

A Guide to Compliance Requirements for the Certificate of Compliance for Club-houses under the Clubs (Safety of Premises) Ordinance, Chapter 376

March 2017

Table of Contents

Chapter I: Introduction

- General
- Choice of Premises
- Application procedures

Chapter II: Building Safety Conditions

- Introduction
- Structural safety
- Fire resisting construction - separation from adjoining buildings, other occupancies and different uses
- Compartmentation
- Club premises with liftwell, vertical shaft, required staircase and/or basement
- Special hazards
- Doors
- Exits, exit routes and escape routes
- Lighting and ventilation
- Sanitary fitments
- Plumbing and pipework
- Railings
- Waterproofing
- Unauthorised building works

Chapter III: Fire Safety Conditions

- Combustible materials
- Windows
- Exit signs
- Directional signs
- Electrical installations and emergency lighting system
- Polyurethane (PU) foam filled mattresses and upholstered furniture
- Fuels for kitchen and outside kitchen
- Ventilation system
- Grouping of club premises according to the potential of fire
- Portable fire fighting equipment
- Fire resisting construction materials
- Enquiries

General

1.1 This Guide is published by the Office of the Licensing Authority of the Home Affairs Department summarizing the general compliance and safety requirements for a club-house. Under the Clubs (Safety of Premises) Ordinance Cap 376, any person who on any occasion operates, keeps, manages, or otherwise has control of a club-house is required to obtain a Certificate of Compliance from the Licensing Authority in respect of the premises.

1.2 The objectives of the Certificate of Compliance are to ensure that the requirements in respect of building safety, fire safety, health and sanitation for club-houses are met.

1.3 This booklet outlines the general compliance requirements applicable to most club premises so that prospective applicants, professional and technical personnels would have a general idea of the basic compliance requirements and standards for club-houses. It should be emphasized that the Licensing Authority may, as it deems fit and necessary, impose special and additional requirements for individual premises having reference to the circumstances and situation of the premises concerned such as means of ingress or egress, design, construction, size and type of building.

Choice of Premises

1.4 Not all premises are suitable for use as club-house. It is the responsibility of the prospective applicants for the Certificate of Compliance to ensure that their premises do comply with the lease conditions and the Deed of Mutual Covenant of the building. Prospective applicants are therefore advised, before making any financial or contractual commitment, to check the government lease and Deed of Mutual Covenant of the building (at the Land Registry whose website is <http://www.landreg.gov.hk> and service hotline, 3105 0000) to ascertain whether or not the proposed premises could be used as a club-house, and for the proposed activities of the club.

1.5 The Licensing Authority will not normally issue Certificate of Compliance for club-houses situated in:

- (a) an industrial building (except on the ground floor);
- (b) upper floors (i.e. all floors above the ground floor) of a single staircase building, or a building exceeding 4 storeys in height not having the required minimum number (2 or more) of escape staircases, each of which is of at least 1,050mm wide;
- (c) premises at level four of a basement or below;
- (d) premises in an area designated for emergency or circulation use of a building such as a buffer floor, refuge floor, or a public area of a building;
- (e) premises with kitchen facilities located vertically below a registered school, child care centre, or residential home for the elderly people;
- (f) a building with unauthorized alterations which substantially affect the building safety, or constitute a substantial contravention to the Buildings Ordinance; and
- (g) a building not fit for occupation.

Application procedures

1.6 Application for a Certificate of Compliance for a club-house should be made by means of the prescribed application form (HAD 142), obtainable at all District Offices and Office of the Licensing Authority of the Home Affairs Department, or the website of the Office of the Licensing Authority: <http://www.hadla.gov.hk>. The completed application form, in duplicate, should be forwarded to the Office of the Licensing Authority together with all the required supporting documents. For detail, please read the booklet entitled "A Layman's Guide to Application of Certificate of Compliance under the Clubs (Safety of Premises) Ordinance, Chapter 376" which sets out the application procedures for the Certificate.

Important Note

1. Any club-house application in respect of premises approved by the Building Authority for domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval/acceptance for the change of use of the premises from domestic to non-domestic use. This arrangement has taken effect and applied to application made on and after 1.1.2008.
2. Any application for club-house with sleeping accommodation in respect of premises approved by the Building Authority for non-domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval/acceptance for the change of use in respect of the part of the premises for providing sleeping accommodation from non-domestic to domestic use. This arrangement has taken effect and applied to application made on and after 15.8.2011.
3. In the absence of written approval/acceptance from the Building Authority, the Secretary for Home Affairs will not process the application under the Clubs (Safety of Premises) Ordinance Cap. 376. For avoidance of doubt, the above apply to alteration of existing club-house for providing sleeping accommodation, and extension of existing club-houses. For enquiries on the procedure of application to the Building Authority for such change of use of the concerned premises, you may contact the Buildings Department at 2626 1616.

