



**A Guide to Application
for
Dangerous Goods Licence**

**(Categories 2 to 10 Dangerous Goods
excluding Liquefied Petroleum Gas)**

Fire Services Department

(June 2009)

Fire Services Department (FSD)

Our Vision

To serve Hong Kong by making it a safe place to live and work.

Mission

To protect life and property from fire or other calamity.

To give advice on fire protection measures and fire hazards.

To educate the community and to promote the public awareness on fire safety.

To render ambulance aid to the sick and the injured and convey them to hospital.

Values

Upholding high standards of integrity.

Striving for professionalism and continuous improvement.

Dedication and commitment to providing quality service.

Readiness in meeting challenge and accepting accountability.

Maintaining high spirit and esprit de corps among staff members.

Types of Dangerous Goods Licences issued by FSD

- Licence for the Storage of DG
{Categories 2 to 10 [excluding liquefied petroleum gas (LPG)]}
- Licence for the Manufacture of DG
{Categories 2 to 10 [excluding liquefied petroleum gas (LPG)] }
- Licence for any Mechanically Propelled Vehicle (DGV) for the conveyance by Road of any DG {Category 2 [other than LPG] and / or Category 5}

Abbreviations

DG - Dangerous Goods
DGV - Dangerous Goods Vehicle

CONTENTS

Performance Target for Dangerous Goods Storage / Manufacture / Dangerous Goods Vehicle Licence

Important Advice

Important Notes

Classification of DG

PART I: General

1. Introduction
2. Legislation
3. Licensing Authority
4. Enquires

PART II : Application for Dangerous Goods Licence - Storage/Manufacture

5. General Information
6. Submission of Application
7. Proposed Layout Plans
8. General Siting Requirements
9. General Fire Safety Requirements
10. Report of Compliance
11. Re-inspection
12. Issue of DG Licence and Licence Fee

PART III: Ventilation

13. General Information
14. Natural Ventilation
15. Mechanical Ventilation
16. How to Apply for Approval
17. Issue of a Letter of Compliance (Ventilation System)

PART IV: Role of the Other Government Departments

18. The Role of Buildings Department
19. The Role of Labour Department
20. The Role of Lands Department
21. The Role of Environmental Protection Department
22. The Role of Government Laboratory
23. Point to Note

PART V: Notification for Storage of Category 9A DG

24. General Information
25. How to Notify the Authority
26. General Fire Safety Requirements
27. Report of Compliance
28. Re-inspection
29. Issue of Letter of Compliance

PART VI: Application for Licence for Other DG Installations

30. General Information
31. General Siting Requirements for Petrol Filling Station, Oil Depots and Potentially Hazardous Installations
32. General Information for the Use of Special Gases in Micro-electronic Industry

PART VII: Application for Licence for any Mechanically Propelled Vehicle for the Conveyance by Road of Category 2 [other than LPG] and/or Category 5 DG

33. General Information
34. Submission of Application
35. General Fire Safety Requirements
36. Report of Compliance
37. Re-inspection
38. Issue of DG Licence and Licence Fee

PART VIII: Miscellaneous

- 39. Renewal of Licence
- 40. Transfer of Licence
- 41. Cancellation of Licence
- 42. Alteration to the licensed DG Store
- 43. Change of Storage Content
- 44. Liability and Penalty

Appendices

- I Flowchart Showing the Application Procedures for a DG Licence
- II Other Details to be Included in the Submitted Plans
- III Compliance Checklist
- IV Notification Form for Storage of Cat. 9A DG(DG/TS/317A)
- V Flowchart Showing the Application Procedures for a DGV Licence
- VI Application Form for Cat.2 and Cat.5 DG Vehicle (DG/TS/337A)
- VII Application Form for Renewal of Licence for Manufacture / Storage of DG**
- VIII Application Form for Renewal of Licence for Conveyance of Cat.2 and Cat.5 DG by Vehicles**
- IX Application Form for Renewal of Timber Store Licence**

Samples of Fire Safety Requirements

For storage of DG (Cat.2 to Cat.9 DG)

- Sample 1 – Fire Safety Requirements for Cat. 2 DG
- Sample 2 – Fire Safety Requirements for Cat. 3 DG
- Sample 3 – Fire Safety Requirements for Cat. 4 DG
- Sample 4 – Fire Safety Requirements for Cat. 5 DG
- Sample 5 – Fire Safety Requirements for Cat. 5 DG (U/G Tank)
- Sample 6 – Fire Safety Requirements for Cat. 5 DG (A/G tank)
- Sample 7 – Fire Safety Requirements for Cat. 5 DG Class3 DG
(less than 2500L – A/G tank)
- Sample 8 – Fire Safety Requirements for Cat. 6 DG
- Sample 9 – Fire Safety Requirements for Cat. 7 DG
- Sample 10 – Fire Safety Requirements for Cat. 8 DG
- Sample 11 – Fire Safety Requirements for Cat. 9 DG

