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# **A Guide to Licence Applications for Guesthouse (Holiday Camp) Covering Building, Caravan & Tent Campsites**

**under the Hotel and Guesthouse Accommodation Ordinance,  
Chapter 349**

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**民政事務總署**  
**Home Affairs Department**

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## IMPORTANT NOTE

- (1) Operation of hotel / guesthouse in Hong Kong is regulated by the Hotel and Guesthouse Accommodation Ordinance (Cap. 349) (the **Ordinance**). The authority under the Ordinance is the Hotel and Guesthouse Accommodation Authority (the **Licensing Authority**). The Office of the Licensing Authority (the **OLA**) of the Home Affairs Department is responsible for administering the Ordinance.
- (2) This Guide is only applicable to applications for a proposed Guesthouse (Holiday Camp) Licence, covering building, caravan and / or tent campsites. Information contained in this Guide is **for reference only**. Application for issue, renewal and transfer of a guesthouse licence is to be processed in accordance with the Ordinance and its subsidiary regulations.
- (3) Whether or not a campsite consisting of buildings, caravans and / or tents needs to obtain a Guesthouse (Holiday Camp) Licence under the Ordinance is to be assessed on a case-by-case basis. In gist, the degree of fixation, permanency, size, nature and intended use, presence of connection with utilities services, ease of assembly and removal of the buildings / structures / caravans / tents / tent-like structures at the campsite have to be assessed, in order to determine whether they constitute a guesthouse for the purpose of the Ordinance. If in doubt, applicant should consult legal practitioners and / or registered building professionals for advice.
- (4) It is an offence under the Ordinance if any person, who on any occasion operates, keeps, manages or otherwise has control of a hotel / guesthouse without a licence or certificate of exemption in respect of the premises. The person convicted of the offence is liable to a maximum fine of \$500,000 and to imprisonment for three years, and to a fine of \$20,000 for each day during which the offence continues. A conviction will result in a criminal record.
- (5) The issue of a Guesthouse (Holiday Camp) Licence does not act as a waiver of any terms in any lease or licence granted by the Government of the Hong Kong Special Administrative Region or any public officer, nor does it in any way affect or modify any agreement, covenant or Deed of Mutual Covenant (DMC) relating to any buildings / structures / caravans / tents / tent-like structures situated at the campsite.
- (6) The issue of Guesthouse (Holiday Camp) Licence does not in any way exempt or protect the holder of the licence from any consequence and liability of any breach of the laws (including The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the Safeguarding National Security Ordinance), DMC or other leases and agreements.

- (7) A Guesthouse Licence issued under the Ordinance contains a condition that there shall not be any act or activity that is illegal or prejudicial to national security in the licensed premises. Non-compliance of the relevant licensing condition may warrant immediate cancellation of the licence and the licensee may be ordered to cease operation of the licensed premises immediately. The licensee's any application for a hotel / guesthouse licence in future may also be affected.

## DOs and DON'Ts






### for Prospective Applicants of

### Guesthouse (Holiday Camp) Licence for Building, Caravan & Tent Campsites

#### DOs

- ✓ read also “A Guide to Licence Application under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349)” published by the OLA at ([https://www.hadla.gov.hk/tc/licensing\\_matters/related/index.php](https://www.hadla.gov.hk/tc/licensing_matters/related/index.php) ) which explains in general how to apply for a guesthouse licence.
- ✓ consider appointing legal practitioners and / or registered building professionals to assist you in making application if you are not familiar with the site constraints and requirements outlined in this Guide.
- ✓ hire competent contractors to carry out upgrading works as required by the Licensing Authority.
- ✓ engage registered fire service installation contractor (RFSIC) to carry out the installation / upgrading of fire service installations and equipment (FSI)s as required by the Licensing Authority.
- ✓ choose only premises complying with the requirements set out in the Buildings Ordinance (Cap. 123) (BO) or the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121) or issued with a Certificate of Compliance / Letter of No Objection to Occupy by the District Lands Office (DLO) of the Lands Department (LandsD) and sites that comply with other laws of Hong Kong.
- ✓ ensure the safety of the buildings, structures, caravans, tents and / or tent-like structures in the campsite as shown in the layout plan and their suitability for use as sleeping accommodation whenever applicable.

## DON'Ts

-  start construction, renovation, decoration or installation works in the premises **before** the Licensing Authority has conducted the preliminary site inspection and informed you of the upgrading works required to be carried out in the premises.
-  carry out any building works and structural alterations to the campsite, including site formation works and drainage works, before obtaining prior approval and consent, as necessary, from the Building Authority (BA) or LandsD.
-  commence guesthouse operation or business in the building, caravan and / or tent campsites before a licence is obtained from the Licensing Authority.
-  ignore requirements of other Government Departments including, but not limited to, the Agriculture, Fisheries and Conservation Department, Buildings Department (BD), Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department (EMSD), Environmental Protection Department, Fire Services Department (FSD), LandsD, Leisure and Cultural Services Department, Water Supplies Department and Planning Department (PlanD), notwithstanding that a licence has been issued by the Licensing Authority.
-  choose a site to which the DLO of the LandsD or District Planning Office of the PlanD has objection for use as your proposed building, caravan and / or tent campsites.

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## Chapter I : Introduction

### **General**

- 1.1 Pursuant to the Ordinance, any person who intends to operate, keep, manage, or otherwise has control of any premises that are a hotel or guesthouse should apply for and hold a valid hotel licence or guesthouse licence issued by the Licensing Authority before commencing operation.
- 1.2 For the purposes of the Ordinance, premises are a hotel or guesthouse if the premises are held out as providing sleeping accommodation to any persons presenting themselves who are willing to pay a fee for the sleeping accommodation.
- 1.3 The objectives of the licences are to ensure that the premises satisfy the requirements in the Ordinance including those in respect of building safety, fire safety (FS), health and sanitation.
- 1.4 There are three sub-categories of guesthouse licences:
  - (a) **Guesthouse (General) Licence**, for premises in a domestic building or domestic part of a composite building;
  - (b) **Guesthouse (Holiday Flat) Licence**, for village type houses in the New Territories; and
  - (c) **Guesthouse (Holiday Camp) Licence**, for premises in a domestic building / domestic part of a composite building, or caravan or tent used as sleeping accommodation together with building(s) used as essential supporting facilities within a campsite (if available).
- 1.5 This Guide is applicable to Guesthouse (Holiday Camp) Licence which covers the following<sup>1</sup>:
  - (a) **Building campsite** for which the premises for sleeping accommodation is in the domestic building(s) or domestic part(s) of composite building(s) in a campsite;

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<sup>1</sup> The list may be updated from time to time.

- (b) **Caravan campsite** for which the premises for sleeping accommodation is in caravan(s) in a campsite; and
- (c) **Tent campsite** for which the premises for sleeping accommodation is in the tent or tent-like structure(s) including but not limited to bubble tents, safari tents or tipi tents in a campsite.

1.6 A campsite under a single valid Guesthouse (Holiday Camp) Licence may consist of one or more buildings, caravans, and tents.

### **Choice of premises**

1.7 Not all sites / premises are suitable for use as a campsite under different development control regimes. Apart from obtaining a licence under the Ordinance, the applicant for the licence is reminded to ensure that the site / premises complies with the development control under various regimes (including, but not limited to, land lease and town planning control). If in doubt, the applicant is advised to seek advice from the relevant departments (e.g. LandsD, PlanD).

### **The need for a Guesthouse (Holiday Camp) Licence**

1.8 Not all campsites that consist of one or more buildings, caravans, and / or tents require a Guesthouse (Holiday Camp) Licence to operate. In determining whether a campsite requires a Guesthouse (Holiday Camp) Licence, the following aspects in respect of the buildings / structures / caravans / tents / tent-like structures in the campsite need to be assessed, having regard to the circumstances and situation of the individual cases:

- (a) degree of fixation;
- (b) degree of permanency;
- (c) size;
- (d) nature and intended use;
- (e) presence of connection with associated utilities (e.g. water or electricity supply);
- (f) ease of assembly; and

(g) ease of removal.

- 1.9 For instance, a campsite solely consisting of movable and easily dismantled tents may not require a licence under the Ordinance. A greenfield site with solely temporary tents / shelters supported by poles, stakes, ropes for sleeping accommodation may also not require a licence under the Ordinance even though patrons are required to pay to stay on the grassland.
- 1.10 If in doubt, please consult your legal practitioners and / or registered building professionals for advice.

