

申請設置露天座位

APPLICATION FOR OUTSIDE SEATING ACCOMMODATION (OSA)

致：牌照組助理秘書

To : Assistant Secretary (Licensing Office)

本人欲申請：

I intend to apply for:

- ☐ 把露天座位範圍納入持牌（普通／小食）\*食肆（牌照編號：\_\_\_\_\_）處所的範圍  
Inclusion of OSA area into the Licensed (General / Light Refreshment)\* Restaurant Premises  
(Licence No.: \_\_\_\_\_)
- ☐ 新的連露天座位的（普通／小食）\*食肆牌照（請把本表格連同表格 *FEHB 94* 「食物業牌照申請書」一併遞交）  
New (General / Light Refreshment)\* Restaurant Licence with OSA (please submit this form together with the *Form FEHB 94 "Application for Food Business Licence"*)

食肆處所地址：（請填寫中文及英文地址以便加快處理申請）

Address of Restaurant Premises: (Please fill in both English and Chinese address in order to expedite the processing of the application)

中文地址：

室／鋪 \_\_\_\_\_ 樓 \_\_\_\_\_ 座 \_\_\_\_\_

大廈 \_\_\_\_\_

屋邨／鄉村 \_\_\_\_\_

街道名稱及號碼 \_\_\_\_\_

（如涉及多於一條街道，請詳述）

\_\_\_\_\_

地段號碼（如適用） \_\_\_\_\_

地區 \_\_\_\_\_ 香港／九龍／新界\*

\* 請刪去不適用者。 Please delete where appropriate.

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

English Address:

Flat/Rm/Shop \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_

Building \_\_\_\_\_

Estate/Village \_\_\_\_\_

No. and Name of Road/Street \_\_\_\_\_

(if more than one road/street  
is involved, please specify) \_\_\_\_\_

Lot Number (if any) \_\_\_\_\_

District \_\_\_\_\_ HK/Kln/NT\*

店鋪名稱（如適用）：  
Shop Sign (if any)

（中文）：\_\_\_\_\_  
(Chinese)

（英文）：\_\_\_\_\_  
(English)

#### 露天座位資料

#### Particulars of the OSA

- (1) 露天座位範圍的面積及估計容納人數：

Size of the OSA Area and Estimated Number of Persons to be Accommodated

(a) 面積：\_\_\_\_\_平方米，尺寸為\_\_\_\_\_米（長） x \_\_\_\_\_米（闊）

Area: \_\_\_\_\_m<sup>2</sup>, with dimensions : \_\_\_\_\_m (length) x \_\_\_\_\_m (width)

(b) 估計最高可容納的人數（可根據一個人佔用 1.5 平方米來作估計）：\_\_\_\_\_

Estimated Maximum Number of Persons to be Accommodated

at Any One Time (assessment could be based on 1.5 m<sup>2</sup>/person): \_\_\_\_\_

- (2) 營業日期及時間：

Operating Day & Business Hours

(a) 擬議的每日營業時間：\_\_\_\_\_

Intended Daily Business Hours

（若超出上午 11 時至晚上 11 時的正常時段，請說明原因）

(Please provide reasons if it is beyond the normal range from 11:00 a.m. to 11:00 p.m.)

\_\_\_\_\_

(b) 營業日期：

Operating Days

\_\_\_\_\_

\* 請刪去不適用者。 Please delete where appropriate.

(3) 露天座位範圍的土地類別：  
Land Status of the OSA Area

- ☐ 政府土地  
Government Land
- ☐ 私人土地  
Private Land

(4) 若擬設的露天座位是位於政府土地上，請說明擬透過什麼方式使用該土地：  
If the proposed OSA is on Government land, it is intended to be used under:

- ☐ 土地牌照（繳付指定租金而獲得土地的非獨有使用權）  
Land Licence (non-exclusive use of the land at the prescribed rate)
- ☐ 短期租約（繳付市值租金而獲得土地的獨有使用權）  
Short Term Tenancy (exclusive use of the land at the market rate)

（註：地政總署是建議及決定可批出何種土地文件的主管當局）  
(Note: Lands Department is the authority to advise and decide which land document could be granted)

