

**綜合食物店牌照申請書**  
**APPLICATION FORM FOR COMPOSITE FOOD SHOP 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**

本人欲申請綜合食物店牌照。茲證實本人在本申請書所述的各项詳情，均屬真實正確。

I intend to apply for a Composite Food Shop Licence. I confirm that the particulars set out in this application form are true and accurate.

**申請資料**

**Particulars of Application**

(倘以公司名義提出申請，你只須填寫本申請書第1項、第3項及第8項起的以後項目及**附錄**)

(If application is made in the name of a corporation, you only need to complete items 1, 3 and 8 onwards and the **Appendix**.)

(1) 申請人姓名／公司名稱\* (中文)： \_\_\_\_\_ (先生／女士\*)  
Name of applicant/  
corporation\* (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) 通訊地址：  
Correspondence address

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(4) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. No. Fax No.

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

(5) 聯絡人姓名 (中文) : \_\_\_\_\_ (先生/女士\*)  
Name of contact person (Chinese) \_\_\_\_\_ (Mr./Ms.\*)  
(英文正楷) : \_\_\_\_\_  
(English in BLOCK letters)

(6) 電話號碼 : \_\_\_\_\_ 傳真號碼 : \_\_\_\_\_  
Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

(7) 申請牌照的處所地址 :  
Address of premises under application

室/鋪 \_\_\_\_\_ 樓 \_\_\_\_\_ 座 \_\_\_\_\_  
Flat/Rm/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 (if more than one road/street is involved, please specify)

地區 \_\_\_\_\_ 地段號碼(如適用) \_\_\_\_\_  
District \_\_\_\_\_ Lot Number (if any) \_\_\_\_\_

香港/九龍/新界\*  
HK/Kln/NT\*

(8)a. 擬開設店鋪的名稱(如適用) :  
Shop sign of the proposed business (if any)

(中文) : \_\_\_\_\_  
(Chinese)

(英文) : \_\_\_\_\_  
(English)

(8)b. 擬開設店鋪的面積約為 : \_\_\_\_\_ 平方米  
Approximate size of the proposed shop \_\_\_\_\_ square metres

(9) 擬使用的爐具類型及燃料種類 (註: 在獲發綜合食物店牌照的處所內只可使用電力作為燃料) :  
Type(s) of heating equipment and fuel intended to be used (Note: Only electricity shall be used as fuel in the premises issued with a Composite Food Shop Licence)

電力 Electricity

\* 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).

(10) 店舖內裝設的空氣調節系統：  
Air-conditioning system intended to be installed

類型：  
Type \_\_\_\_\_

產地：  
Country of manufacture \_\_\_\_\_

(11) 擬另外申請暫准牌照：  
Provisional licence intended to be applied

是  
Yes

否  
No

(12) 擬在處所獲簽發綜合食物店牌照前，交還有關處所現有的\_\_\_\_\_有效牌照及／或許可證，以便本署註銷。

The current \_\_\_\_\_ licence(s) and/or permit(s) covered by the premises are intended to be surrendered for cancellation before the Composite Food Shop Licence is issued.

是 請列明有關牌照及／或許可證名稱及號碼：  
Yes Please state the name and number of the relevant licence(s) and/or permit(s)

\_\_\_\_\_

不適用  
Not applicable

(13) 現夾附 (見申請人須知)  
Enclosed (see **Notice to Applicant**)

擬議設計圖則一式三份  
3 copies of identical proposed layout plans

擬議通風系統設計圖則一式三份  
3 copies of identical proposed ventilating system layout plans

其他(如有)，請列明：\_\_\_\_\_   
Others (if any), please specify

(14) 額外附加資料提供：  
Additional information to be provided

擬售賣、製造／配製的食物清單 (見附件)  
List of food items intended to be sold, manufactured/prepared (see **Annex**)

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

(15) 水錶編號／用戶編號： \_\_\_\_\_  
Water meter number/Water account number

(16) 本人明白本人有責任去確保申請食物業牌照的有關店舖處所用作經營食物業的用途，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，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 operating food business at the shop premises under application for a food business licence is 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> 「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.

(17) 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)

\_\_\_\_\_  
申請人簽署  
Signature of applicant

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.