### **Facilities / structures, etc. to be included within a campsite**

- 1.11 Normally, all essential supporting facilities, including but not limited to toilet, bathroom, reception counter, site office, store room, provided along with the sleeping accommodation in the campsite are deemed to be inside the campsite and should therefore be included into the licensed area. Notwithstanding the above, the Licensing Authority will examine the circumstances and situations of each case. For instance, where a storage for facilities used by the campsite and the campsite itself is physically separated by natural terrain or built-up area beyond the control of the campsite operator such as a hill, a lake, a village or a public road, the storage may not be considered as part of the campsite.
- 1.12 The area to be licensed should include the campsite and essential supporting facilities physically connected to the site, and be enclosed by a physical boundary (e.g. fence, chainlink, wall, barricade) or defined by site boundary coming under the same ownership and / or under the control of the operator, if such physical boundary does not exist.
- 1.13 The operator should ensure the legal status and safety conditions of any structure, installation or equipment, that are not included into the area to be licensed but will be open for use by patrons, comply with relevant Ordinance(s) / manufacturers' instructions (where appropriate). The operator shall be liable to any enforcement action taken by the relevant Authorities against such structures / installation / equipment if there are contraventions of other laws of Hong Kong.

## **Requirements for individual buildings / structures / caravans / tents / tent-like structures, etc.**

- 1.14 The Licensing Authority may, as it deems fit and necessary, impose special and additional requirements for buildings / structures / caravans / tents / tent-like structures having regard to the circumstances and situation of the buildings / structures / caravans / tents / tent-like structures concerned, such as means of ingress or egress to and from site, design, construction, size and type of building / structure / caravan / tent / tent-like structure within the campsite. For those temporary structures, management plan of operation of the campsite in case of inclement weather would also be assessed.
- 1.15 The works (including building and FSI works) described in this Guide are on no account to be regarded as applicable to any proposal which has not been submitted to the Licensing Authority.
- 1.16 The Licensing Authority may permit the use of products, materials or the carrying out of any works (including building and FSI works) in accordance with relevant national / international standards accepted by the Licensing Authority that prescribe the quality of products, materials or standards of workmanship.
- 1.17 The whole of the works (including building and FSI works) shall be carried out to the satisfaction of the Licensing Authority.
- 1.18 Some of the required works may be classified as building works and would, as such, be subject to the control of the BO (Cap. 123) or Government lease. Applicants are therefore recommended to enlist the service of an Authorized Person and, if necessary, a Registered Structural Engineer<sup>2</sup> to act on behalf of the applicant to follow up on seeking approval from the relevant Authorities prior to licence application.

### **Other requirements**

- 1.19 All structures within the campsite including sleeping accommodation and its supporting facilities should:

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<sup>2</sup> Authorized Persons (an architect, engineer or surveyor whose name is on the authorized persons' register kept by the BA) and Registered Structural Engineers have the meaning given by section 2(1) of the BO (Cap. 123). Their lists are available for inspection free of charge in the office and website of the BD (<http://www.bd.gov.hk>).

- (a) comply with the requirements set out in the BO (Cap. 123) and / or the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121); and / or
- (b) be issued with a Certificate of Compliance or a letter of No Objection to Occupy by the DLO of the LandsD.

Structures that fail to meet the above requirements will need to be removed before a Guesthouse (Holiday Camp) Licence can be issued.

1.20 The Licensing Authority will normally not issue a licence for a proposed campsite involving:

- (a) unauthorised structure(s);
- (b) premises in an area designated for emergency or circulation use;
- (c) an area for manufacturing of any dangerous goods within the meaning of the Dangerous Goods Ordinance (Cap. 295);
- (d) accommodation adjoining a dangerous goods storage area; and
- (e) operation, keeping, management and other control of the premises not under continuous and personal supervision of the licence holder.

1.21 Save as provided in Clause 1.19, acceptance in writing may be required from relevant Government Department(s) concerned if there is a change in use to the existing structures in the campsite. For example, if the structures proposed to be used as sleeping accommodation is originally not intended for domestic use (e.g. agricultural use), acceptance must be obtained from relevant departments.

### **General Licence requirements**

1.22 The following four licensing requirements will be considered when processing application for new licence or renewal of licence:

**(a) no-use restriction requirement**

- The premises under application should be free from a use restriction

under the DMC<sup>3</sup> or Government lease if there is no DMC. Restrictive provision in such land documents means an express provision to the effect that the premises are:

- (i) prohibited from being used as a hotel or guesthouse;
  - (ii) prohibited from being used for commercial purposes; or
  - (iii) permitted to be used only for private residential purposes.
- Copy of DMC or Government lease can be obtained from the Land Registry at a fee. Applicants are reminded to check in advance whether the DMC or Government lease if there is no DMC of the premises contains restriction provision before signing any tenancy or sale and purchase agreement.
  - Any application for new licence or licence renewal must be accompanied by a written legal advice given by a legal practitioner<sup>4</sup> on whether there is a restrictive provision in such land documents, otherwise the application **must** be refused.
  - For details, please refer to the Guidelines on No-use Restriction Requirement which are available on the website of the OLA at [https://www.hadla.gov.hk/en/licensing\\_matters/related/index.php](https://www.hadla.gov.hk/en/licensing_matters/related/index.php).

**(b) suitability requirement**

- The design and construction of the premises, together with any proposed alteration and refurbishment works, should generally comply with the prevailing standards as set out in the BO (Cap. 123) and the Fire Services Ordinance (Cap. 95).
- Please refer to the corresponding suitability requirements for which the concerned campsite relates:
  - (i) Chapter II – Building Campsite
  - (ii) Chapter III – Caravan Campsite

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<sup>3</sup> DMC is a private covenant among the owners, the property manager and the developer of a building. Engaged parties are empowered to act under the power conferred by the DMC to enforce the DMC provisions in relation to the control, management and administration of the building.

<sup>4</sup> Legal practitioner means a barrister or solicitor as defined by section 2(1) of the Legal Practitioners Ordinance (Cap. 159).

(iii) Chapter IV – Tent Campsite

**(c) fit and proper requirement**

- An applicant, or any related person<sup>5</sup> in case of a body of persons, must be a fit and proper person to operate, keep, manage or otherwise have control of a guesthouse. The Licensing Authority may not issue a licence to a person if:
  - (i) the person has been convicted of an offence under the Ordinance less than five years prior to the date of application;
  - (ii) the person has been convicted of an offence, other than an offence under the Ordinance, in Hong Kong or elsewhere and sentenced to imprisonment for a term exceeding three months and the offence was committed less than five years prior to the date of application;
  - (iii) the applicant or any related person is an undischarged bankrupt, is in liquidation or is the subject of a winding-up order; or
  - (iv) the person is otherwise not a fit and proper person<sup>6</sup>.
- For details, please refer to the Guidelines on Fit and Proper Requirement which are available on the website of the OLA at [https://www.hadla.gov.hk/en/licensing\\_matters/related/index.php](https://www.hadla.gov.hk/en/licensing_matters/related/index.php).

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<sup>5</sup> Related person, in relation to a body of persons, means – (a) for a body corporate- (i) a director of the body corporate; (ii) a company secretary of the body corporate; or (iii) a person concerned in the management of the body corporate; (b) for a partnership – (i) a partner in the partnership; (ii) a person concerned in the management of the partnership; or (iii) an office holder in the partnership; or (c) for an unincorporated body other than a partnership – (i) a person concerned in the management of the body; or (ii) an office holder in the body.

<sup>6</sup> A number of other factors will be considered on a case-by-case basis if applicable. Other factors include, but not limited to, whether the person has engaged, or is engaging or is in the Government's reasonable belief to have engaged or to be engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security, the public interest, public morals, public order or public safety of Hong Kong, or the continuation of the licence is or shall in the Licensing Authority's reasonable belief be contrary to the interest of national security, the public interest, public morals, public order or public safety of Hong Kong; the conviction of the person is for an offence for which it is necessary to find out the person has acted fraudulently, corruptly or dishonestly; whether the person has entered into a composition or arrangement with his or her creditors; whether a receiver has been appointed; whether the person is a mentally disordered person; and whether the person or a related person is a director, officer, partner or sole proprietor in a business entity whose application for a hotel licence or a guesthouse licence has been refused or whose licence has been revoked or suspended. The applicant has to provide such information (if any) in the application form.

