



食物環境衛生署

Food and Environmental Hygiene Department

食物業牌照申請書 APPLICATION FOR FOOD LICENCE

致：牌照組助理秘書

To : Assistant Secretary, Licensing Office

本人欲申請

I intend to apply for a

(請只選擇右列其中一項)

(Please choose only one item
on the right)

- 普通食肆牌照 General Restaurant Licence
- 小食食肆牌照 Light Refreshment Restaurant Licence
- 水上食肆牌照 Marine Restaurant Licence
- 烘製麵包餅食店牌照 Bakery Licence
- 凍房牌照 Cold Store Licence
- 工廠食堂牌照 Factory Canteen Licence
- 食物製造廠牌照 Food Factory Licence
- 新鮮糧食店牌照 Fresh Provision Shop Licence
- 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
- 奶品廠牌照 Milk Factory Licence
- 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence

申請資料

Particulars of Application

- (1) 申請人姓名 (中文) : _____ (先生/女士*)
Name of applicant (Chinese) (Mr./Ms.*)
(英文正楷) : _____
(English in block letters)

(倘以公司名義提出申請，請提供本申請書附錄內所列出的補充資料)

(If application is made in the name of a corporation, please provide additional information required in the attached **Appendix**.)

- (2) 香港身分證/護照*號碼 : _____
Hong Kong identity card/Passport* no.

- (3) 通訊地址 : _____
Correspondence address
- _____
- _____
- _____

- (4) 電話號碼 : _____ 傳真號碼 : _____
Tel. no. Fax no.

* 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).

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

(6) 電話號碼 : _____ 傳真號碼 : _____
Tel. no. Fax no.

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

室/鋪 _____ 樓 _____ 座 _____
Flat/Rm/Shop Floor Block

大廈 _____
Building

屋邨/鄉村 _____
Estate/Village

街道名稱及號碼 _____
No. and Name of Road/Street

如涉及多於一條 _____
街道,請詳述(if more than one road/street is involved, please specify)

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

香港/九龍/新界*
HK/Kln/NT*

(8) 擬開設店鋪的名稱(如適用) :
Shopsign of the proposed business (if any)

店名 (中文) : _____
Shopsign (Chinese)

(英文) : _____
(English)

(9) 擬使用的爐具類型及燃料種類 :
Type(s) of heating equipment and fuel intended to be used

電力 Electricity

煤氣 Town Gas

液化中央石油氣 Liquefied Petroleum Gas from Central

液化石油氣室 Liquefied Petroleum Gas from Cylinder Chamber Supply

柴油 Diesel Oil

火水 Kerosene

其他,請說明: Others, please specify _____

* 請刪去不適用者 Please delete where appropriate

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

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

類型：
Type

產地：
Country of manufacture

- (11) 擬另外申請的牌照：
Other licences intended to be applied

- 暫准牌照
Provisional Licence
- 酒牌（只供申請普通/小食食肆牌照使用，並須另行填寫申請表格）
Liquor Licence (For General/Light Refreshment Restaurant Licence applications only and separate application form is required)

- (12) 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
- 擬議通風系統設計圖則一式_____份
_____copies of identical proposed ventilating system layout plans

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

- 普通食肆/工廠食堂（見附件I）
General Restaurant/Factory Canteen Licence application (see **Annex I**)
- 小食食肆（見附件II）
Light Refreshment Restaurant Licence application (see **Annex II**)
- 食物製造廠/新鮮糧食店/燒味及滷味店（見附件III）
Food Factory/Fresh Provision Shop/Siu Mei & Lo Mei Shop Licence application (see **Annex III**)

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

- (14) 本人明白本人有責任去確保申請食物業牌照的有關店舖處所用作經營食物業的用途，是符合食物環境衛生署和各政府部門以及有關的主管當局按其執行的法例所訂立的規定，包括政府租契和法定圖則[†]。關於政府租契或法定圖則[†]，如有需要本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that operating food business at the shop premises under application for a food business licence is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities, including the Government lease and the statutory plan[†]. 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.

- (15) 本人以 中文/英文* 為日後的通訊語言。

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

/ /
日期 (日/月/年)
Date (dd/mm/yyyy)

申請人簽署
Signature of applicant

備註: 請參閱夾附的**申請人須知**。

Note A copy of the **Notice to Applicant** is enclosed for your reference.

