

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

Leisure and Cultural Services Department (April
2025 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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Note:

1. PART V: Building Energy Efficiency Requirements and PART VI: Fresh Water Cooling Tower Requirements are updated in August 2015.

2. PART VII: Miscellaneous: Fixed Electrical Installation was updated in January 2023.

3. Ventilation Division had been renamed to Ventilating Systems Group and was updated in February 2024

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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 or located in purpose built club 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. Premises located in revitalized industrial buildings whose proposed use in the application does not contravene the lease condition will also be considered on its own merits.
- DO choose premises located in purpose built club buildings, or choose premises located in purely commercial buildings or on the podium floors of mixed commercial/residential buildings for setting up public bowling alleys and public skating rinks. In the latter case, such floors should have separate means of access segregated from the residential portions of the buildings. Premises located in revitalized industrial building whose proposed use in the application does not contravene the lease condition will also be considered on its own merits.

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, the Fire Services Department, Electrical and Mechanical Services Department and Environmental Protection Department notwithstanding that a licence has been granted by the Licensing Authority.

Important Notes

(A) This is not a legal document. Information contained in this Guide is for reference only. Applications for the grant of the places of 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) Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any government officer in connection with their applications or while having dealings of any kind with government departments.

PART I: General

Introduction

The purpose of this Guide is to provide 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 <https://www.lcsd.gov.hk/en/licensing/index.html>. 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 Room 626, 6/F., North Point Government Offices, 333 Java Road, North Point, Hong Kong for reference. They may have free access to all relevant legislation from the website of the Department of Justice at <http://www.elegislation.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 (Movable furniture, such as non-fixed tables and chairs, are not required to be shown in the 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: <https://www.lcsd.gov.hk/en/licensing/form.html>
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 fitments.

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 and to Electrical and Mechanical Service Department for information.

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:

| Item | Description of Fees | Fee (\$) |
|--|---|----------|
| I. For the grant or renewal of Places of Amusement Licence (per year) | | |
| 1. | Billiard Establishment Licence (per billiard table) | \$200 |
| 2. | Public Bowling-alley Licence (per bowling lane) | \$485 |
| 3. | Public Skating Rink Licence | \$3,520 |
| II. For the issue of a duplicate of or any amendment to a licence | | |
| | | \$140 |

Refund of Licence Fee

22. In general the licensee will be invoiced for a yearly payment of a Places of Amusement licence. If the licence is returned to this Department on some day other than the expiry day, the licensee will be refunded for the pro rata portion.

For an example.

Licence fee: \$100

Licence returned with 146 days remaining

Refund amount : $\$100 \times 146/365 = \$ 40$

23. The licensees can apply their refund through writing to the Licensing and Prosecution Office or contact the relevant officer at 2601 8799. The refund payment is calculated by taking the number of days remaining in the licence period.

PART III: Fire Safety Requirements The

Role of the Director of Fire Services

24. 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.

25. 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 Ventilating Systems Group of Fire Services Department will be required.

Fire Safety Requirements

26. 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.

27. 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.

28. 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.

29. 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 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.

30. 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.

31. 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.

ⁱ These certificates are issued by registered fire service installation contractors. The purpose of these certificates are to ensure that following the decoration of the premises, the fire service installations (FSI) provided for the building are still in efficient working order. If there is a need to alter or add any fire service installations and equipment in the premises, the applicant should appoint a registered 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.

32. 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.

How to Obtain a Letter of Compliance (Ventilating System)

33. The Letter of Compliance (Ventilating System) is issued by the Ventilating Systems Group 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.

34. 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.

35. 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 Ventilating Systems Group of Fire Services Department for processing.

36. 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.

37. 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 Ventilating Systems Group 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 Ventilating Systems Group once again. The procedure is identical to that of initial inspection.

38. 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 within 7 working days.

PART IV: Building Safety Requirements

The Role of the Buildings Department

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

40. 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).

41. 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.

42. 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

43. 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> |

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

45. 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

46. 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.

47. 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.

48. 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

49. 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 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

50. 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.

51. 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

52. 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: Building Energy Efficiency Requirements

53. The Buildings Energy Efficiency Ordinance (Cap 610) (BEEO), enforced by EMSD, governs the energy efficient design standards of four key types of building services installation, namely lighting installation, air-conditioning installation, electrical installation, and lift and escalator installation. If the retrofitting works in places of amusement involve addition or replacement of the aforesaid types of building services installation which fall within the scope of “major retrofitting works” prescribed in Schedule 3^{iv} of BEEO and Table 10.1 of the associated Building Energy Code (BEC)^v published by EMSD, pursuant to BEEO, the operators should appoint a Registered Energy Assessor (REA)^{vi} registered under BEEO to issue a Form of Compliance (FOC)^{vii} within 2 months after the completion of the major retrofitting works in order to certify that the concerned building services installations comply with the BEC. The REA is also required to copy the FOC to EMSD and the property management company (or building owner if none) of the relevant building for record. Subsequently, the operators should maintain the concerned building services installations to the energy efficiency design standards not lower than that applied in the version of BEC specified in the FOC. “Major retrofitting works” involve addition or replacement of a building services installation specified in Table 10.1 of BEC and the retrofitting works cover an internal floor area of not less than 500 m² in a unit. If the internal floor area of a place of amusement is less than 500 m², it is not mandatory for the operator to comply with the requirements of “major retrofitting works” under BEEO, and to obtain a FOC from an REA. BEEO does not affect the issue of places of public amusement licence. More details including the requirements of BEEO for “major retrofitting works” and information of REA are available at the website of BEEO (<http://www.beeo.emsd.gov.hk>).

PART VI: Fresh Water Cooling Tower Requirements

^{iv} Schedule 3 of BEEO is available at the Bilingual Laws Information System website,

http://www.legislation.gov.hk/blis_ind.nsf/CurAllEngDoc/685BD561D70A43E348257814001089E1?OpenDocument

^v Table 10.1 of the Building Energy Code is available at the BEEO website,

http://www.beeo.emsd.gov.hk/en/pee/BEC_2012.pdf

^{vi} Registered Energy Assessor list is available at the BEEO website,

http://www.beeo.emsd.gov.hk/en/rea/search_rea.php

^{vii} Form of Compliance (FOC) is available at the BEEO website,

[http://www.beeo.emsd.gov.hk/en/form/ee/EE4%20\(Rev.%2011_13\).pdf](http://www.beeo.emsd.gov.hk/en/form/ee/EE4%20(Rev.%2011_13).pdf)

Fresh Water Cooling Tower for Air Conditioning System

54. If the applicants find that the Electrical and Mechanical Services Department (EMSD)'s minimum requirements related to fresh water cooling towers (FWCTs) for prevention of Legionnaires' disease (LD) (see Appendix XVI) can be met with, they may consider to adopt FWCTs for air-conditioning systems of the premises. In this connection, the applicants shall apply for EMSD's approval of joining^{viii} the Fresh Water Cooling Towers Scheme^{ix} ("Scheme") operated by the EMSD for the proposed FWCT installation in order to obtain permission from the Director of Water Supplies for use of mains water for the purpose of cooling. Applicants should note that the issue of a licence does not exempt the licensees from meeting the above requirements of EMSD and Water Supplies Department (WSD).