For DG Vehicle

- Sample 13 – Fire Safety Requirements for Conveyance of Cat.5 DG by Tank Wagons (Type B)
- Sample 14 – Fire Safety Requirements for Conveyance of Cat.2 DG (excluding LPG, Chlorine and E-gas) in Cylinders (Type C)
- Sample 15 – Fire Safety Requirements for Conveyance of Cat.5 DG in Containers (Type D)
- Sample 16 – Fire Safety Requirements for Conveyance of Cat.2 DG (Cryogenic Gases) (Type F)
- Sample 17 – Fire Safety Requirements for Conveyance of Cat.2 or Cat.5 DG (Freight Container or Vehicle Prime Mover or Trailer) (Type G)
- Sample 18 – Fire Safety Requirements for Conveyance of Cat.2 (Chlorine) in Cylinders (Type H)
- Sample 19 – Fire Safety Requirements for Conveyance of Cat.5 DG (Panel Vans) (Type PV)

Our performance targets for dangerous goods storage/manufacture licence and dangerous goods vehicle licence are as follows: -

| | |
|-------------------------|---|
| Processing Steps | Performance Target for Dangerous Goods Storage / Manufacture Licence |
|-------------------------|---|

-
- | | |
|--|--|
| <ul style="list-style-type: none"> • On-site inspection | <ul style="list-style-type: none"> • within 14 working days upon receipt of the licence application and the required plans in full • within 14 working days upon receipt of revised plan during licence application • within 14 working days upon receipt of alteration application • within 14 working days upon the notification of change of licensee of a DG Store |
|--|--|

-
- | | |
|---|--|
| <ul style="list-style-type: none"> • Issue of Fire Safety Requirements / result of inspection / Objection Letter with reason | <ul style="list-style-type: none"> • within 28 working days upon receipt of the application and the required plans in full • within 28 working days upon receipt of revised plan during licence application • within 28 working days upon receipt of alteration application |
|---|--|

-
- | | |
|---|---|
| <ul style="list-style-type: none"> • Compliance inspection upon receipt of report of compliance by: <ul style="list-style-type: none"> (i) Dangerous Goods Division (ii) Ventilation Division | <ul style="list-style-type: none"> (i) within 7 working days (ii) within 16 working days for the 1st and 2nd inspection, and within 21 working days for the 3rd inspection and onwards |
|---|---|

-
- | | |
|---|---|
| <ul style="list-style-type: none"> • Issue of Licence / Letter of Compliance / Result of compliance inspection | <ul style="list-style-type: none"> • within 6 working days from the date of inspection |
|---|---|
-

Processing Steps

Performance Targets for Dangerous Goods Vehicle Licence

-
- | | |
|-------------------------------------|---|
| • Issue of Fire Safety Requirements | • within 6 working days upon receipt of licence application |
| | • within 6 working days upon the notification of change of licensee |
-
- | | |
|---------------------------------|--|
| • Conduct compliance inspection | • within 7 working days upon receipt of report of compliance |
|---------------------------------|--|
-
- | | |
|--|---|
| • Issue of Licence / Result of compliance inspection | • within 6 working days from the date of inspection |
|--|---|
-

IMPORTANT ADVICE
DO's & DON'Ts for Applicants

DO's

- DO read this guidebook before submitting an application for DG/DGV licence
- DO prepare 2 copies of plans of the proposed DG store in the nearest metric scale together with supporting documents and an authorization letter from the applicant (applicable to application submitted by agent)
- DO submit general building plans to the Buildings Department for siting approval prior to the DG licence application

DON'Ts

- DON'T start the construction of DG store/DGV before your application is approved by the Authority
- DON'T start the alteration works to a licensed DG store/DGV before your application is approved by the Authority
- DON'T store/manufacture/convey/use any DG without a valid DG/DGV licence

Important Notes

This is not a legal document. Information contained in this Guide is for reference only. Application for the grant of DG/DGV licence is processed in accordance with the Dangerous Goods Ordinance, Cap. 295, Laws of Hong Kong and its subsidiary legislation.

It is an offence under the Dangerous Goods Ordinance that any person who stores, manufactures, conveys or uses of any DG without a valid DG/DGV licence, upon conviction shall be liable to a fine up to HK\$25,000 and imprisonment for 6 months.

Any DG/DGV licensee who fails to comply with any licensing conditions of a DG/DGV licence, upon conviction shall be liable to a fine up to HK\$10,000 and imprisonment for 1 month.

It is important to notice that the grant of licence (if any) by this Department under the Dangerous Goods Ordinance, Cap 295, Laws of Hong Kong does not relieve the applicant of any obligation to obtain the prior consent, approval, permission or licence from other government departments or agencies pursuant to other legislations for the proposed storage of dangerous goods. These departments or agencies may include but are not limited to the Buildings Department, Lands Department, Planning Department and Environmental Protection Department.

The applicant must not offer any advantage, money or gift to Government officers. This is an offence and the offender is liable to prosecution.

