

# **BLG Meeting for Recreational Clubs**

## **Briefing on Measures & Requirements Implemented in 2022/23**

Speakers: Mr. Terry WAN, Ms. Lesley WONG,  
Mr. L.C. SO & Mr. K.K. LIN  
Office of Licensing Authority (OLA)  
Home Affairs Department

Date: 20 November 2023



# Measures & Requirements Implemented in 2022

1. Alteration and refurbishment application in the club-houses.

[Publication : “**Guidelines on Alteration / Refurbishment Application in Club-houses**” (the Alteration Guidelines) issued in October 2022.]

2. Requirement of documentary proof of holding a continuous and personal supervision of club-houses.

[Publication : **Circular Letter** issued on 4.11.2022]

3. Fire-safety measures in club-houses

[Publication : **Circular Letter** issued on 7.11.2022]



# (1) Alteration Works in Club-house

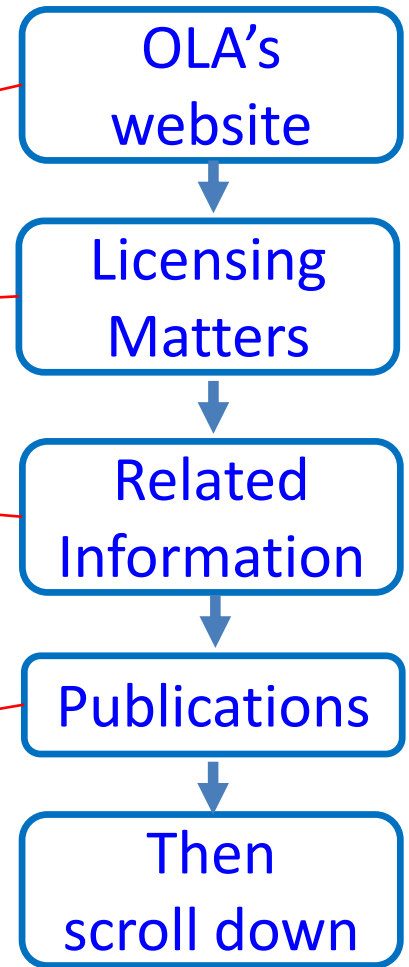
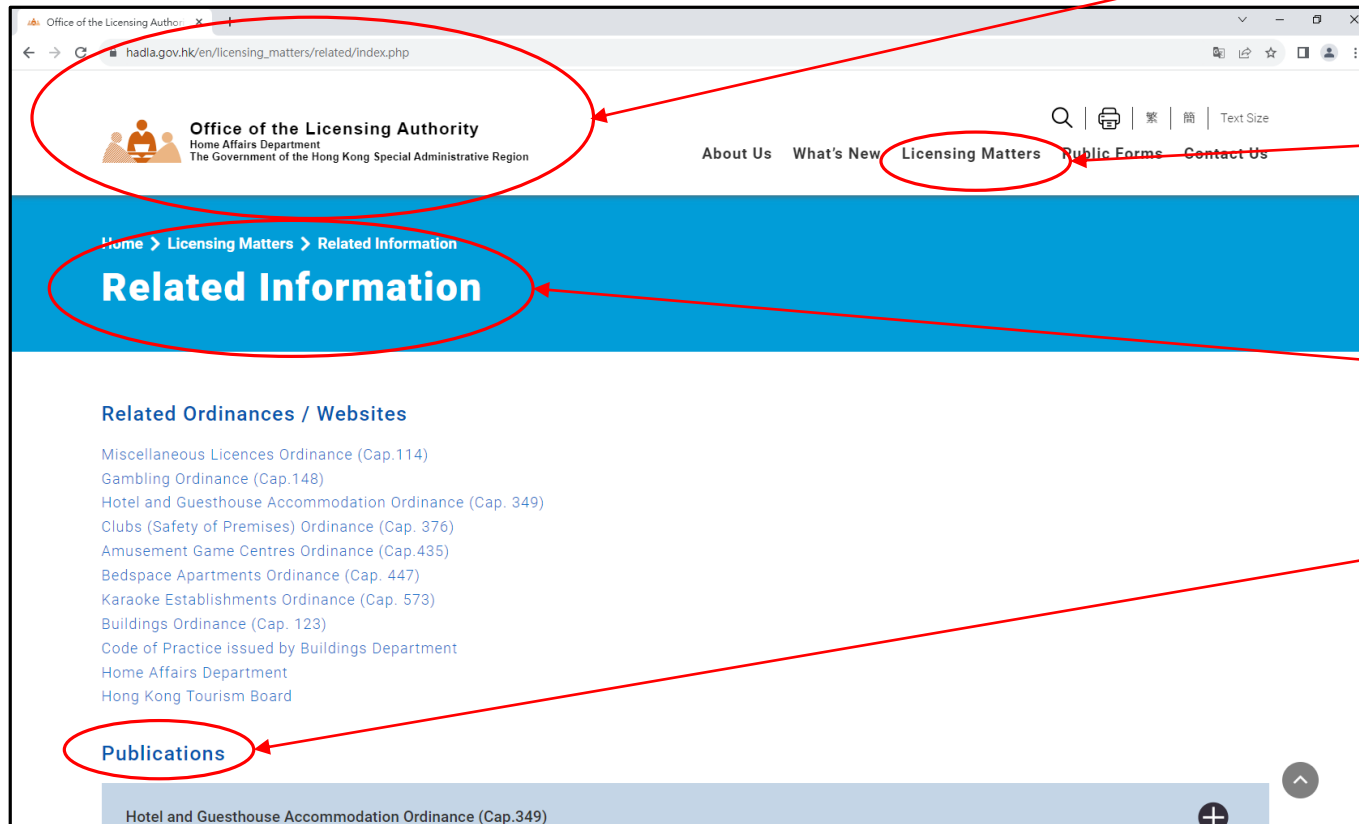
## Background:

