

**A GUIDE TO APPLICATION  
FOR  
MARINE RESTAURANT  
LICENCE**

**Food and Environmental Hygiene Department**

**(July 2024 Edition)**

## **A GUIDE TO APPLICATION FOR MARINE RESTAURANT LICENCE**

### **General**

Under the *Food Business Regulation (Cap.132X)* (“the Regulation”), a “restaurant” means any food business which involves the sale of meals or unbottled non-alcoholic drinks other than Chinese herb tea, for consumption on the premises, but does not include a factory canteen or any business carried on by a hawker who is the holder of a licence under the *Hawker Regulation (Cap.132 sub. leg. AI)*. In accordance with the Regulation, “food premises” means any premises on or from which there is carried on any food business and “premises” includes a vessel. Restaurant business operating on board vessel including ferry requires a marine restaurant licence. The Director of Food and Environmental Hygiene is the “Licensing Authority” of marine restaurants in Hong Kong. Restaurant vessel operator is required to obtain a marine restaurant licence from the Licensing Authority before operation of business. Any person found operating an unlicensed restaurant and/or violating the relevant provisions in the legislation will be liable to prosecution.

2. Any person who intends to sell liquor at a restaurant vessel for consumption on board vessel must obtain a liquor licence issued by the Liquor Licensing Board. Guidance booklets on application for liquor licences are obtainable at the Licensing Offices of the Food and Environmental Hygiene Department (FEHD) or at FEHD’s website: <http://www.fehd.gov.hk/english/licensing/guide.html>.

### **Application Procedure**

3. Application should be made by submission of a standard application form (i.e. FEHB 94) and 3 copies of a proposed layout plan of the premises (drawn to scale and in metric unit) to Assistant Secretary (Restaurant Licences) of Licensing Office concerned (see **Appendix I**). The standard forms are obtainable from all Licensing Offices and District Environmental Hygiene Offices and can be downloaded from FEHD’s website: [http://www.fehd.gov.hk/english/forms/index\\_forms.html](http://www.fehd.gov.hk/english/forms/index_forms.html).

4. The completed application form should contain the following:
  - (a) type of licence applied for;
  - (b) full address of the premises under application for a licence including berthing location of the vessel, if applicable;
  - (c) the name, correspondence address, telephone number and identity card number of the applicant; if the applicant is a corporation, the name and address of the corporation and the name and home address of the managing director and authorized person;
  - (d) the type of heating equipment and the type of fuel intended to be used; and
  - (e) whether air-conditioning system is to be installed in the premises; if so, the type and working capacity of such installation.
  
5. The application form must be signed by the applicant or the authorized person for and on behalf of the corporation (where the applicant is a corporation). A licence may be issued in the name of a person or a corporation.

#### **Preparation of Proposed Layout Plan**

6. Before preparation of the layout plan, the applicant is required to apportion the marine restaurant for the proposed usage, such as location of the kitchen, food preparation room and sanitary facilities. The proposed layout plans should contain the following particulars :
  - (a) area demarcated for marine restaurant licence application;
  - (b) space allocated to the cooking, preparation and handling of food;
  - (c) space allocated to the storage of any kind of open food;
  - (d) space allocated to the serving of meals to customers;
  - (e) space allocated to the cleansing, sterilizing, drying and storage of utensils;
  - (f) sanitary fitments and drainage works;
  - (g) cloak rooms, passageways and open spaces;
  - (h) all means of exit, entry and internal circulation;
  - (i) all windows or ducts providing ventilation and means of mechanical ventilation if installed;
  - (j) the siting of all furniture and equipment of a substantial and permanent nature,

including food manufacturing and preparation plant, cooking ranges showing each and every stove, sterilizers, dish-washing machines, refrigeration and cooling equipment, fixed sideboards, washbasins and sinks, drying racks and water tanks;

- (k) the size and clear height of the walk-in-freezers/coolers, cold storage rooms and storage racks therein and the layout of the racks should be clearly shown, if any;
- (l) means of refuse storage and disposal; and
- (m) the type of fuel to be annotated. If liquid fuel is used, the location of the fuel tank, the routing of supply pipings and its capacity should be indicated on the layout plan.

#### **Points to Note in Designing and Drawing a Layout Plan**

7. Every plan should be drawn in one whole piece, not blurred and with no single line drawing. The plans should be drawn to the nearest metric scales of not less than 1:100 and show all particulars as listed at paragraph 6 above.

8. Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to this department for consideration and referral to other departments for processing. Revised plans not in compliance with this requirement will be rejected.

#### **Minimum Area for Food Room**

9. In preparing the proposed layout plans, the first thing to be considered is the size of the food room(s) (i.e., kitchen, food preparation room and scullery accommodation). Marine restaurant should be provided with one or more food rooms, the aggregate area of which should be same as that required for general restaurant, which is provided according to the Schedule 5A to the Regulation. The aggregate area of the food rooms for marine restaurant should be as follows :

Gross floor area of the premises	Minimum area of food room
100 m <sup>2</sup> or less	25% of gross floor area, but not less than 8 m <sup>2</sup>
exceeding 100 m <sup>2</sup> but not exceeding 150 m <sup>2</sup>	22% of gross floor area, but not less than 25 m <sup>2</sup>
exceeding 150 m <sup>2</sup> but not exceeding 250 m <sup>2</sup>	19% of gross floor area, but not less than 33 m <sup>2</sup>
exceeding 250 m <sup>2</sup> but not exceeding 500 m <sup>2</sup>	16% of gross floor area, but not less than 48 m <sup>2</sup>
exceeding 500m <sup>2</sup> but not exceeding 1000 m <sup>2</sup>	13% of gross floor area, but not less than 80 m <sup>2</sup>
exceeding 1000 m <sup>2</sup>	10% of gross floor area, but not less than 130 m <sup>2</sup>

(Note: At least one kitchen should be provided in a marine restaurant.)

### **Sanitary Fitments**

10. The number of sanitary fitments required in marine restaurants varies with the number of customers and staff to be accommodated. The requirements are as follows (where WC denotes water closet; WHB denotes wash-hand basin and U denotes urinal) :

- (a) Less than 25 customers )  
 1 WC and 1 WHB For both sexes )  
 1 U For males )  
 (WCs and Us should be provided )  
 in separate rooms with separate )  
 entrances.) ) Provision of  
 ) independent  
 ) sanitary fitments
- (b) Between 25 and 100 customers )  
 1 WC, 1 WHB and 1 U For males ) for staff  
 1 WC and 1 WHB For females ) is exempted,  
 ) provided that  
 ) the fitments
- (c) Between 101 and 200 customers )  
 1 WC, 1 WHB and 2 Us For males ) are available for  
 2 WCs and 1 WHB For females ) share use by  
 ) customers and staff

- (d) Between 201 and 300 )  
 2 WCs, 2 WHBs and 3 Us For males )  
 3 WCs and 2 WHBs For females )

(e) Over 300 customers

Provision of sanitary fitments for customers and staff shall make reference to the requirements in regulations 5 and 8 of the *Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations (Cap.123I)*.

**Ventilation**

11. The intention of ventilation is to ensure an adequate supply of fresh/outside air for human occupation and effective extraction of exhaust air arising from activities in premises. Ventilation can be provided by natural means, natural mechanical assistance or wholly mechanical. When natural ventilation is insufficient, a ventilating system must be provided. The applicant is required to submit appropriate plans with full details (extraction or propulsion fans and ducting or trunking in cooker hood, etc.) to Licensing Office concerned for processing.

**Processing of Application and Notification of Licensing Requirement**

12. The Assistant Secretary (Restaurant Licences) of the Licensing Office concerned will acknowledge the receipt of application after passing in preliminary screening conducted by FEHD. The application will be referred to the Marine Department (MD), Environmental Protection Department (EPD) and other Government departments concerned for comments, as appropriate. The officers of FEHD, MD and EPD will conduct separate site inspections with the applicant and/or his representatives.

13. After the separate site inspections, an Application Vetting Panel (AVP) meeting will be arranged, normally within 20 working days after the acceptance of the application, in which the applicant can discuss the application with officers of all the departments concerned. Problem areas, remedial works and the applicant's proposed construction/decoration programmes will be discussed. In the event that there are, for whatever reasons, impediments to licensing, he/she will be so informed and if remedies are feasible, advice will be given.

14. Upon clearance from all Government departments concerned, the Assistant Secretary (Restaurant Licences) will list out in detail the licensing requirements and

conditions and convey them to the applicant at the AVP meeting for his/her compliance of the requirements before a licence can be issued.

15. Before the applicant receives a letter of licensing requirements from the Licensing Authority, the applicant is advised not to start any work on decoration. He/She must also not start the business before obtaining the licence. Otherwise, he/she will be liable to prosecution.

### **Report Compliance with Licensing Requirements and Issue of Licence**

16. The applicant should expedite action to comply with the licensing requirements and report compliance in writing and submit the acceptable documents to the Licensing Office concerned. After receipt of the applicant's compliance notice in writing and the acceptable documents, the case manager will make an appointment with the applicant to inspect the premises and check the licensing requirements. When full compliance with the licensing requirements is confirmed by the case manager, a Senior Health Inspector (Licensing) will conduct the final verification inspection in the presence of the applicant.

