

立法會食物安全及環境衛生事務委員會

研究簡化食物業發牌事宜小組委員會

處理會址合格證明書申請的程序

引言

本文件向議員簡述根據《會社(房產安全)條例》(第 376 章)(條例)處理會址合格證明書申請的程序。

背景

2. 條例在一九九一年十一月開始實施，對會址的規管、管制和安全及有關事宜作出規定。條例設立有關會址的證書制度，讓民政事務局局長可通過民政事務總署轄下牌照事務處，簽發合格證明書給那些符合有關消防及樓宇安全規定的場所。

3. 根據條例第 2 條的定義，“會社”指任何法團或社團，其組成目的是為會員提供社交或康樂設施，而且是：

(a) 為會員提供服務(不論是否牟利)；

(b) 擁有只是其會員及會員帶同的賓客才有權使用的會址。

“會址”指專供會社及其會員長久或暫時使用的房產或其任何部分。

4. 如果有關處所的經營模式符合條例中有關“會社”的定義，或處所擬以“會社”的模式經營，申請人便須按照條例的規定在開業前

提交申請，以便取得有效的合格證明書。

5. 直至二零零五年一月底，獲簽發合格證明書的會社共有 618 個，分屬不同的類別，例如麻雀會所、卡拉 OK 會所、住客會所、宗教、專業及工商業聯會、運動、健身、國術會、消閒、影視、學術會、宗親會、街坊會以及飲食會所。

處理合格證明書申請的程序

6. 為了讓申請人和市民了解證書制度，牌照事務處印製了《標準發牌條件》小冊子(附件 A)，闡釋會社在樓宇及消防安全方面所須符合的規定，並已印製名為《怎樣申請》的單張(附件 B)。此外，申請人可瀏覽民政事務總署網頁(網址：www.hadla.gov.hk)或致電牌照事務處的熱線查詢(電話號碼：2881 7034)。牌照事務處人員在申請人正式提交申請之前可與他們會面，講解獲簽發合格證明書所須符合的規定，以便加快申請程序。該處人員十分樂意出席會議向申請人簡介證書制度和合格証明書的要求。

7. 牌照事務處人員包括從屋宇署和消防處借調的專業人員，他們具備有關法定的樓宇及消防安全規定的專業知識。有了這兩個範疇的專業人員，牌照事務處得以為合格證明書的申請人提供“一站式”服務。

8. 牌照事務處收到申請人提交的合格證明書申請表，以及所需的證明文件、技術資料、平面圖和圖則後，便會開始處理有關的申請。牌照事務處會安排視察有關的處所，並以 43 個工作天內為目標，發

信要求申請人進行改善工程。如有基本反對理由(例如：逃生樓梯不足)，牌照事務處也會在接獲申請後的 43 個工作天內拒絕有關的申請。

9. 合格證明書何時簽發，主要視乎牌照事務處的信件內所訂明的改善工程何時完成。申請人在改善工程完成後，須向牌照事務處提交“完工報告表”和有關當局發出的所有證明書。牌照事務處會在收到“完工報告表”後，在八個工作天內(而申請人方便的時間)進行視察。牌照事務處如信納所有改善工程已經完成，便會在七個工作天內簽發合格證明書予申請人。

10. 必須要指出的是處理合格證明書的申請需時多久，主要視乎申請人進行改善工程的進度。為確保公眾安全，牌照事務處只會向那些已符合各項規定的會址簽發合格證明書。

執法行動

11. 如接獲有關非法經營會社及／或會址的投訴或轉介個案，牌照事務處會在九個工作天內到該處所視察。根據條例，任何人如未持有有效合格證明書而經營會址，可被檢控；一經定罪，最高可處罰款 200,000 元及監禁兩年，並可就罪行持續期間的每一天另處罰款 20,000 元。

12. 如會址提供膳食服務，牌照事務處會在簽發合格證明書後，把個案轉介食物環境衛生署(食環署)，並提供所需的資料及間隔圖，以便食環署監管其食物衛生的情況。供應膳食的會社如同時為市民提供膳食服務，牌照事務處會把個案轉交食環署，讓其根據《食物業規例》

採取適當的行動。牌照事務處和食環署已採取積極行動，召開會議，研究如何對那些持有會社合格證明書但同時為會員及市民提供膳食服務的處所採取執法行動。

總結

13. 請議員省覽上述資料。

民政事務總署

二零零五年三月



HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY

Standard Licensing Conditions

PART I : Building Safety Conditions
PART II : Fire Safety Conditions

(Generally for clubs operated as restaurant/
mahjong parlour/ karaoke/ bar/ lounge/coffee
shop with LOW FIRE POTENTIAL in existing
buildings but may be used in connection with
other types of building)

3.3 電器裝置須由有關的電力公司或機電工程署署長核准的註冊電器工人/承辦商檢查，並簽發安全證明書。有關方面須將安全證明書副本送交牌照事務處，以證明電器裝置符合規格。

4. 煤氣/煤氣(合成天然氣)/石油氣

4.1 現有的煤氣/石油氣裝置須由煤氣公司/註冊氣體工程承辦商*徹底檢查。須將由承辦商填妥的工作咭送交牌照事務處。承辦商在進行徹底檢查時，並須測試氣體裝置能否在正常操作壓力下如常操作、修理各項氣體爐具以確保其操作正常，並檢查氣體裝置的所在是否空氣流通。

4.2 煤氣/石油氣裝置須由煤氣公司/註冊氣體工程承辦商*安裝。承辦商須填妥隨附的證明書，並按照以下規定，透過申請人送交牌照事務處：—

- | | |
|---------------------------------|--------------------------------|
| (a) 符合規定證明書—
(EMSD/GSO/17表格) | 須於安裝氣體裝置工程進行前
送交牌照事務處 |
| (b) 完工證明書 —
(EMSD/GSO/16表格) | 須於氣體裝置安裝妥當及/
或開始使用後送交牌照事務處。 |

4.3 煤氣/石油氣裝置的改裝工程須由煤氣公司/註冊氣體工程承辦商*進行。承辦商須填妥隨附的證明書，並按照以下規定，透過申請人送交牌照事務處：—

- | | |
|---------------------------------|--------------------------------|
| (a) 符合規定證明書—
(EMSD/GSO/17表格) | 須於改裝氣體裝置工程進行前
送交牌照事務處 |
| (b) 完工證明書 —
(EMSD/GSO/16表格) | 須於氣體裝置改裝完成及/或恢
復使用後送交牌照事務處。 |

* 註冊氣體工程承辦商必須聘用已就有關工程類別(即第5、6及7類)獲得註冊的氣體裝置技工進行有關工程。

GENERAL (Please read carefully)

- (i) This document must be read in conjunction with the accompanying letter dated The works described are on no account to be regarded as applicable to any proposal which has not been submitted to the Secretary.
- (ii) The works are based upon construction and materials capable of resisting the action of the fire for ½ hour, unless otherwise stated, as set out in the appropriate Codes of Practice, which is the minimum standard necessary.
- (iii) Your attention is drawn to the necessity for proper maintenance of the approved means of escape, the Fire Services Installations and Equipment and to ensure that they are free from obstruction at all times. The provision and maintenance of all self-closing fire-resisting doors is an essential feature of the arrangements and on no account should such doors be permitted to be held open by hooks, wedges or similar devices. Any conditions restricting the use of the building or of any part thereof should be strictly observed.
- (iv) No storage of any description, combustible furniture or portable heaters are to be allowed within any part of the escape routes which must be kept clear for means of escape purposes and free from any possible source of fire. Exit doors should be maintained openable from inside without the use of a key.
- (v) You are advised that all externally hung signs for or on your premises should be regularly and frequently maintained and any indication of danger or dilapidation should be remedied immediately or they may generate removal proceedings by the Secretary.
- (vi) All Fire Service Installations and Equipment shall be installed by Registered Fire Service Installations Contractor of the appropriate class and a certificate (FS 251) shall be submitted to the Secretary.
- (vii) No storage of dangerous goods is permitted without a licence or approval granted by the Director of Fire Services, and to this effect a copy of such licences or approval shall be submitted to the Secretary.
- (viii) British Standard Specification and other National Standards :- The Secretary may permit the use of materials or the carrying out of any works in accordance with a relevant British Standard Specification, British Standard Code of Practice or other national standard accepted by the Secretary that prescribes the quality of material or standards of workmanship.
- (ix) The Secretary :- The whole of the works shall be carried out to the satisfaction of the Secretary for Home Affairs.
- (x) Building Authority :- Some of the required works may be classified as building works and would, as such, be subject to the separate APPROVAL and CONSENT of the Building Authority under Sec. 14 of the Buildings Ordinance. You should therefore consult an Authorized Person or Registered Structural Engineer to act on your behalf.

PART I : BUILDING SAFETY CONDITIONS

1. Notes

1.1 For the purposes of these conditions the following definitions shall apply -

1.1.1 "compartment" means a portion of a building which is separated from adjoining portions by walls and floors of the required standard of fire resistance assessed as a unit.

1.1.2 "element of construction" means -

- (a) any floor, beam, column or hanger;
- (b) any load-bearing wall or load-bearing member other than a member forming the roof or part of the roof;
- (c) any required staircase including the landings and supports thereto.

1.1.3 "Exit Door" means a door from a storey, unit, or room, which door gives access from such storey, unit, or room on to an exit route.

1.1.4 "Exit Route" means a route by which persons in any storey of a building may reach a place of safety outside the building and may include a room, door-way, corridor, stairway or other means of passage not being a revolving door, lift or escalator.

1.1.5 "FRP" means the period for which any element of construction, door or fire shutter is capable of resisting the action of fire when tested in accordance with BS 476: Parts 20 to 24: 1987 or as specified in the schedule.

1.1.6 "Lobby" means the intercepted approach, to a staircase, which acts as a fire and smoke check between a storey and the staircase.

1.1.7 "Protected Corridor" means a corridor separated from the building it serves by partitions having an FRP of not less than ½ hour and which partitions have all openings therein fitted with fixed lights, self-closing doors and/or dampers each having an FRP of not less than ½ hour.

1.1.8 "Protected Lobby" means a lobby enclosed throughout by partitions having an FRP of not less than ½ hour and has all openings therein fitted with fixed lights or self-closing doors having an FRP of not less than ½ hour.

1.1.9 "Protected Staircase" means a staircase separated from the building it serves by partitions having an FRP of not less than ½ hour and which has all openings in such partitions fitted with fixed lights or self-closing doors each having an FRP of not less than ½ hour.

(ii) 會社物業須有適當地方興建危險品倉庫，以貯存用喉管輸送石油氣的石油氣罐。

2.2.4 如會社物業是位於地下或其上的樓層，則可使用卡式罐裝石油氣，但每罐所載的石油氣不得超過500克。

3. 電力

3.1 設計和安裝電力系統的承辦商必須符合以下條件：

3.1.1 為中華電力有限公司或香港電燈有限公司的註冊承辦商；或

3.1.2 獲得機電工程署署長核准。

3.2 電力系統所使用的物料及其內所安裝的安全裝置均須符合法例和有關電力公司所訂的規定，並須特別注意以下事項：

3.2.1 如電路設有供煮食設備用的插座，則須以下述方法加以保護：

(a) 安裝靈敏度不高於30毫安的剩餘電流裝置；及

(b) 裝設固定或軟導管，以防電路受到機械性破壞。

3.2.2 煮食設備與插頭之間的一段電線，必須藏於耐熱的電纜內。

3.2.3 每項以油/脂肪為煮食用料的煮食設備，均須設有一個過熱斷路恆溫器，以防設備的溫度達至引火點。

3.2.4 煮食設備須牢固地安裝在餐桌上，並須妥為分隔開，以免燃著周圍的易燃物品。

附錄V

供應燒烤食品及/或火鍋的會社物業的座位間內所用各種燃料的規定

1. 適用範圍

本文件列出在供應燒烤食品及/或火鍋的會社物業的座位間內可以使用的各種燃料，以及所須遵守的有關消防安全規定。

2. 限制事項

2.1 不得在座位間內使用下述燃料：

2.1.1 固體燃料，例如：柴、煤；

2.1.2 液體燃料，例如：柴油、火水；

2.1.3 如會社物業是位於地庫的任何一層，則不得使用石油氣；

2.2 下述燃料可在座位間內使用：

2.2.1 電力；

2.2.2 煤氣/煤氣(合成天然氣)；

2.2.3 如會社物業是位於地下或其上的樓層，則可使用喉管輸送石油氣，但須符合以下條件：

(i) 石油氣須由中央系統供應，或

1.1.10 "places of public entertainment" has the same meaning as in the Places of Public Entertainment Ordinance.

