

酒牌局
LIQUOR LICENSING BOARD

申請修訂酒牌

《應課稅品條例》(第 109 章)《應課稅品(酒類)規例》

APPLICATION FOR AMENDMENT OF A LIQUOR LICENCE

DUTIABLE COMMODITIES ORDINANCE (CAP. 109)
DUTIABLE COMMODITIES (LIQUOR) REGULATIONS

重要事項：
IMPORTANT

1. 《應課稅品條例》(第 109 章)第 17(3B) 條規定：
「如規例規定除非按訂明牌照或許可證的授權，否則禁止售賣或供應任何酒類，則任何人除非按該牌照或許可證的授權並按照其條款的規定，否則不得售賣、為售賣而宣傳或展示、供應或為售賣或供應而管有該等酒類。」
Section 17(3B) of the Dutiable Commodities Ordinance (Cap. 109) states:
Where regulations prohibit the sale or supply of any liquor except on the authority of a prescribed licence or permit, no person shall sell, or advertise or expose for sale, or supply, or possess for sale or supply, such liquor except on the authority of such a licence or permit and in accordance with the terms thereof.
2. 《應課稅品條例》(第 109 章)第 36(1) 條規定：
「任何人不得作出任何不完整的陳述、申報或聲明或提供任何不正確的資料(不論該陳述、申報、聲明或資料採用何種形式)，或在為本條例的施行或為根據本條例發出的任何牌照或許可證而擬備或提供的任何文件中，作出不正確的描述或供給不正確的資料。」
Section 36(1) of the Dutiable Commodities Ordinance (Cap. 109) states:
No person shall make any incomplete statement or declaration or furnish any incorrect information, however made or furnished, or apply any incorrect description or supply any incorrect particulars in any document made or furnished for the purposes of this Ordinance or for any licence or permit to be issued under this Ordinance.
3. 最高刑罰：任何人經簡易訴訟程序審訊定罪，可被判處罰款 100 萬元及監禁兩年。
Maximum Penalty: On summary conviction, a fine of \$1,000,000 and imprisonment for 2 years.
4. 酒牌局根據《應課稅品(酒類)規例》(第 109 章，附屬法例 B)第 15(2) 條的規定，要求你詳細回答以下所有問題，以支持你提出的酒牌續期申請。
Pursuant to Regulation 15(2) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the Liquor Licensing Board requires that you should furnish the following particulars in support of the application for amendment of a liquor licence.
5. 倘未有足夠空位填寫答案，請另用白紙繕寫。如未能提供足夠資料，可能令處理這宗申請的工作有所延誤。
If insufficient space is available for your answer, please continue on a blank sheet of paper. Failure to provide sufficient information may result in delay in processing your application.

申請人填寫部份 TO BE COMPLETED BY APPLICANT

1. 酒牌牌照號碼： _____
Liquor Licence No.
2. 姓名（中文）： _____（先生／女士*）
Name (English): (Mr./Ms.*) _____
3. 香港身份證號碼： _____ ()
HKID Card No.
4. 通訊資料
Correspondence Information
 - (a) 通訊地址： _____
Correspondence Address

(地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪)
(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

 - (b) 電話號碼： (i) 辦公室： _____ (ii) 手提： _____
Tel. No. Office Mobile
 - (c) 傳真號碼： _____ (d) 電郵地址： _____ @ _____
Fax No. Email Address
 - (e) 請選擇日後通訊方式（請參閱「申請人須知」第2項）：
Preferred means of communication in future:
(Please refer to item 2 of the "Notice to Applicant")
☐ 信件 ☐ 電郵
By letter By email
5. 領有牌照處所的地址（中英文地址必須分別填寫）：
Address of Licensed Premises (Chinese and English address should be completed separately)
 - (a) 中文地址： _____
(地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪)

(如涉及多於一條街道，請詳述)

 - (b) English Address: _____
(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

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

☐ 請在適當的方格內填上「✓」號。Please tick the appropriate box(es).
* 請刪去不適用者。Please delete where appropriate.

