

Fire Services Department

Fire Services Guidelines and Requirements for Private Columbaria

Procedures on Handling of Applications Referred by Food and Environmental Hygiene Department (FEHD)

An application for a Licence/Exemption/ TSOL, in specified form together with proposed site plan(s), layout plan(s) and floor plan(s), shall be submitted to FEHD for processing. If the application is acceptable for processing in principle, FEHD will refer the application to the New Territories and Kowloon East Regional Office (NT&KERO) of Fire Services Department (FSD) for formulation of fire safety requirements. The NT&KERO will make direct contact with the applicant to arrange for site inspection where necessary.

For each individual application, the FSD will consider whether the subject premises is suitable for the operation of a private columbarium. If such premises and its proposed layout are considered suitable for such a purpose, detailed fire safety requirements will be formulated and issued to the applicant through FEHD. If the premises and/or the proposed layout are/is considered unsuitable for such a purpose, a memo stating the reasons for objection will be issued to FEHD. Through the arrangement by FEHD, FSD will also take part in the Application Vetting Panel meeting for any fire safety matters arising from the application.

Fire Safety Requirements

Fire safety requirements are measures to ensure the safety of the public and the premises against fire, limit its spread and at the same time give warning to the occupants of the premises. General fire safety requirements published by the FSD are available in its departmental homepage (<http://www.hkfsd.gov.hk/home/eng/licensing.html>) for the reference of applicants. If a mechanical ventilating system (VS) will be provided at the premises, fire safety requirements on mechanical VS will also be issued to the applicant through FEHD.

To prove the compliance of requirements, applicants will be required to submit the following certificates, licence/letter of approval or documents:

(a) Certificate of Fire Service Installations and Equipment (FS 251) and/or Certificate of Compliance (FSI/314A or FSI/314B)

The purpose of a FS 251 certificate issued by a registered fire service installation (FSI) contractor is to ensure that following the decoration of the premises, the FSIs provided for the building are still in efficient working order. If there is a need to alter or add any fire service installation and equipment in the premises, the applicant should appoint a registered FSI contractor to carry out the work. The 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 contractor should inspect the installations, and if the required standards are met, submit a copy of the Certificate of Fire Service Installations and Equipment (FS 251) to the Director of Fire Services. A list of registered FSI contractors is available for reference at the Regional Offices, all fire stations and FSD website: http://www.hkfsd.gov.hk/eng/source/FSIC_list_eng.pdf.

(b) Dangerous Goods Licence/Letter of Approval

If the storage of dangerous goods exceeds the exempted quantity, or any tankage is used to store dangerous goods in liquid form, the applicant should obtain a Dangerous Goods Licence (FS 163) or Letter of Approval issued by the FSD in respect of the storage and use of dangerous goods. The purpose of such licence/letter of approval is to ensure that the dangerous goods stored or used in the premises do not pose any undue risk to the premises and their vicinities.

(c) Test report/Catalogue of the Emergency Lighting Unit and FS 251

The purpose of the test report or catalogue is to enable the FSD to check whether the self-contained battery type emergency lighting unit, if installed, meets the specified standards. This requirement for Self-contained Luminaires Emergency Lighting Systems PPA/104(A)(4th revision) has been taken into effect from 1 January 2007.

(d) Test report and invoice of Polyurethane (PU) foam filled furniture

Applicant is required to submit (i) an invoice from the manufacturers/suppliers indicating that the PU foam filled furniture items meet the relevant flammability standards; and (ii) 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/manufacture's company seal for authentication purposes and PU foam filled furniture items meeting the specified standards should bear appropriate labels.

Report of Compliance

Applicants or their authorized representatives should, upon completion of all works required, inform the NT&KERO in writing through FEHD so that compliance inspection can be arranged. To ensure smooth processing of the type of specified instrument under application and to facilitate the arrangement of site inspection, the applicant should submit **ALL** required documentary proof of compliance with fire safety requirements to the NT&KERO through FEHD before a compliance inspection would be arranged.

Compliance Inspection

If non-compliance with fire safety requirements is spotted during the compliance inspection, the NT&KERO will inform FEHD in writing of the shortcomings and any remedial works required. Upon notification of completion of remedial works from the applicant, FSD will arrange follow-up inspection. If the compliance inspection has proved that all fire safety requirements have been complied with and the layout of the premises conforms to the final plans submitted by the applicant, FSD will notify FEHD in writing.

Report of Compliance of fire safety requirements of mechanical ventilating system (VS)

When the ventilation works are completed, the applicant should submit the following documents so that an inspection could be arranged.

Compliance Inspection of fire safety requirements of mechanical ventilating system (VS)

Upon the full compliance with the fire safety requirements for the mechanical VS and the availability of drawings, certificates, etc., a Letter of Compliance (VS) will be issued by the Ventilating Systems Group of FSD to the applicant with a copy to the FEHD.

Enquires

For enquiries concerning fire safety requirements, please contact FSD direct.