

綜合食物店牌照申請書  
APPLICATION FORM FOR COMPOSITE FOOD SHOP LICENCE

注意：填寫此表格前請先詳細閱讀「申請人須知」。

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

致 牌照組助理秘書（其他牌照）

**To: Assistant Secretary (Other Licences), Licensing Office**

本人欲申請綜合食物店牌照。茲證實本人在本申請書所述的各項詳情，均屬真實正確。

I intend to apply for a Composite Food Shop Licence. I confirm that the particulars set out in this application form are true and accurate.

申請資料

**Particulars of Application**

（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\*

（英文正楷） \_\_\_\_\_  
(English in BLOCK letters)

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

(3) 通訊地址： \_\_\_\_\_  
Correspondence Address

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

流動電話號碼^： \_\_\_\_\_（申請人） \_\_\_\_\_（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.

\* 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  
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).

(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.  
(if applicable) \_\_\_\_\_ HK/Kln/NT/Islands\*

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

(8)a 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)

(8)b 擬開設店鋪的面積： \_\_\_\_\_ 平方米  
Size of the Proposed Shop m<sup>2</sup>

(9) 擬使用的爐具類型及燃料種類（註：在獲發綜合食物店牌照的處所內只可使用電力作為燃料）：  
Type(s) of Heating Equipment and Fuel Intended to Be Used (Note: Only electricity shall be used as fuel in the premises issued with a Composite Food Shop Licence)

電力  
Electricity

(10) 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

(11) 擬申請的暫准牌照：  
Provisional Licence Intended to Be Applied

是  
Yes

否  
No

(12) 擬在處所獲簽發綜合食物店牌照前，交還有關處所現有的 \_\_\_\_\_ 有效牌照及／或許可證，以便本署註銷。

The current \_\_\_\_\_ licence(s) and/or permit(s) covered by the premises is/are intended to be surrendered for cancellation before the Composite Food Shop Licence is issued.

是 請列明有關牌照及／或許可證名稱及號碼：  
Yes Please state the name and no. of the relevant licence(s) and/or permit(s)

\_\_\_\_\_

不適用  
Not applicable

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

(13) 夾附文件 (見申請人須知)  
Enclosures (see **Notice to Applicant**)

- 建議設計圖則，一式三份  
3 identical copies of proposed layout plans
- 建議通風系統設計圖則，一式三份  
3 identical copies of proposed ventilating system layout plans
- 其他(如有)，請列明： \_\_\_\_\_  
Others (if any), please specify

(14) 附加資料提供：  
Additional Information to Be Provided

- 擬售賣、製造／配製的食物清單(見附件)  
List of food items intended to be sold, manufactured/prepared (see **Annex**)

水錶編號／用戶編號： \_\_\_\_\_ (15)  
Water Meter No./Water Account No.

(16) 本人明白有責任確保在申請食物業牌照的店舖處所經營食物業，能符合食物環境衛生署、其他政府部門及有關的主管當局按其執行的法例所訂立的規定，包括政府租契和法定圖則<sup>†</sup>。關於政府租契或法定圖則，如有需要，本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that the operation of a food business at the shop premises under application for a food business licence is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department, other government departments as well as the relevant authorities, including the Government lease and the statutory plan<sup>†</sup>. I will consult professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan.

<sup>†</sup> 「法定圖則」指由城市規劃委員會依據城市規劃條例擬備和公布的圖則。

“Statutory plan” refers to a plan prepared and published by the Town Planning Board under the Town Planning Ordinance.

(17) 本人以中文／英文\*為日後的通訊語言。  
I would use Chinese/English\* for future correspondence.

\_\_\_\_\_  
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 the **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).



綜合食物店牌照申請書  
APPLICATION FOR A COMPOSITE FOOD SHOP LICENCE  
(簽發予以公司名義申請者)  
(TO BE ISSUED IN THE NAME OF A CORPORATION)

致 牌照組助理秘書 (其他牌照)

To: Assistant Secretary (Other Licences), Licensing Office

本人欲代表下述公司申請綜合食物店牌照。

I intend to apply for and on behalf of the corporation mentioned below for a Composite Food Shop 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 (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.