6. 牌照處所的聯絡資料：
Contact Information of Licensed Premises

(a) 電話號碼： _____
Tel. No. _____

(b) 傳真號碼： _____
Fax No. _____

7. 店名: _____
(中文) (Chinese)

Shop Sign: _____
(英文) (English)

8. (a) 上述處所的商業登記號碼：
Business Registration No. of the premises

(b) 如上述處所是由公司經營：
If the premises is run by a company

(i) 公司名稱： _____
Name of company

(ii) 公司的商業登記號碼：
Business Registration No. of the company

(iii) 公司董事的中英文姓名和香港身份證號碼：
Name (in English and Chinese) and HKID Card No. of the director(s) of the company

(c) 如上述處所是以獨資經營人或合夥人經營：
If the premises is run by a sole proprietor or partners

(i) 獨資經營人或合夥人的中英文姓名和香港身份證號碼：
Name (in English and Chinese) and HKID Card No. of the sole proprietor or partners

9. 修訂的性質：
Nature of Amendment(s)

加上批註 Addition of Endorsement

- ☐ 酒吧
Bar
- ☐ 跳舞
Dancing
- ☐ 酒店
Hotel

取消批註 Deletion of Endorsement

- ☐ 酒吧
Bar
- ☐ 跳舞
Dancing
- ☐ 酒店
Hotel

- ☐ 在領有酒牌處所加入新的部分
Addition of a New Portion to Licensed Premises

- ☐ 縮減處所現行的領有酒牌範圍
Deletion of a Portion from Licensed Premises

- ☐ (只適用於酒店) 在領有酒牌處所加入新的部分，而該新的部分沒有申請或領有食肆牌照或由民政及青年事務局局長簽發的合格證明書
(Only applicable to Hotels) Addition of a New Portion, which is not under Application for or covered by a Restaurant Licence or Certificate of a Compliance issued by the Secretary for Home and Youth Affairs, to Licensed Premises
(請填寫附件一並連同相關文件一併遞交。)
(Please complete **Annex I** and submit together with the required documents.)

擬議修訂的處所中文地址：

(地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪)

(如涉及多於一條街道，請詳述)

Proposed Amendment to the Premises' English Address:

(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

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

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

- ☐ 更改在牌照上的附加持牌條件
Change of the Additional Licensing Condition Imposed on the Licence

詳情：_____
Details

申請更改現有附加持牌條件的原因是：

The reason(s) for application for change of existing additional licensing condition(s) is/are:

(倘未有足夠空位填寫答案，請另用白紙繕寫。)

(If insufficient space is available for your answer, please continue on a blank sheet of paper.)

- ☐ 更改業務性質為（可在多於一個方格內填上「✓」號）：
Change of Business Nature of Establishment to (you can tick more than 1 box)

☐ 酒吧 Bar

☐ 夜總會 Night Club

☐ 食肆 Restaurant

☐ 咖啡店 Coffee Shop

☐ 的士高 Disco

☐ 雞尾酒酒廊 Cocktail Lounge

☐ 卡拉 OK Karaoke

☐ 酒店 Hotel

☐ 其他，請加以說明：_____
Others, please specify

- ☐ 更改店名
Change of Shop Sign

擬議修訂的店名：_____
(中文) (Chinese)

Proposed Amendment to Shop Sign: _____
(英文) (English)

- ☐ 其他
Others

詳情：_____
Details

10. 售酒的收入佔店鋪總收入的百分比為：_____ %

The percentage of revenue generated from liquor selling to the total revenue of the subject premises

本人同意所有政府部門向酒牌局提供該部門持有有關本人的個人資料，供酒牌局處理本人向酒牌局遞交的酒牌修訂申請，以及用於與上述申請有直接關係的用途。

I hereby give consent to all government departments to provide my personal data kept by the departments to the Liquor Licensing Board for the purpose of, or any purpose directly related to, the handling of my application for the amendment of liquor licence made to the Liquor Licensing Board.

日期
Date

申請人簽署
Signature of Applicant

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

此頁刻意留空。
This page is intentionally left blank.