1.1.11 "required staircase" means an access staircase in a firefighting and rescue stairway or a staircase required for means of escape in case of fire.

1.1.12 "Staircase (Internal)" means a staircase enclosed on all sides by partitions or walls and which has all openings in the external walls glazed or otherwise protected from the weather.

1.1.13 "Travel Distance" means the distance required to be traversed from any point in a storey of a building to either :-

(a) the fire-resisting door in the staircase enclosure
or

(b) if there is no such door, the first stair tread of the staircase.

1.2 Fire shutters and fire dampers should be constructed, installed, assembled and maintained to the satisfaction of the Director of Fire Services.

2. Protection of adjoining buildings

Every club-house should be separated from any adjoining building by an external wall having an FRP of not less than 2 hours. No openings should be made in such external walls that are within a distance of 900mm of any part of any building on the same site or within 450mm of the boundary with an adjoining site. Openings may however be made in external walls within a distance of 1.8m of any part of any building on the same site or within 900mm of the boundary with an adjoining site provided that these openings are protected by fixed lights with fire resisting glazing.

3. Separation between uses

3.1 Where in a club parts of the club are for different uses as classified in Table 1, separations should be made between them by walls and floors having the longer of the FRPs specified.

3.2 You are advised that all the additional partitions should be constructed of light weight material, otherwise you may be required to submit a structural justification prepared by an Authorized Person or a Registered Structural Engineer for the effects of additional load on the existing members. Failure to produce this justification may result you being required to demolish and remove the additional partitions.

Table 1 : Fire Resisting Period

Class	Use	Volume of compartment	Fire Resisting Period
1	Bedrooms	Not exceeding 28000m ³	1 hour
2	Offices		
3	Shops, restaurant and club foyer	Not exceeding 7000m ³ or Exceeding 7000m ³ but not exceeding 28000m ³	1 hour
4	Carparking		2 hours

Notes : 1. Different use classes should be separated in accordance with this paragraph.

2. Special hazards should be separated in accordance with paragraph 9.

3. For any use not covered by Table 1 fire resisting periods should be separately determined.

3.3 Elements of construction in any basement and the separation between the basement and any adjoining storey should have an FRP of not less than 4 hours.

4. Separation between occupancies

4.1 Separation of clubs from other occupancies should be made by walls and floors capable of resisting the action of fire for a period 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.

4.2 The construction of the walls (shown coloured red on the attached plan) are not of one hour fire resisting period. These walls require to be constructed in accordance with Tables A or B of the Code of Practice on Fire Resisting Construction.

5. Compartmentation

5.1 Every club should be divided into compartments by walls and floors such that no compartment exceeds 28,000m³. Compartments shall not be combined other than in accordance with paragraph 6 or 7.

5.2 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 of flame.

7.3 該系統如設有電泵，則須符合下列規定：

7.3.1 火水罐必須：

(i) 圍以矮牆或放置在金屬盤內，使有足夠空間容納罐內的所有火水；

(ii) 設有3毫米厚的自掩蓋。

7.3.2 電泵必須：

(i) 與爐頭分開擺放；

(ii) 在易於接近的位置設一獨立開關掣。開關掣上須盡量以較大的中英文正楷字體，清楚標明「開/關」位置。

7.3.3 電泵與各爐頭只可使用銅管連接。該等銅管必須：

(i) 固定安裝於牆上，惟由爐頭起計300毫米長的一段銅管則須捲成彈性圈狀，以便進行清潔工作；

(ii) 在兩端分別裝設開/關龍頭。

7.3.4 各爐頭下須設置盛載盤或金屬盤。

8. 在廚房外為食物保溫及作煲水用途所使用的燃料

8.1 在廚房外可使用電力、煤氣及以喉管供應的石油氣為食物保溫及煲水，但須遵守上述第3及第4段所規定的條件。煮食則必須在廚房內進行。

6.6 須裝設一條煙囪，並須：

6.6.1 在煙囪底部設一檢查門；及

6.6.2 設有足夠通道以便經常進入管道清理油漬。

7. 火水

7.1 火水供應系統的容量不得超過20公升，如超過此容量，則須另外設有符合發牌條件的倉庫。

7.2 如該系統設有壓力容器，則：

7.2.1 該壓力容器須有：

- (i) 壓力計；
- (ii) 卸壓掣；及
- (iii) 安全掣。

7.2.2 壓力容器須與爐頭分開；

7.2.3 壓力容器與爐頭只可使用銅管連接，該等銅管必須：

- (i) 固定安裝於牆上，但由爐頭起計600毫米長的一段銅管則須捲成彈性圈狀，以便進行清潔工作；
- (ii) 在兩端分別裝設關斷掣。

7.2.4 壓力容器及所有爐頭均須安裝在固定位置，以防使用時意外地傾覆；

6. Openings through compartment walls and floors

6.1 Openings through compartment walls for communication shall maintain the integrity of the wall and shall be provided with :-

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

6.2 Openings may be made through floors for vertical shafts subject to paragraph 7.

6.3 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. Where ducts, pipes, wires and any insulation passing through the wall is of combustible material, such material should be contained within an enclosure having an 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 an FRP of not less than half that of the enclosure.

7. Vertical shafts

7.1 All liftwells except for openings for doors and ventilation should be separated from the remainder of the club-house by walls having an FRP of not less than 2 hours.

7.2 All required staircases and any lobbies separating those staircases from the general accommodation should -

- (a) be separated from the remainder of the club-house by walls having an FRP of not less than 1 hour.
- (b) be imperforate, except for any doorway giving access to the club-house which should be provided with a door having an FRP of not less than half that of the wall in which the doorway is situated, or 1 hour whichever is less.
- (c) not accommodate any services other than emergency services such as fire hydrants, sprinkler systems, emergency lights and exit signs.

7.3 Each element of construction of a required staircase should have an FRP of not less than the period required for the element of construction of the compartment to which the staircase connects and if connecting 2 compartments the longer period.

8. Protection against spread of fire between floors

At any internal unprotected opening such as at escalators, circulation staircases, a barrier of not less than 450mm measured vertically downwards from the underside of the floor, should be provided to surround the opening. The barrier should be constructed of material having an FRP of not less than 1 hour. The barrier shall extend not less than 450mm below any false ceiling hung in the vicinity of the opening.

9. Special hazards

9.1 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, boilers, areas for storing and/or charging batteries and areas for storing dangerous goods should be enclosed by non-combustible construction having an FRP of not less than 2 hours, 4 hours adjoining required stairs, and any permitted openings thereto should be provided with a door having an FRP of not less than one hour.

9.2 Kitchens should be :-

- (a) enclosed by non-combustible construction having an FRP of not less than 1 hour and openings should be provided with doors having an FRP of not less than ½ hour;
- (b) provided with protected lobbies between each door and any escape route from the main building.
- (c) provided with a fire shutter having an FRP of 1 hour at any serving hatch or other opening which shall be activated by a fusible link.

9.3 Other areas of high fire risk directly associated with a normal occupancy in a building should be adequately separated by fire resisting construction.

10. Doors

- 10.1 All doors required to have an FRP should be arranged to be self-closing.
- 10.2 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

- 10.3 All such doors shall be closely fitted around their edges to impede the passage of smoke or flame.
- 10.4 Doors including frames should be tested in accordance with BS 476: Parts 20 and 22: 1987 and certified as being capable of resisting the action of fire for the specified period.
- 10.5 The doors (shown coloured green on the attached plan) are not of ½ hour fire resisting period. These are to be re-placed with doors complying with Paragraph 14 of the Code of Practice on Fire Resisting Construction and be not less than 750mm in width, and not open over the escape route. (See Appendix II)

* 註冊氣體工程承辦商必須聘用已就有關工程類別(即第5、6及7類)獲得註冊的氣體裝置技工進行有關工程。

5. 固體燃料

5.1 必須安裝一條煙囪，並須：

5.1.1 在煙囪底部設一檢查門；及

5.1.2 設有以孔眼不超過1.25毫米的鐵絲網製成的防止火花外射器。

6. 柴油

6.1 儲油箱的容量不得超過500公升。

6.2 儲油箱宜設在露天地方，如不可能，則須將儲油箱設於由100毫米厚的磚塊或75毫米厚的水泥混凝土所興建的獨立房間內，該房間須具有一小時抗火時效性能，並有門檻、矮牆及金屬盤，以防柴油滲漏或發生火警時，仍然有足夠空間容納所儲存的全部柴油。

6.3 須設有堅固的量度計，以量度儲油箱的柴油存量；切勿採用以玻璃製成的量度計。

6.4 接駁爐頭的柴油供應喉管須在廚房外易於接近的位置設一遙控開關掣，並盡量以較大的中英文正楷字體清楚標示該開關掣。

6.5 每個爐頭之下均須設有盛載盤或金屬盤。

3.3 電器裝置須由有關的電力公司或機電工程署署長核准的註冊電器工人/承辦商檢查，並簽發安全證明書。有關方面須將安全證明書副本送交牌照事務處，以證明電器裝置符合規格。

4. 煤氣/煤氣(合成天然氣)/石油氣

4.1 現有的煤氣/石油氣裝置須由煤氣公司/註冊氣體工程承辦商*徹底檢查。須將由承辦商填妥的工作咭送交牌照事務處。承辦商在進行徹底檢查時，並須測試氣體裝置能否在正常操作壓力下如常操作、維修各項氣體燃料爐具以確保其操作正常，並檢查氣體燃料裝置的所在地方是否空氣流通。

4.2 煤氣/石油氣裝置須由煤氣公司/註冊氣體工程承辦商*安裝。承辦商須填妥隨附的證明書，並按照以下規定，透過申請人送交牌照事務處：

(a) 符合規定證明書— 須於安裝氣體裝置工程進行前送交
(EMSD/GSO/17表格) 牌照事務處

(b) 完工證明書 — 須於氣體裝置安裝妥當及/或開始
(EMSD/GSO/16表格) 使用後送交牌照事務處。

4.3 煤氣/石油氣裝置的改裝工程須由煤氣公司/註冊氣體工程承辦商*進行。承辦商須填妥隨附的證明書，並按照以下規定，透過申請人送交牌照事務處：

(a) 符合規定證明書— 須於改裝氣體裝置工程進行
(EMSD/GSO/17表格) 前送交牌照事務處。

(b) 完工證明書 — 須於氣體裝置改裝完成及/或
(EMSD/GSO/16表格) 恢復使用後送交牌照事務處。

11. Basements

11.1 Where a basement is to be used in conjunction with the ground storey for the same use it may be united thereto provided that the FRP of the basement is continued to the upper floor and the construction separating that floor from any adjoining storey.

11.2 Every basement should be provided with smoke outlets that are :-

- (a) not more than 30m apart, along the street frontages or adjacent to external walls;
- (b) sited at high level and be so arranged that a through draught can be created;
- (c) in aggregate form not less than 0.5 per cent of the floor area they serve and in areas used for bulk storage not less than 1.5 per cent of the floor area they serve;
- (d) not less than 1m in its least dimension;
- (e) situated as far away as possible from the points of discharge of all required staircases and be suitably indicated on the external face of the building;
- (f) covered by stall-boards or pavement lights that can be easily broken by firemen in an emergency; and
- (g) where terminating in the open air in a position inaccessible to a fireman maintained unobstructed or covered only with a grill or louvres constructed of metal other than aluminium.

11.3 Where a dynamic smoke extraction system is provided to the basement the smoke outlet requirements of paragraph 11.2 may be reduced as follows :-

- (a) provide at least one smoke outlet for every 3500m³ of compartment volume, but in no case less than 1 outlet per floor;
- (b) the outlet to be readily accessible to fire-fighters in an emergency.

11.4 Where a smoke outlet shaft serving a basement extends into or through other storeys it should be enclosed by construction having the same FRP as that required for the storey served or through which it passes whichever is the longer, and where a smoke outlet shaft serving a basement adjoins another smoke outlet shaft they should be similarly separated from each other.

