

Application for Funeral Parlour Licence and Respective Health Requirements and Conditions

Licensing of Funeral Parlour

In accordance with the Funeral Parlours Regulation, Cap. 132AD, a Funeral Parlour Licence shall be obtained from the Director of Food and Environmental Hygiene by any person who would like to conduct the business of a mortuary.

Application for Funeral Parlour Licence

2. The applicant should submit an application form FEHB 105 - Application for Other Trade Licences and 3 copies of proposed layout plans showing the proposed layout of the premises to the respective Food and Environmental Hygiene Department (FEHD) Licensing Office for processing. A list of the FEHD Licensing Offices is attached at Annex A for information.

3. The application document and proposed layout plan after passing in preliminary screening conducted by FEHD will be referred to departments concerned (including Buildings Department, Home Affairs Department, Lands Department and Planning Department) for comments. Upon obtaining full clearances, a letter of requirements containing health requirements and conditions together with attachment of the comments and requirements of departments concerned (if any) will be issued to the applicant for compliance. Upon confirming full compliance with all licensing requirements, a Funeral Parlour Licence will be issued to the applicant. After the issue of licence, the licensee shall observe all licensing requirements and conditions at all times.

FEHD's Health Requirements and Conditions

4. A list of FEHD's health requirements and conditions for the issue of Funeral Parlour Licence is attached at Annex B for reference. The public is advised to go through the health requirements and conditions

before submitting application for Funeral Parlour Licence. In this connection, please note that for each licence application, licensing staff may also base on the individual merit and actual situation of each application case to stipulate any other non-standard requirements and conditions to the applicant for compliance and observance.

Enquiries

5. Enquiries about the application procedures and other issues (including health requirements and conditions) for application for Funeral Parlour Licence should be addressed to the Assistant Secretary (Other Licences) of respective FEHD Licensing Office either in person or by telephone.

IMPORTANT NOTICE

Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any government officer in connection with their applications or while having dealings of any kind with government departments.

Food and Environmental Hygiene Department Licensing Offices

Hong Kong and Islands Licensing Office

Assistant Secretary(Other Licences), Licensing Office
Hong Kong and Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wan Chai, Hong Kong.
Tel. no.: 2879 5720 2879 5738
Fax no.: 2507 2964

Kowloon Licensing Office

Assistant Secretary(Other Licences), Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon.
Tel. no.: 2729 1298 2729 1632
Fax no.: 2789 0107

New Territories Licensing Office

Assistant Secretary(Other Licences), Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories.
Tel. no.: 3183 9225 3183 9226
Fax no.: 2696 2097

REQUIREMENTS FOR FUNERAL PARLOUR LICENCE

IMPORTANT

The permission of the Buildings Department must be obtained for any structural or drainage alterations. It is the applicant's responsibility to seek approval from the Buildings Department for any such alterations or additions.

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the other Government Department.

1. Plans

1. Before the issue of a licence, the applicant is required to provide three copies of each plan, drawn to scale and in metric units, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene.
2. The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director of Food and Environmental Hygiene.
3. The applicant is required to sign on each copy of the plans certifying that it is correct.

(Note : For the purpose of meeting this requirement, professional plans are not necessary. However, if structural or drainage alterations are carried out, the plans forwarded to the Building Authority must be presented by an authorised person or registered structural engineer. If any change is to be made to the original plans submitted with the application, the applicant is required to submit afresh three copies of amended plans for reconsideration of the Director of Food and Environmental Hygiene.)

2. Ceilings and walls

All ceilings and internal walls which are not panelled, tiled or imperviously surfaced, must be limewashed or painted a light colour.

3. Water supply

Public mains water shall be laid on to the premises unless the Director of Food and Environmental Hygiene approves another source.

4. Sanitary fittings

Not less than____ water closets and____flush urinals for males and____water closets for females must be installed in_____. All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fittings shall be segregated and provided with separate entrance for persons of each sex.

(Note :

1. The installation of any sanitary fitting requires the approval of the Building Authority. It is the applicant's responsibility to seek such approval
2. The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.
3. If urinals are of the trough type, every 500 mm of trough shall be deemed to be the equivalent of one urinal and each stall or bowl type urinal shall have a clear width of not less than 500 mm.
4. Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000 mm (depth) and 500 mm (width))

5. Embalming room

Room(s) for embalming, for preparing bodies for burial/encoffining/cremation, or for performing funeral services which include waking, reposing, saying prayers and paying last respects to the deceased shall be adequately lighted and ventilated by artificial means. The ventilating system must give not less than 17 cu.m. of outside air per hour for each person that the room(s) are designed to accommodate.

6. Design of ventilating system

The requirements of section 4(1) of the Ventilation of Scheduled Premises Regulation, Cap. 132 must be complied with.

7. Certificate for ventilating system

Before a ventilating system is installed, a certificate must be obtained from the supplier and delivered to the Director of Food and Environmental Hygiene, giving the following particulars :

- a. the capacity of the fan in cubic metres per minute;
- b. the outlet velocity of the fan in metres per minute;

- c. the designed operating static pressure of the fan in pascals;
- d. the speed of the fan pulley in revolutions per minute;
- e. the nett area of the air intake;
- f. except where the premises are air-conditioned with positive pressure, the nett area of exhaust in square metre; and
- g. the type of refrigerant (if any) to be used.

CONDITIONS FOR FUNERAL PARLOUR LICENCE

1. The layout of the premises, other than furniture, shall be kept in strict conformity with that shown in the final plan approved by the Director of Food and Environmental Hygiene, and no alteration or addition shall be made to the premises without the prior approval of the Director of Food and Environmental Hygiene.
2. Except with the approval of the Director of Food and Environmental Hygiene or as specified in any licence or permit granted by the Director of Food and Environmental Hygiene, the premises must not be used for any other purpose or class of business.
3. All smoke, fumes from burning joss sticks, joss papers or other articles shall be extracted from the premises by one or more exhaust fans in such manner that no smoke nuisance is caused.
4. All artificial lighting and mechanical ventilation units shall be maintained in an efficient state of repair and shall, at all times when the premises or part of the premises are being used for open to the public, be kept in operation to the satisfaction of the Director of Food and Environmental Hygiene.
5. Sufficient dust bins with close fitting lids must be provided for the storage of all refuse and other waste awaiting disposal.