

**A Guide to Application
for
Places of Public Entertainment Licences
(Cinemas / Theatres)**

**FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT
PERFORMANCE PLEDGE
APPLICATION FOR PLACES OF PUBLIC ENTERTAINMENT LICENCES
(CINEMAS / THEATRES)**

We are pleased to state below our performance targets in respect of applications for places of public entertainment licences (cinemas/theatres).

To help us serve you as we pledge, please:

- submit your application form together with sufficient 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; and
 - quote your case number, if any, and leave your contact telephone number in your correspondence with us.
-

Processing Steps	Standard Response Time
● Site Inspection	7 working days from receipt of acceptable application
● Application Vetting Panel Meeting	Within 20 working days of acceptance of the licence application
● Issue of Letter of Requirements	Before or at the Application Vetting Panel Meeting upon receipt of clearance from departments concerned
● Final Verification Inspection	8 working days from receipt of report of compliance by applicant
● Issue of Provisional Licence	Within one working day upon receipt of acceptable Certificates of Compliance with licensing requirements by the Licence Issuing Office over the counter
● Issue of Licence (Full Licence)	7 working days from final verification inspection and confirmation of compliance

Note : For more detail on other performance pledges, please refer to Appendix III.

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IMPORTANT ADVICE

DOs & DON'Ts for Applicants

DOs

- DO choose premises purposely built for cinema/theatre use or premises permitted under Part VIA of *Building (Planning) Regulations* and complied with the *Code of Practice for the Provision of Means of Escape in Case of Fire 1996*.
- DO prepare three copies of layout plans and ventilation layout plans of the proposed premises drawn to scale (of a ratio not less than 1:100) and in metric units for submission together with your application to the appropriate licensing office.
- DO note the relevant requirements in respect of drainage, air pollution and noise control as stipulated in the relevant ordinances.

DON'Ts

- DON'T choose premises with co-existence of the following operations :
 - (a) a motor vehicle repair workshop;
 - (b) a petrol filling station;
 - (c) a godown or warehouse;
 - (d) a factory or an industrial undertaking;
 - (e) a school;
 - (f) a child care centre; or
 - (g) a residential care home for elderly persons.
- DON'T choose premises at level two of a basement or below.
- DON'T choose premises in areas designated for emergency use.
- DON'T start renovating or decorating your premises before your application has been cleared by the Application Vetting Panel.
- DON'T revise the proposed layout plans unnecessarily after your application has been submitted. Revision will cause delay in the processing of your application.

- DON'T commence business before a licence is issued by the Licensing Authority.
- DON'T ignore the requirements imposed by other Government departments including the Buildings Department, the Fire Services Department and the Environmental Protection Department notwithstanding that a licence has been granted by the Licensing Authority.

Important Notes

(A) This is not a legal document. Information contained in this Guide is for reference only. Applications for the grant of the places of public entertainment licences (Cinemas/Theatres) are processed in accordance with the *Places of Public Entertainment Ordinance (Cap.172)* and its subsidiary legislations.

(B) It is an offence under the *Places of Public Entertainment Ordinance (Cap.172)* to use any place as a place of public entertainment without a licence and the person convicted of the offence shall be liable to a fine up to \$25,000 and imprisonment for 6 months, and to a further daily fine of \$2,000. Any person holding a licence who fails to comply with any of the conditions of the licence or with any provision of the *Places of Public Entertainment Regulations (Cap.172 sub. leg.)*, and any person who commits a breach of any provision of the Regulations for which no other penalty is imposed shall be liable on conviction to a fine up to \$5,000 and to imprisonment for 6 months.

(C) 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 I : General

Introduction

The purpose of this Guide is to provide members of the public with general information to assist them in their applications for places of public entertainment licence for cinema/theatre under the *Places of Public Entertainment Ordinance (Cap.172)* and its subsidiary legislations.

2. It aims to set out the normal requirements for the issue of such licences and should be read by those interested in establishing and operating cinema or theatre business in Hong Kong. Although every attempt has been made to ensure that this Guide is complete and up-to-date, please note that revision may be made from time to time.

Legislation

3. Schedule 1 to the *Places of Public Entertainment Ordinance (Cap.172)* provides that, “Entertainment” includes the following activities or any part of them -

- (a) a concert, opera, ballet, stage performance or other musical, dramatic or theatrical entertainment;
- (b) a cinematograph or laser projection display;
- (c) a circus;
- (d) a lecture or story-telling;
- (e) an exhibition of any 1 or more of the following, namely, pictures, photographs, books, manuscripts or other documents or other things;
- (f) a sporting exhibition or contest;
- (g) a bazaar;
- (h) an amusement ride within the meaning of the *Amusement Rides (Safety) Ordinance (Cap. 449)* or any mechanical device (other than such an amusement ride) which is designed for amusement;
- (i) a dance party.

3.1 In this Schedule, “stage performance” includes a tragedy, melodrama, comedy, farce pantomime, revue, burlesque, burletta, shadow play, an exhibition of dancing, conjuring or juggling, an acrobatic performance and any

other stage event including an interlude.

3.2 In this Schedule, “dance party” means an event with all of the following attributes –

- (a) music or rhythmic sound of any kind or source is provided at the event;
- (b) the primary activity at the event is dancing by the persons attending the event;
- (c) either –
 - (i) the number of persons attending the event exceeds 200 on at least one occasion during the event; or
 - (ii) any part of the event occurs between 2 a.m. and 6 a.m.

3.3 “Public entertainment” includes any entertainment, as mentioned above, to which the general public is admitted with or without payment.

3.4 “Place of public entertainment” as defined in section 2 of the *Places of Public Entertainment Ordinance (Cap. 172)* means:-

- (a) so much of any place, building, erection or structure, whether temporary or permanent, capable of accommodating the public; and
- (b) any vessel,

in or on which a public entertainment is present or carried on whether on one occasion or more.

Licensing Authority

4. Secretary for Home and Youth Affairs is the Licensing Authority who has authorized the Director of Food and Environmental Hygiene under section 3B of the *Places of Public Entertainment Ordinance (Cap. 172)* to issue or cancel any licence or exercise any other function relating to licensing matters under this Ordinance.

Enquiries

5. For enquiries concerning places of public entertainment licence applications, the applicant may approach the respective Licensing Offices or the Restaurant Licensing Resource Centre set out at Appendix I.

PART II : Application for Licence

General Information

6. In choosing the premises, the applicant must ensure that operating places of public entertainment business is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department (FEHD), other Government departments and the relevant Authorities. Applicants are therefore strongly advised to check well in advance the following documents:

- the Government Lease,
- the Deed of Mutual Covenant,
- 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.

7. Applicants may obtain information on licensing matters for places of public entertainments from the website of the FEHD at <http://www.fehd.gov.hk/english/howtoseries/index.html>. Applicants are advised to buy a copy each of the *Places of Public Entertainment Ordinance (Cap. 172)* and its subsidiary legislations from the Government Publications Sales Unit at Room 626, 6/F North Point Government Offices, 333 Java Road, North Point, Hong Kong for reference. They may have free access to all relevant legislation from the website of the Department of Justice at <http://www.legislation.gov.hk>.

See
Appendix III 8. The procedures for processing an application for a places of public entertainment licence for cinema / theatre are outlined at Appendix III. The contents of this Part and Part III to Part V describe the procedures in detail.

Checklist for Each Stage of the Licensing Cycle

See
Appendix IV 9. The applicant is required to submit relevant documents as listed in Appendix IV to the Licensing Authority and relevant departments at different stages in order to fulfil the requirements before / after the issue of licence.

Submission of Application

10. Any person who desires to keep or use any permanent or semi-permanent place of public entertainment specially designed as a theatre or cinema shall submit an application in triplicate in the prescribed form (Form No.: FEHB 104) together with 3 copies of the required plans including floor layout and ventilation layout to the respective Licensing Office of FEHD (the application form and the required plans should be submitted in quadruplicate if any laser equipment is, or is proposed to be, installed). Unless exempted in writing by the Licensing Authority, the applicant shall submit the following plans drawn to the nearest metric scales :

- (a) complete plans showing elevations and sections;
- (b) block plans showing the location of the premises in relation to any adjacent lots and buildings and to the public thoroughfares;
- (c) drawings or diagrams showing the installation of any electrical, lighting, cooling, ventilation or mechanical apparatus;
- (d) location of all existing fire service installations in the existing premises; and
- (e) such information and specifications as the Buildings Department (BD), the Fire Services Department (FSD) and the Licensing Authority may consider necessary.

11. The layout plan accompanying the application shall show in particular the following-

- (a) each part of the premises intended to be used for holding entertainment;
- (b) each part of the premises intended to be used for seating or otherwise accommodating an audience;
- (c) each existing and any proposed exit route from the premises;
- (d) the position or location in the premises of any existing or proposed permanent structure;
- (e) each part of the premises in which it is intended that temporary barriers may be erected or otherwise provided;
- (f) the proposed or actual location in the premises of all sanitary fitments;
- (g) the proposed or actual location in the premises of fire service

- installations and equipment;
- (h) all or, as may be appropriate, any 1 or 2 of the following means by which ventilation of the premises, or any part thereof, is provided, namely, windows, ducts or any mechanical means; and
 - (i) the proposed or actual location in the premises of all laser equipment (if any).

12. Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple description before making submission to FEHD for consideration and FEHD will refer the plan to other departments for processing within 3 working days. Revised plans not in compliance with this requirement will be rejected. Applicant should note that departments concerned would not be responsible for any delays caused by the errors and omissions in highlighting all changes caused by himself / herself.

13. The applicant shall make public his intention and the purpose for which the premises will be used, by exhibiting a notice on the proposed site in such position that it can be plainly read from the main road upon which the site fronts, or by advertisement in 4 newspapers (2 English and 2 Chinese) circulating in Hong Kong. A copy of the notice or each of the 4 newspapers, as the case may be, shall be forwarded to the Licensing Authority before the issue of licence.

14. The applicant might browse the website of FEHD at <http://www.fehd.gov.hk/english/forms/ppe-learnt.html> for information on common defects and “lessons learnt” in respect of health / hygiene / building aspects in submitting relevant application. Similarly, the applicant might browse the website of FSD at <http://www.hkfsd.gov.hk/home/eng/source/licensing/premises.htm#e3> for such information in respect of fire safety aspects.

Preliminary Screening and Site Inspection

15. Upon receipt of the application, a case manager will conduct initial screening of the application and the application together with the layout plan will be referred to BD, FSD and the Electrical and Mechanical Services Department

for comments as appropriate if the application is acceptable in principle. The case manager will conduct site inspection to the premises within 7 working days upon receipt of the application.

Issue of Letter of Requirements

16. The letter of requirements would be issued to the applicant before or at the Application Vetting Panel (AVP) meeting upon receipt of full clearance from the departments concerned. The standard licensing requirements and conditions for places of public entertainment licence are at Appendix V. Fire safety requirements (Appendix VI(c)) will be issued by FSD separately.

See
Appendices
V & VI(c)

Application Vetting Panel

17. An AVP meeting will be arranged at which the applicant can discuss his application with officers of BD, FSD and the Licensing Authority. Applicant is advised to involve his / her Authorized Persons / consultants / fire services contractors / ventilation contractors where applicable at an early stage of licence application and to include them at the AVP meeting to ensure a clear understanding of all the licensing requirements and conditions.

Performance Pledge for Processing Revised Layout Plan

18. The flow chart at Appendix III shows the procedures of processing revised layout plan in respect of an application for licence. Revision to the submitted plan should be kept to the minimum as it may cause delay in the approving process. FSD will process 90% of these cases within 17 working days while BD will process 85% of the cases within 14 working days. FEHD will issue letter of requirements within 7 working days of receipt of confirmation from the departments concerned that the premises are suitable for licensing.

See
Appendix
III

Timeframe for Processing Alternatives to Comply with Licensing Requirements

19. Apart from strict compliance with the licensing requirements, applicants may propose an alternative approach and prove to the satisfaction of the concerned departments as to compliance with certain licensing requirements.

In support of the proposal, applicants should provide sufficient information and justifications for consideration of the concerned departments.

20. Upon receipt of such proposal, FEHD, BD and/or FSD will advise the applicant the time frame that they need to complete the assessment via a letter to be issued within 14 working days.

Report of Compliance

21. The applicant is advised to report to the respective departments for verification as soon as he / she has fully complied with all the requirements for issue of a full licence.

“Bring-up” inspection

22. In order to monitor and document progress of the application and to effectively deploy resources for licensing duties, staff of FEHD (i.e. case manager) will only conduct one site visit within the first three months after the issue of letter of requirements to offer advice on site to the applicant as necessary. After that, only reminders will be sent to the applicant at 3-month intervals.

Issue of Licence

23. After confirming that all licensing requirements have been complied with, the Licensing Authority will issue a full places of public entertainment licence to the applicant for 1 year.

24. The grant of a licence does not exempt a licensee from applying for the necessary permission from other authorities concerned for the use of the site, or from complying with any conditions or requirements which may be stipulated by other Government departments.

25. Cinematography theatres shall be used for the exhibition of films only and shall not be used for any other purpose without the express permission in writing from the Licensing Authority.

Laser Equipment

26. In case an application relates to any premises in which laser equipment is, or is proposed to be, installed, the applicant is required to submit -

- one more copy of the application form;
- one more set of the required plans;
- a 'Display Laser Information' sheet as at Appendix VII;
- 2 copies of a plan showing the proposed or actual location of all such equipment; and
- specifications and particulars of the equipment.

See
Appendix VII

For enquiries on use of laser equipment, please ring 2808 3803, or write to Electrical and Mechanical Services Department (EMSD), 3 Kai Shing Street, Kowloon, Hong Kong. After the laser equipment is installed and before commencement of the laser projection display, the applicant shall arrange an on-site inspection of the laser equipment by EMSD and make a demonstration of the laser display during the inspection. During the inspection, EMSD will check the laser safety provisions and may make recommendations to the applicant for necessary follow-up actions. Re-inspection may be required to check the rectification work against the recommendations made. EMSD will inform the Licensing Authority the inspection results after the inspection / re-inspection. The above arrangement is applicable to the application for a full licence or a provisional licence.

Licence and Related Fees

27. The licence fee for cinema and theatre is payable on an annual basis. Details of the licence fees as at November 2006 and the fee for Fire Services Certificate are attached at Appendix VIII.

See
Appendix
VIII

28. The licence fee payable in respect of any licence may be reduced to a nominal sum of \$140 and \$520 in urban area and NT area respectively, when it appears to the Licensing Authority that a place of public entertainment is kept or used by any of the following –

- (1) a religious, charitable, welfare body, organization or institution, recommended by the Director of Home Affairs; and

- (2) an educational institution or organization, recommended by the Permanent Secretary for Education.

Part III: Provisional Places of Public Entertainment (Cinema/Theatre) Licence

Provisional Licence

29. Under section 3A of the *Places of Public Entertainment Regulations, (Cap.172A)*, the Licensing Authority may, if such applications are made, issue Provisional Places of Public Entertainment (Cinema/Theatre) Licence to premises which have met all essential health/hygiene, ventilation, building, fire safety requirements and laser safety provisions if laser equipment is installed for the issue of provisional licences imposed by all the departments concerned. This enables applicants to operate their cinemas / theatres on a provisional basis following certification of compliance of essential requirements, pending the issue of full licences.

Application and Licensing Procedures

30. Application for a provisional licence is entirely optional. If one opts for a provisional licence, he may submit the application together with his application for a full licence or at a later stage in writing as he wishes after the submission of the full licence application. Application for a provisional licence without applying for a full licence will not be considered by the Licensing Authority.

31. The licensing procedures of application for provisional licences are same as those of application for full licences except that after the issue of the letter of requirements (provisional licence), the applicant pursuing a provisional licence to be added is required to report compliance by submission of certifications by professionals. The flow chart at Appendix III depicts the licensing procedures of application for provisional licences (as well as those of application for full licences).

See
Appendix III

Criteria for Issue of Provisional Licence

32. The Licensing Authority will issue a provisional licence if:-

- (a) there is no objection in principle to the application for a full licence, i.e., the application has been accepted by the Application Vetting Panel;

- (b) the applicant has been issued with a list of essential health/hygiene and ventilation requirements (as per Appendix IX) as well as building and fire safety requirements for the issue of a provisional licence;
- (c) the Licensing Authority is satisfied, upon receipt of the report of compliance with the requirements for the issue of a provisional licence (sample of the report form is at Appendix X) from the applicant enclosing certifications by professionals in prescribed forms (sample of the prescribed forms are at Appendix XI) that all essential requirements have been met;
- (d) the Licensing Authority has received from the applicant a copy of the certificate relating to the fixed electrical installation (Form WR1 or WR2) issued for the purposes of regulation 19 or 20 of the *Electricity (Wiring) Regulations (Cap.406 sub.leg.)*; and
- (e) the safety provisions related to laser equipment, if applicable, has been found in compliance with the requirements by the Electrical and Mechanical Services Department.