### 申請資料

#### Particulars of Application

- (1) 牌照申請人／食肆持牌人\*姓名 (中文)：\_\_\_\_\_ (先生／女士\*)  
Name of Licence Applicant/ Restaurant (Chinese)  
Licensee\*  
(英文)：\_\_\_\_\_ (Mr./Ms.\*)  
(English)
- (2) 香港身分證／護照\*號碼：\_\_\_\_\_  
Hong Kong Identity Card/ Passport No.\*
- (3) 公司名稱：\_\_\_\_\_  
Name of Corporation
- (4) 商業登記號碼：\_\_\_\_\_ 電話號碼：\_\_\_\_\_  
Business Registration No. Tel. No.
- (5) 獲授權代表姓名： (中文)：\_\_\_\_\_ (先生／女士\*)  
Name of Authorised Person (Chinese)  
(英文)：\_\_\_\_\_ (Mr./Ms.\*)  
(English)

\* 請刪去不適用者。 Please delete where appropriate.

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

通訊地址（如與食肆地址不同）：

Correspondence Address (if different from  
the restaurant address)

電話號碼：

Tel. No.

流動電話號碼：

Mobile Tel. No.

傳真號碼：

Fax No.

電郵地址：

Email Address

- (6) 聯絡人姓名 (中文)： (先生／女士\*)  
Name of Contact Person (Chinese)  
(英文)： (Mr./Ms.\*)  
(English)

電話號碼：

Tel. No.

流動電話號碼：

Mobile Tel. No.

傳真號碼：

Fax No.

電郵地址：

Email Address

- (7) 現夾附（見申請人須知）

Enclosed (see **Notice to Applicant**)

☐ 擬議設計圖則一式\_\_\_\_\_份  
\_\_\_\_\_ copies of identical Proposed Layout Plans

☐ 擬議位置圖一式\_\_\_\_\_份  
\_\_\_\_\_ copies of identical Proposed Location Maps

位於私人土地的露天座位

For OSA within private property

- ☐ 擁有露天座位範圍土地業權的文件證據，以及業權人就擬設的露天座位所簽署的同意書  
Documentary proof of the property ownership of the OSA area **and** the property owner's written  
agreement on the proposed OSA

\* 請刪去不適用者。 Please delete where appropriate.

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

- (8) 本人明白本人有責任確保露天座位的經營，是符合食物環境衛生署和各政府部門以及有關的主管當局按其執行的法例所訂立的規定，包括政府租契和法定圖則<sup>#</sup>。關於政府租契或法定圖則<sup>#</sup>，如有需要本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that the operations in the OSA are in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities, including the Government lease and the statutory plan<sup>#</sup>. I will consult my professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan<sup>#</sup>.

<sup>#</sup> 「法定圖則」指由城市規劃委員會依據《城市規劃條例》擬備和公布的圖則。

*Statutory plan refers to plan prepared and published by the Town Planning Board under the Town Planning Ordinance.*

- (9) 本人以中文／英文\*為日後的通訊語言。

I would use Chinese/English\* for my future correspondence.

\_\_\_\_\_  
/        /  
日期（日／月／年）  
Date (dd/mm/yyyy)

\_\_\_\_\_  
持牌人／牌照申請人\*簽署  
Signature of Licensee/Licence Applicant\*

倘以公司名義提出申請，請填寫以下資料：

If application is made in the name of a corporation, please fill in the following particulars:

\_\_\_\_\_  
/        /  
日期（日／月／年）  
Date (dd/mm/yyyy)

\_\_\_\_\_  
獲授權代表簽署  
Signature of Authorised Person  
（代表申請公司）  
(for and on behalf of the applying corporation)

\_\_\_\_\_  
公司印章  
Company Chop

備註：請參閱夾附的申請人須知。

Note : A copy of the Notice to Applicant is enclosed for your reference.

\* 請刪去不適用者。      Please delete where appropriate.

**申請人須知**  
**Notice to Applicant**

1. 食肆持牌人／牌照申請人須遞交顯示整個食肆連擬設的露天座位的食肆設計圖則一式八份。圖則須按比例（不少於 1:100）以十進制單位繪製，食肆持牌人／牌照申請人並須在每份圖則上簽署，以證明正確。

8 copies of identical restaurant layout plan are required to show the layout of the whole premises including the proposed OSA. Such plans should be drawn to scale (of not less than 1:100), in metric units and signed by the restaurant licensees / licence applicants on all copies to certify that they are correct.