綜合食物店牌照申請書  
APPLICATION FOR A COMPOSITE FOOD SHOP LICENCE  
(簽發予以公司名義申請者)  
(TO BE ISSUED IN THE NAME OF A CORPORATION)

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綜合食物店牌照。  
I intend to apply for and on behalf of the corporation mentioned below for a Composite Food Shop Licence.

申請牌照的處所地址：  
Address of premises under application

室／鋪 \_\_\_\_\_ 樓 \_\_\_\_\_ 座 \_\_\_\_\_  
Flat/Rm/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 (if more than one road/street is involved, please specify)

地區 \_\_\_\_\_ 地段號碼(如適用) \_\_\_\_\_  
District \_\_\_\_\_ Lot Number (if any) \_\_\_\_\_

香港／九龍／新界\*  
HK/Kln/NT\*

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

(甲) 公司資料

(A) Particulars of the Corporation

- (1) 公司名稱 (中文) : \_\_\_\_\_  
Name of corporation (Chinese)  
(英文) : \_\_\_\_\_  
(English)
- (2) 公司註冊號碼 : \_\_\_\_\_ 電話號碼 : \_\_\_\_\_  
Company Registration No. Tel. No.
- (3) 公司註冊地址 :  
Address of registered office  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (4) 執行董事姓名 (中文) : \_\_\_\_\_ (先生/女士\*)  
Name of managing (Chinese) (Mr./Ms.\*)  
director  
(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) 獲授權人資料

(B) Particulars of the Authorized Person

(1) 獲授權人姓名 (中文) : \_\_\_\_\_ (先生/女士\*)  
Name of authorized person (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) 獲授權人在公司擔任的職位 : \_\_\_\_\_  
Position of the authorized person in the corporation

(4) 住址 : \_\_\_\_\_  
Residential address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(6) 聯絡人姓名 : (中文) : \_\_\_\_\_ (先生/女士\*)  
Name of contact person (Chinese) (Mr./Ms.\*)

(英文正楷) : \_\_\_\_\_  
(English in BLOCK letters)

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

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

\_\_\_\_\_  
獲授權人簽署  
Signature of authorized 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遞交，否則本署無法處理有關申請。  
For application in the name of a corporation, the following documents should be submitted to this department, otherwise this department is unable to process the application.
- (a) 根據《公司條例》(第32章) 規定而取得公司註冊證書的副本，並由公司註冊處處長證實其為認證副本；或任何其他可證實公司法人身分的文件；  
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 32) certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;
  - (b) 公司的註冊辦事處座落地點通知書的副本，並由公司註冊處處長證實其為認證副本；  
a copy of Notice of Situation of the Registered Office certified as true copy by the Registrar of Companies;
  - (c) 公司最新近週年申報表的副本，並由公司註冊處處長證實其為認證副本（新公司在其成立為法團的年度內，請提交法團成立表格的副本，並須由公司註冊處處長證實其為認證副本。）；  
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (For new company in the year of its incorporation, please submit a copy of Incorporation Form certified as true copy by the Registrar of Companies.);
  - (d) 由該公司董事會通過的書面決議，授權一名人士代表公司處理與發牌當局牌照申請事宜；  
a resolution in writing passed by the Board of Directors to authorize a person to act on behalf of the corporation to deal with licensing matters with the licensing authority;
  - (e) 該名獲授權代表所簽署的接納授權通知書  
Notice of Acceptance of the Authorization signed by the authorized person;
  - (f) 該公司組織大綱及細則的副本；及  
a copy of the Memorandum and Articles of Association of the corporation; and
  - (g) 該公司商業登記證的副本。  
a copy of Business Registration Certificate for the corporation.
- (2) 申請書須連同有關處所的擬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。  
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.
- 圖則須以十進制單位及不少於1:100的常用比例繪製。  
The 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。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 this department for consideration and referral to other departments for processing. Revised plans not in compliance with this requirement will be rejected.
- (4) 假如其中一項發牌條件是申請人必須提交符合規定證明書 D(通風設施規定)，申請人須遵照履行才會獲發暫准牌照。申請人須安排把通風系統最終安裝在處所內的設計，盡量按比例繪畫在通風系統設計圖則上，然後把圖則一式三份夾附於符合規定證明書 D(通風設施規定)一併提交。  
If the submission of Certificate of Compliance D (Ventilation Requirements) is a requirement to be complied with before a Provisional Licence can be issued, the applicant is required to submit 3 copies of ventilating system layout plans, drawn as nearly as possible to scale, showing the final layout of the ventilating system installed in the premises together with the Certificate of Compliance D (Ventilation

Requirements).