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



食物環境衛生署
Food and Environmental Hygiene Department

食物業牌照申請書
APPLICATION FOR FOOD LICENCE

(簽發予以公司名義申請者)
(TO BE ISSUED IN THE NAME OF A CORPORATION)

致：牌照組助理秘書

To : Assistant Secretary, Licensing Office

本人欲代表下述公司申請
I intend to apply for and on behalf
of the corporation mentioned
below

(請只選擇右列其中一項)
(Please choose only one item
on the right)

- 普通食肆牌照 General Restaurant Licence
- 小食食肆牌照 Light Refreshment Restaurant Licence
- 水上食肆牌照 Marine Restaurant Licence
- 烘製麵包餅食店牌照 Bakery Licence
- 凍房牌照 Cold Store Licence
- 工廠食堂牌照 Factory Canteen Licence
- 食物製造廠牌照 Food Factory Licence
- 新鮮糧食店牌照 Fresh Provision Shop Licence
- 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
- 奶品廠牌照 Milk Factory Licence
- 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence

申請牌照的處所地址：

Address of premises under application

室/鋪 _____ 樓 _____ 座 _____
Flat/Rm/Shop _____ Floor _____ Block _____

大廈 _____
Building _____

屋邨/鄉村 _____
Estate/Village _____

街道名稱及號碼 _____
No. and Name of Road/Street _____

如涉及多於一條 _____
街道,請詳述(if more than one road/street is involved, please specify)

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

香港/九龍/新界*
HK/Kln/NT*

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

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

(甲) 公司資料

(A) Particulars of the Corporation

(1) 公司名稱 (中文) : _____
Name of corporation (Chinese)
(英文) : _____
(English)

(2) 公司註冊號碼 : _____ 電話號碼 : _____
Company Registration No. Tel. no.

(3) 公司註冊地址 :
Address of registered office

(4) 執行董事姓名 (中文) : _____ (先生/女士*)
Name of managing (Chinese) (Mr./Ms.*)
director
(英文正楷) : _____
(English in block letters)

(5) 住址 :
Residential address

(6) 電話號碼 : _____
Tel. no.

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

(乙) 獲授權代表資料

(B) Particulars of the Authorised Person

(1) 獲授權代表姓名 (中文) : _____ (先生/女士*)
Name of authorised person (Chinese) (Mr./Ms.*)
(英文正楷) : _____
(English in block letters)

(2) 香港身分證/護照*號碼 : _____
Hong Kong identity card/Passport* no.

(3) 獲授權代表在公司擔任的職位 : _____
Position of the authorised person in the corporation

(4) 住址 : _____
Residential address

(5) 電話號碼 : _____ 傳真號碼 : _____
Tel. no. Fax no.

(6) 聯絡人姓名 : (中文) : _____ (先生/女士*)
Name of contact person (Chinese) (Mr./Ms.*)
(英文正楷) : _____
(English in block letters)

(7) 電話號碼 : _____ 傳真號碼 : _____
Tel. no. Fax no.

/ /
日期 (日/月/年)
Date (dd/mm/yyyy)

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

公司印章
Company chop

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

申請人須知
NOTICE TO APPLICANT

- (1) 以公司名義提出的申請書須連同下列文件遞交，否則本署無法處理有關申請。
For application in the name of a corporation, the following documents should be submitted to this department, otherwise this department is unable to process the application.
- (a) 根據公司條例(香港法例第32章)的規定而取得公司註冊證書副本，並由公司註冊處處長證實其為認證副本；或任何其他可證實該公司法人身分的文件；
a copy of Certificate of Incorporation under the Companies Ordinance, Cap. 32 certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;
 - (b) 公司的註冊辦事處通知書副本，並由公司註冊處處長證實其為認證副本；
a copy of Notice of Situation of the Registered Office certified as true copy by the Registrar of Companies;
 - (c) 公司最新近的週年報表副本，並由公司註冊處處長證實其為認證副本(新公司在其成立為法團的年度內，請提交首任秘書及董事通知書副本，並由公司註冊處處長證實其為認證副本。);
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (Please submit a copy of Notification of First Secretary and Director certified as true copy by the Registrar of Companies in the year of a company's incorporation.);
 - (d) 由該公司董事會通過的書面決議，授權一名人士代表該公司處理與發牌當局牌照申請事宜；
a resolution in writing passed by the Board of Directors to authorise a person to act on behalf of the corporation to deal with licensing matters with the licensing authority;
 - (e) 該名獲授權代表所簽署的接納授權通知書；
Notice of Acceptance of the Authorisation signed by the authorised person;
 - (f) 該公司的組織大綱及細則副本；及
a copy of the Memorandum and Articles of Association of the corporation; and
 - (g) 該公司的商業登記證副本。
a copy of Business Registration Certificate for the corporation.
- (2) 申請書須連同有關處所的擬議設計圖則一式三份一併遞交，否則本署無法處理有關申請。但如屬下列情況，則須按以下規定辦理：
The application must be accompanied by 3 identical hard copies of proposed layout plans of the premises, otherwise this department is unable to process the application except that :
- (a) 申請工廠食堂牌照者，所須遞交的擬議設計圖則為一式四份；及
For application for a Factory Canteen Licence, 4 identical hard copies of proposed layout plans are required; and
 - (b) 申請食物製造廠(烤肉)牌照者，所須遞交的擬議設計圖則為一式五份。
For application for a Food Factory (Meat Roasting) Licence, 5 identical hard copies of proposed layout plans are required.

