

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

申請資料(如日後有任何轉變,請立即通知食物環境衛生署(食環署)。)

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

(倘以公司名義提出申請,只需填寫第(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*: _____ (先生/女士*)
Name of the Applicant/ _____ (中文)(Chinese)
Corporation* _____ (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) 發牌前通訊地址:
Correspondence Address Before Issue of the 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 the Licence (Please state if you wish to receive correspondence at another address after issue of the 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) (a) 電話號碼： _____ 傳真號碼： _____
 Tel. No. Fax No.
 發牌顧問流動電話號碼（如有）
 申請人流動電話號碼[^]： _____
 Applicant's Mobile Phone No. Licensing Consultant's Mobile Phone No. (if any)[^]

☐ 本人不願意接收由食環署發出的短訊。
 I do not want to receive short messages from the FEHD.

(b) 申請人電郵地址[#]： _____ 額外電郵地址（如有）[#]： _____
 Applicant's Email Address[#] Additional Email Address (if any)[#]

☐ 本人欲在申請牌照期間及簽發牌照後以電郵方式代替郵寄接收食環署一般信件。
 I would like to receive general correspondence from the FEHD by email instead of by post during the licence application period and after the issue of the licence.

(5) 聯絡人姓名： _____ (先生／女士*)
 Name of the Contact Person (中文) (Chinese)
 _____ (Mr/Ms*)
 (英文正楷) (English in BLOCK letters)

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

[^] 除用作電話通訊外，食環署亦會在暫准牌照（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，以及在正式牌照屆滿日前九週及兩週，以短訊發送續期提示至上述申請人和發牌顧問的流動電話號碼。如申請人和發牌顧問不同意接收短訊，請在以上第4(a)項提供的方格內填上「✓」號。否則將被視為同意接收該些短訊。Apart from using the mobile phone numbers for telephone communication, the FEHD will also send notifications in short message simultaneously to the above two mobile phone numbers 90, 60 and 30 days prior to the expiry of the provisional licence (if any) and upon approval granted for the issue of the full licence as well as renewal notifications in short message to the above applicant's and licensing consultant's mobile phone number nine weeks and two weeks prior to the expiry of the full licence. If the applicant and the licensing consultant do not want to receive these messages, please tick the box provided in item 4(a) above. Otherwise, you will be regarded as agreeing to receive the short messages.

[#] 除用作電郵通訊外，食環署亦會在暫准牌照（如有）屆滿日前的60及30日，以電郵形式同時發送提示至上述兩個電郵地址以及在正式牌照屆滿日前九週及兩週，以電郵發送續期提示至上述申請人的兩個電郵地址。如欲以電郵方式代替郵寄接收食環署一般信件，請在以上第4(b)項提供的方格內填「✓」號。**重要文件如批核信、部門政策、警告信及發牌條件通知書、等將繼續以掛號方式發出。** Apart from using the email address for email communication, the FEHD will also send notifications in email simultaneously to the above two email addresses 60 and 30 days prior to the expiry of the provisional licence (if any) as well as renewal notifications in email to the above two applicant's emails nine weeks and two weeks prior to the expiry of the full licence. If you want to receive general correspondence from the FEHD by email using the above email address, instead of by post, please tick the box provided in item 4(b) above. **Important documents such as approval letter, departmental policy, warning letter or Letter of Requirement, etc. will continue to be sent by registered mail.**

* 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).

(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 the 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

(c) 擬開設店鋪的營業時間： _____ 上午／下午* 至 _____ 上午／下午*
Business Hours of the Proposed Shop a.m./p.m. to a.m. /p.m.

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

(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 _____

(10) 店鋪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）：_____
- ☐ 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

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

(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**)
- ☐ 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 the application form for the OSA (FEHB 197) is also required.)

(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，能符合食環署、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 the application for a food business licence is in compliance with the requirements imposed under the legislation administered by the FEHD, 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[†].

(16) 本人以中文／英文*為日後的通訊語言。

I would like to use Chinese/English* for future correspondence.

(17) 如有關食物業處所並非位於政府物業、房屋委員會（房委會）物業或已拆售予領展資產管理有限公司的物業內，申請人須向食環署遞交聲明書（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，否則食環署無法處理有關申請。

Except for food business premises in government properties, the properties of the Housing Authority (HA) or the properties divested to Link Asset Management Limited, the applicant must submit a declaration (FEHB 192) declaring that the operation of the food business at the premises under application is in compliance with Government lease conditions to the FEHD, otherwise the FEHD will be unable to process the application.

* 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).

† 「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。The “statutory plan” refers to a plan prepared and published by the Town Planning Board under the Town Planning Ordinance.

