

**Business Liaison Group for Recreational Clubs**  
**Summary of trade's views and Government's responses**  
**July to December 2022**

During the above-mentioned period, the Secretariat, Business Liaison Group for Recreational Clubs received some trade's views on licensing and regulatory matters. The Secretariat has excerpted the trade's views together with the responses of relevant bureaux/departments as follows for the trade's reference:

No.	Trade's view	Government responses
1.	<p><b>Renewal of the Periodic Test Certificate (Form WR2) for swimming pool</b></p> <p>Trade queried that they had received a letter from the Electrical and Mechanical Services Department (EMSD) requesting for inspection of the electrical installations at a club's swimming pool, even though the Form WR2 concerned would only expire next year.</p>	<ul style="list-style-type: none"> <li>• For fixed electrical installation (FEI) inspections at swimming pools, EMSD found that some underwater lighting circuits did not meet the Separated Extra-Low Voltage requirements under the Code of Practice for the Electricity (Wiring) Regulations (COP) with an earth connection between primary and secondary sides of a safety isolating transformer (i.e. Code 26M of COP). After consulting the trade (i.e. Registered Electrical Contractors (RECs) and the Registered Electrical Workers (REWs)), EMSD provided a new checklist on the items to be tested. This will facilitate the RECs and REWs to better understand how inspection and testing of the FEIs in swimming pools and fountains should be carried out in order to meet the requirements set out in the COP.</li> <li>• In accordance with Regulation 20 of the Electricity (Wiring) Regulations (Cap. 406E), periodic inspection, testing and certification shall be carried out at least once every 5 years (i.e. 5-year periodic inspection) for the FEIs if the approved loading of the FEIs in a building exceeds 100A, or if the FEIs are located in a hotel or school, etc. Most of the FEIs for swimming pools and/or fountains are FEIs covered by the 5-year periodic</li> </ul>

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		<p>inspection requirement. The owners of such installations are required to engage RECs to carry out the 5-year periodic inspection. For endorsement of periodic test certificate (i.e. Form WR2) after 5-year periodic inspection, REC shall submit the new checklist with Form WR2 to ensure this type of installation is being checked and compiled with the requirements of COP.</p> <ul style="list-style-type: none"> <li>• EMSD issued a letter to all licensed swimming pool owners (including Club operators) regarding the need to engage RECs to carry out the 5-year periodic inspection if the FEIs for swimming pools have not been included in the previous 5-year periodic inspection. If the FEIs for swimming pools are inspected, tested and certified in the 5-year periodic inspection, the owners shall submit the relevant testing and inspection records to EMSD for inspection so that EMSD will update their record accordingly.</li> </ul>
2.	<p><b>Application for temporary absence of licensee of liquor licence</b></p> <p>Trade commented that it took long lead time for the Liquor Licensing Board (LLB) to approve the application for temporary absence of liquor licensee and the authorisation of the nominated reserve licensee to temporarily take over the role of licensee. Business operation of the trade might be affected, especially when there was a sudden absence of licensee due to illness or compulsory quarantine order under the epidemic situation.</p>	<ul style="list-style-type: none"> <li>• Under the prevailing regime, in case of illness or temporary absence, the licensee is required to submit an application for permission to authorise a person to manage the licensed premises at least 7 working days before the start date of temporary absence if leave period is not more than 30 days. In general, the secretary to the LLB takes at least 2 to 4 working days to approve the authorisation application, depending the situation of individual cases (such as provision of the completed application form and the required documents). Each application will be considered on its individual merit,</li> </ul>

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		such as in case of unforeseen incident of temporary absence arising from infection with COVID-19 and issue of isolation order depending on resources available to handle the case.
3.	<p><b>Issue related to access of online licensing services for Clubhouse Certificate of Compliance (CoC)</b></p> <p>Trade opined that it is difficult to obtain a new password if the one provided by the Home Affairs Department (HAD) was lost, which is for logging in the Licence Application Tracking Facility (ATF) website for checking the status of applications, such as new and renewal of the Clubhouse CoC.</p>	<ul style="list-style-type: none"> <li>According to HAD's current practice, in case an applicant loses the password for logging in the Licence ATF website for checking the status of his/her application, he/she may simply call HAD's hotline during office hours and request for issue of a new password. HAD's staff manning the hotline stands ready to handle the requests promptly. For the sake of security, the new password will be sent to the correspondence address of the applicant by post. HAD believes that the arrangement is relatively simple and direct.</li> </ul>
4.	<p><b>Way of information dissemination by the licensing authority</b></p> <p>To enhance environmental friendliness and efficiency of information dissemination, trade suggested HAD to consider providing an option of using email as the means for communication with trade for timely dissemination of latest information to avoid possible delay incurred by postal services.</p>	<ul style="list-style-type: none"> <li>According to the record of HAD's office, only a relatively small proportion of the CoC holders have provided HAD with their email addresses and indicated that they are willing to receive notifications through emails. In this regard, postal letter is still the major way of disseminating information to most CoC holders.</li> <li>To ensure prompt promulgation of key information, relevant information would also be uploaded to HAD's official website and emailed to those CoC holders who have provided HAD with their email addresses.</li> </ul>
5.	<p><b>Restricted operation of steam and sauna facilities under Cap. 599F</b></p> <p>Since the outbreak of the COVID-19 epidemic, trades have suffered a</p>	<ul style="list-style-type: none"> <li>Pending for Government responses (<i>Note: Trade's views have been referred to relevant bureaux/ departments for follow-up, the</i></li> </ul>

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	<p>severe economic shock and encountered difficulties at the operational level. Despite trade operators have all along strictly complied with the anti-epidemic requirements and directions of the Government, trade enquired that why steam and sauna facilities are still not allowed to re-open to their club members. Trade also questioned if the Government would consider relaxing the current restrictions on the operation of the steam and sauna facilities. If not, will the Government take the aforementioned views into consideration when reviewing the existing social distancing measures and the relevant anti-epidemic requirements on scheduled premises next time.</p>	<p><i>Secretariat will update this summary in due course.)</i></p>

**Secretariat, Business Liaison Group for Recreational Clubs**  
**24 October 2022**