

食物製造廠牌照（將已煮熟腸類、肉類及其他食品加熱）申請書
**Application for Food Factory Licence
(Reheating Pre-cooked Sausages, Meat and Other Food Products)**

[適用於合資格申請採用快線發牌程序[#]以簽發暫准食物製造廠牌照的處所]
[Applicable to Premises Eligible to Apply for Adoption of
Fast Track Licensing Procedures[#] for Issue of Provisional Food Factory Licence]

注意：填寫此表格前請先詳細閱讀「申請人須知」。

Important: Please read "NOTICE TO APPLICANT" carefully before completing this form.

致 牌照組助理秘書（其他牌照）

To: Assistant Secretary (Other Licences), Licensing Office

本人欲申請食物製造廠牌照（將已煮熟腸類、肉類及其他食品加熱），並申請採用快線發牌程序以簽發暫准食物製造廠牌照。本人明白若本申請書所述的任何詳情是不正確，是項申請將不會用快線發牌程序處理。

I intend to apply for a Food Factory Licence (Reheating Pre-cooked Sausages, Meat and Other Food Products), and apply for adoption of the fast track licensing procedures for issue of provisional food factory licence. I understand that the application will not be processed under the fast track licensing procedures if any particulars set out in this application form are incorrect.

申請資料

Particulars of Application

（倘以公司名義提出申請，只須填寫第 (1) 項、第 (3) 項、第 (8) 項起以後各項連附件及附錄。）
(If the application is made in the name of a corporation, you only need to complete items (1), (3), (8) onwards, the Annexes and the Appendix.)

- (1) 申請人姓名／公司名稱*：_____ (先生／女士*)
Name of Applicant/Corporation* _____ (中文) (Chinese)
_____ (Mr./Ms.*)
_____ (英文正楷) (English in BLOCK letters)
- (2) 香港身分證／護照*號碼：_____
Hong Kong Identity Card/Passport* No.

用快線發牌程序以簽發暫准食物製造廠牌照只適用於申請食物製造廠牌照（將已煮熟腸類、肉類及其他食品加熱）的處所，而有關處所已符合下述所有規定：(i) 處所總樓面面積不大於 100 平方米，(ii) 只用電力作為燃料及無使用明火加熱食物，(iii) 沒有油炸食物活動，(iv) 處所坐落於地面上，及 (v) 無違例建築工程。

Fast track licensing procedures for issue of provisional food factory licence are only applicable to premises applying for Food Factory Licence (Reheating Pre-cooked Sausages, Meat and Other Food Products) and that the premises have met all the criteria of (i) the gross floor area of the premises is not larger than 100m², (ii) only electricity is used as fuel and with no use of open fire for reheating food, (iii) no deep frying activities are involved, (iv) the premises are resting on soil, and (v) there is no unauthorised building works.

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

- (3) 發牌前通訊地址：
Correspondence Address Before Issue of Licence

發牌後通訊地址：（如欲在發牌後以另一地址接收通訊，請列明。）

同上 Same as above

Correspondence Address After Issue of Licence

(Please state if you wish to receive correspondence at another address after issue of licence.)

- (4) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.
- 流動電話號碼[^]： _____（申請人）（如有）[^]： _____（發牌顧問）
Mobile Phone No.[^] (Applicant) Additional Mobile Phone No. (if any)[^] (Licensing Consultant)

[^]註： 除用作電話通訊外，食物環境衛生署（食環署）亦會在暫准牌照（如有）屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼，如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Food and Environmental Hygiene Department (FEHD) will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

- 本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

電郵地址[#]： _____ 額外電郵地址
Email Address[#] (如有)[#]： _____
Additional Email Address (if any)[#]

[#]註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

- (5) 聯絡人姓名： _____（先生／女士*）
Name of Contact Person (中文) (Chinese)
_____ (Mr./Ms.*)
_____（英文正楷）(English in BLOCK letters)

- (6) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

* 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).

(7) 申請牌照的處所地址：

Address of Premises Under Application

室／鋪 _____ 樓 _____ 座 _____
Flat/Room/Shop _____ Floor _____ Block _____

大廈 _____
Building _____

屋邨／鄉村 _____
Estate/Village _____

街道名稱及號碼 _____
No. and Name of Road/Street _____

(如涉及多於一條街道，請詳述) _____
(Please specify if more than one road/street is involved)

地區 _____ 地段號碼 (如適用) _____
District _____ Lot No. (if applicable) _____

分區 _____ 香港／九龍／新界／離島*
Sub-district _____ HK/Kln/NT/Islands*

(8) 擬開設店鋪的名稱 (如適用)：

Shop Sign of the Proposed Business (if applicable)

(中文) _____
(Chinese) _____
(英文) _____
(English) _____

(9) 擬使用的燃料種類：〔註：申請簽發食物製造廠牌照 (將已煮熟腸類、肉類及其他食品加熱) 的處所只可以使用電力作為燃料。〕

Type of Fuel Intended to Be Used [Note: Only electricity is allowed to be used as fuel for premises under application for issue with Food Factory Licence (Reheating Pre-cooked Sausages, Meat and Other Food Products)]

電力
Electricity

(10) 店鋪內擬裝設的空氣調節系統：

Air-conditioning System Intended to Be Installed

類型： _____
Type _____

產地： _____
Country of Manufacture _____

* 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).