- Certificate of Compliance (CoC) standard Condition 3 : *Except with the written permission of the Secretary for Home and Youth Affairs (the Secretary), the CoC holder shall not alter, amend, or otherwise change the layout of the premises licensed from the drawings registered by the Secretary.*
- Procedures and requirements in carrying out Alteration works.
- "Guidelines on Alteration / Refurbishment Application in Club-houses" issued in October 2022



# Guidelines on Alteration/Refurbishment Application in Club-houses

➤ Available at OLA's website: [www.hadla.gov.hk](http://www.hadla.gov.hk)



# Guidelines on Alteration/Refurbishment Application in Club-houses

Title	Version
Clubs (Safety of Premises) Ordinance (Cap.376)	
A Layman's Guide to Application of Certificate of Compliance under the Clubs (Safety of Premises) Ordinance (Cap. 376)	March 2017
A Guide to Compliance Requirements for the Certificate of Compliance for Club-houses	March 2017
Sample Application Form for a Certificate of Compliance	-
Sample Layout Plan of a Club-house	July 2020
Standard Licensing Requirements for Certificate of Compliance for Club Premises (New)	January 2023
Sample Report of Completion Form	August 2018
Guidelines on Alteration / Refurbishment Application in Club-houses (New)	October 2022

Club (Safety of Premises) Ordinance (Cap.376)



Guidelines on Alteration / Refurbishment Application in Club-houses (October 2022)

- **Direct link of the Guidelines:**  
[https://www.hadla.gov.hk/filemanager/en/docs/Guidelines\\_on\\_Alteration\\_Refurbishment\\_Application\\_in%20Club-houses.pdf](https://www.hadla.gov.hk/filemanager/en/docs/Guidelines_on_Alteration_Refurbishment_Application_in%20Club-houses.pdf)



# Guidelines on Alteration/Refurbishment Application in Club-houses

## Guidelines on Alteration / Refurbishment Application in Club-houses

- For reference by holders of Certificate of Compliance

### Introduction

Under the Club (Safety of Premises) Ordinance (Cap. 376) ("the Ordinance"), any person who on any occasion operates, keeps, manages or otherwise has control of a club-house is required to obtain Certificate of Compliance ("CoC") in respect of the premises from the Licensing Authority.

2. The purpose of the CoC is to ensure that the requirements in respect of building safety, fire safety, health and sanitation for a club-house are met so as to safeguard the safety of the club members and their accompanied guests using the services and facilities provided inside the premises.

3. According to the usual standard condition nos. 3 & 21 of the CoC, except with the written permission of the Secretary, the CoC holder shall not alter, amend or otherwise change the layout of the licensed premises. Prior to commencing any alteration, addition, renovation or redecoration of club-houses, the formal written agreement of the Secretary for Home and Youth Affairs must be obtained.

4. These guidelines provide a quick reference for CoC holders when they intend to carry out any alteration, addition, renovation or redecoration to their club-houses.

### Application Procedures on Alteration / Refurbishment in Club-houses

5. If CoC holder would like to carry out alteration, addition, renovation or redecoration resulting in a change in the layout of the club-houses, a corresponding application should be made to the Office of the Licensing Authority by means of application form (HAD 257) before commencement of the works. Application form (HAD 257) can be downloaded from the website of the Home Affairs Department [https://www.had.gov.hk/file\\_manager/common/documents/public\\_forms/had257.pdf](https://www.had.gov.hk/file_manager/common/documents/public_forms/had257.pdf). The workflow of the application is briefly described below and summarized in Annex A.

6. The duly completed application form (HAD 257) should be submitted to the Office of the Licensing Authority together with the proposed layout plan. Those proposed changes shall be highlighted with colour with brief descriptions in writing for identification.

1

7. On receipt of the application, staff of the Office of the Licensing Authority will, depend on individual case merits, liaise with the applicant to arrange for site inspection. Letter of Requirements (LoR) for alteration / refurbishment proposal listing out all the required upgrading works to be carried out in the club-houses will usually be issued. A "Report of Completion" form will also be attached to the LoR for the use by the applicant.

8. Prior to the commencement of the upgrading works, adequate precautionary measures should be provided to fence off the works areas to ensure safety of the building users and the workers during the course of works.

9. The applicant should complete all the required upgrading works on or before the specified date stated in the LoR (normally 6 months). If the upgrading works cannot be completed within the specified date, the applicant should submit an application for extension of time with sufficient justifications and provide a target completion date of the upgrading works. Upon satisfying of the submitted justifications, the Office of the Licensing Authority will consider granting an extension of time. Upon completion of the required upgrading works, the applicant shall complete the "Report of Completion" form and return it to the Office of the Licensing Authority together with all required certificates and relevant documentations.

10. Upon receipt of the "Report of Completion" form, staff of the Office of the Licensing Authority will check the submitted documents and arrange for a compliance inspection with the applicant when necessary.

11. If there are any inadequacies, incompleteness, outstanding and/ or unsatisfactory items found during compliance inspection or noted from the submitted "Report of Completion" form (together with the submitted documents), the applicant will be notified for necessary rectification.

