



# **Business Liaison Group Meeting** **Building Plan Processing by the** **Fire Services Department**

**Fire Services Department**  
**New Projects Division**

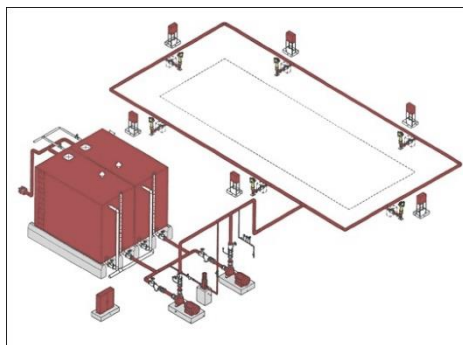
Senior Divisional Officer  
Mr. CHAN Kam-fai

# Statutory Role of FSD



## Buildings Ordinance

Imposing **fire service installations** requirements for buildings



# Buildings Ordinance



## Approval of Building Plans

Section 16(1)(b), Buildings Ordinance,  
Chapter 123, Laws of HK

The Building Authority's approval to  
building plans



Serial No: A 206923  
Fire Services Department,  
HONG KONG

Our Ref.: \_\_\_\_\_ Date: \_\_\_\_\_

Sir/Madam,

Address: \_\_\_\_\_

Description of Building: \_\_\_\_\_

This is to certify that the requirements of this Department have been incorporated in your plans.

One set of your plans stamped and signed by this Department on \_\_\_\_\_ is returned together with an additional copy of this certificate for submission to the \* Building Authority/Director of Housing.

Note:—Any amendments to plans after approval by this Department should be resubmitted in duplicate through the \* Buildings/Housing Department for further vetting prior to the commencement of any construction works.

Yours faithfully,

for Director of Fire Services

Issued in accordance with Sub-paragraph (ii) of Paragraph (9) of Subsection (1) of Section 16 of the Buildings Ordinance.

\* Delete where inappropriate.

FA 101 (Rev. 10/09)

# Buildings Ordinance



## Commencement of Building Works

Section 16(3)(b), Buildings Ordinance,  
Chapter 123, Laws of HK

The Building Authority's consent to  
commencement of building works



Serial No: A 206923  
Fire Services Department,  
HONG KONG

Our Ref.: \_\_\_\_\_ Date: \_\_\_\_\_

Sir/Madam,

Address: \_\_\_\_\_

Description of Building: \_\_\_\_\_

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Yours faithfully,

for Director of Fire Services

Issued in accordance with Sub-paragraph (ii) of Paragraph (9) of Subsection (1) of Section 16 of the Buildings Ordinance.

\* Delete where inappropriate.

FA 161 (Rev. 2009)

