

**LETTERHEAD OF GOVERNMENT SECRETARIAT
HOME AFFAIRS BUREAU**

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9 September 1998

The Clerk to Legislative Council Panel on Home Affairs
Legislative Council Building
8 Jackson Road
Central
Hong Kong

(Attn: Mrs Constance Li)

Dear Mr Li,

Safety requirements of Holiday Flats

At the meeting of the Legislative Council Panel on Home Affairs on 27 July 1998, a member enquired about the safety requirements of holiday flats. My reply is as follows-

- (1) The Hotel and Guesthouse Accommodation Ordinance was enacted in 1991 to implement a statutory licensing scheme to regulate the safety of hotels and guesthouses. Since holiday flats are within the scope of the definition of hotel and guesthouse, they need to comply with the safety requirements under the Ordinance and apply for licences for operation.
- (2) Holiday flats are normally converted from the small village houses in the New Territories and are usually in one of the following types-

- (i) the premises is let out for family vacation; or
 - (ii) the premises is sub-divided into rooms (similar to guesthouses) for rent.
- (3) The Office of the Licensing Authority of Home Affairs Department has drawn up certain building safety and fire safety requirements for these two types of holiday flats based on their circumstances and needs. I attach a sample list of these safety requirements, as well as that of the guesthouses, for information by the Hon Members. The detailed safety requirements for individual holiday flat or guesthouse will be specified by the Licensing Authority after taking into account its actual condition.

Should you require more information, please feel free to contact me or Mr H K Yuen, Chief Officer (Licensing Authority) at 2881 7016.

Yours sincerely,

(Ben CHONG)
for Secretary for Home Affairs

cc Director of Home Affairs
Chief Officer/Licensing Authority, Home Affairs Department

Office of the Licensing Authority, Home Affairs Department

Examples of safety requirements on guesthouses and holiday flats imposed under the Hotel and Guesthouse Accommodation Ordinance

GUESTHOUSES

HOLIDAY FLATS

(1) Building safety requirements

1. Headroom should be at least 2.5m
2. Adequate windows for natural lighting and ventilation
3. Sanitary fittings shall be provided in accordance with the relevant legislation
4. Wall shall be of 1/2 hour or 1 hour fire resisting construction, depending on its location and structure
5. Exit doors shall be of 1/2 hour fire resisting construction
6. The space above false ceilings shall not be used for storage
7. Width of corridor shall be at least 900 mm

A. Small holiday flats (for family vacation)

(1) Building safety requirements

1. Entrance to kitchen shall not adjacent to exit door
2. Kitchen walls shall have one hour fire resisting construction
3. Minimum width of staircase shall be 900 mm
4. Main exit door shall be of 1/2 hour fire resisting construction
5. Fire resisting wall enclosing the stairs shall continue to open area at ground level
6. No openings shall be made in the party walls between separate buildings
7. Clear height in the escape route shall not be less than 2m

GUESTHOUSES

8. Position of kitchen shall not pose a hazard to the escape route
9. Kitchen shall have all internal walls tiled; be fitted with a sink with water supply; be enclosed with walls of 1 hour fire resisting constructions; and have a door of 1/2 hour fire resisting construction
10. Toilet shall not open directly into a kitchen
11. All unauthorised building works shall be demolished
12. The metal entrance gate shall be acceptable to the Licensing Authority
13. Clear height in the escape route shall be at least 2m
14. Depending on the circumstances of the premises, the Licensing Authority may specify the maximum number of occupants (including staff)

(2) Fire safety requirements

1. All exit doors shall be readily openable from the inside without the use of a key
2. All fire service installations shall be provided with primary and secondary power supply

HOLIDAY FLATS

8. Adequate natural lighting and ventilation shall be provided
9. Effluent shall be suitably discharged
10. No storage of fuel

(2) Fire safety requirements

1. Exit signs
2. Manual fire alarm system

GUESTHOUSES

3. Emergency lighting
4. Exit signs and directional signs
5. Manual fire alarm system
6. Automatic smoke detection system
7. Fire extinguishers
8. Ventilation system provided shall comply with the Building (Ventilating B. System) Regulations
9. All acoustic, thermal insulation and decorative linings within the escape routes shall have suitable rate of surface spread of flame in accordance with the relevant standards
10. Electrical installations shall be installed, tested and certified by registered electrical workers
11. Any fuel gas system/appliances shall comply with the Gas Safety Ordinance

HOLIDAY FLATS

3. Automatic smoke detection system
4. Fire extinguishers
5. Electrical installations shall be installed, tested and certified by registered electrical workers
6. Any fuel gas system/appliances shall comply with the Gas Safety Ordinance
7. Liquefied petroleum gas cylinder may be allowed when a central gas supply is not available upon first application

Holiday flats designed as guesthouses

The building safety and fire safety requirements will be same as that for the guesthouses (please refer to the left hand column)

GUESTHOUSES

12. Liquefied petroleum gas cylinder may be allowed when a central gas supply is not available upon first application
13. If the premises is more than 126m² in area, additional fire service installations (e.g. sprinkler) may be required.

HOLIDAY FLATS

Cref./.../paper/hotelguest/safetyre.doc/cl