

A Guide to Application for Karaoke Establishment Permits in Restaurants

Food and Environmental Hygiene Department

**FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT
PERFORMANCE PLEDGE
APPLICATION FOR KARAOKE ESTABLISHMENT PERMITS**

We are pleased to state below our performance targets in respect of applications for karaoke establishment permits.

To help us serve you as we pledge, please:

- submit your application form together with 3 copies of a proposed layout plan as soon as possible;
 - do not revise the proposed layout plans unnecessarily once submitted;
 - inform us of your new correspondence address and contact telephone number should there be any changes;
 - quote your case number, if any, and leave your contact telephone number in your correspondence with us.
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<u>Processing Steps</u>	<u>Standard Response Time</u>
● Site Inspection	7 working days from receipt of acceptable application
● Issue of Letter of Requirements	4 working days from receipt of clearance from Departments concerned
● Final Verification Inspection	8 working days from receipt of report of compliance by applicant
● Issue of Permit	7 working days from final verification inspection and confirmation of compliance
● Issue of Provisional Permit	1 working day from receipt of all acceptable certificates of compliance submitted at the Licence Issuing Offices; OR 7 working days from receipt of all acceptable certificates of compliance at Licensing Offices

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Important Notes

(A) This is not a legal document. Information contained in this Guide is for reference only. Applications for the grant of a karaoke establishment permit and a provisional karaoke establishment permit are processed in accordance with the Karaoke Establishments Ordinance (Cap.573) and its regulations.

(B) It is an offence under the Karaoke Establishments Ordinance (Cap.573) to keep, manage, operate or otherwise have control of a karaoke establishment without a licence/permit or a provisional licence/permit. The person convicted of the offence is liable, on first conviction, to a fine at Level 5 (\$50,000) and to imprisonment for 6 months and in the case of a continuing offence to a further daily fine of \$2,000 per day during which the offence continues. Any person, on a second or subsequent conviction of the offence, is liable to a fine at Level 6 (\$100,000) and to imprisonment for 1 year and in the case of a continuing offence to a further daily fine of \$2,000. Therefore, the applicant should ensure that no karaoke activity shall take place on the premises at any stage prior to the issue of a licence/permit or provisional licence/permit.

(C) It is an offence under section 17(4)(a) of the Karaoke Establishments Ordinance (Cap.573) to make any statement or furnish information, whether such statement be oral or written, which is false in any material particular and which he knows or reasonably ought to know is false. Any person convicted of the offence is liable to a fine of \$50,000 and to imprisonment for 6 months.

(D) Most importantly, 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.

PART A: General

Introduction

According to the Karaoke Establishments Ordinance (Cap. 573), any person who intends to keep, manage, operate or otherwise have control of a karaoke establishment must either obtain a permit or a licence from the Licensing Authority.

2. This Guide aims to provide guidelines on application procedures for a permit or a licence for karaoke business operators.

Licensing Authority

3. If you want to operate a karaoke establishment, you may either apply for a permit or a licence, but not both, depending on where the karaoke establishment is situated. There are two Licensing Authorities for different kinds of karaoke establishments : the **Secretary for Home and Youth Affairs** and the **Director of Food and Environmental Hygiene**.

(1) Hotels, guesthouses, and club-houses: *Permits*

If a karaoke establishment is situated at any hotel or guesthouse that has been issued with a licence under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349); or

If a karaoke establishment is situated at any club-house that has been issued with a certificate of compliance under the Clubs (Safety of Premises) Ordinance (Cap. 376):

The Office of the Licensing Authority of Home Affairs Department is responsible for the grant of the karaoke establishment **permit**. A karaoke establishment permit will only be valid so long as the licence or certificate of compliance in respect of the premises remains valid.

(2) Restaurants: *Permits*

If a karaoke establishment is situated at a restaurant that has been granted with a licence under the Public Health and Municipal Services Ordinance (Cap. 132):

The Food and Environmental Hygiene Department is responsible for the grant of a karaoke establishment **permit**. A karaoke establishment permit will only be valid so long as the restaurant licence remains valid.

(3) Premises other than the above: **Licences**

If a karaoke establishment is situated at any premises other than (1) or (2) above, and has been issued with a business registration certificate under the Business Registration Ordinance (Cap. 310):

The Office of the Licensing Authority of Home Affairs Department is responsible for the issue of the karaoke establishment **licence**.

A karaoke establishment licence is not applicable to those karaoke operations serving meals or liquor within the premises. Since serving meals and/or liquor need licences issued under other Ordinances, karaoke establishment permit granted under paragraph (1) or (2) above would be more appropriate.

(4) Provisional permits and provisional licences

When applying for a karaoke establishment permit or licence, the applicant may, at the same time or before issue of the formal permit or licence, apply for a **provisional** permit/licence to operate the karaoke establishment. For details, please see Part D of this Guide.

Exemption

4. Certain types of karaoke establishments are exempted from the requirements of permits or licences under the Karaoke Establishments Ordinance (Cap.573).

(1) Criteria for Exemption

- (a) Any premises containing not more than 3 rooms and the aggregate floor area is not more than 30 m²; or
- (b) Any concert hall, theatre, auditorium and community hall that has been issued with a licence under the Places of Public Entertainment Ordinance (Cap. 172); or
- (c) Any karaoke establishment that has been issued with an exemption order by the Licensing Authority.

(2) Bona fide Restaurants

- (a) “Karaoke establishment” does not include bona fide restaurants which are, in this context, restaurants licensed by the Director of Food and Environmental Hygiene, providing karaoke facilities and satisfying the

following criteria:

- (i) The aggregate areas of all rooms partitioned for karaoke activities do not exceed 30% of the seating area in the restaurant. "Seating area" is defined as the aggregate floor area of entertainment rooms, corridors, lounge, dining areas, dancing areas (where applicable) and reception areas; and
- (ii) The number of rooms partitioned for karaoke activities does not exceed the quotient obtained from dividing the total seating area in square metres by 100m².

(Rooms enclosed by sliding partitions and movable partitions are not regarded as partitioned rooms.)

- (b) All licensees of bona fide restaurants have to apply to the Director of Food and Environmental Hygiene for exemption from the application of the Karaoke Establishments Ordinance (Cap.573) on the restaurants. Such an application shall be made by the licensee of the bona fide restaurant in standard form (Form no.: FEHB 180) which can be obtained at all District Offices and Licensing Offices of the Food and Environmental Hygiene Department. The application shall be made to the respective District Office and be accompanied by a copy of the layout plan of the licensed restaurant showing each part of the premises intended to be used for karaoke activities and location of all related apparatus and equipment to be used for karaoke activities. If the Director of Food and Environmental Hygiene is satisfied that the intended karaoke establishment forms part of a bona fide restaurant, he may exempt the intended karaoke establishment from licensing.

Transitional Arrangements

5. Any person who, prior to the commencement date of the Karaoke Establishments Ordinance (that is 8 January 2003), has been operating, keeping, managing or otherwise controlling a karaoke establishment (the "existing operator") may continue to operate that karaoke establishment without a valid permit or licence for a transitional period of 12 months from the commencement date. During the transitional period the existing operator will have to apply for a permit or licence under the Karaoke Establishments Ordinance (Cap.573). If an application made within the transitional period is refused, then the existing operator may continue to operate his karaoke establishment for another 12 months without a valid permit or licence from the date of refusal. After that the karaoke establishment must cease operation.

6. The existing operators must provide evidence to the Licensing

Authority showing that their karaoke establishments have been in operation before the commencement date.

Enquiries

See
Appendix I

7. For enquiries concerning karaoke establishment permit applications, the applicant may approach the respective Licensing Office or the Restaurant Licensing Resource Centre given in Appendix I.

PART B: Application for Grant of Permit

General Information

8. Application for karaoke establishment permits will only be considered if the premises to which the application relate are issued with restaurant licences or likely to be licensed as restaurants by the Director of Food and Environmental Hygiene. That said, a karaoke establishment permit will only be issued to a licensed restaurant or upon the issue of a restaurant or a provisional restaurant licence in a connected restaurant application. For those applicants who intend to make concurrent applications for restaurant licences, they will be advised to peruse the guidebook entitled “A Guide to Application for Restaurant Licences” regarding their applications for restaurant licences. The guidebook can be obtained at all District Offices and Licensing Offices or may be viewed from the Food and Environmental Hygiene Department’s website at <http://www.fehd.gov.hk/english/licensing/guide.html>. A karaoke establishment permit will only be valid if the premises remain licensed as a restaurant.

9. When choosing a premises, the applicant must ensure that operating food business at the subject premises is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department, other Government departments and the relevant Authorities. Applicants are therefore strongly advised to check well in advance the following documents:

- the Government Lease,
- the Occupation Permit of the building, and
- the relevant statutory town plan and the Notes attached to the plan.

See
Appendix II

The relevant information and documents may be obtained from the Government department offices at Appendix II.

10. Applicants may obtain information on licensing matters for karaoke establishment permits from the website of the Food and Environmental Hygiene Department at <http://www.fehd.gov.hk/english/howtoseries/index.html>. Applicants are advised, in his own interest, to make reference to the Karaoke Establishments Ordinance, Cap. 573.

Submission of Application

11. Application for a karaoke establishment permits may be made in the name of a person or a corporation or a partnership and submitted to the relevant Food and Environmental Hygiene Department Licensing Office. Such application will be by way of standard application forms (Form no.: FEHB 175), which can be obtained at all the Food and Environmental Hygiene Department Licensing Offices and District Offices (Environmental Hygiene) or can be downloaded from the website of the Food and Environmental Hygiene Department at <http://www.fehd.gov.hk/english/forms/fehb175.pdf>.

12. Completed application forms must be accompanied by three copies each of the proposed layout plan and ventilating system plan of the karaoke establishment. Such plans must be drawn to scale (of not less than 1:100), in metric units and signed by the applicant on all copies to certify their accuracy. The proposed plans should clearly indicate, to the satisfaction of the licensing authority, the use of each part of the premises and in particular, the following:

- (1) each part of the premises intended to be used for karaoke activities;
- (2) each part of the premises intended to be used as a lounge, a dining area, a dancing area, a reception area, a kitchen and food preparation area, an office, a store room or a staff room;
- (3) the location of all apparatus and equipment of substantial and permanent nature, including fixed audio visual installations, to be used for karaoke activities;
- (4) the exit routes;
- (5) the location of all sanitary fitments and their drainage connections;
- (6) the location of all fire service installations and equipment;
- (7) the means of ventilation of the premises including the location of all windows, ducts and any mechanical means of supplying ventilation (for the ventilating system plan); and
- (8) the location of all furniture and fixtures of a substantial and permanent

nature, which information may be required by the Licensing Authority for assessing the adequacy and safety of the means of escape provided.

