

**For discussion
on 4 April 2005**

**LegCo Subcommittee
to Study the Streamlining of Food Business Licensing**

**Work of the Fire Services Department in
Processing Applications for Food Business Licences**

Purpose

This paper presents the information relating to the processing of food business licence applications by the Fire Services Department (FSD) as requested by the Subcommittee at its meeting on 2 March 2005.

Fire services requirements and certification procedures in the processing of applications for provisional licences for food premises

2. Under section 33C of the Food Business Regulation, the Food and Environmental Hygiene Department (FEHD) will consider the application for a provisional licence on the condition that the applicant has also submitted an application for a full licence. Application for a provisional licence is optional. According to the criteria for the issue of a provisional licence, compliance with essential requirements amongst the full set of fire services requirements is one of the pre-requisites before a provisional licence is issued to food premises. A list of the essential fire services requirements is at **Appendix I**.

3. The licensing procedures of application for provisional licences are the same as those of application for full licences. When an applicant considers that all the essential requirements imposed for the food premises have been complied with, he may report compliance by submission of prescribed forms which are compiled by respective professionals. The purpose of these prescribed forms is to provide self-certification on the compliance of essential requirements. The prescribed forms specific to the certification on the compliance of requirements on fire safety and ventilating system are at **Appendices II and III** respectively.

4. A flow chart which depicts the fire services certification

procedures of application for provisional licences as well as those of application for full licences is at **Appendix IV**.

Inspection and response procedures upon the receipt of referral of application from FEHD

5. In processing new application or alteration, Inspection Officer of FSD will conduct site assessment to the premises. Inspection Officer will compile a report for scrutiny by Supervising Officer. The Supervising Officer will check the report and recommends the findings to the Unit Head. Finally, the Unit Head will endorse the report and issue letter of requirements to the applicant.

Average number of working days required for processing new applications

(A) Number of working days for first inspection (2002 – 2004)

Year	Average Number of Working Days ¹
2002	6.73
2003	7.19
2004	8.27

(B) Number of working days for issuing letter of requirements (two selected months in 2004²): 10.79 on average

Average number of working days required for processing applications for alterations

(A) Number of working days for first inspection (2002 – 2004)

Year	Average Number of Working Days ¹
2002	8.55
2003	9.77
2004	9.70

(B) Number of working days for issuing letter of requirements (two selected months in 2004²): 13.80 on average

Advice Sought

¹ The increase in the number of working days was attributed to the rise in applications.

² The figures have to be obtained manually. Given the volume of retrieving work and the time given, only statistics for two months could be obtained.

6. Members are invited to note the information set out above.

Fire Services Department
March 2005

**Essential Requirements on
Fire Safety and Mechanical Ventilating System for
the Issuance of Provisional Licence**

1. Provide and maintain efficient working order of the following fire service installations appropriate to the food premises:
 - Sprinkler System;
 - Hydrant / hose reel System;
 - Emergency Lighting System;
 - Automatic Smoke Detection System;
 - Smoke Extraction System; and
 - Manual Fire Alarm System.
2. Requirements for use of fuel.
3. Requirements for flammability standards for PU foam filled furniture items.
4. Requirements at protected areas and fire damper installation in mechanical ventilating system.
5. Requirements on using non-combustible materials inside false ceiling or elevated floor when such becomes air plenum of mechanical ventilating system.

FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT

**CERTIFICATE OF COMPLIANCE C
(FIRE SERVICES REQUIREMENTS)**

I/We*, (a) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)

(b) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)

and (c) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)

being the fire service installation contractor(s) registered under regulation 3 of the Fire Service (Installation Contractor) Regulations (Chapter 95 of the Laws of Hong Kong) and

I, _____ (_____),
(Surname) (Other Names) (Name in Chinese)

holder of Hong Kong Identity Card number _____, being the authorized person/structural engineer* registered under section 3 of the Buildings Ordinance (Chapter 123 of the Laws of Hong Kong), both do hereby certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)

(_____), situated at _____
(Shopsign in Chinese) (Address of Premises)

_____ and being

under application for a Provisional _____ Licence

by _____ (_____),
(Name of Applicant in English) (Name of Applicant in Chinese)

all fire services requirements listed as Category C requirements in the Letter of Requirements addressed to the abovenamed applicant by the Director of Fire Services dated _____ have been fully complied with. We have personally verified such compliance by inspection of the subject premises on _____ and _____ respectively.

