



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

**Standard Licensing Requirements**  
**for Guesthouse (Holiday Flat) Licence**

**(Generally for Holiday Flat of guesthouse layout  
in existing village type houses in the New Territories)**

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## **PART I : Building Safety and Health Requirements**

Note:

- (a) Holiday flat situated in village type houses in the New Territories fall into 2 types as follows:
- (i) Premises is for renting out as a whole for a single occupancy, similar to a domestic flat, and thus known as “**holiday flat of domestic flat layout**” ; or
  - (ii) Premises is partitioned off into self-contained units, similar to a general guesthouse, for separate rental, and thus known as “**holiday flat of guesthouse layout**”.
- (b) This document outlines the general compliance requirements applicable to most guesthouses (holiday flat) premises of “**holiday flat of guesthouse layout**” (“the Premises”) and not exceeding 230 square meters in floor area. If the premises exceed 230 square meters in floor area, The Hotel & Guesthouse Accommodation Authority (“the Authority”) may impose additional licensing requirements or conditions for individual premises.
- (c) All proposed and required works, except those existing ones accepted by LandsD, shall generally 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], and shall be carried out to the satisfaction of the Authority.

Applicants are advised to consult an architect, building surveyor or structural engineer with regards to the following works before actual commencement of works.

	Items	Applicable
<b><u>1.0 Structural Safety</u></b>		
1.1.	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 due to the following changes in the premises:- (a) the renovation works deviated from that typical layout of a village type house, particular in relation to the following; (i) raised floor slabs ; (ii) partition walls or external walls ; (iii) storage type water heaters mounted under ceiling or on wall; (iv) any works or heavy equipment affecting the structure. (b) the proposed change from domestic to holiday flat use; and (c) the use of balcony/cantilevered portion as holiday flat, if any.	<input type="checkbox"/>
1.2	Any additional solid walls/raised floor/parapet wall located on the cantilevered structures/balcony/canopy /flat roof should be demolished.	<input type="checkbox"/>
1.3	No structural openings and/or recesses should be formed through/in the structural slabs <sup>1</sup> / beams / columns / walls for the passages of electrical conduits /A/C pipes / pipes for fire services installations / drainage pipes or other utilities.	<input type="checkbox"/>

<sup>1</sup> Formation of slab opening works with the nature described below can be allowed if :-

- i. The works do not result in any additional load to any cantilevered slab;
- ii. The works do not involve alteration of any other structural elements;
- iii. The distance between the 2 points that are farthest away from each other within the area of the opening is not more than 150 mm; and
- iv. The distance between the centre of the opening to be formed and any other existing opening in the slab is not less than 450mm.

<b><u>2.0 Means of Escape</u></b>		
2.1	<p>The exit route should lead directly to a street or to an open area having unobstructed access. Such access should not be closed with doors or gates unless such doors and gates can be opened from inside without the use of key(s).</p> <p>The width and height of exit route should be as follows:-</p> <p><b>(a) Exit Staircase – not less than 900mm wide<sup>2</sup></b></p> <p><b>(b) Common Corridor – not less than 750mm wide throughout<sup>3</sup></b></p> <p><b>(c) Clear Height – not less than 2m high</b></p>	<input type="checkbox"/>
2.2	<p>All exit doors / gate should be openable from inside without the use of key(s) and be not less than 750mm wide if the capacity not exceeding 30 persons<sup>4</sup>, and not open over the escape route.</p> <p>For exit door / gate installed with electrical operated opening device, it should be opened by manual means without the use of a key in case of emergency. In the event of power failure, the door mechanism should be released automatically.</p> <p>A notice “FIRE DOOR TO BE KEPT CLOSED” should be fixed on both sides of the fire rated exit door of the premises<sup>5</sup>.</p>	<input type="checkbox"/>
2.3	<p>The deadend travel distance is limited to:</p> <p>(a) 24m from any point within a guestroom to the exit door of that guestroom; and</p> <p>(b) 15m from the guestroom exit door to the required staircase or to a point, from which travel in difference directions to 2 or more exits is available.</p> <p>Guestroom nos. _____ exceed the deadend travel distance which should be rectified.</p>	<input type="checkbox"/>
<b><u>3.0 Fire Resisting Construction</u></b>		
3.1	<p>The premises should be separated from the adjoining occupancy by walls and floors having an fire resisting rating (FRR) of not less than 60 minutes<sup>6</sup>. This can be achieved by walls of solid bricks of clay, concrete or sand lime and at least 100mm thick (excluding plaster) and floor of solid reinforced concrete at least 100mm thick. Any door at fire barriers should be self-closing and have an FRR of not less than 60 minutes<sup>6</sup> with smoke seal.</p>	<input type="checkbox"/>

