



Fire Services Department

Seminar on Restaurant Licensing

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Introduction to Licensing Division of FSD

-  Give advice on the registration of non-designed school premises & child care centres, licensing of food premises & places of public entertainment and issue Fire Services Certificates
-  Handle complaint about fire hazards involving licensed premises (other than dangerous goods and timber stores)
-  Abate fire hazards
-  Give advice on fire safety matters concerning licensed premises (other than dangerous goods and timber stores)

The Role of Licensing Division in the licensing of Restaurants

The Licensing Authority, i.e. the Food and Environmental Hygiene Department (FEHD), will not issue any licence until the applicant has complied with, among others, all requirements imposed by the Director of Fire Services

The proof of compliance with fire safety requirements (FSR) is a Fire Services Certificate (FSC) issued by the Fire Services Department (FSD), which is a pre-requisite for the issue of a Restaurant Licence

Food Business Regulation (Cap. 132X)

33B. Compliance with fire safety requirements

No licence shall be granted by the Director under section 31 unless the applicant for such licence produces to the Director a **certificate** from the Director of Fire Services and such other evidence as the Director may require to the effect that the premises in respect of which the application is made comply with any requirements issued by the Director of Fire Services. This section does not apply to the issue of a provisional licence under section 33C.

Fire Services Certificate

The **FSC** is a pre-requisite for the issue of a restaurant licence.

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 by FSD are fully complied with.

If there are alterations or additions to the premises that may affect fire safety, a **new FSC** will be required.

Fire Services Certificate

How to obtain a FSC

Applicants of restaurant licence are not required to apply directly to the FSD

FEHD will refer the restaurant licence application to FSD for processing on the issue of FSC

Sample of Fire Services Certificate (FS-248)



Ref: _____ Total No: _____

FIRE SERVICES CERTIFICATE

NAME OF LICENSEE: _____

ADDRESS OF PREMISES: _____

The above premises was inspected by officers of the Fire Services Department on _____ and at the time of inspection, was in accordance with the plans held by this Department. Fire Services requirements for the fitting of this general automatic/light retardant extinguisher automatic/smoke/heat/smoke/heat/smoke/heat system by the Fire and Environmental Hygiene Department were found to be completed well.

N.B. — (1) You are advised that this Certificate does not cover the storage or use of dangerous goods, or the installation of a ventilation system (i.e. air-conditioning). Separate applications under appropriate legislation are required for such items.

(2) You are required to observe the Fire Services requirements issued to you at all times.

Date: _____ Sd. Director of Fire Services

Sd. FEHD

Fire Services 2006

Fire Services Certificate

Processing on the issue of FSC

Initial site inspection and risk assessment will be conducted upon receiving applications



Not suitable premises

A letter of objection stating the reasons will be issued



Suitable premises

A letter with FSR for compliance will be issued

Fire Services Certificate

Report of compliance could be made by the Applicant in writing, by phone, via email or fax

No compliance inspection will be conducted unless all necessary supporting documents for relevant FSR have been received