(Date of Inspection by Fire
Service Installation Contractor)

(Date of Inspection by Authorized
Person/Registered Structural Engineer*)

We have read the said Letter of Requirements and understand the contents thereof. We also understand that all matters covered by this Certificate will be subject to further verification by the Licensing Authority and that if we wilfully or negligently give false or misleading information in this Certificate, we shall render ourselves to be liable to legal and/or other penalties.

Certificate/Certificates* of Fire Service Installations and Equipment (F.S. 251)/Certificate Compliance (FSI/314A/FSI/314B) is/are* enclosed.

- (a) Signature of the fire service installation contractor or its authorized representative if the fire service installation contractor is a company/partnership firm*:

Company Chop	Signature
Registration Number	(Name and HKID No. of the authorized representative)
Date	

- (b) Signature of the fire service installation contractor or its authorized representative if the fire service installation contractor is a company/partnership firm*:

Company Chop	Signature
Registration Number	(Name and HKID No. of the authorized representative)
Date	

- (c) Signature of the fire service installation contractor or its authorized representative if the fire service installation contractor is a company/partnership firm*:

Company Chop	Signature
Registration Number	(Name and HKID No. of the authorized representative)
Date	

Signature of authorized person/registered structural engineer or its authorized representative if authorized person/registered structural engineer* is an employee/director/partner* of a company/partnership firm*:

Company Chop	Signature
Date	(Name and HKID No. of the authorized representative)

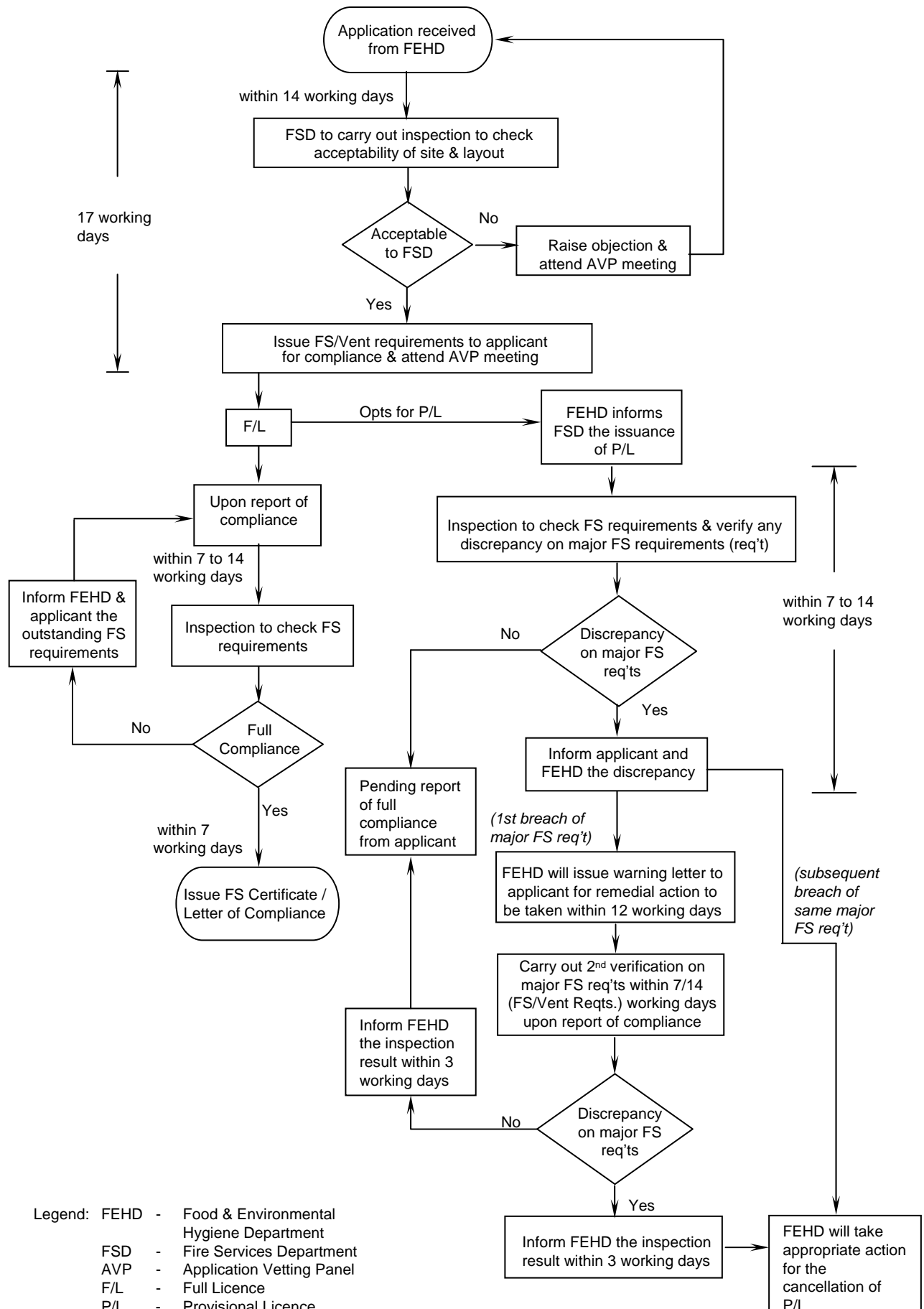
Registration number: _____ Expiry date of registration : _____