See
Appendix IX

See
Appendix X

See
Appendix XI

33. The following professional persons are recognized by the Licensing Authority for the purpose of certification for the issue of provisional licences:-

- (a) Authorized Persons or Registered Structural Engineers registered under the *Buildings Ordinance (Cap.123)* in respect of health/hygiene, building and / or fire safety requirements;
- (b) Registered Fire Service Installation Contractors registered under the *Fire Services Ordinance (Cap.95)* in respect of fire service installations and equipment; and
- (c) Registered Specialist Contractors (Ventilation Works Category) under the *Buildings Ordinance (Cap.123)* in respect of mechanical ventilating systems.

A list of the Authorized Persons and Registered Structural Engineers, Registered Fire Service Installation Contractors and Registered Specialist Contractors (Ventilation Works Category) is kept at the Food and Environmental Hygiene Department Licensing Offices for reference. They are also available from the websites of BD and FSD.

Validity of Provisional Licence

34. A provisional licence shall be valid for six months or such lesser period as may be indicated in the provisional licence or until a full licence is granted, whichever occurs first.

Renewal of Provisional Licence

35. The Licensing Authority may in exceptional circumstances renew, before it expires and on one occasion only, a provisional licence for a further period of not exceeding six months, if it is satisfied that the non-compliance with the outstanding requirements for the issue of a full licence is due to factors beyond the reasonable control of the licensee, his contractors and his agents. Examples of such circumstances are:-

- (a) the processing of the full licence application being hindered by a cause which is not attributable to the act, default or omission of the licensee, his contractors and his agents; and
- (b) the occurrence of such events as labour strikes, curfews and natural disasters.

36. Applicants who intend to apply for renewal of a provisional licence should submit an application at any time during the period not more than 2 months and not less than 1 month before the expiration of the provisional licence with evidence to show that the failure to comply with the requirements for the issue of a full licence is due to factors referred to in paragraph 35 above.

Transfer of Provisional Licence

37. A provisional licence is not transferable except with the consent of the Licensing Authority.

Monitoring of Provisional Licence

38. Premises issued with a provisional licence will be subject to the same licence conditions, inspection system and licence cancellation policies operating under the existing full licensing system as well as enforcement actions under the *Places of Public Entertainment Ordinance, (Cap.172)* and its subsidiary

legislations.

39. In order to strengthen the control over the provisional licensing system, the provisional licence will be cancelled when any major fire safety, ventilation, building or health / hygiene requirements are found actually not fully complied with or such certifications are found fraudulent after the issue of provisional licence. Examples of non-compliance of licensing requirements are summarized below for reference:

(a) List of irregularities on major health / hygiene requirements that warrant cancellation of provisional licence:

- (1) Requirements for sanitary fitments are not complied with;
- (2) Requirements for ablution facilities are not complied with; and
- (3) Requirements for fresh air provision are not complied with.

(b) List of irregularities on major building safety requirements that warrant cancellation of provisional licences:

- (1) Category 1 requirement for submission of revised plan for BD's acceptance and demonstration of compliance with Category 2 building safety requirement have not been complied with;
- (2) Unauthorized building works subject to Category 2(i) requirements have been altered;
- (3) Alteration and addition works subject to Category 2(iii)(a) requirements have not been completed;
- (4) Fire resisting constructions subject to Category 2(iii)(b) requirements have been altered or removed;
- (5) Unauthorized building works subject to Category 2(iv) requirements have not been removed;
- (6) Concrete repair required subject to Category 2(iv) requirement has not been completed; and
- (7) Improvement to means of escape subject to Category 2(iv) requirements has not been completed.

(c) List of irregularities on major fire safety provisions / requirements that warrant cancellation of provisional licences:

- (1) Requirements for emergency lighting not complied with;
- (2) Requirements for exit sign not complied with;
- (3) Requirements for safety curtain not complied with (for theatres only);
- (4) Requirements for panic exit device not complied with;
- (5) The following fire service installations not maintained in efficient working order:
 - i. Sprinkler system;
 - ii. Hydrant / hose reel system;
 - iii. Automatic smoke detection system;
 - iv. Smoke extraction system; and
 - v. Manual fire alarm system.
- (6) Requirements for flammability standards for polyurethane (PU) foam filled furniture items not complied with;
- (7) Requirements against fire and smoke at protected areas for mechanical ventilating system not complied with;
- (8) Requirements of fire damper installation in mechanical ventilating system not complied with; and
- (9) Requirements on using non-combustible materials inside false ceiling or elevated floor when such becomes air plenum of mechanical ventilating system not complied with.

Provisional Licence and Related Fees

See
Appendix VIII

40. Details of the provisional licence fees as at November 2006 are at Appendix VIII.

41. The licence fee payable in respect of any licence may be reduced to a nominal sum of \$140 and \$520 in urban area and NT area respectively, when it appears to the Licensing Authority that a place of public entertainment is kept or used by any of the following –

- (1) a religious, charitable, welfare body, organization or institution, recommended by the Director of Home Affairs; and
- (2) an educational institution or organization, recommended by the Permanent Secretary for Education.

42. A provisional licence should be valid for a period of 6 months from and including the date of its issue. If a full licence is granted before the expiry of a provisional licence, no refund of part of the fee paid in respect of the provisional licence will be made.

PART IV : The Role of the Fire Services Department

The Role of the Director of Fire Services

43. The Licensing Authority will not issue any licence until after the applicant has complied with, among others, all requirements imposed by the Director of Fire Services. The proof of compliance with fire safety requirements is a Fire Services Certificate (FSC) and a Letter of Compliance (Ventilating System) issued by the Fire Services Department (FSD) and such certificate and letter are the pre-requisites for the issue of a Places of Public Entertainment (PPE) Licence for operating cinema / theatre business. The following paragraphs describe the procedures of processing an application for a FSC and Letter of Compliance (Ventilating System) by FSD and a flow chart showing the inspection procedures by FSD for the licensing of PPE (Cinema / Theatre) is attached at Appendix VI(a). Further enquiries can be made by telephone or in writing to any of the Regional Offices (ROs) and the Ventilation Division of FSD listed at Appendix VI(b).

See
Appendices
VI(a) and
VI(b)

How to Obtain a Fire Services Certificate

44. The applicant does not need to apply directly to FSD for a FSC or Letter of Compliance (Ventilating System). The Licensing Office of the Food and Environmental Hygiene Department (FEHD), upon receiving an application for a PPE licence, will refer the application to respective RO for processing. The respective RO will make direct contact with the applicant with copies of all relevant correspondence to the FEHD Licensing Office.

The Procedures

45. For each individual application, FSD will consider whether the premises are suitable for the operation of a cinema / theatre. If the proposed layout and the premises are considered suitable for such purpose, detailed fire safety requirements will be formulated and issued to the applicant direct. If the premises and/or the proposed layout are/is considered unsuitable for such purpose, a letter of objection stating the reasons for objection will be issued to the applicant. There are general fire safety requirements published by the

FSD which are available in their departmental homepage (<http://www.hkfsd.gov.hk/home/eng/licensing.html>) for the reference of applicants of PPE (cinema / theatre) licences. These requirements are set out in Forms PPA/109(2) (Requirements for Places of Public Entertainment Licence(Cinemas & Theatres)), PPA/109(A) (Requirements for Places of Public Entertainment Licence (Theatre) – Specifications for Safety Curtain), PPA/104 (Requirements for Battery Secondary Lighting Systems) and PPA/104A (Requirements for Self-Contained Luminaries Emergency Lighting Systems). Copies of these requirements are also attached at Appendix VI(c) for reference. Through the arrangements by the respective FEHD Licensing Office, FSD will take part in the Application Vetting Panel meeting for any matters arising from the application.

See
Appendix VI(c)

Fire Safety Requirements

46. Fire safety requirements are measures to protect the safety of public and the premises against fire, limit its spread and at the same time give warning to the occupants of the premises. Applicants will be required to obtain the following certificates:

- (a)* a Certificate of Fire Service Installations and Equipment (FS 251) and/or a Certificate of Compliance (FSI/314A or FSI/314B as appropriate) issued by a Registered Fire Service Installation Contractor;
- (b)* if self-contained battery type emergency lighting unit is to be installed in licensing area other than auditorium and exit routes, a test report and/or a Catalogue of Emergency Lighting Unit ; and
- (c)* if polyurethane (PU) foam filled furniture is used, the invoice from the manufacturers / suppliers indicating that the PU foam filled furniture items meet the relevant flammability standards and a copy of the test certificate issued by a testing laboratory accredited to conduct tests according to the specified standards. The test certificate should bear the supplier's / manufacturer's company seal for authentication purpose and PU foam filled furniture items meeting the specified standards should bear appropriate labels.

See
Appendix VI(d)

Samples of the Certificate of Fire Service Installations and Equipment (FS 251) and Certificate of Compliance (FSI/314A or FSI/314B) are at Appendix VI(d) for reference and the following paragraphs describe in detail the purpose of each of these certificates.

Explanatory Notes

(a)* *These certificates are issued by Registered Fire Service Installation Contractors. The purpose of these certificates is to ensure that following the decoration of the premises, the fire service installations (FSI) provided for the building are still in efficient working order.*

If there is a need to alter or add any fire service installations and equipment in the premises, the applicant should appoint a Registered FSI Contractor to carry out the work. The Registered FSI Contractor should submit a copy of the certificate (FSI/314A or FSI/314B as appropriate) together with the relevant FSI plan to the Director of Fire Services. Upon completion of the work, the Registered FSI Contractor should inspect and certify the installations, and submit a copy of the Certificate of Fire Service Installations and Equipment (FS 251) to the Director of Fire Services. A list of Registered FSI Contractors is available for inspection at the RO and all fire stations as well as the following web page of FSD: www.hkfsd.gov.hk/home/eng/cert.html.

(b)* *The purpose of this test report and/or catalogue are/is to enable FSD to check whether the self-contained battery type emergency lighting unit installed meets the specified standards.*

(c)* *The purpose of this invoice and test certificate is to enable FSD to check whether the PU foam filled furniture used meets the specified standards.*

Procedures for processing applications for the use of non-standard items

47. Applicants may propose the use of non-standard items / an alternative approach to comply with the fire safety requirements. Relevant test report(s) / document(s) for proving the compliance of stipulated / accepted standards shall be submitted to FSD for consideration.

48. Please note that fire service installations and equipment, e.g. sprinkler system / equipment, fire alarm installation / equipment, which are

required by the Director of Fire Services for the protection of buildings shall be of an approved type. The *Guidance for Product Approval of Fire Service Installations and Equipment* which contains a list of fire service installations and equipment requiring approval is available in FSD's website: http://www.hkfsd.gov.hk/home/eng/source/notices/FP_%20Notice_%20No15.pdf.

49. For the list of accepted / approved equipment, it is available in FSD's website: http://www.hkfsd.gov.hk/home/eng/accep_eq.html.

Report of Compliance

50. Applicants or their authorized representatives should, upon completion of all works required and availability of all supporting documents for verification, inform the respective RO by phone or in writing so that follow-up inspection can be arranged.

Follow-up Inspection

51. If non-compliance with fire safety requirements is spotted during the follow-up inspection, the subject RO will advise the applicant in writing of any remedial works required, and arrange for further follow-up inspection after the applicant has notified that all the requirements have been met.

Issue of a Fire Services Certificate

52. If the follow-up inspection has proved that all fire safety requirements have been complied with and the layout of the premises conforms to the approved plan, the applicant will be notified in writing by FSD that a FSC will be available for collection after payment of the prescribed fee. A copy of the notification will be forwarded to the respective Licensing Office of FEHD by FSD.

53. The FSC is one of the pre-requisites for the issue of a PPE licence. However, the certificate remains valid only if the actual layout of the premises conforms to the latest plans accepted by FSD, and that all necessary fire safety requirements stipulated are fully complied with. If there are alterations or additions to the premises that may affect fire safety, a new FSC may be required.

How to Obtain a Letter of Compliance (Ventilating System)

See
Appendix
VI(e)

54. The Letter of Compliance (Ventilating System) [sample at Appendix VI(e)] is issued by the Ventilation Division of FSD. The purpose of this letter is to certify that the mechanical ventilating system installed in connection with the cinema / theatre premises has been inspected and complies with the fire safety provisions stipulated in the *Ventilation of Scheduled Premises Regulation (Cap.132 sub.leg.CE)* and the fire safety requirements on Mechanical Ventilating System issued by FSD.

55. The applicant does not need to apply directly to FSD for a Letter of Compliance for the mechanical ventilating system of the premises under application. If the applicant has indicated in his application that a mechanical ventilating system will be provided at the premises, fire safety requirements on mechanical ventilating systems will be issued to the applicant directly by FSD.

The Procedures

56. Whenever the ventilation works are completed on site, the applicant is required to submit three sets of ventilation / air-conditioning layout plans directly to the Licensing Office of FEHD. FEHD will refer the plans to the Ventilation Division of FSD for reference during compliance inspection.

Report of Compliance

See
Appendix VI(f)

57. When all ventilation installation works have been completed with full compliance of fire safety requirements confirmed, the applicant should fill out a prescribed form (Vent/425) (sample at Appendix VI(f)) and return the original copy to the Ventilation Division, so that an inspection can be arranged.

58. To ensure smooth processing of licence inspection, applicant's particular attention on the following aspects is sought:

- (a) Submit the ventilation drawings in advance to the Licensing Office of FEHD. The ventilation drawings shall clearly indicate the layout of all air ducts, positions of fire damper and ventilation equipment, if applicable, in connection with the licensing area

regardless it is existing or new installation.

- (b) For application on ventilating system alteration, ready to produce a valid annual inspection certificate for the existing installation.
- (c) If the applicant does not wish to handle the ventilation inspection application in person, he must provide an authorization letter for the appointed representative for document submission, attending system inspection and receiving advice.

Initial and Follow-up Inspection

59. If the ventilating system does not comply with fire safety requirements, the Inspection Officer of Ventilation Division will, during initial inspection, advise the applicant or the appointed representative of any remedial works required. A formal list of non-compliance works will be issued to the applicant through the respective Licensing Office of FEHD. After rectifying the defects of the ventilation installation, the applicant is required to report compliance to the Ventilation Division once again. The procedure is identical to that of initial inspection.

60. Failure to provide sufficient information (e.g. as-built drawing plan) and necessary certification document for verification may delay the inspection and the issue of the Letter of Compliance (Ventilating System) which is one of the pre-requisites for the granting of a PPE licence.

Issue of a Letter of Compliance (Ventilating System)

61. After confirmation from the Inspection Officer of Ventilation Division that all fire safety requirements for the mechanical ventilating system have been complied with, a Letter of Compliance (Ventilating System) will be issued directly to the applicant with a copy to the respective Licensing Office of FEHD.

ENQUIRIES

Please refer to Appendix II for contact with the respective Regional Office and Ventilation Division of the Fire Services Department.

PART V : The Role of the Buildings Department

The Role of the Building Authority

62. Under Regulation 3 of the *Places of Public Entertainment Regulations (Cap.172 sub. leg.)*, the Building Authority (i.e. the Director of Buildings under Section 2 of the *Buildings Ordinance (Cap.123)*) offers advice on applications for places of public entertainment licences to the Food and Environmental Hygiene Department (FEHD). The Building Authority will assess the suitability of premises in regard to the following areas:

- (a) Structural safety;
- (b) Fire resisting construction;
- (c) Means of escape and access for firefighting and rescue;
- (d) Unauthorized building works affecting public safety; and
- (e) Compliance with Part VI A of the *Building (Planning) Regulations (Cap.123 sub. leg.)*.

General Advice

63. Each case shall be considered on its merits after full consideration of the circumstances. Nothing contained herein shall be taken as in any way derogating from the statutory powers of the Building Authority.

64. As the subject matters are often related to complicated technical issues which may be difficult to overcome, the applicant is strongly advised to enlist the service of an Authorized Person (AP) (an architect, engineer or surveyor registered under the *Buildings Ordinance (Cap.123)*) at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications.

65. Where alteration and addition works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the Building Authority by an AP and/or Registered Structural Engineer (RSE) may be required. It is strongly recommended that the advice of an AP or RSE should be sought well in advance. The lists of AP and RSE registered under the *Buildings Ordinance (Cap.123)* are available in the web site www.bd.gov.hk or the Buildings Department (BD) for viewing.

Structural Safety

66. The main issues to be considered on structural safety are:

- (a) The minimum designed loading of the premises shall not be less than 5 kPa (i.e. 100 lb/ft²).
- (b) In cases where there are non-structural screeding on slabs to raise floors levels, heavy equipment/plant, brick/partition walls, etc., justification of the adequacy of the existing supporting structure to cater for such superimposed loads will have to be submitted by an AP/RSE. In this connection, the supporting structural calculation should be substantiated with catalogues or relevant documents.
- (c) No part of a premises shall be located in, under or over any structures built without the approval and consent of the Building Authority.

Fire Resisting Construction

67. The premises shall be designed and constructed of fire resisting constructions which satisfy the provisions of the *Building (Construction) Regulations (Cap.123 sub. leg.)* and the *Code of Practice for Fire Resisting Construction* issued from time to time by BD. This code can be downloaded from the web site www.bd.gov.hk for reference. In essence, a cinema/theatre should be separated from other occupancies by walls and floors or other elements of construction having adequate fire resistance period.