- (5) 除房屋委員會物業或政府物業內的食物業處所外，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 條的規定而註冊的認可人士／結構工程師)證明有關的食物業處所內沒有違例建築工程的證明書。而上述證明書須以特定表格(FEHB 190 或 FEHB 191)填寫，並符合下列相關指引(以適用者為準)內的要求。

Except for food premises in Housing Authority properties or Government properties, certification made by recognised professional(s) (i.e. authorized persons/structural engineers registered under Section 3 of the Buildings Ordinance (Cap.123)) certifying that the food business premises are free of unauthorized building works shall be submitted to the Food and Environmental Hygiene Department 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 Unauthorized Building Works - Guidelines for Authorized 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 Unauthorized Building Works in respect of New Territories Exempted Houses - Guideline for Authorized Persons and Registered Structural Engineers” issued by the Director of Lands
- 由房屋署獨立審查組發出的《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(適用於房屋委員會物業和已拆售予領匯管理有限公司的物業)》  
“Certification of Food Business Premises Free of Unauthorized Building Works - Guidelines for Authorized Persons and Registered Structural Engineers (applicable to Housing Authority’s Properties and the properties divested to The Link Management Limited)” issued by the Independent Checking Unit of Housing Department

- (6) 除房屋委員會物業、已拆售予領匯管理有限公司的物業或政府物業內的食物業處所外，申請人須遞交聲明書(FEHB 192)，聲明申請食物業牌照的處所經營的食物業，符合政府租契的條件，否則本署無法處理有關申請。

Except for food business premises in Housing Authority’s properties, the properties divested to The Link Management Limited or Government properties, a declaration (FEHB 192) 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 Food and Environmental Hygiene Department, otherwise this department is unable to process the application.

- (7) 在揀選店鋪處所時，申請人必須確保在該店鋪處所經營食物業，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。申請人因此須預早留意及查閱下述文件：(一)政府租契、(二)樓宇的入伙紙以及(三)法定圖則。申請人可以從下列政府辦事處獲取有關資料。

When choosing a shop premises, the applicant must ensure that operating food business at the subject shop premises is 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. Applicants are therefore strongly advised to check well in advance the following documents : (1) the Government Lease, (2) the Occupation Permit of the building, and (3) statutory plan. Relevant information and documents may be obtained from the following Government department offices:

## 土地註冊處

- 綜合查冊中心
- 地址：  
香港金鐘道 66 號金鐘道政府合署 19 樓
- 查詢電話：2867 2871
- 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

## 屋宇署

- 樓宇資訊中心
- 地址：  
九龍旺角彌敦道 750 號始創中心 13 樓
- 查詢電話：2626 1207
- 該署會收取處理申領入伙紙經核證真確副本的費用

## 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
- 就處所作綜合食物店用途是否須按照根據有關法定圖則及其註釋的規定申請規劃許可所准許的用途，該署提供免費查詢服務
- 市民可自行透過互聯網，到「法定規劃綜合網站 [www.ozp.tpb.gov.hk](http://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的費用後，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)

## Land Registry

- Central Search Office
- Address:  
19/F, Queensway Government Offices,  
66 Queensway, Hong Kong
- Enquiry No.: 2867 2871
- A fee will be charged for providing copies of Government Lease and Occupation Permit (if registered in the Land Registry) of the building

## Buildings Department

- Building Information Centre
- Address:  
13/F, Pioneer Centre, 750 Nathan Road,  
Mong Kok, Kowloon.
- Enquiry No.: 2626 1207
- A fee will be charged on applying for certified true copy of Occupation Permit of the building

## 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 on whether the use of premises as composite food shop 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](http://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 Publication Centre of Lands Department 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件 (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址：[http://www.fehd.gov.hk/tc\\_chi/licensing/guide.html](http://www.fehd.gov.hk/tc_chi/licensing/guide.html)。此外，申請人亦可到本署牌照組辦事處或分區環境衛生辦事處(見下述第(13)段)索取該指南。

For paragraphs (5) to (7) above, 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 Unauthorized Building Works (UBW) (ii) Compliance with Government Lease Conditions (iii) Compliance with Statutory Plan Restrictions”. Relevant information is uploaded to the website of

this Department at <http://www.fehd.gov.hk/english/licensing/guide.html>. In addition, the Guide is also available at the Licensing Offices or District Environmental Hygiene Offices of this department (see paragraph (13) below).