(11) 擬申請暫准牌照：〔註：若不申請暫准牌照，快線發牌程序並不適用。〕
Provisional Licence Intended to Be Applied [Note: If provisional licence is not applied, the fast track licensing procedures are not applicable.]

是
Yes

否
No

(12) 處所已符合以下採用快線發牌程序的所有規定：
Premises have met all the following criteria for adopting the fast track licensing procedures

- 處所總樓面面積不大於 100 平方米
the gross floor area of the premises is not larger than 100 m²
- 只用電力作為燃料及無使用明火加熱食物
only electricity is used as fuel and with no use of open fire for reheating food
- 沒有油炸食物活動
no deep frying activities are involved
- 處所坐落於地面上
the premises are resting on soil
- 無違例建築工程
there is no unauthorised building works

(13) 現夾附：
Enclosed

擬議設計圖則一式_____份
_____ identical copies of proposed layout plans

其他，請說明： _____
Others, please specify

(14) 附加資料提供：
Additional Information to Be Provided

- 符合政府租契條款聲明書（見附件 I）
Declaration on Compliance with Government Lease Conditions (see **Annex I**)
- 符合法定圖則[†]規限聲明書（見附件 II）
Declaration on Compliance with Statutory Plan[†] Restrictions (see **Annex II**)
- 在店鋪內售賣的受限制食物（見附件 III）
Items of Restricted Food Intended to be Sold in the Premises (see **Annex III**)

[†]「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.

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

- (15) 本人明白有責任確保在申請食物製造廠牌照的處所經營食物製造廠，能符合食環署、其他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。關於政府租契或法定圖則，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 operation of a food factory business at the premises under application for a food factory licence is in compliance with the requirements imposed under the legislation administered by the FEHD, other government departments as well as the relevant authorities, including the Government lease and the statutory plan. I will consult professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan.

- (16) 本人以中文／英文*為發牌前的通訊語言。

I would use Chinese/English* for correspondence before issue of licence.

本人以中文／英文*為發牌後的通訊語言。

I would use Chinese/English* for correspondence after issue of licence.

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

茲證實本人在本申請書所述的各項詳情，均屬真實正確。本人明白如獲批出牌照，須遵從適用於該牌照的所有規定、條件和限制。

I hereby confirm that all particulars stated in this application form are true and correct. I understand that if a licence is granted, I shall comply with all requirements, conditions and restrictions to which such licence is subject.

/ /
日期（日／月／年）
Date (dd/mm/yyyy)

申請人簽署
Signature of Applicant

歡迎使用食環署的電子申請服務提交食物業／行業牌照或許可證申請。有關詳情，請瀏覽網頁 <http://www.fehd.gov.hk>。

You are welcome to use the Electronic Application Service of the FEHD to submit applications for Food Business/Trade Licences or Permits. Please visit <http://www.fehd.gov.hk> for details.

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

食物製造廠牌照（將已煮熟腸類、肉類及其他食品加熱）申請書
Application for Food Factory Licence
(Reheating Pre-cooked Sausages, Meat and Other Food Products)
(簽發予以公司名義申請者)
(To be Issued in the Name of a Corporation)

[適用於合資格申請採用快線發牌程序[#]以簽發暫准食物製造廠牌照的處所]
[Applicable to Premises Eligible to Apply for Adoption of
Fast Track Licensing Procedures[#] for Issue of Provisional Food Factory Licence]

致 牌照組助理秘書（其他牌照）

To: Assistant Secretary (Other Licences), Licensing Office

本人欲代表下述公司申請食物製造廠牌照（將已煮熟腸類、肉類及其他食品加熱），並申請採用快線發牌程序以簽發暫准食物製造廠牌照。本人明白若本申請書所述的任何詳情是不正確，是項申請將不會用快線發牌程序處理。

I intend to apply for and on behalf of the corporation mentioned below for a Food Factory Licence (Reheating Pre-cooked Sausages, Meat and Other Food Products), and apply for adoption of the fast track licensing procedures for issue of provisional food factory licence. I understand that the application will not be processed under the fast track licensing procedures if any particulars set out in this application form are incorrect.

申請牌照的處所地址：

Address of Premises Under Application

室／鋪	_____	樓	_____	座	_____
Flat/Room/Shop		Floor		Block	
大廈	_____				
Building					
屋邨／鄉村	_____				
Estate/Village					
街道名稱及號碼	_____				
No. and Name of Road/Street					
(如涉及多於一條街道，請詳述)	_____				
(Please specify if more than one road/street is involved)					
地區	_____	地段號碼（如適用）	_____		
District		Lot No. (if applicable)			
分區	_____	香港／九龍／新界／離島*			
Sub-district		HK/Kln/NT/Islands*			

用快線發牌程序以簽發暫准食物製造廠牌照只適用於申請食物製造廠牌照（將已煮熟腸類、肉類及其他食品加熱）的處所，而有關處所已符合下述所有規定：(i) 處所總樓面面積不大於 100 平方米，(ii) 只用電力作為燃料及無使用明火加熱食物，(iii) 沒有油炸食物活動，(iv) 處所坐落於地面上，及 (v) 無違例建築工程。

Fast track licensing procedures for issue of provisional food factory licence are only applicable to premises applying for Food Factory Licence (Reheating Pre-cooked Sausages, Meat and Other Food Products) and that the premises have met all the criteria of (i) the gross floor area of the premises is not larger than 100m², (ii) only electricity is used as fuel and with no use of open fire for reheating food, (iii) no deep frying activities are involved, (iv) the premises are resting on soil, and (v) there is no unauthorised building works.