(甲) 公司資料

(A) Particulars of Corporation

- (1) 公司名稱： (中文) \_\_\_\_\_  
Name of Corporation (Chinese)  
(英文) \_\_\_\_\_  
(English)
- (2) 公司註冊號碼： \_\_\_\_\_ 電話號碼： \_\_\_\_\_  
Company 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 (Chinese) (Mr./Ms.\*)  
Director  
(英文正楷) \_\_\_\_\_  
(English in BLOCK letters)
- (5) 住址：  
Residential Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (6) 電話號碼： \_\_\_\_\_  
Tel. No.

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

(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.\*)  
(英文正楷) \_\_\_\_\_  
(English in BLOCK letters)

(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 the Authorised Person in the Corporation

(4) 住址： \_\_\_\_\_  
Residential Address

(5) 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<sup>^</sup>： \_\_\_\_\_ (申請人) (如有)<sup>^</sup>： \_\_\_\_\_ (發牌顧問)  
Mobile Phone No.<sup>^</sup> (Applicant) Additional Mobile Phone No. (if any)<sup>^</sup> (Licensing Consultant)

<sup>^</sup>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<sup>#</sup>： \_\_\_\_\_ 額外電郵地址  
Email Address<sup>#</sup> \_\_\_\_\_ (如有)<sup>#</sup>： \_\_\_\_\_  
Additional Email Address (if any)<sup>#</sup>

<sup>#</sup>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.\*)  
(英文正楷) \_\_\_\_\_  
(English in BLOCK letters)

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

/ /  
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.

**申請人須知**  
**NOTICE TO APPLICANT**

- (1) 以公司名義提出的申請書，須連同下列文件一併遞交，否則本署無法處理有關申請：  
The following documents should be submitted to us if the application is made in the name of a corporation, otherwise we will not be able to process the application:
- (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（在新公司成立為法團的年度內，則請提交經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.
- (2) 須遞交申請書及一式三份的處所擬議設計圖則，否則本署無法處理有關申請。  
The application must be accompanied by 3 identical copies of proposed layout plans of the premises, otherwise this Department is not able to process the application.
- 圖則須以十進制單位及不少於 1:100 的常用比例繪製。  
The proposed layout plans must be drawn in metric unit and in scale commonly used of not less than 1:100.
- (3) 申請人凡擬更改已交來圖則上的設計，須提交經修訂圖則，以供本署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。  
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 Department for consideration and referral to other government departments for processing. Revised plans not in compliance with this requirement will be rejected.
- (4) 申請人如須提交符合規定證明書 D（通風設施規定），方符合其中一項發牌條件以取得暫准牌照，則須隨同符合規定證明書 D（通風設施規定）一併遞交盡量按比例繪製的通風系統設計圖則，一式三份，以顯示處所安裝的通風系統的最終設計。  
If the submission of Certificate of Compliance D (Ventilation Requirements) is a requirement to be complied with before a provisional licence can be issued, the applicant is required to submit 3 identical copies of ventilating system layout plans, drawn as nearly as possible to scale, showing the final layout of the ventilating system installed in the premises together with the Certificate of Compliance D (Ventilation Requirements).



- (5) 如有關食物業處所並非位於房屋委員會（房委會）物業或政府物業內，申請人須向本署遞交由認可專業人士（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）按下述適用指引要求以指定表格（FEHB 190 或 FEHB 191）填寫的證明書，證明有關食物業處所內沒有違例建築工程：

Except for food premises in the Housing Authority (HA)'s properties or government 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 food business premises are free of unauthorised building works shall be submitted to us in prescribed form(s) (FEHB 190 or FEHB 191) in accordance with the corresponding guidelines, where appropriate, listed as follows:

- 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
- 由地政總署署長發出的《新界豁免管制屋宇食物業處所並無違例建築工程證明書 – 供認可人士及註冊結構工程師參考的指引》  
“Certification of Food Business Premises Free of Unauthorised Building Works in respect of New Territories Exempted Houses – Guideline for Authorised Persons and Registered Structural Engineers” issued by the Director of Lands
- 由房屋署獨立審查組發出的《認可人士及註冊結構工程師 – 核證食物業處所並無違例建築工程的指引（適用於房委會物業和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 HA's properties and the properties divested to Link Asset Management Limited)” issued by the Independent Checking Unit of the Housing Department

- (6) 如有關食物業處所並非位於房委會物業、已拆售予領展資產管理有限公司的物業或政府物業內，申請人須向本署遞交聲明書（FEHB 192），聲明在申請牌照的處所經營的食物業符合政府租契條款，否則本署無法處理有關申請。

Except for food business premises in the HA's properties, the properties divested to Link Asset Management Limited or government properties, a declaration (FEHB 192) declaring that the operation of the food business at the premises under application is in compliance with Government lease conditions shall be submitted to us, otherwise we will not be able to process the application.

- 在申請簽發食物業牌照處所經營食物業，必須符合政府租契條款，否則食物環境衛生署署長將拒絕批准申請。倘申請人在申請書內作出虛假聲明，獲准簽發的牌照可能會被取消。

The Director of Food and Environmental Hygiene will refuse to grant the application for the issue of a food business licence unless the operation of food business at the subject premises is in compliance with Government lease conditions. A licence granted may be cancelled if the applicant makes a false declaration in the application.

- (7) 在揀選店舖處所時，申請人須確保在該處所經營食物業，能符合本署、其他政府部門及有關的主管當局按其執行的法例所訂立的規定。因此，申請人應盡早查閱以下文件：(1) 政府租契、(2) 樓宇的入伙紙以及 (3) 法定圖則。申請人可從下列政府辦事處獲得有關資料：

When choosing a shop premises, the applicant must ensure that the operation of food business at the subject premises is in compliance with the requirements imposed under the legislation administered by the Department, other government departments and the relevant authorities. Applicants are strongly advised to check well in advance the following documents: (1) the Government Lease, (2) the Occupation Permit of the building, and (3) the statutory plan. Relevant information and documents may be obtained from the following government offices:

#### 土地註冊處

- 綜合查冊中心
- 地址：  
香港金鐘道 66 號金鐘道政府合署 19 樓

#### Land Registry

- Central Search Office
- Address:  
19/F, Queensway Government Offices,

- 查詢電話：2867 2871
- 該處會收取提供政府租契及入伙紙（如已在土地註冊處登記）複本的服務費用。

### 屋宇署

- 樓宇資訊中心
- 地址：  
九龍旺角彌敦道 750 號始創中心 13 樓
- 查詢電話：2626 1207
- 該署會收取處理申領入伙紙經核證真確副本的費用。

### 規劃署

- 規劃資料查詢處
- 地址：  
香港北角渣華道 333 號北角政府合署 17 樓或  
新界沙田上禾輦路 1 號沙田政府合署 14 樓
- 查詢電話：2231 5000
- 該署就是否須按有關法定圖則及其註釋的規定就綜合食物店用途申請規劃許可，提供免費查詢服務。
- 市民可自行透過互聯網，登入「法定規劃綜合網站」（網址：[www.ozp.tpb.gov.hk](http://www.ozp.tpb.gov.hk)）瀏覽有關法定圖則及其註釋。
- 市民在下列地點繳付指定費用後，便可取得有關法定圖則及其註釋：地政總署地圖銷售處  
香港北角渣華道 333 號北角政府合署 23 樓  
（電話號碼：2231 3187）或九龍彌敦道 382 號地下（電話號碼：2780 0981）

66 Queensway, Hong Kong

- Enquiry No.: 2867 2871
- A fee will be charged for supplying copies of a Government Lease and the Occupation Permit (if registered in the Land Registry) of the building.