12. General requirements as to exit routes

12.1 Roller shutters located in escape routes will be acceptable PROVIDED that they are maintained in the open position at all times during operation of the club and shall at all times be openable from the inside without the use of a key.

12.2 Entrance doors which operate electronically shall be openable from inside by manual means.

13. Every exit route shall lead directly to a street or to an open area having unobstructed access. Such access to a street shall 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.

13.1 Every part of an exit route shall be provided with adequate lighting to the satisfaction of the secretary.

14. Exits at ground floor level

The enclosing walls of every staircase shall 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.

15. Exits from club-houses

15.1 Every exit door shall give access to an exit route which complies with paragraph 13 and which is independent of any other exit route to which access may be directly obtained from that club-house.

15.2 The door across the exit route shall open in the direction of exit.

16. Exits from storey

Every club-house shall be so constructed that there are available from each storey not less than 2 exit routes.

17. Travel distance

The maximum travel distances that will be permitted from any part of the club-house shall be 36m of which not more than 24m may be along a corridor or not more than 30m may be along a balcony approach. Provided that where the exit route is in one direction only (i.e. a dead-end) the maximum travel distance shall not be greater than twice the length of the exit route between the entrances to the enclosures of the required staircases, or, where there are more than two required staircases, between the entrances to the two required staircases nearest to each other; and shall not in any event exceed 18m, of which not more than 12m may be along a corridor or balcony approach.

Note : "entrance to the enclosure to a required staircase" shall be deemed to mean the door opening on to any landing of the stairs themselves.

- 2.3 下述燃料可於會社物業的廚房使用，但必須符合有關的消防安全規定。此外，可能亦有其他有關控制排煙方面的規定須予遵守，你須就此等規定取得環境保護署署長的批准。

2.3.1 固體燃料，例如：木、煤；

2.3.2 液體燃料，例如：柴油、火水；

2.3.3 使用不超過總容水量130公升的石油氣，會社物業的廚房必須是位於地下或其上樓層，同時亦須遵守由氣體安全監督所發出的「氣體應用指南之六」的各項規定。

3. 電力

- 3.1 設計和安裝電力系統的承辦商必須符合以下條件：

3.1.1 獲得機電工程署署長核准。

- 3.2 電力系統所使用的物料及其內所安裝的安全裝置均須符合法例和有關電力公司所訂的規定，並須特別注意以下事項：

3.2.1 每項固定電力煮食設備，均須設有易於扳動的隔離器/電掣，以供在緊急情況時截斷所有帶電導體的電力。該等隔離器/電掣上必須以中英文清楚標明，並盡量以較大的中英文字體，清楚標明其所控制的設備；

3.2.2 固定電力煮食設備的所有電線，均須設於金屬導管及/或線槽系統內，以防電線受到機械性破損。至於較短的電線，則可改用符合英國標準規格編號731：第I部所訂標準的軟導管來作保護。

附錄IV

會社物業內所用各種燃料的規定

1. 適用範圍

本文件列出在會社物業內可以使用的各種燃料，以及所須遵守的有關消防安全規定。

2. 限制事項

2.1 有關使用石油氣的限制事項如下：

2.1.1 如會社物業的廚房是位於地庫的任何一層，則不得使用石油氣；

2.1.2 如會社物業的廚房位於地下或其上的樓層，則所使用的罐裝石油氣不得超過130公升。

2.1.3 在商業物業內，除非該處沒有中央石油氣或煤氣供應，否則不得放置石油氣罐，以便為固定氣體燃料爐具供應燃料作煮食用途。

2.2 下述燃料可於會社物業的廚房使用而毋須受任何限制：

2.2.1 電力

2.2.2 煤氣/煤氣(合成天然氣)

18. Exit routes

18.1 Every club-house shall be so constructed that there are available from each storey not less than 2 exit routes or such greater number as may be required by Table 2.

18.2 The exit route width is not acceptable and requires to be modified so that it is not less than 900mm/1050mm throughout.

Table 2 : Exit Routes

Capacity of room or storey	Min. no. of exit doors (from room) or exit routes (from storey)	Min. total width in mm of		Min. width in mm of each	
		(a) exit doors	(b) exit routes	(a) exit doors	(b) exit routes
11 - 25	1			750mm	900mm
26 - 100	1			850mm	1050mm
101 - 200	2	1750mm	2000mm	850mm	900mm
201 - 300	2	2500mm	2500mm	1050mm	1050mm
301 - 500	2	3000mm	3000mm	1050mm	1050mm
501 - 750	3	4500mm	4500mm	1200mm	1200mm
751 - 1000	4	6000mm	6000mm	1200mm	1200mm
1001 - 1250	5	7500mm	7500mm	1350mm	1350mm
1251 - 1500	6	9000mm	9000mm	1350mm	1350mm
Over 1500	7 or such greater number as the Building Authority may require	To be calculated at the rate of 300mm per 50 persons		1500mm	1500mm

Note : Table showing minimum number of exit doorways from a room, or exit routes from a storey, and required minimum width thereof.

19. Enclosure of staircases

19.1 Every required stairway in a building shall be separated from the club-house by a wall having an FRP of not less than ¼ hour or such longer period as may be required by the Building (Construction) Regulations.

19.2 Any opening in the wall separating a staircase from the club-house shall be protected by a self-closing door having an FRP of not less than ¼ hour provided that no such door shall be required between a balcony approach and any stairway leading therefrom.

20. Club-houses : internal access to staircases

20.1 The exit door of any club-house or storey with direct access to a protected stair shall be self-closing with an FRP of not less than ¼ hour.

20.2 A lobby between the internal corridor and the staircase will not normally be required in buildings in which the highest storey is not more than 30m above ground level.

20.3 The exit route from any room, or storey to any part of a staircase which serves a storey more than 30m above the level of the ground shall be through a lobby. Such lobby shall be designed as an integral part of the staircase so that it could not be readily incorporated as part of the accommodation, and shall be a protected lobby.

20.4 The access to the stairs shall be so arranged that each stair is approached from a different direction : provided that dead ends will be permitted in accordance with paragraph 17. No two staircases shall 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.

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

20.6 A clear, unobstructed access route of a minimum dimension of 900/1050mm shall be provided through the restaurant seating area to the escape route.

21. Doors in relation to exits

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

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

21.3 Every door to a protected lobby or ventilated lobby shall comply with the following requirements :-

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

22. Lighting and ventilation

22.1 The bathroom/w.c./communal toilets do not have :-

- (a) any natural lighting and ventilation and therefore require artificial means to be provided to a standard acceptable to the Secretary; and
- (b) adequate natural lighting and ventilation and therefore require to be modified so that :-
 - (i) the total area of glazing is not less than one-tenth of the floor area of the room; and

附錄III

獨立應急照明系統標準規定

1. 整套應急照明系統裝置應以抗火材料製造。
2. 每一獨立裝置的設計應為於使用時能產生廣泛而不眩目的照明。任何一處的燈光不得少於兩盞。
3. 應急照明系統的電池必須具有一自動涓流充電器並適用於二百伏特的輸入及適當的輸出，並配備指示燈或其他指示器，該充電器須能在不超過十二小時內完成充電。
4. 應急照明系統所提供的最低照明度須為：—

樓梯／出路

沿樓梯／出路通道的中線在樓面／梯級

突邊量度，不得少於2勒克司。

夜總會、酒樓餐廳、舞廳，
或設有裝飾物及可供人們
自由活動的樓宇

在樓面量度，不得少於1勒克司。

所有光度以手提電測光計量度，許可的差額無論正或負均以10%為限

5. 無論何時應急照明系統均須維持不少於一小時的指定照明度。
6. 每一獨立照明裝置應設一試驗開關，一充電顯示燈，以及一低電壓斷路器，以便於蓄電耗盡後將電池截斷。
7. 應急照明系統必須採用符合英國標準第6207號的銅絞線，或英國標準第5286號將膠皮線套入導線管內。
8. 每月必須進行一次亮燈試驗，並將試驗的結果登記於記錄冊內。

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附錄II

具有抗火時效的門

1. 所有必須具備抗火時效的門戶均須備有自動關閉設施。
2. 這些門戶的兩面均須貼上每字最少10毫米高的下述中英文告示：—
防火門
常緊閉
3. 所有這些門戶均須與門邊緊貼，以阻止煙霧或火焰通過。
4. 門及門框必須根據1987年英國標準規格編號476：第20部及第22部接受測試，並獲證明能夠在指定時間內抗火。
5. 要改善現有的硬木實心門戶，可採用專利商標的遇火膨脹防火封條。有關詳情可向牌照事務處查詢。

- (ii) one-tenth of the floor area is openable with the top being at least 2m above the floor level.

22.2 The kitchen does not have :-

- (a) any natural lighting and ventilation and therefore requires artificial means to be provided to the satisfaction of the Secretary; and
- (b) adequate natural lighting and ventilation and therefore requires to be modified that :-
 - (i) the total area of glazing is not less than one-tenth of the floor area of the room; and
 - (ii) one-sixteenth of the floor area is openable with the top being at least 2m above the floor.

23. Kitchen and sanitary fittings

- 23.1 The number of sanitary fittings provided is less than required. It is necessary, therefore, to provide :-

- (a) extra w.c.(s), urinal;
- (b) extra bath and/or showers; and
- (c) extra wash hand basins.

- 23.2 The bathroom/w.c./communal toilets shall not open directly into a kitchen.

- 23.3 The position of the kitchen poses a hazard to the escape from the club-house and, is therefore, not acceptable in this position; please contact this office for further information.

24. Plumbing and pipework

Materials for pipes

- 24.1 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 shall be :-

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

- 24.2 U.P.V.C. or P.V.C. piping may be used externally and, subject to the following conditions, may also be used internally :-

- internal diameter shall not be greater than 100mm;
- within ducts having a FRP equal to the structure, through which it passes with access panels, either self-closing doors or securable covers with an FRP of ½ hour;

- fixing brackets to be steel and where stacks have cemented joints to have a bracket below each joint;
- holes to floors, and walls to be fully filled and firmly sealed with fire stop mortar or intumescent material;
- to be securely fixed to all surfaces as appropriate; and
- if U.P.V.C. 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.

25. Railings

Where there is a difference in adjacent levels greater than 600mm, protective barriers shall be provided to restrict or control the movement of persons and vehicles, which shall be :-

- 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;
- at a height above the higher of the adjacent levels of not less than 1.1m; and
- constructed as to inhibit the passage of articles more than 100mm in their smallest dimension.

26. Staircase lighting and ventilation

Each staircase shall be provided with natural lighting at each storey above ground level and be ventilated at least at its highest point.

27. Unauthorised building works

The following unauthorised building works shall be removed and the building reinstated to the layout approved under the Buildings Ordinance,

28. Clear height

The minimum clear height in escape routes shall not be less than 2m.

29. Security gate

The metal security gate at the entrance to the club-house is unacceptable and must be removed. It may be replaced by a sliding/collapsible metal gate and you should contact this office for further information.

表B

並非全部以不燃物料建成的間壁

結構及物料	批盪每面的厚度下限 (以毫米計)	
	耐火時效 達2小時	耐火時效 達1小時
實心結構		
木絲板：—		
(a)厚度最少50毫米，並有石膏灰泥批盪		13
(b)厚度最少75毫米，並有石膏灰泥批盪		6
石膏灰泥板：截面顯示中心部分的厚度不少19毫米， 寬度不超過1.2米；頂部、底部及邊緣均以鋼管或木料架 支承，並有石膏灰泥批盪	13	10
空心結構		
每邊均有飾面的鋼或木料框架：—		
(a)在金屬網上鋪普通水泥、加灰水泥或石膏灰泥		19
(b)兩層厚10毫米的石膏、灰泥批盪		無
(c)有石膏灰泥批盪的13毫米厚石膏灰泥板		6
(d)有石膏灰泥批盪的19毫米厚石膏灰泥板		無

備註：—在本表內，「木絲板」是指符合英國標準規格第1105條的本絲板。

表A
不燃結構的牆壁及間壁

結構及物料	除灰泥外，厚度的下限(以毫米計)		
	抗火時效 達4小時	抗火時效 達2小時	抗火時效 達1小時
實心結構			
沒有灰泥的實心黏土磚、實心混凝土塊或實心石灰磚	222	225*	100
鋼筋混凝土：—			
(a)垂直鋼筋之面積不少於總面積之百分之	180	100	75
主要鋼筋表面的混凝土保護層	25	25	15
(b)垂直鋼筋之面積少於總面積之	240	160	120
百分之			
主要鋼筋表面的混凝土保護層	25	25	25
空心磚結構			
分成兩格的黏土磚(外層腹隔的厚度不少於13毫米)，實心部分不少於百分之五十，每面有13毫米石膏灰泥批盪		100	100
只有一格的混凝土磚，厚度相當於牆壁的厚度，實心部分不少於百分之五十，每面有13毫米石膏灰泥批盪			190

* 若每面有13毫米石膏灰泥批盪，則厚度可減至100毫米。

30. Common areas

You are hereby advised that the common escape routes, including staircases, are considered to be unsatisfactory and it will be required that they are restored to their original condition to the satisfaction of the Secretary, before a licence is issued. The types of things that are unsatisfactory are, for example, defective smoke lobby doors, metal gates, rubbish storage and unauthorised building works in the staircases.