Classification of DG

- Category 1:** Explosives (The Authority is the Commissioner of Mines.)
- Category 2:** Compressed Gases
Class 1 - Permanent Gases
Class 2 - Liquefied Gases
Class 3 - Dissolved Gases
- Category 3:** Corrosive Substances
- Category 4:** Poisonous Substances
Class 1 - Substances giving off poisonous gas or vapour
Class 2 - Certain other poisonous substances
- Category 5:** Substances giving off inflammable vapours
Class 1 - Flash point below 23°C
Class 2 - Flash point of or exceeding 23°C but not exceeding 66°C
Class 3 - Flash point of or exceeding 66°C (applicable to diesel oils, furnace oils and other fuel oils only)
Division 1 - immiscible with water (applicable to Class 1 & 2 only)
Division 2 - miscible with water (applicable to Class 1 & 2 only)
- Category 6:** Substances which become dangerous by interaction with water
- Category 7:** Strong supporters of combustion
- Category 8:** Readily combustible substances
- Category 9:** Substances liable to spontaneous combustion
- Category 9A:** Combustible goods exempted from Sections 6 to 11 of the Ordinance
- Category 10:** Other dangerous substances

PART I : General

1. Introduction

1.1 This guide book is to provide general information to the public to assist them in their application for DG/DGV licence under the Dangerous Goods Ordinance, Cap. 295, Laws of Hong Kong.

1.2 The material contained in this guide book is for reference only. It aims to set out the application procedure and the general Fire Safety requirements for the issue of a DG/DGV licence. Specific Fire Safety requirements would be formulated and issued to applicant upon DG/DGV licence application.

2. Legislation

2.1 The legislative control of the storage, manufacture, conveyance or use of any dangerous goods under the Dangerous Goods Ordinance, Cap. 295, Laws of Hong Kong and its subsidiary legislation is by means of a licensing system. Although combustible goods under Category 9A DG are exempted from the aforesaid licensing system, readers shall nevertheless refer to Part V of this Guide for relevant requirements in the notification of such storage.

2.2 “Store”, when used as a verb, includes to have possession or custody of or control over dangerous goods.

2.3 “Manufacture” includes process, compress, liquefy or otherwise alter the nature or form of any substance.

2.4. “Conveyance” means the situation when DG are loaded in a vehicle irrespective of whether the vehicle is moving or being parked stationary until the DG are unloaded from the vehicle. A trailer with DG on board and is detached from a prime mover cannot be regarded as under conveyance.

2.5 Any person who stores, manufactures, conveys or uses any DG without a valid licence shall be guilty of an offence and shall be liable to a fine of \$25,000 and to imprisonment for 6 months.

2.6 The breach of any term or condition endorsed upon such DG licence shall constitute an offence which shall be punishable on summary conviction by a fine not exceeding \$10,000 and imprisonment not exceeding 1 month.

3. Licensing Authority

3.1 The Fire Services Department is the Licensing Authorities for categories 2 to 10 DG (excluding LPG) on land. The contact address, telephone number and email address of the Fire Services Department are as follows: -

Address: Dangerous Goods Division
4/F, Fire Services Department Kwai Chung Office Building,
86 Hing Shing Road, Kwai Chung, New Territories.
Tel.: 2417 5757
Fax: 2413 0873
Email: fsdgd@hkfsd.gov.hk

3.2 The Marine Department is the Licensing Authorities for categories 1 to 10 DG at sea. The contact address, telephone number and email address of the Marine Department are as follows: -

Address: 3/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel: 2852 4913
Email: pfdg@mardep.gov.hk

3.3 The control of Category 1 DG on land is under the jurisdiction of Commissioner of Mines, Mines Division, Geotechnical Engineering Office, Civil Engineering and Development Department. The contact address, telephone number and email address are as follows: -

Address: 25/F, Kwun Tong View, 410 Kwun Tong Road, Kowloon
Tel: 2716 8666
Email: mines@cedd.gov.hk

3.4 The control of liquefied petroleum gas (LPG) is governed by the Gas Safety Ordinance, Cap. 51, Laws of Hong Kong. The Gas Standards Office, Electrical and Mechanical Services Department is the controlling authority. The contact address, telephone number and email address are as follows: -

Address: 7/F, 3 Kai Shing Street, Kowloon
Tel: 2808 3683
Email: info@emsd.gov.hk

4. Enquires

For enquiries concerning DG/DGV (categories 2 to 10 DG excluding LPG) licence application, please contact:

Dangerous Goods Division

4/F, Fire Services Department Kwai Chung Office Building,
86 Hing Shing Road, Kwai Chung, New Territories.

Tel. : 2417 5757

Fax : 2413 0873

Email : fsdgd@hkfsd.gov.hk

PART II: Application for Dangerous Goods Licence – Storage/Manufacture

5. General Information

5.1 A DG licence would be granted with terms and conditions specifying the requirements for the storage/manufacture of categories 2 to 10 (excluding LPG and Category 9A).

5.2 The Licensing Authority may revoke such DG licence on proof of an offence against the Dangerous Goods Ordinance or a breach of any condition of such licence by the holder thereof.

6. Submission of Application

6.1 Application for a DG licence shall be made in writing to the Dangerous Goods Division of the Fire Services Department. Application should include 2 sets of plans and a statement in writing declaring the nature, chemical name of the DG to be stored and the maximum quantities thereof in respect of which the licence is required.