### Buildings Department

- Building Information Centre
- Address:  
13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon.
- Enquiry No.: 2626 1207
- A fee will be charged for applying for a certified true copy of the Occupation Permit of the building.

### Planning Department

- Planning Enquiry Counters
- Address:  
17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong or  
14/F, Sha Tin Government Offices, 1, Sheung Wo Che Road, Sha Tin, New Territories
- Enquiry No.: 2231 5000
- Free enquiry service is provided with respect to whether the use of premises as composite food shop requires planning permission according to the relevant statutory plan and the Notes attached to the plan
- The relevant statutory plan and the Notes attached to the plan can be browsed at “Statutory Planning Portal” ([www.ozp.tpb.gov.hk](http://www.ozp.tpb.gov.hk))
- A copy of the statutory plan and the Notes attached to the plan can be obtained, on payment of the prescribed fee, from the Map Publication Centre of the Lands Department at: 23/F, North Point Government Offices, 333 Java Road, Hong Kong (Tel. No.: 2231 3187) or G/F, 382 Nathan Road, Kowloon (Tel. No.: 2780 0981)

- (8) 就上文第 (5) 至 (7) 段，申請人應參閱《申請食物業牌照申請人／持牌人的發牌和轉讓程序指南：(i) 核證食物業處所沒有違例建築工程（違建工程）(ii) 食物業處所必須符合政府租契條款 (iii) 食物業處所必須符合法定圖則的規限》。相關資料已上載至本署網頁（網址：[http://www.fehd.gov.hk/tc\\_chi/licensing/guide.html](http://www.fehd.gov.hk/tc_chi/licensing/guide.html)）。此外，申請人亦可到本署牌照組辦事處或分區環境衛生辦事處（見下文第 (13) 段）索取該指南。

For paragraphs (5) to (7) above, the applicant should read “A Guide to Applicants/Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on (i) Certification of Free of Unauthorised Building Works (UBW) (ii) Compliance with Government Lease Conditions (iii) Compliance with Statutory Plan Restrictions”. Relevant information is uploaded to the Department’s website at <http://www.fehd.gov.hk/english/licensing/guide.html>. The Guide is also available at our Licensing Offices or District Environmental Hygiene Offices (see paragraph (13) below).

- (9) 如申領暫准／正式牌照的處所已領有有效食物業牌照／許可證，在取消現有牌照／許可證之前，本署將不會發出有關牌照。  
If the premises under application for provisional/full licence are already covered by a valid food business licence/permit, the licence will not be issued until the existing licence/permit has been cancelled.

- (10) 申請人必須於暫准牌照屆滿後 6 個月或正式牌照的發牌條件通知書發出後 12 個月（如只是申請正式牌照或未獲發暫准牌照），履行所有發牌條件。除基於申請人不能合理控制的因素外，申請人如在上述限期屆滿後仍未能履行所有發牌條件，將視作撤銷申請論。

The maximum period of time allowed for the applicant to comply with all licensing requirements is 6 months after the expiry of the provisional licence or 12 months after the issue of the letter of requirements for a full licence in the case where application for a full licence only is made or a provisional licence is not issued, unless the delay in meeting the licensing requirements is due to factors beyond the applicant's reasonable control. The application for food business licence will be deemed withdrawn if the applicant fails to comply with all licensing requirements after the above period of time.

- (11) 倘出現下列情況，食物環境衛生署署長可即時取消已簽發的正式綜合食物店牌照或暫准綜合食物店牌照：

The Director of Food and Environmental Hygiene may immediately cancel a full Composite Food Shop Licence or provisional Composite Food Shop Licence so issued if:

- (a) 若專業人士簽發的證明書在屋宇署、地政總署、房屋署或建築署（視何者適用而定）進一步審閱、審核和核實後，發現有關處所內有違建工程，又或發現證明書內的資料屬虛假、不正確或具誤導性的資料（不論是故意提供與否）；  
unauthorised building works are subsequently detected when the professional certificate subject to further examinations, auditing and verification by the Buildings Department, Lands Department, Housing Department or Architectural Services Department (as appropriate), and that the information in those certifications is found to be false, incorrect or misleading, whether willfully so or otherwise;
- (b) 地政總署證實在有關處所經營食物業抵觸政府租契的條款，或符合政府租契條款聲明書上的資料虛假不實（不論是故意提供與否）；  
Lands Department confirms that the operations of food business at the premises is in breach of Government lease conditions or the Declaration on Compliance with Government Lease Conditions is false, whether willfully so or otherwise;
- (c) 發現正式綜合食物店牌照符合規定證明書 AA（衛生條件）內的資料在要項上屬虛假或具誤導性的資料（不論是故意提供與否）；  
any information certified to be correct in the Certificate of Compliance AA for Full Composite Food Shop Licence (Health Requirements) is found to be false or misleading in a material particular, whether willfully so or otherwise;
- (d) 發現經核證為符合申請所關乎的食物業處所布局設計圖則在要項上屬虛假或具誤導（不論是故意提供與否）；或  
the plan submitted for approval which has been vetted and certified to be in conformity with the layout of the food premises to which the application relates is found to be false or misleading in a material particular, whether willfully so or otherwise; or
- (e) 發現其他符合規定證明書（例如符合規定證明書（第一類規定）、符合規定證明書（第二類規定））內的資料屬虛假、不正確或具誤導性的資料（不論是故意提供與否）。  
any information certified to be correct in other certificates of compliance (e.g. Certificate of Compliance (Category 1 Requirements), Certificate of Compliance (Category 2 Requirements)) is found to be false, incorrect or misleading, whether willfully so or otherwise.

即使申請人向有關上訴委員會提出上訴，在等候上訴期間，食物環境衛生署署長將不會運用其酌情權暫停執行即時取消牌照的決定。

The Director of Food and Environmental Hygiene will not exercise his discretion to suspend the “immediate cancellation” decision during the pending period of appeal even if the applicant appeals against the decision to be heard in the respective appeal tribunals.

- (12) 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，可根據該條例第 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.

(13) **牌照組辦事處**

**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（其他牌照）  
電話號碼：2879 5720

**九龍區**

九龍深水埗基隆街 333 號  
北河街市政大廈 4 樓  
九龍區牌照組  
牌照組助理秘書（其他牌照）  
電話號碼：2729 1298

**新界區**

新界大埔鄉事會街 8 號  
大埔綜合大樓 4 樓  
新界區牌照組  
牌照組助理秘書（其他牌照）  
電話號碼：3183 9225

**Licensing Offices**

**Hong Kong & Islands**

Assistant Secretary (Other Licences), Licensing  
Hong Kong & Islands Licensing Office,  
8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wanchai, Hong Kong  
Tel. No.: 2879 5720

**Kowloon**

Assistant Secretary (Other Licences), Licensing  
Kowloon Licensing Office,  
4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street, Sham Shui Po, Kowloon.  
Tel. No.: 2729 1298

**New Territories**

Assistant Secretary (Other Licences), Licensing  
New Territories Licensing Office,  
4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories.  
Tel. No.: 3183 9225

## 分區環境衛生辦事處

### 港島區及離島區

#### 中西區環境衛生辦事處

香港皇后大道中 345 號上環市政大廈 10 樓  
電話號碼：2853 2504 傳真號碼：2851 7653

#### 東區環境衛生辦事處

香港鰂魚涌街 38 號鰂魚涌市政大廈 3 樓  
電話號碼：3103 7041 傳真號碼：2565 8203

#### 南區環境衛生辦事處

香港香港仔大道 203 號香港仔市政大廈 4 樓  
電話號碼：2903 0411 傳真號碼：2873 1608

#### 灣仔區環境衛生辦事處

香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓  
電話號碼：2879 5760 傳真號碼：2519 6884