#### **(d) operation requirement (for licence renewal only)**

The operation requirement will be considered upon application for licence renewal. The application may be refused if:

- (i) a provision under the Ordinance has been or is being contravened;
- (ii) a requirement, order or direction made or given under the Ordinance has not been complied with by the licence holder;
- (iii) a licence condition has not been or is not being complied with by the licence holder;
- (iv) the premises have ceased to be a hotel or guesthouse, or the licence holder has ceased to operate, keep, manage or otherwise have control of the premises as a hotel or guesthouse; or
- (v) an Authorized Person's certificate has not been submitted within the period required, or the submitted certificate is incomplete, incorrect or false in a material particular.

#### **Promotional materials and advertisements**

1.23 To facilitate the public to identify the specific type of the licensed premises, holders of "Guesthouse (Holiday Camp) Licence" are required to indicate clearly "(licensed guesthouse)" in all promotional materials / advertisements related to the campsite. The font size shall not be smaller than the smallest print of the promotional materials / advertisements.

#### **Local consultation**

1.24 The local consultation process is a statutory requirement but it does not apply if the premises concerned are permitted for use as a hotel or guesthouse under the Town Planning Ordinance (Cap. 131).

1.25 If local consultation is required for a new or renewal application, the Licensing Authority will appoint a panel of persons (advisory panel) to:

- (a) collect the views of affected persons<sup>7</sup> in respect of an application for new licence or licence renewal;
- (b) invite the applicant to provide a response to those views; and
- (c) give advice to the Licensing Authority on the application, including whether to approve or refuse the application, and whether to impose any conditions on the licence. The advice is not binding on the Licensing Authority.

1.26 For details of the local consultation, please refer to the Guidelines on Local Consultation and Advisory Panel which are available on the website of the OLA at [https://www.hadla.gov.hk/en/licensing\\_matters/related/index.php](https://www.hadla.gov.hk/en/licensing_matters/related/index.php).

### **Third party risks insurance**

1.27 To enhance the safety and management of premises being licensed as guesthouse under the Ordinance, a third party risks insurance (public liability insurance) policy with a minimum limit of indemnity of HK\$10 million per event and over for unlimited events for any one period of insurance is required to be taken out by the applicant in respect of the use of the licensed premises by any person.

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<sup>7</sup> Affected person, in relation to a licence application for any premises, means:

- (a) if the premises form part but not the whole of a building – (i) an owner or occupier of any other part of the building; and (ii) if the Licensing Authority considers appropriate – an owner or occupier of any other premises situated in the surrounding area specified by the Authority for the application; or
- (b) if the premises form the whole of a building – an owner or occupier of any other premises situated in the surrounding area specified by the Licensing Authority for the application.

## Chapter II : Suitability Requirements for Building Campsite

2.1 This Chapter provides a summary of the licensing requirements for building campsites. For detailed licensing requirements, please refer to the “Standard Licensing Requirements for Guesthouse (Holiday Camp) Licence – Building Campsite” on OLA’s website ([https://www.hadla.gov.hk/tc/licensing\\_matters/related/index.php](https://www.hadla.gov.hk/tc/licensing_matters/related/index.php) ). The licensing requirements for specific building campsite will be considered on a case-by-case basis upon application. Each application would be considered on its merit with a flexible and pragmatic approach and alternative requirements may be considered taking into account specific nature of the campsite.

### 2.2 **Building safety requirements**

2.2.1 In assessing the suitability of the premises for use as a building campsite, the Licensing Authority generally makes reference to the provisions of the BO (Cap. 123) and / or requirements by the relevant authorities for the protection, stability and safety of the structures and buildings within the building campsite.

2.2.2 In vetting an application, the Licensing Authority will take into consideration the following fundamental aspects of the proposed building campsite:

- (a) conformity of all building works, use and layout of the building campsite, including other structures and buildings or uses within the building campsite, to the latest building plans approved by the BA and be completed to the satisfaction of the BA;
- (b) completion of minor works in compliance with the statutory requirements under the Building (Minor Works) Regulation (Cap. 123N);
- (c) the design loading shall fulfil the requirements stipulated in the Code of Practice for Dead and Imposed Loads 2011 (2021 Edition);
- (d) adequate Means of Access for Fire Fighting and Rescue shall be provided as stipulated in Part D of the Code of Practice for Fire Safety in Buildings 2011 (FS Code), in particular the provision of

Emergency Vehicular Access and Fireman's Lifts, and Fire Fighting and Rescue Stairway for basement;

- (e) adequate Means of Escape shall be provided as stipulated in Part B of the FS Code, in particular minimum two exit routes shall be provided for each storey;
- (f) 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;
- (g) prescribed window shall be provided to each guestroom in accordance with Regulations 30 & 31 of Building (Planning) Regulations (Cap. 123F);
- (h) sanitary fitments and drainage shall be provided in accordance with Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations (Cap. 123I). Toilets for male and female patrons should be provided independently; and
- (i) barrier free access and facilities should be maintained / retained in accordance with the approved plans and / or Design Manual for Barrier Free Access 2008 (2021 Edition).

### *Guestrooms*

2.2.3 All guestrooms shall have a floor height of not less than 2.5m measured from floor to ceiling and 2.3m measured from floor to the underside of any beam.

### *Protective Barrier*

2.2.4 Protective barrier shall be provided where there is a difference in adjacent levels greater than 600mm and openable windows less than 1,100mm height from the finished floor level.

### *Flue Aperture*

2.2.5 Suitable flue aperture in an external wall shall be provided where a room-sealed gas water heater serves a bathroom or installed in any place in the building campsite other than in the bathroom.

## *Waterproofing*

- 2.2.6 Suitable waterproofing materials shall be applied to the structural concrete slabs and / or raised floor slab of the toilets / bathrooms / kitchen and turn up every wall to prevent water leakage.

## *Bathroom*


- 2.2.7 All bathrooms / toilets shall be provided with natural lighting and ventilation in accordance with Regulation 36 of Building (Planning) Regulations (Cap. 123F).
- 2.2.8 No bathrooms / toilets shall open directly into a kitchen.

## *Kitchen*

- 2.2.9 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.
- 2.2.10 Gas cooking should only be carried out in kitchen.
- 2.2.11 Grease trap should be provided to each sink in the kitchen / pantry.

## 2.3 **Fire safety requirements**

- 2.3.1 The FSIs shall be provided in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment (CoP) issued by the FSD.
- 2.3.2 All FSIs provided within the building campsite shall be retained and maintained in an efficient working order. Where alterations and additions of FSIs are required, such work shall be carried out and certified by a RFSIC and a copy of "Certificate of Fire Service Installations and Equipment" (F.S. 251) shall be forwarded to the Licensing Authority.
- 2.3.3 The Licensing Authority may, as he / she thinks fit, impose conditions on a licence in respect of a building campsite in relation to fire safety, and require the submission of certificates or reports issued by a qualified professional body, where necessary.

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- 2.3.4 For the purpose of these conditions, the standards and definitions of FSIs shall comply with the prevailing CoP at the time of issuing the Letter of Requirements (LoR).
  - 2.3.5 All FSIs provided shall be inspected at least once every twelve months. The inspection shall be carried out by a RFSIC who shall issue F.S. 251 to the owner with a copy forwarded to the Licensing Authority and FSD.
  - 2.3.6 The ventilating system, if any, shall be provided in compliance with the statutory requirements under the Building (Ventilating Systems) Regulations (Cap. 123J).
  - 2.3.7 All fixed electrical installation work shall be carried out in compliance with the Electricity (Wiring) Regulations (Cap. 406E) and the relevant codes of practice.
  - 2.3.8 The use, installation and setup of all gas works shall be carried out in compliance with the statutory requirements under the Gas Safety Ordinance (Cap. 51).

## Chapter III : Suitability Requirements for Caravan Campsite

- 3.1 This Chapter provides a summary of the licensing requirements for caravan campsites. For detailed licensing requirements, please refer to the "Standard Licensing Requirements for Guesthouse (Holiday Camp) Licence – Caravan Campsite" on OLA's website ([https://www.hadla.gov.hk/tc/licensing\\_matters/related/index.php](https://www.hadla.gov.hk/tc/licensing_matters/related/index.php) ). The licensing requirements for specific caravan campsite will be considered on a case-by-case basis upon application. Each application would be considered on its merit with a flexible and pragmatic approach and alternative requirements may be considered taking into account specific nature of the campsite.

