

# **A GUIDE TO APPLICATION FOR FACTORY CANTEEN LICENCE**

**Food and Environmental Hygiene Department**

**November 2025**

## **A GUIDE TO APPLICATION FOR FACTORY CANTEEN LICENCE**

### **General**

In accordance with the laws of Hong Kong, any person who intends to operate a factory canteen in the territory must obtain a factory canteen licence issued by the Licensing Authority before commencement of such business.

Factory canteen means any food business in a factory building which involves the sale or supply of meals or unbottled non-alcoholic drinks other than Chinese herb tea for consumption on the premises by persons employed in any factory in that factory building.

## **Application Procedure**

Application should be made by submission of a standard application form (FEHB 94), a declaration on premises in compliance with Government lease conditions (FEHB 192), and 3 copies of a proposed layout plan of the premises (drawn to scale and in metric unit) to Assistant Secretary (Other Licences) of Licensing Office concerned (see **Appendix I**). The standard forms are obtainable from all Licensing Offices and District Environmental Hygiene Offices and can be downloaded from the website of Food and Environmental Hygiene Department at [http://www.fehd.gov.hk/english/forms/index\\_forms.html](http://www.fehd.gov.hk/english/forms/index_forms.html).

The application should contain the following :-

- (a) the class of licence applied for;
- (b) full address of the premises under application for a licence including name of the street, number of the premises, name of the building and the flat number etc. to avoid postal misdelivery;
- (c) the name, correspondence address and telephone number of the applicant; if the applicant is a corporation, the name and address of the corporation and the names and addresses of the managing director and authorized person;
- (d) the type of heating equipment and the type of fuel intended to be used; and
- (e) whether air-conditioning system is to be installed in the factory; if so, the type and working capacity of such installation.

The application must be signed by the applicant personally. A licence may be issued in the name of a person or a corporation.

Before the applicant receives a letter of licensing requirements from the Licensing Authority, he is advised not to start any work on decoration. He must also not start the business before obtaining the licence. Otherwise, he will be liable to prosecution.

## **Certification of Free of Unauthorized Building Works, Compliance with Government Lease Conditions and Statutory Plan Restrictions**

With effect from 18 April 2006, premises under application for **Factory Canteen Licence** should be free of unauthorized building works and comply with Government lease conditions and statutory plan restrictions. Applicants may refer to the “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 Condition and (iii) Compliance with Statutory Plan Restrictions” for details. The said documents are obtainable from all Licensing Offices and District Environmental Hygiene Offices and can be downloaded from the website of Food and Environmental Hygiene Department at [http://www.fehd.gov.hk/english/howtoseries/forms/new/External\\_guide\\_combine\\_e.PDF](http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF).

### **Statutory Plan Restrictions (Planning Department)**

The use of the premises for the proposed factory canteen should be in compliance with statutory plan restrictions. 'Factory Canteen' is generally subsumed under 'Eating Place' according to the definition of terms in statutory plans. Applicant is advised to check with the Planning Department (PlanD) as detailed at Appendix IX on whether the proposed use is permitted according to the relevant statutory plan before submitting the licence application to the Licensing Authority. If planning permission for the 'Factory Canteen' use is required, a separate planning application should be submitted to the Town Planning Board (TPB) under section 16 of the Town Planning Ordinance. Each planning application will be considered on its individual merits and will be processed by the TPB within two months. Guidance notes on how to make a planning application can be viewed at the TPB's website ([www.info.gov.hk/tpb](http://www.info.gov.hk/tpb)). For those premises which have obtained planning permission from the TPB, the approval conditions attached to the permission (if any) should be complied with by the applicant. The applicant should inform the PlanD upon fulfillment of the approval conditions.

### **Preparation of Proposed Layout Plan**

Before preparation of the layout plan, the applicant is required to apportion the factory canteen for the proposed usage such as the locations of the kitchen, food preparation room and sanitary facilities. In the proposed layout plan, the following particulars should be furnished :-

- (a) space allocated to the cooking, preparation or handling of exposed food;
- (b) space allocated to the storage of any kind of exposed food;
- (c) space allocated to the serving of meals to customers;
- (d) space allocated to the cleansing, sterilizing, drying or storage of utensils;
- (e) sanitary fitments and drainage works;
- (f) cloak rooms, passageways and open spaces;
- (g) all means of exit, entry and internal circulation;
- (h) all windows or ducts providing ventilation or mechanical means of ventilation, if installed;
- (i) the siting of all furniture of a substantial and permanent nature, including food manufacturing or preparation plant, cooking ranges, sterilizers, dish-washing machine, refrigeration or cooling equipment and fixed sideboards, wash-hand basins or wash-up sinks, drying racks, water tanks; and
- (j) means of refuse storage and disposal.

The proposed layout plan may be prepared by the applicant himself or an architect employed by him.

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 Licensing Authority for consideration and referral to other Government departments for processing. Revised plans not in compliance with this requirement will be rejected.