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

(甲) 公司資料

(A) Particulars of Corporation

(1) 公司名稱： _____
Name of Corporation (中文) (Chinese)

_____ (英文) (English)

(2) 商業登記號碼： _____ 電話號碼： _____
Business Registration No. Tel. No.

(3) 公司註冊地址：
Address of Registered Office

(4) 執行董事姓名： _____ (先生/女士*)
Name of Managing Director (中文) (Chinese)
_____ (Mr./Ms.*)
(英文正楷) (English in BLOCK letters)

(5) 住址：
Residential Address

(6) 電話號碼： _____
Tel. No.

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

(乙) 獲授權代表資料

(B) Particulars of the Authorised Person

(1) 獲授權代表姓名： _____ (先生／女士*)
Name of Authorised Person _____ (中文) (Chinese)

_____ (Mr./Ms.*)
(英文正楷) (English in BLOCK letters)

(2) 香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No. _____

(3) 獲授權代表在公司擔任的職位： _____
Position of the Authorised Person in the Corporation

(4) 住址： _____
Residential Address

(5) 電話號碼： _____ 傳真號碼： _____
Tel. No. _____ Fax No. _____

流動電話號碼[^]： _____ (申請人) (如有)[^]： _____ (發牌顧問)
Mobile Phone No.[^] (Applicant) Additional Mobile Phone No. (if any)[^] (Licensing Consultant)

[^]註： 除用作電話通訊外，本署亦會在暫准牌照（如有）屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼，如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

電郵地址[#]： _____ 額外電郵地址
Email Address[#] _____ (如有)[#]： _____
Additional Email Address (if any)[#]

[#]註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

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

(6) 聯絡人姓名： _____ (先生／女士*)
Name of Contact Person (中文) (Chinese)

(英文正楷) (English in BLOCK letters) (Mr./Ms.*)

(7) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。
I have read through the content of this application form and confirm the information provided are correct.

茲證實本人在本申請書所述的各項詳情，均屬真實正確。本人明白如獲批出牌照，須遵從適用於該牌照的所有規定、條件和限制。

I hereby confirm that all particulars stated in this application form are true and correct. I understand that if a licence is granted, I shall comply with all requirements, conditions and restrictions to which such licence is subject.

/ /

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

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

申請人須知
NOTICE TO APPLICANT

- (1) 以公司名義提出的申請書，須連同下列文件一併遞交，否則本署無法處理有關申請。
The following documents shall be submitted to us if the application is made in the name of a corporation, otherwise we will be unable to process the application.
- (a) 該公司的商業登記證副本；
a copy of the Business Registration Certificate of the corporation;
 - (b) 該公司的組織大綱及細則副本；
a copy of the Memorandum and Articles of Association of the corporation;
 - (c) 根據《公司條例》(第 622 章)取得和經公司註冊處處長核證真實的公司註冊證書副本，或任何其他可證實該公司法人身分的文件；
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 622) certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;
 - (d) 公司的註冊辦事處地址更改通知書或法團成立表格(視何者適用而定)的副本，須為經公司註冊處處長核證真實的副本；
a copy of Notice of Change of Address of Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;
 - (e) 公司最新的周年申報表副本，須為經公司註冊處處長核證真實的副本(在新公司成立為法團的年度內，則請提交經公司註冊處處長核證真實的法團成立表格副本)；
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (or a copy of Incorporation Form certified as true copy by the Registrar of Companies in case of a new company in the year of its incorporation);
 - (f) 公司董事會通過的書面決議，以授權一名人士代表該公司與發牌當局接洽處理牌照申請事宜；以及
a resolution in writing passed by the Board of Directors to authorise a person to act on behalf of the corporation to deal with licensing matters with the licensing authority; and
 - (g) 該名獲授權代表所簽署的接納授權通知書。
Notice of Acceptance of the Authorisation signed by the authorised person.
- (2) 申請書須連同有關處所建議設計圖則一式三份一併遞交，否則本署無法處理有關申請。而且，所有圖則須以十進制單位及不少於 1:100 的常用比例繪製。
The application must be accompanied by 3 identical hard copies of proposed layout plans of the premises, otherwise this Department is unable to process the application. In addition, the above proposed layout plans must be drawn in metric unit and in scale commonly used of not less than 1:100.
- (3) 申請人凡擬更改已交來圖則上的設計，須提交經修訂圖則，以供本署考慮和轉交其他部門處理。申請人須用顏色筆在圖則上標示建議更改之處，並略加說明。不符合這項規定的經修訂圖則，概不受理。
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 the Department for consideration and referral to other government departments for processing. Revised plans not in compliance with this requirement will be rejected.

