

持牌食物業處所更改獲批准圖則申請書  
**Application for Alteration to the Approved Plan of Licensed Food Premises**

注意：填寫此表格前請先詳細閱讀此表的「申請人須知」。

**Important : Please read 'NOTICE TO APPLICANT' carefully before completing this form.**

致：分區辦事處秘書

To : District Secretary

本人欲申請更改以下  
持牌食物業處所的獲  
批准圖則  
I intend to apply for  
alteration to the  
approved plan of the  
following licensed food  
premises

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

(請只選擇右列其中一項)

(Please choose only one  
item on the right)

(甲) 持牌食物業處所資料

(A) Particulars of Licensed Food Premises

個人持有  
Individual Holder

公司持有  
Corporate Holder

(1) 持牌人姓名 (中文) : \_\_\_\_\_ (先生/女士\*)  
Name of Licensee (Chinese) ( Mr./Ms.\* )  
(英文) : \_\_\_\_\_  
(English)

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

公司註冊號碼： \_\_\_\_\_  
Company Registration No.

- (3) 持牌處所地址：  
Address of the Licensed Premises

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)

分區 \_\_\_\_\_ 地區 \_\_\_\_\_  
Sub-District \_\_\_\_\_ District \_\_\_\_\_

地段號碼(如適用) \_\_\_\_\_  香港  九龍  新界  離島  
Lot Number (if any) \_\_\_\_\_ HK Kln NT Islands

- (4) 牌照號碼： \_\_\_\_\_  
Licence No.

- (5) 店名： \_\_\_\_\_  
Shopsign

- (6) 通訊地址 (如與上址不同)： \_\_\_\_\_  
Correspondence Address (if different from the above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (7) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. No. Fax No.

聯絡人資料：  
Particulars of Contact Person

- (8) 聯絡人姓名： (中文) \_\_\_\_\_ (先生/女士\*)  
Name of Contact Person (Chinese) ( Mr./Ms.\* )  
(英文) \_\_\_\_\_  
(English)

- (9) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. No. Fax No.

(乙) 申請更改圖則資料  
(B) Particulars of Application for Alteration

- (1) 關於申請更改已獲批准圖則的主要項目：  
Main items related to the application for alteration to the approved plan

- a) 更改持牌範圍  
Alteration to licensed area

- 增加持牌範圍 Addition of licensed area  
 減少持牌範圍 Reduction of licensed area  
 更改持牌範圍內間隔 Alteration to layout of licensed area

- b) 增加或取消的受限制食物  
Restricted food included or deleted
- 

- c) 燃料種類  
Fuel used

現時燃料種類  
Current fuel 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

擬使用燃料種類  
Proposed fuel 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
- 

- 火水  
Kerosene
  - 其他，請說明：  
Others, please specify
- 

d) 廚房  
Kitchen

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e) 食物房  
Food room

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f) 座位間  
Seating accommodation

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g) 洗手間  
Toilet

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h) 通風設施  
Means of ventilation

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i) 其他 (請說明)  
Others (Please specify)

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- (2) 現夾附以下文件與本申請書一併遞交（見第7頁申請人須知第(2)-(3)段）  
The following documents are submitted together with this application (see paragraph (2)-(3) of **Notice to Applicant** on page 7)

- 擬議設計圖則三份  
3 copies of proposed layout plans
- 擬議設計通風系統圖則三份  
3 copies of proposed ventilating system layout plans
- 通風系統供應商證明書  
A copy of Ventilation System Supplier's Certificate
- 其他，請說明: \_\_\_\_\_  
Others, please specify :

- (3) 本人知道須以顏色在圖則上標示建議的設計更改。本人知道如擬更改已交來圖則上的設計，便須提交用顏色標示建議設計更改的修訂圖則，並略加說明，以供食物環境衛生署考慮和由食物環境衛生署轉交其他部門處理。本人知道不符合這項規定的修訂圖則概不受理。

I understand that it is required to highlight any changes on the proposed plans with colour. I understand that whenever there are changes to the submitted plans for the application, I am required to highlight any proposed changes on the revised plans with colour and simple descriptions before making submission to the Food and Environmental Hygiene Department for consideration and referral to other departments for processing. I understand that submitted plans not in compliance with this requirement will be rejected.

- (4) 本人閱悉關於申請更改持牌食物業處所獲批准圖則所填報的個人資料目的說明書，並完全明白其內容。如本人日後就是項申請提出任何更改，本人須以書面通知食物環境衛生署。

I have read and fully understood the Statement of Purpose for Collection of Personal Data in Connection with the Application for Alteration to the Approved Plan of Licensed Food Premises. Should I propose any subsequent change to this application, I shall notify the Food and Environmental Hygiene Department in writing.

- (5) 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)

\_\_\_\_\_  
持牌人簽署 [見附註]  
Signature of the licensee [See Remarks]

附註: 倘以公司名義提出申請，須由獲授權代表簽署並蓋上公司印章。

If the application is made in the name of a corporation, the authorised person should sign for and behalf of the corporation and affix the seal of the company.