- (9) 假如申領暫准／正式牌照的處所已領有有效食物業牌照／許可證，本署將不會發出有關牌照，直至該現有牌照／許可證被取消。  
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 6 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，本署將會視作撤銷有關申請論。  
The maximum period of time allowed for the applicant to comply with all licensing requirements is 6 months after the expiry of the Provisional Licence or 12 months after 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) 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正式綜合食物店牌照或暫准綜合食物店牌照：  
The Director of Food and Environmental Hygiene may immediately cancel a full Composite Food Shop Licence or provisional Composite Food Shop Licence so issued if:
- (i) 若專業人士簽發的證明書在屋宇署、地政總署、房屋署或建築署(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、不正確或具誤導性的資料(不論是故意提供與否)；  
unauthorized building works are subsequently detected when the professional certificate subject to further examinations, auditing and verification by the Buildings Department, Lands Department, Housing Department or Architectural Services Department (as appropriate), and that the information in those certifications is found to be false, incorrect or misleading, whether willfully so or otherwise;
  - (ii) 地政總署證實在有關處所經營食物業抵觸政府租契的條件，或符合政府租契條款聲明書上的資料虛假不實(不論是故意提供與否)；  
Lands Department confirms that the operations of food business at the premises is in breach of Government lease conditions or the Declaration on Compliance with Government Lease Conditions is false, whether willfully so or otherwise;
  - (iii) 發現符合規定證明書 AA(衛生條件)內的資料在要項上屬虛假或具誤導性的資料(不論是故意提供與否)；  
any information certified to be correct in the Certificate of Compliance AA for Composite Food Shop Licence (Health Requirements) is found to be false or misleading in a material particular, whether willfully so or otherwise;
  - (iv) 發現經核證為符合申請所關乎的食物業處所布局設計圖則在要項上屬虛假或具誤導性(不論是故意提供與否)；或  
the plan submitted for approval which has been vetted and certified to be in conformity with the layout of the food premises to which the application relates is found to be false or misleading in a material particular, whether willfully so or otherwise; or

- (v) 發現其他符合規定證明書(例如符合規定證明書(第一類規定)、符合規定證明書(第二類規定))內的資料屬虛假、不正確或具誤導性的資料(不論是故意提供與否)。  
any information certified to be correct in other certificates of compliance (e.g. Certificate of Compliance (Category 1 Requirements), Certificate of Compliance (Category 2 Requirements)) is found to be false, incorrect or misleading, whether willfully so or otherwise.

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.

- (12) 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.

(13) **牌照組辦事處**

**Licensing Offices**

**港島及離島區**

香港灣仔軒尼詩道225號  
駱克道市政大廈8字樓  
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

**Hong Kong & Islands**

Assistant Secretary(Other Licences), Licensing  
Hong Kong & Islands Licensing Office,  
8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wan Chai, Hong Kong.  
Tel. No.: 2879 5720

**九龍區**

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

**Kowloon**

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

**新界區**

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

**New Territories**

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

## 分區環境衛生辦事處

### 港島區及離島區

#### 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

## 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.: 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

**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

**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****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1201-1207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

**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

**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

**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****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 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

**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, 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166-174號葵興政府合署9樓  
電話號碼：2619 9482 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.: 2619 9482 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**

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

擬出售的食物及／或配製食物以供出售的食物清單：  
List of food items intended to be sold and/or prepared for sale

