

**Certification of Food Business Premises Free of
Unauthorised Building Works (UBW) for Full Licence Application
(Form UBW-2)**

I, _____ (_____) (Mr./Ms.*),
(Surname in English) (Other names in English) (Name in Chinese)

being the Authorised Person(AP)/Registered Structural Engineer(RSE)* registered under Section 3 of the Buildings Ordinance (Cap. 123) do hereby certify and declare that :

(a) On _____ (dd/mm/yyyy) at _____,
(Date(s) of inspection) (Time(s) of inspection)

I personally inspected _____
(Shop sign in English)

(_____) , and situated at _____
(Shop sign in Chinese) (Address of premises)

_____ which is under application for issue/transfer* of a full food business

licence by _____ (_____) .
(Name of applicant/transferee* in English) (Name of applicant/transferee* in Chinese)

The inspection was conducted in accordance with the Guidelines for Authorised Person and Registered Structural Engineer for Certification of Food Business Premises free of Unauthorised Building Works (Guidelines) issued by the Director of Buildings (D of B), Director of Lands (D of L) or the Independent Checking Unit (ICU), as appropriate.

- ^(b) I have read the Letter of Requirements addressed to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 1) and understand the contents thereof.
(Not applicable to transfer of food business licence) or
- I have read the Memorandum issued by the Buildings Department (BD)/ICU* and copied to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 2)
(file ref.: _____) and understand the contents thereof.
(Not applicable to transfer of food business licence)

Note 1: Date of the Letter of Requirements issued by the Food and Environmental Hygiene Department, whichever is the latest, should be stated.

Note 2: Date of the Memorandum issued by the BD/ICU, whichever is the latest, should be stated.

* Please delete where appropriate.

Please tick the appropriate box(es).

^(c) In accordance with paragraphs 4 to 9 of the Guidelines of the D of B/paragraphs 5 to 10 of the Guidelines of the ICU*, I certify that the subject premises is free of UBW except those mentioned in paragraph (d) below.

^(d) In accordance with paragraph 6 and Appendix C of the Guidelines of the D of B/paragraph 7 and Appendix C of the Guidelines of the ICU*, I have inspected the following UBW# and was satisfied that they are not in dilapidated or dangerous condition:

^(e) In accordance with paragraph 6 of the Guidelines of the D of B/paragraph 7 of the Guidelines of the ICU*, I have inspected the following UBW# and based on the attached supporting structural justification and my site inspection(s), I was satisfied that they are structurally safe and not in dilapidated or dangerous condition:

(f) In accordance with paragraphs 4 to 9 and Appendix C of the Guidelines of the D of B/paragraphs 5 to 10 and Appendix C of the Guidelines of the ICU*, I attach the plan(s) showing UBW mentioned in paragraphs (d)* and (e)* and record photos taken during my inspection showing the conditions of the subject premises and external walls of the premises and UBW mentioned in paragraphs (d)* and (e)* to support my certification.

(g) I have taken all reasonable and practical steps to ensure the correctness of the information in this certification and referred to the following approved/record plans/documents in accordance with the Guidelines:

Description of documents (File reference of private building, excluding the divested Housing Authority's properties)*

Description of documents (Applicable to New Territories Exempted Houses)*

* Please delete where appropriate.

Description of documents (Applicable to the divested Housing Authority's properties)*

- (h) I understand that all matters and information covered by this Certification and all the related documents submitted for this licence application will be subject to further examination, auditing and verification by the Building Authority, Lands Department or the ICU (as appropriate). If I provide information that is false or misleading in a material particular or furnish the Director of Food and Environmental Hygiene, an authorised officer or a public officer with information knowing that it is false or misleading in a material particular in this Certification, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal penalties.

Date (dd/mm/yyyy)

Signature and full name[@] of Authorised Person/
Registered Structural Engineer*

Certificate of registration number[@]: _____

Date of expiry of registration[@]: _____ (dd/mm/yyyy)

Registered address: _____

Contact telephone No.: _____ Contact fax No.: _____

Contact email address: _____

Matters to Note:

[^] Please delete where appropriate. Only one Authorised Person(AP)/Registered Structural Engineer(RSE) should certify paragraph (c). In case of different UBW in the food business premises are to be certified by different APs/RSEs, each AP/RSE should submit a separate certification. If the AP/RSE certifying paragraph (c) is based on his/her and another AP/RSEs' certification of paragraphs (d) and (e), that AP/RSE should specify in paragraph (c) of his/her certification.

[#] Itemise the UBW with detailed description including their condition, essential dimensions and locations and use separate sheets if necessary. The itemised UBW shall be indicated on the latest licence layout plan attached with the Form UBW-2. The separate sheets should be endorsed by the AP/RSE.

[@] In accordance with the registration record.

^{*} Please delete where appropriate.

**Collection of Personal Data in Connection with
Application for Food Business and Other Trade Licences or
Application for Alteration to the Approved Plan of Licensed Premises**

(In accordance with the Personal Data (Privacy) Ordinance)

Statement of Purpose

1. Purposes of Collection

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

- (a) activities relating to applications for the issue/transfer of food business and other trade licences/permits made to the FEHD;
- (b) activities relating to applications for alteration to the approved plan of licensed premises made to the District Environmental Hygiene Office/Licensing Section of the FEHD; and
- (c) facilitating communication among the staff of the FEHD, other government departments and you concerning compliance with the laws and regulations applicable to the food business and other trades.

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

2. Class of Transferees

The personal data which you have provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

3. Access to Personal Data

You have the right of access and correction with respect to the personal data as provided under Personal Data (Privacy) Ordinance. Request for personal data access and correction should be addressed to FEHD. FEHD has the right to charge a reasonable fee for the processing of any data access request.

4. Enquiries

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 the Department:

Hong Kong & Islands

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

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

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