13. The completed application forms in duplicate together with three copies of the proposed plans should be submitted to the Licensing Office with the following documents:

- (1) a copy of the full/provisional restaurant licence relating to the premises under application if such a licence has been issued;
- (2) a copy of the business registration certificate of the karaoke establishment;
- (3) additional documents to be submitted for application made by a body corporate:
 - (a) a copy of the Certificate of Incorporation under the Companies Ordinance (Cap.622) certified as true copy by the Registrar of Companies;
 - (b) a copy of the Notice of Change of Address of Registered Office certified as true copy by the Registrar of Companies;
 - (c) a copy of the latest Annual Return certified as true copy by the Registrar of Companies;
 - (d) a copy of Business Registration Certificate for the corporation;
 - (e) a resolution in writing passed by the Board of Directors to authorize a person to act on behalf of the corporation to deal with licensing matters with the Food and Environmental Hygiene Department;
 - (f) a copy of the Memorandum and Articles of Association of the corporation; and
 - (g) a Notice of Acceptance of the Authorization signed by the authorized representative;
- (4) additional documents to be submitted for application made by a partnership:
 - (a) a copy of Business Registration Certificate of the partnership;
 - (b) a copy of Application by partnership for registration of business carried by such body in Hong Kong [Form 1(c)] together with all amendments, if any, since the date of registration, all of which shall be duly certified by the Business Registration Office;
 - (c) a written authorization by the partnership to authorize a person to act on behalf of the partnership to deal with licensing matters with the Food and Environmental Hygiene Department; and
 - (d) a Notice of Acceptance of the Authorization signed by the authorized representative.

14. Upon submission of the application, the applicant will have to enclose the appropriate prescribed fee payable for the grant of a permit at the same time. Details of the prescribed fees for karaoke establishment permits are at Appendix III.

See

Appendix III

Processing of Application and Notification of Licensing Requirements

15. Upon receipt of the application, a case manager will conduct initial screening of the application and a site inspection to the premises. If the application is acceptable in principle, the Assistant Secretary (Licensing) will refer the application together with the layout plan to the Buildings Department, Fire Services Department and the Hong Kong Police Force for comments as appropriate.

16. After receipt of full clearance from the departments concerned, a letter of requirements will be issued to the applicant listing the licensing requirements, including building safety requirements for compliance. The main licensing requirements and conditions for Karaoke Establishment Permit and Provisional Karaoke Establishment Permit are at Appendices IV and V respectively. Fire Services requirements (Appendix VI) will be issued by the Fire Services Department separately. The applicant is advised to report to the respective Departments for verification as soon as he has complied with all the requirements. With regard to the verification of the building safety requirements and the role of Buildings Department, applicants are advised to refer to the guidebook entitled "A Guide to Application for Restaurant Licences" obtainable at all District Offices and Licensing Offices and the Restaurant Licensing Resource Centre of the Food and Environmental Hygiene Department (Appendix I) or can be downloaded from the website of the Food and Environmental Hygiene Department at

See

Appendix IV, V & VI

See

Appendix I

<http://www.fehd.gov.hk/english/licensing/guide.html>. Apart from meeting the building safety requirements for a restaurant, section 3(1)(f) of and Schedule 2 to the Karaoke Establishment (Licensing) Regulation should be complied with. The Guidelines on Building Safety Requirements are attached at Appendix VII for reference.

See

Appendix VII

Report of Compliance

17. The applicant should expedite action to comply with the licensing requirements and to report compliance as soon as possible to the respective Licensing Office for verification.

18. After receipt of the applicant's letter reporting compliance, the case manager will make an appointment with the applicant to inspect the premises and check the licensing requirements. If there are still outstanding licensing requirements, these will be pointed out to the applicant during the inspection, and thereafter, the applicant will be advised in writing that he has to report compliance after he has complied with the outstanding requirements, so that another verification inspection can be arranged.

Notification of Result to Applicant

19. After confirming that all licensing requirements have been complied with, the Licensing Authority will issue a karaoke establishment permit to the applicant. The applicant will be informed in writing of full compliance with the licensing requirements and collection of the permit.

See
Appendix VIII

20. Appendix VIII shows the procedures of processing an application for the new issue of a karaoke establishment permit in licensed restaurants.

Validity

21. The karaoke establishment permit will be valid for a maximum period of 2 years so long as the connected restaurant licence remains valid.

Refusal

22. The application may be refused based on one or a combination of the following reasons:

- (1) The applicant or the authorized representative (for a body corporate or a partnership) is not suitable (under section 5(3)(a) of the Karaoke Establishments Ordinance (Cap.573)); and/or
- (2) The place of the proposed karaoke establishment is not suitable (under section 5(3)(b) of the Karaoke Establishments Ordinance (Cap.573)).

23. In the event that the Licensing Authority is to refuse the application, he will first inform the applicant of his *intention to refuse* with reasons in writing. The applicant may make a written representation to the Licensing Authority explaining his grounds and other relevant information or remedies for the consideration of the Licensing Authority.

24. If the Licensing Authority still decides to refuse the application, then a written order (stating the grounds of refusal) will be served on the applicant to formally refuse the application.

PART C: Miscellaneous

Renewal of permit

25. A grantee may, not less than 90 days before the expiration of his permit, apply to the Licensing Authority for his permit to be renewed. The Licensing Authority may renew a permit for a period of 24 months or such lesser period as may be indicated by the Licensing Authority at the time of renewal.

26. The grantee applying for renewal of permits should:

- (1) obtain a standard application form (Form no.: FEHB 176) from the District Offices; and
- (2) complete the form and return it to the respective District Office with the following documents:
 - (a) a copy of the valid karaoke establishment permit; and
 - (b) a copy of the valid restaurant licence.

27. The renewal of a permit shall not take effect except on payment of the prescribed fee (see Appendix III). The Licensing Authority may in respect of the renewed permit impose any condition in addition to or instead of any condition previously imposed, as the case may be.

See
Appendix III

Transfer of permit

28. The Licensing Authority may on application in standard form (Form no.: FEHB 177) to him, with sufficient cause shown to his satisfaction, and on payment of the prescribed fee (Appendix III), allow the transfer from a grantee of an existing permit until its expiration to another person, and the fact of such transfer shall be endorsed on the permit. The applicant may wish to note that he is not required to submit an application for transfer of the related restaurant licence at the same time.

See
Appendix III

29. When a permit is transferred, the Licensing Authority may in respect of the permit impose any condition in addition to or instead of any condition previously imposed.

30. Where the Licensing Authority refuses to allow the transfer of a permit, the applicant will be advised in writing of the reasons for the refusal.

31. The grantee applying for transfer of permit to another person should

obtain 2 copies of the standard application form from the District Office and complete the forms [Important – the forms must be completed by the person to whom the transfer is intended (transferee)] and return them to the respective District Office (See Appendix 1) with the following documents:

See
Appendix I

- (1) a copy of the valid karaoke establishment permit;
- (2) a copy of the full/provisional restaurant licence;
- (3) a copy of the business registration certificate of the restaurant;
- (4) additional documents to be submitted if the transferee is a body corporate:
 - (a) a copy of the Certificate of Incorporation under the Companies Ordinance (Cap.622) certified as a true copy by the Registrar of Companies;
 - (b) a copy of the Notice of Change of Address of Registered Office certified as a true copy by the Registrar of Companies;
 - (c) a copy of the latest Annual Return certified as a true copy by the Registrar of Companies;
 - (d) a copy of Business Registration Certificate of the corporation;
 - (e) a resolution in writing passed by the Board of Directors to authorize a person to act on behalf of the corporation to deal with licensing matters with the Food and Environmental Hygiene Department;
 - (f) a copy of the Memorandum and Articles of Association of the corporation; and
 - (g) a Notice of Acceptance of the Authorization signed by the authorized representative;
- (5) additional documents to be submitted if the transferee is a partnership:
 - (a) a copy of Business Registration Certificate of the partnership;
 - (b) a copy of Application by partnership for registration of business carried by such body in Hong Kong [Form 1(c)] together with all amendments, if any, since the date of registration, all of which shall be duly certified by the Business Registration Office;
 - (c) a written authorization by the partnership to authorize a person to act on behalf of the partnership to deal with licensing matters with the Food and Environmental Hygiene Department; and
 - (d) a Notice of Acceptance of the Authorization signed by the authorized representative.

32. Both the transferor and the transferee may be required to attend an interview for the purpose of verifying the information provided in the application and other matters relating to the application.

Change of Name of Karaoke Establishment

33. Section 17(1)(c) of the Karaoke Establishments Ordinance (Cap.573) provides that any person who operates a karaoke establishment under any name other than the name of the karaoke establishment indicated in the permit commits an offence. Thus, grantees are advised that if they intend to change the name of their karaoke establishment from the one indicated in the permit to another name, they have to, by way of standard form (Form no.: FEHB 178), apply to the Assistant District Secretary concerned of the Food and Environmental Hygiene Department for endorsement of a change of name in the permit. The time for granting an approval-in-principle for change of name of a karaoke establishment will be 14 days from the date of receipt of such an application under normal circumstances.

34. An appointment will be arranged with the grantee for endorsing the new name of the karaoke establishment onto the permit provided that the grantee has paid the fee for official signature and has submitted the following documents:

- (1) a certified true copy of Business Registration Certificate showing the new name of the karaoke establishment; and
- (2) a photo showing the shop signs, etc. of the karaoke establishment with the new name.

Change of Authorized Representative of Karaoke Establishment

35. The grantee must submit the application form (Form no.: FEHB 179) to the Licensing Authority within 14 days of the cessation of the original authorized representative. The proposed substitute authorized representative must be a suitable person under section 5(3)(a) of the Karaoke Establishments Ordinance (Cap.573). The application would also be referred to the Hong Kong Police Force for comments in parallel.