68. In cases where new or modified fire resisting walls, doors and other fire resisting components are involved, a duly completed Form (Appendix A to the *Practice Note for Authorized Persons and Registered Structural Engineers* 53) with test/assessment reports from an AP/RSE shall be submitted to substantiate the fire resistance performance.

Means of Escape and Access for Firefighting and Rescue

69. Every cinema/theatre shall be provided with adequate means of escape and access for firefighting and rescue in accordance with Part V of the *Building (Planning) Regulations (Cap.123 sub. leg.)*, the *Code of Practice for the Provision on Means of Escape in case of Fire (MOE Code)* and the *Code of Practice for Means of Access for Firefighting and Rescue* issued from time to time by BD. These codes of practice can be downloaded from the web site www.bd.gov.hk.

70. The general requirements on means of escape and additional requirements for cinema/theatre are provided in Part II and Part III of the MOE Code respectively. In essence, the exit routes from a cinema/theatre should discharge to streets, and if necessary, may discharge through but should be separated from other occupancies.

71. The provision of means of escape for a cinema/theatre can only accommodate a specified maximum number of persons at any one time. The current MOE Code sets out such limits and relates them to the width and number of exit routes provided for each floor and for the whole building.

Unauthorized Building Works Affecting Public Safety

72. The existence of unauthorized building works on or affecting premises under application may pose a risk to the safety of the employees and patrons. The Building Authority will not recommend to FEHD to issue a licence if unauthorized building works, which pose risks to public safety are found on the premises under application. Applicants are advised to exercise extreme care in selecting premises for cinema/theatre use as the presence of unauthorized building works may render the premises unsuitable for licensing. If the premises selected for cinema/theatre use contains unauthorized building works, the applicant is strongly advised to effect removal of such works before submitting an application.

73. A list of unauthorized building works affecting public safety is provided for the reference at Appendix XII(a).

74. The erection of advertising signs should be in accordance with the

Guide on Erection and Maintenance of Advertising Signs issued by BD. In general, advertising signs projecting over a pavement should have a minimum vertical clearance of 3.5m and a minimum horizontal clearance of 1.0m from the curb of such pavement. Advertising signs projecting over a carriageway should have a minimum vertical clearance of 5.8m. Copies of the Guide can be obtained from BD or downloaded from the web site www.bd.gov.hk for reference.

75. The applicant's attention is drawn to the *Disability Discrimination Ordinance (Cap.487)* in regard to the provision of access and facilities for persons with a disability. Unauthorized removal or alteration of existing approved access and facilities (e.g. ramps and toilets) for persons with a disability may subject to enforcement and prosecution actions under the *Buildings Ordinance (Cap.123)*.

Compliance with Part VI A of the Building (Planning) Regulations

76. The planning, design and construction of the cinema/theatre should comply with Part VI A of the *Building (Planning) Regulations (Cap.123 sub. leg.)*. Apart from the relevant provisions of the *Buildings Ordinance* and the requirements in the *Code of Practice for the Provision of Means of Escape in Case of Fire*, the *Code of Practice for Fire Resisting Construction* and the *Code of Practice for Means for Access for Firefighting and Rescue*, the requirements stipulated in relevant *Practice Note for Authorized Persons and Registered Structural Engineers (PNAPRSE no. 54)* shall also apply to cinema/theatre. Copies of the Practice Note can be downloaded from the web site www.bd.gov.hk for reference.

Application Processing

77. Staff of BD will carry out separate site inspection to check that the submitted plans conform to the actual premises and to determine the suitability of the premises and the scope of any proposed or required alterations.

78. Apart from advising FEHD, BD will send a copy of its building safety requirements to the applicant.

79. Through arrangements by the respective FEHD Licensing Office, an

officer from BD will take part in the Application Vetting Panel meeting to discuss the application with other departments concerned and the applicant. If there are serious or major impediments to licensing, the applicant will also be informed at the meeting with advice on any remedies.

3-tier System for Verification of Compliance with Building Safety Requirements

80. In order to streamline and simplify the processing of verification of compliance with building safety requirements, BD has adopted a 3-tier system for verification of compliance with building safety requirements, under which building requirements are graded into Categories 1, 2 and 3 as follows:

(a) Category 1

The applicant is required to certify compliance direct to the respective FEHD Licensing Office in respect of requirements relating to matters of fact e.g. exit doors opening in direction of exit, removal of movable obstructions from exit routes and extent of licensed area.

(b) Category 2

An AP/RSE is required to certify compliance direct to the respective FEHD Licensing Office in respect of requirements involving a professional appraisal relative to well-established standards, e.g. improvement of means of escape to stipulated standards, structural justification for additional loading, separation between different uses and removal of unauthorized building works.

(c) Category 3

An AP/RSE is required to report compliance to BD in cases involving more serious concerns about building safety e.g. approval of plans for extensive alteration and addition works prior to licensing.

81. A list showing the categorization of typical building safety issues is at Appendix XII(b). Under this 3-tier system, the respective FEHD Licensing Office will inform the applicant of the arrangements for reporting compliance

with Categories 1 and 2 requirements along with the issue of the letter of requirements (paragraph 16 refers). However, if there are Category 3 requirements, the applicant's AP/RSE is required to report compliance with the Category 3 requirements to the BD. The respective FEHD Licensing Office will not issue any letter of requirements until BD has confirmed that the applicant has fully complied with all the Category 3 requirements.

**REQUESTS FOR VIEWING
APPROVED PLANS & DOCUMENTS**

Inspection of approved plans and documents are now available at the Buildings Department at a prescribed fee charged on a cost recovery basis. Requests can be made in a standard application form available in the Buildings Department and from the web site www.bd.gov.hk and prior appointment for viewing may be necessary so as to allow for the records to be retrieved. For enquiries, please contact the Building Information Centre of the Buildings Department. (Tel. No.: 2626 1207 - Handled by "1823").

ENQUIRIES

For enquiries, please contact the Licensing Unit, Buildings Department, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon (tel. no.: 2626 1616 - Handled by "1823", fax no.: 3184 7956).

PART VI : Miscellaneous

Renewal of Licence

82. Application for renewal of full licence is required. Applicants may submit application for renewal in writing to the Licensing Authority during the period not more than 6 months and not less than 5 months before the expiration of the licence. A places of public entertainment licence (cinema/theatre) may be renewed at the discretion of the Licensing Authority after consultation with the Buildings Department (BD) and the Fire Services Department (FSD) and other relevant government department(s) if necessary.

Transfer of Licence

83. The Licensing Authority may, subject to such conditions as it may deem fit to impose, permit the transfer of a licence to another person.

84. In order to simplify and expedite the transfer of full places of public entertainment licence (cinema/theatre), both outgoing and incoming licensee could sign an undertaking with separate legal representation on a voluntary basis. The parties can undertake to warrant that there is no deviation of the licensed premises from the approved layout plan. The Food and Environmental Hygiene Department (FEHD) would accept the undertaking and grants approval for the transfer without conducting any site inspection to check the approved layout plan at the time of transfer. However, if deviations are later found by staff of FEHD, the incoming licensee would be held responsible for the deviation.

Cancellation of Licence

85. The Licensing Authority may cancel any licence without payment of any compensation if it is satisfied that –

- (a) any of the conditions of the licence has not been complied with;
- (b) there has been disorder at the premises to which the licence relates; or
- (c) any false or misleading statement or information was made or

furnished by an applicant in connection with the application for the grant or renewal of the licence.

Besides, any police officer not under the rank of Chief Inspector may order that a place of public entertainment be temporarily closed or vacated when it appears to him that it is necessary so to do for the protection of any person present in the place of public entertainment in an event of emergency or for the prevention of disorder in the place of public entertainment.

Refusal

86. Pursuant to Regulation 3(4) or 3D, as the case may be, of *the Places of Public Entertainment Regulations (Cap.172 sub. leg.)*, the Licensing Authority shall inform the applicant in writing of any decision made to reject his application for the grant or renewal of licence. If any applicant is dissatisfied with the decision made by the Licensing Authority, he may within 28 days after the service on him of the notice declaring the decision appeal to the Municipal Services Appeals Board in accordance with the relevant provisions of the Regulations.

Application for Alteration to Approved Layout of the Premises

87. FEHD, upon receipt of an application with three copies of layout plans showing any proposed alteration and / or addition which have to be highlighted with colour pens and simple description from the licensee, will refer the application to relevant departments such as BD and FSD for comment. Plans without highlighting the proposed alteration and / or alteration will be rejected. Licensee should note that departments concerned would not be responsible for any delays caused by the errors and omissions in highlighting all changes caused by himself / herself.

88. Licensees are advised that each case shall be considered on its merits. Nothing contained herein shall be taken as in any way derogating from the statutory powers of the Director of Buildings, Director of Fire Services and Director of Food and Environmental Hygiene. As the building safety matters may be related to complicated technical issues, which may be difficult to overcome, the licensees are strongly advised to enlist the service of an Authorized Person (an architect, engineer or surveyor registered under the

Buildings Ordinance (Cap.123)) at the early stage to avoid unnecessary waste of time and efforts.

Display of Licence Sign

89. Licensee is required to display a licence sign issued by FEHD at the ticket control point of the licensed cinema / theatre conspicuously.

Licensing Offices of The Food and Environmental Hygiene Department

Enquiries concerning application for places of public entertainment licence can be made to the following offices:

Hong Kong and Islands

Assistant Secretary (Other Licences),
Hong Kong and Islands Licensing Office,
Food and Environmental Hygiene Department
8th floor, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wan Chai, Hong Kong

Tel. No. : 2879 5720

Fax : 2507 2964

Kowloon

Assistant Secretary (Other Licences),
Kowloon Licensing Office,
Food and Environmental Hygiene Department
4th floor, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon

Tel. No. : 2729 1298

Fax : 2789 0107 or 3146 5319

New Territories

Assistant Secretary (Other Licences),
New Territories Licensing Office,
Food and Environmental Hygiene Department,
4th floor, Tai Po Complex, No. 8 Heung Sze Wui Street, Tai Po, New Territories

Tel. No. : 3183 9225

Fax : 2606 3350

Restaurant Licensing Resource Centre

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

Tel. No. : 2958 0694

Fax : 2708 9761

Other Government Offices for Enquiry

Enquiries can also be made by telephone to the following offices of other departments:-

Office	Department	Enquiry Telephone No.
Licensing Unit	Buildings Department	2626 1616 (Handled by "1823")
Hong Kong Regional Office	Fire Services Department	2549 8104
Kowloon West Sub-Regional Office	Fire Services Department	2302 5339
New Territories Regional Office	Fire Services Department	3423 9328
Kowloon East Sub-Regional Office	Fire Services Department	3423 9332
Ventilation Division	Fire Services Department	2718 7567
Licensing Office	Hong Kong Police Force	2860 6524

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 2871

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

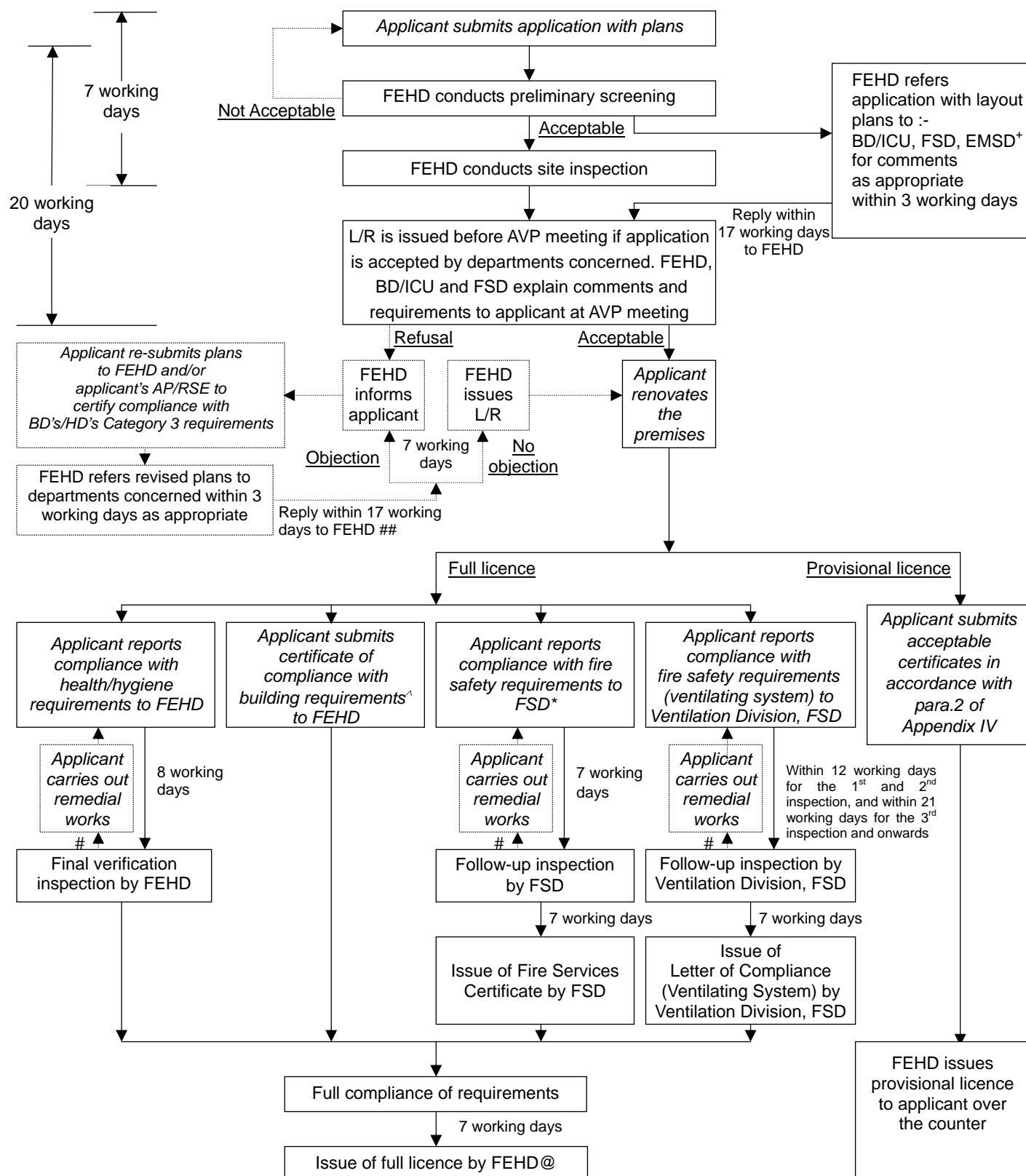
Buildings Department Headquarters,
North Tower, West Kowloon Government Offices,
11 Hoi Ting Road, Yau Ma Tei, Kowloon
Enquiry Telephone No.: 2626 1616 (Handled by "1823")

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 (Tel. no. 2626 1207 - Handled by "1823"). Fee will be charged on applying for certified true copy of Occupation Permit of the building.

Planning Department

Planning Enquiry Counter
17/F North Point Government Offices,
333 Java Road, North Point,
Hong Kong
Enquiry Telephone No.: 2231 5000

Flow Chart Showing Processing of Application For Places of Public Entertainment Licence (Cinema/Theatre) and revised plan



Legend

- | | | | |
|--------|---|------|---|
| # | : If there are still outstanding requirements | FEHD | : Food and Environmental Hygiene Department |
| @ | : BD randomly audits certificate of compliance | BD | : Buildings Department |
| * | : See Appendix VI(a) | ICU | : Independent Checking Unit under the Office of the Permanent Secretary for Housing |
| ^ | : Including supporting documents required by BD/ICU | FSD | : Fire Services Department |
| RSE | : Registered Structural Engineer | EMSD | : Electrical and Mechanical Services Department |
| RFSIC | : Registered Fire Service Installation Contractor | AVP | : Application Vetting Panel |
| RSC(V) | : Registered Specialist Contractor (Ventilation Works Category) | L/R | : Letter of Requirements |
| AP | : Authorized Person | | |
| ## | : BD and FSD will process the revised layout plans within 14 (85% of the cases) & 17 (90% of the cases) working days respectively | | |

- + : EMSD conducts on-site inspection of laser equipment, if applicable, and make recommendations to the applicant during the inspection for necessary follow-up rectification work. EMSD may conduct re-inspection as necessary. EMSD will inform the Licensing Authority the inspection results after the inspection / re-inspection.