12. When all works are found satisfactorily completed and all required documents have been submitted and found in order, the Office of the Licensing Authority will notify the applicant for acceptance of the alteration/ refurbishment works and issue the updated registered plans to the applicant.

13. If the applicant fails to complete the upgrading works within a reasonable period of time, the Office of the Licensing Authority may issue a warning letter for contravention of condition of the CoC. For persistent contravention, the Licensing Authority may refuse renewal, cancel or suspend the CoC under sections 10 and 11 of the Ordinance and carry out enforcement action under section 21 of the Ordinance when required.

### Enquiries

2



# Guidelines on Alteration/Refurbishment Application in Club-houses

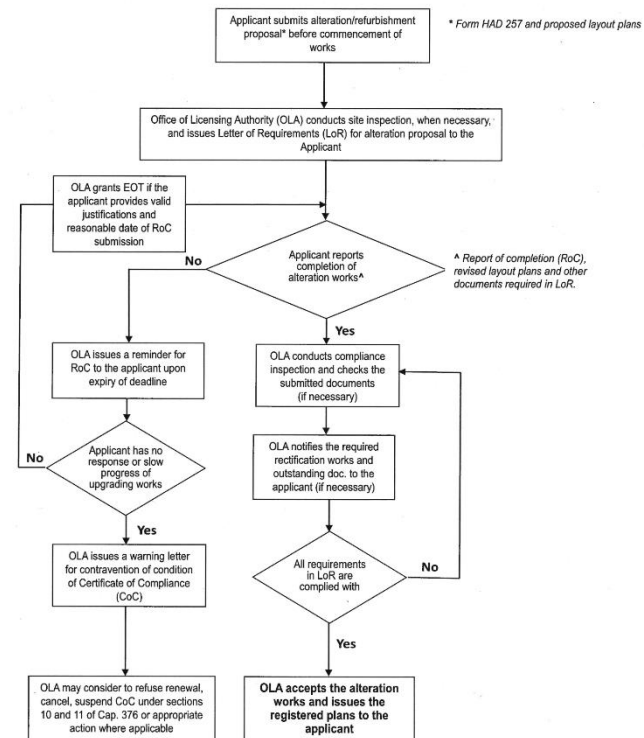
14. For enquiries, please contact the Office of the Licensing Authority through either of the following means –

Telephone 2881 7034  
 E-mail hadlaenq@had.gov.hk  
 Postal address Office of the Licensing Authority  
 Home Affairs Department  
 10<sup>th</sup> Floor, 14 Taikoo Wan Road,  
 Taikoo Shing, Hong Kong

Office of the Licensing Authority  
 Home Affairs Department  
 October 2022

## Annex A

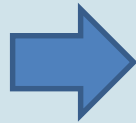
### Application for Alteration/Refurbishment Works in Club-houses



# Alteration Works in Club-house

## Proposal

- Alteration
- Addition
- Renovation
- Redecoration
- Change layout



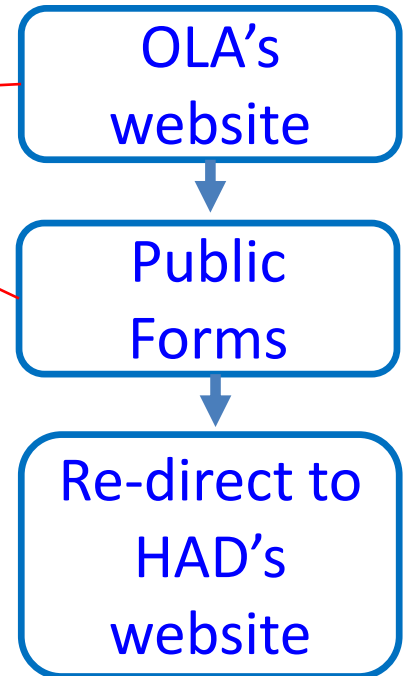
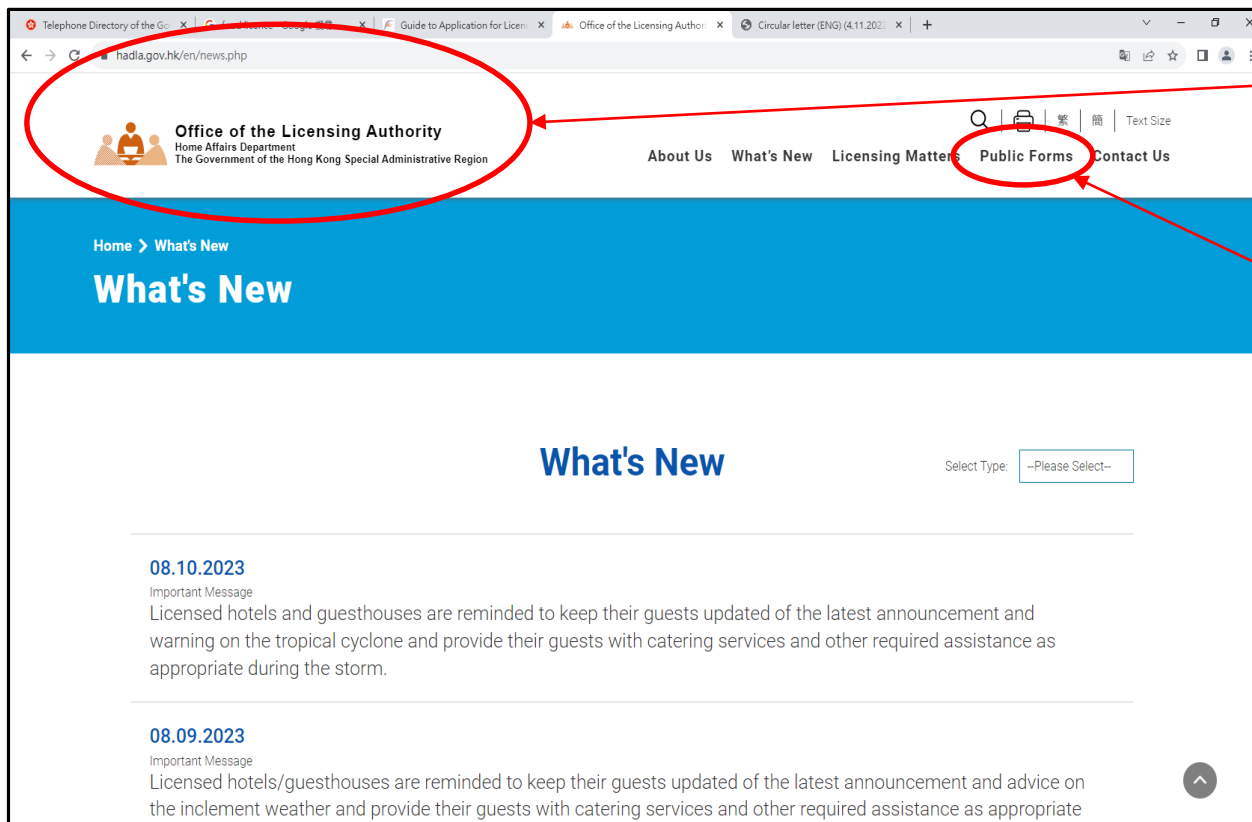
Alteration /  
Refurbishment form  
(HAD 257) with the  
proposed layout plans





