

**Annex A**

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**List of Codes of  
Practice and Guides  
issued by Licensing  
Authorities for  
Licensed Premises**

## **Codes of Practice and Guides issued by Relevant Licensing Authorities**

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Premises subject to licences have specific occupant characteristics and hence there are specific needs for fire safety provisions. This Annex provides a list of Codes of Practice and Guides issued by the relevant licensing authorities (but not exhaustive) for reference and information only.

- (a) "A Guide to Application for Restaurant Licences" issued by the Food and Environmental Hygiene Department
- (b) "A Guide to Application for Places of Public Entertainment Licences (Cinemas/Theatres) issued by the Food and Environmental Hygiene Department
- (c) "A Guide to Application for Places of Public Entertainment Licences for Places other than Cinemas and Theatres" issued by the Food and Environmental Hygiene Department
- (d) "A Guide to Application for Karaoke Establishment Permits in Restaurants" issued by the Food and Environmental Hygiene Department
- (e) "A Guide to Application for Liquor Licences and Club Liquor Licences" issued by the Liquor Licensing Board
- (f) "Code of Practice for Residential Care Homes (Elderly Persons)" issued by the Social Welfare Department
- (g) "Operation Manual for Pre-primary Institutions" issued by the Education Bureau and the Social Welfare Department
- (h) "Code of Practice on Mutual Help Child Care Centres" issued by the Social Welfare Department
- (i) "Code of Practice for Drug Dependent Persons Treatment and Rehabilitation Centres" issued by the Social Welfare Department
- (j) "Code of Practice for Residential Care Homes for Persons with Disabilities" issued by the Social Welfare Department
- (k) "A Layman's Guide to Licence Applications under the Hotel & Guesthouse Accommodation Ordinance (Chapter 349)" issued by the Home Affairs Department
- (l) "A Layman's Guide to Application of Certificate of Compliance under the Clubs (Safety of Premises) Ordinance, Chapter 376" issued by the Home Affairs Department
- (m) "Guidelines for Registration of a New School (For Premises not designed and constructed as a school)" issued by the Education Bureau
- (n) "A Guide to the Application for a Massage Establishment Licence" issued by the Police Licensing Office, Hong Kong Police Force
- (o) "Guidance Notes on Application for the Grant of Amusement Game Centre Licence", "Guide for Applicants for Public Dance Hall Licence" and "Guide for Applicants for Mahjong/ Tin Kau Licence" issued by the Home Affairs Department
- (p) "Code of Practice for Dance Party Organisers" issued by the Narcotics Division of the Security Bureau.

## Guides on Specific Requirements for Materials in Licensed Premises

This list is not exhaustive and is provided for information purpose only. All information should be checked with the respective Departments for up-to-date standards.

| Premise                        | Licensing document  | Issued by | Requirements for usage of insulation, decorative and finishing materials  |
|--------------------------------|---|-----------|---|
| Places of Public Entertainment | PPA/109   | FSD       | <p>PPA/109 specifies various fire safety requirements for facilities that require a Public Entertainment Licence to operate. The requirements on decorative and finishing materials in PPA/109 are:</p> <ul style="list-style-type: none"> <li>All decorative materials including curtains, draperies and other textile hangings shall be of fire-resistant fabric and shall conform with British Standard 5867: Part 2<sup>7</sup> fabric type B when tested in accordance with BS 5438<sup>8</sup>, or be brought up to that standard by use of an approved fire retardant solution certified by a Class II registered Fire Service Installation (FSI) Contractor and a certificate to this effect from the Contractor shall be forwarded to Director of Fire Services as documentary proof of compliance.</li> <li>No decoration of a readily combustible nature to be permitted. Where combustible wall and ceiling linings are used they shall be of Class 1 or 2 Rate of Surface Spread of Flame as per British Standard 476: Part 7, or be brought up to that standard by treating with an approved fire retardant paint/solution by a Class II registered FSI Contractor and a certificate to this effect from the Contractor shall be forwarded to Director of Fire Services as documentary proof of compliance.</li> <li>Requirements on PU foam filled mattresses and upholstered furniture as described in FSD Circular Letter No. 1/2000.</li> </ul> |
| Restaurants                    | A Guide to Application for Restaurant Licences (PPA/101(A), PPA/101(D), PPA/101(F), PPA/101(G), PPA/101(H), PPA/101(J) issued by FSD for stating the fire safety standards in | FEHD      | <p><u>Food business in small houses/General (fast food) restaurant</u></p> <p>All combustible materials used as false ceilings, partitions are required to be treated with two coatings of fire retardant paint/solution on all exposed parts, which are certified by a Class II FSI Contractor. All draperies and curtains are required to be treated with flame retardant solutions and certified by a Class II FSI Contractor. All draperies and curtains are required to be made of materials containing fire resistant</p>   |

