

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

***Measures to Streamline the Application Procedures for
Temporary Places of Public Entertainment Licences by
Adoption of “Authorised Person/ Registered Structural Engineer
Certification on Pre-accepted Temporary Structures”***

Purpose

This paper briefs members on the measure to streamline the application processing for Temporary Places of Public Entertainment Licences (TPPEL).

Background

2. In accordance with the Places of Public Entertainment Ordinance (Cap. 172), an operator is required to apply to the Food and Environmental Hygiene Department (FEHD) for a TPPEL for holding a public entertainment event on a temporary basis. Upon receipt of the referral from FEHD, the Buildings Department (BD) will assess the TPPEL application with layout plan(s) and formulate the building safety requirements¹. If temporary structures involved in the event fall within certain criteria, the applicant is required to submit structural calculations prepared by an Authorized Person (AP)/ Registered Structural Engineer (RSE) to justify that such temporary structures are structurally safe and the existing building structures are structurally adequate to sustain the additional load due to the temporary structures. The BD will then vet the structural justifications and issue a reply memo with the conditions on the erection and use of temporary structures to FEHD for applicants' compliance.

Trade's Concern

3. Trade operators conducting temporary public entertainment events would like to have more streamlined and expeditious procedures in processing their TPPEL applications as well as greater certainty in the time required and the acceptance of temporary structures for obtaining the licences.

¹ The building safety requirements will mainly cover the aspects of (i) the adequacy of the means of escape; (ii) the structural safety and stability of temporary structures; and (iii) the existence of Unauthorised Building Works.

Administration's Response

4. Noting that some temporary structures in the TPPEL applications are usually the same or similar in terms of the layout, size and location, such as the festive decorations for the Easter, Mid-Autumn Festival, Christmas etc., BD, in collaboration with FEHD, will streamline the process by adoption of "AP/RSE Certification on Pre-accepted Temporary Structures (PTS)" as an alternative option for the applicant.

5. If the applicant opts for the streamlined procedures, BD will require the submission of detailed layout plan(s)², AP/RSE's structural justifications and relevant documents³ only for the first application of the TPPEL. The temporary structures accepted in the first application will be listed as the PTS. For the subsequent applications involving PTS at the same location and observing the bounding conditions (such as AP/RSE's supervision of erection of temporary structures etc.) of the PTS, the AP/RSE will only need to submit an undertaking letter certifying that the proposed temporary structures are on the list of PTS and that the bounding conditions of the PTS are satisfied.

6. Under the streamlined procedures, the AP/RSE's structural justifications will no longer be required for the aforesaid subsequent applications involving PTS and the trades' administrative burden can be reduced by saving the submission of the structural justifications for every similar TPPEL application. The simplified work process will also speed up the licence application processing and enable applicants' certainty of their TPPEL applications. The new procedures will be tentatively put in place by mid-2020.

Way Forward

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

Buildings Department
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² The detailed layout plan(s) should indicate the "notional escape routes" and "temporary structure zones".

³ The relevant documents may include the schedule of maximum admission capacity, schedule of proposed temporary structures etc.