

# **A GUIDE TO APPLICATION FOR OUTSIDE SEATING ACCOMMODATION**

**(December 2024 Edition)**

**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.

## General

Outside seating accommodation (OSA) refers to any open area used for alfresco dining business, whether it is situated on Government land or within private property. Open area also includes flat roof of a building, a backyard/open yard of a building where there are no waste/soil pipes or manholes prejudicing the hygienic operation of the OSA and area underneath or partially covered by projecting structures in Appendix A. When a restaurant licensee/licence applicant wishes to use an OSA outside the restaurant premises for alfresco dining, he/she is required to obtain approval from the Director of Food and Environmental Hygiene before commencement.

## Main Criteria for Licensing OSA

2. The Food and Environmental Hygiene Department (FEHD) will not consider an application for OSA in restaurants if the pre-requisite licensing criteria at Appendix B could not be fulfilled. All restaurant licensees/licence applicants should take notice of the main licensing criteria for OSA, covering matters such as legal right to use the land concerned, planning, building safety, fire safety, and traffic requirements, etc.

3. Restaurateurs operating OSA business without approval may be subject to prosecution pursuant to the Food Business Regulation (Cap.132X). Repeated convictions may lead to suspension or cancellation of their licences.

## Application Procedures

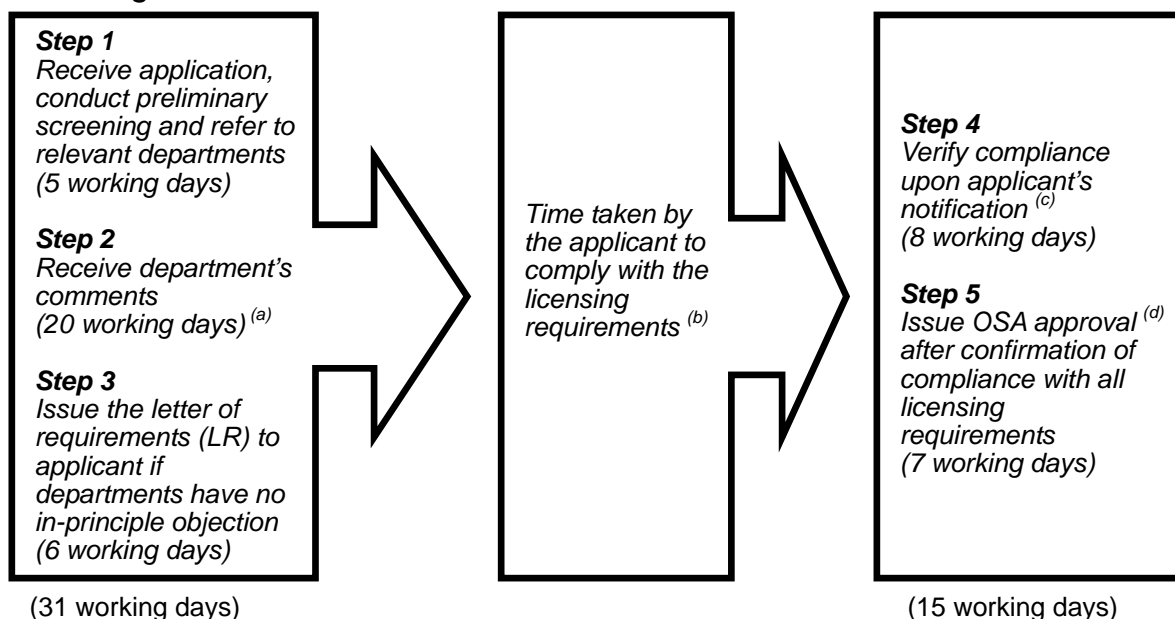
4. FEHD is the focal point to receive and process OSA applications, whereby FEHD will arrange for the necessary referrals to the departments concerned and follow through the whole process.

5. Restaurant licensees who wish to include an OSA into their licensed premises are required to apply to the respective FEHD Licensing Office by filling in the application form "*Application for OSA (FEHB 197)*" at Appendix C (available from FEHD District Environmental Hygiene Offices, Licensing Offices and website : [http://www.fehd.gov.hk/english/forms/index\\_forms.html](http://www.fehd.gov.hk/english/forms/index_forms.html)).

6. For new licence applications for restaurants with OSA, applicants should apply to the Licensing Office by filling in the application form "*Application for OSA (FEHB 197)*" at Appendix C together with the form "*Application for Food Licence (FEHB 94)*" (available from FEHD District Environmental Hygiene Offices, Licensing Offices and website: [http://www.fehd.gov.hk/english/forms/index\\_forms.html](http://www.fehd.gov.hk/english/forms/index_forms.html)). For a proposed restaurant with OSA, the applicant can submit applications for restaurant licence and permission for OSA to FEHD at the same time by completing two

application forms, namely one for restaurant licence (FEHB 94) and one for OSA permission (FEHB 197). The outcome of restaurant licence application is independent of that of the OSA application. Should approval for OSA application be granted, it would be granted together with or after the issue of the restaurant licence.

7. The end-to-end normal processing time for processing a simple and straightforward application for inclusion of OSA into existing licensed premises is 46 working days<sup>1</sup>. A flowchart for processing an OSA application is at Appendix D. The major processing steps of FEHD and the relevant normal processing time are shown below:



#### Notes:

The following notes are applicable to OSA application where a Land Licence (LL) is required for the use of Government land for OSA,

- (a) Lands Department (LandsD) starts to prepare the LL upon notifying FEHD of no objection to the application.
- (b) When the applicant reports to FEHD compliance with the licensing requirements, FEHD will notify LandsD which will issue to the applicant a demand note for the LL within 3 working days.
- (c) FEHD will conduct verification inspection in 8 working days upon the applicant's notification of compliance with licensing requirements. After confirmation of compliance of requirements by the applicant, FEHD will inform LandsD which will forward the LL to FEHD within 5 working days.
- (d) Upon receipt of the LL, FEHD will issue approval letter within 2 working days. The applicant has to produce the receipted demand note to FEHD to acquire the LL and sign acceptance of the conditions of the LL before approval is granted for OSA.

## Preliminary Screening

8. FEHD will conduct preliminary screening within 5 working days upon receiving an OSA application.

<sup>1</sup> The "normal processing time" of 46 working days does not include time spent by applicants in replying queries raised by concerned departments and taking actions to comply with the licensing requirements; and it is applicable to simple and straightforward cases without public objections or complicated land issues. Additional time may be required for settling public objections and complicated land issue (which varies from case to case depending on the land status and whether other land documents, e.g. Land Licence, Short Term Tenancy and Short Term Waiver, are required).

## **Referral of Application**

9. If the application is acceptable for further processing, FEHD will refer it to the Architectural Services Department (ArchSD)/Buildings Department (BD)/Independent Checking Unit (ICU) under the Office of the Permanent Secretary for Housing, Fire Services Department (FSD), Planning Department (PlanD), Home Affairs Department (HAD), LandsD<sup>2</sup>, and Transport Department (TD)<sup>3</sup>, where appropriate for comments, giving 20 working days for them to reply. The general referral protocols for OSA applications in restaurants are at Appendix E.

10. FEHD will refer applications involving the issue of appropriate land documents to LandsD to ascertain the legitimate use of the land for OSA. LandsD's information on "Right of Land Use and Fee Payable in connection with the OSA Applications" is at Appendix F.

## **Public Consultation**

11. Applications for an OSA will be subject to an assessment of local public opinion. After receiving FEHD's request for local consultation, the respective district office of HAD will assist in conducting local consultation. The consulted parties may include the concerned District Council members, Area Committee members and residential organisations/rural representatives in the vicinity of the proposed OSA, as appropriate. If there is local objection to the application, FEHD will consult the relevant department(s) in regard to complaints (e.g. obstruction, noise and environmental nuisances) and enforcement action related to the restaurant under OSA application. All local objections, if any, will be assessed and FEHD will strike a balance between the interests of all relevant stakeholders.

## **Joint Departmental Meeting**

12. If there are concerns/objections to the OSA application raised by any of the departments concerned other than local objections at paragraph 11 above, FEHD will arrange a joint departmental meeting in which the applicant can discuss the application with officers of the departments concerned. Problem areas and the applicant's proposed remedial measures will be discussed. In the event that there are, for whatever reasons, impediments to the application, the applicant will be so informed and if remedies are feasible, advice will be given. After the meeting, the applicant should submit proposal to overcome the concerns/objections for comments by departments concerned.

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<sup>2</sup> Referral to LandsD is not required if the OSA is located in Housing Authority's properties/divested Housing Authority's properties.

<sup>3</sup> Referral to TD on traffic aspect of OSA is not required if the location of OSA involves roof/podium floor of a building with no traffic flow or no public road/footpath.

## **Issue of Letter of Requirements**

13. Provided that the departments and the local community do not object to the OSA application, FEHD will issue a Letter of Requirements (LR) in 6 working days listing specific measures to be taken by the restaurant licensee/licence applicant. Upon compliance with the requirements for OSA, approval would then be granted. The main licensing requirements and conditions for OSA for provisional restaurant and full restaurant licences are in Appendix G and Appendix H respectively.

## **Refusal of Application**

14. In the event that the OSA application is deemed to have serious impediments, and remedies are considered not feasible or the applicant fails to overcome public objections that are found valid, FEHD may consider refusing the application and inform the applicant of the reasons for the decision. The applicant may make a representation to FEHD within 7 calendar days after receiving notification from FEHD.

## **Report Compliance with Licensing Requirements**

15. The restaurant licensee/licence applicant should expedite action to comply with the licensing requirements and to report compliance with the requirements as soon as possible to the respective Licensing Office of FEHD for verification. The maximum period of time allowed for the applicant to comply with all licensing requirements in respect of OSA application is 6 months after issue of the LR unless the applicant can demonstrate that the delay in meeting the requirements is due to factors beyond his/her reasonable control.

16. For compliance of the requirements for issuing land documents, please refer to the 'Notes' in paragraph 7 and Appendix F.

## **Provisional Restaurant Licence with OSA**

17. If a restaurant licensee/licence applicant intends to have OSA endorsed for the restaurant issued with a provisional restaurant licence, he/she is required to report compliance of the OSA requirements to the Case Manager after the issue of the provisional restaurant licence and compliance of the OSA licensing requirements. The Case Manager will conduct on-site verification inspection to check compliance of the OSA requirements before OSA permission is granted. Where OSA permission has been granted to a provisional restaurant licence, when the applicant reports compliance for issue of full licence, he/she is required to report compliance for OSA permission again. Both sets of requirements have to be complied with before a full restaurant licence is issued together with the OSA permission.

## **Grant of Approval**

18. Upon receipt of report of compliance with the licensing requirements by the restaurant licensee/licence applicant, the Case Manager will conduct verification inspection in 8 working days. For OSA applications which involve issue of LLs, please also see Notes in paragraph 7 above. After confirmation of the compliance, FEHD will grant approval for inclusion of the OSA as part of the licensed premises/issue a restaurant licence. An additional licence fee may be charged for the OSA, which is calculated according to the gross floor area of the licensed premises. LandsD will also charge a fee for a land document if such is required to be issued in relation to the OSA. FEHD will issue OSA approval within 7 working days after confirmation of compliance with all the licensing requirements.

19. Approval for the OSA may be revoked at any time when its existence is incompatible with its surrounding area or the licensee ceases to have legitimate right to use the land.

## **Frequently Asked Questions (FAQs)**

20. Restaurant licensees/licence applicants are advised to read the FAQs at [Appendix I](#) first before making an enquiry.

## **Enquiries on Licensing of OSA**

21. Enquiries about the application procedure and other issues on licensing of OSA may be addressed to the respective FEHD District Environmental Hygiene Office/Licensing Office either in person or by telephone. For specific enquiry relating to building and fire safety issues, the applicants can also contact the Licensing Unit of BD, ICU or ArchSD (as appropriate) and the FSD Licensing Offices directly if necessary. Contact details are at [Appendix J](#).

## **Sample Form and Plans**

22. A sample of a properly prepared application form together with the location map and layout plan is at [Appendix K](#) for reference.

