

A GUIDE TO APPLICATION FOR SWIMMING POOL LICENCE

Food and Environmental Hygiene Department
(November 2025 Edition)

Application for Swimming Pool Licence and Relevant Health Requirements and Conditions

Licensing of Swimming Pools

In accordance with the Swimming Pools Regulation, Cap. 132CA, no person shall establish or maintain a swimming pool and take any part in the management of a swimming pool, the establishment or maintenance except under and in accordance with a licence granted to him by the Director of Food and Environmental Hygiene.

2. No such licence shall be granted unless the Director of Food and Environmental Hygiene is satisfied that the swimming pool in respect of which the application for such licence was made, and in relation to the premises pertaining to such swimming pool, that –

- (a) The plans of the swimming pool have been approved by the Director of Food and Environmental Hygiene and the swimming pool conforms thereto;
- (b) The source of the water with which the pool will be filled is suitable;
- (c) The underwater surfaces of the pool are made of impervious material and sufficiently smoothed to prevent undue accumulation of dirt;
- (d) Every junction between a horizontal surface and a vertical surface inside the swimming pool is coved;
- (e) The pool is fitted with scum gutters of suitable size and adequate drainage;
- (f) Sidewalks, not less than 1.2m in width and paved or covered with suitable non-slip material, are provided on all sides of the pool, and such sidewalks are laid with falls away from the edge of the pool and drained to channels laid to falls;
- (g) All parts of the floor of any dressing room and any room containing any shower bath, foot bath or latrine are readily accessible for cleaning and are surfaced with impervious material and coved at their junction with any wall;
- (h) Not less than one water closet is provided for every 25 persons who may be accommodated in the pool and not less than one urinal,

fitted with a splash plate, is provided for every 50 such persons;

- (i) The pool is provided with filtration or purification plant, or other means of purifying the water therein, capable of maintaining the purity of such water at all times to a standard not less than E. coli absent in 100 cm³ of water;
- (j) The filtration or purification plant, or other means provided for purifying the water in the pool, is capable of changing the water in the pool, either by circulation through a filtration system or by renewing the water from source, not less than once in every 4 hours in the case of a covered pool or once in every 6 hours in the case of an open air pool; and
- (k) Where under water electric lighting is provided –
 - (i) all under water lights are supplied at a voltage not exceeding 25;
 - (ii) such low voltage supply is given by a double wound transformer in an earthed metal casing, with the centre point of the low voltage winding earthed and the transformer located at a safe distance from the pool and completely inaccessible to bathers; and
 - (iii) all wiring from the transformer to the underwater lights is carried out in screwed galvanized conduit or mineral insulated copper covered cable.

3. For the purposes of subsection (2)(h), the number of persons who may be accommodated in any swimming pool shall be based on the maximum capacity of the pool and determined at the rate of one person for every 3 m² of the water surface of the pool.

Application for Swimming Pool Licence

4. The applicant should submit an application form FEHB 105 - Application for Other Trade Licences to the respective Food and Environmental Hygiene Department (FEHD) Licensing Office for processing. A list of the FEHD Licensing Offices is attached at **Annex A** for information.

5. The application document after passing in preliminary screening conducted by FEHD will be referred to departments concerned (such as Buildings Department) for comments. FEHD will consider the comments from the departments as to whether a licence would be issued, and if a licence would be issued, whether or not special conditions would be imposed for the compliance of the applicant. Upon obtaining full clearances, a letter of requirements containing health requirements and conditions and/or special conditions together with attachment of the comments and requirements of departments concerned (if any) will be issued to the applicant for compliance. Upon confirming full compliance with all licensing requirements, a Swimming Pool Licence will be issued to the applicant. After the issue of licence, the licensee shall observe all licensing requirements and conditions at all times. The flow chart for processing of application for Swimming Pool Licence is at **Annex B**.

6. Applicant should pay attention as to whether dangerous goods licence is required to be obtained from Fire Services Department under the Dangerous Goods Ordinance, Cap. 295, in respect of the dangerous goods used in swimming pools. For details please refer the website of the Fire Services Department at: <https://es.hkfsd.gov.hk/dg/en/licence/guide/>.