### **Caravan campsite**

- 3.1.1 The boundary of the caravan campsite shall be clearly demarcated and separated with the adjoining sites.
- 3.1.2 Staff<sup>8</sup> shall man the campsite round-the-clock.
- 3.1.3 A safety video<sup>9</sup> shall be provided to all patrons upon check-in.
- 3.1.4 There shall be a vehicular access to the caravan campsite within 30m of the entrance of the caravan campsite.
- 3.1.5 A fire hydrant shall be made available within 100m of the entrance of the caravan campsite.
- 3.1.6 Subject to the situation of individual caravan campsite, alternative FS requirements, including but not limited to the following, may be imposed if the conditions under Clauses 3.1.4 and / or 3.1.5 cannot be fulfilled:

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<sup>8</sup> The minimum number of on-duty qualified staff is to be determined by the OLA.

<sup>9</sup> The video must be at least three minutes illustrating the fire precautions, the layout plan and the assembly area in the campsite, "what to do in case of fire" and how to use the FSIs in the campsite. The video shall be made available in at least three languages (Cantonese, Putonghua and English) with appropriate captions. A compliance register with the patrons' signatures shall be maintained for five years for audit by the OLA.

- (a) additional fire extinguisher(s)<sup>10</sup> (mandatory); and
- (b) other additional provision of FSIs subject to the result of risk assessment (optional).

### *Caravan*

- 3.1.7 Every caravan shall be a proprietary product with operation manual covering its technical data, maintenance advice and place of manufacture, etc.
- 3.1.8 Every caravan shall be located on a caravan bay. No part of the caravan shall extend beyond the caravan bay.
- 3.1.9 The mobility of caravans shall be restricted by properly fixing / resting / parking the caravans to the ground according to the manufacturer's instructions and safety precautions to the satisfaction of the Licensing Authority.
- 3.1.10 Substantiating document including manufacturer's catalogue and specification and technical drawings shall be submitted to the Licensing Authority for consideration of Clauses 3.1.7 and 3.1.9.
- 3.1.11 No ventilating ducts / trunkings of a ventilating system shall pass through caravans.
- 3.1.12 Every caravan shall be of single-deck design.
- 3.1.13 Each caravan shall be assigned with a registration / location number.
- 3.1.14 Each caravan shall not exceed 230m<sup>2</sup> total floor area.
- 3.1.15 No cooking, naked light or fire shall be allowed in caravan.
- 3.1.16 Any sides of a caravan and its annex, extension or attachment facing that of another should be provided with an unobstructed space of minimum 5m wide. Naked flame and cooking / barbeque activities are not allowed in such unobstructed space. Such unobstructed space shall also be provided from the caravan and its annex, extension or attachment or other structures / buildings and boundary of the caravan

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<sup>10</sup> Appropriate number of wheeled-type dry chemical extinguishers (20 - 35 kg), or wheeled-type dry chemical extinguishers with equivalent fire-fighting performance, shall be installed at the locations specified by the OLA.

campsite (an illustrative diagram is attached at [Appendix A](#)).

- 3.1.17 No smoking shall be allowed within the caravan. The licensee shall take all reasonable precautions to prevent patrons from smoking inside the caravan. “NO SMOKING” notices<sup>11</sup> in 170mm Chinese and English characters shall be prominently displayed in a prominent position inside the caravan to remind the patrons that smoking is not allowed in the areas. Licensee shall maintain such signs in good order.

#### *Caravan bay*

- 3.1.18 Caravan bays shall be a hard-paved, flat and firm surface of non-combustible material suitable for setting up a caravan.
- 3.1.19 Each caravan bay shall only be designed for accommodating one caravan and its annex, extension or attachment.

### 3.2 **Building safety requirements**

- 3.2.1 In assessing the suitability of the premises for use as a caravan campsite, the Licensing Authority generally makes reference to the provisions of the BO (Cap. 123) and / or requirements by the relevant authorities for the protection, stability and safety of the caravans, structures and buildings within the caravan campsite.
- 3.2.2 In vetting an application, the Licensing Authority will take into consideration the following fundamental aspects of the proposed caravan campsite:
- (a) conformity of all building works, use and layout of the caravan campsite, including other structures and buildings or uses within the caravan campsite, to the latest building plans approved by the BA and be completed to the satisfaction of the BA;
  - (b) completion of minor works in compliance with the statutory requirements under the Building (Minor Works) Regulation (Cap. 123N);


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<sup>11</sup> The signs shall bear the words in Chinese and English of not less than 170mm high. The Chinese characters shall be with width of vertical strokes not less than 15mm and with width of horizontal strokes not less than 10mm and letter style shall be in “Helvetica” or “Marigold” or “Modified Garamond”.

- (c) provision of lighting and ventilation;
- (d) provision of drainage system for the caravan campsite including the surface drainage for the caravan bays to the satisfaction of all relevant Authorities and in compliance with the provisions under the BO (Cap. 123);
- (e) provision of sanitary fitments; and
- (f) fire safety concerns including the means of escape of the caravans and within the caravan campsite; fire separation within the campsite; fire resisting characteristic and construction of caravans, structures and buildings within the campsite and means of access for firefighting.

### 3.3 **Fire safety requirements**

- 3.3.1 FS requirements are to be imposed subject to the result of risk assessment.
- 3.3.2 The FSIs shall be provided in accordance with the CoP issued by the FSD.
- 3.3.3 All FSIs provided within the caravan campsite (including caravans, their annexes, extensions or attachments) shall be retained and maintained in an efficient working order. Where alterations and additions of FSIs are required, such work shall be carried out and certified by a RFSIC and a copy of F.S. 251 shall be forwarded to the Licensing Authority.
- 3.3.4 The Licensing Authority may, as he / she thinks fit, impose conditions on a licence in respect of a caravan campsite in relation to fire safety, and require the submission of certificates or reports issued by a qualified professional body, where necessary.
- 3.3.5 For the purpose of these conditions, the standards and definitions of FSIs shall comply with the prevailing CoP at the time of issuing the LoR.
- 3.3.6 All FSIs provided shall be inspected at least once every twelve months. The inspection shall be carried out by a RFSIC who shall issue F.S. 251 to the owner with a copy forwarded to the Licensing Authority and FSD.



3.3.7 All fixed electrical installation work shall be carried out in compliance with the Electricity (Wiring) Regulations (Cap. 406E) and the relevant codes of practice.

## Chapter IV : Suitability Requirements for Tent Campsite

- 4.1 This Chapter provides a summary of the licensing requirements for tent campsites. For detailed licensing requirements, please refer to the “Standard Licensing Requirements for Guesthouse (Holiday Camp) Licence – Tent Campsite” on OLA’s website ([https://www.hadla.gov.hk/tc/licensing\\_matters/related/index.php](https://www.hadla.gov.hk/tc/licensing_matters/related/index.php) ). The licensing requirements for specific tent campsite will be considered on a case-by-case basis upon application. Each application would be considered on its merit with a flexible and pragmatic approach and alternative requirements may be considered taking into account specific nature of the campsite.

### **Tent campsite**

- 4.1.1 The boundary of the tent campsite shall be clearly demarcated and separated with the adjoining sites.
- 4.1.2 Staff<sup>12</sup> shall man the campsite round-the-clock.
- 4.1.3 A safety video<sup>13</sup> shall be provided to all patrons upon check-in.
- 4.1.4 There shall be a vehicular access to the tent campsite within 30m of the entrance of the tent campsite.
- 4.1.5 A fire hydrant shall be made available within 100m of the entrance of the tent campsite.
- 4.1.6 Subject to the situation of individual tent campsite, alternative FS requirements, including but not limited to the following, may be imposed if the conditions under Clauses 4.1.4 and / or 4.1.5 cannot be fulfilled:

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<sup>12</sup> The minimum number of on-duty qualified staff is to be determined by the OLA.

<sup>13</sup> The video must be at least three minutes illustrating the fire precautions, the layout plan and the assembly area in the campsite, “what to do in case of fire” and how to use the FSIs in the campsite. The video shall be made available in at least three languages (Cantonese, Putonghua and English) with appropriate captions. A compliance register with the patrons’ signatures shall be maintained for five years for audit by the OLA.

(a) additional fire extinguisher(s)<sup>14</sup> (mandatory); and

(b) other additional provision of FSIs subject to the result of risk assessment (optional).

