

A GUIDE TO APPLICATION FOR COMPOSITE FOOD SHOP LICENCE

**Food and Environmental Hygiene Department
(February 2024 Edition)**

**FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT
PERFORMANCE PLEDGES**

APPLICATION FOR COMPOSITE FOOD SHOP LICENCE

We are pleased to state below our performance targets in respect of applications for Composite Food Shop Licences.

Processing Steps	Standard Response Time
<ul style="list-style-type: none">● To conduct Site Inspection● To issue Letter of Requirements for Provisional and / or Full Licence● To issue Full Licence* at the Licence Issuing Office● To issue Provisional Licence<ul style="list-style-type: none">a) If the Certificate(s) are submitted to the Licence Issuing Officeb) If the Certificate(s) are submitted by post	<ul style="list-style-type: none">● within 7 working days of acceptance of the application for further processing● within 7 working days upon receipt of confirmation from the departments concerned that the premises are suitable for licensing● within 1 working day upon receipt of acceptable Certificate of Compliance with all health requirements for the issue of Full Licence from the applicant● within 1 working day upon receipt of acceptable Certificate(s) of Compliance with all relevant licensing requirements for the issue of Provisional Licence from the applicant● within 7 working days upon receipt of acceptable Certificate(s) of Compliance with all relevant licensing requirements for the issue of Provisional Licence from the applicant

*Before submitting Certificate of Compliance AA to the Licence Issuing Office for issue of full Composite Food Shop Licence, the applicant should have already submitted all other necessary documents required under the licensing requirements (e.g. final layout plans, final ventilating system layout plans, electrical installation certificate, food supplier's certificate and Certificate of Compliance (Cat.1 Requirements) and Certificate of Compliance (Cat.2 Requirements) for BD's requirements (if required), etc) to the Food and Environmental Hygiene Department (FEHD) in advance and they have been accepted by the FEHD.

To help us serve you as we pledge, please –

- submit your application form together with 3 copies of proposed layout plans. A self-declaration on compliance with Government lease conditions is also required for premises located in private buildings;
- do not revise the proposed layout plans unnecessarily once submitted;
- highlight proposed changes on the revised plans with colour pens and simple descriptions if revision is necessary. Otherwise, the revised plans will be rejected;
- inform us of your new correspondence address, contact telephone number and fax number should there be any changes; and
- quote your file reference number and leave your contact telephone number in your correspondence with us.

All correspondences related to applications for Composite Food Shop Licences should be addressed to the relevant licensing office of FEHD as below –

<p><u>Hong Kong & Islands Licensing Office</u></p> <p>Assistant Secretary (Other Licences), 8th floor, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong</p> <p>Enquiry Hotline : 2879 5720 Fax No. : 2507 2964 Email Address : hkis_lo@fehd.gov.hk</p>
<p><u>Kowloon Licensing Office</u></p> <p>Assistant Secretary (Other Licences), Kowloon Licensing Office 4th floor, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon</p> <p>Enquiry Hotline : 2729 1298 Fax No. : 3146 5319 Email Address : kln_lo@fehd.gov.hk</p>
<p><u>New Territories Licensing Office</u></p> <p>Assistant Secretary (Other Licences), New Territories Licensing Office 4th floor, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories</p> <p>Enquiry Hotline : 3183 9225 Fax No. : 2606 3350 Email Address : nt_lo@fehd.gov.hk</p>

Enquiries can also be made by telephone to other concerned Government departments below –

Department	Office	Telephone No.
Fire Services Department (FSD)	Hong Kong Regional Office	2549 8104
	Kowloon West Sub-Regional Office	2302 5339
	New Territories Regional Office	3423 9328
	Kowloon East Sub-Regional Office	3423 9332
	Ventilation Division	2718 7567
Buildings Department (BD)	Licensing Unit	2626 1616*
Independent Checking Unit (ICU) under the Office of the Permanent Secretary for Housing	General Office	3162 0491
Lands Registry	Central Search Office	2867 2871
Lands Department (LandsD)	Village Improvement and Lease Enforcement / Land Control Section (Headquarters)	2231 3575
Planning Department (PlanD)	Planning Enquiry Counter	2231 5000

*Handled by “1823”

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IMPORTANT NOTICE

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

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Part I

GENERAL

Introduction

The purpose of this Guide is to provide general information to assist members of the public in their applications for Composite Food Shop Licences and provisional Composite Food Shop Licences in order to cover the sale and preparation for sale of various specified types of simple or ready-to-eat foods that do not involve complicated preparation.

2. Under Food Business Regulation (Cap 132X)(FBR), any person who intends to conduct food business which involves the sale and preparation for sale of all or any of the foods or classes of food specified in Part 1 of Schedule 2A to the FBR, the sale of all or any of the foods or classes of food specified in Part 2 of that Schedule, the reheating of pre-cooked food for sale and the sale of food by a vending machine for human consumption off the premises in Hong Kong, shall obtain a Composite Food Shop Licence issued by the Director of Food and Environmental Hygiene (“the Licensing Authority”) before commencement of such business.

3. The applicant of a Composite Food Shop Licence may choose to sell and / or prepare for sale of all or any combination of the following specified foods in the licensed premises and only electricity is allowed to be used as fuel:

(I) Foods or Classes of Food that may be Prepared for Sale and Sold at Composite Food Shop

1. Coffee
2. Tea
3. Salad
4. Sandwich
5. Waffle
6. Sashimi
7. Sushi
8. Oyster to be eaten in raw state
9. Soft ice cream
10. Frozen carbonated beverage

(II) Foods or Classes of Food that may be Sold at Composite Food Shop

1. Siu Mei or Lo Mei
2. Cut fruit
3. Leung Fan
4. Non-bottled drinks
5. Frozen confections
6. Chinese herb tea
7. Milk or any milk beverage within the meaning of the Milk Regulation (Cap. 132 AQ) other than milk or milk beverage approved by the Director under section 5(2) of that Regulation
8. Sashimi
9. Sushi
10. Oyster to be eaten in raw state

(III) Reheating of pre-cooked food for sale

(IV) Sale of food by a vending machine

4. Any person found operating a composite food shop without a valid Composite Food Shop Licence will be liable to prosecution.

General Policy

Adopting Third Party Certification System on Compliance with Health Requirements for the Issue of a Full Composite Food Shop Licence

5. A third party certification system is adopted for the issue of a full Composite Food Shop Licence. The Licensing Authority accepts a Certificate of Compliance (issued by an authorized person or a registered structural engineer¹) to confirm the compliance with all health requirements for the issue of a full licence provided that all the licensing requirements imposed by other Government departments have already been complied with beforehand. This arrangement enables the applicant to obtain the full licence early without requiring any site inspection by Food and Environmental Hygiene Department (FEHD) staff to confirm compliance with all health requirements. However, FEHD staff will conduct on-site audit check on the compliance with all the health requirements after the issue of the full licence. If the certificate is subsequently found to be false or misleading in a material particular, the Licensing Authority may cancel the licence.

Criteria for Considering Applications

6. The purpose of licensing composite food shops is to ensure that the premises are suitable for operating composite food shop business, to safeguard public health and to ensure the safety of patrons. The Licensing Authority will not consider an application for a Composite Food Shop Licence in respect of any premises unless –

- (a) the proposed composite food shop business is in compliance with Government lease conditions;
- (b) the proposed composite food shop business is in compliance with statutory plan restrictions;
- (c) the premises can meet health requirements;
- (d) the premises have adequate ventilation;
- (e) the premises can meet fire safety requirements;
- (f) the premises can meet building safety requirements; and
- (g) only electricity is used as fuel in the premises.

7. If the premises under application for a Composite Food Shop Licence are covered by a valid licence / permit, letter of requirements for the application will not be issued if the applicant is unable to submit documentary proof on sole control over the premises. Moreover, the Composite Food Shop Licence will not be issued until and unless the valid licence / permit has been cancelled.

Suitability of Premises

8. In deciding the suitability of premises for use as a composite food shop, the FEHD will consult the Planning Department (PlanD) and other departments including Fire Services Department (FSD) and Buildings Department² (BD) as appropriate. If objection to the application is received, the Licensing Authority will not further process the application and will inform the applicant accordingly. The FEHD will normally continue to process an application only when the

¹ “Authorized person” means a person whose name is on the authorized persons’ register kept under section 3 of the Buildings Ordinance, Cap. 123 as an architect, an engineer or a surveyor and “registered structural engineer” means a person whose name is for the time being on the structural engineers’ register kept under section 3(3) of the same Ordinance.

² Independent Checking Unit (ICU) will assume the role of BD for food premises in Housing Authority’s Properties and divested Housing Authority’s Properties. Architectural Services Department (ArchSD) will assume the role of BD for food premises in Government Properties that are currently maintained by ArchSD. For food premises in New Territories Exempted Houses (NTEH), Lands Department will check whether the application premises have complied with the lease conditions and requirements as stipulated in the Building Ordinance (applicable to the New Territories) Ordinance (Cap.121) such as the height, area and no. of storeys of the NTEH.

premises are deemed to be safe and suitable by the concerned departments.

Main Considerations in Assessing Suitability

9. Not all premises are suitable for licensing as a composite food shop. The following sections summarize the main considerations involved –

(a) Health (FEHD)

- (i) Premises are laid on with mains water supply.
- (ii) Premises are provided with a proper drainage system.
- (iii) Premises are provided with proper flushed toilets for staff if use of communal toilets is not intended.
- (iv) No manholes should be located in the proposed food preparation room and scullery accommodation.
- (v) Premises are capable of providing an independent and separate ventilating system to the food preparation rooms and toilets installed inside the premises.

(b) Building Safety Requirements (BD)

- (i) Particular care should be taken in the selection of premises as buildings or parts of a building approved for use other than for shop or commercial purpose may not be suitable. As a general rule, all premises on solid ground floor are structurally suitable.
- (ii) Where premises are on a floor not resting on soil or where extensive alteration and addition works are to be carried out on the premises, it is strongly recommended that the advice of an authorized person (architect, structural engineer or surveyor) registered under the Buildings Ordinance (Cap. 123) should be sought.
- (iii) The premises should be free of unauthorized building works (UBW) except the types of building works listed in paragraph 6 on the Guideline UBW-1 for Authorized Persons and Registered Structural Engineers for Certification of Food Business Premises Free of UBW, which can be downloaded from the website of FEHD at http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF.
- (iv) The minimum designed loading of the premises shall not be less than 5 kPa (i.e. 100 lb/ft²).
- (v) Where alteration and addition works involving the structure and / or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the BD by an authorized person (AP) and, if necessary, registered structural engineer (RSE) may be required. It is strongly recommended that the advice of an AP or RSE should be sought well in advance.
- (vi) Premises shall be designed and constructed of fire resisting constructions which satisfy the provisions of the Building (Construction) Regulations (Cap. 123B) and the Code of Practice for Fire Resisting Construction issued from time to time by the BD.
- (vii) As a general rule, premises on ground floor having direct access to a street are suitable or can be adapted to meet the requirements on means of escape.
- (viii) Premises shall normally have two or more exits discharging to street.
- (ix) For Means of escape, the Code of Practice on Provision of Means of Escape and Part V of the Building (Planning) Regulations (Cap. 123F) will apply.
- (x) Composite food shop is not permitted on the upper floors of single-staircase buildings.

(c) **Fire Safety (FSD)**

The following premises are considered **not** suitable to be licensed as composite food shop –

- (i) Premises in areas designated for emergency use, such as buffer floor and the refuge floor.
- (ii) Premises at or below basement level four.
- (iii) Premises designed for other use, such as car parks.
- (iv) Industrial premises, other than ground floor as admission of members of public to such premises may expose them to dangers they are not aware of, nor prepare to face. The area of the premises shall not exceed 230 square metres.

10. Besides, applicants should satisfy the FEHD that their premises applying for a Composite Food Shop Licence be (i) free of unauthorized building works; (ii) in compliance with Government lease conditions; and (iii) in compliance with statutory plan restrictions, otherwise the FEHD will not process the application for a Composite Food Shop Licence further. In this regard, applicants are advised to read “A Guide to Applicants / Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on – (i) Certification of Free of Unauthorized Building Works; (ii) Compliance with Government Lease Conditions; and (iii) Compliance with Statutory Plan Restrictions” (Guidelines), which can be obtained from the three Licensing Offices of FEHD as listed at page 2 or downloaded from the website of FEHD at:

http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF.

The following are also relevant:

(a) **Certification on Free of Unauthorized Building Works**

Certification made by authorized persons or registered structural engineers in prescribed form(s)³ [UBW-1 for provisional licence (FEHB 190) and UBW-2 for full licence (FEHB 191)] in accordance with the Guidelines issued by Director of Buildings, Director of Lands or Independent Checking Unit (ICU) shall be submitted to the FEHD before the issue of provisional licence and full licence. However, premises situated in Government properties and Housing Authority’s properties are not required to submit certification on free of UBW. Form UBW-1 and Form UBW-2 will be forwarded to BD, ICU or Lands Department (LandsD) for auditing under their purview.

(b) **Government Lease Conditions (Lands Department)**

(i) **Premises in Private Buildings**

The use of the premises for the proposed composite food shop business should be in compliance with the Government lease conditions. A declaration⁴ (FEHB 192) made by the applicant to the effect that the operation of the proposed composite food shop business at the premises is in compliance with Government lease conditions shall be submitted at the time of making application to the Licensing Office of the FEHD. Applicant is advised to check the Government lease document concerned from the Land Registry⁵ so as to ensure that the premises are in compliance with the Government lease conditions before submitting the licence application to the Licensing Authority.

Applicant may approach Land Registry in advance for copies of the land lease and other relevant land documents of the food premises concerned. In the event that the applicant finds that there is non-compliance of the lease and a modification of the lease is required, he may approach relevant District Lands Office of Lands Department (LandsD) for assistance. However, there is no guarantee whether the application will be approved by LandsD.

³ A copy of Guidelines on Unauthorized Building Works is at Appendix D.

⁴ A copy of the declaration is at Appendix C.

⁵ The contact means of the Central Search Office of the Land Registry is at Appendix A.

- (ii) Premises in Government Properties / Housing Authority's Properties / divested Housing Authority's Properties

Declaration on compliance with government lease condition is not required. In the interest of the applicant, he / she should ensure that the proposed composite food shop business is in compliance with the designated trade under the tenancy agreement with the Government department / organization concerned.

- (c) **Statutory Plan Restrictions (PlanD)**

The use of the premises for the proposed composite food shop business should be in compliance with statutory plan restrictions. Applicant is advised to check with the PlanD⁶ on whether the proposed use is permitted according to the relevant statutory plan before submitting the licence application to the Licensing Authority.

If planning permission for the proposed use is required, a separate planning application should be submitted to the Town Planning Board (TPB) under section 16 of the Town Planning Ordinance. Each planning application will be considered on its individual merits and will be processed by the TPB within two months. Guidance notes on how to make a planning application can be viewed at the TPB's website (www.info.gov.hk/tpb). For those premises which have obtained planning permission from the TPB, the approval conditions attached to the permission (if any) should be complied with by the applicant. The applicant should inform the PlanD upon fulfillment of the approval conditions.

Pre-requisites for Issue of a Composite Food Shop Licence

11. The Licensing Authority will not issue a Composite Food Shop Licence until the following pre-requisites are fulfilled –

- (a) compliance with licensing requirements in respect of health and ventilation imposed by the Licensing Authority;
- (b) compliance with fire safety and mechanical ventilating system requirements imposed by the Director of Fire Services (if applicable);
- (c) compliance with building safety requirements imposed by the Director of Buildings (if applicable);
- (d) compliance with Government lease conditions;
- (e) compliance with statutory plan restrictions; and
- (f) free of unauthorized building works.

⁶ The contact means of the Planning Enquiry Counters of the Planning Department is at Appendix A.

Part II

HOW TO APPLY FOR A COMPOSITE FOOD SHOP LICENCE

Submission of Application Form, Declaration and Proposed Layout Plans

12. Application for a Composite Food Shop Licence must be made in the name of a person or a corporation and submitted on a standard form (FEHB 244)⁷ to the relevant FEHD Licensing Office⁸. The application form must be submitted together with three copies of the proposed layout plans of the composite food shop. Such plans must be drawn to scale (of not less than 1:100) in metric units and signed by the applicant on all copies to certify that they are correct. For food premises in private buildings, a declaration (FEHB 192)⁹ made by the applicant to the effect that the operation of the proposed composite food shop business at the premises is in compliance with Government lease conditions should be submitted at the time of submitting application to the FEHD (not applicable to food business premises in Government properties, Housing Authority's properties or divested Housing Authority's properties). The forms are obtainable from the Licensing Offices or from the website of the FEHD at <http://www.fehd.gov.hk/english/licensing/guide.html>.

Preparation of Proposed Layout Plans

(I) General Particulars to be Contained in the Proposed Layout Plan

13. The proposed layout plans shall contain the following particulars:
- (a) area demarcated for Composite Food Shop Licence application;
 - (b) space allocated to sale of food, preparation of food, storage of any kind of open food and scullery;
 - (c) staff toilets, wash-hand basins, wash-up sinks and drainage works;
 - (d) all windows and mechanical means of ventilation including air ducts, cooling towers, extraction fans, etc;
 - (e) all entrances, exits, doors and internal communication;
 - (f) staff changing room(s), passageways, and all open spaces (such as yards and light wells);
 - (g) the siting of all furniture and equipment of a substantial and permanent nature including food preparation tables, electric heating equipment, refrigeration or cooling equipment, etc;
 - (h) means of refuse storage and disposal;
 - (i) the type of fuel (**i.e. electricity**) to be annotated;
 - (j) the extent of raised floor (if any) should be indicated;
 - (k) existing UBW within the interior and attached to or extending from the premises that will be demolished before the issue of provisional licence or full licence; and
 - (l) proposed UBW not to be included in the Free of UBW Certification as mentioned in respective Guidelines on UBW (See paragraph 10 above), within the interior and attached to or extending from the premises in connection with the food business. Position and major dimensions of these UBW should be indicated on the layout plan.
14. Applicant may choose to provide separate plans indicating existing UBW to be demolished and proposed UBW not to be included in the Free of UBW Certification (See paragraph 13 (k) and (l) above). If not, the proposed layout plans and ventilation plans are required to indicate such UBW. If only proposed layout plans are submitted, the UBW including those of ventilating system are also required to be indicated.

⁷ A copy of the application form is at Appendix B.

⁸ The contact means of the Licensing Offices of the FEHD are at page 2.

⁹ A copy of the declaration is at Appendix C.

(II) Guidelines for Drawing a Proposed Layout Plan

15. Under the licensing regime of a Composite Food Shop Licence, the applicant can choose to sell and / or prepare for sale of a variety of simple or ready-to-eat food¹⁰ in the licensed premises. In this connection, the applicant should also note the following guidelines in drawing a proposed layout plan for application for a Composite Food Shop Licence.

(A) General

- (i) The applicant is recommended to choose premises with adequate net floor area for the sale and / or preparation for sale of the food items he chose before submission of the application for a Composite Food Shop Licence.
- (ii) The exact boundaries of the composite food shop should be clearly indicated on plan.
- (iii) A customer standing space of minimum width of 600 mm and extending along the length of the food room should be provided in the premises.
- (iv) For composite food shop located in premises (e.g. a supermarket, convenience store, etc.) of which the area is not wholly applied for a Composite Food Shop Licence, the to-be-licensed area of the composite food shop should be clearly demarcated on the layout plan. In this connection, the businesses conducted in the areas other than the to-be-licensed area of the premises should be compatible with the composite food shop business.
- (v) Food items to be sold and / or prepared for sale in each food room and / or food items to be sold at a place outside food room should be clearly indicated on the layout plan.
- (vi) As only electricity is allowed to be used as fuel in a composite food shop, all heating / warming equipment should be probably labelled on the layout plan.