Introduction

2.1 In assessing the suitability of the premises for use as a club-house, the Licensing Authority generally makes reference to the provisions of the Buildings Ordinance (Cap 123) and its subsidiary regulations for the protection of the building from the effects of fire by inhibiting the spread of fire, and ensuring fire resisting construction and structural safety of the building. It also takes into account other fire safety objectives including abating fire hazards, preventing the outbreak of fire, fire suppression, preventing loss of property, providing means of escape and access for firefighting personnel in the event of fire and other emergencies.

2.2 In vetting an application, the Licensing Authority will take into consideration the following fundamental aspects of the proposed club premises:

- (a) general compliance to the latest plans approved by the Building Authority,
- (b) structural safety,
- (c) fire resisting construction,
- (d) means of escape,
- (e) public safety, and
- (f) health and sanitation provisions.

2.3 In addition to the “Buildings Ordinance” and its subsidiary regulations, applicants are recommended to read the “**Code of Practice for Fire Resisting Construction**”, “**Code of Practice for the Provision of Means of Escape in case of Fire**” and “**Code of Practice for Means of Access for Firefighting and Rescue**” published by the Building Authority. These documents can be viewed at or downloaded from the Buildings Department’s website — [http://www.bd.gov.hk \(Publications/Codes of Practice and Design Manuals\)](http://www.bd.gov.hk/Publications/Codes of Practice and Design Manuals).

2.4 Each application for Certificate of Compliance will be considered on individual merits taking into account the circumstances of individual premises. As a standing practice, shortly after the application has been knowledge, staff of the Licensing Authority will arrange with the applicant for a mutually convenient date to conduct a preliminary site inspection on both building safety and fire safety aspects of the premises and the building. After the site inspection,

the applicant will be advised on what kind of upgrading works are required to be completed so as to make the premises and the common areas of the building in compliance with the safety standard set out in the Ordinance before a Certificate of Compliance can be issued.

2.5 It should be noted that the Licensing Authority may outright refuse an application if the situations mentioned in paragraph 1.6, or any other items which may undermine the safety of the premises or the building come into its notice.

Structural safety

2.6 The premises should be structurally capable of withstanding the newly imposed loading due to the change from the present use. The loading requirements for club premises will depend on the actual floor usage, nature of activities within the club premises, general layout, population and the likelihood of occurrence of crowd loading condition. The loading requirements are specified in Table 1 of Building (Construction) Regulation 17 and the Code of Practice for Dead and Imposed Loads 2011.

2.7 No openings, e.g. electrical conduits, cable trunking and ventilation ducts, are allowed to be formed on the existing structural members. Any structural alterations and new building works should not be carried out without obtaining the prior approval and consent from the Building Authority.

2.8 Structural justifications prepared by an Authorized Person or a Registered Structural Engineer are usually required for the effects on the existing structural members due to the following changes:

- (a) addition of raised floors if they are not hollow construction or their thickness is considered too excessive even though they are constructed of light-weight materials;
- (b) addition of solid partition walls if they are not constructed of light-weight materials or they are considered excessive in number;
- (c) addition of any raised floors and solid partition walls over cantilevered structures;
- (d) the change in use from domestic or office to club-house; and

- (e) other changes which have structural implications, e.g. addition of heavy equipment/plants, small-sized cooling powers, air-conditioning plant room and etc.

Fire resisting construction — separation from adjoining buildings, other occupancies and different uses

2.9 The general requirements on fire resisting construction in respect of club premises are:

- (a) the building where the club-house is situated should be separated from any adjoining building by external walls having a fire resistance period (FRP) of not less than 2 hours;
- (b) the premises should be separated from any adjoining occupancy by walls and floors with a FRP of not less than that required for the elements of construction of the compartment in which it is situated subject to a maximum of 2 hours;
- (c) where the club-house is divided into different uses, separation should be made between them by walls and floors having a FRP of 1 to 2 hours depending on the use classified in Table 1 below;