Checklist of Supporting Documents to be Submitted at Each Stage of the Licensing Cycle

(I) List of documents to be submitted to the Food and Environmental Hygiene Department

1. During the submission of application form:
 - (a) 3 sets of duly completed and signed application form;
 - (b) 3 sets of proposed layout plan;
 - (c) For a licence to be issued in the name of a company, the following are required:
 - (i) Copy of Memorandum and Articles of Association of the Company;
 - (ii) Copy of Business Registration Certificate;
 - (iii) Certified true copy of Certificate of Incorporation of the Company;
 - (iv) Certified true copy of Notice of Change of Address of Registered Office;
 - (v) Certified true copy of the latest annual return;
 - (vi) A resolution in writing passed by the Board of Directors to authorize a person to act on behalf of the company to deal with licensing matters with FEHD; and
 - (vii) Notice of Acceptance of the Authorization signed by the authorized representative.
 - (d) If laser equipment is or will be present in the premises, additional documents are required:
 - (i) One more set of duly completed and signed application form;
 - (ii) One more set of the required plans;
 - (iii) Completed “Display Laser Information” sheet; and
 - (iv) Two copies of a plan showing the actual or proposed location of all such equipment together with specifications and particulars of the equipment.
2. Before issue of Provisional Licence:
 - (a) Certificate of Compliance A (Health Requirements);
 - (b) Certificate of Compliance B (Building Safety Requirements);
 - (c) Certificate of Compliance C (Fire Safety Requirements);
 - (d) Certificate of Compliance D (Ventilation Requirements) together with three copies of ventilating system layout plans, drawn as nearly as possible to scale, showing the layout of the ventilating system installed in the premises; and
 - (e) WR 1/ WR 2 issued for the purposes of regulation 19 or 20 of the *Electricity (Wiring) Regulations (Cap. 406 sub. Leg.)* and relating to the fixed electrical installation.
(Note: Confirmation from the Electrical and Mechanical Services Department (EMSD) must be obtained for compliance with the requirements for safety provisions related to laser equipment, if applicable.)

3. Before issue of full licence:

- (a) Certificate of Compliance for Categories 1 and 2 building safety requirements and supporting documents, if any;
- (b) Fire Services Certificate from the Fire Services Department (FSD);
- (c) Ventilating system supplier's certificate;
- (d) Letter of Compliance from FSD (Ventilation Division);
- (e) Proof of "Notice of intention to open a cinema / theatre";
- (f) 3 sets of final plans and as-fitted drawings up to the specified standard:
 - (i) complete layout plans showing elevations, sections, fire service installations, etc.;
 - (ii) plans showing ventilation, air-conditioning, air ducts, fire dampers, etc.;
 - (iii) block plans showing location of the premises in relation to any adjacent lots and buildings and to the public thoroughfares, and
- (g) WR 1 / WR 2 issued for the purposes of regulation 19 or 20 of the *Electricity (Wiring) Regulations (Cap. 406 sub. leg.)* and relating to the fixed electrical installation (not applicable if this certificate has been submitted before the issue of a provisional licence);
(Note : Confirmation from EMSD must be obtained for compliance with the requirements for safety provisions related to laser equipment, if applicable.)

4. After issue of full licence:

- (a) Certificate(s) of Fire Service Installations and Equipment (FS251) issued by Registered Fire Service Installation Contractor(s) to be submitted annually;
- (b) Inspection certificate of the ventilating system issued by Registered Specialist Contractor (Ventilation Works Category) to be submitted annually; and
- (c) WR 1 / WR 2 to be submitted annually.

(II) List of documents to be submitted to the Buildings Department via Food and Environmental Hygiene Department

1. Application for provisional licence

- Certificate of Compliance B (Building Safety Requirements) if the Buildings Department has imposed building safety requirements.
- Record photos showing completion of removal of unauthorized building works as required under Category 2(iv) requirements.

2. Application for full licence

- Certificate of Compliance (Category 2 Requirements) if the Buildings Department has imposed Category 2 building safety requirements.
- Structural assessment and calculations as required under Category 2(i) and (ii) requirements.
- A copy of Form BA14 certifying completion of alteration and addition works and Building Authority's acknowledgement letter as required under Category 2(iii)(a) requirements.
- Appendix A to *Practice Note for Authorized Persons and Registered Structural Engineers 53* with a copy of supporting test/assessment reports for fire resisting constructions as required under Category 2(iii)(b) requirements (such test/ assessment reports are not required to be submitted if *Practice Note for Authorized Persons and Registered Structural Engineers 292* is applicable).
- Record photos showing completion of removal of unauthorized building works as required under Category 2(iv) requirements.

(III) List of documents required by the Fire Services Department

Type of Licence		Requirement Ref. No.	Description	Documentation required*			
				FS 251	FSI/314A / FSI/314B	L/C	Others
Full Licence	Provisional Licence						
✓		1.1	Portable Fire Extinguisher	✓			
✓	✓	1.2	Emergency Lighting	✓ See note 1			
✓	✓	2	Exit Sign	✓			
✓	✓	3	Safety Curtain	✓			✓ See note 2
✓	✓	4	Panic exit device				✓ See note 3
✓	✓	5	FSI and Equipment - Maintenance	✓			
			FSI and Equipment - Alteration & Addition	✓	✓		
✓		6	Mechanical Ventilating System			✓	
✓		7	Combustible materials used as false ceilings, partitions or wall furnishings (Treating with fire retardant paint or solution)	✓			✓ See note 4
✓		8.1	Draperies & Curtains (Treating with fire retardant solution)	✓			✓ See note 4
✓	✓	9	PU Foam				✓ See note 5

Notes:

- Catalogue and/or test report of the emergency lighting is/are required for verification.
- Catalogue and/or test report of the safety curtain is/are required for verification.
- Documents of acceptance issued by the Fire Services Department.
- If the material conforms to any specified standard acceptable to the Director of Fire Services, no fire retardant paint / solution is required to be applied by FSI contractor. However, the applicant shall provide documentary proof, such as catalogue and/or test report to show its conformity. FS 251 is not required in this case.
- The following documentary proof is required for verification:
 - Invoice(s) from supplier / manufacturer / contractor (if copy is provided, the copy should be authenticated by supplier / manufacturer / contractor, where appropriate); and
 - Test Report issued by a testing laboratory accredited to conduct test in accordance with BS 7176 and/or BS 7177 or other standard acceptable to the Director of Fire Services (if copy is provided, the copy should be authenticated by company's stamp of manufacturers / suppliers, where appropriate)

Remarks:

- * For authentication purpose, copies of original document are required during the on-site inspection by the Inspection Officer.

Abbreviation:

- FS 251 - Certificate of Fire Service Installations and Equipment
- FSI/314A - Certificate of Compliance
- FSI/314B - Certificate of Compliance [for Prescribed Commercial Premises / Specified Commercial Building under the control of *Fire Safety (Commercial Premises) Ordinance, Cap. 502*]
- L/C - Letter of Compliance (Ventilating System)

Standard Requirements and Conditions for Places of Public Entertainment Licence (Cinema/Theatre)

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

IMPORTANT

Where alteration and addition works involving building works not exempted under *Buildings Ordinance (Cap. 123)*, 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 issue of a licence does not exempt the licensee from meeting any requirements or conditions imposed or may be imposed by the Director of Fire Services, the Building Authority or any other Government Departments.

Standard Requirements

1. Plans

- (1) Before the issue of a licence/the grant of approval for change of layout/the grant of approval for the installation of the ventilating system*, the applicant is required to provide three copies of each 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 and Environmental Hygiene.
- (3) The applicant is required to sign on each copy of the plans certifying that it is correct.

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

*delete as appropriate

2. Ceilings and walls

All ceilings and internal walls which are not panelled, tiled or imperviously surfaced, should be limewashed or painted.

3. Sanitary fitments

_____ water closets and _____ flushed urinals for males and _____ water closets for females should be installed in _____. All pipes conveying water from any well used for flushing purpose should be painted black. The sanitary fitments should:

- (a) be segregated and provided with separate entrance for persons of each sex; and
- (b) not, save where unavoidable, be approached directly from the auditorium or from any space in which the public await admission.

- (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 500mm x 500mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000mm (depth) and 500mm (width)
- (ii) The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.)

4. Ablution facilities

_____ 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) should be installed in _____. Every basin should 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.

5. Mechanical ventilation

When natural ventilation is insufficient (i.e., where openings or windows which can be opened to the open air during business hours are less than 1/10th of the floor area) a ventilating system should be provided to give not less than 13 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

(Note: The same specification would apply in the case of a licensee wishing to install a ventilating system voluntarily.)

6. Design of ventilating system

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

7. Well water

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

8. Notices indicating location of the toilets

Sufficient illuminated notices in English block letters and in legible Chinese characters indicating the location of the toilets should be conspicuously displayed on the premises.

9. Certificate for ventilating system

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

10. Fire Services Certificate and Letter of Compliance (Ventilating System)

A Fire Services Certificate, and Letter of Compliance (Ventilating System) if mechanical ventilating system is to be provided, in respect of the premises under application for a Places of Public Entertainment licence shall be obtained from the Director of Fire Services.

11. Electrical Installation Certificate

New fixed electrical installations, after completion, should be inspected, tested 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) should be submitted to the Food and Environmental Hygiene Department as proof of compliance. For existing electrical installations, a Periodic Test Certificate (Form WR2) endorsed by DEMS should be submitted.

PLACES OF PUBLIC ENTERTAINMENT LICENCE (Cinema/Theatre)

Standard Conditions

Standard conditions imposed by the Food and Environmental Hygiene Department

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 must not be used for any other purpose or class of business.
- *3. Wash hand basins must be provided with an adequate supply of liquid soap in dispensers and clean paper towel or cloth towel rolls in dispensers or electric hand dryers.
If cloth towel rolls in dispensers are used,
 - (1) 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
 - (2) the towels or towel rolls provided through the dispensers must be dry, clean, stainless, unworn and of good quality.If electric 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.
- *5. The ventilating system must, at all times when the premises are open to the public, be kept fully in operation. When natural ventilation is insufficient (i.e., where openings or windows which can be opened to the open air during business hours are less than 1/10th of the floor area) a ventilating system should be provided to give not less than 13 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

(Note: The same specification would apply in the case of a licensee wishing to install a ventilating system voluntarily.)
- *6. All electric fans shall be operated and all windows opened-
 - (1) between performances in cold weather; and
 - (2) between and, if possible, during performances in hot weather.

(Note : This condition is applicable only where no ventilating system is installed.)

- *7. All parts of the premises including seating accommodation shall be free from vermin infestation.
- *8. The auditorium floors shall be thoroughly swept and cleared of refuse immediately following each performance.
- *9. All parts of the premises shall, at all times, be kept clean and in good repair.
- *10. The licensee, or a manager 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 conduct the business in person at the licensed premises.
- *11. All ceilings and internal walls which are not panelled, tiled or imperviously surfaced, should be limewashed or painted.

***12. Sanitary fitments**

_____ water closets and _____ flushed urinals for males and _____ water closets for females should be installed in _____. All pipes conveying water from any well used for flushing purpose should be painted black. The sanitary fitments should:

- (a) be segregated and provided with separate entrance for persons of each sex; and
- (b) not, save where unavoidable, be approached directly from the auditorium or from any space in which the public await admission.

(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 500mm x 500mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000mm (depth) and 500mm (width)

(ii) The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.)

- *13. _____ 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) should be installed in _____. Every basin should 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.

- *14. The water from any well used for air-conditioning should be arranged in a closed circuit system and all pipes conveying the water should be painted black.
- *15. Sufficient illuminated notices in English block letters and in legible Chinese characters indicating the location of the toilets should be conspicuously displayed on the premises.
- *16. New fixed electrical installations, after completion, should be inspected, tested 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) should be submitted to the Food and Environmental Hygiene Department as proof of compliance. For existing electrical installations, a Periodic Test Certificate (Form WR2) endorsed by DEMS should be submitted.

Standard conditions imposed by Buildings Department

- *17. The provisions for means of escape, means of access for fire fighting and rescue, fire resisting constructions, and disabled facilities of the premises shall be properly maintained and 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.

Standard conditions imposed by the Fire Services Department

- *18. All fire service installations and equipment provided for the premises, as required by the Director of Fire Services, shall be maintained in efficient working order at all times; and have such installations and equipment inspected by Registered Fire Service Installation Contractor(s) at least once in every 12 months. Certificate(s) of Fire Service Installation and Equipment (FS251) issued by Registered Fire Service Installation Contractor(s) should then be submitted to the Fire Services Department.
- *19. Safety curtain, if required by the Director of Fire Services, shall be maintained in efficient working order at all times. (Applicable to theatres only.)
- *20. All panic exit devices shall be maintained in efficient working order at all times.
- *21. The mechanical ventilating system shall be maintained in safe and efficient working order at all times. The system shall be inspected and certified by a Registered Specialist Contractor (Ventilation Works Category) at an interval not exceeding 12 months.

*22. All polyurethane (PU) foam filled mattresses and upholstered furniture and covering fabric used for fabrication of such mattresses and furniture shall conform to British Standard (BS) 7177:1996 (for the use in medium hazard premises/building) and BS 7176:1995 (for the use in medium hazard premises/building) respectively, or to other standards acceptable to the Director of Fire Services. Documentary proof(s) shall be provided to the Director of Fire Services, if so requested.

23. All false ceilings, partitions or wall furnishing made of combustible material shall conform to BS 476: Part 7 Class 1 or 2 Rate of Surface Spread of Flame or to other standards acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to the Director of Fire Services.

If the combustible materials are to be treated with a fire retardant paint or solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor.

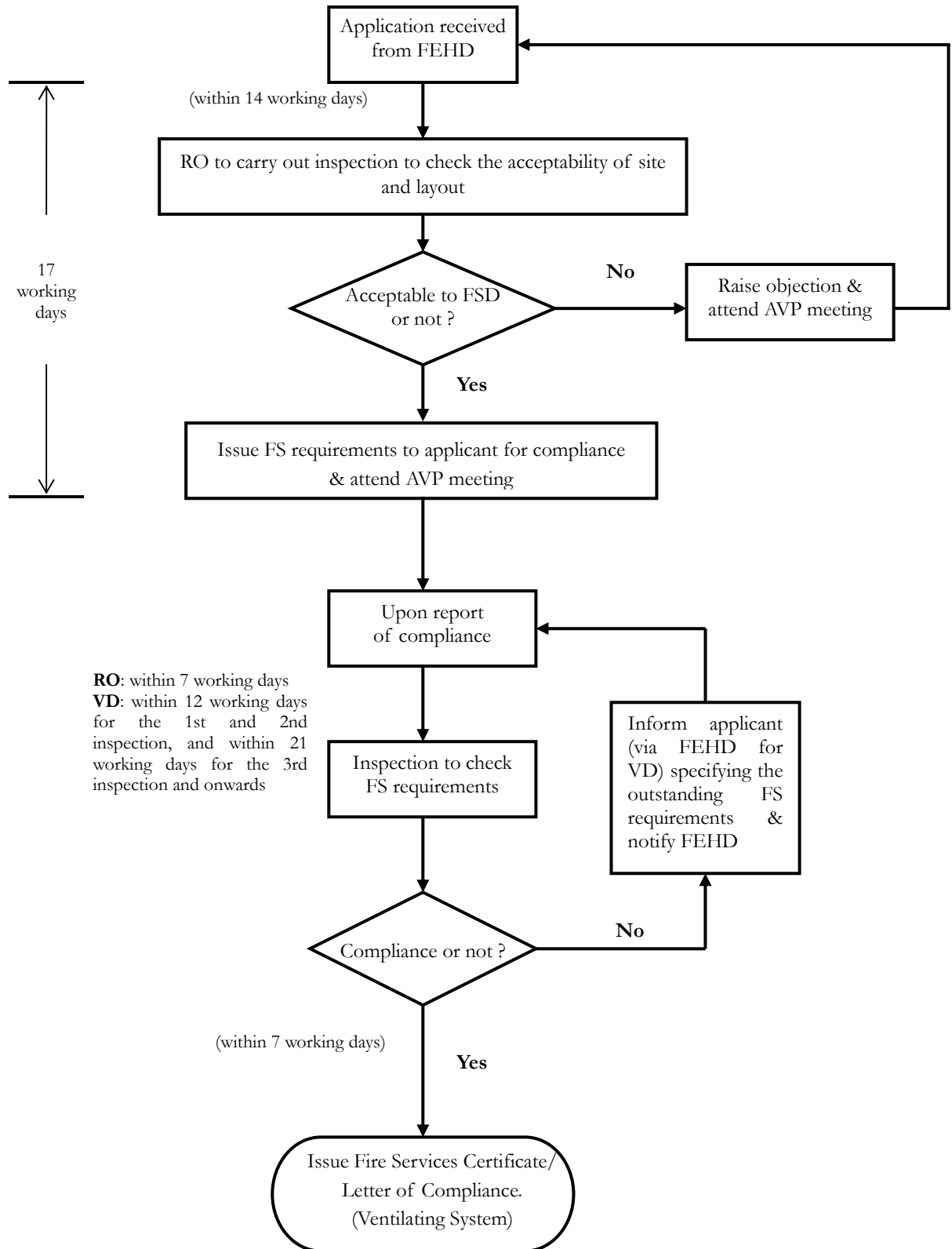
24. All draperies and curtains shall be made of fire resistant material and conform to BS 5867: Part 2 fabric type B when tested in accordance with BS 5438 or to other standards acceptable to the Director of Fire Services or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to the Director of Fire Services.

If the draperies and/or curtains are to be treated with a fire retardant solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor.