Registered address : _____

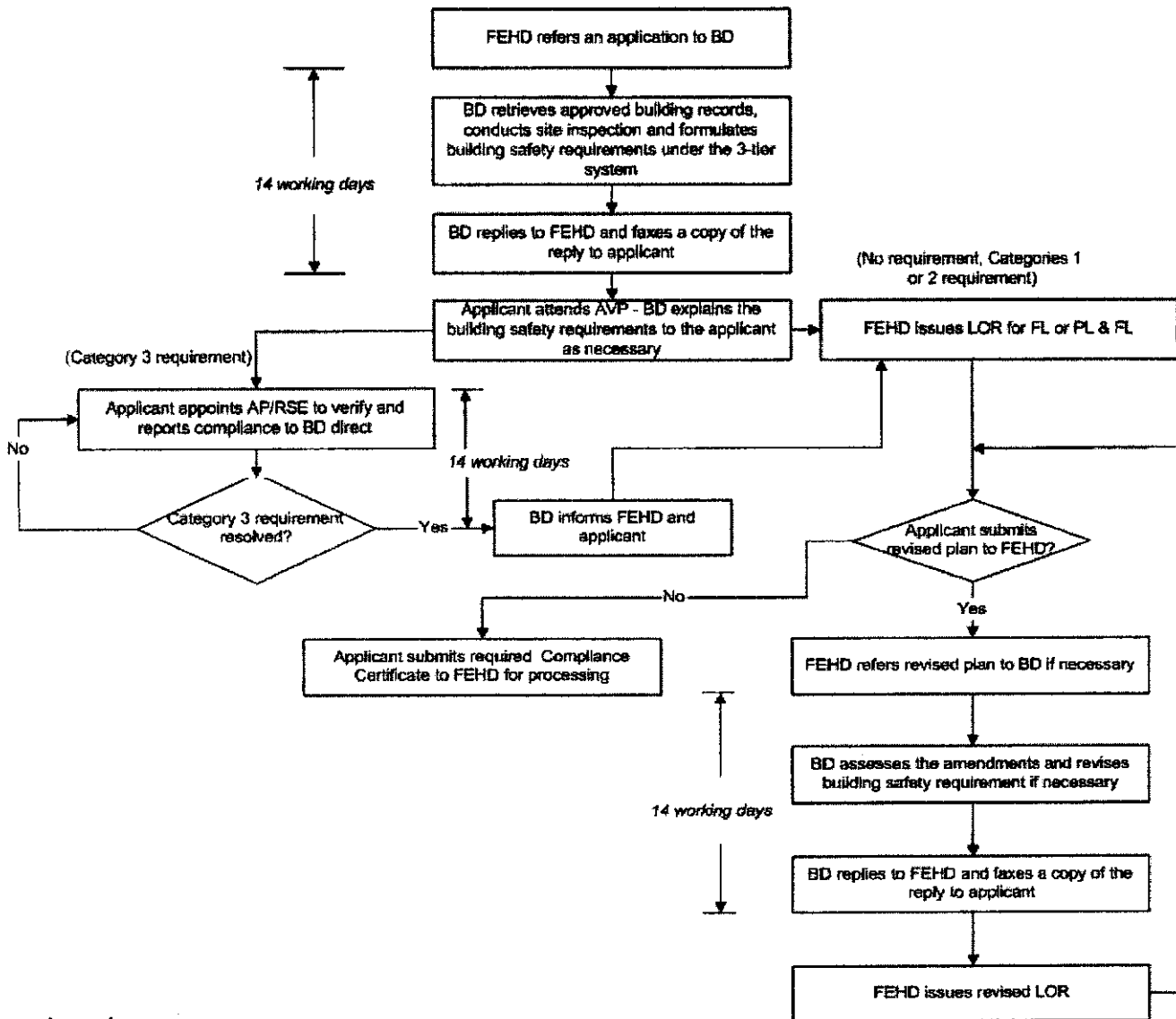
Name of company/partnership firm* : _____