(18) 提交申請表前的核對清單：

Checklist Before Submission of the 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).

(19) 申請審查小組會議（只適用於普通食肆牌照／小食食肆牌照／水上食肆牌照／工廠食堂牌照／凍房牌照）：

Application Vetting Panel (AVP) Meeting (applicable to General Restaurant Licence/Light Refreshment Restaurant Licence/Marine Restaurant Licence/Factory Canteen Licence/Cold Store Licence only)

- ☐ 本人會出席由食環署安排的申請審查小組會議。
I will attend the AVP meeting arranged by the FEHD.
- ☐ 本人不會出席由食環署安排的申請審查小組會議。
I will not attend the AVP meeting arranged by the FEHD.

(20) 委任註冊消防工程师意向[^]（只適用於普通食肆牌照／小食食肆牌照／工廠食堂牌照／食物製造廠牌照／烘製麵包餅食店牌照）：

Intention of appointing a Registered Fire Engineer (RFE)[^] (Applicable for General Restaurant Licence/Light Refreshment Restaurant Licence/Factory Canteen Licence/Food Factory Licence/Bakery Licence)

- ☐ 本人欲委任註冊消防工程师以發出：
I intend to appoint a RFE for issuing:
 - ☐ 消防安全規定；
Fire Safety Requirements;
 - ☐ 消防安全（消防設備）證明書；
Fire Safety (Fire Service Installation) Certificate.
 - ☐ 消防安全（通風系統）證明書。
Fire Safety (Ventilating System) Certificate.
- ☐ 本人不欲委任註冊消防工程师。
I do not intend to appoint any RFE.

[^] 獲委任的註冊消防工程师需盡快向消防處提交委任註冊消防工程师通知書(RFE/G01)。在牌照申請的任何階段，申請人也可以直接通知消防處改變委任或中止委任的決定。The appointed RFE should submit the Notice of Appointment of RFE (RFE/G01) to the Fire Services Department (FSD) as soon as possible. During any stage of the licence application, the applicant can directly notify the FSD of the decision to change or cease the appointment of the RFE.

* 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).

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

茲證實本人在本申請書所述的各項詳情，均屬真實正確。本人明白如獲批出牌照，須遵從適用於該牌照的所有規定、條件和限制。

I hereby confirm that all particulars stated in this application form are true and correct. I understand that if a licence is granted, I shall comply with all requirements, conditions and restrictions to which such licence is subject.

日期（日／月／年）
Date (dd/mm/yyyy)

申請人簽署
Signature of the Applicant

歡迎使用食環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 FEHD to submit applications for Food Business/Trade Licences or Permits. Please visit <http://www.fehd.gov.hk> for details.



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

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 the 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 the Corporation

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

(2) 商業登記號碼： _____ 電話號碼： _____
Business Registration No. Tel. No.

(3) 公司註冊地址：
Address of the Registered Office

(4) 執行董事姓名： _____ (先生／女士*)
Name of the Managing (中文) (Chinese)
Director
_____ (Mr/Ms*)
(英文正楷) (English in BLOCK letters)

(5) 執行董事住址：
Residential Address of the Managing Director

(6) 電話號碼： _____
Tel. No.

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

(乙) 獲授權代表資料

(B) Particulars of the Authorised Person

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

(英文正楷) (English in BLOCK letters) (Mr/Ms*)
- (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) 獲授權人住址： _____
Residential Address of the Authorised Person

- (5) (a) 電話號碼： _____ 傳真號碼： _____
Tel. No. _____ Fax No. _____

申請人流動電話號碼^： _____ 發牌顧問流動電話
Applicant's Mobile Phone No.^ _____ 號碼(如有)^： _____
Licensing Consultant's
Mobile Phone No. (if any)^ _____
- ☐ 本人不願意接收由食環署發出的短訊。
I do not want to receive short messages from the FEHD.
- (b) 申請人電郵地址#： _____ 額外電郵地址
Applicant's Email _____ (如有)^#： _____
Address# _____ Additional Email Address (if any)^#
- ☐ 本人欲在申請牌照期間及簽發牌照後以電郵方式代替郵寄接收食環署一般信件。
I would like to receive general correspondence from the FEHD by email instead of by post during the licence application period and after the issue of the licence.