# Alteration Application Form (HAD 257)

- Retrieval of App. Form via OLA's website – [www.hadla.gov.hk](http://www.hadla.gov.hk)



# Alteration Application Form (HAD 257)

Office of the Licensing Authority | 牌照事務處 - 持牌酒店/賓館 | 民政事務總署 | Home Affairs Department - 政務總署

had.gov.hk/en/other\_information/forms.htm

Home Affairs Department  
The Government of the Hong Kong Special Administrative Region

Enter search keyword(s) 繁 簡 Text Size

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3. Clubs :

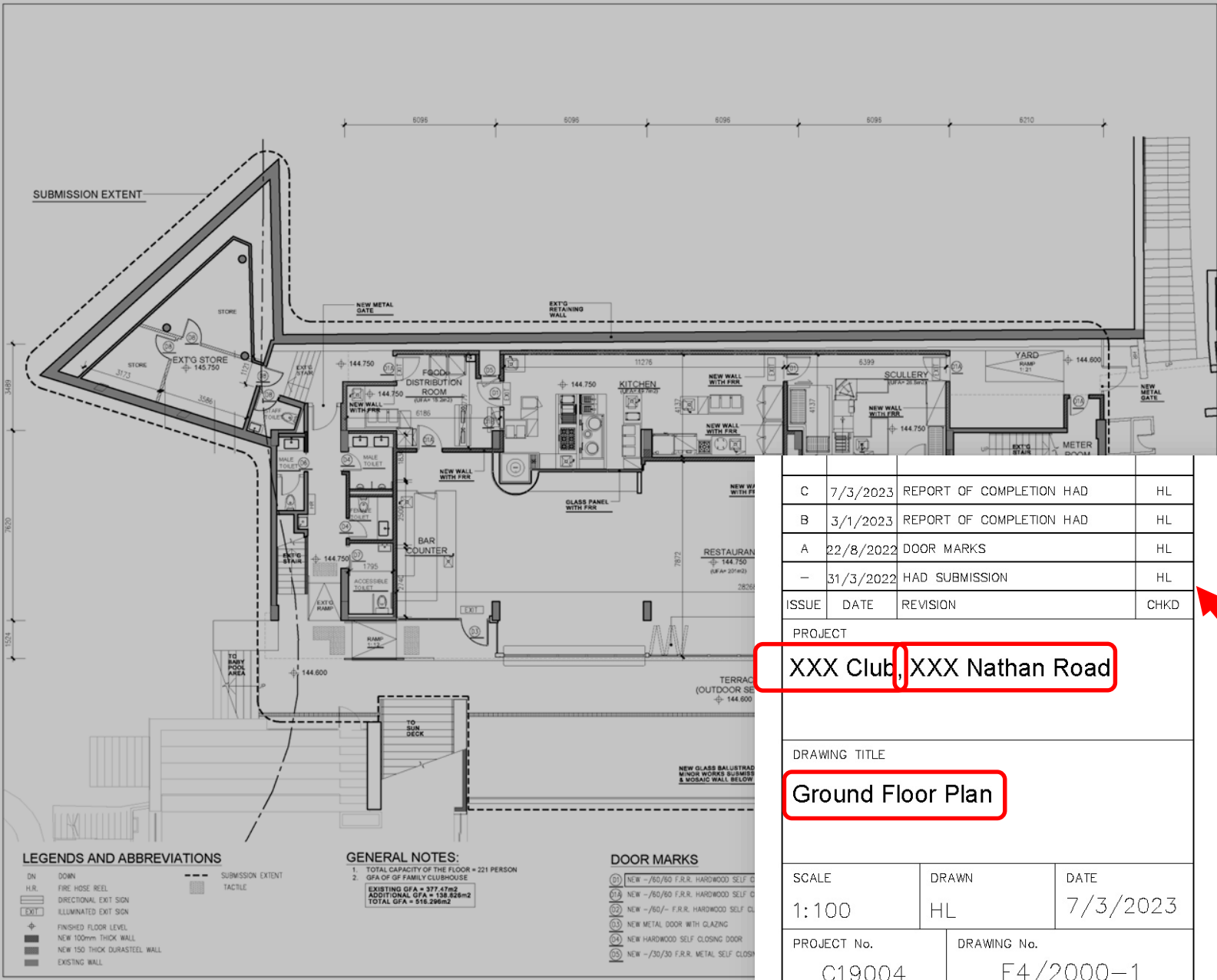
- (a) Application for a Certificate of Compliance [PDF] [e-form]
- (b) Application for transfer of a Certificate of Compliance [PDF] [e-form]
- (c) Application for renewal of a Certificate of Compliance [PDF] [e-form]
- (d) Application for alteration / refurbishment in licensed premises [PDF] [e-form]
- (e) Notice of Appeal
- (f) Application for Summons to a Witness
- (g) Report on Suspected Unlicensed Bedspace Apartment, Club, Hotel/Guesthouse or Karaoke Establishment [PDF] [e-]

