

**A GUIDE TO APPLICATION FOR
OUTSIDE SEATING ACCOMMODATION**

General

Outside seating accommodation (OSA) refers to any open area used for alfresco dining business, whether it is situated on Government land or within private property. When a restaurant licensee/licence applicant wishes to use an OSA outside the restaurant premises for alfresco dining, he/she is required to obtain approval from the Director of Food and Environmental Hygiene before commencement.

Main Criteria for Licensing OSA

- All restaurant licensees/licence applicants should take notice of the main licensing criteria for OSA at Appendix A-1, covering matters such as legal right to use the land concerned, planning, building safety, fire safety, and traffic requirements, etc.
- FEHD will not consider an application for OSA if the pre-requisite licensing criteria at Appendix A-1 could not be fulfilled.
- Restaurateurs operating OSA business without approval may be subject to prosecution pursuant to the Food Business Regulation (Cap.132X). Repeated convictions may lead to suspension or cancellation of their licences.

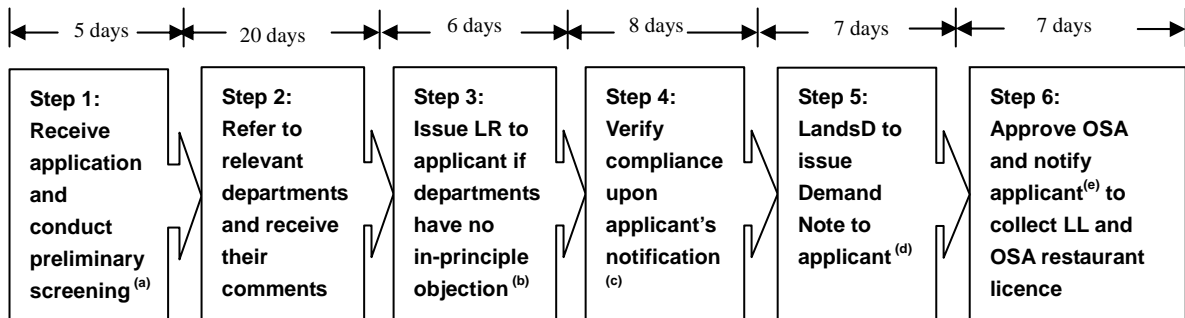
Application Procedures

2. Food and Environmental Hygiene Department (FEHD) is the focal point to receive and process OSA applications, whereby FEHD will arrange for the necessary referrals to the departments concerned and follow through the whole process. FEHD will refer applications involving the issue of appropriate land documents to Lands Department (LandsD) to ascertain the legitimate use of the land for OSA.

3. Restaurant licensees who wish to include an OSA into their licensed premises are required to apply to the respective FEHD District Environmental Hygiene Office by filling in the application form "*Application for OSA (FEHB 197)*" at Appendix B (available from FEHD District Environmental Hygiene Offices, Licensing Sections and website: http://www.fehd.gov.hk/english/forms/licence_197.html).

4. For new licence applications for restaurants with OSA, applicants should apply to the Licensing Section by filling in the application form "*Application for OSA (FEHB 197)*" at Appendix B together with the form "*Application for Food Licence (FEHB 94)*" (available from FEHD District Environmental Hygiene Offices, Licensing Sections and website: <http://www.fehd.gov.hk/english/forms/licence.html>)

5. FEHD will conduct preliminary screening within 5 working days upon receiving an OSA application. If the application is acceptable for further processing, FEHD will refer it to Buildings Department (BD), Fire Services Department (FSD), Planning Department (PlanD), Home Affairs Department (HAD), LandsD, and Transport Department (TD), where appropriate for comments, giving 20 working days for them to reply. The end-to-end standard time for processing a simple normal application for inclusion of OSA into existing licensed premises is 53 working days¹. A flowchart for processing an OSA application is at Appendix C. The major processing steps and the relevant standard time are shown below:



Notes:

- (a) Upon receipt of application for inclusion of OSA into a licensed restaurant, the preliminary screening and referrals to be made in 5 working days.
- (b) Upon issue of L/R, LandsD starts to prepare the Land Licence (LL).
- (c) The time taken by applicant to comply with the requirements has not been included. FEHD will also inform LandsD upon applicant's notification.
- (d) LandsD continues to prepare LL which will reach FEHD within 5 working days after the issue of Demand Note to applicant.
- (e) Upon receipt of LL, FEHD will issue approval letter within 2 working days, and notify the applicant that approval is subject to his payment of fees for LL and OSA.

Public Consultation

6. Applications for an OSA will be subject to an assessment of local public opinion. Local public consultation will be conducted by HAD. The consulted parties may include the concerned District Council members, Area Committee members and resident/village representatives in the vicinity of the proposed OSA, among others. All objections, if any, will be assessed. If an application is going to be rejected due to public objections, the applicant may make a representation to FEHD within 7 calendar days of receiving notification from FEHD.

Issue of Letter of Requirements

7. Provided that the departments and the local community do not object to the OSA application, FEHD will issue a Letter of Requirements (LR) listing

¹ The "standard time" does not include time spent by applicants in replying queries and taking actions for compliance with the licensing requirements, and it is applied for simple cases without public objections or complicated land issues. Additional time may be required for settling public objections (about 4 weeks) and complicated land issue (which varies from case to case depending on the land status and whether other land documents, e.g. Short Term Tenancy and Short Term Waiver, are required).

specific measures to be taken by the restaurant licensee/licence applicant for compliance with the requirements for OSA before approval/issue of licence can be granted. The main licensing requirements and conditions for OSA are in Appendix A-2/3. If an application is rejected, FEHD will inform the OSA applicant of the reasons for the decision.

Grant of Approval

8. The restaurant licensee/licence applicant should inform FEHD upon his/her compliance with the requirements as stipulated in the LR (except land documents). After confirmation of the compliance, FEHD will grant approval for inclusion of the OSA as part of the licensed premises/issue a restaurant licence. An additional licence fee may be charged for the OSA, which is calculated according to the gross floor area of the licensed premises. LandsD will also charge a fee for a land document if it is required and issued in relation to the OSA.

9. Approval for the OSA may be revoked at any time when its existence is incompatible with its surrounding area or the licensee ceases to have legitimate right to use the land.

Enquiries on Licensing of OSA

10. Enquiries about the application procedure and other issues on licensing of OSA may be addressed to the respective FEHD District Environmental Hygiene Office / Licensing Office either in person or by telephone. For specific enquiry relating to building and fire safety issues, the applicants can also contact the Licensing Unit of BD and the FSD Regional Offices directly if necessary. Contact details are at [Appendix D](#).

Frequently Asked Questions (FAQs)

11. Restaurant licensees/licence applicants are advised to read the FAQs at [Appendix E](#) first before making an enquiry.

Sample Form and Plans

12. A sample of a properly prepared application form together with the location map and layout plan is at [Appendix F](#) for reference.

Food and Environmental Hygiene Department
28 December 2007

The Main Licensing Criteria for Outside Seating Accommodation (OSA)

Hygiene Requirements

- (a) An OSA should normally be annexed to restaurant premises, i.e. food and beverages need not be conveyed through an intervening public thoroughfare.
- (b) Additional food preparation space and scullery area equivalent to 1/10 of the OSA area should be provided inside the roofed-over restaurant premises.
- (c) Adequate sanitary and ablution facilities should be provided within the roofed-over area of the premises for use by the customers.

Right of Land Use

- (d) Legal right to use government land for a proposed OSA should be obtained by acquiring appropriate land documents, e.g. Land Licence (LL)² or Short Term Tenancy (STT)³, from Lands Department.
- (e) If an OSA is within private property, the applicant is required to provide documentary proof (please see note 3 in Appendix B for details) showing the legal right to use the OSA area and the property owner's agreement in writing for setting up an OSA. Depending on the permitted use under the lease conditions governing the proposed OSA area, a Short Term Waiver (STW)⁴ may be required.

² LL is for **non-exclusive** use of the Government land on a make-shift basis and no structures will be permitted. The fee for LL is nominal as prescribed under Land (Miscellaneous Provision) Ordinance (Cap.28).

³ STT is for **exclusive** use of the land on a 24-hour basis and structures may be permitted subject to the approval of Buildings Department. A rental at full market rate together with an administrative fee and a refundable deposit will be charged for use of land granted under STT. Compared with LL, it takes at least two additional calendar months for processing and issue of STT.

⁴ If temporary change of land use for the OSA purpose within private property is required, a STW should be sought from LandsD at a fee representing the enhancement in the rental value of the land together with an administrative fee and a refundable deposit. Similar to the issue of STT, it takes at least two additional calendar months for processing and issue of STW compared with the issue of LL.