These matters relate to the ingress and egress to your premises which is subject to Sec. (8)(2)(a)(i) of the Clubs (Safety of Premises) Ordinance and it is suggested that you contemplate the following actions to achieve a satisfactory situation by the time that your premises is ready for a licence inspection. Unauthorised building works such as metal gates, cages and enclosures within the staircase area may be actioned by Fire Services Department or Buildings Department, the telephone enquiry numbers are 2723 8787 and 2848 2340 respectively. For matters relating to defective lobby doors, storage of rubbish etc. you should approach your Owners Corporation or similar body. You may also wish to take legal advice to rectify the situation.

31. Lift doors

A certificate certifying that the lift doors have a F.R.P. of 1 hour is to be submitted to this office.

32. Under the circumstances of the premises you are advised that the maximum number of persons (including staff) that can be accommodated at any one time will be limited to under the Conditions of Certificate of Compliance.

PART II: FIRE SAFETY CONDITIONS

附錄

1. These requirements apply to clubs modestly decorated to pose a low fire potential which means either :-

1.1 Premises operated as a club do not exceed 126 square metres in floor area ;

or

1.2 Premises as a club, although over 126 square metres in floor area, meet ALL of the following conditions :-

1.2.1 The average quantity of combustible materials in the seating accommodation does not exceed 60 kilograms per square metre;

1.2.2 The area partitioned by combustibles materials does not exceed 30% of the total area occupied.

1.2.3 No more than 50% of the total area of the designed openable/breakable windows, or 25% of the upper parts, are obstructed by decoration or sealed up.

2. NOTES

All requirements on Fire Service Installations and Equipment are based upon the "Code of Practice for Minimum Fire Service Installations and Equipment and Inspection and Testing of Installation and Equipment".

2.1 For the purpose of these conditions the following definitions shall apply:-

2.1.1 "Audio/visual advisory systems" means equipment which is supplementary to exit signs and fire alarm warning devices which, when operated in the event of a fire, provides audio/visual indication of safe direction of egress from the area.

2.1.2 "Automatic actuating devices" means building components such as doors, shutters, dampers, fire curtains, etc., and the devices for automatically controlling their movement in the event of fire.

2.1.3 "Automatic fixed installations using water" means a system of water supplies, pumps, pipes, valves and delivery points so arranged as to automatically detect and instantaneously attack a fire with water and sound an alarm. Such requirements for this item may include sprinklers, Drenchers, Deluge or Water Spray Systems as required and appropriate.

2.1.4 "Sprinkler systems" means a system designed to discharge water under pressure from sprinkler heads (detecting devices) at/or near the point of origin of the fire and to sound an alarm.

2.1.5 "Fire detection systems" means any system designed to detect automatically the presence of smoke, heat, combustion products or flame and give warning of same.

抗火結構

附表所載為具有指定抗火時效性能的結構及建築物料的最低標準。

不過，倘若採用其他產品，則該等產品必須根據1987年英國標準規格編號476：第20部至第24部接受測試並獲證明能夠在指定時間內抗火。

所有加建的間隔或牆壁，應以輕質物料建成。若非如此，則須要向牌照事務監督提交一份由核准人士或註冊結構工程師擬定的結構評估報告，說明增加負荷對現時結構的影響。如不能提交結構評估報告，牌照事務監督將會勒令清拆或移走加建的間隔或牆壁。

1. 在本附表內

「石膏灰泥」是指符合英國標準規格編號1191的石膏建築灰泥。

「石膏灰泥板」是指符合英國標準規格編號1230的石膏灰泥板。

11. 通風系統

- 11.1 通風系統，包括廚房內任何排氣管道，均須由消防處通風系統課檢查，以證明該通風系統符合建築物（通風系統）規例及消防處通函（如屬適用）內所載列的規定。有關方面必須將通風系統的詳細圖則透過牌照事務處送交消防處通風系統課審批，並須將合格證明書的副本送交牌照事務處，以證明該通風系統符合有關規定。其後每隔不超過 12 個月，該系統必須由註冊通風系統承造商檢查一次；有關方面並須將「保養證明書」的副本送交牌照事務處，以證明該系統符合有關規定。

12. 附加消防規定適用於作為酒樓餐廳／麻將館／卡拉OK的會社

12.1 座位間使用的燃料

有關在座位間使用燃料的規定載於附錄 V。

- 12.2 按照(最低限度之消防裝置及設備守則)的規定設置一套手動火警警報系統，並在下列地方安裝一個啟動掣：—

12.2.1 廚房(如設有的話)外面；

12.2.2 每個出口的附近；

12.2.3 收銀櫃台；及

12.2.4 主要入口處。

- 12.3 如果樓宇內設有間隔／房間給會員／來賓使用，則每一間隔／房間需要安裝一個火警鐘而連接火警警報系統。

2.1.6 "Fire hydrant, hose reel systems" means an installation of pipes, water tanks, pumps, hydrant outlets and/or hose reels in a building to provide a ready means by which a jet of water can be delivered in any part of the building for the purpose of fire fighting.

2.1.7 "Fixed foam systems" means any combination of generators; pipework; valves; nozzles and pourers designed to deliver finished foam to the seat of a fire which may be automatic in operation.

2.1.8 "Emergency lighting" means a system of artificial lighting designed to provide adequate illumination and indication of exit routes within a building under emergency conditions.

2.1.9 "Exit signs" means fixed illuminated signs indicating an approved exit route.

2.1.10 "Dynamic smoke extraction system" means a mechanical ventilating system capable of removing smoke and products of combustion from a designated fire compartment, and supplying fresh air in such a manner as to maintain a specified smoke free zone below the smoke layer.

2.1.11 "Static smoke extraction system" means a smoke extraction system utilizing smoke reservoirs; localized ducting, and permanent openings and/or automatic opening of windows, panels or external louvers actuated by smoke detectors, to remove, on the principles of natural ventilation, smoke and products of combustion from a designated fire compartment.

Static smoke extraction system may be provided, as the alternative to the Dynamic smoke extraction system if ALL of these three conditions are satisfied:

(i) smoke reservoirs each not exceeding 500 square metres in area can be provided under the ceiling by fixed or automatically operated smoke screens to the specifications as contained in Part V of the Code of Practice for Minimum Fire Service Installations and Equipment, and

(ii) the horizontal distance between the perimeter of any smoke reservoir and the external wall of the building where windows, panels or external louvers functioning as smoke outlets are installed, does not exceed 30 metres and that one side of the reservoir shall abut the external wall, and

(iii) the aggregate area of windows, panels or external louvers functioning as smoke outlets is not less than 2% of the floor area this system serves, and that at least half of these outlets are operable by automatic actuating devices.

2.1.12 "Ventilation/air conditioning control systems" means an automatic control system, designed to stop mechanically induced air movement within a designated fire compartment, actuated by smoke detectors and provided with a central, manually operated back up facility.

2.1.12 "Ventilation/air conditioning control systems" means an automatic control system, designed to stop mechanically induced air movement within a designated fire compartment, actuated by smoke detectors and provided with a central, manually operated back up facility.

2.1.13 "Protected Means of Escape" means protected corridors, protected lobbies (including lobbies protecting fireman's lifts) and protected staircase as defined in the Code of Practice for Means of Escape published by the Buildings Department.

3. Combustible Materials

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

3.2. All draperies and curtains shall be :-

3.2.1 Treated with flame retardant solutions and certified by a Class II FSI Contractor;

or

3.2.2 Made of materials containing fire resistant fibres and acceptable to the Director of Fire Services.

4. Windows

4.1 The windows of the club 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 the upper part, unless protected by a dedicated smoke extraction system.

5. Exit Signs

5.1 The exits shall be indicated by illuminated signs bearing the word 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 any one of the following :-

Letter Colour

Green
Green
White

Background Colour

White
Black
Green

6. Directional Signs

6.1 The exit signs are out of sight of locations within the premises, and suitable directional signs in same dimensions as the exit signs shall be provided to assist the occupants to identify the exits in the event of an emergency.

9.2 9.2.1 必須在位於地庫而面積超過126平方米的會社物業，設置消防花灑系統。

9.2.2 必須在面積超過230平方米的會社物業，設置消防花灑系統。

9.2.3 消防花灑系統必須符合英國防止火警損失局 (Loss Prevention Council) 的規定標準。如果這套系統是重新安裝的，則可採用妥協標準做法，即由街喉直接取水供應，但先要獲得水務署署長批准。

10. 手提滅火設備

10.1 除因佔用有關樓宇而須予安裝的設備外，還須按照下列比例設置署認可類別的手提滅火設備：—

10.1.1 會社物業每100平方米的面積，便須設有一具九公升裝水式／二氧化碳滅火筒：

$$\frac{\text{會社物業面積(平方米)}}{100\text{平方米}} = \text{具水式／二氧化碳滅火筒}$$

10.1.2 廚房／水吧內須設有 具4.5公斤二氧化碳或2公斤乾粉滅火筒。

10.1.3 每3個用油／脂肪炸食物的炸鍋／鑊，便須設有一張1.44平方米的滅火氈：

$$\frac{\text{炸鍋／鑊的數目}}{3} = \text{張滅火氈}$$

字體顏色	底色
綠	白
綠	黑
白	綠

6. 方向指示牌

- 6.1 如在會社內看不到「出口」燈牌的位，則須設置適當的方向指示牌，尺碼須與出口牌相同，以便在發生緊急事故時，可以協助會社內的人士找到出口。

7. 電器裝置

- 7.1 電器裝置須由機電工程署署長核准的註冊電器工人／承辦商檢查、測試，並簽發安全證明書。有關方面須將安全證明書副本送交牌照事務處，以證明電器裝置符合規格。

- 7.2 如會社位於地庫，則須另外符合附錄III的「獨立應急照明系統標準規定」。

8. 在廚房使用的燃料

- 8.1 有關在廚房使用燃料的規定載於附錄IV。

9. 消防裝置及設備

- 9.1 安裝在會社內的所有消防裝置及設備須加以保留，並保持性能良好。（如需改裝或增設消防裝置及設備，有關的工程必須由註冊消防裝置承辦商進行，該承辦商須在十四天內向物主簽發證書，及把副本送交消防處處長及牌照事務監督。）

7. Electrical Installation

- 7.1 The electrical installation shall be inspected, tested and certified by registered electrical worker/contractor certificated by the Director of Electrical and Mechanical Services. A copy of the certificate shall be forwarded to the Licensing Authority as proof of compliance.
- 7.2 The club is located below ground level, and shall comply with the additional requirements for Self-contained Luminaries Emergency Lighting System at Appendix III.

8. Fuel for Kitchen

- 8.1 The requirements for the use of fuel in kitchen are stipulated in Appendix IV.

9. Fire Service Installation and Equipment

- 9.1 All fire service installations (FSI) and equipment provided for the clubs shall be retained and maintained in efficient working order. (Where alterations and additions are required, such work shall be carried out by a registered FSI Contractor and a certificate issued to the owner with copy forwarded to the Director of Fire Services and the Licensing Authority within 14 days.)
- 9.2 9.2.1 A sprinkler system shall be provided in basement premises as the area exceeds 126 square meters.
- 9.2.2 A sprinkler system shall be provided in the premises as the area exceeds 230 square meters.
- 9.2.3 The sprinkler system shall be to the standards of the Rules of the Loss Prevention Council. For retro-fitting of such system, a compromised standard with water supplied directly from town's mains may be accepted subject to approval of Director of Water Supplies.