### *Tent and Tent-like Structure*

4.1.7 Every type of tent / tent-like structure being used in the tent campsite shall be accepted by the Licensing Authority.

4.1.8 All tent / tent-like structure should be set up according to the manufacturer's instructions. If the scale of tent-like structure is large and firmly fixed on ground with a certain degree of permanency, prior approval by the BA or acceptance by LandsD may be required.

4.1.9 Substantiating document including manufacturer's catalogue and specification and technical drawings shall be submitted to the Licensing Authority for consideration of Clause 4.1.7 and 4.1.8.

4.1.10 Every tent / tent-like structure shall be of single deck design.

4.1.11 Each tent / tent-like structure shall be assigned with a registration / location number.

4.1.12 Any sides of a tent / tent-like structure and its annex, extension or attachment facing that of another shall be provided with an unobstructed space of minimum 5m wide. Naked flame and cooking / barbeque activities are not allowed in such unobstructed space. Such unobstructed space shall also be provided from the tent / tent-like structure and its annex, extension or attachment or other structures / buildings and boundary of the tent campsite (an illustrative diagram is attached at [Appendix B](#)).

4.1.13 Each tent / tent-like structure and its annex, extension or attachment shall not exceed 230m<sup>2</sup> total floor area.

4.1.14 No cooking, naked light or fire shall be allowed in tent / tent-like structure.

4.1.15 No smoking shall be allowed within the tent / tent-like structure. The

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<sup>14</sup> Appropriate number of wheeled-type dry chemical extinguishers (20 - 35 kg), or wheeled-type dry chemical extinguishers with equivalent fire-fighting performance, shall be installed at the locations specified by the OLA.

licensee shall take all reasonable precautions to prevent patrons from smoking inside the tent / tent-like structure. "NO SMOKING" notices<sup>15</sup> in 170mm Chinese and English characters shall be prominently displayed in a prominent position inside the tent / tent-like structure to remind the patrons that smoking is not allowed in the areas. Licensee shall maintain such signs in good order.

4.1.16 A management plan illustrating the operation of the campsite in case of inclement weather shall be submitted to the Licensing Authority for approval.

#### 4.2 **Building safety requirements**

4.2.1 In assessing the suitability of the premises for use a tent campsite, the Licensing Authority generally makes reference to the provisions of the BO (Cap. 123) and / or requirements by the relevant authorities for the protection, stability and safety of the tents / tent-like structures, structures, buildings within the tent campsite.

4.2.2 In vetting an application, the Licensing Authority will take into consideration the following fundamental aspects of the proposed tent campsite:

- (a) conformity of all building works, use and layout of the tent campsite, including other structures and buildings or uses within the campsite, to the latest building plans approved by the BA and be completed to the satisfaction of the BA;
- (b) completion of minor works in compliance with the statutory requirements under the Building (Minor Works) Regulation (Cap. 123N);
- (c) provision of lighting and ventilation;
- (d) provision of drainage system for the tent campsite to the satisfaction of all relevant Authorities and in compliance with the provisions under the BO (Cap. 123);

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

- (e) provision of sanitary fitments; and
- (f) fire safety concerns including the means of escape of the tents / tent-like structures and within the tent campsite; fire separation within the campsite; fire resisting characteristic and construction of the tents / tent-like structures, structures and buildings within the campsite and means of access for fire fighting.

### 4.3 **Fire safety requirements**

- 4.3.1 FS requirements are to be imposed subject to the result of risk assessment.
- 4.3.2 All textiles used in the construction of tent / tent-like structure shall be fire resistant materials. Otherwise, they shall be fire-retarding treated.
- 4.3.3 The FSIs shall be provided in accordance with the CoP issued by the FSD.
- 4.3.4 All FSIs provided within the tent campsite (including tent / tent-like structure, their annexes, extensions or attachments) shall be retained and maintained in an efficient working order. Where alterations and additions of FSIs are required, such work shall be carried out and certified by a RFSIC and a copy of F.S. 251 shall be forwarded to the Licensing Authority.
- 4.3.5 The Licensing Authority may, as he / she thinks fit, impose conditions on a licence in respect of a tent campsite in relation to fire safety, and require the submission of certificates or reports issued by a qualified professional body, where necessary.
- 4.3.6 For the purpose of these conditions, the standards and definitions of FSIs shall comply with the prevailing CoP at the time of issuing the LoR.
- 4.3.7 All FSIs provided shall be inspected at least once every 12 months. The inspection shall be carried out by a RFSIC who shall issue F.S. 251 to the owner with a copy forwarded to the Licensing Authority and FSD.
- 4.3.8 All fixed electrical installation work shall be carried out in compliance with the Electricity (Wiring) Regulations (Cap. 406E) and the relevant codes of practice.

## Chapter V : Licence Application Procedure

### General

- 5.1 New applications in respect of a licence for building, caravan and / or tent campsites should be made by means of the prescribed application form (HAD 133). The application forms are obtainable at the OLA or the website of the OLA ([http://www.had.gov.hk/en/public\\_forms/forms.htm](http://www.had.gov.hk/en/public_forms/forms.htm)). The completed application form should be submitted to the OLA together with all the required supporting documents (see Clause 5.5). Applicants are encouraged to submit through online means (<https://eform.cefs.gov.hk/form/had093/tc/>).
- 5.2 In vetting an application, the Licensing Authority will take into consideration the proposed layout and the intention as declared by the applicant and carry out site inspection to the proposed campsite in order to determine the types of layout deemed involved, and based on which to formulate relevant building safety and fire safety requirements.
- 5.3 It should be noted that the Licensing Authority may outright refuse an application if the situations mentioned in **Clause 1.20**, or any other items which may undermine the safety of the buildings / structures / caravans / tents / tent-like structures within the proposed campsite come into its notice.
- 5.4 More details are provided in "A Guide to Licence Application under the Hotel and Guesthouse Accommodation Ordinance (Chapter 349)" on the website of the OLA ([https://www.hadla.gov.hk/tc/licensing\\_matters/related/index.php](https://www.hadla.gov.hk/tc/licensing_matters/related/index.php)).
- 5.5 The application form should be submitted with documents and certificates including:
- (a) the original and three copies of the completed application form (applicable only to application form submitted in hard copy);
  - (b) a copy of the Hong Kong Identity Card of the applicant (if the applicant is an individual) or business registration certificate (may be submitted later but before the licence is issued) and a copy of the Hong Kong Identity Card / travel document of the related person of the applicant (if the applicant is a body of persons, e.g. limited company, partnership);

- (c) if the applicant is not a permanent resident of Hong Kong, he / she should submit the completed "Consent Form" (*for giving consent to the Immigration Department to release information on his/her condition of stay in Hong Kong to OLA*) at Appendix II of the application form and a copy of his / her travel document;
- (d) completed "Personal Data Authorisation Form" (*for giving authorization to the Commissioner of Police or his representative to release all his/her criminal conviction record to OLA*) at Appendix III of the application form and "Consent Form" (*for giving consent to the Official Receiver's Office to release information on his/her relevant bankruptcy/liquidation/winding-up order records to OLA*) at Appendix IV of the application form by the applicant and the related person (if the applicant is a body of persons);
- (e) written legal advice given by a legal practitioner confirming that the DMC or the Government Lease if there is no DMC of the premises under application do not contain any express provision which prohibits the premises concerned from being used (i) as a hotel or guesthouse, (ii) for commercial purposes or (iii) other than for private residential purpose;
- (f) a copy of the business registration certificate of the campsite. The business name of the campsite shown on the business registration certificate should be identical to the business name of the campsite under application;
- (g) a copy of valid third party risks insurance (public liability insurance) with a minimum limit of indemnity of HK\$10 million per event and cover for unlimited events for any one period of insurance for the applied premises and receipt issued by the insurance company (may be submitted later but before the licence is issued). The business name shown on the third party risks insurance (public liability insurance) should be identical to the business of the campsite under application;
- (h) three sets of detailed layout plans in metric and to scale (normal not less than 1:100) indicating the following:
- the boundary and the site area of the campsite intended for licence with a summary table of guestrooms to be provided and the campsite should be separated with the adjoining sites by means of fence wall;