### **Processing of Application and Notification of Licensing Requirements**

Upon receipt of the application of licensing, the Assistant Secretary (Other Licences) will acknowledge it and inform the applicant in writing the date and time when the Licensing Inspector will conduct inspection to the premises to assess its suitability for licensing and the date and time of Application Vetting Panel meeting after the proposed layout plan passing the preliminary screening. If the appointment for site inspection is inconvenient to him, he can always request to change it to another date by telephoning the Assistant Secretary (Other Licences). This, however, may cause some delay in the processing of the application.

Meanwhile, the application will be referred to the Director of Fire Services, Director of Buildings, Director of Lands, Commissioner for Labour and other Government departments concerned for comments, as appropriate.

Please note that the lease/special condition of the factory building where the premises under application for licence located may restrict the use of a factory canteen and there is no guarantee that the application for temporary waiver or other appropriate land documents to waive the user restriction will be approved by Lands Department. The applicant should make reference to the common objections to the modification of lease conditions in Supplementary Note (see Appendix VIII) and approach the respective District Land Offices of Lands Department at Appendix II for detailed information.

If, in connection with the food business, the fuel consumption rate exceeds the following statutory limits, the applicant should also obtain prior approval from the Environmental Protection Department (See Appendix III) for the installation of the stoves and chimneys :-

- |     |              |   |                              |
|-----|--------------|---|------------------------------|
| (a) | gaseous fuel | : | 1150 megajoules per hour; or |
| (b) | liquid fuel  | : | 25 litres per hours; or      |
| (c) | solid fuel   | : | 35 kilograms per hour.       |

If towngas or liquefied petroleum gas is intended to be used on the premises, the applicant is required to submit a Certificate of Compliance and a Certificate of Completion to the Licensing Authority before a licence can be issued. These certificates are to be completed and signed by the applicant's gas contractor who must have been registered with the Gas Standards Office of the Electrical and Mechanical Services Department. (See Appendix IV).

If new electrical installations are intended to be fixed on the premises, the applicant should appoint an electrical worker/contractor registered with the Director of Electrical and Mechanical Services to inspect, test and certify such installations after completion. The applicant has to provide a Work Completion Certificate (Form WR1) to the Licensing Authority before a licence can be issued. For existing electrical installations, a Periodic Test Certificate (Form WR2) endorsed by Director of Electrical and Mechanical Services instead of Form WR1 will be required.

As for the fire services requirements, they will be directly conveyed to the applicant by the Fire Services Department (See Appendix V) with a copy to the Licensing Office for information.

Please note that it is a licensing pre-requisite for the applicant to obtain a Fire Services Certificate from the Fire Services Department prior to the issue of the licence. A fee will be charged for the issue of this certificate.

Please also note that a Letter of Compliance issued by the Fire Services Department is a licensing pre-requisite for a ventilating system including simple installation embodying the use of ducting or trunking (e.g. cooker hood with an air-duct). Therefore, if the applicant wishes to install a ventilating system on the premises, appropriate plans with full details (extraction or propulsion fans and ducting or trunking in cooker hood, etc.) should be submitted to Assistant Secretary (Other Licences) for processing.

With effect from 1 November 2025, the Registered Fire Engineer (“RFE”) Scheme is implemented whilst FSD maintains its extant services for the following three parts:

- (a) Fire safety risk assessment for formulation of FSR;
- (b) Certification for compliance with the FSR (except those relating to ventilating systems); and
- (c) Certification for compliance with the FSR relating to ventilating systems.

Under this scheme, an applicant may opt to engage the services of an RFE and/or FSD for the above three parts. If the applicant solely opts for FSD’s services, FSD will issue

a Fire Safety Requirements Certificate accompanied by the FSR for the applicant to comply with. Upon confirmation of compliance, FSD will issue a Fire Safety (Fire Service Installation) Certificate and a Fire Safety (Ventilating System) Certificate in lieu of the Fire Services Certificate and Letter of Compliance. The aforementioned regime applies only to licence applications received by FEHD after 1 November 2025. The requirement of obtaining a Fire Services Certificate and Letter of Compliance issued by the FSD remains unchanged for licence applications made before this date.

An applicant who is considering appointing or is going to appoint an RFE may refer to **Appendix X** and ***Guide to Appointment of Registered Fire Engineer*** (on FSD's website: [https://www.hkfsd.gov.hk/eng/fire\\_protection/rfes.html](https://www.hkfsd.gov.hk/eng/fire_protection/rfes.html)) for detailed information and the required procedures.

After the inspection and upon clearance from all Government departments concerned, the Assistant Secretary (Other Licences) will list out in detail the licensing requirements and convey them to the applicant in writing at or before the Application Vetting Panel meeting for his compliance before a licence can be issued. In addition, the applicant may also enquire various matters about his application during the Application Vetting Panel meeting.

For details of the main licensing requirements, please refer to Appendix VI. The applicant is advised, in his own interest, to make reference to the Food Business Regulations, Cap.132X.

The applicant is advised to start the decoration work only when he has received the letter of licensing requirements from the Licensing Authority. If the subject premises are unsuitable for licensing, the applicant will be informed of the rejection to the application together with reasons by the Assistant Secretary (Other Licences).