(丙) 聯絡人資料

(C) Particulars of the Contact Person

- ☐ 以(乙)(1)的獲授權人為聯絡人(如選此項,則不用填寫(丙)(1)和(2)關於聯絡人的資料)
Use the Authorised Person in (B)(1) as the Contact Person (no need to fill in the particulars of the Contact Person in (C)(1) and (2) if this option is selected)

- (1) 聯絡人姓名： _____ (先生／女士*)
Name of the Contact Person _____ (中文) (Chinese)

(英文正楷) (English in BLOCK letters) (Mr/Ms*)

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

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

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

茲證實本人在本申請書所述的各項詳情，均屬真實正確。本人明白如獲批出牌照，須遵從適用於該牌照的所有規定、條件和限制。

I hereby confirm that all particulars stated in this application form are true and correct. I understand that if a licence is granted, I shall comply with all requirements, conditions and restrictions to which such licence is subject.

日期（日／月／年）
Date (dd/mm/yyyy)

獲授權代表簽署
Signature of the Authorised Person
（代表申請公司）
(For and on Behalf of the Applying Corporation)

公司印章
Company Chop

^ 除用作電話通訊外，食環署亦會在暫准牌照（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，以及在正式牌照屆滿日前九週及兩週，以短訊發送續期提示至上述申請人和發牌顧問的流動電話號碼。如申請人和發牌顧問不願意接收短訊，請在以上第5(a)項提供的方格內填上「✓」號。否則將被視為同意接收該些短訊。
Apart from using the mobile phone numbers for telephone communication, the FEHD will also send notifications in short message simultaneously to the above two mobile phone numbers 90, 60 and 30 days prior to the expiry of the provisional licence (if any) and upon approval granted for the issue of the full licence as well as renewal notifications in short message to the above applicant's and licensing consultant's mobile phone number nine weeks and two weeks prior to the expiry of the full licence. If the applicant and the licensing consultant do not want to receive these messages, please tick the box provided in item 5(a) above. Otherwise, you will be regarded as agreeing to receive the short messages.

除用作電郵通訊外，食環署亦會在暫准牌照（如有）屆滿日前的60及30日，以電郵形式同時發送提示至上述兩個電郵地址，以及在正式牌照屆滿日前九週及兩週，以電郵發送續期提示至上述申請人的兩個電郵地址。如欲以電郵方式代替郵寄接收食環署一般信件，請在以上第5(b)項提供的方格內填「✓」號。重要文件如批核信、部門政策、警告信及發牌條件通知書、等將繼續以掛號方式發出。Apart from using the email address for email communication, the FEHD will also send notifications in email simultaneously to the above two email addresses 60 and 30 days prior to the expiry of the provisional licence (if any) as well as renewal notifications in email to the above two applicant's emails nine weeks and two weeks prior to the expiry of the full licence. If you want to receive general correspondence from the FEHD by email using the above email address, instead of by post, please tick the box provided in item 5(b) above. **Important documents such as approval letter, departmental policy, warning letter or Letter of Requirement, etc. will continue to be sent by registered mail.**

* 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，須連同下列文件向食環署一併遞交，否則食環署無法處理有關申請。
For applications in the name of a corporation, the following documents must be submitted to the FEHD along with this form, otherwise the FEHD 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份的文件；
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，否則食環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 three identical copies of the proposed layout plans of the premises, otherwise the FEHD will be unable to process the application. When applying for the following licences, the information specified must be provided:
- (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, four 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, five 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，以供食環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 provide simple descriptions before making submission to the FEHD for consideration and referral to other government departments for processing. Revised plans not in compliance with this requirement will be rejected.
- (4) 申請人如需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 a 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 three identical copies of the 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委會物業內，申請人須向食環署遞交（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 business premises which are in government properties or the properties of the HA, the applicant must submit (in person or by mail) the certification issued 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 to the FEHD 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
- 由隸屬於房屋局常任秘書長辦公室的獨立審查組發出的《認可人士及註冊結構工程師 — 核證食物業處所並無違例建築工程的指引（適用於已拆售的房委會物業）》
“Certification of Food Business Premises Free of Unauthorised Building Works - Guidelines for Authorised Persons and Registered Structural Engineers (applicable to the HA’s divested properties)” issued by the Independent Checking Unit (ICU) under the Office of the Permanent Secretary for 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，申請人須在遞交本表格予食環署時，一併遞交聲明書（FEHB 192）[^]，聲明在是次申請牌照的處所經營食物業，符合政府租契條款，否則食環署無法處理有關申請。

Except for food business premises which are in government properties, the properties of the HA or the properties divested to Link Asset Management Limited, the applicant must submit a declaration (FEHB 192)[^], declaring that the operation of the food business at the premises under this application is in compliance with Government lease conditions, to the FEHD along with the submission of this form, otherwise the FEHD 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，否則食環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 FEHD 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.