Form (3)(d)  
- Club

Application  
for alteration/  
refurbishment  
in licensed  
premises  
[PDF] [e-form]

- **Direct link of Application Form (HAD 257) :**  
[https://www.had.gov.hk/file\\_manager/common/documents/public\\_forms/had257.pdf](https://www.had.gov.hk/file_manager/common/documents/public_forms/had257.pdf)





Client																											
Design Architect																											
Project Authorized Person																											
Mechanical Engineer																											
Quantity Surveyor																											
Notes:																											
<table border="1"> <thead> <tr> <th>ISSUE</th> <th>DATE</th> <th>REVISION</th> <th>CHKD</th> </tr> </thead> <tbody> <tr> <td>C</td> <td>7/3/2023</td> <td>REPORT OF COMPLETION HAD</td> <td>HL</td> </tr> <tr> <td>B</td> <td>3/1/2023</td> <td>REPORT OF COMPLETION HAD</td> <td>HL</td> </tr> <tr> <td>A</td> <td>22/8/2022</td> <td>DOOR MARKS</td> <td>HL</td> </tr> <tr> <td>-</td> <td>31/3/2022</td> <td>HAD SUBMISSION</td> <td>HL</td> </tr> <tr> <td>ISSUE</td> <td>DATE</td> <td>REVISION</td> <td>CHKD</td> </tr> </tbody> </table>				ISSUE	DATE	REVISION	CHKD	C	7/3/2023	REPORT OF COMPLETION HAD	HL	B	3/1/2023	REPORT OF COMPLETION HAD	HL	A	22/8/2022	DOOR MARKS	HL	-	31/3/2022	HAD SUBMISSION	HL	ISSUE	DATE	REVISION	CHKD
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XXX Club, XXX Nathan Road																											
DRAWING TITLE																											
Ground Floor Plan																											
SCALE		DATE																									
1:100		7/3/2023																									
PROJECT No.		DRAWING No.																									
C19004		F4/2000-1																									

