

## **The Role of Fire Services Department in the Licensing of Places of Public Entertainment (Temporary)**

*[such as fairs, fetes, exhibition, bazaars, circus and religious ceremony, etc.]*

- The Licensing Authority, i.e. the Food and Environmental Hygiene Department (FEHD), will not issue any Places of Public Entertainment (PPE) licence (Temporary) until the applicant has complied with, among others, all requirements imposed by the Director of Fire Services. The proof of compliance with fire safety requirements is a Fire Services Certificate (FSC) issued by the Fire Services Department (FSD), and such certificate is one of the pre-requisites for the issue of a PPE licence (Temporary).
- If there are installation / alteration works on the mechanical ventilating system of the premises under application for a PPE licence (Temporary), 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, the applicant is required to obtain a Letter of Compliance (Ventilating System) from FSD. Specific fire safety requirements on mechanical ventilating systems will be issued to the applicant, and when all the requirements have been complied with, a Letter of Compliance (Ventilating System) will be issued.

### **How to Obtain a Fire Services Certificate (FSC)**

- Application for a PPE licence (Temporary) together with proposed layout plans shall be submitted to the respective Licensing Section of FEHD for processing. If the application is acceptable in principle, FEHD will refer the application to the respective Regional Office (RO) of FSD for processing. The respective RO will make direct contact with the applicant, with copies of all relevant correspondences forwarded to the Licensing Section of FEHD for information.
- 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.
- For temporary places of public entertainment intended for holding activities of a simple nature (e.g. entertainment activities conducted on open ground or at the common areas of any premises), general fire safety requirements have been

uploaded to [FSD's home page](#) for the reference of applicants intending to hold different types of public entertainment activities. For each individual application, FSD will consider whether the premises is suitable for the purpose of public entertainment. 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 direct. If the premises and/or the proposed layout are/is considered unsuitable for such purpose, a letter of objection stating the reasons for objection will be issued to the applicant.

- For temporary places of public entertainment that involve other complicated issues (e.g. use of dangerous goods in the premises), fire safety requirements for normal places of public entertainment shall apply. These requirements have been uploaded to [FSD's home page](#) for general reference. If the premises is considered unsuitable for the purpose of public entertainment, a letter of objection stating the reasons for objection will be issued to the applicant.
- Based on the set-up of the entertainment venue, the applicant is required to obtain a Certificate of Fire Service Installations and Equipment (FS 251) issued by a registered fire service installation contractor as well as other relevant documents necessary for the issue of a FSC.
- Pre-payment of fee is a pre-requisite for the issue of a FSC for PPE licence (Temporary). Payment can be made in cash or by a crossed cheque made payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR” at Shroff Office, 5/F, Fire Services Headquarters Building, No.1 Hong Chong Road, Tsim Sha Tsui East, Kowloon. A receipt will be issued upon payment and such receipt is a proof of the payment of the prescribed fee.
- Applicants or their authorized representatives should, upon completion of all works required and payment of the prescribed fee, inform the respective RO by phone or in writing so that follow-up inspection can be arranged.
- If the follow-up inspection has proved that all fire safety requirements have been complied with, the layout of the premises conforms to the approved plan and the prescribed fee has been paid, the applicant will be issued with a FSC immediately at scene and FEHD will be informed accordingly. A copy of the FSC will be forwarded to the respective Licensing Section of FEHD.

- According to our experience, the time allowed for FSD to carry out inspection before the activity begins is extremely tight; therefore, applicants are strongly advised to check and ensure that all fire safety requirements are complied with before FSD conducts compliance inspection, otherwise a FSC could not be issued before the activity begins.
- The FSC is a pre-requisite for the issue of a PPE licence (Temporary). However, the certificate remains valid only if the actual layout of the premises conforms to the latest plans accepted by FSD and that all necessary fire safety requirements stipulated are fully complied with. If there are alterations or additions to the premises that may affect fire safety, a new FSC will be required.