

A Guide to Application for
Places of Amusement Licences
(Billiard Establishments / Public Bowling Alleys / Public Skating Rinks)

Leisure and Cultural Services Department
(November 2010 Edition)

LEISURE AND CULTURAL SERVICES DEPARTMENT
PERFORMANCE PLEDGE
APPLICATION FOR PLACES OF AMUSEMENT LICENCES
(BILLIARD ESTABLISHMENTS / PUBLIC BOWLING ALLEYS / PUBLIC SKATING RINKS)

We are pleased to state below our performance targets in respect of applications for places of amusement licences.

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
● To acknowledge receipt and refers the application to relevant government departments	Within 5 working days after confirming that the application is in order
● To issue Letter of Requirements including fire services and building safety requirements	Within 5 working days upon receiving no objections from all relevant government departments
● To issue licence upon compliance with licensing requirements	Within 5 working days upon confirmation of compliance

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IMPORTANT ADVICE

DOs & DON'Ts for Applicants

DOs

- DO Choose premises in which there are no unauthorized building works by cross reference to the approved records in Buildings Department and Building Authority's acknowledgement of completion of approved alterations and additions works.
- DO Choose premises on floors with adequate loading capacity.
- DO Choose premises with adequate means of escape.
- DO Choose premises located in purely commercial buildings for setting up billiard establishments. If the premises are located on the podium floors of mixed commercial/residential buildings and such floors have separate means of access segregated from the residential portions of the buildings, the application will be considered on its own merits.
- DO Choose premises located in purely commercial buildings or the podium floors of mixed commercial/residential buildings for setting up public bowling alleys and public skating rinks. Such floors should have separate means of access segregated from the residential portions of the buildings.

DON'Ts

- DON'T Start renovating or decorating your premises before a Letter of Requirements is issued by the Licensing Authority.
- 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 and the Fire Services 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 amusement licences (billiard establishments / public bowling alleys / public skating rinks) are processed in accordance with the *Public Health and Municipal Services Ordinance (Chapter 132)* and its subsidiary legislations.

(B) It is an offence under Section 92A of the *Public Health and Municipal Services Ordinance (Chapter 132)* for any person to operate a billiard establishment with 4 or more billiard tables, a public bowling alley or a public skating rink without a valid licence issued by the Leisure and Cultural Services Department and the person convicted of the offence shall be liable to a fine up to \$25,000 and to imprisonment for 6 months, and to a further daily fine of \$450. The *Places of Amusement Regulations (Chapter 132BA)* have provided for the licensing and control measures regarding such establishments. 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 Amusement Regulations (Chapter 132BA)* 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) Most importantly, the applicant must not offer any advantage, money or gift to Government officers. This is an offence in law and the offender is liable to prosecution.

PART I: General

Introduction

The purpose of this Guide is to provide applicant with general information to assist them in their applications for places of amusement licence for billiard establishment / public bowling alleys / public skating rinks under the *Public Health and Municipal Services Ordinance (Chapter 132)* 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 billiard establishments, public bowling alleys or public skating rinks 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. Under Section 92A of the *Public Health and Municipal Services Ordinance (Chapter 132)*, it is an offence for any person to operate a billiard establishment with 4 or more billiard tables, a public bowling-alley or a public skating rink without a valid licence issued by the Leisure and Cultural Services Department. The *Places of Amusement Regulations (Chapter 132BA)* has provided for the licensing and control measures regarding such establishments.

Licensing Authority

4. Leisure and Cultural Services Department is responsible for the enforcement of the *Places of Amusement Regulation (Chapter 132BA)* made under *Public Health and Municipal Services Ordinance (Chapter 132)* to issue or cancel any licence for the operation of billiard establishment with 4 tables or more, public bowling-alley and public skating rink, or exercise any other function relating to licensing matters under this Ordinance.

Enquiries

5. For enquiries concerning places of amusement licence applications, applicant may approach the Licensing Offices of Leisure and Cultural Services Department.

Address:	Licensing and Prosecution Unit, 9/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories.
Telephone:	2601 8799
Fax:	2375 9333
Email:	lpu@lcsd.gov.hk

PART II: Application for Licence

General Requirements

6. The applicant must be aged over 18. The licence can only be applied in the name of a person.
7. In choosing the premises, the applicant must ensure that operating places of amusement business is in compliance with the requirements imposed under the legislation administered by the Leisure and Cultural Services Department, other Government departments and the relevant Authorities. In addition, the applicant or the appointed authorized person are strongly advised to make reference to the land register available in the Land Registry to clarify if the concerned premises is suitable for the operation of Places of Amusement.
8. Applicants may obtain information on licensing matters for places of amusements from the website of the Leisure and Cultural Services Department at <http://www.lcsd.gov.hk/licensing/en/index.php>. Applicants are advised to buy a copy each of the *Public Health and Municipal Services Ordinance (Chapter 132)* and its subsidiary legislations from the Government Publications Sales Unit at 402, 4/F., Murray Building, Garden Road, Central, 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>.
9. The procedure for processing an application for a Places of Amusement Licence is shown in a flow chart at Appendix II.

Submission of Application

10. Any person who desires to operate a billiard establishment with 4 or more billiard tables, a public bowling-alley or a public skating rink shall submit an application in the prescribed form (No.: LCS 31), an agreement in the provision of personal information (No.: LCS 574) together with five copies of building plan, drawn in metric units and not less than 1:100 in scale, showing the final layout of the premises to the Licensing Office of Leisure and Cultural Services Department. Copies of relevant forms are at Appendices III and IV. This application form is also available from the Licensing and Prosecution Unit of Leisure and Cultural Services Department or download from the following website: <http://www.lcsd.gov.hk/licensing/en/form.php>
11. In case that a ventilating system (including an air-conditioning system) is to be installed in the premises, the applicant is required to submit the ventilating system layout plans, showing the final layout of the ventilating system to be installed in the premises, in triplicate to the Licensing Office of Leisure and Cultural Services Department. The plans should be drawn in metric units to scale.
12. Pursuant to the enactment of the Electronic Transactions Ordinance, applications for a licence in electronic form would be accepted by the Licensing and Prosecution Unit of

Leisure and Cultural Services Department. The applicant may browse and use the relevant service through the following website: http://www.lcsd.gov.hk/en/forms_lcs31.php

13. The layout plan accompanying the application shall show in particular the following:
- Each part of the premises intended to be used for operating the business;
 - Each existing and any proposed exit route from the premises;
 - The position or location in the premises of any existing or proposed permanent structure; and
 - The proposed or actual location in the premises of all sanitary fittings.
14. 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 Leisure and Cultural Services Department for consideration. Leisure and Cultural Services Department will refer the plan to other departments for processing. 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.

Preliminary Screening and Site Inspection

15. Upon receipt of the application, a case manager will conduct initial screening of the application and inspect the proposed licensed premises. The case manager will also refer the application together with the layout plan to Buildings Department, Fire Services Department, Police, Home Affairs Department and Lands Department for comments as appropriate.

Issue of Letter of Requirements

16. The letter of requirements would be issued to the applicant upon receipt of full clearance from the departments concerned. The standard licensing requirements and conditions for places of public entertainment licence are at Appendices V, VI, VII and VIII. Fire safety requirements are indicated in Part III and at Appendices IX, X, XI, XII, XIII and XIV; building safety requirements are shown in Part IV and at Appendix XV.

Inspection of Premises

17. In order to monitor and document progress of the application, staff of Leisure and Cultural Services Department will conduct regular site visit, after the issue of letter of requirements, and offer advice on site to the applicant as necessary.

Report of Compliance

18. 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 licence.

Issue of Licence

19. After confirming that all licensing requirements have been complied with, the Licensing Authority will issue a licence to the applicant for 1 year.

20. 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.