6.2 It is the responsibility of an applicant to classify the chemicals under application under the Dangerous Goods (Application and Exemption) Regulations as well as their exempted quantity under the Dangerous Goods (General) Regulations. Should the applicant has limited knowledge on the chemicals under application, they are advised to obtain assistance from their suppliers, manufacturers or exporters of the chemicals, e.g. by obtaining the corresponding Material Safety Data Sheet (MSDS) of the chemicals, to ensure that a proper classification of the chemicals may be done in accordance with the regulations.

6.3 In case the submission is acceptable, one set of the endorsed plans will be returned to the applicant and the other set retained by the Authority.

6.4 A flowchart showing the application procedures for a DG licence is at **Appendix I** for reference.

6.5 For storage of Category 2 and Category 5 DG in construction sites, applicants are advised to read the 'Detailed Guidelines on Application for Storage of Category 2 and Category 5 DG in Construction Sites' before submitting the application. The guideline is available at URL: http://www.hkfsd.gov.hk/home/eng/source/licensing/Guide_Cat2&Cat5_Construction_site.pdf

6.6 For diesel oil storage tanks supplying fuel oil to emergency generators, applicants are advised to read the Do's and Don'ts for Siting and Design for Fuel Tank Room for Emergency Generators' before submitting the application. The guideline is available at URL:http://www.hkfsd.gov.hk/home/eng/source/licensing/fuel_tank_room_requirements.pdf

7. Proposed Layout Plans

7.1 For application for a DG licence, the following plans drawn to the nearest metric scales should be submitted to the Dangerous Goods Division: -

- (a) block plans showing the location of the building and its surrounding buildings/public thoroughfares;
- (b) layout plan showing the floor level of the proposed DG store;
- (c) layout plans showing the one floor above and one floor below of the proposed DG store;
- (d) layout plan showing the proposed DG store;
- (e) section plans showing the details of the proposed DG store;
- (f) plans showing the elevation of the proposed DG store;
- (g) plans showing the installation of mechanical ventilation system for the proposed DG store (if any).

7.2 Any handwriting on the submitted plans should be signed and stamped. Where necessary, minor amendments could be made to the submitted plans and be signed and stamped by the applicant or his authorized representative.

7.3 The following items must be shown on the submitted drawing: -

- (a) the siting of the proposed DG store;
- (b) the material of which the proposed DG store is or is to be constructed;
- (c) the dimension of the proposed DG store;
- (d) the height of the door curb (if applicable);
- (e) the size of the effective area for the High/Low ventilators;
- (f) calculation for the cubic volume of the proposed DG store;
- (g) calculation for the retaining capacity (if applicable);
- (h) calculation for the total area of the ceiling plus walls of the proposed DG store;
- (i) such other particulars, if any, as the Authority may require to be shown on the plan;
- (j) calculation for the ventilation ratio.

7.4 Other details that shall also be included in the submitted plans for respective

category of DG store are listed at **Appendix II** for easy reference.

8. General Siting Requirements

8.1 The proposed DG store should normally be located on ground floor of a building. If such building is an industrial building, the proposed DG store could be located on upper floor not higher than 30 metres above the ground floor level with an approaching lobby having a window opening on the external wall and being accessible by aerial ladders or platforms of fire appliances.

8.2 The proposed DG store should not be located directly under or above another DG store on the next higher floor (or roof) or the next lower floor respectively.

8.3 The proposed DG store should not jeopardize any exit routes nor create undue exposure hazards to the property of third parties.

8.4 Adequate ventilation should be provided to the proposed DG store, otherwise, mechanical ventilation system should be provided.

8.5 An applicant should decide on the siting and construction of the DG store and associated facilities in the planning stage. Since the construction of DG store may involve alteration works to an existing building or affect the safety of the remaining parts of the building, applicant is strongly advised to submit the general building plans including the location of the proposed DG store to the Buildings Department for siting approval prior to the submission of a formal DG licence application to the Dangerous Goods Division.

9. General Fire Safety Requirements

9.1 Fire Safety requirements are measures to protect the safety of the dangerous goods store, user as well as the general public against fire or other calamity arising from fire or accidental spillage of chemical.

9.2 A set of specific Fire Safety requirements would be formulated and issued to the applicant when the application is considered acceptable-in-principle by the FSD. Applicant may refer to the **Samples 1 - 11** for general fire safety requirements for DG Stores.

9.3 Should there be any insurmountable difficulties for the applicant in complying with the prescribed Fire Safety requirements, the applicant may submit alternative proposals for the Authority's consideration. For example, applicants can adopt the Fire Engineering approach, or submit a study report to explain how they will tackle problems of fire suppression, smoke control, evacuation and access of fire services etc.

10. Report of Compliance

10.1 Upon the completion of the construction works of the DG store and full compliance of the Fire Safety requirements, the applicant may inform the Case Officer in writing to arrange a compliance inspection.

10.2 During the compliance inspection, applicant shall provide a set of documentation such as catalogues, certificates for the installation. Applicant may refer to the compliance check list as at **Appendix III** for reference.