The draperies and/or curtains hanging across exit routes shall be parted in the centre and raised so as to clear the floor by not less than 75mm at all times.

*** *These conditions are also applicable to Provisional Licence***

**Flow Chart showing Inspection Procedures by the Fire Services Department
for the Licensing of Places of Public Entertainment (Cinema/Theatre)**



Legend: FEHD - Food & Environmental Hygiene Department
 AVP - Application Vetting Panel
 RO - Regional Office of Fire Services Department
 VD - Ventilation Division of Fire Services Department
 FS - Fire Safety
 FSD - Fire Services Department

Regional Offices of the Fire Services Department

Enquiries can be made by telephone, in writing or in person to the following offices :-

Hong Kong and Kowloon West Regional Office

Hong Kong Regional Office

M/F, Sheung Wan Fire Station,
2 Western Fire Services Street,
Sheung Wan, Hong Kong

Tel : 2549 8104
Fax : 2559 3461

e-mail: lchfpro2@hkfsd.gov.hk

Kowloon West Sub-Regional Office

6/F, East Wing, Tsim Sha Tsui Fire Station,
333 Canton Road, Tsim Sha Tsui
Kowloon

Tel : 2302 5339
Fax : 2302 5314

e-mail: lckfpro@hkfsd.gov.hk

New Territories and Kowloon East Regional Office

New Territories Regional Office

Unit 1809-1810, 18/F, Skyline,
Tower, 39 Wang Kwong Road,
Kowloon Bay

Tel : 3423 9328
Fax : 2443 1411

e-mail: lcstfpro@hkfsd.gov.hk

Kowloon East Sub-Regional Office

Unit 1809-1810, 18/F, Skyline,
Tower, 39 Wang Kwong Road,
Kowloon Bay

Tel : 3423 9332
Fax : 2722 5256

e-mail: lckfpro2@hkfsd.gov.hk

Ventilation Division of the Fire Services Department

Enquiries can be made by telephone, in writing or in person to the following office:-

Ventilation Division

3/F, Fire Services Department,
Kwai Chung Office Building,
No. 86 Hing Shing Road, Kwai Chung, New Territories

Enquiry Hotline & Fax Document Retrieval : 2718 7567

Fax : 2382 2495

e-mail: fsvent@hkfsd.gov.hk

PPA/109 (2)



FIRE SERVICES DEPARTMENT
Fire Safety Requirements for
Places of Public Entertainment Licence (Cinemas & Theatres)

(For application for provisional licence, items 1.2, 2, 3, 4, 5, 6 and 9 shall be complied with)

Fire Service Installations and Equipment

1. The following fire service installations and equipment shall be provided and maintained in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment-
 - 1.1 Portable fire extinguishers at the following scales:
 - (a) _____9-litre water type fire extinguisher(s) in _____
 - (b) _____4.5kg carbon dioxide fire extinguisher(s) in _____
 - (c) _____4.5kg dry powder fire extinguisher(s) in _____.
 - 1.2 Emergency lighting shall be provided in accordance with the attached requirements-
 - (a) Battery Secondary Lighting Systems (PPA/104) - for the entire licensing area;
and
 - (b) Self-contained Luminaries Emergency Lighting Systems (PPA/104A) - for the licensing area other than auditorium and exit routes.
2. All exits shall be indicated by illuminated signs, bearing the word and characters "EXIT 出□", installed in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. Adequate directional signs indicating the route to an exit shall be provided at locations where exit signs are not readily visible.
3. The stage of theatre premises shall be provided with safety curtain in accordance with the attached requirements i.e. Specification for Safety Curtain - PPA/109(A).
4. All panic exit devices fitted on the exit doors shall be of the types accepted by the Director of Fire Services. The words "PUSH BAR TO OPEN 推門開門" in 100mm English and Chinese character should be painted on the inside face of the door immediately above the bar.

5. All as-fitted fire service installations and equipment provided for the premises shall be retained and maintained in efficient working order. For all maintenance, alterations and additions, such works shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS 251) to the owner with copies forwarded to the Director of Fire Services within 14 days after completion of the works. A Certificate of Compliance (FSI/314A or FSI/314B as appropriate) shall also be submitted by the responsible Registered FSI Contractor to the Director of Fire Services for the alteration and addition works.

Mechanical Ventilating System

6. If a mechanical ventilating system is installed in the premises, the following requirements shall be complied with:
 - 6.1 the detailed as-fitted drawings of mechanical ventilating system shall be submitted to the Ventilation Division of the Fire Services Department via Food and Environmental Hygiene Department for reference during compliance inspection. Upon completion of the ventilation works, the Ventilation Division should be notified in writing by prescribed form 'Vent/425' such that compliance inspection could be arranged; and
 - 6.2 the mechanical ventilating system installed in the premises shall comply with the Ventilation of Scheduled Premises Regulation, Cap. 132CE and the fire safety requirements for mechanical ventilating system as stipulated in the Fire Services Department Circular Letter No. 4/96 Part XI.

Decoration and Furniture

7. All combustible materials used as false ceilings, partitions or wall furnishings shall conform to British Standard 476 : Part 7 Class 1 or 2 Rate of Surface Spread of Flame 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 paint or solution acceptable to the Director of Fire Services. If the combustible materials are to be treated with a fire retardant paint or solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. After the treatment, a Certificate of Fire Service Installations and Equipment (FS 251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.
8. All draperies and curtains, if installed, shall comply with the following requirements -

- 8.1 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. If the draperies/curtains are to be treated with a fire retardant solution, the treatment work shall be carried out by a Class 2 Registered Fire Service Installation Contractor. After the treatment, a Certificate of Fire Service Installations and Equipment (FS 251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance; and
- 8.2 when hanging across exit routes, they shall be parted in the centre and raised so as to clear the floor by not less than 75mm.
9. (a) All polyurethane (PU) foam filled mattresses and covering fabric used for fabrication of the mattresses shall conform to British Standard 7177 (for use in medium hazard premises/building); or Flammability Test Procedure for Mattresses for Use in High Risk Occupancies (Technical Bulletin Number 121) or Flammability Test Procedure for Mattresses for Use in Public Buildings (Technical Bulletin Number 129) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
- (b) All PU foam filled upholstered furniture and covering fabric used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazard premises/building); or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
- (c) Each PU foam filled mattresses and upholstered furniture conforming to British Standard 7177 (for use in medium hazard premises/building) and British Standard 7176 (for use in medium hazards premises/building) respectively shall bear an appropriate label (see page 4 of Appendix VI(c) of this Guide).
- (d) Invoices from manufacturers/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be produced for verification. Test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company's stamp of manufacturer/supplier.

Remarks:

Checklist for supporting document(s) required for proving compliance of the above-stipulated fire safety requirements are attached for reference (see page 5 of Appendix VI(c) of this Guide).

Examples of Label



The minimum size of the label shall be 50mm x 80mm.

The base colour of the label shall be white with a green border.

The word "RESISTANT" shall be white and of minimum height 5mm.

The smoldering cigarette, flaming match, flame symbols and ignition source number(s) shall be black.

The letters of the wording "Complies with BS 7176:1995 direct test/predictive test for medium hazard" shall be easily legible and of minimum height 2mm.



The minimum size of the label shall be 50mm x 80mm.

The base colour of the label shall be white with a blue border.

The word "RESISTANT" shall be white and of minimum height 5mm.

The smoldering cigarette, flaming match, flame symbols and ignition source number(s) shall be black.

The letters of the wording "Complies with BS 7177:1996 for medium hazard" shall be easily legible and of minimum height 2mm.

**Checklist for supporting documents required as a proof of compliance of
fire safety requirements for Places of Public Entertainment Licence (cinemas / theatres)**

Type of Licence		Requirement Ref. No.	Description	Documentation required*			
				FS 251	FSI/314A / FSI/314B	L/C	Others
Full Licence	Provisional Licence						
✓		1.1	Portable Fire Extinguisher	✓			
✓	✓	1.2	Emergency Lighting	✓ See note 1			
✓	✓	2	Exit Sign	✓			
✓	✓	3	Safety Curtain	✓			✓ See note 2
✓	✓	4	Panic exit device				✓ See note 3
✓	✓	5	FSI and Equipment - Maintenance	✓			
			FSI and Equipment - Alteration & Addition	✓	✓		
✓		6	Mechanical Ventilating System			✓	
✓		7	Combustible materials used as false ceilings, partitions or wall furnishings (Treating with fire retardant paint or solution)	✓			✓ See note 4
✓		8.1	Draperies & Curtains (Treating with fire retardant solution)	✓			✓ See note 4
✓	✓	9	PU Foam				✓ See note 5

Notes:

- Catalogue and/or test report of the emergency lighting is/are required for verification.
- Catalogue and/or test report of the safety curtain is/are required for verification.
- Documents of acceptance issued by the Fire Services Department.
- If the material conforms to any specified standard acceptable to the Director of Fire Services, no fire retardant paint / solution is required to be applied by FSI contractor. However, the applicant shall provide documentary proof, such as catalogue and/or test report to show its conformity. FS 251 is not required in this case.
- The following documentary proof is required for verification:
 - Invoice(s) from supplier / manufacturer / contractor (if copy is provided, the copy should be authenticated by supplier / manufacturer / contractor, where appropriate); and
 - Test Report issued by a testing laboratory accredited to conduct test in accordance with BS 7176 and/or BS 7177 or other standard acceptable to the Director of Fire Services (if copy is provided, the copy should be authenticated by company's stamp of manufacturers / suppliers, where appropriate)

Remarks:

* For authentication purpose, copies of original document are required during the on-site inspection by the Inspection Officer.

Abbreviation:

- | | | |
|----------|---|---|
| FS 251 | - | Certificate of Fire Service Installations and Equipment |
| FSI/314A | - | Certificate of Compliance |
| FSI/314B | - | Certificate of Compliance [for Prescribed Commercial Premises / Specified Commercial Building under the control of <i>Fire Safety (Commercial Premises) Ordinance, Cap. 502</i>] |
| L/C | - | Letter of Compliance (Ventilating System) |



FIRE SERVICES DEPARTMENT
Fire Safety Advice for
Places of Public Entertainment Licence

Means of Escape

1. According to section 2 of the Fire Services (Fire Hazard Abatement) Regulation, Cap.95F, means of escape, in respect of premises, is defined as “such means of escape as may be required for the safety of persons having regard to the use or intended use of the premises”. This may include but not limited to the following -
 - 1.1 all means of egress from the places of public entertainment premises including shop fronts, corridors, passages, exits/doors giving onto any corridor leading to the open space, or directly giving onto the open space and staircases whether or not protected by building elements with rated fire resisting period (FRP);
 - 1.2 all passages within the places of public entertainment premises leading to the exits/doors; and
 - 1.3 all parts of common area including the staircase leading from designed exits/doors to a place of safety in open space whether on the roof, the buffer floor, the podium or the street level.
2. All means of escape should be kept free from obstruction and unlocked. In particular -
 - 2.1 no article or thing may be left in the means of escape as defined at paragraph 1 above at any time; and
 - 2.2 all exits doors including those leading to the roof should be kept openable from the inside without the use of a key and all metal gates/shutters, where installed in exits or passageways, should be kept in open position at any time when members of public are present in the premises.
3. Failure to observe the above advice may be liable to legal action under sections 14 & 15 of the Fire Services (Fire Hazard Abatement) Regulation, Cap.95F.

Fire Service Installations and Equipment

4. All fire service installations and equipment provided in the premises should be -
 - 4.1 kept free from any obstruction;
 - 4.2 maintained in efficient working order at all times; and
 - 4.3 inspected at least once every twelve months by a Registered Fire Service Installation Contractor of appropriate class.

5. Failure to observe the above advice may result in the owner of the installations being prosecuted.

Mechanical Ventilating System

6. All ventilating systems installed under Building (Ventilating Systems) Regulations, Cap.123J or Ventilation of Scheduled Premises Regulation, Cap. 132CE should be maintained in efficient working order at all times. Every damper, filter and precipitator in the ventilating system shall be inspected at intervals of not exceeding 12 months by a Registered Specialized Contractor (ventilation works category). Failure to do so may result in legal action and revocation of the places of public entertainment licence.

General Housekeeping

7. All cigarette ends should be completely extinguished before disposal.
8. All windows facing the main thoroughfare should be kept free from obstruction for the operation of Fire Services in case of emergency.

Daily Closing Down Inspection

9. The premises should be thoroughly inspected before closing down each day. Switch off the electrical main supply if possible, or at least switch off those electrical appliances that are not required.

Emergency Procedures

10. All staff should be made aware of the emergency actions to be taken in the event of a fire. The actions should include but not limited to -
 - 10.1 operating the nearest manual fire alarm or by shouting “fire”;
 - 10.2 assisting evacuation of the customers;
 - 10.3 reporting to Fire Services through “999”;
 - 10.4 switching off the electrical installation if fire is involved; and
 - 10.5 attempting to extinguish the fire by using the available fire service installations and equipment. This should be done only when it is safe to do so.
11. The local fire station or regional office should be consulted for advice if required.

Fire Services Department



公眾娛樂場所牌照之規定
Requirements for Places of Public Entertainment Licence
(劇院)
(Theatre)

隔火帳之規格
Specifications for Safety Curtain

1. 隔火帳之構造必須堅固。若因高度之限制而不能使用整幅之堅固隔火帳，可准予使用兩幅相交疊而閉不透烟之堅固隔火帳。

It shall be robust and rigid construction. Where height limitations preclude the use of a full size rigid safety curtain, it is permissible to use a safety curtain comprising two rigid, overlapping sections with a smoke seal where the sections overlap.

2. 隔火帳必須以不燃之材料組成，能抵受佈景、道具、或墜落碎片之損毀、以及所具之堅韌性足以抵禦因舞台區失火可能形成之氣壓，而不致變形脫離保持框；足以封住活動帳與固定結構之間，使烟不能透過；能抵受火焰，以便有充份時間撤離該大廈。不得使用捲動式隔火帳。標準之結構包括鋼框，而向舞台的一面用鋼薄片，及向觀眾席的一面則用金屬絲與不燃材料所織成之布構成。（對於以水壓軋成 1／16 吋（1.5875 毫米）厚之鐵片代替不燃布作為向觀眾席的一面，本處可予以接受。）（“不燃材料”係指根據現行英國標準規格第四百七十六條第四部之規定試驗時被鑑定為不燃之材料。）

The safety curtain shall consist of non-combustible materials, shall be able to withstand damage by scenery, properties or falling debris, and be of such strength and stiffness as to resist the pressure of air likely to be caused by fire in the stage area without such distortion as would cause its withdrawal from its retaining guides; shall provide adequate seal against the passage of smoke between the movable curtain and the fixed structure; and shall be able to withstand the effect of fire for a sufficient period to allow the complete evacuation of the building. The use of roller type safety curtains is not approved. A typical construction would consist of steel framework with steel sheeting on the stage side and wire woven non-combustible cloth on the auditorium side. (This Department would, however, be prepared to accept a covering of 1.6 mm thick hydraulically flattened sheet iron for the auditorium side of the curtain in lieu of the non-combustible cloth.)

(‘Non-combustible material’ means material which is deemed to be non-combustible when tested in accordance with the provisions of the current edition of British Standard 476: Part 4.)

3. 儘管隔火帳的表面可能受火造成氣壓影響，隔火帳與其平衡重量之相對重量應在按動放鬆裝置後，能於 30 秒內將隔火帳暢順垂下，把舞台前部之空間完全遮住。

The relative weight of the curtain and its counterweight shall be such that, notwithstanding air pressure on the face of the curtain which may result from a fire, the curtain will descend without interruption to close the proscenium opening completely within 30 seconds from the operation of the release mechanism.

4. 必須以正楷大寫字母及中文字書寫之「隔火帳」髹在隔火帳上，該等中英文字不得少過 300 毫米高及必須髹在距離隔火帳底部不少過 900 毫米之中央位置，使所有觀眾均可看見。

The words SAFETY CURTAIN in plain block letters, and the Chinese characters shall be painted on the safety curtain. The letters and characters shall be not less than 300 mm high and shall be in central position in which they can be seen from all parts of the auditorium and not less than 900 mm from the bottom of the safety curtain.

5. 隔火帳及其導軌必須以人手操作之灑水系統加以保護。該灑水系統須裝上足以灑濕整幅舞台闊度帳之適當噴頭，使該帳及導軌於火警發生時能維持冷卻。

The curtain and the curtain guides shall be protected by a hand-operated drencher system which shall be fitted with suitable heads adequate to spray the whole of the stage face of the curtain and to keep such curtain and guides cool in the event of fire.

6. 隔火帳必須附有手按放鬆裝置，其自動放下之操作可使用安全連桿式或其他火警自動偵探系統。

The safety curtain shall be capable of being released automatically by means of fusible link or other automatic fire detecting system and incorporated with a hand release-gear.

7. 必須裝設兩個用以放下隔火帳及操縱隔火帳灑水系統之手按掣。一個安裝於舞台之作業部分，而另一個則裝設於舞台區外之一處為消防員或授權職員易於接近之位置。

Hand release-gear, to cause the descent of the curtain and the operation of the curtain-drencher system, shall be provided in duplicate. One such release shall be on the working side of the stage and the other in a position outside the stage area readily accessible to firemen or authorized staff.