2 If the capacity of each floor exceeding 25 persons, follow the requirements in item A1 of Appendix IA.

3 Follow the requirements in item A2 of Appendix IA.

4 Otherwise, follow the requirements in item A3 of Appendix IA.

5 Follow the requirements in item A4 of Appendix IA.

6 For wall(s) and door(s), in terms of integrity and insulation requirements. For floor(s), in terms of integrity, insulation and stability requirements. Follow the requirements in item B1-B2 of Appendix IA.

3.2	The walls (shown as coloured blue on the attached plan) should have an FRR of 60 minutes <sup>6</sup> . This can be achieved by walls of solid bricks of clay, concrete or sand lime and at least 100mm thick (excluding plaster).	<input type="checkbox"/>
3.3	The doors (shown as coloured green on the attached plan) should have an FRR of not less than 60 minutes <sup>6</sup> with smoke seal.	<input type="checkbox"/>
3.4	The staircase should be separated from the remainder of the building by walls having an FRR of not less than 60 minutes <sup>6</sup> and continued to the external wall of building at ground level. This can be achieved by walls of solid bricks of clay, concrete or sand lime and at least 100mm thick (excluding plaster).	<input type="checkbox"/>
3.5	The kitchen should be enclosed by walls having an FRR of not less than 30 minutes <sup>6</sup> and self-closing door of not less than 30 minutes <sup>6</sup> and the wall should be constructed up to structural ceiling.	<input type="checkbox"/>
3.6	Openings in a fire resisting walls / floors for the passage of ducts, pipes, wires etc. and openings left after construction, if any, shall be protected with fire dampers or other suitable form of fire stop to maintain the required FRR of that wall.	<input type="checkbox"/>
3.7	The void of false ceiling should not be used for storage.	<input type="checkbox"/>

#### **4.0 Lighting and Ventilation**

4.1	The premises should have a floor height of not less than 2m measured from floor to ceiling.  _____ do not have a floor height of 2m measured from floor to ceiling which should be rectified.	<input type="checkbox"/>
4.2	The premises including guestrooms, kitchens and bathrooms / toilets shall be provided with windows to provide adequate natural lighting and ventilation <sup>7</sup> .  _____ do not have adequate natural lighting and ventilation which should be rectified <sup>8</sup> .	<input type="checkbox"/>
4.3	Where a room-sealed gas water heater serves a bathroom or installed in any place in a holiday flat other than in the bathroom, a suitable flue aperture in an external wall shall be provided to the satisfaction of the Authority.	<input type="checkbox"/>

7 The total area of glazing in the window is not less than 1/10 of the floor area of the guestroom / kitchen and bathroom / toilet; and the openable area of window is not less than 1/16 of the floor area of the guestroom / kitchen and 1/10 of the floor area of bathroom / toilet respectively with the top being at least 2m above the floor level.

8 Follow the requirements in Appendix IB.

<b>5.0 Sanitary fitments and drainage pipeworks</b>		
5.1.	The premises should be provided with adequate number of sanitary fitments <sup>9</sup> . It is necessary, therefore, to provide :- (a) ____ extra W.C. (s) ; (b) ____ extra bath and/or showers ; and (c) ____ extra wash basins.	<input type="checkbox"/>
5.2	The toilet should not open directly into a kitchen.	<input type="checkbox"/>
5.3	Every soil and waste fitment should be provided with a suitable trap and anti-syphonage pipes <sup>10</sup> . Cleansing eye should be provided at or near the bends in every soil and waste pipe. Under any circumstance, at least one cleaning eye should be provided to every soil and waste pipe inside each guestroom with en-suite toilet/bathroom.	<input type="checkbox"/>
5.4	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. No drainage pipes should protrude into the floor below or other premises (except prior acceptance obtained from the Authority) and be embedded inside solid encasement (except the parts within toilet/bathroom area). Other types of encasement should allow access for inspection and maintenance of the pipes.  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 an FRR of not less than that of the duct and be self-closing.; 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.	<input type="checkbox"/>
5.5	Floor drains should be provided to kitchen, bathroom, toilets. 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"/>
5.6	The discharge of effluent should be to the satisfaction of the Authority and other concerned Government Departments.	<input type="checkbox"/>

<sup>9</sup> Follow the requirements in Appendix IC.