<sup>7</sup> Specification for fabrics for curtains and drapes. Flammability requirements.

<sup>8</sup> Methods of test for flammability of vertically oriented textile fabrics and fabric assemblies subjected to a small igniting flame.

| Premise              | Licensing document   | Issued by | Requirements for usage of insulation, decorative and finishing materials   |
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|                      | application of respective licences)  |           | <p>fibres and acceptable to the Director of Fire Services.</p> <p><u>Light refreshment restaurants with low fire potential/Barbecue or hot pot restaurants with low fire potential</u></p> <p>All combustible materials used as false ceilings, are required to be treated with two coatings of flame retardant paints on all exposed parts and certified by a Class II FSI Contractor.</p> <p>All combustible wall furnishings, if installed and do not exceed the total maximum quantity of 60 kg/m<sup>2</sup> are required to be treated with two coatings of fire retardant paints/solutions on all exposed parts and certified by a Class II FSI Contractor.</p> <p>If an area not exceeding 30% of the seating accommodation is partitioned by combustible materials, these shall be treated with two coatings of fire retardant paints on all exposed parts and certified by a Class II FSI Contractor.</p> <p><u>Light refreshment restaurants with high fire potential/Factory canteens with high fire potential/Barbecue or hot restaurants with high fire potential/General restaurants with high fire potential</u></p> <p>All combustible materials used as false ceilings, partitions or wall furnishings, are treated with two coating flame retardant paints on all exposed parts and certified by a Class II FSI Contractor.</p> <p>All draperies and curtains are required to be treated with flame retardant solutions and certified by a Class II FSI Contractor. All draperies and curtains are required to be made of materials containing fire resistant fibres and acceptable to the Director of Fire Services.</p> |
| Clubs/<br>clubhouses | Standard Licensing Conditions<br>Part I: Building Safety Conditions<br>Part II: Fire Safety Conditions | HAD       | <p>All combustible materials used as false ceilings, partitions or wall furnishings are required to be treated with two coatings of fire retardant paint/ solution on all exposed parts, which are certified by a Class II FSI Contractor.</p> <p>All draperies and curtains are required to be treated with flame retardant solutions and certified by a Class II FSI Contractor. All draperies and curtains are required to be made of materials containing fire resistant fibres and acceptable to the Director of Fire Services.</p>   |
| Educational schools  | Guidelines for Registration of a New School  | EB        | <p>If linings for acoustic, thermal insulation and decorative purpose are provided within protected means of escape, the linings are required to meet Class 1 or 2 rate of surface spread of flame, BS 476 : Part 7 or be brought up to that standard by treating with approved flame retardant paints/solutions on all exposed parts. The works are required to be carried out by a registered Class II FSI</p>   |