[^] 相關指定表格（FEHB 190 或 191）和聲明書（FEHB 192）已上載至食環署網頁（網址：https://www.fehd.gov.hk/tc_chi/forms/index_forms.html）。

The relevant forms (FEHB 190 or 191) and declaration (FEHB 192) are uploaded to the FEHD website (website: https://www.fehd.gov.hk/english/forms/index_forms.html).

- (7) 在揀選店鋪處所時，申請人須確保在該處所經營食物業，能符合食環署、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：(i) 政府租契、(ii) 樓宇的入伙紙，以及 (iii) 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 FEHD, other government departments and the relevant authorities. Therefore, applicants are strongly advised to check well in advance the following documents: (i) the Government lease, (ii) the Occupation Permit of the building, and (iii) the statutory plan. The applicant may obtain the relevant information and documents 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。

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.

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 1207（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。

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 1207 (Handled by "1823")
- A fee will be charged for applying for a certified true copy of the Occupation Permit of the building.

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）

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》。相關資料已上載至食環署網頁（網址：http://www.fehd.gov.hk/tc_chi/howtoseries/forms/External_guide_combine_c.PDF）。申請人亦可到食環署牌照辦事處或分區環境衛生辦事處（見下文第 (16) 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”. The relevant information has been uploaded to the FEHD’s website at http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF. The Guide is also available at the FEHD’s Licensing Offices or District Environmental Hygiene Offices (see paragraph (16) below).
- (9) 註冊消防工程师計劃於 2025 年 11 月 1 日起實施。申請人可以填妥委任註冊消防工程师通知書（RFE/G01）以委任註冊消防工程师進行消防安全風險評估、發出消防安全規定、進行查核視察及／或發出消防安全證明書。申請人可以瀏覽消防處網頁（網址：https://www.hkfsd.gov.hk/chi/fire_protection/rfes/）獲得更多關於註冊消防工程师計劃的資訊。
The Registered Fire Engineer Scheme is implemented with effect from 1 November 2025. The applicant may appoint a RFE to perform fire safety risk assessment, formulate Fire Safety Requirements, conduct compliance inspection and/or issue Fire Safety Certificate by completing the Notice of Appointment of Registered Fire Engineer (RFE/G01). The applicant may obtain more information about the Registered Fire Engineer Scheme at FSD’s website at https://www.hkfsd.gov.hk/eng/fire_protection/rfes/.
- (10) 消防處將主動處理所有未有委聘註冊消防工程师之牌照申請，申請人毋須另行通知消防處。
FSD shall take the initiative to process all licence applications that do not involve the appointment of a RFE. The applicant is not required to give notification to the FSD separately.
- (11) 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，食環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.
- (12) 如食環署署長根據《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。申請人須向食環署提交證明文件，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。根據上述條文被食環署署長取消牌照的食物業處所名單已上載至食環署網頁（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 FEHD 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 the FEHD 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 of FEHD under the aforesaid provision is uploaded to the FEHD’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，食環署會考慮根據第 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，食環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，食環署將不再處理該被封閉處所所有的牌照申請。

In addition, the FEHD 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, the FEHD 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 by the FEHD.

- (13) 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，食環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食環署網頁（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), the FEHD 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 FEHD's website at http://www.fehd.gov.hk/english/licensing/list_premises_closed.html.

- (14) 申請人必須於暫准牌照屆滿後三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 three 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.

- (15) 按照《公眾衛生及市政條例》（第 132 章）第 125(8) 條的規定，食環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。假如你對食環署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 FEHD 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 of FEHD, 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.

(16)

牌照辦事處

港島及離島區

Licensing Offices

Hong Kong & Islands

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	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
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九龍區**Kowloon**

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	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
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新界區**New Territories**

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	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
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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	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
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	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
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	Islands District Environmental Hygiene Office 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. No.: 2852 3205 Fax No.: 2545 2964

九龍區**Kowloon**

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	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
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	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 3626 傳真號碼：2391 5572	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
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	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
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	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
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	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

新 界 區

New Territories

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	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"/> 切開的水果
Cut fruit |
| <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"/> 經加工醃製的肉類／鴨類／臘腸
Preserved meat/ducks/Chinese sausages |
| <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"/> 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) | |
| <input type="checkbox"/> 其他，請說明：
Others, please specify _____ | |

(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) ☐ 擬提供跳舞設施
Dancing facilities will be provided
- (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
- ☐ 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
 - ☐ 刺身
Sashimi
 - ☐ 壽司
Sushi
 - ☐ 供不經烹煮而食用的蠔
Oysters to be eaten in raw state
 - ☐ 供不經烹煮而食用的肉類
Meat to be eaten in raw state
 - ☐ 其他，請說明：
Others, please specify _____