**LEGENDS AND ABBREVIATIONS**

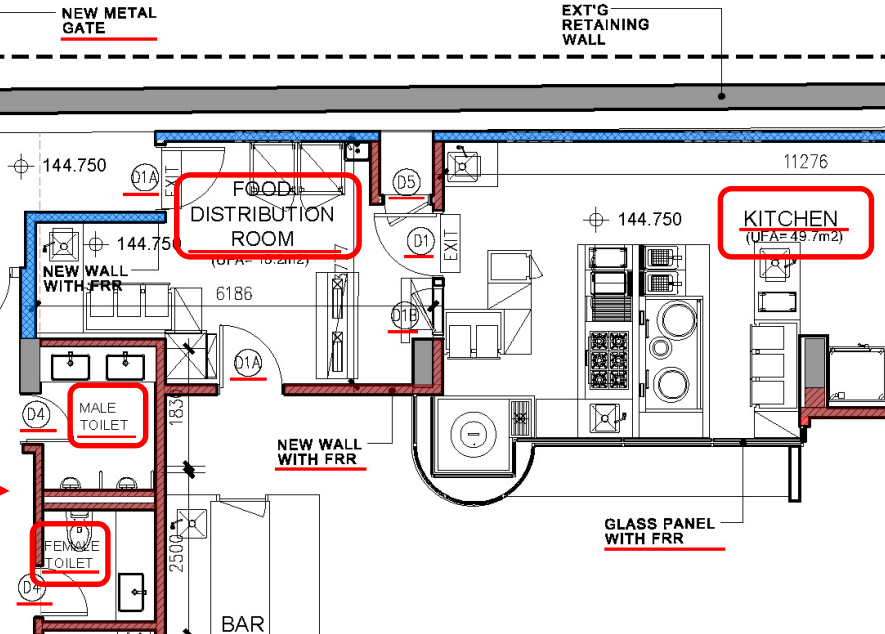
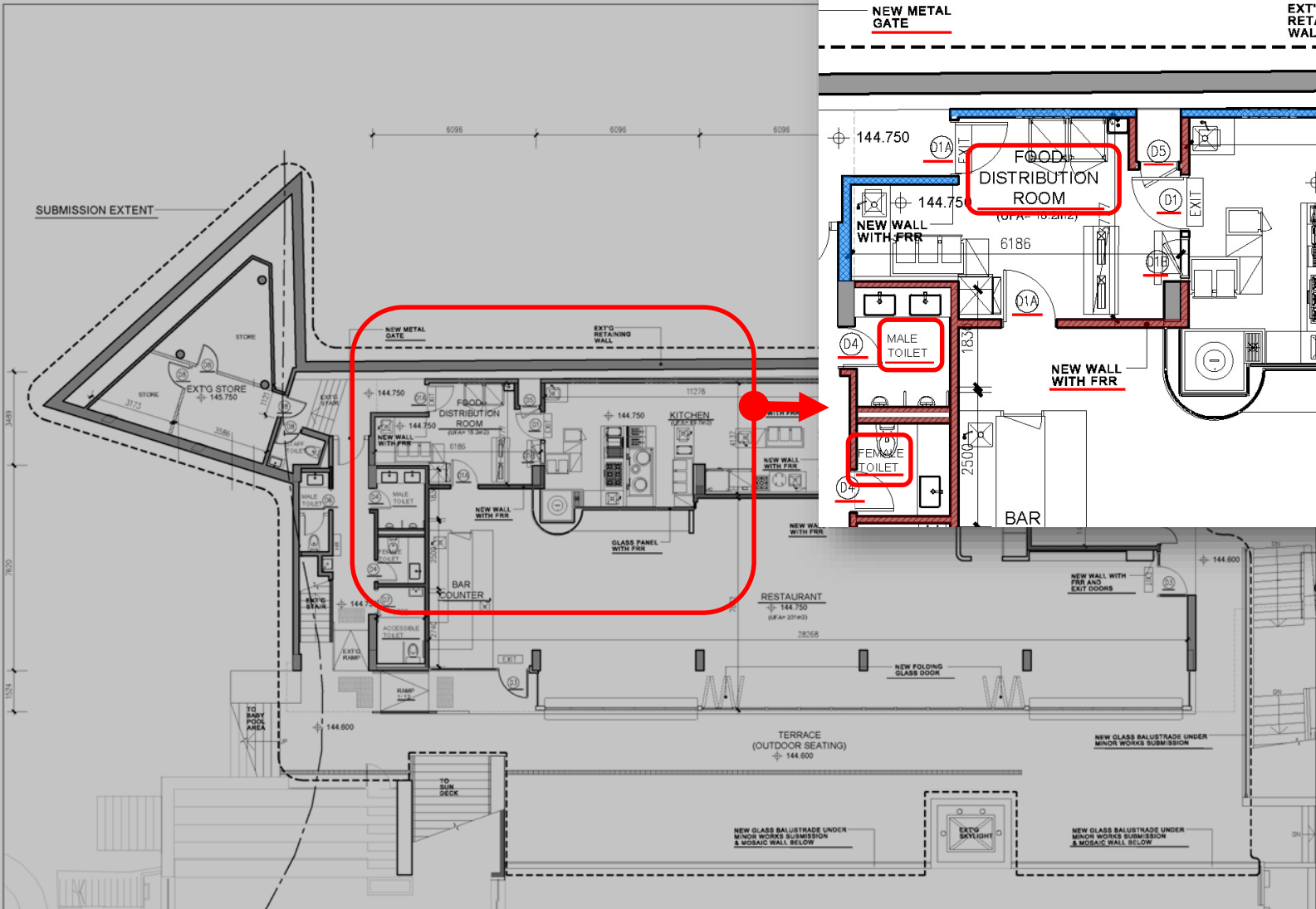
- DN DOWN
- H.R. FIRE HOSE REEL
- ☐ DIRECTIONAL EXIT SIGN
- ☐ ILLUMINATED EXIT SIGN
- ◆ FINISHED FLOOR LEVEL
- ▬ NEW 100mm THICK WALL
- ▬ NEW 150 THICK DURASTEEL WALL
- ▬ EXISTING WALL
- - - SUBMISSION EXTENT
- ▬ TACTILE

**GENERAL NOTES:**

1. TOTAL CAPACITY OF THE FLOOR = 221 PERSON
2. GFA OF FAMILY CLUBHOUSE  
 EXISTING GFA = 377.47sqm  
 ADDITIONAL GFA = 138.22sqm  
 TOTAL GFA = 516.29sqm

**DOOR MARKS**

- ① NEW -/60/60 F.R.R. HARDWOOD SELF C
- ② NEW -/60/60 F.R.R. HARDWOOD SELF C
- ③ NEW -/60/- F.R.R. HARDWOOD SELF C
- ④ NEW HARDWOOD SELF CLOSING DOOR
- ⑤ NEW METAL DOOR WITH GLAZING
- ⑥ NEW -/30/30 F.R.R. METAL SELF CLOS



**LEGENDS AND ABBREVIATIONS**

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**DOOR MARKS**

- D1 NEW -/60/60 F.R.R. HARDWOOD SELF CLOSING DOOR W/VISION PANEL W/SMOKE SEAL
- D1A NEW -/60/60 F.R.R. HARDWOOD SELF CLOSING DOOR W/SMOKE SEAL
- D2 NEW -/60/- F.R.R. HARDWOOD SELF CLOSING DOOR W/VISION PANEL W/SMOKE SEAL
- D3 NEW METAL DOOR WITH GLAZING
- D4 NEW HARDWOOD SELF CLOSING DOOR
- D5 NEW -/30/30 F.R.R. METAL SELF CLOSING PANEL
- D6 NEW HARDWOOD SLIDING DOOR
- D7 NEW -/60/60 F.R.R. HARDWOOD SELF CLOSING 600x600 ACCESS DOOR 900mm AFFL W/SMOKE SEAL
- D8 NEW POWER OPERATED SLIDING DOOR
- D9 NEW WOOD DOOR