2. 為核證土地類別及／或處理有關的短期租約／短期豁免書／土地牌照申請，申請人須遞交比例為 1:1000（十進制單位）的位置圖一式五份，並在圖上清楚標明擬設的露天座位的位置、露天座位如何附設於持牌食肆，以及露天座位與周圍處所的相對位置。為此，申請人可在以下的地政總署測繪處或有關地區的測量處，購買比例為 1:1000 的地段索引圖：

5 copies of identical location map drawn to scale of 1:1000, in metric units, are required for verification of land status and/or to process a Short Term Tenancy agreement/Short Term Waiver/Land Licence application. The proposed OSA location should be marked clearly on the location maps, how it annexes to the licensed restaurant and its relative position in connection with the surrounding premises. A Lot Index Plan of scale 1:1000 may be purchased from the following Survey and Mapping Office or the respective local District Survey Office of the Lands Department:

**地政總署測繪處**

測繪處香港地圖銷售處

香港北角渣華道 333 號  
北角政府合署 23 樓  
（鰂魚涌地鐵站模範里 C 出口）  
電話號碼：2231 3187

**Survey and Mapping Office, Lands Department**

SMO Map Publications Centre, H.K.

23/F, North Point Government Offices,  
333 Java Road, North Point, Hong Kong  
(MTR-Quarry Bay Station, Model Lane Exit C)  
Tel. no.: 2231 3187

測繪處九龍地圖銷售處

九龍油麻地  
彌敦道 382 號  
電話號碼：2780 0981

SMO Map Publications Centre, Kowloon

382 Nathan Road,  
Yau Ma Tei,  
Kowloon  
Tel. no.: 2780 0981

港島測量處

香港灣仔軒尼詩道 130 至 150 號  
修頓中心 18 樓

District Survey Office, Hong Kong

18/F, Southorn Centre,  
130-150 Hennessy Road, Wan Chai,  
Hong Kong

九龍測量處

九龍上海街 250 號  
油麻地停車場大廈 10 樓

District Survey Office, Kowloon

10/F, Yau Ma Tei Carpark Building,  
250 Shanghai Street, Kowloon

離島測量處

香港中環統一碼頭道 38 號  
海港政府大樓 18 樓

District Survey Office, Islands

18/F, Harbour Building,  
38 Pier Road, Central, Hong Kong

北區測量處

新界粉嶺璧峰路 3 號  
北區政府合署 5 樓

District Survey Office, North

5/F, North District Government Offices,  
3 Pik Fung Road, Fanling,  
New Territories

西貢測量處

新界西貢親民街 34 號  
西貢政府合署 3 樓

District Survey Office, Sai Kung

3/F, Sai Kung Government Offices,  
34 Chan Man Street, Sai Kung,  
New Territories

沙田測量處

新界沙田上禾輦路 1 號  
沙田政府合署 12 樓

District Survey Office, Sha Tin

12/F, Sha Tin Government Offices,  
1 Sheung Wo Che Road, Sha Tin,  
New Territories

大埔測量處

新界大埔汀角路 1 號  
大埔政府合署 5 樓

District Survey Office, Tai Po

5/F, Tai Po Government Offices,  
1 Ting Kok Road, Tai Po,  
New Territories

荃灣葵青測量處

新界荃灣西樓角路 38 號  
荃灣政府合署 15 樓

District Survey Office, Tsuen Wan & Kwai Tsing

15/F, Tsuen Wan Government Offices,  
38 Sai Lau Kok Road, Tsuen Wan,  
New Territories

屯門測量處

新界屯門屯喜路 1 號  
屯門政府合署 5 樓

District Survey Office, Tuen Mun

5/F, Tuen Mun Government Offices,  
1 Tuen Hi Road, Tuen Mun,  
New Territories

元朗測量處

新界元朗元政路 2 號

District Survey Office, Yuen Long

2 Yuen Ching Road, Yuen Long,  
New Territories

註： 申請人可致電地政總署測繪處電話熱線 2231 3187 聯絡上述各區測量處。

Note: Applicant may contact the above District Survey Offices through the telephone hotline of Survey and Mapping Office of the Lands Department (2231 3187).

