

其他行業牌照申請書
APPLICATION FOR OTHER TRADE LICENCES

致 助理秘書（其他牌照）

To: Assistant Secretary (Other Licences)

本人欲申請
I intend to apply for a/an

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

- ☐ 商營浴室牌照 Commercial Bathhouse Licence
☐ 殯儀館牌照 Funeral Parlour Licence
☐ 厭惡性行業牌照 Offensive Trade Licence
☐ 屠房牌照 Slaughterhouse Licence
☐ 泳池牌照 Swimming Pool Licence
☐ 殮葬商牌照 Undertaker's Licence

申請人資料

Particulars of Applicant

(倘以公司名義提出申請，只須填寫第 (1) 項、第 (3) 項及第 (8) 項起以後各項連附錄。)

(If the application is made in the name of a corporation, you only need to complete items (1), (3) and (8) onwards and the Appendix.)

- (1) 申請人姓名／公司名稱*： (中文) _____ (先生／女士*)
Name of Applicant/ (Chinese) (Mr./Ms.*)
Corporation*
(英文) _____
(English)

- (2) 香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.

- (3) 通訊地址：(此通訊地址將會用作寄發所需的印本文件)
Correspondence Address (This correspondence address will be used for sending necessary hardcopy documents)

- (4) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.
額外流動電話號碼
流動電話號碼^： _____ (申請人) (如有)^： _____ (發牌顧問)
Mobile Phone No.^ (Applicant) Additional Mobile (Licensing
Phone No. (if any)^ Consultant)

^ 註：除用作電話通訊外，食物環境衛生署亦會在暫准牌照（如有）屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Food and Environmental Hygiene Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

- ☐ 本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

* 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).

電郵地址[#]： _____ 額外電郵地址
(如有)[#]： _____
Email Address[#] Additional Email Address (if any)[#]

[#] 註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

(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（中文）：

室／鋪 _____ 樓 _____ 座 _____

大廈 _____

屋邨／鄉村 _____

街道名稱及門牌號碼 _____

如涉及多於一條街道，
請詳述 _____

分區 _____ 地區 _____

地段號碼（如適用） _____ 香港／九龍／新界／離島*

Address of Premises Under Application (in English):

Flat/Room/Shop _____ Floor _____ Block _____

Building _____

Estate/Village _____

No. and Name of
Road/Street _____

*Please specify if more
than one road/street is
involved* _____

Sub-district _____ District _____

Lot No. _____ HK/Kln/NT/Islands*

(if applicable) _____

(8) 擬開設店鋪的名稱（如適用）：
Shop Sign of the Proposed Business (if applicable)

(中文) _____

(Chinese) _____

(英文) _____

(English) _____

* 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).

- (9) 店鋪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

- (10) 夾附文件（見申請人須知第(1)段）：

Enclosures (**see paragraph (1) of Notice to Applicant**)

- ☐ 建議設計圖則，一式 _____ 份

_____ identical copies of proposed layout plans

- ☐ 建議通風系統設計圖則，一式 _____ 份

_____ identical copies of proposed ventilating system layout plans

- ☐ 就泳池面積的建議計算圖一份

_____ 1 copy of proposed calculation plan for pool area

- ☐ 獲建築事務監督批准建立泳池的文件證明副本一份（如有）

_____ 1 copy of documentary proof of Building Authority's approval and consent for erection of the swimming pool (if any)

- (11) 請參閱附件以提供附加資料

Please see the Annexes for additional information to be provided

泳池牌照申請（見附件 I）

For application of Swimming Pool Licence (See **Annex I**)

厭惡性行業牌照申請（見附件 II）

For application of Offensive Trade Licence (See **Annex II**)

- (12) 本人以中文／英文*為日後的通訊語言。

I would use Chinese/English* for future correspondence.

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

茲證實本人在本申請書所述的各項詳情，均屬真實正確。本人明白如獲批出牌照，須遵從適用於該牌照的所有規定、條件和限制。

I hereby confirm that all particulars stated in this application form are true and correct. I understand that if a licence is granted, I shall comply with all requirements, conditions and restrictions to which such licence is subject.

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 **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).