Besides, the applicant shall comply with the Factories and Industrial Undertakings Ordinance (Cap. 59), the Occupational Safety and Health Ordinance (Cap. 509) and their subsidiary regulations to ensure the safety and health of their employees at work. Among others, pursuant to section 9(1) of the Factories and Industrial Undertakings Ordinance, the proprietor of a notifiable workplace (i.e. the applicant) shall, before the first occasion on which any process is commenced or any operation is carried on in the workplace, submit a notification in the prescribed form (FIUO-NOT) to the Labour Department. For details, please refer to the website of the Labour Department at <https://www.labour.gov.hk/eng/osh/nywcw.htm>.

Full contents of the above-mentioned legislation are available at the website of the Department of Justice via the following link in the website of the Labour Department <https://www.labour.gov.hk/eng/legislat/contentA.htm>.

Relevant safety publications can be downloaded from the website of the Labour Department at [https://www.labour.gov.hk/eng/public/content2\\_8.htm](https://www.labour.gov.hk/eng/public/content2_8.htm).

### **Enquiry on Licensing Matters**

If the applicant has difficulty in understanding the licensing requirements imposed by the Licensing Authority or has any enquiries concerning licensing matters, he can approach the Licensing Inspector in charge of the application either in person or by telephone at the address and telephone number given in Appendix I.

### **Report of Compliance with Licensing Requirements and Issue of Licence**

The applicant should expedite action to comply with the licensing requirements and report compliance in writing and submit the acceptable documents to the Licensing Office concerned. The Licensing Office will then arrange for a Licensing Inspector to visit the premises for verification inspection. The acceptable documents shall include final layout plans of the premises and of the ventilating system installed, the completed and signed prescribed form of FEHB 191 (Form UBW-2), nomination form for Hygiene Manager and/or Hygiene Supervisor and other required supporting documents, such as Certificate of Compliance (Category 1 requirements), Electrical Installation Certificate (Form WR1/WR2), Certificate of Compliance and Certificate of Completion in respect of gas installation and food supplier's certificate.

When fire safety requirements have been complied with, the applicant should inform the Fire Services Department direct to arrange for an inspection. Please see Appendix V for the addresses and telephone numbers. To ensure smooth processing of licence inspection, the applicant should submit **ALL** required documentary proof of compliance with fire safety requirements to the respective Licensing Office of Fire Services Department before a compliance inspection would be arranged. Given below are some common documentary proof of compliance with fire safety requirements:

- (a) Certificates of Fire Service Installations and Equipment (FS 251); and
- (b) Invoices from manufacturers/ suppliers and test certificates from testing laboratories indicating that the polyurethane (PU) foam filled mattresses and upholstered furniture used in the premises have complied with the specified

standards (test certificates shall be issued by an accredited laboratory authorized to conduct such test according to the specified standard, and be stamped with the company's chop of the manufacturer/ supplier for verification).

When all the licensing requirements have been confirmed to be complied with, a licence will be issued. The applicant will be informed in writing to pay a fee and to collect the licence. The flow chart for processing of application for Factory Canteen Licence is at Appendix VII.

The licence fee for a factory canteen licence, which is subject to review, is calculated according to the gross floor area of the food premises. For details, please refer to Food Business Regulations or call the Licensing Offices.

The objective of issuing factory canteen licence is to ensure maintenance of a good standard of hygiene at the premises concerned and the wholesomeness of the food supplied there from. In the event of any difficulty or incomprehension, the applicant should approach the Assistant Secretary (Other Licences).

#### **Non-compliance with Licensing Requirements**

If the applicant fails to comply with all the licensing requirements after verification inspection by Licensing Inspector, the Assistant Secretary (Other Licences) concerned will inform him of the outstanding requirements in writing for his early remedial action. He will also be advised to report compliance again for another verification inspection after he has complied with the outstanding requirements.

If no report of compliance of licensing requirements is received, the Licensing Inspector will only inspect the premises once within the first 3 months after the issue of letter of requirements to check progress of the application. Afterwards, only quarterly reminders will be issued to the applicant reminding to expedite action to comply with all licensing requirements for the issue of licence by the Assistant Secretary (Other Licences).

### **Deadline for Compliance with Licensing Requirements**

The maximum period of time allowed for the applicant to comply with all licensing requirements is 3 months after the expiry of 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 is made or provisional licence is not issued, unless the applicant can demonstrate that the delay in meeting the licensing requirements is due to factors beyond his reasonable control. The application for a full licence will be deemed withdrawn after the above period of time.

#### **IMPORTANT NOTICE**

Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any government officer in connection with their applications or while having dealings of any kind with government departments.

