

A GUIDE TO APPLICATION
FOR
FRESH PROVISION SHOP LICENCE

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General

In accordance with the laws of Hong Kong, any person who intends to sell fresh or frozen beef, mutton, pork, snake, fish and poultry including live snake, live fish and live poultry (excluding live water birds) at any premises in the territory must obtain a Fresh Provision Shop licence issued by the Licensing Authority before commencement of such business. These premises are commonly known as meat shops.

Application Procedure

Application may be submitted either in writing (Chinese or English) or with the use of a standard form, accompanied by 3 copies of a proposed layout plan of the premises which should be drawn to scale and in metric unit, and addressed to the Assistant Secretary (Licensing) of the Licensing Office concerned (see Appendix I). Standard forms are obtainable from all Licensing Offices and respective District Environmental Health Offices.

The application, whether made in writing or with the use of a standard form, should contain the following -

- a. the class of licence applied for and the kind of meat intended to be sold;
- b. full address of the premises under application for a licence including name of the street, number of the premises, name of the building and the flat number etc. to avoid postal misdelivery;
- c. the name, home address and telephone 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 principal officers.
- d. the type of heating equipment and the type of fuel intended to be used;
- e. whether air conditioning system is to be installed in the shop; if so, the type and working capacity of such installation.

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

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

Preparation of Proposed Layout Plan

Before preparation of the layout plan, the applicant is required to apportion the shop for the proposed usage.

In the proposed layout plan, the following particulars should be furnished -

1. area for storing meat;
2. area for the display and sale of fresh or frozen beef, mutton, pork and fish;
3. area for the keeping of *live poultry and siting of poultry cages;
4. area for scalding and dressing of *live poultry;
5. area for washing and storing equipment and utensils;
6. all windows, air conditioning system, if installed, exhaust fans and other relevant machines;
7. toilets, wash-hand basins, wash-up sinks and drainage works;
8. entrances, exits, doors and internal communication;
9. cloakroom, passageways and open space (such as yards and light wells);
10. means of refuse storage and disposal and;
11. all furniture and fittings of a substantial and permanent nature including wardrobes, cupboards, refrigeration or cooling equipment, cooking range etc.

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

* live poultry (excluding live water birds)

Processing of Application and Notification of Licensing Requirements

Upon receipt of the application for licensing, the Assistant Secretary (Licensing) will acknowledge it and inform the applicant in writing the date and time when the Licensing Inspector will conduct the Quality Audit of the proposed layout plan and inspect the subject premises to access its suitability for licensing. If the appointment is inconvenient to him, he can always request to change it to another date by telephoning the Assistant Secretary (Licensing) concerned, but this will cause some delay in the processing of the application.

Meanwhile, the application will be referred to the Director of Buildings for comments, if appropriate.

In case the shop is situated in a Housing Estate, the application will also be referred to the Director of Housing who will consider whether the applicant is the authorized tenant and whether the proposed business is a designated trade.

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

For details of the main licensing requirements, please refer to Appendix II. The applicant is advised, in his own interest, to purchase a copy of the Food Business Regulations Cap. 132 for reference from the Government Publications Sales Centre at Central Post Office Building, ground floor, Connaught Place, Central District, Hong Kong.

The applicant can start the decoration work only upon notification in writing of licensing requirements from the Licensing Authority. If the subject premises are unsuitable for licensing, the applicant will be informed of the refusal to the application by the Assistant Secretary (Licensing) concerned together with reasons.

Enquiry on Licensing Matters

In case the applicant has difficulty in understanding the licensing requirements or has any queries concerning licensing matters, he should approach the Licensing Inspector in charge of the application either in person or by telephone at the address and telephone number given in Appendix I.

Report Compliance with Licensing Requirements and Issue of Licence

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

After confirming that all licensing requirements have been complied with, a licence will then be issued. The applicant will be informed in writing to pay fee and to collect licence.

The licence fee for a Fresh Provision Shop licence, which is subject to review, is calculated according to the type of meat sold by the applicant. For details, please refer to Food Business Regulation or call the Licensing Offices.

The objective of issuing fresh provision shop licences 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 any difficulty or incomprehension, please approach the Assistant Secretary (Licensing) 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 Assistant Secretary (Licensing) concerned will inform him of the outstanding requirements in writing for his early remedial action. He will also be advised to report compliance again for another verification inspection after he has complied with the outstanding requirements.