(B) Shared use of work areas, facilities or equipment

Each food item under a Composite Food Shop Licence would be treated as if it were a separate licence / permission on its own, provided that the preparation / sale of that food item does not share any common work area, facility or equipment (e.g. wash-hand basin or wash-up sink) with other food items under that composite food shop licence. However, if a licensee operates the licensed premises in such a way that certain food items share common work areas, facilities or equipment, those food items would be treated together for the purpose of registering demerit points and warning letters, as well as suspension and cancellation of the composite food shop licence. Operators are free to decide whether food items under the same composite food shop licence should share common areas, facilities or equipment and, if so, the extent of so doing. To avoid confusion in future enforcement actions, operators will be required to demarcate clearly the respective boundaries of each food item and the equipment or facilities relevant to them on the layout plans submitted for a Composite Food Shop Licence application or alteration application.

(C) Food room / food preparation area

- (i) The total area allocated for food preparation and scullery purposes must not be less than **6 square metres** if all or any specified simple or ready-to-eat foods listed in paragraph 3 above are to be sold and / or prepared for sale.
- (ii) Every food room should be fully enclosed or installed with brickwork or other substantial materials to a height of not less than 750 mm. A food room should also be separated from any other food room or passageway by partition or door of not less than 750 mm in height. In this connection, the height of a food room, partition and door should be properly indicated on the layout plan.

¹⁰ A list of foods allowed to be sold and / or prepared for sale is given at paragraph 3.

- (iii) Generally, separate food rooms or separate portions in a food room shall be allocated for the sale and / or preparation for sale of any specified foods listed in paragraph 3 above and equipped with their own equipment / facilities (e.g. wash-hand basin, wash-up sink and working table). If different classes of food are sold and / or prepared for sale in the same food room with shared equipment / facilities, at least one set of wash-hand basin and wash-up sink should be installed in the food room (additional sinks and basins may be required when necessary) and a separate set of wash-hand basin and wash-up sink for the sale of siu mei and / or lo mei in the same food room shall be installed. Moreover, a separate or designated portion of a food room equipped with a separate set of equipment / facilities including one set of wash-hand basin and wash-up sink should be allocated for the preparation and sale of sushi, sashimi and / or oyster to be eaten in raw state.

- (iv) The following provision is also required if sharing the use of wash-up sink and / or wash-hand basin for the sale of respective foods is **not** intended:

One wash-hand basin is required to be installed for sale of any following foods-

- Prepackaged sushi (supplied from licensed food factory)
- Prepackaged sashimi (supplied from licensed food factory)
- Prepackaged oyster to be eaten in raw state (supplied from licensed food factory)

One wash-up sink is required to be installed for sale of any following foods-

- Cut fruit
- Leung fan
- Non-bottled drinks (in pressurized containers sold by means of a manual dispensing machine / prepared by diluting drink mixes / fruit juices with water on the premises / fresh fruit juices extracted on the premises)
- Frozen confections sold by the scoop
- Chinese herb tea

Wash-hand basin or wash-up sink is not required to be installed for the sale of any following foods-

- Food sold by a vending machine
- Milk / milk beverage
- Frozen Confections in manufacturers' original cups and wrappers

- (v) Refrigerator for sale of milk / milk beverage, frozen confections in manufacturers' original cups and wrappers and self-service frozen carbonated beverage dispensing machine are allowed to be placed in a suitable position outside food room to enable easy access of customers.
- (vi) The respective boundary of the area allocated for the sale and / or preparation for sale of each food specified in paragraph 3 above and its related equipment or facilities in a food room should be demarcated clearly by **broken lines** and indicated clearly as appropriate on the layout plan.
- (vii) The respective boundary of the area allocated for the sale and / or preparation for sale of each class of foods specified in paragraph 3 above sharing same common work space, equipment or facilities and their related equipment or facilities in a food room should be demarcated clearly by **broken lines** and indicated clearly as appropriate on the layout plan.
- (viii) For any food room located in front portion of a shop facing a street, it should be separated from the street in the front and the passage at the side by fixed glazed panel carried up from the brickwork or substantial materials of not less than 750mm to the full height of the premises. The glazed panel at the side shall be fixed to the foremost

portion of the food stand along the length to an extent of not less than 1200mm.

(D) Areas Used for Purpose Other Than Food Preparation

- (i) The usage of all the to-be-licensed area other than for sale and preparation for sale of foods should also be clearly indicated on the layout plan. They include staff toilet, staff changing room, customer standing space, etc.
- (ii) Sanitary fitments for staff of the composite food shop shall be provided in accordance with Regulation 5 of the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, Cap. 123I and they should be clearly drawn on the layout plan. If communal toilets are to be adopted, the relative location of the composite food shop and the communal toilets with their internal layouts should also be drawn on the layout plan.

(III) Submission of Revised Layout Plans

16. Applicants are advised not to revise the proposed layout plans unnecessarily once submitted. Whenever there are changes to the layout plans submitted for an application, the applicant is required to highlight any proposed changes on the revised layout plans with colour pens and simple descriptions before making submission to the FEHD for consideration and referral to other departments for processing (if necessary). Otherwise, the revised layout plans will be rejected.

Location of Food Room

17. In designing the location of food room(s), care should be taken to avoid placing them at locations where there are manholes and / or soil / waste-water / rain-water pipe. Any manhole situated inside any food room must be resited outside such food room. Resiting of manhole is a drainage alteration which requires the approval from BD. Any soil / waste-water / rain-water pipe inside any food room shall be enclosed in pipe duct constructed of impervious rust-proof material to the satisfaction of the FEHD. Suitable openings shall be provided to such enclosure(s).

Sanitary Fitments

18. Sanitary fitments for staff of the food premises shall be installed to a standard not less than that required by the Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations, Cap. 123I.

19. Staff toilet(s) provided inside the food premises shall not communicate directly with the food preparation room, scullery accommodation or food store.

20. If the proposed composite food shop is situated in a commercial building and sanitary fitments are not provided within the premises, communal toilets in the building available for the use of staff will be accepted for consideration in the application for a Composite Food Shop Licence. In this regard, the applicant shall indicate on the proposed plan the location and number of communal sanitary fitments [please specify the number of water closet(s), urinal(s) and wash hand basin(s) in the communal toilets] in the building and demonstrate onsite the location of such communal sanitary fitments and its availability for use by staff of the premises.

Fuel to be Used

21. **Only electricity is allowed to be used as fuel in a composite food shop.** In this connection, all fixed electrical installation works should be carried out by a registered electrical contractor / worker. Work Completion Certificate (Form WR1) issued both as regards the fixed electrical installation and for the purposes of regulation 19 of the Electricity (Wiring) Regulations, Cap. 406E (the Regulations) for a new fixed electrical installation, or a copy of endorsed Periodic Test Certificate (Form WR2) issued both as regards the fixed electrical installation and for the purposes of regulation 20 of the Regulations, should be obtained and forwarded to the FEHD. The WR1 and WR2 will be forwarded by the FEHD to the EMSD for his information and any action deems necessary.

Ablution and Scullery Facilities

22. The length of each basin and sink in each food room should not be less than 350 mm and 450 mm respectively measured between the top inner rims.

Refrigerators

23. Refrigerators shall be provided for the storage of perishable food at a temperature not exceeding 10°C in any circumstances. A thermometer shall be provided to each refrigerator indicating the temperature at which the food is being stored.

Storage of Utensils

24. Adequate cupboard space shall be provided for the storage of all utensils, crockery and cutlery used in the food business. The suggested amount of cupboard space to be provided is 0.02 cubic metre for every square metre of the food room area.

Personal Effects

25. Personal effects are not allowed to be placed in any food room as they will contaminate food. Any locker for storage of the personal effects of staff should not be located in food room. In addition, access to any changing rooms and lockers should not pass through any food room.

Mechanical Ventilation System

26. Before the grant of approval for the installation, the applicant is required to provide three copies of a plan, drawn to scale in metric units, showing the final layout of the ventilating system installed in the premises for approval of the FEHD.

27. The design and installation of a ventilating system shall meet the criteria of the FEHD. In this connection, the applicant is advised to note that all propulsion fans installed on the premises shall serve the purpose of obtaining fresh air from open air at a height of not less than 2.5 metres from the ground or street level and in such a manner as not to be a nuisance. Similarly, all extraction fans installed on the premises must also be discharged into the open air at a height of at least 2.5 metres above the ground or street level and in such a manner as not to be a nuisance. There shall be no short-circuiting with the extraction of exhaust air and the supply of fresh air.

Part III

THE ROLE OF THE FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT

Procedures of Processing Application for Composite Food Shop Licence

28. The flow chart at **Appendix E** shows the procedures of processing an application for Composite Food Shop Licence and the contents of this part and Parts IV to VI are to describe the procedures in details.

Submission of Application

29. Applicant should send the completed application form¹¹ together with a declaration on compliance with Government lease conditions¹² (applicable to premises located in private buildings) and three copies of the proposed layout plans as detailed in Part II to the relevant FEHD Licensing Office¹³.

Preliminary Screening of Layout Plans

30. The case manager of the respective Licensing Office of the FEHD will conduct a preliminary screening of the layout plans to ensure that the application and layout plans conform to the requirements before it is processed further.

31. The applicant will be informed of whether his proposal has met the requirements. He will also be given advice on how to overcome shortcomings. If the application fails to pass the preliminary screening, the application will not be further processed and the proposed plans will be returned to the applicant within 10 working days. The applicant has to submit a fresh application.

Referral of the Application to Other Government Departments Concerned

32. If the application passes the preliminary screening, the application will be referred to the PlanD for comment on compliance with statutory plan restrictions (except those premises in Government properties and Housing Authority's properties). Application will not be processed if the proposed composite food shop business violates Government lease conditions and / or statutory plan restrictions. A copy of the proposed layout plan will also be referred to the FSD for comment on fire safety (except premises meeting all criteria of (i) the gross floor area of the premises is not greater than 100m² ; (ii) only electricity is used as fuel and with no use of open fire; and (iii) no deep frying activities are involved) and BD for special comments under his purview, if necessary.

Site Inspection

33. The officers of the FEHD, FSD and BD (if applicable) will conduct site inspections to the premises with the applicant and / or his representatives. Site inspections will allow the departments concerned to come to an initial view as to whether or not the premises are suitable for operation of a composite food shop and give general advice within their respective ambits.

¹¹ A copy of the application form is at Appendix B.

¹² A copy of the declaration is at Appendix C.

¹³ The contact means of the Licensing Offices of the FEHD are at page 2.

Refusal of Application

34. In the event that the premises are deemed to have serious impediments and remedies are considered not feasible by any of the departments concerned, the Licensing Authority may consider refusing the application. Application being objected by relevant departments will not be further processed. If the objection is overcome, submission of a fresh application is required.

Issue of Letter of Requirements

35. After obtaining full clearance from all the Government departments concerned, the FEHD will issue a letter of requirements for provisional licence¹⁴ (if applicable) and a letter of requirements for full licence¹⁵ to the applicant for compliance. Fire safety requirements (if any) will be issued to the applicant by the FSD separately.

Report of Compliance with Licensing Requirements for full licence under Third Party Certification System

36. The applicant shall submit Certificate of Compliance AA¹⁶ to confirm compliance with all health requirements for full licence after he has already complied with all other licensing requirements as imposed by Government departments concerned. In other words, any request for the issue of full licence without submission of the Certificate of Compliance AA will not be considered by the Licensing Authority.

37. Under the third party certification system, the applicant is allowed to report compliance with all health requirements for full licence by submission of the Certificate of Compliance AA as issued by an authorized person or a registered structural engineer. In this connection, the applicant is required to complete the following actions satisfactorily before the Licensing Authority could accept his report of compliance with all health requirements for issue of Composite Food Shop Licence through submission of Certificate of Compliance AA -

- (a) the applicant has already complied with all licensing requirements as imposed by Government departments concerned (e.g. BD, FSD, PlanD) beforehand, if applicable; and
- (b) the applicant has submitted all the documents as required under the licensing requirements to the FEHD in advance and they have already been accepted by the FEHD. The documents shall include the following -
 - (i) final layout plans and final ventilating system layout plans properly signed and dated at back of the plans by both the applicant and authorized person / registered structural engineer¹⁷ to certify that the layouts as shown on the plans are in strict conformity with the existing layout of the premises;
 - (ii) electrical installation certificate (i.e. Form WR1 / WR2);
 - (iii) food supplier's certificate (if applicable);
 - (iv) allocated toilet certificate (if applicable);
 - (v) Certificate of Compliance (Cat. 1 Requirements) / Certificate of Compliance (Cat. 2 Requirements) for Buildings requirements (if applicable); and
 - (vi) any other required documents, as appropriate.

¹⁴ A copy of FEHD's health requirements for the issue of Provisional Composite Food Shop Licence is at Appendix F.

¹⁵ A copy of FEHD's standard requirements for the issue of Full Composite Food Shop Licence is at Appendix G.

¹⁶ A copy of the Certificate of Compliance AA is at Appendix H.

¹⁷ Specimens of wording for certification of final layout plans and final ventilating system layout plans as true representation of the layouts of a composite food shop by applicant and authorized person / registered structural engineer are at Appendix I.

38. The Licensing Authority will issue a full Composite Food Shop Licence to the applicant if –

- (a) there is no objection to the application for full licence by the FEHD and other Government departments concerned;
- (b) the applicant has been issued with the letter of requirements by the FEHD;
- (c) the applicant has already complied with all licensing requirements as imposed by the FEHD and other Government departments concerned;
- (d) the applicant has submitted all the documents (including certified final layout plans and ventilating system layout plans) as mentioned in paragraph 37(b) above and they have already been accepted by the FEHD; and
- (e) the Licensing Authority is satisfied that, all licensing requirements have been met upon receipt of the Report of Compliance for the Grant of Full Composite Food Shop Licence¹⁸ from the applicant enclosing with the following certificates and documents –
 - (i) Certificate of Compliance AA for Full Composite Food Shop Licence (Health Requirements) to confirm compliance with all health requirements;
 - (ii) Certification of Food Business Premises Free of Unauthorized Building Works for Full Licence Application (Form UBW-2)¹⁹ to confirm that the premises are free of UBW;
 - (iii) a duly completed nomination form for Hygiene Manager and / or Hygiene Supervisor together with a copy of course certificate(s) of Hygiene Manager and / or Hygiene Supervisor [**Remarks:** the original of the course certificate(s) of Hygiene Manager and / or Hygiene Supervisor should be produced for verification]. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by the FEHD and is awarded a certificate, submission of a copy of the course certificate is not required; and
 - (iv) a photocopy of the Fire Services Certificate and / or Letter of Compliance as issued by Fire Services Department (if applicable) [**Remarks:** the original(s) of the Fire Services Certificate / Letter of Compliance should be produced for verification].

39. The authorized persons / registered structural engineers registered under the Buildings Ordinance, Cap. 123 is recognised by the FEHD for the purpose of certification in respect of health requirements, final layout plan, building safety requirements and free of UBW at the food premises for the issue of full Composite Food Shop Licence. To obtain the lists of the authorized persons / registered structural engineers, please browse the website of the BD at:
http://www.bd.gov.hk/english/inform/index_ap.html.

Deadline for Compliance with Licensing Requirements

40. 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 provisional licence is not issued, unless the applicant can demonstrate that the delay in meeting the licensing requirements is due to factors beyond his / her reasonable control. The application for a full licence will be deemed withdrawn after the above period of time.

Issue of Licence at the Licence Issuing Offices

41. Upon submission of the Report of Compliance for the Grant of Full Composite Food Shop Licence enclosing with the acceptable Certificate of Compliance AA and other required certificates / documents from the applicant (or his / her authorized representative) to the Licence

¹⁸ A copy of the Report of Compliance for the Grant of Full Composite Food Shop Licence is at Appendix J.

¹⁹ A copy of the Certification of Food Business Premises Free of Unauthorized Building Works (UBW) for Full Licence Application (Form UBW-2) is at Annex II to Appendix D.

Issuing Office²⁰ as described in paragraph 38(e) and payment of the licence fee, a full licence valid for one year will be issued to the applicant over the counter within one working day.

Authenticated Plans

42. After issue of the full Composite Food Shop Licence, the Licensing Authority will authenticate the 3 copies each of final layout plans and final ventilating system layout plans (if applicable) as certified to be in strict conformity with the existing layout of the premises by the applicant and authorized person / registered structural engineer. In this connection, one copy each of the authenticated layout plans and authenticated ventilating system layout plans (if applicable) will be returned to the licensee by registered mail.

43. The licensee should not make any alteration to the approved layout of the premises as shown on the authenticated layout plan and authenticated ventilating system layout plan without prior approval of the Licensing Authority. No change to the foods endorsed on the licence shall be made except with the prior approval of the Licensing Authority.

Validity

44. A full Composite Food Shop Licence shall be valid for one year.

Renewal

45. The Licensing Authority may renew a full Composite Food Shop Licence, before it expires, for a further period of one year. The renewal of full licence should be completed before the expiry of the existing valid licence.

Transfer

46. Save with the consent of the Licensing Authority, a full Composite Food Shop Licence shall not be transferred to other person. In this regard, please also read “A Guide to Applicants / Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on – (i) Certification of Free of Unauthorized Building Works; (ii) Compliance with Government Lease Conditions; and (iii) Compliance with Statutory Plan Restrictions” as mentioned in paragraph 10 above.

Licence Fees

47. The various licence fees for the full Composite Food Shop Licence and provisional Composite Food Shop Licence are listed in **Appendix L**.

Audit Check and Monitoring

48. Premises issued with a full Composite Food Shop Licence will be subject to the audit check and monitoring by the Licensing Authority. In respect of the submitted Certificate of Compliance AA to confirm the compliance with all health requirements for issue of full licence, FEHD staff will conduct audit check to the licensed composite food shop in order to ensure that (i) the approved layouts of the premises as shown on the authenticated layout plan and authenticated ventilating system layout plan are in strict conformity with the actual layout of the premises; and (ii) all health requirements as certified to be complied with in the Certificate of Compliance AA for Full Composite Food Shop Licence (Health Requirements) are actually complied with.

²⁰ The contact means of the Licensing Issuing Offices of the FEHD are at Appendix K.

49. The applicants for Composite Food Shop Licences are advised that FEHD staff will conduct audit check to the Certificates of Compliance AA after issue of full licences. In addition, all authorized persons and registered structural engineers who signed the Certificates of Compliance AA will be notified by the FEHD after receiving their certificates.

50. In addition, the licensed composite food shop is also subject to the licensing requirements / conditions, inspection under the risk-based inspection system and licence suspension / cancellation policies applicable to Composite Food Shop Licence.

Cancellation of Licence due to False Certification

51. If any information certified correct in the –

- (a) Certificate of Compliance AA for Full Composite Food Shop Licence (Health Requirements) by the applicant's authorized person / registered structural engineer ; or
- (b) other certificates of compliance (e.g. Certificate of Compliance (Cat. 1 Requirements), Certificate of Compliance (Cat. 2 Requirements), certification on free of unauthorized building works (i.e. Form UBW-2), self-declaration on compliance with Government lease conditions) submitted by the applicant or his / her authorized person / registered structural engineer ; or
- (c) the final layout plans / final ventilating system layout plans submitted for approval which have been vetted and certified to conform with the layout of the food premises by the applicant's authorized person / registered structural engineer

is later found to be incorrect, false or misleading, or the declaration made is false, the Director of Food and Environmental Hygiene may immediately cancel the licence issued. The Director of Food and Environmental Hygiene will not exercise his discretion to suspend the “immediate cancellation” decision during the pending period of appeal even if the applicant appeals against the decision to be heard in the respective appeal tribunals.