Non-compliance of FSR / inconformity of the latest accepted layout plans

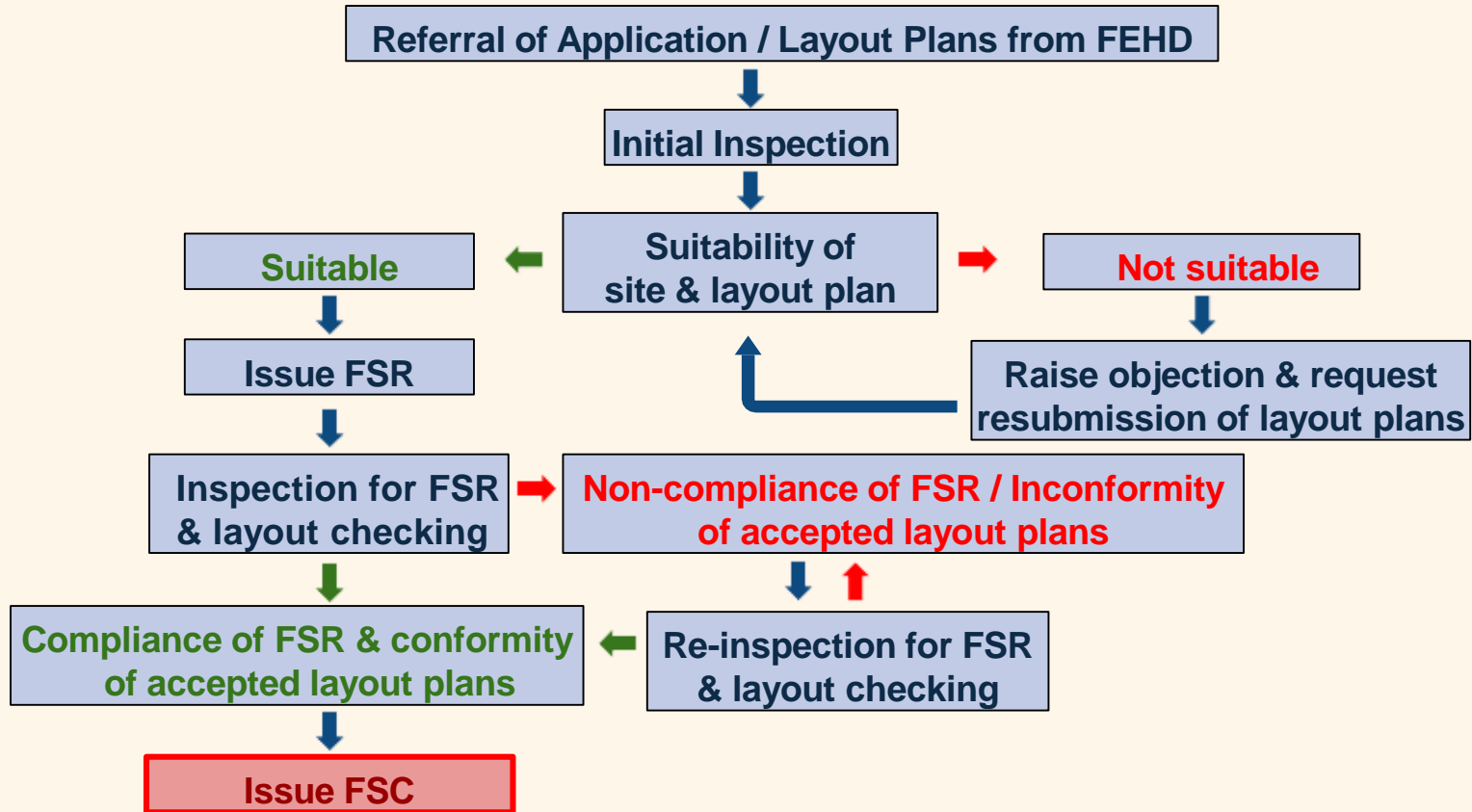
Applicant to be advised in writing of the outstanding items



Compliance of FSR and conformity of the latest accepted layout plans






FSC to be issued

Processing on the issue of FSC







Location Selection

DON'T CHOOSE :

-  buildings/structures which are of sub-standard construction
-  premises at industrial buildings
-  the upper floors of any building which are designed for domestic use
-  premises at level four of a basement or below
-  premises located below ground level if LPG is to be used

Location Selection

DON'T CHOOSE :

-  premises in areas designated for emergency use
-  premises located vertically below, therefore posing fire hazards to, registered schools, child care centres or homes for the elderly (For enquiries, please contact the respective Licensing Offices of Fire Services Department)
-  premises on the upper floors of single staircase buildings
-  premises in areas designed for other use, such as carpark or a refuge floor.

Submission of Layout Plans

Layout plans should contain

- ✓ Correct address and type of licence
- ✓ Area demarcated as the licensed area for the proposed restaurant
- ✓ Scale of not less than 1:100
- ✓ Construction materials and fire resisting ratings of the proposed partition walls and exit doors, if any
- ✓ All types of proposed fuel use
- ✓ Legends

Fire Safety Requirements

FSRs have been uploaded to FSD's homepage for the reference by applicants

https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premises_food.html#Restaurant

The screenshot displays the Fire Services Department (FSD) website. The header includes the FSD logo, the text 'Fire Services Department' and 'The Government of the Hong Kong Special Administrative Region', language options (A A A, ENG), a site map, and a search bar. The main banner features the text 'Fire Protection' and '防火工作'. The left sidebar contains a menu with links: Home, About Us, What's New, Press Release / Publications, Fire and Ambulance Services, Fire Protection (highlighted), and Public Education. The main content area is titled 'Licensing and Certification' and includes a 'Back' button. Below this, a list of links is shown, with 'Type and Fire Safety Requirements of Licensed / Registered Premises' highlighted by a red box and a red arrow. Other links include 'Introduction', 'Performance Targets', 'Guidelines on Approval/Acceptance of Fire Service Installations and Equipment (FSI)', and 'Guidance for Application for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products'.