- |   |  |
|---|--|
| <input type="checkbox"/> 配製及出售軟雪糕<br>Preparation and sale of soft ice cream   | <input type="checkbox"/> 配製及出售冰凍含汽飲料<br>Preparation and sale of frozen carbonated beverage   |
| <input type="checkbox"/> 配製及出售壽司<br>Preparation and sale of sushi   | <input type="checkbox"/> 配製及出售刺身<br>Preparation and sale of sashimi  |
| <input type="checkbox"/> 配製及出售供不經烹煮而食用的蠔<br>Preparation and sale of oyster to be eaten in raw state   | <input type="checkbox"/> 配製及出售咖啡<br>Preparation and sale of coffee   |
| <input type="checkbox"/> 配製及出售沙律<br>Preparation and sale of salad   | <input type="checkbox"/> 配製及出售茶<br>Preparation and sale of tea   |
| <input type="checkbox"/> 配製及出售三文治<br>Preparation and sale of sandwich   | <input type="checkbox"/> 翻熱預先烹煮的食物以供出售<br>Reheating of pre-cooked food for sale  |
| <input type="checkbox"/> 配製及出售夾餅<br>Preparation and sale of waffle  | <input type="checkbox"/> 出售燒味<br>Sale of siu mei   |
| <input type="checkbox"/> 出售切開的水果<br>Sale of cut fruit   | <input type="checkbox"/> 出售滷味<br>Sale of lo mei  |
| <input type="checkbox"/> 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料*<br>Sale of non-bottled drinks in pressurised containers by means of a manual dispensing machine*   | <input type="checkbox"/> 出售在處所內以拌料／果汁加水沖製的非瓶裝飲料<br>Sale of non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises |
| <input type="checkbox"/> 出售涼粉<br>Sale of leung fan  | <input type="checkbox"/> 出售在處所內榨取的鮮果汁<br>Sale of fresh fruit juices extracted on the premises  |
| <input type="checkbox"/> 出售涼茶<br>Sale of Chinese herb tea   | <input type="checkbox"/> 出售用雪糕杓售賣的冰凍甜點<br>Sale of frozen confection sold by the scoop  |
| <input type="checkbox"/> 出售奶類及奶類飲品<br>Sale of milk and milk beverage  | <input type="checkbox"/> 以售賣機出售食物<br>Sale of food by a vending machine   |
| <input type="checkbox"/> 出售預先包裝壽司<br>(供應自持牌食物製造廠)<br>Sale of prepackaged sushi<br>(supplied from licensed food factory)                                   | <input type="checkbox"/> 出售由製造商供應的原杯及原包裝冰凍甜點<br>Sale of frozen confection in manufacturers' original cups and wrappers                                 |
| <input type="checkbox"/> 出售預先包裝供不經烹煮而食用的蠔<br>(供應自持牌食物製造廠)<br>Sale of prepackaged oyster to be eaten in raw state<br>(supplied from licensed food factory) | <input type="checkbox"/> 出售預先包裝刺身<br>(供應自持牌食物製造廠)<br>Sale of prepackaged sashimi<br>(supplied from licensed food factory)                              |

\* 已包括於綜合食物店內用人工操作的調配分售機售賣非瓶裝飲料 (咖啡／茶)。  
Including sale of non-bottled drinks (coffee/tea) by means of a manual dispensing machine in the composite food shop.

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；以及  
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; and
- (b) 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 application for licences.

**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，可向下述牌照組辦事處主管提出。

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 Licensing Offices.

#### 港島及離島區

香港灣仔軒尼詩道225號  
駱克道市政大廈8字樓  
港島及離島區牌照組  
牌照組助理秘書  
電話號碼：2879 5712

#### Hong Kong & Islands

Assistant Secretary, Licensing Office  
Hong Kong & Islands Licensing Office,  
8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road,  
Wan Chai, Hong Kong  
Tel. No.: 2879 5712

#### 九龍區

九龍深水埗基隆街333號  
北河街市政大廈4字樓  
九龍區牌照組  
牌照組助理秘書  
電話號碼：2729 1293

#### Kowloon

Assistant Secretary, Licensing Office  
Kowloon Licensing Office,  
4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street,  
Sham Shui Po, Kowloon  
Tel. No.: 2729 1293

#### 新界區

新界大埔鄉事會街8號  
大埔綜合大樓4字樓  
新界區牌照組  
牌照組助理秘書  
電話號碼：3183 9234

#### New Territories

Assistant Secretary, Licensing Office  
New Territories Licensing Office,  
4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9234