Electrical Safety

7. A fixed electrical installation shall, after completion (including any work completed after repair, alteration or addition) and before it is energised for use, be inspected, tested and certified (i.e. Work Completion Certificate, Form WR1) by a registered electrical contractor (REC) and a registered electrical worker (REW) to confirm that the requirements of the Electricity Ordinance have been met.

8. An owner of fixed electrical installation shall refer to Regulation 20 of the Electricity (Wiring) Regulations to have the fixed electrical installation be inspected, tested and certified (i.e. Periodic Test Certificate, Form WR2) at least once every 12 months or 5 years. The owner shall submit the certificate to EMSD for endorsement. For details, please refer to the website of the Electrical and Mechanical Services Department at https://www.emsd.gov.hk/en/electricity_safety/periodic_test_for_fixed_el

ectrical_installations/.

FEHD's Health Requirements and Conditions

9. Lists of FEHD's main licensing requirements / conditions for the issue of Swimming Pool Licence are attached at **Annex C** for reference. The public is advised to go through the requirements / conditions before submitting application for Swimming Pool Licence. In this connection, please note that for each licence application, licensing staff may also base on the individual merit and actual situation of each application case to stipulate any other non-standard requirements and conditions to the applicant for compliance and observance.

10. For the safety of users of a covered pool or an open air pool that has been declared to be or not to be used after sunset, amongst other licensing requirements and conditions, additional licensing requirement for provision of 200 lux lighting system to the swimming pool shall be also complied with. For details, please browse:

[https://www.fehd.gov.hk/english/forms/pdf/Requirement_for_Swimming_Pool_Licence\(revised\).pdf](https://www.fehd.gov.hk/english/forms/pdf/Requirement_for_Swimming_Pool_Licence(revised).pdf)

Deadline for Compliance with Licensing Requirements

11. The maximum period of time allowed for the applicant to comply with all licensing requirements is 12 months after issue of the letter of requirements for a full licence. The application for a full licence will be deemed withdrawn after the above period of time.

Frequently Asked Questions (FAQs)

12. Swimming pool licence applicants are advised to read the following FAQs before making an application:

Q1: What supporting documents are required to be submitted by the applicant in order to obtain a swimming pool licence?

A1: Applicant should submit the following acceptable documents proving the swimming is in compliance with all licensing requirements and

Swimming Pools Regulation, Cap. 132CA:

- (a) Fitting layout plan, filtration plant room layout and piping layout plans, schematic flow and ventilating system (for indoor pool) plans, sectional plans to be certified by authorised architect, etc.;
- (b) Declaration by authorised architect on calculation plan for pool area and volume, source of water, type and capacity of any filtration or purification plant, internal surfacing materials of the pool, etc.;
- (c) Drainage plan approved by Buildings Department;
- (d) Catalogues for pool equipment; and
- (e) Copy of Temporary Occupation Permit or Occupation Permit from Building Authority.

Each application case has its own individual merit and the document described above should not be taken as exhaustive.

Q2: Is it necessary to obtain Temporary Occupation Permit or Occupation Permit from Building Authority before applying for a swimming pool licence?

A2: It is not a mandatory requirement to submit a licence application. However, it is a pre-requisite for obtaining a swimming pool licence.

Q3: If non-compliance with licensing requirement is found during the final verification inspection, what actions will be taken by the FEHD?

A3: The applicant should expedite action to comply with all licensing requirements and to report compliance to the case manager as soon as possible for verification. If outstanding licensing requirements are found during onsite verification inspection, the case manager will advise the applicant or the appointed representative on spot. Thereafter, the applicant will be advised in writing on the outstanding requirements and that he has to report compliance again after he has complied with those outstanding requirements.

Q4: What is the purpose of providing pool lighting system to the swimming pool?

A4: The purpose of requiring the provision of pool lighting system is to let the lifeguards or other persons may observe, without interference from direct and reflected glare from the lighting sources, every part of the underwater area with no blind spot and swimming pool surface or other appurtenances. Illumination shall enable a lifeguard or other persons to determine whether a bather is lying on the bottom of the pool.

Q5: Under what circumstances will the issuance of the licence to the applicant be affected?