3. 若露天座位是位於私人土地上，申請人應前往土地註冊處（金鐘道政府合署的客戶服務中心及三個分別位於大埔、荃灣及元朗的新界查冊中心），獲取下列與擬設露天座位所在土地相關的文件的認證副本，藉以提供業權方面的文件證據：

For OSA within private property, the applicant should provide the documentary proof of the ownership by obtaining certified copies of the following documents relating to the land concerned for the proposed OSA at the Land Registry (the Customer Centre at Queensway Government Offices and the three Search Offices in the New Territories located at Tai Po, Tsuen Wan and Yuen Long):

- (i) 電腦印本，載列有關土地過往及目前的業權資料；以及  
a computer printout containing the historical and current ownership particulars of the land concerned; and

- (ii) 影響有關土地的政府土地批地文件（包括所有修訂及附件）的完整副本。  
a complete copy of the Government Land Grant (including all modification and attachments thereto) affecting the land concerned.

若申請人並非有關土地的註冊業權人，則申請人亦應提供註冊業權人就有關土地用作設置露天座位一事所簽署的同意書。

If the applicant is not the registered owner of the land concerned, he/she should also provide the written consent of the registered owner(s) for using the land for OSA.

客戶服務中心

香港金鐘道 66 號  
金鐘道政府合署 19 樓  
電話號碼：2867 2868

Customer Centre

19/F, Queensway Government Offices,  
66 Queensway,  
Hong Kong  
Tel. no.: 2867 2868

大埔查冊中心

新界大埔鄉事會街 8 號  
大埔綜合大樓 4 樓  
電話號碼：2653 5859

Tai Po Search Office

4/F, Tai Po Complex,  
8 Heung Sze Wui Street, Tai Po,  
New Territories  
Tel. no.: 2653 5859

荃灣查冊中心

新界荃灣青山公路 174 至 208 號  
荃灣地鐵站多層停車場大廈 11 樓  
電話號碼：2416 3505

Tsuen Wan Search Office

11/F, Tsuen Wan Station Multi-storey Carpark Building,  
174-208 Castle Peak Road, Tsuen Wan,  
New Territories  
Tel. no.: 2416 3505

元朗查冊中心

新界元朗橋樂坊 2 號  
元朗政府合署暨大橋街市 7 樓  
電話號碼：2475 0341

Yuen Long Search Office

7/F, Yuen Long Government Offices and Tai Kiu Market,  
2 Kiu Lok Square, Yuen Long,  
New Territories  
Tel. no.: 2475 0341

4. 申請人凡擬更改已交來圖則上的設計，須遞交經修訂圖則，以供本署考慮和由本署轉交其他部門處理；申請人須用顏色筆在圖則上標示建議的設計更改，並略加說明。建議圖則應小心擬備，避免提交後再作修訂。若經修訂圖則曾作出很大幅度的修改，有關申請或須作新的申請處理。  
Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to this department for consideration and referral to other departments for processing. Proposed plans should be prepared carefully to avoid amendment after submission. Revised plans with substantial changes may need to be processed as a fresh application.
5. 如食肆擬設置露天座位，申請人可同時向本署提交食肆牌照及設置露天座位許可的申請。申請人須填妥兩份申請表格，一份用作申請食肆牌照（FEHB 94），另一份用作申請設置露天座位（FEHB 197）。食肆牌照與設置露天座位申請的批核結果則互不相干。如設置露天座位獲得批准，食肆會在獲發牌照之時或之後，才獲准設置露天座位。  
For a proposed restaurant with OSA, the applicant can submit applications for restaurant licence and permission for OSA to this department at the same time by completing two application forms, namely one for restaurant (FEHB 94) and one for OSA (FEHB 197). The outcome of restaurant licence application is independent of that of the OSA application. If approval for OSA is granted, it would be granted together with or after the issue of the restaurant licence.



6. 如申請人擬在發給有關食肆的暫准食肆牌照附加設置露天座位的批註，必須通知個案經理已履行暫准食肆牌照設置露天座位的發牌條件。個案經理將會進行實地查證視察，查看已履行有關設置露天座位的發牌條件，才批出設置露天座位的許可。暫准食肆牌照獲批出設置露天座位的許可後，當申請人通知本署已履行正式牌照的發牌條件時，須同時通知本署已履行正式食肆牌照設置露天座位的發牌條件。兩者的發牌條件都須全部遵行，才會獲發出附有設置露天座位許可的正式食肆牌照。

If an applicant intends to have OSA endorsed for the restaurant issued with a provisional restaurant licence, he/she is required to report compliance of the OSA requirements of provisional licence to the Case Manager. The Case Manager will conduct on-site verification inspection to check compliance of the OSA requirements of provisional licence before OSA permission is granted. Where OSA permission has been granted to a provisional restaurant licence, when the applicant reports compliance for issue of full licence, he/she is required to report compliance of OSA requirements for full licence at the same time. Both sets of requirements have to be complied with before a full restaurant licence is issued together with OSA permission.