- (4) 就採用快線發牌程序以簽發暫准食物製造廠牌照（將已煮熟腸類、肉類及其他食品加熱）的申請，如食環署在簽發有關暫准牌照前未收到規劃署回覆確定有關處所已符合法定圖則規限，則食環署會接受申請人的符合法定圖則規限聲明書（見**附件 II**）用作簽發暫准牌照的用途。而且，在食環署進行實地視察後，如沒有反對意見及毋須將申請轉交其他政府部門評核，會於 6 個工作天內向申請人發出正式及暫准牌照的發牌條件通知書。

For premises applying for adoption of fast track licensing procedures for issue of Provisional Food Factory Licence (Reheating Pre-cooked Sausages, Meat and Other Food Products), the FEHD will accept the applicant's Declaration on Compliance with Statutory Plan Restrictions (see **Annex II**) for the purpose of issuing provisional licence if Planning Department's confirmation on such has not been received beforehand. In addition, letters of requirements for full licence and provisional licence will be issued within 6 working days after site inspection conducted by staff of FEHD if no adverse comment is offered and no referral of the application to other government departments for comments is required.

- (5) 如有關食物業處所並非位於政府物業或房屋委員會（房委會）物業內，申請人須向本署遞交由認可專業人士（即根據《建築物條例》（第 123 章）第 3 條的規定註冊的認可人士／結構工程師）按下列適用指引要求以指定表格（FEHB 190 或 FEHB 191）填寫的證明書，證明有關食物業處所內沒有違例建築工程。

Except for food premises in government properties or the Housing Authority (HA)'s properties, certification made by recognised professional(s) (i.e. authorised persons/structural engineers registered under Section 3 of the Buildings Ordinance (Cap. 123)) certifying that the food business premises are free of unauthorised building works shall be submitted to the FEHD in prescribed form(s) (FEHB 190 or FEHB 191) as in accordance with the corresponding guidelines, where appropriate, listed as follows :

- 由屋宇署署長發出的《認可人士及註冊結構工程師 — 核證食物業處所沒有違例建築工程的指引》
“Certification of Food Business Premises Free of Unauthorised Building Works - Guidelines for Authorised Persons and Registered Structural Engineers” issued by the Director of Buildings
- 由地政總署署長發出的《新界豁免管制屋宇食物業處所並無違例建築工程證明書 — 供認可人士及註冊結構工程師參考的指引》
“Certification of Food Business Premises Free of Unauthorised Building Works in respect of New Territories Exempted Houses - Guideline for Authorised Persons and Registered Structural Engineers” issued by the Director of Lands
- 由隸屬於房屋局常任秘書長辦公室的獨立審查組發出的《認可人士及註冊結構工程師 — 核證食物業處所並無違例建築工程的指引（適用於房委會物業和已拆售予領展資產管理有限公司的物業）》
“Certification of Food Business Premises Free of Unauthorised Building Works - Guidelines for Authorised Persons and Registered Structural Engineers (applicable to HA's properties and the properties divested to Link Asset Management Limited)” issued by the Independent Checking Unit (ICU) under the Office of the Permanent Secretary for Housing

- (6) 如有關食物業處所並非位於政府物業、房委會物業或已拆售予領展資產管理有限公司的物業內，申請人須向本署遞交符合政府租契條款聲明書（見**附件 I**），聲明在申請牌照的處所經營食物業符合政府租契條款，否則本署無法處理有關申請。

Except for food business premises in government properties, HA's properties or the properties divested to Link Asset Management Limited, a Declaration on Compliance with Government Lease Conditions (see **Annex I**) declaring that the operation of the food business at the premises under application is in compliance with Government lease conditions shall be submitted to the FEHD, otherwise this Department is unable to process the application.

- (7) 揀選處所時，申請人須確保在該處所經營食物業，符合相關政府租契的條款、法定圖則規限、食物環境衛生署、其他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。如該處所的用途不符合政府租契條款（例如違反對厭惡性行業的限制¹、違反用途限制等），處所業主可向地政總署申請修訂租契條款、短期豁免書或厭惡性行業許可證（視乎屬何情況而定）。地政總署會根據既定政策和程序審批申請。申請人應盡早查閱下述文件：(i) 相關政府租契的條款，確保所選土地／處所擬作的用途屬租契容許的範疇，(ii) 樓宇的入伙紙，以及 (iii) 法定圖則。申請人可從下列政府辦事處獲得有關資料。申請人亦可於網上（網址：https://www1.iris.gov.hk/eservices/welcome.jsp?language=zh_TW）或從土地註冊處客戶服務中心（地址如下）取得相關政府租契的複本。如對政府租契條款、法定圖則規限、查閱資料程序或跟進事宜有疑問，請諮詢獨立專業人士。