*Please delete where appropriate.

Role of the Fire Services Department in the Licensing of Food Premises



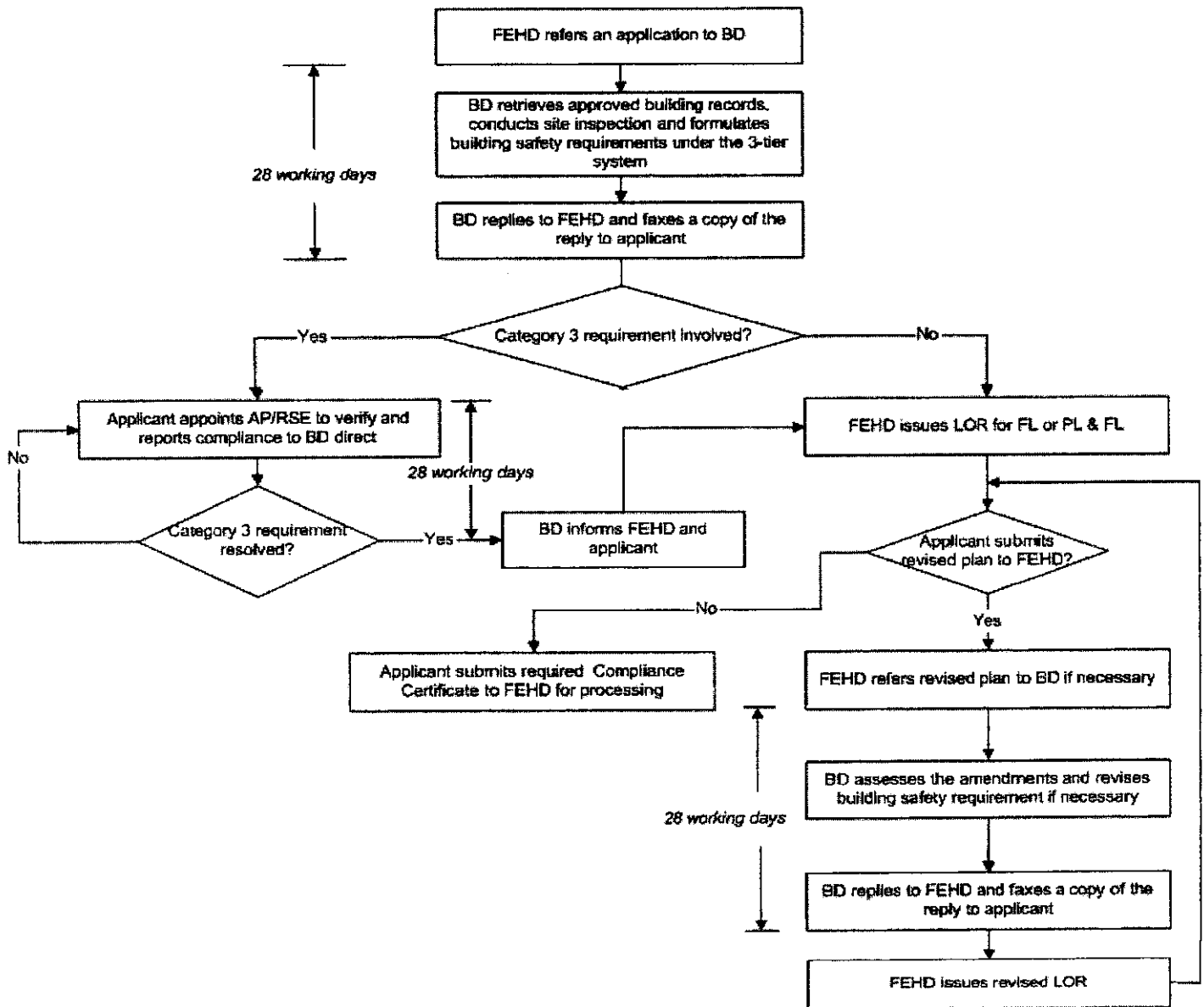
**Flow Chart showing Processing Procedures in Buildings Department
for Restaurants, Cold Stores and Factory Canteens**