11. Re-inspection

If non-compliance with any of the Fire Safety requirements is noted during the compliance inspection, a notification indicating the outstanding items will be forwarded to the applicant. The applicant may invite the Case Officer for re-inspection upon full compliance with the Fire Safety requirements which shall include the outstanding items.

12. Issue of DG Licence and Licence Fee

12.1 When the Fire Safety requirements are fully complied with and the actual layout of the DG store conforms to the approved plans, the applicant will be notified in writing that a DG licence is available for collection at the designated shroff office upon full payment of the licence fee.

12.2 Licence fees are specified in Regulation 183 of the Dangerous Goods (General) Regulations and are set in accordance with the type and quantity of DG licensed to store or manufacture. Please refer to the FSD homepage for the updated licence fees.

URL: http://www.hkfsd.gov.hk/home/eng/source/licensing/licence_fees.pdf

PART III: Ventilation

13. General Information

In order to prevent the accumulation of vapours given off from DG stored inside a licensed DG store as the result of accidental leakage or spillage, adequate ventilation should be provided. Fire dampers installation at compartment walls of DG store can also prevent the spread of fire and smoke during fire incident.

14. Natural Ventilation

14.1 Good standard of ventilation is required for DG store to disperse vapours given off from any leakage or spillage. The ventilation arrangements need to take into account the nature of the vapours, and to ensure adequate air movement at high and low levels.

14.2 Five air changes per hour is normally sufficient to ensure vapour levels in the DG store are kept to minimal. The simplest method of ensuring adequate ventilation is to provide fixed and permanent openings (such as louvers) at high and low levels in external walls to the outside air. The five air changes per hour could be achieved by openings having a total area equivalent to 1–3% of the total area of the walls and roof of the DG store.

15. Mechanical Ventilation

15.1 If the provision of natural ventilation is not possible, adequate ventilation could be provided by mechanical means.

15.2 For detailed requirements on the mechanical ventilation system, applicants are advised to refer to FSD Circular Letter No. 4/96 Part XI for more information.

URL: http://www.hkfsd.gov.hk/home/eng/source/circular/e04_1996.pdf.

15.3 Applicant is advised to seek professional advice for the design and installation of any ventilation work. For the list of Registered Specialist Contractor (Ventilation Works Category), please visit the website of Buildings Department for details.

URL: http://www.bd.gov.hk/english/inform/e_rsc_v_1.html.

15.4 Regarding mechanical ventilation of Cat. 5 DG areas, the following main points should be noted: -

- (a) Cat. 5 DG stores are those areas where flammable liquids are manufactured or stored;

- (b) All enclosed Cat. 5 DG stores should be provided with a mechanical ventilation system capable of providing a minimum ventilation rate of 5 litres per second per square metre of DG floor area or 6 air changes per hour, whichever being considered appropriate;
- (c) The arrangement of the mechanical ventilation system ductwork shall provide a 'cross-flow' effect to eliminate stagnant points within the area;
- (d) The points of extraction/supply shall be arranged such that the flammable vapours are extracted at locations where they usually accumulate. For instance, the extraction points shall be at low level for flammable vapours heavier than air;
- (e) The electrical installations for the mechanical ventilation system shall be of explosion proof type conforming to BS EN 60079 or equivalent national/international standards.
- (f) Means shall be provided to close the openings of the DG store and shut off the ventilating fans automatically upon activation of the total flooding of the fire extinguishing system inside the store in case of fire incident.

16. How to Apply for Approval

16.1 The applicant does not need to apply directly to the Ventilation Division of FSD. If the applicant has indicated in his application that a mechanical ventilation system would be provided, the Dangerous Goods Division will issue the Fire Safety requirements on mechanical ventilating systems to the applicant and forward the case to the Ventilation Division for follow-up action. The Ventilation Division afterwards will separately request the applicant to submit documents and drawings as needed.

16.2 When all ventilation installation works have been completed, the applicant should submit the original copy of Form Vent/425-DG to the Ventilation Division, so that an inspection can be arranged. Before that, the applicant shall note the following: -

- (a) The Ventilation Division will not comment and endorse the submitted ventilation or electrical drawings for project construction.
- (b) For the Contractor who wishes to represent his client on submission, enquiry and attending inspection, he must obtain and submit the authorization letter from the licence applicant.
- (c) The material safety data sheet (MSDS) including physical properties such as vapour density, ignition points and flash points for the chemicals in the DG store may be provided.
- (d) A list of all fixed electrical apparatus/equipment to be installed in the DG store shall be provided. Certificate of conformity in English/Chinese

version issued within 10 years shall be provided and translated certificate shall be endorsed to be true and completed by an accredited laboratory.

- (e) An air change report for the mechanical ventilation system of the dangerous goods store shall be provided.