PART VII: Miscellaneous

Renewal of Licence

55. 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

56. 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

57. 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

^{viii} Application details are available under Fresh Water Cooling Towers Scheme at the EMSD website, <http://www.emsd.gov.hk/emsd/eng/pee/psfwct.shtml>

^{ix} Registration under the Scheme will facilitate WSD's consideration of granting permission for use of mains water to FWCTs for the purpose of cooling which also depends on adequacy of existing water supply networks to meet the additional demand.

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.

58. 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

59. 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:
<https://www.lcsd.gov.hk/en/licensing/form.html>

Application for Alteration to Approved Layout of the Premises

60. 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. Besides, as the Buildings Energy Efficiency Ordinance (the Ordinance) came into full operation on 21 September 2012, the responsible person is required to observe the requirements of the Ordinance when conducting “major retrofitting works” for existing buildings.

61. Although movable furniture items (such as non-fixed tables and chairs) are not required to be shown on the layout plan, licensee shall strictly adhere to the relevant requirement issued by Fire Services Department for the use of polyurethane (PU) foam filled mattresses and upholstered furniture within the premises, please refer to the clause B13 of Appendix IX for relevant details. Should there be any replacement/addition of PU foam filled mattresses and upholstered furniture within the premises, licensee shall notify this department as soon as practicable.

62. 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, Director of Electrical and Mechanical 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

63. 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.

64. 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.

65. Fixed Electrical Installation

To comply with the statutory requirements of the Electricity Ordinance and its Subsidiary Regulations, details are as follows:

Work Completion Certificate:

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

electrical installation with modification/alteration, a licence applicant is required to retain the Work Completion Certificate issued by REC and REW to certify that the electrical installation has complied with the electrical safety requirements.

Periodic Test Certificate:

For general premises, low voltage fixed electrical installation with an approved loading exceeding 100 amperes shall be inspected, tested and certified at least once every five years. The Periodic Test Certificate (Form WR2) shall be submitted to EMSD for endorsement. For existing fixed electrical installation with approved loading exceeding 100A, a licence applicant is required to retain the Periodic Test Certificate endorsed by EMSD to certify that the electrical installation has complied with the electrical safety requirements.

Other Government Department Offices for Enquiry

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

Hong Kong and Kowloon West Licensing Office

Hong Kong

M/F, Sheung Wan Fire Station,
2 Western Fire Services Street,
Sheung Wan, HK
Tel : 2549 8104
Fax : 2559 3461
e-mail: h_lic_1@hkfsd.gov.hk

Kowloon West

Room 601, 6/F,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon
Tel : 2302 5339
Fax : 2302 5314
e-mail: k_lic_1@hkfsd.gov.hk

New Territories and Kowloon East Licensing Office

New Territories

Unit 1809-1810, 18/F,
Skyline Tower,
39 Wang Kwong Road,
Kowloon Bay, Kowloon
Tel : 3423 9328
Fax : 2443 1411
e-mail: nt_lic_1@hkfsd.gov.hk

Kowloon East

Unit 1809-1810, 18/F,
Skyline Tower,
39 Wang Kwong Road,
Kowloon Bay, Kowloon
Tel : 3423 9332
Fax : 2722 5256
e-mail: k_lic_3@hkfsd.gov.hk

Ventilating Systems Group

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

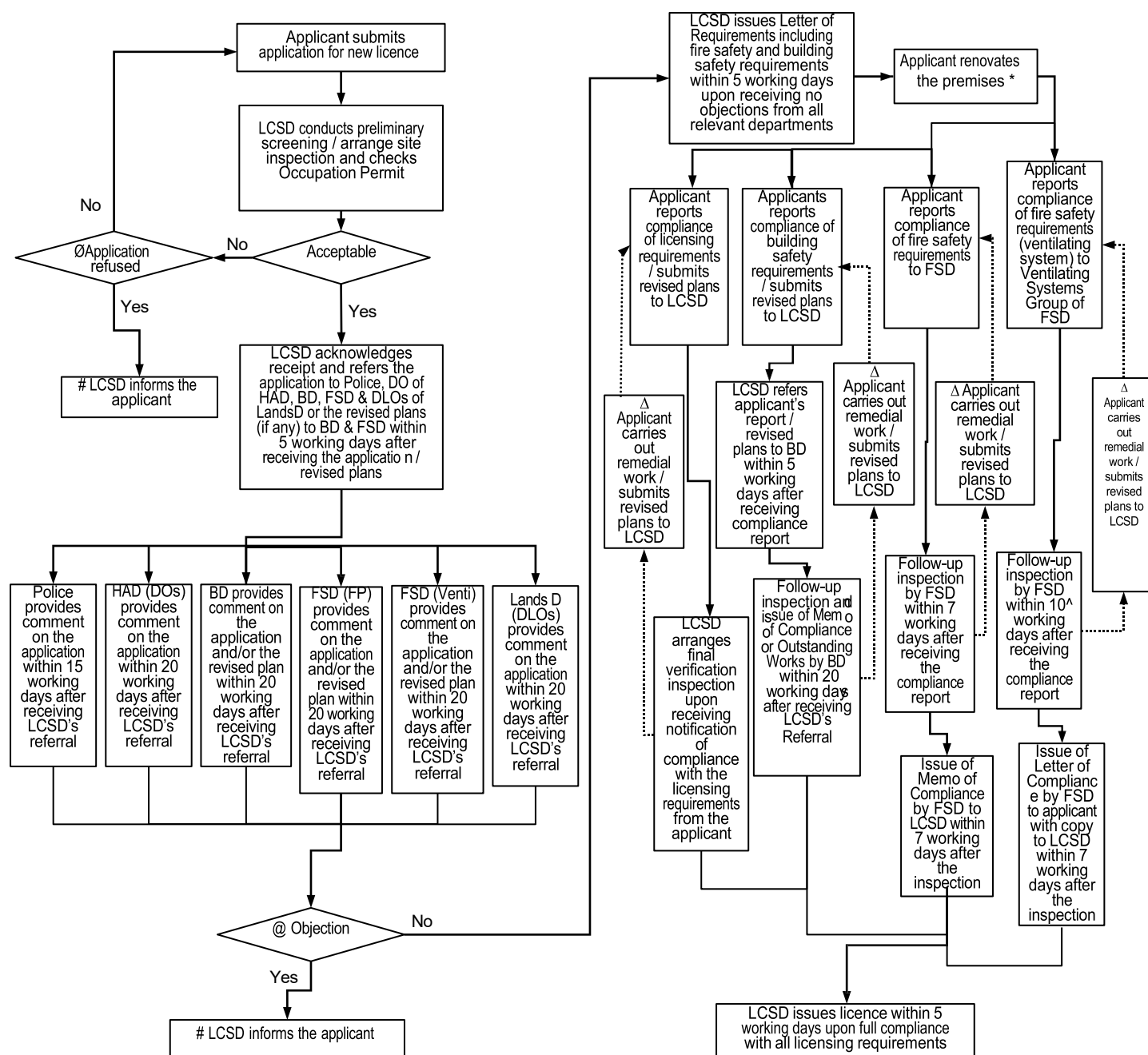
Buildings Department - Licensing Unit

12/F of Pioneer Centre,
750 Nathan Road, Kowloon
Telephone: 2626 1085 (handled by “1823 Citizen’s Easy Link” of the Government).