Part IV

THE ROLE OF THE FIRE SERVICES DEPARTMENT

The Role of the Director of Fire Services

52. All applications for Composite Food Shop Licence will be referred to FSD for comment (except premises meeting all the criteria of (i) the gross floor area of the premises is not greater than 100m²; (ii) only electricity is used as fuel and with no use of open fire; and (iii) no deep frying activities are involved). The Licensing Authority will not issue any licence until after the applicant has complied with, among others, all requirements imposed by the Director of Fire Services. The proof of compliance with fire safety requirements is a Fire Services Certificate issued by the FSD. If there are installation / alteration works on the mechanical ventilating system of the premises under application for a Composite Food Shop Licence, a Letter of Compliance (Ventilating System) may also be required for the issue of the licence. This part describes the procedures of processing an application for a Fire Services Certificate and Letter of Compliance (Ventilating System) by the FSD and further enquiries can be made to any of the Regional Offices and Ventilation Division of the FSD.

How to Obtain a Fire Services Certificate

53. The applicant does not need to apply directly to the FSD for a Fire Services Certificate in respect of premises under application for a Composite Food Shop Licence. The respective Regional Office of the FSD will, upon receiving the referral of the application for a Composite Food Shop Licence from the FEHD, process it as an application for a Fire Services Certificate. The FSD will make direct contact with the applicant, with copies of all relevant correspondences to the respective Licensing Office of the FEHD.

The Procedures

54. For each individual licence application, the FSD will consider whether the premises are suitable for the operation of a composite food shop. If the proposed layout and the premises are considered suitable for such purpose, detailed fire safety requirements will be formulated and issued to the applicant direct. If the premises and / or the proposed layout are / is considered unsuitable for such purpose, a letter of objection stating the reasons for objection will be issued to the applicant.

Fire Safety Requirements

55. Fire safety requirements are measures to protect the safety of public and the premises against fire, limit its spread and at the same time give warning to the occupants of the premises. There are general fire safety requirements published by the FSD which are available in their departmental homepage (<http://www.hkfsd.gov.hk/home/eng/licensing.html>) for the reference of applicants of Composite Food Shop Licences. To support compliance of requirements, applicants will be required to obtain the following certificates -

- (a) Certificate of Fire Service Installations and Equipment (FS 251) and / or Certificate of Compliance (FSI/314A, FSI/314B or FSI/314C as appropriate) issued by a registered fire service installations (FSI) contractor. The purpose of a FS 251 certificate is to ensure that following the decoration of the premises, the FSI provided for the building are still in efficient working order. If there is a need to alter or add any fire service installations and equipment in the premises, the applicant should appoint a registered FSI contractor to carry out the work. The registered FSI contractor should submit a copy of the certificate

(FSI/314A, FSI/314B or FSI/314C as appropriate) together with the relevant FSI plan to the Director of Fire Services. Upon completion of the work, the registered FSI contractor should inspect and certify the installations, and submit a copy of the Certificate of Fire Service Installations and Equipment (FS 251) to the Director of Fire Services. A list of registered fire service installation contractors is available for reference at the Regional Offices, all fire stations and FSD website:
<http://www.hkfsd.gov.hk/home/eng/cert.html>.

- (b) Test report / catalogue and FS 251 of the Emergency Lighting Unit installed. The purpose of this test report or catalogue is to enable the FSD to check whether the self-contained battery type emergency lighting unit installed meets the specified standards.

Use of Fuel

56. Fire safety requirements for the use of various fuels in food premises are available in the FSD's homepage: <http://www.hkfsd.gov.hk/home/eng/licensing.html>. General speaking, there is no restriction on the use of electricity as fuel.

Report of Compliance

57. Applicants or their authorized representatives should, upon completion of all works required, inform the respective Regional Office by phone or in writing so that follow-up inspection can be arranged. To ensure smooth processing of licence inspection, the applicant should submit **ALL** required documentary proof of compliance with fire safety requirements to the respective Regional Office before a compliance inspection would be arranged. Common documentary proof of compliance with fire safety requirements is Certificates of Fire Service Installations and Equipment (FS 251).

Follow-up Inspection

58. If non-compliance with fire safety requirements is spotted during the follow-up inspection, the subject Regional Office will advise the applicant in writing on any remedial works required, and arrange for further follow-up inspection after the applicant has notified that all the requirements have been met.

Issue of a Fire Services Certificate

59. If the follow-up inspection has proved that all fire safety requirements have been complied with and the layout of the premises conforms to the approved plan, the applicant will be notified in writing by the FSD that a Fire Services Certificate is available for collection after payment of the prescribed fee. A copy of the notification will be forwarded to the respective Licensing Office of FEHD by the FSD.

60. Unless the composite food shop meeting all the criteria of (i) the gross floor area of the premises is not greater than 100m²; (ii) only electricity is used as fuel and with no use of open fire; and (iii) no deep frying activities are involved (such premises need not be referred to FSD for comment as agreed by FSD), the Fire Services Certificate is one of the pre-requisites for the issue of a Composite Food Shop Licence. However, the certificate remains valid only if the actual layout of the premises conforms to the latest plans accepted by FSD, and that all necessary fire safety requirements stipulated are fully complied with. If there are alterations or additions to the premises that may affect fire safety, a new Fire Services Certificate may be required.

How to Obtain a Letter of Compliance (Ventilating System)

61. The Letter of Compliance (Ventilating System) is issued by the Ventilation Division of the FSD. The purpose of this letter is to certify that the mechanical ventilating system installed in the composite food shop has been inspected, and complies with the fire safety requirements on mechanical ventilating system issued by the FSD.

62. The applicant does not need to apply directly to the FSD for a Letter of Compliance for the mechanical ventilating system of the premises under application. Upon receiving the referral of the application for a Composite Food Shop Licence from the respective Licensing Office of the FEHD, relevant fire safety requirements on mechanical ventilating systems will be issued to the applicant directly by the FSD.

63. Before the ventilation work is commenced on site, the applicant is required to submit three sets of ventilating system layout plans directly to the Licensing Office of the FEHD. Unless the composite food shop meeting all the criteria of (i) the gross floor area of the premises is not greater than 100m²; (ii) only electricity is used as fuel and with no use of open fire; and (iii) no deep frying activities are involved, the FEHD will refer the ventilating system layout plans to the Ventilation Division of the FSD for processing.

Report of Compliance

64. When all ventilation installation works have been completed with full compliance of fire safety requirements confirmed, the applicant should fill out a prescribed form (Vent/425), which should also be certified by the contractor and return the original copy to the Ventilation Division, so that an inspection can be arranged.

65. To ensure smooth processing of licence inspection, applicant's particular attention is drawn to the following aspects:

- (a) The applicant should submit the ventilation drawings in advance to the Licensing Office of FEHD. The ventilation drawings shall clearly indicate the layout of all air ducts, positions of fire dampers, ventilation equipment and fire rated enclosures within the licensing area regardless it is an existing or a new installation.
- (b) For application on ventilating system alteration, the installation under alteration shall be highlighted in the ventilation drawing.
- (c) If the applicant does not wish to handle the ventilation inspection application in person, he must appoint, in the form of authorization letter, a representative for document submission, attending system inspection and receiving advice. Otherwise, the process of application may be delayed or the inspection cannot be arranged.

Initial and Follow-up Inspection

66. If the ventilating system does not comply with fire safety requirements, the Inspection Officer of Ventilation Division will, during initial inspection, advise the applicant or the appointed representative of any remedial works required. A formal list of non-compliance works will be issued to the applicant. After rectifying the defects of the ventilation installation, the applicant is required to report compliance to the Ventilation Division once again. The procedure is identical to that of initial inspection.

67. Failure to provide sufficient information (e.g. drawing plan) and necessary certification document for verification may delay the inspection.

Issue of a Letter of Compliance (Ventilating System)

68. After confirmation from the Inspection Officer of Ventilation Division that all fire safety requirements for the mechanical ventilating system have been complied with, a Letter of Compliance (Ventilating System) will be issued directly to the applicant with a copy to the respective Licensing Office of the FEHD. The letter will normally be mailed to the address of the composite food shop. If the applicant wishes to collect the letter in person or have it mailed to another correspondence address, a written request shall be submitted before the inspection of the ventilating system is conducted.

ENQUIRIES

The contact particulars of the offices of the FSD are at page 2.

Part V

THE ROLE OF THE BUILDINGS DEPARTMENT

The Role of the Director of Buildings

69. Depending on the individual design and layout of the premises under application for Composite Food Shop Licence, FEHD will, if necessary, request the Director of Buildings to offer **special comment** on the applications to the FEHD in regard to the suitability of premises in the following areas. ICU will assume the role of BD for food premises in Housing Authority's Properties and divested Housing Authority's Properties. Architectural Services Department (ArchSD) will assume the role of BD for food premises in Government Properties that are currently maintained by ArchSD respectively. For food premises in New Territories Exempted Houses (NTEH), Lands Department will check whether the application premises have complied with the lease conditions and requirements as stipulated in the Building Ordinance (applicable to the New Territories) Ordinance (Cap.121) such as the height, area and no. of storeys of the NTEH. Applicants should therefore note that the role of the BD, as discussed in this Part, is equally applicable to other departments concerned –

- (a) Structural safety;
- (b) Fire resisting construction;
- (c) Means of escape and access for firefighting and rescue; and
- (d) Unauthorized building works.

70. General Requirements:

- (a) Each case shall be considered on its merits after full consideration of the circumstances. Nothing contained herein shall be taken as in any way derogating from the statutory powers of the Director of Buildings.
- (b) As the subject matters are often related to complicated technical issues which may be difficult to overcome, the applicant should enlist the service of an Authorized Person (AP) (an architect, engineer or surveyor registered under the Buildings Ordinance, Cap. 123) at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications.
- (c) Where alteration and addition works involving the structure and / or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the BD by an AP and, if necessary, Registered Structural Engineer (RSE) may be required. It is strongly recommended that the advice of an AP or RSE should be sought well in advance. The lists of AP and RSE registered under the Buildings Ordinance, Cap. 123 are available on the website <http://www.bd.gov.hk> of the BD for viewing.

Structural Safety

71. The main issues to be considered on structural safety are:

- (a) The minimum designed loading of the composite food shop shall not be less than 5 kPa (i.e. 100 lb/ft²) (office premises are normally designed for a superimposed load of 3 kPa).
- (b) In cases where there are non-structural screeding on slabs to raise floor levels, heavy equipment / plants or brick / partition walls, justification of the adequacy of the existing supporting structure to cater for such superimposed loads will have to be submitted by an AP / RSE. In this connection, the size of the cold storage room / walk-in-freezer should be commensurate with the food premises with reasonable internal circulation area. The size and clear height of the cold storage room / walk-in-freezer and storage racks and the layout of the racks should be indicated on the plan. The supporting structural calculations should be based on 5kPa for each metre of storage height and 2kPa for internal circulation area. The weight of the storage racks, evaporators and enclosures of the cold

storage room / walk-in-freezer (including any superimposed load on the top) should be considered in the structural calculation and should be substantiated with catalogues or relevant documents.

- (c) No part of a composite food shop shall be located in, under or over any structures built without the approval and consent of the BD.

Fire Resisting Construction

72. Premises shall be designed and constructed of fire resisting constructions which satisfy the provisions of the Building (Construction) Regulations, Cap. 123B or any subsequent amendment of the Regulations and the Code of Practice for Fire Resisting Construction issued from time to time by the BD.

Means of Escape and Means of Access for Firefighting and Rescue

73. Every composite food shop shall be provided with adequate means of escape and access for firefighting and rescue in accordance with Part V of the Building (Planning) Regulations, Cap. 123F, or any subsequent amendment of the Regulations, the Code of Practice for the Provision on Means of Escape in case of Fire (MOE Code) and the Code of Practice for Means of Access for Firefighting and Rescue issued from time to time by the BD.

74. The provision of means of escape in any particular floor of a building or in a building as a whole can only accommodate a specified maximum number of persons at any one time. The current MOE Code sets out such limits and relates them to the width and number of exit doors and exit routes provided for each floor and for the whole building. It follows that if, as a result of the operation of composite food shop, the existing population figure for a floor or for the building exceeds these limits, a recommendation for rejection of the application will be made. In assessing the population figures, applications in respect of premises located within the same building will be treated on a residual discharge value method.

Unauthorized Building Works

75. The existence of UBW on or affecting premises under application for Composite Food Shop Licences may pose risks to the safety of the composite food shop employees and patrons. A policy on free of UBW has been implemented with effect from 18 April 2006 and details are contained in “A Guide to Applicants / Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on – (i) Certification of Free of Unauthorized Building Works; (ii) Compliance with Government Lease Conditions; and (iii) Compliance with Statutory Plan Restrictions” at the FEHD website:

http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF. The BD²¹ will not recommend to the Licensing Authority to issue letter of requirements if UBW, particularly, unauthorized cockloft, slabbing-over of original staircase opening and cockloft void, which pose risks to public safety are found on the premises under application.

76. The erection of advertising signs should be in accordance with the Guide on Erection and Maintenance of Advertising Signs issued by the BD. In general, advertising signs projecting over a pavement should have a minimum vertical clearance of 3.5m and a minimum horizontal clearance of 1.0m from the curb of such pavement. Advertising signs projecting over a carriageway should have a minimum vertical clearance of 5.8m. For new signboard, the applicant must enlist an AP / RSE to submit plans for BD’s approval before the erection. Copies of the Guide can be obtained from the BD for reference.

²¹ ICU, ArchSD and LandsD assume similar role of BD for premises under their purviews.

77. The applicants' attention is drawn to the Disability Discrimination Ordinance, Cap. 487 in regard to the provision of access and facilities for persons with a disability. Unauthorized removal or alteration of existing approved access and facilities (e.g. ramps and toilets) for persons with a disability will not be accepted and the applicant is required to reinstate such facilities. Also building works which hinder the access to the composite food shop for persons with a disability will not be acceptable unless suitable facilities are provided.

78. Applicant should furnish the certification of an AP / RSE that the requirement of free of UBW has been met at the premises²² at the time of reporting compliance with the provisional and full licence requirements. Certifications should be prepared in accordance with the guidelines, applicant and AP / RSE should take note of the following -

- (a) The flow chart²³ indicating the procedures for audit checking of AP / RSE's certification for provisional licence and full licence are at Annex III and IV to **Appendix D** ;
- (b) If the auditing of the Form UBW-1²³ at Annex I to **Appendix D** fails, the FEHD will cancel the provisional licence; and
- (c) If the auditing of the Form UBW-2²³ at Annex II to **Appendix D** fails, the FEHD will cancel the full licence.

Application Processing

79. Upon receiving the proposed layout plan as referred by the FEHD, staff of the BD may carry out separate site inspection to determine the suitability of the premises for licensing as composite food shop and the scope of any proposed or required alterations.

80. If the premises are suitable for licensing, the BD will send their building safety requirements to the FEHD for follow-up action. If there are serious or major impediments to licensing, the FEHD will be informed of the reasons for objection to the issue of Composite Food Shop Licence.

3-tier System for Verification of Compliance with Building Safety Requirements

81. With effect from 1 August 1996, in order to streamline and simplify the processing of verification of compliance with building safety requirements for licensing of food premises, the BD has adopted a 3-tier system for verification of compliance with building safety requirements, under which building requirements are graded into Categories 1, 2 and 3 as follows:

- (a) **Category 1**
The applicant is required to certify compliance direct to the respective FEHD Licensing Office in respect of requirements relating to matters of fact e.g. exit doors opening in direction of exit, removal of movable obstructions from exit routes and extent of licensed area.
- (b) **Category 2**
An AP / RSE is required to certify compliance direct to the respective FEHD Licensing Office in respect of requirements involving a professional appraisal relative to well-established standards, e.g. improvement of means of escape to stipulated standards, structural justification for additional loading, separation between different uses and removal of unauthorized building works.

²² Certification is required for premises in private buildings. For premises at Government properties and Housing Authority's properties, certification is not necessary.

²³ Guideline on Unauthorized Building Works containing flow charts and Form UBW-1 and Form UBW-2 is at Appendix D.

(c) Category 3

An AP / RSE is required to report compliance to the BD in cases involving more serious concerns about building safety e.g. approval of plans for extensive alteration and addition works prior to licensing, adequacy of means of escape from a composite food shop with interface with other parts of a building and assessment of the structural stability of a composite food shop premises vis-a-vis the entire building.

82. Under this 3-tier system, the respective FEHD Licensing Office will inform the applicant of the arrangements for reporting compliance with Categories 1 and 2 requirements along with the issue of the letter of requirements. The Certification of Free of Unauthorized Building Works (Form UBW-1 & UBW-2) and Certificate of Compliance (Cat.2 requirements) received by FEHD will be forwarded to BD (or ICU / ArchSD / LandsD as appropriate) for auditing. However, if there are Category 3 requirements, the applicant's AP / RSE is required to rectify the irregularities and report to the BD upon completion of the rectification works. The respective FEHD Licensing Office will not further process the application once receiving Category 3 objection from BD. In this connection, the applicant is required to submit a fresh application to the FEHD.

REQUESTS FOR VIEWING AND COPYING OF
APPROVED PLANS & DOCUMENTS

Viewing and copying of approved plans and documents are available at the BD at a prescribed fee. Requests can be made in a standard application form available in BD or on the website <http://www.bd.gov.hk> through Building Records Access and Viewing under On-Line System (BRAVO). Prior appointment may be necessary so as to allow for the records to be retrieved. For enquiries, please contact the Building Information Centre of the BD (Tel. No.: 2626 1207 – Handled by “1823”).

CODES OF PRACTICE ON BUILDING SAFETY

The Codes of Practices mentioned in paragraphs 72 and 73 are available for viewing on the BD website (<http://www.bd.gov.hk>).

ENQUIRIES

The contact particulars of the Licensing Unit of BD are at page 2.

Part VI

PROVISIONAL COMPOSITE FOOD SHOP LICENCE

Application and Licensing Procedures

83. Under Food Business Regulation (Cap. 132X), the Licensing Authority may, if such application is made, issue Provisional Composite Food Shop Licence to premises which have met all essential health, ventilation, building and fire safety requirements for the issue of provisional licence imposed by all the Government departments concerned. This enables applicant to operate his / her composite food shop on a provisional basis following certification of compliance of essential requirements, pending the issue of full licence.

84. Application for a provisional licence is entirely optional. Applicant may apply for a provisional licence concurrently with the application for a full licence or at a later stage before the issue of the full licence. Application for a provisional licence without applying for a full licence will not be considered by the Licensing Authority.

85. The licensing procedures of application for provisional Composite Food Shop Licence are similar to those of application for full licence in that the applicant is also required to report compliance by submission of certifications by professionals. The flow chart at **Appendix E** depicts the licensing procedures of application for provisional licence (as well as those of application for full licence).

