix) Erection/ alteration of fire dampers in ventilation system (x) Erection/ alteration/ repair/ removal of drain pipes (xi) Erection/ alteration/ removal of canopies/ retractable awnings for an opening (xii) Erection/ alteration/ removal of signboards (xiii) Removal of unauthorised structures (xiv) Alteration to external reinforced concrete walls (xv) Erection/ alteration/ removal of protective barrier (MW items will be added or deleted as appropriate according to the actual situation) 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". 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".	☐

8.0 Other Requirements		
8.1	**Water proofing** 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. 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. Invoice, catalogue and record photos should be submitted together with "Report of Completion".	☐
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.	☐
8.3	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 :- (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; (b) at a height above the higher of the adjacent levels of not less than 1.1m; and (c) constructed as to inhibit the passage of articles more than 100mm in their smallest dimension.	☐
8.4	Protective barriers should be provided to the openable windows less than 1100 mm height from the floor level.	☐
8.5	Gas cooking should only be carried out inside kitchen.	☐

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.	☐
8.7	Demolish or remove the following unauthorized building works:	☐
8.8	Erection of signboard shall be subject to (i) prior approval and consent from the BA; or (ii) Minor Work Control System. 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 (see item 7.1) for the acknowledgement letter issued by the BD should be submitted together with "Report of Completion".	☐
8.9	**Multi-tier/elevated bed** 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) Note: 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.	☐
8.10	Special requirement(s):- (a)	☐

9.0 Submission of Documents for Report of Completion		
9.1	4 sets of building plans, 3 sets of drainage plans and 3 sets of ventilation plans for completed works should be submitted. Note The proposed holiday camp licence area should be marked on building plans with a summary table of guestrooms (nos.) to be provided. Any areas used for operating, managing, keeping and controlling of a proposed holiday camp such as back-of-house, reception etc., should be included in the licenced area. In this connection, you should clearly demarcate the licensed area in the plans required. 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 operator.	☐
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.	☐
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.	☐

Appendix IA

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 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 Authority may permit the reduction or omission of natural lighting and ventilation for guestroom and 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^2 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 and toilet

3. The Authority may permit the reduction or omission of natural lighting and ventilation for bathroom and toilet 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.

Appendix IB

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 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.

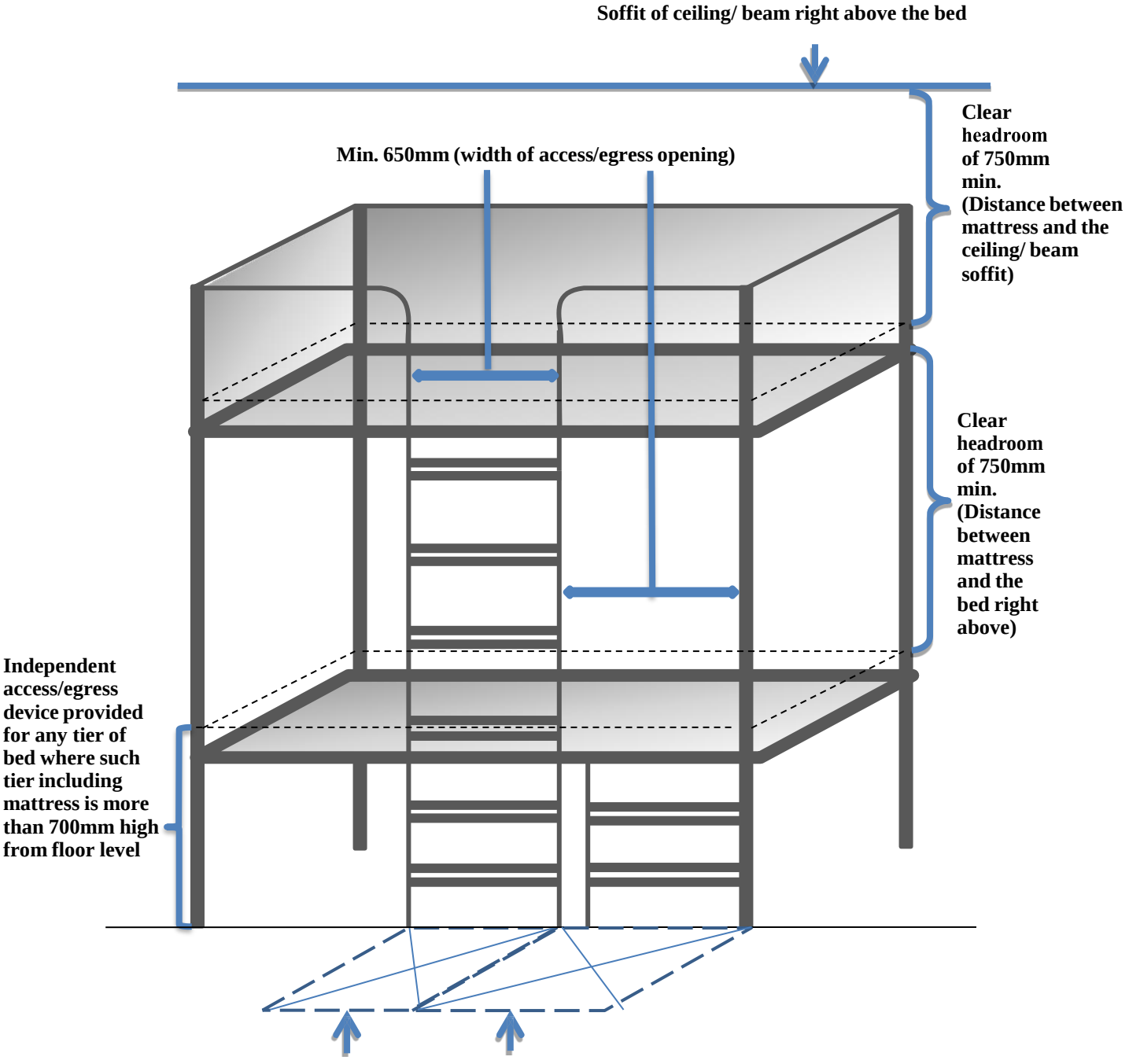
3. The clear width of access/egress opening for each tier of an elevated bed shall be not less than 650mm and leading to an unobstructed horizontal space not less than 650 mm x 650mm for each access/egress opening or device at the point of landing on floor level.

