

民政事務總署  
牌照事務處  
香港鯉魚涌英皇道九七九號  
太古坊康和大廈十四樓



HOME AFFAIRS DEPARTMENT  
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20 December 2011

The Owners & Management of  
Hotels and Guesthouses

Dear Sirs / Madams,

### Fire Safety in Hotels and Guesthouses

With the festive season drawing near, I am writing to seek your cooperation to protect your premises against the perils of fire by following few simple basic rules below:-

- (i) reduce the source of ignition by ensuring that the electrical installations are not overloaded and smoking, if still exempted by law, is properly controlled in the premises. These are two of the main causes of fire and can be prevented by employing competent electricians to carry out whatever maintenance works required and by being particularly vigilant against disposing of lighted cigarette ends indiscriminately;
- (ii) reduce the quantity of combustibles in the premises by clearing the rubbish frequently, for example, several times a day. In this connection, I would like to point out that rigid foam packaging materials, when set on fire, will burn severely and produce large volume of toxic smoke;
- (iii) avoid overcrowding. This can be achieved by properly controlling the number of persons entering your premises;
- (iv) make sure the fire service installations and equipment in your premises are kept free from obstruction and in efficient working order. Your staff should be well conversant with their operation; and
- (v) do not obstruct passage or lock any exists.

I look forward to receiving your cooperation. Should you require any amplification of our advice, please do not hesitate to contact Mr. SEE Pak-ki at 2881 7496 during office hours.

You may wish to note that application forms for new/renewal/transfer of licence are being updated. Once the updating has been completed, the updated version will be uploaded to the website [www.hadla.gov.hk](http://www.hadla.gov.hk).

Yours faithfully,

(T.C. YU)

Chief Officer (Licensing Authority)  
Office of Licensing Authority