書面陳述
Statement in Writing

只供申請泳池牌照使用
For Application of Swimming Pool Licence Only

本人申明
I declare

(a) 泳池池水的來源： _____
Source of the water with which the pool will be filled

(b) 所設濾水或淨化裝置的類型及濾水或淨化量： _____
Type and capacity of any filtration or purification plant which is provided

(如有需要，請另紙繼續填寫)
(Continue on separate sheet if necessary)

(c) 用以鋪設泳池內部表面的物料，以及用以鋪設毗連泳池邊的行人通道及站立地方的物料：
Material used for surfacing the internal surfaces of the pool and any sidewalk or standing space immediately adjoining the rim of the pool

(如有需要，請另紙繼續填寫)
(Continue on separate sheet if necessary)

日期（日／月／年）
Date (dd/mm/yyyy)

申請人簽名
Signature of Applicant

書面陳述
Statement in Writing

只供申請厭惡性行業牌照使用
For Application of Offensive Trade Licence Only

本人申明
I declare

- (a) 經營厭惡性行業的處所的描述：
Description of the premises where the offensive trade is carried out

- (b) 申請有關厭惡性行業的細節：
Details of the offensive trade in relation to which the application is made

(如有需要，請另紙繼續填寫)
(Continue on separate sheet if necessary)

日期 (日/月/年)
Date (dd/mm/yyyy)

申請人簽名
Signature of Applicant



其他行業牌照申請書

APPLICATION FOR LICENCE (OTHER TRADES)

(簽發予以公司名義申請者)

(TO BE ISSUED IN THE NAME OF A CORPORATION)

致 助理秘書 (其他牌照)

To: Assistant Secretary (Other Licences)

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

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

- ☐ 商營浴室牌照 Commercial Bathhouse Licence
☐ 殯儀館牌照 Funeral Parlour Licence
☐ 厭惡性行業牌照 Offensive Trade Licence
☐ 屠房牌照 Slaughterhouse Licence
☐ 泳池牌照 Swimming Pool Licence
☐ 殮葬商牌照 Undertaker's Licence

申請牌照的處所地址 (中文)：

室／鋪 _____ 樓 _____ 座 _____

大廈 _____

屋邨／鄉村 _____

街道名稱及門牌號碼 _____
 如涉及多於一條街
 道，請詳述 _____

分區 _____ 地區 _____

地段號碼 (如適用) _____ 香港／九龍／新界／離島*

Address of Premises Under Application (in English):

Flat/Room/Shop _____ Floor _____ Block _____

Building _____

Estate/Village _____

No. and Name of
Road/Street _____
 Please specify if more
 than one road/street is
 involved _____

Sub-district _____ District _____

Lot No.
(if applicable) _____ HK/Kln/NT/Islands*

* 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 Corporation

- (1) 公司名稱： (中文) _____
Name of Corporation (Chinese)
(英文) _____
(English)
- (2) 商業登記號碼： _____ 電話號碼： _____
Business 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 Director (Chinese) (Mr./Ms.*)
(英文) _____
(English)
- (5) 住址： _____
Residential Address

- (6) 電話號碼： _____
Tel. No.

(乙) 獲授權人資料

(B) Particulars of the Authorised Person

- (1) 獲授權人姓名： (中文) _____ (先生／女士*)
Name of Authorised Person (Chinese) (Mr./Ms.*)
(英文) _____
(English)
- (2) 香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.
- (3) 獲授權人在公司擔任的職位： _____
Position of Authorised Person in the Corporation
- (4) 住址： _____
Residential Address

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

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

流動電話號碼[^]： _____ (申請人) (如有)[^]： _____ (發牌顧問)
Mobile Phone No.[^] (Applicant) Additional Mobile Phone No. (if any)[^] (Licensing Consultant)

[^] 註： 除用作電話通訊外，本署亦會在暫准牌照（如有）屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

☐ 本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

電郵地址[#]： _____ 額外電郵地址
Email Address[#] (如有)[#]： _____
Additional Email Address (if any)[#]

[#] 註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

(6) 聯絡人姓名： (中文) _____ (先生／女士*)
Name of Contact Person (Chinese) (Mr./Ms.*)
(英文) _____
(English)

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

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

茲證實本人在本申請書所述的各項詳情，均屬真實正確。本人明白如獲批出牌照，須遵從適用於該牌照的所有規定、條件和限制。

I hereby confirm that all particulars stated in this application form are true and correct. I understand that if a licence is granted, I shall comply with all requirements, conditions and restrictions to which such licence is subject.