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 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 which shall be designed and installed in accordance with the Loss Prevention Council Rules, BS EN 12845 (with suitable modification pertinent to Hong Kong) and BS5839 : Part I or other standards acceptable to the Director of Fire Services.

6. The 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) All requirements and definitions on Fire Service Installations and Equipment are based upon the "Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment" which is available at the Fire Services Department (FSD)'s website – http://www.hkfsd.gov.hk .

(b) "Protected Means of Escape" means protected corridors, protected lobbies (including lobbies protecting fireman's lifts) and protected staircases as defined in the FS Code.

	Items	**Applicable**
1.0 General Fire Safety Requirements for All Premises		
1.1	Fire control centre shall be provided according to the complexity of the building.	☐
1.2	There shall be sufficient hydrants and hose reels on each floor to ensure that every part of the proposed holiday camp can be reached by a length of not more than 30 m of Fire Services hose and hose reel tubing. The installation works shall be carried out by a Registered Fire Service Installation Contractor in Class 2, and a copy of "Certificate of Fire Service Installations and Equipment" (Form F.S. 251) shall be submitted to the Authority upon completion.	☐
1.3	A sprinkler system shall be provided in premises. The installation works shall be carried out by a Registered Fire Service Installation Contractor in Class 2, and a copy of "Certificate of Fire Service Installations and Equipment" (Form F.S. 251) will be submitted to the Authority upon completion.	☐
1.4	It is noted that sprinkler system has been provided in your proposed holiday camp under application. In this connection, you are required to ensure that all parts of the premises are adequately protected by the system after renovation work.	☐
1.5	Automatic fixed installation other than water shall be provided to areas where the use of water is undesirable for the occupancy or trade.	☐
1.6	Audio/visual advisory system shall be provided for any part or parts of the proposed holiday camp 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.	☐

	Items	Applicable
1.7	An independently powered generator of sufficient electrical capacity to meet the fire service installations and fireman‘s lifts it is required to provide.	☐
1.8	Emergency lighting shall be provided throughout the entire proposed holiday camp and all exit routes leading to ground level. A self-contained secondary lighting system in accordance with Part V, para.5.9 of the Code of Practice for Minimum Fire Service Installations and Equipment will be accepted if the illumination level of not less than 2 lux for a duration of 2 hours in the event of power failure is provided. (Appendix IIA)	☐
1.9	All designated exits inside the licensed premises shall be indicated by exit signs with specifications in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment.	☐
1.10	If an exit sign is not clearly visible from any location in the premises, directional signs with specifications in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment shall be erected to assist occupants to identify the exits in the event of an emergency.	☐
1.11	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.	☐
1.12	Fire detection system shall be provided in accordance with BS 5839 : Part I or other standards acceptable to the Director of Fire Services for 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 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 proposed holiday camp.	☐
1.13	One 2 kg dry powder or 4.5 kg CO_2 gas fire extinguisher shall be provided in each pantry/switch room.	☐