Table 1 : Fire Resistance Period (FRP)

| Class | Use | Volume of compartment | Fire Resistance Period |
|-------|---------------------------|---|------------------------|
| 1 | Bedrooms | Not exceeding 28,000m ³ | 1 hour |
| 2 | Offices | | |
| 3 | Shops, dining, club foyer | Not exceeding 7,000m ³ , or Exceeding 7,000m ³ but not exceeding 28,000m ³ | 1 hour |
| 4 | Carparking | | 2 hours |

- (d) all the additional partitions inside the club premises should be constructed of light weight material;
- (e) other areas of high fire risk directly associated with a normal

occupancy in a building should be adequately separated by fire resisting construction; and

- (f) elements of construction in any basement and the separation between the basement and any adjoining storey should have a FRP of not less than 4 hours.

Compartmentation

2.10 Compartments inside a club-house should be divided by walls and floors. Compartment walls, compartment floors, separations and lobbies should be constructed with all joints completely filled with non-combustible material to prevent the passage of smoke or flame.

2.11 No compartment should exceed the volume of 28,000m³. Openings through compartment wall for communication should maintain the integrity of the wall and should be provided with:

- (a) a lobby with doors; or
- (b) an opening protected by a fire shutter.

2.12 Any openings in a wall or floor for the passage of air-conditioning ducts, ventilation ducts, electrical trunking, conduits, pipes and wires or holes left after construction should be protected with fire dampers or other suitable form of fire stop to maintain the required FRP of that wall or floor.

2.13 Where ducts, pipes, wires and any insulation passing through the wall are made of combustible material, such material should be contained within an enclosure having a FRP corresponding to that of the surrounding structure. Where access openings are provided to the enclosure, such openings should be provided with self-closing doors or securable covers having a FRP of not less than half that of the enclosure.

Club Premises with liftwell, vertical shaft, required staircase and/or basement

2.14 For club premises having liftwell, vertical shaft, required staircase and/or basement, there are specific requirements to be complied with in respect of each of these items. If the proposed club premises have any of these items, applicants will be duly advised of the specific requirements to be complied with when their application is being processed. Nevertheless, applicants may get detail of the compliance requirements in respect of these items in the “**Code of**

Practice for Fire Resisting Construction" published by the Building Authority. For viewing or downloading the document, please visit the Buildings Department's website mentioned in paragraph 2.3 above.

Special hazards

2.15 High voltage electrical switch gear, transformers, fire service pumps, air handling unit plant, air-conditioning plant, lift machines, rooms housing escalator machines, flammable liquid spraying rooms, boiler, areas for storing and/or charging batteries, and areas for storing dangerous goods should be enclosed by non-combustible construction having a FRP of not less than 2 hours, 4 hours where adjoining required stairs, and any permitted openings thereto should be provided with a door having a FRP of not less than 1 hour.

2.16 Kitchens, if set up, should be:-

- (a) enclosed by non-combustible construction having an FRP of not less than 1 hour and any opening should be provided with a door having an FRP of not less than 1/2 hour;
- (b) provided with protected lobbies between each door and all escape routes from the main building; and
- (c) provided with protected lobbies between each door and the dinning area where the kitchen has a usable floor area exceeding 45m² and the door opens onto an exit route of the dining area ; and
- (d) provided with a fire shutter having an FRP of not less than 1/2 hour at all food hatches.*

(The operation of fire shutters should be designed, installed, tested and maintained to the satisfaction of the Director of Fire Services.)*

Doors

2.17 All doors required to have a FRP should be capable of self-closing and be kept closed at all times. All such doors should be closely fitted around their edges to impede the passage of smoke or flame. Doors including frames should be tested in accordance with British Standard (BS) 476: Parts 20 to 22: 1987 and certified as being capable of resisting the action of fire for the specified period.

2.18 A notice should be provided on both sides of such doors in English and Chinese in letters and characters not less than 10mm high as follows :-

**FIRE DOOR
TO BE KEPT CLOSED**

防火門
應常關

Doors in relation to exits

2.19 Every door opening on to an exit route, if it opens outwards, should be so arranged as not to obstruct the exit route at any point of its swing; or if it opens on to a landing between flights of stairs, should not, at any point of its swings, reduce the effective width of the landing to less than the width of the stair.

2.20 Every door giving access to a protected lobby from a staircase enclosure or corridor should be provided with a transparent upper panel of the requisite fire resistance.