日期（日／月／年）
Date (dd/mm/yyyy)

獲授權人簽署
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.
☐ 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) 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。該圖則須以十進制單位及常用比例繪製，而比例不得少於1:100；但屬下列情況，則須按以下規定辦理：

The application must be accompanied by 3 identical copies of proposed layout plans of the premises, drawn in metric unit and in scale commonly used of not less than 1:100 except that:

- (a) 有關厭惡性行業牌照的申請，所須遞交的擬議設計圖則為一式九份；以及
For application of an Offensive Trade Licence, 9 copies of proposed layout plans are required; and
- (b) 有關殮葬商牌照的申請，並不需要遞交任何擬議設計圖則。
For application of an Undertaker's Licence, no proposed layout plans are required.
- (c) 有關泳池牌照的申請，另須遞交一份就擬議泳池面積的建議計算圖。如有關泳池所在的處所已獲建築事務監督批准及同意，亦可同時遞交有關的文件證明 (如臨時佔用許可證或佔用許可證)副本一份。

For application of a Swimming Pool Licence, 1 copy of proposed calculation plan for the pool area is also required. If the approval and consent in respect of the premises which the Swimming Pool is situated has been obtained from the Building Authority, you can also submit 1 copy of such documentary proof (such as Temporary Occupation Permit or Occupation Permit) at the same time.

- (2) 如若以公司名義申請，必須遞交下列文件，以支持有關申請：

The following documents have to be submitted in support of the application in the name of a corporation:

- (a) 該公司的商業登記證副本；
a copy of the Business Registration Certificate of the corporation;
- (b) 該公司的組織大綱及細則副本；
a copy of the Memorandum and Articles of Association of the corporation;
- (c) 根據《公司條例》（第 622 章）取得和經公司註冊處處長核證真實的公司註冊證書副本，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. 622) certified as true copy by the Registrar of Companies, or any other documents to establish the legal entity of the corporation;
- (d) 公司的註冊辦事處地址更改通知書或法團成立表格（視何者適用而定）的副本，須為經公司註冊處處長核證真實的副本；
a copy of Notice of Change of Address of Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;
- (e) 公司最新的周年申報表副本，須為經公司註冊處處長核證真實的副本（在新公司成為法團的年度內，則請提交公司註冊處處長核證真實的法團成立表格副本）；
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (or a copy of Incorporation Form certified as true copy by the Registrar of Companies in case of a new company in the year of its incorporation);
- (f) 公司董事會通過的書面決議，以授權一名人士代表該公司與發牌當局接洽處理牌照事宜；以及
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; and
- (g) 該名獲授權人所簽署的接納授權通知書。
Notice of Acceptance of Authorisation signed by the authorised person.

- (3) 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，可根據該規例第 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.

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 Purpose

1. 收集資料的目的

Purposes of Collection

你在本表格上提供的個人資料，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:

- (1) 處理向發牌當局提交的簽發／轉讓／續發食物業牌照及其他行業牌照／許可證申請的相關事宜；
carrying out activities relating to applications for the issue/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (2) 處理向發牌當局提交的簽發／轉讓／續發酒牌及會所酒牌申請的相關事宜，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；
carrying out activities relating to applications for the issue/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;
- (3) 方便發牌當局及其他政府部門人員與你聯絡；以及
facilitating communication between the staff of the Licensing Authority and other government departments and you; and
- (4) 按照《食物安全條例》（第 612 章）的規定披露給食物環境衛生署（食環署）轄下的食物安全中心。
disclosing to the Centre for Food Safety of the Food and Environmental Hygiene Department (FEHD) in accordance with the provisions of the Food Safety Ordinance (Cap. 612).

你在本表格填報的個人資料，純屬自願提供。不過，如不提供充份的資料，食環署未必可以處理你的牌照／許可證申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, FEHD may not be able to process your licence/permit application.

2. 接受資料轉介人的類別

Class of Transferees

你在本表格上填報的個人資料，可能會為上文第 1 段所載目的而向其他政府部門及機構披露。

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.

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，你有權要求查閱和改正所提供的個人資料。查閱的權利包括可就在本表格提供的個人資料索取複本。食環署應查閱要求而提供資料時，可能會徵收費用。

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

如對牌照申請有疑問，包括對本表格收集的個人資料有任何查詢，可向食環署相關分區牌照組辦事處的主管人員提出：

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

港島及離島區

香港灣仔軒尼詩道 225 號
駱克道市政大廈 8 樓
港島及離島區牌照組
牌照組助理秘書
電話號碼：2879 5720

Hong Kong & Islands

Assistant Secretary (Other Licences)
Hong Kong & Islands Licensing Section,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wan Chai, Hong Kong
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