<sup>10</sup> Not required if the traps connected to waste fitments are designed to prevent loss of water seal.

5.7	<p><b>Water proofing</b></p> <p>Suitable waterproofing materials should be applied to the structural concrete slabs of the toilets/ bathrooms/ kitchen/ _____ and turn up all internal walls 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 should 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 should also be fitted with a sink and fittings for the supply of water.</p>	<input type="checkbox"/>
<p><b><u>6.0 Others</u></b></p>		
6.1	<p><b><u>Protective barrier</u></b></p> <p>Protective barriers should be provided at the edge of a balcony/ verandah/ floor/ roof/ staircase/ landing / adjacent levels in difference greater than 600mm to restrict or control the movement of persons, objects and vehicle<sup>11</sup>.</p>	<input type="checkbox"/>
6.2	<p><b><u>Multi-tier/elevated bed</u></b></p> <p>Any multi-tier/elevated beds to be provided in the premises, the requirements set out in “Guideline on the Arrangement and Disposition of Multi-tier/Elevated Beds”<sup>12</sup>.</p>	<input type="checkbox"/>
6.3	<p><b><u>Air Conditioning Supporting Frames</u></b></p> <p>Every air-conditioning (A/C) metal supporting structure/frame should not project more than 600mm from the external 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 should not be less than 2m. Condensate pipe for A/C system should be properly installed and connected to a drainage system.</p>	<input type="checkbox"/>
6.4	<p>Special requirement(s): (a)</p>	<input type="checkbox"/>
<p><b><u>7.0 Unauthorised Building Works</u></b></p>		
7.1	<p>Demolish or remove the following unauthorised building works:  (a)</p>	<input type="checkbox"/>

<sup>11</sup> Follow the requirements in Appendix ID

<sup>12</sup> Follow the requirements in Appendix IE

<b>8.0 Submission of document for Report of Completion</b>		
8.1	Plans, Document and photo records for report of completion (RoC) mentioned in the document checklist for RoC below should be submitted. In case of inadequate/ absence of such progress photos, the applicant may be required to open up for verifying compliance.	<input type="checkbox"/>

**Documents Checklist for RoC**

Item	Documents for Report of Completion	Plan	Doc.	Photo Record #
1.0	Structural justification Report		<input type="checkbox"/>	
1.0	Copies of relevant record structural plans and structural calculation	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Electrically operated locking device *		<input type="checkbox"/>	
3.0	Fire Resisting Walls **		<input type="checkbox"/>	<input type="checkbox"/>
3.0	Fire Resisting Doorsets **		<input type="checkbox"/>	<input type="checkbox"/>
3.0	Other Fire Resisting Materials, fire sealants, fire stop, etc. **		<input type="checkbox"/>	<input type="checkbox"/>
4.2	Exhaust Fan* & calculation of air change		<input type="checkbox"/>	<input type="checkbox"/>
5.0	Concealed drainage pipes		<input type="checkbox"/>	<input type="checkbox"/>
5.7	Waterproofing materials applied to the structural slab and wall of every toilet or bathroom or kitchen*		<input type="checkbox"/>	<input type="checkbox"/>
7.0	Completion of removal or reinstatement works***		<input type="checkbox"/>	<input type="checkbox"/>
8.1	4 sets of building plans (showing column, windows, furniture layout, A/C units, width of corridor, height and material of raised floor, material and thickness of the partitions, capacity of the premises)	<input type="checkbox"/>		
8.1	3 sets of drainage plans (showing sanitary fitments, routing, size and material of waste pipe, soil pipe, vent pipe and A/C condensation pipes, and section of concealed drainage pipes)	<input type="checkbox"/>		
8.1	3 sets of ventilation plans (showing location of exhaust fans, routing, size and material of ventilation ducts and associated fire dampers)	<input type="checkbox"/>		

\* Documents include Catalogue, certificate, invoice/ delivery note

\*\* Documents include Supplier's certificate, test report, invoice/ delivery note

\*\*\* Document include copy of specified form and supporting documents/ plans/ photos submitted to the BD (For Class I & II Minor Works Items only) and corresponding acknowledgment letter issued by BD for removal of UBW.

# Photos record for all critical construction works to be concealed upon completion, including drainage works, fire resisting construction works, waterproofing works, ventilation works, and duct-works passing through fire resisting walls, etc., progress photos clearly showing the critical steps, components or details before covering up should be submitted.



