

Application for Undertaker's Licence and Respective Health Requirements and Conditions

Licensing of Undertaker

In accordance with the Undertakers of Burials Regulation, Cap. 132CB, an Undertaker's Licence shall be obtained from the Director of Food and Environmental Hygiene by any person who would like to conduct the business involving the undertaking of all or any duties connected with the burial of human cadavers. In this connection, please note that a funeral director shall also apply for an Undertaker's Licence to operate his / her business of undertaker of burials.

Application for Undertaker's Licence

2. The applicant should submit an application form FEHB 105 - Application for Other Trade Licences to the respective Food and Environmental Hygiene Department (FEHD) Licensing Office for processing. A list of the FEHD Licensing Offices is attached at Annex A for information.

3. The application document after passing in preliminary screening conducted by FEHD will be referred to departments concerned (including Home Affairs Department, Lands Department and Planning Department) for comments. The concerned District Officer will also be requested to conduct local consultation. FEHD will consider the comments from the departments and the views of local residents as to whether a licence would be issued, and if a licence would be issued, whether or not special conditions would be imposed for the compliance of the applicant. Upon obtaining full clearances, a letter of requirements containing health requirements and conditions and/or special conditions together with attachment of the comments and requirements of departments concerned (if any) will be issued to the applicant for compliance. Upon confirming full compliance with all licensing requirements, an Undertaker's Licence will be issued to the applicant. After the issue of licence, the licensee shall observe all licensing requirements and conditions at all times.

FEHD's Health Requirements and Conditions

4. A list of FEHD's health requirements / conditions and special conditions for the issue of Undertaker's Licence is attached at **Annex B** for reference. The public is advised to go through the health requirements / conditions and special conditions before submitting application for Undertaker's Licence. In this connection, please note that for each licence application, licensing staff may also base on the individual merit and actual situation of each application case to stipulate any other non-standard requirements and conditions to the applicant for compliance and observance.

Enquiries

5. Enquiries about the application procedures and other issues (including health requirements and conditions) for application for Undertaker's Licence should be addressed to the Assistant Secretary (Other Licences) of respective FEHD Licensing Office either in person or by telephone.

Food and Environmental Hygiene Department Licensing Offices

Hong Kong and Islands Licensing Office

Assistant Secretary(Other Licences), Licensing Office
Hong Kong and Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wan Chai, Hong Kong.
Tel. no.: 2879 5720 2879 5738
Fax no.: 2507 2964

Kowloon Licensing Office

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 2729 1632
Fax no.: 2789 0107

New Territories Licensing Office

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 3183 9226
Fax no.: 2696 2097

Requirements for Undertaker's Licence

IMPORTANT

The permission of the Building Authority must be obtained for any structural or drainage alterations. It is the applicant's responsibility to seek approval from the Building Authority for any such alterations or additions.

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Building Authority or any other Government Departments.

Standard Requirements

1. All ceilings and internal walls which are not panelled, tiled or imperviously surfaced, must be limewashed or painted in a light colour.

Non-standard Requirements

1. The front of the premises shall be screened by fixed partition to the satisfaction of the Director of Food and Environmental Hygiene in such a way that the storage place for coffins cannot be viewed by the public from outside.
2. The door(s) that separates the office area from the storage place for coffins must be kept closed at all times unless a coffin has to be moved into or out of the storage place for coffins.
3. The business inside the premises shall be screened off from public view.
4. The shop sign should have no mention of or implicit reference to any business related to the undertaker.

(For applicant's reference: any shop sign with wordings such as "funeral", "burial", "burial rites", "funeral rites", "end of life care", "send-off", "final resting services" and / or the like will not meet this requirement

Conditions for Undertaker's Licence

Standard Conditions

1. Unless written permission is given by the Director of Food and Environmental Hygiene, the premises must not be used for any other purpose or class of business.
2. Except with the approval of the Director of Food and Environmental Hygiene, the licensee must not transfer, lend or hire his licence to any person.
3. The licensee should ensure that the business shall be carried on within the premises covered by the licence and that no part of the business including any preparatory work, shall take place outside those premises.
4. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene, shall conduct the business in person at the licensed premises.
5. The licensee shall ensure that the external surfaces of coffins presented for cremation in any Government crematorium are not fitted with metal or plastic ornaments and attachments.
6. The licensee shall provide eco-coffin as an option for sale to customers. The eco-coffin provided for sale shall meet the following specifications -
 - a. Material
 - i. Main body of coffin is made of cardboard or similar paper material in nature, and shall not contain substances/materials like chlorinates, plastics and metals (except steel screws and staples);
 - ii. External and internal surfaces shall be rendered impervious;
 - iii. Lacquer used shall be of water-based non-toxic type; and
 - iv. Material used shall be burned easily.
 - b. Size
 - i. Length (external) shall not be more than 1980 mm;
 - ii. Width (external) shall not be more than 760 mm; and

- iii. Height (external) shall not be more than 710 mm.
- c. Bearing capacity
 - i. Can hold not less than 150 Kg without any significant change in shape.
- d. Water content
 - i. Shall not be more than 18%.
- e. Net weight
 - i. Shall not be more than 35 Kg.

The above specifications may be subject to change from time to time as may be directed by the Director of Food and Environmental Hygiene.

Non-standard Conditions

1. The front of the premises shall be screened by fixed partition to the satisfaction of the Director of Food and Environmental Hygiene in such a way that the storage place for coffins cannot be viewed by the public from outside.
2. The door(s) that separates the office area from the storage place for coffins must be kept closed at all times unless a coffin has to be moved into or out of the storage place for coffins.
3. No coffin shall be allowed inside the licensed premises, either for display, storage or any other purpose.
4. No funeral or religious spiritual meetings or any forms of cultural gatherings in connection with the undertakers business shall take place in the premises at all times.
5. No corpse/remains/dead bodies or burnt ash or any form of residual from dead persons shall be placed in the premises for whatever purpose at all times.
6. The premises shall only be used as office purpose in connection with the business.

7. The business inside the premises shall be screened off from public view.
8. The door of the premises shall be kept closed at all times in order to screen off from public view.
9. Prior approval from the Director of Food and Environmental Hygiene should be obtained for change of shop sign.