Electrical and Mechanical Services Department

3 Kai Shing Street, Kowloon
Telephone: 3757 6156 /or 1823 (call centre)
Fax: 2890 6081
e-mail: mbec@emsd.gov.hk (for the Buildings Energy Efficiency Ordinance)
eepublic@emsd.gov.hk (for Fresh Water Cooling Tower)

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

@ LCSD 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 Ventilating Systems Group of FSD within 10 working days for the 1st and 2nd inspection, and within 21 working days for the 3rd inspection and onward

* The applicant/operator is required to engage a Registered Energy Assessor (REA) to certify that the replaced or additional building services installations involved in "major retrofitting works" comply with the Building Energy Efficiency Code and to obtain a Form of Compliance (FOC) from that REA within 2 months after the completion of the works. Subsequently, the REA is required to submit a copy of the FOC to the Director of Electrical and Mechanical Services and the property management company (or building owner if none) of the relevant building for record.



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

申請人資料 Particulars of Applicant

- (a) 申請人姓名 (中文) (in Chinese) _____ (*先生 / 女士)
(英文) (in English) (*Mr/Ms) _____
(請用正楷填寫 Please complete in BLOCK letters)
- (b) 住址
Residential Address _____
- (c) *通訊 / 辦事處地址
*Correspondence/Office Address _____
- (d) 電話號碼 流動電話號碼 辦事處電話號碼
Telephone Number Mobile Telephone Number _____ Office Telephone Number _____
- (e) 電郵地址
Email Address _____
- (f) 職業
Occupation _____

乙部 Part B

營業場所的詳情 Details of Place of Business

- (a) 營業場所的類別
Types of Place of Business
請在下列適當方格內加上「✓」號。Please put a "✓" in the appropriate box below
- ☐ 桌球館牌照 Billiard Establishment Licence
☐ 公眾保齡球場牌照 Public Bowling-Alley Licence
☐ 公眾溜冰場牌照 Public Skating Rink Licence
- (b) 營業場所名稱
Name of Place of Business _____
- (c) 地址
Address _____
- (d) 商業登記證號碼
Business Registration Certificate Number _____
- (e) 擬設置的*桌球檯 / 保齡球道數目
Number of *billiard tables/bowling lanes to be installed _____
- (f) 請述明營業場所是否位於*商業大廈 / 住宅大廈 / 商業住宅兩用大廈 / 會所大樓 / 活化工廈內
Please state whether the place of business is located in a *commercial building / residential building / mixed commercial & residential building / club building / revitalized industrial building
- (g) 如營業場所位於商業住宅兩用大廈內，請在下列每項的適當方格內加上「✓」號。
For a place of business located in a mixed commercial & residential building, please put a "✓" in the appropriate box in each of the following items.
- (i) 大廈是否設有商業平台樓層？
Is there any commercial podium floor in the building? ☐ 有 Yes ☐ 無 No

(ii) 擬議營業場所是否設有獨立出入口而無須使用上層住宅單位的出入口？

Is there any separate access to the proposed place of business without the need to use the access(es) of the residential flats on the upper floors?

* 請刪去不適用者 Please delete where appropriate

丙部 Part C

繳費及領取牌照 Payment and Collection of Licence

請在下列適當方格內加上「✓」號。Please put a “✓” in the appropriate box(es) below.

- ☐ 親身到康樂及文化事務署總部以現金或支票方式繳費及領取牌照；或
Pay by cash or cheque and collect the licence in person at Leisure and Cultural Services Headquarters; or
- ☐ 使用「一般繳款單」繳費（詳細請參閱「申請人須知」）。本組確認申請人完成繳費後，會把牌照：
Make payment with “General Demand Note” (please refer to the “Notes to Applicants” for details). Once the payment is confirmed, The licence will be:
- ☐ 郵寄至申請人的通訊或辦事處地址。
Delivered to the correspondence or office address of the applicant by mail
- ☐ 傳送至申請人的電郵地址。
Sent to the email address of the applicant by email

丁部 Part D

聲明 Declaration

本人謹此聲明，本人已仔細閱讀夾附的「申請人須知」，並同意發牌當局向警方、其他政府部門和機構披露本申請表上所填報的個人資料，以供查核本人是否有刑事記錄及處理本人的遊樂場所牌照申請。本人亦確認，甲部、乙部和夾附的文件上所填報的資料均屬詳盡及正確。本人現根據《公眾衛生及市政條例》(第132章)第92A條的規定，申請乙部所列的其中一種牌照，以便在乙部所述的場所經營有關業務。

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 the Police, other government departments and agencies for checking if I have any criminal record and handling my application for Places of Amusement Licence. I also confirm that the information provided by me in Part A, Part B and the attached documents is complete and true. I hereby apply for one of the licences set out in Part B 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).

申請人簽署
Signature of Applicant

申請日期
Date of Application

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

申請人須知 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(a)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(a) 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:

| | |
|-------------------------|---|
| 牌照及檢控小組 | Licensing and Prosecution Unit |
| 新界沙田排頭街1-3號康樂及文化事務署總部9樓 | 9/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories |
| 電話號碼: 2601 8799 | Telephone Number: 2601 8799 |
| 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) 申請遊樂場所牌照所需文件一覽表
Checklist of Documents Required for Application for Places of Amusement Licence

- (a) 填妥的遊樂場所牌照申請表
A completed Application Form for Places of Amusement Licence

(b) 申請人的香港身份證或護照副本

A copy of the applicant's Hong Kong Identity Card / Passport

(c) 有關處所的最終設計圖則（圖則無須標示可移動家具，例如不固定安裝的枱及椅子）一式五份，圖則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。

Five identical hard copies of the proposed layout plan of the premises (movable furniture, such as non-fixed tables and chairs, are not required to be shown in the plan), drawn in metric units 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.

(d) 假如有需要在有關場所安裝通風系統（包括空氣調節系統），申請人須遞交通風系統設計圖則一式三份，圖則盡量按照比例繪畫。

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 in triplicate, drawn as nearly as possible to scale.

(4) 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.

(5) 繳費及領取牌照 Payment and Collection of Licence

(a) 親身到康樂及文化事務署總部以現金或支票方式繳費及領取牌照；或

Pay by cash or cheque and collect the licence in person at Leisure and Cultural Services Headquarters; or

(b) 使用「一般繳款單」繳費。本組確認申請人完成繳費後，會把牌照郵寄至申請人的通訊或辦事處地址/傳送至申請人的電郵地址。

Make payment with "General Demand Note". The licence will be delivered to the correspondence or office address of the applicant by mail/ sent to the email address of the applicant by email once the payment is confirmed.

(6) 使用「一般繳款單」繳費方法 Make payment with "General Demand Note"

(a) 銀行自動櫃員機 By Bank Automated Teller Machine (ATM)

(b) 「繳費靈」 By "PPS"

(c) 網上繳款 Through the Internet

(d) 電話理財 By Phone Banking

(e) 電子支票支付網站 Through "Pay e-Cheque" portal

(f) 轉數快 Through the Faster Payment System (FPS)

(g) 郵寄繳款 By post

(h) 親身繳費 In person

(i) 郵政局 At post office

(ii) 便利店 At convenience store

有關詳情，請瀏覽庫務署網站 <http://www.try.gov.hk>。

For details, please visit the Treasury's website <http://www.try.gov.hk>.