**Licensing Offices of Food and Environmental Hygiene Department**

**Hong Kong & Islands**

Assistant Secretary (Other Licences) Hong  
Kong & Islands Licensing Office,  
8/F, Lockhart Road Municipal Services Building, 225 Hennessy Road,  
Wan Chai, Hong Kong  
Tel. No. : 2879 5712  
Fax No. : 2507 2964  
E-mail : hkis\_lo@fehd.gov.hk

**Kowloon**

Assistant Secretary (Other Licences)  
Kowloon Licensing Office,  
4/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street,  
Sham Shui Po, Kowloon  
Tel. No. : 2729 1293  
Fax No. : 2789 0107  
E-mail : kln\_lo@fehd.gov.hk

**New Territories**

Assistant Secretary (Other Licences)  
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  
E-mail : nt\_lo@fehd.gov.hk

**Appendix II****The District Land Offices of Lands Department**

<b>Office</b>	<b>Address</b>	<b>Tel No.</b>	<b>Faxline</b>
District Lands Office, Hong Kong East	19/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	2835 1684	2834 4324
District Lands Office, Hong Kong West and South	20/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	2835 1711	2833 1945
District Lands Office, Kowloon East and Kowloon West	3/F - 4/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon	3842 7450	2782 5061
District Lands Office, Islands	19/F, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 4265	2850 5104
District Lands Office, North	6/F, North District Government Offices, 3 Pik Fung Road, Fanling, New Territories	2675 1809	2675 9224
District Lands Office, Sha Tin	11/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2158 4700	2602 4093
District Lands Office, Sai Kung	3/F and 4/F, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung, New Territories	2791 7019	2792 0706
District Lands Office, Tai Po	1/F, Tai Po Government Offices, Ting Kok Road, Tai Po, New Territories	2654 1263	2650 9896
District Lands Office, Tsuen Wan and Kwai Tsing	10/F and 11/F, Tsuen Wan Multi- storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories	2402 1164	2415 0703 2412 0505
District Lands Office, Tuen Mun	6/F and 7/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories	2451 1176	2459 0795
District Lands Office, Yuen Long	9/F to 11/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories	2443 3573	2473 3134

### Appendix III

#### The Environmental Protection Department (EPD) Regional Offices

EPD Regional Offices				
District	Regional Offices	Address	Tel No.	Faxline
Kwun Tong, Wong Tai Sin, Sai Kung, Yau Tsim Mong & Kowloon City	Regional Office (East)	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518	2756 8588
Hong Kong Island & Islands	Regional Office (South)	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718	2960 1760
Tuen Mun, Tsuen Wan, Kwai Tsing & Sham Shui Po	Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories.	2417 6116	2411 3073
Yuen Long, Shatin, Tai Po & North	Regional Office (North)	10/F., Sha Tin Government Offices, No.1 Sheung Wo Che Road, Sha Tin, New Territories.	2158 5757	2685 1133

**THE GAS STANDARDS OFFICE OF**  
**THE ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT**

Enquiries concerning town gas and liquefied petroleum gas installation works can be made at the following address of the above Department :

3 Kai Shing Street, Kowloon  
Tel. No. : 2808 3683  
Fax No. : 2576 5945

**LIST OF LICENSING OFFICES AND  
VENTILATION SYSTEMS GROUP OF THE FIRE SERVICES DEPARTMENT**

Enquiries can be made by telephone, in writing or in person to the following offices: -

**Hong Kong Licensing Office**

M/F, Sheung Wan Fire Station,  
2 Western Fire Services Street,  
Sheung Wan, Hong Kong  
Tel: 2549 8104  
Fax: 2559 3461  
e-mail: h\_lic\_1@hkfsd.gov.hk

**Kowloon West Licensing Office**

6/F, Tsim Sha Tsui Fire Station,  
333 Canton Road, Tsim Sha Tsui, Kowloon  
Tel: 2302 5339  
Fax: 2302 5314  
e-mail: k\_lic\_1@hkfsd.gov.hk

**New Territories Licensing Office**

Unit 1809-1810, 18/F, Skyline Tower,  
39 Wang Kwong Road,  
Kowloon Bay  
Tel: 3423 9328  
Fax: 2443 1411  
e-mail: nt\_lic\_1@hkfsd.gov.hk

**Kowloon East Licensing Office**

Unit 1809-1810, 18/F, Skyline Tower,  
39 Wang Kwong Road,  
Kowloon Bay  
Tel: 3423 9332  
Fax: 2722 5256  
e-mail: k\_lic\_3@hkfsd.gov.hk

**Ventilation Systems Group**

35/F, Revenue Tower,  
5 Gloucester Road,  
Wan Chai, Hong Kong  
Tel: 2718 7567 / 2251 4165  
Fax: 2382 2495  
e-mail: fsvs@hkfsd.gov.hk

**Main Requirements for the Issue of a Factory Canteen Licence**

Ordinary premises do not usually come up to the standard required of a factory canteen. You will have to carry out certain improvements before a licence may be issued. Unless exempted by the Licensing Authority, the following are the more essential requirements :-

**(A) Health Requirements**

1. The internal surfaces of walls of the food preparation room, scullery space and kitchen to a height of not less than two metres shall be surfaced with smooth impervious materials such as glazed tiles and the junctions between the walls and the floor shall be coved (i.e. rounded). Remaining surfaces of walls and ceilings shall be limewashed or painted. The floor of the food preparation room, scullery space and kitchen shall be surfaced with smooth light coloured non-absorbent material.
2. The food preparation room, scullery space and kitchen shall be so sited that there is direct access to the seating area without the necessity of passing through a yard or other open space.
3. According to the Schedule 5A to the *Food Business Regulation*, every factory canteen is required to provide the minimum aggregate area of kitchen, food preparation room and scullery space as follows:

Gross floor area	Minimum area of food room
250 m <sup>2</sup> or less	14% of gross floor area, but not less than 5 m <sup>2</sup>
Exceeding 250 m <sup>2</sup> but not exceeding 1 000 m <sup>2</sup>	12% of gross floor area, but not less than 35 m <sup>2</sup>
Exceeding 1 000 m <sup>2</sup>	10% of gross floor area, but not less than 120 m <sup>2</sup>

## 4. Toilet facilities :-

## I. For customers not more than 700

A. Customers

<u>Customers</u>	<u>Minimum Standard</u>	
	<u>W.C.</u>	<u>Urinal</u>
(a) 25 or less	(M) *1	-
	(F) (* for both sexes)	-
(b) 26-50	(M) *1	1
	(F) (* for both sexes)	-

(c) 51-100	(M)	*2	-
	(F)	(* for both sexes. The W.C.s should be physically segregated from each other and provided with separate entrances so that they could be used separately by different sexes at the same time))	
(d) 101-200	(M)	1	1
	(F)	2	-
(e) 201-300	(M)	1	2
	(F)	2	-
(f) 301-500	(M)	2	3
	(F)	3	-
(g) 501-700	(M)	2	4
	(F)	4	-

B. Staff Fitments for customers could be shared by canteen staff

II. For over 700 customers :-

Water closets and flushed urinals for customers and staff shall be installed to a standard not less than that required by the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, Cap.123I.

Note for toilet facilities:-

- (a) The toilets shall not communicate directly with a kitchen, food preparation room, food store or scullery space and they must be so sited that customers wishing to use them do not have to pass through any such kitchen, food preparation room, food store or scullery space.
  - (b) The number of customers are based on the maximum capacity of the canteen and determined at the rate of one customer for every 1.5 sq. metres of seating area. The proportion of male customers to female customers is deemed to be 1:1.5 (for over 700 customers).
5. A grease trap shall be provided between drain traps and main sewer.
  6. Natural and/or mechanical means of ventilation shall be sufficient in every part of the premises other than that used exclusively for storage purposes. If only mechanical means in used, outside air amounting to not less than 17 cu. metre per hour for each person must be provided therein.
  7. A metal hood properly connected to air-duct fitted with an extraction fan of adequate capacity shall be provided over all cooking stoves in the kitchen and food room. The exhaust shall be arranged to pass through a grease filter before discharging into the open air or at roof level in such a position as not to be a nuisance.
  8. If solid fuel or diesel oil is used for cooking, an independent chimney must be built on the external wall, preferably at the rear of the building. Every chimney stack shall be carried up above the roof level of the highest point of the building to a height of at

least 900mm.

(Note: This licensing requirement is only applicable to the cases involving total fuel consumption capacity of premises, including that of the proposed work, exceeding (a) 25 litres of conventional liquid fuel per hour; or (b) 35 kilograms of conventional solid fuel per hour. In case chimney is to be installed, permission of the Building Authority and the Director of Environmental Protection must be obtained and it is the applicant's / licensee's responsibility to seek such permission.)

9. All extraction fans installed on the premises shall be discharged into the open air at a height of at least 2.5m above ground or street level and in such a manner as not to be a nuisance.
10. No manhole shall be situated in any food room. (Note: The re-siting of manhole is a drainage alteration which requires the approval from the Director of Buildings. It is the applicant's responsibility to seek such approval.)
11. All soil/waste/rain-water pipes inside any food room shall be enclosed in pipe ducts constructed of impervious rust-proof material to the satisfaction of the Licensing Authority. Suitable inspection openings shall be provided to such enclosures.
12. Dust and vermin proof cupboards shall be provided for the storage of clean crockery, utensils etc.
13. Glazed wash-hand basins shall be installed (a) within reasonable distance of each water closet or urinal, and (b) in each food preparation room.
14. Suitable wash-up sinks shall be installed in each food preparation room and scullery space.
15. Mains water must be laid on to the premises.
16. All false ceilings, panelling, decorations etc. forming hollow spaces and potential harbourage for rats and cockroaches shall be rendered accessible for cleansing and inspection.
17. A Fire Services Certificate in respect of the premises under application for a factory canteen licence shall be obtained from the Director of Fire Services.
18. There shall be displayed at all times outside each entrance of the factory canteen and at conspicuous places of the seating accommodation and the cashier counter (if provided) of the factory canteen notices in English and Chinese:

"FACTORY EMPLOYEES OF THIS BUILDING ONLY"

『只准本大廈之工廠員工使用』

The siting and the size of the notice shall be of sufficient prominence for the intended purpose.

(B) Structural Safety and Means of Escape

1. Suspended floors should be designed for a minimum superimposed load of 5 kpa.
2. Where extensive alteration and additional works are to be carried out to the premises, it is strongly recommended that the services of an authorized person (architect, structural engineer or building surveyor) registered under the Buildings Ordinance be sought.
3. Premises should be constructed of fire resisting materials which satisfy the provisions of the Building (Construction) Regulations, Cap.123B.
4. No hazardous trades should co-exist on the premises. The policy of "first-come-first-served" is normally applied when both applications are received.
5. Premises should normally have two or more exits discharging to the street.
6. Premises should normally have two staircases to roof or one staircase to roof where access to adjoining property via roof is possible.
7. For means of escape, the Code of Practice on Provision of Means of Escape and Part V of the Building (Planning) Regulations, Cap. 123F will apply.
8. Factory canteens are not permitted on the upper floors of single staircase buildings.

