

**A GUIDE TO APPLICATION
FOR
NON-BOTTLED DRINKS PERMIT/
FROZEN CONFECTIONS PERMIT/
MILK PERMIT**

Food and Environmental Hygiene Department

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FROZEN CONFECTIONS PERMIT/MILK PERMIT**

General

In accordance with the laws of Hong Kong, any person who intends to sell non-bottled drinks, frozen confections or milk at any premises must obtain a permit relevant to the type of the proposed business before commencement of such business. If a machine for the manufacture of soft ice cream is installed in the same shop, a separate frozen confections factory licence is also required.

Generally speaking, non-bottled drinks are those drinks prepared for immediate consumption and do not require storage in sealed bottles, cans or other containers, for example, fresh fruit juice, diluted drinks prepared from concentrated fruit juice or syrup, soya bean juice etc. Drinks sold from a manual dispensing machine also belong to this category.

However, if non-bottled drinks are sold by an automatic vending machine, a permit for such machine shall have to be applied for separately.

A milk permit is not required for the sale in sealed containers of sterilized milk or sterilized milk beverage which have been approved by the Licensing Authority.

Application Procedure

Application should be made by submission of a standard application form [i.e. FEHB 95 for Application for Permit (to be issued in the name of an individual) or FEHB 95A for Application for Permit (to be issued in the name of a corporation), as appropriate] together with a sketch showing the proposed layout of the premises to the District Secretary of the District Environmental Hygiene Offices concerned (see **Appendix I**). Standard forms are obtainable from all District Environmental Hygiene Offices and Licensing Offices.

The completed application form should contain the following :-

- (a) the class of permit applied for;
- (b) full address of the premises under application for a permit including name of the street, number of the premises, name of the building and the flat number etc to avoid postal misdelivery; and
- (c) the name, correspondence address, telephone number, and identity card number of the applicant; if the applicant is a corporation, the name and address of the corporation and the name and home address of the managing director and authorized person.

The application must be signed by the applicant or the authorized person for and on behalf of the corporation (in case where the applicant is a corporation). A permit 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 permit. Otherwise, he will be liable to prosecution.

Preparation of Sketch Showing the Proposed Layout of the Premises

In the proposed sketch, the applicant is required to apportion the shop for the business portion, the place for refrigerators, non-bottled drinks dispensing machines and other necessary provisions including wash-hand basins and wash-up sinks. The sketch may be prepared and drawn by the applicant himself if he so wishes.

Processing of Application and Notification of Licensing Requirement

Upon receipt of the application for a permit, the District Secretary concerned will acknowledge it and inform the applicant in writing the date and time when the Health Inspector (Environmental Hygiene) will inspect the subject premises to assess its suitability for licensing. If the appointment is inconvenient to him, he can always request to change it to another date by telephoning the District Secretary concerned, but this will cause some delay in the processing of the application.

After all these inspections and upon clearance from all Government departments concerned, the District Secretary concerned will list out in detail the licensing requirements and convey them to the applicant in writing for his compliance before a permit can be issued.

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

The applicant can start the decoration work only upon notification in writing of licensing requirements. If the subject premises are unsuitable for the issue of a permit, the applicant will be informed of the rejection of the application by the District Secretary concerned together with reasons.

Enquiry on Licensing Requirements

In case the applicant has difficulty in understanding the licensing requirements or has any queries concerning licensing matters, he can approach the Health Inspector (Environmental Hygiene) in charge of the application either in person or by telephone at the address and telephone number given in **Appendix I**.

Report Compliance with Licensing Requirements and Issue of Permit

Upon compliance of all licensing requirements, the applicant should immediately inform the District Secretary concerned in writing who will arrange a Health Inspector (Environmental Hygiene) for a verification inspection.

After confirming that all licensing requirements have been complied with, a permit will then be issued. The applicant will be informed by the District Secretary concerned in writing of his full compliance of licensing requirements and of the forthcoming notification to him to pay fee and to collect permit.

The annual charges for non-bottled drinks permit, frozen confections permit and milk permit, are subject to review.

The objective of issuing these permits is to ensure maintenance of a good standard of hygiene at the premises concerned and the wholesomeness of the food supplied therefrom. In the event of difficulty or incomprehension, please approach the District Secretary concerned. On the other hand, the applicant must not offer any money or gift to any staff because this is an offence under the law and the offender is liable to prosecution.

Non-compliance with Licensing Requirements

If the applicant fails to comply with all the licensing requirements within three months, the District Secretary 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 Health Inspector (Environmental Hygiene) will only inspect the premises at 3 months intervals to check progress of the application.