PPA/104 (3rd Revision)

Requirements for Battery Secondary Lighting Systems

1. Battery Secondary Lighting Systems shall be operated at a normal battery voltage of not less than 24 volts and not more than 120 volts D.C., from a common bank.
2. Batteries used shall be heavy duty type and of rechargeable (Secondary) type; batteries of primary Cells of any type whatsoever will not be acceptable.
3. An automatic trickle charger with a 200-volt input and suitable output, fitted with meters, regulators and pilot lights, shall be provided for the batteries. The charger shall be capable of fully re-charging the battery in not more than 12 hours.
4. The supply, from the batteries, shall feed a main distribution fuse board and thence be sub-divided to four sub-distribution fuse boards, as follows:-

Exit lighting
Stair lighting
Auditorium lighting
Stage lighting
5. Upon failure of the main lighting system the emergency lighting systems shall automatically light up.
6. Batteries shall be installed in a room approved for this purpose by the Licensing Authority.
7. Batteries in celluloid containers shall not be installed, stored or used.
8. All batteries for the secondary lighting circuits shall be kept fully charged at all times and shall be capable of maintaining, the stipulated lighting levels for a period of not less than 2 hours.

PPA/104 (3rd Revision)

9. Outgoing circuits shall be suitably protected by fuses to British Standard 88 or miniature circuit breakers to B.S. 3871: Part 1.
10. Once every month a discharge test, for 1 minute at the 10-hour discharge rate, shall be carried out, and the results entered in a register. The on-load voltage of each cell after this test shall be not less than 2.01 for lead acid and 1.25 for “Nife” or nickel-cadmium.
11. In the case of battery systems the control and safety devices installed, shall be regularly tested as under :-
 - (i) Connections between the battery and the source of charging current should be such that in no circumstances should the battery discharge other than to the secondary lighting circuits.
 - (ii) A rectifier for battery charging should be for that purpose only and should be so regulated that the battery cannot discharge appreciably under normal conditions.
12. In the event of failure of the main lighting the public shall, unless the capacity of the battery is sufficient to maintain specified conditions for not less than four hours, within one hour be required to leave the building and they shall not be re-admitted until the general lighting has been fully restored and the emergency system recharged.
13. Voltage and Hydrometer tests shall be carried out weekly and recorded in a register.
14. A diagram showing details of the distribution system and the circuit wiring of the secondary lighting systems shall be erected at the main distribution board.
15. The secondary lighting systems shall be wired in M.I.C.C. cable to British Standard 6207 or other fire resistant cable approved by the Loss Prevention Council and be fully segregated from the general distribution system.

PPA/104 (3rd Revision)

16. The minimum illumination provided at floor level by the emergency lighting systems shall be:-

Staircase / exit route not less than 2 lux

Nightclub, restaurant, dance hall,
or premises where people have
freedom of movement and there are
loose fixtures and fittings. not less than 1 lux.

Cinemas and theatres (auditorium) not less than 0.5 lux

The measurements shall be taken at the mid-point between any two emergency lighting fittings. All readings shall be taken by a portable photoelectric photometer and a discretionary tolerance of plus or minus 10% is permitted.

17. The fittings of secondary lighting systems shall be permanently fixed in position and shall comply with British Standards.
18. All points shall have equal lumen output and distribution characteristics giving equal intensity of light in all material directions. Each point shall be so sited as to avoid impairment of vision from glare. Points, except where so specified and approved, shall be mounted at a height of not less than 2 metres.
19. The maximum permissible period for visual adaptation shall not exceed 5 seconds at any point on the premises.
20. The minimum number of fittings permissible in any installation shall not be less than two (N.B. if only one fitting were provided and a lamp filament failure occurred, a hazardous situation would result.)
21. All installations shall have separate distribution fuse boards and the circuit shall be subdivided as specified in Clause 4.

PPA/104 (3rd Revision)

22. All lighting fittings, in the emergency or secondary lighting systems, shall be of flame retardant construction and shall comply with B.S. 4533 Section 1.13 and be permanently fixed in position.
23. A margin allowance of $12\frac{1}{2}$ % of the total required battery capacity (amperehour rating not voltage) shall be provided, i.e. $100\% + 12\frac{1}{2} \% = 112\frac{1}{2} \%$.



Requirements for Emergency Lighting Systems

A. Specification

1. The Emergency Lighting Systems shall comply with British Standard 5266-1:1999 and BS EN 1838:1999 except that exit sign shall comply with Section 5.10 of the Code of Practice for Minimum Fire Service Installations and Equipment.
2. Batteries used shall be heavy duty and of rechargeable (Secondary) type; batteries of primary cells of any type whatsoever will not be acceptable.
3. Batteries shall be installed in a room approved for this purpose by the Building Authority, Independent Checking Unit or Director of Architectural Services, as appropriate, unless :-
 - (i) the battery is an enclosed type and its entire installation shall conform to BS6133:1995 with capacity not exceeding 400 ampere-hours; or
 - (ii) the battery is valve regulated sealed type conforms to BS6290-4:1997 as specified in section 8 of FSD Circular Letter 4/96 Part XI.
4. All batteries for the emergency lighting circuits shall be kept fully charged at all times.
5. Power Supply
 - (i) For cinemas/theatres/premises accommodating 500 persons or less, the emergency lighting system shall be capable of maintaining the stipulated lighting level for a period of not less than 1 hour with power supplied either from a dedicated Uninterruptible Power Supply (UPS) system or from a central battery DC supply system; or
 - (ii) For cinemas/theatres/premises accommodating more than 500 persons, the emergency lighting system shall be :-
 - a) maintained for a period of not less than 2 hours with power supplied either from a dedicated UPS system or from a central battery DC supply; or
 - b) maintained for a period of not less than 1 hour with power supplied either from a dedicated UPS system or from a central battery DC supply on the condition that the supply system is backed up by an emergency generator conformed to the standard as stipulated in the Code of Practice for Minimum Fire Service Installations and Equipment and dedicated for fire service installations.

6. If a central battery DC supply system is used for the Emergency Lighting System, it shall be operated at a normal battery voltage of not less than 24 volts and not more than 120 volts D.C. from a common bank.
7. An automatic trickle charger with mains input and suitable output, fitted with meters, regulators, pilot lights, testing facilities and warning signals in both visual and audio forms, shall be provided for the UPS system or central battery DC supply system. The visual and audio warning signals shall be terminated in the management office of the cinema/theatre/premises or a place agreed with the Fire Services Department to alert the management of system fault. The charger shall be capable of fully re-charging the batteries in not more than 12 hours, if the emergency lighting is not also backed up by emergency generator. For emergency lighting systems backed up by emergency generator, the time required to fully recharge the battery system shall not more than 24 hours.
8. The supply from the batteries shall feed a main distribution fuse board and thence be subdivided to four subdistribution fuse boards, as follows:-
 - Exit lighting
 - Stair lighting
 - Auditorium lighting
 - Stage lighting
9. Outgoing circuits shall be suitably protected by fuses to British Standard 88:1988 or miniature circuit breakers to BS EN 60898:1991.
10. The emergency lighting system shall be wired in M.I.C.C. cable to BS EN 60702-1:2002, BS EN 60702-2:2002 and BS 6207-3:2001 as appropriate or other power supply cable conforms to BS 6387:1994 Cat. CWZ or other international standards acceptable to the Director of Fire Services and be fully segregated from the general distribution system.
11. All lighting fittings in the emergency lighting system shall comply with the non-flammability (resistance to flame and ignition) provisions specified in BS EN 60598-2-22:1999 and external parts shall also be subjected to the 850°C glowing/hot wire test; any burning parts thereof should self-extinguish within 30 seconds. Such lighting fittings shall be permanently fixed in position.

12. Upon failure of the main lighting system or in the event of power failure, the emergency lighting system shall automatically light up to at least 90% of the stipulated illumination level within 5 seconds.

B. Other Requirements

13. Batteries in celluloid containers shall not be installed, stored or used.
14. A margin allowance of $12\frac{1}{2}\%$ of the total required battery capacity (amperehour rating not voltage) shall be provided, i.e. $100\% + 12\frac{1}{2}\% = 112\frac{1}{2}\%$.
15. A diagram showing details of the distribution system and the circuit wiring of the emergency lighting system shall be erected at the main distribution board.
16. The minimum illumination provided at floor level by the emergency lighting system shall be:-

Staircase / exit route	not less than 2 lux
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Nightclub, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings.	not less than 1 lux.
--	----------------------

Cinemas and theatres (auditorium)	not less than 0.5 lux
-----------------------------------	-----------------------

measured at the mid-point between any two emergency lighting fittings. A discretionary tolerance of minus 10% is permitted and all readings shall be taken by an illuminance meter.

17. All luminaires shall have equal lumen output and distribution characteristics giving equal intensity of light in all material directions. Each luminaire shall be so sited as to avoid impairment of vision from glare. Luminaires, except where so specified and approved, shall be mounted at a height of not less than 2 metres.
18. The maximum permissible period for visual adaptation shall not exceed 5 seconds at any point on the premises.
19. The minimum number of fittings required in any installation shall not be less than two (N.B. if only one fitting was provided and a lamp filament failure occurred, a hazardous situation would result.)
20. In the event of failure of the main lighting, the public shall, unless the capacity of the battery is sufficient to maintain the specified conditions for not less than four hours, within one hour be required to leave the building and they shall not be re-admitted until the general lighting has been fully restored and the emergency system recharged.

21. In the case of battery systems, the control and safety devices installed shall be regularly tested as follows :-
 - (i) Connections between the battery and the source of charging current shall be such that in no circumstances shall the battery discharge other than to the emergency lighting circuits.
 - (ii) A rectifier for battery charging should be provided for that purpose only and shall be so regulated that the battery cannot discharge appreciably under normal conditions.
22. Voltage and hydrometer tests, where appropriate, shall be carried out weekly and recorded in a register.
23. Once every month a discharge test, for 1 minute at the 10-hour discharge rate, shall be carried out and the results shall be entered in a register. The on-load voltage of each cell after this test shall be not less than 2.01 volts for lead acid and 1.25 volts for “NiFe” or nickel-cadmium. For other types of battery, advice(s) from the manufacturer of the battery/system shall be sought and that shall also be acceptable to the Director of Fire Services.
24. Relevant test report(s)/certificate(s) issued by a testing organization recognized by the Fire Services Department or a local university laboratory competent to certify the properties regarding resistance to flame and ignition and performance of the emergency lighting shall be submitted to the Fire Services Department.



PPA/104(A) (3rd Revision)

Requirements for Self-contained Luminaries
Emergency Lighting Systems

1. The units shall be constructed from fire resistant materials.
2. Each unit shall be so designed as to provide a broad non glare illumination when in use and, not less than two units shall be provided for any installation.
3. An automatic trickle charger with a 200-volt input and suitable output and fitted with pilot lights or other indicating device shall be provided for the batteries. The charger shall be capable of re-charging the battery in not more than 12 hours.
4. The minimum illumination provided at floor level by the emergency lighting systems shall be:-

Staircase/exit route	not less than 2 lux.
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Night club, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings.	not less than 1 lux.
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The measurements shall be taken at the mid-point between any two emergency lighting fittings. All readings shall be taken by a portable photoelectric photometer and a discretionary tolerance of plus or minus 10% is permitted.

5. The self-contained luminaries emergency lighting systems shall be capable of maintaining the stipulated lighting levels for a period of not less than one hour.
6. Each unit shall be provided with a 'TEST' switch, a charge monitor light and a low voltage cut out to disconnect the batteries when fully discharged.
7. The emergency lighting systems shall be wired in M.I.C.C. in accordance with B.S. 6207/P.V.C. in conduit in accordance with B.S.5266.
8. Once every month a discharge test shall be carried out and the results entered in a register.
9. The emergency lighting systems shall be installed and certified by a Registered FSI Contractor.



PPA/104(A) (4th Revision)

Requirements for Self-contained Luminaires
Emergency Lighting Systems

A. Definition

1. Luminaire means an apparatus which distributes, filters and transforms the light given by a lamp or lamps and which includes all the items necessary for fixing and protecting these lamps and for connecting them to the supply circuit.
2. Self-contained emergency lighting luminaire means a luminaire providing maintained or non-maintained emergency lighting in which all the elements, such as battery, the lamp, the control unit and the test and monitoring facilities, where provided, are contained within the luminaire or adjacent to it (that is, within 1 metre).

B. Specification

3. Emergency lighting luminaires shall comply with the non-flammability (resistance to flame and ignition) provisions specified in BS EN 60598-2-22:1999 and external parts shall also be subjected to the 850°C glowing/hot wire test; any burning parts should self-extinguish within 30 seconds.
4. All power cables extended outside the enclosure of a self-contained emergency lighting luminaire, other than the wiring connecting the luminaire to normal supply, shall conform to BS EN 60702-1:2002, BS EN 60702-2:2002 and BS 6207-3:2001 as appropriate or to BS 6387:1994 Cat. CWZ or other international standards acceptable to the Director of Fire Services.
5. An automatic trickle charger with a 220-volt input and suitable output and fitted with pilot lights or other indicating device shall be provided for the batteries. The charger shall be capable of re-charging the battery to 100% of the rated capacity in not more than 12 hours.
6. The self-contained luminaires emergency lighting systems shall be capable of maintaining the stipulated lighting levels for a period of not less than one hour (rated duration).
7. Upon failure of the main lighting system or in the event of power failure, the emergency lighting shall automatically light up to at least 90% of the stipulated illumination level within 5 seconds.
8. Each unit shall be provided with a properly labelled 'TEST' switch and charge monitor light. A low voltage cut out shall also be provided to disconnect the batteries when fully discharged.

C. Other Requirements

9. Each luminaire shall be so designed as to provide a broad non-glare illumination when in use. At least two sets of emergency lighting luminaire shall be provided in the premises so that the premises will not be plunged into total darkness in the event of a luminaire failure. (If the area of the premise is less than 16m², only one set of emergency lighting will be required.)
10. The minimum illumination provided at floor level by the emergency lighting systems shall be:-
- | | |
|--|----------------------|
| Staircase/exit route | not less than 2 lux. |
| Night club, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings. | not less than 1 lux. |

The measurements shall be taken at the mid-point between any two emergency lighting luminaires. All readings shall be taken by an illuminance meter and a discretionary tolerance of minus 10% is permitted.

11. Facilities exceeding 8m² gross area and facilities of less than 8m² without borrowed light should be provided with escape lighting complying as if they were part of an escape route. (For clarity, escape route means a route forming part of the means of escape from a point in a building to a final exit. Borrowed light means the light from other emergency lighting source. Escape lighting means that part of emergency lighting which is provided to ensure that the escape route is illuminated at all material times).
12. The emergency lighting system shall be installed and certified by a Registered Fire Service Installation Contractor.
13. Relevant test report(s)/certificate(s) issued by a testing organization recognized by the Fire Services Department or a local university laboratory competent to certify the properties regarding resistance to flame and ignition and performance of the emergency lighting shall be submitted to the Fire Services Department.
14. Periodical tests shall be carried out to each luminaire according to the following procedures :-
- Each luminaire shall be energized from its battery by simulation of a failure of the supply to normal lighting for the period as specified below :-

Monthly	-	not exceeding one quarter of the rated duration as required in clause 6 above.
Six-monthly	-	one quarter of the rated duration.
Three-yearly	-	full duration.
 - The luminaire shall be functioning properly to maintain the stipulated lighting level and the normal power supply shall be restored after the test.
 - The test results shall be recorded in a register.