(7) 牌照的生效日期以完成繳付牌照費用的日期為準。

The effective date of the licence refers to the date of successful completion of payment of licence fees.

RESTRICTED (PERSONAL DATA)

To: Leisure and Cultural Services Department

Address of the Licensed Premises : _____

Type of Licence: _____

I am now applying for or applying for transfer 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 or application for transfer 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

**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 (Movable furniture, such as non-fixed tables and chairs, are not required to be shown in the 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 concerned government departments 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 licensed premises shall be kept in strict conformity with that shown in the final plan approved by the Leisure and Cultural Services Department (the “**Department**”) and no alteration or addition shall be made to the licensed premises without the prior approval of the Department.
2. Unless expressly permitted by the Director of Leisure and Cultural Services (the “**Director**”) in writing, 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. The licensed premises must not be used for any other purpose or class of business, unless expressly permitted by the Director in writing.
4. The licensee, or a manager nominated by the licensee in writing to the Department and approved by the Director, shall be on duty during business hours to conduct the business in person at the licensed premises.
5. Unless expressly permitted by the Director in writing, the licensee of a billiard establishment shall not permit any person under the age of 16 years to enter the licensed premises between the hours of 8:00 p.m. and 10:00 a.m.
6. Unless expressly permitted by the Director in writing, the licensee of a billiard establishment shall not permit any person in school uniform, whether in full or in part, or whether wholly or partly covered, to enter the licensed premises at any time during the business hours of the licensed premises.
7. No food business shall be carried out at the licensed premises except with the licence or permission from the concerned government departments or authorities.
8. No amusement game machine licensable under the Amusement Game Centres Ordinance (Cap. 435) shall be permitted at the licensed premises, unless it is granted with a licence by any public officer appointed by the Secretary for Home and Youth Affairs for the purpose of that Ordinance and has obtained prior approval of the Department.
9. The licensed premises shall be kept clean and in good repair at all times.
10. The ventilating system at the licensed premises must be kept fully in operation at all times when the licensed premises are open.
11. Each water-closet at the licensed premises must be provided with an adequate supply of toilet paper at all times.
12. Wash hand basin at the licensed premises 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 at all times.
13. The licensed premises shall be adequately lit to the satisfaction of the Department at all times.
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), staff rest room(s) and meter room(s) shall only be used for their designated purpose(s) and 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 at the licensed premises shall be arranged for 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 cause nuisance. Exhaust duct(s) shall be connected thereto if required by the Department.
17. The licensee of a billiard establishment shall exhibit and 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 to the satisfaction of the Director.

18. The licensee of a billiard establishment shall exhibit and keep exhibited a notice in the form and of the size prescribed below some conspicuous place at the entrance of the licensed premises:

Form

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.

Size

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).

19. The Director may at any time revoke this licence if:
- (i) the licensee or any related persons have failed to comply with any National Security Laws;
 - (ii) the licensee or any related persons have engaged or been involved in, or are engaging or being involved in, any Offending Conduct;
 - (iii) any Offending Conduct is performed or carried out at the licensed premises; or
 - (iv) the Director reasonably believes that it is or would be contrary to the interest of national security or the interest of the public (including public morals, public order and/or public safety) of Hong Kong for the licensee to continue to hold this licence.
20. In these Conditions:
- (i) “National Security Laws” means all laws and legislation relating to the safeguarding of national security which are from time to time in force in or applicable to Hong Kong, including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as applied in Hong Kong under the Promulgation of National Law 2020 (L.N. 136 of 2020) and the Safeguarding National Security Ordinance (6 of 2024);
 - (ii) “national security” has the meaning given to it under the Safeguarding National Security Ordinance;
 - (iii) “offence endangering national security” has the meaning given to it under the Safeguarding National Security Ordinance;
 - (iv) “Offending Conduct” means any act or activity that:
 - (1) constitutes or causes the occurrence of any offence endangering national security;
 - (2) in the reasonable opinion of the Government, is likely to constitute or cause the occurrence of any offence endangering national security; or
 - (3) in the reasonable opinion of the Government, is otherwise contrary to the interest of national security or the interest of the public (including public morals, public order and/or public safety) of Hong Kong;
 - (v) “related person” means an officer, (including the manager referred to in condition 4), employee, or agent of the licensee, or a subcontractor or representative of any description of a licensee who assists or is involved in any way in the provision of billiard tables at the licensed premises;
 - (vi) each of the words “engage”, “involve” and variants of any of these words shall include but not

- be limited to aiding, abetting, counselling or procuring a matter;
- (vii) expressions defined in the Public Health and Municipal Services Ordinance (Cap. 132) or Places of Amusement Regulation (Cap. 132BA) shall have the same meaning when used herein; and
 - (viii) words importing the singular include the plural and vice versa; words importing a gender include all other genders; and references to any person include any individual, firm, body corporate or unincorporated.
- (Revised Mar 2025)

Places of Amusement
Standard Licensing Conditions for Public Bowling-Alley

1. The layout of the licensed premises shall be kept in strict conformity with that shown in the final plan approved by the Leisure and Cultural Services Department (the “Department”) and no alteration or addition shall be made to the licensed premises without the prior approval of the Department.
2. Unless expressly permitted by the Director of Leisure and Cultural Services (the “Director”) in writing, 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. The licensed premises must not be used for any other purpose or class of business, unless expressly permitted by the Director in writing.
4. The licensee, or a manager nominated by the licensee in writing to the Department and approved by the Director, shall be on duty during business hours to conduct the business in person at the licensed premises.
5. No food business shall be carried out at the licensed premises except with the licence or permission from the concerned government departments or authorities.
6. No amusement game machine licensable under the Amusement Game Centres Ordinance (Cap. 435) shall be permitted at the licensed premises, unless it is granted with a licence by any public officer appointed by the Secretary for Home and Youth Affairs for the purpose of that Ordinance and has obtained prior approval of the Department.
7. The licensed premises shall be kept clean and in good repair at all times.
8. The ventilating system at the licensed premises must be kept fully in operation at all times when the licensed premises are open.
9. Each water-closet at the licensed premises must be provided with an adequate supply of toilet paper at all times.
10. Wash hand basin at the licensed premises 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 at all times.
11. The licensed premises shall be adequately lit to the satisfaction of the Department at all times.
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 only be used for their designated purpose(s) and 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 at the licensed premises shall be arranged for 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 cause nuisance. Exhaust duct(s) shall be connected thereto if required by the Department.