10. Portable Fire Fighting Equipment

- 10.1 Portable fire fighting equipment of the approved type, over and above those installed for the occupation of the building, shall be provided at the following scale:

- 10.1.1 One x 9L Water/CO2 fire extinguisher (FE) for every 100 square metres of club premises;

Area of Premises in sq.m	Water/CO2 FE
100	=====

- 10.1.2 x 4.5 kg CO2 extinguisher or 2 kg dry powder extinguisher in the kitchen/soda fountain.

- 10.1.3 One x 1.44 m² fire blanket for every 3 frying pans/woks using oils/fat for deep frying;

$$\frac{\text{Number of Frying Pans/Woks}}{3} = \text{Fire Blanket}$$

11. Ventilation System

The ventilation system, including any exhaust ducting in kitchen, shall be inspected by the Ventilation Division of the Fire Services Department to certify compliance with the standards stipulated in the Building (Ventilating Systems) Regulations and FSD Circular Letters where applicable. Detailed drawings showing layout of the ventilating system shall be submitted through the Licensing Authority to the Ventilation Division of the Fire Services Department for approval, and a copy of letter of compliance shall be submitted to the Licensing Authority as proof of compliance. The system shall subsequently be inspected by a Registered Ventilation Contractor at intervals not exceeding 12 months and a copy of "maintenance certificate" shall be forwarded to the Licensing Authority as proof of compliance.

12. Additional requirements for club operated as RESTAURANT/MAHJONG PARLOUR/KARAOKE

12.1 Fuel for seating accommodation

The requirements for the use of fuels in the seating accommodation are stipulated in Appendix V.

- 12.2 A manual fire alarm system in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment with the operating switch at each of the following locations :-

- 12.2.1 near each exit;
- 12.2.2 at the main entrance;
- 12.2.3 the cashier counter; and
- 12.2.4 outside the kitchen (if provided)

- 12.3 Where the premises are partitioned into cubicles/rooms for use by members/guests, every such cubicle/room shall be provided with a fire alarm bell connected to the main system.

- 2.1.13 「防護走火通道」指防護走廊、防護門廊(包括對消防升降機有防護作用的門廊), 以及防護樓梯, 其定義見屋宇署所出版的「走火通道守則」。

3. 易燃物料

- 3.1 如果假天花板、間隔或牆壁裝飾是使用易燃物料製造, 便須在所有外露的部分加上兩層防火油漆/溶液, 並由第二級消防裝置承辦商加以證明。

- 3.2 如果裝有布簾及窗簾, 這些布簾及窗簾須:—

3.2.1 用防火溶液加以處理, 並由第二級消防裝置承辦商加以證明; 或

3.2.2 使用消防處處長認可的含有防火纖維的物料製造。

4. 窗戶

- 4.1 除非安裝有專供排煙的系統, 否則會社物業原本設計為可以開啓/打破的窗戶被裝飾物阻塞或被封閉的面積, 絕不得佔該等窗戶總面積的50%以上, 或佔位於上層部分該等窗戶面積的25%。

5. 出口指示牌

- 5.1 會社出口應以中英文正楷書明「EXIT 出口」的燈牌作適當標明, 燈牌上的字體的高度不得少於125毫米, 每一劃的闊度須有15毫米。英文字母/中文字字的顏色及對比的底色須符合下列任何一組的組合:

2.1.10 「機械式排煙系統」是指一套由機器推動的通風系統，該系統能夠將煙霧和燃燒產物從一個指定的防火間隔排出，並供應新鮮空氣，使煙霧層下面形成一個特定的無煙地帶。

2.1.11 「自然進風式排煙系統」是指一套利用貯煙庫、集中管道和經常開啓及／或在煙霧偵測器操作時自動開啓的窗戶或向街百葉板窗，根據自然通風原理，將煙霧和燃燒產物從一個指定的防火間隔排去的系統。

倘能符合所有下列三項規定，則可裝設「自然進風式排煙系統」以替代「機械式排煙系統」：

- (i) 使用固定或自動操作的防煙簾在天花板下面造成一些貯煙庫(每個貯煙庫面積不超過500平方米)，其規格必須符合「消防裝置及設備最低標準守則」第五部所載的規定，及
- (ii) 任何貯煙庫的邊緣與裝設有窗戶或向街百葉板窗作為排煙口的建築物外牆之間的平面距離，不超過30米，而貯煙庫的其中一邊是與外牆毗連，及
- (iii) 作為排煙口的窗戶或向街百葉板窗的總面積不少於自然進風式系統所發揮功能的範圍面積的2%，而至少一半此等排煙口是可以透過自動啓動裝置操作。

2.1.12 「通風／空調控制系統」是指一套用以停止某一指定防火間隔內由機器推動所製造的空氣流動的自動控制系統。該系統在煙霧偵測器操作時啓動，並附有中央手動輔助設施。

The schedule lists the minimum standard of construction and building materials capable of resisting the action of fire for specified periods.

If however, proprietary products are used 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 specified period.

You are advised that all the additional partitions should be constructed of light weight material, otherwise you may be required to submit a structural justification prepared by an Authorised Person or a Registered Structural Engineer for the effects of additional load on the existing members. Failure to produce this justification may result in you being required to demolish and remove the additional partitions.

1. In this Schedule

"gypsum plaster" means gypsum building plaster complying with BS1191;
"gypsum plaster board" means gypsum plaster board complying with BS1230.

TABLE A
Walls and partitions of non-combustible construction

Construction and Materials	Minimum thickness in mm (excluding plaster) for period of		
	4 hrs	2 hrs	1 hr
SOLID CONSTRUCTION			
Solid bricks of clay, concrete or lime without plaster	222	225*	100
Reinforced concrete :-			
(a) Containing not less than 1 per cent of vertical reinforcement	180	100	75
Concrete cover to main reinforcement	25	25	15
(b) Containing less than 1 per cent of vertical reinforcement	240	160	120
Concrete cover to main reinforcement	25	25	25
HOLLOW BLOCK CONSTRUCTION			
Clay blocks (outer web not less than 13mm thick) of 2 cells not less than 50 per cent solid finished with 13mm gypsum plaster on each side		100	100
Concrete blocks of one cell in wall thickness not less than 50 per cent solid finished with 13mm gypsum plaster on each side			190

* Where finished with 13mm gypsum plaster on each side, the thickness may be reduced to 100mm.

Appendix I

TABLE B

Partitions not constructed wholly of non-combustible materials

Construction and Materials	Minimum thickness of finish in mm on each face for a fire resistance of	
	2 hrs	1 hr
SOLID CONSTRUCTION		
Wood wool slabs :-		
(a) 50mm minimum thickness with gypsum plaster finish		13
(b) 75mm minimum thickness with gypsum plaster finish		6
Gypsum plaster board in cores not less than 19mm thick in sections not more than 1.2m wide supported top, bottom and sides in steel channels or a timber framework, with gypsum plaster finish	13	10
HOLLOW CONSTRUCTION		
Steel or timber framing with facings on each side of :-		
(a) Portland cement plaster, Portland cement-lime plaster or gypsum plaster on metal lathing		19
(b) 2 layers of 10mm thick gypsum plaster finish		Nil
(c) 13mm thick gypsum plaster board with gypsum plaster finish		6
(d) 19mm thick gypsum plaster board with gypsum plaster finish		Nil

Note :- In this Table "Wood wool slabs" means wood wool slabs complying with BS1105.

2.1.2 「自動啟動裝置」是指建築物內所安裝的門、捲閘、防火閘、防火幕等設備以及在火警發生時，自動控制這些設備的開關裝置。

2.1.3 「用水作滅火劑的自動固定裝置」是指一套包括水源、水泵、喉管、開關掣及輸水點，用以自動偵測火警及利用水即時救火，同時發出警報的系統。如有需要，這項固定裝置可包括消防花灑、水簾、集水花灑系統或噴水系統。

2.1.4 「消防花灑系統」是指一套利用壓力使消防花灑頭(偵測裝置)向火源或火源圍噴水，同時發出警報的系統。

2.1.5 「火警偵測系統」是指任何用以自動偵測某空間有煙霧、熱、燃燒產物或火焰存在，並發出警報的系統。

2.1.6 「消防龍頭／滅火喉轆系統」是指建築物內的喉管、水缸、泵、消防出水口及／或膠喉轆的裝置，以提供迅速方法輸水往建築物內任何一部份作救火之用。

2.1.7 「固定泡沫系統」是指任何發射器、喉管、閘、噴嘴及澆注器的組合，用以將製成的泡沫輸往火源；此套系統可自動操作。

2.1.8 「應急照明系統」是指在緊急情況下，為建築物內部提供足夠照明及出路通道指示的人工照明系統。

2.1.9 「出口指示牌」是指安裝在固定位置，用以指示認可出路通道的燈牌。

第II部：消防安全規定

1. 以下規定適用於裝飾物不太多，因而火警危險性較低的會社。所謂火警危險性較低的會社，意指：—

- 1.1 作為會社的物業樓面面積並不超過126平方米；或
- 1.2 作為會社的物業樓面面積雖然超過126平方米，但卻符合所有下述條件：—

1.2.1 座位間的易燃物料平均數量並不超過每平方米60公斤。

1.2.2 由易燃物料所分隔的範圍，並不超過所佔用地方總面積的30%。

1.2.3 原本設計為可以開啓／打破的窗戶並無超過50%的總面積被裝飾物阻塞或被封閉，或上層部分的該等窗戶並無超過25%的面積被裝飾物阻塞或被封閉。

2. 備註

有關消防裝置及設備的所有規定均以「消防裝置及設備的最低標準及檢查測試守則」為根據。

2.1 為執行上述規定起見，下列各詞應解釋如下：—

2.1.1 「聲響／視象警報系統」是指輔助出口指示牌及火警警報裝置的裝備。如有火警發生，此警報系統可發出聲響／提供視象以指示安全撤離火場的方向。

Fire Resisting Doors

1. All doors required to have an FRP should be arranged to be self-closing.
2. 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

3. All such doors shall be closely fitted around their edges to impede the passage of smoke or flame.
4. Doors including frames should be tested in accordance with BS476: Parts 20 and 22:1987 and certified as being capable of resisting the action of fire for the specified period.
5. Existing hardwood solid core doors may be upgraded by the introduction of a proprietary brand of intumescent strip. Further details can be obtained from the Licensing Authority.

Appendix III

Requirements for self-contained luminaires emergency lighting system

1. The units shall be constructed from fire resistant materials.
2. Each unit shall be so designed as to provide a broad non glare illumination when in use and not less than two units shall be provided for any installation.
3. An automatic trickle charger with a 200-volt input and suitable output and fitted with pilot lights or other indicating device shall be provided for the batteries. The charger shall be capable of re-charging the battery in not more than 12 hours.
4. The minimum illumination provided by the emergency lighting system shall be :-

Staircase/exit route	not less than 2 lux measured along the centre line of the staircase/exit route at floor/nosing level.
Night club, restaurant, dance hall, or premises where people have freedom of movement and there are loose fixtures and fittings	not less than 1 lux measured at floor level.

All readings shall be taken by a portable photoelectric photometer and a discretionary tolerance of plus or minus 10% is permitted.
5. The self-contained luminaires emergency lighting systems shall be capable of maintaining the stipulated lighting levels for a period of not less than one hour.
6. Each unit shall be provided with a 'TEST' switch, a charge monitor light and a low voltage cut out to disconnect the batteries when fully discharged.
7. The emergency lighting system shall be wired in M.I.C.C. in accordance with B.S. 6207/P.V.C. in conduit in accordance with B.S. 5266.
8. Once every month a discharge test shall be carried out and the results entered in a register.

