

食物業牌照申請書
APPLICATION FOR FOOD BUSINESS LICENCE

致 牌照組助理秘書

To: Assistant Secretary, Licensing Office

本人欲申請

I intend to apply for a

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

- 普通食肆牌照 General Restaurant Licence
- 小食食肆牌照 Light Refreshment Restaurant Licence
- 水上食肆牌照 Marine Restaurant Licence
- 烘製麵包餅食店牌照 Bakery Licence
- 凍房牌照 Cold Store Licence
- 工廠食堂牌照 Factory Canteen Licence
- 食物製造廠牌照 Food Factory Licence
- 新鮮糧食店牌照 Fresh Provision Shop Licence
- 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
- 奶品廠牌照 Milk Factory Licence
- 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence

如在新申領牌照的處所內同時申請普通食肆/小食食肆牌照及相關的烘製麵包餅食店牌照，可選擇該兩個相關牌照選項。
In case to apply both General Restaurant/Light Refreshment Restaurant Licence and its associated Bakery Licence simultaneously within the same premises, you may choose the two relevant items.

申請資料 (如有任何轉變，須立即通知食物環境衛生署。)

Particulars of Application (Please notify Food and Environmental Hygiene Department if there are any changes in future.)

(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) 香港身份證/護照*號碼 : _____
Hong Kong Identity Card/Passport* No.

(3) 發牌前通訊地址 :
Correspondence Address Before Issue of Licence

發牌後通訊地址 : (如欲在發牌後以另一地址接收通訊，請列明。) 同上 Same as above
Correspondence Address After Issue of Licence (Please state if you wish to receive correspondence at another address after issue of licence.)

* 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).

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

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

(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*

* 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).

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*

- (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)

- (b) 擬開設店鋪的面積: _____平方米
Size of the Proposed Shop m²

- (9) 擬使用的爐具類型及燃料種類：
Type(s) of Heating Equipment and Fuel Intended to Be 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

* 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).

(10) 店舖內擬裝設的空氣調節系統
Air-conditioning System Intended to Be Installed

類型：
Type

- 氣冷式空調系統

Air-cooled air-conditioning system

請註明空調機的類別（例如分體式或窗口式）：

Please specify the type of AC units (e.g. split type or window type)

- 水冷式空調系統（使用淡水冷卻塔（水塔））

Water-cooled air-conditioning system (using fresh water cooling towers)

產地：

Country of Manufacture

(11) 另擬申請的牌照：
Other Licence(s) Intended to Be Applied

- 暫准牌照

Provisional Licence

- 酒牌（只供申請普通／小食食肆牌照使用，並須另行填寫申請表格）

Liquor Licence (for General/Light Refreshment Restaurant Licence application only and separate application form is required)

(12) 夾附文件（見申請人須知第 (2) 段）：
Enclosures (**see paragraph (2) 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

(13) 附加資料：
Additional Information

- 申請普通食肆／工廠食堂牌照（見附件 I）

Application for General Restaurant/Factory Canteen Licence (see **Annex I**)

- 申請小食食肆牌照（見附件 II）

Application for Light Refreshment Restaurant Licence (see **Annex II**)

- 申請食物製造廠／新鮮糧食店／燒味及滷味店／冰凍甜點製造廠／奶品廠牌照（見附件 III）

Application for Food Factory/Fresh Provision Shop/Siu Mei and Lo Mei Shop/Frozen Confection Factory/Milk Factory Licence (see **Annex III**)

- 同時申請普通食肆／小食食肆牌照及其相關的烘製麵包餅食店牌照（見附件 IV）

Application for General Restaurant/Light Refreshment Restaurant Licence and its associated Bakery Licence at the same time (see **Annex IV**)

- 申請設置露天座位（只適用於食肆牌照申請，申請人須一併遞交設置露天座位申請表格 (FEHB 197)）

Application for Outside Seating Accommodation (OSA) (Applicable to Restaurant Licence application only. Submission of application form for OSA (FEHB 197) is also required.)