2.21 Every door to a protected lobby or ventilated lobby should comply with the following requirements:-

- (a) the self-closing mechanism should not be capable of allowing a check action to hold the door open at 90°; and
- (b) appropriate notices should be fixed to both sides of the doors to remind users that the doors should normally be kept closed.

2.22 All the common escape routes, including staircases, should be maintained in good condition or restored to their original condition. There should be no defective smoke lobby doors, metal gates, rubbish storage in the staircases, and unauthorized building works such as metal gates, cages and enclosures within the staircase area.

Exits, exit routes and escape routes

2.23 Every club-house, either occupying the whole storey or being situated in a storey with other occupancies, should be so constructed that there should be at least 2 exit routes from each storey.

2.24 The minimum requirements on the number and widths of the exit doors and exit routes of the club premises and the building where the club-house is situated should be in accordance with the standards set out in Table 2 of the **Code of Practice for the Provision of Means of Escape in case of Fire** issued by the Building Authority in 1996. For premises in building whose building plans were approved prior to the adoption of the standards set out in the aforesaid 1996 Code of Practice, the standards laid down in the 1986 version of the Code of Practice on Means of Escape will be applied. Photocopy of the 1986 Code of Practice is obtainable from the Office of the Licensing Authority upon request and payment of the photocopying charges.

2.25 Every exit route should lead directly to a street or to an open area having unobstructed access. Such access to a street should not be closed with doors or gates unless such doors or gates are fitted with panic bolts as the sole means of being locked in a closed position.

2.26 The minimum clear height of all escape routes is 2m.

2.27 Every exit door inside the club-house must give access to an exit route which complies with paragraph 2.25 above and which is independent of any other exit route to which access may be directly obtained from the club-house. The door across the exit route must open in the direction of exit.

2.28 Every part of an exit route should be provided with adequate lighting to the satisfaction of the Licensing Authority.

2.29 If there is only 1 exit door from the club-house, the maximum direct distance from any one point of the club-house to the exit door must not exceed 15m.

2.30 Roller shutter located in the front entrance door of the club-house may be acceptable provided that it is maintained in open position at all times during operation of the club and should at all times be openable from the inside without the use of a key.

2.31 Entrance doors which operate electronically should be openable from inside by manual means.

Enclosure of staircases

2.32 The enclosing walls of every staircase should be so continued at ground

floor level as to separate from the remainder of the building any passage or corridor leading from the stair to any ground level exit doorway to which the stair gives access; provided that:

- (a) in the case of a club-house served by two or more staircases, a cloakroom, lavatory, water-closet or porters office may open off such passage-way; and
- (b) in the case of a club-house served by three or more staircases one in every three such staircases may discharge through fire resisting self-closing doors to an unprotected lobby, hall or shopping arcade.

2.33 Every required stairway in a building should be separated from the club-house by a wall having a FRP of not less than 1/2 hour or such longer period as may be required by the Building (Construction) Regulations.

2.34 Any opening in the wall separating a staircase from the club-house should be protected by a self-closing door having a FRP of not less than 1/2 hour provided that no such door would be required between a balcony approach and any stairway leading therefrom.

Internal access to staircases

2.35 The exit door of any club-house or storey with direct access to a protected stair should be self-closing with a FRP of not less than 1/2 hour.

2.36 The access to the stairs should be so arranged that each stair is approached from a different direction. No two staircases should have a common enclosure wall unless the doors opening directly on to any landing of the stairs themselves are not less than 6m apart, measured from the centre of each door.

2.37 The means of escape from any part of the club-house should be so arranged that it is not necessary to pass through one staircase enclosure in order to reach an alternative stair.

Lighting and ventilation

2.38 Bathrooms, water closets and communal toilets of the premises should

have natural lighting and ventilation as follows:

- (a) the total area of glazing is not less than one-tenth of the floor area of the rooms; and
- (b) one-tenth of the floor is openable with the top being at least 2m above the floor level.

2.39 Kitchen, if set up, should have natural lighting and ventilation as follows:

- (a) the total area of glazing is not less than one-tenth of the floor area of the room; and
- (b) one-sixteenth of the floor area is openable with the top being at least 2m above the floor.

2.40 If the standards set out in paragraphs 2.38 and 2.39 above cannot be met, the following artificial means may be acceptable:

- (a) artificial lighting must be provided where there is inadequate natural lighting to a standard not less than 50 lux;
- (b) ventilation must be provided by a permanent means direct to the outside air of not less than 6,000mm². The artificial ventilation should provide not less than 5 air changes per hour and be provided with a 20-minute over-run.