Sample of Certificate of Fire Service Installations and Equipment (FS 251)

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS 消防(裝置及設備)規例 (Regulation 9(1)) (第九條(1)款) CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT 消防裝置及設備證書					
FSD Ref.: _____ 消防處編號		A 2856701			
Name of Client: _____ 顧客姓名					
Name of Building: _____ 樓宇名稱					
Street No./Town Lot: _____ 門牌號數/市地段		Street/Road/Estate Name: _____ 街道/屋苑名稱			
Block: _____ 座	District: _____ 分區	Area: <input type="checkbox"/> HK 香港 <input type="checkbox"/> K 九龍 <input type="checkbox"/> NT 新界			
Type of Building 樓宇類型: <input type="checkbox"/> Industrial 工業 <input type="checkbox"/> Commercial 商業 <input type="checkbox"/> Domestic 住宅 <input type="checkbox"/> Composite 綜合 <input type="checkbox"/> Licensed premises 持牌場所 <input type="checkbox"/> Institutional 社團					
Part 1 Annual Maintenance ONLY 第一部 只適用於年檢事項					
<small>In accordance with Regulation 8(b) of Fire Service (Installations and Equipment) Regulations, the owner of any fire service installation or equipment which is installed in any premises shall have such fire service installation or equipment inspected by a registered contractor at least once in every 12 months. 根據消防(裝置及設備)規例第八條(b)款, 屬有裝置在任何處所內的任何消防裝置或設備的人, 須每隔12個月由一名註冊承辦商檢查該等有消防裝置或設備至少一次。</small>					
Code/編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Comment on Condition 狀況評述	Completion Date 完成日期 (DD/MM/YY)	Next Due Date 下次到期日 (DD/MM/YY)
Part 2 Installation / Modification / Repairing / Inspection works 裝置/改裝/修理/檢查工作					
Code/編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Nature of Work Carried out 完成之工作內容	Comment on Condition 狀況評述	Completion Date 完成日期 (DD/MM/YY)
Part 3 Defects 損壞事項					
Code/編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述	
<p>I/We hereby certify that the above installations/equipment have been tested and found to be in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services. Defects are listed in Part 3.</p> <p>本人/我們此證明以上之消防裝置及設備經試驗, 證明性能良好, 符合消防處處長不時公佈之最低限度之消防裝置及設備守則與裝置及設備之檢查測試及保養守則的規格, 損壞事項列於第三部。</p>					
<p>如證書涉及年檢事項, 應張貼於大廈或處所當眼處以供消防處人員查核</p> <p><small>This certificate should be displayed at prominent location of the building or premises for FSD's inspection if any annual maintenance work involved.</small></p>			<p>Authorized Signature: _____ 授權人簽署</p> <p>Name: _____ 姓名</p> <p>FSD/RC No.: _____ 消防處註冊號碼</p> <p>Company Name: _____ 公司名稱</p> <p>Telephone: _____ 聯絡電話</p> <p>Date: _____ 日期</p>		
			<p>for FSD use only:</p> <p>Inspected: _____</p> <p>Key-in: _____</p> <p>Verified: _____</p>		

Sample of Certificate of Compliance (FSI/314A)

FSI/314A

To : Director of Fire Services

Fire Service Installation Plans for Building at

This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department and in accordance with the relevant Rules and Codes of Practice as listed below:-

- ☐ Rules of the Fire Offices' Committee for -
 - ☐ Automatic Sprinkler Installations (29th Edition)
 - ☐ Automatic Fire Alarm Installations (11th/12th Edition)
 - ☐ Installation of External Drenchers (4th Edition)
- ☐ Rules of the Loss Prevention Council for -
Automatic Sprinkler Installations
- ☐ Codes of National Fire Protection Association for -
 - ☐ Carbon Dioxide Extinguishing Systems (Standard 12)
 - ☐ Clean Agent Fire Extinguishing Systems (Standard 2001)
 - ☐ Water Spray Fixed Systems for Fire Protection (Standard 15)
- ☐ Codes of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department
 - ☐ Fire Alarm Systems
 - ☐ Fire Hydrant/Hose Reel Systems
- ☐ Others _____

Signed _____ Date _____

Full Name of FSI Contractor/Consultant _____

Correspondence Address _____

Tel No. _____

☐ Mark "x" where applicable

Sample of Certificate of Compliance (FSI/314B)

FSI/314B (Revised 5/98)

To : Director of Fire Services
(Attn: Commercial Building Premises Division)

Fire Service Installation Plans for
*Prescribed Commercial Premises / Specified Commercial Building at

This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department under the Fire Safety (Commercial Premises) Ordinance and in accordance with the relevant Rules and Codes of Practices, as may be applicable, e.g.:-

- * Rules of the Loss Prevention Council for Automatic Sprinkler Installations
- * Fire Offices' Committee for Automatic Sprinkler Installations (29th Edition)
- * Codes of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department

Signed _____

(Full Name of FSI Contractor / Consultant)

Date _____

* To be deleted as appropriate

**Sample of Letter of Compliance
(Ventilating System)**

消 防 處
牌 照 及 審 批 總 區
九 龍 尖 沙 咀 東 部 康 莊 道 一 號
消 防 總 部 大 厦 五 樓



FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND
5/F, Fire Services Headquarters Building,
No.1 Hong Chong Road, Tsimshatsui East, Kowloon.

本處檔號 OUR REF.: FP 33/
來函檔號 YOUR REF.:
圖文傳真 FAX: (852) – 2382 2495
電 話 TEL NO.: (852) – 2718 7567

By Registered Mail

Dear Sir/Madam,

**LETTER OF COMPLIANCE
FOR VENTILATING SYSTEMS INSTALLED IN
SCHEDULED PREMISES**

Owner : _____
Premises : _____
Address : _____

The ventilating system installed at the above premises was inspected on _____ by officers of this Department and at the time of inspection was found in compliance with Section 4 of the Ventilation of Scheduled Premises Regulation in respect of Fire Services requirement.

You are hereby reminded that under the above-mentioned Regulation there are certain obligations, in respect of the ventilating systems installed in scheduled premises, _____ which require your attention. Relevant particulars and advice are given in the enclosed attachment.

Yours faithfully,

(_____)
for Director of Fire Services

Ref. Number and date should be quoted in reference to this letter

凡提及本信時請引述編號及日期

FS 224b (rev. 04/01)

ATTACHMENT

Licensee/Owner's Obligations in respect of Annual Inspection of Ventilating Systems
under the Public Health & Municipal Services Ordinance,
Ventilation of Scheduled Premises Regulation

Section 6 of the captioned Regulation requires the ventilating system(s) installed in scheduled premises to be inspected by a registered specialist contractor (ventilation works category) at intervals not exceeding twelve months, and a certificate to be issued by the registered specialist contractor (ventilation works category) stating whether or not in his opinion, the damper, filter or precipitator, or all of them, are in safe and efficient working order.

Only a registered specialist contractor (ventilation works category) may issue a certificate and a list of those so authorised is available for viewing by any person free of charge at the Buildings Department. You may also browse the list of the registered specialist contractor (ventilation works category) at BD's homepage : <http://www.bd.gov.hk/english/index-e.html>

The only items to be certified are fire damper, filter and precipitator, and any or all of them installed at the ventilating system.

You are advised that when a copy of the certificate does not arrive at the Director of Fire Services by the due date, the Licensing Authority may be requested to act under Section 13(e) of the captioned Regulation to revoke your licence.

In your own interests, if you do not have a regular maintenance contract, you are advised to seek quotations from a number of registered specialist contractors before selecting the contractor you will engage. Remember, immaterial of the reason, it is an offence not to renew your certificate by the due date.

You are requested to note that the first inspection shall be carried out within 12 months from this Letter of Compliance. Reminders will not be issued for certificates subsequently required in succeeding twelve months period. Please quote our file reference in your enquiries and at certificate submissions.

Sample of Report of Completion on Ventilating System (Vent/425)

Vent/425 (ver. 06/04)

Report of Completion on Ventilating System

Submit to : **Fire Services Department
Licensing & Certification Command,
5/F, Fire Services Headquarters Building,
No. 1 Hong Chong Road,
Tsim Sha Tsui East, Kowloon. Hong Kong.**

Name of Licensee	
Licence Type of Application	
Premises Address	
FSD VD File Reference No.	FP 33 /

Verification Inspection Request	<i>Note : Please tick the box as appropriate</i> <input type="checkbox"/> Initial inspection <input type="checkbox"/> Follow-up inspection; and the previous inspection date is :
Document Enclosed with this Report of Completion	<i>Note : Please tick the box as appropriate</i> <input type="checkbox"/> Checklist certified by a Registered Specialist Contractor on ventilating system <input type="checkbox"/> Drawing Plan (Numbered :) <input type="checkbox"/> Material test report or certificate <input type="checkbox"/> Annual Inspection Certificate

Contractor Certification : (This section must be completed by contractor) <i>I have checked the ventilating system at the above premises and confirmed it in full compliance with FSD requirements.</i> Name of Contractor : _____ Authorised Signature or Company Chop : _____ Name of Responsible Person : _____ Date of Checking : _____ Contact Tel. No. : _____	
Licensee Authorisation : (This section must be completed by licensee and tick the box as appropriate) <input type="checkbox"/> I do not appoint any person and I will attend in person on ventilation inspection. <input type="checkbox"/> I hereby authorise _____ (name & tel. no.) to act on my behalf of this application submission and representing me during inspection. Name of Licensee : _____ Signature of Licensee : _____ Contact Tel. No. : _____ Date : _____	

MUST submit original copy of this report to confirm

DISPLAY LASER INFORMATION

1. Details of organiser / owner

- (a) Name : _____
- (b) Address : _____

- (c) Responsible person : _____
- (d) Telephone no. : _____
- (e) Fax no. : _____

2. Details of the laser installation

- (a) Location : _____
- (b) Indoor/Outdoor : _____
- (c) Permanent/temporary : _____
(performance period)
- (d) Date of installation : _____
- (e) Intended purpose
(e.g. stage performan
disco light:
advertising _____

3. Details of organisation/person responsible for supply/installation of the laser system

- (a) Name : _____
- (b) Address : _____

- (c) Responsible person : _____
- (d) Telephone no. : _____
- (e) Fax no. : _____

4. Details of the laser equipment used

- (a) Manufacturer : _____
- (b) Model no. : _____
- (c) Country of origin : _____
- (d) Class of laser : _____
- (e) Output power : _____

☐ Continuous Wave Mode

☐ Pulse Mode

<u>Wavelength</u>	<u>Maximum Power</u>	<u>Wavelength</u>	<u>Energy Per Pulse</u>	<u>Pulse Duration</u>	<u>Pulse Repetition Frequency</u>
.....
.....
.....
.....

- (f) Output beam diameter (mm) : _____
- (g) Beam divergence (radi: _____

5. Details of Operators

<u>Name(s)</u>	<u>Trained Operator</u>	<u>Relevant Experience</u>
_____	Yes / No	Yes / No
_____	Yes / No	Yes / No
_____	Yes / No	Yes / No
_____	Yes / No	Yes / No
_____	Yes / No	Yes / No

6. Two copies of sketch plan detailing the following should be provided

- (a) Location(s) of laser equipment used
- (b) Location(s) of additional component used such as scanning head beam splitters, beam attenuators, beam stoppers, etc.
- (c) Location(s) of control panel(s)
- (d) Beam path(s) / pattern
- (e) Position(s) of other reflective surface inside the display area (e.g. mirror, metal surface etc.)
- (f) Position(s) of barriers (if appropriate)
- (g) Boundary of the laser display area(s)

7. Summary of laser display pattern(s)

8. Summary on the installation/operation of the laser system not mentioned in Item 6 & 7

9. Calculations / measurements

Sufficient information (including calculations) should be provided to demonstrate that the irradiance of the laser outside the boundary of the laser display area is below the Maximum Permissible Exposure (MPE). If measured value(s) are given, the measuring method and instrument used should be stated.

10. Laser equipment catalogue if available

**Fees for Places of Public Entertainment Licence (Cinema/Theatre)
As at 19 July 2013**

(I) The following fees are payable on an annual basis in respect of such licences:

	<u>Licence Fee</u>
(a) not more than 500 persons	\$13,775.-
(b) more than 500 persons but not more than 1,000 persons	\$16,510.-
(c) more than 1,000 persons but not more than 1,500 persons	\$20,675.-
(d) more than 1,500 persons	\$24,785.-

(II) Provisional licence is valid for 6 months and the fees for new issue and renewal of licence for urban area and NT are as follows-

(i) New issue: \$2,680.-

(ii) Renewal of licence: \$2,420.-

III) Fee for Fire Services Certificate for Places of Public Entertainment Licence (Cinema/Theatre)

A fee of \$1,640 is payable for the issue of a Fire Services Certificate for Places of Public Entertainment Licence (Cinema/Theatre)

Licensing Requirements for the Issue of Provisional Places of Public Entertainment (Cinema / Theatre) Licence

List of health / hygiene requirements to be complied with before the issue of a provisional licence

1. Ventilation: When natural ventilation is insufficient (i.e. where openings and windows to the open air are less than 1/10th of the floor area), a ventilating system shall be provided to give not less than 13 cubic metres of outside air per hour for each person whom the premises are designed to accommodate. A ventilating system, which shall be independent of any ventilating system provided for the seating accommodation, shall be provided for the toilet rooms of the premises.
2. Toilets: Full provision required for the issue of a full licence have been provided.
3. Wash-hand basins: Full provision required for the issue of a full licence have been provided. Every basin of glazed earthenware or other materials of not less than 350mm in length (measured between the top inner rims) as approved by the Licensing Authority shall be connected to public mains water supply or source of water supply approved by the Licensing Authority and fitted with a waste pipe connected to a proper drainage system.
4. Ceilings and walls: All ceilings and internal walls which are not panelled, tiled or imperviously surfaced, must be limewashed or painted.
5. Notices indicating location of the toilets: Sufficient illuminated notices in English block letters and in legible Chinese characters indicating the location of the toilets shall be conspicuously displayed on the premises.

List of Typical Building Safety Requirements to be complied with before issue of a provisional licence (The list is not exhaustive)

- (a) Installation of fire shutter for projection room.
- (b) Installation of seats according to the licence plan.
- (c) Gangway / exit route / door to be provided with specified width.
- (d) Seatway to be provided with specified length.
- (e) Risers / treads of the steps to be provided with specified dimension.
- (f) Protective barrier to be provided to raised platform.
- (g) Number of exit routes from the premises to be increased.
- (h) Means of escape to be cleared of permanent obstructions, e.g. metal gates, protrusions of partition walls / rooms onto the exit route.
- (i) Door not to obstruct exit route at any point of its swing.
- (j) Exit staircases to be enclosed by walls with specified fire resistance period (FRP).
- (k) Protected lobbies to be provided.
- (l) The separation wall / floor should have adequate FRP.
- (m) Removal of unauthorized building works.

List of Fire Safety and Ventilation Safety Requirements to be complied with before the issue of a provisional licence

The relevant pre-requisite requirements have been stipulated in “Fire Safety Requirements for Places of Public Entertainment Licence (Cinemas / Theatres) – PPA/109(2)” as contained in Appendix VI(c). They are summarized as follows-

1. Requirements for emergency lightings;
2. Requirements for exit signs;
3. Requirements for safety curtains (for theatres only);
4. Requirements for panic exit devices;
5. The as-fitted fire service installations and equipment provided for the premises shall be retained and maintained in efficient working order;
6. Requirements for mechanical ventilating system; and
7. Requirements for PU foam filled mattresses and upholstered furniture.

**REPORT OF COMPLIANCE FOR THE GRANT OF
PROVISIONAL () LICENCE**

To : Assistant Secretary,
Hong Kong & Islands/Kowloon/New Territories* Licensing Office,
Food and Environmental Hygiene Department

Name of applicant/authorized representative*:

(English) _____ (Mr./Ms.*)

(Chinese) _____

Address of premises : _____

Tel. no.: _____ Fax no.: _____

With reference to my application for a Provisional
_____ Licence in respect of the above-mentioned
premises dated _____ (dd/mm/yyyy), I wish to confirm that I have
complied with all licensing requirements contained in your letter referenced
_____ dated _____ (dd/mm/yyyy) and the Director of Fire
Services' letter referenced _____ dated _____
(dd/mm/yyyy) and enclose herewith the following certificates of compliance :

- (a) Certificate of Compliance A (Health Requirements)
- *(b) Certificate of Compliance B (Building Safety Requirements)
- *(c) Certificate of Compliance C (Fire Services Requirements)
- *(d) Certificate of Compliance D (Ventilation Requirements) together with three copies of ventilating system layout plans, drawn as nearly as possible to scale, showing the final layout of the ventilating system installed in the premises
- *(e) Certificate of Compliance UBW-1 (Free of Unauthorized Building Works Requirements)

I understand that all matters covered by the enclosed certificates are subject to verification by the Licensing Authority.

Date (dd/mm/yyyy)

Signature of applicant/
authorized representative*

* Please delete where appropriate.

CERTIFICATE OF COMPLIANCE A
(HEALTH REQUIREMENTS)

I, _____ (_____),
(Surname) (Other names) (Name in Chinese)
holder of Hong Kong Identity Card number _____ (____), being the authorized person/
structural engineer* registered under Section 3 of the Buildings Ordinance (Chapter 123) do hereby
certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)
(_____), situated at _____
(Shopsign in Chinese) (Address of premises)

and being under application for a Provisional _____ Licence
by _____ (_____),
(Name of applicant in English) (Name of applicant in Chinese)

all health requirements listed as Category A requirements in the Letter of Requirements
addressed to the abovenamed applicant dated _____ (dd/mm/yyyy) have
been fully complied with. I have personally verified such compliance by inspection of the
subject premises on _____. I have read the said Letter of
(Date of inspection) (dd/mm/yyyy)

Requirements and understand the contents thereof. I also understand that all matters covered
by this Certificate will be subject to further verification by the Licensing Authority and that if I
wilfully or negligently give false or misleading information in this Certificate, I shall render
myself to be liable to legal and/or other penalties.

Date (dd/mm/yyyy)

Signature of authorized person/registered
structural engineer*

Registration number : _____

Expiry date of registration : _____ (dd/mm/yyyy)

Registered address : _____

Name of company/partnership firm* : _____
(if authorized person/registered structural engineer* is an
employee/director/partner* of a company/partnership firm*)

Company chop

* Please delete where appropriate.