When choosing premises, the applicant must ensure that the operation of food business at the subject premises is in compliance with the relevant Government lease condition(s), statutory plan restrictions, requirements imposed under the legislation administered by the Department, other government departments and the relevant authorities. If the use of a premises is not in compliance with the Government lease (e.g. breach of the offensive trade restriction¹, the user restriction, etc.), the owner of the premises can apply to Lands Department (LandsD) for a lease modification, a temporary waiver or an offensive trade licence (as the case may be). LandsD will process such application in accordance with the established policy and procedures. The applicant is strongly advised to check well in advance the following documents: (i) the relevant Government lease condition(s) to ensure that the intended use of the land/premises is permitted under the Government lease, (ii) the Occupation Permit of the building, and (iii) the statutory plan. Relevant information and documents may be obtained from the following government offices. A copy of the Government lease may also be obtained on-line (<https://www1.iris.gov.hk/eservices/welcome.jsp?language=en>) or from the Customer Centre of the Land Registry (see address below). The applicant may consult an independent professional if there is any query on the relevant Government lease condition(s), statutory plan restrictions, the procedures for accessing information or follow-up action.

土地註冊處

- 客戶服務中心
- 地址：
香港金鐘道 66 號金鐘道政府合署 19 樓
- 查詢電話：2867 2871
- 網址：<https://www.iris.gov.hk/eservices/>
- 該處會收取提供政府租契及入伙紙（如已在土地註冊處登記）複本的服務費用。

Land Registry

- Customer Centre
- Address:
19/F, Queensway Government Offices,
66 Queensway, Hong Kong
- Enquiry No.: 2867 2871
- Website: <https://www.iris.gov.hk/eservices/>
- A fee will be charged for supplying copies of a Government lease and the Occupation Permit (if registered in the Land Registry) of the building.

屋宇署

- 樓宇資訊中心
- 地址：
九龍油麻地海庭道 11 號
西九龍政府合署北座屋宇署總部 2 樓
- 查詢電話：2626 1207（由「1823」接聽）
- 該署會收取處理申領入伙紙經核證真確副本的費用。

Buildings Department

- Building Information Centre
- Address:
2/F, Buildings Department Headquarters,
North Tower, West Kowloon Government
Offices, 11 Hoi Ting Road, Yau Ma Tei,
Kowloon
- Enquiry No.: 2626 1207 (Handled by “1823”)
- A fee will be charged for applying for a certified true copy of the Occupation Permit of the building.

¹ 關於所述限制（一般稱作「厭惡性行業條款」），可參考《地政處作業備考編號 3/2023》。該作業備考可從地政總署網站（網址：<https://www.landsd.gov.hk/tc/legco/lpn.htm>）下載。

Reference may be made to the LAO Practice Note No. 3/2023 about the concerned restriction (commonly known as the “offensive trades clause”). Such Practice Note can be downloaded from LandsD’s website (www.landsd.gov.hk/en/legco/lpn.htm).

規劃署

- 規劃資料查詢處
- 地址：
香港北角渣華道 333 號北角政府合署 17 樓
或新界沙田上禾輦路 1 號沙田政府合署 14 樓

- 查詢電話：2231 5000
- 該署就是否須按有關法定圖則及其註釋的規定就處所用途申請規劃許可，提供免費查詢服務。

- 市民可自行透過互聯網，登入「法定規劃綜合網站」（網址：www.ozp.tpb.gov.hk）瀏覽有關法定圖則及其註釋。
- 市民在下列地點繳付指定費用後，便可取得有關法定圖則及其註釋：
地政總署地圖銷售處
香港北角渣華道 333 號北角政府合署 23 樓
（電話號碼：2231 3187）
或
九龍彌敦道 382 號地下
（電話號碼：2780 0981）

Planning Department

- Planning Enquiry Counters
- Address:
17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong
or
14/F, Sha Tin Government Offices, 1, Sheung Wo Che Road, Sha Tin, New Territories
- Enquiry No.: 2231 5000
- Free enquiry service is provided with respect to whether the use of premises requires planning permission according to the relevant statutory plan and the Notes attached to the plan.
- The relevant statutory plan and the Notes attached to the plan can be browsed at “Statutory Planning Portal” (www.ozp.tpb.gov.hk).
- A copy of the statutory plan and the Notes attached to the plan can be obtained, on payment of the prescribed fee, from the Map Publications Centre of LandsD at:
23/F, North Point Government Offices,
333 Java Road, Hong Kong (Tel. No.: 2231 3187)
or
G/F, 382 Nathan Road, Kowloon (Tel. No.: 2780 0981)

- (8) 就上述第 (5) 至 (7) 段，申請人應參閱《申請食物業牌照申請人／持牌人的發牌和轉讓程序指南：(i) 核證食物業處所沒有違例建築工程（違建工程）(ii) 食物業處所必須符合政府租契的條款 (iii) 食物業處所必須符合法定圖則的規限》。相關資料已上載於本署網頁（網址：http://www.fehd.gov.hk/tc_chi/howtoseries/forms/External_guide_combine_c.PDF）。此外，申請人亦可到食環署牌照辦事處或分區環境衛生辦事處（見下述第 (14) 段）索取該指南。

For paragraphs (5) to (7) above, the applicant should read “A Guide to Applicants/Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on (i) Certification of Free of Unauthorised Building Works (UBW) (ii) Compliance with Government Lease Conditions (iii) Compliance with Statutory Plan Restrictions”. Relevant information is uploaded to the Department’s website at http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF. The Guide is also available at FEHD’s Licensing Offices or District Environmental Hygiene Offices (see paragraph (14) below).