- the location and size of every building / caravan / tent including any annex, extension or attachment thereto or any other obstacles to be placed thereat (if applicable);
  - the ingress and egress arrangement within the campsite;
  - the types, standards and specifications of all materials used and / or intended to be used in the campsite;
  - all existing and proposed building works, sanitary fitments, drainage works, air-conditioning unit, ventilation ducting and means of mechanical ventilation, if applicable, within the campsite; and
  - any areas used to support operating, managing, keeping and controlling of the campsite such as toilets / bathrooms, reception counter / office, stores, etc. should be included in the licensed area;
- (i) evidence showing that the BA has granted prior approval for the change of use of the structures / buildings / tents / tent-like structures / uses within the campsite from non-domestic to domestic use (if the proposed structures / buildings / tents / tent-like structures / uses situated in the campsite are approved by the BA for non-domestic use);
- (j) a Certificate of Compliance or a letter of No Objection to Occupy issued by the DLO of the LandsD (if the proposed structures / buildings / tents / tent-like structures / uses within the campsite is a village type house in the New Territories); and
- (k) proof of document showing that the operation, keeping, management or other control of the campsite is under the continuous and personal supervision by the applicant (e.g. proof of land ownership issued by the Land Registry, stamped rental agreement signed between the registered owner and the applicant, authorisation letter issued by the registered owner or legal tenant of the concerned campsite to allow the applicant to operate, keep, manage or control his / her premises, legal document (e.g. Government rental agreement, DMC) explicitly stating that the applicant is authorised to operate, keep, manage or control of the concerned campsite, or other document showing that the applicant has exclusive use or enjoyment of the concerned campsite).

5.6 The application may not be considered if the applicant fails to provide all the information requested.

### **Appointment of Authorized Persons / registered contractors**

5.7 Before submission of the Application Form (HAD 133), applicants are strongly recommended to appoint an Authorized Person to advise on:

- (a) the suitability of the premises which is of paramount importance;
- (b) the required upgrading works and relevant submission procedures, i.e. some works will require submissions to BD for formal approval and consent before commencement whilst some may be carried out following the simplified submission procedures under the Minor Works Control System;
- (c) preparation of plans for the aforesaid submissions and licence application; and
- (d) the appointment of appropriate contractors, if necessary.

5.8 Appropriate contractors should be appointed to carry out the relevant category of upgrading works, including:

- (a) Building and drainage works – a general building contractor and relevant minor works contractors registered with BD;
- (b) Ventilation works – a specialist contractor (ventilation works) registered with BD;
- (c) Fire service installations and equipment – a registered fire service installation contractor;
- (d) Electrical installation works – an electrical contractor / worker registered with EMSD; and
- (e) Gas works – a gas contractor registered with the EMSD.

The lists of APs and relevant registered contractors are available for inspection free of charge in the offices and websites of BD (<http://www.bd.gov.hk>), FSD (<http://www.hkfsd.gov.hk>) and EMSD

## 5.9 **Process**

<b>Key steps</b>	<b>Details</b>
Submission of application	<p>(a) The applicant shall complete an application form (HAD 133) and attach three additional copies to the Licensing Authority together with the essential documents as referred in the application form, in particular the written legal advice by a legal practitioner on use restriction of the premises.</p> <p>(b) The applicant and all related persons shall complete individual authorisation forms to authorise the Hong Kong Police Force and the Official Receiver's Office to release relevant information to the Licensing Authority.</p>
Inspection and issue of LoR	<p>(c) The Licensing Authority will contact the applicant for conducting an inspection of the premises.</p> <p>(d) The Licensing Authority will issue a LoR listing out all the required upgrading works and enclose a "Report of Completion" form for the applicant to fill in after completion of upgrading works.</p>
Local Consultation (if necessary)	<p>(e) The applicant will be informed of the views of affected persons and his / her responses will be invited for consideration by the advisory panel.</p> <p>(f) The Licensing Authority will consider the recommendations from the advisory panel and inform the applicant of any additional licensing requirements and / or licence conditions to be imposed.</p>

Key steps	Details
Completion of upgrading works	<p>(g) The applicant should complete all the upgrading works by the date specified in the LoR. Application of extension of time may be considered on the merits of each case.</p> <p>(h) If the applicant fails to complete the upgrading works within a reasonable period of time, the Licensing Authority may consider refusing the application.</p> <p>(i) Upon completion of all of the works, the applicant shall complete the "Report of Completion" form and return it to the Licensing Authority together with all required supporting documents as referred in the form.</p>
Compliance inspection	<p>(j) Upon receipt of the "Report of Completion", the Licensing Authority will contact the applicant for a compliance inspection of the premises.</p>
Issue of licence and submission of as-built drawings	<p>(k) When all works and documents are found in order, the applicant will be requested to submit three sets of as-built building, drainage and FSI drawings for endorsement by the Licensing Authority. One set of the endorsed as-built drawing will be returned to the applicant. The Licensing Authority will notify the applicant for provision of the required third party insurance proof, payment of the prescribed licence fee and collection of the licence. Upon collection of a licence, the business name shown on the business registration certificate and the third party risks insurance (public liability insurance) should be identical to the business name of the guesthouse under application.</p>

5.10 If the upgrading works cannot be completed by the time specified by the Licensing Authority, the applicant should notify the Licensing Authority and apply for extension of time.

5.11 If the applicant fails to complete the upgrading works within a reasonable period of time, the Licensing Authority may refuse the application.

5.12 When all the requirements under the Ordinance are satisfied, the licence will be issued upon payment of prescribed fee and provision of the required insurance proof (if the required insurance information is not duly provided

in the application form).

5.13 The Licensing Authority has made performance pledges in respect of the following stages of work:

<b>Processing Steps of New Application</b>	<b>Processing Time and Performance Pledges</b>
To issue acknowledgement receipt	Within 4 working days upon receipt of a valid application
To conduct site inspection and issue a LoR to applicant	Within 22 working days upon issue of acknowledgement receipt
To notify the result on the report of completion of the required upgrading works	Within 35 working days upon receipt of the "Report of Completion"

## Chapter VI : Licence Renewal

- 6.1 There is a validity period for licences issued under the Ordinance. An application for the renewal of a licence must be made within three to six months before the expiry of the licence. Otherwise, the Licensing Authority may refuse to renew the licence and the guesthouse operation will have to cease on the expiry date of the licence. Renewal application submitted after the expiry of the licence will not be accepted and applicant is required to submit an application for a new licence.
- 6.2 Before submission of the application form for renewal of licence, the licence holder should ensure compliance with all conditions stipulated in the licence and validity of relevant certificates related to FSIs, ventilation system, fixed electrical installation, etc.
- 6.3 The licence holder shall submit the application form for renewal of licence (HAD 140A) which is available at the website of the OLA ([http://www.had.gov.hk/en/public\\_forms/forms.htm](http://www.had.gov.hk/en/public_forms/forms.htm)). Applicants are encouraged to submit through online means (<https://eform.cefs.gov.hk/form/had094/en/>). The application form should be submitted with documents and certificates including:
- (a) the original and three copies of the completed application form (HAD 140A);
  - (b) a copy of the Hong Kong Identity Card of the applicant (if the applicant is an individual) or business registration certificate (may be submitted later but before the licence is issued) and copy of the Hong Kong Identity Card / travel document of the related person of the applicant (if the applicant is a body of persons, e.g. limited company, partnership);
  - (c) if the applicant is not a permanent resident of Hong Kong, he / she should submit the completed "Consent Form" (*for giving consent to the Immigration Department to release information on his/her condition of stay in Hong Kong to OLA*) at Appendix II of the application form and a copy of his / her travel document;
  - (d) completed "Personal Data Authorisation Form" (*for giving authorization to the Commissioner of Police or his representative to*

*release all his/her criminal conviction record to OLA) at Appendix III of the application form and "Consent Form" (for giving consent to the Official Receiver's Office to release information on his/her relevant bankruptcy/liquidation/winding-up order records to OLA) at Appendix IV of the application form by the applicant and the related person (if the applicant is a body of persons);*