15. The licensee of a public bowling-alley shall exhibit and keep exhibited the words “Licensed bowling-alley” in English and in Chinese the characters “已領有保齡球場牌照” in some conspicuous place near the door and on the outside of the licensed premises to the satisfaction of the Director.
16. The Director may at any time revoke this licence if:
 - (i) the licensee or any related persons have failed to comply with any National Security Laws;
 - (ii) the licensee or any related persons have engaged or been involved in, or are engaging or being involved in, any Offending Conduct;
 - (iii) any Offending Conduct is performed or carried out at the licensed premises; or
 - (iv) the Director reasonably believes that it is or would be contrary to the interest of national security or the interest of the public (including public morals, public order and/or public safety) of Hong Kong for the licensee to continue to hold this licence.
17. In these Conditions:
 - (i) “National Security Laws” means all laws and legislation relating to the safeguarding of national security which are from time to time in force in or applicable to Hong Kong, including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as applied in Hong Kong under the Promulgation of National Law 2020 (L.N. 136 of 2020) and the Safeguarding National Security Ordinance (6 of 2024);
 - (ii) “national security” has the meaning given to it under the Safeguarding National Security Ordinance;
 - (iii) “offence endangering national security” has the meaning given to it under the Safeguarding National Security Ordinance;
 - (iv) “Offending Conduct” means any act or activity that:
 - (1) constitutes or causes the occurrence of any offence endangering national security;
 - (2) in the reasonable opinion of the Government, is likely to constitute or cause the occurrence of any offence endangering national security; or
 - (3) in the reasonable opinion of the Government, is otherwise contrary to the interest of national security or the interest of the public (including public morals, public order and/or public safety) of Hong Kong;
 - (v) “related person” means an officer (including the manager referred to in condition 4), employee, or agent of the licensee, or a subcontractor or representative of any description of a licensee who assists or is involved in any way in the keeping of public bowling-alley at the licensed premises;
 - (vi) each of the words “engage”, “involve” and variants of any of these words shall include but not be limited to aiding, abetting, counselling or procuring a matter;
 - (vii) expressions defined in the Public Health and Municipal Services Ordinance (Cap. 132) or Places of Amusement Regulation (Cap. 132BA) shall have the same meaning when used herein; and
 - (viii) words importing the singular include the plural and vice versa; words importing a gender include all other genders; and references to any person include any individual, firm, body corporate or unincorporated.

(Revised 3/2025)

Places of Amusement
Standard Licensing Conditions for Public Skating Rink

1. The layout of the licensed premises shall be kept in strict conformity with that shown in the final plan approved by the Leisure and Cultural Services Department (the “**Department**”) and no alteration or addition shall be made to the licensed premises without the prior approval of the Department.
2. Unless expressly permitted by the Director of Leisure and Cultural Services (the “**Director**”) in writing, 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. The licensed premises must not be used for any other purpose or class of business, unless expressly permitted by the Director in writing.
4. The licensee, or a manager nominated by the licensee in writing to the Department and approved by the Director, shall be on duty during business hours to conduct the business in person at the licensed premises.
5. No food business shall be carried out at the licensed premises except with the licence or permission from the concerned government departments or authorities.
6. No amusement game machine licensable under the Amusement Game Centres Ordinance (Cap. 435) shall be permitted at the licensed premises, unless it is granted with a licence by any public officer appointed by the Secretary for Home and Youth Affairs for the purpose of that Ordinance and has obtained prior approval of the Department.
7. The licensed premises shall be kept clean and in good repair at all times.
8. The ventilating system at the licensed premises must be kept fully in operation at all times when the licensed premises are open.
9. Each water-closet at the licensed premises must be provided with an adequate supply of toilet paper at all times.
10. Wash hand basin at the licensed premises 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 at all times.
11. The licensed premises shall be adequately lit to the satisfaction of the Department at all times.
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 only be used for their designated purpose(s) and 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 at the licensed premises shall be arranged for 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 cause nuisance. Exhaust duct(s) shall be connected thereto if required by the Department.

15. The licensee of public skating rink shall exhibit and 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 to the satisfaction of the Director.
16. The Director may at any time revoke this licence if:
- (v) the licensee or any related persons have failed to comply with any National Security Laws;
 - (vi) the licensee or any related persons have engaged or been involved in, or are engaging or being involved in, any Offending Conduct;
 - (vii) any Offending Conduct is performed or carried out at the licensed premises; or
 - (viii) the Director reasonably believes that it is or would be contrary to the interest of national security or the interest of the public (including public morals, public order and/or public safety) of Hong Kong for the licensee to continue to hold this licence.
17. In these Conditions:
- (i) “National Security Laws” means all laws and legislation relating to the safeguarding of national security which are from time to time in force in or applicable to Hong Kong, including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as applied in Hong Kong under the Promulgation of National Law 2020 (L.N. 136 of 2020) and the Safeguarding National Security Ordinance (6 of 2024);
 - (ii) “national security” has the meaning given to it under the Safeguarding National Security Ordinance;
 - (iii) “offence endangering national security” has the meaning given to it under the Safeguarding National Security Ordinance;
 - (iv) “Offending Conduct” means any act or activity that:
 - (1) constitutes or causes the occurrence of any offence endangering national security;
 - (2) in the reasonable opinion of the Government, is likely to constitute or cause the occurrence of any offence endangering national security; or
 - (3) in the reasonable opinion of the Government, is otherwise contrary to the interest of national security or the interest of the public (including public morals, public order and/or public safety) of Hong Kong;
 - (v) “related person” means an officer (including the manager referred to in condition 4), employee, or agent of the licensee, or a subcontractor or representative of any description of a licensee who assists or is involved in any way in the keeping of public skating rink at the licensed premises;
 - (vi) each of the words “engage”, “involve” and variants of any of these words shall include but not be limited to aiding, abetting, counselling or procuring a matter;
 - (vii) expressions defined in the Public Health and Municipal Services Ordinance (Cap. 132) or Places of Amusement Regulation (Cap. 132BA) shall have the same meaning when used herein; and
 - (viii) words importing the singular include the plural and vice versa; words importing a gender include all other genders; and references to any person include any individual, firm, body corporate or unincorporated.

(Revised 3/2025)

This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on-site assessment.

FIRE SERVICES DEPARTMENT

Fire Safety Requirements

for

Places of Amusement

(Billiard Establishment Licence

Public Bowling Alley Licence

Public Skating Rink Licence)

A. Restrictions on Location

The premises shall not be located : -

- (a) at any buildings/structures which are of substandard construction;
- (b) at level 4 of basement or below;
- (c) in areas designated for emergency use such as buffer or refuge floor;
- (d) in any industrial building;
- (e) in industrial portion of an industrial/office building.

B. Standard Requirements

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

This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on-site assessment.

2. A sprinkler system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment shall be provided if the premises : -
 - (a) are located in a curtain-walled building or a basement floor and occupy an area exceeding 126 square metres; or
 - (b) are located in other types of building and occupy an area exceeding 230 square metres.
3. Portable fire fighting equipment of the approved type, over and above those installed for the occupation of the building, shall be provided as follows:
 - 3.1 _____x 9 L water type fire extinguisher(s) at _____; and
 - 3.2 _____x 4.5 kg CO₂ type fire extinguisher(s) at _____.
4. A manual fire alarm system with visual alarm signals in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment with fire alarm call point at each of the following locations shall be provided :-
 - (a) near each exit,
 - (b) the main entrance,
 - (c) the cashier's counter, and
 - (d) the reception area.
5. The windows of the premises shall not in any way be obstructed by any decoration or sealed up for more than 50% of the designed openable/breakable window areas totally, nor 25% of these areas located on upper part, unless FSIs on the following scales shall be provided :
 - 5.1 A dynamic smoke extraction system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment;

For premises occupying an area exceeding 126 square metres : -

 - 5.2 A fire hydrant/hose reel system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment;
 - 5.3 A fire detection system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment.

This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on-site assessment.