- (9) 如申領暫准／正式牌照的處所已領有有效食物業牌照／許可證，在取消現有牌照／許可證之前，本署將不會發出有關牌照。

If the premises under application for provisional/full licence are already covered by a valid food business licence/permit, the licence will not be issued until and unless the existing licence/permit has been cancelled.

- (10) 申請人必須於暫准牌照屆滿後 3 個月或正式牌照的發牌條件通知書發出後 12 個月（如只是申請正式牌照或未獲發暫准牌照），履行所有發牌條件。除基於申請人不能合理控制的因素外，申請人如在上述限期屆滿後仍未能履行所有發牌條件，將視作撤銷申請論。

The maximum period of time allowed for the applicant to comply with all licensing requirements is 3 months after the expiry of the provisional licence or 12 months after the issue of the letter of requirements for a full licence in the case where application for a full licence only is made or a provisional licence is not issued, unless the delay in meeting the licensing requirements is due to factors beyond the applicant’s reasonable control. The application for food business licence will be deemed withdrawn if the applicant fails to comply with all licensing requirements after the above period of time.

- (11) 若規畫署證實在有關處所經營的食物製造廠抵觸法定圖則的規限，或符合法定圖則規限聲明書（見**附件 II**）上的資料其後被發現虛假不實，食物環境衛生署署長可即時取消已簽發的暫准牌照。即使申請人向有關上訴委員會提出上訴，在等候上訴期間，食物環境衛生署署長將不會運用其酌情權暫停執行即時取消牌照的決定。

The Director of Food and Environmental Hygiene may immediately cancel the provisional licence so issued if the Planning Department confirms that the operation of food factory business at the premises is in breach of statutory plan restrictions or the Declaration on Compliance with Statutory Plan Restrictions (see **Annex II**) is later found to be false. The Director of Food and Environmental Hygiene will not exercise his discretion to suspend the “immediate cancellation” decision during the pending period of appeal even if the applicant appeals against the decision to be heard in the respective appeal tribunals.

- (12) 倘出現下列情況，食物環境衛生署署長可即時取消已簽發的暫准牌照或正式牌照：

The Director of Food and Environmental Hygiene may immediately cancel the provisional licence or full licence so issued if:

- (i) 若專業人士簽發的證明書在屋宇署、地政總署或隸屬於房屋局常任秘書長辦公室的獨立審查組（視何者適用而定）進一步審閱、審核和核實後，發現有關處所內有違建工程，又或發現證明書內的資料屬虛假、不正確或具誤導性（不論是故意提供與否）；或 unauthorised building works are subsequently detected when the professional certificate subject to further examinations, auditing and verification by the Buildings Department, LandsD or ICU under the Office of the Permanent Secretary for Housing (as appropriate), and that the information in those certifications is found to be false, incorrect or misleading, whether willfully so or otherwise; or

- (ii) 若地政總署證實在有關處所經營食物業抵觸政府租契的條款，或符合政府租契條款聲明書（見**附件 I**）上的資料虛假不實。

the LandsD confirms that the operation of food business at the premises is in breach of Government lease conditions or the Declaration on Compliance with Government Lease Conditions (see **Annex I**) is false.

即使申請人向有關上訴委員會提出上訴，在等候上訴期間，食物環境衛生署署長將不會運用其酌情權暫停執行即時取消牌照的決定。

The Director of Food and Environmental Hygiene will not exercise his discretion to suspend the “immediate cancellation” decision during the pending period of appeal even if the applicant appeals against the decision to be heard in the respective appeal tribunals.

- (13) 按照《公眾衛生及市政條例》（第 132 章）第 125(8) 條的規定，食物環境衛生署署長若決定拒絕你有關批出或續發牌照、許可證或登記的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該條例第 125(9) 條的規定，在宣布有關決定的通知書送達給你後的 14 天內，向牌照上訴委員會提出上訴。

Pursuant to section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director of Food and Environmental Hygiene shall inform you in writing of any decision made to reject your application for the grant or renewal of licence, permit or registration. If you are dissatisfied with the decision made by the Director, you may within 14 days after the service on you of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with section 125(9) of the Ordinance.

