

**Brief Notes of Liaison Meeting between Fire Services Department (FSD)
and the Authorized Persons (APs)**

Date : 15 September 2020 (Tuesday)
Time : 1600 hours
Venue : Conference Room, Fire Safety Command, FSD

Matters Discussed in the Meeting :

1. **General Building Plan (GBP) Submission and FSI Acceptance Inspection**

Performance Indicators

The figures related to the performance indicators for GBP processed and FSI acceptance inspection for New Projects Division, Airport Expansion Project Division and Railway Development Strategy Division were presented. APs had no comment on the performance indicators presented.

During the period from 20.7.2020 to 31.8.2020, only 6% of GBP submissions could not be endorsed due to non-compliance of FS requirements. About 20% of GBP were endorsed subsequent to minor plan amendments while another 74% were endorsed in one-go. Some examples of repeated irregularities commonly found in GBP Submissions were presented for APs' information.

In line with the Government's social distancing measures, temporary measures were put in place to facilitate AP to effect minor amendment of GBP and FSI drawings, including the option for AP to make appointments outside FSD's normal business hours, such as lunch hours. Case officers, during the work-from-home period, would activate the call forwarding services such that they could be readily available to answer telephone enquiries in relation to GBP and FSI drawing submissions.

2. **Commencement of the Building (Minor Works) (Amendment) Regulation 2020**

The Building (Minor Works) (Amendment) Regulation 2020 ("Amendment Regulation") had been came into operation on 1 September 2020. The Amendment Regulation extended the coverage of minor works to include more small-scale works so as to bring greater convenience to the public and facilitation to the industry. Amongst others, the installation of new fire service water tank (glass reinforced polyester) with capacity not more than

4.5m³ and erection of supporting structure for installation of fire service pump in buildings were included in the Minor Works Control System.

In response to the Amendment Regulation, a new FSD Circular Letter superseding the existing FSD Circular Letter No. 1/2012 on “Installation of Fire Service Pump on Roof or Floor Slab” had been drawn up and would be promulgated shortly. In the new Circular Letter, examples of minor works in relation to the installation of fire service water tank and pump on roof or floor slab would be included.

3. **Car Parking Facilities with Automated Parking System**

The information paper on fire safety provisions for car parking facilities with automated parking system had been circulated to relevant Government Departments including the Architectural Services Department, Electrical and Mechanical Services Department and Environmental Protection Department, etc. After incorporating comments from Government Departments concerned, the fine-tuned information paper would be circulated to the trade and other stakeholders before official promulgation of the Circular Letter.

4. **Review on Fire Safety Requirements for Car Ports**

In the course of formulating FS requirements for electric vehicles (EV) charging facilities and car parking facilities with automated parking system, FSD noted that the provision of FSI for car ports as set out in the current Code of Practice for Minimum Fire Service Installations and Equipment might need to be enhanced as well. In this regard, a review on fire safety requirements for car ports was being conducted and the relevant information paper would be circulated to all concerned departments/ relevant stakeholders for views / comments once available. A presentation on the additional fire safety requirements for car ports was conducted.

The Chairman supplemented that for the sake of public safety, such enhancement was essential from fire prevention and rescue point of view. APs in general supported such enhancement. In response to members’ enquiry on whether guidelines would be given to owners of old buildings on FSIs for EV charging facilities, the Chairman told the meeting that pamphlets would be distributed to the owners concerned.

5. **Specification for Automatic Sprinkler Installations**

The FSD Circular Letter No. 5/2020 on the adoption, with local modifications, of the LPC Rules for Automatic Sprinkler Installations incorporating BS EN 12845:2015 was issued on 10 September 2020.