Planning Requirements

- (f) An OSA is generally regarded as “Eating Place” according to the definition of terms in statutory plans. The establishment of an OSA must comply with the land use zoning of the site/premises on the relevant statutory town plan (the Plan⁵), i.e. Outline Zoning Plan (OZP) or Development Permission Area (DPA) Plan, and the provisions of the Plan under the Town Planning Ordinance (Cap. 131).
- (g) Planning permission will not be required if “Eating Place” use is permitted as of right in the land use zone within which the OSA is located. Besides, in urban and new town areas, an OSA operates on a make-shift nature and not involving permanent structures/building works would be regarded as a temporary use in land use planning terms, provided that the duration of use is expected to be less than 5 years, and no planning permission from the Town Planning Board (TPB) will be required. Otherwise, planning permission from the TPB would be required.
- (h) If planning permission for an OSA is required according to the provisions of the Plan, an OSA applicant will have to seek planning permission separately from the TPB. Such a planning application will be considered on its individual merits and will be processed by the TPB within two months.

Building Safety Requirements

- (i) The proposed OSA should not obstruct the exit routes from the concerned restaurant and/or the emergency exits of the subject and adjoining buildings.
- (j) The OSA should be suitable for restaurant use with regard to structural safety, means of escape, means of access for firefighting and rescue, fire resisting construction and free of unauthorized building works.
- (k) No part of an OSA should be located in, under or over structures built without the approval and consent of the Building Authority under the Buildings Ordinance.
- (l) Moveable sunshades in the form of parasol/umbrella/furniture and not constituting as building works under the Buildings Ordinance are

⁵ The Plan is available for public inspection at the Planning Enquiry Counters of the Planning Department and for sale at the Map Publications Centres of the Lands Department. The electronic version of the Plan can also be viewed at the Town Planning Board’s Website (<http://www.info.gov.hk/tpb/>).

allowed for an OSA. Applicants are advised to consult an Authorized Person (AP) / Registered Structural Engineer (RSE), if necessary, on whether a moveable sunshade is safe and suitable for use in a particular location taking into account the weather conditions. Samples of the specifications and photos of the permitted types of moveable sunshades are at Annex 1.

- (m) No shelters other than movable sunshades in the form of parasol/umbrella/furniture would be allowed in the OSA. Prior approval and consent should be obtained from the Building Authority for the construction of awnings or other temporary structures under the Buildings Ordinance (Cap. 123). Reference on application for the approval of alteration or addition building works can be found in the website of BD (http://www.bd.gov.hk/english/services/index_aawork.html).
- (n) All requirements imposed by the BD under the 3-tier system⁶ for verification of compliance with building safety requirements should be complied with.

Fire Safety Requirements

- (o) An OSA should not be situated within 6 meters from any dangerous goods store or installation, or within 1.5 meters from any fire hydrant, ground valve or notice plate for fire service installation / emergency vehicular access.
- (p) An OSA should not cause obstruction to any emergency vehicular access and operation of fire services aerial appliances or equipment.
- (q) An OSA should not cause obstruction to any building fire service installation.
- (r) No heating activities involving naked flame for cooking/food warming is permitted inside the OSA.
- (s) OSA should be provided with portable fire fighting equipment, considered adequate and appropriate by the FSD.

⁶ Regarding the details of 3-tier system, please refer to "A Guide to Application for Restaurant Licence" published by FEHD (which can be viewed at FEHD's website at http://www.fehd.gov.hk/english/howtoseries/forms/new/A_Guide_to_Restaurant.PDF).

For the purpose of reporting compliance of building safety requirements, an Authorized Person (AP) / Registered Structural Engineer (RSE) should submit Certificate of Compliance with related supporting documents to FEHD accordingly. BD will carry out random audit to the certification made by the AP/RSE.

Traffic Requirements

- (t) Any walkway on which an OSA is proposed should maintain a Level of Service C⁷ or above and should have a clear width of at least 2 meters for pedestrian circulation at all times.
- (u) An OSA should be located in area where the traffic speed is low, and not be close to any pedestrian crossing or problem spot.
- (v) Furniture used in an OSA should not obstruct driver and pedestrian sightlines and traffic aids.
- (w) An OSA should not affect road works and traffic diversions as well as traffic management scheme for special occasions.
- (x) No damage to pavement and street furniture in the OSA area should be allowed. The restaurant licensee/licence applicant is required to rectify at his own cost any damage to pavement and street furniture caused by the use of OSA.

⁷ Level of Service C means the pedestrian flow is between 23-33 pedestrians per minute per metre of the effective width of the walkway. The effective width of a walkway refers to the portion of a walkway that can be used effectively by pedestrian movements, which exclude the strip 0.5 metre wide immediately next to all building, wall, fence, railing and curb.

The Main Licensing Requirements for Outside Seating Accommodation (OSA)

1. Plans

- (a) Before the issue of a licence / the grant of approval for outside seating accommodation the applicant/licensee is required to provide three copies of each plan, drawn to scale of not more than 1:100 and in metric units, showing the final layout of the premises and of the ventilating system installed for approval of the Director of Food and Environmental Hygiene.
- (b) The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director of Food and Environmental Hygiene.
- (c) The applicant/licensee is required to sign on each copy of the plans certifying that it is correct.

2. Right of Land Use

- (a) Legal right to use government land for a proposed OSA should be obtained by acquiring appropriate land documents, e.g. Land Licence (LL) or Short Term Tenancy (STT), from Lands Department; or
- (b) If an OSA is within private property, the applicant is required to provide documentary proof showing the legal right to use the OSA area and the property owner's agreement in writing for setting up an OSA. Depending on the permitted use under the lease conditions governing the proposed OSA area, a Short Term Waiver (STW) may be required.

3. Food Room

Additional food preparation space and scullery area equivalent to 1/10 of the OSA area shall be provided inside the roofed-over restaurant premises.

4. Sanitary Facilities

Adequate sanitary and ablution facilities shall be provided within the roofed-over area of the premises for use by the customers.

5. The boundary of the OSA shall be properly delineated and clearly shown on site.

6. Fire Services Certificate

A Fire Services Certificate in respect of the premises under application shall be obtained from the Director of Fire Services or such other evidence to the effect that the premises under application comply with the fire services requirements issued by the Director of Fire Services.

Licensing Conditions (For compliance to maintain OSA approval)

1. The layout of the premises, other than furniture, shall be kept in strict conformity with that shown in the final plan approved by the Director of Food and Environmental Hygiene, and no alteration or addition shall be made to the premises without the prior approval of the Director of Food and Environmental Hygiene.
2. The boundary of the OSA shall be properly delineated and clearly shown on site when business is in operation.
3. Tables and chairs shall only be set out within the boundary of the approved OSA area.
4. Furniture such as movable sunshades shall be properly erected, and kept in good repair and in a safe and clean condition.
5. Adequate measures shall be taken to protect food from risk of contamination during conveyance to the OSA.
6. No preparation (including self-service hot-pot or barbecue), display or storage of open food, or cleaning or storage of any equipment or utensils used in the preparation or service of food shall be allowed in the OSA.
7. The business hours in the OSA shall generally be confined to the period from 11 a.m. to 11 p.m.
[Note: Requests for use of the OSA outside the above hours will be considered by FEHD on individual basis, taking into account the mode of operation and the nearby environment.]
8. The licensee shall keep the OSA clean and tidy at all times.
9. The licensee must comply with the requirements and conditions imposed by other Government departments.

Notes to All Applicants/Licensees

◆ The OSA should carry public liability insurance.

◆ Environmental Conditions

The operation of OSA should not create any environmental nuisance (such as water pollution, air quality nuisance and noise nuisance) to the residents and local community in the vicinity

[Note: To help observing the condition, the general environmental guidelines for alfresco dining and OSA are prepared in Annex 2 for OSA operator to follow.]