(14) **牌照辦事處**

港島及離島區

香港灣仔軒尼詩道 225 號
駱克道市政大廈 8 樓
港島及離島區牌照組
牌照組助理秘書 (其他牌照)
電話號碼: 2879 5729
傳真號碼: 2507 2964

九龍區

九龍深水埗基隆街 333 號
北河街市政大廈 4 樓
九龍區牌照組
牌照組助理秘書 (其他牌照)
電話號碼: 2729 1632
傳真號碼: 2789 0107

新界區

新界大埔鄉事會街 8 號
大埔綜合大樓 4 樓
新界區牌照組
牌照組助理秘書 (其他牌照)
電話號碼: 3183 9226
傳真號碼: 2696 2097

分區環境衛生辦事處

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: 2545 0506 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 3205 傳真號碼: 2545 2964

Licensing Offices

Hong Kong & Islands

Assistant Secretary(Other Licences), Licensing Office
Hong Kong and Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong.
Tel. No.: 2879 5729
Fax No.: 2507 2964

Kowloon

Assistant Secretary(Other Licences), Licensing Office
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.: 2789 0107

New Territories

Assistant Secretary(Other Licences), Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories.
Tel. No.: 3183 9226
Fax No.: 2696 2097

District Environmental Hygiene Offices

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.: 2545 0506 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 3205 Fax No.: 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 3626 傳真號碼：2391 5572

深水埗區環境衛生辦事處

九龍深水埗元州街 59 至 63 號
元州街市政大廈 8 樓至 10 樓
電話號碼：2748 6934 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 9003 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

沙田區環境衛生辦事處

新界沙田鄉事會路 138 號
新城市中央廣場第 1 座
12 樓 1201 至 1207 室及 1220 至 1221 室
電話號碼：2634 0136 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 9119 傳真號碼：2650 1171

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 2812 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

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 3626 Fax No.: 2391 5572

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 6934 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 9003 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

Sha Tin District Environmental Hygiene Office

Unit 1201-1207, 1220-1221, 12/F, Tower 1,
Grand Central Plaza, 138 Rural Committee Road,
Sha Tin, New Territories
Tel. No.: 2634 0136 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 9119 Fax No.: 2650 1171

North District Environmental Hygiene Office

4/F, Shek Wu Hui Municipal Services Building,
13 Chi Cheong Road, Sheung Shui, New Territories
Tel. No.: 2679 2812 Fax No.: 2679 5695

Sai Kung District Environmental Hygiene Office

8/F, Sai Kung Tseung Kwan O Government Complex
38 Pui Shing Road, Tseung Kwan O, New Territories
Tel. No.: 3740 5100 Fax No.: 2792 9937

葵青區環境衛生辦事處

新界葵涌興芳路 166 至 174 號

葵興政府合署 9 樓

電話號碼：2420 9204 傳真號碼：2480 4023

Kwai Tsing District Environmental Hygiene Office

9/F, Kwai Hing Government Offices Building,

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

Tel. No.: 2420 9204 Fax No.: 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

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

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

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

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

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



符合政府租契條款聲明書

Declaration on Compliance with Government Lease Conditions

- (A) 日期 (日/月/年) : _____
Date (dd/mm/yyyy)
- (B) 聲明者個人資料 :
Personal Particulars of Person Making the Declaration
(倘以公司名義提出申請, 請填寫獲授權代表資料。)
(Please fill in particulars of the authorised person if application is made in the name of a corporation)
- 姓名 : _____ 年齡/性別 : _____ /
Name Age/Sex
- 香港身分證/護照*號碼 : _____ 電話 : _____
Hong Kong Identity Card/Passport* No. Tel. No.
- 通訊地址 : _____
Correspondence Address
- (C) 申請簽發食物製造廠牌照的處所地址 : _____
Address of Premises Under Application
for Issue of Food Factory Licence
- (D) 聲明內容 Declaration
本人聲明 :
I DECLARE as follows:
- (1) 本人明白在上文 (C) 段列明的處所經營 食物製造廠, 必須符合相關的政府租契條款, 否則本人/本公司*的簽發 食物製造廠 牌照申請將會被拒。
I understand that the operation of a food factory at the premises stated in paragraph (C) above should be in compliance with the relevant Government lease condition(s). Otherwise, my/the corporation's* application for the issue of a food factory licence will be refused.
- (2) 本人已/並未*查閱相關的政府租契條款。
I have/have not* checked the relevant Government lease condition(s).
- (3) 本人確認在上文 (C) 段列明的處所經營 食物製造廠 符合相關的政府租契條款。
I confirm that the operation of a food factory at the premises stated in paragraph (C) above is in compliance with the relevant Government lease condition(s).
- (4) 本人明白如作出虛假聲明, 已獲准簽發的牌照可能會被取消。
I understand that if this declaration is false, the licence granted may be cancelled.
- (5) 本人已閱讀此聲明書夾附的「申請人須知」, 並明白其中的內容。
I have read and understood the "Notice to Applicant" attached to this declaration.

牌照申請人/獲授權代表 (以公司名義申請) *簽署
Signature of Applicant/Authorised Person (Corporation as Applicant)*

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



符合法定圖則規限聲明書

Declaration on Compliance with Statutory Plan Restrictions

(A) 日期 (日/月/年) : _____
Date (dd/mm/yyyy)

(B) 聲明者個人資料 :
Personal Particulars of Person Making the Declaration
(倘以公司名義提出申請, 請填寫獲授權代表資料。)
(Please fill in particulars of the authorised person if application is made in the name of a corporation)

姓名 : _____ 年齡/性別 : _____ /
Name Age/Sex

香港身分證/護照*號碼 : _____ 電話 : _____
Hong Kong Identity Card/Passport* No. Tel. No.