**Pre-requisite for providing OSA in area underneath or partially covered by projecting structures**

Subject to the fulfilment of relevant licensing criteria set out in Appendix B, the following areas underneath or partially covered by projecting structures are acceptable for OSA applications -

(A) If the proposed area is on Government land

- (a) (i) Area underneath authorised structures constructed by the Government such as footbridge/flyover/canopy; or
- (ii) Area underneath approved structures constructed by private parties such as approved balcony, canopy, architectural projections and signboards from the external walls of a private building; and

(b) The area should be attached to the restaurant.

(B) If the proposed area is on private land or within the properties/divested properties of the Hong Kong Housing Authority

- (a) (i) Area underneath approved structures that has been counted in Gross Floor Area calculations; or
- (ii) Area underneath architectural projections or wall signboards within 500mm and 600mm projection respectively from the external walls of a building on the condition that such features are approved or erected under the Minor Works Control System and the area is not within an area dedicated for public use<sup>4</sup> and subject to a deed of dedication for the purposes of the Building (Planning) Regulations (Cap. 123F) (dedicated area); and

(b) The area should be attached to the restaurant.

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<sup>4</sup> Information of dedicated areas is available in the BD's website ([www.bd.gov.hk](http://www.bd.gov.hk)) for reference and the approved building plans should be referenced to.



## **The Main Licensing Criteria for OSA**

### ***Hygiene Requirements***

- (a) An OSA should normally be annexed to restaurant premises, i.e. food and beverages need not be conveyed through an intervening public thoroughfare.
- (b) Additional food preparation space and scullery area equivalent to 1/10 of the OSA area should be provided inside the roofed-over restaurant premises.
- (c) Adequate sanitary and ablution facilities should be provided within the roofed-over area of the premises for use by the customers.
- (d) Area in a backyard/open yard where there are no waste/soil pipes or manholes prejudicing the hygienic operation of the OSA will also be considered.

### ***Right of Land Use***

- (e) Legal right to use government land for a proposed OSA should be obtained by acquiring appropriate land documents, e.g. Land Licence (LL)<sup>5</sup> or Short Term Tenancy (STT)<sup>6</sup>, from LandsD.
- (f) If an OSA is within private property, the applicant is required to provide documentary proof (please see note 3 in Notice to Applicant of Appendix C for details) showing the legal right to use the OSA area and the property owner's agreement in writing for setting up an OSA. Depending on the permitted use under the lease conditions governing the proposed OSA area, a Short Term Waiver (STW)<sup>7</sup> may be required.
- (g) If an OSA area falls partly on government land and partly on private property, legal right to use the whole piece of OSA area should be obtained.

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<sup>5</sup> LL is for part-time **non-exclusive** use of the Government land on a make-shift basis and no structures will be permitted. The fees for LL are calculated in accordance with the Land (Miscellaneous Provisions) Regulations (Cap. 28A).

<sup>6</sup> STT is for **exclusive** use of the Government land on a 24-hour basis and proposed structures may be permitted subject to the prior approval and consent of BD under the Buildings Ordinance (BO) (Cap. 123). A rental reflecting the market value of the site as OSA together with an administrative fee and a refundable deposit will be charged for use of land granted by STT. Compared with LL, it takes at least two additional calendar months for processing and issue of STT.

<sup>7</sup> If temporary change of land use for the OSA purpose within private property is required, a STW should be sought from LandsD at a fee representing the enhancement in the rental value of the land together with an administrative fee and a refundable deposit. Similar to the issue of STT, it takes at least two additional calendar months for processing and issue of STW compared with the issue of LL.

- (h) LandsD's information on "Right of Land Use and Fee Payable in connection with the OSA applications" is at Appendix F.
- (i) An OSA should not be within a dedicated area.

### ***Planning Requirements***

- (j) An OSA is generally regarded as "Eating Place" according to the definition of terms in statutory plans. The establishment of an OSA must comply with the land use zoning of the site/premises on the relevant statutory town plan (the Plan<sup>8</sup>), i.e. Outline Zoning Plan (OZP) or Development Permission Area (DPA) Plan, and the provisions of the Plan under the Town Planning Ordinance (Cap. 131).
- (k) Planning permission will not be required if "Eating Place" use is permitted as of right in the land use zone within which the OSA is located. Besides, in urban and new town areas, an OSA operates on a make-shift nature and not involving permanent structures/building works would be regarded as a temporary use in land use planning terms, provided that the duration of use is expected to be less than 5 years, and no planning permission from the Town Planning Board (TPB) will be required. Otherwise, planning permission from the TPB would be required.
- (l) If planning permission for an OSA is required according to the provisions of the Plan, an OSA applicant will have to seek planning permission separately from the TPB. Such a planning application will be considered on its individual merits and will be processed by the TPB within two months.

### ***Building Safety Requirements***

- (m) The proposed OSA should not obstruct the exit routes from the concerned restaurant and/or the emergency exits of the subject and adjoining buildings.
- (n) The OSA should be suitable for restaurant use with regard to structural safety, means of escape, means of access for firefighting and rescue, fire resisting construction and free of unauthorised building works.

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<sup>8</sup> The Plan is available for public inspection at the Planning Enquiry Counters of the LandsD and for sale at the Map Publications Centres of the LandsD. The electronic version of the Plan can also be browsed at "Statutory Planning Portal 2" on the Town Planning Board's Website (<http://www2.ozp.tpb.gov.hk/gos/>).

- (o) No part of an OSA should be located in, under or over structures built without the approval and consent of the Building Authority (BA) under the BO.
- (p) Moveable sunshades in the form of parasol/umbrella/furniture and not involving any building works under the BO are allowed at an OSA. Applicants are advised to consult an Authorised Person (AP)/Registered Structural Engineer (RSE)<sup>9</sup>, if necessary, on whether a moveable sunshade is safe and suitable for use in a particular location taking into account the weather conditions. Samples of the specifications and photos of the permitted types of moveable sunshades are at Annex 1.
- (q) No shelters other than movable sunshades in the form of parasol/umbrella/furniture would be allowed in the OSA. Prior approval and consent should be obtained from the BA for the construction of awnings or other structures under the BO. Reference on application for the approval of alteration or addition works can be found in the website of BD ([http://www.bd.gov.hk/english/services/index\\_aawork.html](http://www.bd.gov.hk/english/services/index_aawork.html)).
- (r) Following the implementation of the Building (Minor Works) Regulation (Cap. 123N) on 31 December 2010, certain building works have been specified as minor works. As an alternative to obtaining prior approval and consent from the BA, minor works may be carried out under the simplified requirements of the Minor Works Control System. Details of the minor works items and the associated requirements can be viewed at BD's website [www.bd.gov.hk](http://www.bd.gov.hk).
- (s) All requirements imposed by BD under the 3-tier system<sup>10</sup> for verification of compliance with building safety requirements should be complied with.

### **Fire Safety Requirements**

- (t) An OSA should not be situated within 6 metres from any dangerous goods store or installation, or within 1.5 metres from any fire hydrant, ground valve or notice plate for fire service installation/emergency vehicular access.
- (u) An OSA should not cause obstruction to any emergency vehicular access and operation of fire services aerial appliances or equipment.

<sup>9</sup> AP/RSE have the meanings given under section 2(1) of the BO.

<sup>10</sup> Regarding the details of 3-tier system, please refer to "A Guide to Application for Restaurant Licence" published by FEHD (which can be viewed at FEHD's website at [http://www.fehd.gov.hk/english/howtoseries/forms/new/A\\_Guide\\_to\\_Restaurant.PDF](http://www.fehd.gov.hk/english/howtoseries/forms/new/A_Guide_to_Restaurant.PDF)). For the purpose of reporting compliance of building safety requirements, an AP/RSE should submit a Certificate of Compliance with related supporting documents to FEHD accordingly. BD will carry out random audit checking of the certification made by the AP/RSE.

- (v) An OSA should not cause obstruction to any building fire service installation.
- (w) An OSA should not cause obstruction to any means of escape as stipulated at the Fire Safety Standards PPA/101-3.
- (x) No heating activities involving naked flame for cooking/food warming is permitted inside the OSA.
- (y) OSA should be provided with portable fire fighting equipment, considered adequate and appropriate by FSD.

### ***Traffic Requirements***

- (z) Any walkway on which an OSA is proposed should maintain a Level of Service C<sup>11</sup> or above and should have a clear width of at least 2 metres for pedestrian circulation at all times.
- (aa) An OSA should be located in area where the traffic speed is low, and not be close to any pedestrian crossing or problem spot.
- (bb) Furniture used in an OSA should not obstruct driver and pedestrian sightlines and traffic aids.
- (cc) An OSA should not affect road works and traffic diversions as well as traffic management scheme for special occasions.
- (dd) No damage to pavement and street furniture in the OSA area should be allowed. The restaurant licensee/licence applicant is required to rectify at his own cost any damage to pavement and street furniture caused by the use of OSA.

### ***General Environmental Guidelines for OSA***

- (ee) Please see Annex 2.

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<sup>11</sup> Level of Service C means the pedestrian flow is between 23-33 pedestrians per minute per metre of the effective width of the walkway. The effective width of a walkway refers to the portion of a walkway that can be used effectively by pedestrian movements, which exclude the strip 0.5 metre wide immediately next to all building, wall, fence, railing and curb.

### **Criteria for Permitted Types of Movable Sunshades**

- Freestanding parasol/umbrella with maximum dimensions (including length, width & height) of 3m.
- Portable without permanent fixings. No fixture/support should be allowed to fix on ground/attach to the external walls of buildings. The parasol/umbrella should be fixed in place by a portable base or inserting into a table ready set up with umbrella holder. (See photos below)



- Readily capable to fold up when unattended; under adverse weather condition; or not in use (see photos below).



- No building services such as electric/water supply should be attached to the parasol/umbrella.

For the avoidance of doubt, the following structures would **NOT** be allowed:-

- Combining multiple parasols/umbrella to form an extensive cover over the OSA.
- Retractable canvas canopy/awnings attached to the external wall over the OSA.
- Tent or similar structures over the OSA.

## **General Environmental Guidelines for OSA**

The operators of the OSA shall not create any environmental nuisance and/or cause any inconvenience to nearby residents and they are obliged to observe the following environmental requirements:

### **Noise**

- The restaurant operator shall not be allowed to operate the OSA beyond 11 p.m., such operation shall include cleaning and tidying up work after the normal business.
- The restaurant operator shall not be allowed to operate or let others to operate karaoke or music playing by any kind of musical instruments or any playback by amplifiers if there are noise sensitive receivers in the vicinity.

### **Air**

- The restaurant operator shall not cause any nuisance in the OSA.

### **Wastewater and Waste**

- The restaurant operator shall properly collect and dispose of the waste or litter generated from the operation of the OSA and prevent them from reaching the sea or adjoining areas.
- The restaurant operator shall not discharge or cause to discharge any wastewater into storm drain, watercourse or the sea.

### **Other Green Measures**

- The restaurant operator shall adopt as far as practicable green measures for environmental protection. These green measures include water saving, energy conservation and use of reusable cutlery etc.
- The restaurant operators may approach our Compliance Assistance Centre for any enquiries on general environmental protection issues regarding the operation of OSA at 2838 3111 (press 5 after language selection) or visit the Green Restaurant Website at <https://www.epd.gov.hk/epd/english/greenrestaurant/>.