\* 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. 在批准的圖則進行更改及／或增添前，須預先獲得食物環境衛生署(食環署)署長准許。在此提醒持牌人不要在食環署發出的條件通知書前對處所的批准設計圖則進行更改及／或增添。否則持牌人會因擅自更改及／或增添處所的設計而被食環署檢控。

Prior approval should be sought from the Director of Food and Environmental Hygiene Department (FEHD) before effecting any alteration(s) and/or addition(s) to the approved plan. In this connection, the licensee is reminded not to carry out any alteration(s) and/or addition(s) to the approved layout of the licensed premises before receiving the letter of requirements for carrying out the alteration from the FEHD. Otherwise, the licensee is liable to be prosecuted for causing unauthorised alteration to the approved layout of the licensed premises by FEHD.

2. 申請書須夾附有關處所的擬議設計圖則及／或通風系統圖則一式三份一併遞交。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。

The application for alteration(s) and/or addition(s) must be accompanied by 3 copies of identical layout plans and/or ventilation plans showing the proposed alteration(s) and/or addition(s) to the premises. Proposed layout/ventilation plan must be drawn in metric unit and in scale commonly used of not less than 1:100.

3. 凡擬更改批准圖則的設計圖則，須遞交本署考慮和由本署轉交其他部門處理；建議的設計更改須以顏色在圖則上標示，並略加說明。不符合這項規定的建議圖則概不受理。持牌人須留意本署和其他部門不會負責因建議的設計沒有將所有更改用顏色在圖則上標示而引致的遲誤。如更改及／或增添涉及位於附表所列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。就非附表所列處所祇須遞交技術數據。

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 this department for consideration and referral to other departments for processing. Proposed plans not in compliance with this requirement will be rejected. Licensee should note that FEHD and the other departments concerned would not be responsible for any delay caused by the errors and omissions in highlighting all changes. Application for alteration(s) and/or addition(s) of ventilating system in any scheduled premises must be accompanied by a certificate from the supplier/contractor/consultant giving the specifications of the system. For non-scheduled premises, only provision of technical data is required.

4. 食環署不需要持牌人事先獲得批准便可更改涉及不屬於常設性質的大型可移動的器具／設施／傢具。因此，不屬於常設性質的大型可移動的器具／設施／傢具不須顯示在擬議設計圖則上。

FEHD does not require licensee to obtain prior approval for any changes involving movable appliances/facilities/furniture not of a substantial and permanent nature. Hence, movable appliances/facilities/furniture not of a substantial and permanent nature are not required to be shown in the proposed layout plan.

5. 如個案涉及把食肆外面的露天座位供人作戶外進餐用途(即露天座位)，持牌人須分別遞交申請表格 (FEHB 197) 連同擬議設計圖則給食環署審批。就申請程序，牌照要求，發牌條件及持牌條件，有關持牌人可參閱食肆設置露天座位申請指南，該指南可到食環署分區環境衛生辦事處或牌照組辦事處索取或從食環署網址：[http://www.fehd.gov.hk/tc\\_chi/howtoseries/forms/new/OSA\\_Guide.pdf](http://www.fehd.gov.hk/tc_chi/howtoseries/forms/new/OSA_Guide.pdf) 下載。

For any case involving the use of seating area outside the restaurant premises for alfresco dining (i.e. Outside Seating Accommodation), the licensee has to submit separate application form (FEHB 197) with proposed plans to FEHD for approval. For details on application procedures, licensing criteria, requirements and conditions, relevant licensee may refer to "A Guide to Application for Outside Seating Accommodation", which can be obtained from the FEHD District Environmental Hygiene Offices or Licensing Offices or downloaded from the website of FEHD at [http://www.fehd.gov.hk/english/howtoseries/forms/new/OSA\\_Guide.pdf](http://www.fehd.gov.hk/english/howtoseries/forms/new/OSA_Guide.pdf)

**關於申請更改持牌食物業處所獲批准圖則所填報的個人資料**  
**Collection of Personal Data in Connection with**  
**Application for Alteration to the Approved Plan of Licensed Food Premises**  
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**

你透過本申請表格所提供的個人資料，會供食物環境衛生署(食環署) 用於下述目的：  
The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for

- (1) 處理向食環署分區環境衛生辦事處／牌照組提交的申請更改持牌食物業處所獲批准圖則的相關事宜；以及  
carrying out activities relating to the applications for alteration to the approved plan of licensed food premises made to the District Environmental Hygiene Office/Licensing Section of the FEHD ; and
- (2) 方便食環署職員、其他政府部門的職員與你之間的聯絡。  
facilitating communication among staff of the FEHD, other Government departments and yourself.