FSR for restaurants PPA/101

(F)	Light refreshment restaurants with low fire potential
(G)	Light refreshment restaurants with high fire potential
(I)	General restaurants with low fire potential
(J)	General restaurants with high fire potential
(H)	Barbecue/hot pot restaurants with low fire potential
(J)	Barbecue/hot pot restaurants with high fire potential
(D)	General (fast food) restaurants
(A)	Food businesses in small houses

Fire Safety Requirements

Other Fire Safety Requirements for Food Premises

- 🔥 Various fuels used in food premises
- 🔥 Various fuels used in seating accommodation of food premises serving barbecue food and/or hot pot
- 🔥 Outside Seating Accommodation
- 🔥 Self-contained luminaries emergency lighting system
- 🔥 Typical Fire Safety Requirements for Cooking Activity outside Kitchen
- 🔥 Specific Requirements for Cooking Activities Using Charcoal as Fuel Outside Kitchen
- 🔥 Additional Fire Safety Requirements for Using Charcoal as Fuel Inside Kitchen

Fire Safety Requirements

All fire service installations and equipment

- ✓ Kept in efficient working order at all times
s. 8(1)(a) of Cap. 95B Fire Service (Installations and Equipment) Regulations
- ✓ Inspected by a registered contractor at least once in every 12 months
s. 8(1)(b) of Cap. 95B Fire Service (Installations and Equipment) Regulations
- ✓ All maintenance, alteration and addition works shall be carried out by a Registered Fire Service Installation (FSI) Contractor and Certificate(s) of Fire Service Installations and Equipment (FS 251) is/are to be submitted.
- ✓ A certificate of compliance (FSI/314A or FSI/314B as appropriate) shall also be submitted for the alteration and addition works

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

The form is titled 'Sample of Certificate of Fire Service Installations and Equipment (FS 251)'. It contains the following sections:

- Header:** Fire Service logo, 'FIRE SERVICE (CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT)', 'FORM FS 251', and 'A'.
- Registration Details:** Fields for 'Name of FSI Contractor', 'Address', 'Telephone', 'Fax', 'E-mail', and 'Website'.
- Inspection Record:** A table with columns for 'Date of Inspection', 'Inspector', 'Remarks', and 'Signature of Registered Contractor'. There are three rows for recording inspections.
- Contractor Information:** Fields for 'Name of FSI Contractor', 'Address', 'Telephone', 'Fax', 'E-mail', and 'Website'.
- Footer:** A section for 'Remarks' and a signature line for the 'Registered Contractor'.

Fire Safety Requirements

Sprinkler System



shall be provided in:

premises occupying an area exceeding 230m²
basement premises occupying an area
exceeding 126m²



Common Irregularities

Inadequate coverage of sprinkler heads

In any case, the operation of sprinkler heads should not be obstructed by any decoration, false ceiling, structure, stacking up of goods, etc.

Fire Safety Requirements

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
- ✓ shall conform 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
(the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance)



Fire Safety Requirements

PU Foam

✓ All polyurethane (PU) filled upholstered furniture and covering material used for fabrication of the furniture shall conform to:

1. British Standard 7176 (for use in medium hazard premises/building); or
2. 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
3. Other standard acceptable to the Director of Fire Services

✓ Supporting documents

1. Invoices from manufactures/ suppliers shall be produced
2. Test certificates from testing laboratories shall be produced
3. Test certificates shall be issued by a testing laboratory accredited to conduct test according to the specified standard
4. Shall be authenticated by the company's stamp of the manufacturer/ supplier.



Fire Safety Requirements




Windows

Unless a dedicated smoke extraction system, the windows shall not in any way

- ✗ be obstructed by any decoration
- ✗ be sealed up for more than 50% of the designed openable/breakable window areas totally, nor
- ✗ 25% of these areas located on the upper part



Performance Targets

-  Upon receipt of referral of **licence application** from the Licensing Authority
→ issue Fire Safety Requirements / result of inspection within **17 working days**
-  Upon receipt of **Report of Compliance**
→ conduct compliance inspection within **7 working days**
(No compliance inspection will be conducted unless all necessary supporting documents for relevant FSR have been received)
-  Upon confirming **Full Compliance**
→ issue FSC within **7 working days**

Enquiries

Hong Kong Licensing Office

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

Tel: 2549 8104

Email : h_lic_1@hkfsd.gov.hk

Kowloon West Licensing Office

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

Tel: 2302 5300

Email : k_lic_1@hkfsd.gov.hk

New Territories Licensing Office

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

Tel: 3423 9328

Email : nt_lic_1@hkfsd.gov.hk

Kowloon East Licensing Office

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

Tel: 3423 9332

Email : k_lic_3@hkfsd.gov.hk