

Guidance Notes on Submission of Floor Plans

- (1) 7 sets of floor plans should be submitted. Each plan should be duly signed by the applicant (if the applicant is an individual) or stamped with the company/organization chop (if the applicant is a company or an organization).
- (2) Name of home (in Chinese and English), address (in Chinese and English) and the date of submission should be clearly written on each plan.
- (3) Each plan should be drawn to the scale of 1:100 or 1:50. For part plan, 1:20 is also acceptable.
- (4) The area of the home to be licensed should be demarcated in red on the plan.
- (5) The abutting streets/lanes, adjoining common area including lift lobbies, escape staircases, protected lobbies, common corridors and the use of various parts or areas of the home premises should be specified. Detailed measurements in metric of all rooms, corridors, passages, etc. should be shown.
- (6) Calculation of the area of all rooms, passages, corridors, etc. should be correctly shown on separate plans.
- (7) The total net floor area of the proposed premises should be indicated (please refer to para. 6.2 in Chapter 6 of the Code of Practice For Residential Care Homes (Elderly Persons)).
- (8) The position of all columns, load bearing walls, fire resisting walls (new and existing), fire-rated doors (new and existing), exit signs, windows, parapets (height and materials to be specified), partitions, bedspace arrangement, bedspace numbering, sanitary fitments, gates, extract fans, air-conditioning units, gas stoves, electric/gas water heaters, false ceiling, artificial lighting and mechanical ventilating systems, raised floors (if applicable) and all other fixture and fittings should be clearly shown and annotated.
- (9) Number and location of gas stoves, type of gas in use and location of LPG chamber (if applicable) should be indicated.
- (10) The headrooms under ceilings (the structural or the suspended false ceilings) and beams of all parts of the home premises, measuring vertically from floor should be shown.
- (11) Walls should be indicated by double lines.
- (12) The configuration and layout of the home premises shown in the plans should tally with the actual site situation.

- (13) The operator is required to submit revised plans to the Licensing Office of Residential Care Homes for the Elderly for information and comment whenever there is any change of the home layout or re-arrangement of the bedspaces. The revised layout plans should be coloured to differentiate what have been revised comparing with the previously accepted ones.
- (14) Should there be the needs (e.g. complicated drawings requiring professional knowledge), the applicant should appoint a professional to prepare the plans.

Licensing Office of Residential Care Homes for the Elderly
Social Welfare Department
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