# Buildings Ordinance



## Occupation Permit

Section 21(6)(d), Buildings Ordinance,  
Chapter 123, Laws of HK

The Building Authority's issuance of **Occupation Permit**



# Procedures for Building Plans Submission



## Centralized Processing System (CPS)



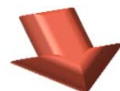
# Centralized Processing System



**Authorized Persons**



Buildings Department



**Other Govt. Depts.**



Planning Department



Lands Department

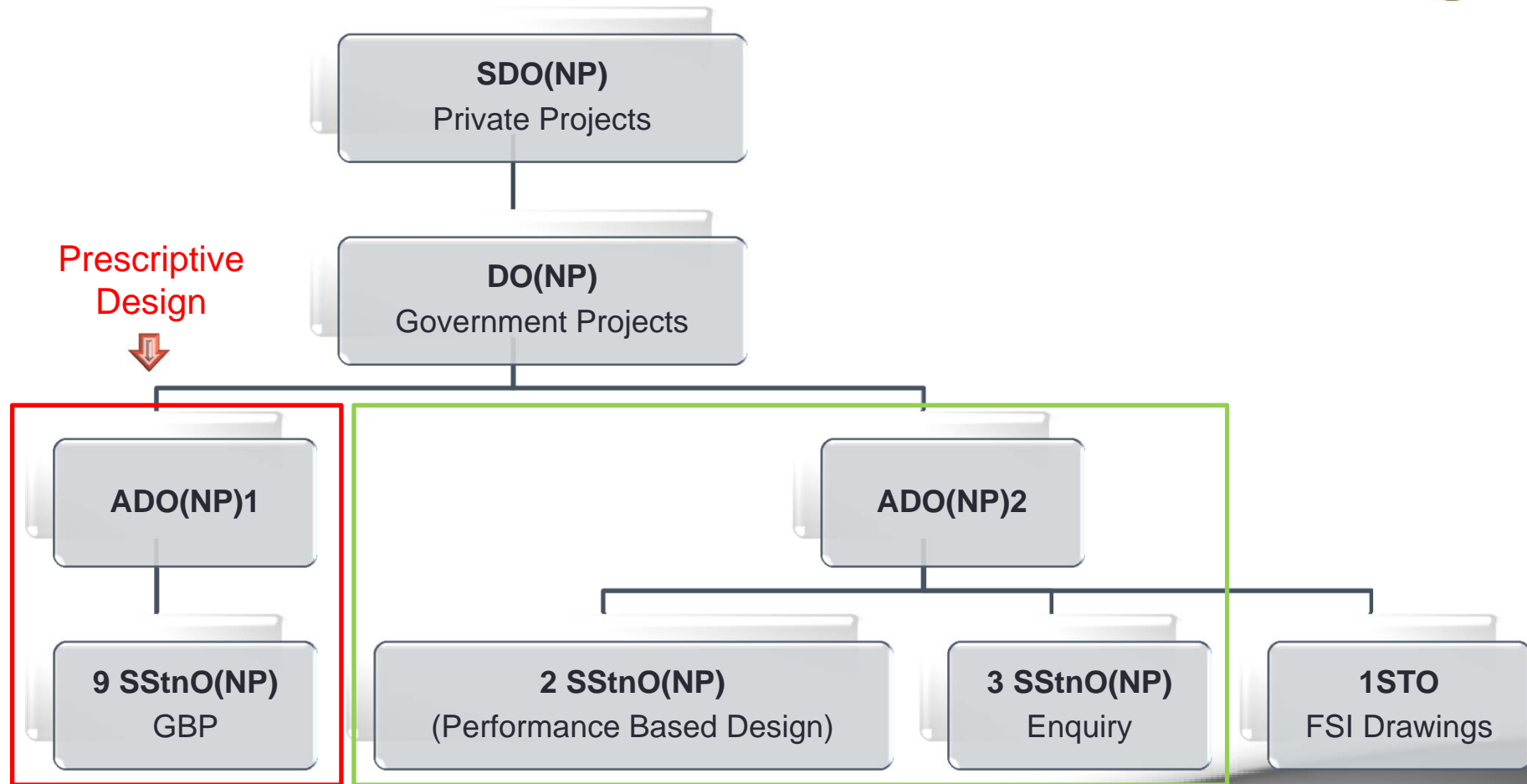


Fire Services Department



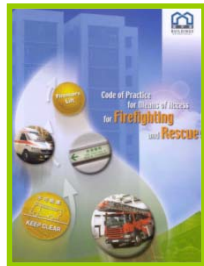
**New Projects Division**

# Structure of New Projects Division

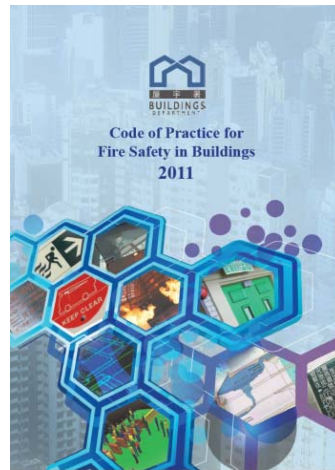




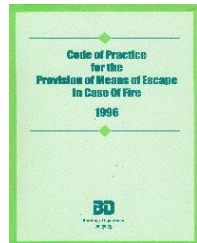
# Prescriptive Requirements



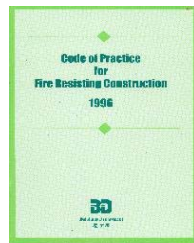
MoA Code



FS Code 2011



MoE Code



FRC Code



All Fire Services Department (FSD) Circular Letters issued since 1987 have been updated and consolidated in the attached set of "FSD Circular Letters 1996" except those listed in Appendix 1 which are to remain as stand alone Circular Letters. As a result, all other Circular Letters are to be removed and destroyed.