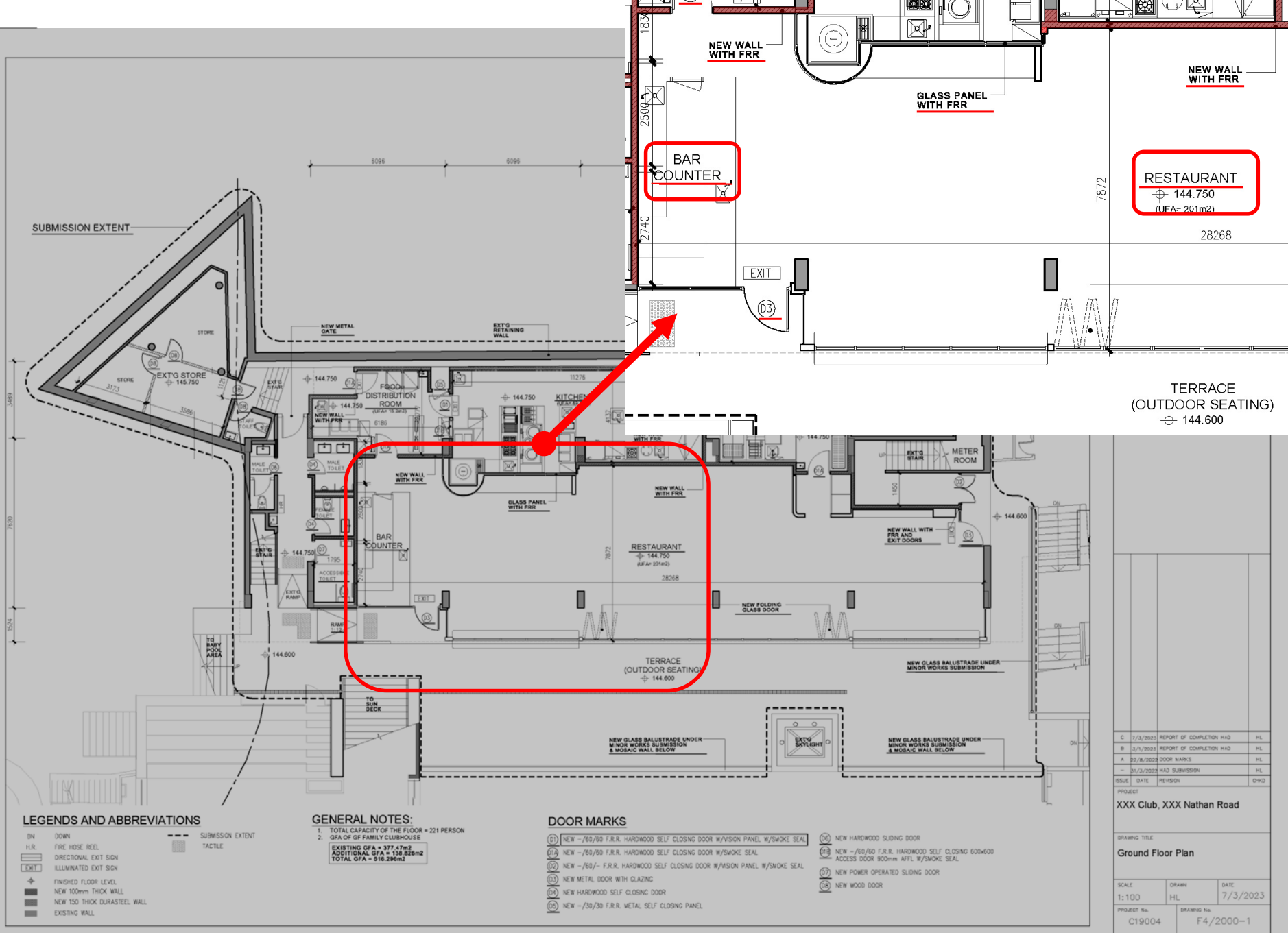
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-	31/3/2022	HAD SUBMISSION	HL
ISSUE DATE	REVISION		DWB

PROJECT  
XXX Club, XXX Nathan Road

**DRAWING TITLE**

Ground Floor Plan

SCALE	DRAWN	DATE
1:100	HL	7/3/2023
PROJECT No.	DRAWING No.	
C19004	F4/2000-1	



SUBMISSION EXTENT

BAR COUNTER

RESTAURANT  
 ± 144.750  
 (UFA= 201m<sup>2</sup>)

TERRACE  
 (OUTDOOR SEATING)  
 ± 144.600

**LEGENDS AND ABBREVIATIONS**

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- (D2) NEW -/60/60 F.R.R. HARDWOOD SELF CLOSING DOOR W/SMOKE SEAL
- (D3) NEW -/60/- F.R.R. HARDWOOD SELF CLOSING DOOR W/VISION PANEL W/SMOKE SEAL
- (D4) NEW METAL DOOR WITH GLAZING
- (D5) NEW METAL DOOR WITH GLAZING
- (D6) NEW HARDWOOD SELF CLOSING DOOR
- (D7) NEW POWER OPERATED SLIDING DOOR
- (D8) NEW WOOD DOOR
- (D9) NEW HARDWOOD SLIDING DOOR
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- (D11) NEW POWER OPERATED SLIDING DOOR
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