**Requirements on Mean of Escape and Fire Resisting Construction**

**A. Mean of Escape (MOE)**

1. The width of staircase should not be less than 900mm throughout. If the width of exit staircase is less than 1050mm, the capacity of each floor using the staircase should not exceed 25 persons.
2. Unless the internal corridor is provided with openable window(s) having aggregate window area exceeds 6.25% of the floor area of the corridor, a static or dynamic smoke extraction system shall be provided (See Fire Safety Requirement item 1.9).
3. If the capacity in excess of 30 persons, the width of exit doors should comply with Table B2 of the FS Code.
4. The notice provided on both sides of the fire rated exit door of the premises should be in English and Chinese in letters and characters not less than 10mm high as follows:-



**B. Fire Resisting Construction (FRC)**

1. The FRR of the standard of construction and building material should comply with Table E2 and E3 of the FS Code.
2. All fire rated doors in the premises should comply with C16.1-C16.5 of the FS Code.

**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<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 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.

**Sanitary Fitments**

1. The number of sanitary fitments required in a holiday flat varies with the number of persons to be accommodated in the Premises or individual rented unit. The minimum requirements are tabulated below:

No. of persons residing or likely to reside in the Premises or individual rented unit	No. of water closets	No. of wash-hand basins	No. of baths/showers
1-8	1	1	1
9-20	2	2	2
For every additional 15 persons or part thereof	1 additional water closet	1 additional wash-hand basin	1 additional bath / shower

**Protective Barriers**

1. Protective barrier in the premises should comply with Building (Construction) regulation barriers under Cap. 123Q and should be
  - (i) designed and constructed to prevent a person or objects falling, rolling, sliding or slipping through gaps in the barrier and prevent a person climbing over the barrier;
  - (ii) at a height above the higher of the adjacent levels of not less than 1.1m; and
  - (iii) constructed as to inhibit the passage of articles more than 100mm in their smallest dimension.

**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) (HAGAO). 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 HAGAO. 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.

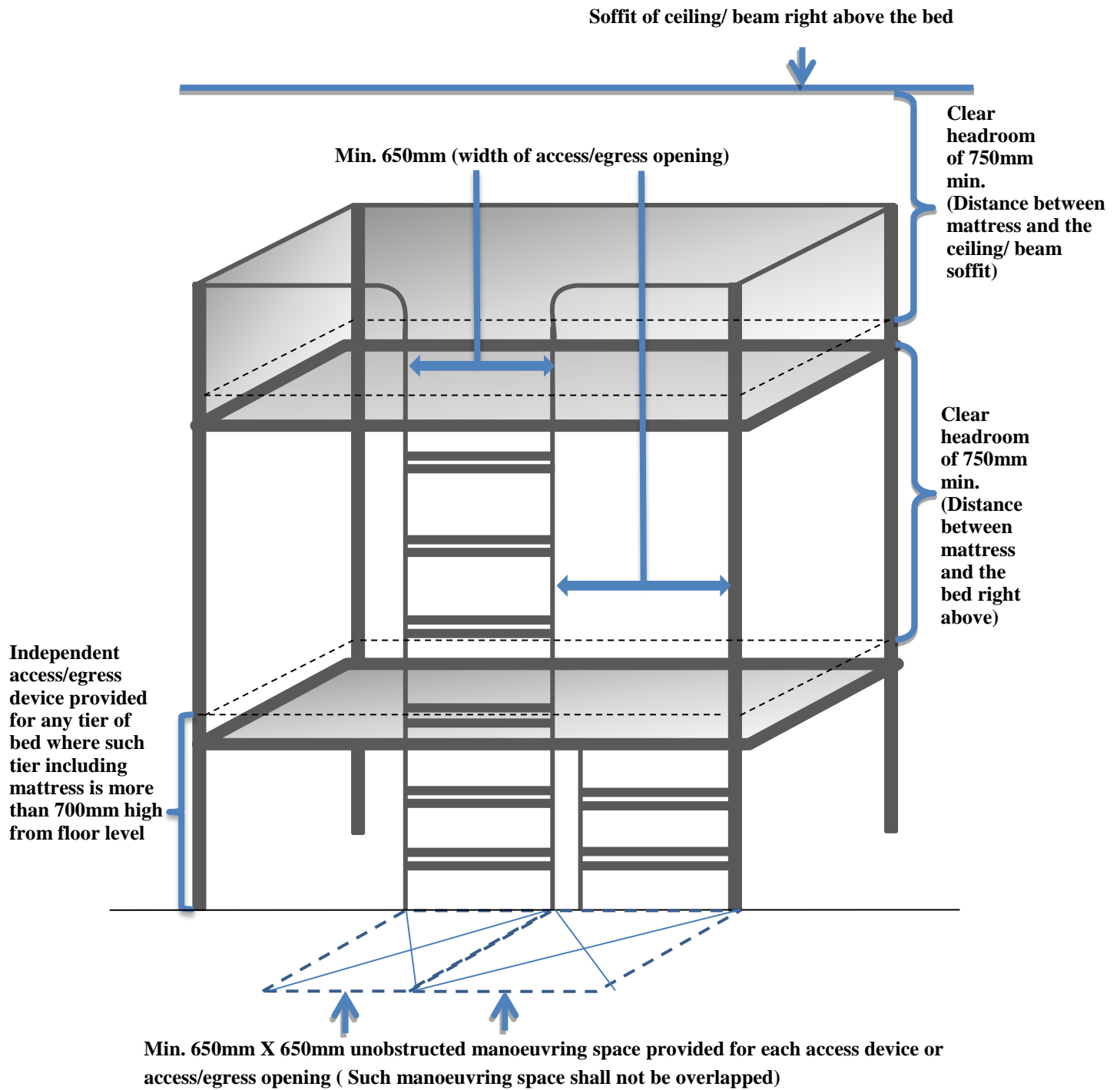
4. Within any room with elevated beds accommodating more than 4 people, width for the corridor/ space between the beds/ fixed furniture/ walls/ should not be less than the minimum width of the required exit route for the guestroom unless the case can be fully justified to the satisfaction of the Authority.