上述所有圖則須以十進制單位及不少於1:100的常用比例繪製。

All the above proposed layout plans must be drawn in metric unit and in scale commonly used of not less than 1:100.

- (3) 申請人凡擬更改已交來圖則上的設計，須提交經修訂圖則，以供本署考慮和由本署轉交其他部門處理；申請人須用顏色筆在圖則上標示建議的設計更改，並略加說明。不符合這項規定的經修訂圖則概不受理。
Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to this department for consideration and referral to other departments for processing. Revised plans not in compliance with this requirement will be rejected.

- (4) 假如其中一項發牌條件是申請人必須提交符合規定證明書D(通風設施規定)，申請人須遵照履行才會獲發暫准牌照。申請人須安排把通風系統最終安裝在處所內的設計，盡量按比例繪畫在通風系統設計圖則上，然後把圖則一式三份夾附於符合規定證明書D(通風設施規定)一併提交。
If the submission of Certificate of Compliance D (Ventilation Requirements) is a requirement to be complied with before a Provisional Licence can be issued, the applicant is required to submit 3 copies of ventilating system layout plans, drawn as nearly as possible to scale, showing the final layout of the ventilating system installed in the premises together with the Certificate of Compliance D (Ventilation Requirements).
- (5) 申請人須向本署遞交由認可專業人士(即已於建築物條例第 3 節(香港法例第 123 章)註冊的認可人士/結構工程師)證明有關的食物業處所內沒有違例建築工程的證明書。而上述證明書須以特定表格(FEHB 190 或 FEHB 191)填寫，並符合下列相關指引(以適用者為準)內的要求。
Certification made by recognized professional(s) (i.e. authorized persons/structural engineers registered under Section 3 of the Buildings Ordinance (Chapter 123 of the Laws of Hong Kong)) certifying that the food business premises are free of unauthorized building works shall be submitted to the Food and Environmental Hygiene Department in prescribed form(s) (FEHB 190 or FEHB 191) as in accordance with the corresponding guidelines, where appropriate, listed as follows :
- 由屋宇署署長發出的《認可人士及註冊結構工程師 - 核證食物業處所沒有違例建築工程的指引》
“Certification of Food Business Premises Free of Unauthorized Building Works - Guidelines for Authorized Persons and Registered Structural Engineers” issued by the Director of Buildings
 - 由地政總署署長發出的《新界豁免管制屋宇食物業處所並無違例建築工程證明書 - 供認可人士及註冊結構工程師參考的指引》
“Certification of Food Business Premises Free of Unauthorized Building Works in respect of New Territories Exempted Houses - Guideline for Authorized Persons and Registered Structural Engineers” issued by the Director of Lands
 - 由房屋署獨立審查組發出的《認可人士及註冊結構工程師 - 核證食物業處所並無違例建築工程的指引(適用於房屋委員會物業和已拆售予領匯管理有限公司的物業)》
“Certification of Food Business Premises Free of Unauthorized Building Works - Guidelines for Authorized Persons and Registered Structural Engineers (applicable to Housing Authority’s Properties and the properties divested to The Link Management Limited)” issued by the Independent Checking Unit of Housing Department
 - 由建築署署長發出的《認可人士及註冊結構工程師 - 核證食物業處所沒有違例建築工程的指引》
“Certification of Food Business Premises Free of Unauthorized Building Works - Guidelines for Authorized Persons and Registered Structural Engineers” issued by the Director of Architectural Services
- (6) 除房委會物業、已拆售予領匯管理有限公司的物業或政府物業內的食物業處所外，申請人須遞交聲明書(FEHB 192)，聲明申請食物業牌照的處所經營的食物業，符合政府租契的條件，否則本署無法處理有關申請。
Except for food business premises in Housing Authority’s properties, the properties divested to The Link Management Limited or Government properties, a declaration (FEHB 192) declaring that the operation of the food business at the premises under application is in compliance with Government lease conditions shall be submitted to the Food and Environmental Hygiene Department, otherwise this department is unable to process the application.
- (7) 在揀選店鋪處所時，申請人必須確保在該店鋪處所經營食物業，是符合食物環境衛生署和各政府部門以及有關的主管當局按其執行的法例所訂立的規定。申請人因此須預早留意及查閱下述文件：(一)政府租契、(二)樓宇的入伙紙以及(三)法定圖則。申請人可以從下列政府辦事處獲取有關資料。

When choosing a shop premises, the applicant must ensure that operating food business at the subject shop premises is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities. Applicants are therefore strongly advised to check well in advance the following documents : (1) the Government Lease, (2) the Occupation Permit of the building, and (3) statutory plan. Relevant information and documents may be obtained from the following Government department offices:

土地註冊處

- 綜合查冊中心
- 地址：
香港金鐘道 66 號金鐘道政府合署 19 樓
- 查詢電話：2867 2873
- 該處會收取提供政府租契及入伙紙(如已在土地註冊處登記)複本的服務費用