附註 NOTES

1. 當酒牌持有人（以僱員身份）去世、離職或申請取消酒牌時，如指定的人獲指派為該處所新簽發酒牌的申請人，則有助縮減處理申請的時間。
In case the liquor licence holder (as an employee) passes away, resigns from the post or applies for cancellation of the liquor licence, if the nominee is appointed to be the applicant for new issue of a liquor licence in respect of the premises, it will help to speed up the application processing time.
2. 酒牌持有人在患病或暫時不在場時，須根據《應課稅品（酒類）規例》（第 109 章，附屬法例 B）第 24 條向酒牌局申請授權指定的人或其他人士作為該處所暫准牌照持有人。
In case of illness or temporary absence, the liquor licence holder is required to apply to the Liquor Licensing Board for authorising the nominee or any other person to be the provisional licence holder of the premises under Regulation 24 of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B).
3. 酒牌持有人須遵守的「一般持牌條件」已載述於《酒牌及會社酒牌申請指南》內以供參閱。
A set of “general licensing conditions” which the liquor licence holder has to observe has been set out in “A Guide to Application for Liquor Licences and Club Liquor Licences” for reference.

申請人須知 NOTICE TO APPLICANT

1. 申請人提出修訂申請時，須向酒牌局提交以下文件：
The following documents have to be submitted to the Liquor Licensing Board in respect of the amendment application:
 - ☐ 申請人的近照（35 毫米 x 40 毫米）兩張（如透過網上牌照服務系統遞交申請，請參閱系統內有關數碼相片的規格要求）；
2 recent photographs (35mm x 40mm) of the applicant (for application submitted through the Online Licence Services System, please refer to the specifications for digital photos specified in the system);
 - ☐ 載有新店名的商業登記證的副本一份（只適用於申請更改店名）；
a copy of the Business Registration Certificate bearing the new shop sign (for change of shop sign of the establishment only);
 - ☐ 有關處所的設計圖則，一式三份，圖則上須清楚顯示出用作跳舞的範圍（只適用於申請加上跳舞批註者）；
3 copies of a plan showing the layout of the premises with clear indication of the area used for dancing (for applications with dancing endorsement only);
 - ☐ 申請更改面積的處所的經修訂商業登記證副本一份（只適用於申請更改處所的面積）；
a copy of the amended Business Registration Certificate in respect of the premises under application (for amendment of size of licensed premises);
 - ☐ 有關處所經修訂設計圖則，一式三份，圖則上須清楚顯示新增／縮減的範圍（只適用於申請更改處所的面積）；及
3 copies of a plan showing the layout of the premises with clear indication of the area included/deleted (for amendment of size of licensed premises); and
 - ☐ 有關沒有領有食肆牌照或由民政及青年事務局局長簽發合格證明書的處所酒牌更改處所面積的修訂申請時，須遞交申請書及有顯示處所的擬議改建及／或加建的一式四份的設計圖則及／或一式三份的通風系統圖則。擬議設計圖則及／或通風系統圖則須以十進單位及不少於 1:100 的常用比例繪製。有關申請將會徵詢香港警務處、民政事務總署、規劃署、消防處、屋宇署／隸屬房屋局常任秘書長辦公室的獨立審查組／建築署等及相關政府部門的意見。處理及批核申請所需的時間會比一般酒牌申請較長。（只適用於申請更改處所的面積）
In case of amendment of change of size of the premises not covered by Restaurant Licence or Certificate of Compliance issued by the Secretary for Home and Youth Affairs, the application must be accompanied by 4 identical copies of layout plans and/or 3 copies of ventilation plans showing the proposed alteration(s) and/or addition(s) to the premises. The proposed layout plans and/or ventilation plans must be drawn in metric unit and in scale commonly used of not less than 1:100. The application will be referred to the Hong Kong Police Force, Home Affairs Department, Planning Department, Fire Services Department, Buildings Department/Independent Checking Unit under the Office of the Permanent Secretary for Housing/Architectural Services Department etc. and government departments concerned for comment. It will take longer processing time than normal liquor licence applications. (for amendment of size of licensed premises)
- ☐ 在適當的方格內填上「✓」號。Please tick the appropriate box(es).