A5: The following circumstances will extend the time required for obtaining the licence:

- (a) incomplete plans are submitted, or proposed layout plans are modified unnecessarily;
- (b) the applicant needs time to comply with the licensing requirements stipulated in the letter of requirements, including submission of supporting documents on the approval and consent from the Building Authority for the pool constructed, the materials used for the underwater surfaces of the pool, and underwater electric lighting; and;
- (c) the applicant needs time to arrange for authorised persons to certify the supporting documents and for the agent concerned to submit plans that in conformity with the actual layout of the pool and tally with the circulation of filtration system.

Enquiries

13. Enquiries about the application procedures and other issues (including health requirements and conditions for application for Swimming Pool Licence should be addressed to the Assistant Secretary (Other Licences) of respective FEHD Licensing Office either in person or by telephone.

IMPORTANT NOTICE

Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any government officer in connection with their applications or while having dealings of any kind with government departments.

Food and Environmental Hygiene Department Licensing Offices

Hong Kong and Islands Licensing Office

Assistant Secretary(Other Licences), Licensing Office
Hong Kong and Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wan Chai, Hong Kong.
Tel. no.: 2879 5720
Fax no.: 2507 2964

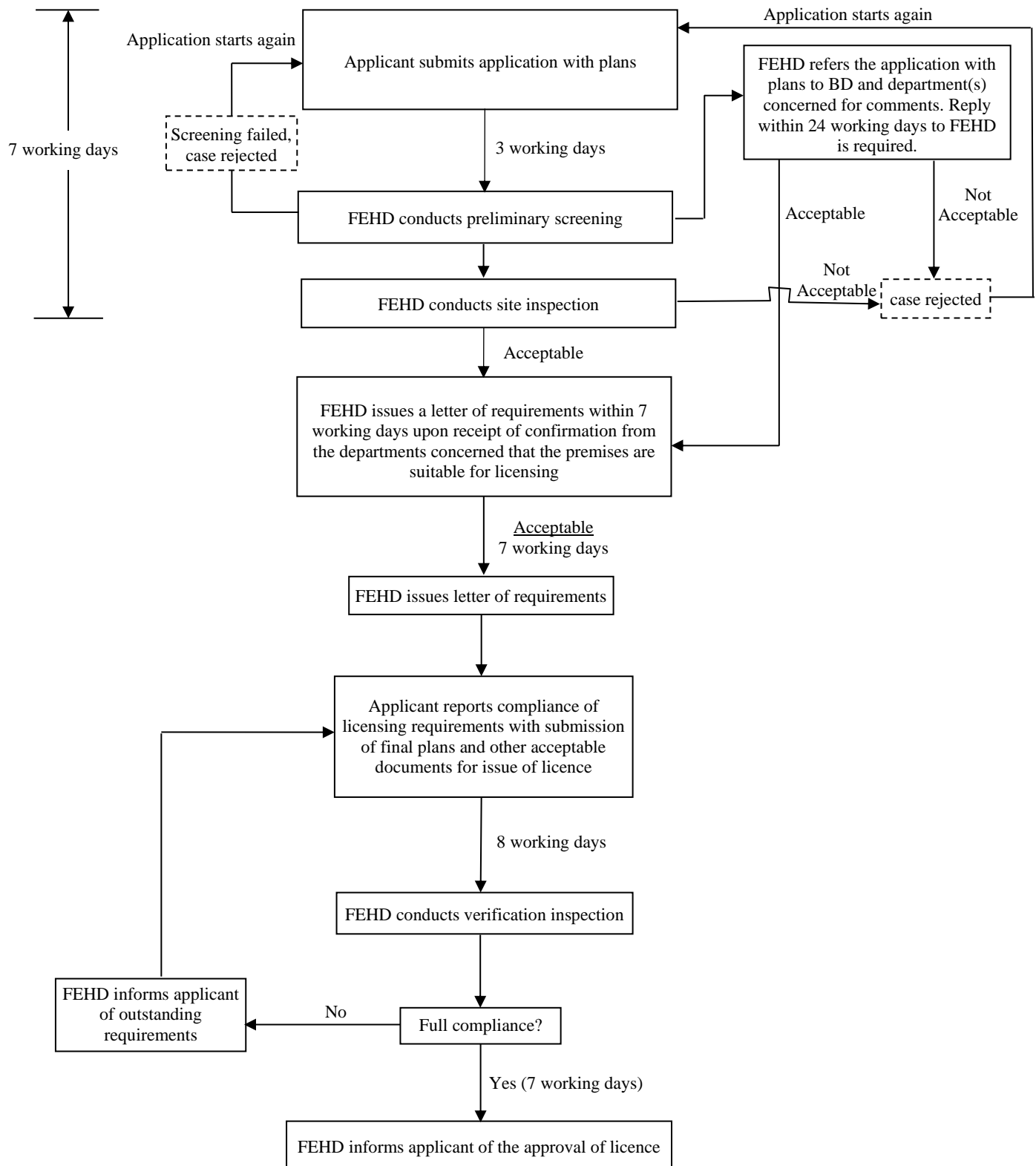
Kowloon Licensing Office

Assistant Secretary(Other Licences), Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon.
Tel. no.: 2729 1298
Fax no.: 2789 0107

New Territories Licensing Office

Assistant Secretary(Other Licences), Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories.
Tel. no.: 3183 9225
Fax no.: 2696 2097

Flow Chart for Processing Application for a Swimming Pool Licence



SWIMMING POOL LICENCE

Main Licensing Requirements

1. Plans

1. Before the issue of a licence/grant of approval for change of layout, the applicant is required to provide three copies of a plan, drawn to scale and in metric units, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene.
2. The layout of the premises shall be in strict conformity with the plans submitted to this Department for approval, except for such amendments as required by the Director of Food and Environmental Hygiene.
3. The applicant is required to sign on each copy of the plan certifying that it is correct.

(Note :

- i. For the purpose of meeting this requirement, professional plans are not necessary. However, if structural or drainage alterations are carried out, the plans forwarded to the Building Authority must be presented by an authorised person.
- ii. If any change is to be made to the original plan submitted with the application, the applicant is required to submit afresh three copies of an amended plan for re-consideration of the Director of Food and Environmental Hygiene.)