	Items	Applicable
1.14	Pressurization of staircases in accordance with para. 5.21 of the Code of Practice for Minimum Fire Service Installations and Equipment is required where: (a) natural venting of staircase is not provided; and (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. The number of pressurized staircases to be provided shall be determined by the table stipulated under the definition of Pressurization of Staircases in Part II of the Code of Practice for Minimum Fire Service Installations and Equipment provided that the number of pressurized staircases required shall not exceed the total number of staircases required by the FS Code.	☐
1.15	A static or dynamic smoke extraction system shall be provided in accordance with FSD Circular Letter No. 1/90 in : (a) all internal means of escape serving all guest rooms irrespective of the cubical extent of the building or the volume of the fire compartment on any floor. "Internal means of escape" for this purpose, means the route leading from outside of all guest rooms to a pressurized or naturally ventilated staircase; a protected lobby or open air , unless the route itself is provided with openable windows communicating to open air and the aggregate area of such windows exceeds 6.25% of the floor area of that route; or (b) atrium of the proposed holiday camp, if the compartment of the atrium exceeds 28,000 cubic metres; or any basement level or floor of the building forming part of that compartment which exceeds 7,000 cubic metres; or (c) any fire compartment exceeding 7,000 cubic metres in that proposed holiday camp building where : (i) the aggregate area of openable windows of the compartment does not exceed 6.25% of the floor area of that compartment; and (ii) the designed fire load is likely to exceed 1,135 MJ/square metre.	☐
1.16	When a ventilation/ air conditioning control system to the proposed holiday camp is provided, it shall stop mechanically induced air movement within a designated fire compartment.	☐

	Items	Applicable
1.17	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 Division of the FSD for approval, and a copy of letter of compliance shall be submitted to the 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 'maintenance certificate' shall be forwarded to the Authority as proof of compliance.	☐
1.18	Visual alarm signals in addition to audio warning device shall be provided to form part of the fire alarm system in accordance with the Design Manual for Barrier Free Access 2008 published by the BD. The design of which shall be in accordance with the Code of Practice for Minimum Fire Service Installations & Equipment.	☐
1.19	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. The installation of smoke detector with integrated sounder base shall comply with the FSD Circular Letter No. 2/2009.	☐
1.20	Two copies of the layout of updated fire service installations and equipment provided in the premises shall be submitted to the Authority.	☐
1.21	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 BS 476 Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. To this effect, a copy of the 'Certificate of Fire Service Installations and Equipment' (Form F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	☐
1.22	All linings for acoustic, thermal insulation and decorative purposes within protected means of escape in the proposed holiday camp shall be of Class 1 or 2 Rate of Surface Spread of Flame as per BS 476 Part 7 or its international equivalent, or be brought up to that standard by use of an approved fire retardant product. To this effect, a copy of the 'Certificate of Fire Service Installations and Equipment' (Form F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	☐
1.23	If Polyurethane (PU) foam filled mattresses and upholstered furniture are used in the proposed holiday camp, they shall meet the flammability standards as specified in BS 7177 : 1996 and BS 7176 : 1995 (or their latest editions) for use in medium hazard premises/building or standards acceptable to the Director of Fire Services. (See Appendix IIB)	☐

	Items	Applicable
1.24	The carpets being used within the protected means of escape of the proposed holiday camp shall comply with American Society for Testing and Materials ASTM E-648, the USA Standard for assessment of textile floor covering or British Standard BS 5287 as conforming to low radius of effects of ignition when tested in accordance with BS 4790, 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.	☐
1.25	Electrical installations shall be installed, inspected, tested and certificated by a registered electrical contractor registered with the Director of Electrical & Mechanical Services. Such electrical installation shall have it inspected, tested and certified at least once every 5 years thereafter. A copy of the certificate shall be forwarded to the Authority as proof of compliance with the Electricity Ordinance, which shall be re-validated every five years thereafter.	☐
1.26	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 Authority as proof of compliance.	☐
1.27	Indoor cooking shall be carried out inside kitchen. The requirements for the use of fuel in kitchen/bathroom are stipulated in Appendix IIC.	☐

Appendix IIA

Requirements for Emergency Lighting Systems with Central Power Supply

A. Definition

1. Luminaire means an apparatus which distributes, filters and transforms the light given by a lamp or lamps and which includes all the items necessary for fixing and protecting these lamps and for connecting them to the central supply circuit. It shall conform to the requirements of BS 5266-1: 2016 and BS EN 1838: 2013 unless otherwise specified below.