- (e) written legal advice given by a legal practitioner confirming that the DMC or Government lease if there is no DMC of the premises under application do not contain any express provision which prohibits the premises concerned from being used (i) as a hotel or guesthouse; (ii) for commercial purposes; or (iii) other than for private residential purpose;
- (f) a copy of valid F.S. 251 issued by a RFSIC which certified that all FSIs in the licensed campsite are in efficient working order;
- (g) a copy of valid "Work Completion Certificate – Form WR1" or "Periodic Test Certificate – Form WR2" issued by a registered electrical worker who certified that the fixed electrical installations in the campsite comply with the Electricity Ordinance (Cap. 406) and are in safe working order, where:
  - if a low voltage fixed electrical installation located in such campsite with an approved loading exceeding 100A, single or three phases, shall be inspected, tested and certified at least once every five years; or
  - if a low voltage fixed electrical installation located in the campsite that is used for sleeping accommodation shall be inspected, tested and certified at least once every five years.
- (h) a copy of valid annual ventilation maintenance certificate issued by a registered ventilation contractor who certified that all dampers / filters / precipitators in the ventilating system(s) are in safe and efficient working order in the campsite where damper, filter and precipitator are presented in the ventilating system;
- (i) three sets of detailed layout plans in metric and to scale (normally not less than 1:100) with the boundary of the licensed area of the campsite under the licence application clearly delineated and partitions layout of the campsite shown and a block plan showing the location of the campsite concerned; and

- (j) proof of document showing that the operation, keeping, management or other control of the campsite is under the continuous and personal supervision by the applicant (e.g. proof of land ownership issued by the Land Registry, stamped rental agreement signed between the registered owner and the applicant, authorisation letter issued by the registered owner or legal tenant of the concerned campsite to allow the applicant to operate, keep, manage or control his / her premises, legal document (e.g. Government rental agreement, DMC) explicitly stating that the applicant is authorised to operate, keep, manage or control of the concerned campsite, or other document showing that the applicant has exclusive use or enjoyment of the concerned campsite).

6.4 The Licensing Authority will inspect the campsite to ensure that fire and building safety requirements are complied with and maintained.

6.5 When all the requirements under the Ordinance are satisfied, the licence will be renewed upon payment of the prescribed fee and provision of the required insurance proof (if the required insurance information is not duly provided in the application form).

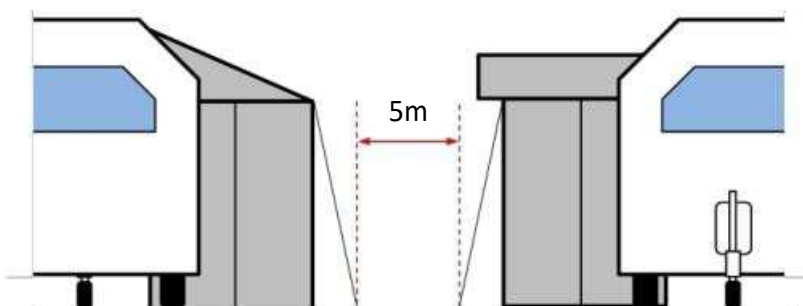
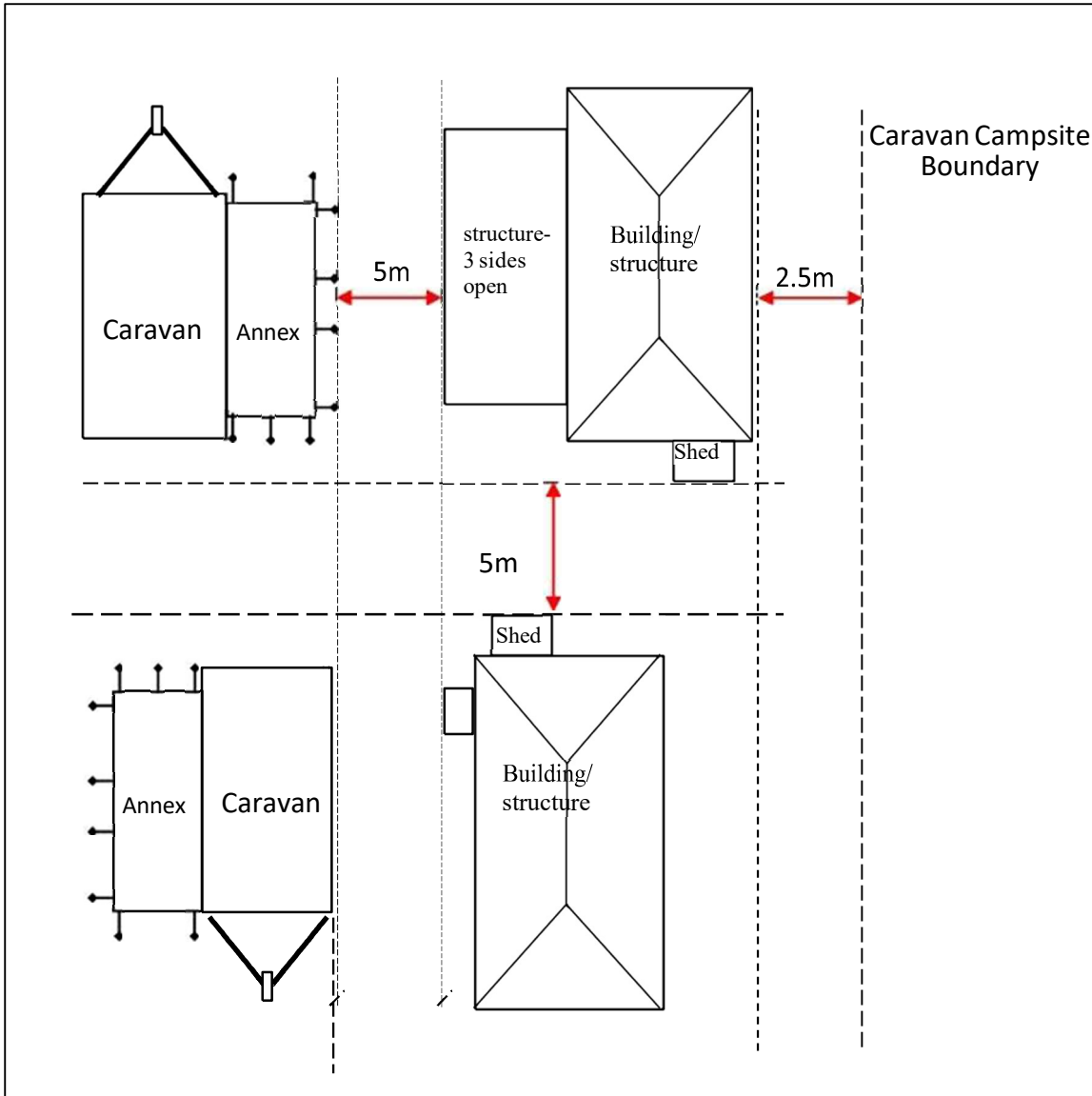
## Chapter VII : Licence Transfer

- 7.1 If a licensee intends to transfer the licence to another person / company, they have to jointly submit an application form (HAD 141) by completing form HAD 141 ([https://www.had.gov.hk/en/other\\_information/forms.htm](https://www.had.gov.hk/en/other_information/forms.htm)) or through online means (<https://eform.cefs.gov.hk/form/had095/en/>). The licensee should show a cause of the transfer to the satisfaction of the Licensing Authority. The licensee should also ensure that the transferee is well aware of all the conditions, obligations, duties and restrictions in the current licence.
- 7.2 Under the Ordinance, the Licensing Authority has a discretionary power to determine whether or not to permit a transfer application. A transfer application may be refused if-
- (a) the licence is about to expire;
  - (b) the licence is not valid;
  - (c) licensing conditions as stipulated in the licence have not been fully complied;
  - (d) the Licensing Authority does not satisfy with the cause of the transfer;
  - (e) it appears to the Licensing Authority that the operation, keeping, management or other control of the premises as a guesthouse would not be under the continuous and personal supervision of the transferee;  
or
  - (f) the prescribed fee has not been duly paid.