PART D: Provisional Karaoke Establishment Permits

General Information

36. Under section 9 of the Karaoke Establishments Ordinance (Cap.573), the Licensing Authority may, if such applications are made, issue Provisional Karaoke Establishment Permits to premises which have met all essential health,

ventilation, building and fire services requirements for the issue of provisional permits imposed by all the departments concerned. This enables applicants to operate their karaoke establishment on a provisional basis following certification of compliance of essential requirements, pending the issue of full permits.

Application and Licensing Procedures

37. Application for a provisional permit is entirely optional. If one opts for a provisional permit, he should submit the application at the same time as he applies for a full permit. Application for a provisional permit without applying for a full permit will not be considered by the Licensing Authority. Upon submission of the application, the applicant will have to enclose the prescribed fee (see Appendix III) payable for the grant of a provisional karaoke establishment permit at the same time.

See
Appendix III

38. The licensing procedures of application for provisional permits are same as those of application for full permits except that after the issue of the letter of requirements (provisional permit), the applicant is required to report compliance by submission of certifications by professionals only. A certificate of compliance with building safety requirements from a building professional is required for both a karaoke establishment permit and a provisional karaoke establishment permit.

Criteria for Issue

39. The Licensing Authority will issue a provisional permit if:

- (1) there is no objection in principle to the application for a full permit;
- (2) the applicant has been issued with a list of essential health and ventilation requirements as well as building and fire services requirements for the issue of a provisional permit (see Appendices V, VI & VII); and
- (3) the Licensing Authority is satisfied, upon receipt of the report of compliance with the provisional licensing requirements from the applicant enclosing certification by professionals in standard forms that all essential requirements have been met.

See
Appendices
V, VI & VII

40. The following professionals are recognized by the Licensing Authority for the purpose of certification for the issue of provisional permits:

- (1) authorized persons or registered structural engineers registered under the Buildings Ordinance in respect of health

- and building safety requirements;
- (2) fire service installation contractors registered under the Fire Services Ordinance in respect of fire service installations and equipment; and
- (3) registered specialist contractors in the ventilation category under the Buildings Ordinance in respect of ventilating systems.

41. A list of the authorized persons and registered structural engineers, fire service installation contractors and registered specialist contractors in the ventilation category is kept at the Food and Environmental Hygiene Department Licensing Offices for reference. The lists of authorized persons, registered structural engineers and registered specialist contractors in the ventilation category are available in the website of the Buildings Department at <http://www.info.gov.hk/bd>. These lists are also available in the Buildings Department for viewing.

Validity

42. A provisional permit shall be valid for six months to enable the grantee to operate his karaoke establishment business on a provisional basis following certification of compliance of essential requirements, pending the issue of a full permit. The provisional permit will be valid so long as the connected restaurant licence remains valid.

Renewal

43. The Licensing Authority may only on one occasion renew a provisional permit, before it expires, for a further period not exceeding six months.

44. Applicants who intend to apply for renewal of a provisional permit have to submit an application to the respective District Office three weeks before the expiry of the permit with reasons.

Transfer

45. A provisional permit is not transferable except with the consent of the Licensing Authority. The existing policies and guidelines governing the transfer of full permits will apply to application for the transfer of provisional permits.

LICENSING OFFICES OF
THE FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT

Enquiries concerning application for karaoke establishment permit can be made to the following offices:

Hong Kong and Islands

Assistant Secretary (Restaurant Licensing),
Hong Kong and Islands Licensing Office,
Food and Environmental Hygiene Department
8th floor, Lockhart Road Complex,
225 Hennessy Road, Wan Chai, Hong Kong

Tel. No.: 2879 5738
Fax : 2507 2964

Kowloon

Assistant Secretary (Restaurant Licensing),
Kowloon Licensing Office,
Food and Environmental Hygiene Department
4th floor, Pei Ho Street Complex,
333 Ki Lung Street, Sham Shui Po, Kowloon

Tel. No.: 2729 1632
Fax : 2789 0107 or 3146 5319

New Territories

Assistant Secretary (Restaurant Licensing),
New Territories Licensing Office,
Food and Environmental Hygiene Department
4th floor, Tai Po Complex,
8 Heung Sze Wui Street, Tai Po, New Territories

Tel. No.: 3183 9226
Fax : 2606 3350

Restaurant Licensing Resource Centre

Health Inspector (Licensing / Resource Centre)
Restaurant Licensing Resource Centre,
Food and Environmental Hygiene Department,
4th floor, Pei Ho Street Complex,
333 Ki Lung Street, Sham Shui Po, Kowloon

Tel. No.: 2958 0694
Fax: 2708 9761

DISTRICT OFFICES
FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT

Hong Kong & Islands District Offices

<p><u>Central/Western District Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. No.: 2545 0506 Fax No.: 2854 2755</p>	<p><u>Eastern District Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. No.: 3103 7041 Fax No.: 2565 8203</p>
<p><u>Southern District Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. No.: 2903 0411 Fax No.: 2873 1608</p>	<p><u>Wanchai District Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. No.: 2879 5760 Fax No.: 2519 6884</p>
<p><u>Islands District Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. No.: 2852 3215 Fax No.: 2545 2964</p>	

Kowloon District Offices

<p><u>Kowloon City District Office</u> 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. No.: 2715 4608 Fax No.: 2761 0718</p>	<p><u>Kwun Tong District Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. No.: 3102 7373 Fax No.: 2343 6734</p>
<p><u>Mong Kok District Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. No.: 2749 3627 Fax No.: 2391 5572</p>	<p><u>Sham Shui Po District Office</u> 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. No.: 2748 6943 Fax No.: 2748 6937</p>
<p><u>Wong Tai Sin District Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. No.: 2997 9005 Fax No.: 2351 5710</p>	<p><u>Yau Tsim District Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. No.: 2302 1301 Fax No.: 2735 5955</p>

New Territories District Offices

<p><u>Sha Tin District Office</u> Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Rural Committee Road, Sha Tin, New Territories Tel. No.: 2634 0136 Fax No.: 2634 0442</p>	<p><u>Tai Po District Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. No.: 3183 9119 Fax No.: 2650 1171</p>
<p><u>North District Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. No.: 2679 2815 Fax No.: 2679 5695</p>	<p><u>Sai Kung District Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories Tel. No.: 3740 5100 Fax No.: 2792 9937</p>

<p><u>Kwai Tsing District Office</u> 9/F Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, N.T. Tel. No.: 2619 9482 Fax No.: 2480 4023</p>	<p><u>Tsuen Wan District Office</u> 3/F Yeung Uk Road Municipal Services Building, Tsuen Wan, N.T. Tel. No.: 2212 9735 Fax No.: 2414 8809</p>
<p><u>Tuen Mun District Office</u> 1/F & 3/F Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, N.T. Tel. No.: 2451 3113 Fax No.: 2452 6559</p>	<p><u>Yuen Long District Office</u> 2F-5/F Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long, N.T. Tel. No.: 2920 7605 Fax No.: 2477 5099</p>

Licensing Authority for premises not being used as restaurants:

Home Affairs Department

Office of the Licensing Authority
10th Floor, 14 Taikoo Wan Road,
Taikoo Shing, Hong Kong
Enquiry Hotline: 2881 7034

The enquiry hotlines of the following offices of other Government departments are also useful:

<u>Office</u>	<u>Department</u>	<u>Enquiry Hotline</u>
Licensing Unit	Buildings Department	2626 1616
Hong Kong Regional Office	Fire Services Department	2549 8104
Kowloon West Sub-Regional Office	Fire Services Department	2302 5339
Kowloon East Sub-Regional Office	Fire Services Department	3423 9332
New Territories Regional Office	Fire Services Department	3423 9328
Ventilation Division	Fire Services Department	2718 7567
Licensing Office	Hong Kong Police	2860 2973

Relevant information and documents in respect of Government Lease, Occupation Permit and statutory town plan may be obtained from the following Government department offices:

Land Registry

Central Search Office
19/F Queensway Government Offices,
66 Queensway, Hong Kong
Enquiry Telephone No.: 2867 2873

Fee will be charged for supply of copies of Government Lease and Occupation Permit (if registered in the Land Registry) of the building.

Buildings Department

Information Counter

G/F, Buildings Department Headquarters,
North Tower, West Kowloon Government Offices,
11 Hoi Ting Road, Yau Ma Tei, Kowloon

Enquiry Telephone No.: 2626 1616

Application for certified true copy of occupation permit is handled by Building Information Centre at 2/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. Fee will be charged on applying for certified true copy of Occupation Permit of the building.

Planning Department

Planning Information Enquiry

17/F, North Point Government Offices,
333 Java Road, North Point,
Hong Kong

Enquiry Telephone No.: 2231 5000

Fees for Karaoke Establishment Permits

Item	Matter	Fee (\$)
1.	Grant of a permit	3 540
2.	Transfer of a permit	2 410
3.	Renewal of a permit	1 240
4.	Grant of a provisional permit	1 270
5.	Transfer of a provisional permit	2 410
6.	Renewal of a provisional permit	1 240

The prescribed fee for the new permit application can be refunded in any one of the following situations:

- (i) The applicant withdraw the application before we inform him that the application is successful; or
- (ii) The application is refused.

In all other cases, all fees paid are not refundable, and not transferable.

Note: This is a set of sample requirements and conditions for general information only. It may vary according to the circumstances of individual cases.

KARAOKE ESTABLISHMENT PERMIT

IMPORTANT

Where alterations and additions works involving building works not exempted under the Buildings Ordinance, formal submission of plans for the proposed works to the Building Authority by an authorized person and, if necessary, registered structural engineer is required. It is the applicant's responsibility to ensure the formal approval and consent to commence work from the Building Authority have been obtained.

The grant of a permit does not exempt the grantee from meeting any requirements imposed under the legislation administered by the Building Authority, the Director of Fire Services, the Director Environmental Protection, the Director of Electrical and Mechanical Services, the Director of Lands, the Director of Planning or other Government departments and relevant Authorities.

Standard Requirements

1. Plans

- (1) Before the issue of a permit, the applicant is required to provide three copies of plan, drawn to scale and in metric units, showing the final layout of the premises and of the ventilating system installed 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 the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director of Food Environmental Hygiene.
- (3) The applicant is required to sign on each copy of the plans certifying that it is correct.

(Note: (i) For the purpose of meeting this requirement, professional plans are not necessary.

- (ii) If any change is to be made to the original plans submitted with the application, the applicant is required to submit afresh three copies of amended plans for reconsideration of the Director of Food and Environmental Hygiene.)