2. Centrally supplied emergency lighting luminaire means a luminaire for maintained or non-maintained operation which is energized from a central emergency power supply system that is not contained within the luminaire.

B. Specification

3. The emergency lighting systems shall comply with BS 5266-1: 2016 and BS EN 1838: 2013 and the relevant requirements of the *Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment* unless otherwise specified below.

4. Batteries used shall be of heavy duty and rechargeable (secondary) type; batteries of primary cells of any type whatsoever will not be acceptable.

5. Batteries shall be installed in a room approved for this purpose by the Building Authority, Housing Authority or Director of Architectural Services as appropriate, unless:

   (a) the battery is an enclosed type and its entire installation shall conform to
      (i) BS EN IEC 62485-1: 2018 and BS EN IEC 62485-2: 2018 with capacity not exceeding 400 amphere-hours; or
      (ii) BS EN 50272-1: 2010 and BS EN 50272-2: 2001 with capacity not exceeding 400 amphere-hours; or

   (b) the battery is of the valve regulated type conforming to BS EN 60896-21: 2004 and BS EN 60896-22: 2004.

6. All batteries for emergency lighting circuits shall be kept fully charged at all times.

7. Power Supply for Cinemas / Theatres / Premises for Entertainment Purposes

(a) For cinemas / theatres / premises for entertainment purposes accommodating 500 persons or less, the emergency lighting system shall be capable of maintaining the stipulated lighting level for a minimum period of 1 hour with power supplied either from a dedicated uninterruptible power supply (UPS) system or from a central battery DC supply system conforming to BS EN 50171: 2001; or

(b) For cinemas / theatres / premises for entertainment purposes accommodating more than 500 persons, the emergency lighting system shall be:

(i) maintained for a minimum period of 2 hours with power supplied either from a dedicated UPS system or from a central battery DC supply system conforming to BS EN 50171: 2001; or

(ii) maintained for a minimum period of 1 hour with power supplied either from a dedicated UPS system or from a central battery DC supply system conforming to BS EN 50171: 2001 on the condition that the supply system is backed up by an emergency generator conforming to the standard as stipulated in the *Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment.*

8. An automatic trickle charger with mains input and suitable output, fitted with meters, regulators, pilot lights, testing facilities and warning signals in both visual and audio forms, shall be provided for the UPS system or central battery DC supply system. The visual and audio warning signals shall be terminated in the management office of the cinemas / theatres / premises for entertainment purposes or a place agreed with the Fire Services Department to alert the management of system fault. The charger shall be capable of fully re-charging the batteries in not more than 12 hours, if the emergency lighting system is not additionally backed up by emergency generator. For emergency lighting system backed up by emergency generator, the time required to fully recharge the battery system shall not be more than 24 hours.

9. Wherever applicable, the supply from the batteries shall feed a main distribution fuse board and thence be subdivided to four sub-distribution fuse boards asfollows:

— Exit lighting

—Stair lighting

—Auditorium lighting

—Stage lighting

10. Outgoing circuits shall be suitably protected by fuses / protective device conforming to the relevant requirements of the *Code of Practice for the Electricity (Wiring) Regulations* issued by the Electrical and Mechanical Services Department.

11. The emergency lighting system shall be wired with fire resisting cables conforming to:

    (a) BS EN 50200: 2015 (PH60) and Annex E of BS EN 50200: 2015 (a duration of survival time of 30 minutes) and one of the following standards:
        (i) BS EN 60702-1: 2002 + Al: 2015 & BS EN 60702-2: 2002 + Al: 2015
        (ii) BS 7629-1: 2015 (Cat. Standard 60)
        (iii) BS 7846: 2015 (Cat. F2 for cables of overall diameter not exceeding 20mm); or
    (b) BS 6387: 2013 Cat. CWZ; or
    (c) BS 7846: 2015 (Cat. F60 for cables of overall diameter exceeding 20mm).

    Remark: The use of fire resisting cables may be exempted under the relevant conditions stipulated in FSD Circular Letter No. 2/2017 - Minimum Fire Resisting Cable Requirements for Fire Service Installations.

12. All luminaires in the emergency lighting system shall be compliant with the glow wire test as stated in sub-clause 13.3.2 of IEC 60598-1 but at a temperature of 850^{O}C. The luminaires shall be permanently fixed in position.

13. Upon failure of the normal lighting system or in the event of power failure, the emergency lighting system shall automatically light up to at least 90% of the stipulated illumination level within 5 seconds.