16.3 To ensure smooth processing of licence inspection, applicant's particular attention is drawn to the following aspects:

- (a) The ventilation drawings shall clearly indicate the layout of all air ducts, positions of fire dampers and ventilation equipment, if applicable, in connection with the proposed/existing DG store regardless it is existing or new installation.
- (b) For application on ventilation system alteration, ready to produce a valid annual inspection certificate for the existing installation.
- (c) If the applicant does not wish to handle the ventilation inspection application in person, he may appoint a representative for document submission, attending system inspection and receiving advice by providing an authorization letter.

16.4 If the ventilation system does not comply with the Fire Safety requirements, the Inspection Officer of Ventilation Division will, during initial inspection, advise the applicant or the appointed representative of any remedial works required. A formal list of non-compliance works will be issued to the applicant directly from the Ventilation Division. After rectifying the defects of the ventilation installation, the applicant is required to report compliance to the Ventilation Division once again with a new Form Vent/425-DG. The procedure is identical to that of initial inspection.

16.5 Failure to provide sufficient information (e.g. as-built drawing for the ventilation installation) and necessary certification document for verification may delay the inspection process and the issuance of the Letter of Compliance (Ventilating System) which is one of the pre-requisites for the granting of a DG licence.

17. Issue of a Letter of Compliance (Ventilation System)

Upon confirming that all Fire Safety requirements for the mechanical ventilating system have been fully complied with, the Inspection Officer of Ventilation Division will arrange the issue of a Letter of Compliance (Ventilating System) directly to the applicant with a copy to the Dangerous Goods Division for further action.

PART IV: The Role of Other Government Departments

18. The Role of Buildings Department

18.1 In every DG Licence application, the Dangerous Goods Division will deal with the requirements under FSD's jurisdiction. Where alteration and addition works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the Building Authority by an Authorized Person (AP) and/or Registered Structural Engineer (RSE) may be required.

18.2 Applicants are strongly advised to seek advice from an AP or RSE in advance. The lists of AP and RSE registered under the Buildings Ordinance, Cap. 123, Laws of Hong Kong are available at the website of the Buildings Department or at their offices for viewing. URL: http://www.bd.gov.hk/english/inform/index_ap.html

19. The Role of Labour Department

19.1 The Boilers and Pressure Vessels Authority (BPVA) of the Labour Department is responsible for enforcing the Boilers and Pressure Vessels Ordinance, Cap. 56, Laws of Hong Kong to ensure the safe operation of boilers and pressure vessels. It also provides technical support to the licensing authority in connection with pressure equipment associated with the DG storage/installation.

19.2 If a gas piping installation is included in a DG licence application, expert advice and comment on the provision and layout of such gas piping installation would be sought from BPVA. The applicant does not need to contact directly to BPVA for comment and/or advice on gas piping installation under application. If the applicant has indicated in his application that a gas piping installation would be provided, relevant plan and layout would be forwarded to BPVA for comment. If the design of the gas piping installation is not acceptable, comment would be relayed to applicant for rectification via the licensing authority.

20. The Role of Lands Department

The Lands Department is responsible for land administration work within the territory. As there may be some restriction on the use of land, applicant is advised to clarify the land use of the proposed DG store location with the Lands Department prior to making the application for DG store.

21. The Role of Environmental Protection Department

The Environmental Protection Department is responsible for co-ordinating and carrying out pollution prevention and control activities in Hong Kong. Since some major DG installations may impose impact to the environment, applicant may be required to submit an Environmental Impact Assessment Report to the Environmental Protection Department under the Environmental Impact Assessment Ordinance, Cap. 499, Laws of Hong Kong.

22. The Role of Government Laboratory

22.1 The Analytical and Advisory Services Division of Government Laboratory assists the Dangerous Goods Division in the analysis and classification of DG.

22.2 The classification of substances in accordance with the Dangerous Goods Ordinance requires the necessary expertise in the particular field. While the FSD is the relevant enforcement authority for the purposes of the Dangerous Goods Ordinance, the FSD do not possess the expertise to ascertain the exact nature of substances or to give advice on the classification of substances in accordance with the Dangerous Goods Ordinance. For the purposes of enforcing the Dangerous Goods Ordinance, the FSD will seek the advice or assistance from the Government Laboratory where there is a need to ascertain the nature of substances.

23. Point to Note

It is important to notice that the grant of licence (if any) by this Department under the Dangerous Goods Ordinance, Cap. 295, Laws of Hong Kong does not relieve the applicant of any obligation to obtain the prior consent, approval, permission or licence from other government departments or agencies pursuant to other legislations for the proposed storage of dangerous goods. These departments or agencies may include but are not limited to the Buildings Department, Lands Department, Planning Department and Environmental Protection Department.

