

**Supplementary Guidelines for Applying
Certificate of Compliance for Residents' Club
under the Clubs (Safety of Premises) Ordinance, Cap. 376**

1. In addition to "A Layman's Guide to Application for Certificate of Compliance" published by the Office of the Licensing Authority, the following supplementary guidelines are specifically for applicants who intend to operate a residents' club and wish to apply for a certificate of compliance under the Clubs (Safety of Premises) Ordinance, Cap. 376 (the Ordinance).

2. According to the Notes in Section VI of the Application Form for a Certificate of Compliance, the applicant has to submit documentary evidence showing that the proposed club will be operated within the interpretation under the Ordinance. If the mode of operation of a residents' club and its club-house fulfills the following requirements, it does not fall within the purview of the Ordinance and therefore a certificate of compliance is not required :-

- (a) the residents' club-house should be designated as the common areas of the parent development under a Deed of Mutual Covenant;
- (b) the residents' club-house should be for the exclusive use of the owners and residents of the residential accommodation of the parent development and their bona fide visitors;
- (c) the participation of owners of the residential accommodation in general owners' meetings is for the multi-purposes of management of the common areas including the club-house of the parent development; and
- (d) the residents' club does not operate independently from the management of the common areas of the parent development (i.e. the residents' club and the other common areas are under the same management; it does not have its own staff and does not rent the club-house from the management).

**Office of the Licensing Authority
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