2. Sanitary Fitments

(State no.) water closets and (state no.) flush urinals for males and (state no.) water closets for females must be installed in (state position). All pipes conveying water from any wall 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.
- (ii) The minimum internal dimension of the water closet compartment should not be less than 1 200 mm x 700 mm.)

3. Ablution facilities

(State no.) wash-hand basin(s) of glazed earthenware or other approved material of not less than 350 mm in length (measured between the top inner rims) must be installed in (state position). Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

4. Ventilation

When natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air during business opening hours are less than 1/10th of the floor area), a ventilating system has been or will be provided to give not less than 17 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

5. Design of ventilating system

The ventilating system shall comply with section 4(1) of the Ventilation of Scheduled Premises Regulation (Cap. 132 sub. leg.).

6. Certificate for ventilating system

Before a ventilating system (including air-conditioning) is installed, a certificate must be obtained from the supplier and delivered to the Director of Food and Environmental Hygiene, giving the particulars required by section 94 of the Public Health and Municipal Services Ordinance (Cap. 132).

7. Dustbins

Adequate number of bins or receptacles with properly fitting covers for dust and refuse shall be provided to the premises. Such bins or receptacles shall be positioned or located in a suitable place and maintained in a clean and wholesome condition.

8. Sanitizing equipment for microphones**

Adequate sanitizing measures for all microphones shall be provided to the premises.

9. Well water

The water from any well used for air-conditioning must be arranged in a closed circuit system and all pipes conveying the water must be painted black.

10. Discharge from extraction fans

All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 m above the ground or street level and in such a manner as not to be a nuisance.

11. Siting of propulsion fans

All propulsion fans installed on the premises must serve the purpose of obtaining fresh air from the open air at a height of not less than 2.5 m from the ground or street level and in such a manner as not to be a nuisance. There shall be no short-circuiting with the extraction of exhaust air and the supply of fresh air.

12. Water supply

Public mains water shall be laid on to the premises unless the Director of Food and Environmental Hygiene approves another source.

13. Electrical Installation Certificate

New fixed electrical installations, after completion, shall be inspected, tested

**** Suggested sanitizing measures for microphones**

(1) The surface of the microphone should be cleaned with damp cloth and then wiped with alcohol daily or when it appears soiled.

OR

(2) Every microphone should be properly covered by a disposable cover, which will be discarded after use by customers.

and certified by an electrical worker/contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of the Work Completion Certificate (Form WR1) shall be submitted to the Director of Food and Environmental Hygiene as proof of compliance. For existing electrical installations, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted instead.

14. Connected Restaurant Licence

The Karaoke Establishment Permit shall be issued upon the granting of the connected Restaurant Licence / so long as the connected restaurant licence remains valid*.

* Please delete where appropriate.

Standard Conditions

1. 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 must not be used for any other purpose or class of business.
2. All water laid on and used in connection with the business other than for flushing and air-conditioning purpose must be drawn from public mains or such other sources as have been approved by the Director of Food and Environmental Hygiene.
3. Wash-hand basin must be provided with adequate supply of liquid soap in dispensers and clean paper towel or cloth towel rolls in dispensers or electric hand drier.
If cloth towel rolls in dispensers are used,
 - (a) the dispensers should be designed in such a way that the users can only retrieve the clean and unused portion of the cloth towel roll therein; and
 - (b) the towels or towel rolls provided through the dispensers must be dry, clean, sanitized, unworn, stainless and of good quality.If electrical hand dryers are provided, they must be in good working condition at all times.
4. Each water closet must be provided with an adequate supply of toilet paper and kept clean at all times.
5. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal.
6. The ventilating system must be kept fully in operation at all times when the premises are open to the public.
7. The Grantee / Authorized Representative / Manager nominated by the grantee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene * shall conduct the business in person at the permitted premises.
8. Should there be any change to the Authorized Representative acting for and on behalf of the grantee, the grantee must notify the Director of Food and Environmental Hygiene within 14 days of the said change(s) and full particulars of the new Authorized Representative with supporting documents must also be provided to the Director of Food and Environmental Hygiene for approval at the same time.

(Note: Once the aforesaid notification and full particulars of the new Authorized Representative have been submitted to the Director of Food and Environmental Hygiene, the grantee shall not be considered as having breached the condition No. 7 despite the fact that formal approval for the change of authorized representative has not yet been granted.)

[Applicable to body corporate or partnership only]

9. The Karaoke Establishment Permit shall be valid for so long as the connected Restaurant Licence remains valid.
10. (1) The grantee shall make arrangement to ensure that at each floor of the karaoke establishment, at least two of their on duty staff in the employment have received a 'train-the-trainer' fire safety training course recognized by the Director of Fire Services [See Note (i) Below]; and to ensure that all employees working in the karaoke establishment must have received fire safety training provided by those staff who have satisfactorily completed the train-the-trainer course recognised by the Fire Services Department at least once in every 12 months [See Note (ii) Below].
(2) A record showing the particulars of the training of the employees shall be kept by the management and be readily available for inspection by the Licensing Authority at any reasonable time. Sample of the training record is attached.

(Note: (i) The Fire and Ambulance Services Academy at 11 Pak Shing Kok Road, Tseung Kwan O is currently providing a 1-day 'train-the-trainer' course for KE employees. Applicants may contact the Recruitment, Training & Examination Group of Fire Services Department at 2411 8608 / 2411 8612 for the arrangement of such fire safety training for their employees.

(ii) Fire Services Department qualified trainers are qualified to train up other employees of the same karaoke establishment.)

11. A short fire safety film shall be provided for showing to customers before they start the karaoke activity, the contents should at least include the following:
 - (a) Actions to be taken in case of fire.
 - (b) Introduction of the exit route of the karaoke establishment.
 - (c) Introduction of the Fire Alarm System provided inside the karaoke establishment premises.
 - (d) Introduction of the special arrangement on means of escape through the access panel / emergency exit door that has been provided for every entertainment room situated in a dead-end corridor.

* Please delete where appropriate.

SAMPLE

Training Record for
“ “ Karaoke

Name of Employee	Date of employment	Date of training received	Name of Trainer	Remarks	Signature of Employee	Signature of Trainer

Contents of the training syllabus shall at least include the following:

- 1) KE Ordinance & Duties of Fire Services Department
- 2) Principle of Combustion
- 3) Fire Hazards in KE
- 4) Fire safety knowledge in KE
- 5) What to do in case of fire
- 6) Fire Service Installation & Equipment

Signature of Grantee / Company Chop: _____

Note : This is a set of sample requirements and conditions for general information only. It may vary according to the circumstances of individual cases.

PROVISIONAL KARAOKE ESTABLISHMENT PERMIT

Standard Requirements

1. Ventilation

When natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air during business opening hours are less than 1/10th of the floor area), a ventilating system has been or will be provided to give not less than 17 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

2. Toilets

At least one toilet compartment, one urinal and one wash-hand basin shall be provided on the premises for use of customers and staff. If the premises are designed to accommodate more than 25 customers, at least 50% of the provision required for the issue of a Karaoke Establishment Permit have been provided.

3. Water supply

Public mains water shall be laid on to the premises.

4. Sanitizing equipment for microphones**

Adequate sanitizing measures for all microphones shall be provided to the premises.

5. Connected Restaurant Licence

The Provisional Karaoke Establishment Permit shall be issued upon the granting of the connected Restaurant Licence / so long as the connected restaurant licence remains valid *.

Standard Conditions

All the conditions of the Karaoke Establishment Permit.

* Please delete where appropriate.

** **Suggested sanitizing measures for microphones**

(1) The surface of the microphone should be cleaned with damp cloth and then wiped with alcohol daily or when it appears soiled.

OR

(2) Every microphone should be properly covered by a disposable cover, which will be discarded after use by customers.

PPA/120



FIRE SERVICES DEPARTMENT

FIRE SERVICES REQUIREMENTS FOR KARAOKE ESTABLISHMENT IN LICENSED RESTAURANT

A. Restriction on Location

Karaoke establishments shall not be located:-

- (a) on basement level 4 or below;
- (b) in a building or any part of a building that is designed and constructed for industrial use; or
- (c) in any part of a building that is designed and constructed for commercial use if industrial use is permitted in any other part of the building and the part for commercial use is not completely separated from the part for industrial use by a buffer of non-fire-hazardous occupancy to the satisfaction of the Director of Fire Services.

B. Core Requirements

1. Fire service installations and equipment

Fire service installations of the following description shall be provided in accordance with the following provisions and with the Code of Practice for Minimum Fire Service Installations and Equipment as published from time to time by the Director of Fire Services:-

- (a) a fire hydrant and hose reel system;
- (b) a manual fire alarm system with operation switches provided at each of the following locations:-
 - (i) near each exit leading away from the premises;
 - (ii) at the main entrance;
 - (iii) at the cashier's counter;
 - (iv) at the reception area; and
 - (v) at the waiting area.
- (c) alarm bells of the fire alarm system in individual rooms intended to be used by customers;

- (d) where the premises are located in a curtain-walled building or on a basement floor and occupy an area exceeding 126 m², an automatic sprinkler system that uses fast-response-type sprinkler heads;
- (e) where the premises are located in a place other than those described in paragraph (d) and :-
 - (i) occupy an area exceeding 126 m² but not exceeding 230 m², either an automatic fire detection system or an automatic sprinkler system; or
 - (ii) occupy an area exceeding 230 m², an automatic sprinkler system that uses fast-response-type sprinkler heads.
- (f) where the premises are located in a curtain-walled building or on a basement floor with a cubic volume exceeding 7 000 m³, a smoke extraction system;
- (g) All exits shall be indicated by illuminated signs, bearing the word and characters "EXIT 出口", installed in accordance with the requirements set out in the Code of Practice for Minimum Fire Service Installations and Equipment as published from time to time by the Director of Fire Services. Adequate directional signs indicating the route to an exit shall be provided at locations where exit signs are not readily visible.
- (h) Low level directional signs capable of indicating the route to an exit in darkness shall be provided at 200 mm above floor level;
- (i) Emergency lighting shall be provided throughout the entire premises. It shall be installed in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment or comply with the attached requirements for Self-contained Luminaries Emergency Lighting System (PPA/104(A)) (see Appendix I).