Criteria for Issue

86. The Licensing Authority will issue a provisional Composite Food Shop Licence if:

- (a) there is no objection in principle to the application for a full licence;
- (b) the applicant has been issued with a list of essential licensing requirements concerning fire safety, building safety, ventilation and health aspect as appropriate and required by concerned departments for the issue of a provisional licence; and
- (c) the Licensing Authority is satisfied that all licensing requirements for provisional licence have been met upon receipt of the Report of Compliance for the Grant of Provisional Composite Food Shop Licence²⁴ from the applicant enclosing the following certificates and documents –
 - (i) Certificate of Compliance A (Health Requirements)²⁴;
 - (ii) Certificate of Compliance B (Building Safety Requirements)²⁴, if applicable;
 - (iii) Certificate of Compliance C (Fire Services Requirements)²⁴, if applicable;
 - (iv) Certificate of Compliance D (Ventilation Requirements)²⁴, if applicable;
 - (v) Certification of Free of Unauthorized Building Works (UBW) for Provisional Licence Application (i.e. UBW-1)²⁵ for issue of provisional licence to confirm that the premises are free of UBW; and
 - (vi) a duly completed nomination form for Hygiene Manager and / or Hygiene Supervisor together with a copy of course certificate(s) of Hygiene Manager and / or Hygiene Supervisor [**Remarks:** the original of the course certificate(s) of Hygiene Manager and / or Hygiene Supervisor should be produced for verification]. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by the FEHD and is awarded a certificate, submission of a copy of the course certificate is not required.

²⁴ A copy of each of the Certificates of Compliance A, B, C and D are at Appendix N.

²⁵ A copy of UBW-1 is at Annex I to Appendix D.

87. If the applicant has been issued with a provisional food business licence of the same nature of food business at the same premises as that of the provisional licence to be applied, the Licensing Authority will refuse his provisional licence application if it is made within three years from the date of expiry of the last provisional licence issued to him. However, the Licensing Authority will continue to process his application for a full licence in respect of the premises under the established licensing policy unless he advises the Licensing Authority otherwise in writing.

88. The following professional persons are recognised by the Licensing Authority for the purpose of certification for the issue of provisional licences:

- (a) authorized persons or registered structural engineers registered under the Buildings Ordinance in respect of health, building safety requirements and free of unauthorized building works at the food premises;
- (b) fire service installation contractors registered under the Fire Services Ordinance in respect of fire service installations and equipment; and
- (c) registered specialist contractors (ventilation works) under the Buildings Ordinance in respect of ventilating systems.

To obtain the lists of the authorized persons and registered structural engineers, registered fire service installation contractors and registered specialist contractors (ventilation works category), please browse the websites of the BD (http://www.bd.gov.hk/english/inform/index_ap.html) and FSD (<http://www.hkfsd.gov.hk/home/eng/cert.html>).

Issue of Licence at the Licence Issuing Offices

89. All applicants (or their authorized representatives) may approach Licence Issuing Offices²⁶ in respective Licensing Offices of the FEHD for issue of the provisional licences over the counter after they have complied with all the relevant licensing requirements stipulated in the letter of requirements for provisional licence. Upon receipt of acceptable Certificate(s) of Compliance certifying compliance with all relevant requirements for provisional licence from the applicant, the provisional licence will be issued within one working day at any Licence Issuing Office.

Validity

90. A provisional licence shall be valid for 6 months to enable the licensee to operate his composite food shop business on a provisional basis following certification of compliance of essential requirements, pending the issue of a full licence.

Renewal

91. The Licensing Authority may in exceptional circumstances renew a provisional licence, before it expires, for only a further period not exceeding 6 months, if it is satisfied that the non-compliance with the outstanding requirements for the issue of a full licence is due to factors beyond the reasonable control of the licensee, his contractors and his agents. Examples of such circumstances are –

- (a) the processing of the full licence application being hindered by a cause which is not attributable to the act, default or omission of the licensee, his contractors and his agents; and
- (b) the occurrence of such events as labour strikes, curfews and natural disasters.

²⁶ The contact means of the Licensing Issuing Offices of the FEHD is at Appendix K.

92. Applicants who intend to apply for renewal of a provisional licence should submit an application three weeks before the expiry of the licence with justification.

Transfer

93. A provisional licence is not transferable except with the consent of the Licensing Authority and that the proposed transferee shall also be the applicant for the full Composite Food Shop Licence. The existing policies and guidelines governing the transfer of full Composite Food Shop Licence will apply to application for the transfer of provisional licence.

Licence Fees

94. The licence fees for the issue and renewal of a provisional Composite Food Shop Licence as listed in **Appendix L** shall be 50% of the fee for a full licence. Nevertheless, if a full licence is issued during the valid period of a provisional licence, refund of part of the fee paid in respect of the provisional licence will be made on a pro-rata basis.

Monitoring

95. Premises issued with a provisional licence will be subject to the licensing requirements and conditions, inspection under the risk-based inspection system and licence suspension / cancellation policies applicable to Composite Food Shop Licence.

Cancellation

96. The provisional licence will be subject to cancellation should there be non-compliance with any of the requirements on health, building safety, fire safety and ventilation pertaining to the provisional licence.

97. The Director of Food and Environmental Hygiene may immediately cancel the provisional licence issued if any information certified correct in the certificates of compliance, certification on free of unauthorized building works (Form UBW-1) or self-declaration on compliance with Government lease conditions submitted by the applicant or his authorized professionals is later found to be incorrect, fraudulent or misleading, or the declaration made is false. The Director of Food and Environmental Hygiene will not exercise his discretion to suspend the “immediate cancellation” decision during the pending period of appeal even if the applicant appeals against the decision to be heard in the respective appeal tribunals.

Important Points to Note
When Choosing Shop Premises for Operating Food Business

When choosing a shop premises, the applicant must ensure that operating food business at the subject shop premises is in compliance with the requirements imposed under the legislation administered by the FEHD and other Government departments as well as the relevant Authorities. Applicants are therefore strongly advised to check well in advance the following documents:

- the Government Lease,
- the Occupation Permit of the building, and
- the relevant statutory plan and the Notes attached to the plan.

The relevant information and documents may be obtained from the offices of the following Government departments:

- ***Land Registry***

- Central Search Office
- Address: 19/F Queensway Government Offices, 66 Queensway, Hong Kong
- Telephone Number: 2867 2871
- A fee will be charged for providing copies of Government Lease and 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
- Telephone Number: 2626 1207 (Handled by "1823")
- A fee will be charged on applying for certified true copy of 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
Telephone Number: 2231 5000
- Free enquiry service is provided on whether the use of premises as composite food shop requires planning permission according to the relevant statutory plan and the Notes attached to the plan.
- The relevant statutory plan and the Notes attached to the plan can be browsed at “Statutory Planning Portal” www.ozp.tpb.gov.hk.
- A copy of the statutory plan and the Notes attached to the plan can be obtained, on payment of the prescribed fee, from the Map Publications Centre of 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).



綜合食物店牌照申請書 APPLICATION FORM FOR COMPOSITE FOOD SHOP LICENCE

注意：填寫此表格前請先詳細閱讀「申請人須知」。

Important: Please read 'NOTICE TO APPLICANT' carefully before completing this form.

致 牌照組助理秘書（其他牌照）

To: Assistant Secretary (Other Licences), Licensing Office

本人欲申請綜合食物店牌照。茲證實本人在本申請書所述的各項詳情，均屬真實正確。

I intend to apply for a Composite Food Shop Licence. I confirm that the particulars set out in this application form are true and accurate.

申請資料

Particulars of Application

（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*：（中文）_____（先生／女士*）
Name of Applicant/ (Chinese) _____ (Mr./Ms.*)
Corporation*
（英文正楷）_____（English in BLOCK letters）
- (2) 香港身分證／護照*號碼：_____ Hong Kong Identity Card/Passport* No.
- (3) 通訊地址：_____
Correspondence Address

- (4) 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.

* 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).

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).

(5) 聯絡人姓名： (中文) _____ (先生／女士*)
Name of Contact Person (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*

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*

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

- (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)

- (8)b 擬開設店鋪的面積： _____ 平方米
Size of the Proposed Shop m^2

- (9) 擬使用的爐具類型及燃料種類（註：在獲發綜合食物店牌照的處所內只可使用電力作為燃料）：
Type(s) of Heating Equipment and Fuel Intended to be Used (Note: Only electricity shall be used as fuel in the premises issued with a Composite Food Shop Licence)

☐ 電力
Electricity

- (10) 店鋪內裝設的空氣調節系統：
Air-conditioning System Intended to be Installed

類型： _____
Type

產地： _____
Country of Manufacture

- (11) 擬申請的暫准牌照：
Provisional Licence Intended to be Applied

☐ 是
Yes

☐ 否
No

- (12) 擬在處所獲簽發綜合食物店牌照前，交還有關處所現有的 _____ 有效牌照及／或許可證，以便本署註銷。

The current _____ licence(s) and/or permit(s) covered by the premises is/are intended to be surrendered for cancellation before the Composite Food Shop Licence is issued.

☐ 是 請列明有關牌照及／或許可證名稱及號碼：
Yes Please state the name and no. of the relevant licence(s) and/or permit(s)

☐ 不適用
Not applicable

- (13) 夾附文件 (見申請人須知)
Enclosures (see **Notice to Applicant**)

- ☐ 建議設計圖則，一式三份
3 identical copies of proposed layout plans
- ☐ 建議通風系統設計圖則，一式三份
3 identical copies of proposed ventilating system layout plans
- ☐ 其他(如有)，請列明： _____
Others (if any), please specify

- (14) 附加資料提供：
Additional Information to be Provided

- ☐ 擬售賣、製造／配製的食物清單(見附件)
List of food items intended to be sold, manufactured/prepared (see **Annex**)

- (15) 水錶編號／用戶編號： _____
Water Meter No./Water Account No.

- (16) 本人明白有責任確保在申請食物業牌照的店鋪處所經營食物業，能符合食物環境衛生署、其他政府部門及有關的主管當局按其執行的法例所訂立的規定，包括政府租契和法定圖則[†]。關於政府租契或法定圖則，如有需要，本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that the operation of a food business at the shop premises under application for a food business licence is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department, other government departments as well as the relevant authorities, including the Government lease and the statutory plan[†]. I will consult professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan.

[†] 「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.

- (17) 本人以中文／英文*為日後的通訊語言。
I would use Chinese/English* for future correspondence.

* 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).

- (18) 除政府物業、房委會物業或已拆售予領匯管理有限公司的物業內的食物業處所外，申請人須夾附聲明書（[FEHB 192](#)），聲明申請牌照的處所經營的食物業，符合政府租契的條件，否則本署無法處理有關申請。

Except for food business premises in Government properties, Housing Authority's properties or the properties divested to The Link Management Limited, the applicant is required to attach a declaration ([FEHB 192](#)) declaring that the operation of the food business at the premises under application is in compliance with Government lease conditions, otherwise this department is unable to process the application.

- (19) 提交申請表前的核對清單：

Checklist before Submission of this Application Form

- ☐ 已閱讀申請人須知
Notice to Applicant has been read
- ☐ 已填妥每一個適用部分（包括附件）
All applicable sections (including the Annex) have been completed
- ☐ 已夾附符合檔案規格的建議設計圖則
Attach copy(ies) of proposed layout plan(s) which conforms to the required file format
- ☐ 已夾附聲明書（FEHB 192）（如適用）
Attach declaration (FEHB 192), if applicable

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

備註：請參閱夾附的申請人須知。

Note: A copy of the **Notice to Applicant** is enclosed for your reference.

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



綜合食物店牌照申請書
APPLICATION FOR A COMPOSITE FOOD SHOP LICENCE
(簽發予以公司名義申請者)
(TO BE ISSUED IN THE NAME OF A CORPORATION)

致 牌照組助理秘書 (其他牌照)

To: Assistant Secretary (Other Licences), Licensing Office

本人欲代表下述公司申請綜合食物店牌照。

I intend to apply for and on behalf of the corporation mentioned below for a Composite Food 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*

Address of Premises Under Application (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*

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

(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： (中文) _____ (先生／女士*)
Name of Managing (Chinese) (Mr./Ms.*)
Director
(英文正楷) _____
(English in BLOCK letters)

(5) 住址： _____
Residential Address

(6) 電話號碼： _____
Tel. No.

(乙) 獲授權人資料

(B) Particulars of the Authorised Person

(1) 獲授權人姓名： (中文) _____ (先生／女士*)
Name of Authorised Person (Chinese) (Mr./Ms.*)
(英文正楷) _____
(English in BLOCK letters)

(2) 香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.

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

(3) 獲授權人在公司擔任的職位： _____
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.

額外流動電話號碼
流動電話號碼^： _____ (申請人) (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.

額外電郵地址
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).

(6) 聯絡人姓名： _____ (中文) _____ (先生／女士*)
Name of Contact Person (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)

獲授權人簽署（代表申請公司）
Signature of Authorised Person
(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 should be submitted to us if the application is made in the name of a corporation, otherwise we will not be able 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) 該名獲授權人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擬議設計圖則，否則本署無法處理有關申請。
The application must be accompanied by 3 identical copies of proposed layout plans of the premises, otherwise this Department is not able to process the application.
- 圖則須以十進制單位及不少於 1:100 的常用比例繪製。
The 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 plans, 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房屋委員會（房委會）物業或政府物業內，申請人須向本署遞交由認可專業人士（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 the Housing Authority (HA)'s properties or government 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 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》
“Certification of Food Business Premises Free of Unauthorised Building Works – Guidelines for Authorised Persons and Registered Structural Engineers” 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（適用於房委會物業和已拆售予領展資產管理有限公司的物業）》
“Certification of Food Business Premises Free of Unauthorised Building Works – Guidelines for Authorised Persons and Registered Structural Engineers (applicable to the HA's properties and the properties divested to Link Asset Management Limited)” 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房委會物業、已拆售予領展資產管理有限公司的物業或政府物業內，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的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 the HA's properties, the properties divested to Link Asset Management Limited or government properties, 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 not be able 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) 在揀選店鋪處所時，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：(1) 政府租契、(2) 樓宇的入伙紙以及 (3) 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: (1) the Government Lease, (2) the Occupation Permit of the building, and (3) 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綜合食物店用途申請規劃許可，提供免費查詢服務。
- 市民可自行透過互聯網，登入「法定規劃綜合網站」（網址：www.ozp.tpb.gov.hk）瀏覽有關法定圖則及其註釋。
- 市民在下列地點繳付指定費用後，便可取得有關法定圖則及其註釋：
地政總署地圖銷售處
香港北角渣華道 333 號北角政府合署 23 樓
（電話號碼：2231 3187）或九龍彌敦道 382 號地下（電話號碼：2780 0981）

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 as composite food shop requires planning permission according to the relevant statutory plan and the Notes attached to the plan
- The relevant statutory plan and the Notes attached to the plan can be browsed at “Statutory Planning Portal” (www.ozp.tpb.gov.hk).
- A copy of the statutory plan and the Notes attached to the plan can be obtained, on payment of the prescribed fee, from the Map Publication 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條款 (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/licensing/guide.html）。此外，申請人亦可到本署牌照組辦事處或分區環境衛生辦事處（見下文第 (13) 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/licensing/guide.html>. The Guide is also available at our Licensing Offices or District Environmental Hygiene Offices (see paragraph (13) 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 application for provisional/full licence are already covered by a valid food business licence/permit, the licence will not be issued until the existing licence/permit has been cancelled.

- (10) 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 food business licence will be deemed withdrawn if the applicant fails to comply with all licensing requirements after the above period of time.

- (11) 倘出現下列情況，食物環境衛生署署長可即時取消已簽發的正式綜合食物店牌照或暫准綜合食物店牌照：

The Director of Food and Environmental Hygiene may immediately cancel a full Composite Food Shop Licence or provisional Composite Food Shop Licence so issued if:

- (a) 若專業人士簽發的證明書在屋宇署、地政總署、隸屬房屋局常任秘書長辦公室的獨立審查組或建築署（視何者適用而定）進一步審閱、審核和核實後，發現有關處所內有違建工程，又或發現證明書內的資料屬虛假、不正確或具誤導性的資料（不論是故意提供與否）；

unauthorised building works are subsequently detected when the professional certificate subject to further examinations, auditing and verification by the Buildings Department, Lands Department, Independent Checking Unit (ICU) under the Office of the Permanent Secretary for Housing or Architectural Services Department (as appropriate), and that the information in those certifications is found to be false, incorrect or misleading, whether willfully so or otherwise;

- (b) 地政總署證實在有關處所經營食物業抵觸政府租契的條款，或符合政府租契條款聲明書上的資料虛假不實（不論是故意提供與否）；

Lands Department confirms that the operations of food business at the premises is in breach of Government lease conditions or the Declaration on Compliance with Government Lease Conditions is false, whether willfully so or otherwise;

- (c) 發現正式綜合食物店牌照符合規定證明書 AA（衛生條件）內的資料在要項上屬虛假或具誤導性的資料（不論是故意提供與否）；

any information certified to be correct in the Certificate of Compliance AA for Full Composite Food Shop Licence (Health Requirements) is found to be false or misleading in a material particular, whether willfully so or otherwise;

- (d) 發現經核證為符合申請所關乎的食物業處所布局設計圖則在要項上屬虛假或具誤導（不論是故意提供與否）；或

the plan submitted for approval which has been vetted and certified to be in conformity with the layout of the food premises to which the application relates is found to be false or misleading in a material particular, whether willfully so or otherwise; or

- (e) 發現其他符合規定證明書（例如符合規定證明書（第一類規定）、符合規定證明書（第二類規定））內的資料屬虛假、不正確或具誤導性的資料（不論是故意提供與否）。

any information certified to be correct in other certificates of compliance (e.g. Certificate of Compliance (Category 1 Requirements), Certificate of Compliance (Category 2 Requirements) is found to be false, incorrect or misleading, whether willfully so or otherwise.

即使申請人向有關上訴委員會提出上訴，在等候上訴期間，食物環境衛生署署長將不會運用其酌情權暫停執行即時取消牌照的決定。

The Director of Food and Environmental Hygiene will not exercise his discretion to suspend the "immediate cancellation" decision during the pending period of appeal even if the applicant appeals against the decision to be heard in the respective appeal tribunals.

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

Pursuant to Section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director of Food and Environmental Hygiene 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.