Sanitary fitments

2.41 The number of sanitary fitments required in a club-house varies with the number of persons to be accommodated in the premises. The minimum requirements are tabulated below (WC denotes water closet, WHB denotes wash-hand basin and U denotes urinal):

| | |
|---|--|
| (a) <u>Less than 25 patrons</u> 1WC and 1WHB (for both sexes) 1U (for males) (WC and U should be provided in separate rooms with separate entrances) | Separate provision of sanitary fitments for staff is not required. |
| (b) <u>Between 25 and 100 patrons</u> 1WC, 1WHB and 1U | |

| | |
|--|--|
| 1 WC and 1 WHB | |
| (c) <u>Between 101 and 200 patrons</u> 1 WC, 1 WHB and 2Us 2 WCs and 1 WHB | |
| (d) <u>Between 201 and 300 patrons</u> 2 WC, 2 WHBs and 3Us 3 WCs and 2 WHBs | |
| (e) <u>Over 300 persons</u> Provision of sanitary fitments for patrons and staff should conform to the requirements in regulations 5 and 8 of the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, Cap 123 | |

2.42 Bathroom, water closet or communal toilet should not open directly into a kitchen/food preparation area/pantry.

Plumbing and pipework

2.43 Every soil pipe, waste pipe, anti-syphonage pipe, ventilating pipe, overflow pipe and every pipe connected with any drain provided for the carriage of foul water should be:

- circular in shape; and
- constructed of cast iron, steel, copper or other approved material.

2.44 UPVC or PVC piping may be used externally and, subject to the following conditions, may also be used internally:

- the internal diameter of the piping should not be greater than 100mm;
- the piping should be enclosed in duct having a FRP equal to the structure, and the access panels to the duct should have either self-closing doors or securable covers with a FRP of 1/2 hour;
- fixing brackets to be steel and where stacks have cemented joints to have a bracket below each joint;
- holes to floors and walls should be fully filled and firmly sealed with fire stop mortar or intumescent material;
- to be securely fixed to all surfaces as appropriate; and

- if UPVC piping is used, this may be exposed subject to, where pipes pass through compartment walls or floors and any fire rated elements, appropriate approved fire stop sealers are to be provided.

2.45 Every soil fitment and waste fitment should be provided with a suitable trap and ventilated by means of anti-syphonage pipes of suitable sizes to the satisfaction of the Licensing Authority. If the traps connected to the waste fitments are designed to prevent loss of water seal, provision of anti-syphonage pipe to the traps of the waste fitment is not required.

Railings

2.46 Where there is a difference in adjacent levels greater than 600mm, protective barriers have to be provided to restrict or control the movement of persons and vehicles. These barriers should be:

- (a) designed and constructed to minimise the risk of persons or objects falling, rolling, sliding or slipping through gaps in the barrier, or persons climbing over the barrier;
- (b) at a height above the higher of the adjacent levels of not less than 1.1m; and
- (c) constructed as to inhibit the passage of articles more than 100mm in their smallest dimension.

Waterproofing

2.47 Suitable waterproofing materials should be applied to the structural concrete slab of the toilets to prevent water leakage. If raised floor is constructed, the raised floor slab should also be applied with suitable waterproofing material.

Unauthorised building works

2.48 All unauthorised building works must be removed and the building be reinstated to the layout as approved by the Buildings Department.

3.1 Club premises are required to have adequate and appropriate fire service installations and equipment to protect the safety of the public and the premises against fire, limit the spread of fire and at the same time give warning to the occupants of the premises. All requirements on Fire Service Installations (FSI) and Equipment for club premises are based on the “**Code of Practice for Minimum Fire Service Installations and Equipment**, and **Code of Practice for Inspection, Testing and Maintenance of Installation and Equipment**” issued by the Fire Services Department. The updated version of these two documents can be viewed or downloaded from the Fire Services Department’s website: www.hkfsd.gov.hk.

3.2 All fire service installation works, alterations and additions required for a club premises must be carried out by a registered FSI contractor of appropriate class. The full list of different classes of registered FSI contractors is set out in the Fire Services Department’s website shown in paragraph 3.1 above. Once installed, all fire service installations and equipment in the club premises should be retained and maintained in an efficient working order at all times, and inspected by a registered FSI contractor at least once in every 12 months.

3.3 A copy of the certificate for the required fire service installations and equipment issued to the owner should be forwarded to the Director of Fire Services and the Licensing Authority within 14 days after completion of works.