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PROJECT  
 XXX Club, XXX Nathan Road

DRAWING TITLE  
 Ground Floor Plan

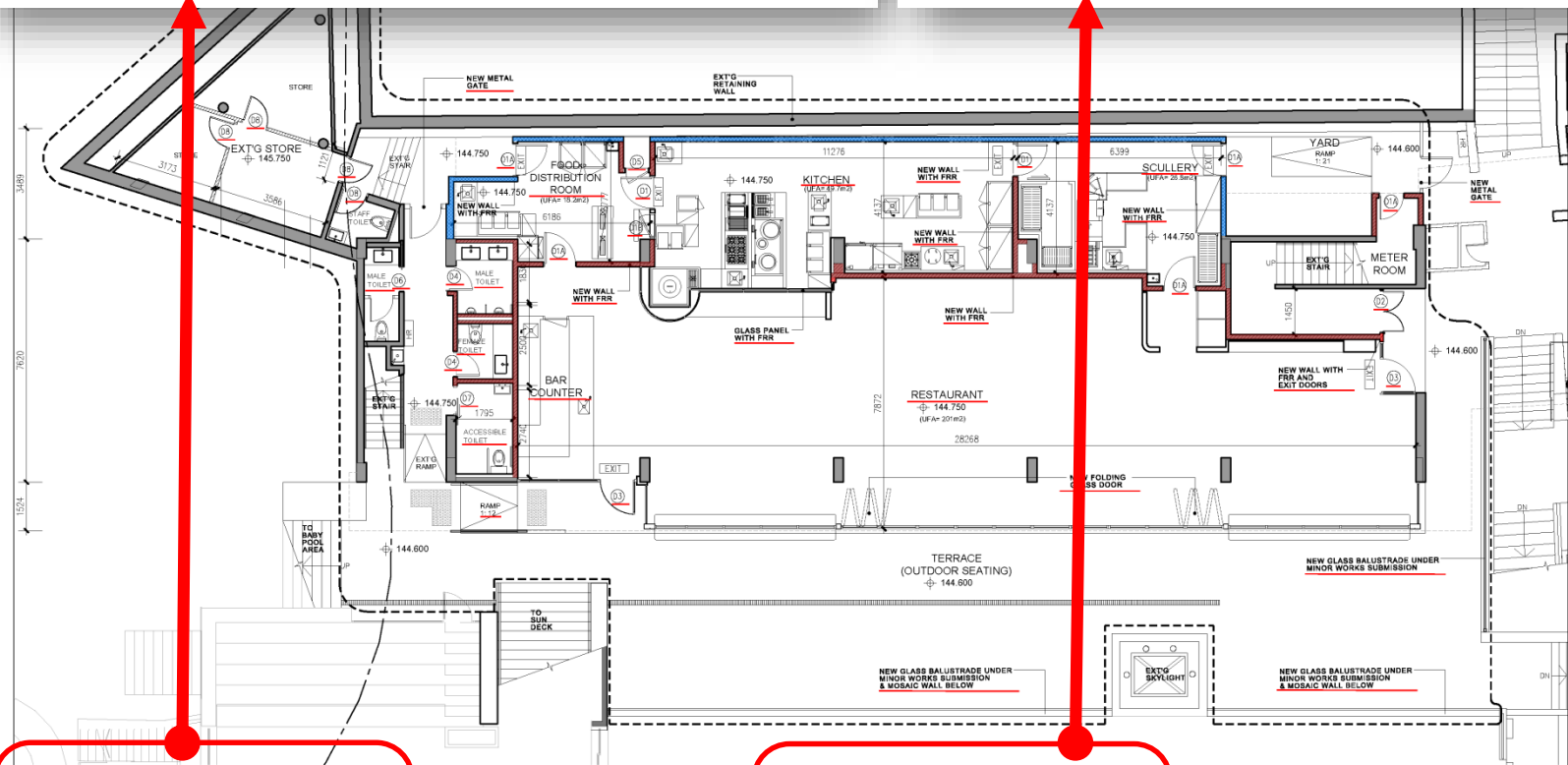
SCALE	DRAWN	DATE
1:100	HL	7/3/2023
PROJECT No.	DRAWING No.	
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# LEGENDS AND ABBREVIATIONS

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	EXISTING WALL		

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- D4 NEW HARDWOOD SELF CLOSING DOOR
- D5 NEW -/30/30 F.R.R. METAL SELF CLOSING PANEL



## LEGENDS AND ABBREVIATIONS

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- D8 NEW WOOD DOOR

Mechanical Engineer

Quantity Surveyor

Notes:

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ISSUE	DATE	REVISION	DWB

PROJECT:  
XXX Club, XXX Nathan Road

DRAWING TITLE  
Ground Floor Plan

SCALE 1:100	DRAWN HL	DATE 7/3/2023
PROJECT No. C19004	DRAWING No. F4/2000-1	

# Processing of Alteration Application

OLA issues Letter of Requirements (LoR)  
[Internal target : 2 months]

Applicant carries out upgrading works

Applicant submits Report of Completion (RoC), revised layout plans & supporting documents

OLA carries out compliance inspection & checks submitted supporting documents and issues notification of RoC result  
[Internal target : 35 work days]

LoR is complied with → OLA accepts Alteration works & issues the revised registered plans to applicant



# Workflow of Alteration Application

The **workflow** of the Alteration works application is briefly described and summarized in **Annex A** attached to **the Guidelines**