17. After the final verification inspection, FEHD will inform the applicant in writing of full compliance with the licensing requirements and of the arrangements regarding the payment of a prescribed fee and collection of the licence. The flow chart for processing of application for Marine Restaurant Licence is at **Appendix II**.

### **Non-compliance with Licensing Requirements**

18. If the applicant fails to comply with all the licensing requirements after the verification inspection by the case manager, the Assistant Secretary (Restaurant Licences) will inform him/her of the outstanding requirements in writing for early compliance. He/She will also be advised to report compliance again after complying with the outstanding requirements.

19. If no report of compliance with licensing requirements is received, the case manager will make a further visit to the subject premises within the first 3 months after the issue of letter of requirements to check the progress of application. Afterwards, only quarterly reminders will be issued to the applicant reminding him/her to expedite action to comply with all licensing requirements for obtaining a licence.

## **Deadline for Compliance with Licensing Requirements**

20. The maximum period of time allowed for the applicant to comply with all licensing requirements is 3 months after the expiry of the provisional licence or 12 months after the issue of the letter of requirements for a full licence if no provisional licence has been issued, unless the applicant can demonstrate that the delay in meeting licensing requirement is due to factors beyond his/her reasonable control. The application will be deemed withdrawn after the aforesaid period of time.

## **Main Requirements and Conditions**

21. A list of FEHD's main health requirements and conditions for the issue of Marine Restaurant Licence, MD's general advice on application for Marine Restaurant Licence and the EPD's environmental guideline for Operation of Marine Restaurant are attached at **Appendix III**, **Appendix IV** and **Appendix V** respectively for reference. The public is advised to go through the health requirements and conditions before submitting application for marine restaurant licence.

22. Please note that for each licence application, FEHD will base on the individual merit and actual situation of each application case to stipulate any other necessary non-standard requirements and conditions to the applicant for compliance and observance.

## **Enquiries**

23. In case the applicant has difficulty in understanding the licensing requirements and conditions or has any queries concerning licensing matters, he/she can approach the Licensing Inspector of FEHD in charge of the application either in person or by telephone. Contact details of departments concerned are at **Appendix VI**.



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 (如有任何轉變, 須立即通知食物環境衛生署 (食環署) )

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

(倘以公司名義提出申請, 只須填寫第 (1) 項、第 (3) 項及第 (8) 項起以後各項連附錄。)

(If the application is made in the name of a corporation, you only need to complete items (1), (3) and (8) onwards and the Appendix.)

(1) 申請人姓名/公司名稱\* : \_\_\_\_\_ (先生/女士\*)  
Name of Applicant/ Corporation\* \_\_\_\_\_ (中文) (Chinese)  
\_\_\_\_\_ (Mr/Ms\*)  
(英文正楷) (English in BLOCK letters)

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

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

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

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

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

(4) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. No. Fax No.  
額外流動電話號碼  
流動電話號碼<sup>^</sup>： \_\_\_\_\_ (申請人) (如有)<sup>^</sup>： \_\_\_\_\_ (發牌顧問)  
Mobile Phone No.<sup>^</sup> (Applicant) Additional Mobile Phone No. (if any)<sup>^</sup> (Licensing Consultant)

<sup>^</sup>註： 除用作電話通訊外，本署亦會在暫准牌照(如有)屆滿日前的90、60及30日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

- 本人不願意接收由署方發出的短訊。  
I do not want to receive short messages from the Department.

電郵地址<sup>#</sup>： \_\_\_\_\_ 額外電郵地址  
Email Address<sup>#</sup> (如有)<sup>#</sup>： \_\_\_\_\_  
Additional Email Address (if any)<sup>#</sup>

<sup>#</sup>註： 除用作電郵通訊外，本署亦會在暫准牌照(如有)屆滿日前的60及30日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

(5) 聯絡人姓名： \_\_\_\_\_ (先生/女士\*)  
Name of 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.

(7) 申請牌照的處所地址(中文)：  
室/鋪 \_\_\_\_\_ 樓 \_\_\_\_\_ 座 \_\_\_\_\_  
大廈 \_\_\_\_\_  
屋邨/鄉村 \_\_\_\_\_  
街道名稱及門牌號碼 \_\_\_\_\_  
(如涉及多於一條街道，請詳述) \_\_\_\_\_  
分區 \_\_\_\_\_ 地區 \_\_\_\_\_  
地段號碼(如適用) \_\_\_\_\_ 香港/九龍/新界/離島\*

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

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

Address of Premises Under Application (in English):

Flat/Room/Shop \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_

Building \_\_\_\_\_

Estate/Village \_\_\_\_\_

No. and Name of Road/Street \_\_\_\_\_

(Please specify if more than one road/street is involved) \_\_\_\_\_

Sub-district \_\_\_\_\_ District \_\_\_\_\_

Lot No. (if applicable) \_\_\_\_\_ HK/Kln/NT/Islands\*

- (8) (a) 擬開設店鋪的名稱（如適用）：  
Shop Sign of the Proposed Business (if applicable)

（中文）(Chinese) \_\_\_\_\_

（英文）(English) \_\_\_\_\_

- (b) 擬開設店鋪的面積：\_\_\_\_\_ 平方米  
Size of the Proposed Shop m<sup>2</sup>

- (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）：\_\_\_\_\_
- Please specify the type of AC units (e.g. Split Type or Window Type)
- 水冷式空調系統（使用淡水冷卻塔（水塔））  
Water-cooled Air-conditioning System (using Fresh Water Cooling Towers)

產地 Country of Manufacture：\_\_\_\_\_

\* 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).

- (11) 另擬申請的牌照：  
Other Licence(s) Intended to Be Applied
- 暫准牌照  
Provisional Licence
  - 酒牌（只供申請普通／小食食肆牌照使用，並須另行填寫申請表格）  
Liquor Licence (for General/Light Refreshment Restaurant Licence application only and separate application form is required)
- (12) 夾附文件（見「申請人須知」第(2)段）：  
Enclosures (see paragraph (2) of “Notice to Applicant”)
- 建議設計圖則，一式\_\_\_\_\_份  
\_\_\_\_\_ identical copies of proposed layout plans
  - 建議通風系統設計圖則，一式\_\_\_\_\_份  
\_\_\_\_\_ identical copies of proposed ventilating system layout plans
- (13) 附加資料：  
Additional Information
- 申請普通食肆／工廠食堂牌照（見附件 I）  
Application for General Restaurant/Factory Canteen Licence (see Annex I)
  - 申請小食食肆牌照（見附件 II）  
Application for Light Refreshment Restaurant Licence (see Annex II)
  - 申請食物製造廠／新鮮糧食店／燒味及滷味店／冰凍甜點製造廠／奶品廠牌照（見附件 III）  
Application for Food Factory/Fresh Provision Shop/Siu Mei and Lo Mei Shop/Frozen Confection Factory/Milk Factory Licence (see Annex III)
  - 申請設置露天座位（只適用於食肆牌照申請，申請人須一併遞交設置露天座位申請表格（FEHB 197））  
Application for Outside Seating Accommodation (OSA) (Applicable to Restaurant Licence application only. Submission of application form for OSA (FEHB 197) is also required.)
- (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舖處所經營食物業，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<sup>†</sup>。關於政府租契或法定圖則<sup>†</sup>，如有需要，本人會徵詢專業人士的意見。  
I understand that it is my responsibility to ensure that the operation of a food business at the shop premises under application for a food business licence is in compliance with the requirements imposed under the legislation administered by the FEHD, other government departments as well as the relevant authorities, including the Government lease and the statutory plan<sup>†</sup>. I will consult professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan<sup>†</sup>.
- <sup>†</sup> 「法定圖則」指由城市規劃委員會依據《城市規劃條例》擬備和公布的圖則。  
“Statutory plan” refers to a plan prepared and published by the Town Planning Board under the Town Planning Ordinance.
- (16) 本人以中文／英文\*為發牌前的通訊語言。  
I would use Chinese/English\* for correspondence before issue of licence.
- 本人以中文／英文\*為發牌後的通訊語言。  
I would use Chinese/English\* for correspondence after issue of licence.

- (17) 如有關食物業處所並非位於政府物業、房屋委員會（房委會）物業或已拆售予領展資產管理有限公司的物業內，申請人須向本署遞交聲明書（FEHB 192），聲明在申請牌照的處所經營食物業符合政府租契條款，否則本署無法處理有關申請。

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

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

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

- (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 for General Restaurant Licence/Light Refreshment Restaurant Licence/Marine Restaurant Licence/Factory Canteen Licence/Cold Store Licence only)

- 本人會出席由署方安排的申請審查小組會議。  
I will attend the AVP meeting arranged by the Department.
- 本人不會出席由署方安排的申請審查小組會議。  
I will not attend the AVP meeting arranged by the Department.