#### 離島區環境衛生辦事處

香港中環統一碼頭道 38 號海港政府大樓 6 樓  
電話號碼：2852 3606 傳真號碼：2545 2964

### 九龍區

#### 九龍城區環境衛生辦事處

九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓  
電話號碼：2715 4608 傳真號碼：2761 0718

#### 觀塘區環境衛生辦事處

九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓  
電話號碼：3102 7373 傳真號碼：2343 6734

## District Environmental Hygiene Offices

### Hong Kong & Islands

#### Central/Western District Environmental Hygiene Office

10/F, Sheung Wan Municipal Services Building,  
345 Queen's Road Central, Hong Kong  
Tel. No.: 2853 2504 Fax No.: 2851 7653

#### Eastern District Environmental Hygiene Office

3/F, Quarry Bay Municipal Services Building,  
38 Quarry Bay Street, Hong Kong  
Tel. No.: 3103 7041 Fax No.: 2565 8203

#### Southern District Environmental Hygiene Office

4/F, Aberdeen Municipal Services Building,  
203 Aberdeen Main Road, Hong Kong  
Tel. No.: 2903 0411 Fax No.: 2873 1608

#### Wanchai District Environmental Hygiene Office

7/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wanchai, Hong Kong  
Tel. No.: 2879 5760 Fax No.: 2519 6884

#### Islands District Environmental Hygiene Office

6/F, Harbour Building, 38 Pier Road, Central,  
Hong Kong  
Tel. No.: 2852 3606 Fax No.: 2545 2964

### Kowloon

#### Kowloon City District Environmental Hygiene Office

3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon  
Tel. No.: 2715 4608 Fax No.: 2761 0718

#### Kwun Tong District Environmental Hygiene Office

Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon  
Tel. No.: 3102 7373 Fax No.: 2343 6734

**旺角區環境衛生辦事處**

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：2749 3627 傳真號碼：2391 5572

**深水埗區環境衛生辦事處**

九龍深水埗元州街 59 至 63 號元州街市政大廈  
8 樓至 10 樓  
電話號碼：2748 6943 傳真號碼：2748 6937

**黃大仙區環境衛生辦事處**

九龍彩虹道 121 號大成街街市大樓 3 樓  
電話號碼：2997 9005 傳真號碼：2351 5710

**油尖區環境衛生辦事處**

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 1301 傳真號碼：2735 5955

**新界區****沙田區環境衛生辦事處**

新界沙田鄉事會路 138 號新城市中央廣場第 1 座  
12 樓 1201 至 1207 室及 1220 至 1221 室  
電話號碼：2634 1957 傳真號碼：2634 0442

**大埔區環境衛生辦事處**

新界大埔鄉事會街 8 號大埔綜合大樓 3 樓  
電話號碼：3183 9111 傳真號碼：2650 1171

**北區環境衛生辦事處**

新界上水智昌路 13 號石湖墟市政大廈 4 樓  
電話號碼：2679 2815 傳真號碼：2679 5695

**西貢區環境衛生辦事處**

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

**Mong Kok District Environmental  
Hygiene Office**

6/F & 7/F, Fa Yuen Street Municipal Services  
Building, 123A Fa Yuen Street, Mong Kok,  
Kowloon  
Tel. No.: 2749 3627 Fax No.: 2391 5572

**Sham Shui Po District Environmental  
Hygiene Office**

8/F-10/F, Un Chau Street Municipal Services  
Building, 59-63 Un Chau Street, Sham Shui Po,  
Kowloon  
Tel. No.: 2748 6943 Fax No.: 2748 6937

**Wong Tai Sin District Environmental  
Hygiene Office**

3/F, Tai Shing Street Market Building,  
121 Choi Hung Road, Wong Tai Sin,  
Kowloon  
Tel. No.: 2997 9005 Fax No.: 2351 5710

**Yau Tsim District Environmental Hygiene  
Office**

3/F & 4/F, Kwun Chung Municipal Services  
Building, 17 Bowring Street, Yau Ma Tei,  
Kowloon  
Tel. No.: 2302 1301 Fax No.: 2735 5955

