

Application for Offensive Trade Licence and Respective Health Requirements and Conditions

Licensing of Offensive Trade

In accordance with the Offensive Trades Regulation, Cap. 132AX, no person shall establish or continue any offensive trade except under and in accordance with a licence granted to him by the Director of Food and Environmental Hygiene.

2. Under the Declaration of Offensive Trades Notice, Cap. 132AV, the trades, businesses, processes and manufactures specified in the Schedule hereto are declared to be offensive trades :

Item	Trade, business, process or manufacture
1	Boiling of bones
2	Burning of bones
3	Crushing of bones
4	Scraping of bones
5	Storing of bones
6	Manufacture of chloride of lime
7	Boiling of fat
8	Fell-mongery
9	Cleaning of feathers
10	Sorting of feathers
11	Storing of feathers
12	Processing of fish meal
13	Manufacture of glue
14	Manufacture of gluten reduced starch (Tung Min) by fermentation process
15	Cleansing of hair
16	Boiling of lard
17	Dressing of leather
18	Tanning of leather
19	Crushing, packing or otherwise dealing in any way with manganese ore or manganese dioxide
20	Processing of manure
21	Boiling of resin
22	Processing of sharks' fins
23	Manufacture of size
24	Boiling of soap
25	Melting of tallow

Application for Offensive Trade Licence

3. The applicant should submit an application form FEHB 105 - Application for Other Trade Licences 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.

4. The application document after passing in preliminary screening conducted by FEHD will be referred to departments concerned (including the Buildings Department, the Lands Department, the Planning Department and the Fire Services Department^{Note}) for comments and to the Home Affairs Department and the Environmental Protection Department for information. FEHD will consider the comments from the departments as to whether a licence would be issued, and if a licence would be issued, whether or not special conditions would be imposed for the compliance of the applicant. Upon obtaining full clearances, a letter of requirements containing health requirements and conditions and/or special 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, an Offensive Trade Licence will be issued to the applicant. After the issue of licence, the licensee shall observe all licensing requirements and conditions at all times.

^{Note} Referral to the Fire Services Department for comment is required in case there is (i) use of fuel other than electricity, (ii) open fire or (iii) 'deep-frying' activities involved.

FEHD's Health Requirements and Conditions

5. Lists of FEHD's health requirements/conditions and special conditions for the issue of Offensive Trade Licence related to processing of fish meal, boiling of lard/fat and processing of shark's fins are attached at **Annex B** for reference. The public is advised to go through the health requirements/conditions before submitting application for Offensive Trade 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

6. Enquiries about the application procedures and other issues (including health requirements and conditions) for application for Offensive Trade 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)
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)
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)
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

OFFENSIVE TRADE LICENCE
(Processing of fish meal)

Standard Requirements

IMPORTANT

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

An Offensive Trade Licence cannot be issued unless the following licensing requirements have been met. The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Fire Services Department, the Building Authority, the Environmental Protection Department, the Labour Department or any other Government Departments.

1. Before the issue of a licence, you must provide nine copies of a plan, drawn as nearly as possible to scale, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene. You must sign each copy certifying that it is correct. The Director of Food and Environmental Hygiene will keep two copies and return one to you endorsed.

Note :
 - (1) 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 authorized person.
 - (2) If any change is to be made to the original plan submitted with the application, you must submit afresh three copies of an amended plan for re-consideration of the Director of Food and Environmental Hygiene. You should note that the final layout plans are in addition to the original plans and any amended plans required as a result of changes to the original plans submitted with your application.
2. Public mains water shall be laid on the premises unless the Director of Food and Environmental Hygiene approves another source.
3. (a) The floors of every part of the premises in which materials are prepared, processed or stored must be surfaced with impervious tiles or smooth non-absorbent material and must slope evenly towards drainage outlets. All such floors must be drained, by means of removable galvanized gratings, into glazed or smooth cement channels which discharge into trapped drainage openings.