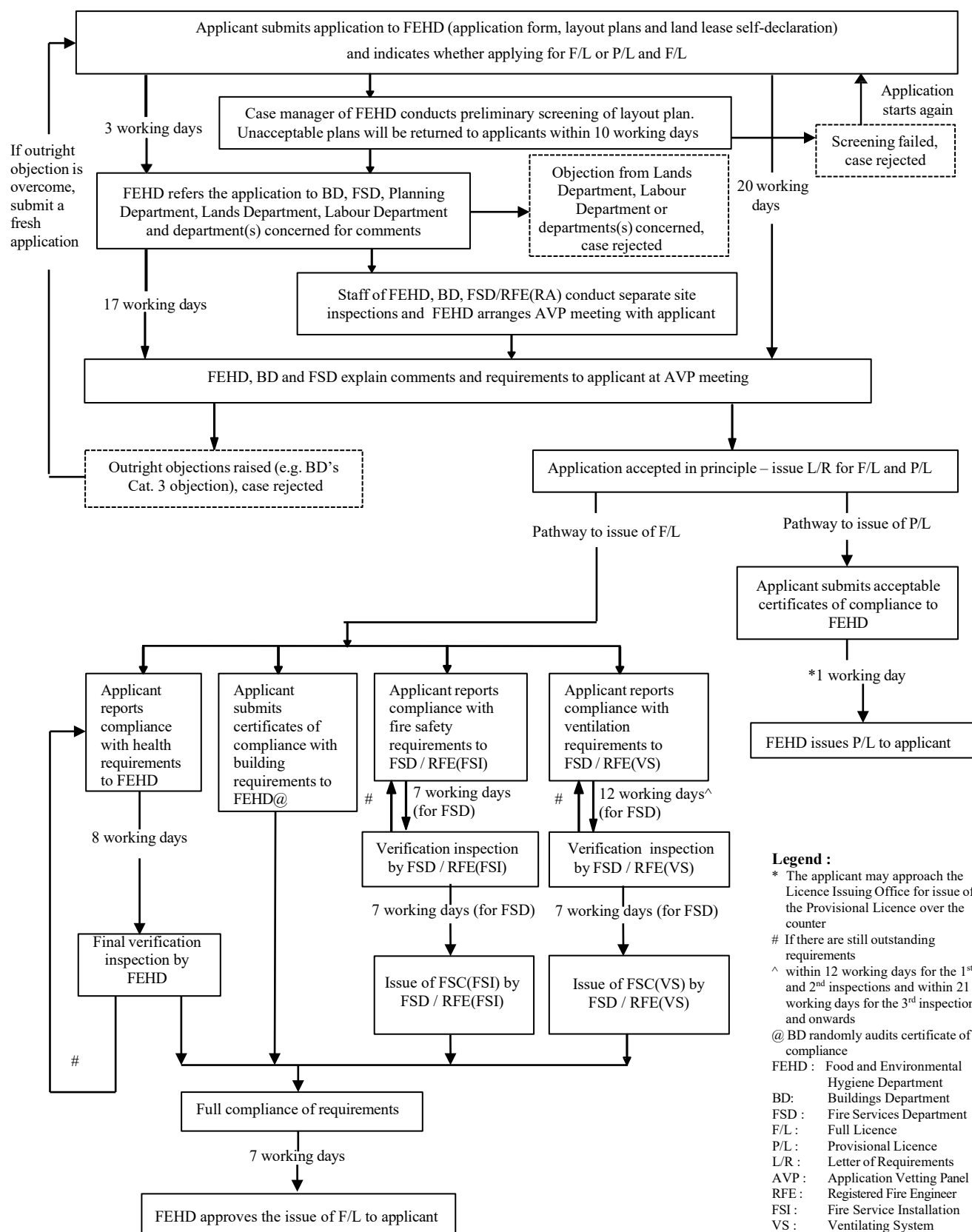
Note : For enquiries, please contact the Buildings Department at Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.  
Telephone No. 2626 1616 (Handled by "1823")

(C) Fire Safety

1. If premises have only one exit, fuel should be restricted to electricity, town gas, piped liquefied petroleum gas from chamber or diesel oil.
2. If premises have only one staircase and are not provided with access to adjoining property via roof, fuel should be restricted to electricity, town gas, piped liquefied petroleum gas from chamber or diesel oil.
3. For fire services installations and equipment for the premises, the Code of Practice (Minimum Fire Services Installation and Equipment) will apply.

Note : For enquiries, please contact the Licensing Offices of the Fire Services Department. The addresses and telephone numbers are detailed at Appendix V.