Licence and Related Fees

21. The licence fee for billiard establishment / public bowling alley / public skating rink is tabulated below:

Licence	Validity	<u>Licence fees (1 year or less)</u>	
		New Territories	Kowloon & Hong Kong
Billiard Establishments	1 year	\$585 per table	\$200 per table
Public Bowling-Alleys	1 year	\$485 per lane	\$490 per lane
Public Skating Rinks	1 year	\$7,295	\$3,520

PART III: Fire Safety Requirements

The Role of the Director of Fire Services

22. The Licensing Authority, i.e. the Leisure and Cultural Services Department, will not issue any Places of Amusement Licence until the applicant has complied with among others, all requirements imposed by the Director of Fire Services. Upon fully compliance with all fire safety requirements, Leisure and Cultural Services Department will be notified in writing by Fire Services Department.

23. If there are installation / alteration works on the mechanical ventilating system of the premises, and the process involves the passage of any air duct through any floor, ceiling or wall, that is from one compartment to another, so that installation / alteration of fire damper(s) within the premises is necessary, the Building (Ventilating Systems) Regulations (Chapter 123J) shall apply, and a Letter of Compliance (Ventilating System) issued by the Ventilation Division of Fire Services Department will be required.

Fire Safety Requirements

24. Application for a Places of Amusement Licence, in prescribed form together with proposed layout plans, shall be submitted to the Leisure and Cultural Services Department for processing. If the application is acceptable in principle, Leisure and Cultural Services Department will refer the application to the respective Regional Office of Fire Services Department for formulation of fire safety requirements. The respective Regional Office will make direct contact with the applicant to arrange for site inspection where necessary.

25. To avoid delay, the applicant should ensure that all information required for the application has been adequately provided and the actual layout conforms to the proposed layout plans.

26. For each individual application, Fire Services Department will consider whether the premises is suitable for the purpose of places of amusement. If the premises and the proposed layout are considered suitable for such purpose, detailed fire safety requirements will be formulated and issued to the applicant through Leisure and Cultural Services Department. If the premises and/or the proposed layout are/is considered unsuitable for such purpose, a memo stating the reasons for objection will be issued to Leisure and Cultural Services Department. General fire safety requirements have been uploaded to Fire Services Department's home page (<http://www.hkfsd.gov.hk/home/eng/source/licensing/premises.htm>) for the reference of applicants. A copy of which is at Appendix IX.

27. The applicant is required to obtain the following certificates or documents to prove compliance of fire safety requirements:-

- (a) ⁱa Certificate of Compliance (FSI/314A, FSI/314B or FSI/314C) and/or a

ⁱ These certificates are issued by registered fire service installation contractors. The purpose of these certificates are to

Certificate of Fire Service Installations and Equipment # (FS 251) issued by a registered fire service installation contractor;

- (b) ⁱⁱif self-contained battery type emergency lighting unit is to be installed, the test report or catalogue of the emergency lighting unit with valid Certificate of Fire Service Installations and Equipment (FS251); and
- (c) ⁱⁱⁱif PU foam filled furniture is used, the invoice from the manufacturer / supplier 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 specified standards. The test certificate should bear the supplier's / manufacturer's company seal for authentication purposes, and PU foam filled furniture items meeting the specified standards should bear appropriate labels.

28. Applicants or their authorized representatives should, upon completion of all works required, inform the respective Regional Office by phone, email or in writing so that follow-up inspection can be arranged.

29. If non-compliance with fire safety requirements is spotted during the follow-up inspection, the subject Regional Office will inform Leisure and Cultural Services Department 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. If a place of amusement is found to be in operation without a valid licence, Leisure and Cultural Services Department will be informed to take appropriate action.

30. 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, Leisure and Cultural Services Department will be notified in writing by Fire Services Department.

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 fire service installation contractor to carry out the work. The registered fire service installation contractor should submit a copy of the certificate (FSI/314A, FSI/314B or FSI/314C as appropriate) together with the relevant FSI plan to the Director of Fire Services. Upon completion of the work, the registered fire service installation contractor should inspect and certify the installations, and submit a copy of the Certificate of Fire Service Installations and Equipment (FS251) to the Director of Fire Services. A list of registered fire service installation contractors is available for inspection at the Regional Offices and all fire stations as well as the following web page of FSD: www.hkfsd.gov.hk/home/eng/cert.html.

ⁱⁱ The purpose of this test report or catalogue is to enable Fire Services Department to check whether the self-contained battery type emergency lighting unit installed meets the specified standards.

ⁱⁱⁱ The purpose of this invoice and test certificate is to enable Fire Services Department to check whether the PU foam filled furniture used meets the specified standards.

How to Obtain a Letter of Compliance (Ventilating System)

31. The Letter of Compliance (Ventilating System) is issued by the Ventilation Division of Fire Services Department. The purpose of this letter is to certify that the ventilating system installed in the Places of Amusement has been inspected, and complies with the fire safety provisions stipulated in the Building (Ventilating Systems) Regulations (Cap.123J), and the fire safety requirements on mechanical ventilating systems issued by Fire Services Department.

32. The applicant does not need to apply directly to Fire Services Department for a Letter of Compliance for the ventilating system of the premises under application. If the applicant has indicated in his/her application that a mechanical ventilating system is to be installed at the premises, fire safety requirements on mechanical ventilating systems will be issued to the applicant directly by Fire Services Department.

33. Before the ventilation works commences on site, the applicant is required to submit three sets of ventilation / air-conditioning layout plans directly to Leisure and Cultural Services Department. The Leisure and Cultural Services Department will refer the plans to the Ventilation Division of Fire Services Department for processing.

34. When all ventilation installation works have been completed and full compliance with fire safety requirements confirmed, the applicant should fill out a prescribed form "Report of Completion on Ventilating System" (Vent/425) and return the original copy to the Ventilation Division, so that initial inspection can be arranged.

35. If the ventilating system does not comply with fire safety requirements, the Inspection Officer will, during 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 by the Ventilation Division within 7 working days after inspection. After rectifying the defects of the ventilation installation, the applicant is required to report compliance by submitting a completed prescribed form (Vent/425) to the Ventilation Division once again. The procedure is identical to that of initial inspection.

36. After confirmation of compliance with all fire safety requirements, a Letter of Compliance (Ventilating System) will be issued to the applicant direct with a copy of the letter to the Leisure and Cultural Services Department.

PART IV: Building Safety Requirements

The Role of the Buildings Department

37. Nothing contained herein shall be taken as in any way derogating from the statutory power of the Director of Buildings.

38. The Director of Buildings offers advice on applications for places of amusement licences in regard to specific areas of concern (i.e. means of escape/access for firefighting and rescue, fire resisting construction, structural stability or suspected unauthorized building works).

39. Operators are advised to enlist the service of an Authorized Person (AP) and/or Registered Structural Engineer (RSE) (an architect, engineer and surveyor registered under the Buildings Ordinance) at an early stage to ensure all building safety requirements are complied with.

40. 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 of the proposed works to Buildings Department by an AP and/or RSE may be required.

Structural Safety

41. The operators should ensure the premises safe and in sound structural condition. The minimum design imposed loads for various places of amusement are as follows:

Billiard Establishments and Public Bowling Alleys	<i>3.0 kPa (for playing areas)</i> <i>5.0 kPa (ancillary areas for waiting/dining)</i>
Public Skating Rinks	<i>5.0 kPa</i>

42. No part of the premises should be located in, under or over any structure built without the approval and consent of the Buildings Department.

43. In case where there are non-structural screeding on slabs to raise floor levels, heavy equipment such as cooling tower and large A/C units, addition of solid partitions, etc., justification with supporting calculations in respect of the adequacy of the existing structure to cater for such superimposed loading should be verified by an AP/RSE.

Means of Escape and Means of Access for Firefighting and Rescue

44. The premises should be provided with adequate means of escape and means of access for fire fighting and rescue in accordance with Part V of the Building (Planning) Regulations and the Code of Practice for the Provision on Means of escape in case of fire (MOE Code) and Code of Practice for Means of Access for Firefighting and Rescue issued from time to time by the Buildings Department.