31. 升降機門

須向本處提交一份證明書，證明升降機門具備一小時抗火時效性能。

32. 基於樓宇的情況，合格證明書的規定訂明會社無論在任何時候只可容納最多 _____人(包括職員)。

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27. 違例建築

下開違例建築須予拆除，並按當局根據《建築物條例》核准的圖則所示修復原狀。

28. 淨高度

走火通道的最低淨高度不得少於2米。

29. 防盜閘

設於會址入口的防盜金屬閘不能為本處接受，必須予以拆除。會址入口可改設一道用金屬製造的滑動／摺閘；如需進一步資料，請與本處聯絡。

30. 公用地方

有關會址的公共走火通道(包括樓梯)不符合規定，必須恢復原狀，以達到政務司滿意的標準，方可獲准發牌。不符合規定的項目，包括有損毀的大堂防煙門、金屬閘門、垃圾堆積以及樓梯間有違例建築。

由於此等事項與貴會址樓宇的出、入口有關，故必須符合會社(房產安全)條例第(8)(2)(a)(i)條的規定。本人建議你在貴會址可供本處牌照事務職員視察之前考慮採取下列行動，以達到政務司滿意的標準。消防處或建築物條例執行處可能會就違例建築如金屬閘門、籠狀物以及樓梯間內的圍欄等採取行動。你可以分別致電2723 8787或2626 1642查詢有關詳情。至於有關大堂防煙門有損毀、垃圾堆積等問題，你應與貴業主法團或其他類似團體洽商。此外，你亦可諮詢法律界人士的意見，以糾正不符規定的情況。

Requirement for various fuels used in club premises1. Scope

This document specifies the various fuels that may be used in club premises and prescribes the relevant fire safety requirements.

2. Restriction

2.1 Liquefied Petroleum Gas (LPG) is not permitted :

- 2.1.1 In any quantity if the kitchen of the club premises is located on any floor below ground level;
- 2.1.2 In quantities exceeding 130 litres water capacity contained in portable cylinders if the kitchen of the club premises is located on or above ground floor level;
- 2.1.3 LPG cylinders should not be installed in commercial premises to supply fixed gas appliances for catering purposes unless a central LPG, or Towngas, supply is unavailable

2.2 The following fuels may be used in kitchens of club premises without any restriction :

- 2.2.1 Electricity;
- 2.2.2 Towngas or Towngas (SNG).

2.3 The following fuels may be used in kitchens of club premises subject to the conditions stipulated for fire safety. There may be other requirements related smoke emission control in which respect the approval of Director of Environmental Protection should be obtained.

- 2.3.1 Solid fuels such as wood and coal;
- 2.3.2 Liquid fuels such as diesel and kerosene;
- 2.3.3 LPG in aggregate quantity below 130 litres water capacity, the kitchen of the club premises should be located on or above ground floor level and the 'Gas Utilisation Guidance Note 6' prepared by the Gas Authority to be complied with.

3. Electricity

3.1 The electrical system shall be designed and installed by contractors :

3.1.1. Certificated by the Director of Electrical and Mechanical Services.

3.2 The materials used and safety devices installed shall conform to legal requirements and as specified by the respective power company. In particular :

3.2.1 Each item of fixed electric catering equipment shall be provided with a readily accessible electric isolator/switch to cut off all live conductors in the event of emergency. These isolators/switches shall be clearly identified in English and Chinese and by letters and characters as large as practicable which items of equipment they control;

3.2.2 All electrical wiring to fixed electric catering equipment shall be installed within metal conduit and/or trunking systems to provide protection from mechanical damage. As an alternative to protect short lengths, flexible conduit to BS 731 Part I may be acceptable.

3.3 The installation shall be inspected and a stability certificate issued by the respective power company or a registered electrical worker/contractor certificated by the Director of Electrical and Mechanical Services. This certificate shall be forwarded to the Licensing Authority as proof of compliance.

4. Towngas/Towngas (Synthetic Natural Gas (SNG)/Liquefied Petroleum Gas (LPG)

4.1 The existing Towngas/LPG installation shall be overhauled by Towngas Co./registered gas contractor*. A copy of the job card, completed by the contractor to this effect, shall be submitted to the Licensing Authority. The overhaul must include a soundness test of the gas installation at normal working pressure, the servicing of gas appliances to ensure correctness of operation; and a check for adequate ventilation.

4.2 The Towngas/LPG installation shall be installed by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner :-

(a) Certificate of Compliance - To be submitted before
(Form EMSD/GSO/17) installation work is carried out.

— 藏於管道內，而管道的耐火時效與其所通過的結構所用物料的耐火時效相同，並須有耐火時效為半小時的檢修板，亦即能自動關閉的門或可關緊的蓋子；

— 固定托座必須為鋼質，如通風管有滲碳接口，則每個接口之下均須安裝固定托座；

— 地板及牆壁的孔洞必須完全填平，並以耐火灰漿或膨脹物料封密；

— 如適當的話，必須牢固地安裝在所有平面上；及

— 如採用U.P.V.C喉管，而該等喉管又通過分隔牆或地板及任何有耐火等級的部分，則須有合適的核准耐火保護層，方可暴露於外。

25. 欄杆

如毗鄰兩邊平面的高度相差超過600毫米，則須裝設保護欄杆，以限制或管制行人及車輛的往來。該等欄杆必須符合下述規定：—

(a) 經特別設計及建造，以盡量減低人或物件從欄杆間隙下墜、滾下或滑下的危險，及盡量令人不能攀越欄杆；

(b) 在較高一邊的平面上，欄杆的高度不得少於1.1米；及

(c) 經特別建造，使大小超過100毫米的物件不能通過。

26. 樓梯照明及通風

每道樓梯在地下以上的每層均須有天然照明，並且最低限度在其最高點可以通風。

23. 廚房及衛生設備

23.1 衛生設備的數目較所規定者為少，因此必須設置下列設備：—

(a) 增設水廁 個、男用廁盆 個；

(b) 增設浴缸及／或花灑 個；及

(c) 增設洗手盆 個。

23.2 浴室／水廁／公用廁所不得直接通往廚房。

23.3 廚房的位置對會址的走火通道造成阻礙，引致危險，本處對此情況不予接受；如需進一步資料，請與本處聯絡。

24. 水管及喉管工程

喉管的質料

24.1 任何糞管、污水管、反虹吸管、通風管、溢水管及連接任何排水管的喉管均須為：—

— 圓形；及

— 以鑄鐵、鋼、銅或其他核准材料製成。

24.2 U.P.V.C.或P.V.C.喉管可於屋外使用，但如符合下述條件，亦可在內部使用：—

— 其內部直徑不超過100毫米；

(b) Certificate of Completion - To be submitted after (Form EMSD/GSO/16) installation work is completed and/or in commission.

4.3 The alteration to the Towngas/LPG installation shall be carried out by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner.

(a) Certificate of Compliance - To be submitted before (Form EMSD/GSO/17) alteration work is carried out.

(b) Certificate of Completion - To be submitted after (Form EMSD/GSO/16) alteration work is completed and/or in commission.

* who shall employ installers registered for relevant classes of work (i.e. Class 5, 6 and 7).

5. Solid Fuels

5.1 A chimney shall be erected and provide with :

5.1.1 An inspection door at the bottom; and

5.1.2 A spark arrestor constructed of wire gauze having an aperture size not greater than 1.25mm.

6. Diesel

6.1 The service tank shall not be more than 500 litres maximum capacity.

6.2 The service tank should preferably be located in open air. Where this is not practicable it shall be contained in separate room constructed of 100mm brick of 75mm cement concrete to give a fire resisting period (FRP) of one hour and provided with a sill, a bund wall or metal tray forming a retaining space of sufficient capacity to hold the entire contents in the event of a leakage or fire.

6.3 A robust gauge shall be provided for measuring the contents of the service tank. Glass type gauges shall not be used.

6.4 The oil supply pipe to the burner(s) shall be fitted with a remove control valve at an easily accessible location outside the kitchen, clearly indicated in English and Chinese and in capital letters and characters as large as practicable.

6.5 A catchment of metal tray shall be provided under each burner.

Appendix IV

6.6 A chimney shall be erected and provided with :

6.6.1 An inspection door at the bottom; and

6.6.2 Sufficient access to the ducting for regular removal of the accumulated grease.

7. Kerosene

7.1 The capacity of this system shall not exceed 20 litres and a separate licensable store shall be provided for any additional supply in excess of this quantity.

7.2 If the system incorporates a pressure vessel :

7.2.1 The pressure vessel shall be provided with;

(i) a pressure gauge,

(ii) a pressure release valve, and

(iii) a safety valve

7.2.2 The pressure vessel shall be separated from the burners;

7.2.3 Only copper piping shall be used to connect the pressure vessel and the burner(s). The piping shall be;

(i) fixed to the walls except the length of 600mm from the burner which shall be arranged in a flexible coil to allow cleaning.

(ii) fitted with a stop valve at either end.

7.2.4 The pressure vessel and all burners shall be installed in fixed positions to prevent accidental overturning when in use;

7.3 If the system incorporates an electric pump:

7.3.1 the kerosene container shall be;

(i) bunded or placed in a metal tray so as to form a retaining space of sufficient cubic capacity to hold the entire contents.

(ii) provided with 3mm self-closing lid.

(b)必須在門的兩面張貼適當告示，以提醒使用者該門通常應該關閉。

22. 照明及通風

22.1 浴室／水廁／公用廁所須符合下述規定：—

(a) 如完全沒有天然光線及通風，則須提供人工照明及通風設備，而該等設備所達標準，須為政務司所接受。

(b) 如沒有充足的天然光線透入，其內的空氣亦不夠流通，則須作出修改，以符合下述規定：—

(i) 玻璃窗戶的總面積不得少於房間樓面面積的十分之一；及

(ii) 可開啓的門窗面積必須為樓面面積的十分之一，而門窗的頂部須最少距離地板兩米。

22.2 廚房須符合下述規定：—

(a) 如完全沒有天然光線及通風，則須提供人工照明及通風設備，而該等設備所達標準，須為政務司所接受。

(b) 如沒有充足的天然光線透入，其內的空氣亦不夠流通，則須作出修改，以符合下述規定：—

(i) 玻璃窗戶的總面積不得少於房間樓面面積的十分之一；及

(ii) 可開啓的門窗面積必須為樓面面積的十六分之一，而門窗的頂部須最少距離地板兩米。

- 20.2 如樓宇最高一層距離地面不超過30米，則在室內走廊與樓梯之間通常毋須設有門廊。
- 20.3 若一道樓梯可達距離地面超過30米的樓層，則由任何房間或樓層通往該道樓梯任何部分的出路通道，均須通過門廊。該門廊必須為樓梯的組成部分，不易納入會址其他範圍。該門廊亦須為防護門廊。
- 20.4 往不同樓梯的通道必須經過特別設計，使每道樓梯的入口均位於不同的方向；但只得一個方向的通道根據第16段可獲批准。除非直接通往樓梯梯台的門與門之間，由每扇門中間量度相距不少於6米，否則兩道樓梯不得共用一堵公用圍牆。
- 20.5 會址任何部分的逃生途徑必須經過特別設計，使人不用經過其他樓梯範圍，便可前往另一道樓梯。
- 20.6 餐廳座位間至走火通道之間須有一條暢通無阻的通道，而該通道的闊度須至少有900/1050毫米。

21. 通往出口的門

- 21.1 開往出路通道的門如向外開往走廊，則無論開啓的角度如何，均不得阻塞走廊；如該門開往一段梯級與另一段梯級之間的梯台，則無論其開啓的角度如何，均不得令梯台的闊度少於梯級的闊度。
- 21.2 由樓梯範圍或走廊通往防護門廊的每扇門均須在門的上半部安裝透明片；透明片並須符合防火規定。
- 21.3 開往防護門廊或通風門廊的門必須符合下述規定：

- (a) 其自動關閉系統不會在門開啓至90度時出現抑制作用，令門不能自動關閉；及

7.3.2 The electric pump shall be;

- (i) separated from the burners.
- (ii) provided with an independent switch at an easily accessible location. The "ON/OFF" positions shall be clearly identified in English and Chinese and by capital letters and characters as large as practicable.

7.3.3 Only copper piping shall be used to connect the electric pump and the burner(s). The piping shall be;

- (i) fixed to the walls except the length of 600mm from the burner which shall be arranged in a flexible coil to allow cleaning.
- (ii) fitted with on/off tap on either end.

7.3.4 A catchment or metal tray shall be provided under the burner(s).

8. Fuel for food warming and water boiling outside kitchen

- 8.1 On compliance with the requirements stipulated in paras. 3 and 4 above, electricity, town gas and LPG in piped supply may be used for food warming and water boiling outside kitchen. Cooking shall be carried out inside kitchen.

Appendix V

Requirements for various fuels used in seating accommodation of club premises serving barbecue food and/or hot pot

1. Scope

This document specifies the various fuels that may be used in seating accommodation of club premises serving barbecue food and/or hot pot and prescribes the relevant fire safety requirements.