Land Registry

- Central Search Office
- Address:
19/F, Queensway Government Offices,
66 Queensway, Hong Kong
- Enquiry Number: 2867 2873
- Fee will be charged for supply of copies of Government Lease and Occupation Permit (if registered in the Land Registry) of the building

屋宇署

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

Buildings Department

- Building Information Centre
- Address:
13/F, Pioneer Centre, 750 Nathan Road,
Mong Kok, Kowloon.
- Enquiry Number: 2626 1207
- Fee will be charged on applying for certified true copy of Occupation Permit of the building

規劃署

- 規劃資料查詢處
- 地址：
香港北角渣華道 333 號北角政府合署 17 樓
- 查詢電話：2231 5000
- 該署提供免費查詢服務

Planning Department

- Planning Information Enquiry
- Address:
17/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong
- Enquiry Number: 2231 5000
- Free service

- (8) 就上述第(5)至(7)段，申請人應參閱《就以下食物業處所情況的食物業牌照申請人 / 持牌人的發牌申請和轉讓申請程序指南：(i) 核證食物業處所沒有違例建築工程(違建工程) (ii) 食物業處所必須符合政府租契的條件 (iii) 食物業處所必須符合法定圖則的規限》。相關資料已上載於本署網址：<http://www.fehd.gov.hk/licensing/guidec.html>。此外，申請人亦可到本署牌照組辦事處或分區環境衛生辦事處(見下述第(12)段)索取該指南。

For paragraphs (5) to (7) above, applicant should read “A Guide to Applicants/Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on (i) Certification of Free of Unauthorized Building Works (UBW) (ii) Compliance with Government Lease Conditions (iii) Compliance with Statutory Plan Restrictions”. Relevant information is uploaded to the website of this Department at <http://www.fehd.gov.hk/licensing/guide.html>. In addition, the Guide is also available at the Licensing Offices or District Environmental Hygiene Offices of this department (see paragraph (12) below).

- (9) 假如申領暫准 / 正式牌照的處所已領有有效食物業牌照 / 許可證，本署將不會發出有關牌照，直至該現有牌照 / 許可證被取消。

If the premises under application for Provisional/Full Licence are already covered by a valid food business licence/permit, the licence will not be issued until and unless the existing licence/permit has been cancelled.

(10) 申請人必須於暫准牌照屆滿後 6 個月或正式牌照的發牌條件通知書發出後 12 個月(如只是申請正式牌照或未獲發暫准牌照)，履行所有發牌條件。除基於申請人不能合理控制的因素外，申請人如在上述限期屆滿後仍未能履行所有發牌條件，本署將會視作撤銷有關申請論。
The maximum period of time allowed for the applicant to comply with all licensing requirements is 6 months after the expiry of the Provisional Licence or 12 months after issue of the letter of requirements for a Full Licence in the case where application for a Full Licence only is made or a Provisional Licence is not issued, unless the delay in meeting the licensing requirements is due to factors beyond the applicant's reasonable control, the application for food business licence will be deemed withdrawn after the above period of time.

(11) 按照公眾衛生及市政條例(第132章)第125(8)條的規定，食物環境衛生署署長若決定拒絕你有關批出或續發牌照、許可證或登記的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該條例第125(9)條的規定，在宣布有關決定的通知書送達給你後的14天內，向牌照上訴委員會提出上訴。
Pursuant to Section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director of Food and Environmental Hygiene shall inform you in writing of any decision made to reject your application for the grant or renewal of licence, permit or registration. If you are dissatisfied with the decision made by the Director, you may within 14 days after the service on you of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with Section 125(9) of the Ordinance.

(12) **牌照組辦事處**

Licensing Offices

港島及離島區

香港灣仔軒尼詩道225號
駱克道市政大廈8字樓
港島及離島區牌照組
牌照組助理秘書
電話號碼：2879 5729

Hong Kong & Islands

Assistant Secretary, Licensing Office
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wan Chai, Hong Kong.
Tel. No.: 2879 5729

九龍區

九龍深水埗基隆街333號
北河街市政大廈4字樓
九龍區牌照組
牌照組助理秘書
電話號碼：2729 1632

Kowloon

Assistant Secretary, Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon.
Tel. No.: 2729 1632

新界區

新界大埔鄉事會街8號
大埔綜合大樓4字樓
新界區牌照組
牌照組助理秘書
電話號碼：3183 9226

New Territories

Assistant Secretary, Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories.
Tel. No.: 3183 9226