PART V: Notification for Storage of Category 9A DG

24. General Information

Where the quantity of the stated combustible goods stored in any premises or place exceeds the quantity as tabulated below, the person in control of such premises or place shall, within 48 hours, send a notice in writing to the Authority: -

| Combustible goods | Premises forming part of a building in which other premises are used for residential purposes or otherwise than for the purposes of an industrial undertakings | Buildings used exclusively for purposes of industrial undertakings |
|---------------------------------------|--|--|
| Cotton (raw) | 50 kg | 2 t |
| Kapok | 50 kg | 2 t |
| Cotton waste | 100 kg | 2 t |
| Matches | 30 kg | 500 kg |
| Polyetrafluoroethylene | 250 kg | 2 t |
| Polythene (raw material) | 250 kg | 2 t |
| Polystyrene (raw material) | 250 kg | 2 t |
| Polyvinyl Chloride (raw material) | 250 kg | 2 t |
| Polymethylmethacrylate (raw material) | 250 kg | 2 t |
| Polypropylene (raw material) | 250 kg | 2 t |
| Rubber (raw) | 100 kg | 2 t |
| Rubber tyres | 50 tyres | 500 tyres |

25. How to Notify the Authority

25.1 The person in control of combustible goods exceeds the prescribed notifiable quantity as tabulated above shall fill in the Form DG/TS/317A (**Appendix IV**) with the following details and forward to the Dangerous Goods Division within 48 hours: -

- (i) the address of the premises or place (including the number of the floor, where the premises or place form part only of a building and other premises in the building are used for residential purposes or in any other way otherwise than for the purposes of an industrial undertaking);
- (ii) the type of combustible goods, and the quantity of combustible goods or such articles stored in the premises or place; and
- (iii) the purpose for which the combustible goods or such articles are stored in the premises or place.

25.2 Any person who fails to notify the Authority for the storage of the combustible goods in excess of the notifiable quantity as tabulated in paragraph 24 within 48 hours shall be guilty of an offence and shall be liable on summary conviction to a fine of \$5,000.

25.3 Where a notice in writing has been sent to the Dangerous Goods Division in respect of any premises or place, the person in control of such premises or place shall, within 48 hours, send to the Dangerous Goods Division another notice in writing of any increase in the quantity of the combustible goods or articles to which the notice related with is stored in such premises or place.

25.4 Any person who fails to notify the Authority of any increase in the quantity of the combustible goods or articles as mentioned in paragraph 25.3 within 48 hours shall be guilty of an offence and shall be liable on summary conviction to a fine of \$5,000.

26. General Fire Safety Directions

Following receipt of the notification for storage of category 9A DG, Case Officer of Dangerous Goods Division will formulate and issue a specific set of fire safety directions to the applicant for compliance. Applicant may refer to the **Sample 12** for general fire safety directions.

27. Report of Compliance

27.1 Upon the full compliance of the fire safety directions, applicant should inform the Case Officer in writing to arrange a compliance inspection.

27.2 During the compliance inspection, applicant shall provide a set of documentation for the fire service installations and equipment installed.

28. Re-inspection

If non-compliance with fire safety directions is noted during the compliance inspection, a notification indicating the outstanding items will be forwarded to the applicant. The applicant should invite the Case Officer for re-inspection upon full compliance with the fire safety directions which shall include the outstanding items.

29. Issue of Letter of Compliance

Upon all the fire safety directions are fully complied with, a letter of compliance would be issued to the person in control of the combustible goods.

PART VI: Application for Licence for Other DG Installations

30. General Information

Petrol filling stations (PFS), oil depots, potentially hazardous installations (PHIs) and special gases also falls within the control of the Dangerous Goods Ordinance, Cap. 295, Laws of Hong Kong. Since the layout and construction of such installations are different from a general DG store and the application may involve complicated technical knowledge, applicants are advised to approach the Dangerous Goods Division for professional advice prior to making the application.

31. General Siting Requirements for PFSs, Oil Depots and Potentially Hazardous Installations (PHIs)

31.1 For the siting of PFS, oil depots and PHIs, applicants are advised to seek prior approval from the Lands Department, Planning Department, Environmental Protection Department where appropriate before submitting a DG licence application.

31.2 The ‘Hong Kong Planning Standards and Guidelines’ published by the Planning Department provides general siting requirements for such installations.

32. General Information for the Use of Special Gases in Micro-electronic Industry

The use of electronic gases is strictly prohibited in Hong Kong unless a DG licence is granted by the authority. The ‘Code of Practice for the Storage and Use of Special Gases in the Micro-electronics Industry’ published by the Authority contains detailed procedures for application and siting requirements for use of special gases.

URL: http://www.hkfsd.gov.hk/home/eng/source/licensing/storage_special_gas.pdf

PART VII: Application for Licence for any Mechanically Propelled Vehicle for the Conveyance by Road of Category 2 [other than LPG] and / or Category 5 DG

33. General Information

33.1 A DGV licence will be granted with terms and conditions specifying the requirements for the conveyance of Category 2 (other than LPG) and/or Category 5 DG.

33.2 The Licensing Authority may revoke such licence on proof to his satisfaction of an offence against the Dangerous Goods Ordinance or a breach of any condition of such licence by the holder thereof.

33.3 The breach of any term or condition endorsed upon such licence shall constitute an offence which shall be punishable on summary conviction by a fine not exceeding \$10,000 and imprisonment not exceeding 1 month.