3.4 The ensuing paragraphs sets out the major fire service requirements for club premises.

Combustible materials

3.5 All combustible materials used as false ceilings, partitions or wall furnishings must be treated with two coatings of fire retardant paint/solution on all exposed parts and certified by a Class II FSI Contractor.

3.6 All draperies and curtains should be:

- (a) treated with flame retardant solutions and certified by a Class II FSI Contractor; or

- (b) made of materials containing fire resistant fibres and acceptable to the Director of Fire Services.

Windows

3.7 The windows of club premises should not, in any way, be obstructed by any decoration, or sealed up for more than 50% of the designed openable/breakable windows areas totally, nor 25% of these areas located on the upper part, unless protected by a dedicated smoke extraction system.

Exit signs

3.8 All exits of the exit routes within the premises leading to the exit routes of the building must be indicated by internally illuminated/self-luminous signs bearing the word and characters “ **EXIT 出口** ” in block letters and characters of not less than 125mm high with 15mm strokes. The letter style should be in “Modified Garamond” or “Helvetica” or “Marigold” while the Chinese characters should be with width of vertical strokes not less than 15mm and with width of horizontal strokes not less than 10mm. Colour contrast for translucent surrounds to lettering should be as follows:

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

The colour combination selected should preferably be consistent throughout the same premises.

Directional signs

3.9 If an exit sign is not clearly visible from any location in the club premises, suitable internally illuminated/self luminous directional signs should be erected to assist members and visitors to identify the exits in the event of an emergency.

Electrical installations and Emergency Lighting System

3.10 The electrical installations of the premises are required to be inspected, tested and certified by registered electrical worker/contractor certificated by the Director of Electrical and Mechanical Services. A copy of the certificate for these installations should be forwarded to the Licensing Authority as proof of compliance.

3.11 Emergency lighting systems should be provided to the entire club premises. Details of the requirements for the "Self-contained Luminaires Emergency Lighting Systems" are obtainable in the Office of the Licensing Authority.

Polyurethane (PU) foam filled mattresses and upholstered furniture

3.12 If polyurethane (PU) foam filled mattresses and upholstered furniture are used in the club premises, they shall meet the flammability standards as specified in British Standard BS 7177:1996 and BS 7176:1995 (or their latest editions) for use in medium hazard premises/building or standards acceptable to the Director of Fire Services.

Fuels for kitchen and outside kitchen

3.13 Cooking must be carried out in kitchen. Electricity and Towngas or Towngas (synthetic natural gas) may be used as fuel in the kitchen of a club-house without any restrictions, whilst the use of liquefied petroleum gas (LPG), solid fuel (e.g. wood and coal), liquid fuel (e.g. kerosene and diesel) in the kitchen of a club-house is subject to special restrictions and safety requirements. Please contact the Office of the Licensing Authority for details of the restrictions on individual types of fuel and the requirements for the design, installation, inspection, and maintenance of these fuel systems and appliances.

3.14 Upon compliance with the laid down requirements in kitchen, electricity, towngas and LPG in piped supply may be used for food warming and water boiling outside kitchen. There are specific requirements governing the use of various types of fuels for barbecue or hot pot in the dining area. Detail of such requirements is obtainable from the Office of the Licensing Authority.

Ventilation system

3.15 The ventilation system, including any exhaust ducting in kitchen, should be inspected by the Ventilation Division of the Fire Services Department (FSD) to ascertain compliance with the standards stipulated in the Building (Ventilating Systems) Regulations and FSD Circular Letters where applicable. Detailed drawings showing the layout of the ventilating system should be submitted through the Licensing Authority to the Ventilation Division of the Fire Services Department for approval, and a copy of letter of compliance should be submitted to the Licensing Authority as proof of compliance.

3.16 The ventilation system should subsequently be inspected by a Registered Ventilation Contractor at intervals not exceeding 12 months, and a copy of the "Maintenance Certificate" should be forwarded to the Licensing Authority as proof of compliance.

Grouping of club premises according to the potential of fire

3.17 In addition to the aforesaid requirements, varying fire safety conditions and requirements are to be imposed on individual club premises in the light of the severity of fire risk potential of the premises. For this purpose, club premises are broadly divided into: (a) premises of low fire potential, and (b) premises of high fire potential.