申請設置露天座位

APPLICATION FOR OUTSIDE SEATING ACCOMMODATION (OSA)

致：分區環境衛生辦事處秘書牌照組助理秘書*

To : District Secretary (District Environmental Hygiene Office) / Assistant Secretary (Licensing Office) *

本人欲申請：

I intend to apply for:

- 把露天座位範圍納入持牌(普通/小食)*食肆(牌照編號：_____)處所的範圍
Inclusion of OSA area into the Licensed (General / Light Refreshment)* Restaurant Premises (Licence No. _____)
- 新的連露天座位的(普通/小食)*食肆牌照(請把本表格連同表格FEHB 94 “食物業牌照申請書”一併遞交)
New (General / Light Refreshment)* Restaurant Licence with OSA (please submit this form together with the Form FEHB 94 “Application for Food Licence”)

食肆處所地址：(請填寫中文及英文地址以便加快處理申請)

Address of restaurant premises: (Please fill in both English and Chinese address in order to expedite the processing of the application)

中文地址：

室/鋪：_____ 樓：_____ 座：_____

大廈：_____

屋邨/鄉村：_____

街道名稱及號碼：_____

(如涉及多於一條街道，請詳述)

地段號碼(如適用)：_____

地區：_____ 香港/九龍/新界*

English Address：

Flat/Rm/Shop _____ Floor _____ Block _____

Building：_____

Estate/Village：_____

No. and Name of Road/Street：_____

(if more than one road/street is involved, please specify)

Lot Number (if any) : _____

District : _____ HK/Kln/NT*

店鋪名稱(如適用) :

Shopsign (if any)

(中文) : _____

(Chinese)

(英文) : _____

(English)

露天座位資料

Particulars of the OSA

(1) 露天座位範圍的面積及估計容納人數:

Size of the OSA area and estimated number of persons to be accommodated

(a) 面積 : _____ 平方米, 尺寸為 _____ 米(長) x _____ 米(闊)

Area: _____ m², with dimensions : _____ m (length) x _____ m (width)

(b) 估計最高可容納的人數(可根據一個人佔用1.5平方米來作估計): _____

Estimated maximum number of persons to be accommodated

at any one time (assessment could be based on 1.5 m²/person): _____

(2) 營業日期及時間 :

Operating day & business hours

(a) 擬議的每日營業時間 : _____

Intended daily business hours

(若超出上午11時至晚上11時的正常時段, 請說明原因)

(Please provide reasons if it is beyond the normal range from 11:00 a.m. to 11:00 p.m.)

(b) 營業日期 :

Operating days

(3) 露天座位範圍的土地類別：

Land status of the OSA area

- 政府土地
Government land
- 私人土地
Private land

(4) 若擬設的露天座位是位於政府土地上，請說明擬透過什麼方式使用該土地：

If the proposed OSA is on Government land, it is intended to be used under

- 土地牌照(繳付指定租金而獲得土地的非獨有使用權)
Land Licence (non-exclusive use of the land at the prescribed rate)
- 短期租約(繳付市值租金而獲得土地的獨有使用權)
Short Term Tenancy (exclusive use of the land at the market rate)

(註：地政總署是建議及決定可批出何種土地文件的主管當局)

(Note: Lands Department is the authority to advise and decide which land document could be granted)

申請資料

Particulars of Application

(1) 牌照申請人/食肆持牌人*姓名：

Name of licence applicant / restaurant licensee *

(中文)：_____ (英文)：_____ (先生/女士*)
(Chinese) (English) (Mr./Ms.*)

(2) 香港身分證/護照*號碼：_____

Hong Kong identity card / Passport no.*

(3) 公司名稱：_____

Name of corporation

(4) 公司註冊號碼：_____ 電話號碼：_____

Company Registration no.

Tel. no.

(5) 獲授權代表姓名：

Name of authorised person

(中文)：_____ (英文)：_____ (先生/女士*)
(Chinese) (English) (Mr./Ms.*)

通信地址(如與食肆地址不同)

Correspondence address (if different from the restaurant address)

電話號碼： _____ 流動電話號碼： _____

Tel. no. Mobile tel. no.

傳真號碼： _____ 電郵地址： _____

Fax no. Email address

(6) 聯絡人姓名

Name of contact person

(中文)： _____ (英文)： _____ (先生/女士*)

(Chinese) (English) (Mr./Ms.*)

電話號碼： _____ 流動電話號碼： _____

Tel. no. Mobile tel. no.

傳真號碼： _____ 電郵地址： _____

Fax no. Email address

(7) 現夾附(見申請人須知)

Enclosed (see **Notice to Applicant**)

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

擬議位置圖一式 _____ 份
_____ copies of identical proposed location maps

位於私人土地的露天座位

For OSA within private property

擁有露天座位範圍土地業權的文件證據，以及業權人就擬設的露天座位所簽署的同意書

Documentary proof of the property ownership of the OSA area **and** the property owner's written agreement on the proposed OSA

- (8) 本人明白本人有責任確保露天座位的經營，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[#]。關於政府租契或法定圖則[#]，如有需要本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that the operations in the OSA are 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[#]. I will consult my professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan[#].

[#] “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.

- (9) 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)

持牌人/牌照申請人*簽署
Signature of licensee/licence applicant*

倘以公司名義提出申請，請填寫以下資料：

If application is made in the name of a corporation, please fill in the following particulars:

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

獲授權代表簽署
Signature of authorised person
(代表申請公司)
(for and on behalf of the applying corporation)

公司印章
Company chop

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.

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

申請人須知
Notice to Applicant

1. 食肆持牌人/牌照申請人須遞交顯示整個食肆連擬設的露天座位的食肆設計圖則一式八份。圖則須按比例(不少於1:100)以十進制單位繪製，食肆持牌人/牌照申請人並須在每份圖則上簽署，以證明正確。
8 copies of identical restaurant layout plan are required to show the layout of the whole premises including the proposed OSA. Such plans should be drawn to scale (of not less than 1:100), in metric units and signed by the restaurant licensees / licence applicants on all copies to certify that they are correct.
2. 為核證土地類別及/或處理有關的短期租約短期豁免書/土地牌照申請，申請人須遞交比例為1:1 000(十進制單位)的位置圖一式五份，並在圖上清楚標明擬設的露天座位的位置、露天座位如何附設於持牌食肆，以及露天座位與周圍處所的相對位置。為此，申請人可在以下的地政總署測繪處或有關地區的測量處，購買比例為1:1 000的地段索引圖：
5 copies of identical location map drawn to scale of 1:1000, in metric units, are required for verification of land status and/or to process a Short Term Tenancy agreement / Short Term Waiver / Land Licence application. The proposed OSA location should be marked clearly on the location maps, how it annexes to the licensed restaurant and its relative position in connection with the surrounding premises. A Lot Index Plan of scale 1:1000 may be purchased from the following Survey and Mapping Office or the respective local District Survey Office of the Lands Department:

地政總署**Lands Department**

測繪處港島地圖銷售處
香港北角渣華道333號
北角政府合署23樓
(鯪魚涌地鐵站模範里C出口)
電話號碼：2231 3187

SMO Map Publication Centre, H.K.
23/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong
(MTR-Quarry Bay Station,
Model Lane Exit C)
Tel. no.: 2231 3187

測繪處九龍地圖銷售處
九龍油麻地
彌敦道382號
電話號碼：2780 0981

SMO Map Publication Centre, Kowloon
382 Nathan Road,
Yau Ma Tei,
Kowloon
Tel. no.: 2780 0981

離島測量處
香港中環統一碼頭道38號
海港政府大樓18樓
電話號碼：2852 4216

District Survey Office, Islands
18/F, Harbour Building,
38 Pier Road, Central, Hong Kong
Tel. no.: 2852 4216

北區測量處
新界粉嶺璧峰路3號
北區政府合署5樓
電話號碼：2231 3187

District Survey Office, North
5/F, North District Government Offices,
3 Pik Fung Road, Fanling,
New Territories
Tel. no.: 2231 3187

西貢測量處
新界西貢親民街34號
西貢政府合署3樓
電話號碼：2231 3187

District Survey Office, Sai Kung
3/F, Sai Kung Government Offices,
34 Chan Man Street, Sai Kung,
New Territories
Tel. no.: 2231 3187

沙田測量處
新界沙田上禾輦路1號
沙田政府合署12樓
電話號碼：2158 4851

District Survey Office, Sha Tin
12/F, Sha Tin Government Offices,
1 Sheung Wo Che Road, Sha Tin,
New Territories
Tel. no.: 2158 4851

大埔測量處
新界大埔汀角路1號
大埔政府合署5樓
電話號碼：2654 1481

District Survey Office, Tai Po
5/F, Tai Po Government Offices,
1 Ting Kok Road, Tai Po,
New Territories
Tel. no.: 2654 1481

荃灣葵青測量處
新界荃灣西樓角路38號
荃灣政府合署15樓
電話號碼：2231 3187

District Survey Office, Tsuen Wan & Kwai Tsing
15/F, Tsuen Wan Government Offices,
38 Sai Lau Kok Road, Tsuen Wan,
New Territories
Tel. no.: 2231 3187

屯門測量處
新界屯門屯喜路1號
屯門政府合署5樓
電話號碼：2451 3176

District Survey Office, Tuen Mun
5/F, Tuen Mun Government Offices,
1 Tuen Hi Road, Tuen Mun,
New Territories
Tel. no.: 2451 3176

元朗測量處
新界元朗橋樂坊2號
元朗政府合署8樓
電話號碼：2231 3187

District Survey Office, Yuen Long
8/F, Yuen Long Government Offices,
2 Kiu Lok Square, Yuen Long,
New Territories
Tel. no.: 2231 3187

3. 若露天座位是位於私人土地上，申請人應前往土地註冊處(金鐘道政府合署的客戶服務中心及五個分別位於沙田、大埔、元朗、屯門及荃灣的新界查冊中心)，獲取下列與擬設露天座位所在土地相關的文件的認證副本，藉以提供業權方面的文件證據：

For OSA within private property, the applicant should provide the documentary proof of the ownership by obtaining certified copies of the following documents relating to the land concerned for the proposed OSA at the Land Registry (the Customer Centre at Queensway Government Offices and the five Search Offices in the New Territories located at Shatin, Tai Po, Yuen Long, Tuen Mun and Tsuen Wan):

- (i) 電腦印本，載列有關土地過往及目前的業權資料；以及
a computer printout containing the historical and current ownership particulars of the land concerned; and
- (ii) 影響有關土地的政府土地批地文件(包括所有修訂及附件)的完整副本。
a complete copy of the Government Land Grant (including all modification and attachments thereto) affecting the land concerned.