申請設置露天座位

**APPLICATION FOR OUTSIDE SEATING ACCOMMODATION (OSA)**

致：牌照組助理秘書

To : Assistant Secretary (Licensing Office)

本人欲申請：

I intend to apply for:

- ☐ 把露天座位範圍納入持牌（普通／小食）\*食肆（牌照編號：\_\_\_\_\_）處所的範圍  
Inclusion of OSA area into the Licensed (General / Light Refreshment)\* Restaurant Premises  
(Licence No.: \_\_\_\_\_)
- ☐ 新的連露天座位的（普通／小食）\*食肆牌照（請把本表格連同表格 **FEHB 94** 「食物業牌照申請書」一併遞交）  
New (General / Light Refreshment)\* Restaurant Licence with OSA (please submit this form together with the *Form FEHB 94 "Application for Food Business Licence"*)

食肆處所地址：（請填寫中文及英文地址以便加快處理申請）

**Address of Restaurant Premises: (Please fill in both English and Chinese address in order to expedite the processing of the application)**

中文地址：

室／鋪 \_\_\_\_\_ 樓 \_\_\_\_\_ 座 \_\_\_\_\_

大廈 \_\_\_\_\_

屋邨／鄉村 \_\_\_\_\_

街道名稱及號碼 \_\_\_\_\_

（如涉及多於一條街道，請詳述） \_\_\_\_\_

地段號碼（如適用） \_\_\_\_\_

地區 \_\_\_\_\_ 香港／九龍／新界\*

\* 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).



English Address:

Flat/Rm/Shop \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_

Building \_\_\_\_\_

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

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

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

Lot Number (if any) \_\_\_\_\_

District \_\_\_\_\_ HK/Kln/NT\*

店鋪名稱（如適用）：  
**Shop Sign (if any)**

（中文）：\_\_\_\_\_  
（Chinese）

（英文）：\_\_\_\_\_  
（English）

**露天座位資料**

**Particulars of the OSA**

- (1) 露天座位範圍的面積及估計容納人數：

Size of the OSA Area and Estimated Number of Persons to be Accommodated

(a) 面積：\_\_\_\_\_平方米，尺寸為\_\_\_\_\_米（長） x \_\_\_\_\_米（闊）

Area: \_\_\_\_\_m<sup>2</sup>, with dimensions : \_\_\_\_\_m (length) x \_\_\_\_\_m (width)

(b) 估計最高可容納的人數（可根據一個人佔用 1.5 平方米來作估計）：\_\_\_\_\_

Estimated Maximum Number of Persons to be Accommodated

at Any One Time (assessment could be based on 1.5 m<sup>2</sup>/person): \_\_\_\_\_

- (2) 營業日期及時間：

Operating Day & Business Hours

(a) 擬議的每日營業時間：\_\_\_\_\_

Intended Daily Business Hours

（若超出上午 11 時至晚上 11 時的正常時段，請說明原因）

(Please provide reasons if it is beyond the normal range from 11:00 a.m. to 11:00 p.m.)

\_\_\_\_\_

(b) 營業日期：

Operating Days

\_\_\_\_\_

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

- (3) 露天座位範圍的土地類別：  
Land Status of the OSA Area

- ☐ 政府土地  
Government Land
- ☐ 私人土地  
Private Land

- (4) 若擬設的露天座位是位於政府土地上，請說明擬透過什麼方式使用該土地：  
If the proposed OSA is on Government land, it is intended to be used under:

- ☐ 土地牌照（繳付指定租金而獲得土地的非獨有使用權）  
Land Licence (non-exclusive use of the land at the prescribed rate)
- ☐ 短期租約（繳付市值租金而獲得土地的獨有使用權）  
Short Term Tenancy (exclusive use of the land at the market rate)

（註：地政總署是建議及決定可批出何種土地文件的主管當局）  
(Note: Lands Department is the authority to advise and decide which land document could be granted)

### 申請資料

#### Particulars of Application

- (1) 牌照申請人／食肆持牌人\*姓名 (中文)：\_\_\_\_\_ (先生／女士\*)  
Name of Licence Applicant/ Restaurant (Chinese)  
Licensee\*  
(英文)：\_\_\_\_\_ (Mr./Ms.\*)  
(English)
- (2) 香港身分證／護照\*號碼：\_\_\_\_\_  
Hong Kong Identity Card/ Passport No.\*
- (3) 公司名稱：\_\_\_\_\_  
Name of Corporation
- (4) 商業登記號碼：\_\_\_\_\_ 電話號碼：\_\_\_\_\_  
Business Registration No. Tel. No.
- (5) 獲授權代表姓名： (中文)：\_\_\_\_\_ (先生／女士\*)  
Name of Authorised Person (Chinese)  
(英文)：\_\_\_\_\_ (Mr./Ms.\*)  
(English)

\* 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).

通訊地址（如與食肆地址不同）：

Correspondence Address (if different from  
the restaurant address)

電話號碼：

Tel. No.

流動電話號碼：

Mobile Tel. No.

傳真號碼：

Fax No.

電郵地址：

Email Address

- (6) 聯絡人姓名 (中文)： (先生／女士\*)  
Name of Contact Person (Chinese)  
(英文)： (Mr./Ms.\*)  
(English)

電話號碼：

Tel. No.

流動電話號碼：

Mobile Tel. No.

傳真號碼：

Fax No.

電郵地址：

Email Address

- (7) 現夾附（見申請人須知）

Enclosed (see **Notice to Applicant**)

☐ 擬議設計圖則一式\_\_\_\_\_份  
\_\_\_\_\_ copies of identical Proposed Layout Plans

☐ 擬議位置圖一式\_\_\_\_\_份  
\_\_\_\_\_ copies of identical Proposed Location Maps

位於私人土地的露天座位

For OSA within private property

- ☐ 擁有露天座位範圍土地業權的文件證據，以及業權人就擬設的露天座位所簽署的同意書  
Documentary proof of the property ownership of the OSA area **and** the property owner's written  
agreement on the proposed OSA

\* 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).

- (8) 本人明白本人有責任確保露天座位的經營，是符合食物環境衛生署和各政府部門以及有關的主管當局按其執行的法例所訂立的規定，包括政府租契和法定圖則<sup>#</sup>。關於政府租契或法定圖則<sup>#</sup>，如有需要本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that the operations in the OSA are in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities, including the Government lease and the statutory plan<sup>#</sup>. I will consult my professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan<sup>#</sup>.

<sup>#</sup> 「法定圖則」指由城市規劃委員會依據《城市規劃條例》擬備和公布的圖則。

*Statutory plan refers to plan prepared and published by the Town Planning Board under the Town Planning Ordinance.*

- (9) 本人以中文／英文\*為日後的通訊語言。

I would use Chinese/English\* for my future correspondence.

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

\_\_\_\_\_  
持牌人／牌照申請人\*簽署  
Signature of Licensee/Licence Applicant\*

倘以公司名義提出申請，請填寫以下資料：

If application is made in the name of a corporation, please fill in the following particulars:

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

\_\_\_\_\_  
獲授權代表簽署  
Signature of Authorised Person  
（代表申請公司）  
(for and on behalf of the applying corporation)

\_\_\_\_\_  
公司印章  
Company Chop

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.

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

**申請人須知**  
**Notice to Applicant**

1. 食肆持牌人／牌照申請人須遞交顯示整個食肆連擬設的露天座位的食肆設計圖則一式八份。圖則須按比例（不少於 1:100）以十進制單位繪製，食肆持牌人／牌照申請人並須在每份圖則上簽署，以證明正確。

8 copies of identical restaurant layout plan are required to show the layout of the whole premises including the proposed OSA. Such plans should be drawn to scale (of not less than 1:100), in metric units and signed by the restaurant licensees / licence applicants on all copies to certify that they are correct.

2. 為核證土地類別及／或處理有關的短期租約／短期豁免書／土地牌照申請，申請人須遞交比例為 1:1000（十進制單位）的位置圖一式五份，並在圖上清楚標明擬設的露天座位的位置、露天座位如何附設於持牌食肆，以及露天座位與周圍處所的相對位置。為此，申請人可在以下的地政總署測繪處或有關地區的測量處，購買比例為 1:1000 的地段索引圖：

5 copies of identical location map drawn to scale of 1:1000, in metric units, are required for verification of land status and/or to process a Short Term Tenancy agreement/Short Term Waiver/Land Licence application. The proposed OSA location should be marked clearly on the location maps, how it annexes to the licensed restaurant and its relative position in connection with the surrounding premises. A Lot Index Plan of scale 1:1000 may be purchased from the following Survey and Mapping Office or the respective local District Survey Office of the Lands Department:

**地政總署測繪處**

測繪處香港地圖銷售處

香港北角渣華道 333 號  
北角政府合署 23 樓  
（鰂魚涌地鐵站模範里 C 出口）  
電話號碼：2231 3187

**Survey and Mapping Office, Lands Department**

SMO Map Publications Centre, H.K.

23/F, North Point Government Offices,  
333 Java Road, North Point, Hong Kong  
(MTR-Quarry Bay Station, Model Lane Exit C)  
Tel. no.: 2231 3187

測繪處九龍地圖銷售處

九龍油麻地  
彌敦道 382 號  
電話號碼：2780 0981

SMO Map Publications Centre, Kowloon

382 Nathan Road,  
Yau Ma Tei,  
Kowloon  
Tel. no.: 2780 0981

港島測量處

香港灣仔軒尼詩道 130 至 150 號  
修頓中心 18 樓

District Survey Office, Hong Kong

18/F, Southorn Centre,  
130-150 Hennessy Road, Wan Chai,  
Hong Kong

九龍測量處

九龍上海街 250 號  
油麻地停車場大廈 10 樓

District Survey Office, Kowloon

10/F, Yau Ma Tei Carpark Building,  
250 Shanghai Street, Kowloon

離島測量處

香港中環統一碼頭道 38 號  
海港政府大樓 18 樓

District Survey Office, Islands

18/F, Harbour Building,  
38 Pier Road, Central, Hong Kong

北區測量處

新界粉嶺璧峰路 3 號  
北區政府合署 5 樓

District Survey Office, North

5/F, North District Government Offices,  
3 Pik Fung Road, Fanling,  
New Territories

西貢測量處

新界西貢親民街 34 號  
西貢政府合署 3 樓

District Survey Office, Sai Kung

3/F, Sai Kung Government Offices,  
34 Chan Man Street, Sai Kung,  
New Territories

沙田測量處

新界沙田上禾輦路 1 號  
沙田政府合署 12 樓

District Survey Office, Sha Tin

12/F, Sha Tin Government Offices,  
1 Sheung Wo Che Road, Sha Tin,  
New Territories

大埔測量處

新界大埔汀角路 1 號  
大埔政府合署 5 樓

District Survey Office, Tai Po

5/F, Tai Po Government Offices,  
1 Ting Kok Road, Tai Po,  
New Territories

荃灣葵青測量處

新界荃灣西樓角路 38 號  
荃灣政府合署 15 樓

District Survey Office, Tsuen Wan & Kwai Tsing

15/F, Tsuen Wan Government Offices,  
38 Sai Lau Kok Road, Tsuen Wan,  
New Territories

屯門測量處

新界屯門屯喜路 1 號  
屯門政府合署 5 樓

District Survey Office, Tuen Mun

5/F, Tuen Mun Government Offices,  
1 Tuen Hi Road, Tuen Mun,  
New Territories

元朗測量處

新界元朗元政路 2 號

District Survey Office, Yuen Long

2 Yuen Ching Road, Yuen Long,  
New Territories

註： 申請人可致電地政總署測繪處電話熱線 2231 3187 聯絡上述各區測量處。

Note: Applicant may contact the above District Survey Offices through the telephone hotline of Survey and Mapping Office of the Lands Department (2231 3187).

3. 若露天座位是位於私人土地上，申請人應前往土地註冊處（金鐘道政府合署的客戶服務中心及三個分別位於大埔、荃灣及元朗的新界查冊中心），獲取下列與擬設露天座位所在土地相關的文件的認證副本，藉以提供業權方面的文件證據：

For OSA within private property, the applicant should provide the documentary proof of the ownership by obtaining certified copies of the following documents relating to the land concerned for the proposed OSA at the Land Registry (the Customer Centre at Queensway Government Offices and the three Search Offices in the New Territories located at Tai Po, Tsuen Wan and Yuen Long):

- (i) 電腦印本，載列有關土地過往及目前的業權資料；以及  
a computer printout containing the historical and current ownership particulars of the land concerned; and

- (ii) 影響有關土地的政府土地批地文件（包括所有修訂及附件）的完整副本。  
a complete copy of the Government Land Grant (including all modification and attachments thereto) affecting the land concerned.