CERTIFICATE OF COMPLIANCE B
(BUILDING SAFETY REQUIREMENTS)

I, _____ (_____),
(Surname in English) (Other names in English) (Name in Chinese)

being the Authorised Person/Registered Structural Engineer* registered under section 3 of the Buildings Ordinance (Cap. 123) do hereby certify:

- (1) In respect of the premises known as _____
(Shop sign in English)
(_____), and situated at _____
(Shop sign in Chinese) (Address of premises)

and being under application for a Provisional _____ Licence
by _____ (_____),
(Name of applicant in English) (Name of applicant in Chinese)

- ☐ all Category B building safety requirements listed in the Letter of Requirements addressed to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 1) have been fully complied with. or
- ☐ all building safety requirements listed in the Memorandum issued by the Buildings Department (BD)/Independent Checking Unit (ICU)* and copied to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 2) (file ref.: _____) have been fully complied with.

I personally inspected the premises on _____ (dd/mm/yyyy) for the
(Date of inspection)
purpose of making the certification, and have read the said Letter of Requirements and/or Memorandum issued by the BD/ICU* and understood the contents thereof.

- *(2) That the address of the premises and the description of the minor works in the following submission records are correct for the subject premises and all the minor works items required under the aforesaid building safety requirements have been covered. Copies of the following submission records for the aforesaid minor works items are attached herewith:

- ☐ Notice of Commencement of Class I and/or Class II* Minor Works (MW01 and/or MW03*) together with record photos.
- ☐ Notice of Commencement of Additional Class I and/or Class II* Minor Works (MW11 and/or MW12*) together with record photos.
- ☐ Certificate of Completion of Class I and/or Class II* Minor Works (MW02 and/or MW04*) together with record photos.
- ☐ Notice and Certificate of Completion of Class III Minor Works (MW05) together with record photos.
- ☐ Submission of Supplementary Documents or Information of Minor Works (MW33).

Note 1: Date of the Letter of Requirements issued by the Food and Environmental Hygiene Department, whichever is the latest, should be stated.

Note 2: Date of the Memorandum issued by the BD/ICU, whichever is the latest, should be stated.

* Please delete where appropriate.

☐ Please tick the appropriate box(es).

I understand that matters covered by this Certificate will be subject to further verification by the Licensing Authority. If I provide information that is false or misleading in a material particular or furnish the Director of Food and Environmental Hygiene, an authorised officer or a public officer with information knowing that it is false or misleading in a material particular in this Certificate, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal penalties.

Date (dd/mm/yyyy)

Signature and full name[#] of Authorised Person/
Registered Structural Engineer*

Certificate of registration No.[#]: _____

Date of expiry of registration[#]: _____ (dd/mm/yyyy)

Correspondence address: _____

Contact telephone number: _____

Contact fax numbers: _____

Contact email address: _____

Name of company/partnership firm*: _____

(if Authorised Person/Registered Structural Engineer* is an employee/director/partner* of a company/partnership firm*)

Company Chop

In accordance with the registration record.

* Please delete where appropriate.

**Collection of Personal Data in Connection with
Application for Food Business and Other Trade Licences or
Application for Alteration to the Approved Plan of Licensed Premises**

Appendix XI
(Page 4 of 8)

(In accordance with the Personal Data (Privacy) Ordinance)

Statement of Purpose

1. Purposes of Collection

The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for:

- (a) activities relating to applications for the issue of food business and other trade licences/permits made to the FEHD;
- (b) activities relating to applications for alteration to the approved plan of licensed premises made to the District Environmental Hygiene Office/Licensing Section of the FEHD; and
- (c) facilitating communication among the staff of the FEHD, other government departments and you concerning compliance with the laws and regulations applicable to the food business and other trades.

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the FEHD may not be able to process your application.

2. Class of Transferees

The personal data which you have provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

3. Access to Personal Data

You have the right of access and correction with respect to the personal data as provided under Personal Data (Privacy) Ordinance. Request for personal data access and correction should be addressed to FEHD. FEHD has the right to charge a reasonable fee for the processing of any data access request.

4. Enquiries

Enquiries concerning the licence application, including the personal data collected by means of this form, should be addressed to the officer in charge of the respective Licensing Offices of the Department:

Hong Kong & Islands

Assistant Secretary, Licensing Office
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wanchai, Hong Kong
Tel. No.: 2879 5712

Kowloon

Assistant Secretary, Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon
Tel. No.: 2729 1293

New Territories

Assistant Secretary, Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9234

CERTIFICATE OF COMPLIANCE C **(FIRE SAFETY REQUIREMENTS)**

Part 1

I/We*, (a) _____ (Surname) _____ (Other Names) _____ (Name in Chinese) (HKID No.: _____),

(b) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)

and (c) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)

being the fire service installation contractor(s) registered under Regulation 3 of the Fire Service (Installation Contractors) Regulations (Cap. 95A) and I,

_____(Surname) _____(Other Names) _____(Name in Chinese),

holder of Hong Kong Identity Card number _____, being the authorised person/structural engineer* registered under Section 3 of the Buildings Ordinance (Cap. 123), both do hereby certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)

(_____), situated at _____
(Shopsign in Chinese) (Address of Premises)

_____ and being

under application for a Provisional _____ Licence

by _____ (Name of Applicant in English) _____ (Name of Applicant in Chinese),

all fire safety requirements listed as Category C requirements in the Letter of Requirements addressed to the abovenamed applicant by the Director of Fire Services (D of FS) dated _____ (dd/mm/yyyy) have been fully complied with. We have personally verified such compliance by inspection of the subject premises on _____ (dd/mm/yyyy) and _____ (dd/mm/yyyy) respectively.

(Date of Inspection by Fire
Service Installation Contractor)

(Date of Inspection by Authorised
Person/Registered Structural Engineer*)

We have read the said fire safety requirements and understand the contents thereof. We also understand that all matters covered by this Certificate will be subject to further verification by the Licensing Authority and the Fire Services Department (FSD) and that if we wilfully or negligently give false or misleading information in this Certificate, we shall render ourselves liable to legal action and/or other penalties.

- ☐ Certificate(s) of Fire Service Installations and Equipment (FS 251) is/are enclosed.
- ☐ Fire Service Installation (FSI) Plans (FSI/314A), FSI Plans for Prescribed Commercial Buildings (FSI/314B), FSI Plans for Composite Buildings/Domestic Buildings (FSI/314C) is/are enclosed.

* Please delete where appropriate.

☐ Please tick the appropriate box.

- (a) Signature of the fire service installation contractor or its authorised representative if the fire service installation contractor is a company/partnership firm*:

_____	_____
Company Chop	Signature
_____	_____
Registration Number	(Name and HKID No. of the authorised representative)

Date (dd/mm/yyyy)	

- (b) Signature of the fire service installation contractor or its authorised representative if the fire service installation contractor is a company/partnership firm*:

_____	_____
Company Chop	Signature
_____	_____
Registration Number	(Name and HKID No. of the authorised representative)

Date (dd/mm/yyyy)	

- (c) Signature of the fire service installation contractor or its authorised representative if the fire service installation contractor is a company/partnership firm*:

_____	_____
Company Chop	Signature
_____	_____
Registration Number	(Name and HKID No. of the authorised representative)

Date (dd/mm/yyyy)	

- (d) Signature of authorised person/registered structural engineer or its authorised representative if authorised person/registered structural engineer* is an employee/director/partner* of a company/partnership firm*:

_____	_____
Company Chop	Signature
_____	_____
Date (dd/mm/yyyy)	(Name and HKID No. of the authorised representative)

Registration number: _____ Expiry date of registration : _____
(dd/mm/yyyy)

Registered address : _____

Name of company/partnership firm* : _____

* Please delete where appropriate.

- ☐ I hereby declare that there are no polyurethane (PU) foam filled mattresses and upholstered furniture in the subject premises.

For PU Foam Filled Mattresses and Upholstered Furniture Used in the Subject Premises

- ☐ (1) I declare that the PU foam filled mattresses and upholstered furniture (“the said furniture”) used in the subject premises do conform to the standards as stipulated in the fire safety requirements issued to me by D of FS dated _____ (dd/mm/yyyy);
- (2) I warrant that there are relevant invoice(s) and test certificate(s) of the said furniture to prove that the said furniture do conform to the standards as stipulated in the fire safety requirements issued by D of FS;
- (3) If the relevant invoice(s) and test certificate(s) of the said furniture cannot be produced during the FSD’s verification inspection, I shall produce the relevant delivery note(s)[#] of the said furniture to FSD as an interim measure and undertake to produce the relevant invoice(s) and test certificate(s) to FSD for verification within 8 weeks from the date of the verification inspection; and
- (4) I acknowledge that the Licensing Authority shall have the right and absolute discretion to refuse to grant a Provisional Licence to me or cancel the Provisional Licence issued to me at any time if I fail to produce the relevant delivery note(s), invoice(s) or test certificate(s) as and when required.

I understand and acknowledge that the Licensing Authority and FSD shall have the right to investigate and verify any information, delivery note(s), invoice(s) or test certificate(s) provided and produced pursuant to this Certificate of Compliance and that I shall be subject to sanctions including but not limited to the refusal of the grant of a Provisional Licence or immediate cancellation of the Provisional Licence if I provide any information or produce any delivery note(s), invoices(s) and test certificate(s) which may be false or misleading.

Signature of applicant:

_____ Name of applicant	() (Name in Chinese)	_____ Signature/Company Chop
_____ Date (dd/mm/yyyy)		_____ (Certificate of Incorporation No./ HKID No. of the applicant)

☐ Please tick the appropriate box.

The delivery note must contain a list of the concerned PU foam filled mattresses and upholstered furniture with details of types, quantity and colour.



CERTIFICATE OF COMPLIANCE D
(VENTILATION REQUIREMENTS)

I, _____ (_____),
(Surname) (Other names) (Name in Chinese)
holder of Hong Kong Identity Card number _____ (_____), being the registered
specialist contractor (ventilation works category) under Section 8A of the Buildings Ordinance
(Chapter 123) do hereby certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)
(_____), situated at _____
(Shopsign in Chinese) (Address of premises)

_____ and
being under application for a Provisional _____ Licence
by _____ (_____),
(Name of applicant in English) (Name of applicant in Chinese)

all ventilation requirements listed as Category D requirements in the Letter of Requirements
addressed to the abovenamed applicant dated _____ have been fully complied with.
(dd/mm/yyyy)

I have personally inspected the subject premises and verified the compliance of the
requirements against the ventilating system layout plan (drawing
no. _____), 3 copies attached,
on _____. I have read the said Letter of Requirements and
(Date of inspection) (dd/mm/yyyy)

understand the contents thereof. I also understand that all matters covered by this
Certificate will be subject to further verification by the Licensing Authority and that if I
willfully or negligently give false or misleading information in this Certificate, I shall
render myself to be liable to legal and/or other penalties.

Date (dd/mm/yyyy)

Name in BLOCK letters and authorized signature
of registered specialist contractor
(ventilation works category)

Registered address : _____

Name of company/partnership firm* : _____
(if the ventilation contractor is a company/partnership*)

Contact telephone no. (Contractor): _____

Contact telephone no. (Applicant): _____

Company chop

* Please delete where appropriate.

**List of Unauthorized Building Works
Affecting Public Safety**

The following unauthorized building works in or affecting the cinema/theatre under application may constitute a risk to the safety of employees and patrons, in which case the Buildings Department will advise the Food and Environmental Hygiene Department that the licence application be rejected :-

Category 2

- (a) Unauthorized rooftop/flat roof/yard structures forming part of the cinema/theatre.

[Exception : lightweight covers over yard in good and structurally sound condition, e.g., open shelters with wire-mesh, plastic or thin metal sheet covers]

- (b) Structures on or suspended from approved canopies including air-conditioning/mechanical plants and advertising signs.

[Exception : single split-type air-conditioning unit or cooling tower not exceeding 1m in diameter on approved canopies subject to justification by AP/RSE with supporting calculations that such canopies are in structurally sound condition and that the air-conditioning plants would not cause overloading or overstressing and affecting the structural integrity of such canopies]

- (c) Unauthorized canopies/projections over pavements or common areas.

[Exception (1) : lightweight decorative shopfront projections/extensions projecting not more than 300mm beyond the building line; lightweight overhead projections of not more than 600mm beyond the building line, having a minimum vertical clearance of 2.5m and not accommodating any air-conditioning plants]

[Exception (2) : lightweight covers in good condition projecting not more than 500mm beyond the building line or retractable canopies projecting not more than 2.0m beyond the building line and having a minimum vertical clearance of 2.5m and a minimum horizontal clearance of 600mm from the curb of a pavement]

[Exception (3) : advertising signs which are not in a dangerous condition]

- (d) Air-conditioning plant and its accessories (e.g., cooling towers and associated supporting structures) projecting over pavement/service lane or suspended from approved canopy and balcony.

[Exception : split-type air-conditioning units attached to external wall which are not in dangerous condition, do not obstruct pedestrian or vehicular traffic and do not project more than 600mm from external wall]

- (e) Overhead air-conditioning plants and associated supporting structures installed within the licence areas.

[Exception : unless otherwise justified by AP/RSE as being structurally safe with supporting calculations]

- (f) Unauthorized obstructions to smoke vents.
- (g) Unauthorized alteration or removal of compartment walls or fire resisting walls and doors.
- (h) Unauthorized openings or slab over existing floor for food hoists and pipe ducts.

[Exception : unless otherwise justified by AP/RSE as being structurally safe with supporting calculations]

- (i) A material and unacceptable change of use (e.g. conversion of plant room to usable floor area)
- (j) Unauthorized removal of approved facilities for persons with a disability (e.g. toilet or access ramp) and unauthorized building works which hinder the access for persons with a disability (e.g. raised platform)

Category 3

- (a) Unauthorized reinforced concrete slabs filling up approved voids.
- (b) Unauthorized cocklofts, intermediate floors and floor extensions
- (c) Unauthorized staircases; unauthorized openings through existing slabs for staircases.
- (d) Unauthorized removal, partial removal or major alteration of structural members.
- (e) Unauthorized building works in common areas resulting in obstruction of means of escape from the cinema/theatre or the building.
- (f) Unauthorized sub-division of a floor into separate units without the provision of internal corridors protected by fire resisting walls and doors.

2. The Buildings Department will continue to advise on rejection of the issue of a licence until the unauthorized building works, which pose risks to public safety, have been removed or the risks to public safety have been eliminated.

3. If the removal or rectification of the unauthorized building works involves the carrying out of building works not exempted under section 41 of the *Buildings Ordinance*, it will be necessary for the applicant to appoint an Authorized Person and/or a Registered Structural Engineer and to obtain the prior approval and consent of the Building Authority for such building works. Copies of *Guidelines for the Removal of Typical Unauthorized Building Works* and its amendments can be obtained from the Buildings Department or downloaded from the web site www.bd.gov.hk for information.

4. Categories 2 and 3 refer to the categorization of building safety requirements under the three-tier system of verification of compliance.

Categorization of Typical Building Safety Issues

Category 1

- (a) Fire resisting doors to be self-closing
- (b) Door across exit route to open in the direction of exit
- (c) Misleading exit sign to be deleted
- (d) Information on licensed plans as identified at Application Vetting Panel meeting stage e.g. licensed area to agree with site condition
- (e) Means of escape to be clear of movable obstructions
- (f) Automatic sliding door at front entrance to stay open to the full width in the event of power failure

Category 2

- (a) Door certificates certified by Authorized Person/Registered Structural Engineer
- (b) Exit route/door to be increased to a specified width
- (c) Door not to obstruct exit route at any point of its swing
- (d) No. of exit routes from the premises to be increased
- (e) Means of escape to be cleared of permanent obstructions, e.g. metal gates, protrusions of partition walls/rooms onto the exit route
- (f) Projection room/mechanical plant room to be enclosed by walls and floors with specified fire resistance period (FRP)
- (g) Shopfront return to be not less than 450mm
- (h) Exit staircase to be enclosed by walls with specified FRP
- (i) Protected lobby to be provided
- (j) The separating wall/floor should have adequate FRP
- (k) Structural justification for screeding on slabs to raise floor levels, solid partition, etc.
- (l) Structural justification for floor slab opening (Category 2(h) of Appendix XII(a) refers)
- (m) Structural justification for unauthorized removal of staircase
- (n) Removal of unauthorized rear yard structure, canopy, unauthorized structure attached to approved canopy, etc.
- (o) Removal of unauthorized sign box, shop front extension, metal frame supporting air-conditioning plant, etc.
- (p) Acknowledgement of completion of approved alterations and additions work (Form BA 14)

Category 3

- (a) Unauthorized concrete slab over an approved void
- (b) Unauthorized cockloft, intermediate floor and floor extension
- (c) Unauthorized steel or reinforced concrete staircase
- (d) Unauthorized openings through structural slabs and walls
- (e) Unauthorized removal, partial removal or major alteration of structural members
- (f) Original design live load is inadequate
- (g) Unsatisfactory means of escape e.g. insufficient exit routes/exit doors and inadequate headroom of exit routes