(13) **牌照組辦事處**

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（其他牌照）
電話號碼：2879 5720

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（其他牌照）
電話號碼：2729 1298

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（其他牌照）
電話號碼：3183 9225

Licensing Offices

Hong Kong & Islands

Assistant Secretary (Other Licences), Licensing
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5720

Kowloon

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

New Territories

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

分區環境衛生辦事處

港島區及離島區

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：2853 2504 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 3606 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

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.: 2853 2504 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 3606 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

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 3627 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 6943 傳真號碼：2748 6937

黃大仙區環境衛生辦事處

九龍彩虹道 121 號大成街街市大樓 3 樓
電話號碼：2997 9005 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

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 1957 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 9111 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 2815 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

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 3627 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 6943 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 9005 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

New Territories**Sha Tin District Environmental Hygiene Office**

Unit 1201-1207, 1220-1221, 12/F, Tower 1,
Grand Central Plaza, 138 Rural Committee
Road, Sha Tin, New Territories
Tel. No.: 2634 1957 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 9111 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 2815 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

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：2619 9482 傳真號碼：2480 4023

Kwai Tsing District Environmental Hygiene Office

9/F, Kwai Hing Government Offices Building,
166-174 Hing Fong Road, Kwai Chung,
New Territories
Tel. No.: 2619 9482 Fax No.: 2480 4023

荃灣區環境衛生辦事處

新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓
電話號碼：2212 9735 傳真號碼：2414 8809

Tsuen Wan District Environmental Hygiene Office

3/F, Yeung Uk Road Municipal Services Building,
45 Yeung Uk Road, Tsuen Wan,
New Territories
Tel. No.: 2212 9735 Fax No.: 2414 8809

屯門區環境衛生辦事處

屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓
電話號碼：2451 3113 傳真號碼：2452 6559

Tuen Mun District Environmental Hygiene Office

1/F & 3/F, Tuen Mun Government Offices Building,
1 Tuen Hi Road, Tuen Mun, New Territories
Tel. No.: 2451 3113 Fax No.: 2452 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

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

擬出售的食物及／或配製食物以供出售的食物清單：
List of Food Items Intended to be Sold and/or Prepared for Sale

- | | |
|--|--|
| <input type="checkbox"/> 配製及出售軟雪糕
Preparation and sale of soft ice-cream | <input type="checkbox"/> 配製及出售冰凍含汽飲料
Preparation and sale of frozen carbonated beverages |
| <input type="checkbox"/> 配製及出售壽司
Preparation and sale of sushi | <input type="checkbox"/> 配製及出售刺身
Preparation and sale of sashimi |
| <input type="checkbox"/> 配製及出售供不經烹煮而食用的蠔
Preparation and sale of oysters to be eaten in raw state | <input type="checkbox"/> 配製及出售咖啡
Preparation and sale of coffee |
| <input type="checkbox"/> 配製及出售沙律
Preparation and sale of salad | <input type="checkbox"/> 配製及出售茶
Preparation and sale of tea |
| <input type="checkbox"/> 配製及出售三文治
Preparation and sale of sandwiches | <input type="checkbox"/> 翻熱預先烹煮的食物以供出售
Reheating of pre-cooked food for sale |
| <input type="checkbox"/> 配製及出售夾餅
Preparation and sale of waffles | <input type="checkbox"/> 出售燒味
Sale of siu mei |
| <input type="checkbox"/> 出售切開的水果
Sale of cut fruit | <input type="checkbox"/> 出售滷味
Sale of 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*
Sale of non-bottled drinks in pressurised containers by means of a manual dispensing machine* | <input type="checkbox"/> 出售在處所內以拌料／果汁加水沖製的非瓶裝飲料
Sale of non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises |
| <input type="checkbox"/> 出售涼粉
Sale of leung fan | <input type="checkbox"/> 出售在處所內榨取的鮮果汁
Sale of fresh fruit juices extracted on the premises |
| <input type="checkbox"/> 出售涼茶
Sale of Chinese herb tea | <input type="checkbox"/> 出售用雪糕杓售賣的冰凍甜點
Sale of frozen confections sold by the scoop |
| <input type="checkbox"/> 出售奶類及奶類飲品
Sale of milk and milk beverages | <input type="checkbox"/> 以售賣機出售食物
Sale of food by a vending machine |
| <input type="checkbox"/> 出售預先包裝壽司
(供應自持牌食物製造廠)
Sale of prepackaged sushi
(supplied from licensed food factory) | <input type="checkbox"/> 出售由製造商供應的原杯及原包裝冰凍甜點
Sale of frozen confections in manufacturers' cups and wrappers |
| <input type="checkbox"/> 出售預先包裝供不經烹煮而食用的蠔
(供應自持牌食物製造廠)
Sale of prepackaged oysters to be eaten in raw state
(supplied from licensed food factory) | <input type="checkbox"/> 出售預先包裝刺身
(供應自持牌食物製造廠)
Sale of prepackaged sashimi
(supplied from licensed food factory) |

* 已包括於綜合食物店內用人工操作的調配分售機售賣非瓶裝飲料（咖啡／茶）。
Including sale of non-bottled drinks (coffee/tea) by means of a manual dispensing machine in the composite food shop.

☐ 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；以及 carrying out activities relating to applications for the issue/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority; and
- (b) 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 relevant laws and regulations applicable to the food business and other trades.

你在本表格上填報的個人資料，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本署轄下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），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) 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，可向相關分區牌照組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:

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,
Wan Chai, 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

聲明書
DECLARATION

(A) 日期（日／月／年）： _____
Date (dd/mm/yyyy)

(B) 聲明者個人資料：
Personal Particulars of Person Making the Declaration

（倘以公司名義提出申請，請填寫獲授權人資料。）
(Please fill in particulars of the authorised person if the application is made in the name of a corporation.)

姓名： _____ 年齡／性別： _____ / _____
Name Age/Sex

香港身份證／護照*號碼： _____ 電話： _____
Hong Kong Identity Card/Passport* No. Tel. No.

通訊地址： _____
Correspondence Address

(C) 申請簽發／轉讓*食物業牌照類別： _____
Type of Food Business Licence Under
Application for Issue/Transfer*

(D) 申請簽發／轉讓*食物業牌照的處所地址： _____
Address of Premises Under Application
for Issue/Transfer* of Food Business Licence

(E) 聲明內容：
Declaration

本人聲明：
I DECLARE as follows:

(1) 本人明白在上文 (D) 段列明的處所經營（ _____ ）（食物業類別），必須符合相關的政府租契條款，否則本人／本公司*的簽發／轉讓*（ _____ ）（食物業類別）牌照申請將會被拒。

I understand that the operation of a (_____) (type of food business) at the premises stated in paragraph (D) above should be in compliance with the relevant Government lease condition(s). Otherwise, my/the corporation's* application for the issue/transfer* of a (_____) (type of food business) licence will be refused.

(2) 本人已／並未*查閱相關的政府租契條款。

I have/have not* checked the relevant Government lease condition(s).

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

(3) 本人確認在上文 (D) 段列明的處所經營(_____)符合相關的政府租契條款。

(食物業類別)

I confirm that the operation of a (_____) at the premises
(type of food business)

stated in paragraph (D) above is in compliance with the relevant Government lease condition(s).

(4) 本人明白如作出虛假聲明，已獲准簽發／轉讓*的牌照可能會被取消。

I understand that if this declaration is false, the licence granted for issue/transfer* may be cancelled.

(5) 本人已閱讀此聲明書夾附的「申請人須知」，並明白其中的內容。

I have read and understood the “Notice to Applicant” attached to this declaration.

牌照申請人／獲授權人（以公司名義申請）／擬議承讓人*簽署
Signature of Applicant/Authorised Person (Corporation as Applicant)/
Proposed Transferee*

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

申請人須知
NOTICE TO APPLICANT

揀選處所時，申請人須確保在該處所經營食物業，符合相關的政府租契條款。如該處所的用途不符合政府租契條款（例如違反對厭惡性行業的限制[#]、違反用途限制等），處所業主可向地政總署申請修訂租契條款、短期豁免書或厭惡性行業許可證（視乎屬何情況而定）。地政總署會根據既定政策和程序審批申請。申請人應盡早查閱相關政府租契的條款，確保所選土地／處所擬作的用途屬租契容許的範疇。申請人可於網上 (https://www1.iris.gov.hk/eservices/welcome.jsp?language=zh_TW)，或從土地註冊處客戶服務中心（地址如下）取得相關政府租契的複本。如對政府租契條款、查閱資料程序或跟進事宜有疑問，請諮詢獨立專業人士。

When choosing premises, the applicant must ensure that the operation of food business at the subject premises is in compliance with the relevant Government lease condition(s). If the use of a premises is not in compliance with the Government lease (e.g. breach of the offensive trade restriction[#], the user restriction, etc.), the owner of the premises can apply to Lands Department (LandsD) for a lease modification, a temporary waiver or an offensive trades licence (as the case may be). LandsD will process such application in accordance with the established policy and procedures. The applicant is strongly advised to check well in advance the relevant Government lease condition(s) to ensure that the intended use of the land/premises is permitted under the Government lease. A copy of the Government lease may be obtained on-line (<https://www1.iris.gov.hk/eservices/welcome.jsp?language=en>) or from the Customer Centre of the Land Registry (see address below). The applicant may consult an independent professional if there is any query on the relevant Government lease condition(s), the procedures for accessing information or follow-up action.

土地註冊處

- 客戶服務中心
- 地址：香港金鐘道 66 號金鐘道政府合署 19 樓
- 查詢電話：2867 2871
- 網址：<https://www.iris.gov.hk/eservices/>
- 該處會收取提供政府租契及入伙紙（如已在土地註冊處登記）複本的服務費用。

Land Registry

- Customer Centre
- Address: 19/F, Queensway Government Offices, 66 Queensway, Hong Kong
- Enquiry No.: 2867 2871
- Website: <https://www.iris.gov.hk/eservices/>
- 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.

[#] 關於所述限制（一般稱作「厭惡性行業條款」），可參考《地政處作業備考編號 3/2023》。由 2023 年 3 月 31 日開始，凡經營之業務持有並依照（甲）普通食肆牌照或（乙）小食食肆牌照或（丙）烘製麵包餅食店牌照或（丁）食物製造廠牌照或（戊）新鮮糧食店牌照或（己）冰凍甜點製造廠牌照或（庚）奶品廠牌照或（辛）燒味及滷味店牌照或（壬）綜合食物店牌照營運，若其政府地契載有限制製糖、油料、售肉、食物供應及旅館業務的厭惡性行業條款，地政總署會放寬現行申領厭惡性行業許可證的安排。該作業備考可從地政總署網站 (<https://www.landsd.gov.hk/tc/resources/practice-notes/lao.html>) 下載。

Reference may be made to the LAO Practice Note No. 3/2023 about the concerned restriction (commonly known as the “offensive trades clause”). With effect from 31st March 2023, LandsD would relax the existing requirement of applying for an offensive trades licence in respect of the trades of sugar-baker, oilman, butcher, victualler and tavern-keeper contained in the offensive trades clause in Government Lease provided that the operation of the business or businesses is permitted under and in accordance with (a) a General Restaurant Licence or (b) a Light Refreshment Restaurant Licence or (c) a Bakery Licence or (d) a Food Factory Licence or (e) a Fresh Provision Shop Licence or (f) a Frozen Confection Factory Licence or (g) a Milk Factory Licence or (h) a Siu Mei and Lo Mei Shop Licence or (i) a Composite Food Shop Licence. Such Practice Note can be downloaded from LandsD’s website (<http://www.landsd.gov.hk/en/resources/practice-notes/lao.html>).

Guidelines on Unauthorized Building Works

1. Form UBW-1
(Annex I)
2. Form UBW-2
(Annex II)
3. Flowchart for Audit Checking of Certification (Form UBW-1) for Provisional Licence
(Annex III)
4. Flowchart for Audit Checking of Certification (Form UBW-2) for Full Licence
(Annex IV)

**Certification of Food Business Premises Free of
Unauthorised Building Works (UBW) for Provisional Licence Application
(Form UBW-1)**

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

being the Authorised Person(AP)/Registered Structural Engineer(RSE)* registered under Section 3 of the Buildings Ordinance (Cap. 123) do hereby certify and declare that:

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

I personally inspected _____
(Shop sign in English)

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

_____ which is under application for issue/transfer* of a provisional food business

licence by _____ (_____) (_____) (Name of applicant/transferee* in English) (Name of applicant/transferee* in Chinese)

The inspection was conducted in accordance with the Guidelines for Authorised Person and Registered Structural Engineer for Certification of Food Business Premises free of Unauthorised Building Works (Guidelines) issued by the Director of Buildings (D of B), Director of Lands (D of L) or the Independent Checking Unit (ICU), as appropriate.

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

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

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

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

* Please delete where appropriate.

☐ Please tick the appropriate box(es).

^ (c) In accordance with paragraphs 4 to 9 of the Guidelines of the D of B/paragraphs 5 to 10 of the Guidelines of the ICU*, I certify that the subject premises is free of UBW except those mentioned in paragraph (d) below.

^ (d) In accordance with paragraph 6 and Appendix C of the Guidelines of the D of B/paragraph 7 and Appendix C of the Guidelines of the ICU*, I have inspected the following UBW[#] and was satisfied that they are not in dilapidated or dangerous condition:

(e) In accordance with paragraphs 4 to 9 and Appendix C of the Guidelines of the D of B/paragraphs 5 to 10 and Appendix C of the Guidelines of the ICU*, I attach the plan(s) showing UBW mentioned in paragraph (d) and record photos taken during my inspection showing the conditions of the subject premises and external walls of the premises and UBW mentioned in paragraph (d) to support my certification.

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

Description of documents (File reference of private building, excluding the divested Housing Authority's properties)*

Description of documents (Applicable to New Territories Exempted Houses)*

Description of documents (Applicable to the divested Housing Authority's properties)*

* Please delete where appropriate.

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

Date (dd/mm/yyyy)

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

Certificate of registration number[@]: _____

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

Registered address: _____

Contact telephone No.: _____ Contact fax No.: _____

Contact email address: _____

Matters to Note:

[^] Please delete where appropriate. Only one Authorised Person(AP)/Registered Structural Engineer(RSE) should certify paragraph (c). In case of different UBW in the food business premises are to be certified by different APs/RSEs, each AP/RSE should submit a separate certification. If the AP/RSE certifying paragraph (c) is based on his/her and another AP/RSEs' certification of paragraph (d), that AP/RSE should specify in paragraph (c) of his/her certification.

Itemise the UBW with detailed description including their condition, essential dimensions and locations and use separate sheets if necessary. The itemised UBW shall be indicated on the latest licence layout plan attached with the Form UBW-1. The separate sheets should be endorsed by the AP/RSE.

[@] In accordance with the registration record.

* Please delete where appropriate.

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

Statement of Purpose

1. Purposes of Collection

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

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

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

2. Class of Transferees

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

3. Access to Personal Data

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

4. Enquiries

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

Hong Kong & Islands

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

Kowloon

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

New Territories

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



**Certification of Food Business Premises Free of
Unauthorised Building Works (UBW) for Full Licence Application
(Form UBW-2)**

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

being the Authorised Person(AP)/Registered Structural Engineer(RSE)* registered under Section 3 of the Buildings Ordinance (Cap. 123) do hereby certify and declare that :

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

I personally inspected _____
(Shop sign in English)

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

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

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

The inspection was conducted in accordance with the Guidelines for Authorised Person and Registered Structural Engineer for Certification of Food Business Premises free of Unauthorised Building Works (Guidelines) issued by the Director of Buildings (D of B), Director of Lands (D of L) or the Independent Checking Unit (ICU), as appropriate.

- ^(b) ☐ I have read the Letter of Requirements addressed to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 1) and understand the contents thereof.
(Not applicable to transfer of food business licence) or
- ☐ I have read the Memorandum issued by the Buildings Department (BD)/ICU* and copied to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 2)
(file ref.: _____) and understand the contents thereof.
(Not applicable to transfer of food business licence)

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

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

* Please delete where appropriate.

☐ Please tick the appropriate box(es).

^(c) In accordance with paragraphs 4 to 9 of the Guidelines of the D of B/paragraphs 5 to 10 of the Guidelines of the ICU*, I certify that the subject premises is free of UBW except those mentioned in paragraph (d) below.

^(d) In accordance with paragraph 6 and Appendix C of the Guidelines of the D of B/paragraph 7 and Appendix C of the Guidelines of the ICU*, I have inspected the following UBW[#] and was satisfied that they are not in dilapidated or dangerous condition:

^(e) In accordance with paragraph 6 of the Guidelines of the D of B/paragraph 7 of the Guidelines of the ICU*, I have inspected the following UBW[#] and based on the attached supporting structural justification and my site inspection(s), I was satisfied that they are structurally safe and not in dilapidated or dangerous condition:

(f) In accordance with paragraphs 4 to 9 and Appendix C of the Guidelines of the D of B/paragraphs 5 to 10 and Appendix C of the Guidelines of the ICU*, I attach the plan(s) showing UBW mentioned in paragraphs (d)* and (e)* and record photos taken during my inspection showing the conditions of the subject premises and external walls of the premises and UBW mentioned in paragraphs (d)* and (e)* to support my certification.

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

Description of documents (File reference of private building, excluding the divested Housing Authority's properties)*

Description of documents (Applicable to New Territories Exempted Houses)*

* Please delete where appropriate.

Description of documents (Applicable to the divested Housing Authority's properties)*

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

Date (dd/mm/yyyy)

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

Certificate of registration number[@]: _____

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

Registered address: _____

Contact telephone No.: _____ Contact fax No.: _____

Contact email address: _____

Matters to Note:

[^] Please delete where appropriate. Only one Authorised Person(AP)/Registered Structural Engineer(RSE) should certify paragraph (c). In case of different UBW in the food business premises are to be certified by different APs/RSEs, each AP/RSE should submit a separate certification. If the AP/RSE certifying paragraph (c) is based on his/her and another AP/RSEs' certification of paragraphs (d) and (e), that AP/RSE should specify in paragraph (c) of his/her certification.

[#] Itemise the UBW with detailed description including their condition, essential dimensions and locations and use separate sheets if necessary. The itemised UBW shall be indicated on the latest licence layout plan attached with the Form UBW-2. The separate sheets should be endorsed by the AP/RSE.

[@] In accordance with the registration record.

^{*} Please delete where appropriate.