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

- (14) 水錶編號／用戶編號： _____
Water Meter No./Water Account No.
(不適用於凍房、新鮮糧食店及燒味及滷味店牌照申請)
(NOT applicable to Cold Store, Fresh Provision Shop and Siu Mei and Lo Mei Shop Licence applications)

- (15) 本人明白有責任確保在申請食物業牌照的店鋪處所經營食物業，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[†]。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[†]. I will consult professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan[†].

[†] 「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.

- (16) 本人以中文／英文*為發牌前的通訊語言。
I would use Chinese/English* for correspondence before issue of licence.
本人以中文／英文*為發牌後的通訊語言。
I would use Chinese/English* for correspondence after issue of licence.

- (17) 如有關食物業處所並非位於政府物業、房屋委員會物業或已拆售予領展資產管理有限公司的物業內，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 government properties, the Housing Authority's properties or the properties divested to Link Asset Management Limited, 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 be unable to process the application.

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

**(18) 提交申請表前的核對清單：
Checklist Before Submission of Application Form**

- 已閱讀申請人須知。
Notice to Applicant has been read.
- 已填妥各適用部分（包括附件）。
All applicable sections (including the Annex) have been completed.
- 已夾附符合規格的建議設計圖則。
Copies of proposed layout plan(s) conforming to the required format attached.
- 已夾附聲明書 (FEHB 192) (如適用)。
Declaration (FEHB 192) attached (if applicable).

_____/_____/_____
日期（日／月／年）
Date (dd/mm/yyyy)

申請人簽署
Signature of Applicant

歡迎使用食物環境衛生署的電子申請服務提交食物業／行業牌照或許可證申請。有關詳情，請瀏覽網頁 <http://www.fehd.gov.hk>。

You are welcome to use the Electronic Application Service of the Food and Environmental Hygiene Department to submit applications for Food Business/Trade Licences or Permits. Please visit <http://www.fehd.gov.hk> for details.

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



食物業牌照申請書
APPLICATION FOR FOOD BUSINESS LICENCE

(簽發予以公司名義申請者)
(FOR ISSUE OF LICENCE TO APPLICANT IN THE NAME OF A CORPORATION)

致 牌照組助理秘書

To: Assistant Secretary, Licensing Office

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

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

- 普通食肆牌照 General Restaurant Licence
- 小食食肆牌照 Light Refreshment Restaurant Licence
- 水上食肆牌照 Marine Restaurant Licence
- 烘製麵包餅食店牌照 Bakery Licence
- 凍房牌照 Cold Store Licence
- 工廠食堂牌照 Factory Canteen Licence
- 食物製造廠牌照 Food Factory Licence
- 新鮮糧食店牌照 Fresh Provision Shop Licence
- 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
- 奶品廠牌照 Milk Factory Licence
- 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence

[#] 如在新申領牌照的處所內同時申請普通食肆／小食食肆牌照及相關的烘製麵包餅食店牌照，可選擇該兩個相關牌照選項。
In case to apply both General Restaurant/Light Refreshment Restaurant Licence and its associated Bakery Licence simultaneously within the same premises, you may choose the two relevant items.

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*

* 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).

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*

(甲) 公司資料

(A) Particulars of Corporation

(1) 公司名稱： (中文) _____
Name of (Chinese)
Corporation
(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)

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

(5) 住址：
Residential Address

(6) 電話號碼： _____
Tel. No.

(乙) 獲授權代表資料

(B) Particulars of the Authorised Person

(1) 獲授權代表姓名： (中文) _____ (先生/女士*)
Name of Authorised Person (Chinese) (Mr/Ms*)

(英文正楷) _____
(English in BLOCK letters)

(2) 香港身份證/護照*號碼： _____
Hong Kong Identity Card/Passport* No.

(3) 獲授權代表在公司擔任的職位： _____
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.

流動電話號碼^： _____ (申請人) 額外流動電話號碼 (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.

* 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).