FSD Circular Letters

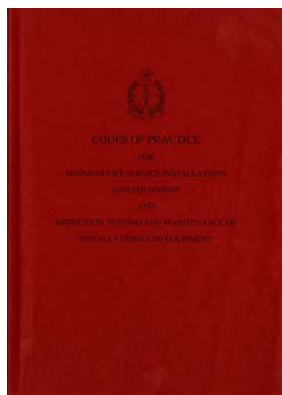


FSI Code 2012



# Prescriptive Requirements

## Classification of Premises and Areas of Special Risks

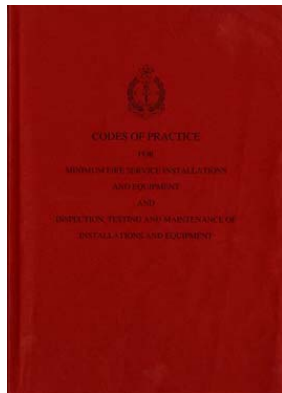


- 4.1 Aircraft Maintenance and Repair Facilities
- 4.2 Audio/Visual Production Facilities
- 4.3 Basements with floor area  $\leq 230 \text{ m}^2$
- 4.4 Basements with floor area  $> 230 \text{ m}^2$
- 4.5 Battery Rooms and Electrical Charging Facilities
- 4.6 Boiler Rooms
- 4.7 Bowling Alleys
- 4.8 Bulk Fuel Storage
- 4.9 Car Ports
- 4.10 Chemical Manufacturing/Processing Plants

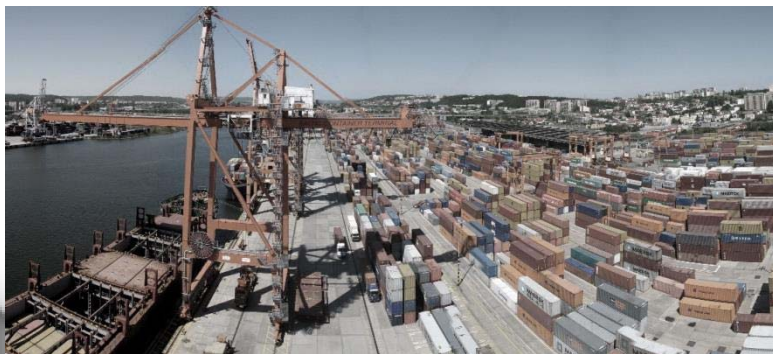




# Prescriptive Requirements

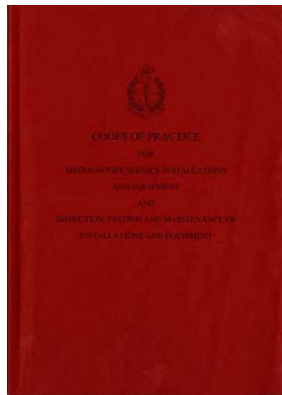


- 4.11 Cold Storage Areas (Group I) Minor (Under 140 m<sup>3</sup> capacity)
- 4.12 Cold Storage Areas (Group I) Major (of and over 140 m<sup>3</sup> capacity)
- 4.13 Cold Storage Areas (Group II)
- 4.14 Commercial Buildings—Low Rise
- 4.15 Commercial Buildings—High Rise
- 4.16 Composite Buildings
- 4.17 Container Terminal Yards and Freight Stations
- 4.18 Curtain Walled Buildings < six storeys
- 4.19 Curtain Walled Buildings ≥ six storeys
- 4.20 Dangerous Goods Stores