C. <u>Other Requirements</u>

14. Batteries in celluloid containers shall not be installed, stored or used.

15. A margin allowance of $12\frac{1}{2}$% of the total required battery capacity (ampere-hour rating not voltage) shall be provided, i.e. 100% +$12\frac{1}{2}$%=$112\frac{1}{2}$%.

16. A diagram showing details of the distribution system and the circuit wiring of the emergency lighting system shall be posted adjacent to the electrical wiring diagram(s) of the main distribution board.

17. The minimum illumination provided at floor level by the emergency lighting system shall be:

Staircase/exit route	not less than 2 lux

Nightclub, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings	not less than 1 lux
Cinemas and theatres (auditorium)	not less than 0.5 lux

The measurements shall be taken at the mid-point between any two emergency lighting luminaires. A discretionary tolerance of minus 10% is permitted and all readings shall be taken by an illuminance meter.

18. All luminaires shall have equal lumen output and distribution characteristics giving equal intensity of light in all material directions. Each luminaire shall be so sited as to avoid impairment of vision from glare. Luminaires, except where so specified and approved, shall be mounted at a height of not less than 2 metres above the finished floor level.

19. The minimum number of lamps required in any luminaires shall not be less than two (Note: If only one luminaire was provided and a lamp failure occurred, a hazardous situation would result). The luminaires shall be permanently fixed in position.

20. Facilities exceeding $8m^2$ gross floor area and facilities of less than $8m^2$ without borrowed light shall be provided with escape lighting complying as if they were part of an escape route. For clarity, escape route means a route forming part of the means of escape from a point in a building to a final exit. Borrowed light means the light obtained from an adjacent reliable source such as emergency lighting luminaires, exit signs and directional signs that is available at all material times. Escape lighting means part of emergency lighting which is provided to ensure the escape route is illuminated at all material times.

21. In the event of failure of the normal lighting, the public shall, unless the capacity of the battery is sufficient to maintain the specified conditions for a minimum period of 4 hours, within 1 hour be required to leave the building / premises and they shall not be re-admitted until the normal lighting has been fully restored and the emergency lighting system recharged.

22. Routine Inspections and Tests

    (a) In the case of battery systems, the control and safety devices installed shall be regularly tested as follows:

        (i) Connections between the battery and the source of charging current shall be such that in no circumstances shall the battery discharge other than to the emergency lighting circuits.

(ii) A rectifier for battery charging shall be provided for the purpose only and shall be so regulated that the battery cannot discharge appreciably under normal conditions.

(b) Once every month a functional test in accordance with BS EN 50172: 2004 not longer than 10% of rated duration should be carried out.

(c) Once every month a discharge test for 1 minute at the 10-hour discharge rate, shall be carried out and the results shall be entered in a register. The on-load voltage of each cell after this test shall be not less than 2.01 volts for lead acid and 1.25 volts for nickel-cadmium. For other types of battery, advice from the manufacturer of the battery / system shall be sought and that shall also be acceptable to the Director of Fire Services.

(d) Once twelve-month a full rated duration test should be carried out and the result should be entered in a register.

(e) The luminaire should be functioning properly to maintain the stipulated lighting level and the normal power supply should be restored after the test.

(f) If automatic testing devices are used, paragraphs C.22(b) to C.22(e) should be complied with.

23. The luminaires of emergency lighting system conforming to the requirements as stipulated in paragraph B.12 above shall be tested and certified by a testing organization recognized by the Fire Services Department or a local university laboratory competent to carry out the relevant tests and certification.

24. Performance as stipulated in paragraphs B.7, B.8 and B.13 above shall be verified by a Registered Fire Service Installation Contractor / Works Specialist / Works Agent by means of manufacturer's specifications/certificates/calculations and testing & commissioning conducted on site.

Requirements for Self-contained Luminaires

Emergency Lighting Systems

A. Definition

1. Luminaire means an apparatus which distributes, filters and transforms the light given by a lamp or lamps and which includes all the items necessary for fixing and protecting these lamps and for connecting them to the supply circuit. It shall conform to the requirements of BS 5266-1: 2016 and BS EN 1838: 2013 unless otherwise specified below.

2. Self-contained emergency lighting luminaire means a luminaire providing maintained or non-maintained emergency lighting in which all the elements, such as the battery, the lamp, the control unit and the test and monitoring facilities, where provided, are contained within the luminaire or adjacent (i.e. within 1 metre) to it.

B. Specification

3. Emergency lighting luminaires shall be compliant with the glow wire test as stated in sub-clause 13.3.2 of IEC 60598-1 but at a temperature of 850°C.