45. The provision of means of escape in any particular floor of a building or in the building as a whole can only accommodate a specified maximum number of persons at any one time. Table 2 of 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. It follows that if, as a result of the operation of a place of amusement, the existing population figure for a floor or for the building as assessed under Table 1 of the MOE Code exceeds these limits, the existing means of escape will be inadequate.

46. Some key requirements are listed below:

- (a) The population of the premises should not exceed the designed capacity for that particular floor and the building as a whole.
- (b) The width and number of exit routes and exit doors for the premises should be sufficient.
- (c) The place of amusement should not be located in a single staircase building other than the ground floor or in any premises not accessible to two exit staircases.
- (d) Any premises/room with a capacity exceeding 30 persons should be provided with at least two exits. The exit doors should open in the direction of exit and should not obstruct any part of the exit route by swing of the doors. The lines of direct distance between the two exit doors from any point in the room should form an angle of not less than 30°.
- (e) Normally, the minimum width of an exit route should not be less than 1050 mm and greater width would be required depending on the total capacity of the storey/premises/room.
- (f) The exit doors should have a minimum width of not less than 750 mm for capacity of 30 persons or less; and at least 2 exit doors of 850 mm each for capacity between 31-200 persons with the total width of all exit doors of not less than 1 750 mm. Reference should be made to MOE Code for the detailed requirements.
- (g) All exit routes should have a clear height of not less than 2 m and be kept free from obstruction.
- (h) Every part of each exit route should be provided with adequate artificial lighting and backed up by an emergency lighting system providing a horizontal illuminance at floor level of not less than 2 lux.
- (i) All exit doors should be capable of being readily opened from the inside without the use of a key.
- (j) Where the direction of travel from an exit door of a room to a staircase is possible in one direction only (i.e. dead-end), the distance from any part of a room to an exit or a point, from which travel in different directions to two or more exits are available, should not exceed 18 m. In other cases, where alternative exit routes are available in more than one direction, the distance from any part of a room to an exit may vary from 30 m to 45 m depending on the fire resisting construction of the exit routes.

- (k) The maximum population intended to be accommodated should be used to assess the adequacy of means of escape. For assessing the population for other portions of the building, reference should be made to Table 1 of the MOE Code, the existing use and the approved building plans.

Fire Resisting Constructions

47. The premises should be designed and constructed of fire resisting constructions which satisfy the provisions of the Building (Construction) Regulations and the Code of Practice for Fire Resisting Construction issued from time to time by the Buildings Department. Some key requirements are listed for reference:-

- (a) The premises should be separated from the adjoining occupancy by walls and floors having adequate fire resistance period.
- (b) The common corridor serving the premises and other occupancies should be provided with walls and self-closing doors having a fire resisting period of not less than 1 hour and $\frac{1}{2}$ hour respectively. For premises situated in a shopping arcade, such separation is normally not required between the premises and the arcade.
- (c) In case where new or modified fire resisting walls, doors and other fire resisting components are involved, an AP/RSE should certify the fire resistance performance of the components with supporting test/assessment reports.
- (d) All fire resisting doors for the exit staircases and protected lobbies should be self-closing and kept in a closed position.

Unauthorized Building Works

48. The premises should be free from unauthorized building works affecting public safety. The existence of unauthorized building works in or affecting the place of amusement may pose a risk to the safety of the staff and customers. A list of typical examples of unauthorized building works are shown at Appendix XV, the operators should remove such works or appoint an AP/RSE to justify the structural integrity as required.

49. 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 (such as ramps and toilets) for persons with a disability may be subject to enforcement and prosecution actions under the Buildings Ordinance.

Records of Completed Building Works

50. Except for pre-war buildings and buildings falling within the purview of the Buildings Ordinance (Application to New Territories) Ordinance, the approved plans and structural calculations for completed private buildings and A&A works thereon may be viewed in the Building Information Centre of BD at 13/F of Pioneer Centre, 750 Nathan Road, Kowloon (tel. no.: 2626 1207) upon application and payment of the requisite fee. Certified copies of

plans and documents are available upon submission of an application form together with the payment of the requisite fee. Application forms may be obtained from the Information Counter on 12/F of Pioneer Centre, 750 Nathan Road, Kowloon or by downloading soft copies from the website <http://www.info.bd.gov.hk>.

PART V: Miscellaneous

Renewal of Licence

51. Application for renewal of licence is required. Applicants may submit an application in the prescribed form (Form No.: LCS 785) to the Licensing Office of Leisure and Cultural Services Department 6 months before the expiration of the licence. The Licensing Authority may approve to renew a Places of Amusement Licence after consultation with the Fire Services Department, Police, Home Affairs Department, Lands Department and other relevant government department(s) if necessary.

Transfer of Licence

52. The Licensing Authority may, subject to such conditions as it may deem fit to impose, permit the transfer of a licence to another person. Applicants may submit an application in the prescribed form (Form No.: LCS 294) to the Licensing Office of Leisure and Cultural Services Department for the transfer of licence. The Licensing Authority may refer the application to relevant government department(s) on case by case basis.

Licensed Premises used for holding Events/Activities other than those Specified in the Licence

53. According to the licensing conditions for places of amusement, the licensee shall obtain prior approval from the Licensing Authority for temporarily using the licensed premises to hold events/activities other than those specified in the licence. Any licensee who desires to use a place of amusement for holding events/activities other than those specified in the licence shall submit a duly completed application form (Form No.: LCS 862a) to the Licensing and Prosecution Unit of the Leisure and Cultural Services Department **6 weeks** before holding the events/activities.

54. In addition, the licensee shall also check whether the proposed event/activity involves compliance with the provisions of Section 2 and Schedule 1 of the Places of Public Entertainment Ordinance (Cap. 172). If the proposed event/activity falls under the regulation of the Ordinance, the licensee shall submit an application to the Leisure and Cultural Services Department while the organiser/responsible person of the (proposed) event/activity shall also apply for a Temporary Places of Public Entertainment Licence from the Food and Environmental Hygiene Department. For the method(s) of application for a Temporary Places of Public Entertainment Licence, please visit the website of the Food and Environmental Hygiene Department at <http://www.fehd.gov.hk/> and download "A Guide to Application for Places of Public Entertainment Licences for Places Other Than Cinemas and Theatres".

Application Forms

55. Application forms related to Places of Amusement including renewal and transfer of licence are available from the Licensing and Prosecution Unit of Leisure and Cultural

Services Department or the following website: <http://www.lcsd.gov.hk/licensing/en/form.php>

Application for Alteration to Approved Layout of the Premises

56. Leisure and Cultural Services Department, upon receipt of an application with five copies of layout plan 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 Police, Buildings Department and Fire Services Department 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.

57. 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 Leisure and Cultural Services. 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 resources.

Refusal and Revocation

58. The Director of Leisure and Cultural Services may refuse to grant, renew, or approve the transfer of, a licence or may revoke a licence granted, to a person –

- (a) if the person is under the age of 18 years;
- (b) if the person has been convicted of an offence under section 92C of the *Public Health and Municipal Services Ordinance (Cap.132)* in respect of the same or a similar licence or of an offence under section 19 of the *Places of Amusement Regulations (Cap.132 sub. leg.)* ; or
- (c) if, in the opinion of the Director of Leisure of Leisure and Cultural Services such refusal or revocation is in the public interest.

59. Pursuant to Section 125 of the *Public Health and Municipal Services Ordinance (Cap.132)*, 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 14 days after the service on him of the notice declaring the decision, appeal to the Licensing Appeals Board in accordance with the relevant provisions of the Ordinance.