分區環境衛生辦事處

港島區及離島區

中西區環境衛生辦事處

香港皇后大道中345號上環市政大廈10樓
電話號碼：2545 0506 傳真號碼：2851 7653

東區環境衛生辦事處

香港鰂魚涌街38號鰂魚涌市政大廈3樓
電話號碼：3103 7041 傳真號碼：2565 8203

南區環境衛生辦事處

香港香港仔大道 203號香港仔市政大廈4樓
電話號碼：2903 0411
傳真號碼：2873 1608 / 2552 9071

灣仔區環境衛生辦事處

香港灣仔軒尼詩道225號駱克道市政大廈7樓
電話號碼：2879 5760 傳真號碼：2519 6884

離島區環境衛生辦事處

香港中環統一碼頭道38號海港政府大樓6樓
電話號碼：2852 3205 傳真號碼：2545 2964

District Environmental Hygiene Offices

Hong Kong & Islands

Central/Western District Environmental Hygiene Office

10/F, Sheung Wan Municipal Services Building,
345 Queen's Road Central, Hong Kong
Tel. no.: 2545 0506 Fax no.: 2851 7653

Eastern District Environmental Hygiene Office

3/F, Quarry Bay Municipal Services Building,
38 Quarry Bay Street, Hong Kong
Tel. no.: 3103 7041 Fax no.: 2565 8203

Southern District Environmental Hygiene Office

4/F, Aberdeen Municipal Services Building,
203 Aberdeen Main Road, Hong Kong
Tel. no.: 2903 0411
Fax no.: 2873 1608 / 2552 9071

Wanchai District Environmental Hygiene Office

7/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. no.: 2879 5760 Fax no.: 2519 6884

Islands District Environmental Hygiene Office

6/F, Harbour Building, 38 Pier Road, Central,
Hong Kong
Tel. no.: 2852 3205 Fax no.: 2545 2964

九龍區

九龍城區環境衛生辦事處

九龍馬頭圍道165號土瓜灣政府合署3樓及4樓
電話號碼：2715 4608 傳真號碼：2761 0718

觀塘區環境衛生辦事處

九龍觀塘瑞和街9號瑞和街市政大廈7樓
電話號碼：3102 7373 傳真號碼：2343 6734

旺角區環境衛生辦事處

九龍旺角花園街123號A花園街市政大廈6樓及7樓
電話號碼：2749 3626 傳真號碼：2391 5572

深水埗區環境衛生辦事處

九龍深水埗元州街59-63號元州街市政大廈8樓至10樓
電話號碼：2748 6934 傳真號碼：2748 6937

黃大仙區環境衛生辦事處

九龍彩虹道121號大成街街市大樓3樓
電話號碼：2997 9003 傳真號碼：2351 5710

油尖區環境衛生辦事處

九龍油麻地寶靈街17號官涌市政大廈3樓及4樓
電話號碼：2302 1301 傳真號碼：2735 5955

Kowloon

Kowloon City District Environmental Hygiene Office

3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon
Tel. no.: 2715 4608 Fax no.: 2761 0718

Kwun Tong District Environmental Hygiene Office

Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon
Tel. no.: 3102 7373 Fax no.: 2343 6734

Mong Kok District Environmental Hygiene Office

6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon
Tel. no.: 2749 3626 Fax no.: 2391 5572

Sham Shui Po District Environmental Hygiene Office

8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon
Tel. no.: 2748 6934 Fax no.: 2748 6937

Wong Tai Sin District Environmental Hygiene Office

3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon
Tel. no.: 2997 9003 Fax no.: 2351 5710

Yau Tsim District Environmental Hygiene Office

3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon
Tel. no.: 2302 1301 Fax no.: 2735 5955

新界區

沙田區環境衛生辦事處

新界沙田鄉事會路138號新城市中央廣場第1座
12樓1201-1207室及1220-1221室
電話號碼：2634 0136 傳真號碼：2634 0442

大埔區環境衛生辦事處

新界大埔鄉事會街8號大埔綜合大樓3樓
電話號碼：3183 9119 傳真號碼：2650 1171

北區環境衛生辦事處

新界上水智昌路13號石湖墟市政大廈4樓
電話號碼：2679 2812 傳真號碼：2679 5695

西貢區環境衛生辦事處

新界西貢親民街34號西貢政府合署5樓
電話號碼：2163 9103 傳真號碼：2792 9937

葵青區環境衛生辦事處

新界葵涌興芳路166-174號葵興政府合署9樓
電話號碼：2420 9204 傳真號碼：2480 4023

荃灣區環境衛生辦事處

新界荃灣楊屋道45號楊屋道市政大廈3樓
電話號碼：2212 9735 傳真號碼：2414 8809

屯門區環境衛生辦事處

屯門屯喜路1號屯門政府合署1樓及3樓
電話號碼：2451 3113 傳真號碼：2452 6559

元區環境衛生辦事處

新界元朗橋樂坊2號元朗政府合署2樓至5樓
電話號碼：2920 7605 傳真號碼：2477 5099

New Territories

Sha Tin District Environmental Hygiene Office

Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand
Central Plaza, 138 Rural Committee Road, Sha Tin,
New Territories
Tel. no.: 2634 0136 Fax no.: 2634 0442

Tai Po District Environmental Hygiene Office

3/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. no.: 3183 9119 Fax no.: 2650 1171

North District Environmental Hygiene Office

4/F, Shek Wu Hui Municipal Services Building,
13 Chi Cheong Road, Sheung Shui, New Territories
Tel. no.: 2679 2812 Fax no.: 2679 5695