若申請人並非有關土地的註冊業權人，則申請人亦應提供註冊業權人就有關土地用作設置露天座位一事所簽署的同意書。

If the applicant is not the registered owner of the land concerned, he / she should also provide the written consent of the registered owner(s) for using the land for OSA.

客戶服務中心
香港金鐘道66號
金鐘道政府合署19樓
電話號碼：2867 2868

Customer Centre
19/F, Queensway Government Offices,
66 Queensway,
Hong Kong.
Tel. no. : 2867 2868

沙田查冊中心
新界沙田上禾輦路1號
沙田政府合署9樓901室
電話號碼：2158 6434

Sha Tin Search Office
Room 901, 9/F, Sha Tin Government
Offices,
1 Sheung Wo Che Road, Sha Tin,
New Territories
Tel. no. : 2158 6434

大埔查冊中心
新界大埔鄉事會街8號
大埔綜合大樓4樓
電話號碼：2653 5859

Tai Po Search Office
4/F, Tai Po Complex,
8 Heung Sze Wui Street, Tai Po,
New Territories
Tel. no. : 2653 5859

荃灣查冊中心
新界荃灣青山公路174至208號
荃灣地鐵站
多層停車場大廈11樓
電話號碼：2416 3505

Tsuen Wan Search Office
11/F, Tsuen Wan Station Multi-storey
Carpark Building,
174-208 Castle Peak Road, Tsuen Wan,
New Territories
Tel. no. : 2416 3505

屯門查冊中心
新界屯門屯喜路1號
屯門政府合署5樓
電話號碼：2451 3162

Tuen Mun Search Office
5/F, Tuen Mun Government Offices,
1 Tuen Hi Road, Tuen Mun.
Tel. no. : 2451 3162

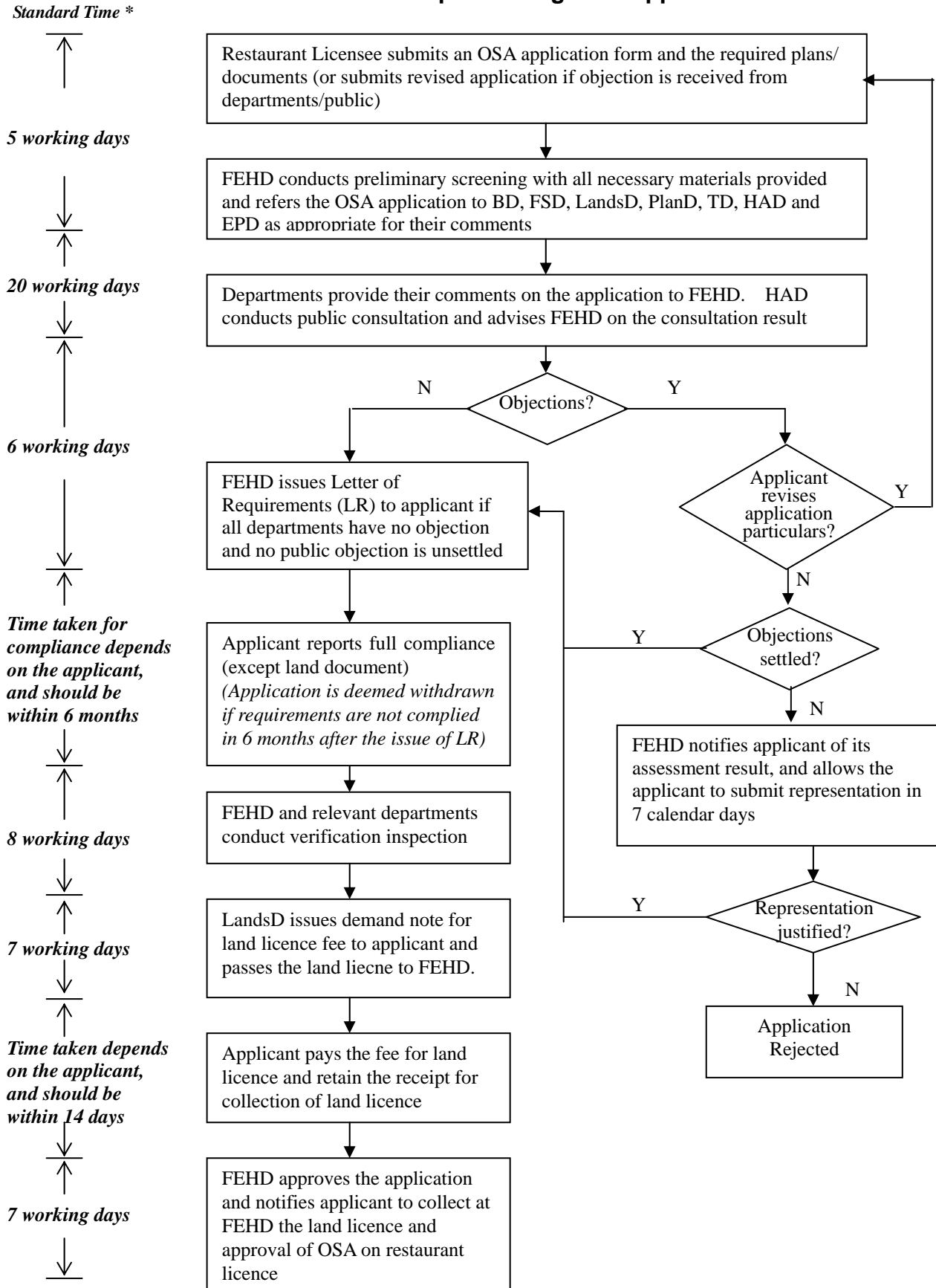
元朗查冊中心
新界元朗橋樂坊2號
元朗政府合署暨大橋街市7樓
電話號碼：2475 0341

Yuen Long Search Office
7/F, Yuen Long Government Offices and
Tai Kiu Market,
2 Kiu Lok Square, Yuen Long,
New Territories
Tel. no. : 2475 0341

4. 申請人凡擬更改已交來圖則上的設計，須遞交經修訂圖則，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。建議圖則應小心擬備，避免提交後再作修訂。若經修訂圖則曾作出很大幅度的修改，有關申請或須作新的申請處理。

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. Proposed plans should be prepared carefully to avoid amendment after submission. Revised plans with substantial changes may need to be processed as a fresh application.