2. Ventilating Systems

- (a) All ventilating systems shall :-
 - (i) in the case where the karaoke establishment is located in a restaurant, comply with the requirements set out in the Ventilation of Scheduled Premises Regulation (Cap. 132 sub. leg.); or
 - (ii) in any other case, comply with the requirements set out in the Building (Ventilating Systems) Regulations (Cap. 123 sub. leg.).
- (b) Automatic cut-off devices shall be provided for mechanical ventilating systems to enable the ventilation supply to be cut off in case of fire.

3. Fire Safety Precautions

- (a) All exits and exit routes shall be kept free from obstruction at all times.

- (b) All exit doors and doors along exit routes shall be readily and conveniently openable from inside the premises without the use of a key while the venue is in business. They shall open in the direction of egress in such a way that they will not obstruct the staircase or corridor when open.

C. Specific Requirements

1. Where combustible wall, ceiling linings and linings for acoustic, thermal insulation and decorative purposes are provided within the premises, they shall be of Class 1 or 2 Rate of Surface Spread of Flame as per British Standard 476 : Part 7, or to another standard acceptable to the Director of Fire Services, or be brought up to any of those standards by treating with a fire retardant paint/solution acceptable to the Director of Fire Services. In the latter case, the work shall be carried out by a Class II registered Fire Service Installation Contractor and a certificate (FS 251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.
2. If draperies and curtains are provided, they shall be made of fire resistant material and conform to British Standard 5867: Part 2 fabric type B when tested in accordance with British Standard 5438 or to another standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to the Director of Fire Services.
3. If more than 50% of the total surface area of the openable or breakable windows provided for the premises are rendered not openable or unbreakable, a smoke extraction system that conforms to the standard set out in the Code of Practice for Minimum Fire Service Installations and Equipment as published from time to time by the Director of Fire Services shall be provided.
4. All carpets within the protected means of escape shall:-
 - (a) be made of pure wool;
 - (b) conform to British Standard 5287 when tested in accordance with British Standard 4790; or
 - (c) be manufactured to a standard acceptable to the Director of Fire Services.

Carpets that do not meet any of the above requirements shall also be accepted as complying with fire safety requirements if their pile height does not exceed 10 mm and they do not cover more than 5% of the protected means of escape calculated on a floor-by-floor basis.

5.
 - (a) All PU foam filled mattresses shall conform to British Standard BS 7177:1996 (for use in medium hazards premises/building) or to another standard acceptable to the Director of Fire Services.
 - (b) All PU foam filled upholstered furniture shall conform to British Standard BS 7176:1995 (for use in medium hazards premises/building) or to another standard acceptable to the Director of Fire Services.

- (c) The PU foam filled mattress and upholstered furniture meeting the specified standards shall bear an appropriate label (See Appendix II). Invoices from manufacturers/suppliers and test certificates from a testing laboratory both indicating that the PU foam filled mattress and/or furniture items comply with the specified standards shall be produced for verification. The test certificates shall be issued by a testing laboratory accredited to conduct tests according to the specified standards, and be authenticated by the company's stamp of manufacturers/suppliers.

- 6. An exit plan drawn to a ratio of not less than 1:200 showing the floor layout of the premises and the directions of egress to escape staircases and means of escape shall be displayed in each room intended to be used by customers. The size of the exit plan shall not be less than 250 mm x 250 mm and shall be affixed adjacent to the exit of each room at 1 500 mm above floor level.

- 7. A short fire safety film shall be provided for showing to customers before they start the karaoke activity.

- 8. An emergency alert system which can interrupt the music or other sound and visual images produced by the karaoke equipment and at the same time produce visible and audible warning signals in case of a fire alarm shall be provided.

Guidelines on Building Safety Requirements

Structural Suitability

The premises should be structurally capable of withstanding an imposed load of not less than 5 kPa and be in sound structural condition.

Assessment of Population

2. The population of karaoke establishment is assessed in accordance with the Code of Practice for the Provision of Means of Escape in Case of Fire issued by the Buildings Department. The following table provides guidance on the assessment :

Intended use of area	Factor representing usable floor area in m² per person
Entertainment room*, lounge and dining area	1
Reception and dancing area	0.75
Kitchen and food preparation area	4.5#
Corridor	not applicable

* Entertainment room means a room intended to be used by customers except toilet

the number of staff for the establishment shall be assessed as one per 20 customers or 4.5 m² per person of kitchen or food preparation area whichever is the greater.

Width of Exit Routes

3. The minimum width of exit route, including internal corridors, within a karaoke establishment must be 1.2m.

4. For karaoke establishments that are in operation prior to the commencement of the Ordinance (i.e. 8 January 2003), widening of the corridor to meet this requirement may be deferred until such time an establishment undertakes major alteration works on the conditions that all other building and fire safety requirements are complied with and that the width of the existing corridor is not less than 1.05m and the total capacity of the establishment is not more than 500 persons per floor.

5. For avoidance of doubt, upgrading of the corridor walls to meet the required fire resistance period (FRP) is not regarded as major alteration works unless the layout of the establishment is also substantially changed at the same time.

Exit from Entertainment Rooms

6. Every entertainment room should have at least two routes leading in different directions to a staircase or a point of discharge to a street.

7. A dead-end situation is only permitted in circumstances due to unavoidable building design subject to the provision of the following additional safety measures:

- (a) the karaoke establishment being protected by an automatic sprinkler system; and
- (b) the provision of a portable water type fire extinguisher with 9 litre capacity and an additional manual fire alarm operation switch in each entertainment room without at least two routes leading in different directions to a staircase or a point of discharge to a street.

8. Buildings Department will consider the special circumstances of individual case in determining whether the dead-end corridor created in a particular situation is due to building design. An example of unavoidable dead-end corridor due to building design is provided in Annex A whereas an example of avoidable dead-end corridors is illustrated in Annex B.

9. For karaoke establishments that are in operation before the commencement of the Ordinance (i.e. 8 January 2003), modification of the layout is required for dead-ends created not as a result of building design. The following emergency escape route arrangements are acceptable in resolving the dead-end problem :-

- (a) Creation of a second emergency exit route (Annexes C & F)
 - (i) Two adjoining dead-end corridors should be linked up by transforming the two entertainment rooms at the end of these dead-end corridors into an exit corridor in the event of an emergency.
 - (ii) An additional double-swing emergency exit door should be provided in the common partition wall of these two entertainment rooms. It may be fitted with an electrically operated lock provided that such lock is capable of automatic release in response to fire alarm. An additional manual fire alarm operation switch should be provided in a safe and convenient position so that the lock should be released when this alarm is actuated. Upon power failure, the lock should also be released automatically.
 - (iii) The emergency escape route within these entertainment rooms should not be blocked. All furniture in these two rooms should be fixed (i.e. without movable furniture) and should not obstruct the exit door between these two rooms.
 - (iv) To provide additional protection to the secondary exit, self-closing exit doors with 1/2 hour FRP are provided across these two adjoining protected dead-end corridors. These doors may be fitted with a hold-open device that can be released manually or upon actuation of a smoke detection system or the operation of a fire alarm.

- (v) The width of the exit doors required in items (ii) and (iv) should comply with Table 2 of the Code of Practice for the Provision of Means of Escape in Case of Fire.
 - (vi) This option can be modified to apply to a single dead-end corridor.
- (b) Utilizing access panel in other entertainment room (Annexes D, E & F)
- (i) Customers in an entertainment room without alternative escape route should be able to use the access panel in another entertainment room located within the same corridor to reach an alternative exit route, if required, in case of an emergency.
 - (ii) A self-closing exit door with 1/2 hour FRP is installed across the protected dead-end corridor to provide additional protection to customers within the protected dead-end corridor. This door may be fitted with a hold-open device that can be released manually or upon actuation of a smoke detection system or the operation of a fire alarm. The width of this door should comply with Table 2 of the Code of Practice for the Provision of Means of Escape in Case of Fire.
 - (iii) An access panel in one room to serve customers in one other entertainment room is acceptable. For dead-end corridor exceeding 15m long, additional portable water type fire extinguisher with 9 litre capacity should be provided in those entertainment rooms without access panel.
 - (iv) The access panels should meet with the requirements in Annexes E and F.
- (c) Providing access panel in entertainment room (Annexes D, E & F)
- (i) Every entertainment room in a dead-end corridor is provided with an access panel giving access to the adjacent entertainment room where its exit discharges to another corridor.
 - (ii) The access panels should meet with the requirements in Annexes E and F.

10. The fire safety film to be shown to the customers before they started karaoke activity should include the above special exit arrangements if adopted. Adequate illuminated directional signs and notices should also be prominently displayed to show the escape arrangement in accordance with Annex F. The swing of the emergency exit doors and access panels should be indicated on the submitted plan.

Fire Resisting Corridors

11. The internal corridors within a karaoke establishment must be separated from the remaining areas by walls having an FRP of not less than one hour ("fire resisting wall") and the doors therein should be self-closing and having an FRP of not less than half an hour.

12. For karaoke establishments that are in operation before the commencement of the Ordinance, upgrading of fire resistance of corridor walls may be carried out in phases. For karaoke establishment installed with sprinklers, the upgrading works could be completed within 36 months (i.e. before 8 January 2006) counting from the date on which the Ordinance comes into operation. For establishments without sprinklers, the upgrading works could be completed within 18 months (i.e. before 8 July 2004) from the date of operation of the Ordinance subject to the provision of audible and visual alarm signals in every room and at suitable location of corridor.

Protection of Openings in Fire Resisting Walls

13. Openings for the passage of building services through a fire resisting wall should be protected with fire damper or other suitable form of fire stop to maintain the FRP of that wall. If the ducts, pipes and wires passing through the wall consist of combustible materials, they should be contained within an enclosure having an FRP of not less than that of the wall. Any access openings in the enclosure should be provided with doors having an FRP of not less than that 1/2 hour.

Vision Panels for Entertainment Rooms

14. A vision panel not less than 0.04 m² providing a clear view of things on the other side of the panel both from inside and outside of an entertainment room should be installed either on the wall facing the internal corridor or on the access door of the entertainment room. The vision panel should have the FRP not less than that of the wall or the door.

15. For karaoke establishments that are in operation before the commencement of the Ordinance (i.e. 8 January 2003), provision of vision panels may be deferred until such time the corridors are upgraded to comply with the new fire safety requirements.