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 “Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment” (CoP) or other standards acceptable to the Director of Fire Services.

6. 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.

7. 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**



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## **PART II : Fire Safety Requirements**

Note:

- (a) Holiday flat situated in village type houses in the New Territories fall into 2 types as follows:
- (i) Premises is for renting out as a whole for a single occupancy, similar to a domestic flat, and thus known as “**holiday flat of domestic flat layout**” ; or
  - (ii) Premises is partitioned off into self-contained units, similar to a general guesthouse, for separate rental, and thus known as “**holiday flat of guesthouse layout**”.
- (b) This document outlines the general compliance requirements applicable to most guesthouses (holiday flat) premises of “**holiday flat of guesthouse layout**” (“the Premises”) and not exceeding 230 square meters in floor area. If the premises exceed 230 square meters in floor area, The Hotel & Guesthouse Accommodation Authority (“the Authority”) may impose additional licensing requirements or conditions for individual premises.
- (c) 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” (CoP) which is available at the Fire Services Department (FSD)’s website – <http://www.hkfsd.gov.hk>.
- (d) “Protected Means of Escape” means protected corridors, protected lobbies (including lobbies protecting fireman’s lifts) and protected staircases as defined in the Code of Practice for Fire Safety in Buildings published by the Buildings Department.

	Items	Applicable
<b><u>1.0 General Fire Safety Requirements for All Premises</u></b>		
1.1	All fire service installations control panels shall be installed at the reception area or near the main entrance inside the premises.	<input type="checkbox"/>
1.2	An independently powered generator of sufficient electrical capacity shall be provided to meet the fire service installations. If there is no emergency generator provided in the premises, primary and secondary electrical supply shall be provided to all fire service installations.	<input type="checkbox"/>
1.3	Emergency lighting shall be provided at suitable locations at common corridors of the premises. A self-contained battery type emergency lighting system in accordance with Part V, para. 5.9 of the CoP 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. (See Requirements for Emergency Lighting Systems with Central Power Supply [PPA/104 (5th Revision)])	<input type="checkbox"/>
1.4	All designated exits inside the licensed premises shall be indicated by exit signs with specifications in accordance with the CoP.	<input type="checkbox"/>
1.5	If an exit sign is not clearly visible from any location in the premises, directional signs with specifications in accordance with the CoP shall be erected to assist occupants to identify the exits in the event of an emergency.	<input type="checkbox"/>
1.6	A manual fire alarm system shall be provided to the entire premises and the design of which shall be in accordance with the CoP. One actuating point and one audio warning device located at or near the main entrance and at a conspicuous location of the common corridor shall be provided.	<input type="checkbox"/>



