Pre-accepted Temporary Structures for
Temporary Places of Public Entertainment Licence Applications

According to Appendix 8 of "A Guide to Application for Places of Public Entertainment Licences for Places Other Than Cinemas and Theatres" issued by the Food and Environmental Hygiene Department, the Public Housing Building Control Section may require submission of structural justifications (SJ) for extensive temporary structures for Temporary Places of Public Entertainment Licence (TPPEL) applications. Such SJ should be prepared in accordance with the "Guidelines on Structural Justification for Temporary Structures in Temporary Places of Public Entertainment Licence Application" in Appendix A.

Very often, temporary structures accepted in a TPPEL application could be reused/re-erected at the same location without changing their structural designs for repeated/seasonal events. With a view to streamlining the processing of such TPPEL applications, Public Housing Building Control Section has established a register of Pre-accepted Temporary Structures (PTS) for TPPEL applications under which PTS with SJ accepted could be reused/re-erected at the same location under the supervision of an authorized person/registered structural engineer without the need for repeated SJ submissions.

Guidelines on applying for inclusion in the PTS Register and subsequent reuse/re-erection of the PTS are given in Appendix B. The prescribed forms for such application (Form PTS 1) for "BO Applicable" case, reuse/re-erection (Form PTS 3) for "BO Applicable" case, (Form PTS 1(A)) for not "BO Applicable" case, reuse/re-erection (Form PTS 3(A)) for not "BO Applicable" case, are given in Appendix C[1].

Public Housing Building Control Section
November 2026

[1] For Form PTS 1 and Form PTS 3, please refer to the latest version in Buildings Department Website

Appendix A

Guidelines on Structural Justification for Temporary Structures in Temporary Places of Public Entertainment Licence Applications

General Requirements

1. Whilst a temporary structure in Temporary Places of Public Entertainment event should be designed to the current Building Regulations, all affected structural elements in the parent building should be checked in accordance with the original design principle and the prevailing codes of practice at the time of construction.
2. The imperial units shown in the approved plans and/or original design calculations should be converted to metric units for easy reference.
3. The structural integrity of the temporary structure and the affected structures should be checked in accordance with:-
   (a) the minimum imposed loads stipulated in the current Code of Practice for Dead and Imposed Loads; and
   (b) the wind loads stipulated in the current Code of Practice on Wind Effects in Hong Kong.
4. The structural justification (SJ) should be certified by the authorized person/registered structural engineer and submitted together with the application on the same date.

Fundamental Information and Assessments to be Included in the SJ (if applicable)

5. The original design data retrieved from the approved plans and/or original design calculations, such as material specifications, design strength, permissible stress and design imposed load should be given.
6. Relevant structural framing part plans should be submitted to show the affected portion of existing structures.
7. Relative disposition of the temporary structure should be shown on the structural framing part plans with appropriate setting out dimensions.
8. The design and structural framing plan of the temporary structure, including the sections, connection details of structural members and base details (including foundations if necessary) should be provided.
9. The assessment on structural stability of the temporary structures should be checked. Counter-weight (e.g. concrete blocks, steel plates, sandbags, etc.) should be added if necessary.
10. The structural adequacy of the existing structures to sustain the additional load due to the temporary structure should be demonstrated.

11. The bearing capacity of the ground to sustain the loading due to the temporary structure should be demonstrated. Test on ground soil/rock should be carried out if necessary.
12. The manufacturer's catalogue and specification of the proprietary products and equipment should be attached in order to substantiate the design imposed load or design capacity.

N.B. The above information and requirements may not be exhaustive. Supplementary information and assessment may be required if found necessary.

(11/2026)

Appendix B

Guidelines on Application for
Inclusion in the Pre-accepted Temporary Structures Register and
Reuse/Re-erection of Pre-accepted Temporary Structures for
Temporary Places of Public Entertainment Licence Applications

Introduction

1. A Register of Pre-accepted Temporary Structures (PTS) for Temporary Places of Public Entertainment Licence (TPPEL) Applications has been set up to streamline TPPEL applications involving the reuse/re-erection of temporary structures at the same location provided that there is no change in their structural designs[2] for repeated/seasonal events.
2. Applicants who intend to reuse/re-erect temporary structures at the same locations may first apply for inclusion of such structures in the PTS Register. In future TPPEL applications, they may simply quote the PTS registration numbers for specifying the PTS to be reused/re-erected without the need for repeated submissions of structural justification (SJ).

Application for Inclusion in the PTS Register

3. An applicant who wishes to apply for inclusion in the PTS Register should submit the application either (i) directly to the Public Housing Building Control Section or (ii) along with the first TPPEL application made to the Food and Environmental Hygiene Department. The following documents should be submitted for the application:

   (a) A schedule of the proposed temporary structures to be included in the PTS Register via the prescribed form (Form PTS 1 or Form PTS 1(A));
   (b) Layout plan indicating the location and size of the proposed temporary structures to be erected; and
   (c) Authorized person (AP)/registered structural engineer (RSE)'s SJ for the proposed temporary structures prepared in accordance with the Guidelines on Structural Justification for Temporary Structures in Temporary Places of Public Entertainment Licence Applications.

4. If the application is in order, Public Housing Building Control Section would return to the applicant a Schedule of PTS (Form PTS 2 or Form PTS 2(A)) with a PTS registration number

[2] Same design in terms of materials, sizes, structural forms, supporting elements (approved existing structures) of temporary structures.

assigned.

Reuse/re-erection of PTS

5. An applicant who intends to reuse/re-erect PTS at the pre-accepted location in future TPPEL applications should indicate the PTS registration number of PTS to be reused/re-erected in the layout plan and enclose an AP/RSE's safety certificate on the following via the prescribed form (Form PTS 3 or Form PTS 3(A)):
   (a) The design codes and standards adopted in the accepted SJ kept under the PTS Register are still applicable;
   (b) The PTS are maintained in sound condition and have the adequate structural strength to take up the design loads;
   (c) The PTS have no adverse effect on the integrity of the existing structures;
   (d) The period for which PTS are required would not be longer than that adopted in the accepted SJ kept under the PTS Register (applicable for outdoor temporary structures only); and
   (e) The PTS would be erected in the pre-accepted location and in accordance with the structural details set out in the accepted SJ kept under PTS Register.
6. Upon receipt of a TPPEL application accompanied with a Form PTS 3 or Form PTS 3(A) duly signed by the AP/RSE, Public Housing Building Control Section would check against the PTS Register and prepare the reply to the Licensing Authority without the need for repeated SJ submission.
7. A list of PTS will be shown in Public Housing Building Control Section website (https://www.hb.gov.hk/eng/index.html) for reference by the public and the practitioners.

(11/2026)