Flowchart for processing OSA Application



* The Standard Time is applied for straightforward cases

The District Environmental Hygiene Offices and Licensing Offices of FEHD

辦事處 Office	地址 Address	詢問電話 Enquiries 傳真Fax 電郵地址E-mail address
港島及離島區環境衛生辦事處 Hong Kong and Islands District Environmental Hygiene Offices		
中西區環境衛生辦事處 Central/Western District Environmental Hygiene Office	香港皇后大道中 345 號上環市政大廈 10 樓 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong	電話TEL 2545 0506 傳真Fax 2851 7653 電郵地址E-mail address cwdoeh@fehd.gov.hk
東區環境衛生辦事處 Eastern District Environmental Hygiene Office	香港鰂魚涌街38號鰂魚涌市政大廈3樓 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong	電話TEL 2563 4340 傳真Fax 2565 8203 電郵地址 E-mail address edoeh@fehd.gov.hk
南區環境衛生辦事處 Southern District Environmental Hygiene Office	香港香港仔大道203號香港仔市政大廈 4樓 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong	電話TEL 2903 0411 傳真Fax 2873 1608 電郵地址 E-mail address sdoeh@fehd.gov.hk
灣仔區環境衛生辦事處 Wanchai District Environmental Hygiene Office	香港灣仔軒尼詩道225號駱克道市政大 廈7樓 7/F, Lockhart Road Complex, 225 Hennessy Road, Wanchai, Hong Kong	電話TEL 2879 5760 傳真Fax 2519 6884 電郵地址E-mail address wchdoeh@fehd.gov.hk
離島區環境衛生辦事處 Islands District Environmental Hygiene Office	香港中環統一碼頭道38號海港政府大 樓6樓 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong	電話TEL 2852 3606 傳真Fax 2545 2964 電郵地址 E-mail address isdoeh@fehd.gov.hk
九龍區環境衛生辦事處 Kowloon District Environmental Hygiene Offices		
油尖區環境衛生辦事處 Yau Tsim District Environmental Hygiene Office	九龍油麻地寶靈街17號官涌市政大廈3 樓及4樓 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon	電話TEL 2302 1301 傳真Fax 2735 5955 電郵地址E-mail address ytdoeh@fehd.gov.hk

旺角環境衛生辦事處 Mong Kok District Environmental Hygiene Office	九龍旺角花園街123號A花園街市政大廈6樓及7樓 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon	電話TEL 2749 3627 傳真Fax 2391 5572 電郵地址E-mail address mkdoeh@fehd.gov.hk
深水埗區環境衛生辦事處 Sham Shui Po District Environmental Hygiene Office	九龍深水埗元州街59-63號元州街市政大廈8樓至10樓 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon	電話TEL 2748 6959 傳真Fax 2748 6937 電郵地址E-mail address sspdoeh@fehd.gov.hk
九龍城區環境衛生辦事處 Kowloon City District Environmental Hygiene Office	九龍馬頭圍道165號土瓜灣政府合署3樓及4樓 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon	電話TEL 2715 4608 傳真 Fax 2761 0718 電郵地址E-mail address kcdoeh@fehd.gov.hk
黃大仙區環境衛生辦事處 Wong Tai Sin District Environmental Hygiene Office	九龍彩虹道121號大成街街市大樓3樓3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon	電話TEL 2328 6531 傳真Fax 2351 5710 電郵地址E-mail address wtsdoeh@fehd.gov.hk
觀塘區環境衛生辦事處 Kwun Tong District Environmental Hygiene Office	九龍觀塘瑞和街9號瑞和街市政大廈7樓 Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon	電話TEL 3102 7373 傳真Fax 2343 6734 電郵地址E-mail address ktdoeh@fehd.gov.hk

新界區環境衛生辦事處

New Territories District Environmental Hygiene Offices

荃灣區環境衛生辦事處 Tsuen Wan District Environmental Hygiene Office	新界荃灣楊屋道45號楊屋道市政大廈3樓 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories	電話TEL 2212 9704 傳真Fax 2414 8809 電郵地址E-mail address twdoeh@fehd.gov.hk
葵青區環境衛生辦事處 Kwai Tsing District Environmental Hygiene Office	新界葵涌興芳路 166-174 號葵興政府合署9樓 9/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, New Territories	電話TEL 2420 9204 傳真Fax 2480 4023 電郵地址E-mail address kwtdoeh@fehd.gov.hk

北區環境衛生辦事處 North District Environmental Hygiene Office	新界上水智昌路13號石湖墟市政大廈4樓 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories	電話TEL 2679 2812 傳真Fax 2679 5695 電郵地址 E-mail address ndoeh@fehd.gov.hk
大埔區環境衛生辦事處 Tai Po District Environmental Hygiene Office	新界大埔鄉事會街 8 號大埔綜合大樓3樓 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories	電話TEL 3183 9119 傳真Fax 2650 1171 電郵地址E-mail address tpdoeh@fehd.gov.hk
西貢區環境衛生辦事處 Sai Kung District Environmental Hygiene Office	新界西貢親民街34號西貢政府合署5樓 5/F, Sai Kung Government Offices Building, 34 Chan Man Street, Sai Kung, New Territories	電話TEL 2163 9105 傳真Fax 2792 9937 電郵地址E-mail address skdoeh@fehd.gov.hk
沙田區環境衛生辦事處 Sha Tin District Environmental Hygiene Office	新界沙田沙田鄉事會路138號新城市中央廣場第1座12樓 Level 12, Tower 1, Grand Central Plaza, 138 Sha Tin Rural Committee Road, Sha Tin, New Territories	電話TEL 2634 0136 傳真Fax 2634 0442 電郵地址E-mail address stdoeh@fehd.gov.hk
屯門區環境衛生辦事處 Tuen Mun District Environmental Hygiene Office	屯門屯喜路1號屯門政府合署1樓及3樓1/F & 3/F., Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories	電話TEL 2146 8642 傳真Fax 2452 6559 電郵地址E-mail address tmdoeh@fehd.gov.hk
元朗區環境衛生辦事處 Yuen Long District Environmental Hygiene Office	新界元朗橋樂坊2號元朗政府合署2樓至5樓 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories	電話TEL 2920 7605 傳真 Fax 2477 5099 電郵地址 E-mail address yldoeh@fehd.gov.hk

**牌照組
Licensing Offices**

港島及離島區牌照組 Hong Kong and Islands Licensing Office	香港灣仔軒尼詩道225號駱克道市政大廈8樓 8/F, Lockhart Road Complex, 225 Hennessy Road, Wan Chai, Hong Kong	電話TEL 2879 5738 傳真Fax 2507 2964 電郵地址 E-mail address hkis_lo@fehd.gov.hk
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九龍區牌照組 Kowloon Licensing Office	九龍深水埗基隆街333號北河街市政大廈4樓 4/F, Pei Ho Street Complex, 333 Ki Lung Street, Sham Shui Po, Kowloon	電話TEL 2729 1632 傳真Fax 2789 0107 電郵地址 E-mail address kln_lo@fehd.gov.hk
新界區牌照組 New Territories Licensing Office	新界大埔鄉事會街8號大埔綜合大樓4樓 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories	電話TEL 3183 9234 傳真Fax 2696 2097 電郵地址 E-mail address nt_lo@fehd.gov.hk

Licensing Unit of the Buildings Department

For specific enquiries relating to building safety concerns, please approach the Licensing Unit of Buildings Department at 12/F of Pioneer Centre, 750 Nathan Road, Kowloon (tel. No. 2626 1257 – handled by “1823 Call Centre” of the Government).

Regional Offices of the Fire Services Department

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

Hong Kong and Kowloon West Regional Office

Hong Kong Regional Office

M/F, Sheung Wan Fire Station,
2 Western Fire Services Street,
Sheung Wan, Hong Kong

Tel : 2549 8104
Fax : 2559 3461
e-mail: lchfpro2@hkfsd.gov.hk

Kowloon West Sub-Regional Office

Room 601, 6/F,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5339
Fax : 2302 5314
e-mail: lckfpro@hkfsd.gov.hk

New Territories and Kowloon East Regional Office

New Territories Regional Office

Room 402, 4/F, West Wing,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5373
Fax : 2443 1411
e-mail: lcstfpro@hkfsd.gov.hk

Kowloon East Sub-Regional Office

Room 403, 4/F, West Wing,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5310
Fax : 2722 5256
e-mail: lckfpro2@hkfsd.gov.hk

Frequently Asked Questions

- (1) Q : I am holding a Food Factory Licence. Can I apply for OSA ?
- A : No. Only the applicant / licensee of restaurant licences can apply for OSA.
- (2) Q : Where should the OSA be located? Can it be located on G/F even if my restaurant is located on upper floors?
- A : OSA is an open area for alfresco dining outside the restaurant. It should normally be annexed to the restaurant and is suitable for alfresco dining.
- (3) Q : Should the operation hours of OSA be the same as that of the restaurant?
- A : The operation hours of the OSA should be in conjunction with the business hours of the restaurant and should not exceed the latter. The operation hours of the OSA are normally confined to the period from 11 a.m. to 11 p.m. or within the hours as required by departments concerned as appropriate to each case. FEHD considers on individual case basis the operating hours of the OSA outside 11 a.m. to 11 p.m.
- (4) Q : Do I need to contact various departments for the application?
- A : FEHD is the focal point to receive and process OSA applications including applications for a right to use Government land, whereby FEHD will arrange for the necessary referrals to the departments concerned and follow through the whole process.
- (5) Q : Do I need to apply to Lands Department for necessary Land Licence / Short Term Tenancy Agreement related to OSA application on Government land?
- A : It is not necessary for applicants to apply to Lands Department separately for the necessary Land Licence / Short Term Tenancy Agreement related to OSA application on Government land. FEHD will refer the case to Lands Department.

(6) Q : Do I have to pay for any additional fee for the food business licence after approval of OSA ?