- (b) The internal wall surfaces of every part of the premises in which materials are prepared, processed or stored must be surfaced with impervious tiles or smooth non-absorbent material to a height of not less than 2 metres and the junctions between the walls/partitions and floors must be coved (rounded). All surface areas above the 2 metres level and ceilings not tiled or imperviously surfaced must be limewashed or painted in a light colour.
4. Not less than _____ water closet (s) and _____ flush urinals for males and water closets for females must be installed in staff toilet. All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fitments shall be segregated and provided with separate entrance for persons of each sex.
- (Note :**
- i. 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.
 - ii. The installation of any sanitary fitment requires the approval of the Building Authority. It is the applicant's responsibility to seek such approval.
 - iii. The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.)
5. Not less than _____ wash-hand basin (s) of glazed earthenware or other approved material of not less than 350 mm in length (measured between the top inner rims) must be installed in the _____. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.
6. One or more underground grease-trap must be provided to prevent the discharge of grease or oil into any drain or sewer.
- (Note :** Any underground grease-trap will require the approval of the Building Authority. It is the applicant's responsibility to seek such approval.)
7. Sufficient storage space must be provided to stock all finished products which are likely to be in stock at any one time.
8. The waste water discharged from any basin, sink, floor drain or surface channel of the premises must be arranged to pass through the underground grease-trap before discharging into any drain or sewer.
9. A metal hood properly connected to an air-duct with an extraction fan of at least _____ cubic metres per minute in capacity must be provided over all cooking stoves in the processing room. The exhaust must be arranged to pass through a grease-filter and a water-scrubber using a suitable deodorant or through an activated carbon filter or other effective installations to the satisfaction of the Director of Food and Environmental Hygiene before discharging into the open air in such a manner and at such a position as not to be a nuisance.

10. Extraction fans or propulsion fans of the capacity indicated must be installed at the following points :
- (a) _____ Fan(s) with _____ cubic metres per minute capacity in _____.
 - (b) _____ Fan(s) with _____ cubic metres per minute capacity in _____.
 - (c) _____ Fan(s) with _____ cubic metres per minute capacity in _____.
 - (d) _____ Fan(s) with _____ cubic metres per minute capacity in _____.
 - (e) _____ Fan(s) with _____ cubic metres per minute capacity in _____.
11. All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 metres above the ground or street level and in such a manner as not to be a nuisance.
12. All propulsion fans shall obtain fresh air from open air at a height of at least 2.5 metres above ground or street level.
13. If solid fuel or diesel oil is used for the processing of fish meal, an independent chimney must be built on the external wall, preferably in the rear of the building. Every chimney stack shall be carried up above the roof level of the highest point of the building to a height of at least 900 mm.
- (Note :** The permission of the Building Authority and the Environmental Protection Department must be obtained for any such chimney. It is the applicant's responsibility to seek such permission.)
14. No fuel other than those permitted by the Director of Fire Services shall be used in the premises.
- (if required by the FSD upon our referral to the FSD for special comment on use of fuel other than electricity and/or open fire, etc.)*
15. 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 are stipulated in the requirements of this letter, or in any future requirement notified to you by the Director of Food and Environmental Hygiene.
16. A septic tank of adequate size and a soakage pit must be provided for the disposal of waste water and excretal matter discharged from the premises. The design, construction and siting of the septic tank and soakage pit shall be made to the satisfaction of the Director of Food and Environmental Hygiene.

(Note : This requirement is only applicable to area where sewerage system is not available.)

17. A cold storage chamber of adequate size must be provided for the storage of all raw materials before processing. The internal walls of such chamber must be surfaced with glazed tiles or similar smooth and impervious material from the floor to the ceiling.
18. A sedimentation tank shall be provided to minimize the suspended solids of the trade waste/effluent of the premises. The waste water discharged from any basin, sink, floor drain or surface channel of the premises must be arranged to pass through the sedimentation tank.

OFFENSIVE TRADE LICENCE
(Processing of fish meal)

Standard Conditions

1. 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 shall not be used for any other purpose or class of business.
2. 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 prior approval of the Director of Food and Environmental Hygiene.
3. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal.
4. The licensee or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene, shall conduct the business in person at the licensed premises.
5. All smoke from the use of solid fuel and diesel oil shall be discharged through the chimney.
6. Any fumes, steam and hot air from the stoves in the premises and extraction fans must be arranged to discharge into open air in such a manner and at such a position as not to be a nuisance. Exhaust air from extraction fans in the processing room must pass through a water-scrubber or other approved installations before discharge.
7. The ventilating system must, at all times when the business is in operation, be kept fully in operation.
8. No fuel other than those permitted by the Director of Fire Services shall be used in the premises.
(if required by the FSD upon our referral to the FSD for special comment on use of fuel other than electricity and/or open fire, etc.)
9. The septic tank shall be desludged periodically or as requested by the Director of Food and Environmental Hygiene.
(Note : This condition is applicable to area where no sewerage system is available.)
10. All raw materials shall be kept under refrigeration in the cold storage chamber until they are immediately required for processing.
11. The sedimentation tank shall be emptied periodically or when instructed by the Director of Food and Environmental Hygiene.