4. All power cables extended outside the enclosure of a self-contained emergency lighting luminaire, other than the wiring connecting the luminaire to normal supply shall conform to:

   (a) BS EN 50200: 2015 (PH60) and Annex E of BS EN 50200: 2015 (a duration of survival time of 30 minutes) and one of the following standards:
      (i) BS EN 60702-1: 2002 + Al: 2015 & BS EN 60702-2: 2002 + Al: 2015
      (ii) BS 7629-1: 2015 (Cat. Standard 60)
      (iii) BS 7846: 2015 (Cat. F2 for cables of overall diameter not exceeding 20mm); or
   (b) BS 6387: 2013 Cat. CWZ.

   Remark: The use of fire resisting cables may be exempted under the relevant conditions stipulated in FSD Circular Letter No. 2/2017 - Minimum Fire Resisting Cable Requirements for Fire Service Installations.

5. An automatic trickle charger with a 220-volt input and suitable output and fitted with pilot lights or other indicating device shall be provided for the batteries. The charger shall be capable of re-charging the battery to 100% of the rated capacity in not more than 12 hours.

6. The self-contained luminaires emergency lighting system shall be capable of maintaining the stipulated lighting levels for a minimum period of 2 hours (rated duration).

7. Upon failure of the normal lighting system or in the event of power failure, the emergency lighting shall automatically light up to at least 90% of the stipulated illumination level within 5 seconds.

8. Each unit shall be provided with a properly labeled "TEST" switch and charge monitor light. A low voltage cut out shall also be provided to disconnect the batteries when fully discharged.

C. Other Requirements

9. At least two sets of emergency lighting luminaire shall be provided in the premises so that the premises will not be plunged into total darkness in the event of luminaire failure. However, if the area of the premises is less than $16m^2$ and a hazardous situation will not occur in the event of luminaire failure, only one set of emergency lighting luminaire will be required. The luminaires shall be permanently fixed in position.

10. The minimum illumination provided at floor level by the emergency lighting systems shall be:

Staircase/exit route	not less than 2 lux
Nightclub, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings	not less than 1 lux

The measurements shall be taken at the mid-point between any two emergency lighting luminaires. All readings shall be taken by an illuminance meter and a discretionary tolerance of minus 10% is permitted.

11. Facilities exceeding $8m^2$ gross floor area and facilities of less than $8m^2$ without borrowed light should be provided with escape lighting complying as if they were part of an escape route. For clarity, escape route means a route forming part of the means of escape from a point in a building to a final exit. Borrowed light means the light obtained from an adjacent reliable source such as emergency lighting luminaires, exit signs and directional signs that is available at all material times. Escape lighting means part of emergency lighting which is provided to ensure the escape route is illuminated at all material times.

12. The emergency lighting system shall be installed / inspected and certified by a Registered Fire Service Installation Contractor.

13. The self-contained lighting luminaires of the emergency lighting system conforming to the requirements as stipulated in paragraphs B.3 to B.8 above shall be tested and certified by a testing organization recognized by the Fire Services Department or a local university laboratory competent to carry out the relevant tests and certification.

14. Periodic tests shall be carried out to each luminaire according to the following procedures:

    (a) Once every month a functional test in accordance with BS EN 50172:2004 not longer than 10% of rated duration should be carried out

    (b) Once twelve-month a full rated duration test should be carried out and result should be entered in a register.

    (c) The luminaire should be functioning properly to maintain the stipulated lighting level and the normal power supply should be restored after the test.

    (d) If automatic testing devices are used, Paragraphs C.14 (a) to C.14 (c) above should be complied with.

Appendix IIB

Requirements for Polyurethane (PU) Foam Filled Furniture Items

(a) If PU foam filled mattresses are used in the premises, they shall meet the flammability standard as specified below, or a standard acceptable to the Director of Fire Services.

	Flammability Standard / Specification
1.	British Standard : Specification for resistance to ignition of mattresses, divans and bed bases (for the use in medium hazard premises/buildings) BS 7177 : 1996 (or the latest edition).
2.	State of California, Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 121 – Flammability Test Procedure for Mattresses for Use in High Risk Occupancies.
3.	State of California, Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 129 – Flammability Test Procedure for Mattresses for Use in Public Buildings.

(b) If PU foam filled upholstered furniture are used in the premises, they shall meet the flammability standard as specified below, or a standard acceptable to the Director of Fire Services.

	Flammability Standard / Specification
1.	British Standard : Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites (for the use in medium hazard premises/buildings) BS 7176:1995 (or the latest edition).
2.	State of California, Bureau of Home Furnishings and Thermal Insulation Technical Bulletin Number 133 – Flammability Test Procedure for Seating Furniture for Use in Public Occupancies.