6. All exits shall be suitably indicated by illuminated signs bearing the words and characters “EXIT 出口” in block letters and characters of not less than 125mm high with 15mm strokes. The colour of the letters/characters and contrasting colour on the background shall comply with the Code of Practice for Minimum Fire Service Installations and Equipment.
7. If the exit signs are not visible from any location within the premises, sufficient directional signs in the same dimensions as the exit signs shall be provided to assist occupants to locate the exits in the event of an emergency.
8. Emergency lighting shall be provided in the premises and the attached Requirements for Self-contained Luminaries-Emergency Lighting System (PPA/104(A)) shall be complied with.
9. A ventilation/air-conditioning control system shall be provided to the premises if applicable and the attached Requirements for Ventilation/Air-conditioning Control Systems for Licensed Premises shall be complied with.
10. All panic exit devices fitted on exit doors shall be of the types accepted by the Director of Fire Services. The words “PUSH BAR TO OPEN 推門開門” in 100mm English and Chinese characters shall be painted on the inside face of the door immediately above the bar.
11. All combustible materials used for false ceilings, partitions or wall furnishings shall conform to British Standard 476 : Part 7 Class 1 or 2 Rate of Surface Spread of Flame or to another standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to Director of Fire Services. In the latter case, 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.
12. All draperies and curtains, if installed, shall be made of fire resistant material and conform to British Standard BS 5867: Part 2 (Type B performance requirements) when tested in accordance with BS EN ISO 15025:2002 or to any other standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to Director of Fire Services. In the latter case, 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.

This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on-site assessment.

13. PU Foam

- 13.1 All polyurethane (PU) foam filled mattresses and covering material used for fabrication of mattresses shall conform to British Standard 7177 (for use in medium hazard premises/building); or "Standard for the Flammability (Open Flame) of Mattress Sets" - (Part 1633 of Title 16 of Code of Federal Regulations) as issued by the Consumer Product Safety Commission (CPSC) in the US; or to other standard acceptable to the Director of Fire Services.
- 13.2 All PU foam filled upholstered furniture and covering fabric used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazard premises/building); or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
- 13.3 Each PU foam filled mattress and upholstered furniture conforming to British Standard 7177 (for use in medium hazard premises/building) and British Standard 7176 (for use in medium hazards premises/building) respectively shall bear an appropriate label (Appendix).
- 13.4 Invoices from manufacturers/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be produced for inspection. Test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company's stamp of manufacturer/supplier.

14. No cooking activities shall be conducted on the premises other than in a kitchen.

15. The electrical main switch gears shall be clearly indicated as to its purpose in English and Chinese characters. The door giving into any room, cabinet or locker containing the electrical main switch gear shall be provided with an indication label with both 25mm English and Chinese characters on the exterior.

16. Mechanical Ventilating System

The mechanical ventilating system installed at the premises shall comply with the Building (Ventilating Systems) Regulations, Cap. 123J, Laws of Hong Kong and the fire safety requirements for mechanical ventilating systems as stipulated in the Fire Services Department Circular Letter No.4/96 Part XI.

This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on-site assessment.

For Premises used for Public Bowling Alley

17. 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 flame-proof and switches shall be fitted on the outside of the compartment/building.
18. As an alternative to the provision of sprinkler system, a gas flooding system may be provided to protect the pin-setting area which is fitted with electrically operated means for resetting pins.

For Premises used for Billiard Establishment

19. For billiard establishment occupying an area exceeding 126 square metres and with more than 30% of the total area are partitioned using combustible materials to form cubicles, FSIs on the following scales shall be provided : -
 - 19.1 A fire hydrant/hose reel system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment;
 - 19.2 A fire detection system in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment.
20. Additional Requirements (if any) : -

Remarks :

Should applicants have insurmountable difficulties in complying with prescribed requirements, they can submit alternative proposals for FSD's consideration. For example, applicants can adopt Fire Engineering-Approach, or submit a study report to explain how they can tackle problems of fire suppression, smoke control, evacuation and access for fire services personnel etc.

This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on-site assessment.

C. Fire Safety Precautions

1. Fire Service Installations and Equipment

All fire service installations and equipment provided shall be :

- 1.1 Kept clear from any obstruction;
- 1.2 Clearly indicated as regard to their locations and methods of operation;
- 1.3 Maintained in efficient working order at all times; and
- 1.4 Inspected at least once every twelve months.

Works related to para. 1.4 above shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS251) to the owner with copies forwarded to the Director of Fire Services within 14 days after completion of the works. Failure to observe the FS precautions in para 1.3 & 1.4 may result in the owner of the installations being prosecuted under Regulation 8 of the Fire Services (Installations and Equipment) Regulations, Chapter 95B, Laws of Hong Kong.

2. Means of Escape

All means of escape shall be kept free from obstruction. In particular : -

- 2.1 No article or thing shall be left in the means of escape at any time (if in a domestic building) / at all times when persons are present in the building (if in a commercial building); and
- 2.2 All exits/doors shall be kept openable from the inside without the use of a key and all metal gates and shutters, where installed, shall be kept in the open position at all times when members of the public are present in the premises.

Failure to observe these precautions may result in the operator being prosecuted under Sections 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation, Chapter 95F, Laws of Hong Kong without prior warning.

- 2.3 All smoke stop doors provided in the premises shall be kept in closed position at all times.

3. Dangerous Goods

- 3.1 No storage of any dangerous goods in excess of the exempt quantity within the meaning of the Dangerous Goods (General) Regulations, Chapter 295B, Laws of Hong Kong is permitted without a licence or approval granted by the Director of Fire Services.

4. *This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on-site assessment.*

- 4.1 During sanding and resurfacing operations, no portion of the premises shall be open to the public.

- 4.2 When flammable solvents are being used, an independent means of ventilation shall be employed to disperse flammable vapour to the open air.
- 4.3 Fire extinguishers shall be available for immediate use at all times during the work.
- 4.4 Nail heads or metal parts protruding through the lane surface must be removed before sanding work commences.
- 4.5 No pin servicing work will be permitted during sanding operations or for a period of 24 hours after sanding/revarnishing work is finished.

This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on-site assessment.

Sample I (樣本 I)

| Stitch Line |
|--|
| <p>Manufactured by: Company Name (Address)</p> <p>Date of Manufacture: MM/YYYY</p> <p>Model: <Model ID></p> <p>Prototype ID: <Prototype ID></p> <p>This mattress meets the requirement of 16 CFR Part 1633 (federal flammability (open flame) standard for mattress sets) When used with foundation <ID></p> |
| <p>THIS MATTRESS IS INTENDED TO BE USED WITH FOUNDATION(S)</p> <p><u><FOUNDATION ID></u></p> |

Sample II (樣本 II)

| Stitch Line |
|---|
| <p>Manufactured by: Company Name (Address)</p> <p>Date of Manufacture: MM/YYYY</p> <p>Model: <Model ID></p> <p>Prototype ID: <Prototype ID></p> <p>FOUNDATION: <ID></p> |

The minimum size of the label shall be 2 X 3 inches and the minimum size of the type shall be one-eighth inch in height. All type shall be in capital letters.

Sample III (樣本 III)



Sample IV (樣本 IV)



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

Vent/425 (ver. 12/08)

Report of Completion on Ventilating System

Submit to : **Fire Services Department**
Licensing & Certification Command,
3/F, Fire Services Department Kwai Chung Office Building,
No. 86 Hing Shing Road, Kwai Chung , N.T.