12. All metal hoods, ductings, extraction fans, grease-filters, water-scrubbers and other installations of the exhaust system shall be maintained in a reasonably clean condition and in an efficient working order at all times.
13. All raw materials shall be transported to the premises in an enclosed vehicle or in receptacles constructed of impervious materials and provided with close-fitting lids so as to prevent the emission of foul smell, the attraction of flies and the dripping of waste water onto any street.

OFFENSIVE TRADE LICENCE
(Boiling of lard/fat)

Standard Requirements

IMPORTANT

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

An Offensive Trade Licence cannot be issued unless the following licensing requirements have been met. The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Fire Services Department, the Building Authority, the Environmental Protection Department, the Labour Department or any other Government Departments.

1. Before the issue of a licence, you must provide nine copies of a plan, drawn as nearly as possible to scale, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene. You must sign each copy certifying that it is correct. The Director of Food and Environmental Hygiene will keep two copies and return one to you endorsed.
(Note : (1) 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 authorized person.
(2) If any change is to be made to the original plan submitted with the application, you must submit afresh three copies of an amended plan for re-consideration of the Director of Food and Environmental Hygiene. You should note that the final layout plans are in addition to the original plans and any amended plans required as a result of changes to the original plans submitted with your application.
2. Public mains water shall be laid on the premises unless the Director of Food and Environmental Hygiene approves another source.
3. (a) The floors of every part of the premises in which materials are prepared, processed or stored must be surfaced with impervious tiles or smooth non-absorbent material and must slope evenly towards drainage outlets. All such floors must be drained, by means of removable galvanized gratings, into glazed or smooth cement channels which discharge into trapped drainage openings.

- (b) The internal wall surfaces of every part of the premises in which materials are prepared, processed or stored must be surfaced with impervious tiles or smooth non-absorbent material to a height of not less than 2 metres and the junctions between the walls/partitions and floors must be coved (rounded). All surface areas above the 2 metres level and ceilings not tiled or imperviously surfaced must be limewashed or painted in a light colour.
4. Not less than _____ water closet (s) and _____ flush urinals for males and water closets for females must be installed in staff toilet. All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fitments shall be segregated and provided with separate entrance for persons of each sex.
- (Note :**
- i. 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.
 - ii. The installation of any sanitary fitment requires the approval of the Building Authority. It is the applicant's responsibility to seek such approval.
 - iii. The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.)
5. Not less than _____ wash-hand basin(s) of glazed earthenware or other approved material of not less than 350 mm in length (measured between the top inner rims) must be installed in the _____. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.
6. Sufficient storage space must be provided to contain all materials required for use in the business which are likely to be in stock at any one time.
7. An underground grease-trap must be provided to prevent the discharge of grease or oil into any drain or sewer.
- (Note :** Any underground grease-trap will require the approval of the Building Authority. It is the applicant's responsibility to seek such approval.)
8. The waste water discharged from any basin, sink, floor drain or surface channel of the premises must be arranged to pass through the underground grease-trap before discharging into any drain or sewer.
9. A metal hood properly connected to an air-duct fitted with an extraction fan of at least _____ cubic metres per minute in capacity must be provided over all cooking stoves in the processing room. The exhaust must be arranged to pass through a grease filter and a water-scrubber before discharging into the open air in such a manner and at such a position as not to be a nuisance.