A : Additional licence fee may be charged for the OSA, which is calculated according to the gross floor area of the licensed premises if there is a raise in fee band after addition of the OSA area.

(7) Q : Can I have food preparation in the OSA ?

A : No. The OSA should only be used for seating accommodation purpose.

(8) Q : If movable sunshades for OSA are not fixed on ground or external walls of buildings, it would be vulnerable to collapse. How can I maintain the stability of those sunshades during inclement weather?

A : Under normal weather condition, parasol / umbrella can be fixed in place by a **portable** base or inserted into a table fitted with umbrella holder. During inclement weather, the parasol / umbrella should be folded up and patrons should move inside the restaurant for safety concern.

(9) Q : What type of fire service installation is required for the OSA?

A : One additional 9-litre CO₂/water fire extinguisher should be provided for every 100m² of the OSA.

(10) Q : If portable fire extinguishers have already been provided inside the food premises, will it be possible for those portable fire extinguishers to serve the OSA as well without additional provision?

A : In general, provision of portable fire extinguisher(s) inside food premises are prescribed and intended to protect the interior of the premises in case of emergency. Therefore, the applicant is required to provide additional portable fire extinguisher(s) and it/they should be placed in a prominent location for the protection of the OSA.

(11) Q : Would cooking/food warming activities using naked flame be permitted inside the OSA?

A : No heating activities involving naked flame for cooking/food warming is permitted inside the OSA.

(12) Q : What fire service requirements be observed if the OSA is located near an Emergency Vehicular Access (EVA) ?

A : The OSA should not cause obstruction to any EVA or to the operation of Fire Services aerial appliance or equipment. As a general guide, a clear passage of not less than 6 metres in width with 4.5m headroom clearance should be maintained at the EVA at all times.

(13) Q : If I have already complied with all the fire safety requirements for the OSA, how can I inform the FSD to arrange an inspection?

A : You can inform your Case Officer of FSD either by phone, fax, letter or email for reporting the compliance of fire safety requirements. Upon the receipt of 'Notice of Completion', the Case Officer will arrange an inspection.

(14) Q : Upon the receipt of 'Notice of Completion', how long will it take for arranging a Case Officer to carry out an inspection? Also, when will I be informed of the inspection results?

A : In general, the Case Officer of FSD will carry out an inspection within seven working days upon receipt of 'Notice of Completion'. The responsible person will be informed of the inspection results at scene. Also, the FEHD will also be notified of the inspection results in writing within three working days.



申請設置露天座位

APPLICATION FOR OUTSIDE SEATING ACCOMMODATION (OSA)

致：分區環境衛生辦事處秘書/牌照組助理秘書*

To: District Secretary (District Environmental Hygiene Office) Assistant Secretary (Licensing Office) *

本人欲申請：

I intend to apply for:

- 把露天座位範圍納入持牌(普通/小食)*食肆(牌照編號：_____)處所的範圍
Inclusion of OSA area into the Licensed (General / ~~Light Refreshment~~)* Restaurant Premises (Licence No. 1234567890)
- 新的連露天座位的(普通/小食)*食肆牌照(請把本表格連同表格FEHB 94 “食物業牌照申請書”一併遞交)
New (General / Light Refreshment)* Restaurant Licence with OSA (please submit this form together with the Form FEHB 94 “Application for Food Licence”)

食肆處所地址：(請填寫中文及英文地址以便加快處理申請)

Address of restaurant premises: (Please fill in both English and Chinese address in order to expedite the processing of the application)

中文地址：

室/鋪： 10號 樓： 地下 座： _____

大廈： _____

屋邨/鄉村： 黃竹村

街道名稱及號碼： 汀角路

(如涉及多於一條街道，請詳述)

地段號碼(如適用)： _____

地區： 大埔 香港/九龍/新界*

English Address：

Flat/Rm/Shop No. 10 Floor G/F Block _____

Building： _____

Estate/Village： Wong Chuk Tsuen

No. and Name of Road/Street： Ting Kok Road

(if more than one road/street is involved, please specify)

Lot Number (if any) : _____

District : Tai Po ~~HK/Kln~~/NT*

店鋪名稱(如適用) :

Shopsign (if any)

(中文) : 好味道茶座
(Chinese)

(英文) : Yummy Cafe
(English)

露天座位資料

Particulars of the OSA

(1) 露天座位範圍的面積及估計容納人數:

Size of the OSA area and estimated number of persons to be accommodated

(a) 面積 : 10.8 平方米, 尺寸為 5.4 米(長) x 2 米(闊)

Area: _____ m², with dimensions : _____ m (length) x _____ m (width)

(b) 估計最高可容納的人數(可根據一個人佔用1.5平方米來作估計): 7 個人

Estimated maximum number of persons to be accommodated
at any one time (assessment could be based on 1.5 m²/person): _____

(2) 營業日期及時間 :

Operating day & business hours

(a) 擬議的每日營業時間 : 11:00 a.m. to 11:00 p.m.

Intended daily business hours

(若超出上午11時至晚上11時的正常時段, 請說明原因)

(Please provide reasons if it is beyond the normal range from 11:00 a.m. to 11:00 p.m.)

N.A.

(b) 營業日期 :

Operating days

N.A.

(3) 露天座位範圍的土地類別：

Land status of the OSA area

- 政府土地
Government land
- 私人土地
Private land

(4) 若擬設的露天座位是位於政府土地上，請說明擬透過什麼方式使用該土地：

If the proposed OSA is on Government land, it is intended to be used under

- 土地牌照(繳付指定租金而獲得土地的非獨有使用權)
Land Licence (non-exclusive use of the land at the prescribed rate)
- 短期租約(繳付市值租金而獲得土地的獨有使用權)
Short Term Tenancy (exclusive use of the land at the market rate)

(註：地政總署是建議及決定可批出何種土地文件的主管當局)

(Note: Lands Department is the authority to advise and decide which land document could be granted)

申請資料

Particulars of Application

(1) 牌照申請人/食肆持牌人*姓名：

Name of ~~licence applicant~~ / restaurant licensee *

(中文)： 黃飛 (英文)： Wong Fei (先生/女士*)
(Chinese) (English) (Mr./Ms.*)

(2) 香港身分證/護照*號碼：A123456(7)

Hong Kong identity card / ~~Passport no.~~ *

(3) 公司名稱：N.A.

Name of corporation

(4) 公司註冊號碼：N.A. 電話號碼：2135 4567

Company Registration no. Tel. no.

(5) 獲授權代表姓名：

Name of authorised person

(中文)： N.A. (英文)： N.A. (先生/女士*)
(Chinese) (English) (Mr./Ms.*)

通信地址(如與食肆地址不同)

Correspondence address (if different from the restaurant address)

N.A.

電話號碼： _____ 流動電話號碼： _____
Tel. no. Mobile tel. no.
傳真號碼： _____ 電郵地址： _____
Fax no. Email address

(6) 聯絡人姓名
Name of contact person

(中文)： _____ (英文)： _____ (先生/女士*)
(Chinese) (English) (Mr./Ms.*)

電話號碼： _____ 流動電話號碼： _____
Tel. no. Mobile tel. no.

傳真號碼： _____ 電郵地址： _____
Fax no. Email address

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

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

擬議位置圖一式 _____ 份
_____ copies of identical proposed location maps

位於私人土地的露天座位
For OSA within private property

擁有露天座位範圍土地業權的文件證據，以及業權人就擬設的露天座位所簽署的同意書
Documentary proof of the property ownership of the OSA area **and** the property owner's written agreement on the proposed OSA

- (8) 本人明白本人有責任確保露天座位的經營，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[#]。關於政府租契或法定圖則[#]，如有需要本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that the operations in the OSA are 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[#]. I will consult my professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan[#].

[#] “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.

- (9) 本人以中文/英文*為日後的通訊語言。

I would use ~~Chinese~~/English* for my future correspondence.



Wong Fei

持牌人/牌照申請人*簽署

Signature of licensee/licence applicant*

7 / 6 / 2007

日期(日/月/年)

Date (dd/mm/yyyy)

倘以公司名義提出申請，請填寫以下資料：

If application is made in the name of a corporation, please fill in the following particulars:

/ /
日期(日/月/年)

Date (dd/mm/yyyy)

獲授權代表簽署

Signature of authorised person

(代表申請公司)

(for and on behalf of the applying corporation)

公司印章

Company chop

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.

請在適當的方格內填上「✓」號

Please tick the appropriate box(es).