若申請人並非有關土地的註冊業權人，則申請人亦應提供註冊業權人就有關土地用作設置露天座位一事所簽署的同意書。

If the applicant is not the registered owner of the land concerned, he/she should also provide the written consent of the registered owner(s) for using the land for OSA.

客戶服務中心

香港金鐘道 66 號  
金鐘道政府合署 19 樓  
電話號碼：2867 2868

Customer Centre

19/F, Queensway Government Offices,  
66 Queensway,  
Hong Kong  
Tel. no.: 2867 2868

大埔查冊中心

新界大埔鄉事會街 8 號  
大埔綜合大樓 4 樓  
電話號碼：2653 5859

Tai Po Search Office

4/F, Tai Po Complex,  
8 Heung Sze Wui Street, Tai Po,  
New Territories  
Tel. no.: 2653 5859

荃灣查冊中心

新界荃灣青山公路 174 至 208 號  
荃灣地鐵站多層停車場大廈 11 樓  
電話號碼：2416 3505

Tsuen Wan Search Office

11/F, Tsuen Wan Station Multi-storey Carpark Building,  
174-208 Castle Peak Road, Tsuen Wan,  
New Territories  
Tel. no.: 2416 3505

元朗查冊中心

新界元朗橋樂坊 2 號  
元朗政府合署暨大橋街市 7 樓  
電話號碼：2475 0341

Yuen Long Search Office

7/F, Yuen Long Government Offices and Tai Kiu Market,  
2 Kiu Lok Square, Yuen Long,  
New Territories  
Tel. no.: 2475 0341

4. 申請人凡擬更改已交來圖則上的設計，須遞交經修訂圖則，以供本署考慮和由本署轉交其他部門處理；申請人須用顏色筆在圖則上標示建議的設計更改，並略加說明。建議圖則應小心擬備，避免提交後再作修訂。若經修訂圖則曾作出很大幅度的修改，有關申請或須作新的申請處理。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 this department for consideration and referral to other departments for processing. Proposed plans should be prepared carefully to avoid amendment after submission. Revised plans with substantial changes may need to be processed as a fresh application.
5. 如食肆擬設置露天座位，申請人可同時向本署提交食肆牌照及設置露天座位許可的申請。申請人須填妥兩份申請表格，一份用作申請食肆牌照（FEHB 94），另一份用作申請設置露天座位（FEHB 197）。食肆牌照與設置露天座位申請的批核結果則互不相干。如設置露天座位獲得批准，食肆會在獲發牌照之時或之後，才獲准設置露天座位。For a proposed restaurant with OSA, the applicant can submit applications for restaurant licence and permission for OSA to this department at the same time by completing two application forms, namely one for restaurant (FEHB 94) and one for OSA (FEHB 197). The outcome of restaurant licence application is independent of that of the OSA application. If approval for OSA is granted, it would be granted together with or after the issue of the restaurant licence.

6. 如申請人擬在發給有關食肆的暫准食肆牌照附加設置露天座位的批註，必須通知個案經理已履行暫准食肆牌照設置露天座位的發牌條件。個案經理將會進行實地查證視察，查看已履行有關設置露天座位的發牌條件，才批出設置露天座位的許可。暫准食肆牌照獲批出設置露天座位的許可後，當申請人通知本署已履行正式牌照的發牌條件時，須同時通知本署已履行正式食肆牌照設置露天座位的發牌條件。兩者的發牌條件都須全部遵行，才會獲發出附有設置露天座位許可的正式食肆牌照。

If an applicant intends to have OSA endorsed for the restaurant issued with a provisional restaurant licence, he/she is required to report compliance of the OSA requirements of provisional licence to the Case Manager. The Case Manager will conduct on-site verification inspection to check compliance of the OSA requirements of provisional licence before OSA permission is granted. Where OSA permission has been granted to a provisional restaurant licence, when the applicant reports compliance for issue of full licence, he/she is required to report compliance of OSA requirements for full licence at the same time. Both sets of requirements have to be complied with before a full restaurant licence is issued together with OSA permission.



關於申請設置露天座位所填報的個人資料  
**Collection of Personal Data in Connection with  
Application for Outside Seating Accommodation (OSA)**  
(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**

你透過本申請表格所提供的個人資料，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新簽發／轉讓／續發食物業及其他行業牌照／許可證的相關事宜；  
carrying out activities relating to the applications for the grant/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (b) 處理向發牌當局申請新簽發／轉讓／續發酒牌及會所酒牌的相關事宜，其中包括按照酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；以及  
carrying out activities relating to the applications for the grant/transfer/renewal of liquor licences and club liquor licences made to the Licensing Authority. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (c) 方便發牌當局職員及其他政府部門的職員與你互相聯絡，以便遵從有關食物業或行業的有關法例及規定。  
facilitating communication among staff of the Licensing Authority, other Government departments and yourself concerning the cooperation of your food business or trade in compliance with the relevant laws and regulations.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，則發牌當局恐怕不能處理你的申請。

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 application.

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

在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第 1 段所載的目的。這些個人資料亦會被披露給本署食物安全中心及其他政府部門作執法用途，其中食物安全中心將用作執行《食物安全條例》（第 612 章），而渠務署將用作執行《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》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 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 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，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。發牌當局應查閱要求而提供資料時，可能徵收費用。

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**

如對牌照申請有任何疑問，包括對本申請表格收集的個人資料有任何查詢，可向下述辦事處主管提出。

Enquiries concerning the application for licence, including the personal data collected by means of this form, should be addressed to the officer in charge of the below offices.

#### **分區環境衛生辦事處 District Environmental Hygiene Offices**

##### **港島及離島區**

##### **中西區環境衛生辦事處**

香港皇后大道中 345 號上環市政大廈 10 樓  
電話號碼：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

##### **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

##### **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

##### **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

**深水埗區環境衛生辦事處**

九龍深水埗元州街 59-63 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**

九龍黃大仙彩虹道 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**

**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

**沙田區環境衛生辦事處**

新界沙田沙田鄉事會路 138 號新城市中央廣場第 1 座

12 樓 1201-1207 室及 1220-1221 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

**葵青區環境衛生辦事處**

新界葵涌興芳路 166-174 號葵興政府合署 9 樓

電話號碼：2619 9482 傳真號碼：2480 4023

**荃灣區環境衛生辦事處**

新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓

電話號碼：2212 9735 傳真號碼：2414 8809

**屯門區環境衛生辦事處**

新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓

電話號碼：2451 3113 傳真號碼：2452 6559

**元朗區環境衛生辦事處**

新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓

電話號碼：2920 7605 傳真號碼：2477 5099

**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**

**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, Tsueng Kwan O, New Territories

Tel. No.: 3740 5100 Fax No.: 2792 9937

**Sha Tin District Environmental Hygiene Office**

Unit 1201-1207, 1220-1221, 12/F, Tower 1,

Grand Central Plaza, 138 Sha Tin 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

**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

**Tsuen Wan District Environmental Hygiene Office**

3/F, Yeung Uk Road Municipal Services Building,

45 Yeung Uk Road, Tsuen Wan, New Territories

Tel. No.: 2212 9735 Fax No.: 2414 8809

**Tuen Mun District Environmental Hygiene Office**

1/F & 3/F, Tuen Mun Government Offices Building,

1 Tuen Hi Road, Tuen Mun, New Territories

Tel. No.: 2451 3113 Fax No.: 2452 6559

**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

**牌照組辦事處**

**Licensing Offices**

**港島及離島區牌照組辦事處**

香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓  
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**九龍區牌照組辦事處**

九龍深水埗基隆街 333 號北河街市政大廈 4 樓  
電話號碼：2729 1632      傳真號碼：3146 5319

**新界區牌照組辦事處**

新界大埔鄉事會街 8 號大埔綜合大樓 4 樓  
電話號碼：3183 9226      傳真號碼：2606 3350

**牌照簽發辦事處**

**Licence Issuing Offices**

**港島及離島區牌照簽發辦事處**

香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓  
電話號碼：2879 5710      傳真號碼：2511 5526

**九龍區牌照簽發辦事處**

九龍深水埗基隆街 333 號北河街市政大廈 4 樓  
電話號碼：2729 1964      傳真號碼：2708 9761

**新界區牌照簽發辦事處**

新界大埔鄉事會街 8 號大埔綜合大樓 4 樓  
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**Hong Kong and Islands Licensing Office**

8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wanchai, Hong Kong  
Tel. No.: 2879 5738      Fax No.: 2507 2964

**Kowloon Licensing Office**

4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street, Sham Shui Po, Kowloon  
Tel. No.: 2729 1632      Fax No.: 3146 5319

**New Territories Licensing Office**

4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9226      Fax No.: 2606 3350

**Hong Kong and Islands Licence Issuing Office**

8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wanchai, Hong Kong  
Tel. No.: 2879 5710      Fax No.: 2511 5526

**Kowloon Licence Issuing Office**

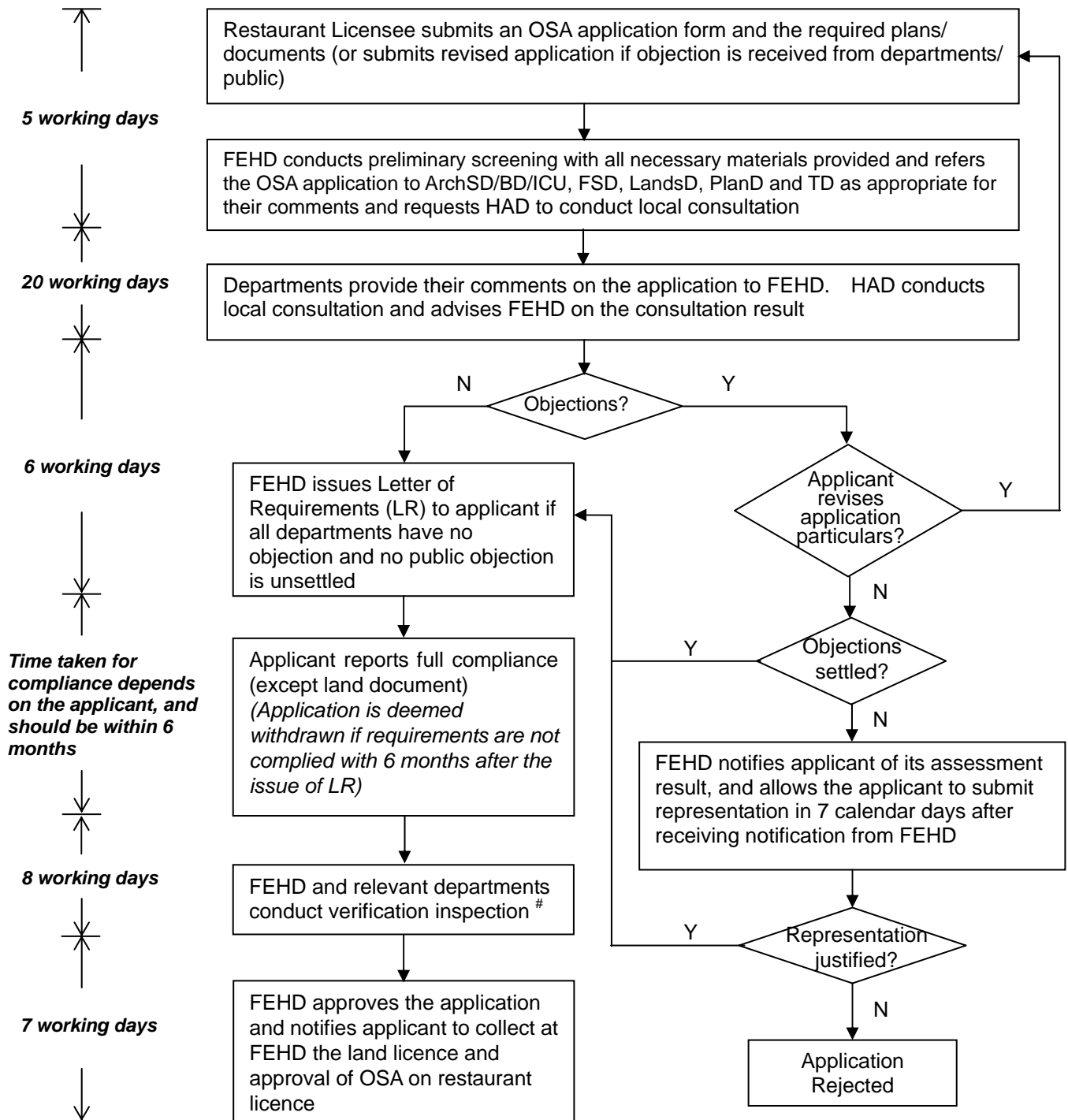
4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street, Sham Shui Po, Kowloon  
Tel. No.: 2729 1964      Fax No.: 2708 9761

**New Territories Licence Issuing Office**

4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9206      Fax No.: 2602 0824

## Flowchart for processing OSA Application

**Normal Processing Time \***



\* The Normal Processing Time is applicable to simple and straightforward cases.