**FLOW CHART SHOWING FACTORY CANTEEN LICENSING PROCEDURES**



**SUPPLEMENTARY NOTE**

**COMMON OBJECTIONS FROM GOVERNMENT DEPARTMENTS CONCERNED**

If a premises in a factory or an industrial building are to be used as a factory canteen, the lease condition of the premises, which does not normally provide for the setting up of a factory canteen, must be modified to meet that purpose. However, modification of lease conditions will not normally be considered in the following circumstances :

(A) From Lands Department's point of view, if the canteen is –

1. at or near ground floor level and have an exclusive direct access to the street except for emergency use;
2. in areas set aside under lease conditions for access, parking, loading or unloading of vehicles;
3. acquired from a private treaty grant for special purpose (not for the purpose of factory canteen); or
4. exceeding in area 10% of the total gross floor area of the factory premises on the lot.

(B) From Buildings Department's point of view, if the canteen is –

1. structurally unsuitable (unauthorised structure is an example);
2. having inadequate fire escape provisions or fire separation;
3. not totally constructed on non-combustible building materials; or
4. deprived of proper fire separation from other parts of the area.

(C) From Fire Services Department's point of view, if the canteen is -

1. situated close to a dangerous goods store within a certain distance;
2. occupying the common parts of the building and/or obstructing the means of egress of a staircase discharge point; or
3. to use fuel other than electricity, town gas, piped liquefied petroleum gas from chamber and diesel oil.

**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, No.1, Sheung Wo Che Road, Sha Tin, New Territories
- Tel. No.: 2231 5000
- Free enquiry service is provided on whether the use of premises as “factory canteen” 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 Publications 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).

## **Registered Fire Engineer Scheme**

### **Introduction**

1. Prior to the implementation of the Registered Fire Engineer (“RFE”) Scheme, applicants could solely rely on the services provided by the Fire Services Department (“FSD”) in carrying out fire risk assessment, formulating fire safety requirements, conducting compliance inspection and testing fire service installation or equipment and ventilating system of the restaurant, and issuing Fire Services Certificate/ Letter of Compliance.
2. With a view to leveraging professional engineers and qualified persons in the market, *Fire Services (Registered Fire Engineers) Regulation (Cap. 95H)* come into operation on 1 November 2025. The RFE Scheme provides alternative options for applicants to obtain Fire Safety Requirements (FSR), Fire Safety (Fire Service Installation) Certificates (“FSC(FSI)”) and Fire Safety (Ventilating System) Certificates (“FSC(VS)”) from RFEs for the application of restaurant licences.
3. RFEs are categorised into three classes in view of the different natures of duties they are performing and the different professional skills required. The three classes of RFEs are listed as follows:
  - i. RFE (Risk Assessment) (“RA”) who may conduct fire safety risk assessments and formulate FSR for any scheduled premises;
  - ii. RFE (Fire Service Installation) (“FSI”) who may conduct compliance inspections and testing of the fire service installation and equipment installed in the scheduled premises to verify the premises’ compliance with the fire safety requirements (other than those relating to the ventilating system of the premises) and issue FSC(FSI) upon confirmation of the compliance; and
  - iii. RFE (Ventilating System) (“VS”) who may conduct compliance inspections and testing of the ventilating system installed in the scheduled premises to verify the premises’ compliance with the fire safety requirements (relating to the ventilating system of the premises) and issue FSC(VS) upon confirmation of the compliance.

### **How to appoint an RFE**

4. Applicants who wish to appoint an RFE for the application shall indicate their intention in the application form of food business licence of FEHD. Application that does not opt to be processed by RFE will be handled by the FSD. Though applicants can choose to appoint any class(es) of RFE(s) at any stage of the application, they are advised to make the decision at the early stage of the application to avoid any delay in the processing of the application. A list of RFEs under Cap. 95H is available on FSD webpage: [https://www.hkfsd.gov.hk/eng/fire\\_protection/rfes.html](https://www.hkfsd.gov.hk/eng/fire_protection/rfes.html).
5. Applicants shall complete the *Notice of Appointment of Registered Fire Engineer* and such notice shall be signed by the RFE to be appointed and submitted to FSD.
6. If an applicant wishes to cease the appointment of an RFE, he/she shall complete the *Notice of Cessation of Appointment of Registered Fire Engineer* and such notice shall be signed by the RFE to be ceased and submitted to FSD.

### **How to obtain Fire Safety Requirements from an RFE(RA)**

7. Applicants shall inform the appointed RFE(RA) in respect of the submission of the application to FEHD for a restaurant licence. The respective Licensing Office will, upon receiving the referral of the application for a restaurant licence from the respective Licensing Office of the FEHD, refer the case to an RFE(RA). The RFE(RA) will conduct fire safety risk assessment and submit the FSR to FSD for endorsement. After endorsement, FSD will make direct contact with the RFE(RA), with copies of all relevant correspondences to the Licensing Office of the FEHD. The endorsed FSR will be issued to the applicant by the RFE(RA).

#### **How to obtain a Fire Safety (Fire Service Installation) Certificate from an RFE(FSI)**

8. Upon compliance with all relevant FSR (other than those relating to the VS of the premises), applicants shall submit all the required documents and report completion of works to the RFE(FSI). The documents required and standard of inspection are identical to the case handled by FSD. If all the FSR are complied with, the RFE(FSI) will issue the FSC(FSI) to the applicant within 5 days, with copies of all relevant correspondences to the Licensing Office of FSD.