**New Territories****Sha Tin District Environmental Hygiene  
Office**

Unit 1201-1207, 1220-1221, 12/F, Tower 1,  
Grand Central Plaza, 138 Rural Committee  
Road, Sha Tin, New Territories  
Tel. No.: 2634 1957 Fax No.: 2634 0442

**Tai Po District Environmental Hygiene Office**

3/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9111 Fax No.: 2650 1171

**North District Environmental Hygiene Office**

4/F, Shek Wu Hui Municipal Services Building,  
13 Chi Cheong Road, Sheung Shui,  
New Territories  
Tel. No.: 2679 2815 Fax No.: 2679 5695

**Sai Kung District Environmental Hygiene  
Office**

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

**葵青區環境衛生辦事處**

新界葵涌興芳路 166 至 174 號葵興政府合署 9 樓  
電話號碼：2619 9482 傳真號碼：2480 4023

**荃灣區環境衛生辦事處**

新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓  
電話號碼：2212 9735 傳真號碼：2414 8809

**屯門區環境衛生辦事處**

屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓  
電話號碼：2451 3113 傳真號碼：2452 6559

**元朗區環境衛生辦事處**

新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓  
電話號碼：2920 7605 傳真號碼：2477 5099

**Kwai Tsing District Environmental Hygiene Office**

9/F, Kwai Hing Government Offices Building,  
166-174 Hing Fong Road, Kwai Chung,  
New Territories  
Tel. No.: 2619 9482 Fax No.: 2480 4023

**Tsuen Wan District Environmental Hygiene Office**

3/F, Yeung Uk Road Municipal Services Building,  
45 Yeung Uk Road, Tsuen Wan,  
New Territories  
Tel. No.: 2212 9735 Fax No.: 2414 8809

**Tuen Mun District Environmental Hygiene Office**

1/F & 3/F, Tuen Mun Government Offices Building,  
1 Tuen Hi Road, Tuen Mun, New Territories  
Tel. No.: 2451 3113 Fax No.: 2452 6559

**Yuen Long District Environmental Hygiene Office**

2/F-5/F, Yuen Long Government Offices,  
2 Kiu Lok Square, Yuen Long, New Territories  
Tel. No.: 2920 7605 Fax No.: 2477 5099

擬出售的食物及／或配製食物以供出售的食物清單：  
List of Food Items Intended to be Sold and/or Prepared for Sale