2. Ceilings and internal walls

All ceilings and internal walls which are not panelled, tiled or imperviously surfaced, must be limewashed or painted a light colour.

3. Underwater surfaces of the pool

The underwater surfaces of the pool shall be made of impervious material and sufficiently smoothed to prevent undue accumulation of dirt, and every junction between a horizontal surface and a vertical surface inside the pool shall be coved (rounded).

4. Scum gutters/skimers

The pool shall be fitted with scum gutters/surface skimmers or similar devices of suitable size and adequate drainage.

5. Sidewalks

Sidewalks, not less than 1.2 m in width and paved or covered with suitable non-slip material, shall be provided on all sides of the pool, and such sidewalks shall be laid with falls away from the edge of the pool and drained to channels laid to falls. (If the sidewalks are less than 1.2 m, suitable hand-rail shall be provided around the pool.)

6. Dressing room

All parts of the floor of every dressing room and every room containing any shower, bath, foot bath or latrine shall be readily accessible for cleaning and shall be surfaced with impervious material and coved (rounded) at their junction with the wall.

7. Water supply

The source of the water with which the swimming pool will be filled shall be approved by the Director of Food and Environmental Hygiene.

8. Sanitary fitments

_____ water closets and _____ flush urinals for males and _____ water closets for females must be installed in _____. All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fitments shall be segregated and provided with separate entrance for persons of each sex.

(Note :

- i. If urinals are of the trough type, every 500 mm of trough shall be deemed to be the equivalent of one urinal, and each stall or bowl type urinal shall have a clear width of not less than 500 mm. Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it.
In case where an urinal compartment is provided the minimum internal dimension of the compartment should not be less than 1000mm (depth) x 500mm (width).
- ii. The installation of any sanitary fitments requires the approval of the Building Authority. It is the applicant's responsibility to seek such approval.
- iii. The minimum internal dimension of the water closet compartment should not be less than 1, 200 mm x 700 mm.)

(Toilet inside premises)

9. Segregation from swimming pools

Sufficient segregation shall be provided in the vicinity of the swimming pools so that non-bathers cannot gain access to the swimming pools and their surrounding sidewalks.

10. Footbaths

Footbaths and overhead curtain showers with proper drainage shall be provided and so located that bathers cannot enter the pool without passing through them.

11. Sea water extraction

Approval of the Director of Food and Environmental Hygiene must be obtained if extracting sea water within the frontage of gazetted bathing beaches for the private swimming pools.