申請人須知 Notice to Applicant

1. 食肆持牌人/牌照申請人須遞交顯示整個食肆連擬設的露天座位的食肆設計圖則一式八份。圖則須按比例(不少於1:100)以十進制單位繪製，食肆持牌人/牌照申請人並須在每份圖則上簽署，以證明正確。
8 copies of identical restaurant layout plan are required to show the layout of the whole premises including the proposed OSA. Such plans should be drawn to scale (of not less than 1:100), in metric units and signed by the restaurant licensees / licence applicants on all copies to certify that they are correct.
2. 為核證土地類別及/或處理有關的短期租約/短期豁免書/土地牌照申請，申請人須遞交比例為1:1 000(十進制單位)的位置圖一式五份，並在圖上清楚標明擬設的露天座位的位置、露天座位如何附設於持牌食肆，以及露天座位與周圍處所的相對位置。為此，申請人可在以下的地政總署測繪處或有關地區的測量處，購買比例為1:1 000的地段索引圖：
5 copies of identical location map drawn to scale of 1:1000, in metric units, are required for verification of land status and/or to process a Short Term Tenancy agreement / Short Term Waiver / Land Licence application. The proposed OSA location should be marked clearly on the location maps, how it annexes to the licensed restaurant and its relative position in connection with the surrounding premises. A Lot Index Plan of scale 1:1000 may be purchased from the following Survey and Mapping Office or the respective local District Survey Office of the Lands Department:

地政總署

測繪處港島地圖銷售處
香港北角渣華道333號
北角政府合署23樓
(鯽魚涌地鐵站模範里C出口)
電話號碼：2231 3187

測繪處九龍地圖銷售處
九龍油麻地
彌敦道382號
電話號碼：2780 0981

離島測量處
香港中環統一碼頭道38號
海港政府大樓18樓
電話號碼：2852 4216

北區測量處
新界粉嶺璧峰路3號
北區政府合署5樓
電話號碼：2231 3187

Lands Department

SMO Map Publication Centre, H.K.
23/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong
(MTR-Quarry Bay Station,
Model Lane Exit C)
Tel. no.: 2231 3187

SMO Map Publication Centre, Kowloon
382 Nathan Road,
Yau Ma Tei,
Kowloon
Tel. no. 2780 0981

District Survey Office, Islands
18/F, Harbour Building,
38 Pier Road, Central, Hong Kong
Tel. no.: 2852 4216

District Survey Office, North
5/F, North District Government Offices,
3 Pik Fung Road, Fanling,
New Territories
Tel. no.: 2231 3187

西貢測量處
新界西貢親民街34號
西貢政府合署3樓
電話號碼：2231 3187

District Survey Office, Sai Kung
3/F, Sai Kung Government Offices,
34 Chan Man Street, Sai Kung,
New Territories
Tel. no.: 2231 3187

沙田測量處
新界沙田上禾輦路1號
沙田政府合署12樓
電話號碼：2158 4851

District Survey Office, Sha Tin
12/F, Sha Tin Government Offices,
1 Sheung Wo Che Road, Sha Tin,
New Territories
Tel. no.: 2158 4851

大埔測量處
新界大埔汀角路1號
大埔政府合署5樓
電話號碼：2654 1481

District Survey Office, Tai Po
5/F, Tai Po Government Offices,
1 Ting Kok Road, Tai Po,
New Territories
Tel. no.: 2654 1481

荃灣葵青測量處
新界荃灣西樓角路38號
荃灣政府合署15樓
電話號碼：2231 3187

District Survey Office, Tsuen Wan & Kwai Tsing
15/F, Tsuen Wan Government Offices,
38 Sai Lau Kok Road, Tsuen Wan,
New Territories
Tel. no.: 2231 3187

屯門測量處
新界屯門屯喜路1號
屯門政府合署5樓
電話號碼：2451 3176

District Survey Office, Tuen Mun
5/F, Tuen Mun Government Offices,
1 Tuen Hi Road, Tuen Mun,
New Territories
Tel. no.: 2451 3176

元朗測量處
新界元朗橋樂坊2號
元朗政府合署8樓
電話號碼：2231 3187

District Survey Office, Yuen Long
8/F, Yuen Long Government Offices,
2 Kiu Lok Square, Yuen Long,
New Territories
Tel. no.: 2231 3187

3. 若露天座位是位於私人土地上，申請人應前往土地註冊處(金鐘道政府合署的客戶服務中心及五個分別位於沙田、大埔、元朗、屯門及荃灣的新界查冊中心)，獲取下列與擬設露天座位所在土地相關的文件的認證副本，藉以提供業權方面的文件證據：

For OSA within private property, the applicant should provide the documentary proof of the ownership by obtaining certified copies of the following documents relating to the land concerned for the proposed OSA at the Land Registry (the Customer Centre at Queensway Government Offices and the five Search Offices in the New Territories located at Shatin, Tai Po, Yuen Long, Tuen Mun and Tsuen Wan):

- (j) 電腦印本，載列有關土地過往及目前的業權資料；以及
a computer printout containing the historical and current ownership particulars of the land concerned; and
- (ii) 影響有關土地的政府土地批地文件(包括所有修訂及附件)的完整副本。
a complete copy of the Government Land Grant (including all modification and attachments thereto) affecting the land concerned.

若申請人並非有關土地的註冊業權人，則申請人亦應提供註冊業權人就有關土地用作設置露天座位一事所簽署的同意書。

If the applicant is not the registered owner of the land concerned, he / she should also provide the written consent of the registered owner(s) for using the land for OSA.

客戶服務中心

香港金鐘道66號
金鐘道政府合署19樓
電話號碼：2867 2868

Customer Centre

19/F, Queensway Government Offices,
66 Queensway,
Hong Kong.
Tel. no. : 2867 2868

沙田查冊中心

沙田上禾輦路1號
沙田政府合署9樓901室
電話號碼：2158 6434

Sha Tin Search Office

Room 901, 9/F, Sha Tin Government
Offices,
1 Sheung Wo Che Road, Sha Tin,
New Territories
Tel. no. : 2158 6434

大埔查冊中心

大埔鄉事會街8號
大埔綜合大樓4樓
電話號碼：2653 5859

Tai Po Search Office

4/F, Tai Po Complex,
8 Heung Sze Wui Street, Tai Po,
New Territories
Tel. no. : 2653 5859

荃灣查冊中心

荃灣青山公路174至208號
荃灣地鐵站
多層停車場大廈11樓
電話號碼：2416 3505

Tsuen Wan Search Office

11/F, Tsuen Wan Station Multi-storey
Carpark Building,
174-208 Castle Peak Road, Tsuen Wan,
New Territories
Tel. no. : 2416 3505

屯門查冊中心

屯門屯喜路1號
屯門政府合署5樓
電話號碼：2451 3162

Tuen Mun Search Office

Tuen Mun Government Offices,
5/F., 1 Tuen Hi Road, Tuen Mun,
New territories
Tel. no. : 2451 3162