# Prescriptive Requirements



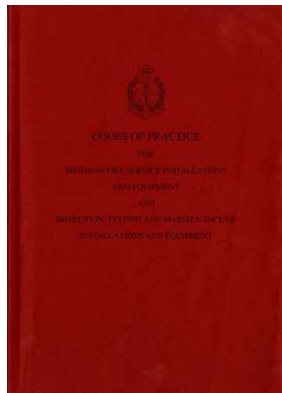
- 4.21 Domestic Buildings—Low Rise  
(up to and including 3 storeys in height)
- 4.22 Domestic Buildings—Low Rise  
(over 3 storeys in height)
- 4.23 Domestic Buildings—High Rise
- 4.24 Consumer Electrical Equipment
- 4.25 Explosive Production and/or storages
- 4.26 Garages
- 4.27 **Hotels—Low Rise**
- 4.28 **Hotels—High Rise**
- 4.29 Industrial/Godown Buildings—Low Rise
- 4.30 Industrial/Godown Buildings—High Rise



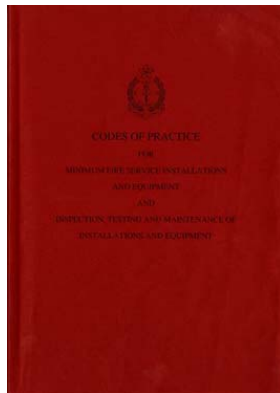
# Prescriptive Requirements



- 4.31 Institutional Buildings—Low Rise
- 4.32 Institutional Buildings—High Rise
- 4.33 Kitchens (other than kitchens in domestic premises)
- 4.34 Lift Motor Rooms
- 4.35 Mechanical Plant Rooms (Group I)
- 4.36 Mechanical Plant Rooms (Group II)
- 4.37 Passenger Terminals/Stations
- 4.38 Petro-chemical Complexes
- 4.39 Railway Marshalling Yards
- 4.40 Refuge Floors



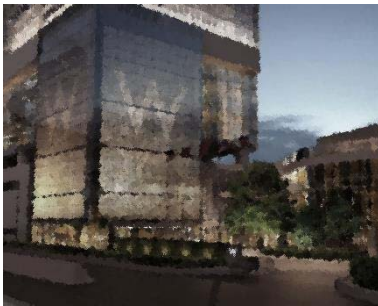
# Prescriptive Requirements



- 4.41 Road Tunnels
- 4.42 Shipyards
- 4.43 Substation/Switchgear Buildings
- 4.44 Telephone distribution equipment, computer installation and similar installations



# Prescriptive Requirements



## Para 4.27 & 4.28 Hotel

- Audio/visual advisory system
- Automatic actuating devices
- Automatic fixed installation other than water
- Emergency generator
- Emergency lighting
- Exit sign
- Fire alarm system
- Fire control centre
- Fire detection system
- Fire hydrant/hose reel system
- Fireman's lift
- Portable hand-operated approved appliance
- Pressurization of staircase
- Sprinkler system
- Static or dynamic smoke extraction system
- Ventilation/air conditioning control system



# Plan Processing Mechanism



Internal Comments for licensed / registered premises

- Siting of premises
- Additional requirements for fire service installations

Licensed / Registered Premises	Responsible Office	Average Time Required (Working Days)
Dangerous Goods Store	Dangerous Goods Division	11
Hotel	Licensing Authority Division	12
Hospital	Community Relations Section	10
	Ambulance Command	
Restaurant / Place of Public Entertainment	Respective Regional Offices	10
RCHE / RCHD		
School / CCC / Kindergarten		







# Plan Processing Mechanism

- Internal Comments for licensed / registered premises

## Gentle Reminderises

- Additional requirements for fire service installations

Licensed Premises	Responsible Office	Average Time Required (Calendar Days)
Dangerous Goods Store	Dangerous Goods Division	15
Hotel	Licensing Authority Division	
Hospital	Community Relations Section	
New Development Run In/Out	Ambulance Command	
Restaurant / Place of Public Entertainment		14
RCHE / RCHD	Re	
School / CCC / Kindergarten		



# Plan Processing Mechanism

AP will be **invited** to make necessary amendment.

- Minor Amendment
  - NOT involve:-
    - Structural Change
    - Major Fire Service Installation
- PNAP ADM-2 Appendix B
  - Recommendations

NP/503 (Rev.1/05)

**PART I**  
To : SDO/ADO(NP)

Reference ( ). It is recommended that the A/P or his authorized representative be permitted to attend the New Projects Division to make "minor amendments" on the following.