Sai Kung District Environmental Hygiene Office

5/F, Sai Kung Government Offices Building,
34 Chan Man Street, Sai Kung, New Territories
Tel. no.: 2163 9103 Fax no.: 2792 9937

Kwai Tsing District Environmental Hygiene Office

9/F, Kwai Hing Government Offices Building.,
166-174 Hing Fong Road, Kwai Chung, New
Territories
Tel. no.: 2420 9204 Fax no.: 2480 4023

Tsuen Wan District Environmental Hygiene Office

3/F, Yeung Uk Road Municipal Services Building,
45 Yeung Uk Road, Tsuen Wan, New Territories
Tel. no.: 2212 9735 Fax no.: 2414 8809

Tuen Mun District Environmental Hygiene Office

1/F & 3/F, Tuen Mun Government Offices Building,
1 Tuen Hi Road, Tuen Mun, New Territories
Tel. no.: 2451 3113 Fax no.: 2452 6559

Yuen Long District Environmental Hygiene Office

2/F-5/F, Yuen Long Government Offices,
2 Kiu Lok Square, Yuen Long, New Territories
Tel. no.: 2920 7605 Fax no.: 2477 5099

只供申請普通食肆及工廠食堂牌照使用：
For General Restaurant Licence and Factory Canteen Licence application only

(a) 業務類別：

Type of business

- 中式酒樓 Chinese style restaurant
- 西式酒樓 Western style restaurant
- 快餐式食肆 Fast food restaurant
- 其他，請說明：Others, please specify _____

(b) 擬在店舖內售賣的受限制食物：

Items of restricted food intended to be sold in the premises

- | | |
|---|--|
| <input type="checkbox"/> 在處所內以拌料/果汁加水沖製的非瓶裝飲品
Non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises | <input type="checkbox"/> 經加工醃製的肉類/鴨類/臘腸
Preserved meat/ducks/chinese sausages |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 燒味及滷味
Siu mei & lo mei |
| <input type="checkbox"/> 利用人工操作的調配分售機，
售賣置於加壓容器內非瓶裝飲品
Non-bottled drinks in pressurized containers
by means of a manual dispensing machine | <input type="checkbox"/> 刺身
Sashimi |
| <input type="checkbox"/> 涼茶
Chinese herb tea | <input type="checkbox"/> 壽司
Sushi |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 不經烹煮而食用的蠔
Oyster to be eaten in raw state |
| <input type="checkbox"/> 用雪糕杓售賣的雪糕
Frozen confection sold by the scoop | <input type="checkbox"/> 不經烹煮而食用的肉類
Meat to be eaten in raw state |
| <input type="checkbox"/> 雪糕(軟雪糕)
Frozen confection (soft ice-cream) | <input type="checkbox"/> 入口熟食及乾肉
Imported cooked and dried meat |
| <input type="checkbox"/> 由製造商供應的原杯及原包裝雪糕雪條
Frozen confection in manufacturers' cups and wrappers | <input type="checkbox"/> 入口腸
Imported intestine |
| <input type="checkbox"/> 涼粉
Leung fan | <input type="checkbox"/> 入口肉餡餅及香腸
Imported pies and sausages |
| <input type="checkbox"/> 切開的水果
Cut fruit | |
| <input type="checkbox"/> 以售賣機售賣食物(食物/飲品的名稱在牌照上註明)
Food sold by vending machine (Name of food/drink to be specified on the licence) | |

(c) 擬提供的服務/設施：

Services/facilities to be provided

- 外賣食物服務於同一工廠大廈(適用於工廠食堂申請)
Take-away food service at same factory building (Applicable to Factory Canteen Licence application)
- 跳舞設施(不適用於工廠食堂申請)
Dancing facilities (Not applicable to Factory Canteen Licence application)
- 請在適當的方格內填上「✓」號 Please tick the appropriate box(es).

只供申請小食食肆牌照使用：

For Light Refreshment Restaurant Licence application only

(a) 擬提供的食物類別（只可選擇一項）：

Groups of food items to be provided (Only one group can be chosen)

(有關小食食肆食物的分類，請瀏覽網址 www.fehd.gov.hk/licensing/guidec.html 或參閱「食肆牌照申請指南」。)

(Regarding the categorisation of food items for Light Refreshment Restaurants, please browse the website www.fehd.gov.hk/licensing/guide.html or refer to “A Guide to Application for Restaurant Licences”.)