Other Government Department Offices for Enquiry

Fire Services Department – Licensing and Certification Command (Fire Protection Regional Office and Ventilation Division)

Hong Kong and Kowloon West Fire Protection Regional Office

Hong Kong Regional Office

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

Tel : 2549 8104

Fax : 2559 3461

e-mail: lchfpro2@hkfsd.gov.hk

Kowloon West Sub-Regional Office

Room 601, 6/F,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5339

Fax : 2302 5314

e-mail: lckfpro@hkfsd.gov.hk

New Territories and Kowloon East Regional Office

New Territories Regional Office

Room 402, 4/F, West Wing,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5373

Fax : 2443 1411

e-mail: lctfpro@hkfsd.gov.hk

Kowloon East Sub-Regional Office

Room 403, 4/F, West Wing,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5310

Fax : 2722 5256

e-mail: lckfpro2@hkfsd.gov.hk

Ventilation Division

3rd Floor, Fire Services Department Kwai

Chung Office Building,

No. 86 Hing Shing Road,

Kwai Chung, New Territories

Tel.: 2718 7567

Fax.: 2382 2495

e-mail: fsvent@hkfsd.gov.hk

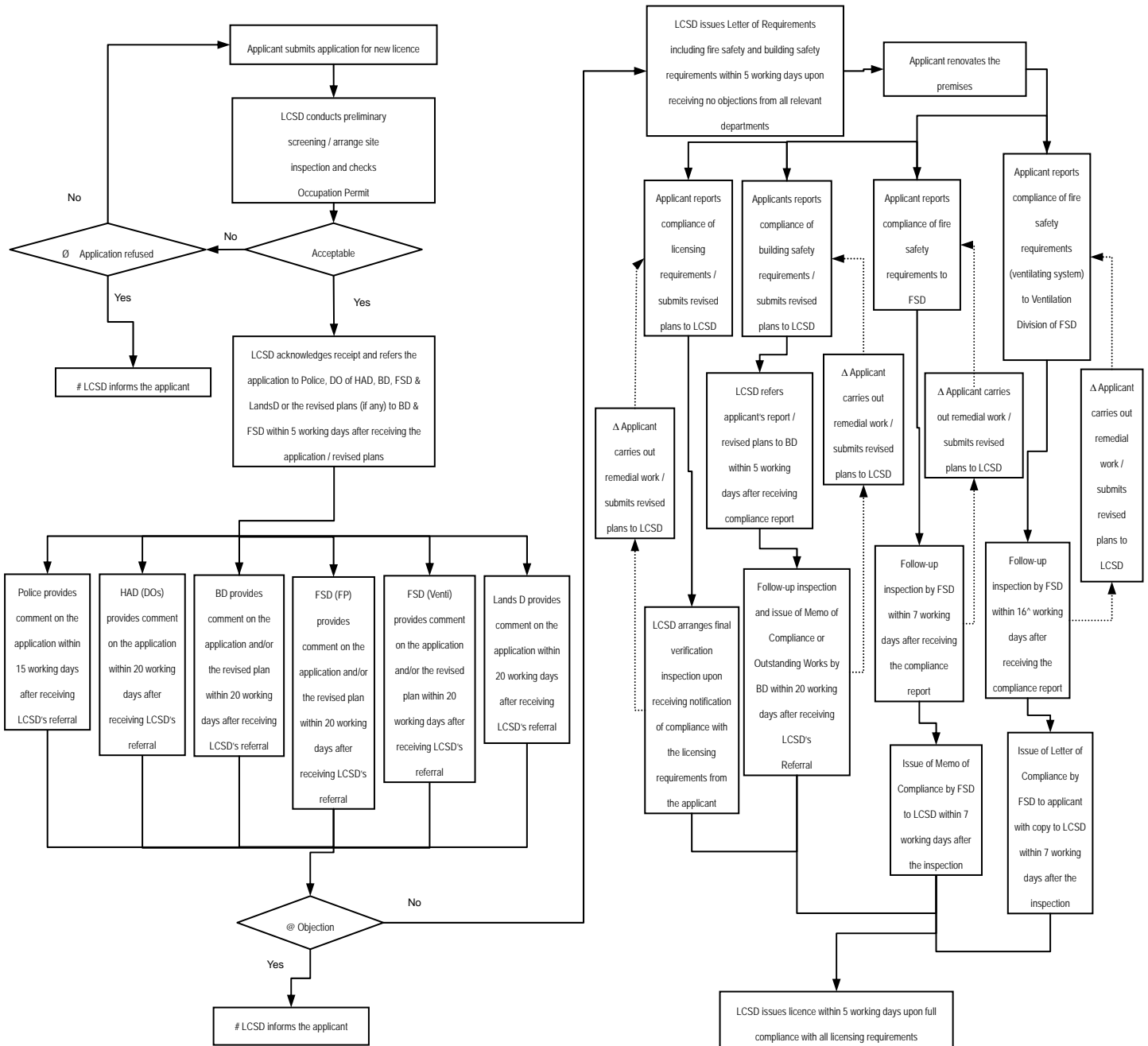
Buildings Department - Licensing Unit

12/F of Pioneer Centre,

750 Nathan Road, Kowloon

Telephone: 2626 1085 (handled by “1823 Citizen’s Easy Link” of the Government).

Flow Chart in Processing of Application for Places of Amusement Licence



- Ø The applicant's age and the location of the premises shall be in accordance with the existing policy
- # An applicant has right to apply to the Licensing Appeals Board for a review of the DLCS's decision on refusing his application
- @ LCS D may refuse to grant a licence, if such refusal is in the public interest
- Δ If there are still outstanding requirements
- ^ Follow-up inspection by Ventilation Division of FSD within 16 working days for the 1st and 2nd inspection, and within 21 working days for the 3rd inspection and onward

限閱(個人資料) RESTRICTED (PERSONAL DATA)



康樂及文化事務署
LEISURE AND CULTURAL SERVICES DEPARTMENT
遊樂場所牌照申請表
Application for Places of Amusement Licence

注意：填寫本申請表前，請仔細閱讀夾附的「申請人須知」。

Note: Please read the enclosed “Notes to Applicants” carefully before completing this form.

致：康樂及文化事務署牌照及檢控小組

To : Licensing and Prosecution Unit, Leisure and Cultural Services Department

甲部

Part A

本人謹此聲明，本人已仔細閱讀夾附的「申請人須知，並同意發牌當局把本申請表上所填報的個人資料交給其他政府部門和機構，以處理本人的遊樂場所牌照申請。本人亦確認，本部、乙部和夾附的文件上所填報的資料均屬正確無訛。本人現根據〈公眾衛生及市政條例〉(第132章)92A{樣的規定，申請下列其中一種牌照，以便在乙部所述的場所經營有關業務。

- * (1) 桌球館牌照
- (2) 公眾保齡球場牌照
- (3) 公眾溜冰場牌照

I hereby declare that I have read the enclosed “Notes to Applicants” carefully and given my consent for the Licensing Authority to disclose the personal data provided in this form to other government departments and agencies for handling my application for the grant of Places of Amusement Licence. I also confirm that the information provided by me in this Part, part B and the attached documents are complete and true. I hereby apply for one of the following licences in respect of my operation of the relevant business at the place described in Part B pursuant to Section 92A of the Public Health and Municipal Services Ordinance (Cap. 132).