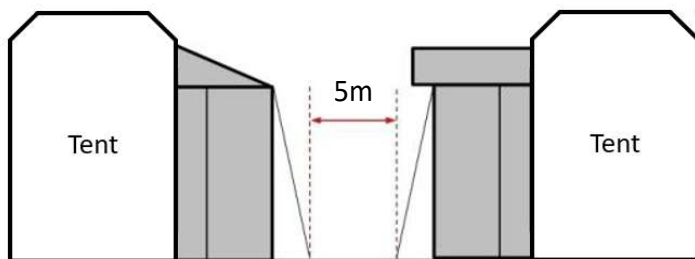
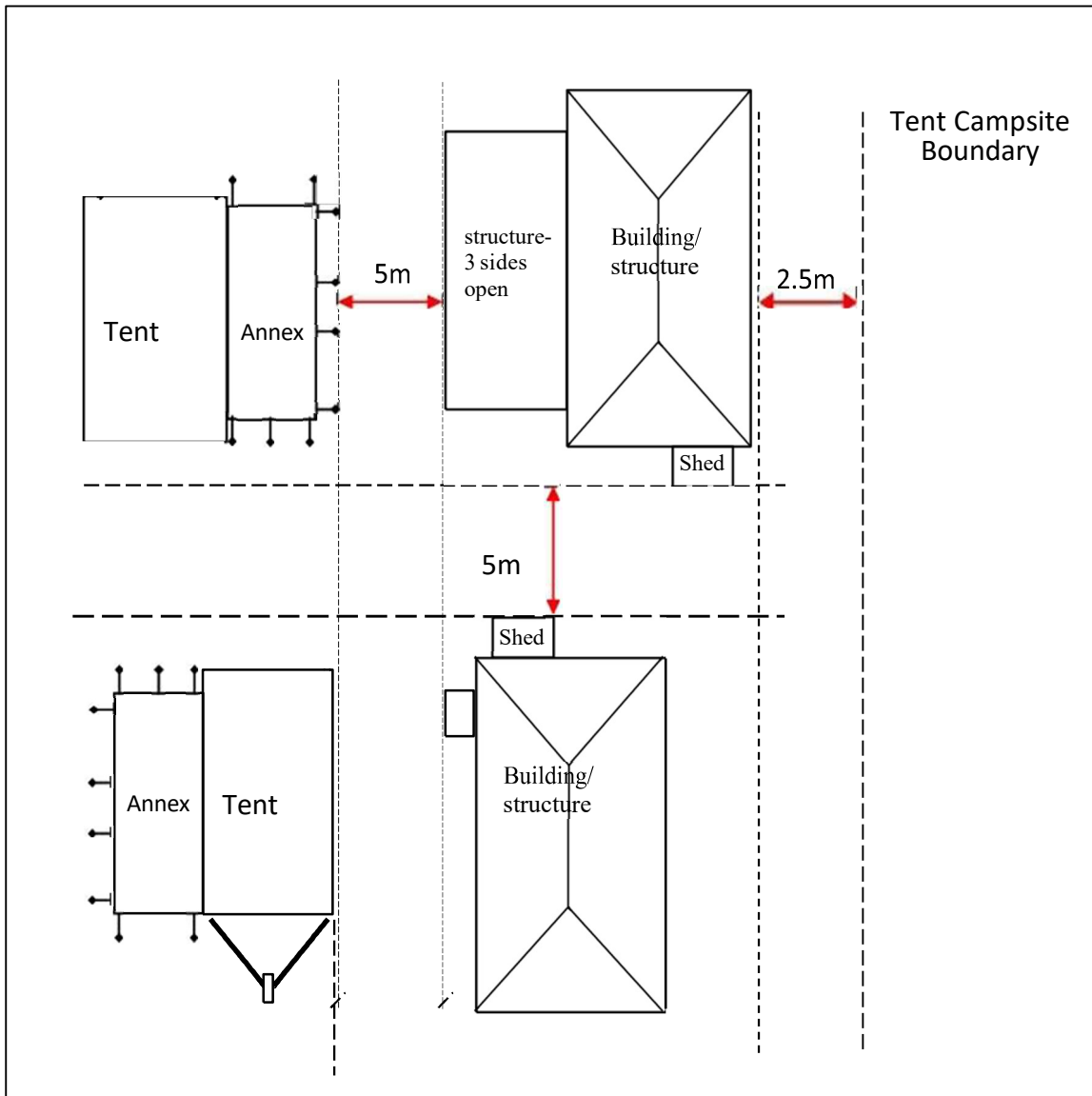
## Chapter VIII : Appeal

- 8.1 Any person who objects to a decision of the Licensing Authority with regard to an application, renewal, transfer, cancellation or suspension of a licence may lodge an appeal with the Appeal Board under the Ordinance, using the appeal form - Notice of Appeal (Form 1) available at the website of the O L A : ([http://www.had.gov.hk/en/public\\_forms/forms.htm](http://www.had.gov.hk/en/public_forms/forms.htm)).
- 8.2 When lodging an appeal, the appellant should note that –
- (a) an appeal must be lodged using the prescribed form (the notice of appeal) within 28 days after the date of notice stated in the notice of the decision to which the appeal relates;
  - (b) the notice of appeal must –
    - set out the grounds of the appeal;
    - be accompanied by a document containing (i) the particulars of evidence to be adduced by the appellant at the appeal hearing; and (ii) the name of every witness whom the appellant intends to call at the appeal hearing; and
    - be accompanied by a copy of every document the appellant intends to produce at the appeal hearing.
  - (c) A date and time for hearing the appeal will be fixed by the Convenor of the Appeal Board; and
  - (d) The hearing will normally be conducted in public.
- 8.3 The Appeal Board may decide on the costs involved in the appeal to be paid by either party.

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



**Illustrative Diagram for the Separation Space  
between Tents / Tent-like Structure and Other Structures / Buildings in a Tent Campsite**



## **Enquiries**

### **Office of the Licensing Authority, Home Affairs Department**

Address	:	10/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
Telephone number	:	2881 7034
Fax number	:	2894 8343
e-mail address	:	<a href="mailto:hadlaenq@had.gov.hk">hadlaenq@had.gov.hk</a>
Website	:	<a href="http://www.hadla.gov.hk">www.hadla.gov.hk</a>

**Lands Administration Office, Lands Department** (for the Buildings Ordinance (Application to the New Territories) Ordinance (Cap. 121), issuance of Certificate of Compliance, and letter of No Objection to Occupy)

Address	:	20/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong
Telephone number	:	2525 6694
Fax number	:	2868 4707
e-mail address	:	<a href="mailto:landsd@landsd.gov.hk">landsd@landsd.gov.hk</a>
Website	:	<a href="http://www.landsd.gov.hk">www.landsd.gov.hk</a>

**Buildings Department** (for building plans, unauthorised building works, and lists of authorised building professionals and registered contractors)

Address	:	G/F, Buildings Department Headquarters, North Tower West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
Telephone number	:	2626 1616
Fax number	:	2537 4992
e-mail address	:	<a href="mailto:enquiry@bd.gov.hk">enquiry@bd.gov.hk</a>
Website	:	<a href="http://www.bd.gov.hk">www.bd.gov.hk</a>

**Fire Services Department** (for registered fire service installation contractor, registered suppliers of fire equipment, and enquiries about the ventilation system)

*Licensing & Certification Command*

Address	:	5th floor, South Wing, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon
Telephone number	:	2733 7619
Fax number	:	2367 3631
e-mail address	:	<a href="mailto:lcpolice2@hkfsd.gov.hk">lcpolice2@hkfsd.gov.hk</a>
Website	:	<a href="http://www.hkfsd.gov.hk">www.hkfsd.gov.hk</a>

*Ventilating Systems Group*

Address	:	35/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong
Telephone number	:	2718 7567
Fax number	:	2382 2495
e-mail address	:	<a href="mailto:fsvs@hkfsd.gov.hk">fsvs@hkfsd.gov.hk</a>
Website	:	<a href="http://www.hkfsd.gov.hk">www.hkfsd.gov.hk</a>

**Electrical & Mechanical Services Department** (for electrical and gas installations)

Address	:	3 Kai Shing Street, Kowloon
Telephone number	:	1823
Fax number	:	2890 7493
e-mail address	:	<a href="mailto:info@emsd.gov.hk">info@emsd.gov.hk</a>
Website	:	<a href="http://www.emsd.gov.hk">www.emsd.gov.hk</a>

**The Land Registry** (for government lease and DMC of a building)

Address	:	28th floor, Queensway Government Offices, 66 Queensway, Hong Kong.
Telephone number	:	3105 0000
Fax number	:	2596 0281
e-mail address	:	<a href="mailto:csa@landreg.gov.hk">csa@landreg.gov.hk</a>
Website	:	<a href="http://www.landreg.gov.hk">www.landreg.gov.hk</a>

**Planning Department** (for compliance with the zoning uses under the Town Planning Ordinance (Cap. 131))

Address	:	17/F, North Point Government Offices 333 Java Road, North Point, Hong Kong
Telephone number	:	2231 5000
Fax number	:	2877 0389
e-mail address	:	<a href="mailto:enquire@pland.gov.hk">enquire@pland.gov.hk</a>
Website	:	<a href="http://www.pland.gov.hk">www.pland.gov.hk</a>