



Fire Safety Requirements

Temporary Usage under Short Term Tenancy, Short Term Waiver and Planning Application

Fire Services Department
Corporate Strategy Command
Planning & Development Division

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 - Update on site requirement
 - Update on different occupancies
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Short Term
Tenancy
Special
Conditions



Short Term
Waiver
Special
Conditions



Planning
Application
Approval
Conditions

Submission of FSI Proposal

Implementation of FSI

Purpose

- Updating the requirements to align current fire safety and standards without compromising safety and standards
- Adopting a “Facilitator Mindset” to incorporate Streamlining elements in both FSRs and handling procedures



**Short Term
Tenancy**
Special
Conditions



**Short Term
Waiver**
Special
Conditions

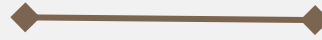


**Planning
Application**
Approval
Conditions

Revised FSRs on Temporary Storage and Structures

- Update on Site Requirement
- Update on Type of Occupancies
- Update on FSI Provision

Site Requirements



Access Road

- Within 30m
- 30m – 100m
 - Additional Wheeled Type Dry Chemical Fire Extinguisher
- Beyond 100m
 - Additional FS Requirements on Case-by-case basis



Street Fire Hydrant

- Within 400m
- Beyond 400m
 - Additional FS Requirements on Case-by-case basis

Structures Separation

- Structures on the same site are regarded as adjoining structures if they are less than 1.8m apart



Three Main Occupancies

- Open Storage / Shed(s) opened on 2 sides or more
- Structure with GFA smaller than 230m^2
- Structure with GFA larger than 230m^2

Introducing



Wheeled type Dry Chemical
Fire Extinguisher



Stand-alone
Fire Detector



Open Storage / Shed(s) opened on 2 sides



Provision of Portable Fire Extinguisher only



No. of F.E. shall be provided according to the formula :
[Storage area] (m²) x [0.003]





Structure with GFA smaller than 230m²



Provision of Portable Fire Extinguisher



Provision of Interconnected Stand-alone Fire Detector

Installed in accordance with the user manual



Structure with GFA larger than 230m²



01

Wheeled Type Dry Chemical
Fire Extinguisher (20 - 35Kg)

Placed every 500m² or 30m coverage radius

02

Interconnected
Stand-alone Fire Detector

Installed in accordance with the user manual

03

Emergency Lighting

In accordance with FSD Circular Letter & FSI CoP

04

Directional & Exit Sign

In accordance with FSD Circular Letter & FSI CoP

05

Sprinkler System

In accordance with FSD Circular Letter & FSI CoP



Extreme Cases



Site with deficiency in the provision of FS requirements such as access road, street fire hydrant system, etc



Alternative FS requirements is required to compensate on the deficiency



Adopt a pragmatic and flexible approach in the formulation based on risk assessment



FS requirements formulated on a case-by-case basis

Streamlined Arranagment

- Nature / Occupancies considered posing minimal risk to life or property
- Provision of FSI is not required
- Incorporation of FS related Special Conditions or Approval Conditions is deemed not necessary
- Blanket Approval given to LandsD & PlanD to cease the circulation to FSD



Open carpark [露天停車場]



Private Garden [私人花園]



Public Utility and Associated
Excavation of Land
[公共業務/土地發掘]



Filing of Land [填土作業]

Introduction of Declaration Form

Declaration Form for the compliance of Fire Safety Requirements 遵辦消防安全要求聲明表格

This Declaration Form must be completed by the applicant or their authorized representative to confirm compliance with the fire safety requirements for the proposed site. The form must be submitted alongside the valid **FS 251 Certificate** issued by a Registered Fire Service Installations Contractor (RFSIC)

本聲明表格必須由申請人或其授權代表填寫，以確認擬議場地符合消防安全要求。此表格須連同由註冊消防裝置承辦商 (RFSIC) 發出的有效FS 251證書一併提交。

Section 1: Application Details 第一節：申請資料

1. Type of Application (Please select one) 申請類型 (請選擇一項)

- ☐ Short-Term Tenancy (Submit via Lands Department) 短期租約 (透過地政總署提交)
- ☐ Short-Term Waiver (Submit via Lands Department) 短期豁免書 (透過地政總署提交)
- ☐ Planning Application (Submit via Planning Department) 規劃申請 (透過規劃署提交)