通訊地址 : _____
Correspondence Address

(C) 申請簽發食物製造廠牌照的處所地址 : _____
Address of Premises Under Application
for Issue of Food Factory Licence

(D) 聲明內容 Declaration
本人聲明 :
I DECLARE as follows:

(1) 本人明白在上文 (C) 段列明的處所經營 食物製造廠, 必須符合相關的法定圖則規限, 否則本人/本公司*的簽發 食物製造廠 牌照申請將會被拒。

I understand that the operation of a food factory at the premises stated in paragraph (C) above should be in compliance with the relevant statutory plan restrictions. Otherwise, my/the corporation's* application for the issue of a food factory licence will be refused.

(2) 本人已/並未*查閱相關的法定圖則規限。
I have/have not* checked the relevant statutory plan restrictions.

(3) 本人確認在上文 (C) 段列明的處所經營 食物製造廠 符合相關的法定圖則規限。
I confirm that the operation of a food factory at the premises stated in paragraph (C) above is in compliance with the relevant Government lease condition(s).

(4) 本人明白如作出虛假聲明, 已獲准簽發的牌照可能會被取消。
I understand that if this declaration is false, the licence granted may be cancelled.

(5) 本人已閱讀此聲明書夾附的「申請人須知」, 並明白其中的內容。
I have read and understood the "Notice to Applicant" attached to this declaration.

牌照申請人/獲授權代表 (以公司名義申請) *簽署
Signature of Applicant/Authorised Person (Corporation as Applicant)*

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

在店鋪內售賣的受限制食物：

Items of Restricted Food Intended to be Sold in the Premises

- 奶類及奶類飲品
Milk and milk beverages
- 在處所內以拌料／果汁加水沖製的非瓶裝飲品
Non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises
- 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises
- 利用人工操作的調配分售機，售賣置於加壓容器內的非瓶裝飲品
Non-bottled drinks in pressurised containers by means of a manual dispensing machine
- 由製造商供應的原杯及原包裝雪糕雪條
Frozen confection in manufacturers' cups and wrappers
- 用雪糕杓售賣的雪糕
Frozen confection sold by the scoop
- 切開的水果
Cut fruit
- 預先包裝刺身（來自合法來源）
Pre-packaged sashimi (obtained from lawful sources)
- 預先包裝壽司（來自合法來源）
Pre-packaged sushi (obtained from lawful sources)
- 其他，請說明：
Others, please specify _____

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

關於申請食物業及其他行業牌照所填報的個人資料
Collection of Personal Data in Connection with
Application for Food Business and Other Trade Licences
(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

你在本申請表格上提供的個人資料，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簽發／轉讓／續發食物業及其他行業牌照／許可證的相關事宜；以及 carrying out activities relating to the applications for the issue/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority; and
- (b) 方便發牌當局及其他政府部門人員在遵從食物業或其他行業的法例及規定方面與你聯絡。 facilitating communication between the staff of the Licensing Authority and other government departments and you concerning compliance with the laws and regulations applicable to the food business and other trades.

你在本申請表格填報的個人資料，純屬自願提供。不過，如不提供充分的資料，發牌當局未必可以處理你的牌照申請。

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 licence application.

2. 接受資料轉介人的類別

Class of Transferees

你在本申請表格上填報的個人資料，可能會為上文第 1 段所載目的而向其他政府部門及機構披露。這些個人資料亦會向食物環境衛生署的食物安全中心及其他政府部門披露，以作執法用途，其中食物安全中心將用以執行《食物安全條例》（第 612 章），而渠務署將用以執行《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》的規定，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 the 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 the 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。查閱的權利包括可就在本表格提供的個人資料索取複本。發牌當局應查閱要求而提供資料時，可能會徵收費用。

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，可向本署相關分區牌照辦事處的主管人員提出：

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 respective Licensing Offices of the Department:

港島及離島區

香港灣仔軒尼詩道 225 號
駱克道市政大廈 8 樓
港島及離島區牌照組
牌照組助理秘書（其他牌照）
電話號碼：2879 5720
傳真號碼：2507 2964

Hong Kong & Islands

Assistant Secretary(Other Licences), Licensing Office
Hong Kong and Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong.
Tel. No.: 2879 5720
Fax No.: 2507 2964

九龍區

九龍深水埗基隆街 333 號
北河街市政大廈 4 樓
九龍區牌照組
牌照組助理秘書（其他牌照）
電話號碼：2729 1298
傳真號碼：2789 0107

Kowloon

Assistant Secretary(Other Licences), Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon.
Tel. No.: 2729 1298
Fax No.: 2789 0107

新界區

新界大埔鄉事會街 8 號
大埔綜合大樓 4 樓
新界區牌照組
牌照組助理秘書（其他牌照）
電話號碼：3183 9225
傳真號碼：2696 2097

New Territories

Assistant Secretary(Other Licences), Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories.
Tel. No.: 3183 9225
Fax No.: 2696 2097