12. Underwater electric lighting

Where underwater electric lighting is to be provided: -

- a. All underwater lights shall be supplied at a voltage not exceeding twenty-five;
- b. such low voltage supply shall be given by a double wound transformer in an earthed metal casing, with the centre point of the low voltage winding earthed and the transformer located at a safe distance from the pool and completely inaccessible to bathers; and
- c. all wiring from the transformer to the underwater lights shall be carried out in screwed galvanized conduit or mineral insulated copper covered cable.

13. A proper drainage system shall be provided in the premises to the satisfaction of the Director of Food and Environmental Hygiene .

14. Filtration plant

The pool shall be provided with filtration or purification plant, or other means of purifying the water therein, capable of : -

- a. maintaining the quality of such water at all times to a standard of:-
 - i. Escherichia coli absent in 100 ml of pool water; and
 - ii. A total bacteria count (48 hr plate count method at 37°C) of not exceeding 200 bacteria per ml of pool water; and
 - iii. Not exceeding 5 Nephelometric Turbidity Units; and
 - iv. Not exceeding 5 Hazen Units.

(Note : To comply with this requirement, the applicant can choose to provide an accredited pool water test report issued by an accredited laboratory to demonstrate the capability of maintaining the quality of such pool water to the above standard.)

- b. changing such water either by circulation through a filtration system or by renewing the water from source, not less than once in every
 - i. four hours
 - ii. six hours

(Note : In the case of a covered pool, Requirement 14(b)(i) should be stipulated; and in the case of an open air pool, Requirement 14(b)(ii))

15. Water testing kit and test results notice board

A set of water testing kit for measuring the content and concentration of disinfectants and the pH value of pool water shall be provided for use, and a notice board shall be affixed in a conspicuous place facing the bathers and unobstructed at all times at the entrance of the swimming pool to display the daily test results in respect of the pool water's free residual chlorine content and pH value as well as the relevant standards.

16. Alarm bell system

An alarm bell system shall be installed so that the life saving attendant may sound a warning in a suitable place (such as the care-taker/floor manager office) for the purpose of calling for extra assistance.

17. A notice, written in English and Chinese, prohibiting persons from entering the swimming pool while knowingly suffering from any cutaneous or communicable disease, shall be continuously displayed in a conspicuous place near the pool.

18. The depth of the pool shall be clearly indicated at suitable intervals.

19. A notice, written in English and Chinese, warning children under 12 years of age using the pool shall be accompanied by a responsible adult, shall be conspicuously displayed at the entrance of the pool.

20. Before the issue of a Swimming Pool Licence, a Temporary Occupation Permit or Occupation Permit in respect of the premises which the Swimming Pool is situated shall be obtained from the Building Authority.

(Occupation Permit)

21. A notice printed legibly with “Not less than (Specified no.) life saving attendant(s) shall attend at the swimming pool at all times during which the swimming pool is open to bathers” in English and “泳池在向泳客開放的所有時間，須有不少於(指明數目)名救生員在場當值” in Chinese shall be continuously displayed in a conspicuous place facing the bathers and unobstructed at all times at the entrance of the swimming pool, and a notice board shall be affixed to display the photograph(s), names in Chinese and English and Pool Lifeguard Award number(s) of the life saving attendant(s) on duty.

SWIMMING POOL LICENCE

Main Licensing Conditions

1. The layout of the premises shall be kept in strict conformity with that shown in the final plan approved by the Director of Food and Environmental Hygiene, and no alteration or addition shall be made to the premises without the prior approval of the Director of Food and Environmental Hygiene.
2. Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director of Food and Environmental Hygiene, the premises shall not be used for any other purposed or class of business.
3. Not more than ____ / ____ / ____ / ____ / ____ / ____ / ____ persons shall be accommodated in the pool / indoor pool / outdoor pool / jacuzzi pool / children pool / other pool A / other pool B / other pool C at any one time. (Note: The number of persons is to be based on the maximum capacity of the pool and determined at the rate of 1 person for every 3 square metres of water surface.)
4. Not less than ____ / ____ / ____ qualified life saving attendant(s) shall be in attendance respectively at the edge of swimming pool / indoor pool / outdoor pool / other pool (please specify) and face the water at all times during which such pool(s) is/are open to bathers.
 - (a) The licensee shall record opening hours of each day of the swimming pool(s) and maintain such record;
 - (b) The licensee shall verify identity proof, Pool Lifeguard Award and Personal Log Book of each life saving attendant (whether employed on a long-term or short-term basis, and whether hired directly or arranged through a third party) prior to engaging any life saving attendant and retain copies of Pool Lifeguard Award and Personal Log book;
 - (c) The licensee shall duly complete, sign and maintain a daily duty log for each life saving attendant in the prescribed format as per attached at **Appendix I** or other formats acceptable to the Director;
 - (d) If the swimming pool is required to close immediately due to insufficient qualified life saving attendant(s) on duty in breach of this licensing condition, the licensee shall display an appropriate notice as per attached at **Appendix IIa and IIb** while the swimming pool is closed in a conspicuous place at all public entrances to the pool; and
 - (e) All relevant records specified by this licensing condition shall be retained for at least 90 days and readily available for inspection on demand by the Director of Food and Environmental Hygiene or his / her representative.