District Environmental Hygiene Offices**Hong Kong & Islands**

<u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. no.: 2545 0506 Fax no.: 2851 7653	<u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. no.: 3103 7041 Fax no.: 2565 8203
<u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. no.: 2903 0411 Fax no.: 2873 1608 / 2552 9071	<u>Wanchai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. no.: 2879 5760 Fax no.: 2519 6884
<u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. no.: 2852 3215 Fax no.: 2545 2964	

Kowloon

<u>Kowloon City District Environmental Hygiene Office</u> 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	<u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. no.: 3102 7373 Fax no.: 2343 6734
<u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. no.: 2749 362 Fax no.: 2391 5572	<u>Sham Shui Po District Environmental Hygiene Office</u> 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
<u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. no.: 2997 9005 Fax no.: 2351 5710	<u>Yau Tsim District Environmental Hygiene Office</u> 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

<p><u>Sha Tin District Environmental Hygiene Office</u> 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</p>	<p><u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. no.: 3183 9111 Fax no.: 2650 1171</p>
<p><u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. no.: 2749 3627 Fax no.: 2679 5695</p>	<p><u>Sai Kung District Environmental Hygiene Office</u> 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</p>
<p><u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building., 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. no.: 2619 9482 Fax no.: 2480 4023</p>	<p><u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. no.: 2212 9735 Fax no.: 2414 8809</p>
<p><u>Tuen Mun District Environmental Hygiene Office</u> 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</p>	<p><u>Yuen Long District Environmental Hygiene Office</u> 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. no.: 2920 7605 Fax no.: 2477 5099</p>

**Main Requirements for the Issue of a Non-Bottled Drinks/
Frozen Confections/Milk Permit**

Non-Bottled Drinks Permit

1. The premises shall be painted or limewashed in a light colour.
2. Public mains water shall be laid on to the premises.
3. The business conducted in the remaining portion of the premises shall be of such a nature as not to prejudice the commodities to be sold.
4. Suitable wash-up sink(s) connected with mains water shall be installed in the business portion.
5. Facilities shall be provided for the cleansing and sterilization of all parts of the machine liable to come into contact with the drinks.
6. Refrigerator(s) in good working order shall be provided for the storage of drinks. A thermometer shall be provided inside the refrigerator to indicate its temperature.
7. Electric juice extractor(s) shall be provided for the extraction of fruit juice.
8. Manual drinks dispensing machine(s) installed shall be of the type(s) approved by the Licensing Authority.
9. A sketch showing the approved location of the machine shall be furnished to the Licensing Authority for retention.
10. Cupboard space shall be provided to accommodate all utensils, crockery and cutlery used in the business.
11. A sterilizer of not less than 23 litres capacity shall be provided for the sterilization of all crockery, glassware or other utensils used in the preparation or consumption of not-bottled drinks. Perforated metal or wire dipping trays shall be provided to hold the crockery etc being sterilized. Alternatively, a mechanical dish washer or bactericidal agent of the type approved by the Licensing Authority may be used.

(Note : (a) This requirement is applicable when non-disposable cups are used.
(b) When this requirement is imposed, requirement No. 5 is not required.)

Frozen Confections Permit (Frozen Confections Sold in Manufacturers' Cups and Wrappers)

1. The premises shall be painted or limewashed in a light colour.
2. The business conducted in the remaining portion of the premises shall be of such a nature as not to prejudice the commodities to be sold.
3. A refrigerator of suitable capacity and in good working condition shall be installed for the storage of frozen confections.
4. Refrigerator(s) and other facilities for the sale of frozen confections shall not occupy common space or encroach onto the pavement or street.

Frozen Confections Permit (Frozen Confections Sold by the Scoop)

1. The premises shall be painted or limewashed in a light colour.
2. Public mains water shall be laid on to the premises unless the Licensing Authority approves another source.
3. Suitable wash-hand basin(s) connected with mains water or source of water supply approved by the Authority shall be installed.
4. A refrigerator of suitable capacity and in good working condition shall be provided for the storage of frozen confections.
5. Special apparatus of an approved type shall be provided for the sterilization of the scoop.
6. Suitable facilities shall be provided for the sterilization by immersion in boiling water of all ice cream scoops.
7. Dust-proof container(s) shall be provided for the storage of ice-cream cones.

Milk Permit

1. The premises shall be painted or limewashed in a light colour.
2. The business conducted in the remaining portion of the premises shall be of such a nature as not to prejudice the commodities to be sold.
3. A refrigerator in good working condition shall be provided for the storage of milk.
4. Refrigerator(s) and other facilities for the sale of milk shall not occupy common space or encroach onto the pavement or street.