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

Statement of Purpose

1. Purposes of Collection

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

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

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

2. Class of Transferees

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

3. Access to Personal Data

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

4. Enquiries

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

Hong Kong & Islands

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

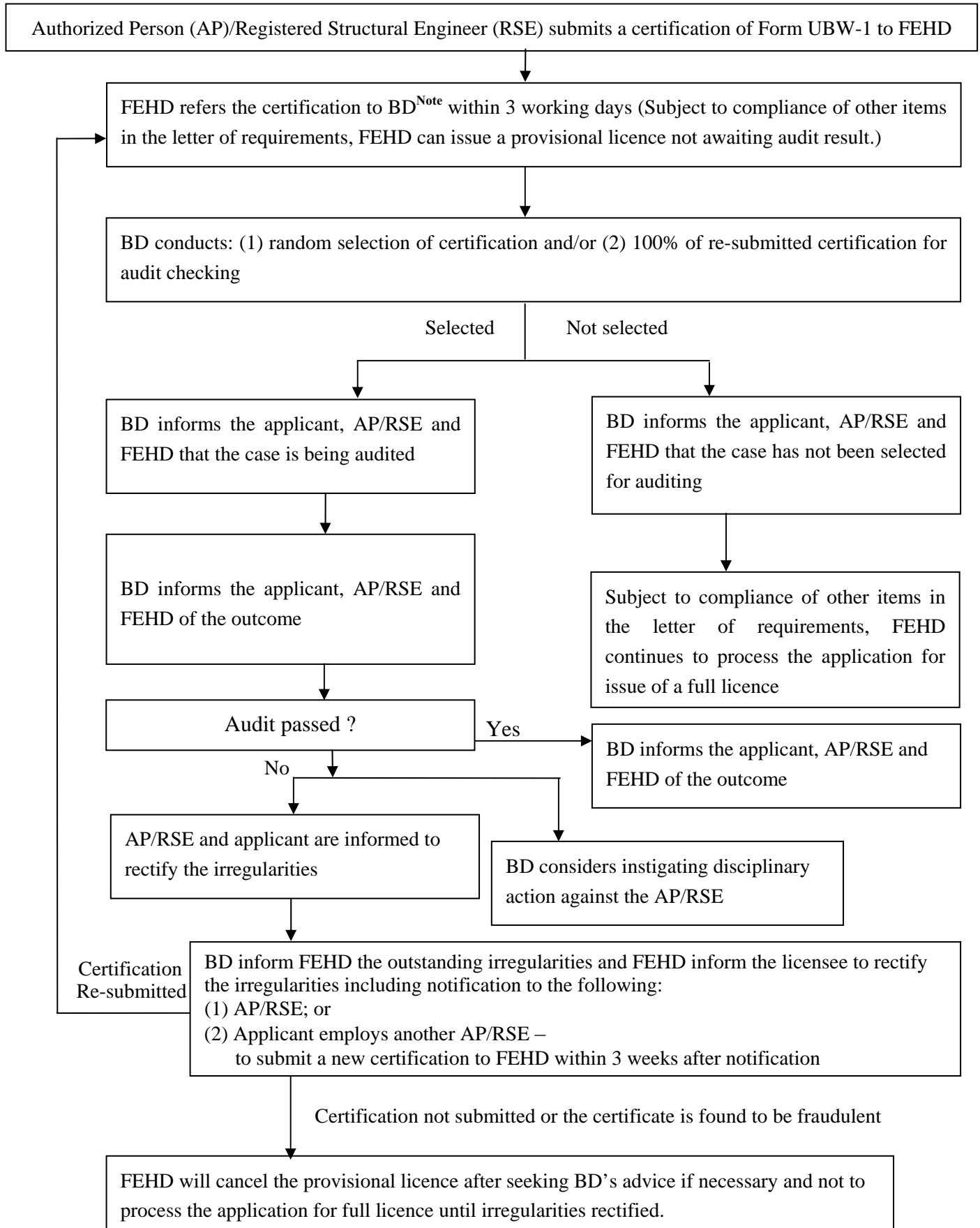
Kowloon

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

New Territories

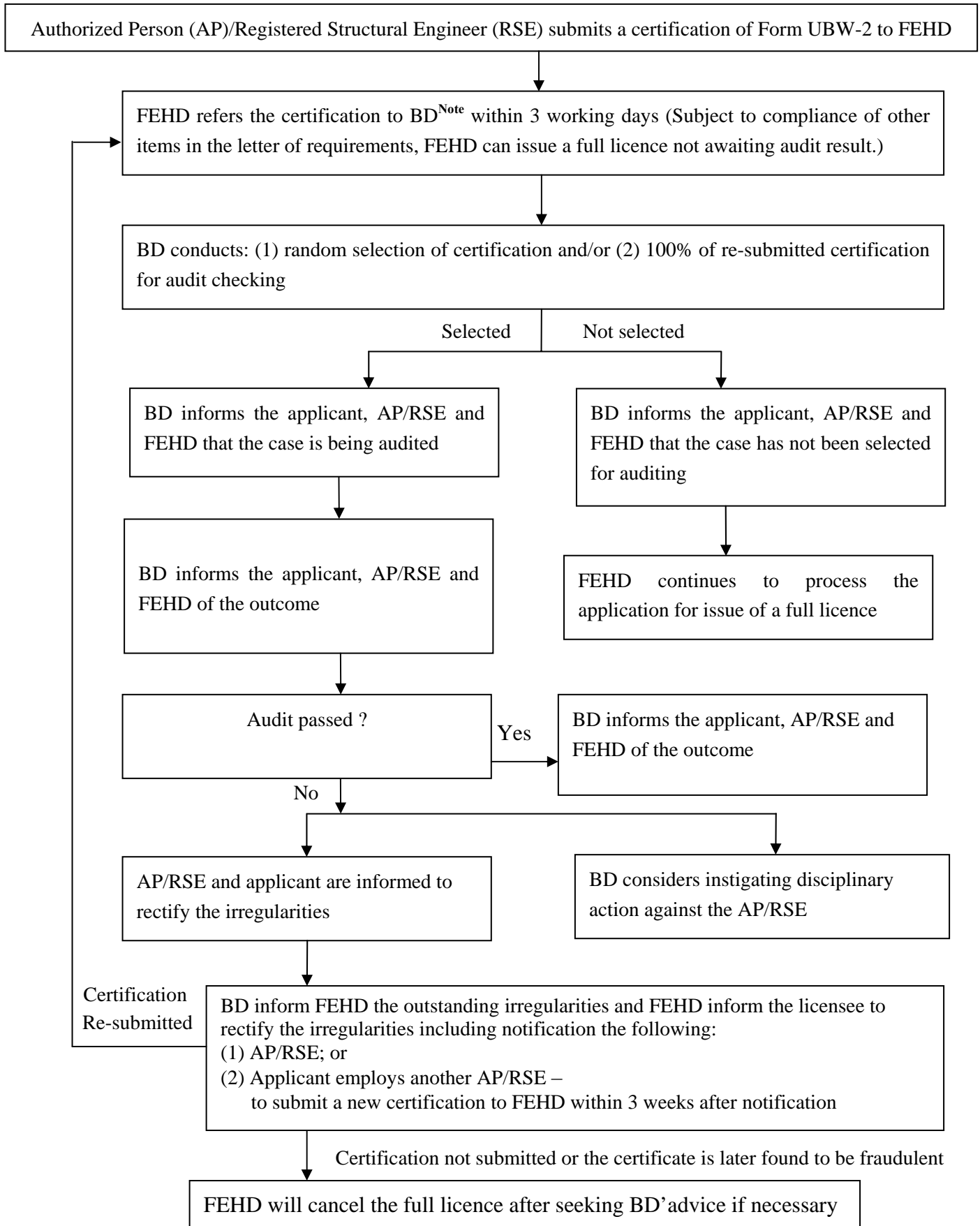
Assistant Secretary, Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9234

Flowchart for Audit Checking of Certification (Form UBW-1) for Provisional Licence



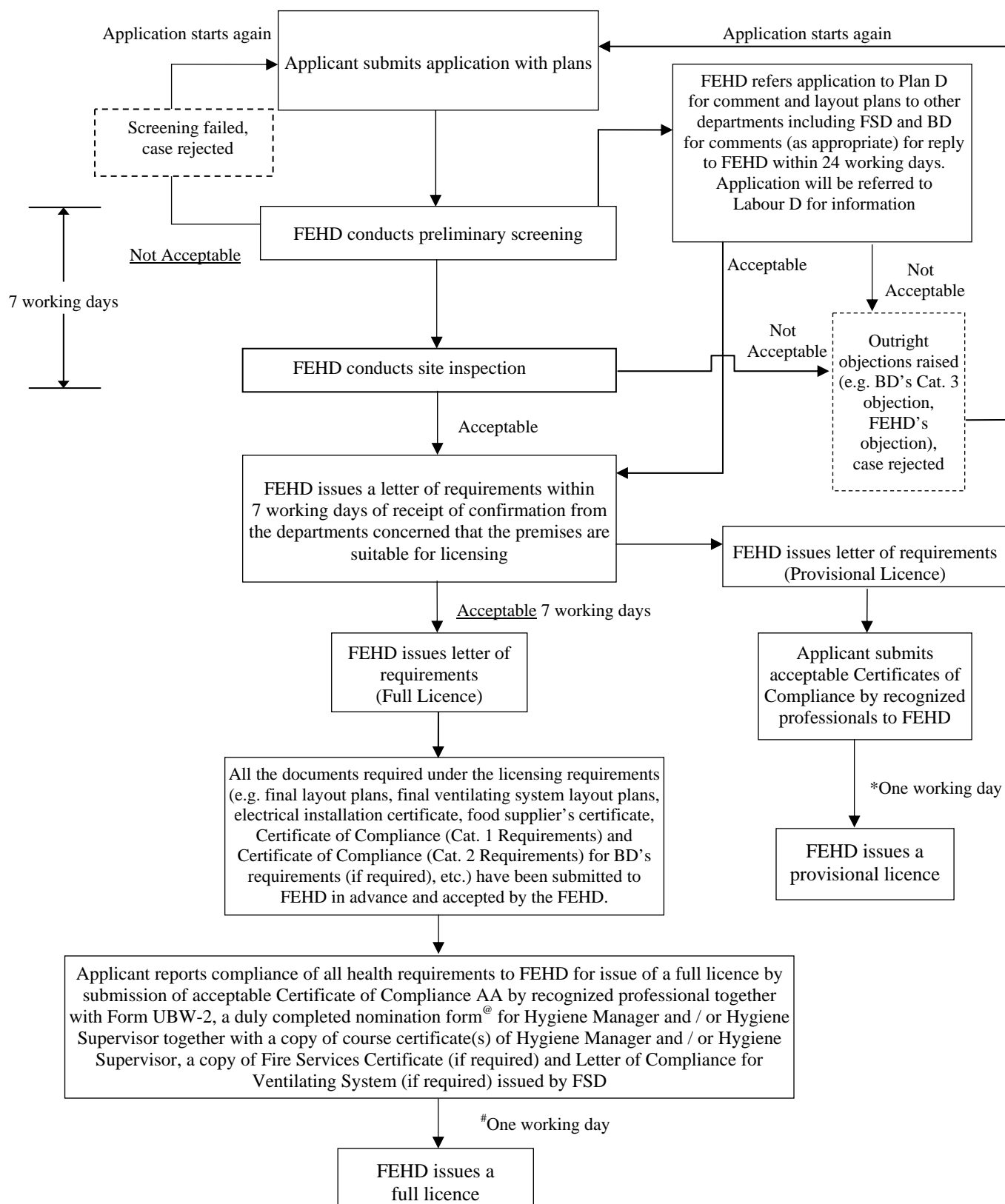
Note: The ICU and Lands Department play similar role as the BD for premises under their purview.

Flowchart for Audit Checking of Certification (Form UBW-2) for Full Licence



Note: The ICU and Lands Department play similar role as the BD for premises under their purview.

Flow Chart Showing Composite Food Shop Licensing Procedures



Legend:

- * The applicant may approach the Licence Issuing Office for issue of the provisional licence over the counter.
- # The applicant may approach the Licence Issuing Office for issue of the full licence over the counter.
- ® 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.

Remarks: Respective Certificates of Compliance will be audited by the concerned departments.

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

HEALTH REQUIREMENTS FOR THE ISSUE OF PROVISIONAL COMPOSITE FOOD SHOP LICENCE

Standard Requirements

1. Floor of food room

The floor of every food room 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.)

2. Walls and ceiling of food room

The internal surfaces of walls and partitions of every food room shall be surfaced with smooth non-absorbent materials or tiles to a height of not less than 2 metres. The junctions between the walls, partitions and floors must be coved (rounded). Remaining surfaces of walls and ceiling shall be rendered impervious to dust.

3. Food room area

Not less than _____ square metres must be allocated for food preparation and scullery purposes in _____.

4. Food counter

Food counter shall be constructed of brick or other substantial and impervious material to a height of not less than 750 mm and permanently fixed into position. Such counter must be surfaced with impervious material both on the top and on the side facing the food preparation / scullery space. *The food preparation space behind the counter shall be separated from the street in front and the retailing section at side by fixed glazed panel carried up from the counter to the full height of the premises. The glazed panel at the side shall be fixed to the foremost portion of the counter along the length to an extent not less than 1.2 metres.

5. Toilets

At least one watercloset, one urinal and one wash-hand basin shall be provided on the premises for the use of the employees. Where the number of employees, male or female, or both, does not exceed 10, the premises shall be provided not less than one watercloset and

* Please delete where appropriate.

one wash-hand basin. If the premises are designed to accommodate more than 25 employees, at least 50% of the provision required for the issue of a Composite Food Shop Licence shall be provided.

6. Water supply

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

7. Sinks

At least one wash-up sink of glazed earthenware, stainless metal or other approved material of not less than 450mm in length (measured between the top inner rims) shall be provided in each food preparation room and scullery accommodation. Every sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

8. Wash-hand basins

In addition to the number of wash-hand basins required under requirement No.5 above, at least one wash-hand basin of glazed earthenware or other materials of not less than 350mm in length (measured between the top inner rims) as approved by the Director of Food and Environmental Hygiene shall be provided in each food preparation room and scullery accommodation. For large food rooms which accommodate a large number of staff, the standard provision is one basin for every 20 staff. Every basin shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

9. Grease traps

One or more grease traps shall be provided to prevent the discharge of grease or oil into any drain or sewer.

(**Note:** The installation of any underground grease traps requires the approval of the Building Authority. It is the responsibility of the applicant to seek such approval.)

10. Manholes

No manhole shall be situated inside any food preparation room and scullery accommodation.

11. Soil, waste and rain-water pipes

Any soil/waste/rain-water pipe inside any food room and scullery 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 enclosures.

(***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.)

12. Extraction and propulsion fans

- (a) Extraction fans and / or propulsion fans of the capacity indicated must be installed at the following points :
 - (i) (state no.) extraction fan with ____ m³ / min capacity in (state position) .
 - (ii) (state no.) propulsion fan with ____ m³ / min capacity in (state position) .
- (b) All propulsion fans installed on the premises must serve the purpose of obtaining fresh air from the open air at a height of not less than 2.5 metres from the ground or street level and 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.
- (c) All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 metres above the ground or street level and in such a manner as not be a nuisance.

13. Refrigerators

Adequate refrigerators shall be provided for the storage of 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.

14. 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 cubic metre for every square metre of the food room area required.

15. Supervision of food business by trained persons

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

- a. 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.
- b. 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.

or

(Applicable to food premises that are required to appoint a Hygiene Manager only):

- a. Submission to the Director of Food and Environmental Hygiene 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 and is awarded a certificate. The full time duty will require working in the premises for not less than 8 hours a day.

or

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

- a. 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. 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.

16. Certification on free of unauthorized building works

Certificate made by recognized professional(s) (i.e. Authorized Persons / Registered Structural Engineers registered under section 3 of the Buildings Ordinance (Chapter 123 of the Laws of Hong Kong)) in prescribed form(s) (FEHB 190) as in accordance with the Guidelines for Authorized Persons and Registered Structural Engineers for certification of the food business premises are free of unauthorized building works issued by the Director of Buildings, Director of Lands or Independent Checking Unit under the Office of the Permanent Secretary for Housing, where appropriate, shall be submitted to the Food and Environmental Hygiene Department.(Except for food business premises in Government properties and Housing Authority's properties.)

17. Compliance with Government lease conditions

A declaration (FEHB 192) by the applicant of a food business licence declaring that the operation of a composite food shop at the premises is in compliance with Government lease conditions shall be submitted to the Food and Environmental Hygiene Department.
(Except for food business premises in Government properties, Housing Authority's properties or the divested Housing Authority's properties.)

- * The imposition of non-standard requirements will depend on the circumstances of each individual application.

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.

STANDARD REQUIREMENTS
FULL COMPOSITE FOOD SHOP LICENCE

IMPORTANT

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

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 Fire Services, the Building Authority, the Labour Department or any other Government Departments.

1. Layout plans

- (1) Before the issue of a licence, the applicant is required to provide three copies of a plan, drawn to scale in metric units, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene.
- (2) The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director of Food and Environmental Hygiene.
- (3) Both the applicant and the authorized person / registered structural engineer appointed by the applicant are required to sign with date on each copy of the final layout plan certifying that it is in conformity with the existing layout of the food premises to which the application relates.

- (Note:** (a) For the purpose of meeting this requirement, professional plans are not necessary. However, if structural or drainage alterations are carried out, the plans forwarded to the Building Authority must be presented by an authorized person.
- (b) If any change is to be made to the original layout plan submitted with the application, the applicant is required to submit afresh three copies of an amended plan for re-consideration of the Director of Food and Environmental Hygiene.
- (c) The exact boundaries of the to-be-licensed area of the premises and also the usage of each part of the premises should be clearly indicated on plan.
- (d) Individual specified foods or specified class of foods sharing common work space, equipment or facilities to be sold and / or prepared for sale in each food room, separate portions of a food room and other parts of the premises should be clearly indicated on plan.)
- (e) The respective boundary of the area allocated for the sale and / or preparation for sale of each specified food and its related equipment or facilities in a food room should be demarcated clearly by **broken lines** and indicated clearly as appropriate on the layout plan.
- (f) The respective boundary of the area allocated for the sale and / or preparation for sale of each specified class of foods sharing same common work space, equipment or facilities and their related equipment or facilities in a food room should be demarcated clearly by **broken lines** and indicated clearly as

appropriate on the layout plan.)

2. **Food room area**

Not less than _____ square metres must be allocated for food preparation and scullery purposes in _____.

3. **Floor**

The floor of every food room 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 ceilings**

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

5. **Water supply**

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

6. **Ablution facilities**

(State no.) / _____ / _____ * wash-hand basin(s) of glazed earthenware or other approved material of not less than 350 mm in length (measured between the top inner rims) must be installed in (state position) / _____ / _____. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste-pipe connected to a proper drainage system.

(**Note:** At least one wash-hand basin shall be provided in each food room, additional wash-hand basin may be required when necessary. One separate wash-hand basin for the sale of siu mei and / or lo mei in the same food room shall be installed. One separate wash-hand basin shall be installed in the separate or designated portion for the preparation and sale of sushi / sashimi / oyster to be eaten in raw state in the same food room.

7. **Scullery accommodation**

(State no.) / _____ / _____ * wash-up sink(s) of glazed earthenware, stainless metal or other approved material of not less than 450 mm in length (measured between the top inner rims) shall be installed in (state position) / _____ / _____. Every sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste-pipe connected to a proper drainage system.

* Please delete where appropriate.

(Note: At least one wash-up sink shall be provided in each food room, additional wash-up sink may be required when necessary. One separate wash-up sink for the sale of siu mei and / or lo mei in the same food room shall be installed. One separate wash-up sink shall be installed in the separate or designated portion for the preparation and sale of sushi / sashimi / oyster to be eaten in raw state in the same food room.

8. Manholes and drain pipes in food rooms

- (1) No manhole shall be situated inside any food room (including food preparation room and scullery accommodation).

(Note: Any manhole situated inside any food room (including food preparation room and scullery accommodation) must be resited outside such food room. The resiting of manhole is a drainage alteration which requires the approval from the Building Authority. It is the applicant's responsibility to seek such approval.)

- (2) Any soil / waste / rain-water pipe inside any food room (including food preparation room and scullery 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.)

9. Grease-traps

One or more grease traps must be provided to prevent the discharge of grease or oil into any drain or sewer.

(Note: (1) A sketch design is attached for reference.

- (2) Underground grease-traps may require the approval of the Building Authority. It is the applicant's responsibility to seek such approval.)

10. Sanitary fitment

(State no.) watercloset(s) and (state no.) flush urinal(s) for male and (state no.) watercloset(s) for female must be installed in staff toilet(s) / 1 watercloset for staff of both sexes must be installed in staff toilet. All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fitments shall be segregated and provided with separate entrance for persons of each sex.

(Note: (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. In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000 mm (depth) x 500 mm (width).

- (2) The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.)

11. Refrigerators

A refrigerator(s) must be provided for the storage of all perishable foods 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.

12. Lighting and ventilation

The premises shall be adequately lit and ventilated to the satisfaction of the Director of Food and Environmental Hygiene.

13. Extraction and propulsion fans

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

- (a) (State no.) extraction fan with _____ m³ / min capacity in (state position) / _____*.
- (b) (State no.) propulsion fan with _____ m³ / min capacity in (state position) / _____*.

14. Siting of propulsion fans

All propulsion fans installed on the premises must serve the purpose of obtaining fresh air from the open air at a height of not less than 2.5 metres from the ground or street level and 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.

15. Discharge from extraction fans

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

16. 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 m³ for every m² of the food room area (i.e. food preparation room and scullery accommodation.))

17. Food tables

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

18. Chopping blocks

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

19. Food counter

Food counter shall be constructed of brick or other substantial and impervious material to a height of not less than 750 mm and permanently fixed into position. Such counter must be surfaced with impervious materials both on the top and on the sides facing the food preparation space. *The food preparation space behind the counter shall be separated from the street in front and the retailing section at side by fixed glazed panel carried up from the counter to the full height of the premises. The glazed panel at the side shall be fixed to the foremost portion of the counter

* Please delete where appropriate.

along the length to an extent not less than 1.2 metres.