2. 申請人可選擇以信件或電郵作為日後酒牌局與申請人的通訊方式。申請人如選擇以電郵作為通訊方式，須向酒牌局提供一個有效的電郵地址，經系統核實後，該電郵地址會用作接收酒牌局向申請人發出的電郵。如在申請期間需更改電郵地址，申請人須登入網上牌照服務系統內「我的帳戶」作出修改。
Applicant may choose to use letter or email for future communication between the Liquor Licensing Board and the applicant. If the applicant chooses email as the mode of communication, the applicant is required to provide a valid email address to the Liquor Licensing Board. After verification by the system, the email address will be used to receive any email sent by the Liquor Licensing Board to the applicant. If the applicant needs to change the email address during the application, the applicant can log in “My Account” in the Online Licence Services System to make changes.
3. 在處理申請過程中，如酒牌局認為有需要其他文件或資料以支持有關申請，會要求申請人遞交有關文件或資料始安排審議。
If the Liquor Licensing Board, in the process of handling the application, considers that other documents or information is required to substantiate the related application, the applicant will be required to submit the related documents and information before deliberation to be arranged.
4. 除申請取消批註或縮減處所現行的領有酒牌範圍外，申請人須在提交申請後，立刻安排在一份報章刊登有關其申請的公告。
Other than application for deletion of endorsement(s) or deletion of a portion from licensed premises, applicant is required to make immediate arrangement to place an advertisement in one newspaper on submission of application.
5. 凡擬在批准設計圖則上提出更改，須提交擬議設計／通風系統圖則，以供酒牌局考慮和轉交其他政府部門處理。建議更改之處須用顏色在圖則上標示，並略加說明。不符合這項規定的建議圖則，概不受理。持牌人須留意酒牌局和其他政府部門不會負責因擬議修訂錯誤地或沒有在圖則上標示而引致的延誤。如更改及／或增添涉及處所的通風系統須連同由供應商／承建商／顧問附有系統規格的證明書。
Any proposed changes to the approved layout of the premises must be highlighted with colour and simple descriptions on the proposed layout/ventilation plans before making submission to the Liquor Licensing Board for consideration and referral to other government departments for processing. Proposed plans not in compliance with this requirement will be rejected. Licensee should note that the Liquor Licensing Board and other government departments concerned would not be responsible for any delay caused by the errors and omissions in highlighting all changes on the plans. Application for alternation(s) and/or addition(s) of ventilating system must be accompanied by a certificate from the supplier/contractor/consultant giving the specifications of the system.
6. 凡擬在領有酒牌處所加入新的部分，如該部份涉及食肆業務，則該部分需領有食肆牌照。
If any proposed new portion included into licensed premises involves food business, such new portion shall be covered by a Restaurant Licence.
7. 有關酒牌局審批酒牌申請的準則，請參閱酒牌局網頁上的《審批酒牌申請的準則指引》。
For the criteria used in vetting liquor licence applications by the Liquor Licensing Board, applicant may refer to “Guidelines on Assessing Liquor Licence Application” on the Liquor Licensing Board website.

牌照組
Licensing Section

關於申請酒牌所填報的個人資料
Collection of Personal Data in Connection with
Applications for Liquor Licences

(根據《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

酒牌局及食物環境衛生署(食環署)會利用這份申請表填報的資料作以下用途：

The personal data provided by means of this form will be used by the Liquor Licensing Board and the Food and Environmental Hygiene Department (FEHD) for:

- (a) 處理有關向酒牌局申請新簽發／轉讓／續發／修訂酒牌及會社酒牌的事宜，其中包括按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；及
carrying out activities relating to applications for the new issue/transfer/renewal/amendment of liquor licences and club liquor licences made to the Liquor Licensing Board. 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
- (b) 方便食環署職員及其他政府部門的職員與你互相聯絡。
facilitating communication among staff of FEHD, other government departments and yourself.

