

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

***Streamlining of procedures for processing alteration / addition applications  
from clubs operating billiard business***

**Background**

If a premises is intended to be run as a club and provided four billiard tables or more therein, it must obtain a Certificate of Compliance (CoC) from the Home Affairs Department (HAD) for the club operation as required under Clubs (Safety of Premises) Ordinance (Cap.376) and a Places of Amusement Licence (PAL) issued by the Leisure and Cultural Services Department (LCSD) for the billiard operation as required under the Places of Amusement Regulation (Cap.132BA). Only when such club premises is planned to carry out alteration / addition (A&A) works at the licensed PAL area, it has to submit separate applications to the respective licensing authorities, i.e. HAD and LCSD, for approval before commencement of works. In processing an A&A application, LCSD will refer it directly to HAD for comment on the building safety aspects if they know that the PAL area has already been covered by CoC area; or refer it to the Buildings Department (BD) for comment if there is no record that the PAL area has been included in a CoC area.

**Trade's Concern**

2. At a Business Liaison Group meeting for billiard establishments, public bowling-alleys and public skating rinks, the trade which operated billiard establishments in club premises expressed the concern of their administrative burden and possible delay in obtaining the approval for A&A when there are separate building safety inspections by BD and HAD. The trade enquired whether the departments concerned could streamline the procedures for processing A&A applications on premises covered by both CoC and PAL.

### **Administration's Response**

3. In response, LCSD, HAD and BD had jointly reviewed the existing procedures for processing A&A applications under the CoC and PAL licensing regimes and worked out a comprehensive list of CoC encroached on PAL areas for the shared use of the departments concerned. Hence, LCSD could refer A&A application raised by the existing billiard establishments which are encroached into club premises to HAD direct. As such, there would be only one single party to carry out building safety inspections in respect of A&A works on PAL areas covered by CoC. The above streamlined procedures have been implemented with effect from June 2016.

### **Way Forward**

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

**Leisure and Cultural Services Department  
September 2016**