- | | |
|--|--|
| <input type="checkbox"/> 甲類
Group A | <input type="checkbox"/> 丁類
Group D |
| <input type="checkbox"/> 乙類
Group B | <input type="checkbox"/> 戊類
Group E |
| <input type="checkbox"/> 丙類
Group C | <input type="checkbox"/> 己類
Group F |

(b) 擬提供跳舞設施
Dancing facilities will be provided

(c) 擬在店舖內售賣的受限制食物：
Items of restricted food intended to be sold in the premises

- 在處所內以拌料/果汁加水沖製的非瓶裝飲品
Non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises
- 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises
- 利用人工操作的調配分售機，
售賣置於加壓容器內的非瓶裝飲品
Non-bottled drinks in pressurized containers
by means of a manual dispensing machine
- 奶類及奶類飲品
Milk and milk beverages
- 用雪糕杓售賣的雪糕
Frozen confection sold by the scoop
- 雪糕(軟雪糕)
Frozen confection (soft ice-cream)
- 由製造商供應的原杯及原包裝雪糕雪條
Frozen confection in manufacturers' cups and wrappers
- 切開的水果
Cut fruit

以下項目供應自本署接受的來源
Items below are supplied from source
acceptable by the Department

- 刺身
Sashimi
- 壽司
Sushi

- 涼茶
Chinese herb tea
- 涼粉
Leung fan

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

- (d) 擬提供的五種自訂小食名稱（請瀏覽網址 www.fehd.gov.hk/licensing/guidec.html 或參閱「食肆牌照申請指南」）

5 self-specified snack items to be provided (please browse the website

www.fehd.gov.hk/licensing/guide.html or refer to “A Guide to Application for Restaurant Licences”)

- 本人欲售賣下列在「特定小食表」內的預製小食：

I wish to sell the following pre-prepared snack items from the “Specified Snack List”

項號 Item no.	小食名稱 Name of snack item(s)	供應來源 Obtained from

- 本人欲售賣下列在「特定小食表」以外的預製小食：

I wish to sell the following pre-prepared snack items which are not on the “Specified Snack List”

項號 Item no.	小食名稱 Name of snack item(s)	供應來源 Obtained from

- (e) 已類「特別食品（售賣一種食品）」的申請人，請說明食品在食肆的配製過程：

For Group F “Speciality item (selling one food item)” applicants, please describe food preparation process in restaurant

特別食品名稱 Name of speciality item	食肆內的食物配製過程 Description of food preparation process in restaurant

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

只供申請食物製造廠牌照使用：
For Food Factory Licence application only

擬配製/處理食物的種類：

Type of food intended to be prepared/manufactured

- | | |
|--|---|
| <input type="checkbox"/> 在處所內以拌料/果汁加水沖製的非瓶裝飲品
Non-bottled drinks prepared by diluting
drink mixes/fruit juices with water on the premises | <input type="checkbox"/> 製造食油
Manufacture of edible oil |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 製造醬油
Manufacture of sauces |
| <input type="checkbox"/> 利用人工操作的調配分售機，
售賣置於加壓容器內的非瓶裝飲品
Non-bottled drinks in pressurized containers
by means of a manual dispensing machine | <input type="checkbox"/> 製造調味料
Manufacture of seasoning |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 製糖/煉糖
Manufacture/refining of sugar |
| <input type="checkbox"/> 用雪糕杓售賣的雪糕
Frozen confection sold by the scoop | <input type="checkbox"/> 製造刺身
Manufacture of sashimi |
| <input type="checkbox"/> 由製造商供應的原杯及原包裝雪糕雪條
Frozen confection in manufacturers' cups and wrappers | <input type="checkbox"/> 製造壽司
Manufacture of sushi |
| <input type="checkbox"/> 製造豆腐
Manufacture of bean curd | <input type="checkbox"/> 不經烹煮而食用的肉類
Meat to be eaten in raw state |
| <input type="checkbox"/> 製造/包裝糖果
Manufacture/wrapping of confectionery | <input type="checkbox"/> 不經烹煮而食用的蠔
Oyster to be eaten in raw state |
| <input type="checkbox"/> 製造中式糕點
Manufacture of Chinese pudding | <input type="checkbox"/> 經加工醃製的豬手
Preserved pig knuckles |
| <input type="checkbox"/> 麵粉類製品
Flour products | <input type="checkbox"/> 動物內臟加工
Process of animal offals |
| <input type="checkbox"/> 製造蝦片
Manufacture of shrimp slices | <input type="checkbox"/> 快餐食品
Fast food |
| <input type="checkbox"/> 其他，請說明：
Others, please specify _____ | |

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

只供申請新鮮糧食店牌照使用：

For Fresh Provision Shop Licence application only

新鮮食品

Fresh commodities

- 新鮮牛肉
Fresh beef
- 新鮮豬肉
Fresh pork
- 新鮮羊肉
Fresh mutton
- 新鮮魚
Fresh fish
- 新鮮家禽屠體，但不包括水禽屠體
Fresh poultry carcass
excluding water bird carcass
- 新鮮水禽屠體
Fresh water bird carcass
- 新鮮爬行類動物
Fresh reptiles
- 新鮮蛇肉
Fresh snake meat