Compliance with Fire Safety Codes

16. In addition to the above requirements, the requirements set out in the following Codes of Practice as issued from time to time by the Director of Buildings should be complied with :

- (a) the Code of Practice for the Provision of Means of Escape in Case of Fire,
- (b) the Code of Practice for Means of Access for Firefighting and Rescue, and
- (c) the Code of Practice for Fire Resisting Construction.

Fire Engineering Approach

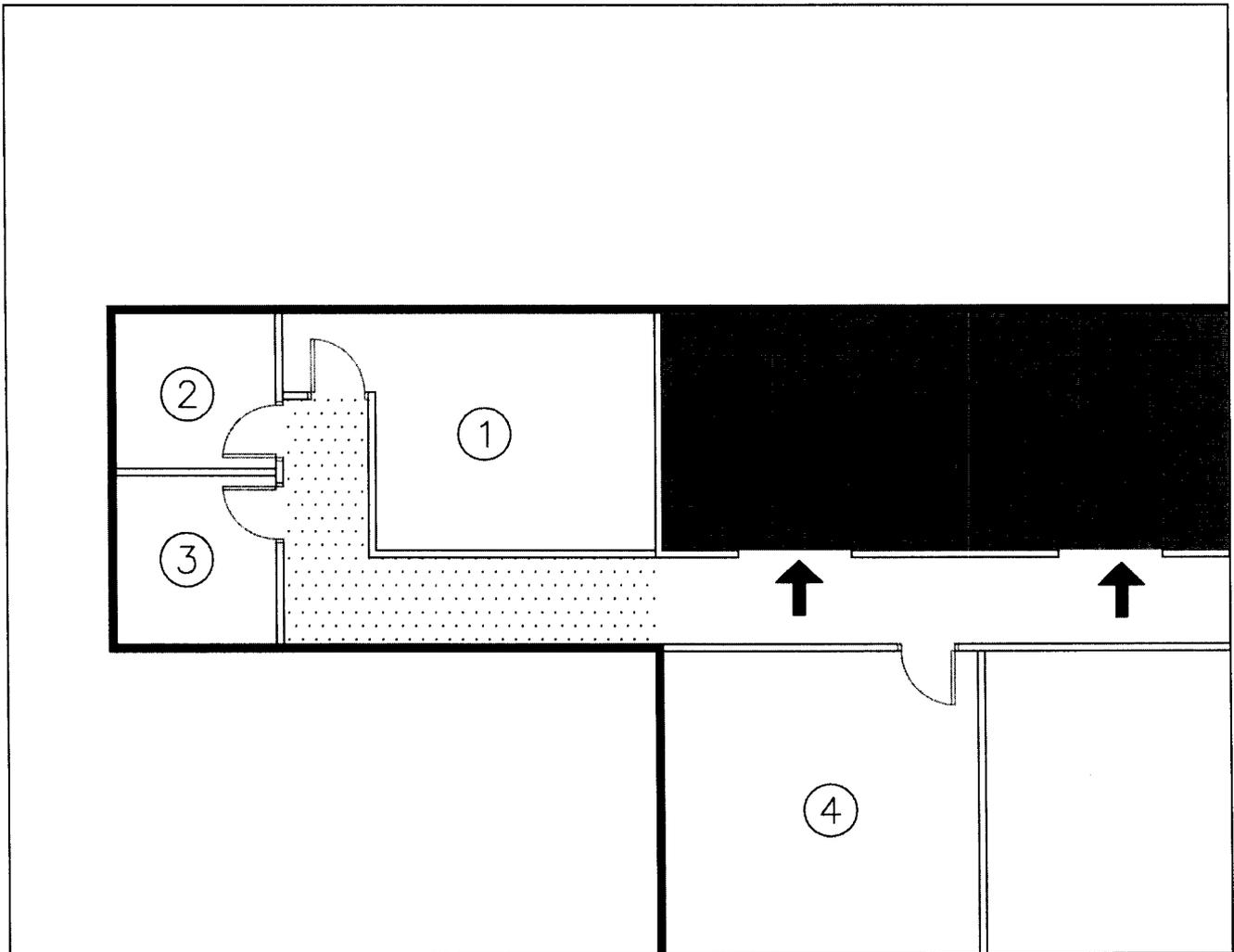
17. Buildings Department may also accept alternative measures based on fire engineering approach to achieve equivalent building safety standards. Applicant wishing to resort to this course should make reference to Practice Note for Authorized Persons and Registered Structural Engineers 204 issued by the Building Authority, which can be downloaded, from the web site <http://www.info.gov.hk/bd>.

Unauthorized Building Works Affecting Public Safety

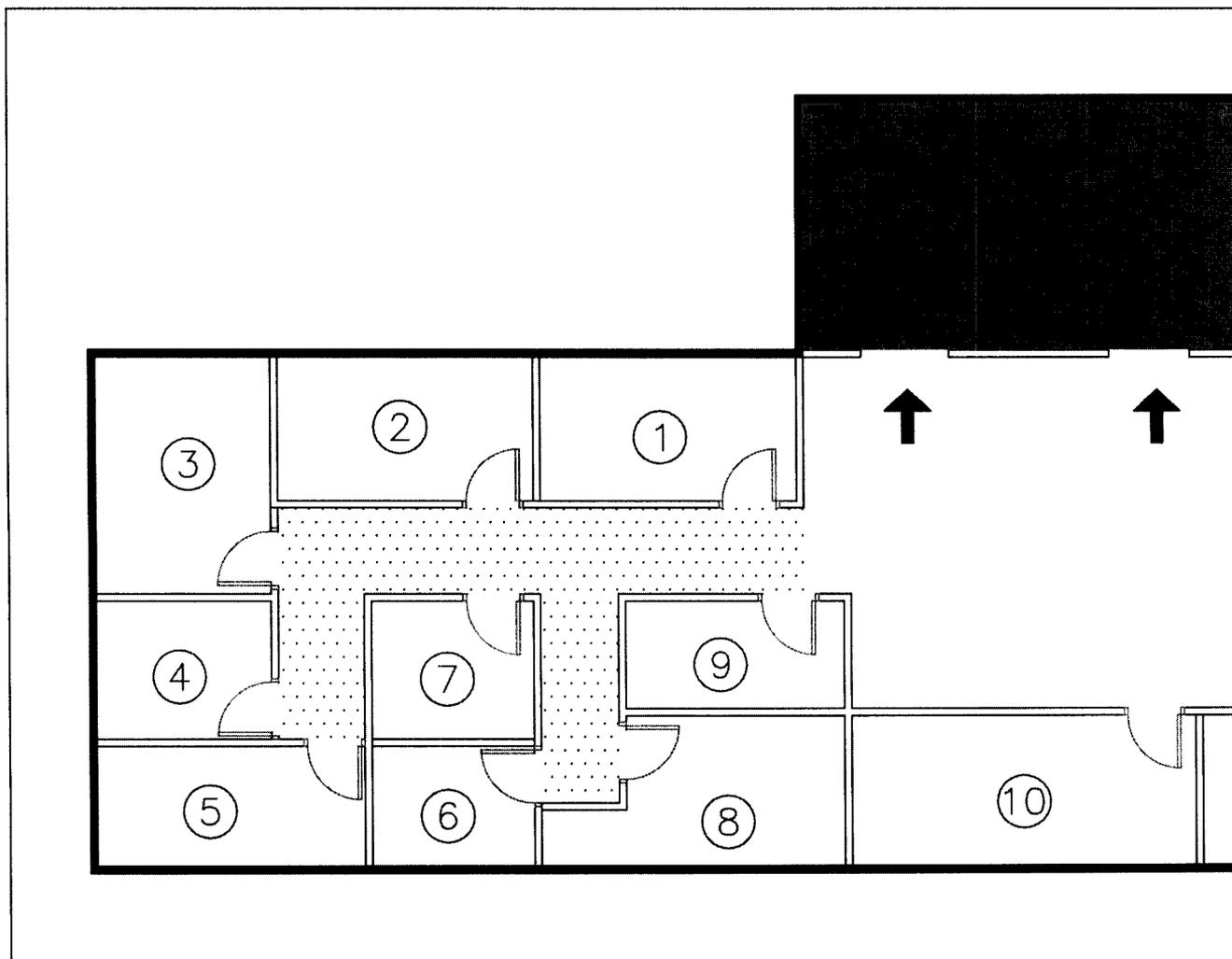
18. For the purposes of Section 3(1)(f) of the Karaoke Establishments (Licensing) Regulation, unauthorized building works listed in Appendix K of "A Guide to Application for Restaurant Licences" ("Guide") issued by the Food and Environmental Hygiene Department should be removed unless stated otherwise. Paragraphs 48 to 50 of the Guide are applicable to karaoke establishments. This Guide can be downloaded from the web site <http://www.fehd.gov.hk>.