**關於申請設置露天座位所填報的個人資料**  
**Collection of Personal Data in Connection with**  
**Application for Outside Seating Accommodation (OSA)**  
**(按照《個人資料(私隱)條例》的規定處理)**  
**(In accordance with the Personal Data (Privacy) Ordinance)**

**目的說明**  
**Statement of Purpose**

**1. 收集資料的目的**  
**Purposes of Collection**

你透過本申請表格所提供的個人資料，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for

- (a) 處理向發牌當局申請新簽發／轉讓／續發食物業及其他行業牌照／許可證的相關事宜；  
carrying out activities relating to the applications for the grant/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (b) 處理向發牌當局申請新簽發／轉讓／續發酒牌及會所酒牌的相關事宜，其中包括按照酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；以及  
carrying out activities relating to the applications for the grant/transfer/renewal of liquor licences and club liquor licences made to the Licensing Authority. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (c) 方便發牌當局職員及其他政府部門的職員與你互相聯絡，以便遵從有關食物業或行業的有關法例及規定。  
facilitating communication among staff of the Licensing Authority, other Government departments and yourself concerning the cooperation of your food business or trade in compliance with the relevant laws and regulations.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，則發牌當局恐怕不能處理你的申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Licensing Authority may not be able to process your application.

**2. 接受資料轉介人的類別**  
**Class of Transferees**

在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第 1 段所載的目的。這些個人資料亦會被披露給本署食物安全中心及其他政府部門作執法用途，其中食物安全中心將用作執行《食物安全條例》（第 612 章），而渠務署將用作執行《污水處理服務條例》（第 463 章）及其附屬法例。根據《污水處理服務條例》規定，經營食肆及食物製造業的用水帳戶，須就其行業所產生的工商業污水繳交工商業污水附加費。

The personal data which you have provided by means of this form may be disclosed to other Government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above. The personal data may also be disclosed to the Centre for Food Safety (CFS) of this department and other Government departments for law enforcement purposes, amongst which the CFS will use such data for the enforcement of the Food Safety Ordinance (Cap. 612) and Drainage Services Department for the enforcement of the Sewage Services Ordinance (Cap. 463) and its subsidiary legislations. According to the Sewage Services Ordinance, the operators of the restaurant and food manufacturing trades are required to pay Trade Effluent Surcharge for their trade effluent discharged.

**3. 查閱個人資料**  
**Access to Personal Data**

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。發牌當局應查閱要求而提供資料時，可能徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

#### 4. 查詢 Enquiries

如對牌照申請有任何疑問，包括對本申請表格收集的個人資料有任何查詢，可向下述辦事處主管提出。

Enquiries concerning the application for licence, including the personal data collected by means of this form, should be addressed to the officer in charge of the below offices.

#### 分區環境衛生辦事處 District Environmental Hygiene Offices

##### 港島及離島區

###### 中西區環境衛生辦事處

香港皇后大道中 345 號上環市政大廈 10 樓  
電話號碼：2853 2504 傳真號碼：2851 7653

###### 東區環境衛生辦事處

香港鰂魚涌街 38 號鰂魚涌市政大廈 3 樓  
電話號碼：3103 7041 傳真號碼：2565 8203

###### 南區環境衛生辦事處

香港香港仔大道 203 號香港仔市政大廈 4 樓  
電話號碼：2903 0411 傳真號碼：2873 1608

###### 灣仔區環境衛生辦事處

香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓  
電話號碼：2879 5760 傳真號碼：2519 6884

###### 離島區環境衛生辦事處

香港中環統一碼頭道 38 號海港政府大樓 6 樓  
電話號碼：2852 3606 傳真號碼：2545 2964

##### 九龍區

###### 九龍城區環境衛生辦事處

九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓  
電話號碼：2715 4608 傳真號碼：2761 0718

###### 觀塘區環境衛生辦事處

九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓  
電話號碼：3102 7373 傳真號碼：2343 6734

###### 旺角區環境衛生辦事處

九龍旺角花園街 123 號 A 花園街市政大廈 6 樓及 7 樓  
電話號碼：2749 3627 傳真號碼：2391 5572

##### Hong Kong & Islands

###### Central/Western District Environmental Hygiene Office

10/F, Sheung Wan Municipal Services Building,  
345 Queen's Road Central, Hong Kong  
Tel. No.: 2853 2504 Fax No.: 2851 7653