3.18 Premises which are modestly decorated are considered to pose a low fire potential. These premises mean either--

- (a) the premises do not exceed 126m² in floor area; or
- (b) the premises, despite over 126m² in floor area, meet **all** of the following conditions:
 - (i) the average quantity of combustible materials in the seating accommodation does not exceed 60 kilograms per square metre;
 - (ii) the area partitioned by combustible materials does not exceed 30% of the total area occupied; and
 - (iii) no more than 50% of the total area of the designed openable/breakable windows, or 25% of the upper parts, are obstructed or sealed up by decoration.

3.19 Premises which are over 126m² in floor area and lavishly decorated are considered to pose a high fire potential due to **any** one of the following conditions:

- (a) the average quantity of combustible materials in the seating accommodation exceeds 60 kilograms per square metre; or
- (b) more than 30% of the seating accommodation are partitioned by

combustible materials to form cubicles(s); or

- (c) the designed openable/breakable windows are obstructed by decoration or sealed up for more than 50% of the area totally, or 25% of these area on the upper part.

3.20 The following table shows the types of fire service installations and equipment required in the low fire potential premises and different groups of high fire potential premises. Where alterations and additions are required in the process of installations, such works should be carried out by a registered FSI contractor of appropriate class. Where a certificate is issued to the owner in respect of the specified fire service installation and equipment, a copy of the certificate should be forwarded to the Director of Fire Service and the Licensing Authority within 14 days.

| Classification of Fire Potential Premises Fire Service Installations & Equipment | Low fire potential premises occupying a floor area exceeding 126m ² in the basement, or exceeding 230m ² on the ground and upper floors | High fire potential premises | | |
|--|---|---|---|---|
| | | occupying an area between 126m ² and 230m ² | occupying an area exceeding 230m ² but less than 7,000m ³ in cubic volume | with a cubic volume exceeding 7,000m ³ |
| A sprinkler system# | ✓ | ✓@ | ✓ | ✓ |
| A hydrant/hose reel system* | | ✓ | ✓ | ✓ |
| A manual fire alarm system* with operating switch at each of the following locations: •each exit; •the main entrance; •the cashier's counter; •outside the kitchen (if provided) | ✓ | ✓ | ✓ | ✓ |

| | | | | |
|--|---|---|---|---|
| An automatic smoke detection system# connected to the computerized fire alarm transmission system | | ✓ | | |
| A dedicated smoke extraction system as the alternative to reinstating at least 50% of the designed openable/breakable windows to their original condition | ✓ | ✓ | ✓ | ✓ |
| A dedicated smoke extraction system should be provided for premises in curtain wall buildings or basements | | | | ✓ |
| The sprinkler heads of the sprinkler system# are of the fast response type and each of them is spaced to protect an area of 9 square metres for premises in curtain wall buildings or basement, | | | ✓ | |
| Schematic signs (made of yellow plastic of not less than 300mm wide and 300mm high and engraved to the scale of not more than 1:200) should be firmly fixed on the wall outside each exit to depict: (a) general layout of the premises showing the rooms partitioned locations of furniture and fixtures therein; (b) passages designed for circulation and evacuation and the related exits/doors; and (c) the locations of electrical main switch and fuel supply valve. | | | ✓ | ✓ |

(✓: Required for the premises.

- # : In accordance with the standards of the Rules of the Loss Prevention Council, UK.
- * : In accordance with the Code of Practice for Minimum Fire Service Installations and Equipment issued by the Fire Services Department.
- @: Where the club premises are located in basement.)

3.21 Where the premises are partitioned into cubicles and rooms for use by members and guests, every such room should be provided with a fire alarm bell connected to the main system.

3.22 Where the premises run facilities for catering, mahjong playing, or karaoke activities, visual alarm signals in addition to audio warning device should be provided to the entire premises. The design of these visual alarm signals must be in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment to form part of the fire alarm system.

3.23 All fire service installations and equipment provided for the club-house must be retained and maintained in efficient working order at all times.

Portable fire fighting equipment

3.24 In addition to the above-mentioned fire service installations, portable fire fighting equipment of the approved scales of provision and types (e.g. water, CO₂ or dry powder fire extinguishers, fire blankets) will be required in specified locations of the premises for the occupation of the building. Applicants will be advised in writing of the scales of provision and types of additional portable fire fighting equipment required to be placed in the premises.