(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)

獲授權代表簽署
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 shall be submitted to us if the application is made in the name of a corporation, otherwise we will be unable 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申請事宜；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) 該名獲授權代表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建議設計圖則，否則本署無法處理有關申請。如屬下列情況，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, otherwise the application cannot be processed, except that:
- (a) 申請工廠食堂牌照，所須遞交的建議設計圖則為一式四份；以及
For application for a Factory Canteen Licence, 4 identical copies of proposed layout plans are required; and
 - (b) 申請食物製造廠（烤肉）牌照，所須遞交的建議設計圖則為一式五份。
For application for a Food Factory (Meat Roasting) Licence, 5 identical copies of proposed layout plans are required.

上述所有圖則須以十進制單位及不少於1:100的常用比例繪製。

All the above 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 plan(s), 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政府物業或房屋委員會 (房委會) 物業內，申請人須向本署遞交 (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 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 government properties or the Housing Authority (HA)'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 food business premises are free of unauthorised building works shall be submitted (in person or by mail) 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 (適用於私人樓宇)》
“Certification of Food Business Premises Free of Unauthorised Building Works — Guidelines for Authorised Persons and Registered Structural Engineers (applicable to private buildings)” 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
- 由隸屬於運輸及房屋局常任秘書長 (房屋) 辦公室的獨立審查組發出的《認可人士及註冊結構工程師 — 核證食物業處所並無違例建築工程的指引 (適用於已拆售的房屋委員會物業)》
“Certification of Food Business Premises Free of Unauthorised Building Works — Guidelines for Authorised Persons and Registered Structural Engineers (applicable to the divested Housing Authority's properties)” issued by the Independent Checking Unit under the Office of the Permanent Secretary for Transport and Housing (Housing).

- (6) 如有關食物業處所並非位於政府物業、房委會物業或已拆售予領展資產管理有限公司的物業內，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 government properties, the HA's properties or the properties divested to Link Asset Management Limited, 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 be unable 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
- 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：
九龍油麻地海庭道 11 號西九龍政府合署北座屋宇署總部 2 樓
- 查詢電話：2626 1616（由「1823」接聽）
- 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處所用途申請規劃許可，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）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）

Land Registry

- Central Search Office
- Address:
19/F, Queensway Government Offices,
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:
2/F, Buildings Department Headquarters,
North Tower, West Kowloon Government
Offices, 11 Hoi Ting Road, Yau Ma Tei,
Kowloon.
- Enquiry No.: 2626 1616 (Handled by "1823")
- 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 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).
- 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 Publications 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的條件 (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/howtoseries/forms/External_guide_combine_c.PDF）。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 (14) 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/howtoseries/forms/new/External_guide_combine_e.PDF. The Guide is also available at our Licensing Offices or District Environmental Hygiene Offices (see paragraph (14) 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 the application for provisional/full licence are already covered by a valid food business licence/permit, the licence will not be issued until and unless the existing licence/permit has been cancelled.

- (10) 如食物環境衛生署署長（署長）根據《公眾衛生及市政條例》（第 132 章）第 125(1)(b) 條的規定取消某處所的食物業牌照，日後前任持牌人或其代表／業務伙伴／業務東主在牌照取消日期起計 12 個月期間就相同處所提出的同一類別食物業牌照申請，將不獲受理。申請人須向本署提交證明文件，證明申請人與前任持牌人或其代表／業務伙伴／業務東主並無業務關係。根據上述條文被署長取消牌照的食物業處所名單已上載至本署網頁（網址：http://www.fehd.gov.hk/tc_chi/licensing/list_premises_cancelled.html）。

If a food business licence in respect of a premises is cancelled by the Director of Food and Environmental Hygiene (the Director) under section 125(1)(b) of the Public Health and Municipal Services Ordinance (Cap. 132), we will not process future application for the same type of food business licence in respect of the same premises submitted by the former licensee or his/her representative/business partner/business proprietor for a period of 12 months from the date of cancellation of the licence. Documentary proof will have to be submitted to us to show that the applicant does not have any business connection with the former licensee or his/her representative/business partner/business proprietor. The list of food premises in respect of which the licence has been cancelled by the Director under the aforesaid provision is uploaded to the Department’s website at http://www.fehd.gov.hk/english/licensing/list_premises_cancelled.html.