**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.***

\_\_\_\_\_  
日期（日／月／年）  
Date (dd/mm/yyyy)

\_\_\_\_\_  
申請人簽署  
Signature of 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.*

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



食物環境衛生署  
Food and Environmental Hygiene Department

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 Premises Under Application (in English):

Flat/Room/Shop \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_

Building \_\_\_\_\_

Estate/Village \_\_\_\_\_

No. and Name of Road/Street \_\_\_\_\_

*(Please specify if more than one road/street is involved)* \_\_\_\_\_

Sub-district \_\_\_\_\_ District \_\_\_\_\_

Lot No. (if applicable) \_\_\_\_\_ HK/Kln/NT/Islands\*

**(甲) 公司資料**

**(A) Particulars of Corporation**

(1) 公司名稱： (中文) \_\_\_\_\_  
Name of Corporation (Chinese)  
(英文) \_\_\_\_\_  
(English)

(2) 公司註冊號碼： \_\_\_\_\_ 電話號碼： \_\_\_\_\_  
Company Registration No. Tel. No.

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

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

(5) 住址：  
Residential Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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 Authorised Person (中文) (Chinese)

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

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

(3) 獲授權代表在公司擔任的職位： \_\_\_\_\_  
Position of the Authorised Person in the Corporation

(4) 住址： \_\_\_\_\_  
Residential Address  
\_\_\_\_\_  
\_\_\_\_\_

(5) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. No. Fax No.

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

^註： 除用作電話通訊外，本署亦會在暫准牌照（如有）屆滿日前的90、60及30日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

本人不願意接收由署方發出的短訊。  
I do not want to receive short messages from the Department.

電郵地址#： \_\_\_\_\_ 額外電郵地址 (如有)#： \_\_\_\_\_  
Email Address# Additional Email Address (if any)#

#註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的60及30日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

\* 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).



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

(7) 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.*

\_\_\_\_\_  
日期 (日／月／年)  
Date (dd/mm/yyyy)

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

\_\_\_\_\_  
公司印章  
Company Chop

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

**申請人須知**  
**NOTICE TO APPLICANT**

- (1) 以公司名義提出的申請書，須連同下列文件一併遞交，否則本署無法處理有關申請。  
The following documents shall be submitted to us if the application is made in the name of a corporation, otherwise we will be unable to process the application.
- (a) 該公司的商業登記證副本；  
A copy of the Business Registration Certificate of the corporation;
  - (b) 該公司的組織大綱及細則副本；  
A copy of the Memorandum and Articles of Association of the corporation;
  - (c) 根據《公司條例》（第 622 章）取得和經公司註冊處處長核證真實的公司註冊證書副本，或任何其他可證實該公司法人身分的文件；  
A copy of Certificate of Incorporation under the Companies Ordinance (Cap. 622) certified as true copy by the Registrar of Companies, or any other documents to establish the legal entity of the corporation;
  - (d) 公司的註冊辦事處地址更改通知書或法團成立表格（視何者適用而定）的副本，須為經公司註冊處處長核證真實的副本；  
A copy of Notice of Change of Address of Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;
  - (e) 公司最新的周年申報表副本，須為經公司註冊處處長核證真實的副本（在新公司成立為法團的年度內，則請提交經公司註冊處處長核證真實的法團成立表格副本）；  
A copy of the latest Annual Return certified as true copy by the Registrar of Companies (or a copy of Incorporation Form certified as true copy by the Registrar of Companies in case of a new company in the year of its incorporation);
  - (f) 公司董事會通過的書面決議，以授權一名人士代表該公司與發牌當局接洽處理牌照申請事宜；以及  
A resolution in writing passed by the Board of Directors to authorise a person to act on behalf of the corporation to deal with licensing matters with the licensing authority; and
  - (g) 該名獲授權代表所簽署的接納授權通知書。  
Notice of Acceptance of Authorisation signed by the authorised person.
- (2) 須遞交申請書及一式三份的處所建議設計圖則，否則本署無法處理有關申請。如屬下列情況，則須按以下規定辦理：  
The application must be accompanied by 3 identical copies of proposed layout plans of the premises, otherwise the application cannot be processed, except that:
- (a) 申請工廠食堂牌照，所須遞交的建議設計圖則為一式四份；以及  
For application for a Factory Canteen Licence, 4 identical copies of proposed layout plans are required; and
  - (b) 申請食物製造廠（烤肉）牌照，所須遞交的建議設計圖則為一式五份。  
For application for a Food Factory (Meat Roasting) Licence, 5 identical copies of proposed layout plans are required.
- 上述所有圖則須以十進制單位及不少於 1:100 的常用比例繪製。  
All the above proposed layout plans must be drawn in metric unit and in scale commonly used of not less than 1:100.
- (3) 申請人凡擬更改已交來圖則上的設計，須提交經修訂圖則，以供本署考慮和轉交其他政府部門處理。申請人須用顏色筆在圖則上標示建議更改之處，並略加說明。不符合這項規定的經修訂圖則，概不受理。  
Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to the Department for consideration and referral to other government departments for processing. Revised plans not in compliance with this requirement will be rejected.

- (4) 申請人如須提交符合規定證明書 D (通風設施規定)，方符合其中一項發牌條件以取得暫准牌照，則須隨同符合規定證明書 D (通風設施規定) 一併遞交盡量按比例繪製的通風系統設計圖則，一式三份，以顯示處所安裝的通風系統的最終設計。

If the submission of Certificate of Compliance D (Ventilation Requirements) is a requirement to be complied with before a provisional licence can be issued, the applicant is required to submit 3 identical copies of ventilating system layout plan(s), drawn as nearly as possible to scale, showing the final layout of the ventilating system installed in the premises together with the Certificate of Compliance D (Ventilation Requirements).

- (5) 如有關食物業處所並非位於政府物業或房委會物業內，申請人須向本署遞交 (可由專人送交或郵遞) 由認可專業人士 (即根據《建築物條例》(第 123 章) 第 3 條的規定註冊的認可人士/結構工程師) 按下列適用指引要求以指定表格 (FEHB 190 或 FEHB 191) 填寫的證明書，證明有關食物業處所內沒有違例建築工程：

Except for food premises in government properties or the HA's properties, certification made by recognised professional(s) (i.e. authorised persons/structural engineers registered under section 3 of the Buildings Ordinance (Cap. 123)) certifying that the food business premises are free of unauthorised building works shall be submitted (in person or by mail) to us in prescribed form(s) (FEHB 190 or FEHB 191) in accordance with the corresponding guidelines, where appropriate, listed as follows:

- 由屋宇署署長發出的《認可人士及註冊結構工程師 — 核證食物業處所沒有違例建築工程的指引 (適用於私人樓宇)》  
“Certification of Food Business Premises Free of Unauthorised Building Works - Guidelines for Authorised Persons and Registered Structural Engineers (applicable to private buildings)” issued by the Director of Buildings
- 由地政總署署長發出的《新界豁免管制屋宇食物業處所並無違例建築工程證明書 — 供認可人士及註冊結構工程師參考的指引》  
“Certification of Food Business Premises Free of Unauthorised Building Works in respect of New Territories Exempted Houses - Guideline for Authorised Persons and Registered Structural Engineers” issued by the Director of Lands
- 由隸屬於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 divested HA's 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，申請人須向本署遞交聲明書 (FEHB 192)，聲明在申請牌照的處所經營食物業符合政府租契條款，否則本署無法處理有關申請。

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

- 在申請簽發食物業牌照處所經營食物業，必須符合政府租契條款，否則食物環境衛生署署長將拒絕批准申請。倘申請人在申請書內作出虛假聲明，獲准簽發的牌照可能會被取消。

The Director of Food and Environmental Hygiene will refuse to grant the application for the issue of a food business licence unless the operation of food business at the subject premises is in compliance with Government lease conditions. A licence granted may be cancelled if the applicant makes a false declaration in the application.

- (7) 在揀選店舖處所時，申請人須確保在該處所經營食物業，能符合本署、其他政府部門及有關的主管當局按其執行的法例所訂立的規定。因此，申請人應盡早查閱以下文件：(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 Department, other government departments and the relevant authorities. 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. Relevant information and documents may be obtained from the following government offices:

#### 土地註冊處

- 綜合查冊中心
- 地址：  
香港金鐘道 66 號金鐘道政府合署 19 樓
- 查詢電話：2867 2871
- 該處會收取提供政府租契及入伙紙(如已在土地註冊處登記) 複本的服務費用。

#### 屋宇署

- 樓宇資訊中心
- 地址：  
九龍油麻地海庭道 11 號  
西九龍政府合署北座屋宇署總部 2 樓
- 查詢電話：2626 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。

#### 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](http://www.ozp.tpb.gov.hk)) 瀏覽有關法定圖則及其註釋。
- 市民在下列地點繳付指定費用後，便可取得有關法定圖則及其註釋：  
地政總署地圖銷售處  
香港北角渣華道 333 號北角政府合署 23 樓  
(電話號碼：2231 3187)  
或  
九龍彌敦道 382 號地下  
(電話號碼：2780 0981)

#### Land Registry

- Central Search Office
- Address:  
19/F, Queensway Government Offices,  
66 Queensway, Hong Kong
- Enquiry No.: 2867 2871
- A fee will be charged for supplying copies of a Government Lease and the Occupation Permit (if registered in the Land Registry) of the building.

#### Buildings Department

- Building Information Centre
- Address:  
2/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.
- Enquiry No.: 2626 1207 (Handled by "1823")
- A fee will be charged for applying for a certified true copy of the Occupation Permit of the building.