2. Application No. 申請編號

3. Application Site 申請地點

4. Name of Applicant 申請人名稱

☐ Mr. 先生 / ☐ Mrs. 太太 / ☐ Miss 小姐 / ☐ Ms. 女士 / ☐ Company 公司 / ☐ Organization 機構

5. Name of Authorized Representative 授權代表名稱：

☐ Mr. 先生 / ☐ Mrs. 太太 / ☐ Miss 小姐 / ☐ Ms. 女士 / ☐ Company 公司 / ☐ Organization 機構

Section 2: Declaration of Site Usage 第二節：場地用途聲明

I/We, hereby declare 本人 / 我們謹此聲明：

6. The site ^[Note 1] does not / will not involve the erection of enclosed structure, excluding: 申請中的地點^[附註1]現時並無 / 日後亦不會涉及興建圍封構築物，除以下構築物外：

- ☐ Sheds open on two sides; and/or
兩側開放的有蓋結構；及 / 或
- ☐ Watchman's office and accommodation with a total gross floor area of less than 35 m².
保安辦公室及附屬設施，其總樓面面積小於35平方米

Section 3: Fire Service Installations and Equipment (FSI) 第三節：消防裝置及設備

The following FSI have been provided at the site under application:
以下消防裝置及設備已於申請中的地點設置：

- ☐ Number of Portable Fire Extinguishers ^[Note 2] 手提滅火器數量^[附註2]：

- ☐ Other FSI, if any. Please specify 其他消防裝置及設備 (如有的話)。請列明：

- ☐ Attachment 附件

☐ Valid FS 251 Certificate (attached herewith) 有效的FS 251證書 (隨附於此)

Section 4: Undertaking and Declaration 第四節：承諾及聲明

I/We hereby expressly declare, confirm, acknowledge and agree that:
本人 / 我們謹此鄭重聲明、確認、承認及同意以下事項：

1. All information and particulars provided in this Declaration Form is true and accurate to the best of my/our knowledge. 本人/我們所提供的本聲明表格內的所有資料及細節，均屬真實及完整。
2. The personal data provided by me/us in this Declaration Form will be used by the Fire Services Department with the processing of my/our application. 本人/我們在本聲明表格中所提供的個人資料，將由消防處用於處理本人/我們的申請。
3. The Fire Services Department to disclose my/our personal data in this Declaration Form and the attached documents to such Government Departments and any other body, organization or person(s) as it may see fit at its absolute discretion to obtain such information which is deemed relevant to my/our application, whether on policy or any other grounds. 消防處可根據其絕對酌情權，將本聲明表格及隨附文件中本人/我們所提供的個人資料披露予其認為合適的政府部門及任何其他機構、組織或人士，以取得與本人/我們的申請相關 (不論基於政策或其他理由) 的資料。
4. The site under application complies with the condition stipulated in Section 2 above. 申請中的地點符合上述第二節所列明的條件。

I/We understand if (i) I/We knowingly or willfully make any false statement or withhold any information, or other mislead the Government; or (ii) if I /We fail to comply with any provisions of this Declaration Form, the HKSAR Government shall be entitled to immediately invalidate this application, or it will render me liable to prosecution. 本人/我們明白，如 (i) 本人/我們明知或故意作出任何虛假陳述、隱瞞任何資料，或以其他方式誤導政府；或 (ii) 本人 / 我們未能遵守本聲明表格的任何條款，香港特別行政區政府有權即時取消此項申請，或使本人 / 我們可能被檢控。

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Applicant / Authorized Representative 申請人 / 授權代表姓名	Signature or Company Chop (if applicable) 簽署或公司印章 (如適用)	Date 日期

Notes 附註

1. [Note 1] (附註1)