- |  |  |
|--|--|
| <input type="checkbox"/> 配製及出售軟雪糕<br>Preparation and sale of soft ice-cream  | <input type="checkbox"/> 配製及出售冰凍含汽飲料<br>Preparation and sale of frozen carbonated beverages  |
| <input type="checkbox"/> 配製及出售壽司<br>Preparation and sale of sushi  | <input type="checkbox"/> 配製及出售刺身<br>Preparation and sale of sashimi  |
| <input type="checkbox"/> 配製及出售供不經烹煮而食用的蠔<br>Preparation and sale of oysters to be eaten in raw state   | <input type="checkbox"/> 配製及出售咖啡<br>Preparation and sale of coffee   |
| <input type="checkbox"/> 配製及出售沙律<br>Preparation and sale of salad  | <input type="checkbox"/> 配製及出售茶<br>Preparation and sale of tea   |
| <input type="checkbox"/> 配製及出售三文治<br>Preparation and sale of sandwiches  | <input type="checkbox"/> 翻熱預先烹煮的食物以供出售<br>Reheating of pre-cooked food for sale  |
| <input type="checkbox"/> 配製及出售夾餅<br>Preparation and sale of waffles  | <input type="checkbox"/> 出售燒味<br>Sale of siu mei   |
| <input type="checkbox"/> 出售切開的水果<br>Sale of cut fruit  | <input type="checkbox"/> 出售滷味<br>Sale of lo mei  |
| <input type="checkbox"/> 利用人工操作的調配分售機售賣置於加壓容器內的非瓶裝飲料*<br>Sale of non-bottled drinks in pressurised containers by means of a manual dispensing machine*     | <input type="checkbox"/> 出售在處所內以拌料／果汁加水沖製的非瓶裝飲料<br>Sale of non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises |
| <input type="checkbox"/> 出售涼粉<br>Sale of leung fan   | <input type="checkbox"/> 出售在處所內榨取的鮮果汁<br>Sale of fresh fruit juices extracted on the premises  |
| <input type="checkbox"/> 出售涼茶<br>Sale of Chinese herb tea  | <input type="checkbox"/> 出售用雪糕杓售賣的冰凍甜點<br>Sale of frozen confections sold by the scoop   |
| <input type="checkbox"/> 出售奶類及奶類飲品<br>Sale of milk and milk beverages  | <input type="checkbox"/> 以售賣機出售食物<br>Sale of food by a vending machine   |
| <input type="checkbox"/> 出售預先包裝壽司<br>(供應自持牌食物製造廠)<br>Sale of prepackaged sushi<br>(supplied from licensed food factory)                                    | <input type="checkbox"/> 出售由製造商供應的原杯及原包裝冰凍甜點<br>Sale of frozen confections in manufacturers' cups and wrappers   |
| <input type="checkbox"/> 出售預先包裝供不經烹煮而食用的蠔<br>(供應自持牌食物製造廠)<br>Sale of prepackaged oysters to be eaten in raw state<br>(supplied from licensed food factory) | <input type="checkbox"/> 出售預先包裝刺身<br>(供應自持牌食物製造廠)<br>Sale of prepackaged sashimi<br>(supplied from licensed food factory)                              |

\* 已包括於綜合食物店內用人工操作的調配分售機售賣非瓶裝飲料（咖啡／茶）。  
Including sale of non-bottled drinks (coffee/tea) by means of a manual dispensing machine in the composite food shop.

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



**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:

- (a) 處理向發牌當局申請簽發／轉讓／續發食物業及其他行業牌照／許可證的相關事宜；以及 carrying out activities relating to applications for the issue/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority; and
- (b) 方便發牌當局及其他政府部門人員在遵從食物業或其他行業的法例及規定方面與你聯絡。 facilitating communication between the staff of the Licensing Authority and other government departments and you concerning compliance with relevant laws and regulations applicable to the food business and other trades.

你在本表格上填報的個人資料，純屬自願提供。不過，如不提供充分的資料，發牌當局未必可以處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Licensing Authority may not be able to process your licence 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。這些個人資料亦會向本署轄下的食物安全中心及其他政府部門披露，以作執法用途，其中食物安全中心將用以執行《食物安全條例》(第 612 章)，而渠務署將用以執行《污水處理服務條例》(第 463 章)及其附屬法例。根據《污水處理服務條例》的規定，經營食肆及食物製造業的用水帳戶，須就其行業所產生的工商業污水繳交工商業污水附加費。

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. The personal data may also be disclosed to the Centre for Food Safety (CFS) of this Department and other government departments for law enforcement purposes, amongst which the CFS will use such data for the enforcement of the Food Safety Ordinance (Cap. 612) and the Drainage Services Department for the enforcement of the Sewage Services Ordinance (Cap. 463) and its subsidiary legislations. According to the Sewage Services Ordinance, the operators of the restaurant and food manufacturing trades are required to pay the Trade Effluent Surcharge for their trade effluent discharged.

**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。發牌當局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:

##### **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 5712

##### **Hong Kong & Islands**

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

##### **九龍區**

九龍深水埗基隆街 333 號  
北河街市政大廈 4 樓  
九龍區牌照組  
牌照組助理秘書  
電話號碼：2729 1293

##### **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

##### **新界區**

新界大埔鄉事會街 8 號  
大埔綜合大樓 4 樓  
新界區牌照組  
牌照組助理秘書  
電話號碼：3183 9234

##### **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