

**Certification of Food Business Premises Free of
Unauthorised Building Works (UBWs) for Full Licence Application cum
Notice of Inspection and Certification of Unauthorised Signboard(s)¹
(Form UBW-2a)**

Part A [To be completed by the applicant for full Food Business Licence and the person for whom the signboard was erected]

I/We, _____ (Name in English) _____ (Name in Chinese)

have appointed the person described in Part B as the Authorised Person(AP)/Registered Structural Engineer(RSE)* under section 62A(3) of the Building (Minor Works) Regulation [B(MW)R] for the inspection of the unauthorised signboard(s) at the location described in Part B (d)* and (e)*. I/We declare that I/we am/are the person for whom the signboard(s) have been erected and who arranged for the inspection. I/We also undertake to maintain the signboard in a structurally safe condition at all times and to remove the unauthorised signboard(s) if I/we cease to operate the business at this location and notify the Buildings Department.

_____ Date (dd/mm/yyyy) _____ Signature/Company Seal (if applicable)

Business Registration No.: _____

Name of Business: _____ (Name in English) _____ (Name in Chinese)

Contact Telephone No.: _____ Contact Fax No.: _____

Business/Correspondence Address: _____

Part B [To be Completed by the AP/ RSE appointed under section 62A(3) of the B(MW)R]

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

being the AP/RSE* registered under section 3 of the Buildings Ordinance (Cap. 123), have been appointed as the AP/RSE* for the inspection and certification of the UBWs including signboard(s); and do hereby certify and declare that:

¹ The signboard(s) should be the prescribed building or building works as stipulated in Part 3 of Schedule 3 of the Building (Minor Works) Regulation and completed before 2 September 2013.

* Please delete where appropriate.

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

I personally inspected _____
(Shop sign in English)

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

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

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

The inspection was conducted in accordance with the Guidelines for Authorised Person and Registered Structural Engineer for Certification of Food Business Premises free of Unauthorised Building Works (Guidelines) issued by the Director of Buildings (D of B).

^(b) I have read the Letter of Requirements addressed to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 1) on the subject premises and understand the contents thereof. (*Not applicable to transfer of food business licence*) or

I have read the Memorandum issued by the Buildings Department (BD) and copied to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 2) (file ref.: _____) on the subject premises and understand the contents thereof. (*Not applicable to transfer of food business licence*)

^(c) In accordance with paragraphs 4 to 9 of the Guidelines of the D of B, I certify that the subject premises is free of UBWs except those mentioned in paragraph (d) or (e) below.

^(d) In accordance with paragraph 6 of the Guidelines of the D of B, Appendix C of the Guidelines of the D of B and the PNAP APP-155, I have inspected the following UBWs including signboard(s)[#] and was satisfied that they are not in dilapidated or dangerous condition and are also structurally safe:

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

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

* Please delete where appropriate.
 Please tick the appropriate box(es).

^(e) In accordance with paragraph 6 of the Guidelines of the D of B and the PNAP APP-155, I have inspected the following UBWs including signboard(s)# and based on the attached supporting structural justification and my site inspection(s), I was satisfied that they are not in dilapidated or dangerous condition and are also structurally safe:

(f) In accordance with paragraphs 4 to 9 and Appendix C of the Guidelines of the D of B and the PNAP APP-155, I attach herewith the plan(s) showing the UBWs including signboard(s) mentioned in paragraphs (d)* and (e)* and record photos taken during my inspection showing the conditions of the subject premises and the external walls of the premises and UBWs including signboard(s) mentioned in paragraphs (d)* and (e)* to support my certification.

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

Description of documents (File reference of private building)

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

Date (dd/mm/yyyy)

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

* Please delete where appropriate.

@ In accordance with the registration record.

Certificate of registration number[@]: _____

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

Correspondence address: _____

Contact telephone number: _____

Contact fax number: _____

Contact email address: _____

Matters to Note:

- (1) This form is not applicable for any signboard which is not a specified construction under section 37(4) of the B(MW)R.
- (2) This form must be signed by an AP if any signboard falls within the description of a class I minor works item under the B(MW)R.
 - ^ Please delete where appropriate. Only one AP/RSE should certify paragraph (c). In case of different UBWs in the food business premises are to be certified by different APs/RSEs, each AP/RSE should submit a separate certification. If the AP/RSE certifying paragraph (c) is based on his/her and another AP/RSEs' certification of paragraphs (d)* and (e)*, that AP/RSE should specify in paragraph (c) of his/her certification.
 - # Itemise the UBWs including signboard(s) with detailed description including their condition, essential dimensions and locations and use separate sheets if necessary. The itemised UBWs including signboard(s) shall be indicated on the latest licence layout plan attached with this form. The separate sheets should be endorsed by the AP/RSE. The corresponding minor works item under B(MW)R for the signboard(s) must be indicated on the plan(s).

* Please delete where appropriate.

@ In accordance with the registration record.

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

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

Statement of Purpose

1. Purposes of Collection

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

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

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

2. Class of Transferees

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

3. Access to Personal Data

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

4. Enquiries

Enquiries concerning the licence application, including the personal data collected by means of this form, should be addressed to the officer in charge of the respective Licensing Offices of the Department:

Hong Kong & Islands

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

Kowloon

Assistant Secretary, Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon
Tel. No.: 2729 1293

New Territories

Assistant Secretary, Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9234