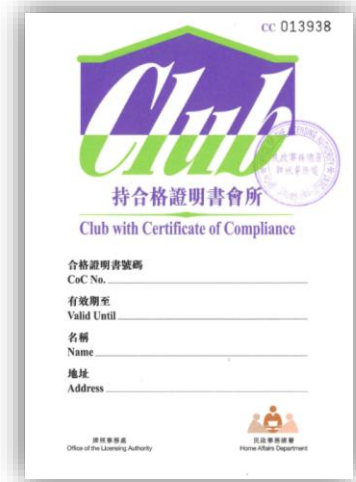


# Clubs (Safety of Premises) Ordinance & Application for a Certificate of Compliance



# Facilitating Measures in Application for a Certificate of Compliance for Clubs

## Facilitating Measures in Application

- (a) Simplification of the “Letter of Requirements (LoR)”
- (b) Simplification of the “Report of Completion (RoC)”
- (c) Updating the Sample Layout Plan



# Simplified Letter of Requirements

Building Safety & Health Requirements

Fire Safety Requirements

Sample Licence Conditions

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Items	Applicable
<b>1.0 Structural Safety</b>	
1.1 If the construction under consideration is stated from that shown on the plans approved by BA, structural justification prepared by an Authorized Persons/Registered Structural Engineer (AP/RSE) for the effects of the additional loadings on the structure of the existing building should be submitted in relation to the following:-- (a) raised floor, if any; (b) partition walls, if any; (c) any works or heavy equipment, if any, affecting the structure. (d) the proposed change of use in various areas of the building; and (e) the use of balcony/cantilevered portion as club premises, if any. Structural Justification Report and documents, such as copies of relevant record structural plans and structural calculation, should be submitted together with "Report of Completion".	<input type="checkbox"/>
1.2 Any additional solid walls/raised floor/parapet wall located on the cantilevered structures/balcony/canopy /flat roof should be demolished.	<input type="checkbox"/>
1.3 No structural openings or recesses should be formed through/in the structural slabs / beams / columns / walls for the passages of electrical conduits /A/C pipes / pipes for fire services installations / drainage pipes or other utilities unless (i) approved by BA or (ii) they could be carried out under the Minor Works Control System. For the concerned requirements under the BO, AP/RSE should be consulted. For (i), copies of the approved plans and the acknowledgement of completion by the BD, and for (ii) copies of specified forms and structural justification prepared by an AP/RSE for the Minor Works, should be submitted together with "Report of Completion".	<input type="checkbox"/>
<b>2.0 Means of Escape</b>	
2.1 The clear height in the escape route(s) should not be less than 2m.	<input type="checkbox"/>
2.2 The width of internal corridor should not be less than 1,050mm throughout.	<input type="checkbox"/>
2.3 The exit doors should be openable from inside without the use of key(s) and/or open in the direction of exit.	<input type="checkbox"/>

Categorization of Requirements

Indication of requirements needed

- ✓ More reader friendliness on the licensing requirements (with sample licence conditions provided)
- ✓ Categorized the licensing requirements
- ✓ Specific requirements for each application



# Report of Completion

HAD File Ref. \_\_\_\_\_

## Report of Completion

Name of Hotel / Guesthouse / Club / Karaoke Establishment #	
Address	

Declaration by the applicant

I \_\_\_\_\_ (name of applicant) confirm the completion of ALL building safety and fire safety requirements as stated in the Letter of Requirements issued by the Office of the Licensing Authority on \_\_\_\_\_ and submit herewith the following documents for consideration. I understand that if the required documents are not submitted, this Report will not be accepted as a valid report of completion of works.

### Part I - Documents\* related to building safety requirements:

	Plan	Doc.	Photo Record
(a) 4 sets of building plans (showing column, windows, furniture & counter layout, A/C units, width of corridor, height and material of raised floor, material and thickness of the partitions, capacity of guesthouse)	<input type="checkbox"/>		
(b) <b>Structural Safety</b> Structural justification prepared by an Authorized Person or Registered Structural Engineer for the effects on the structure of the existing building, due to the proposed change in use and the associated building works, in particular: (i) The balcony or cantilevered structure involved; and/or (ii) Raised floors, partition walls, external walls, storage type water heaters or heavy equipment. Copies of relevant record structural plans and structural calculation should be submitted.		<input type="checkbox"/>	
(c) <b>Fire Resisting Construction</b> (i) Supplier's certificate, test report, invoice/delivery note for all fire resisting walls, doorsets and other fire resisting materials & products such as fire sealant, fire stop, etc. (ii) Photos clearly showing the critical steps, components or construction details before covering up of all fire resisting construction works, such as the walls and duct-works passing through fire resisting walls, etc.		<input type="checkbox"/>	<input type="checkbox"/>

Part I – Documents related to building safety requirements

Specified the type of documents submitted



# Report of Completion

Part II Fire Safety Requirements

Part II - Documents\* related to fire safety requirements:

(a) 2 sets of Fire Service Installation (FSI) layout plan	<input type="checkbox"/>
(b) Valid Certificate of FSI and Equipment (Form FS251)	<input type="checkbox"/>
(c) FSI /314A and NP /317 from FSD for alteration/addition of FSI and Equipment	<input type="checkbox"/>
(d) Valid Letter of Compliance from the Ventilation Division of FSD for Ventilation System, annual maintenance certificate and 3 sets of the ventilation plan	<input type="checkbox"/>
(e) Valid Certificate of Compliance/Completion for Gas Installation/Appliance	<input type="checkbox"/>
(f) Valid Electrical Installation Work Completion/ Periodic Test Certificate (Form WR1/WR2)	<input type="checkbox"/>
(g) Invoice/delivery note and test certificate of carpet on means of escape	<input type="checkbox"/>
(h) Invoice/delivery note and test certificate of PU foam mattresses and upholstered furniture	<input type="checkbox"/>
(i) Supporting document for the approved fire retardant product applied onto combustible material	<input type="checkbox"/>
(j) Certificate of Accomplishment issued by FSD ( <i>Karaoke Establishment only</i> )	<input type="checkbox"/>

Signature: \_\_\_\_\_  
Company Chop (if applicable): \_\_\_\_\_  
Contact Phone No.: \_\_\_\_\_  
Date: \_\_\_\_\_

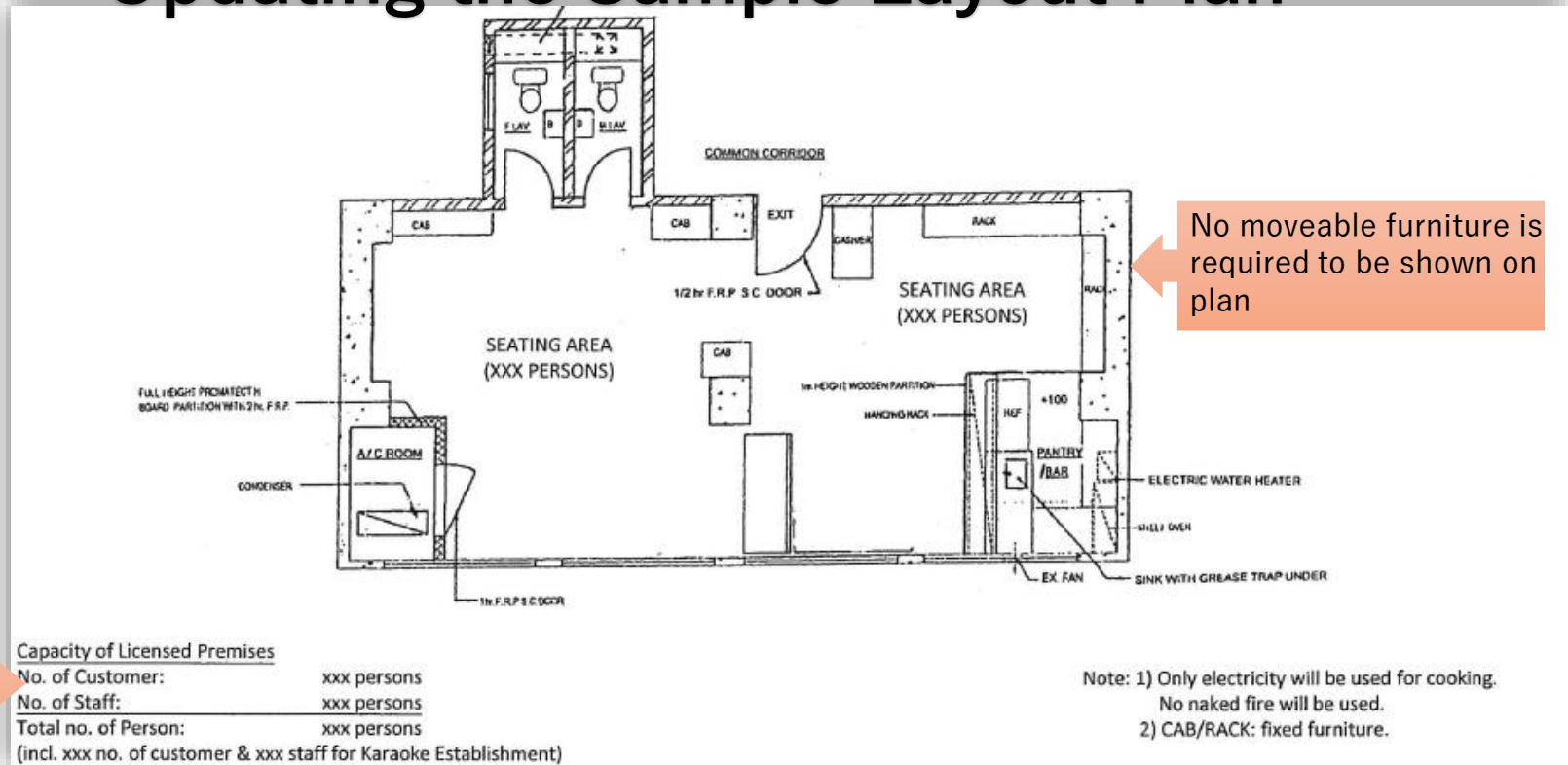
Signature by Applicant

After completing the works listed in the Letter of Requirements (LoR)

- ✓ Complete the “Report of Completion” (RoC) Form and submit with the necessary documents
- ✓ Incomplete “RoC” Form would delay the processing of the application.



# Updating the Sample Layout Plan



Indicating the capacity of the clubhouse

- ✓ Only fixed furniture & no. of person in separate areas are required to indicate on plan
- ✓ Moveable furniture like tables and chairs are not required to show
- ✓ Total capacity including the customers and staffs for Karaoke Establishment should also be indicated