10. Extraction fans or propulsion fans of the capacity indicated must be installed at the following points :
- (a) _____ Fan(s) with _____ cubic metres per minute capacity in _____.
- (b) _____ Fan(s) with _____ cubic metres per minute capacity in _____.
11. All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 metres above the ground or street level and in such a manner as not to be a nuisance.
12. All propulsion fans shall obtain fresh air from open air at a height of at least 2.5 metres above ground or street level.
13. All storage space must be segregated from the remaining portion of the premises by brick walls carried up to the full height of the premises. All door openings shall be fitted with full size self-closing doors.
14. Any soil pipe, rain water pipe, waste-pipe inside the premises must be enclosed in pipe ducts. All such enclosures must be constructed of brick-work or other impervious rust-proof material* satisfactory to the Director of Food and Environmental Hygiene. All enclosures must be provided with access openings, which can either open to the inside or outside of the shop, for inspection and repair. Any manhole inside the premises must be provided with a double-seal cover. All vertical sides of enclosures to pipes must be carried up to the underside of the structural floor which forms the top part of the premises.
- (***Note** : for example, hollow tiles, 75 mm reinforced cement concrete, stainless steel of 1.6 mm or 115 mm brick-work with plaster on one side would normally be satisfactory to the Director of Food and Environmental Hygiene.)
- (**Note** : This requirement is applicable if the lard/fat is intended for human consumption)
15. If solid fuel or diesel oil is used for boiling of lard, an independent chimney must be built on the external wall, preferably in the rear of the building. Every chimney stack shall be carried up above the roof level of the highest point of the building to a height of at least 900 mm.
- (**Note** : The permission of the Building Authority and the Environmental Protection Department must be obtained for any such chimney. It is the applicant's responsibility to seek such permission.)
16. No fuel other than those permitted by the Director of Fire Services shall be used in the premises.
- (if required by the FSD upon our referral to the FSD for special comment on use of fuel other than electricity, open fire and/or frying activities, etc.)*

17. 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 are stipulated in the requirements of this letter, or in any future requirements notified to you by the Director of Food and Environmental Hygiene.
18. Chopping blocks or benches of smooth close-jointed hardwood and free from cracks must be provided for cutting of fat.
19. A septic tank of adequate size and a soakage pit must be provided for the disposal of waste water and excretal matter discharged from the premises. The design, construction and siting of the septic tank and soakage pit shall be made to the satisfaction of the Director of Food and Environmental Hygiene.
(**Note** : This requirement is only applicable to area where sewerage system is not available.)
20. The toilets shall be segregated from the processing room / remaining portion of the premises / _____ by walls constructed of brick or other substantial and non-absorbent material carried up to the full height of the premises and an air lobby with full size self-closing doors shall be provided in front of the toilets which communicate directly with any food room or processing room.
21. A refrigerator(s) must be provided for the purpose of storing all perishable raw material.
22. Not less than _____ wash-up sink(s) of glazed earthenware, stainless metal or other approved material of not less than 450 mm in length (measured between the top inner rims) shall be installed in the _____. Every sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a Government sewer or a proper drainage system.
23. The internal walls of any cold storage chamber must be surfaced with glazed tiles or similar smooth and impervious material from floor to ceiling.
24. Close-fitting containers of impervious, non-toxic, non-corrosive materials or such other type approved by the Director of Food and Environmental Hygiene shall be provided for the storage of finished products.
(**Note** : This requirement is applicable if the lard/fat is intended for human consumption)

OFFENSIVE TRADE LICENCE

Standard Conditions

1. 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 shall not be used for any other purpose or class of business.
2. 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 prior approval of the Director of Food and Environmental Hygiene.
3. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal.
4. Personal effects such as clothing, footwear, luggage, umbrella, toilet and other articles, must not be stored or left in any food room.
5. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene, shall conduct the business in person at the licensed premises.
6. Any fumes, steam and hot air from the stoves in the premises and from any extraction fan must be arranged to discharge into open air in such a manner as not to be a nuisance.
7. The ventilating system must, at all times when the business is in operation, be kept fully in operation.
8. All metal hoods, ducting, extraction fans, grease filters and water-scrubbers of the exhaust system shall be maintained in a reasonably clean condition and in an efficient working order at all times.
9. Immunization cards of all employees must be produced for cross check and inspection whenever required by inspecting officers.

(**Note** : This condition is applicable if and when lard/fat is intended for human consumption.)
10. Each water closet must be provided with an adequate supply of toilet paper and kept clean at all times.
11. Each wash-hand basin must be provided with soap and a clean towel or an electric hand drier.

12. No fuel other than those permitted by the Director of Fire Services shall be used in the premises.

(if required by the FSD upon our referral to the FSD for special comment on use of fuel other than electricity, open fire and/or frying activities, etc.)

13. All smoke from the use of solid fuel and diesel oil shall be discharged through the chimney.

14. The septic tank shall be desludged periodically or as requested by the Director of Food and Environmental Hygiene.

(Note : This condition is applicable to area where no sewerage system is available.)

15. All raw materials to be stored overnight shall be kept under refrigeration.

16. All finished products shall be kept in close-fitting containers of impervious, non-tonic, non-corrosive materials or such other type approved by the Director of Food and Environmental Hygiene.

(Note : This condition is applicable if and when lard/fat is intended for human consumption.)