#### Planning Department

- Planning Enquiry Counters
- Address:  
17/F, North Point Government Offices,  
333 Java Road, North Point, Hong Kong or 14/F,  
Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories
- Enquiry No.: 2231 5000
- Free enquiry service is provided with respect to whether the use of premises requires planning permission according to the relevant statutory plan and the Notes attached to the plan.
- The relevant statutory plan and the Notes attached to the plan can be browsed at “Statutory Planning Portal” ([www.ozp.tpb.gov.hk](http://www.ozp.tpb.gov.hk)).
- A copy of the statutory plan and the Notes attached to the plan can be obtained, on payment of the prescribed fee, from the Map Publications Centre of the Lands Department at:  
23/F, North Point Government Offices,  
333 Java Road, Hong Kong  
(Tel. No.: 2231 3187)  
or  
G/F, 382 Nathan Road, Kowloon  
(Tel. No.: 2780 0981)

- (8) 就上文第 (5) 至 (7) 段，申請人應參閱《申請食物業牌照申請人／持牌人的發牌和轉讓程序指南：(i) 核證食物業處所沒有違例建築工程（違建工程）(ii) 食物業處所必須符合政府租契的條件 (iii) 食物業處所必須符合法定圖則的規限》。相關資料已上載至本署網頁（網址：[http://www.fehd.gov.hk/tc\\_chi/howtoseries/forms/External\\_guide\\_combine\\_c.PDF](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 (14) 段）索取該指南。

For paragraphs (5) to (7) above, the applicant should read “A Guide to Applicants/Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on (i) Certification of Free of Unauthorised Building Works (UBW) (ii) Compliance with Government Lease Conditions (iii) Compliance with Statutory Plan Restrictions”. Relevant information is uploaded to the Department’s website at [http://www.fehd.gov.hk/english/howtoseries/forms/new/External\\_guide\\_combine\\_e.PDF](http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF). The Guide is also available at FEHD’s Licensing Offices or District Environmental Hygiene Offices (see paragraph (14) below).

- (9) 如申領暫准／正式牌照的處所已領有有效食物業牌照／許可證，在取消現有牌照／許可證之前，本署將不會發出有關牌照。

If the premises under the application for provisional/full licence are already covered by a valid food business licence/permit, the licence will not be issued until and unless the existing licence/permit has been cancelled.

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

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

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

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

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

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

- (12) 申請人必須於暫准牌照屆滿後 3 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 3 months after the expiry of the provisional licence or 12 months after the issue of the letter of requirements for a full licence in the case where application for a full licence only is made or a provisional licence is not issued, unless the delay in meeting the licensing requirements is due to factors beyond the applicant's reasonable control. The application for a food business licence will be deemed withdrawn if the applicant fails to comply with all licensing requirements after the above period of time.

- (13) 按照《公眾衛生及市政條例》（第 132 章）第 125(8) 條的規定，署長若決定拒絕你有關批出或續發牌照、許可證或登記的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該條例第 125(9) 條的規定，在宣布有關決定的通知書送達給你後的 14 天內，向牌照上訴委員會提出上訴。

Pursuant to section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director shall inform you in writing of any decision made to reject your application for the grant or renewal of licence, permit or registration. If you are dissatisfied with the decision made by the Director, you may within 14 days after the service on you of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with section 125(9) of the Ordinance.

(14) **牌照辦事處**

**Licensing Offices**

**港島及離島區**

**Hong Kong & Islands**

香港灣仔軒尼詩道 225 號

Assistant Secretary, Licensing Office

駱克道市政大廈 8 樓

Hong Kong & Islands Licensing Office,

港島及離島區牌照組

8/F, Lockhart Road Municipal Services Building

牌照組助理秘書

225 Hennessy Road, Wanchai, Hong Kong.

電話號碼：2879 5729

Tel. No.: 2879 5729

**九龍區**

**Kowloon**

九龍深水埗基隆街 333 號

Assistant Secretary, Licensing Office

北河街市政大廈 4 樓

Kowloon Licensing Office,

九龍區牌照組

4/F, Pei Ho Street Municipal Services Building,

牌照組助理秘書

333 Ki Lung Street, Sham Shui Po, Kowloon.

電話號碼：2729 1632

Tel. No.: 2729 1632

**新界區**

**New Territories**

新界大埔鄉事會街 8 號

Assistant Secretary, Licensing Office

大埔綜合大樓 4 樓

New Territories Licensing Office,

新界區牌照組

4/F, Tai Po Complex, 8 Heung Sze Wui Street,

牌照組助理秘書

Tai Po, New Territories.

電話號碼：3183 9226

Tel. No.: 3183 9226

## 分區環境衛生辦事處

### 港島及離島區

#### 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

#### 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

#### 南區環境衛生辦事處

香港香港仔大道 203 號

香港仔市政大廈 4 樓

電話號碼：2903 0411 傳真號碼：2873 1608

#### 灣仔區環境衛生辦事處

香港灣仔軒尼詩道 225 號

駱克道市政大廈 7 樓

電話號碼：2879 5760 傳真號碼：2519 6884

#### 離島區環境衛生辦事處

香港中環統一碼頭道 38 號

海港政府大樓 6 樓

電話號碼：2852 3205 傳真號碼：2545 2964

### 九龍區

#### 九龍城區環境衛生辦事處

九龍馬頭圍道 165 號

土瓜灣政府合署 3 樓及 4 樓

電話號碼：2715 4608 傳真號碼：2761 0718

#### 觀塘區環境衛生辦事處

九龍觀塘瑞和街 9 號

瑞和街市政大廈 7 樓

電話號碼：3102 7373 傳真號碼：2343 6734

#### 旺角區環境衛生辦事處

九龍旺角花園街 123 號 A

花園街市政大廈 6 樓及 7 樓

電話號碼：2749 3626 傳真號碼：2391 5572

#### 深水埗區環境衛生辦事處

九龍深水埗元州街 59 至 63 號

元州街市政大廈 8 樓至 10 樓

電話號碼：2748 6934 傳真號碼：2748 6937

#### 黃大仙區環境衛生辦事處

九龍黃大仙彩虹道 121 號

大成街街市大樓 3 樓

電話號碼：2997 9003 傳真號碼：2351 5710

#### 油尖區環境衛生辦事處

九龍油麻地寶靈街 17 號

官涌市政大廈 3 樓及 4 樓

電話號碼：2302 1301 傳真號碼：2735 5955

## District Environmental Hygiene Offices

### Hong Kong & Islands

#### 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

##### 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

##### Southern District Environmental Hygiene Office

4/F, Aberdeen Municipal Services Building,

203 Aberdeen Main Road, Hong Kong

Tel. No.: 2903 0411 Fax No.: 2873 1608

##### Wanchai District Environmental Hygiene Office

7/F, Lockhart Road Municipal Services Building,

225 Hennessy Road, Wanchai, Hong Kong

Tel. No.: 2879 5760 Fax No.: 2519 6884

##### Islands District Environmental Hygiene Office

6/F, Harbour Building, 38 Pier Road,

Central, Hong Kong

Tel. No.: 2852 3205 Fax No.: 2545 2964

### Kowloon

##### Kowloon City District Environmental Hygiene Office

3/F & 4/F, To Kwa Wan Market and Government

Offices, 165 Ma Tau Wai Road, Kowloon

Tel. No.: 2715 4608 Fax No.: 2761 0718

##### Kwun Tong District Environmental Hygiene Office

Level 7, Shui Wo Street Municipal Services Building,

9 Shui Wo Street, Kwun Tong, Kowloon

Tel. No.: 3102 7373 Fax No.: 2343 6734

##### Mong Kok District Environmental Hygiene Office

6/F & 7/F, Fa Yuen Street Municipal Services Building,

123A Fa Yuen Street, Mong Kok, Kowloon

Tel. No.: 2749 3626 Fax No.: 2391 5572

##### Sham Shui Po

##### District Environmental Hygiene Office

8/F-10/F, Un Chau Street Municipal Services Building,

59-63 Un Chau Street, Sham Shui Po, Kowloon

Tel. No.: 2748 6934 Fax No.: 2748 6937

##### Wong Tai Sin District Environmental Hygiene Office

3/F, Tai Shing Street Market Building,

121 Choi Hung Road, Wong Tai Sin, Kowloon

Tel. No.: 2997 9003 Fax No.: 2351 5710

##### Yau Tsim District Environmental Hygiene Office

3/F & 4/F, Kwun Chung Municipal Services Building,

17 Bowring Street, Yau Ma Tei, Kowloon

Tel. No.: 2302 1301 Fax No.: 2735 5955

## 新界區

### 沙田區環境衛生辦事處

新界沙田鄉事會路 138 號  
新城市中央廣場第 1 座 12 樓  
1201 至 1207 室及 1220 至 1221 室  
電話號碼：2634 0136 傳真號碼：2634 0442

### 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

### 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

### 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

### 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

### 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

### 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

### 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

## New Territories

### Sha Tin District Environmental Hygiene Office

Units 1201-1207, 1220-1221, 12/F, Tower 1,  
Grand Central Plaza, 138 Rural Committee Road,  
Sha Tin, New Territories  
Tel. No.: 2634 0136 Fax No.: 2634 0442

### 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

### 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

### 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

### 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

### 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

### 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

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

(c) 擬提供的服務／設施：

Services/Facilities to Be Provided

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

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

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

- (a)  擬提供跳舞設施  
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

下列食物來自食物環境衛生署接受的供應來源：

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

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

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

(b) 擬在店舖內售賣的受限制食物：

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

- 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

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)**

- 切開的水果  
Cut fruit
- 在處所內榨取的鮮果汁  
Fresh fruit juices extracted on the premises
- 新鮮／冷藏野味  
Fresh/frozen game
- 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

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

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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

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**

你在本申請表格上提供的個人資料，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for:

- (a) 處理向發牌當局申請簽發／轉讓／續發食物業及其他行業牌照／許可證的相關事宜；  
carrying out activities relating to applications for the issue/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (b) 處理向發牌當局申請簽發／轉讓／續發酒牌及會所酒牌的相關事宜，其中包括按照酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；以及  
carrying out activities relating to applications for the issue/transfer/renewal of liquor licences and club liquor licences made to the Licensing Authority. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (c) 方便發牌當局及其他政府部門人員在遵從食物業或其他行業的法例及規定方面與你聯絡。  
facilitating communication between the staff of the Licensing Authority and other government departments and you concerning compliance with the laws and regulations applicable to the food business and other trades.