- **Portable Fire Extinguisher Requirements 手提滅火器要求**
A suitable type of portable fire extinguisher shall be provided in locations where it is easily accessible in the appropriate position and type of portable fire extinguisher, and the equipment must be readily available for use.
- **Calculating the Number of Fire Extinguishers Required 滅火器數量計算方法**
$$\text{No. of Fire Extinguishers Required} = \left[\frac{\text{Storage area (m}^2\text{)}}{600} \right] \times [0.003]$$

所需滅火器數量 = $\left[\frac{\text{儲物面積 (平方米)}}{600} \right] \times [0.003]$

Example: For a storage area of 600m² 例子：如儲物面積為600平方米

$$\text{No. of Fire Extinguisher(s) Required} = \left[\frac{600\text{m}^2}{600} \right] \times [0.003] = 1.8 \approx 2 \text{ fire extinguishers}$$

所需滅火器數量 = $\left[\frac{600\text{平方米}}{600} \right] \times [0.003] = 1.8 \approx 2 \text{ 具滅火器}$

2. [Note 2] (附註2)




This Declaration Form only applies to site usage under as outlined in Section 2. For all other conditions that fall outside this category, an FSI Proposal must be submitted for the compliance with the relevant fire safety requirements. 本聲明表格僅適用於第二節所列明的場地用途。如屬其他不屬於此範疇的情況，則必須提交消防裝置建議書，以符合相關消防安全要求。







Implementation

2 July 2025



Fire Safety Requirements (FSRs) for Temporary Storage and Structures under Planning Application, Short Term Tenancy & Short Term Wavier

Site Requirements		
	Access Road	A vehicular access road within 30 m of the site must be provided. Otherwise an additional wheeled type dry chemical fire extinguisher is required. In case where a vehicular access road is not available within 100 m from the site under application, additional fire safety measures shall be assessed and imposed on a case-by-case basis.
	Street Fire Hydrant	Street fire hydrant shall be situated within 400 m from site. In case where a street fire hydrant is not available within 400 m from the site under application, additional fire safety measures shall be assessed and imposed on a case-by-case basis.
	Structures Separation	Structures (including shed) on the same site are regarded as adjoining structures if they are less than 1.8 m apart . The Gross Floor Area (GFA) of adjoining structures shall be jointly calculated.

FSI Provision	Open Storage / Shed(s) open on 2 sides or more	Enclosed Structure GFA < 230m ²	Enclosed Structure GFA > 230m ² [Note 2]
Fire Extinguisher [Note 1]	 Portable	✓	✗
	 Wheeled Type Dry Chemical	✗	✓
 Stand-alone Fire Detector Stand-alone Fire Detector General Guidelines on Purchase, Installation & Maintenance [Sep 202] [Note 3]	✗	✓	✓
 Emergency Lighting BS 5266-1:2016, BS EN 1838:2013 & FSD Circular Letter No. 4/2021	✗	✗	✓
 Directional & Exit Sign BS 5266-1:2016 & FSD Circular Letter No. 5/2008	✗	✗	✓
 Sprinkler System BS EN 12845:2015 & FSD Circular Letter No. 5/2020	✗	✗	✓

Supplementary Notes	
[Note 1]	<ul style="list-style-type: none"> A suitable type of portable fire extinguisher shall be provided in locations where easily accessible by person in charge where the no. of F.E. shall be provided according to the formula = $\lceil \frac{\text{Storage area}}{(\text{m}^2) \times [0.003]} \rceil$ A 20-35 kg wheeled type dry chemical fire extinguisher in every 500m² on every floor of the premises and shall be provided to ensure that every part of the premises can be reached by wheeled type dry chemical fire extinguisher from a distance of not more than 30m
[Note 2]	Smoke extraction system shall be provided to enclosed structures with compartment volume exceeding 7000m ³ unless the aggregate area of openable windows of the compartment exceeds 6.25% of the floor area of the compartment
[Note 3]	Where two or more stand-alone Fire Detectors are installed in an enclosed structure, all stand-alone detectors shall be interconnected (either wired or wirelessly) such that when one of the stand-alone fire detectors is triggered, all connected stand-alone fire detectors shall sound an alarm simultaneously



Q & A

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