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

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

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



MUST submit original copy of this report to confirm

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.

Fresh Water Cooling Towers for Air Conditioning System

Important Advice

Design and installation (including checking suitability of site) of FWCTs for prevention of Legionnaires' disease (LD) usually involves technical issues, let alone the operation and maintenance. Applicants are advised to appoint a competent person or engineer to undertake the design and installation as well as seeking acceptance from EMSD for joining the FWCT Scheme. Applicants should adopt the following advice when considering using FWCTs for an air-conditioning system so as to avoid potential LD risk problems that may subsequently arise from the operation:

- (a) At the early stage of planning their business, applicants should observe the EMSD's minimum requirements and initially check that whether the installation location of the proposed FWCTs is suitable and whether their separation distances from surroundings are adequate (Item 1 of minimum requirements). If affirmative, they should then make application to EMSD with associated information (using Form CT1A^x) for preliminary assessment for joining the FWCT Scheme. If the assessment is positive, EMSD will accept the application in principle in writing (with copy to WSD for information) and provisionally register under the Scheme.
- (b) In case the applicants check that their proposed FWCT installation cannot satisfy any of the minimum requirements (1) to (5), it means that it is not suitable to install FWCTs at the premises. EMSD will also decline the application for registration under the Scheme if the preliminary assessment turns out to be negative. In such circumstances, applicants are better advised to consider at the early planning stage to adopt other types of air-conditioning system (such as air-cooled type) rather than water-cooled type using fresh water cooling towers.
- (c) Before commencement of the FWCT installation works, the applicants should submit a Notice of Commencement of Cooling Tower Installation Work (Form CT1B) and other installation details (Form CT4) to EMSD. Upon completion of FWCT installation, they should submit a Notice of Completion (Form CT2B) with site self-checking records to EMSD for acceptance.

^x Application Forms are available at the EMSD website,
http://www.emsd.gov.hk/emsd/eng/pee/psfwct_app.shtml

(d) WSD's requirements related to use of mains water to FWCTs for cooling purpose:

- (i) EMSD's approval of joining the FWCT Scheme is a prerequisite for the applicants to obtain permission by WSD to use metered water supply for the FWCTs;
- (ii) The applicants shall apply to WSD with plumbing proposal for permission to proceed with the plumbing works for the FWCT installation;
- (iii) The applicants and the licensed plumber shall apply to WSD for inspection and connection of water supply to the cooling tower(s) installation

EMSD's Minimum Requirements for Use of Fresh Water Cooling Towers^{xi}

1. Cooling towers shall be distant from:
 - (i) the surrounding air intakes and exhausts and operable windows, other than those stated in (ii) below, with minimum 7.5m horizontal separation in general;
 - (ii) for the cooling tower within 7.5m from its own building façade boundary, air intakes and exhausts and operable windows on its vertical building façade by minimum 7.5m below or 20m above; and
 - (iii) pedestrian thoroughfare and area of by minimum 7.5m.(Please refer to Figures 1 to 6 for some typical examples of acceptable installation locations of a fresh water cooling tower)
2. Cooling towers shall be provided with effective drift eliminators that minimize the formation and release of drift.
3. Cooling towers shall be provided with effective water treatment equipment and bleed-off device to control bacterial growth. Bleed-off water from cooling towers shall be discharged to a flushing tank (via a break tank if applicable) and reused for flushing purpose as far as practicable.
4. Dead legs shall be minimized to avoid stagnant water as far as practicable in the cooling water circulation pipeworks for the cooling tower, and, where unavoidable, purge valves should be provided to the dead legs for regular draining.
5. Cooling towers shall be provided with adequate and safe access to allow for maintenance, inspection and water sampling.
6. Cooling towers shall be thoroughly cleaned, desludged and disinfected at least once every 6 months.
7. Cooling towers shall be maintained to ensure that the cooling towers have (i) a Legionella Bacteria Count (LBC) that is below 10 cfu/ml, and (ii) a Heterotrophic Colony Count (HCC) that is below 100,000 cfu/ml. The owners/operator shall arrange for water sampling tests for the cooling towers (i) at least once every 3 months for LBC; and (ii) at least once a month for HCC.
8. An Independent Audit of the cooling tower system shall be conducted by competent auditor annually, and the Audit Report shall be submitted to EMSD.

^{xi} Please refer to *Code of Practice for Water-cooled Air Conditioning Systems* available at the EMSD website for more elaboration on the requirements,

http://www.emsd.gov.hk/emsd/eng/pee/psfwct_pub.shtml

Typical examples of acceptable installation locations of a fresh water cooling tower

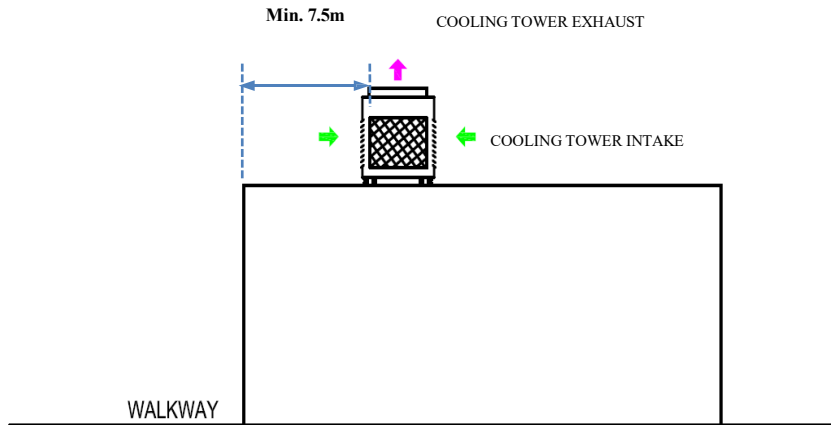


Figure 1: Cooling tower on roof with minimum 7.5m horizontal separation from surrounding air intakes and exhausts, operable windows and public access.

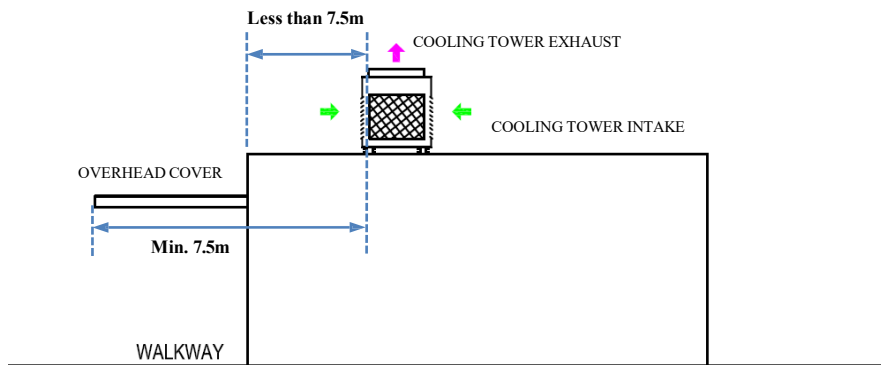


Figure 2: Cooling tower on roof with minimum 7.5m horizontal separation from surrounding air intakes and exhausts, operable windows and public access.