你在本表格填報的個人資料，純屬自願提供。不過，如不提供充分的資料，發牌當局未必可以處理你的牌照申請。

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

**2. 接受資料轉介人的類別**  
**Class of Transferees**

你在本申請表格上填報的個人資料，可能會為上文第 1 段所載目的而向其他政府部門及機構披露。這些個人資料亦會向食物環境衛生署的食物安全中心及其他政府部門披露，以作執法用途，其中食物安全中心將用以執行《食物安全條例》(第 612 章)，水務署將用以執行《水務設施條例》(第 102 章)及《水務設施規例》(第 102A 章)，而渠務署將用以執行《污水處理服務條例》(第 463 章)及其附屬法例。根據《污水處理服務條例》的規定，經營食肆及食物製造業的用水帳戶，須就其行業所產生的工商業污水繳交工商業污水附加費。

The personal data which you have provided by means of this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above. The personal data may also be disclosed to the Centre for Food Safety (CFS) of this Department and other government departments for law enforcement purposes, amongst which the CFS will use such data for the enforcement of the Food Safety Ordinance (Cap. 612), the Water Supplies Department for the enforcement of the Waterworks Ordinance (Cap. 102) and Waterworks Regulations (Cap. 102A) and the Drainage Services Department for the enforcement of the Sewage Services Ordinance (Cap. 463) and its subsidiary legislations. According to the Sewage Services Ordinance, the operators of the restaurant and food manufacturing trades are required to pay the Trade Effluent Surcharge for their trade effluent discharged.



### 3. 查閱個人資料

#### Access to Personal Data

根據《個人資料（私隱）條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱和改正所提供的個人資料。查閱的權利包括可就在本表格提供的個人資料索取複本。發牌當局應查閱要求而提供資料時，可能會徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

### 4. 查詢

#### Enquiries

如對牌照申請有疑問，包括對本表格收集的個人資料有任何查詢，可向本署相關分區牌照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 Department:

#### 港島及離島區

香港灣仔軒尼詩道 225 號  
駱克道市政大廈 8 樓  
港島及離島區牌照組  
牌照組助理秘書  
電話號碼：2879 5712

#### Hong Kong & Islands

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

#### 九龍區

九龍深水埗基隆街 333 號  
北河街市政大廈 4 樓  
九龍區牌照組  
牌照組助理秘書  
電話號碼：2729 1293

#### Kowloon

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

#### 新界區

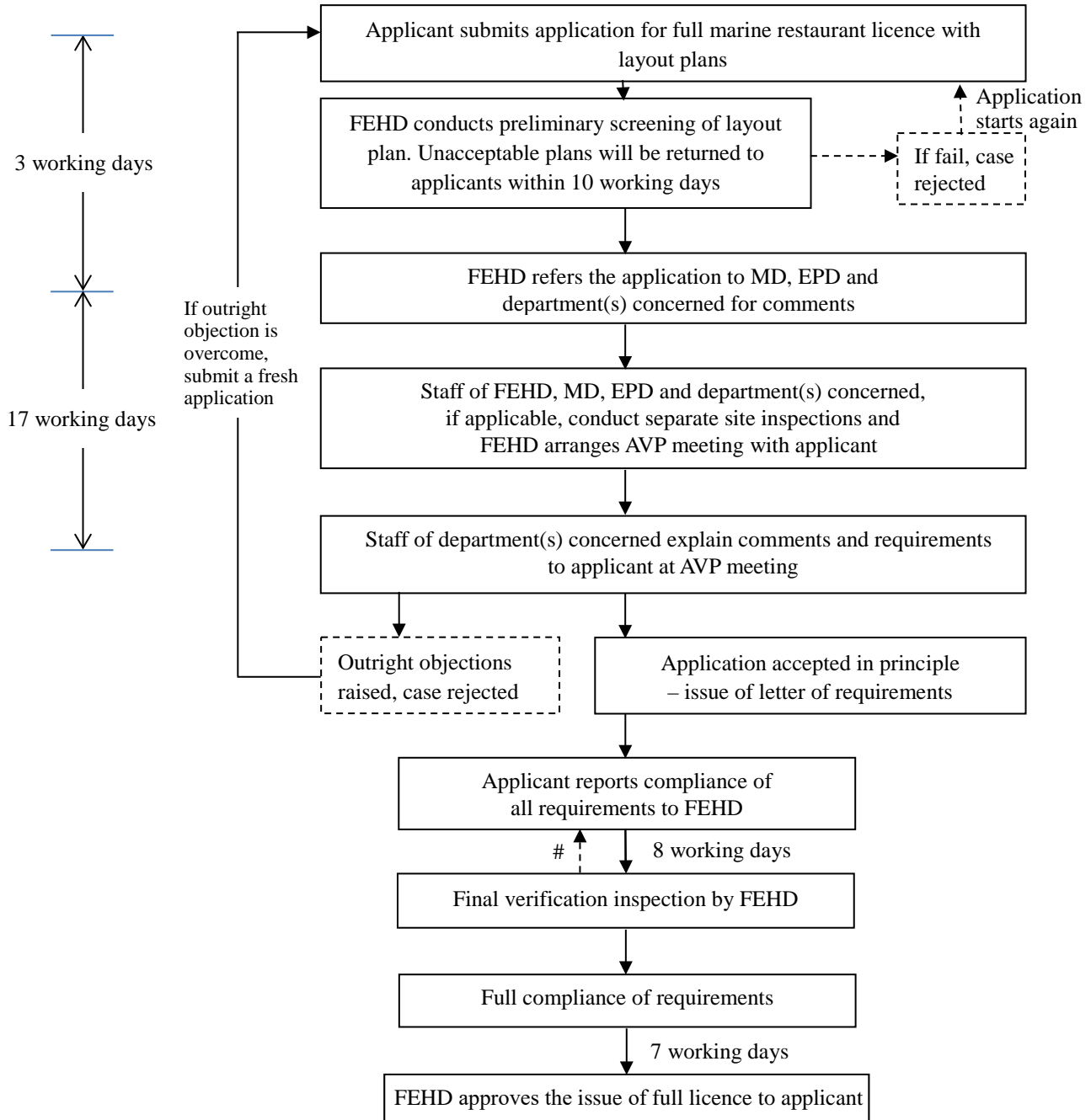
新界大埔鄉事會街 8 號  
大埔綜合大樓 4 樓  
新界區牌照組  
牌照組助理秘書  
電話號碼：3183 9234

#### New Territories

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

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**Flow Chart for Processing of Application for Marine Restaurant Licence**



Legend:

# If there are still outstanding requirements. The maximum period of time allowed for applicant to comply with all licensing requirements is 12 months after the issue of the letter of requirements.

Note: This is a set of sample requirements and conditions for general information only. It may be varied according to the circumstances of individual cases.

## MARINE RESTAURANT LICENCE

### Standard Requirements

#### IMPORTANT

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Director of Marine, the Director of Environmental Protection or any other Government Departments.

#### 1. Plans

1. \* Before the issue of a licence / the grant of approval for change of layout / and the grant of approval for the installation of the ventilating system, 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 and of the ventilating system installed 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.
4. In addition to the provision of three copies of plan mentioned in (1) above, the applicant is required to provide one set of final plan for forwarding to the Director of Marine for record.

(Note: (1) For the purpose of meeting this requirement, professional plans are not necessary.

(2) 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.)

\* Delete as appropriate.

2. **Food room area**

At least one kitchen shall be provided and an aggregate area of food rooms for kitchen, food preparation and scullery purposes of not less than \_\_\_\_\_ square metres must be allocated.

3. **Floor**

The floor of every kitchen, food preparation room and scullery shall be surfaced with smooth light coloured non-absorbent material or tiles and slope towards a floor drain which shall be provided. (Ceramic tiles with a non-slip surface are an acceptable alternative.)

**(Note:** If you have doubt on the “light colour” requirement, you may submit a sample for approval. A colour which is not darker than “light grey” in density as compared to a 30% dotted screen comparator normally complies with this requirement.)

4. **Walls and ceiling**

The internal surfaces of walls and partitions of every kitchen, food preparation room and scullery shall be surfaced with smooth non-absorbent material or tiles up to a height of not less than 2 metres. The junctions between the walls, partitions and the floors must be coved (rounded). Remaining surfaces of walls and ceilings shall be limewashed or painted.