In respect of (a) and (b), furniture items meeting the specified standards shall bear an appropriate label*. Invoices from manufacturers / suppliers and test certificates from a testing laboratory both indicating that the PU foam filled furniture items comply with the specified standards shall be produced for verification. The test certificates shall be issued by a testing laboratory accredited to conduct tests according to the specified standards, and be authenticated by the company's stamp of manufacturers / suppliers.

* See Annex A for Sample of Label.

Sample of Label (標籤樣本)

Sample I (樣本 I)

NOTICE

THIS ARTICLE IS MANUFACTURED FOR USE IN PUBLIC OCCUPANCIES AND MEETS THE FLAMMABILITY REQUIREMENTS OF CALIFORNIA BUREAU OF HOME FURNISHINGS TECHNICAL BULLETIN 133*/129*/121*. CARE SHOULD BE EXERCISED NEAR OPEN FLAME OR WITH BURNING CIGARETTES.

告示

此家具為供公眾使用而製造，符合加利福尼亞州家具局技術報告(TB)第 133*/129*/121* 的可燃規定，請勿將此家具放近明火或有香煙的地方。

*Delete wherever inapplicable／請刪去不適用者

Note: The minimum size of the label shall be 5×7.5cm and the minimum size of the type shall be 3mm in height. All type shall be in capital letters.

註： 標籤面積最小須為 5×7.5 厘米，字體高度最小須為 3 毫米。
(英文告示的所有字體必須為大楷)

Sample II (樣本 II)

抗火

Complies with BS 7176:1995
Direct test/predictive test*
for medium hazard
*Delete whichever is inappropriate 符合英國標準 7176:1995
適用於中度危險的直接測試 / 預報測試標準 直接測試／預報測試標準*

*刪去不適用者

Sample III (樣本 III)

抗火

Complies with BS 7177:1996
for medium hazard 符合英國標準 7177:1996
適用於中度危險的規定

Appendix IIC

Requirement for various fuels used in camp premises

1. Scope

This document specifies the various fuels that may be used in camp premises and prescribes the relevant fire safety requirements.

2. Restriction

2.1 Liquefied Petroleum Gas (LPG) is not permitted in quantities exceeding 130 litres water capacity contained in portable cylinders.

2.2 The following fuels may be used in kitchens/bathrooms of camp premises without any restriction :

2.2.1. Electricity ;

2.2.2. Towngas or Towngas (SNG)

2.3 The following fuels may be used in kitchens of camp premises subject to the conditions stipulated for fire safety. There may be other requirements related smoke emission control in which respect the approval of Director of Environmental Protection should be obtained.

2.3.1 Solid fuels such as wood and coal;

2.3.2 Liquid fuels such as diesel and kerosene;

2.3.3 LPG in aggregate quantity below 130 litres water capacity, the kitchen of the camp premises should be located on or above ground floor level and the 'Gas Utilization Guidance Note 6' prepared by the Gas Authority to be complied with.

3. Electricity

3.1 The electrical system shall be designed and installed by contractors as well as certificated by the Director of Electrical and Mechanical Services.

3.2 The materials used and safety devices installed shall conform to legal requirements and as specified by the respective power company. In particular :

3.2.1 Each item of fixed electric catering equipment shall be provided with a readily accessible electric isolator/switch to cut off all live conductors in the event of emergency. These isolator/switches shall be clearly identified in English and Chinese and by letters and characters as large as practicable which items of equipment they control;

3.2.2. All electrical wiring to fixed electric catering equipment shall be installed within metal conduit and/or trunkings systems to provide protection from mechanical damage. As an alternative to protect short lengths, flexible conduit conformed to BS 731 Part I may be acceptable.

3.3 The installation shall be inspected and a stability certificate issued by the respective power company or a registered electrical worker/contractor certificated by the Director of Electrical and Mechanical Services. This certificate shall be forwarded to the Licensing Authority as proof of compliance.

4. Towngas/Towngas Synthetic Natural Gas (SNG)/Liquefied Petroleum Gas (LPG)

4.1 The existing Towngas/LPG installation shall be overhauled by Towngas Co./registered gas contractor*. A copy of the job card, completed by the contractor to this effect, shall be submitted to the Licensing Authority. The overhaul must include a soundness test of the gas installation at normal working pressure, the servicing of gas appliances to ensure correctness of operation; and a check for adequate ventilation.

4.2 The Towngas/LPG installation shall be installed by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner :-

4.2.1 Certificate of Compliance - To be submitted before installation (Form EMSD/GSO/17) work is carried out.

4.2.2 Certificate of Completion - To be submitted after installation (Form EMSD/GSO/16) completed and/or in commission.

4.3 The alteration to the Towngas/LPG installation shall be carried out by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner.