- * (1) a Billiard Establishment Licence
- (2) a Public Bowling-Alley Licence
- (3) a Public Skating Rink Licence

申請人資料

Particulars of Applicant

(a) 申請人姓名 (中文) (先生/女士*)
Name of Applicant (in Chinese) _____

(英文)
(in English)
(Mr/Ms*)

(請用正楷填寫 in BLOCK letters)

(b) 住址
Residential
Address _____

電話號碼
Telephone Number _____

(d) 通訊/辦事處地址
Correspondence/
Office* Address _____

電話號碼
Telephone Number _____

(e) 職業
Occupation _____

乙部

Part B

營業場所的詳細情形

Details of the place in which the business to be operated

- (a) 營業場所名稱
Name of the place in which the business is to be operated _____
-
- (b) 地址
Address _____
-
- (c) 商業登記證號碼
Business Registration Certificate Number _____
- (d) 擬設置的桌球枱/保齡球道*數目
Number of billiard tables/bowling lanes* to be installed _____
- (e) 請述明該場所是否位於商業大廈、住宅大廈或商業/住宅兩用大廈內
Please state whether the place is located in a commercial building, residential building or mixed commercial/residential building
-
- (f) 如屬商業/住宅兩用大廈，請在下列每項的適當空格內加上(✓)號
For mixed commercial/residential building, please tick (✓) the appropriate box in each of the following items
- (i) 是否有商業用平台樓層？
With commercial podium floors？
- 有 Yes 無 No
- (ii) 擬議場所是否設有獨立進出口而無須使用上層住宅單位的進出口？
Any separate access to the proposed place without the need to use the access(es) situated at the residential flats on the upper floors？
- 有 Yes 無 No

* 請刪去不適用者

Please delete where appropriate

申請人簽署
Signature of Applicant

申請日期
Date of Application

(2006年11月修訂版)

(Revised Nov 2006)

遊樂場所牌照
申請人須知

**Places of Amusement Licence
Notes to Applicants**

(1) 有關《個人資料(私隱)條例》(第486章)的須知

Notes Regarding the Personal Data (Privacy) Ordinance (Cap.486)

(a) 收集資料的目的

Purposes of Collection

經這份申請表填報的個人資料，將由發牌當局用於下列用途：

The personal data provided by means of this form will be used by the Licensing Authority for the following purposes :

(i) 處理向發牌當局申請簽發遊樂場所牌照的相關事宜；以及

carrying out activities relating to the applications for the grant of Places of Amusement Licence made to the Licensing Authority; and

(ii) 方便發牌當局職員和其他政府部門的職員與申請人聯絡。

facilitating communication among staff of the Licensing Authority, other government departments and the applicant.

申請人透過本申請表提供個人資料，純屬自願。不過，若申請人未能提供足夠的資料，則發牌當局可能無法處理有關牌照的申請。

The provision of personal data by means of this form is voluntary. However, if the applicant fails to provide sufficient information, the Licensing Authority may not be able to process the application of the licence.

(b) 獲轉授資料的機構的類別

Types of Transferees Receiving the Data

在本申請表填報的資料可能會交給其他政府部門和機構，以達致上文第1段所載的目的。這些個人資料亦會被披露給其他政府部門作執法用途。

The personal data provided in this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above. The personal data may also be disclosed to other government departments for law enforcement purposes.

(c) 查閱個人資料

Access to Personal Data

根據《個人資料(私隱)條例》(第486章)第18條、第22條及附表1第6原則的規定，申請人有權要求查閱和更改所提供的個人資料。查閱的權利包括有權索取在本申請表內所填報的個人資料副本乙份。

Applicants have the right of access to and correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the personal data provided in this form.

(d) 查詢

Enquiries

如對經由本申請表所收集的個人資料有任何疑問，包括要求查閱和更改資料，可向下述辦事處的主管人員提出。

Enquiries concerning the personal data collected by means of this form, including the seeking of access and making of corrections, should be addressed to the officer in charge of the following office:

新界沙田排頭街 1 號	Licensing and Prosecution Unit
康樂及文化事務署總部 9 字樓	9/F, Leisure and Cultural Services Headquarters
牌照及檢控小組	1 Pai Tau Street, Sha Tin, New Territories.
電話號碼: 26018799	Telephone Number: 26018799
電郵地址: lpu@lcsd.gov.hk	E-mail: Address:lpu@lcsd.gov.hk

- (2) 申請人須年滿十八歲。

The applicant should be aged 18 or above.

- (3) 申請人須將填妥的遊樂場所牌照申請表送交康樂及文化事務署。

The applicant shall complete the Application for Places of Amusement Licence and submit it to the Leisure and Cultural Services Department.

- (4) 申請表須連同有關處所的擬議設計圖則一式五份一併遞交，否則本署無法處理有關申請。前述圖則須以十進制單位和不少於1:100的常用比例繪製，並清楚繪示該場所內須領牌的各部分。

The application must be accompanied by 5 identical hard copies of the proposed layout plans of the premises, otherwise this department is unable to process the application. The aforesaid plans must be drawn in metric unit and in scale commonly used of not less than 1:100, showing clearly the various parts of the place for which the licence is required.

- (5) 假如有需要在有關場所安裝通風系統(包括空氣調節系統)，申請人須安排把通風系統最終安裝在場所內的設計，盡量按照比例繪畫在通風系統設計圖則上，然後把圖則一式三份一併遞交。

In case that a ventilating system (including an air-conditioning system) is to be installed in the place, the applicant is required to submit the ventilating system layout plans in triplicate, drawn as nearly as possible to scale, showing the final layout of the ventilating system to be installed in the place.

- (6) 按照《公眾衛生及市政條例》(第132章)第125(8)條的規定，若康樂及文化事務署署長決定拒絕申請人有關批出牌照的申請，必須以書面給予通知。假如申請人對署長的決定感到不滿，可根據該條例第125(9)條的規定，在宣布有關決定的通知書送達申請人後的14天內，向牌照上訴委員會提出上訴。

Pursuant to Section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director of Leisure and Cultural Services shall inform the applicant in writing of any decision made to reject the application for the grant of licence. If the applicant is dissatisfied with the decision made by the Director, he/she may within 14 days after the service on him/her of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with Section 125(9) of the Ordinance.

RESTRICTED (PERSONAL DATA)
Agreement in the Provision of Personal Information

To: Leisure and Cultural Services Department

Address of the Licensed Premises:

Type of Licence:

I am now applying for a *Billiard Establishment Licence/ Public Bowling-Alley Licence/Public Skating Rink Licence in respect of the *Billiard Establishment / Public Bowling-Alley/Public Skating Rink at the above address. I understand that in the course of processing my application for the licence, you will provide the Police with my personal information for checking whether I have any criminal records. In order not to affect the progress of my application, I agree that you can provide the Police with my personal information for the aforesaid checking purpose. Your prompt action in processing my application is appreciated.

Signature of the Applicant: _____

Name of the Applicant: _____

Identity Card No.: _____

Contact Phone No.: _____

Date: _____

*Please delete as appropriate

LCS 574

**Standard Licensing Requirements for Places of Amusement
Billiard Establishment/Public Bowling-Alley/Public Skating Rink**

IMPORTANT

The permission of the Building Authority must be obtained for any structural or drainage alterations. It is the applicant's responsibility to obtain formal approval and consent to commence work from the Building Authority.

The grant of a licence does not exempt the licensee from meeting any requirements or conditions imposed or which may be imposed by the Building Authority, the Director of Fire Services, the Director of Environment Protection, the Director of Electrical and Mechanical Services, the Director of Lands, the Director of Planning or any other Government Departments and the relevant Authorities.

This is a set of sample requirements and conditions for general information. It may be varied according to the circumstances of individual cases.

1 Layout Plans

- 1.1 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 five copies of building plan, drawn in metric units and not less than 1:100 in scale, showing the final layout of the premises for approval of the Licensing Authority. (*Delete as appropriate)
- 1.2 The layout of the premises shall be in strict conformity with the plans submitted to the Licensing Authority for approval, except for such amendments as stipulated by the Licensing Authority.
- 1.3 The applicant is required to sign on each copy of the plans certifying that it is correct.
- 1.4 For the purpose of meeting this requirement, professional plans are not necessary. However, if structural or drainage alterations are carried out, the plans forwarded to the Building Authority must be presented by an authorized person or registered structural engineer.
- 1.5 If any change is to be made to the original building plan submitted with the application, the applicant is required to submit afresh five copies of amended plan for re-consideration of the Licensing Authority.

2 Sanitary Facilities

2.1 Sanitary fitments

- 2.1.1 (State no.) water closets and (state no.) flushed urinals for males and (state no.) water closets for females must be installed in (state position). All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fitments for different sexes shall be segregated and separate entrance must be provided for persons of each sex.