下列食物來自食環署接受的供應來源：

The items below are supplied from sources acceptable to the FEHD:

- ☐ 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
- ☐ 燒味及滷味
Siu mei and lo mei

☐ 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"/> 製造蝦片
Manufacture of shrimp slices |
| <input type="checkbox"/> 供應飯盒
Supply of lunch boxes | |
| <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 on 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
- ☐ 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
- ☐ 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises
- ☐ 切開的水果
Cut fruit
- ☐ 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
- ☐ 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers
- ☐ 涼粉
Leung fan
- ☐ 進口肉餡餅及香腸
Imported pies and sausages
- ☐ 預先包裝的刺身
Prepacked sashimi
- ☐ 預先包裝的壽司
Prepacked sushi
- ☐ 涼茶
Chinese herb tea
- ☐ 供不經烹煮而食用的蠔
Oyster to be eaten in raw state
- ☐ 供不經烹煮而食用的肉類
Meat to be eaten in raw state
- ☐ 進口熟肉／乾肉／肉類產品
Imported cooked meat/dried meat/ meat products
- ☐ 進口腸
Imported intestines
- ☐ 介貝類水產動物
Shell fish
- ☐ 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).

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"/> 活魚 Live fish (<input type="checkbox"/> 鹹水 Marine <input type="checkbox"/> 淡水 Fresh water)	<input type="checkbox"/> 進口冷凍魚 Imported chilled fish <input type="checkbox"/> 冷凍魚 Chilled fish	<input type="checkbox"/> 冷藏魚 Frozen fish
	<input type="checkbox"/> 進口冷凍雞 Imported chilled chicken <input type="checkbox"/> 進口冷凍家禽（雞除外） Imported chilled poultry (other than chicken) (<input type="checkbox"/> 鴨 Duck <input type="checkbox"/> 鵝 Goose)	<input type="checkbox"/> 冷藏家禽 Frozen poultry (<input type="checkbox"/> 雞 Chicken <input type="checkbox"/> 鴨 Duck <input type="checkbox"/> 鵝 Goose)
<input type="checkbox"/> 新鮮爬行類動物 Fresh 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	<input type="checkbox"/> 冷凍爬行類動物 Chilled reptiles	<input type="checkbox"/> 冷藏爬行類動物 Frozen reptiles

☐ 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)

- ☐ 新鮮／冷藏野味
Fresh/frozen game
- ☐ 切開的水果
Cut fruit
- ☐ 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises
- ☐ 奶類及奶類飲品
Milk and milk beverages
- ☐ 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
- ☐ 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
- ☐ 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers
- ☐ 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop
- ☐ 進口熟肉／肉類產品
Imported cooked meat/meat products
- ☐ 介貝類水產動物（大閘蟹）
Shell fish (hairy crab)
- ☐ 介貝類水產動物（大閘蟹除外）
Shell fish (other than hairy crab)
- ☐ 預先包裝的刺身
Prepacked sashimi
- ☐ 預先包裝的壽司
Prepacked sushi
- ☐ 其他，請說明： _____
Others, please specify

只供申請燒味及滷味店牌照使用

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

- ☐ 雪糕及／或雪條
Ice-cream and/or popsicles
- ☐ 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
- ☐ 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers
- ☐ 奶類及奶類飲品
Milk and milk beverages
- ☐ 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
- ☐ 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
- ☐ 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
- ☐ 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises
- ☐ 用雪糕杓售賣的雪糕
Frozen confection sold by the scoop
- ☐ 以售賣機售賣的非瓶裝飲品
Non-bottle drinks sold by vending machine
- ☐ 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
- ☐ 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).

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

你在本申請表格所提供的個人資料，會供發牌當局（即食環署）用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority (which is the FEHD) for the following purposes:

- (a) 處理有關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) 處理有關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，如在資料不足的情況下，發牌當局有可能無法處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, 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環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 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 the FEHD 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，申請人有權要求查閱和更正他／她的個人資料。查閱的權利包括可就本表格內提供的個人資料索取副本。發牌當局應查閱要求而提供資料時，可能會徵收費用。

The applicant has the right of access and correction with respect to the personal data provided in accordance with sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. His/her right of access includes the right to obtain a copy of his/her personal data which he/she has provided by means of this form. A fee may be imposed for complying with the 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，可向食環署相關分區牌照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 of the FEHD:

港島及離島區

Hong Kong & Islands

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	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
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九龍區

Kowloon

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	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
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新界區

New Territories

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	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
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