4.3.1 Certificate of Compliance - To be submitted before alteration (Form

EMSD/GSO/17) work is carried out.

4.3.2 Certificate of Completion - To be submitted after alteration work is (Form EMSD/GSO/16) completed and/or in commission.

4.4 All gas appliances shall be installed in accordance with Part V of the Gas Safety (Installation and Use) Regulation Cap 51. In the case of gas water heaters, specific requirements contained in regulations 35/36 of the aforesaid regulations and Gas Utilisation Note 3 Part 1 " Installation Requirements for Domestic Instantaneous Gas Water Heaters (Up to 70KW)" need to be observed. Commercial kitchen appliances shall also be installed to relevant Towngas codes of practice and/or LPG guidance notes issued by the Gas Authority.

4.5 The gas installation shall be inspected by a registered gas contractor annually for safety to include routine servicing of gas appliances. An annual maintenance certificate shall be submitted to the Licensing Authority as proof of compliance.

* who shall employ installers registered for relevant classes of work (i.e. Class 5, 6 and 7)

5. Solid Fuels

5.1 A chimney shall be erected and provided with :

5.1.1 An inspection door at the bottom; and

5.1.2 A spark arrestor constructed of wire gauze having an aperture size not greater than 1.25 mm.

6. Diesel

6.1 The service tank shall not be more than 500 litres maximum capacity.

6.2 The service tank should preferably be located on open air. Where this is not practicable it shall be contained in separate room constructed of 100 mm brick or 75 mm cement concrete to give a fire resisting period (FRP) of one hour and provided with a sill, a bund wall or metal tray forming a retaining space of sufficient capacity to hold the entire content in the event of a leakage or fire.

6.3 A robust gauge shall be provided for measuring the content of the service tank. Glass type gauges shall not be used.

6.4 The oil supply pipe to the burner(s) shall be fitted with a remote control valve at an easily accessible location outside the kitchen, clearly indicated in English capital letters and Chinese characters as large as practicable.

6.5 A catchment of metal tray shall be provided under each burner.

6.6 A chimney shall be erected and provided with :

6.6.1 An inspection door at the bottom; and

6.6.2 Sufficient access to the ducting for regular removal of the accumulated grease.

7. Kerosene

7.1 The capacity of this system shall not exceed 20 litres and a separate licensable store shall be provided for any additional supply in excess of this quantity.

7.2 If the system incorporates a pressure vessel:

7.2.1 The pressure vessel shall be provided with:

(i) a pressure gauge,

(ii) a pressure release valve, and

(iii) a safety valve

7.2.2 The pressure vessel shall be separated from the burners;

7.2.3 Only copper piping shall be used to connect the pressure vessel and the burner(s). The piping shall be:

(i) fixed to the walls except the length of 600 mm from the burner which shall be arranged in a flexible coil to allow cleaning;

(ii) fitted with a stop valve at either end.

7.2.4 The pressure vessel and all burners shall be installed in fixed positions to prevent accidental overturning when in use;

7.3 If the system incorporates an electric pump,

7.3.1 The kerosene container shall be:

(i) bunded or placed in a metal tray so as to form a retaining space of sufficient cubic capacity to hold the entire content.

(ii) provide with 3 mm metal self-closing lid.

7.3.2 The electric pump shall be:

(i) separated from the burners.

(ii) provided with an independent switch at an easily accessible location. The "ON/OFF" positions shall be clearly identified in English capital letters and Chinese characters as large as practicable.

7.3.3 Only copper piping shall be used to connect the electric pump and the burner(s). The piping shall be :

(i) fixed to the walls except the length of 600 mm from the burner which shall be arranged in a flexible coil to allow cleaning.

(ii) fitted with on/off tap on either end.

7.3.4 A catchment or metal tray shall be provided under the burner(s).

8. Fuel for Food Warming and Water Boiling Outside Kitchen

On compliance with the requirements stipulated in paras. 3 and 4 above, electricity, towngas and LPG in piped supply may be used for food warming and water boiling outside kitchen. Cooking shall be carried out inside kitchen.

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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 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. *This Licence is not personal to the licensee or the occupier.*

10. *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.*

11. *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.*

12. *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.*

13. *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.*

14. *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.*

15. *Depositing of combustible materials shall not be allowed within corridors.*

16. *The usage and storage of dangerous goods shall comply with the Dangerous Goods Ordinance (Cap. 295).*

17. *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.*

18. *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.*

19. *No cooking facilities shall be provided in rooms where accommodation is available.*

20. *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.*

21. *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.*

22. *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.*