2.1.2 The installation of any sanitary fitment requires the approval of the Building Authority. It is the applicant's responsibility to seek such approval.

2.1.3 every 500 mm of trough shall be deemed to be the equivalent of one urinal;

2.1.4 each stall or bowl type urinal shall have a clear width of not less than 500 mm;

2.1.5 the minimum internal dimension of the water closet compartment should not be less than 1 200 mm x 500 mm;

2.1.6 Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1 000 mm (depth) and 500 mm (width).

2.2 Ablution facilities

2.2.1 (State no.) wash-hand basin(s) of glazed earthenware or other approved materials of not less than 350mm in length (measured between the top inner brims) must be installed in (state position); and

2.2.2 Every basin must be connected to public mains water supply or source of water supply approved by the Licensing Authority and provided with a waste-pipe.

2.3 Notices

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

3 Ventilation

3.1 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 must be provided to give not less than 17 cubic meters of outside air per hour for each person that the premises are designed to accommodate. The same specification will apply in the case of a licensee wishing to install a ventilating system voluntarily. (Note: This requirement is inapplicable where business is conducted outdoors.

3.2 In case that a ventilating system (including an air-conditioning system) is to be installed in the premises, the applicant is required to submit the ventilating system layout plans, showing the final layout of the ventilating system to be installed in the premises, in triplicate for approval of the Licensing Authority. The plans should be drawn in metric units to scale.

3.3 Before an air-conditioning system is installed a certificate must be obtained from the supplier and delivered to the Licensing Authority, giving the following particulars:

3.3.1 The capacity of fan in cubic meters per minutes;

3.3.2 The outlet velocity of the fan in meters per minute;

- 3.3.3 The designed operating static pressure of the fan in pascals;
 - 3.3.4 The speed of the fan pulley in revolutions per minutes;
 - 3.3.5 The net area of the air intake;
 - 3.3.6 Except where the premises are air-conditioned with positive pressure, the nett area of exhaust in square meters; and
 - 3.3.7 The type of refrigerant (if any) to be used.
- 3.4 The ventilating system shall be installed in such a way that:
- 3.4.1 All moving parts thereof shall be securely fenced;
 - 3.4.2 Every part thereof shall be accessible for the purpose of inspection, and, in particular :
 - (a) the spindle of every fan shall be so sited that its guard may be removed and a tachometer applied thereto; and
 - (b) every air intake and exhaust shall be accessible for the purposes of measurement;
- 3.5 No air intake for the ventilating system shall be sited in any place:
- 3.9.1 which constitutes a fire hazard in the opinion of the Director of Fire Services;
 - 3.9.2 where waste or rubbish is likely to accumulate; or
 - 3.9.3 where the air is for any reason impure or likely to become impure;
- 3.6 The opening of every air intake shall be fitted with a screen constructed of corrosion-resistant material having a mesh not greater than 12mm;
- 3.7 No air intake damper shall be:
- 3.7.1 adjusted to a setting approved by the Licensing Authority;
 - 3.7.2 marked indelibly to indicate the approved setting; and
 - 3.7.3 secured against interference;
- 3.8 No exhaust from the ventilating system shall be sited in any place where it causes, or is likely to cause, annoyance or inconvenience to the public
- 3.9 Every duct shall:
- 3.9.1 be wholly constructed of non-combustible material having a strength and durability similar to that of galvanized sheet iron or steel;
 - 3.9.2 be accessible for the purposes of cleaning throughout its entire length;
 - 3.9.3 where its size is sufficient to allow any person to enter therein, be fitted with access openings to allow a person to enter the same for the purpose of cleaning, and shall be constructed to bear the weight of any person who has so entered;

3.9.4 be provided with a smooth and impervious internal surface;

3.9.5 where it passes through any floor, wall or ceiling, be fitted with a damper which shall be operated by fusible links of a type approved by the Director of Fire Services, and designed to operate up to a temperature of 69°C, and be so constructed or protected as to resist the action of fire for a period not less than the period for which the floor, wall or ceiling through which it passes is designed to resist the action of fire;

3.10 No duct shall serve more than one building;

3.11 An air filter shall be:

3.11.1 constructed wholly of non-combustible material, other than steel wool;

3.11.2 of a design approved by the Licensing Authority; and

3.11.3 installed in such manner that all incoming air passes through it before being distributed within the premises;

3.12 Every electrostatic filter or precipitator shall be of a type approved by the Director of Fire Services;

3.13 Every blower fan shall be fitted with a fused running hour meter connected to the load side of the fan contractor with a device for recording time in minutes and hours or tenths or lesser fraction of an hour;

3.14 Each fused running hour meter shall be sited in an easily accessible and conspicuous place to facilitate inspection;

3.15 Each set of filters in a ventilating system shall be indicated by a filter gauge, filter flag indicator or differential pressure switch;

3.16 Filters shall be cleaned or replaced when the filter gauge, filter flag indicator or differential pressure switch shows an increase of 50 pascals over the designed air filter pressure drop; and

3.17 A filter flag indicator shall indicate “dirty” when there is an increase of 50 pascals over the designed air filter pressure drop.

4 Game Machines

No amusement game machines licensable under the Amusement Game Centre Ordinance (Cap. 435) except those that are considered no objection by the Commissioner for Television and Entertainment Licensing and are installed with prior approval of the Licensing Authority shall be permitted on the licensed premises.

Places of Amusement
Standard Licensing Conditions for Billiard Establishment

1. The layout of the premises shall be kept in strict conformity with that shown in the final plan approved by the Leisure and Cultural Services Department (i.e. the Department) and no alteration or addition shall be made to the premises without the prior approval of the Department.
2. The licensee shall not allow the licensed premises to be used between 2 a.m. and 8 a.m. for any activity specified in the licence.
3. Except with the approval of the Department, or as specified in any licence or permit granted by the Department, the premises must not be used for any other purpose or class of business.
4. The licensee, or a manager nominated by the licensee in writing to the Department and acceptable to the Department, shall conduct the business in person at the licensed premises.
5. No person under the age of 16 years shall be allowed to enter the licensed premises between the hours of 8:00 p.m. and 10:00 a.m.
6. No person in school uniform, whether in full or in part, or whether wholly or partly covered, shall be allowed to enter the licensed premises at any time during the business hours of the licensed premises.
7. No food business shall be carried out on the premises except with the permission of the authority concerned.
8. No amusement game machines licensable under the Amusement Game Centres Ordinance (Cap. 435) except those that are considered providing healthy entertainment by the Commissioner for T.V. & Entertainment Licensing and are installed with prior approval of the Department shall be permitted on the licensed premises.
9. All parts of the premises shall, at all times, be kept clean and in good repair.
10. The ventilating system must, at all times when the premises are open to the public, be kept fully in operation.
11. Each water-closet must be provided with an adequate supply of toilet paper.
12. Wash hand basin must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electrical hand dryers.
13. The premises shall be adequately lit to the satisfaction of the Department.
14. The office(s) and staff rest room(s) shall be adequately ventilated to the satisfaction of the Department.
15. The office(s), store room(s) and meter room(s) shall not be used for any other purpose.
16. Any emission of air either above or below the temperature of the external air from a ventilating system shall be arranged to discharge into the open air at a height of not less than 2.5 metres above ground level and in such a manner as not to be a nuisance. Exhaust duct(s) shall be connected thereto if required by the Department.