(In cases where breach of the licensing condition related to insufficient qualified life saving attendant during pool operation is detected, the following actions will be taken:

- (a) **Verbal directive will be issued for immediate closure of the swimming pool until compliance to the licensing condition is resumed to the satisfaction of the government representative;**

- (b) **If within 12 months, 2 breaches of licensing condition regarding the insufficient provision of qualified life saving attendants on duty of the Swimming Pool Licence have been registered in respect of the premises, verbal directive will be issued for immediate closure of the swimming pool and licence will be subject to immediate suspension for 6 months;**
 - (c) **If within 12 months, 3 breaches of licensing condition regarding the insufficient provision of qualified life saving attendants on duty of the Swimming Pool Licence have been registered in respect of the premises, verbal directive will be issued for immediate closure of the swimming pool and the licence will be subject to cancellation; and**
 - (d) **Failure to adhere to the verbal directive for immediate closure of the swimming pool, the licence will be subject to cancellation.)**
- 5. Children under 12 years of age using the pools shall be accompanied by a responsible adult.
- 6. If a water storage tank is provided, the inside of the water storage tank for filling the swimming pool shall be thoroughly cleansed to the satisfaction of the Director of Food and Environmental Hygiene every three months when the pool is in use.
- 7. The pH value of the pool water shall be maintained at a standard of not less than 7.0 and not more than 7.8, and its free residual chlorine content at a level of not less than 1 part per million (*) / 0.5 part per million (**) at all times during which the pool is in use by bathers.
(Note: Please delete where applicable)
- (*) Where chlorine compounds are used for disinfecting the pool water. (**) Where chlorine compounds are used to supplement disinfection by ozone of the pool water.
- 8. Pool water shall be tested than once per day for its free residual chlorine content and pH value. A register shall be kept to record the results of these tests. Moreover, a notice board shall be affixed in a conspicuous place facing the bathers and unobstructed at all times at the entrance of the swimming pool to continuously display the test results for the day in respect of the pool water's free residual chlorine content and pH value as well as the relevant standards.
- 9. An alarm bell system shall be installed so that the life saving attendant may sound a warning in a suitable place (such as the care-taker/floor manager office) for the purpose of calling for extra assistance.
- 10. The licensee, or a responsible person nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene, shall be on duty while the pool is open.

11. A notice printed legibly with “Not less than (Specified no.) life saving attendant(s) shall attend at the swimming pool at all times during which the swimming pool is open to bathers” in English and “泳池在向泳客開放的所有時間，須有不少於 (指明數目) 名救生員在場當值” in Chinese shall be continuously displayed in a conspicuous place at the entrance of the swimming pool. Moreover, a notice board shall be affixed in a conspicuous place facing the bathers and unobstructed at all times at the entrance of the swimming pool to continuously display the photograph(s), names in Chinese and English and Pool Lifeguard Award number(s) of the life saving attendant(s) on duty.
12. For each fatal case of drowning bather in the swimming pool, the licensee shall report to the Director of Food and Environmental Hygiene by using the attached prescribed form within 2 working days from being notified of the death of the drowning bather.
(Report of drowning fatal case)
13. The licensee shall ensure that the life saving attendants do not engage in any quarrel, fight or other noisy, disorderly behaviour or inattentive (e.g. use of non-job related electronic devices, reading newspaper/magazines, or engaging in any activity that may distract them from their responsibility to safeguard the safety of bathers) whilst on duty.