Legend

- BD = Buildings Department
- FEHD = Food and Environmental Hygiene Department
- PL = Provisional Licence
- FL = Full Licence
- LOR = Letter of Requirements
- 3-tier system = 3-tier system for verification of compliance with building safety requirements

**Flow Chart showing Processing Procedures In Buildings Department
for Food Business Premises other than Restaurants, Cold Stores and Factory Canteens**

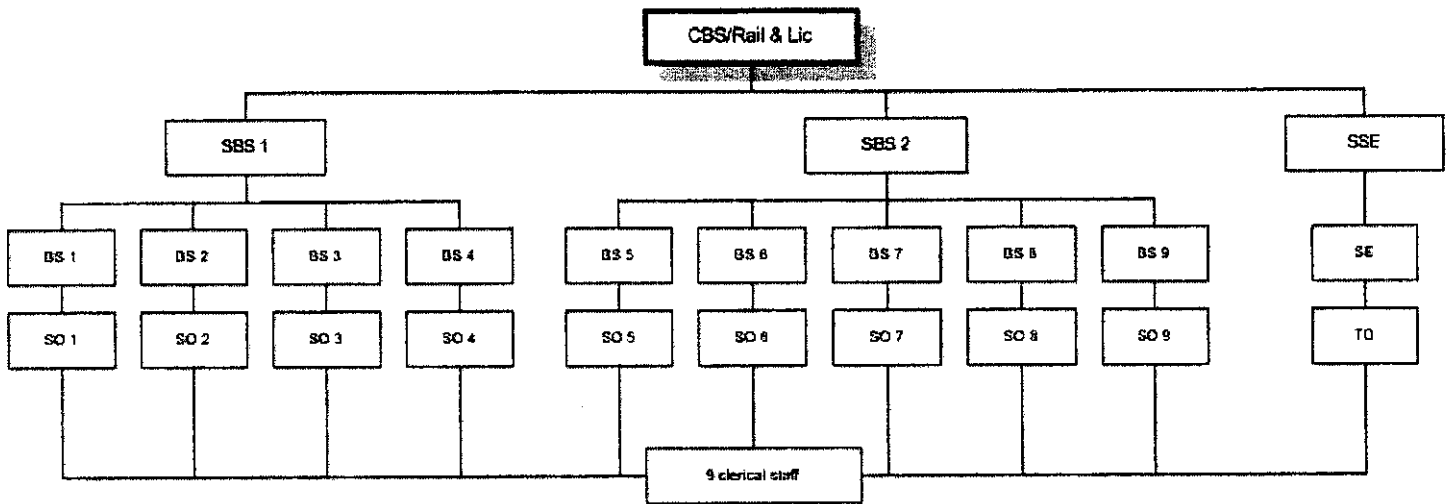


Legend

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Licensing Unit, Buildings Department

Appendix C



Legend

- CBS = Chief Building Surveyor
- SBS = Senior Building Surveyor
- SSE = Senior Structural Engineer
- BS = Building Surveyor
- SE = Structural Engineer
- SO = Surveying Officer
- TO = Technical Officer

Notes

- (1) CBS supervises the Licensing Unit on a part-time basis.
- (2) 1 SSE, 1 BS, 1 SO and 3 clerical staff are redeployed to the Licensing Unit through temporary internal redeployment.