# BD / ICU will conduct random audit checking only.

### **General Referral Protocols for Outside Seating Accommodation Applications in Restaurants**

*(Depending on its location and mode of operation, etc., each case will be referred to the relevant Government departments as appropriate.  
The information contained in the table below is for general information purpose only.)*

<b>Government Departments to be Referred</b>	<b>FSD</b>	<b>ArchSD/ BD/ICU See Note (1)</b>	<b>LandsD See Note (2)</b>	<b>PlanD</b>	<b>TD</b>	<b>HAD See Note (3)</b>	<b>EPD See Note (4)</b>
<b>Type of Application</b>							
Outside Seating Accommodation	Yes	Yes	Yes (except those locations under application are located in Housing Authority's properties/ divested Housing Authority's properties)	Yes	Yes (except those locations under application involve ● roof/podium floor of a building with no traffic flow; or ● no public road/footpath)	Yes	On need basis

**Explanatory Note:**

- (1) For building safety issues of OSA applications related to private properties, referral will be made to BD. ICU will process the OSA applications situated in Housing Authority's properties/divested Housing Authority's properties. Similarly, ArchSD will process the OSA applications situated in Government properties.
- (2) Legal right to use the land for a proposed OSA should be obtained by acquiring appropriate documents e.g. Land Licence (LL), Short Term Tenancy (STT) or Short Term Waiver (STW) from LandsD. LL is for part-time non-exclusive use of the Government land on a make-shift basis and no structures will be permitted. The fees for LL are calculated in accordance with the Land (Miscellaneous Provision) Regulations. STT is for exclusive use of the Government land on a 24-hour basis and proposed structures may be permitted subject to the prior approval and consent of BD under the Buildings Ordinance. A rental reflecting the market value of the site as OSA together with an administrative fee and a refundable deposit will be charged for use of land granted by STT. If temporary change of land use for the OSA purpose within private property is required, a STW should be sought from LandsD at a fee representing the enhancement in the rental value of the land together with an administrative fee and a refundable deposit. If STT or STW has to be issued at least two additional calendar months would be required for processing.
- (3) Cases will be referred to HAD to conduct local consultation. The consulted parties may include the concerned District Council members, Area Committee members, residents' organisations and rural representatives in the vicinity of the proposed OSA, as appropriate.
- (4) Cases will be referred to EPD for special comment on need basis, such as the business hours in the OSA is outside the period from 11 a.m. to 11 p.m.

**Legend:**

ArchSD : Architectural Services Department

BD : Buildings Department

EPD : Environmental Protection Department

FSD : Fire Services Department

HAD : Home Affairs Department

ICU : Independent Checking Unit under the Office of the Permanent Secretary for Housing

LandsD : Lands Department

OSA : Outside Seating Accommodation

PlanD : Planning Department

TD : Transport Department

**Lands Department's Information on Right of Land Use and Fee Payable in connection with the Outside Seating Accommodation Applications**

**I. Land Licence (LL)**

Upon issue of LL by the Lands Department, the holder can use the Government land on a part-time non-exclusive and make-shift basis. No structures will be permitted on the licensed area. Subject to the minimum charge under the Land (Miscellaneous Provisions) Regulations ("the Regulations"), the fees for LL are calculated in accordance with the Standard Rates prescribed in Schedule 1 and Schedule 2 of the Regulations. At present, the applicable prescribed rates are as follows:

**URBAN AREA STANDARD RATES**

Item	District	Fee
1.	Hong Kong -	
	(a) Northern Sector from Shau Kei Wan to Kennedy Town (inclusive)	\$10 per sq. metre per annum
	(b) Chai Wan and Aberdeen	\$5 per sq. metre per annum
	(c) Village areas	\$2.50 per sq. metre per annum
	(d) Remainder of District	\$1.00 per sq. metre per annum
2.	Kowloon	\$10 per sq. metre per annum
3.	New Kowloon	
	(a) West of Sha Tin Pass Road	\$10 per sq. metre per annum
	(b) East of Sha Tin Pass Road to Kwun Tong	\$10 per sq. metre per annum
	(c) Cha Kwo Ling	\$5 per sq. metre per annum
	(d) Yau Tong	\$5 per sq. metre per annum
	(e) Lei Yue Mun	\$2.50 per sq. metre per annum

**NEW TERRITORIES STANDARD RATE**

30 cents per sq. metre per annum

**II. Short Term Tenancy (STT)**

Where Government land is covered by STT issued by the Lands Department, the tenant has exclusive use of the Government land and proposed structures may be permitted subject to the prior approval and consent of the Buildings Department under the Buildings Ordinance. A rental at full market rate together with an administrative fee and a refundable deposit will be charged for use of land granted under STT.

**III. Temporary Waiver (TW)/Short Term Waiver (STW)**

If temporary change of land use for the OSA purpose within private property is required, a TW/STW should be sought from the Lands Department at a fee representing the enhancement in the rental value of the land together with an administrative fee and a refundable deposit.



## **The Main Licensing Requirements for OSA for Provisional Restaurant Licence**

### **1. Plans**

- (a) Before the grant of approval for OSA, the applicant/licensee is required to provide three copies of plan, drawn to scale of not more than 1:100 and in metric units, showing the layout of the outside seating area of the premises for approval of the Director of Food and Environmental Hygiene.
- (b) The layout of the outside seating area 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.
- (c) The applicant/licensee is required to sign on each copy of the plans certifying that it is correct.

### **2. Right of Land Use**

- (a) Legal right to use government land for a proposed OSA should be obtained by acquiring appropriate land documents, e.g. Land Licence (LL) or Short Term Tenancy (STT), from Lands Department; or
- (b) If an OSA is within private property, the applicant is required to provide documentary proof showing the legal right to use the OSA area and the property owner's agreement in writing for setting up an OSA. Depending on the permitted use under the lease conditions governing the proposed OSA area, a Short Term Waiver (STW) may be required.

### **3. Food Room**

Additional food preparation space and scullery area equivalent to 1/10 of the OSA area shall be provided inside the roofed-over restaurant premises.

### **4. Sanitary Facilities**

At least one toilet compartment, one urinal and one wash-hand basin shall be provided on the premises for use by the customers and staff. If the premises are designed to accommodate more than 25 customers, at least 50% of the provision required for the issue of a full licence have been provided.

### **5. The boundary of the OSA shall be properly delineated and clearly shown on site.**

### **6. Fire Services Certificate (if required by Fire Services Department)**

A Fire Services Certificate in respect of the premises under application shall be obtained from the Director of Fire Services or such other evidence to the effect that the premises under application comply with the fire services requirements issued by the Director of Fire Services.

**Licensing Conditions for Provisional Restaurant Licence  
(For compliance to maintain OSA approval)**

1. The layout of the outside seating area of the premises shall be kept in strict conformity with that shown in the plan approved by the Director of Food and Environmental Hygiene.
2. The boundary of the OSA shall be properly delineated and clearly shown on site when business is in operation.
3. Tables and chairs shall only be set out within the boundary of the approved OSA area.
4. Furniture such as movable sunshades shall be properly set up, and kept in good repair and in a safe and clean condition.
5. Adequate measures shall be taken to protect food from risk of contamination during conveyance to the OSA.
6. No preparation (including self-service hot-pot or barbecue), display or storage of open food, or cleaning or storage of any equipment or utensils used in the preparation or service of food shall be allowed in the OSA.
7. The business hours in the OSA shall generally be confined to the period from 11 a.m. to 11 p.m.

[Note: Requests for use of the OSA outside the above hours will be considered by FEHD on individual basis, taking into account the mode of operation and the nearby environment. Cases will be referred to EPD for special comment on need basis.]

8. The licensee shall keep the OSA clean and tidy at all times.
9. The licensee should comply with the relevant provisions of the laws of Hong Kong and the requirements and conditions imposed by other Government departments.
10. The OSA permission shall remain valid so long as the provisional restaurant licence in respect of the connected restaurant remains valid.

**Notes to All Applicants/Licensees**

- ◆ The OSA should carry public liability insurance.
- ◆ Environmental Conditions

The operation of OSA should not create any environmental nuisance (such as water pollution, air quality nuisance and noise nuisance) to the residents and local community in the vicinity.

[Note: To help observing the condition, the general environmental guidelines for OSA are prepared in Annex 2 of Appendix B for OSA operator to follow.]

## **The Main Licensing Requirements for OSA for Full Restaurant Licence**

### **1. Plans**

- (a) Before the issue of a licence/the grant of approval for OSA, the applicant/licensee is required to provide three copies of each plan, drawn to scale of not more than 1:100 and in metric units, showing the final layout of the premises and of the ventilating system installed for approval of the Director of Food and Environmental Hygiene.
- (b) 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.
- (c) The applicant/licensee is required to sign on each copy of the plans certifying that it is correct.

### **2. Right of Land Use**

- (a) Legal right to use government land for a proposed OSA should be obtained by acquiring appropriate land documents, e.g. Land Licence (LL) or Short Term Tenancy (STT), from Lands Department; or
- (b) If an OSA is within private property, the applicant is required to provide documentary proof showing the legal right to use the OSA area and the property owner's agreement in writing for setting up an OSA. Depending on the permitted use under the lease conditions governing the proposed OSA area, a Short Term Waiver (STW) may be required.

### **3. Food Room**

Additional food preparation space and scullery area equivalent to 1/10 of the OSA area shall be provided inside the roofed-over restaurant premises.

### **4. Sanitary Facilities**

Adequate sanitary and ablution facilities shall be provided within the roofed-over area of the premises for use by the customers.

- 5. The boundary of the OSA shall be properly delineated and clearly shown on site.

### **6. Fire Services Certificate (if required by Fire Services Department)**

A Fire Services Certificate in respect of the premises under application shall be obtained from the Director of Fire Services or such other evidence to the effect that the premises under application comply with the fire services requirements issued by the Director of Fire Services.

**Licensing Conditions for Full Restaurant Licence  
(For compliance to maintain OSA approval)**

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. The boundary of the OSA shall be properly delineated and clearly shown on site when business is in operation.
3. Tables and chairs shall only be set out within the boundary of the approved OSA area.
4. Furniture such as movable sunshades shall be properly set up, and kept in good repair and in a safe and clean condition.
5. Adequate measures shall be taken to protect food from risk of contamination during conveyance to the OSA.
6. No preparation (including self-service hot-pot or barbecue), display or storage of open food, or cleaning or storage of any equipment or utensils used in the preparation or service of food shall be allowed in the OSA.
7. The business hours in the OSA shall generally be confined to the period from 11 a.m. to 11 p.m.

[Note: Requests for use of the OSA outside the above hours will be considered by FEHD on individual basis, taking into account the mode of operation and the nearby environment. Cases will be referred to EPD for special comment on need basis.]

8. The licensee shall keep the OSA clean and tidy at all times.
9. The licensee should comply with the relevant provisions of the laws of Hong Kong and the requirements and conditions imposed by other Government departments.

**Notes to All Applicants/Licensees**

- ◆ The OSA should carry public liability insurance.
- ◆ Environmental Conditions

The operation of OSA should not create any environmental nuisance (such as water pollution, air quality nuisance and noise nuisance) to the residents and local community in the vicinity.