5. **Food room partitions**

All food rooms and kitchens must be separated from any seating accommodation or passage-way by permanently fixed partitions or counters of not less than 75 cm in height. Partitions must be from floor to ceiling in the case of –

1. the kitchen being the only kitchen on the premises; or
2. the kitchen being designed for food preparation in addition to cooking of food; or
3. the kitchen being designed for the use of solid or liquid fuels.

6. **Undersides of Ceiling / Staircase**

The undersides of ceiling, staircase, etc. of timber construction must be lined so as to prevent as far as possible dust from falling from the floor above.

7. **Sanitary fittings**

\_\_\_\_\_ water closets and \_\_\_\_\_ flush urinals for males and \_\_\_\_\_ water closets for females must be installed in male toilet / female toilet / disabled toilet / staff toilet / toilet for both sexes / position as shown on the proposed plans. The sanitary fittings shall be segregated and provided with separate entrance for persons of each sex.

(Note :

1. 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.
2. The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.
3. In case where an urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000mm(depth) x 500mm(width). )

*(Toilet inside premises)*

8. **Ablution facilities**

\_\_\_\_\_ wash-hand basin(s) of glazed earthenware or other approved material of not less than 350mm in length (measured between the top inner rims) must be installed in kitchen / soda fountain / food preparation room / scullery portion / male toilet / female toilet. Every basin must be connected with public mains water / running water from the water storage tank 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.

9. **Discharge of soil matter from water closets and urinals**

All soil matter from the water closets and urinals shall pass through the sewage treatment plant to be approved by the Director of Food and Environmental Hygiene before being discharged into the sea.

10. **Sampling of effluent from sewage treatment plant**

A sampling cork shall be provided to the sewage treatment plant at a position as near as possible to the discharge pipe so as to enable samples of the effluent to be readily obtained by health staff for examination.

11. **Mechanical ventilation**

When natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air are less than 1/10<sup>th</sup> of the floor area), a ventilating system must be provided to give not less than 17 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

(Note : The same specification will apply in the case of a licensee wishing to install a ventilating system voluntarily.)

12. **Design of ventilating system**

The ventilating system shall be installed in such a way that :

- a. all moving parts thereof shall be securely fenced ;
- b. every part thereof shall be accessible for the purposes of inspection, and in particular
  - (i) the spindle of every fan shall be so sited that its guard may be removed and a tachometer applied thereto ; and
  - (ii) every air intake and exhaust shall be accessible for the purposes of measurement ;
- c. no air intake for the ventilating system shall be sited in any place -
  - (i) which constitutes a fire hazard in the opinion of the appropriate authority;
  - (ii) where waste or rubbish is likely to accumulate; or
  - (iii) where the air is for any reason impure or likely to become impure;
- d. the opening of every air intake shall be fitted with a screen constructed of corrosion-resistant material having a mesh not greater than 12 mm;
- e. an air intake damper shall be -
  - (i) adjusted to a setting approved by the Director of Food and Environmental Hygiene;
  - (ii) marked indelibly to indicate the approved setting; and
  - (iii) secured against interference;
- f. no exhaust from the ventilating system shall be sited in any place where it causes, or is likely to cause, annoyance or inconvenience to the public;
- g. every duct shall -
  - (i) be wholly constructed of non-combustible material having a strength and durability similar to that of galvanized sheet iron or steel;
  - (ii) be accessible for the purposes of cleaning throughout its entire length;
  - (iii) where its size is sufficient to allow any person to enter therein, be fitted

with access openings to allow a person to enter the same for the purpose of cleaning, and shall be constructed to bear the weight of any person who has so entered;

(iv) be provided with a smooth and impervious internal surface;

(v) where it passes through any floor, wall or ceiling, be fitted with a damper which shall be operated by fusible links of a type approved by the Director of Fire Services, and designed to operate up to a temperature of 69°C, and be so constructed or protected as to resist the action of fire for a period not less than the period for which the floor, wall or ceiling through which it passes is designed to resist the action of fire;

- h. no duct shall serve more than one superstructure;
- i. an air filter shall be -
  - (i) constructed wholly of non-combustible material, other than steel wool;
  - (ii) of a design approved by the Director of Food and Environmental Hygiene; and
  - (iii) installed in such manner that all incoming air passes through it before being distributed within the premises;
- j. every electrostatic filter or precipitator shall be of a type approved by the Director of Fire Services;
- k. every blower fan shall be fitted with a fused running hour meter connected to the load side of the fan contactor with a device for recording time in minutes and hours or tenths or lesser fraction of an hour;
- l. each fused running hour meter shall be sited in an easily accessible and conspicuous place to facilitate inspection;
- m. each set of filters in a ventilating system shall be indicated by a filter gauge, filter flag indicator or differential pressure switch;
- n. filters shall be cleaned or replaced when the filter gauge, filter flag indicator or differential pressure switch shows an increase of 50 pascals over the designed air filter pressure drop; and
- o. a filter flag indicator shall indicate “dirty” when there is an increase of 50 pascals over the designed air filter pressure drop.

### 13. **Extraction and propulsion fans**

Extraction fans and / or propulsion fans of the capacity indicated must be installed at the following points:-

- 1. \_\_\_\_\_ extraction fan(s) with \_\_\_\_\_ m<sup>3</sup>/min in capacity in \_\_\_\_\_ soda fountain / food preparation area / scullery room / toilet / \_\_\_\_\_.



2. \_\_\_\_\_ propulsion fan(s) with \_\_\_\_\_ m<sup>3</sup>/min in capacity in soda fountain / food preparation area / scullery room / \_\_\_\_\_.

14. **Discharge from extraction fans**

All extraction fans installed on the premises must be discharged into the open air in such a manner as not to be a nuisance.

15. **Propulsion fans in kitchen/food preparation room**

A propulsion fan with \_\_\_\_\_ m<sup>3</sup>/min. in capacity fitted with an air-duct obtaining fresh air from the open air shall be provided to the kitchen/food preparation room.

16. **Siting of propulsion fans**

All propulsion fans installed on the premises must serve the purpose of obtaining fresh air from the open air in such a manner as not to be a nuisance. There shall be no short-circuiting with the extraction of exhaust air and the supply of fresh air.

17. **Metal hood**

A metal hood properly connected to an air-duct fitted with an extraction fan of at least \_\_\_\_\_ m<sup>3</sup>/min. in capacity must be provided over all cooking stoves in the kitchen and food room. The exhaust must be arranged to pass through a grease filter and, if required by the Director of Food and Environmental Hygiene, an air pollution control equipment like water-scrubbers and electrostatic precipitators before discharging into the open air in such a manner and at such a position as not to be a nuisance.

18. **Grease-traps**

(1) One or more grease-traps of sufficient capacity must be provided ( state position ) to prevent the discharge of grease or oil.

(2) All waste water from the floors of kitchen, food preparation room and scullery accommodation shall be drained by connection to an intervening grease-trap before being discharged.

19. **Drain pipes in food rooms and seating accommodation**

Any soil / waste / rain-water pipe inside any food room ( including kitchen, food preparation room and scullery accommodation ) or seating accommodation shall be enclosed in pipe duct constructed of impervious rust-proof material\* to the

satisfaction of the Director of Food and Environmental Hygiene. Suitable inspection openings shall be provided to such enclosure(s).

\*Note : For example, stainless steel sheet of 1.6 mm, or brickwork of 115 mm with plaster on the outer side would normally be acceptable.

20. **Water supply**

(1) Public mains water shall be laid on to the premises unless the Director of Food and Environmental Hygiene approves another source. (\*A written statement signed by the applicant declaring the source of water supply, location of the water supply point and the means of conveyance of water from the water supply point to the premises, accompanied with a location plan of the water supply point (if applicable), shall be submitted to the Director of Food and Environmental Hygiene for approval.)

(2) A sufficient number of water storage tanks fitted with draw-off taps and protected against dust and mosquitos shall be provided for the storage of potable water.

21. **Scullery accommodation**

\_\_\_\_\_ wash-up sink(s) of glazed earthenware, stainless metal or other approved materials of not less than 450mm in length (measured between the top inner rims) shall be installed in kitchen / soda fountain / food preparation room / scullery portion. Every sink shall be connected to public mains water / running water from the water storage tank 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.

22. **Sterilization facilities**

Not less than\_\_\_ sterilizer(s) of not less than 23-litre capacity shall be provided in kitchen / food preparation room / scullery portion for the sterilization of all crockery, glassware or other utensils used in the preparation and consumption of food. Perforated metal or wire dipping trays shall be provided to hold the crockery etc. being sterilized. Alternatively, a mechanical dish washer or bactericidal agent may be used. The type of dish washer or bactericidal agent must be approved by the Director of Food and Environmental Hygiene.

23. **Arrangement for washing and sterilization facilities**

If no dish washing machine is provided, the washing and sterilization facilities for

eating and drinking utensils in the food room of the premises shall be arranged in such a manner and in such a position satisfactory to the Director of Food and Environmental Hygiene.

(Note : A suggested layout for the washing and sterilization facilities is shown in the attached pamphlet.)

24. **Storage of utensils**

Adequate cupboard space(s) shall be provided for the storage of utensils, crockery and cutlery used in the food business.