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. 接受資料轉介人的類別**  
**Classes of Transferees**

食環署可能會向其他政府部門及機構披露你透過本申請表格所提供的資料，以達到上文第 1 段所述的目的。

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 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。食環署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

如對本申請表格收集的個人資料有任何查詢，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 :

##### 港島區及離島區

##### Hong Kong & Islands

<u>中西區環境衛生辦事處</u> 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	<u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. no.: 2545 0506 Fax no.: 2851 7653
<u>東區環境衛生辦事處</u> 香港鯉魚涌街 38 號鯉魚涌市政大廈 3 樓 電話號碼：2563 4340 傳真號碼：2565 8203	<u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. no.: 2563 4340 Fax no.: 2565 8203
<u>南區環境衛生辦事處</u> 香港香港仔大道 203 號香港仔市政大廈 4 樓 電話號碼：2552 8406 傳真號碼：2873 1608 / 2552 9071	<u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. no.: 2552 8406 Fax no.: 2873 1608
<u>灣仔區環境衛生辦事處</u> 香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 電話號碼：2507 3364 傳真號碼：2519 6884	<u>Wanchai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. no.: 2507 3364 Fax no.: 2519 6884
<u>離島區環境衛生辦事處</u> 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3215 傳真號碼：2545 2964	<u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. no.: 2852 3215 Fax no.: 2545 2964

##### 九龍區

##### Kowloon

<u>九龍城區環境衛生辦事處</u> 九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 電話號碼：2711 2493 傳真號碼：2761 0718	<u>Kowloon City District Environmental Hygiene Office</u> 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. no.: 2711 2493 Fax no.: 2761 0718
<u>觀塘區環境衛生辦事處</u> 九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 電話號碼：3102 7388 傳真號碼：2343 6734	<u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. no.: 3102 7388 Fax no.: 2343 6734
<u>旺角區環境衛生辦事處</u> 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：2395 2727 傳真號碼：2391 5572	<u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. no.: 2395 2727 Fax no.: 2391 5572
<u>深水埗區環境衛生辦事處</u> 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 6959 傳真號碼：2748 6937	<u>Sham Shui Po District Environmental Hygiene Office</u> 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. no.: 2748 6959 Fax no.: 2748 6937
<u>黃大仙區環境衛生辦事處</u> 九龍黃大仙彩虹道 121 號大成街街市大樓 3 樓 電話號碼：2328 6531 傳真號碼：2351 5710	<u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. no.: 2328 6531 Fax no.: 2351 5710
<u>油尖區環境衛生辦事處</u> 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 1299 傳真號碼：2735 5955	<u>Yau Tsim District Environmental Hygiene Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. no.: 2302 1299 Fax no.: 2735 5955

**新界區**

**New Territories**

<p><u>沙田區環境衛生辦事處</u>                  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</p>	<p><u>Sha Tin District Environmental Hygiene Office</u>                  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</p>
<p><u>大埔區環境衛生辦事處</u>                  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</p>	<p><u>Tai Po District Environmental Hygiene Office</u>                  3/F, Tai Po Complex,                  8 Heung Sze Wui Street, Tai Po, New Territories                  Tel. no.: 3183 9119 Fax no.: 2650 1171</p>
<p><u>北區環境衛生辦事處</u>                  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</p>	<p><u>North District Environmental Hygiene Office</u>                  4/F, Shek Wu Hui Municipal Services Building,                  13 Chi Cheong Road, Sheung Shui, New Territories                  Tel. no.: 2679 2812 Fax no.: 2679 5695</p>
<p><u>西貢區環境衛生辦事處</u>                  新界將軍澳培成路38號西貢將軍澳政府綜合大樓8樓                  電話號碼：3740 5100 傳真號碼：2792 9937</p>	<p><u>Sai Kung District Environmental Hygiene Office</u>                  8/F, Sai Kung Tseung Kwan O Government Complex,                  38 Pui Shing Road, Tseung Kwan O, New Territories                  Tel. no.: 3740 5100 Fax no.: 2792 9937</p>
<p><u>葵青區環境衛生辦事處</u>                  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</p>	<p><u>Kwai Tsing District Environmental Hygiene Office</u>                  9/F, Kwai Hing Government Offices Building,                  166-174 Hing Fong Road, Kwai Chung, New Territories                  Tel. no.: 2420 9204 Fax no.: 2480 4023</p>
<p><u>荃灣區環境衛生辦事處</u>                  新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓                  電話號碼：2212 9701 傳真號碼：2414 8809</p>	<p><u>Tsuen Wan District Environmental Hygiene Office</u>                  3/F, Yeung Uk Road Municipal Services Building,                  45 Yeung Uk Road, Tsuen Wan, New Territories                  Tel. no.: 2212 9701 Fax no.: 2414 8809</p>
<p><u>屯門區環境衛生辦事處</u>                  新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓                  電話號碼：2146 8642 傳真號碼：2452 6559</p>	<p><u>Tuen Mun District Environmental Hygiene Office</u>                  1/F &amp; 3/F, Tuen Mun Government Offices Building,                  1 Tuen Hi Road, Tuen Mun, New Territories                  Tel. no.: 2146 8642 Fax no.: 2452 6559</p>
<p><u>元朗區環境衛生辦事處</u>                  新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓                  電話號碼：2475 3433 傳真號碼：2477 5099</p>	<p><u>Yuen Long District Environmental Hygiene Office</u>                  2/F-5/F, Yuen Long Government Offices,                  2 Kiu Lok Square, Yuen Long, New Territories                  Tel. no.: 2475 3433 Fax no.: 2477 5099</p>