[Note: To help observing the condition, the general environmental guidelines for OSA are prepared in Annex 2 of Appendix B for OSA operator to follow.]

### **Frequently Asked Questions**

- (1) Q : Can I submit the applications for restaurant licence and OSA at the same time?
- A : For a proposed restaurant with OSA, the applicant can submit applications for restaurant licence and permission for OSA to FEHD at the same time by completing two application forms, namely one for restaurant (FEHB 94) and one for OSA (FEHB197). The outcome of restaurant licence application is independent of that of the OSA application. If approval for OSA is granted, it would be granted together with or after the issue of the restaurant licence.
- (2) Q: I am holding a Food Factory Licence. Can I apply for OSA?
- A: No. Only the applicant/licensee of restaurant licences can apply for OSA.
- (3) Q : Where should the OSA be located? Can it be located on G/F even if my restaurant is located on upper floors?
- A : OSA is an open area for alfresco dining outside the restaurant. It should normally be annexed to the restaurant and is suitable for alfresco dining.
- (4) Q : Should the operation hours of OSA be the same as that of the restaurant?
- A : The operation hours of the OSA should be in conjunction with the business hours of the restaurant and should not exceed the latter. The operation hours of the OSA are normally confined to the period from 11 a.m. to 11 p.m. or within the hours as required by departments concerned as appropriate to each case. FEHD considers on individual case basis the operating hours of the OSA outside 11 a.m. to 11 p.m.
- (5) Q : Do I need to contact various departments for the application?
- A : FEHD is the focal point to receive and process OSA applications including applications for a right to use Government land, whereby FEHD will arrange for the necessary referrals to the departments concerned and follow through the whole process.

(6) Q : Do I need to apply to the Lands Department for necessary Land Licence/Short Term Tenancy Agreement related to OSA application on Government land?

A : It is not necessary for applicants to apply to the Lands Department separately for the necessary Land Licence/Short Term Tenancy Agreement related to OSA application on Government land. FEHD will refer the case to the Lands Department.

(7) Q : Do I have to pay for any additional fee for the food business licence after approval of OSA?

A : Additional licence fee may be charged for the OSA, which is calculated according to the gross floor area of the licensed premises if there is a raise in fee band after addition of the OSA area.

(8) Q : Can I have food preparation in the OSA?

A : No. The OSA should only be used for seating accommodation purpose.

(9) Q : If movable sunshades for OSA are not fixed on ground, it would be vulnerable to collapse. How can I maintain the stability of those sunshades during inclement weather?

A : Under normal weather condition, parasol/umbrella can be fixed in place by a portable base or inserted into a table fitted with umbrella holder. During inclement weather, the parasol/umbrella should be folded up and patrons should move inside the restaurant for safety concern.

(10) Q : What type of fire service installation is required for the OSA?

A : One additional 9-litre CO<sub>2</sub>/water fire extinguisher should be provided for every 100m<sup>2</sup> of the OSA.

(11) Q : If portable fire extinguishers have already been provided inside the food premises, will it be possible for those portable fire extinguishers to serve the OSA as well without additional provision?

A: In general, provision of portable fire extinguisher(s) inside food premises are prescribed and intended to protect the interior of the premises in case of emergency. Therefore, the applicant is required to provide additional portable fire extinguisher(s) and it/they should be placed in a prominent location for the protection of the OSA.

(12) Q: Would cooking/food warming activities using naked flame be permitted inside the OSA?

A: No heating activities involving naked flame for cooking/food warming is permitted inside the OSA.

(13) Q: What fire service requirements be observed if the OSA is located near an Emergency Vehicular Access (EVA)?

A: The OSA should not cause obstruction to any EVA or to the operation of Fire Services aerial appliance or equipment. As a general guide, a clear passage of not less than 6 metres in width with 4.5 metres headroom clearance should be maintained at the EVA at all times.

(14) Q: If I have already complied with all the fire safety requirements for the OSA, how can I inform FSD to arrange an inspection?

A: You can inform your Case Officer of FSD either by phone, fax, letter or email for reporting the compliance of fire safety requirements. Upon the receipt of 'Notice of Completion', the Case Officer will arrange an inspection.

(15) Q: Upon the receipt of 'Notice of Completion', how long will it take for arranging a Case Officer to carry out an inspection? Also, when will I be informed of the inspection results?

A: In general, the Case Officer of FSD will carry out an inspection within seven working days upon receipt of 'Notice of Completion'. The responsible person will be informed of the inspection results at scene. Also, FEHD will also be notified of the inspection results in writing within three working days.

(16) Q : What are the common reasons for rejecting an application for OSA?

A : The common reasons for rejecting an application for OSA include the applicant's failure to resolve the comments from the relevant Government departments. For example:

<u>Government Departments</u>	<u>Common Reasons of Objection</u>
Buildings Department	Unauthorised building works located in/under/over the OSA under application.
Fire Services Department	The OSA at the location under application causes obstruction to the emergency vehicular access.
Independent Checking Unit under the Office of the Permanent Secretary for Housing	The OSA under application is located in area which obstructs the exit routes of the adjoining buildings.
Lands Department	The OSA at the location under application contravenes the non-offensive trade clause.
Planning Department	Planning permission in respect of the OSA at the location under application has not been granted by the Town Planning Board.
Transport Department	The OSA at the location under application causes obstruction to pedestrian flow.

Remarks: Home Affairs Department would assist FEHD in conducting local consultation and relaying the public's views for FEHD's consideration.



(17) Q : What are the important points to note for OSA application?

A : To shorten the time for processing OSA application, it is a prerequisite for applicant to meet the following criteria –

- Select a suitable site for OSA;
- Ensure the right of use of the land for OSA;
- Provide the required information for the OSA application in time; and
- Comply with the licensing requirements promptly.

**The District Environmental Hygiene Offices and Licensing Offices of FEHD**

辦事處 Office	地址 Address	詢問電話 Enquiries 傳真Fax 電郵地址E-mail address
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中西區環境衛生辦事處 Central/Western District Environmental Hygiene Office	香港皇后大道中345號上環市政大廈 10樓  10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong	電話Tel 2545 0506  傳真Fax 2851 7653  電郵地址E-mail address cwdoeh@fehd.gov.hk
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離島區環境衛生辦事處 Islands District Environmental Hygiene Office	香港中環統一碼頭道38號海港政府大 樓6樓  6/F, Harbour Building, 38 Pier Road, Central, Hong Kong	電話Tel 2852 3606  傳真Fax 2545 2964  電郵地址 E-mail address isdoeh@fehd.gov.hk
<b>九龍區環境衛生辦事處</b> <b>Kowloon District Environmental Hygiene Offices</b>		
油尖區環境衛生辦事處 Yau Tsim District Environmental Hygiene Office	九龍油麻地寶靈街17號官涌市政大廈3 樓及4樓  3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon	電話Tel 2302 1301  傳真Fax 2735 5955  電郵地址E-mail address ytdoeh@fehd.gov.hk

旺角環境衛生辦事處 Mong Kok District Environmental Hygiene Office	九龍旺角花園街123號A花園街市政大廈6樓及7樓  6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon	電話Tel 2749 3627 傳真Fax 2391 5572  電郵地址E-mail address mkdoeh@fehd.gov.hk
深水埗區環境衛生辦事處 Sham Shui Po District Environmental Hygiene Office	九龍深水埗元州街59-63號元州街市政大廈8樓至10樓  8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon	電話Tel 2748 6959 傳真Fax 2748 6937  電郵地址E-mail address sspdoeh@fehd.gov.hk
九龍城區環境衛生辦事處 Kowloon City District Environmental Hygiene Office	九龍馬頭圍道165號土瓜灣政府合署3樓及4樓  3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon	電話Tel 2715 4608 傳真 Fax 2761 0718  電郵地址E-mail address kcdoeh@fehd.gov.hk
黃大仙區環境衛生辦事處 Wong Tai Sin District Environmental Hygiene Office	九龍彩虹道121號大成街街市大樓3樓 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon	電話Tel 2328 6531 傳真Fax 2351 5710  電郵地址E-mail address wtsdoeh@fehd.gov.hk
觀塘區環境衛生辦事處 Kwun Tong District Environmental Hygiene Office	九龍觀塘瑞和街9號瑞和街市政大廈7樓  Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon	電話Tel 3102 7373 傳真Fax 2343 6734  電郵地址E-mail address ktdoeh@fehd.gov.hk

**新界區環境衛生辦事處**  
**New Territories District Environmental Hygiene Offices**

荃灣區環境衛生辦事處 Tsuen Wan District Environmental Hygiene Office	新界荃灣楊屋道45號楊屋道市政大廈3樓  3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories	電話Tel 2212 9704 傳真Fax 2414 8809  電郵地址E-mail address twdoeh@fehd.gov.hk
葵青區環境衛生辦事處 Kwai Tsing District Environmental Hygiene Office	新界葵涌興芳路166-174號葵興政府合署9樓  9/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, New Territories	電話Tel 2420 9204 傳真Fax 2480 4023  電郵地址E-mail address kwtdoeh@fehd.gov.hk
北區環境衛生辦事處 North District Environmental Hygiene Office	新界上水智昌路13號石湖墟市政大廈4樓  4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories	電話Tel 2679 2812 傳真Fax 2679 5695  電郵地址 E-mail address ndoeh@fehd.gov.hk

大埔區環境衛生辦事處 Tai Po District Environmental Hygiene Office	新界大埔鄉事會街8號大埔綜合大樓3樓  3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories	電話Tel 3183 9119 傳真Fax 2650 1171 電郵地址E-mail address tpdoeh@fehd.gov.hk
西貢區環境衛生辦事處 Sai Kung District Environmental Hygiene Office	新界將軍澳培成路38號西貢將軍澳政府綜合大樓8樓  8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories	電話Tel 3740 5100 傳真Fax 2792 9937 電郵地址E-mail address skdoeh@fehd.gov.hk
沙田區環境衛生辦事處 Sha Tin District Environmental Hygiene Office	新界沙田沙田鄉事會路138號新城市中央廣場第1座12樓  Level 12, Tower 1, Grand Central Plaza, 138 Sha Tin Rural Committee Road, Sha Tin, New Territories	電話Tel 2634 0136 傳真Fax 2634 0442 電郵地址E-mail address stdoeh@fehd.gov.hk
屯門區環境衛生辦事處 Tuen Mun District Environmental Hygiene Office	屯門屯喜路1號屯門政府合署1樓及3樓1/F & 3/F., Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories	電話Tel 2146 8642 傳真Fax 2452 6559 電郵地址E-mail address tmdoeh@fehd.gov.hk
元朗區環境衛生辦事處 Yuen Long District Environmental Hygiene Office	新界元朗橋樂坊2號元朗政府合署2樓至5樓  2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories	電話Tel 2920 7605 傳真 Fax 2477 5099 電郵地址 E-mail address ylaoeh@fehd.gov.hk
<b>牌照組 Licensing Offices</b>		
港島及離島區牌照組 Hong Kong and Islands Licensing Office	香港灣仔軒尼詩道225號駱克道市政大廈8樓  8/F, Lockhart Road Complex, 225 Hennessy Road, Wan Chai, Hong Kong	電話Tel 2879 5738 傳真Fax 2507 2964 電郵地址 E-mail address hkis_lo@fehd.gov.hk
九龍區牌照組 Kowloon Licensing Office	九龍深水埗基隆街333號北河街市政大廈4樓  4/F, Pei Ho Street Complex, 333 Ki Lung Street, Sham Shui Po, Kowloon	電話Tel 2729 1632 傳真Fax 2789 0107 電郵地址 E-mail address kln_lo@fehd.gov.hk
新界區牌照組 New Territories Licensing Office	新界大埔鄉事會街8號大埔綜合大樓4樓  4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories	電話Tel 3183 9234 傳真Fax 2696 2097 電郵地址 E-mail address nt_lo@fehd.gov.hk

**Buildings Department / Independent Checking Unit under the Office of the  
Permanent Secretary for Housing / Architectural Services Department**