(Note : The suggested amount of cupboard space to be provided is 0.02 cu m for every square metre of the food room area, i.e. kitchen, food preparation room and scullery accommodation.)

25. **Food tables**

The tops of tables used for food preparation must be made of close-jointed hardwood or other impervious material.

26. **Chopping blocks**

Chopping blocks or benches of smooth close-jointed hardwood and free from cracks must be provided for cutting up food.

27. **Refrigerators**

Refrigerator(s) must be provided for the purpose of storing all perishable food at a temperature not exceeding 10° C. A thermometer shall be provided to each refrigerator indicating the temperature at which the food is being stored.

28. **Food Counters**

Counters shall be constructed of brick or other substantial and impervious materials and permanently fixed into position. Such counters, etc., must be surfaced with impervious materials both on the tops and on the sides facing the food preparation / scullery space.

29. **Racks and shelves**

Adequate number of racks and shelves shall be provided for the storage of utensils to prevent them from coming into contact with the ground / floor surface.

30. **Food lifts**

1. Any food lift(s) installed shall be of impervious metal construction throughout and is easily accessible for cleansing. All shelves shall be removable.
2. If only one food lift with one single compartment is provided :
  - i. it should be restricted for the conveyance of prepared food and clean utensils only; or
  - ii. the single compartment to be sub-divided into two with the upper compartment for the storage of prepared food and clean utensils, and the lower compartment for the storage of food remnants and used/soiled utensils.
3. On the external surfaces of the food lift(s) or compartment(s) used for the conveyance of prepared food and clean utensils and also for the conveyance of used utensils, there shall be notices in Chinese characters each at least 50 mm high in the following form :-

「食物及潔淨碗具專用」

(English translation : This food lift is to be used only for the conveyance of prepared food and clean utensils.)

「不潔碗具專用」

(English translation : This food lift is to be used only for the conveyance of used utensils.)

*(Food Lifts)*

31. **Certificate for ventilating system**

Before a ventilating system (including air-conditioning) is installed, a certificate must be obtained from the supplier and delivered to the Food and Environmental Hygiene Department, 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 net area of the air intake;
- f. except where the premises are air-conditioned with positive pressure, the net area of exhaust in square metre; and
- g. the type of refrigerant (if any) to be used

32. **Supervision of food business by trained persons**

***(Applicable to food premises that are required to appoint a Hygiene Manager and a Hygiene Supervisor):-***

1. Submission to the Director of Food and Environmental Hygiene (DFEH) documentary proof with a copy of course certificate to the effect that the food business at the premises shall be supervised by a full time Hygiene Manager who has completed a hygiene manager training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate. The full time duty will require working in the premises for not less than 8 hours a day.
2. Submission to DFEH documentary proof to the effect that a full time Hygiene Supervisor shall assist the Hygiene Manager in supervising the operation of the food business. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by FEHD and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.
3. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Managers for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Manager will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises.
4. In relation to 2 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Supervisors for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises. *(HM and HS)*

or

***(Applicable to food premises that are required to appoint a Hygiene Supervisor only):-***

1. Submission to the Director of Food and Environmental Hygiene documentary proof to the effect that the food business at the premises shall be supervised by a full time Hygiene Supervisor who has completed a hygiene supervisor training course and is awarded a certificate. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.
2. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Supervisors for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises.

*(HS only)*

33. A Certificate of Survey / Certificate of Inspection in respect of the vessel under application for a marine restaurant licence shall be obtained from the Director of Marine.

### **Standard Conditions**

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.

\* ( Only applicable to a full licence )

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.
  - a. All water laid on and used in connection with the business other than that for flushing and air-conditioning purposes must be drawn from public mains water / water storage tank or such other sources as has been approved by the Director of Food and Environmental Hygiene. No change to the source of water supply shall be made without the prior approval of the Director of Food and Environmental Hygiene.

- b. If a water storage tank is to be installed on the premises,
      - i. the tank shall be provided with a close-fitting cover so constructed as to prevent the access of dust and insects or other foreign matters. The cover shall be kept closed at all times except when the tank is being cleaned, repaired, or some other operation that cannot be carried out with such cover closed is being carried out; and
      - ii. the inside of the tank must be thoroughly cleansed and scrubbed with a solution of not less than fifty parts of chlorine to one million parts of water every three months. The tank must be kept empty when not in use.
      - iii. on completion of each periodical cleaning, the date on which the cleansing was carried out must be painted legibly and conspicuously on every tank.

- iv. upon receipt of instruction from any health inspector, special cleansing in such manner and within such time as may be required must also be carried out.
4. Sufficient containers must be provided for the storage or display of all open food except uncooked perishable food and to protect it as far as possible, against contamination from dust or vermin.
5. Adequate precautions must be taken to safeguard ice used in drinks against contamination.
6. All fresh fruit juices shall be free from contamination by hand and extracted from the fruit by means of a juice extractor. (*NBD Fresh fruit juices*)
7. All fresh fruit juices, if not sold immediately after extraction, shall be stored in suitable containers with close-fitting covers or stoppers and kept separate from other commodities in a refrigerator. (*NBD Fresh fruit juices*)
8. Only boiled water and/or distilled water shall be used for diluting drink mixes/fruit juices in the preparation of non-bottled drinks. (*NBD Dilution*)
9. All non-bottled drinks and liquid drink mixes/fruit juices used in the preparation of non-bottled drinks shall be stored in suitable containers with close-fitting covers or stoppers and kept separate from other commodities in a refrigerator at a temperature not exceeding 10°C, preferably at a temperature between 0°C and 4°C. (*NBD Dilution*)
10. All drinking straws or tubes shall be supplied to customers in the manufacturer's original dust-proof wrappings or other dust-proof containers.
11. Only drink mixes obtained from licensed food factories or from other approved sources shall be used in the making of drinks. (*NBD Dilution*)
12. The sale of non-bottled drinks shall be conducted only in conjunction with the business of the licensed restaurant. (*Sale of NBD*)



13. Wash hand basins must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electric hand dryers.
  - a. If cloth towel rolls in dispensers are used,
    - i. the dispensers should be designed in such a way that the users can only retrieve the clean and unused portion of the cloth towel roll therein; and
    - ii. the towels and towel rolls provided through the dispensers must be dry, clean, sanitised, unworn, stainless and of good quality;
  - b. If electrical hand dryers are provided, they must be in good working condition at all times.
14. Each water closet must be provided with an adequate supply of toilet paper and kept clean at all times.
15. If wet towels are provided for the use of customers, a sterilizer must be provided and used.
16. Disposable cups used for serving of drinks shall be kept in dust-proof containers.
17. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal.
18. All refuse shall be removed from the marine restaurant to a refuse collection point as often as possible but not less than once 24 hours.
19. No crude soil matter shall be discharged direct into the sea.
20. Sludge from the sewage treatment plant shall be disposed in such manner as directed by the Director of Food and Environmental Hygiene.
21. Effluent coming out from the sewage treatment plant shall meet the relevant discharge standards stipulated in the Technical Memorandum - Standards for Effluents Discharged into Drainage and Sewerage Systems, Inland and Coastal Waters.

22. It shall be a condition of this licence that a valid Certificate of Survey / Certificate of Inspection by the Marine Department shall at all times remain in force in respect of the vessel.
23. Any fume, steam and hot air from the stoves in the kitchen and / food room and from any extraction fan must be arranged to discharge into the open air in such a manner as not to be a nuisance.
24. All metal hoods, ducting, extraction fans, grease filters/water scrubbers of the exhaust system shall be maintained in a reasonable clean condition and in an efficient working order at all times. The system must be in operation during business hours.
25. The ventilating system must be kept fully in operation at all times when the premises are open to the public.
26. Should any leakage of soil/waste/rain-water pipe inside any food room (including kitchen, food preparation room and scullery accommodation) / seating accommodation be found, all food business activities therein shall be suspended until such time when such pipe is satisfactorily repaired / cleared of the blockage.
27. Sufficient clean overalls or outer garments must be provided for all employees on duty.
28. Immunization cards of all employees must be produced for cross check and inspection whenever requested by inspecting officers.
29. 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 restaurant.
30. Personal effects such as clothing, footwear, luggage, umbrella, toilet and other articles must not be stored or left in any food room.

31. Water in every wet refrigerator and/or immersion cooler must be kept clean at all times.
32. The use of wooden or other duck boards must not be allowed on the premises.
33. Applicable to food premises that are required to appoint a **Hygiene Manager and a Hygiene Supervisor**:-
  1. A full time Hygiene Manager who has completed a hygiene manager training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate shall supervise in person the food business at the licensed premises while on duty. A list of duties of Hygiene Managers is attached at Annex for reference. The full time duty will require working in the premises for not less than 8 hours a day.
  2. A full time Hygiene Supervisor who has completed a hygiene supervisor training course organized or recognized by FEHD and is awarded a certificate shall assist the Hygiene Manager in supervising the operation of food business. A list of duties of Hygiene Supervisors is attached at Annex for reference. The full time duty will require working in the premises for not less than 8 hours a day.
  3. Course certificates of the Hygiene Manager and Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, appointed by the licensee shall be kept at the licensed premises and be readily available for inspection on demand at all reasonable times. Any change of the Hygiene Manager or Hygiene Supervisor must be reported in writing to the Director of Food and Environmental Hygiene within seven working days. A copy of the course certificate of the new Hygiene Manager or Hygiene Supervisor should be provided for retention if the course certificate is obtained after having completed a hygiene manager / supervisor training course recognized by FEHD. For Hygiene Supervisor who obtains the course certificate after having completed a hygiene supervisor training course organized by FEHD, submission of a copy of the course certificate is not required.
  4. The Hygiene Manager should be a managerial staff at the licensed food premises.
  5. The Hygiene Supervisor should be a staff member who performs a supervisory role in food handling at the licensed food premises.
  6. The Hygiene Manager and Hygiene Supervisor shall, save with reasonable cause, supervise in person the food business at the licensed

premises while on duty.