Compliance with Building Safety Requirements

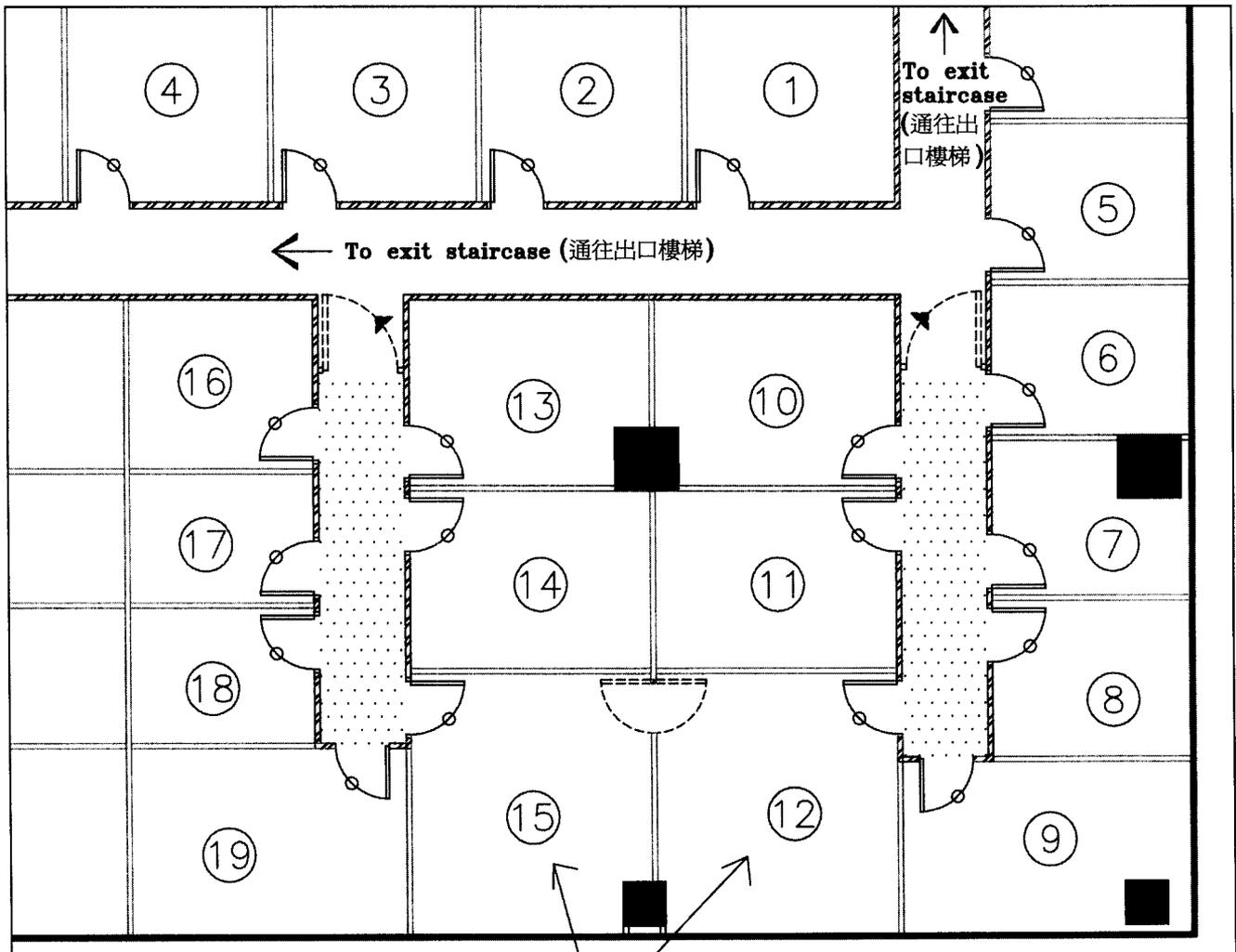
19. The 3-tier system of verification of compliance with building safety requirements in the restaurant licensing regime is applicable to karaoke permit applications. Details are given in paragraph 53 and Appendix L of the Guide.



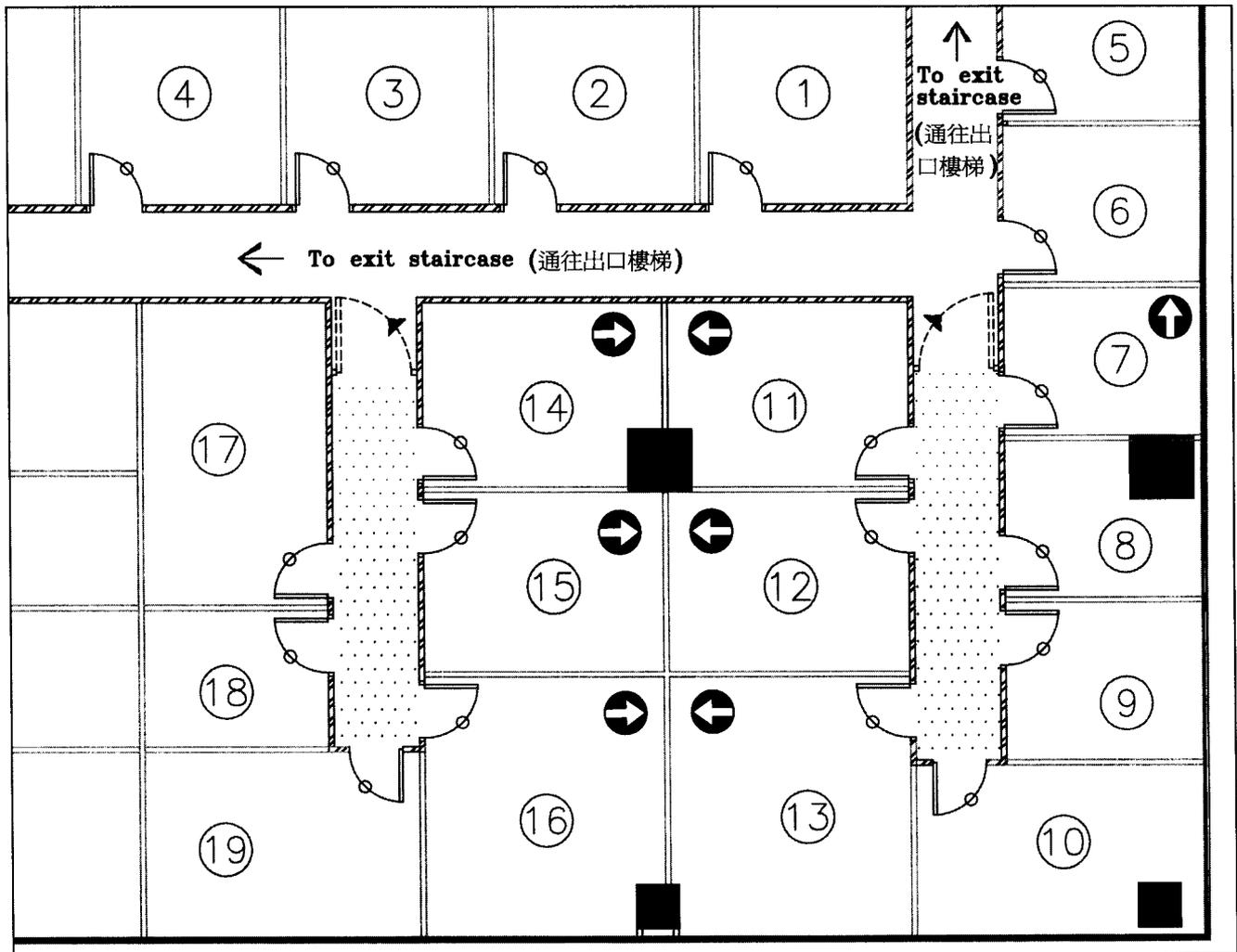
-  External wall
大廈外牆
-  Entertainment room
娛樂房間
-  Dead-end corridor due to unavoidable building design
基於無可避免的樓宇設計而產生的盡頭走廊
-  To separate exit staircases
通往獨立的出口樓梯

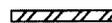


-  External wall
大廈外牆
-  Entertainment room
娛樂房間
-  Unacceptable dead-end corridor
不能接受的盡頭走廊
-  To separate exit staircases
通往獨立的出口樓梯



-  External Wall
大廈外牆
 -  Entertainment room
娛樂房間
 -  Dead-end corridor
盡頭走廊
 -  Corridor wall with 1 hour FRP
耐火時效為一小時的走廊牆
 -  Door with $\frac{1}{2}$ hour FRP
耐火時效為半小時的門
 -  Fire resisting door may be fitted with a hold-open device that would be automatically release upon actuation of fire alarm
耐火門可裝設一個長期開啓裝置，而這個裝置會在火警警報啓動時容許該門自行關閉
 -  Door may be fitted with a door lock provided that such lock would be released automatically in response to fire alarm
門可裝上一個門鎖，而這個門鎖必須在火警警報啓動時容許該門自行開啓
- Fixed furniture not obstructing the means of escape should be shown on the submitted plan (不阻礙逃生途徑的固定裝置的傢俬應顯示在提交的圖則上)



-  External Wall
大廈外牆
-  Entertainment room
娛樂房間
-  Dead-end corridor
盡頭走廊
-  Access panel
通道門
-  Corridor wall with 1 hour FRP
耐火時效為一小時的走廊牆

 Door with $\frac{1}{2}$ hour FRP
耐火時效為半小時的門

 Fire resisting door may be fitted with a hold-open device that would be automatically release upon actuation of fire alarm
耐火門可裝設一個長期開啓裝置，而這個裝置會在火警警報啓動時容許該門自行關閉

Annex E

Requirements for Access Panel

1. Acceptable Designs

1.1 Option A

- (a) The access panel should have minimum clear dimensions of 1.8m in height measuring from the ground and 0.5m in width.
- (b) The access panel should be constructed to open both ways.
- (c) Only electrical locking device can be installed in the access panel. The locking device should be capable of automatic release upon actuation of a smoke detection system or the operation of an alarm system. An additional manual fire alarm operation switch should be provided in a safe and convenient position so that the lock should be released when this alarm is actuated. Upon power failure, the lock should also be released automatically.
- (d) A movable sofa can be located fronting an access panel subject to:
 - (i) the sofa not exceeding 1m in width with an overall height not exceeding 0.9m; and
 - (ii) sufficient space being provided for manoeuvring the movable sofa so as to avoid obstructing the exit route through the access panel.

1.2 Option B

- (a) An access opening between two entertainment rooms should be provided above permanently fixed sofas. It should have a minimum **clear** height of 1.1m and minimum clear width of 0.7m and should not be more than 0.65m above the seat level of the sofas.
- (b) The access panel should be capable of 180° swing to avoid causing obstruction. A swing of not less than 90° after fully open is acceptable if the hinges of the panel are adjacent to the corner of the room.
- (c) For safe evacuation, the access panel and the opening should be surrounded with soft material and the panel should be of lightweight hollow construction.

- (d) Only electrical locking device can be installed in the access panel. The locking device should be capable of automatic release upon actuation of a smoke detection system or the operation of an alarm system. An additional manual fire alarm operation switch should be provided in a safe and convenient position so that the lock should be released when this alarm is actuated. Upon power failure, the lock should also be released automatically.

2. Alternative Design

The Buildings Department will consider other alternative design provided that it can achieve similar safety standards.