填寫本申請表提供個人資料，純屬自願性質。不過，若不提供足夠資料，則食環署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, FEHD may not be able to process your application for licence.

2. 獲轉授資料的機構的類別
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。

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 內第 6 原則的規定，你有權查閱及更改你的個人資料。查閱的權利包括有權索取此申請表內所提供的個人資料副本一份。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 of access and correction with respect to 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**

如對經由此申請表取得個人資料一事有任何疑問，包括查閱及更改資料等，可向下列人士提出：
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

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
酒牌局助理秘書
電話號碼：2879 5779／2879 5728
傳真號碼：2507 2964

九龍區

九龍深水埗基隆街 333 號
北河街市政大廈 4 樓
酒牌局助理秘書
電話號碼：2729 1126／2729 1237
傳真號碼：3146 5319

新界區

新界大埔鄉事會街 8 號
大埔綜合大樓 4 樓
酒牌局助理秘書
電話號碼：3183 9255／3183 9220
傳真號碼：2606 3350

Hong Kong & Islands

Assistant Secretary
Liquor Licensing Board,
8th Floor, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5779/2879 5728
Fax No.: 2507 2964

Kowloon

Assistant Secretary
Liquor Licensing Board,
4th Floor, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon
Tel. No.: 2729 1126/2729 1237
Fax No.: 3146 5319

New Territories

Assistant Secretary
Liquor Licensing Board,
4th Floor, Tai Po Complex,
No. 8, Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9255/3183 9220
Fax No.: 2606 3350

(只適用於酒店) (Only applicable to Hotels)

只供在領有酒牌處所加入沒有申請或
領有食肆牌照或由民政及青年事務局局长簽發的合格證明書的新部分

**For Addition of a New Portion, which is not under Application for or covered by a Restaurant Licence
or a Certificate of Compliance issued by the Secretary for Home and Youth Affairs, to Licensed Premises**

提供新部分(「處所」)的附加資料

Additional Information of New Portion (“Premises”) to be Provided

- (a) 處所售賣或供應酒類和提供顧客飲用酒類的面積：_____ 平方米
Area of premises for sale or supply of liquor and
for consumption of liquor on the premises m²
- (b) 處所內有否裝設空氣調節／通風系統：
Installation of Air-conditioning System/Ventilating System:
- ☐ 有 類型(例如：水冷式)：_____
Yes Type (e.g. water-cooled)
- ☐ 否
No
- (c) 處所有否洗手間設施
Provision of toilet facilities
- ☐ 有，在處所內
Yes, inside the premises
- ☐ 有，所在大廈的公共設施
Yes, public facilities at the building
- ☐ 否，在處所內或所在大廈沒有洗手間設施
No, no toilet facilities inside the premises or at the building
- (d) 如處所已領有或正申領其他部門的牌照或證明書，請列明：_____
If the premises are under application for or covered by a licence or certificate to be issued/issued by government
departments, please specify
- (e) 現夾附(見附註)
Enclosed (**see Notes**)
- ☐ 建議處所設計圖則，一式_____份
_____ identical copies of proposed layout plans of the premises
- ☐ 建議處所通風系統設計圖則，一式_____份及相關的通風系統證明書
_____ identical copies of proposed ventilating system layout plans of the premises with their
Supplier Certificate
- ☐ 顯示處所位置圖則，一式_____份
_____ identical copies of location plans of the premises