Ref: ( ) in EP 8

Start: \_\_\_\_\_ hours  
Finish: \_\_\_\_\_ hours  
Duration: \_\_\_\_\_ minutes

(1)  
(2)  
(3)  
(4)  
(5)  
(6)  
(7)  
(8)  
(9)  
(10)

Permission granted  not-granted

**PART II**  
A/P / A.P.'s representative, \_\_\_\_\_ Date: . . . 2012 ) SMO  
telephone and appointment made on \_\_\_\_\_ Date: . . . 2012 ) ADO(NP)

**PART III**  
(1) "Minor amendments" referred to in Part I were effected by \_\_\_\_\_ contacted by \_\_\_\_\_ Date: . . . 2012 ) SMO  
(2) "A/P / A.P.'s representative" referred to in Part I were effected by \_\_\_\_\_  
(3) I (being the concerned "A/P / A.P.'s representative") fully aware that the ultimate responsibility for compliance with the Buildings Ordinance and Building Authority's requirements rests with the Building Authority.

# Plan Processing Mechanism



Dear Sir/Madam,

Address : \_\_\_\_\_

Proposal : \_\_\_\_\_

I refer to your submitted building plans through the Buildings Department which were received by this Department on 13.9.2013.

As further amendments to the re-submitted plans have been made, the following additional/modified Fire Services requirements shall be incorporated in and clearly noted on your plans before the required certificate to be issued: -

- (i) Sprinkler inlets and valves of respective system shall be provided and properly indicated on plans;
- (ii) Fire detection system shall be provided to the entire basement except car parking area;
- (iii) There shall be sufficient hydrants and hose reels to ensure that every part of the building can be reached by a length of not more than 30m of Fire Service hose and hose reel tubing. Your attention is drawn to the revised requirements for fire hydrant / hose reel system, which was come into effect on 1 October 2013, as promulgated in FSD Circular Letter No. 2/2013;
- (iv) Emergency lighting shall be provided throughout the entire hotel areas and all exit routes leading to ground level in accordance with BS 5266: Part 1:2011, BS EN 1838:1999 and FSD Circular Letter 1/2006;
- (v) Fire extinguishers of appropriate type and sand buckets shall be provided to all E&M plant rooms, loading/unloading areas and car parking areas;
- (vi) All pressurized staircases required shall serve all basement floors;
- (vii) If natural venting of staircases is to be provided, it should follow the requirements stipulated in para. 1.2 of the FSI Code. The locations and calculations of openable areas and the remote controls for top vents shall be demonstrated on plans;
- (viii) Dynamic smoke extraction system shall be provided to all basement floors (B1/F to B3/F) except areas solely for car parking purpose;

.../P.2

- 2 -

- (ix) Static or dynamic smoke extraction system is required for all internal means of escape serving all guest rooms unless the route itself is provided with openable windows communicating to the **open air** and the aggregate area of such windows exceeds 6.25% of the floor area of that route. Windows opening into light well, atrium, etc. is unacceptable; and
- (x) Street fire hydrants shall be provided along the internal EVA in accordance with para. 5.25 of the FSI Code.

The attached recommendations (NP/108) shall be observed whenever and wherever they are applicable.

I should be grateful if you would re-submit two sets of plans incorporating the above requirements through the Centralized Processing System to this Department for formal approval. Meanwhile, One set of the plans is retained for record. The other set is ready for your collection at the Licensing & Certification Command Headquarters, Fire Services Headquarters Building, 5<sup>th</sup> floor, No. 1, Hong Chong Road, Tsim Sha Tsui East, Kowloon during the following hours:-

Monday to Friday (except public holidays) 8:30 a.m.-1:00 p.m. and 2:00 p.m.-5:45 p.m.

Please bring along the original copy of this letter with you when collecting the building plan(s). Your attention is invited to paragraph 4 of Appendix B of PNAP 30 (Rev. 2/2009) in that if you do not collect the building plan(s) within 3 months from the date of this letter, the uncollected plan(s) will be deemed to be no longer required by you and will be disposed of without further notification.

Should you have any enquiries, please contact the case officer Mr \_\_\_\_\_ at tel. no. 2733 7580. If necessary, you may also contact his supervisor, Mr \_\_\_\_\_ at tel. no. 2733 7854.

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Thank  
You