###### Eastern District Environmental Hygiene Office

3/F, Quarry Bay Municipal Services Building,  
38 Quarry Bay Street, Hong Kong  
Tel. No.: 3103 7041 Fax No.: 2565 8203

###### Southern District Environmental Hygiene Office

4/F, Aberdeen Municipal Services Building,  
203 Aberdeen Main Road, Hong Kong  
Tel. No.: 2903 0411 Fax No.: 2873 1608

###### Wanchai District Environmental Hygiene Office

7/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wanchai, Hong Kong  
Tel. No.: 2879 5760 Fax No.: 2519 6884

###### Islands District Environmental Hygiene Office

6/F, Harbour Building, 38 Pier Road, Central,  
Hong Kong  
Tel. No.: 2852 3606 Fax No.: 2545 2964

##### Kowloon

###### Kowloon City District Environmental Hygiene Office

3/F & 4/F, To Kwa Wan Market and Government Offices,  
165 Ma Tau Wai Road, Kowloon  
Tel. No.: 2715 4608 Fax No.: 2761 0718

###### Kwun Tong District Environmental Hygiene Office

Level 7, Shui Wo Street Municipal Services Building,  
9 Shui Wo Street, Kwun Tong, Kowloon  
Tel. No.: 3102 7373 Fax No.: 2343 6734

###### Mong Kok District Environmental Hygiene Office

6/F & 7/F, Fa Yuen Street Municipal Services Building,  
123A Fa Yuen Street, Mong Kok, Kowloon  
Tel. No.: 2749 3627 Fax No.: 2391 5572