2. Restriction

2.1 The following fuels are not permitted for use in seating accommodation:

2.1.1 solids such as fire wood and coal;

2.1.2 Liquids such as diesel and kerosene;

2.1.3 LPG in any quantity if the premises are located on any floor below ground floor level;

2.2 The following fuels are permitted for use in seating accommodation:

2.2.1 Electricity;

2.2.2 Towngas/Towngas(SNG);

2.2.3 LPG in piped supply if the premises are located on or above ground floor level where;

(i) the gas is supplied through a central system or

(ii) suitable space is available for the construction of a dangerous goods store for LPG cylinders to provide piped supply.

2.2.4 LPG in cartridge type cylinders each does not contain more than 500 grams of LPG if the premises are located on or above ground floor level.

3. Electricity

3.1 The electrical system shall be designed and installed by contractors:

3.1.1 Registered either by the China Light and Power Company Limited or the Hong Kong Electric Company Limited; or

3.1.2 Certificated by the Director of Electrical and Mechanical Services.

表2：出路通道

每層樓或房間可容納的人數	(房間)出路門或(樓層)出路通道數目的下限	總闊度的下限 (以毫米計)		闊度的下限 (以毫米計)	
		(a)出路門	(b)出路通道	(a)每扇出路門	(b)每條出路通道
11-25	1			750毫米	900毫米
26-100	1			850毫米	1050毫米
101-200	2	1750毫米	2000毫米	850毫米	900毫米
201-300	2	2500毫米	2500毫米	1050毫米	1050毫米
301-500	2	3000毫米	3000毫米	1050毫米	1050毫米
501-750	3	4500毫米	4500毫米	1200毫米	1200毫米
751-1000	4	6000毫米	6000毫米	1200毫米	1200毫米
1001-1250	5	7500毫米	7500毫米	1350毫米	1350毫米
1251-1500	6	9000毫米	9000毫米	1350毫米	1350毫米
1500以上	7或由建築事務監督指定的更大數目	按照每50人佔300毫米的比率計算		1500毫米	1500毫米

備註：本表所示為房間出路門或樓層出路通道數目的下限，以及該等門或通道的指定闊度下限。

19. 樓梯的圍繞物

19.1 在樓宇內每道規定設有的樓梯，均須以牆壁與會址分隔，而牆壁的防火時效不得少於半小時或建築物(建築)規例所規定的更長時間。

19.2 將樓梯與會址分隔的牆壁上任何開口，均須裝上自動關閉的門，而該門的防火時效不得少於半小時，但露台入口與自該處通往他處之樓梯中間則無須安裝此類型的門。

20. 會址：通往樓梯的室內通道

20.1 可直接通往防護樓梯的任何會址或樓層的出路門，均須能自動關閉，並具有不少於半小時的防火時效。

16. 樓層的出口

每間會址的每層樓均須設有不少於兩條出路通道。

17. 走火途徑的距離

由會址任何部分開始計的走火途徑的距離，最多只可為36米，其中沿著走廊的部分不得超過24米或沿著露台通道的部分不得超過30米。如出路通道只供單向行走之用(即出路通道一頭為死胡同)，走火途徑的距離最遠不得超過規定設有的樓梯圍牆入口之間出路通道距離的兩倍；如設有超過兩道規定設有的樓梯，則走火途徑的距離最遠不得超過兩道相距最近規定設有的樓梯入口之間出路通道距離的兩倍；無論如何，單向出路通道的走火途徑的距離不得超過18米，而其中沿著走廊或露台通道的部分不得超過12米。

備註：「規定設有的樓梯圍牆入口」是指通往任何樓梯平台的門戶。

18. 出路通道

18.1 每間會址的每層樓均須設有不少於兩條出路通道或根據表2所指定的更多出路通道。

18.2 出路通道的闊度不為本處所接受，須予擴闊至不少於900/1050毫米。

3.2 The materials used and safety devices installed shall conform to the legal requirements and as specified by the respective power company. In particular:

3.2.1 Every electric circuit containing sockets for use with catering equipment shall be protected by,

(a) A residual current device of sensitivity not exceeding 30 mA, and

(b) fixed or flexible conduit against mechanical damage.

3.2.2 The wiring between the plug and the catering equipment shall be carried out in heat resistant cable.

3.2.3 an over-temperature cut out thermostat shall be fitted to every catering equipment using oil/fat as cooking medium, to prevent these from reaching flash point temperature.

3.2.4 The catering equipment shall be securely fixed to the tables and suitably isolated to avoid igniting the surrounding combustibles.

3.3 The installation shall be inspected and a stability certificate issued by the respective power company or a registered electrical worker/contractor certificated by the Director of Electrical and Mechanical Services. This certificate shall be forwarded to the Office of the Licensing Authority as proof of compliance.

4. Towngas/Towngas (Synthetic Natural Gas (SNG)/Liquefied Petroleum Gas (LPG)

4.1 The existing Towngas/LPG installation shall be overhauled by Towngas Co./registered gas contractor*. A copy of the job card completed by the contractor to this effect, shall be submitted to the Licensing Authority. The overhaul must include a soundness test of the gas installation at normal working pressure, the servicing of gas appliances to ensure correctness of operation; and a check for adequate ventilation.

Appendix V

4.2 The Towngas/LPG installation shall be installed by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner :-

- (a) Certificate of Compliance - To be submitted before (Form EMSD/GSO/17) installation work is carried out.
- (b) Certificate of Completion - To be submitted after (Form EMSD/GSO/16) installation work is completed and/or in commission.

4.3 The alteration to the Towngas/LPG installation shall be carried out by Towngas Co./registered gas contractor* and the attached certificates shall be completed by the contractor and submitted to the Licensing Authority through the applicant in the following manner.

- (a) Certificate of Compliance - To be submitted before (Form EMSD/GSO/17) alteration work is carried out.
- (b) Certificate of Completion - To be submitted after (Form EMSD/GSO/16) alteration work is completed and/or in commission.

* who shall employ installers registered for relevant classes of work (i.e. class 5, 6 and 7).

12. 關於出路通道的一般規定

12.1 設於走火通道的捲閘可予接受，但必須於會社營業時間內經常保持開啓，並且應毋須使用鎖匙便可隨時從樓宇內開啓。

12.2 電動的入口大門應可從樓宇內以人手開啓。

13. 每條出路通道均須直接通往暢通無阻的街道或露天地方，除非通往街道的通路之門或閘設有逃生鎖，作為關閉時上鎖的唯一裝置，否則不得以門或閘關閉通路。

13.1 出路通道的所有部分均須有足夠及令政務司滿意的照明。

14. 地下一層的出口

在地下的一層，每道樓梯的圍牆必須延綿不斷，將任何由樓梯通往地下一層出口的通路或走廊與會址其餘部分分隔開；但以下情況則除外：—

(a) 如會址共有兩道或以上的樓梯，則衣帽室、洗手間、水廁或接送室的門可通往該等通路或走廊；及

(b) 如會址共有3道或以上的樓梯，則在每3道樓梯之中，有1道可讓使用者經過具備抗火性能而可自動關閉的門戶，通往沒有防護設施的門廊、大堂或劇場。

15. 會址的出口

15.1 每扇出路門必須可供通往符合第13段規定的出路通道之用，而該通道必須與可從會址直接通往的其他出路通道互不相連。

15.2 出路通道的門須開向出路

(c) 總面積不得少於地庫樓面面積的百分之零點五；若地庫用以存放大量物品，則排煙口的總面積不得少於地庫樓面面積的百分之二點五；

(d) 無論長度或闊度均不得少於1米；

(e) 必須盡量遠離所有規定設有的樓梯出口處；並須在樓宇外面適當指示排煙口所在；

(f) 必須蓋上鋪面欄板或頂窗，以便有緊急事故時，消防人員可以輕易將欄板或頂窗打破；及

(g) 如排煙口通至戶外，而消防人員不能到達其所在，則排煙口必須保持暢通無阻，或只蓋上用鋁以外的金屬製造的格子窗或百葉窗。

11.3 如地庫設有機械式排煙系統，則第11.2段有關排煙口的規定可刪減如下：—

(a) 每3,500立方米的分隔部分體積，最少必須設有1個排煙口，但每層樓所設的排煙口不得少於1個；

(b) 排煙口必須設於方便滅火人員在緊急情況下直接到達的位置。

11.4 如設於地庫的排煙槽伸展至其他樓層或通過其他樓層，則其四周必須圍以具有抗火時效的結構；而該結構的抗火時效，必須與排煙槽所在樓層或排煙槽所通過樓層的排煙槽的指定抗火時效相同，時數以較長者為準；如設於地庫的排煙槽與另一排煙槽毗鄰，則兩者必須以類似的方法分隔開。



民政事務總署 牌照事務處

標準發牌條件

第 I 部 : 樓宇安全規定

第 II 部 : 消防安全規定

(普遍適用於開設於現時樓宇內作為
酒樓餐廳/麻將館/卡拉 OK/酒吧/酒廊/咖啡室
而火警危險性低的會社，
但亦適用於其他類型的樓宇)

10. 門戶

10.1 所有必須具備抗火時效的門戶均須備有自動關閉設施。

10.2 這些門戶的兩面均須貼上每字最少10毫米高的下述中英文告示：—

防火門

常緊閉

10.3 所有這些門戶均須與門邊緊貼，以阻止煙霧及火焰通過。

10.4 門及門框必須根據1987年英國標準規格編號476：第20部及第22部接受測試，並獲證明能夠在指定時間內抗火。

10.5 門戶(隨附圖則所示綠色部分)並不具備半小時的抗火時效性能，因此須予更換；重新更換的門戶必須符合抗火結構守則第14段的規定，闊度不得少於750毫米，而且門戶開出時，不得阻塞走火通道。(請參閱附錄II)

11. 地庫

11.1 如地庫與地下一層一併闢作同一用途，則可與之連接；但地庫之上的一層，以及分隔開該層與任何毗鄰樓層的結構的抗火時效，必須與地庫的抗火時效相同。

11.2 每個地庫均須設有符合下列規定的排煙口：—

(a) 沿著面向街道牆壁或在外牆附近闢設的排煙口，相距不得超過30米；

(b) 必須設於地庫的極高位置，並須確保排煙口內的氣流暢順無阻；

8. 防止火勢在樓層之間蔓延的設計

任何沒有防護設施的室內開口，例如自動梯及供往來用的樓梯的開口，其周圍必須設有屏障。該屏障的長度，從上層地板底部向下垂直計，不得少於450毫米。此外，屏障必須以抗火時效不少於1小時的物料製造。如開口附近安裝假天花板，則屏障必須伸展至假天花板以下不少於450毫米。

9. 特別危險的設備及地方

9.1 高壓電力開關裝置、變壓器、消防泵、風櫃、空氣調節設備、電梯機器、安放自動梯機器的房間、易燃液體噴灑房、鍋爐、存放電池及／或為電池充電的地方，以及存放危險物品的地方，四周必須以抗火時效不少於兩小時的不燃結構圍封；如不燃結構與規定設有的樓梯毗鄰，則其抗火時效必須為4小時。在不燃結構上開設的任何核准開口，均須設有抗火時效不少於1小時的門。

9.2 關於廚房的規定如下：—

- (a) 四周必須以抗火時效不少於1小時的不燃結構圍封，而開口則須設有抗火時效不少於半小時的門；
- (b) 必須在每扇門與通往樓宇本部以外地方的任何走火通道之間設有防護門廊。
- (c) 必須為每個以熔絲啟動的活板門或其他開口，裝上具1小時抗火時效性能的防火捲閘。

9.3 必須以抗火結構把樓宇內直接與一般使用範圍連接而極容易引致火警發生的地方適當地分隔開。

一般規則(請細心閱讀)