	Items	Applicable
1.7	<p>Fire detection system<sup>13</sup> shall be provided as follows:</p> <p>(a) Fire detection system shall be provided in area not covered by automatic fixed installations.</p> <p>(b) A smoke detection system shall be provided for the entire premises excluding toilets, bathrooms and staircases which are covered by sprinkler, if any part of that floor is used for sleeping accommodation.</p> <p>(c) Heat detection system would be acceptable in electrical/ mechanical rooms and kitchens.</p> <p>(d) Alternatively, self-contained battery-operated smoke detectors<sup>14</sup> may be installed in the premises and self-contained battery-operated heat detectors may be installed in electrical/ mechanical rooms and kitchens. To ensure the proper operation of the smoke/heat detectors, you are required to check and test the self-contained battery-operated heat detector weekly according to the operation manual provide by the manufacturer. (The installation work does not have to be conducted by a Registered Fire Service Installation Contractor and F.S. 251 is not required.)</p> <p>(e) The alarm of such system shall be integrated with the Manual Fire Alarm System provided for the premises.</p>	<input type="checkbox"/>
1.8	<p>One fire extinguisher<sup>15</sup> shall be provided in each pantry, if any, and one 9L CO2/water type fire extinguisher shall be provided at the location near the entrance.</p>	<input type="checkbox"/>
1.9	<p>A static or dynamic smoke extraction system shall be provided in accordance with FSD Circular Letter No. 1/90 in 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.</p>	<input type="checkbox"/>
1.10	<p>When a ventilation/air conditioning control system to the premises is provided, it shall stop mechanically induced air movement within a designated fire compartment.</p>	<input type="checkbox"/>
1.11	<p>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 System) 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.</p>	<input type="checkbox"/>

13 In accordance with CoP or other standards acceptable to the Director of Fire Services.

14 The self-contained battery-operated smoke/heat detectors shall meet the specifications in accordance with the CoP.

15 2 kg dry powder or 4.5 kg CO2 type fire extinguisher.

	Items	Applicable
1.12	Two copies of the layout of updated fire service installations and equipment provided in the premises shall be submitted to the Authority.	<input type="checkbox"/>
1.13	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 meeting the specifications in accordance with the CoP To this effect, a copy of the 'Certificate of Fire Service Installation and Equipment' (F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
1.14	All linings for acoustic, thermal insulation and decorative purposes within protected means of escape shall meet the specifications in accordance with the CoP. To this effect, a copy of the 'Certificate of Fire Service Installation and Equipment' (F.S. 251) issued by the Registered Fire Service Installation Contractor shall be submitted to the Authority as proof of compliance.	<input type="checkbox"/>
1.15	<p>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<sup>16</sup>.</p> <p>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.</p>	<input type="checkbox"/>
1.16	The carpets being used within the protected means of escape of the premises shall comply with a standard acceptable to the Director of Fire Services <sup>17</sup> , or made of pure wool, unless the pile height of which does not exceed 10mm and the area to be carpeted is not exceeding 5 % of the protected means of escape calculated on the floor by floor basis.	<input type="checkbox"/>
1.17	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 last 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.	<input type="checkbox"/>
1.18	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.	<input type="checkbox"/>

<sup>16</sup> Please contact Officers of the OLA for queries on relevant standards acceptable to the Director of Fire Services.

<sup>17</sup> Please contact Officers of the OLA for queries on relevant standards acceptable to the Director of Fire Services.

	Items	Applicable
1.19	The following fuels may be used inside the kitchen/bathroom:- 1.12.1 Electricity; 1.12.2 Towngas; or 1.13.3 Liquefied Petroleum Gas (LPG) in portable cylinders <sup>18</sup> .	<input type="checkbox"/>

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18 Provided that: (a) LPG cylinders may only be used inside the premises to supply fixed gas appliances when a piped supply, (Towngas or central LPG supply), is not available to the premises upon first application for license; (b) LPG cylinders shall not be located below ground level, in poorly ventilated areas, in sleeping areas or bathrooms, and in only means of escape from the premises close to heat source(s); (c) the aggregate water capacity of LPG cylinders in each dwelling shall not exceed 130 litres without approval of the Gas Authority.

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### **PART III : Sample Standard 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 flat) 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 requirements of a direction as may be given from time to time by the Secretary for Home Affairs under Sec. 19 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 installation 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 installation 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 obstructions 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. *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.*

*For Information Only*