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

附註 NOTES

1. 本表格須連同酒牌牌照申請書及下列有關處所的設計圖則一併遞交，否則本署無法處理有關申請：
This form must be accompanied by the liquor licence application form and the following plans; otherwise the Department is unable to process the application:
 - (a) 須遞交顯示處所建議設計圖則一式五份¹，包括售酒或供應酒類和提供顧客飲用酒類的地方。圖則須按照比例（不少於1:100）以十進制單位繪製。
5 identical copies of proposed layout plans¹ are required to show the layout of the premises including the portion for sale of supply of liquor and for consumption of liquor on the premises. Such plans should be drawn to scale (of not less than 1:100) in metric unit.
 - (b) 如安裝通風系統，須遞交顯示處所的通風系統建議設計圖則一式三份² 連同相關系統的證明書。圖則須按照比例（不少於1:100）以十進制單位繪製。
3 identical copies of proposed ventilating system² layout plans together with the Supplier Certificate are required if the ventilating system is installed in the premises. Such plans should be drawn to scale (of not less than 1:100) in metric unit.
 - (c) 須遞交比例為 1:1000（十進制單位）的位置圖一式三份，並在圖上顯示處所的位置。
3 identical copies of location maps drawn to scale of 1:1000, in metric unit, are required to clearly indicate the location of the premises.
2. 有關申請將會徵詢香港警務處、民政事務總署、規劃署、消防處、屋宇署／隸屬房屋局常任秘書長辦公室的獨立審查組／建築署等及相關政府部門的意見。處理及批核申請所需的時間會比一般酒牌申請較長。
The application will be referred to the Hong Kong Police Force, Home Affairs Department, Planning Department, Fire Services Department, Buildings Department/Independent Checking Unit under the Office of the Permanent Secretary for Housing/Architectural Services Department etc. and government departments concerned for comment. It will take longer processing time than normal liquor licence applications.
3. 如有關處所並非位於政府物業或房屋委員會物業內，申請人須向酒牌局遞交（可由專人送交或郵遞）由認可專業人士（即根據《建築物條例》（第 123 章）第 3 條的規定註冊的認可人士／結構工程師）按下列適用指引要求以指定表格（FEHB 267）填寫的證明書，證明有關處所內沒有違例建築工程：
Except for premises in government properties or the Housing Authority's properties, certification made by recognised professional(s) (i.e. authorised persons/structural engineers registered under Section 3 of the Buildings Ordinance (Cap. 123)) certifying that the premises are free of unauthorised building works shall be submitted (in person or by mail) to the Liquor Licensing Board in prescribed form (FEHB 267) in accordance with the corresponding guidelines, where appropriate, listed as follows:
 - (a) 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 Unauthorised Building Works – Guidelines for Authorised Persons and Registered Structural Engineers” issued by the Director of Buildings
 - (b) 由隸屬房屋局常任秘書長辦公室的獨立審查組發出的《認可人士及註冊結構工程師－核證食物業處所沒有違例建築工程的指引》（適用於已拆售予領展資產管理有限公司的物業）
“Certification of Food Business Premises Free of Unauthorised Building Works – Guidelines for Authorised Persons and Registered Structural Engineers” (applicable to the properties divested to Link Asset Management Limited) issued by the Independent Checking Unit under the Office of the Permanent Secretary for Housing
4. 如裝設通風系統，處所內每人所得的戶外空氣，不得少於每小時 17 立方米。
If a ventilating system is installed, the standard of ventilation shall be a supply of not less than 17 cubic meters of outside air per hour for each person accommodated on the premises.
5. 申請人凡擬更改已交來圖則上的設計，須提交經修訂圖則，以供酒牌局考慮和轉交其他政府部門處理。申請人須用顏色筆在圖則上標示建議更改之處，並略加說明。不符合這項規定的經修訂圖則，概不受理。申請人須留意酒牌局和其他政府部門不會負責因擬議修訂錯誤地或沒有在圖則上標示而引致的延誤。
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 the Liquor Licensing Board for consideration and referral to other government departments for processing. Revised plans not in compliance with this requirement will be rejected. Applicant should note that the Liquor Licensing Board and other government departments concerned would not be responsible for any delay caused by the errors and omissions in highlighting all changes on the plans.

¹ 視乎申請處所的業務性質，須遞交多於五份的圖則。More than 5 copies of layout plans are required depending on the nature of business.

² 「通風系統」的定義可參照《建築物通風系統條例》第 123J 章第 3 條。

Please refer to Regulation 3 of Cap. 123J of Building (Ventilating Systems) Regulations for interpretation of “ventilating system”.