活的食物

Live commodities

- 活魚 (鹹水 淡水)
Live fish marine fresh water
- 活家禽及新鮮家禽屠體，
但不包括活水禽及活鸚鵡
Live poultry and fresh poultry
carcass but excluding live water
birds and live quails
- 活水禽
Live water birds
- 屠宰及剖淨供食用之活水禽
Slaughter or dressing of live water
birds for food
- 活鸚鵡及新鮮鸚鵡屠體
Live quails and fresh quail carcass
- 活爬行類動物
Live reptiles
- 活蛇及新鮮蛇肉
Live snake and fresh snake meat

冷凍食品

Chilled commodities

- 進口冷凍牛肉
Imported chilled beef
- 進口冷凍豬肉
Imported chilled pork
- 進口冷凍羊肉
Imported chilled mutton
- 進口冷凍魚
Imported chilled fish
- 進口冷凍雞
Imported chilled
chicken
- 冷凍爬行類動物
Chilled reptiles
- 預先包裝進口冷凍牛肉
Prepackaged imported
chilled beef
- 預先包裝進口冷凍豬肉
Prepackaged imported
chilled pork
- 預先包裝進口冷凍羊肉
Prepackaged imported
chilled mutton
- 冷凍魚
Chilled fish
- 冷凍家禽 (鴨 鵝)
Chilled duck goose
poultry

冷藏食品

Frozen commodities

- 冷藏牛肉
Frozen beef
- 冷藏豬肉
Frozen pork
- 冷藏羊肉
Frozen mutton
- 冷藏魚
Frozen fish
- 冷藏家禽 (雞 鴨 鵝)
Frozen poultry chicken duck goose
- 冷藏爬行類動物
Frozen reptiles

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

其他
Others

- | | |
|--|---|
| <input type="checkbox"/> 切開的水果
Cut fruit | <input type="checkbox"/> 由製造商供應的原杯及原包裝雪糕雪條
Frozen confection in manufacturers' cups and wrappers |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 用雪糕杓售賣的雪糕
Frozen confection sold by the scoop |
| <input type="checkbox"/> 新鮮／冷藏野味
Fresh/frozen game | <input type="checkbox"/> 進口熟肉／肉類產品
Imported cooked meat/meat products |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 介貝類
Shell fish |
| <input type="checkbox"/> 利用人工操作的調配分售機，
售賣置於加壓容器內的非瓶裝飲品
Non-bottled drinks in pressurized containers by
means of a manual dispensing machine | <input type="checkbox"/> 刺身
Sashimi |
| <input type="checkbox"/> 在處所內以拌料/果汁加水沖製的非瓶裝飲品
Non-bottled drinks prepared by diluting drink
mixes/fruit juices with water on the premises | <input type="checkbox"/> 壽司
Sushi |

只供申請燒味及滷味店牌照使用：

For Siu Mei and Lo Mei Shop Licence application only

食品供應來源：
Source of Supply

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

關於申請食物業及其他行業牌照所填報的個人資料
Collection of Personal Data in Connection with Application for Food Business
and Other Trade Licences

[按照《個人資料(私隱)條例》的規定處理]
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明
Statement of Purposes

1. 收集資料的目的
Purposes of Collection

你透過本申請表格所提供的個人資料，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for

- (a) 處理向發牌當局申請新簽發/轉讓/續發食物業及其他行業牌照/許可證的相關事宜；
carrying out activities relating to the applications for the grant/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (b) 處理向發牌當局申請新簽發/轉讓/續發酒牌及會所酒牌的相關事宜，其中包括按照酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；以及
carrying out activities relating to the applications for the grant/transfer/renewal of liquor licences and club liquor licences made to the Licensing Authority. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (c) 方便發牌當局職員及其他政府部門的職員與你互相聯絡，以便遵從有關食物業或行業的有關法例及規定。
facilitating communication among staff of the Licensing Authority, other Government departments and yourself concerning the cooperation of your food business or trade in compliance with the relevant laws and regulations.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，則發牌當局恐怕不能處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Licensing Authority may not be able to process your application for licences.

2. 接受資料轉介人的類別
Class of Transferees

在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第1段所載的目的。這些個人資料亦會被披露給其他政府部門作執法用途，其中包括給予渠務署用作執行《污水處理服務條例》(第463章)及其附屬法例。

The personal data which you have provided by means of this form may be disclosed to other Government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above. The personal data may also be disclosed to other Government departments for law enforcement purposes, including Drainage Services Department for enforcement of the Sewage Services Ordinance, Cap. 463 and its subsidiary legislations.

3. 查閱個人資料

Access to Personal Data

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。發牌當局應查閱要求而提供資料時，可能徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

4. 查詢

Enquiries

如對牌照申請有任何疑問，包括對本申請表格收集的個人資料有任何查詢，可向下述牌照組辦事處主管提出。

Enquiries concerning the application for licence including the personal data collected by means of this form, should be addressed to the officer in charge of the below Licensing Offices.

港島及離島區

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

Hong Kong & Islands

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

九龍區

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

Kowloon

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

新界區

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

New Territories

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