此外，如處所並未領有根據《食物業規例》（第 132X 章）發出的有效牌照而經營食物業，本署會考慮根據第 132 章第 128B 條的規定申請封閉令封閉有關處所。在申請封閉令期間，本署會停止處理該處所所有的正式及暫准（如適用）牌照申請，直至法庭就封閉令的申請發下裁定為止。在法庭頒發封閉令後，以及在該封閉令維持有效的期間內，本署將不再處理該被封閉處所所有的牌照申請。

In addition, we may consider applying for a closure order under section 128B of Cap. 132 to close the premises operating a food business without a valid licence issued under the Food Business Regulation (Cap. 132X). In the course of applying for a closure order, we will stop processing all full and provisional (if applicable) licence applications of the premises until the determination of the application for a closure order has been handed down by the Court. Upon the grant of the closure order by the Court and as long as the closure order remains in force, all licence applications in respect of the closed premises will not be further processed.

- (11) 就法庭根據《公眾衛生及市政條例》（第 132 章）第 128B 條頒發封閉令的處所，本署在該封閉令維持有效的期間內，會拒絕接受和處理有關該已被封閉處所的任何食物業牌照申請。被法庭根據第 132 章第 128B 條命令封閉的無牌食物業處所名單已上載至本署網頁（網址：http://www.fehd.gov.hk/tc_chi/licensing/list_premises_closed.html）。

In regard to a premises where a closure order has been granted by the Court under section 128B of the Public Health and Municipal Services Ordinance (Cap. 132), we will refuse to accept and process any application for a food business licence in respect of the closed premises as long as the closure order remains in force. The list of unlicensed food premises that have been ordered to close by the Court under section 128B of Cap. 132 is uploaded to the Department’s website at http://www.fehd.gov.hk/english/licensing/list_premises_closed.html.

- (12) 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 a food business licence will be deemed withdrawn if the applicant fails to comply with all licensing requirements after the above period of time.

- (13) 按照《公眾衛生及市政條例》(第 132 章)第 125(8) 條的規定，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 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.

(14) **牌照組辦事處**

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 5729

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 5729

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 1632

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 1632

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 9226

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 9226

分區環境衛生辦事處

District Environmental Hygiene Offices

港島及離島區

Hong Kong & Islands

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：2545 0506 傳真號碼：2851 7653

Central/Western District Environmental Hygiene Office

10/F, Sheung Wan Municipal Services Building,
345 Queen's Road Central, Hong Kong
Tel. No.: 2545 0506 Fax No.: 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

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

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 3205 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

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 3626 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 6934 傳真號碼：2748 6937

黃大仙區環境衛生辦事處

九龍黃大仙彩虹道 121 號
大成街街市大樓 3 樓
電話號碼：2997 9003 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 0136 傳真號碼：2634 0442

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 3205 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

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 3626 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 6934 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 9003 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**

Units 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

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 9119 傳真號碼：2650 1171

Tai Po District Environmental Hygiene Office
3/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9119 Fax No.: 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 2812 傳真號碼：2679 5695

North District Environmental Hygiene Office
4/F, Shek Wu Hui Municipal Services Building,
13 Chi Cheong Road, Sheung Shui, New Territories
Tel. No.: 2679 2812 Fax No.: 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

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：2420 9204 傳真號碼：2480 4023

Kwai Tsing District Environmental Hygiene Office
9/F, Kwai Hing Government Offices Building.,
166-174 Hing Fong Road, Kwai Chung, New Territories
Tel. No.: 2420 9204 Fax No.: 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

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

屯門區環境衛生辦事處
新界屯門屯喜路 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

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 655

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

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

只供申請普通食肆牌照及工廠食堂牌照使用
For General Restaurant Licence and Factory Canteen Licence Applications Only

(a) 業務類別：

Type of Business

- 中式食肆 Chinese style restaurant
- 西式食肆 Western style restaurant
- 快餐式食肆 Fast food restaurant
- 其他，請說明：
Others, please specify _____