20. 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.

21. Electrical Installation Certificates

New fixed electrical installation, after completion, shall be inspected, tested and certified by an electrical worker / contractor registered with the Director of Electrical and Mechanical Services (DEMS). A copy of the Work Completion Certificate (Form WR1) shall be submitted to the Director of Food and Environmental Hygiene as proof of compliance. For existing electrical installation, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted instead.

22. Fuel used

No fuel other than electricity shall be used in the premises.

23. Fire Services Certificate

A Fire Services Certificate in respect of the premises under application for a Composite Food Shop Licence shall be obtained from the Director of Fire Services. *[Only applicable to premises that issue of a Fire Services Certificate is required by the Director of Fire Services]*

24. 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.

or

(Applicable to food premises that are required to appoint a Hygiene Manager only) :

- (1) Submission to the Director of Food and Environmental Hygiene 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 and is awarded a certificate. The full time duty will require

working in the premises for not less than 8 hours a day.

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. 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 the 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.

25. Certification on free of unauthorized building work

Certificate made by recognized professional(s) (i.e. Authorized Persons / Registered Structural Engineers registered under section 3 of the Buildings Ordinance (Chapter 123 of the Laws of Hong Kong)) in prescribed form(s) (FEHB 191) as in accordance with the Guidelines for Authorized Persons and Registered Structural Engineers for certification of the food business premises are free of unauthorized building works issued by the Director of Buildings, Director of Lands or Independent Checking Unit under the Office of the Permanent Secretary for Housing, where appropriate, shall be submitted to the Food and Environmental Hygiene Department. (Except for food business premises in Government properties and Housing Authority's properties.)

26. Compliance with Government lease conditions

A declaration (FEHB 192) by the applicant of a food business licence declaring that the operation of a composite food shop at the premises is in compliance with Government lease conditions shall be submitted to the Food and Environmental Hygiene Department. (Except for food business premises in Government properties, Housing Authority's properties or the divested Housing Authority's properties.)

27. Ventilating system layout plans (For Ventilation)

- (1) Before the grant of approval for the installation of the ventilating system, the applicant is required to provide three copies of a plan, drawn to scale in metric units, showing the final layout of the ventilating system installed in the premises for approval of the Director of Food and Environmental Hygiene.
- (2) The layout of the ventilating system installed in 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) Both the applicant and the authorized person / registered structural engineer appointed by the applicant are required to sign with date on each copy of the final layout plan certifying that it is in conformity with the existing layout of the ventilating system installed in the food premises to which the application relates.

(Note: If any change is to be made to the original plan submitted with the application, the applicant is required to submit afresh three copies of an amended plan for re-consideration of the Director of Food and Environmental Hygiene.)

Non-standard Requirements

1. The activities in and conditions of the remaining portion of the premises (in which the proposed composite food shop situated) are of such a nature and state as not to prejudice the hygienic operation of the Composite Food Shop business.
- * The imposition of other non-standard requirements will depend on the circumstances of each individual application.

(A) Additional Requirements for Manufacture and Sale of Soft Ice Cream

2. A dispensing machine in good working order must be provided for the manufacture of soft ice-cream.
3. A sterilizer of not less than 23-litre capacity shall be provided for the sterilization and cleansing of all utensils and all parts of any machinery likely to come into contact with the soft ice-cream.
4. A bactericidal agent of a brand approved by the Director of Food and Environmental Hygiene shall be used in the sterilizer.
5. The serving nozzle of the dispensing machine, when not in use, shall be protected by a plastic dome or cap.

(B) Additional Requirements for Manufacture and Sale of Frozen Carbonated Beverage

6. A dispensing machine in good working order shall be provided for the manufacture of frozen carbonated beverage. The machine shall be placed in a satisfactory position.

(Note) : The position of the machine shall be considered satisfactory if :

- (a) It is located in the premises and that other business conducted therein will offer no risk of contamination to the frozen carbonated beverage;
 - (b) It is placed on a reasonably smooth and impervious floor capable of easy cleaning;
 - (c) The space around and under the machine is of smooth and impervious construction and can be easily cleaned;
 - (d) The operation of the machine does not cause congestion to the remaining portion of the premises; and
 - (e) The machine is protected from overhead leakage or condensation from water pipes, waste pipes or soil pipes.)
7. Facilities shall be provided for the cleansing and sterilization of all parts of the machine liable to come into contact with the frozen carbonated beverage.
 8. A bactericidal agent, of a brand approved by the Director of Food and Environmental Hygiene, shall be used for sterilization.

9. The serving nozzle of the dispensing machine shall be properly guarded against contamination if it is not of the countersunk or concealed type.
10. A copy of the cleaning instruction of the dispensing machine shall be displayed near the machine.

(C) Additional Requirements for the Preparation and Sale of Sushi / Sashimi / Oyster to be Eaten in Raw State

11. Preparation and sale of sushi / sashimi / oyster to be eaten in raw state shall be conducted in a separate portion or designated food preparation room specified for such purpose, which shall be bilingually labelled for preparation of sushi / sashimi / oyster to be eaten in raw state only. There shall be a notice conspicuously affixed in such portion of the premises in the following bilingual form :
“This portion is to be used only for the preparation of sushi / sashimi / oyster to be eaten in raw state.”
“此部分只供配製壽司 / 刺身 / 生食蠔之用”
12. Separate equipment shall be provided for the preparation of sushi / sashimi. The equipment shall be bilingually labelled as “Sushi / Sashimi Only” “壽司 / 刺身專用” and be kept apart from other equipment when not in use.
13. Non-toxic chopping blocks shall be provided for the preparation of sushi / sashimi.
14. A separate, or designated portion of a deep freezer shall be provided for the storage of frozen raw food for the preparation of sushi / sashimi at a temperature below -18°C to avoid cross contamination. A thermometer shall be provided to the deep freezer indicating the temperature at which the food is being stored.
15. A sushi / sashimi-knife sterilization apparatus as shown on the sketch attached shall be provided for sterilization of knives used in the preparation and cutting of sushi / sashimi.
16. A bactericidal agent, of a brand approved by the Director of Food and Environmental Hygiene, shall be used in the sterilization of sushi / sashimi-knives and all other equipment.
17. A separate, or designated portion of a refrigerator shall be provided for the storage of defrosted raw materials for the preparation of sushi / sashimi at a temperature between 0°C and 4°C to avoid cross contamination. A thermometer shall be provided to the refrigerator indicating the temperature at which the food is being stored.
18. During transportation, pre-prepared sushi / sashimi and chilled raw materials shall be stored under refrigeration at a temperature between 0°C and 4°C whereas frozen materials shall be stored at a temperature below -18°C. A thermometer shall be provided to indicate the temperature at which the pre-prepared sushi / sashimi and frozen or chilled raw materials are being transported.
19. Separate equipment shall be provided for the preparation of oysters. The equipment shall be bilingually labelled “Oysters eaten raw only” “生食蠔專用” and be kept apart from other equipment when not in use.
20. A separate, or distinct portion of a refrigerator shall be provided for the storage of frozen oysters at a temperature below -18°C. A thermometer shall be provided to the refrigerator indicating the temperature at which the oysters are being stored.
21. A separate, or distinct portion of a refrigerator shall be provided for the storage of defrosted or chilled oyster at a temperature between 0°C and 4°C to avoid cross contamination. A thermometer shall be provided to the refrigerator indicating the temperature at which the oysters are being stored.

(D) Additional Requirements for Sale of Siu Mei and Lo Mei

22. All siu mei and / or lo mei sold on the premises shall be obtained from a licensed food factory or other lawful sources. Documentary proof to this effect shall be furnished to the Director of Food and Environmental Hygiene for retention.
23. A separate wash-up sink and wash-up basin shall be provided for the sale of siu mei or lo mei. The wash-up sink and wash-up basin shall be bilingually labelled as “siu mei / lo mei use only” “燒味 / 滷味專用”.

(E) Additional Requirements for Sale of Cut Fruits

24. A fruit-knife sterilization apparatus as shown on the sketch attached shall be provided.
25. A refrigerator or a separate compartment of a refrigerator shall be provided for the storage and display of all cut fruits at a temperature not exceeding 10°C.
26. A thermometer shall be provided to indicate the temperature of the refrigerator for the storage of cut fruit.
27. Any cutting / peeling instrument for fruit shall be properly screened against contamination.
28. All pre-packed cut fruit sold on the premises must be obtained from a licensed food factory or other lawful sources. *(Applicable to sale of pre-packed cut fruit)*

(F) Additional Requirements for Sale of Leung Fan

29. A leung fan-knife sterilization apparatus as shown on the sketch attached shall be provided.
30. A refrigerator or a separate compartment of a refrigerator shall be provided for the storage and display of leung fan at a temperature not exceeding 10°C.
31. A thermometer shall be provided to indicate the temperature of the refrigerator for the storage of leung fan.
32. All leung fan must be obtained from a licensed food factory or other lawful sources. Documentary proof to this effect shall be furnished to the Director of Food and Environmental Hygiene for retention. *(Food Supplier's Cert.)*

(G) Additional Requirements for Sale of Non-bottled Drinks

(I) (In pressurized containers by means of a manual dispensing machine*)

33. A manual drinks dispensing machine shall be provided and placed in satisfactory position.

(Note: The position of the machine shall be considered satisfactory if:

- (a) it does not encroach on the pavement or street;
- (b) it is located in the premises so that other business conducted therein will offer no risk of contamination to the drinks;
- (c) it is placed on a reasonably smooth floor capable of easy cleaning;

- (d) the space around and under the machine can be easily cleaned;
 - (e) the operation of the machine does not cause congestion to the remaining portion of the premises;
 - (f) the machine is protected from overhead leakage or condensation from water pipes, waste pipes or soil pipes; and
 - (g) the machine, if placed on an outdoor site, is protected from the weather and possible contamination unless it is of a type specially designed for outdoor use.)
34. Facilities shall be provided for the cleansing and sterilization of all parts of the machine liable to come into contact with the drinks.
35. Water used in the machine shall be drawn directly from the government mains or other approved sources. *(Dispensing machine)*
- * Including sale of non-bottled drinks (coffee / tea) by means of a manual dispensing machine in the composite food shop

(II) (Fresh fruit juices extracted on the premises)

36. An electric fruit juice extractor free from contamination by hand shall be provided for the extraction of fruit juices.
37. A refrigerator shall be provided for the storage of fresh fruit juices at a temperature not exceeding 10°C.
38. A thermometer shall be provided to indicate the temperature of the refrigerator for the storage of fresh fruit juices. *(Fresh fruit juices)*
39. Suitable facilities shall be provided for the sterilization of all utensils and cutlery and of all parts of the juice extractor liable to come into contact with the fruit juice.
40. 1 sterilizer of not less than 23-litre capacity shall be provided for the sterilization of all crockery, glassware or other utensils used in the preparation or consumption of non-bottled drinks. 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.
(Applicable only when non-dispensable cups are used)

(III) (Prepared by diluting drink mixes / fruit juices with water on the premises)

41. A refrigerator shall be provided for the storage of non-bottled drinks and liquid drink mixes / fruit juices used in the preparation of non-bottled drinks at a temperature not exceeding 10°C.
42. A thermometer shall be provided to indicate the temperature of the refrigerator for the storage of diluting drink mixes / fruit juices.
43. Suitable facilities shall be provided for the sterilization of all utensils used in the preparation and consumption of non-bottled drinks.
44. 1 sterilizer of not less than 23-litre capacity shall be provided for the sterilization of all crockery, glassware or other utensils used in the preparation or consumption of non-bottled drinks. 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.

(Applicable only when non-dispensable cups are used)

(H) Additional Requirements for Sale of Frozen Confections sold by the scoop

45. A refrigerator of suitable capacity and in good working order shall be provided for the storage of frozen confections at a temperature not exceeding -2°C.
46. A thermometer shall be provided to the refrigerator indicating the temperature at which the frozen confections are being stored.
47. An ice-cream scoop sterilization apparatus in accordance with the attached sketch or as approved by the Director of Food and Environmental Hygiene shall be provided.
48. Suitable facilities shall be provided for the sterilization by immersion in boiling water of all ice cream scoops.

(I) Additional Requirements for Sale of Chinese Herb Tea

49. The formulary and dosage of each ingredient in the formulary of each type of Chinese herb tea sold on the premises shall be approved by the Director of Health. To this effect, the formulary and dosage of each ingredient in the formulary of each type of Chinese herb tea to be sold on the premises shall be submitted to the Director of Food and Environmental Hygiene for referral to the Director of Health for vetting. (Please supply the required information by using the attached form.)
50. All Chinese herb tea shall be obtained from a licensed food factory or other lawful sources. Documentary proof to this effect shall be furnished to the Director of Food and Environmental Hygiene Department for retention. *(CHT from supplier)*

(J) Additional Requirements for Sale of Food by Vending Machine

51. A vending machine for sale of food shall be provided and placed in a satisfactory position.

(Note): The position of the machine shall be considered satisfactory if :

- (a) it does not encroach on pavement or street;
 - (b) it is located in a premises where other business conducted therein will offer no risk of contamination to the food products;
 - (c) it is placed on a reasonably smooth floor capable of easy cleaning;
 - (d) the space around and under the machine can be easily cleaned;
 - (e) the operation of the machine does not cause congestion to the remaining portion of the premises;
 - (f) the machine is protected from overhead leakage or condensation from water pipes, waste pipes or soil pipes;
 - (g) the machine placed on an outdoor site is protected from the weather and possible contamination unless it is of a type specially designed for outdoor use.)
52. Facilities shall be provided for the cleansing and sterilization of all parts of the machine liable to come into contact with food.

(K) Additional Requirements for Sale of Milk / Milk Beverages

53. A refrigerator of suitable capacity and in good working order shall be provided for the storage of milk at a temperature not exceeding 10°C.
54. A thermometer shall be provided to indicate the temperature of the refrigerator for the storage of milk.

(L) Additional Requirements for Sale of Frozen Confections in Manufacturers' Cups and Wrappers

- 55. A refrigerator of suitable capacity and in good working order shall be provided for the storage of frozen confections at a temperature not exceeding -2°C.
- 56. A thermometer shall be provided to the refrigerator indicating the temperature at which the frozen confections are being stored.

(M) Additional Requirements for Sale of Pre-packaged Sushi

- 57. A separate refrigerator with suitable capacity and in good working condition shall be provided for the purpose of storing the pre-packed sushi at a temperature between 0°C and 4°C. A thermometer shall be provided to the refrigerator indicating the storage temperature of the pre-packed sushi.
- 58. All sushi sold on the premises shall be pre-packed, labelled with the use-by date for consumption and supplied from a licensed food factory with supporting certification. Documentary proof to this effect shall be furnished to the Department for retention. Any change of supplier must be immediately reported to the Department and a written statement from the new supplier must be produced.

(N) Additional Requirements for Sale of Pre-packaged Sashimi

- 59. A separate refrigerator with suitable capacity and in good working condition shall be provided for the purpose of storing the pre-packed sashimi at a temperature between 0°C and 4°C. A thermometer shall be provided to the refrigerator indicating the storage temperature of the pre-packed sashimi.
- 60. All sashimi sold on the premises shall be pre-packed, labelled with the use-by date for consumption and supplied from a licensed food factory with supporting certification. Documentary proof to this effect shall be furnished to the Department for retention. Any change of supplier must be immediately reported to the Department and a written statement from the new supplier must be produced.

(O) Additional Requirements for Sale of Pre-packaged Oyster to be Eaten in Raw State

- 61. A refrigerator with suitable capacity and in good working condition shall be provided for the purpose of storing the oysters at a temperature between 0°C and 4°C. A thermometer shall be provided to the refrigerator indicating the temperature at which the oysters are being stored.
- 62. All oysters sold on the premises shall be obtained from a licensed food factory with supporting certification.

Standard Conditions for Composite Food Shop Licence

1. The layout of the premises, other than furniture, shall be kept in strict conformity with that shown in the final plan approved by the Director of Food and Environmental Hygiene, and no alteration or addition shall be made to the premises without the prior approval of the Director of Food and Environmental Hygiene.
2. Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director of Food and Environmental Hygiene, the premises must not be used for any other purpose or class of business.
3.
 - a. Only such foods as endorsed on the licence shall be sold and / or prepared for sale on the premises. No change to the endorsed foods shall be made except with the prior approval of the Director of Food and Environmental Hygiene (“the Director”). In this connection, if the licensee intends to change the endorsed foods, he / she shall apply for the change and submit three copies of a plan, drawn to scale in metric units, showing / indicating the intended addition / deletion of the endorsed food(s) and showing the proposed layout of the premises for approval by the Director. Upon the grant of approval by the Director, the licensee shall obtain a licence with the list of endorsed foods updated within the period specified by the Director.
 - b. If the permission for sale and / or preparation for sale of any endorsed food has been cancelled by the Director, the licensee shall obtain a licence with the list of endorsed foods updated within the period specified by the Director. The licensee shall also submit three copies of a plan, drawn to scale in metric units, showing the revised layout of the premises after the permission has been cancelled for approval of the Director.
4.
 - 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 or such other sources as has been approved by 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.
 - (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 cleansing, 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.
5. 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 from dust or vermin.

6. All utensils, crockery and cutlery not in use shall be kept in cupboards.
7. Only clean, non-toxic and suitable disposal cups shall be used for serving hot drinks.
8. Only clean and hygienic wrapping materials and eating and drinking utensils shall be used in the sale of take-away food on the premises. Food containers shall be made of material which will not release toxic chemicals into food as a result of changes in temperature or acidity in the food.
9. 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. If cloth towel rolls in dispensers are used,
 - a. 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
 - b. the towels or towel rolls provided through the dispensers must be dry, clean, sanitised, unworn, stainless and of good quality.If electric hand dryers are provided, they must be in good working condition at all times.
10. Each watercloset must be provided with an adequate supply of toilet paper and kept clean at all times.
11. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal.
12. Any fumes, steam and hot air from the food warming equipment in the food room and from any extraction fan must be arranged to discharge into open air in such a manner as not to be a nuisance.
13. Clean overalls or outer garments must be provided for all employees on duty.
14. Personal effects such as clothing, footwear, luggage, umbrellas, toilet and other articles, must not be stored or left in any food room.
15. Immunisation cards of all employees must be produced for cross check and inspection whenever requested by inspection officers.
16. No seating accommodation for customers shall be allowed on the premises.
17. 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 composite food shop.
18. The use of wooden or other duck boards must not be allowed on the premises.
19. Should any leakage of soil / waste / rain-water pipe inside any food room be found, all food business activities therein shall be suspended until such time when such pipes are satisfactorily repaired.
20. Non-toxic chopping blocks shall be used for food preparation.

21. Person with discharging wound, exposed body sore, ear discharge, diarrhoea, vomiting or sore throat shall not handle food.
22. No fuel other than electricity shall be used in the premises.
23. The premises shall be adequately lit and ventilated to the satisfaction of the Director of Food and Environmental Hygiene.
24. ***(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 course certificate after attending a hygiene supervisor 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 (DFEH) 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.

or

(Applicable to food premises that are required to appoint a Hygiene Manager only):

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. Course certificate of the Hygiene Manager 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 must be reported in writing to the Director of Food and Environmental Hygiene (DFEH) within seven working days together with a copy of the course certificate of the new Hygiene Manager for retention.
3. The Hygiene Manager should be a managerial staff at the licensed food premises.
4. The Hygiene Manager shall, save with reasonable cause, supervise in person the food business at the licensed premises while on duty.
5. The licensee shall within six weeks after the Hygiene Manager has resigned or is absent from his / her post for whatever reason appoint a new Hygiene Manager.