17. To keep exhibited the words "Licensed for Billiards" in English and in Chinese the characters "已領有桌球館牌照" in some conspicuous place near the door and on the outside of the licensed premises.
18. To keep exhibited a notice in the form and of the size as prescribed below in some conspicuous place at the entrance of the licensed premises:

入場限制

除獲康樂及文化事務署署長准許外，16 歲以下的人士由晚上 8 時至翌日早上 10 時期間不得進入本場及穿著校服的人士於營業時間內任何時間不得進入本場。

ENTRY RESTRICTIONS

EXCEPT BY PERMISSION OF THE DIRECTOR OF LEISURE AND CULTURAL SERVICES, NO PERSON UNDER THE AGE OF 16 YEARS MAY ENTER THESE PREMISES BETWEEN THE HOURS OF 8:00 P.M. AND 10:00 A.M. AND NO PERSON IN SCHOOL UNIFORM MAY ENTER THESE PREMISES AT ANY TIME DURING BUSINESS HOURS.

Note : The size of the English letters shall not be less than 5 cm (height) x 2.5 cm (width) and the size of the Chinese characters shall not be less than 5 cm (height) x 5 cm (width).

(Revised November 2010)

Places of Amusement
Standard Licensing Conditions for Public Bowling-Alley

1. The layout of the premises shall be kept in strict conformity with that shown in the final plan approved by the Leisure and Cultural Services Department (i.e. the Department) and no alteration or addition shall be made to the premises without the prior approval of the Department.
2. The licensee shall not allow the licensed premises to be used between 2 a.m. and 8 a.m. for any activity specified in the licence.
3. Except with the approval of the Department, or as specified in any licence or permit granted by the Department, the premises must not be used for any other purpose or class of business.
4. The licensee, or a manager nominated by the licensee in writing to the Department and acceptable to the Department, shall conduct the business in person at the licensed premises.
5. No food business shall be carried out on the premises except with the permission of the authority concerned.
6. No amusement game machines licensable under the Amusement Games Centres Ordinance (Cap. 435) except those that are considered providing healthy entertainment by the Commissioner for T.V. & Entertainment Licensing and are installed with prior approval of the Department shall be permitted on the licensed premises.
7. All parts of the premises shall, at all times, be kept clean and in good repair.
8. The ventilating system must, at all times when the premises are open to the public, be kept fully in operation.
9. Each water-closet must be provided with an adequate supply of toilet paper.
10. Wash hand basin must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electrical hand dryers.
11. The premises shall be adequately lit to the satisfaction of the Department.
12. The office(s) and staff rest room(s) shall be adequately ventilated to the satisfaction of the Department.
13. The office(s), store room(s), staff rest room(s) and meter room(s) shall not be used for any other purpose.
14. Any emission of air either above or below the temperature of the external air from a ventilating system shall be arranged to discharge into the open air at a height of not less than 2.5 metres above ground level and in such a manner as not to be a nuisance. Exhaust duct(s) shall be connected thereto if required by this Department.
15. To keep exhibited the words "Licensed Bowling-Alley" in English and in Chinese the character "已領有保齡球場牌照" in some conspicuous place near the door and on the outside of the licensed premises.

(Revised November 2010)

Places of Amusement

Standard Licensing Conditions for Public Skating Rink

1. The layout of the premises shall be kept in strict conformity with that shown in the final plan approved by the Leisure and Cultural Services Department (i.e. the Department) and no alteration or addition shall be made to the premises without the prior approval of the Department.
2. The licensee shall not allow the licensed premises to be used between 2 a.m. and 8 a.m. for any activity specified in the licence.
3. Except with the approval of the Department, or as specified in any licence or permit granted by the Department, the premises must not be used for any other purpose or class of business.
4. The licensee, or a manager nominated by the licensee in writing to the Department and acceptable to the Department, shall conduct the business in person at the licensed premises.
5. No food business shall be carried out on the premises except with the permission of the authority concerned.
6. No amusement game machines licensable under the Amusement Games Centres Ordinance (Cap. 435) except those that are considered providing healthy entertainment by the Commissioner for T.V. & Entertainment Licensing and are installed with prior approval of the Department shall be permitted on the licensed premises.
7. All parts of the premises shall, at all times, be kept clean and in good repair.
8. The ventilating system must, at all times when the premises are open to the public, be kept fully in operation.
9. Each water-closet must be provided with an adequate supply of toilet paper.
10. Wash hand basin must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electrical hand dryers.
11. The premises shall be adequately lit to the satisfaction of the Department.
12. The office(s) and staff rest room(s) shall be adequately ventilated to the satisfaction of the Department.
13. The office(s), store room(s), staff rest room(s) and meter room(s) shall not be used for any other purpose.
14. Any emission of air either above or below the temperature of the external air from a ventilating system shall be arranged to discharge into the open air at a height of not less than 2.5 metres above ground level and in such a manner as not to be a nuisance. Exhaust duct(s) shall be connected thereto if required by this Department.
15. To keep exhibited the words “Licensed for Skating” in English and in Chinese the characters “已領有溜冰場牌照” in some conspicuous place near the door and on the outside of the licensed premises.

(Revised November 2010)

General Fire Safety Requirements for Places of Amusement

Billiard Establishment

Public Bowling Alley

Public Skating Rink

1. The following portable fire extinguishers to be provided :-
_____ 9-litre water type
_____ 2.5 kg/4.5 kg CO₂ or 1 kg/2 kg/4.5 kg Dry Powder
fire extinguisher
2. All ventilation systems to comply with Building (Ventilating Systems) Regulations Chapter 123J.
3. All electrical switch gear throughout the premises to be clearly indicated as to its purpose in English and Chinese characters. The door giving into any room, or of any cupboard or locker containing electrical switch gear to be provided on the exterior with a list of the switch gear contained therein in 25 mm English and Chinese characters.
4. All exist to be indicated by illuminated EXIT signs readily discernible at a distance of 7.5 m in English and Chinese characters.
5. If it is necessary to secure any alternative exit door, then that exit door shall be fitted with approved type panic bolts. The words "PUSH BAR TO OPEN" in 100 mm English and Chinese characters to be painted on the doors above the bars.
6. All other exit doors to remain unlocked whilst the public are on the premises.
7. All exist doors to open in the direction of egress in such a way that they will not obstruct the staircase or corridor when opened.
8. All door openings giving onto the staircases to be fitted with self-closing doors to give a fire-resisting period (FRP) of half an hour. The maximum area of uninsulated glazing used in doors which are not required to be insulated should not exceed 25% of the area of the door leaf.
9. All staircases to be adequately illuminated during the hours of business and to be provided with handrails on both sides.
10. Adequate clear passageways to be maintained and exits and staircases to be kept free from obstruction at all times.
11. No cooking to be done on the premises other than in a kitchen which is completely separated from the interior of the premises by fire-resisting walls to give a fire-resisting period (FRP) of one hour, and any door opening to be protected by a self-closing door to give an FRP of half an hour.
12. Only town gas or electricity to be used as fuel for cooking inside kitchen. Water boiling or food warming using electricity may be permitted outside kitchen.
13. No decoration of a readily combustible nature to be permitted. Where combustible wall and ceiling linings are used they shall be of Class 1 or 2 Rate of

Surface Spread of Flame as per British Standard 476 : Part 7, or be brought up to that standard by treating with an approved fire retardant paint/solution. In the latter case, the work shall be carried out by a Class II registered Fire Service Installation Contractor and a certificate to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.