(b) 擬在處所內售賣的受限制食物：

Items of Restricted Food Intended to Be Sold at the Premises

- | | |
|---|--|
| <input type="checkbox"/> 在處所內以拌料／果汁加水沖製的非瓶裝飲料
Non-bottled drinks prepared by diluting drink mixes/ fruit juices with water on the premises | <input type="checkbox"/> 經加工醃製的肉類／鴨類／臘腸
Preserved meat/ducks/Chinese sausages |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 燒味及滷味
Siu mei and 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
Non-bottled drinks in pressurised containers by means of a manual dispensing machine | <input type="checkbox"/> 刺身
Sashimi |
| <input type="checkbox"/> 涼茶
Chinese herb tea | <input type="checkbox"/> 壽司
Sushi |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 供不經烹煮而食用的蠔
Oysters to be eaten in raw state |
| <input type="checkbox"/> 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop | <input type="checkbox"/> 供不經烹煮而食用的肉類
Meat to be eaten in raw state |
| <input type="checkbox"/> 冰凍甜點（軟雪糕）
Frozen confection (soft ice-cream) | <input type="checkbox"/> 進口熟肉／乾肉／肉類產品
Imported cooked meat/dried meat/meat products |
| <input type="checkbox"/> 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers | <input type="checkbox"/> 進口腸
Imported intestines |
| <input type="checkbox"/> 涼粉
Leung fan | <input type="checkbox"/> 進口肉餡餅及香腸
Imported pies and sausages |
| <input type="checkbox"/> 切開的水果
Cut fruit | <input type="checkbox"/> 介貝類水產動物
Shell fish |
| <input type="checkbox"/> 以售賣機出售的食物（食物／飲品的名稱在牌照上註明）
Food sold by vending machine (name of food/drink to be specified in the licence) | |

(c) 擬提供的服務／設施：

Services/Facilities to Be Provided

- 外賣食物，限於同一工廠大廈內提供有關服務（適用於工廠食堂申請）
Take-away food service in the same factory building (applicable to Factory Canteen Licence application)
- 跳舞設施（不適用於工廠食堂申請）
Dancing facilities (not applicable to Factory Canteen Licence application)

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

只供申請小食食肆牌照使用
For Light Refreshment Restaurant Licence Application Only

(a) 擬提供的食物類別（只可選擇一項）：

Group of Food Items to Be Provided (choose only one group)

（有關小食食肆食物的分類，請參閱本署網頁內的《小食食肆獲准烹製及售賣的食物一覽表》，網址：http://www.fehd.gov.hk/tc_chi/howtoseries/forms/new/Specified_Snack_List.pdf。）

(Regarding the categorisation of food items for Light Refreshment Restaurants, please refer to the “List of Approved Food Items for Light Refreshment Restaurants” at our website at http://www.fehd.gov.hk/english/howtoseries/forms/new/Specified_Snack_List.pdf.)

- | | |
|--|--|
| <input type="checkbox"/> 甲類
Group A | <input type="checkbox"/> 丁類
Group D |
| <input type="checkbox"/> 乙類
Group B | <input type="checkbox"/> 戊類
Group E |
| <input type="checkbox"/> 丙類
Group C | <input type="checkbox"/> 己類
Group F |

(b) 擬提供跳舞設施
Dancing facilities will be provided

(c) 擬在處所內售賣的受限制食物：
Items of Restricted Food Intended to Be Sold at the Premises

- 在處所內以拌料／果汁加水沖製的非瓶裝飲料
Non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises
- 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises
- 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
Non-bottled drinks in pressurised containers by means of a manual dispensing machine
- 奶類及奶類飲品
Milk and milk beverages
- 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop
- 冰凍甜點（軟雪糕）
Frozen confection (soft ice-cream)
- 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers
- 切開的水果
Cut fruit

下列食物來自食物環境衛生署接受的供應來源：
The items below are supplied from sources acceptable to the Department:

- 預先包裝的刺身
Prepacked sashimi
- 預先包裝的壽司
Prepacked sushi
- 涼茶
Chinese herb tea
- 涼粉
Leung fan
- 進口熟肉／乾肉／肉類產品
Imported cooked meat/dried meat/ meat products
- 進口腸
Imported intestines
- 進口肉餡餅及香腸
Imported pies and sausages

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

(d) 擬提供的五種自訂小食名稱：

5 Self-specified Snack Items to Be Provided

(請參閱本署網頁內的《小食食肆獲准烹製及售賣的食物一覽表》，網址：http://www.fehd.gov.hk/tc_chi/howtoseries/forms/new/Specified_Snack_List.pdf。)

(Please refer to “List of Approved Food Items for Light Refreshment Restaurants” at our website at http://www.fehd.gov.hk/english/howtoseries/forms/new/Specified_Snack_List.pdf.)

本人欲售賣下列在「特定小食表」內的預製小食：

I wish to sell the following pre-prepared snack items from the “Specified Snack List”

項目編號 Item No.	小食名稱 Name of Snack Item	供應來源 Obtained from

本人欲售賣下列在「特定小食表」以外預製小食：

I wish to sell the following pre-prepared snack item(s) not found in the “Specified Snack List”

項目編號 Item No.	小食名稱 Name of Snack Item	供應來源 Obtained from

(e) 已類「特別食品（售賣一種食品）」的申請人，請說明在食肆內配製有關食品的過程：

For Group F “Speciality item (selling one food item)” applicants, please describe food preparation process in the restaurant

特別食品名稱 Name of Speciality Item	食肆內配製食物的過程說明 Description of Food Preparation Process in Restaurant

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

只供申請食物製造廠牌照使用
For Food Factory Licence Application Only

(a) 擬配製食物的種類：

Type(s) of Food Intended to Be Prepared

- | | |
|---|---|
| <input type="checkbox"/> 製造麵粉類食品（麵條／米粉／線麵／通心粉／粉絲等）
Manufacture of flour products (noodles/rice noodles/vermicelli/macaroni/bean threads, etc.) | <input type="checkbox"/> 食品加工（醃製豬手）
Processing of preserved pig knuckles |
| <input type="checkbox"/> 燒烤肉類／豬隻或家禽
Roasting of meat/pigs or poultry | <input type="checkbox"/> 食品加工（動物內臟）
Processing of animal offals |
| <input type="checkbox"/> 製造魚丸／蝦丸／肉丸
Manufacture of fish balls/shrimp balls/meat balls | <input type="checkbox"/> 製造醬油
Manufacture of sauces |
| <input type="checkbox"/> 製造蒸餾水／瓶裝水
Manufacture of distilled water/bottled water | <input type="checkbox"/> 製造調味料
Manufacture of seasonings |
| <input type="checkbox"/> 製造醃製食品（包括乾製及醃製肉類／臘腸／香腸／火腿）
Manufacture of dried/preserved meat/
Chinese sausages/sausages/ham | <input type="checkbox"/> 製糖／煉糖
Manufacture/refining of sugar |
| <input type="checkbox"/> 製造罐裝／瓶裝或以其他方式包裝的食品／飲品
Manufacture of canned/bottled food/drinks or food/
drinks by other means of packaging | <input type="checkbox"/> 製造刺身
Manufacture of sashimi |
| <input type="checkbox"/> 製造豆腐／豆漿／腐乳／南乳
Manufacture of bean curds/soya bean juice/
fermented bean curd/taro curd | <input type="checkbox"/> 製造壽司
Manufacture of sushi |
| <input type="checkbox"/> 製造／包裝糖果
Manufacture/wrapping of confectionery | <input type="checkbox"/> 配製供不經烹煮而食用的蠔
Preparation of oysters to be eaten
in raw state |
| <input type="checkbox"/> 製造中式糕點／點心
Manufacture of Chinese pudding/ "Dim Sum" | <input type="checkbox"/> 配製供不經烹煮而食用的肉類
Preparation of meat to be eaten in
raw state |
| <input type="checkbox"/> 製造麵粉
Manufacture of flour | <input type="checkbox"/> 製造食油，但不包括食用豬油／
脂肪
Manufacture of edible oil
excluding edible lard/fat |
| <input type="checkbox"/> 快餐食品
Fast food | |
| <input type="checkbox"/> 供應飯盒
Supply of lunch boxes | <input type="checkbox"/> 製造蝦片
Manufacture of shrimp slices |
| <input type="checkbox"/> 其他，請說明：
Others, please specify _____ | |

