

消防處  
防火總區

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消防總部大廈



**FIRE SERVICES DEPARTMENT  
FIRE PROTECTION COMMAND**

FIRE SERVICES HEADQUARTERS BUILDING,  
No. 1 Hong Chong Road, 5/F.,  
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Hong Kong

本處檔號 Our Ref.: FPB 314/07 III

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13 March 1997

**FSD Circular Letter No. 5/97**  
**Submission of Certificate of Fire Service**  
**Installations and Equipment (FS 251) in the Application of**  
**Provisional Licence for General/Light Refreshment Restaurant**

In applying for a provisional licence for a general/light refreshment restaurant, the following procedures for submission of the Certificate of Fire Service Installations and Equipment (F.S. 251) and the Certificate of Compliance (Fire Services Requirements) viz the Certificate C should be adhered to :-

- (i) Upon compliance with the Fire Service Requirements set for the premises, the responsible F.S.I. contractor should complete the relevant F.S. 251 and provide a certified true photo-copy of it to the applicant of the provisional licence.
- (ii) Apart from (i) above, the responsible F.S.I. contractor/s together with the responsible Authorized Person should sign on the Certificate C certifying that all Fire Services Requirements have been fully complied with.
- (iii) The applicant would then submit the certified true copy of the F.S. 251, the Certificate C and other relevant documents i.e. the provisional licence application form, Certificate A, B and D to the Urban/Regional Council to apply for the provisional licence.

- (iv) At the same time, the responsible F.S.I. contractor should forward the yellow copy of the F.S. 251 to the respective Fire Protection Regional Office of the Fire Services Department in accordance with Reg. 9 of the Fire Service (Installations and Equipment) Regulation, Chapter 95, Laws of Hong Kong. A list showing the addresses of the Fire Protection Regional Offices is attached.
- (v) If the fire service installation works of the premises does not involve building works, e.g. change in position/spacing of the sprinkler heads, the relevant amended F.S.I. layout plan(s) together with the relevant FS 314A should be submitted by the responsible FSI contractor to the New Projects Division of this Department for action. Moreover, the responsible F.S.I. contractor should also forward a certified true copy of the FS 314A to the respective Fire Protection Regional Office for record purpose. Should the fire service installation works involve amendments to the approved building plan(s) e.g. change in position of fire hydrant/hosereel, manual alarm etc., the procedures as stipulated in FSD Circular Letter Part 1, Para. 3 should be followed.

Signed

(LAM Chun-man)

for Director of Fire Services