33.4 According to the vehicle design and the Category of DG to be conveyed, DGV are classified into 7 types, namely: -

| | |
|---------|--|
| Type B | Tank wagon used for conveyance of Category 5 DG |
| Type C | Vehicle used for conveyance of Category 2 DG (excluding LPG, Chlorine and electronic gases) in cylinders |
| Type D | Vehicle used for conveyance of Category 5 DG in containers |
| Type F | Vehicle used for conveyance of Category 2 Dangerous Goods (Cryogenic gases) |
| Type G | Freight container vehicle prime mover and/or trailer used for conveyance of Category 2 (excluding LPG, Chlorine and electronic gases) or Category 5 DG |
| Type H | Vehicle used for conveyance of Category 2 DG (Chlorine) in drums/cylinders |
| Type PV | Panel Van used for conveyance of Category 5 (Inflammable Liquids) DG |

33.5 A flowchart showing the application procedures for a DGV licence is at **Appendix V** for reference.

34. Submission of Application

34.1 Application for a licence shall be made by completed application form DG/TS/337A (**Appendix VI**) and submitted together with a photocopy of Hong Kong Identity Card or Business Registration Certificate and Vehicle Registration Document (TD26) by the applicant to the Dangerous Goods Division.

34.2 For the application of licence for conveyance of Special Gases (electronic gases), please contact the Dangerous Goods Division at 2417 5717 for detailed information.

35. General Fire Safety Requirements

Following receipt of an application for DGV licence with the supporting documents, a specific set of Fire Safety requirements relevant to the type of vehicle would be issued for compliance by the applicant. Applicant may refer to the **Samples 13 to 19** for general fire safety requirements for DGV.

36. Report of Compliance

36.1 When the vehicle is ready for compliance inspection, the applicant may make a booking by telephone to 2417 5767 during office hour or by filling the online vehicle inspection booking form.

URL: http://www.hkfsd.gov.hk/home/eng/source/licen/vehiclebooking_form.html

36.2 Upon receipt of e-booking or verbal report of completion of Fire Safety requirements, a compliance inspection to the vehicle would be carried out at Sai Kung Fire Station, 1 Hong Kin Road, Sai Kung, New Territories.

36.3 During the compliance inspection, applicants shall produce the original copies of supporting documents including the Vehicle Registration Document (TD26), Certificate of Particulars of Vehicle (TD61C), Certificate of Roadworthiness (TD89) or Vehicle Examination Report (VE24) to the Case Officer for verification.

37. Re-inspection

If non-compliance with Fire Safety requirements is noted during the compliance inspection, a notification indicating the outstanding items would be sent to the applicant. The applicant could make a booking by telephone to 2417 5767 or by filling the online vehicle inspection booking form for a re-inspection.

URL: http://www.hkfsd.gov.hk/home/eng/source/licen/vehiclebooking_form.html

38. Issue of DGV Licence and Licence Fee

When the Fire Safety requirements are fully complied with, the applicant would be notified in writing that a DGV licence would be available for collection at the designated shroff office upon full payment of the licence fee. Licence fees are specified in Regulation 183 of the Dangerous Goods (General) Regulations and information on updated licence fee is available at URL:

http://www.hkfsd.gov.hk/home/eng/source/licensing/licence_fee.pdf

PART VIII: Miscellaneous

39. Renewal of Licence

Dangerous Goods Licence should generally be renewed annually. Dangerous Goods Division would send a notification **together with an application form (Appendix VII, VIII and IX)** to the licensee 3 months prior to the expiry of the DG/DGV licence to remind him/her to renew the licence before the expiry date. The Fire Safety requirements would be checked by the Case Officer **after receiving of the licence renewal application form together with all the required documents.** The licence would only be renewed upon continuous compliance of the Fire Safety requirements and licensing conditions and payment of a licence fee.

40. Transfer of Licence

According to the Dangerous Goods Ordinance, the DG/DGV licence is not transferable. If the licensee wishes to change the ownership of a licensed DG store/DGV, the new owner should apply for a new DG/DGV licence from the Authority.

41. Cancellation of Licence

The DG/DGV Licence is the property of the HKSAR Government. When a DG/DGV licence is no longer required, the licensee shall notify and return the licence to the Authority for cancellation.

42. Alteration to a licensed DG Store

42.1 Licensee has to seek the approval of the Dangerous Goods Division for any alteration to a licensed DG store by submission of 2 sets of plans. Upon the receipt of an application for the alteration, an on-site inspection would be conducted by the Case Officer and the applicant would be informed in writing whether the alteration is acceptable or not.

42.2 Licensee shall not commence the alteration works without the approval from the Authority.

44. Liability/Penalty

44.1 Any person who stores, manufactures, conveys or uses any DG without a valid licence shall be guilty of an offence and shall be liable to a fine of \$25,000 and to imprisonment for 6 months.

44.2 The breach of any term or condition endorsed upon such DG/DGV licence shall constitute an offence which shall be punishable on summary conviction by a fine not exceeding \$10,000 and imprisonment not exceeding 1 month.

44.3 Any person who fails to notify the Authority for the storage of the combustible goods (Cat.9A DG) exceeds the respective notifiable quantity within 48 hours shall be guilty of an offence and shall be liable on summary conviction to a fine of \$5,000.

Fire Services Department

June 2009