If no report of compliance of licensing requirements is received, the Licensing Inspector will only inspect the premises at 3 months intervals to check progress of the application. Should the applicant fail to meet all the licensing requirements in 6 months, cancellation of his application will be considered.

Licensing Offices

Hong Kong Island

The Assistant Secretary (Licensing)
Licensing Office,
Lockhart Road Municipal Services Building,
8th floor, 225, Hennessy Road,
Hong Kong

Tel. No. 2879 5712

Kowloon

The Assistant Secretary(Licensing)
Licensing Office,
Pei Ho Street Municipal Services Building,
4/F, 333 Ki Lung Street,
Shamshuipo, Kowloon

Tel. No. 2729 1293

New Territories

The Assistant Secretary(Licensing)
Licensing Office,
4th Floor, Tai Po Complex,
No.8 Heung Sze Wui Street,
Tai Po, New Territories.

Tel. No. : 3183 9226

Main Requirements for the Issue of a Fresh Provision Shop Licence(A) Licensing requirement

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 floors and internal surfaces of the walls surrounding the business portion shall be surfaced with smooth light coloured non-absorbent material or tiles to a height of not less than two metres. The junctions between the walls and floors shall be covered.
4. Facilities in the toilets :
 - (a) Water closets and flushed urinals shall be installed to a standard not less than the required by the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, Cap. 123 as specified below -

<u>Type</u>	<u>Male Employees</u>	<u>Female Employees</u>
Water closet	Under 100, 1 W.C. for every 25 or part thereof; Over 100, 5, W.C.; and 1 additional W.C. for 50 or part thereof, over 150.	1-10 inclusive, 1 W.C.; 11-25 inclusive, 2 W.C.; Over 25, 3 W.C.; and 1 additional W.C. for every 25 or part thereof, over 50.
Urinals	10-50 inclusive, 1 urinal; Over 50, 2 urinals; and 1 additional urinal for every 50 or part thereof, over 100.	

N.B. If the number of male and female employees is less than 10, 1 W.C. shall be deemed sufficient.

- (b) The toilets shall not communicate directly with the food room.

5. Suitable wash-hand basin(s) shall be installed near the water closets or flushed urinals and inside the business portion.
6. Suitable wash-up sink(s) shall be provided in the business portion.
7. A refrigerator of suitable capacity and in good working order shall be provided for the storage of fresh provisions.
8. Benches of smooth close jointed hardwood or chopping blocks of smooth hardwood shall be provided for the chopping of fresh provisions.
9. Any cold storage room shall be equipped with a thermometer.
10. One or more grease traps shall be provided between the drain trap and the main sewer.
11. Sufficient dustbins with close-fitting lids shall be provided for the storage of all refuse and other waste matter awaiting disposal.
12. No manhole shall be situated in any food room.
(Note : The resiting of manhole is a drainage alteration which requires the approval from the Building Authority. It is the applicant's responsibility to seek such approval.)
13. Any soil/waste/rain-water pipe inside any food room shall be enclosed in pipe duct constructed of impervious rust-proof material to the satisfaction of the Urban Council. Suitable inspection openings shall be provided to such enclosures.
14. A scalding room of not less than 3.25m^2 (if the gross floor area of the premises is less than 20m^2) or 5m^2 (for premises with gross floor area over 20m^2) for live poultry and slaughtering room of not less than 3.6m^2 for live snake shall be provided in the premises if approval for sale of such commodities is granted.
15. Except for areas allocated for storage purpose, all parts of the premises must be adequately ventilated by natural and/or mechanical means.
16. Locker shall be provided for the storage of clothing and other personal effects.

(B) Building structure

1. Particular care should be taken in the selection of premises as buildings or parts of a building approved for use other than for shop or commercial purposes may not be suitable. As a general rule, all premises on solid ground floor are structurally suitable.
2. If the premises are on a floor not resting on soil they should be designed for a superimposed load of 5Kpa.
3. Where premises are on a floor not resting on soil or where extensive alteration and additional works are to be carried out on the premises, it is strongly recommended that the service of an authorized person (architect, structural engineer or building surveyor) registered under the Buildings Ordinance, Cap. 132 be sought.

(C) Means of escape facilities

1. As a general rule, premises on ground floor having direct access to a street are suitable or can be adopted to meet the requirements on means of escape.
2. For means of escape, the Code of practice on Provision of Means of Escape and Part V of the Building (Planning) Regulations, Cap. 123 will apply.