17. All finished products shall be kept in properly labelled containers. The label shall include legible English letters and Chinese characters indicating that the products are not intended for human consumption or use as ingredients for processing of food intended for human consumption.

(Note : This condition is applicable if and when lard/fat is used only for industrial purpose)

18. Records/invoices showing the dates, descriptions and quantities of the finished products sold/supplied, and as well as the name(s) and address(es) of the person(s)/premises to which the finished products are supplied, shall be kept for at least 12 months and be readily available for inspection and making copies on demand by the Director of Food and Environmental Hygiene or his representatives at all times. Such transaction documents shall be properly indicated that the products are not intended for human consumption or use as ingredients for processing of food intended for human consumption.

(Note : This condition is applicable if and when lard/fat is used only for industrial purpose)

OFFENSIVE TRADE LICENCE
(Processing of sharks' fins)

Standard Requirements

IMPORTANT

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

An Offensive Trade Licence cannot be issued unless the following licensing requirements have been met. The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Fire Services Department, the Building Authority, the Environmental Protection Department, the Labour Department or any other Government Departments.

1. Before the issue of a licence, you must provide nine copies of a plan, drawn as nearly as possible to scale, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene. You must sign each copy certifying that it is correct. The Director of Food and Environmental Hygiene will keep two copies and return one to you endorsed.

(Note : (1) 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 authorized person.

(2) If any change is to be made to the original plan submitted with the application, you must submit afresh three copies of an amended plan for re-consideration of the Director of Food and Environmental Hygiene. You should note that the final layout plans are in addition to the original plans and any amended plans required as a result of changes to the original plans submitted with your application.
2. Public mains water shall be laid on the premises unless the Director of Food and Environmental Hygiene approves another source.
3. (a) The floors of every part of the premises in which materials are prepared, processed or stored must be surfaced with impervious tiles or smooth non-absorbent material and must slope evenly towards drainage outlets. All such floors must be drained, by means of removable galvanized gratings, into glazed or smooth cement channels which discharge into trapped drainage openings.

- (b) The internal wall surfaces of every part of the premises in which materials are prepared, processed or stored must be surfaced with impervious tiles or smooth non-absorbent material to a height of not less than 2 metres and the junctions between the walls/partitions and floors must be coved (rounded). All surface areas above the 2 metres level and ceilings not tiled or imperviously surfaced must be limewashed or painted in a light colour.
4. Not less than _____ water closet (s) and _____ flush urinals for males and water closets for females must be installed in staff toilet. All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fitments shall be segregated and provided with separate entrance for persons of each sex.
- (Note :**
- i. 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.
 - ii. The installation of any sanitary fitment requires the approval of the Building Authority. It is the applicant's responsibility to seek such approval.
 - iii. The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700mm)
5. Not less than ___ wash-hand basin (s) of glazed earthenware or other approved material of not less than 350 mm in length (measured between the top inner rims) must be installed in the _____. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.
6. One or more underground grease-trap must be provided to prevent the discharge of grease or oil into any drain or sewer.
- (Note :** Any underground grease-trap will require the approval of the Building Authority. It is the applicant's responsibility to seek such approval.)
7. Hoods of sheet metal or other approved material of at least the same size as the boiling pans/stoves and properly connected to a chimney or smoke flue must be provided over the boiling pan/stoves.
8. Sufficient storage space must be provided to contain all materials required for use in the business which are likely to be in stock at any one time.
9. Not less than _____ wash-up sink(s) of glazed earthenware, stainless metal or other approved material of not less than 450 mm in length (measured between the top inner rims) shall be installed in the _____. Every sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a Government sewer or a proper drainage system.

10. A septic tank of adequate size and a soakage pit must be provided for the disposal of waste water and excretal matter discharged from the premises. The design, construction and siting of the septic tank and soakage pit shall be made to the satisfaction of the Director of Food and Environmental Hygiene.

(Note : This requirement is only applicable to area where sewerage system is not available.)

11. A sedimentation tank shall be provided to minimize the suspended solids of the trade waste/effluent of the premises. The waste water discharged from any basin, sink, floor drain or surface channel of the premises must be arranged to pass through the sedimentation tank.

12. A refrigerator(s) must be provided for the purpose of storing all perishable raw material.

13. The internal walls of any cold storage chamber must be surfaced with glazed tiles or similar smooth and impervious material from floor to ceiling.

14. Extraction fans or propulsion fans of the capacity indicated must be installed at the following points :

(a) _____ Fan(s) with _____ cubic metres per minute capacity in _____ .