| Premise                | Licensing document  | Issued by | Requirements for usage of insulation, decorative and finishing materials   |
|------------------------|---|-----------|--|
|                        |   |           | Contractor and a copy of the Certificate (Form FS 251) is required to be submitted to Director of Fire Services upon completion. If PU foam filled mattresses and upholstered furniture is used within the premises, they are required to meet the flammability standard to BS 7177: 1996 and BS 7176: 1995 for use in medium hazard premises/building or standards acceptable to the Director of Fire Services.   |
| Hotels/<br>guesthouses | Standard Licensing Conditions<br>Part I: Building Safety Conditions<br>Part II: Fire Safety Conditions  | HAD       | If linings for acoustic, thermal insulation and decorative purpose are provided within protected means of escape, the linings are required to meet Class 1 or 2 rate of surface spread of flame, BS 476 : Part 7, or its international equivalent, or be brought up to that standard by treating with approved flame retardant paints/solutions on all exposed parts. A copy of the Certificate (Form FS 251) issued by registered FSI Contractor is required to be submitted to Licensing Authority as proof of compliance.<br>If linings for acoustic, thermal insulation purpose in ductings and concealed locations are provided, the linings are required to meet class 1 or 2 rate of surface spread of flame, BS 476 Part 7, or its international equivalent, or be brought up to that standard by treating with approved flame retardant paints/solutions on all exposed parts. A copy of the Certificate (Form FS 251) issued by registered FSI Contractor is required to be submitted to Licensing Authority as proof of compliance.     |
| Child care centres     | Code of Practice, Child Care Centres Ordinance (Cap. 243) and Regulations, Operation Manual (CCC/101 (9 <sup>th</sup> revision) issued by FSD, which is attached in the above Code of Practice) | SWD       | If linings for acoustic, thermal insulation and decorative purpose are provided within protected means of escape, the linings are required to meet Class 1 or 2 rate of surface spread of flame, BS 476 : Part 7, or its international equivalent, or be brought up to that standard by treating with approved flame retardant product on all exposed parts. A copy of the Certificate (Form FS 251) issued by registered FSI Contractor is required to be submitted to the Director of Fire Services as proof of compliance.<br>If linings for acoustic, thermal insulation purpose in ductings and concealed locations are provided, the linings are required to meet Class 1 or 2 rate of surface spread of flame, BS 476 : Part 7, or its international equivalent, or be brought up to that standard by treating with approved flame retardant product on all exposed parts. A copy of the Certificate (Form FS 251) issued by registered FSI Contractor is required to be submitted to the Director of Fire Services as proof of compliance. |
| Drug dependent persons | Code of Practice for Drug Dependent Persons Treatment   | SWD       | No specific requirement on usage of insulation, decorative and finishing materials.  |

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| treatment & rehabilitation centres | and Rehabilitation Centres                                     |           |  |
| Massage establishments             | A Guide to the Application for a Massage Establishment Licence | CP        | No specific requirement on usage of insulation, decorative and finishing materials.  |
| Bedspace apartments                | -  | HAD       | A general requirement is specified in Bedspace Apartments Ordinance (Cap. 447), which is:<br>All fixtures, fittings, equipment, facilities and installations in or on such premises and any exit routes and means of escape shall be properly maintained in good repair and a safe condition free from any risk of fire or injury to person.   |
| Residential care homes for elderly | Code of Practice for Residential Care Homes (Elderly Persons)  | SWD       | All linings for acoustic, thermal insulation and decorative purpose are provided within protected means of escape are required to meet Class 1 or 2 rate of surface spread of flame, BS 476 : Part 7, or its international equivalent, or be brought up to that standard by treating with approved flame retardant product on all exposed parts. A copy of the Certificate (Form FS 251) issued by registered FSI Contractor is required to be submitted to the Director of Social Welfare as proof of compliance.<br>All linings for acoustic, thermal insulation purpose in ductings and concealed locations are provided are required to meet Class 1 or 2 rate of surface spread of flame, BS 476 : Part 7, or its international equivalent, or be brought up to that standard by treating with approved flame retardant product on all exposed parts. A copy of the Certificate (Form FS 251) issued by registered FSI Contractor is required to be submitted to the Director of Social Welfare as proof of compliance. |

Notes:

CP = Commissioner of Police

EB = Education Bureau

FEHD = Food and Environmental Hygiene Department

FSD = Fire Services Department

HAD = Home Affairs Department

SWD = Social Welfare Department