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

(b) 擬在店舖內售賣的受限制食物：

Item(s) of Restricted Food Intended to Be Sold at the Premises

- | | |
|--|--|
| <input type="checkbox"/> 在處所內以拌料／果汁加水沖製的非瓶裝飲料
Non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises | |
| <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
Non-bottled drinks in pressurised containers by means of a manual dispensing machine | |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 預先包裝的刺身
Prepacked sashimi |
| <input type="checkbox"/> 切開的水果
Cut fruit | <input type="checkbox"/> 預先包裝的壽司
Prepacked sushi |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 涼茶
Chinese herb tea |
| <input type="checkbox"/> 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop | <input type="checkbox"/> 供不經烹煮而食用的蠔
Oyster to be eaten in raw state |
| <input type="checkbox"/> 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers | <input type="checkbox"/> 供不經烹煮而食用的肉類
Meat to be eaten in raw state |
| <input type="checkbox"/> 涼粉
Leung fan | <input type="checkbox"/> 進口熟肉／乾肉／肉類產品
Imported cooked meat/dried meat/
meat products |
| <input type="checkbox"/> 進口肉餡餅及香腸
Imported pies and sausages | <input type="checkbox"/> 進口腸
Imported intestines |
| | <input type="checkbox"/> 介貝類水產動物
Shell fish |

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

只供申請新鮮糧食店牌照使用
For Fresh Provision Shop Licence Application Only

新鮮食品 Fresh Commodities	冷凍（冰鮮）食品 Chilled Commodities	冷藏食品 Frozen Commodities
<input type="checkbox"/> 新鮮牛肉 Fresh beef	<input type="checkbox"/> 進口冷凍（冰鮮）牛肉 Imported chilled beef <input type="checkbox"/> 經預先包裝進口冷凍（冰鮮）牛肉 Prepackaged imported chilled beef	<input type="checkbox"/> 冷藏牛肉 Frozen beef
<input type="checkbox"/> 新鮮豬肉 Fresh pork	<input type="checkbox"/> 進口冷凍（冰鮮）豬肉 Imported chilled pork <input type="checkbox"/> 經預先包裝進口冷凍（冰鮮）豬肉 Prepackaged imported chilled pork	<input type="checkbox"/> 冷藏豬肉 Frozen pork
<input type="checkbox"/> 新鮮羊肉 Fresh mutton	<input type="checkbox"/> 進口冷凍（冰鮮）羊肉 Imported chilled mutton <input type="checkbox"/> 經預先包裝進口冷凍（冰鮮）羊肉 Prepackaged imported chilled mutton	<input type="checkbox"/> 冷藏羊肉 Frozen mutton
<input type="checkbox"/> 新鮮魚 Fresh fish	<input type="checkbox"/> 進口冷凍魚 Imported chilled fish	<input type="checkbox"/> 冷藏魚 Frozen fish
<input type="checkbox"/> 活魚 Live fish	<input type="checkbox"/> 冷凍魚 Chilled fish	
	<input type="checkbox"/> 進口冷凍雞 Imported chilled chicken <input type="checkbox"/> 進口冷凍家禽（ <input type="checkbox"/> 鴨 <input type="checkbox"/> 鵝） （雞除外） Imported chilled poultry (other than chicken)	<input type="checkbox"/> 冷藏家禽（ <input type="checkbox"/> 雞 <input type="checkbox"/> 鴨 <input type="checkbox"/> 鵝） Frozen Chicken Duck Goose poultry
<input type="checkbox"/> 新鮮爬行類動物 Fresh reptiles	<input type="checkbox"/> 冷凍爬行類動物 Chilled reptiles	<input type="checkbox"/> 冷藏爬行類動物 Frozen reptiles
<input type="checkbox"/> 新鮮蛇肉 Fresh snake meat		
<input type="checkbox"/> 活爬行類動物 Live reptiles		
<input type="checkbox"/> 活蛇及新鮮蛇肉 Live snake and fresh snake meat		