Annex F

**Signs and Notices for Emergency Exit Door and
Access Panel Required under Paragraph 9
of the Guidelines on Building Safety Requirements**

1. Emergency Exit Door under Paragraph 9(a)(ii) of the Guidelines

- (a) For emergency exit door serving entertainment rooms on both sides, it should be provided with a notice on both sides stating in English and Chinese characters, not less than 10mm high, as follows :

**Double-swing Emergency Exit Door
Push SLOWLY or Pull to Open
Upon Operation of Fire Alarm
雙向方式開啟的緊急出口門
火警警報系統啟動後
拉開或輕輕推開**

- (b) For emergency exit door serving one entertainment rooms, it should be provided with a notice on both sides stating in English and Chinese characters, not less than 10mm high, as follows :

- (i) on the side facing the entertainment room in a dead-end corridor –

**Emergency Exit Door
Push SLOWLY or Pull to Open
Upon Operation of Fire Alarm
緊急出口門
火警警報系統啟動後
拉開或輕輕推開**

- (ii) on the other side –

**Double-swing Emergency Exit Door
For the Room Behind
雙向方式開啟的緊急出口門
供隔壁的房間使用**

- (c) An exit sign bearing the wording “Exit Door” and “出口門” not less than 25 mm high should be provided within the entertainment room to indicate the emergency exit door serving as a second exit.
- (d) An exit sign bearing the wording “To Exit Door” and “往出口門” not less than 25 mm high should be provided outside such entertainment rooms at the dead-end corridors to indicate the availability of a second exit serving other entertainment rooms.

2. Access Panel under Option A of Annex E

- (a) For access panel serving entertainment rooms on both sides, it should be provided with a notice on both sides stating in English and Chinese characters, not less than 10mm high, as follows:

Double-swing Emergency Access Panel
Push SLOWLY or Pull to Open
Upon Operation of Fire Alarm
雙向方式開啟的緊急通道門
火警警報系統啟動後
拉開或輕輕推開

- (b) For access panel serving only one entertainment room, it should be provided with notices stating in English and Chinese characters, not less than 10mm high, as follows:
- (i) on the side facing the entertainment room in a dead-end corridor –

Emergency Access Panel
Push SLOWLY or Pull to Open
Upon Operation of Fire Alarm
緊急通道門
火警警報系統啟動後
拉開或輕輕推開

- (ii) on the other side –

Double-swing Emergency Access Panel
For the Room Behind
雙向方式開啟的緊急通道門
供隔壁的房間使用

- (c) An exit sign bearing the wording “Access Panel” and “通道門” not less than 25 mm high should be provided within the entertainment room to indicate the access panel serving as a second exit.
- (d) An exit sign bearing the wording “To Access Panel” and “往通道門” not less than 25 mm high should be provided outside every such entertainment room at the dead-end corridor to indicate the availability of access panel serving other entertainment rooms for the purposes of paragraph 9(b) of the Guidelines.

3. Access Panel under Option B of Annex E

(a) For access panel serving entertainment rooms at both sides, it should be provided with notices stating in English and Chinese characters, not less than 10mm high, as follows:

(i) single-swing access panel

- on the side open in the direction of exit –

Emergency Access Panel
Push SLOWLY to Open
Upon Operation of Fire Alarm
緊急通道門
火警警報系統啟動後
輕輕推開

- on the other side –

Emergency Access Panel
For this Room and the Room Behind
(Open towards this Room)
Pull to Open
Upon Operation of Fire Alarm
向此房間開啟的緊急通道門
供這間房間及隔壁房間使用
火警警報系統啟動後拉開

(ii) double-swing access panel

Double-swing Emergency Access Panel
Push SLOWLY or Pull to Open
Upon Operation of Fire Alarm
雙向方式開啟的緊急通道門
火警警報系統啟動後
拉開或輕輕推開

(b) For access panel serving only one entertainment room, it should be provided with notices stating in English and Chinese characters, not less than 10mm high, as follows:

(i) single-swing access panel open in the direction of exit –

- on the side facing the entertainment room in a dead-end corridor –

Emergency Access Panel
Push SLOWLY to Open
Upon Operation of Fire Alarm
緊急通道門
火警警報系統啟動後
輕輕推開

- on the other side –

Emergency Access Panel
For the Room Behind
(Open towards this Room
Upon Operation of Fire Alarm)
火警警報系統啟動後
向此房間開啟的緊急通道門
(供隔壁的房間使用)

- (ii) single-swing access panel not open in the direction of exit –

- on the side facing the entertainment room in a dead-end corridor –

Emergency Access Panel
Pull to Open
Upon Operation of Fire Alarm
緊急通道門
火警警報系統啟動後
拉開

- on the other side –

Emergency Access Panel
For the Room Behind
緊急通道門
供隔壁的房間使用

- (iii) double-swing access panel

- on the side facing the entertainment room in a dead-end corridor –

**Emergency Access Panel
Push SLOWLY or Pull to Open
Upon Operation of Fire Alarm**

**緊急通道門
火警警報系統啟動後
拉開或輕輕推開**

- on the side facing the other room –

**Double-swing Emergency Access Panel
For the Room Behind**

**雙向方式開啟的緊急通道門
供隔壁的房間使用**

- (c) An exit sign bearing the wording “Access Panel” and “通道門” not less than 25 mm high should be provided within the entertainment room to indicate the access panel serving as a second exit.
- (d) An exit sign bearing the wording “To Access Panel” and “往通道門” not less than 25 mm high should be provided outside every such entertainment room at the dead-end corridor to indicate the availability of access panel serving other entertainment rooms for the purposes of paragraph 9(b) of the Guidelines.
4. The exit signs required under paragraphs 1(c) & (d), 2(c) & (d) and 3(c) & (d) should be internally illuminated bearing the word in English and Chinese as depicted in the aforesaid paragraphs. The letter style shall be in ‘Helvetica’ or ‘Marigold’ or ‘Modified Garamond’ while the Chinese characters shall be with width of vertical strokes 3 mm and with width of horizontal strokes not less than 2 mm. Exit signs shall be connected to both mains and emergency power supply. If the establishment is not equipped with an emergency generator, the exit signs shall be provided with secondary battery in accordance with British Standard 5266: Part 1. Colour contrast for translucent surrounds to lettering shall be as follows:

<u>Colour</u>	<u>Contrasting Colour</u>
Green	White
White	Green

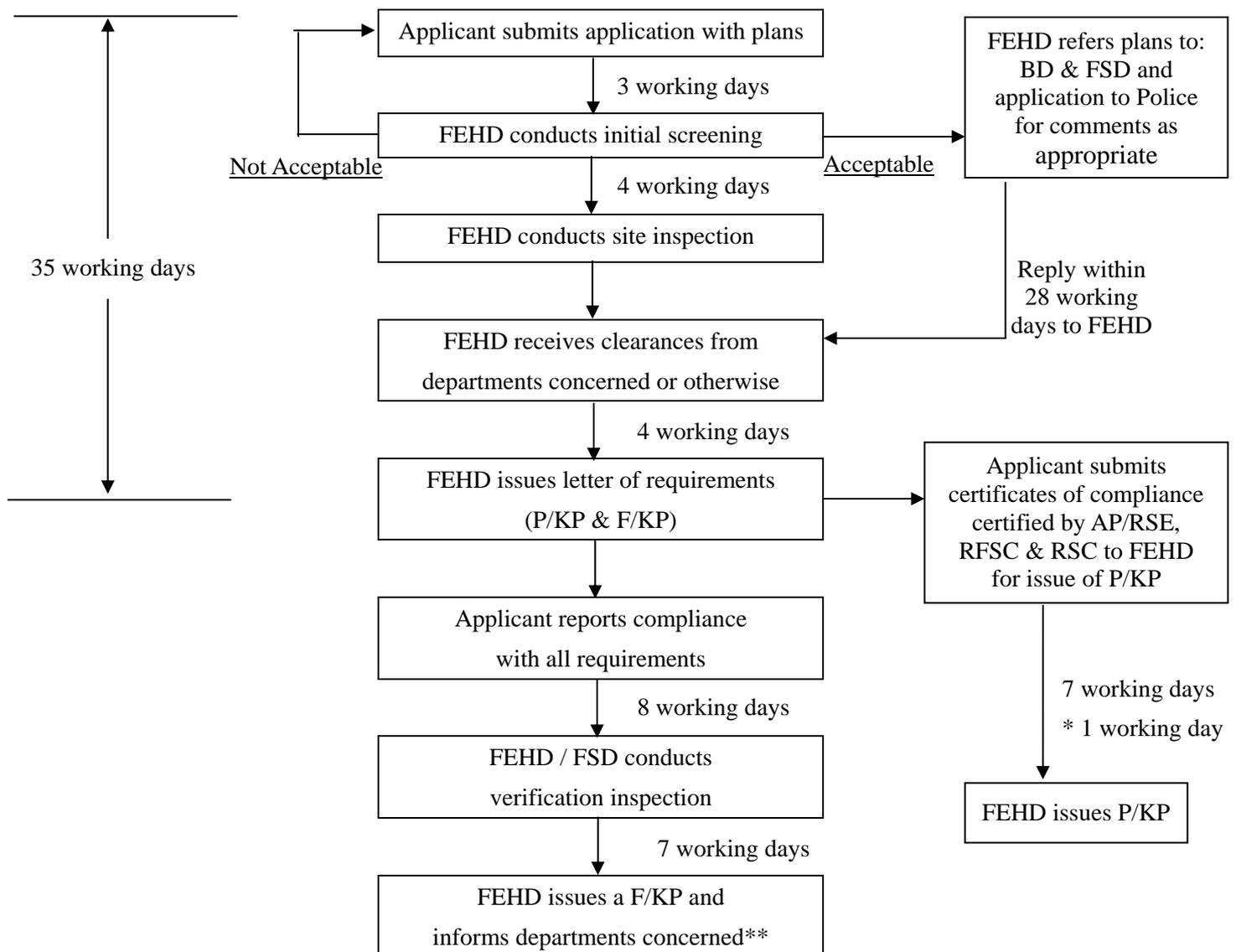
The colour combination selected shall be consistent throughout the same establishment.

5. The Buildings Department will consider other alternative design provided that it can achieve similar safety standards.

Flow Chart Showing Karaoke Establishment Licensing Procedures

Licensing Procedures for Application for a Karaoke Establishment Permit in Restaurants

Licensing Authority – Director of Food and Environmental Hygiene



- Legend:**
- | | |
|--|--|
| FEHD : Food and Environmental Hygiene Department | RSC : Registered Specialist Contractor in the Ventilation Category |
| BD : Buildings Department | RFSC : Registered Fire Services Contractor |
| FSD : Fire Services Department | P/KP : Provisional Karaoke Establishment Permit |
| RSE : Registered Structural Engineer | F/KP : Full Karaoke Establishment Permit |
| AP : Authorized Person | |

* Applicant may approach the Licence Issuing Office for issue of P/KP over the counter within 1 working day

** BD carries out audit checking to the AP/RSE's certification of compliance after the issue of F/KP