

**Business Facilitation Advisory Committee
Task Force on Business Liaison Groups**

*Report of No Addition and Alteration Works for
Renewal of Places of Public Entertainment Licence*

Background

According to one of the renewal requirements for Places of Public Entertainment Licence (PPEL), if no addition or alteration works (which involve obstruction to or sealing up of windows; combustible materials used as false ceilings, partitions or wall furnishings; combustible draperies and curtains; and replacement or addition of PU Foam filled mattresses/upholstered furniture) has been conducted in the PPE premises since the date of last licence renewal, the applicant is required to submit a written declaration to the Fire Services Department (FSD) to confirm in this regard.

2. At present, FSD provides a standard declaration form to facilitate the trade to make such confirmation of no addition or alteration works.

Trade's Concern

3. At a Business Liaison Group meeting for family amusement centres, some trade members raised the concern that in their PPEL renewal applications, FSD had requested the trade to complete the standard declaration forms even when addition or alteration works which involved one of the items mentioned in paragraph 1 above had been conducted at their premises since the date of last licence renewal.

Administration's Response

4. In response, FSD clarified that the trade was required to submit the declaration form in their PPEL renewal applications. If the trade had conducted, for example, one addition or alteration works item listed on the

declaration form at their premises, declaration of no addition and alteration works for the rest of the items on the form was still required. The purpose of requesting the trade to complete the form was to help FSD staff quickly identify the existence of addition or alteration works that had fire-safety implications for the assessment of fire safety requirements during inspection of the premises.

5. To help avoid the trade's confusion towards the declaration form, FSD also advised that the Department would add guidance notes to the form to facilitate proper completion of the form.

Way Forward

6. Members are invited to note the content of this paper and offer comments, if any.

Fire Services Department
September 2014