14. All decorative materials including curtains, draperies and other textile hangings shall be of fire-resistant fabric and shall conform with British Standard 5867 : Part 2 fabric type B when tested in accordance with BS 5438, or be brought up to that standard by use of an approved fire retardant solution certified by a Class II registered Fire Service Installation Contractor and a certificate to this effect from the contractor shall be forwarded to Director of Fire Services as documentary proof of compliance.
15. The premises not be used for domestic purposes, but a night watchman may be permitted to remain on the premises overnight for security purposes.
16. Any spray painting, lacquering of pins or similar operations (other than on fixed objects in the bowling alley itself), shall be carried out either in the open air or in a separate compartment or building specially constructed of fire resisting materials. In the latter case, all lighting shall be of flame-proof standard and the switches to be fitted to the outside of the compartment/building.
17. All fire service installation (FSI) and equipment provided for the building shall be retained and maintained in efficient working order. Where alterations and additions are required, such work shall be carried out by a registered FSI Contractor and a certificate issued to the owner with copy forwarded to the Director of Fire Services within 14 days.
18. The additional requirements are as follows :-

If PU foam filled mattresses and upholstered furniture are used within the premises, they shall meet flammability standard as specified in British Standard BS 7177 : 1996 and BS 7176 : 1995 for use in medium hazard premises/building or standards acceptable to the Director of Fire Services. For details please see Annex I

**Details of the Fire Services Requirement
for PU Foam Filled Mattress and Upholstered Furniture**

- (a) All PU foam filled mattresses shall conform to British Standard 7177:1996 (for use in medium hazards premises/building) or its international equivalent standard acceptable by the Director of Fire Services.
- (b) All PU foam filled upholstered furniture shall conform to British Standard 7176:1995 (for use in medium hazards premises/building) or its international equivalent standard acceptable by the Director of Fire Services.
- (c) The PU foam filled mattresses and upholstered furniture meeting the specified standards shall bear an appropriate label as listed overleaf. Invoices from manufacturers/suppliers and test certificates from a testing laboratory both indicating that the PU foam filled mattress and/or furniture items comply with the specified standards shall be produced for verification. The test certificates shall be issued by a testing laboratory accredited to conduct tests according to the specified standards, and be authenticated by the company's stamp of manufacturers/suppliers.

Sample of Label

Sample I

NOTICE

THIS ARTICLE IS MANUFACTURED FOR USE IN PUBLIC OCCUPANCIES AND MEETS THE FLAMMABILITY REQUIREMENTS OF CALIFORNIA BUREAU OF HOME FURNISHINGS TECHNICAL BULLETIN *133"/129"/121". CARE SHOULD BE EXERCISED NEAR OPEN FLAME OR WITH BURNING CIGARETTES.

*Delete wherever inapplicable

Note: The minimum size of the label shall be 5 x 7.5 cm and the minimum size of the type shall be 3 mm in height. All type shall be in capital letters.

Sample II



Sample III



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)
- Code 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/

Correspondence

.....
Tel. No.

Mark "x" where applicable

FSI/314B (Revised 5/98)

To: Director of Fire Services
(Attn: Legislation and Control 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 Loss Prevention Council for Automatic Sprinkler Installation
- * Fire Offices' Committee for Automatic Sprinkler Installation (29th Edition)
- * Code 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

FSI/314C

To: Director of Fire Services
(Attn: Building Improvement & Support Division)

Fire Service Installation Plans for
* Composite Building / Domestic 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 (Buildings) Ordinance and in accordance with the relevant Rules and Codes of Practices, as may be applicable, e.g. :-

- * Rules of Loss Prevention Council for Automatic Sprinkler Installation
- * Fire Offices' Committee for Automatic Sprinkler Installation (29th Edition)
- * Code 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

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

A 2988501

FSD Ref: _____
消防處編號

Name of Client: _____
顧客姓名

Name of Building: _____
樓宇名稱

Street No./Town Lot: _____ Street/Road/Estate Name: _____
門牌號碼/地段 街道/路苑名稱

Block: _____ District: _____ Area: HK K NT
樓 區 地區 香港 九龍 新界

Type of Building 樓宇類型: Industrial 工業 Commercial 商業 Domestic 住宅 Community 社區 Government 政府 Institutional 其他

Part I Annual Maintenance ONLY
第一部 只適用於年檢事項

In accordance with Regulation 9(1) of the Service (Installations and Equipment) Regulations, the holder of this Certificate is required to have the fire service installations and equipment installed in any premises, which have such fire service installations or equipment installed, inspected at least once in every 12 months. 根據消防(裝置及設備)規例第9(1)條, 獲發此證書的任何樓宇的消防裝置及設備, 須每隔十二個月至少由獲准檢驗人員檢驗一次。

Code No. 編號	Type of FSI 裝置類型	Locations 位置	Current or Cause 狀況/原因	Completion Date 完成日期	Next Due Date 到期日期

Part II Installation / Modification / Repairing / Inspection works
第二部分 安裝/修改/修理/檢查工作

Code No. 編號	Type of FSI 裝置類型	Locations 位置	Name of Work Carried out 工程名稱	Comment on Condition 附註	Completion Date 完成日期

Part III Defects
第三部 缺陷事項

Code No. 編號	Type of FSI 裝置類型	Locations 位置	Existing Defects 現存缺陷	Comment on Defects 缺陷評述

The holder certifies that the fire service installations/equipment have been installed and found to be in good working order in accordance with the Code of Practice for Maximum Fire Service Installations and Equipment and approved. Details and Maintenance of Installations and Equipment (encompassing the Code of Practice for Fire Services) (Section 9(1) of the Regulations).

本人謹此證明以上之消防裝置及設備經檢驗, 證明符合現時符合消防(裝置及設備)規例之最高標準之消防裝置及設備守則所載之安裝及保養守則的規條, 涵蓋事項列於第三部。

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
The certificate should be displayed in prominent location of the building or premises for FSD's inspection if any annual maintenance work is required.

Authorized Signature: _____
授權人簽署

Name: _____
姓名

FSD/RC No: _____
消防處/註冊號碼

Company Name: _____
公司名稱

Telephone: _____
電話

Date: _____
日期

Vent/425 (ver. 11/03)

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.

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

<p>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 :</p>	
<p>Licensee Authorisation : (This section must be completed by licensee and tick the box as appropriate) <input type="checkbox"/> <i>I do not appoint any person and I will attend in person on ventilation inspection.</i> <input type="checkbox"/> <i>I hereby authorise _____ (name & tel. no.) to act on my behalf of this application submission and representing me during inspection.</i></p> <p>Name of Licensee : Signature of Licensee : Contact Tel. No. : Date :</p>	
<p>MUST submit original copy of this report to confirm</p>	

Unauthorized Building Works affecting Public Safety

1. The following typical examples of unauthorized building works in the place of amusement may constitute a risk to the safety of employees and customers. The operators should remove such works unless stated otherwise :

- (a) Unauthorized rooftop/flat roof/yard structures forming part of the place of amusement.
- (b) Structures on or suspended from approved canopies including air-conditioning/mechanical plants and advertising signs.
- (c) Unauthorized canopies/projections over pavements or common areas.

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

[Exception (2): lightweight canopies in good condition projecting not more than 500 mm beyond the building line or retractable canopies projecting not more than 2.0 m beyond the building line and having a minimum vertical clearance of 2.5 m and a minimum horizontal clearance of 600 mm 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 : metal frames supporting split-type air-conditioning units attached to external wall which are not in dangerous condition, do not project more than 600 mm from external wall and at a height not less than 2.5m from the ground]

- (e) Overhead air-conditioning plants and associated supporting structures installed within the place of amusement.

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

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

ducts.

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

- (i) Unauthorized reinforced concrete slabs filling up approved cockloft and staircase voids.
 - (j) Unauthorized cockloft, immediate floors and floor extensions.
 - (k) Unauthorized staircases; unauthorized openings through existing slabs for staircases.
 - (l) Unauthorized removal, partial removal or major alteration of structural members.
 - (m) Unauthorized building works in common areas resulting in obstruction of the means of escape from the place of amusement or the building.
 - (n) Unauthorized sub-division of a floor into separate units without the provision of common corridors protected by fire resisting walls and doors.
 - (o) A material and unacceptable change of use (e.g. conversion of plant room to usable floor area).
 - (p) Unauthorised 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 etc.)
2. 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 operators to appoint an AP and/or RSE and to obtain the prior approval and consent of the Building Authority for such works.
 3. The existence of the unauthorized building works, which do not pose a risk to public safety, is treated as a separate issue. Future action may be taken under Sections 24 and 40 of the Buildings Ordinance to secure removal or rectification of the unauthorized building works. In the meantime, the operators are strongly advised to remove or rectify the unauthorized building works voluntarily.