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

其他（只供申請新鮮糧食店牌照使用）

Others (For Fresh Provision Shop Licence Application Only)

- | | |
|---|---|
| <input type="checkbox"/> 切開的水果
Cut fruit | <input type="checkbox"/> 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop |
| <input type="checkbox"/> 新鮮／冷藏野味
Fresh/frozen game | <input type="checkbox"/> 進口熟肉／肉類產品
Imported cooked meat/meat products |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 介貝類水產動物（大閘蟹）
Shell fish (hairy crab) |
| <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
Non-bottled drinks in pressurised containers by means of a manual dispensing machine | <input type="checkbox"/> 介貝類水產動物（大閘蟹除外）
Shell fish (other than hairy crab) |
| <input type="checkbox"/> 在處所內以拌料／果汁加水沖製的非瓶裝飲料
Non-bottled drinks prepared by diluting drink mixes/ fruit juices with water on the premises | <input type="checkbox"/> 預先包裝的刺身
Prepacked sashimi |
| | <input type="checkbox"/> 預先包裝的壽司
Prepacked sushi |

只供申請燒味及鹵味店牌照使用

For Siu Mei and Lo Mei Shop Licence Application Only

食品供應來源：
Source of Supply

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

只供申請冰凍甜點製造廠牌照及奶品廠牌照使用
For Frozen Confection Factory Licence and Milk Factory Licence Application Only

- | | |
|--|---|
| <input type="checkbox"/> 雪糕及／或雪條
Ice-cream and/or popsicles | <input type="checkbox"/> 使用已製備配料製作和以調配分售機作直接零售的軟雪糕
Soft ice-cream from pre-prepared mixtures in dispensing machine for direct retail |
| <input type="checkbox"/> 售賣供人進食的其他冷藏或冰凍甜點
Other confections sold for human consumption in chilled or frozen state | <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises |
| <input type="checkbox"/> 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers | <input type="checkbox"/> 用雪糕杓售賣的雪糕
Frozen confection sold by the scoop |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 以售賣機售賣的非瓶裝飲品
Non-bottle drinks sold by vending machine |
| <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品
Non-bottled drinks in pressurised containers by means of a manual dispensing machine | <input type="checkbox"/> 在處所內以拌料／果汁加水沖製的非瓶裝飲品
Non-bottled drinks prepared by diluting drink mixes/ fruit juices with water on the premises |
| <input type="checkbox"/> 使用已製備配料製作和以調配分售機作直接零售的新地
Sundae from pre-prepared mixtures in dispensing machine for direct retail | |

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

只供同時申請普通食肆／小食食肆牌照及其相關的烘製麵包餅食店牌照使用
For Application for General Restaurant/Light Refreshment Restaurant Licence and the Associated Bakery Licence at the Same Time Only

(a) 申請普通食肆／小食食肆牌照的處所地址（中文）：

Address of Premises Under Application for General Restaurant/Light Refreshment Restaurant Licence
(in English):

(b) 申請烘製麵包餅食店牌照的處所地址（中文）：

Address of Premises Under Application for Bakery Licence (in English):

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

你在本申請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；
carrying out activities relating to applications for the issue/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (b) 處理向發牌當局申請簽發／轉讓／續發酒牌及會所酒牌的相關事宜，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；以及
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; and
- (c) 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 the laws and regulations applicable to the food business and other trades.

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

你在本申請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食物環境衛生署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)，水務署將用以執行《水務設施條例》(第 102 章)及《水務設施規例》(第 102A 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), the Water Supplies Department for the enforcement of the Waterworks Ordinance (Cap. 102) and Waterworks Regulations (Cap. 102A) 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，可向本署相關分區牌照事務處的主管人員提出：

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 the Department:

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,
Wanchai, 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