For specific enquiries relating to building safety concerns, please approach –

The Licensing Unit of Buildings Department at Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon (tel. no. 2626 1616 – handled by “1823”); or

Independent Checking Unit under the Office of the Permanent Secretary for Housing at 9/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon (tel. no. 3162 0493); or

Architectural Services Department at 4/F, Main Block, APB Centre, 9 Sung Ping Street, Hung Hom, Kowloon (tel. no. 2773 2243)

**Licensing Offices of the Fire Services Department**

Enquiries can be made by telephone, in writing or in person to the following offices :-

**Hong Kong and Kowloon West Licensing Office**

Hong Kong Licensing Office

M/F, Sheung Wan Fire Station,  
2 Western Fire Services Street,  
Sheung Wan, Hong Kong

Tel : 2549 8104  
Fax : 2559 3461  
*e-mail*: h\_lic\_1@hkfsd.gov.hk

Kowloon West Licensing Office

6/F, Tsim Sha Tsui Fire Station,  
333 Canton Road, Tsim Sha Tsui,  
Kowloon

Tel : 2302 5339  
Fax: 2302 5314  
*e-mail*: k\_lic\_1@hkfsd.gov.hk

**New Territories and Kowloon East Licensing Office**

New Territories Licensing Office

Unit 1809-1810, 18/F, Skyline Tower,  
39 Wang Kwong Road,  
Kowloon Bay, Kowloon

Tel : 3423 9328  
Fax : 2443 1411  
*e-mail*: nt\_lic\_1@hkfsd.gov.hk

Kowloon East Licensing Office

Unit 1809-1810, 18/F, Skyline Tower,  
39 Wang Kwong Road,  
Kowloon Bay, Kowloon

Tel : 3423 9332  
Fax : 2722 5256  
*e-mail*: k\_lic\_3@hkfsd.gov.hk



申請設置露天座位

APPLICATION FOR OUTSIDE SEATING ACCOMMODATION (OSA)

致：牌照組助理秘書

To : Assistant Secretary (Licensing Office)

本人欲申請：

I intend to apply for:

- ☒ 把露天座位範圍納入持牌（普通／小食）\*食肆（牌照編號：\_\_\_\_\_）處所的範圍  
Inclusion of OSA area into the Licensed (General / ~~Light Refreshment~~)\* Restaurant Premises  
(Licence No.: 1234567890)
- ☐ 新的連露天座位的（普通／小食）\*食肆牌照（請把本表格連同表格 FEHB 94 「食物業牌照申請書」一併遞交）  
New (General / Light Refreshment)\* Restaurant Licence with OSA (please submit this form together with the Form FEHB 94 "Application for Food Business Licence")

食肆處所地址：（請填寫中文及英文地址以便加快處理申請）

Address of Restaurant Premises: (Please fill in both English and Chinese address in order to expedite the processing of the application)

中文地址：

室／鋪 10號 樓 地下 座 \_\_\_\_\_

大廈 \_\_\_\_\_

屋邨／鄉村 黃竹村

街道名稱及號碼 汀角路

（如涉及多於一條街道，請詳述） \_\_\_\_\_

地段號碼（如適用） \_\_\_\_\_

地區 大埔 ~~香港／九龍／新界\*~~

\* 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).

English Address:

Flat/Rm/Shop \_\_\_\_\_ No. 10 \_\_\_\_\_ Floor \_\_\_\_\_ G/F \_\_\_\_\_ Block \_\_\_\_\_

Building \_\_\_\_\_

Estate/Village \_\_\_\_\_ Wong Chuk Tsuen \_\_\_\_\_

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

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

Lot Number (if any) \_\_\_\_\_

District \_\_\_\_\_ Tai Po \_\_\_\_\_ ~~HK/KL~~/NT\*

店鋪名稱（如適用）：  
Shop Sign (if any)

(中文)：\_\_\_\_\_ 好味道茶座 \_\_\_\_\_ (英文)：\_\_\_\_\_ Yummy Café \_\_\_\_\_  
(Chinese) (English)

#### 露天座位資料

#### Particulars of the OSA

- (1) 露天座位範圍的面積及估計容納人數：

Size of the OSA Area and Estimated Number of Persons to be Accommodated

(a) 面積：\_\_\_\_\_ 平方米，尺寸為\_\_\_\_\_ 米（長） x \_\_\_\_\_ 米（闊）

Area: \_\_\_\_\_ m<sup>2</sup>, with dimensions : \_\_\_\_\_ m (length) x \_\_\_\_\_ m (width)

(b) 估計最高可容納的人數（可根據一個人佔用 1.5 平方米來作估計）：\_\_\_\_\_

Estimated Maximum Number of Persons to be Accommodated

at Any One Time (assessment could be based on 1.5 m<sup>2</sup>/person): \_\_\_\_\_ 7 \_\_\_\_\_

- (2) 營業日期及時間：

Operating Day & Business Hours

(a) 擬議的每日營業時間：\_\_\_\_\_ 11:00 a.m. to 11:00 p.m. \_\_\_\_\_

Intended Daily Business Hours

(若超出上午 11 時至晚上 11 時的正常時段，請說明原因)

(Please provide reasons if it is beyond the normal range from 11:00 a.m. to 11:00 p.m.)

\_\_\_\_\_ N.A. \_\_\_\_\_

(b) 營業日期：

Operating Days

\_\_\_\_\_ N.A. \_\_\_\_\_

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

- (3) 露天座位範圍的土地類別：  
Land Status of the OSA Area

- ☐ 政府土地  
Government Land
- ☒ 私人土地  
Private Land

- (4) 若擬設的露天座位是位於政府土地上，請說明擬透過什麼方式使用該土地：  
If the proposed OSA is on Government land, it is intended to be used under:

- ☐ 土地牌照（繳付指定租金而獲得土地的非獨有使用權）  
Land Licence (non-exclusive use of the land at the prescribed rate)
- ☐ 短期租約（繳付市值租金而獲得土地的獨有使用權）  
Short Term Tenancy (exclusive use of the land at the market rate)

（註：地政總署是建議及決定可批出何種土地文件的主管當局）  
(Note: Lands Department is the authority to advise and decide which land document could be granted)

### 申請資料

#### Particulars of Application

- (1) 牌照申請人／食肆持牌人\*姓名 (中文)： 黃飛 (先生／女士\*)  
Name of ~~Licence Applicant~~ Restaurant / Restaurant (Chinese)  
Licensee\*  
(英文)： Wong Fei (Mr./Ms.\*)  
(English)
- (2) 香港身分證／護照\*號碼： A123456(7)  
Hong Kong Identity Card/ ~~Passport No.~~\*
- (3) 公司名稱： N.A.  
Name of Corporation
- (4) 商業登記號碼： N.A. 電話號碼： 2135 4567  
Business Registration No. Tel. No.
- (5) 獲授權代表姓名： (中文)： N.A. (先生／女士\*)  
Name of Authorised Person (Chinese)  
(英文)： N.A. (Mr./Ms.\*)  
(English)

\* 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).



通訊地址（如與食肆地址不同）：  
Correspondence Address (if different from  
the restaurant address)

N.A.

電話號碼：

Tel. No.

流動電話號碼：

Mobile Tel. No.

傳真號碼：

Fax No.

電郵地址：

Email Address

- (6) 聯絡人姓名 (中文)： 周恩傑 (先生/女士\*)  
Name of Contact Person (Chinese)  
(英文)： CHOW Yan-kit (Mr./~~Ms.~~\*)  
(English)

電話號碼： 2233 4567

Tel. No.

流動電話號碼：

Mobile Tel. No.

9876 1234

傳真號碼： 2345 6789

Fax No.

電郵地址：

Email Address

fw@yahoo.com

- (7) 現夾附（見申請人須知）

Enclosed (see **Notice to Applicant**)

☒ 擬議設計圖則一式 8 份  
8 copies of identical Proposed Layout Plans

☒ 擬議位置圖一式 5 份  
5 copies of identical Proposed Location Maps

位於私人土地的露天座位  
For OSA within private property

- ☒ 擁有露天座位範圍土地業權的文件證據，以及業權人就擬設的露天座位所簽署的同意書  
Documentary proof of the property ownership of the OSA area **and** the property owner's written agreement on the proposed OSA

\* 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).

- (8) 本人明白本人有責任確保露天座位的經營，是符合食物環境衛生署和各政府部門以及有關的主管當局按其執行的法例所訂立的規定，包括政府租契和法定圖則<sup>#</sup>。關於政府租契或法定圖則<sup>#</sup>，如有需要本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that the operations in the OSA are in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities, including the Government lease and the statutory plan<sup>#</sup>. I will consult my professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan<sup>#</sup>.

<sup>#</sup> 「法定圖則」指由城市規劃委員會依據《城市規劃條例》擬備和公布的圖則。

*Statutory plan refers to plan prepared and published by the Town Planning Board under the Town Planning Ordinance.*

- (9) 本人以中文／英文\*為日後的通訊語言。

I would use ~~Chinese~~/English\* for my future correspondence.



1 / 12 / 2024

日期（日／月／年）

Date (dd/mm/yyyy)

Wong Fei

持牌人／牌照申請人\*簽署

Signature of Licensee/~~Licence Applicant~~\*

倘以公司名義提出申請，請填寫以下資料：

If application is made in the name of a corporation, please fill in the following particulars:

/ /  
日期（日／月／年）

Date (dd/mm/yyyy)

獲授權代表簽署

Signature of Authorised Person

（代表申請公司）

(for and on behalf of the applying corporation)

公司印章

Company Chop

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.

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

**申請人須知**  
**Notice to Applicant**

1. 食肆持牌人／牌照申請人須遞交顯示整個食肆連擬設的露天座位的食肆設計圖則一式八份。圖則須按比例（不少於 1:100）以十進制單位繪製，食肆持牌人／牌照申請人並須在每份圖則上簽署，以證明正確。

8 copies of identical restaurant layout plan are required to show the layout of the whole premises including the proposed OSA. Such plans should be drawn to scale (of not less than 1:100), in metric units and signed by the restaurant licensees / licence applicants on all copies to certify that they are correct.

2. 為核證土地類別及／或處理有關的短期租約／短期豁免書／土地牌照申請，申請人須遞交比例為 1:1000（十進制單位）的位置圖一式五份，並在圖上清楚標明擬設的露天座位的位置、露天座位如何附設於持牌食肆，以及露天座位與周圍處所的相對位置。為此，申請人可在以下的地政總署測繪處或有關地區的測量處，購買比例為 1:1000 的地段索引圖：

5 copies of identical location map drawn to scale of 1:1000, in metric units, are required for verification of land status and/or to process a Short Term Tenancy agreement/Short Term Waiver/Land Licence application. The proposed OSA location should be marked clearly on the location maps, how it annexes to the licensed restaurant and its relative position in connection with the surrounding premises. A Lot Index Plan of scale 1:1000 may be purchased from the following Survey and Mapping Office or the respective local District Survey Office of the Lands Department:

**地政總署測繪處**

測繪處香港地圖銷售處

香港北角渣華道 333 號  
北角政府合署 23 樓  
（鰂魚涌地鐵站模範里 C 出口）  
電話號碼：2231 3187

**Survey and Mapping Office, Lands Department**

SMO Map Publications Centre, H.K.

