

## **The Role of Fire Services Department in the Licensing of Massage Establishments**

- The Licensing Authority, i.e. the Hong Kong Police Force (HKPF), will not issue any licence for the operation of a Massage Establishment (MAS) until the applicant has complied with, among others, all requirements imposed by the Director of Fire Services.
- If there are installation / alteration works on the mechanical ventilating system of the premises under application for a MAS licence, and the process involves the passage of any air duct through any floor, ceiling or wall so that provision of fire damper(s) within the premises is necessary, confirmation of compliance from Ventilation Division of the Fire Services Department (FSD) shall also be one of the pre-requisites for the issue of a MAS licence.

### **Steps to Comply with Fire Services Requirements**

- Application for a MAS licence together with proposed layout plans shall be submitted to the Police Licensing Office (PLO). PLO will refer the application to the respective Regional Office (RO) of FSD for formulation of fire safety requirements.
- To avoid delay, the applicant should ensure that all information required for the application has been adequately provided and the actual layout conforms to the proposed layout plans which are drawn to a scale of not less than 1:100.
- General fire safety requirements for MAS have been uploaded to [FSD's home page](#) for the reference of applicants. For each individual application, FSD will consider whether the premises is suitable for the operation of a MAS. If the premises and the proposed layout are considered suitable for such purpose, detailed fire safety requirements will be formulated and issued to the applicant through PLO. If the premises and/or the proposed layout are/is considered unsuitable for such purpose, notification of objection stating the reasons for objection will be issued to PLO.
- The applicant is required to obtain the following certificates or documents as a proof of compliance with fire services requirements:-

- (a)\* a Certificate of Compliance (FSI/314A or FSI/314B)) and/or a Certificate of Fire Service Installations and Equipment (FS 251) issued by a registered fire service installation contractor;
  - (b)\* if self-contained battery type emergency lighting unit is to be installed, the test report or catalogue of the emergency lighting unit with valid Certificate of Fire Service Installations and Equipment (FS 251); and
  - (c)\* if PU foam filled furniture is used, the invoice from the manufacturer / supplier indicating that the PU foam filled furniture items meet the relevant flammability standards, and a copy of the test certificate issued by a testing laboratory accredited to conduct tests according to specified standards. The test certificate should bear the supplier's / manufacturer's company seal for authentication purposes, and PU foam filled furniture items meeting the specified standards should bear appropriate labels.
- Applicants or their authorized representatives should, upon completion of all works required, inform the respective PLO for arrangement of follow-up inspection by the respective RO.
  - If non-compliance with fire safety requirements is spotted during the follow-up inspection, the respective RO will advise PLO in writing of any remedial works required, and arrange for further follow-up inspection after PLO has notified that the requirements have been met. If the massage establishment is found to be in operation without a valid licence, PLO will be informed to take appropriate action.
  - If the follow-up inspection has proved that all fire safety requirements have been complied with and the layout of the premises conforms to the approved plan, FSD will notify PLO accordingly.

#### Explanatory Notes

- (a)\* *These certificates are issued by registered fire service installation contractors. The purpose of these certificates is to ensure that following the decoration of the premises , the fire service installations (FSI) provided for the building are still in efficient working order after.*

*If there is a need to alter or add any fire service installations and equipment in the premises, the applicant should appoint a registered fire service installation contractor to carry out the work. The registered fire service installation contractor should submit a copy of the certificate (FSI/314A or FSI/314B as appropriate) together with the relevant FSI plan to the Director of Fire Services. Upon completion of the work, the registered fire service installation contractor should inspect and certify the installations, and submit a copy of the Certificate of Fire Service Installations and Equipment (FS 251) to the Director of Fire Services. A list of registered fire service installation contractors is available for inspection at the ROs and all fire stations as well as the following web page of FSD: [www.hkfsd.gov.hk/home/eng/cert.html](http://www.hkfsd.gov.hk/home/eng/cert.html).*

- (b)\* *The purpose of this test report or catalogue is to enable FSD to check whether the self-contained battery type emergency lighting unit installed meets the specified standards.*
- (c)\* *The purpose of this invoice and test certificate is to enable FSD to check whether the PU foam filled furniture used meets the specified standards.*

#### How to Obtain Confirmation of Compliance for Ventilating Systems

- 'Confirmation of Compliance' on ventilating system is issued by the Ventilation Division of FSD to PLO. The purpose of this correspondence is to certify that the ventilating system installed in the MAS premises has been complied with the fire safety provisions stipulated in the Building (Ventilating Systems) Regulations (Cap.123) and the fire safety requirements on mechanical ventilating systems issued by FSD.
- The applicant does not need to apply from FSD for a 'Confirmation of Compliance' for the ventilating system of the premises under application. For each application referred from PLO, FSD will assess the mechanical ventilating system and issue fire safety requirements to the applicant through PLO.
- Before the ventilation work is commenced on site, the applicant is required to submit three sets of ventilation / air-conditioning layout plans directly to the PLO. PLO will refer the plans to Ventilation Division of FSD for processing.

- When all ventilation installation works have been completed and full compliance with fire safety requirements confirmed, the applicant should fill out a prescribed form “Report of Completion on Ventilating System” ([Vent/425](#)) and return the original copy to the Ventilation Division, so that initial inspection can be arranged.
- If the ventilating system does not comply with fire safety requirements, the Inspection Officer will, during the 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 through the PLO. After rectifying the defects of the ventilation installation, the applicant is required to report compliance by submitting a completed prescribed form (Vent/425) to the Ventilation Division once again. The procedure is identical to that of initial inspection.
- After confirmation of compliance with all fire safety requirements for ventilating systems, FSD will issue a ‘Confirmation of Compliance’ to PLO.