#### **How to obtain a Fire Safety (Ventilating System) Certificate from an RFE(VS)**

9. Upon compliance with all FSR (relating to the VS of the premises), applicants shall submit all the required documents and report completion of works to the RFE(VS). The documents required and standard of inspection are identical to the case handled by FSD. If all the FSR are complied with, the RFE(VS) will issue the FSC(VS) to the applicant within 5 days, with copies of all relevant correspondences to the Ventilating Systems Group of FSD.

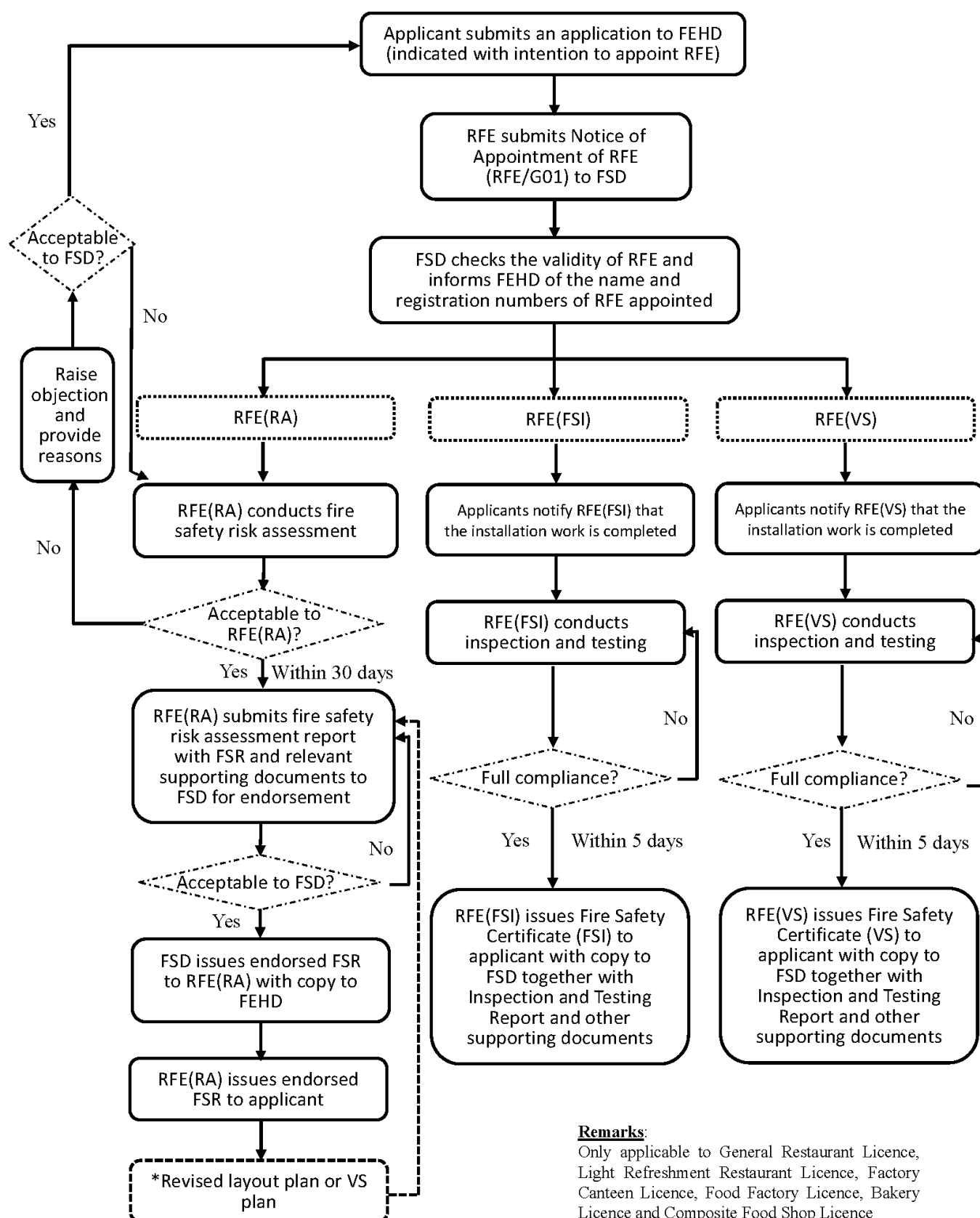
#### **Procedures of new application under RFES**

10. Flowchart of the procedures of applications for licences under the RFE Scheme is at **Annex II of Appendix X**.

#### **Audit check**

11. In order to monitor the performance of RFEs, FSD may conduct audit checks on the FSC(FSI) and FSC(VS) issued by RFE(FSI) and RFE(VS) respectively. Applicants, RFEs and FEHD will be informed of the result of the audit checks. If non-compliance of FSR is identified during the inspection by FSD, full restaurant licence will not be issued by FEHD until the applicant rectifies all the outstanding items.
12. Flowchart of audit check of Fire Safety Certificates issued by RFEs is at **Annex III of Appendix X**.

**Flowchart of the Procedures of Applications for Licences under the Registered Fire Engineer Scheme**



**Flowchart of Audit Check of Fire Safety Certificates Issued by Registered Fire Engineers**