元朗查冊中心

元朗橋樂坊2號
元朗政府合署暨大橋街市7樓
電話號碼：2475 0341

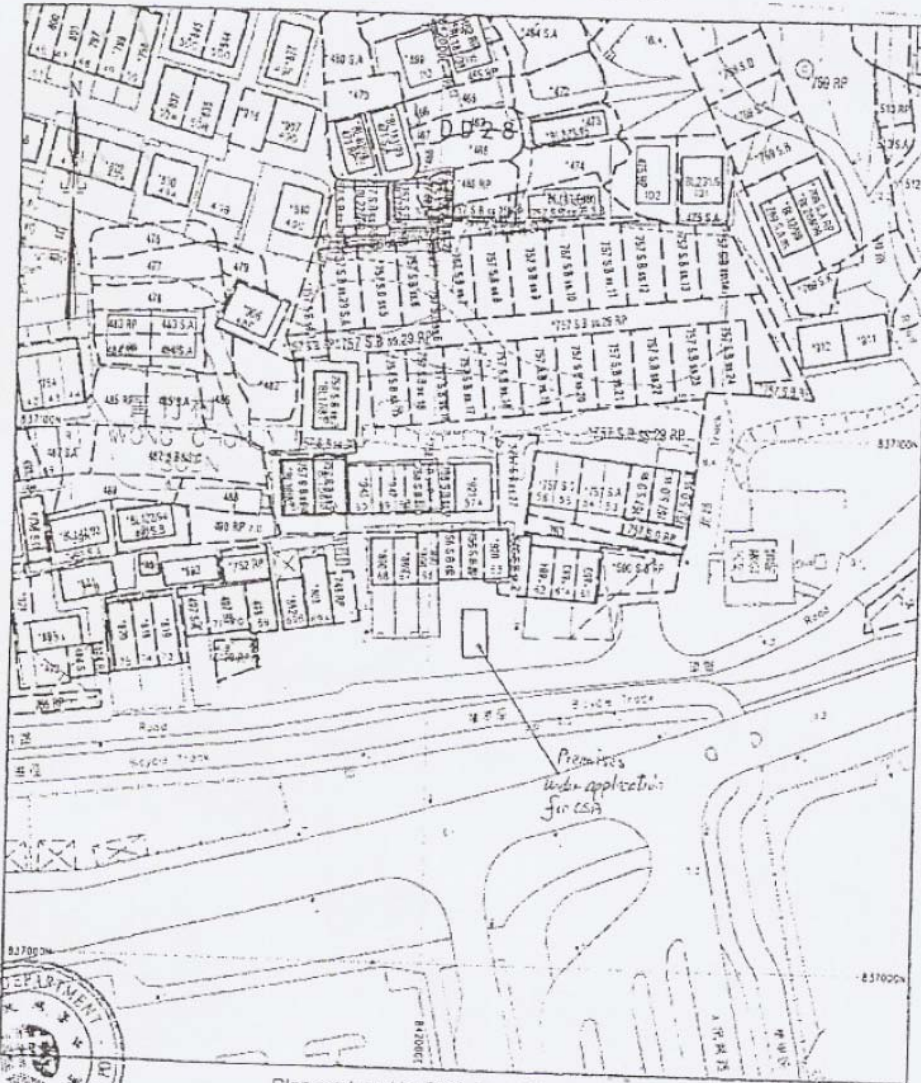
Yuen Long Search Office

7/F, Yuen Long Government Offices and
Tai Kiu Market,
2 Kiu Lok Square, Yuen Long,
New territories
Tel. no. : 2475 0341

4. 申請人凡擬更改已交來圖則上的設計，須遞交經修訂圖則，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。建議圖則應小心擬備，避免提交後再作修訂。若經修訂圖則曾作出很大幅度的修改，有關申請或須作新的申請處理。

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. Proposed plans should be prepared carefully to avoid amendment after submission. Revised plans with substantial changes may need to be processed as a fresh application.

LOT INDEX PLAN



Plan produced by SMO, Lands Department.

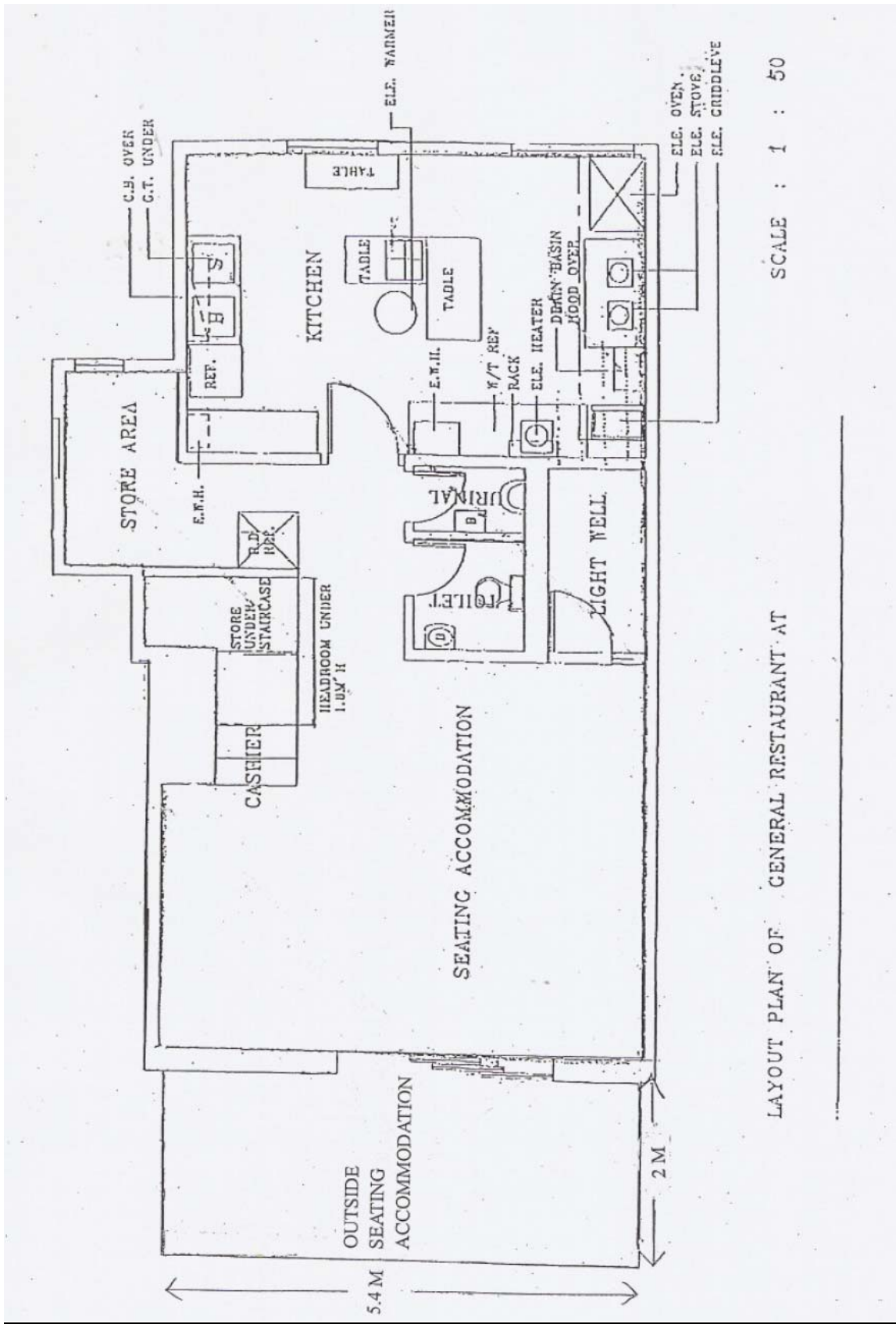
SCALE 1:1000
METRES 10 0 10 20 30 40 50 METRES



Locality : D.D. : _____
 Lot Index Plan No. : 3 _____
 District Survey Office : _____
 Date : 13 Sep 05 _____
 Reference No. : - _____

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 SMO P21 200509:3142325

This plan is a copy of the lot index plan which shows the approximate position of lot boundaries. The information shown on this plan **MUST** be verified by field survey. The lot index plan may be revised without prior notification when better lot boundary evidence becomes available.
 本圖則為地段索引圖的複印本，旨在顯示地段界線的大約位置。本圖則內的資料，必須經實地測量核對。在有較佳地段界線證據的情況下，地段索引圖可隨時再修改。



LAYOUT PLAN OF GENERAL RESTAURANT AT

SCALE : 1 : 50

Criteria for permitted types of movable sunshades

- Freestanding parasol / umbrella with maximum dimensions (including length, width & height) of 3m.
- Portable without permanent fixings. No fixture / support should be allowed to fix on ground / attach to the external walls of buildings. The parasol / umbrella should be fixed in place by a portable base or inserting into a table ready set up with umbrella holder. (See photos below)



- Readily capable to fold up when unattended; under adverse weather condition; or not in use (see photo below).



- No building services such as electric/water supply should be attached to the parasol / umbrella.

For the avoidance of doubt, the following structures would **NOT** be allowed unless prior approval and consent of the Building Authority under the Buildings Ordinance has been obtained :-

- Combining multiple parasols / umbrella to form an extensive cover over the OSA.
- Retractable canvas canopy / awnings attached to the external wall over the OSA.
- Tent or similar structures over the OSA.

General Environmental Guidelines for Outside Seating Accommodation (OSA)

The operators of the OSA shall not create any environmental nuisance and / or cause any inconvenience to nearby residents and they are obliged to observe the following environmental requirements:

Noise

- The restaurant operator shall not be allowed to operate the OSA beyond 11 p.m., such operation shall include cleaning and tidying up work after the normal business.
- The restaurant operator shall not be allowed to operate or let others to operate karaoke or music playing by any kind of musical instruments or any playback by amplifiers if there are noise sensitive receivers in the vicinity.

Air

- The restaurant operator shall not cause any air-borne litter or dust in the OSA.

Wastewater and Waste

- The restaurant operator shall properly collect and dispose of the waste or litter generated from the operation of the OSA and prevent them from reaching the sea or adjoining areas.
- The restaurant operator shall not discharge or cause to discharge any wastewater into storm drain, watercourse or the sea.

Other Green Measures

- The restaurant operator shall adopt as far as practicable green measures for environmental protection. These green measures include water saving, energy conservation and use of reusable cutlery etc.
- The restaurant operators may approach our Compliance Assistance Centre for any enquiries on general environmental protection issues regarding the operation of OSA at 2838 3111 (press 5 after language selection) or visit the Green Restaurant Website at <http://www.greenrestaurant-hk.org>.

Environmental Compliance Division
Environmental Protection Department