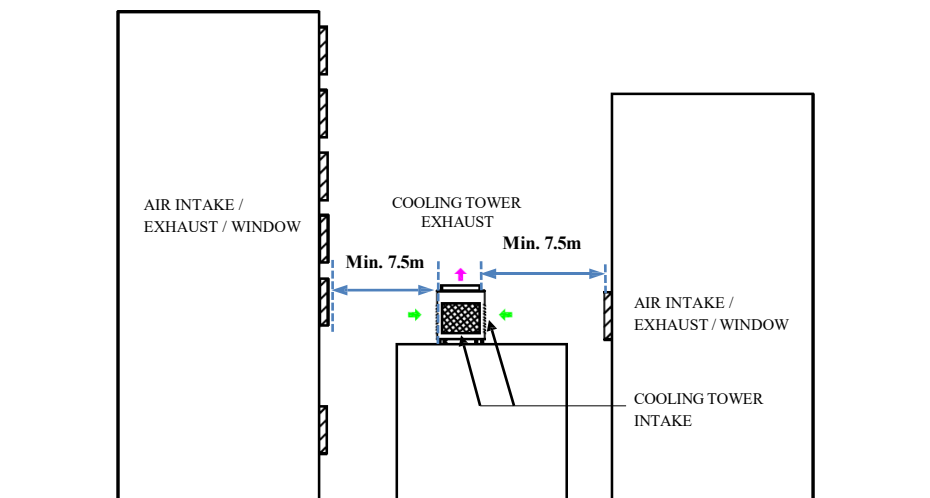


Figure 3: Cooling tower on roof surrounded by other buildings with minimum 7.5m horizontal separation from surrounding air intakes and exhausts, operable windows and public access.

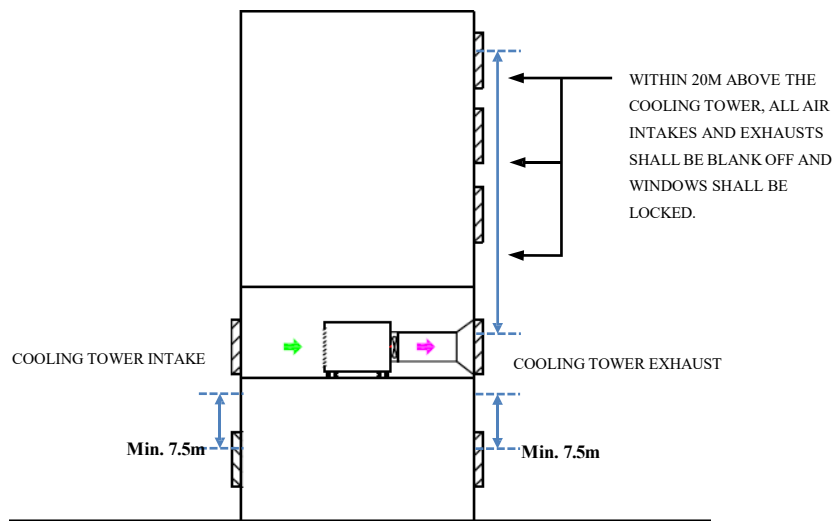


Figure 4: Cooling tower installed in indoor with separation from air intakes and exhausts and operable windows on its vertical building façade by minimum 7.5m below or 20m above.

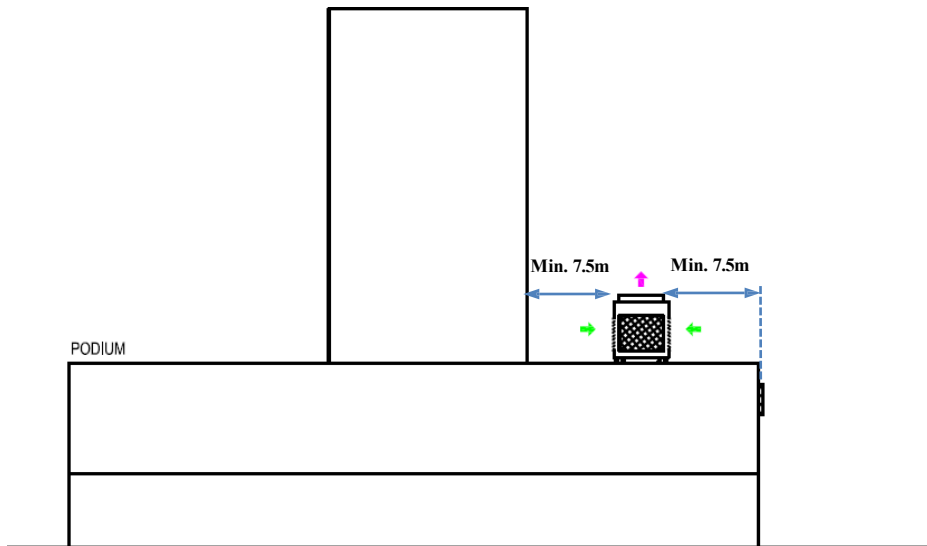


Figure 5: Cooling tower installed on podium within minimum 7.5m horizontal separation from its own building façade boundary/building tower above the podium. No public access is allowed for area within horizontal 7.5m from the cooling tower.

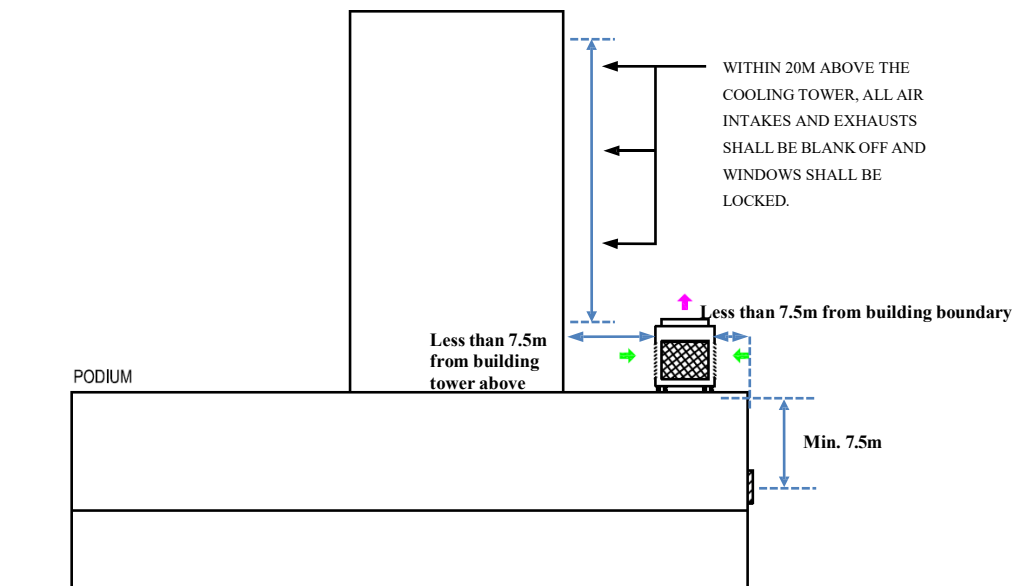


Figure 6: Cooling tower installed on podium (within 7.5m from its own building façade boundary/building tower above the podium) with separation from air intakes and exhausts and operable windows on its vertical building façade by minimum 7.5m below or 20m above. No public access is allowed for area within horizontal 7.5m from the cooling tower.