

Non-local Higher and Professional Education (Regulation) Rules

General Guidelines in Suitability of Non-exempted Premises for the Conduct of Registered or Exempted Courses

(These general guidelines should be read with
the Non-local Higher and Professional Education (Regulation) Rules)

1. Particular case should be taken in the selection of premises since premises other than those approved for commercial use may not be suitable. The premises should not be located in any godown, industrial building, domestic building, domestic part of a building, basement, or upper floors of single staircase buildings.
2. The premises should not have structural timber floor.
3. The premises should not have unauthorized building works posing risks to public safety.
4. If the premises are on suspended floors, they should be designed for a minimum superimposed load of 3 Kpa (i.e. 63 lbs./sq. ft.). Otherwise, a certificate from an Authorized Person to certify the premises are in sound structural condition is required. As a general rule, all premises on solid ground floors are structurally suitable.
5. Where premises are on suspended floors or where extensive alteration and addition works involving structure and means of escape of the building are to be carried out, it is strongly recommended that the advice of an Authorized Person (architect, engineer or surveyor) or Registered Structural Engineer registered under the Buildings Ordinance should be sought. A list of Authorized Person and Registered Structural Engineers interested in providing services in building safety is available from the Buildings Department.
6. For heavy air-conditioning units suspended from the ceiling or rested on suspended floors, non-structural raised screed and additional solid partition within the premises, structural justification submitted by an Authorized Person/Registered Structural Engineer will be required.
7. Premises should be constructed of fire resisting materials which satisfy the provisions of the Building (Construction) Regulations and Code of Practice for Fire Resisting Construction 1996. The premises should be separated from the adjoining occupancy/use/arcade/common corridor by walls and slabs (including beams and columns) with a fire resistance period of not less than 1 hour and self-closing doors with a fire resistance period of not less than 1/2 hour in the case that the compartment where the premises situated is with a fire resistance period of 1 hour and the volume of the premises is less than 7,000 cu.m. In any other cases, the separating elements and doors may be required to have a higher standard of fire resistance period.
8. In case where new fire resisting walls, floors and doors and floors are involved, a certificate from an Authorized Person is necessary to substantiate the fire resistance period of the fire resisting components.
9. For means of escape, the current "Code of Practice on Means of Escape 1996" and Part V of the Building (Planning) Regulations will apply (see Remarks below).

10. As a general guide, premises on the ground floor provided with a direct access to a street are suitable or can be adapted to meet the requirements for means of escape.
11. Rooms/storey with capacity exceeding 30 persons should be provided with a minimum number of two exits and the exit doors should be open in the direction of exit and should not obstruct any part of exit route in its swing. Every exit door so provided should give access to an exit route which is independent of any other route to which access may be directly obtained from that room. The exit doors may give access to a single corridor from which it is possible to escape in more than one direction.
12. As a general guide, where the direction of travel from an exit door of a room to a staircase is possible in one direction only (i.e. deadend), the distance of travel from any part of a room to the centre of the fire resisting door to the enclosure of any one staircase should not exceed 18m.
13. For the purpose of determining the adequacy of means of escape, the population of the premises is assessed by factor of 2m² usable floor area per person or the actual number of participants as stated by the applicant, whichever is the greater.
14. The use of the premises must comply with the lease conditions under which the premises are held.
15. The use of the premises must comply with the requirements of the respective statutory town plan. If a planning application under section 16 of the Town Planning Ordinance is required, such application is considered by the Town Planning Board in the light of factors such as land use compatibility, traffic impact, etc.

Remarks:

Means of escape in any particular floor of a building or in the building as a whole can only accommodate a specific maximum number of persons at any one time. The current “Code of Practice on Means of Escape 1996” sets out such limits and relates them to the width and numbers of exit routes provided for each floor and for the whole building.

It follows that if, as result of operation of the course, the existing population figure for a floor or for the building exceeds these limits, a recommendation for rejection of the application will be made.

As the subject relates to complicated technical issues which may be difficult to overcome, the application is invited to seek advice from an Authorized Person at the early stage to avoid unnecessary loss resulting from applications which are unlikely to be successful.

ENQUIRIES

<i>Subject</i>	<i>Office</i>	<i>Address</i>	<i>Telephone</i>
General	Non-local Courses Registry, Education Bureau	Room 603, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong	2520 0255 2520 0559
Means of escape and structural suitability/safety	Licensing Unit, Buildings Department	Buildings Department Headquarters, 13/F, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon	2191 4452
Fire safety	Hong Kong & Kowloon West Fire Protection Regional Office, Fire Services Department	M/F, Sheung Wan Fire Station, 2 Western Fire Services Street, Sheung Wan, Hong Kong	2549 8104
	New Territories & Kowloon East Fire Protection Regional Office, Fire Services Department	4/F, Tsim Sha Tsui Fire Station Complex, 333 Canton Road, Kowloon	2302 5310
Lease conditions of land	Technical Information Unit, Lands Department	20/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	2231 3753
Land use	Planning Information and Technical Administration Unit, Planning Department	17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	2231 5000