(b) _____ Fan(s) with _____ cubic metres per minute capacity in _____ .

(c) _____ Fan(s) with _____ cubic metres per minute capacity in _____ .

15. All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 metres above the ground or street level and in such a manner as not to be a nuisance.

16. All propulsion fans shall obtain fresh air from open air at a height of at least 2.5 metres above ground or street level.

17. All storage space must be segregated from the remaining portion of the premises by brick walls carried up to the full height of the premises. All door openings shall be fitted with full size self-closing doors.

18. No fuel other than those permitted by the Director of Fire Services shall be used in the premises.

(if required by the FSD upon our referral to the FSD for special comment on use of fuel other than electricity and/or open fire, etc.)

19. If solid fuel or diesel oil is used for processing of sharks' fins, an independent chimney must be built on the external wall, preferably in the rear of the building. Every chimney stack shall be carried up above the roof level of the highest point of the building to a height of at least 900 mm.

(Note : The permission of the Building Authority and the Environmental Protection Department must be obtained for any such chimney. It is the applicant's responsibility to seek such permission.)

20. 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 are stipulated in the requirements of this letter, or in any future requirements notified to you by the Director of Food and Environmental Hygiene.
21. The toilets shall be segregated from the processing room / remaining portion of the premises / _____ by walls constructed of brick or other substantial and non-absorbent material carried up to the full height of the premises and an air lobby with full size self-closing doors shall be provided in front of the toilets which communicate directly with any processing room.
22. Any soil pipe, rain water-pipe, waste-pipe inside the premises must be enclosed in pipe ducts. All such enclosures must be constructed of brickwork or other impervious rust-proof material* satisfactory to the Director of Food and Environmental Hygiene. All enclosures must be provided with access openings, which can either open to the inside or outside of the shop, for inspection and repair. Any manhole inside the premises must be provided with a double-seal cover. All vertical sides of enclosures to pipes must be carried up to the underside of the structural floor which forms the top part of the premises.

(***Note :** For example, hollow tiles, 75 mm reinforced cement concrete, stainless steel of 1.6 mm or 115 mm brickwork with plaster on one side would normally be satisfactory to the Director of Food and Environmental Hygiene.)

23. A metal hood properly connected to an air-duct fitted with an extraction fan of at least _____ cubic metres per minute in capacity must be provided over all cooking stoves in the processing room. The exhaust must be arranged (a) to pass through a grease filter and, if required by the Director of Food and Environmental Hygiene, a water-scrubber before discharging into the open air in such a manner and at such a position as not to be a nuisance, or (b) to discharge into open air at roof level as not to be a nuisance.

(Note : Where sulphur is used in bleaching sharks' fins in a chamber, the permission of the Director of Fire Services must be obtained.

OFFENSIVE TRADE LICENCE
(Processing of sharks' fins)

Standard Conditions

1. 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.
2. The bleaching of sharks' fins shall be carried out in such a manner as not to cause any nuisance.
3. 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.
4. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal.
5. Personal effects such as clothing, footwear, luggage, umbrella, toilet and other articles, must not be stored or left in any food room.
6. The licensee or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene, shall conduct the business in person at the licensed premises.
7. All smoke from the use of solid fuel and diesel oil shall be discharged through the chimney.
8. The fumigation room shall be kept clean at all times.
9. The septic tank shall be desludged periodically or as requested by the Director of Food and Environmental Hygiene.
(Note : This condition is applicable to area where no sewerage system is available.)
10. Not more than two caretakers shall be allowed in the premises.
11. Any fumes, steam and hot air from the stoves in the premises and from any extraction fans must be arranged to discharge into open air in such a manner as not to be a nuisance.
12. The ventilating system must, at all times when the business is in operation, be kept fully in operation.

13. All metal hoods, ductings, extraction fans, grease-filters and water-scrubbers of the exhaust system shall be maintained in a reasonably clean condition and in an efficient working order at all times.
14. No fuel other than those permitted by the Director of Fire Services shall be used in the premises.
(if required by the FSD upon our referral to the FSD for special comment on use of fuel other than electricity and/or open fire, etc.)
15. All smoke from the use of solid fuel and diesel oil shall be discharged through the chimney.
16. The sedimentation tank shall be emptied periodically or when instructed by the Director of Food and Environmental Hygiene.
17. Immunization cards of all employees must be produced for checking and inspection whenever requested by inspecting officers.