- (i) 本文件必須連同隨附的一九 年 月 日信件一併閱讀。文中所述的工程項目絕不得視為適用於未向政務司提交的建議。
- (ii) 除非適用的工作守則另有規定其他最低標準，否則工程項目的結構和物料均需具有半小時抗火時效。
- (iii) 務請注意，已予批准的火警逃生途徑以及消防裝置及設備均須妥善保養，並須確保該等設施無論何時均不會受到阻礙。裝設及保養所有自動關閉的防火門是設計上的重要項目，且絕對不能以鉤、楔子或類似的用具把這些門扣緊，使其保持開啓。任何限制使用樓宇或其中部分的規定必須嚴格遵行。
- (iv) 任何類型的可燃傢具或手提暖爐均不得存放在走火通道上的任何部分。走火通道必須保持暢通無阻，以便在火警發生時，作逃生途徑之用。走火通道亦不應用作貯存任何可能引致火警的物品。出路門應保持毋須使用鎖匙，便可從會址內開啓。
- (v) 所有懸掛在實物業外牆上或從外牆伸展出來的廣告牌均應經常定期保養。廣告牌如有任何危險或破爛的跡象，應立即予以修理，否則政務司可能會飭令將之拆除。
- (vi) 所有消防裝置及設備均須由適當級別的註冊消防裝置承造商負責裝設，並須向政務司提交有關證書(消防表格第251號)副本乙份。

(vii) 未經消防處處長發牌或批准，不得貯存任何危險物品。如已獲得發牌或批准，則須向政務司提交一份牌照或批准書副本。

(viii) 英國標準規格及其他國家標準：— 政務司可根據有關的英國標準規格、英國標準業務守則或政務司所接納的其他國家標準所訂明關於物料品質或工匠技藝的準則，批准使用物料或進行任何工程項目。

(ix) 政務司：— 工程項目的整個進展過程均須令政務司滿意。

(x) 建築事務監督：— 部分規定的工程項目可能會歸為建築工程類。如此一來，這些工程便須根據《建築物條例》第14條另行取得建築事務監督的批准及同意。因此，你必須諮詢核准人士或註冊結構工程師，以便委託他代你行事。

6.2 地板上可闢設開口作直槽之用，惟須受第7段所限制。

6.3 所有供空氣調節管道、通風管道、電線槽、導管、喉管和電線通過的牆壁或地板開口或建築後遺留的開孔，均須以防火閘或其他適當形式的隔火裝置防護，使該牆壁或地板維持規定的防火時效。如通過牆壁的管道、喉管、電線及任何隔熱裝置是以可燃物料製造，則須把該等物料四周密封起來，而密封部分的防火時效亦須相等於周圍結構的防火時效。如設有開口直通密封部分，則該等開口必須設有可自行關閉的門或可緊閉的覆蓋物，而該等門或覆蓋物的防火時效不得低於密封部分防火時效的一半。

7. 直槽

7.1 所有升降機井均須以防火時效不少於兩小時的牆壁與會址其餘部分分隔開，但升降機井內闢作門戶及通風用途的開口則屬例外。

7.2 所有規定設有的樓梯，及將該等樓梯與會址一般範圍分隔開的任何門廊均：—

(a) 須由具有不低於1小時防火時效性能的牆壁，將之與會址其餘部分分隔開。

(b) 不得闢設孔洞，但任何供通往會址用的門口則屬例外；上述門口必須設有一扇門，而該扇門的防火時效不得低於門口所在牆壁防火時效的一半或1小時，時數以較短者為準。

(c) 不得用以安放任何裝備，但應急裝備例如消防龍頭、消防花灑系統、應急照明及出口指示牌則屬例外。

7.3 規定設有的樓梯每個結構單元的防火時效，不得低於與樓梯連接的分隔部分結構單元的防火時效；如樓梯連接兩個分隔部分，則樓梯結構單元的防火時效，不得低於兩個分隔部分結構單元防火時效的較長者。

備註：1. 不同用途類別的地方須按照本段的規定加以分隔。

2. 特別危險的設備及地方須按照第9段的規定加以分隔。

3. 表1並不包括的其他用途，所適用的防火時效須另行釐定。

3.3 任何地庫的結構單元及把地庫與任何毗鄰樓層分開的間隔，均應具有不低於4小時的防火時效性能。

4. 把不同的被佔用部分加以分隔

4.1 會社與其他被佔用部分應以牆壁及地板分隔開；而牆壁及地板的防火時效應不低於對分隔部分所在的結構單元所規定的防火時效，惟最長亦不超過兩小時。

4.2 牆壁（隨附圖則所示紅色部分）的結構並不具備1小時的防火時效性能。該等牆壁必須根據防火結構守則表A或表B再行建造。（請參閱附錄I）

5. 分隔部分

5.1 每間會社均應以牆壁及地板分隔成多個分隔部分，但每個分隔部分不得超過28000立方米。除根據第6或第7段的規定進行外，不得將分隔部分合併。

5.2 分隔牆、分隔地板、間隔裝置及門廊的所有接駁處均須以不易燃料物填塞，以防止煙霧通過。

6. 通過分隔牆及地板的開口

6.1 為方便出入而在分隔牆上開設的開口，必須不影響分隔牆，使其保持牢固，並須設有：—

(a) 一道設有門戶的門廊；或

(b) 設有防火捲閘用以防護的開口。

第I部：建築安全規定

1. 備註

1.1 為執行上述規定起見，下列各詞應解釋如下：—

1.1.1 「分隔部分」指樓宇的一部分，而該部分是以符合防火標準規定的牆壁及地板與毗鄰部分分隔，並且是作為一個單元來評估的部分。

1.1.2 「結構單元」指 —

(a) 任何地板、樑軸、支柱或吊架；

(b) 任何承重牆或承重部分，但構成屋頂或部分屋頂的承重部分則除外；

(c) 任何規定設有的樓梯，包括相連的樓梯平台及樓梯支架。

1.1.3 「出路門」指一層樓、一個單位或一個房間的門，而通過這道門，便可由該層樓、該單位或該房間去到一條出路通道。

1.1.4 「出路通道」指一條可供樓宇任何一層的人士使用，通往樓宇以外的安全地方的通道，其中可包括房間、門道、走廊、樓梯間或其他通道，但旋轉門、電梯或自動梯則除外。

1.1.5 「防火時效」指任何結構單元、門或防火捲閘在根據1987年英國標準規格編號476：第20至24部或附表所指定的標準接受測試時，可抵抗火焰的時間。

1.1.6 「門廊」指進入樓梯途中的引路，是一層樓與樓梯之間阻上火和煙蔓延的部分。

1.1.7 「防護走廊」指樓宇的走廊，而該走廊以具有不低於半小時的抗火時效性能的間壁與樓宇分隔開，間壁上所有的開口均設有抗火時效不少於半小時的固定門窗、自動關閉的門及／或防火閘。

1.1.8 「防護門廊」指全部以具有不低於半小時抗火時效性能的間壁密封的門廊，而其中所有開口均須設有抗火時效不少於半小時的固定門窗或自動關閉的門。

1.1.9 「防護樓梯」指樓宇的樓梯，而該樓梯以具有不低於半小時抗火時效性能的間壁與樓宇分隔開，間壁上的所有開口均設有抗火時效不少於半小時的固定門窗或自動關閉的門。

1.1.10 「公眾娛樂場所」的涵義，與《公眾娛樂場所條例》中「公眾娛樂場所」一詞的涵義相同。

1.1.11 「規定設有的樓梯」指滅火及救生樓梯間的通道樓梯，或為火警逃生而必須設有的樓梯。

1.1.12 「樓梯(內部)」指四周均以間壁或牆壁密封的樓梯；而其外牆上所有開口均裝上玻璃或以其他方法遮擋風雨。

1.1.13 「走火途徑的距離」指從樓宇其中一層內的任何一點到下列地方之一所相隔的距離：—

(a) 密封式樓梯間的防火門

或

(b) 倘無這類防火門，則為樓梯的第一級踏板。

1.2 防火捲閘、防火閘的建造、安裝、裝配及維修均須令消防處處長滿意。

2. 對毗鄰樓宇的保護

所有會址均應以具有不低於兩小時抗火時效性能的外牆與毗鄰的樓宇分隔開。倘這類外牆與在同一個地盤內任何樓宇的任何部分距離不超過900毫米，或與毗鄰地盤的邊線距離不超過450毫米，則不應在這類外牆上開設開口。不過，倘這類外牆與在同一個地盤內任何樓宇的任何部分距離不超過1.8米，或與毗鄰地盤的邊線距離不超過900毫米，則只要以裝上抗火玻璃的固定門窗來保護開口，便可在這類外牆上開設開口。

3. 把不同用途的地方加以分隔

3.1 在會社內，如會社的某些部分用作表1所載的各種用途，則須以牆壁及地板分隔開，而牆壁及地板的抗火時效性能，須以所規定抗火時效中的較長者為準。

3.2 所有加建的間隔或牆壁，應以輕質物料建成。若非如此，則須要向牌照事務監督提交一份由核准人士或註冊結構工程師擬定的結構評估報告，說明增加負荷對現時結構的影響。如不能提交結構評估報告，牌照事務監督將會飭令清拆或移走加建的間隔或牆壁。

表1：抗火時效

類別	用途	分隔部分的體積	抗火時效
1	睡房	不超過 28000立方米	1
2	辦公室		小時
3	商店、餐廳及會社大廳	不超過7000立方米 或	1小時
4	停車場	超過7000立方米但 不超過28000立方米	2小時



根據《會社(房
產安全)條例》
(第 376 章)申
請合格證明書

怎樣申請

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香港特別行政區政府新聞處設計及出版
政府印務局印製
香港特別行政區政府網頁: <http://www.info.gov.hk>

怎樣根據《會社(房產安全)條例》 (第 376 章)申請合格證明書

法例

當局制定《會社(房產安全)條例》，旨在設立一套證明書制度，規定某一會址的經營者必須取得民政事務局長所簽發的合格證明書，以期確保當局就會址的樓宇安全、消防安全，以及衛生方面訂立的規定獲得遵從。

根據《會社(房產安全)條例》的規定：

「會社」指任何法團或社團，其組成目的是為會員提供社交或康樂設施，而且是——

- (a) 為會員提供服務(不論是否牟利)；及
- (b) 擁有只是其會員及會員帶同的賓客才有權使用的會址；

「會址」指專供會社及其會員長久或暫時地使用的房產或其任何部分。

在條例管制範圍內的房產包括：

- A. 麻雀會所
- B. 卡拉 OK 會所
- C. 飲食會所

罰則

根據《會社(房產安全)條例》的規定，任何人士經營、開設、管理或以其他方式控制會址：

- (i) 如並無持有合格證明書，一經定罪，可處罰款 200,000 元及監禁兩年，並可就罪行持續期間的每一天另處罰款 20,000 元；或
- (ii) 如違反合格證明書所載的條件，一經定罪，可處罰款 100,000 元及監禁兩年，並可就罪行持續期間的每一天另處罰款 10,000 元。

費用

合格證明書的收費視乎房產的面積而定。至於就證明書作任何修改、轉讓、批簽、或增補，均須繳付費用。查詢現行收費表的資料，請與牌照事務處聯絡。

申請辦法

合格證明書的申請、續期和轉讓表格，可向各區民政事務處和民政事務總署牌照事務處免費索取。

申請人必須把填妥的表格(一式兩份)交回牌照事務處。有關遞交申請表格的詳情和填寫表格的指引，請參閱表格所載的備註。

D. 住客會所

E. 宗教、專業、工商業聯會

F. 運動／健身及國術會

G. 消閒、影視及學術會

合格證明書的申請

凡設有會址的會所都必須在開業前取得民政事務局長簽發的合格證明書。而有關房產必須符合現時在消防安全、樓宇安全，以及衛生方面的規定，方會獲發合格證明書。

合格證明書的續期

合格證明書必須每年申請續期。合格證明書持有人必須在證明書有效期屆滿前不少於三個月申請續期。

合格證明書的轉讓

任何人若有意把合格證明書轉讓予他人，必須提出申請。假如遺失合格證明書，持有人必須向警方報失，並向牌照事務處申領經核證為真實的合格證明書副本，才可申請轉讓。

在轉讓合格證明書後，承讓人有責任遵守合格證明書的前任持有人(即轉讓人)所須遵守的各項條件。

在一般情況下，會社如在同一房產內有數個會址，可以遞交一份申請表格；但會社如在不同地點設有若干個會址，則須分別就每一會址遞交申請表格。

查詢

如有查詢，請與民政事務總署牌照事務處聯絡：

電話：2881 7034

地址：香港銅鑼灣

軒尼詩道 500 號

興利中心東翼 7 樓

電子形式的申請

根據《電子交易條例》，牌照事務處現接受電子形式的合格證明書／續領合格證明書／轉讓合格證明書申請。詳情請瀏覽民政事務總署網頁，
www.info.gov.hk/nad。