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 (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 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.
2. Course certificate of the Hygiene Supervisor, other than the Hygiene Supervisor who obtains his course certificate after attending a hygiene supervisor course organized by FEHD, 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 (DFEH) within seven working days. A copy of the course certificate of the new Hygiene Supervisor should be provided for retention if the course certificate is obtained after having completed a hygiene 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.
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.

- * The imposition of non-standard conditions will depend on the circumstances of each individual application.

Duties of Hygiene Managers and Hygiene Supervisors

Duties of Hygiene Managers

- To identify key areas of risk in various food operations for early remedial actions
- To ensure compliance with the regulations, licensing conditions and codes of practice relating to food businesses
- To monitor the health condition of food handlers and to arrange medical examination or suspension of work where necessary
- To provide in-house training for the food handlers
- To supervise the work of the Hygiene Supervisor (if any)
- To handle complaints or enquiries from customers on food hygiene matters
- To act as a focal point of contact with the Food and Environmental Hygiene Department

Duties of Hygiene Supervisors

- To advise food handlers on the proper food handling practices and ensure their observance
- To conduct daily checks on the personal, environmental and food hygiene conditions of the food establishment and keep records on the findings
- To act as a focal point of contact with the Food and Environmental Hygiene Department (**Note:** for food establishments not required to appoint a Hygiene Manager)

Name of company/partnership firm*: _____

(if authorized person/registered structural engineer* is an
employee/director/partner* of a company/partnership firm*)

Company Chop

* Please delete where appropriate.

Specimens of Wording

**Certification of Final Layout Plans and Final Ventilating System Layout Plans
as True Representation of the Layouts of a Composite Food Shop
by Applicant and Authorized Person / Registered Structural Engineer**

The Licensing Authority accepts Certificate of Compliance AA (as issued by authorized person / registered structural engineer) to confirm the compliance with all health requirements for the issue of a Full Composite Food Shop Licence. Before requesting for issue of Full Composite Food Shop Licence at Licence Issuing Office of the Food and Environmental Hygiene Department (FEHD), the applicant should have already submitted all other documents (e.g. final layout plans, final ventilating system layout plans, electrical installation certificate, food supplier's certificate, etc.) to the FEHD and they have been accepted by the FEHD.

Concerning the final layout plans and final ventilating system layout plans, both the applicant for a Full Composite Food Shop Licence and his / her authorized person / registered structural engineer have to certify by signing with date at back of the plans that the layouts as shown on the plans are in strict conformity with the existing layout of the premises to which the application relates. In this connection, the specimens of the wording for the said certification are provided in Annex attached.

(A) Specimen of Wording for Final Layout Plans

(i) By Applicant

I certify that this plan is a true representation of the layout of the premises
at _____ (address of premises)

to be licensed as a Composite Food Shop.

Signature: _____

Name of applicant: _____

Name of authorized person for
and on behalf of the corporation: _____
(applicable to applicant in the
name of corporation)

Company chop of the corporation: _____
(applicable to applicant in the
name of corporation)

Date: _____

(A) Specimen of Wording for Final Layout Plans

(ii) By Authorized Person / Registered Structural Engineer

I have today inspected the premises at _____ (address of premises) _____

to be licensed as a Composite Food Shop and I hereby certify that this plan is a true representation of the layout of the said premises.

Signature: _____

Name of authorized person /

Registered structural engineer*: _____

Registration number: _____

Expiry date of registration: _____

Registered address: _____

Contact telephone number: _____

Contact Fax number: _____

Name of company /
partnership firm*: _____

(applicable to authorized person /
registered structural engineer*
who is an employee / director / partner*
of a company / partnership firm*)

Company Chop

* Please delete where appropriate.

(B) Specimen of Wording for Final Ventilating System Layout Plans

(i) By Applicant

I certify that this plan is a true representation of the layout of the ventilating system of the premises at _____ (address of premises)

_____ to be licensed as a Composite Food Shop.

Signature: _____

Name of applicant: _____

Name of authorized person for
and on behalf of the corporation: _____
(applicable to applicant in the
name of corporation)

Company chop of the corporation: _____
(applicable to applicant in the
name of corporation)

Date: _____

(B) Specimen of Wording for Final Ventilating System Layout Plans

(ii) By Authorized Person / Registered Structural Engineer

I have today inspected the premises at _____ (address of premises) _____

to be licensed as a Composite Food Shop and I hereby certify that this plan is a true representation of the layout of the ventilating system of the said premises.

Signature: _____

Name of authorized person /
Registered structural engineer*: _____

Registration number: _____

Expiry date of registration: _____

Registered address: _____

Contact telephone number: _____

Contact Fax number: _____

Name of company /
partnership firm*: _____
(applicable to authorized person /
registered structural engineer*
who is an employee / director / partner*
of a company / partnership firm*)

Company Chop

* Please delete where appropriate.



REPORT OF COMPLIANCE FOR THE GRANT OF FULL COMPOSITE FOOD SHOP LICENCE

To: Assistant Secretary (Other Licences),
Hong Kong & Islands/Kowloon/New Territories* Licensing Office,
Food and Environmental Hygiene Department

Name of applicant : (English) _____ (Chinese) _____ (Mr./Ms.*)

Address of premises : _____
_____ Tel. No.: _____ Fax No.: _____

With reference to my application for a Full Composite Food Shop Licence in respect of the above-mentioned premises dated _____(dd/mm/yyyy), I wish to confirm that I have complied with all licensing requirements contained in your letter referenced _____ dated _____ (dd/mm/yyyy) and the *Director of Fire Services' letter(s)* referenced _____ dated _____ (dd/mm/yyyy) and *referenced _____ dated _____ (dd/mm/yyyy) and enclose herewith the following certificates of compliance and documents :

- (a) Certificate of Compliance AA (Health Requirements)[#]
- *(b) Certificate of Compliance UBW-2 (Free of Unauthorized Building Works Requirements)
- *(c) A duly completed nomination form for Hygiene Manager and/or Hygiene Supervisor together with a copy of course certificate(s) of Hygiene Manager and/or Hygiene Supervisor[@]. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of course certificate is not required
- *(d) A photocopy of Fire Services Certificates issued by the Fire Services Department[@]
- *(e) A photocopy of Letter of Compliance for Ventilating System issued by the Fire Services Department[@]

I understand that all matters covered by the enclosed certificates and documents are subject to verification by the Licensing Authority. In case any enclosed certificates and documents is found to be false, incorrect or misleading, whether willfully so or otherwise, the licence may be cancelled.

Date (dd/mm/yyyy)

Signature of applicant

* Please delete where appropriate.

All the documents required under the licensing requirements (e.g. final layout plans, final ventilating system layout plans, electrical installation certificate, food supplier's certificate, Certificate of Compliance (Cat. 1 Requirements) and Certificate of Compliance (Cat. 2 Requirements) for BD's requirements (if required), etc.) should have been submitted to the Food and Environmental Hygiene Department (FEHD) in advance and accepted by FEHD before submitting this form.

@ The original copy of Fire Services Certificate and Letter of Compliance for Ventilating System issued by the Fire Services Department (where appropriate) and course certificate(s) of Hygiene Manager and/or Hygiene Supervisor should be presented to FEHD's staff at time of submitting this form and they will be immediately checked and returned the same to the applicant after checking.

Licence Issuing Offices of Food and Environmental Hygiene Department

Licence Issuing Office – Hong Kong and Islands

8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wanchai, Hong Kong

Tel: 2879 5710 Fax: 2507 2964 e-mail: hkis_lo@fehd.gov.hk

Licence Issuing Office – Kowloon

4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon

Tel: 2729 1964 Fax: 3146 5319 e-mail: kln_lo@fehd.gov.hk

Licence Issuing Office – New Territories

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

Tel: 3183 9206 Fax: 2606 3350 e-mail: nt_lo@fehd.gov.hk

**Licence Fees for Composite Food Shop Licence and
Provisional Composite Food Shop Licence**

(I) Composite Food Shop Licence

(i) Application for the Grant or Renewal of Licence

Grant or renewal	Size of premises by reference to floor area		Annual Fee \$
	Exceeding (m ²)	Not exceeding (m ²)	
	-	100	4,460
	100	150	5,570
	150	200	7,820
	200	250	10,050
	250	300	12,250
	300	350	14,500
	350	400	16,750
	400	450	18,950
	450	500	21,200
	500	600	24,550
	600	700	29,000
	700	800	33,450
	800	900	37,950
	900	1000	42,400
	1000	2000	67,000
	2000	3000	111,600
	3000	4000	156,300
	4000	5000	200,800
	5000	-	223,300

(ii) Licence amendment fee = \$140

(iii) Issue of duplicate licence fee = \$225

(II) Provisional Composite Food Shop Licence

(i) Application for the Grant or Renewal of Licence

Licence Fee (valid for 6 months) = Half of the annual fee for Composite Food Shop Licence with the same floor area of premises

(ii) Licence amendment fee = \$140

(iii) Issue of duplicate licence fee = \$225

**REPORT OF COMPLIANCE FOR THE GRANT OF
PROVISIONAL () LICENCE**

To : Assistant Secretary,
Hong Kong & Islands/Kowloon/New Territories* Licensing Office,
Food and Environmental Hygiene Department

Name of applicant/authorized representative*:

(English) _____ (Mr./Ms.*)

(Chinese) _____

Address of premises : _____

Tel. no.: _____ Fax no.: _____

With reference to my application for a Provisional
_____ Licence in respect of the above-mentioned
premises dated _____ (dd/mm/yyyy), I wish to confirm that I have
complied with all licensing requirements contained in your letter referenced
_____ dated _____ (dd/mm/yyyy) and the Director of Fire
Services' letter referenced _____ dated _____
(dd/mm/yyyy) and enclose herewith the following certificates of compliance :

- (a) Certificate of Compliance A (Health Requirements)
- *(b) Certificate of Compliance B (Building Safety Requirements)
- *(c) Certificate of Compliance C (Fire Services Requirements)
- *(d) Certificate of Compliance D (Ventilation Requirements) together with three
copies of ventilating system layout plans, drawn as nearly as possible to
scale, showing the final layout of the ventilating system installed in the
premises
- *(e) Certificate of Compliance UBW-1 (Free of Unauthorized Building Works
Requirements)

I understand that all matters covered by the enclosed certificates are subject to
verification by the Licensing Authority.

Date (dd/mm/yyyy)

Signature of applicant/
authorized representative*

* Please delete where appropriate.



CERTIFICATE OF COMPLIANCE A
(HEALTH REQUIREMENTS)

I, _____ (_____),
(Surname) (Other Names) (Name in Chinese)
holder of Hong Kong Identity Card number _____, being the authorized
person/structural engineer* registered under section 3 of the Buildings Ordinance (Chapter 123 of
the Laws of Hong Kong) do hereby certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)
(_____), situated at _____
(Shopsign in Chinese) (Address of Premises)

and being under application for a Provisional _____ Licence
by _____ (_____),
(Name of Applicant in English) (Name of Applicant in Chinese)

all health requirements listed as Category A requirements in the Letter of Requirements
addressed to the abovenamed applicant dated _____ (dd/mm/yyyy) have
been fully complied with. I have personally verified such compliance by inspection of the
subject premises on _____. I have read the said Letter of
(Date of Inspection) (dd/mm/yyyy)

Requirements and understand the contents thereof. I also understand that all matters covered
by this Certificate will be subject to further verification by the Licensing Authority and that if I
wilfully or negligently give false or misleading information in this Certificate, I shall render
myself to be liable to legal and/or other penalties.

Date (dd/mm/yyyy)

Signature of authorized person / registered
structural engineer*

Registration number : _____

Expiry date of registration : _____ (dd/mm/yyyy)

Registered address : _____

Name of company/partnership firm* : _____
(if authorized person/registered structural engineer* is an
employee/director/partner* of a company/partnership firm*)

Company Chop

* Please delete where appropriate

CERTIFICATE OF COMPLIANCE B
(BUILDING SAFETY REQUIREMENTS)

I, _____ (_____),
(Surname in English) (Other names in English) (Name in Chinese)

being the Authorised Person/Registered Structural Engineer* registered under section 3 of the Buildings Ordinance (Cap. 123) do hereby certify:

- (1) In respect of the premises known as _____
(Shop sign in English)
(_____), and situated at _____
(Shop sign in Chinese) (Address of premises)

and being under application for a Provisional _____ Licence
by _____ (_____),
(Name of applicant in English) (Name of applicant in Chinese)

- ☐ all Category B building safety requirements listed in the Letter of Requirements addressed to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 1) have been fully complied with. or
- ☐ all building safety requirements listed in the Memorandum issued by the Buildings Department (BD)/Independent Checking Unit (ICU)* and copied to the abovenamed applicant dated _____ (dd/mm/yyyy)^(Note 2) (file ref.: _____) have been fully complied with.

I personally inspected the premises on _____ (dd/mm/yyyy) for the
(Date of inspection)
purpose of making the certification, and have read the said Letter of Requirements and/or Memorandum issued by the BD/ICU* and understood the contents thereof.

- *(2) That the address of the premises and the description of the minor works in the following submission records are correct for the subject premises and all the minor works items required under the aforesaid building safety requirements have been covered. Copies of the following submission records for the aforesaid minor works items are attached herewith:

- ☐ Notice of Commencement of Class I and/or Class II* Minor Works (MW01 and/or MW03*) together with record photos.
- ☐ Notice of Commencement of Additional Class I and/or Class II* Minor Works (MW11 and/or MW12*) together with record photos.
- ☐ Certificate of Completion of Class I and/or Class II* Minor Works (MW02 and/or MW04*) together with record photos.
- ☐ Notice and Certificate of Completion of Class III Minor Works (MW05) together with record photos.
- ☐ Submission of Supplementary Documents or Information of Minor Works (MW33).

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

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

* Please delete where appropriate.

☐ Please tick the appropriate box(es).

I understand that matters covered by this Certificate will be subject to further verification by the Licensing Authority. If I provide information that is false or misleading in a material particular or furnish the Director of Food and Environmental Hygiene, an authorised officer or a public officer with information knowing that it is false or misleading in a material particular in this Certificate, I shall render myself liable to disciplinary action under section 7 of the Buildings Ordinance (Cap. 123) and/or other legal penalties.

Date (dd/mm/yyyy)

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

Certificate of registration No.[#]: _____

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

Correspondence address: _____

Contact telephone number: _____

Contact fax numbers: _____

Contact email address: _____

Name of company/partnership firm*: _____

(if Authorised Person/Registered Structural Engineer* is an employee/director/partner* of a company/partnership firm*)

Company Chop

In accordance with the registration record.

* Please delete where appropriate.

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

Statement of Purpose

1. Purposes of Collection

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

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

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

2. Class of Transferees

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

3. Access to Personal Data

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

4. Enquiries

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

Hong Kong & Islands

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

Kowloon

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

New Territories

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

CERTIFICATE OF COMPLIANCE C
(FIRE SERVICES REQUIREMENTS)

I/We*, (a) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)
(b) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)
and (c) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)
being the fire service installation contractor(s) registered under regulation 3 of the Fire Service (Installation Contractors) Regulations (Cap. 95) and I,
_____,
(Surname) (Other Names) (Name in Chinese)
holder of Hong Kong Identity Card Number _____, being the authorized person/structural engineer* registered under section 3 of the Buildings Ordinance (Cap. 123), both do hereby certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)
(_____), situated at _____
(Shopsign in Chinese) (Address of Premises)
_____ and
being under application for a Provisional _____ Licence
by _____ (_____),
(Name of Applicant in English) (Name of Applicant in Chinese)
all fire services requirements listed as Category C requirements in the Letter of Requirements addressed to the abovenamed applicant by the Director of Fire Services dated _____ (dd/mm/yyyy) have been fully complied with. We have personally verified such compliance by inspection of the subject premises on _____ (dd/mm/yyyy) and _____ (dd/mm/yyyy) respectively.
(Date of Inspection by Fire Service Installation Contractor) (Date of Inspection by Authorized Person/Registered Structural Engineer*)

We have read the said Letter of Requirements and understand the contents thereof. We also understand that all matters covered by this Certificate will be subject to further verification by the Licensing Authority and that if we wilfully or negligently give false or misleading information in this Certificate, we shall render ourselves to be liable to legal and/or other penalties.

Certificate/Certificates* of Fire Service Installations and Equipment (F.S. 251)/Certificate of Compliance (FSI/314A/FSI/314B/FSI/314C) is/are* enclosed.

- (a) Signature of the fire service installation contractor or its authorized representative if the fire service installation contractor is a company/partnership firm*:

_____ Company Chop	_____ Signature
_____ Registration Number	_____ (Name and HKID No. of the authorized representative)
_____ Date (dd/mm/yyyy)	

- (b) Signature of the fire service installation contractor or its authorized representative if the fire service installation contractor is a company/partnership firm*:

_____ Company Chop	_____ Signature
_____ Registration Number	_____ (Name and HKID No. of the authorized representative)
_____ Date (dd/mm/yyyy)	

- (c) Signature of the fire service installation contractor or its authorized representative if the fire service installation contractor is a company/partnership firm*:

_____ Company Chop	_____ Signature
_____ Registration Number	_____ (Name and HKID No. of the authorized representative)
_____ Date (dd/mm/yyyy)	

Signature of authorized person/registered structural engineer or its authorized representative if authorized person/registered structural engineer* is an employee/director/partner* of a company/partnership firm*:

_____ Company Chop	_____ Signature
_____ Date (dd/mm/yyyy)	_____ (Name and HKID No. of the authorized representative)

Registration number: _____ Expiry date of registration : _____
(dd/mm/yyyy)

Registered address : _____

Name of company/partnership firm* : _____

* Please delete where appropriate.

CERTIFICATE OF COMPLIANCE D
(VENTILATION REQUIREMENTS)

I, _____ (_____),
(Surname) (Other names) (Name in Chinese)
holder of Hong Kong identity card number _____, being the registered
specialist contractor (ventilation works category) under section 8A of the Buildings Ordinance
(Chapter 123 of the Laws of Hong Kong) do hereby certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)
(_____), situated at _____
(Shopsign in Chinese) (Address of premises)

_____ and
being under application for a Provisional _____ Licence
by _____ (_____),
(Name of applicant in English) (Name of applicant in Chinese)

all ventilation requirements listed as Category D requirements in the Letter of Requirements
addressed to the abovenamed applicant dated _____ have been fully complied with.
(dd/mm/yyyy)

I have personally inspected the subject premises and verified the compliance of the
requirements against the ventilating system layout plan (drawing
no. _____), 3 copies attached,
on _____. I have read the said Letter of Requirements
(Date of inspection) (dd/mm/yyyy)

and understand the contents thereof. I also understand that all matters covered by this
Certificate will be subject to further verification by the Licensing Authority and that if I
willfully or negligently give false or misleading information in this Certificate, I shall
render myself to be liable to legal and/or other penalties.

Date (dd/mm/yyyy)

Name in BLOCK letters and authorized signature
of registered specialist contractor
(ventilation works category)

Registered address : _____

Name of company/partnership firm* : _____
(if the ventilation contractor
is a company/partnership*)

Contact telephone no. (Contractor): _____

Contact telephone no. (Applicant): _____

Company chop