**深水埗區環境衛生辦事處**

九龍深水埗元州街 59-63 號

元州街市政大廈 8 樓至 10 樓

電話號碼：2748 6943 傳真號碼：2748 6937

**黃大仙區環境衛生辦事處**

九龍黃大仙彩虹道 121 號大成街街市大樓 3 樓

電話號碼：2997 9005 傳真號碼：2351 5710

**油尖區環境衛生辦事處**

九龍油麻地寶靈街 17 號官涌市政大廈 3 樓及 4 樓

電話號碼：2302 1301 傳真號碼：2735 5955

**新界區****北區環境衛生辦事處**

新界上水智昌路 13 號石湖墟市政大廈 4 樓

電話號碼：2679 2815 傳真號碼：2679 5695

**西貢區環境衛生辦事處**

新界將軍澳培成路 38 號西貢將軍澳政府綜合大樓 8 樓

電話號碼：3740 5100 傳真號碼：2792 9937

**沙田區環境衛生辦事處**

新界沙田沙田鄉事會路 138 號新城市中央廣場第 1 座

12 樓 1201-1207 室及 1220-1221 室

電話號碼：2634 1957 傳真號碼：2634 0442

**大埔區環境衛生辦事處**

新界大埔鄉事會街 8 號大埔綜合大樓 3 樓

電話號碼：3183 9111 傳真號碼：2650 1171

**葵青區環境衛生辦事處**

新界葵涌興芳路 166-174 號葵興政府合署 9 樓

電話號碼：2619 9482 傳真號碼：2480 4023

**荃灣區環境衛生辦事處**

新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓

電話號碼：2212 9735 傳真號碼：2414 8809

**屯門區環境衛生辦事處**

新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓

電話號碼：2451 3113 傳真號碼：2452 6559

**元朗區環境衛生辦事處**

新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓

電話號碼：2920 7605 傳真號碼：2477 5099

**Sham Shui Po District Environmental Hygiene Office**

8/F-10/F, Un Chau Street Municipal Services Building,

59-63 Un Chau Street, Sham Shui Po, Kowloon

Tel. No.: 2748 6943 Fax No.: 2748 6937

**Wong Tai Sin District Environmental Hygiene Office**

3/F, Tai Shing Street Market Building,

121 Choi Hung Road, Wong Tai Sin, Kowloon

Tel. No.: 2997 9005 Fax No.: 2351 5710

**Yau Tsim District Environmental Hygiene Office**

3/F & 4/F, Kwun Chung Municipal Services Building,

17 Bowring Street, Yau Ma Tei, Kowloon

Tel. No.: 2302 1301 Fax No.: 2735 5955

**New Territories****North District Environmental Hygiene Office**

4/F, Shek Wu Hui Municipal Services Building,

13 Chi Cheong Road, Sheung Shui, New Territories

Tel. No.: 2679 2815 Fax No.: 2679 5695

**Sai Kung District Environmental Hygiene Office**

8/F, Sai Kung Tseung Kwan O Government Complex,

38 Pui Shing Road, Tsueng Kwan O, New Territories

Tel. No.: 3740 5100 Fax No.: 2792 9937

**Sha Tin District Environmental Hygiene Office**

Unit 1201-1207, 1220-1221, 12/F, Tower 1,

Grand Central Plaza, 138 Sha Tin Rural Committee Road,

Sha Tin, New Territories

Tel. No.: 2634 1957 Fax No.: 2634 0442

**Tai Po District Environmental Hygiene Office**

3/F, Tai Po Complex, 8 Heung Sze Wui Street,

Tai Po, New Territories

Tel. No.: 3183 9111 Fax No.: 2650 1171

**Kwai Tsing District Environmental Hygiene Office**

9/F, Kwai Hing Government Offices Building,

166-174 Hing Fong Road, Kwai Chung, New Territories

Tel. No.: 2619 9482 Fax No.: 2480 4023

**Tsuen Wan District Environmental Hygiene Office**

3/F, Yeung Uk Road Municipal Services Building,

45 Yeung Uk Road, Tsuen Wan, New Territories

Tel. No.: 2212 9735 Fax No.: 2414 8809

**Tuen Mun District Environmental Hygiene Office**

1/F & 3/F, Tuen Mun Government Offices Building,

1 Tuen Hi Road, Tuen Mun, New Territories

Tel. No.: 2451 3113 Fax No.: 2452 6559

**Yuen Long District Environmental Hygiene Office**

2/F-5/F, Yuen Long Government Offices,

2 Kiu Lok Square, Yuen Long, New Territories

Tel. No.: 2920 7605 Fax No.: 2477 5099

## **牌照組辦事處**

### **Licensing Offices**

#### **港島及離島區牌照組辦事處**

香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓

電話號碼：2879 5738      傳真號碼：2507 2964

#### **九龍區牌照組辦事處**

九龍深水埗基隆街 333 號北河街市政大廈 4 樓

電話號碼：2729 1632      傳真號碼：3146 5319

#### **新界區牌照組辦事處**

新界大埔鄉事會街 8 號大埔綜合大樓 4 樓

電話號碼：3183 9226      傳真號碼：2606 3350

## **牌照簽發辦事處**

### **Licence Issuing Offices**

#### **港島及離島區牌照簽發辦事處**

香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓

電話號碼：2879 5710      傳真號碼：2511 5526

#### **九龍區牌照簽發辦事處**

九龍深水埗基隆街 333 號北河街市政大廈 4 樓

電話號碼：2729 1964      傳真號碼：2708 9761

#### **新界區牌照簽發辦事處**

新界大埔鄉事會街 8 號大埔綜合大樓 4 樓

電話號碼：3183 9206      傳真號碼：2602 0824

#### **Hong Kong and Islands Licensing Office**

8/F, Lockhart Road Municipal Services Building,

225 Hennessy Road, Wanchai, Hong Kong

Tel. No.: 2879 5738

Fax No.: 2507 2964

#### **Kowloon Licensing Office**

4/F, Pei Ho Street Municipal Services Building,

333 Ki Lung Street, Sham Shui Po, Kowloon

Tel. No.: 2729 1632

Fax No.: 3146 5319

#### **New Territories Licensing Office**

4/F, Tai Po Complex, 8 Heung Sze Wui Street,

Tai Po, New Territories

Tel. No.: 3183 9226

Fax No.: 2606 3350

#### **Hong Kong and Islands Licence Issuing Office**

8/F, Lockhart Road Municipal Services Building,

225 Hennessy Road, Wanchai, Hong Kong

Tel. No.: 2879 5710

Fax No.: 2511 5526

#### **Kowloon Licence Issuing Office**

4/F, Pei Ho Street Municipal Services Building,

333 Ki Lung Street, Sham Shui Po, Kowloon

Tel. No.: 2729 1964

Fax No.: 2708 9761

#### **New Territories Licence Issuing Office**

4/F, Tai Po Complex, 8 Heung Sze Wui Street,

Tai Po, New Territories

Tel. No.: 3183 9206

Fax No.: 2602 0824