7. The licensee shall within six weeks after the Hygiene Manager or Hygiene Supervisor has resigned or is absent from his/her post for whatever reason appoint a new Hygiene Manager or Hygiene Supervisor.
8. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Manager will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises, if the same person is appointed as the Hygiene Managers for respective individual licences.
9. In relation to 2 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises, if the same person is appointed as the Hygiene Supervisors for respective individual licences. (*HM & HS*)

or

Applicable to food premises that are required to appoint a **Hygiene Supervisor only**:-

1. A full time Hygiene Supervisor who has completed a hygiene supervisor training course organized or recognized by the Food and Environmental Hygiene Department and is awarded a certificate shall supervise in person the food business at the licensed premises while on duty. A list of duties of Hygiene Supervisors is attached at Annex for your reference. The full time duty will require working in the premises for not less than 8 hours a day.
2. Course certificate of the Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, appointed by the licensee shall be kept at the licensed premises and be readily available for inspection on demand at all reasonable times. Any change of the Hygiene Supervisor must be reported in writing to the Director of Food and Environmental Hygiene within seven working days together with a copy of the course certificate of the new Hygiene Supervisor, other than the Hygiene

Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, for retention.

3. The Hygiene Supervisor should be a staff member who performs a supervisory role in food handling at the licensed food premises.
4. The licensee shall within six weeks after the Hygiene Supervisor has resigned or is absent from his / her post for whatever reason appoint a new Hygiene Supervisor.
5. The Hygiene Supervisor shall, save with reasonable cause, supervise in person the food business at the licensed premises while on duty.
6. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises, if the same person is appointed as the Hygiene Supervisors for respective individual licences. (*HS only*)

34. Applicable to food premises selling live marine fish or shell fish:-

1. The licensee shall on demand at any time by a health inspector produce for ready inspection and for making copies the document showing the source of seawater including the information of the seawater supplier or records of purchase of marine salts. All such records should be kept for at least 60 days.
2. No water obtained from any flushing system shall be used for keeping live marine fish or shell fish intended for human consumption.  
(Breach of the condition may warrant immediate cancellation of the marine restaurant licence. Where a decision has been made to cancel the licence and an appeal is lodged with the relevant appeals board, the Director of Food and Environmental Hygiene may choose to suspend or not to suspend the operation of the decision to which the appeal relates having regard to the relevant circumstances of the case.)
3. No seawater obtained from any area within the typhoon shelters or along the coastline where seawater is polluted shall be used for the purpose of keeping any live marine fish or shell fish intended for human consumption in the course of any food business.  
(Breach of the condition may warrant immediate cancellation of the marine restaurant licence. Where a decision has been made to cancel the licence and an appeal is lodged with the relevant appeals board, the Director of Food and Environmental Hygiene may choose to suspend or not to suspend the

operation of the decision to which the appeal relates having regard to the relevant circumstances of the case.)

4. All piping of the flushing system shall be directly connected to the sanitary fitments in the toilets for flushing purpose only. Other than that, no other connections to the flushing system shall be made.

*(fish tank)*

35. Waste cooking oils (WCO, including grease trap waste, used cooking oil and unused oil abandoned for reasons such as spoilage) abandoned from any cooking process on the premises, regardless whether they have been used for its original purpose, shall be properly stored and collected by WCO collector(s), processor(s) or exporter(s) registered or licensed by the Environmental Protection Department. WCO collection records must show the date and quantity of oils collected and the name and address of the collector/processor/exporter. Such records shall be kept for at least 12 months and be ready and available for inspection and making copies when required by the Director of Food and Environmental Hygiene ("the Director") or his representatives. These said records, in the format as per attached or other formats acceptable to the Director, should be duly completed and signed.

The licensee shall not be in breach of this condition under one or more of the following circumstances –

(i) small quantities of WCO which are already mixed with other kitchen waste and cannot be separated, are disposed of together with the kitchen waste ;

(ii) small quantities of grease trap waste are removed manually from grease trap(s) by scooping, put into watertight plastic bags/containers, sealed tightly and disposed of together with other kitchen waste ; and

(iii) waste water with WCO is discharged directly to a centralized / communal grease trap not exclusively used by the food premises, where a plan indicating the location of the grease trap and a confirmation letter signed by the property management or the owner of the grease trap certifying that the facility is for communal use of the building, together with an acknowledgement undertaking the maintenance and cleansing responsibility thereof, shall be submitted to the Director for retention.

**General Advice on Application for Marine Restaurant Licence**

1. The restaurant setting on board should not contravene with the intended service of the vessel.
2. The vessel should hold valid Operating Licence when making application for restaurant licence on board.
3. The referred assessment are only confined to the appropriate service allocated to the subject vessel and the safety standards are referred to the relevant Code of Practice - Safety Standards (CoP). The CoPs for corresponding Class of Vessels are accessible at the website of Marine Department (<https://www.mardep.gov.hk>).

**Marine Department**

### Environmental Guideline for Operation of Marine Restaurant

The owner or operator of the Marine Restaurant shall not create any environmental nuisance and/ or cause any inconvenience to nearby sensitive receptors and they are obliged to observe the following environmental requirements:

#### Air

- Appropriate air pollution control equipment should be installed such that there should be no visible fume emission from the kitchen exhaust and the emission should not cause any odour nuisance to the nearby sensitive receptors such as residential premises and school.

#### Wastewater

- Wastewater from the restaurant should be properly collected in a storage tank after passing through a grease trap to remove excessive grease, and discharged to government sewers or at a facility connected to government sewers. Effluent discharged into the sea should be avoided as far as possible.
- Effluent discharged into the sea would be subject to control under a much stringent standard, and adequate space should be allowed for installation of alternative treatment and disposal facilities of sufficient capacity to handle the combined toilet and kitchen wastes. The wastewater treatment plant for use on board shall be properly designed, operated and maintained, making reference to EPD's "Guidelines for the Design of Small Sewage Treatment Plants", and the effluent shall meet the relevant discharge standards stipulated in the "Technical Memorandum - Standards for Effluents Discharged into Drainage and Sewerage Systems, Inland and Coastal Waters on Effluent Standards".
- The owner or the operator shall apply for a licence under the Water Pollution Control Ordinance from EPD and comply with the discharge standards and other requirements of the licence. Details of the application procedures for a discharge licence can be found in the booklet "A Guide to the Water Pollution Control Ordinance" available from the EPD website ([http://www.epd.gov.hk/epd/english/environmentinhk/water/guide\\_ref/guide\\_wpc\\_wpc.html](http://www.epd.gov.hk/epd/english/environmentinhk/water/guide_ref/guide_wpc_wpc.html)).



### Noise

- Excessive levels of noise, for example, from ventilating systems & refrigeration units, are not allowed. Detailed explanations of the noise requirements and the relevant acceptable noise levels are provided in the Technical Memorandum for the Assessment of Noise from Places other than Domestic Premises, Public Places or Construction Sites available from the EPD Website (internet address: [www.epd.gov.hk](http://www.epd.gov.hk)).

### **Environmental Protection Department**

## Appendix VI

### FEHD, Licensing Offices

Licensing Office	Tel. No.	Fax No.	Office Address
Hong Kong and Islands	2879 5738	2507 2964	8/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong
Kowloon	2729 1632	3146 5319	4/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon
New Territories	3183 9226	2606 3350	4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories

### MD, Licensing and Port Formalities Section

Office	Tel. No.	Fax No.	Office Address
Licensing & Port Formalities (1)	2852 3080	2545 8212	East Wing, 3/F., Harbour Building, 38 Pier Road, Central, Hong Kong
Licensing & Port Formalities (2)	2457 0526	2452 5747	15, Sam Shing Street, Tuen Mun, New Territories
Licensing & Port Formalities (3)	2852 3149	2545 1535	23/F., Harbour Building, 38 Pier Road, Central, Hong Kong

### EPD, Regional Offices

Regional Offices	Office Address	Tel. No.	Control Districts
Regional Office (East)	5/F, Nam Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon	2755 5518	Kwun Tong, Wong Tai Sin, Sai Kung and Kowloon City
Regional Office (East)	8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon	2402 5200	Yau Tsim Mong
Regional Office (South)	2/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong	2516 1718	Hong Kong Island and Islands
Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories	2417 6116	Tuen Mun, Tsuen Wan, Kwai Tsing and Sham Shui Po
Regional Office (North)	10/F., Sha Tin Government Offices, No. 1 Sheung Wo Che Road, Sha Tin, New Territories	2158 5757	Yuen Long, Shatin, Tai Po, North