Fire resisting construction materials

3.25 Paragraph 6.5 and Tables A and B in the “**Code of Practice for Fire Resisting Construction**” (1996) sets out the minimum standard of construction and building materials capable of resisting the action of fire for the specified periods. Applicants are therefore advised to take a look of the standards before carrying out any renovation, fitting-out and construction works in the proposed club premises. This code of practice can be downloaded from the Buildings Department website (see paragraph 2.3 of this booklet).

3.26 If other materials or proprietary products are used in construction instead, these products should be tested in accordance with BS476: Parts 20 to 24: 1987 and certified as being capable of resisting the action of fire for the specified period.

Enquiries

Office of the Licensing Authority, Home Affairs Department

Address : 10/F, 14 Taikoo Wan Road,
Taikoo Shing, Hong Kong

Enquiry Hotline : 2881 7034

Fax number : 2894 8343

e-mail address : hadlaenq@had.gov.hk

Website : www.hadla.gov.hk

Buildings Department (for building plans, unauthorized building works, and lists of authorized building professionals and registered contractors)

Address : 12th floor, Pioneer Centre,
750 Nathan Road, Mong Kok, Kowloon

Telephone number : 2626 1616

Fax number : 2840 0451

Fire Services Department (for registered fire service installations contractors, registered suppliers of fire equipment, and enquiries about the ventilation system)

Licensing & Certification Command

Address : 5th floor, South Wing,
Fire Services Headquarters Building,
1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

Telephone number : 2733 7619

Fax number : 2367 3631

Ventilation Division

Address : 5th floor, South Wing
Fire Services Headquarters Building,
1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

Telephone number : 2718 7567

Fax number : 2382 2495

Electrical & Mechanical Services Department (for electrical and gas installations)

Address : 3 Kai Shing Street, Kowloon

Telephone number : 1823

Fax number : 2890 7493

The Land Registry (for government lease and Deed of Mutual Covenant of a building)

Address : 19th floor, Queensway Government Offices,
66 Queensway, Hong Kong.

Telephone number : 3105 0000

Fax number : 2523 0065

IMPORTANT NOTE

- (1) Information contained in this Guide is for reference only. Application for issue, renewal, and transfer of the Certificate of Compliance is to be processed in accordance with the Clubs (Safety of Premises) Ordinance (Cap. 376) and its subsidiary regulations.
- (2) It is an offence under the Clubs (Safety of Premises) Ordinance if any person, who on any occasion operates, keeps, manages or otherwise has control of a club-house without a Certificate of Compliance or Certificate of Exemption in respect of the premises. The person convicted of the offence is liable to a fine of \$200,000 and to imprisonment for 2 years, and to a fine of \$20,000 for each day during which the offence continues.
- (3) The issue of the Certificate of Compliance does not act as a waiver of any terms in any lease or license granted by the Government of the Hong Kong Special Administrative Region or any public officer, nor does it in any way affect or modify any agreement, covenant or Deed of Mutual Covenant relating to any premises or building in which the club-house is situated.
- (4) The issue of the Certificate of Compliance does not in any way exempt the holder of the Certificate from the consequence of non-compliance with the provisions of any other enactments, or indemnify him against the consequences of any breach of any other regulations or laws of Hong Kong.

IMPORTANT ADVICE

for Prospective Applicants of Certificate of Compliance

Do's and Don'ts

DOs

- DO also read another booklet: "A Layman's Guide to Application of Certificate of Compliance under the Clubs (Safety of Premises) Ordinance, Cap 376" published by the Office of the Licensing Authority of the Home Affairs Department which explains how to apply for a Certificate of Compliance
- DO consider appointing professionals to assist you in making application if you are not familiar with the requirements outlined in this booklet.
- DO hire competent contractors to carry out the required upgrading works to be laid down by the Licensing Authority.
- DO engage registered FSI contractors in the required fire service installations.

DON'Ts

- DON'T start construction, renovation, decoration or installation works in the premises before the Licensing Authority has conducted the preliminary site inspection and then informed you of the upgrading works required to be carried out in the premises.
- DON'T carry out any building works and structural alterations to the premises before obtaining prior approval and consent from the Building Authority.
- DON'T use the flat roof, if there is one annexed to your club premises, for any purposes other than that shown on the building plans approved by the Building Authority.
- DON'T commence operation or business in the club premises before a Certificate of Compliance is obtained from the Licensing Authority.
- DON'T ignore the requirements imposed by other government departments including the Buildings Department, Fire Services Department, Electrical and Mechanical Services Department, and Environmental Protection

Department notwithstanding that a Certificate of Compliance has been issued by the Licensing Authority.