23/F, North Point Government Offices,  
333 Java Road, North Point, Hong Kong  
(MTR-Quarry Bay Station, Model Lane Exit C)  
Tel. no.: 2231 3187

測繪處九龍地圖銷售處

九龍油麻地  
彌敦道 382 號  
電話號碼：2780 0981

SMO Map Publications Centre, Kowloon

382 Nathan Road,  
Yau Ma Tei,  
Kowloon  
Tel. no.: 2780 0981

港島測量處

香港灣仔軒尼詩道 130 至 150 號  
修頓中心 18 樓

District Survey Office, Hong Kong

18/F, Southorn Centre,  
130-150 Hennessy Road, Wan Chai,  
Hong Kong

九龍測量處

九龍上海街 250 號  
油麻地停車場大廈 10 樓

District Survey Office, Kowloon

10/F, Yau Ma Tei Carpark Building,  
250 Shanghai Street, Kowloon

離島測量處

香港中環統一碼頭道 38 號  
海港政府大樓 18 樓

District Survey Office, Islands

18/F, Harbour Building,  
38 Pier Road, Central, Hong Kong

北區測量處

新界粉嶺璧峰路 3 號  
北區政府合署 5 樓

District Survey Office, North

5/F, North District Government Offices,  
3 Pik Fung Road, Fanling,  
New Territories

西貢測量處

新界西貢親民街 34 號  
西貢政府合署 3 樓

District Survey Office, Sai Kung

3/F, Sai Kung Government Offices,  
34 Chan Man Street, Sai Kung,  
New Territories

沙田測量處

新界沙田上禾輦路 1 號  
沙田政府合署 12 樓

District Survey Office, Sha Tin

12/F, Sha Tin Government Offices,  
1 Sheung Wo Che Road, Sha Tin,  
New Territories

大埔測量處

新界大埔汀角路 1 號  
大埔政府合署 5 樓

District Survey Office, Tai Po

5/F, Tai Po Government Offices,  
1 Ting Kok Road, Tai Po,  
New Territories

荃灣葵青測量處

新界荃灣西樓角路 38 號  
荃灣政府合署 15 樓

District Survey Office, Tsuen Wan & Kwai Tsing

15/F, Tsuen Wan Government Offices,  
38 Sai Lau Kok Road, Tsuen Wan,  
New Territories

屯門測量處

新界屯門屯喜路 1 號  
屯門政府合署 5 樓

District Survey Office, Tuen Mun

5/F, Tuen Mun Government Offices,  
1 Tuen Hi Road, Tuen Mun,  
New Territories

元朗測量處

新界元朗元政路 2 號

District Survey Office, Yuen Long

2 Yuen Ching Road, Yuen Long,  
New Territories

註： 申請人可致電地政總署測繪處電話熱線 2231 3187 聯絡上述各區測量處。

Note: Applicant may contact the above District Survey Offices through the telephone hotline of Survey and Mapping Office of the Lands Department (2231 3187).

3. 若露天座位是位於私人土地上，申請人應前往土地註冊處（金鐘道政府合署的客戶服務中心及三個分別位於大埔、荃灣及元朗的新界查冊中心），獲取下列與擬設露天座位所在土地相關的文件的認證副本，藉以提供業權方面的文件證據：

For OSA within private property, the applicant should provide the documentary proof of the ownership by obtaining certified copies of the following documents relating to the land concerned for the proposed OSA at the Land Registry (the Customer Centre at Queensway Government Offices and the three Search Offices in the New Territories located at Tai Po, Tsuen Wan and Yuen Long):

- (i) 電腦印本，載列有關土地過往及目前的業權資料；以及  
a computer printout containing the historical and current ownership particulars of the land concerned; and

- (ii) 影響有關土地的政府土地批地文件（包括所有修訂及附件）的完整副本。  
a complete copy of the Government Land Grant (including all modification and attachments thereto) affecting the land concerned.

若申請人並非有關土地的註冊業權人，則申請人亦應提供註冊業權人就有關土地用作設置露天座位一事所簽署的同意書。

If the applicant is not the registered owner of the land concerned, he/she should also provide the written consent of the registered owner(s) for using the land for OSA.

客戶服務中心

香港金鐘道 66 號  
金鐘道政府合署 19 樓  
電話號碼：2867 2868

Customer Centre

19/F, Queensway Government Offices,  
66 Queensway,  
Hong Kong  
Tel. no.: 2867 2868

大埔查冊中心

新界大埔鄉事會街 8 號  
大埔綜合大樓 4 樓  
電話號碼：2653 5859

Tai Po Search Office

4/F, Tai Po Complex,  
8 Heung Sze Wui Street, Tai Po,  
New Territories  
Tel. no.: 2653 5859

荃灣查冊中心

新界荃灣青山公路 174 至 208 號  
荃灣地鐵站多層停車場大廈 11 樓  
電話號碼：2416 3505

Tsuen Wan Search Office

11/F, Tsuen Wan Station Multi-storey Carpark Building,  
174-208 Castle Peak Road, Tsuen Wan,  
New Territories  
Tel. no.: 2416 3505

元朗查冊中心

新界元朗橋樂坊 2 號  
元朗政府合署暨大橋街市 7 樓  
電話號碼：2475 0341

Yuen Long Search Office

7/F, Yuen Long Government Offices and Tai Kiu Market,  
2 Kiu Lok Square, Yuen Long,  
New Territories  
Tel. no.: 2475 0341

4. 申請人凡擬更改已交來圖則上的設計，須遞交經修訂圖則，以供本署考慮和由本署轉交其他部門處理；申請人須用顏色筆在圖則上標示建議的設計更改，並略加說明。建議圖則應小心擬備，避免提交後再作修訂。若經修訂圖則曾作出很大幅度的修改，有關申請或須作新的申請處理。  
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 this department for consideration and referral to other departments for processing. Proposed plans should be prepared carefully to avoid amendment after submission. Revised plans with substantial changes may need to be processed as a fresh application.
5. 如食肆擬設置露天座位，申請人可同時向本署提交食肆牌照及設置露天座位許可的申請。申請人須填妥兩份申請表格，一份用作申請食肆牌照（FEHB 94），另一份用作申請設置露天座位（FEHB 197）。食肆牌照與設置露天座位申請的批核結果則互不相干。如設置露天座位獲得批准，食肆會在獲發牌照之時或之後，才獲准設置露天座位。  
For a proposed restaurant with OSA, the applicant can submit applications for restaurant licence and permission for OSA to this department at the same time by completing two application forms, namely one for restaurant (FEHB 94) and one for OSA (FEHB 197). The outcome of restaurant licence application is independent of that of the OSA application. If approval for OSA is granted, it would be granted together with or after the issue of the restaurant licence.

6. 如申請人擬在發給有關食肆的暫准食肆牌照附加設置露天座位的批註，必須通知個案經理已履行暫准食肆牌照設置露天座位的發牌條件。個案經理將會進行實地查證視察，查看已履行有關設置露天座位的發牌條件，才批出設置露天座位的許可。暫准食肆牌照獲批出設置露天座位的許可後，當申請人通知本署已履行正式牌照的發牌條件時，須同時通知本署已履行正式食肆牌照設置露天座位的發牌條件。兩者的發牌條件都須全部遵行，才會獲發出附有設置露天座位許可的正式食肆牌照。

If an applicant intends to have OSA endorsed for the restaurant issued with a provisional restaurant licence, he/she is required to report compliance of the OSA requirements of provisional licence to the Case Manager. The Case Manager will conduct on-site verification inspection to check compliance of the OSA requirements of provisional licence before OSA permission is granted. Where OSA permission has been granted to a provisional restaurant licence, when the applicant reports compliance for issue of full licence, he/she is required to report compliance of OSA requirements for full licence at the same time. Both sets of requirements have to be complied with before a full restaurant licence is issued together with OSA permission.

關於申請設置露天座位所填報的個人資料  
**Collection of Personal Data in Connection with  
Application for Outside Seating Accommodation (OSA)**  
(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**

你透過本申請表格所提供的個人資料，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新簽發／轉讓／續發食物業及其他行業牌照／許可證的相關事宜；  
carrying out activities relating to the applications for the grant/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (b) 處理向發牌當局申請新簽發／轉讓／續發酒牌及會所酒牌的相關事宜，其中包括按照酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；以及  
carrying out activities relating to the applications for the grant/transfer/renewal of liquor licences and club liquor licences made to the Licensing Authority. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (c) 方便發牌當局職員及其他政府部門的職員與你互相聯絡，以便遵從有關食物業或行業的有關法例及規定。  
facilitating communication among staff of the Licensing Authority, other Government departments and yourself concerning the cooperation of your food business or trade in compliance with the relevant laws and regulations.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，則發牌當局恐怕不能處理你的申請。

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 application.

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

在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第 1 段所載的目的。這些個人資料亦會被披露給本署食物安全中心及其他政府部門作執法用途，其中食物安全中心將用作執行《食物安全條例》（第 612 章），而渠務署將用作執行《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》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 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 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，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。發牌當局應查閱要求而提供資料時，可能徵收費用。

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

如對牌照申請有任何疑問，包括對本申請表格收集的個人資料有任何查詢，可向下述辦事處主管提出。

Enquiries concerning the application for licence, including the personal data collected by means of this form, should be addressed to the officer in charge of the below offices.

#### 分區環境衛生辦事處 District Environmental Hygiene Offices

##### 港島及離島區

##### 中西區環境衛生辦事處

香港皇后大道中 345 號上環市政大廈 10 樓  
電話號碼：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

##### 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

##### 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

##### 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



**深水埗區環境衛生辦事處**

九龍深水埗元州街 59-63 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**

九龍黃大仙彩虹道 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****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

**沙田區環境衛生辦事處**

新界沙田沙田鄉事會路 138 號新城市中央廣場第 1 座

12 樓 1201-1207 室及 1220-1221 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

**葵青區環境衛生辦事處**

新界葵涌興芳路 166-174 號葵興政府合署 9 樓

電話號碼：2619 9482 傳真號碼：2480 4023

**荃灣區環境衛生辦事處**

新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓

電話號碼：2212 9735 傳真號碼：2414 8809

**屯門區環境衛生辦事處**

新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓

電話號碼：2451 3113 傳真號碼：2452 6559

**元朗區環境衛生辦事處**

新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓

電話號碼：2920 7605 傳真號碼：2477 5099

**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 &amp; 4/F, Kwun Chung Municipal Services Building,

17 Bowring Street, Yau Ma Tei, Kowloon

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

**New Territories****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, Tsueng Kwan O, New Territories

Tel. No.: 3740 5100 Fax No.: 2792 9937

**Sha Tin District Environmental Hygiene Office**

Unit 1201-1207, 1220-1221, 12/F, Tower 1,

Grand Central Plaza, 138 Sha Tin 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

**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

**Tsuen Wan District Environmental Hygiene Office**

3/F, Yeung Uk Road Municipal Services Building,

45 Yeung Uk Road, Tsuen Wan, New Territories

Tel. No.: 2212 9735 Fax No.: 2414 8809

**Tuen Mun District Environmental Hygiene Office**

1/F &amp; 3/F, Tuen Mun Government Offices Building,

1 Tuen Hi Road, Tuen Mun, New Territories

Tel. No.: 2451 3113 Fax No.: 2452 6559

**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

**牌照組辦事處**

**Licensing Offices**

**港島及離島區牌照組辦事處**

香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓  
電話號碼：2879 5738 傳真號碼：2507 2964

**九龍區牌照組辦事處**

九龍深水埗基隆街 333 號北河街市政大廈 4 樓  
電話號碼：2729 1632 傳真號碼：3146 5319

**新界區牌照組辦事處**

新界大埔鄉事會街 8 號大埔綜合大樓 4 樓  
電話號碼：3183 9226 傳真號碼：2606 3350

**牌照簽發辦事處**

**Licence Issuing Offices**

**港島及離島區牌照簽發辦事處**

香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓  
電話號碼：2879 5710 傳真號碼：2511 5526

**九龍區牌照簽發辦事處**

九龍深水埗基隆街 333 號北河街市政大廈 4 樓  
電話號碼：2729 1964 傳真號碼：2708 9761

**新界區牌照簽發辦事處**

新界大埔鄉事會街 8 號大埔綜合大樓 4 樓  
電話號碼：3183 9206 傳真號碼：2602 0824

**Hong Kong and Islands Licensing Office**

8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wanchai, Hong Kong  
Tel. No.: 2879 5738 Fax No.: 2507 2964

**Kowloon Licensing Office**

4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street, Sham Shui Po, Kowloon  
Tel. No.: 2729 1632 Fax No.: 3146 5319

**New Territories Licensing Office**

4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9226 Fax No.: 2606 3350

**Hong Kong and Islands Licence Issuing Office**

8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wanchai, Hong Kong  
Tel. No.: 2879 5710 Fax No.: 2511 5526

**Kowloon Licence Issuing Office**

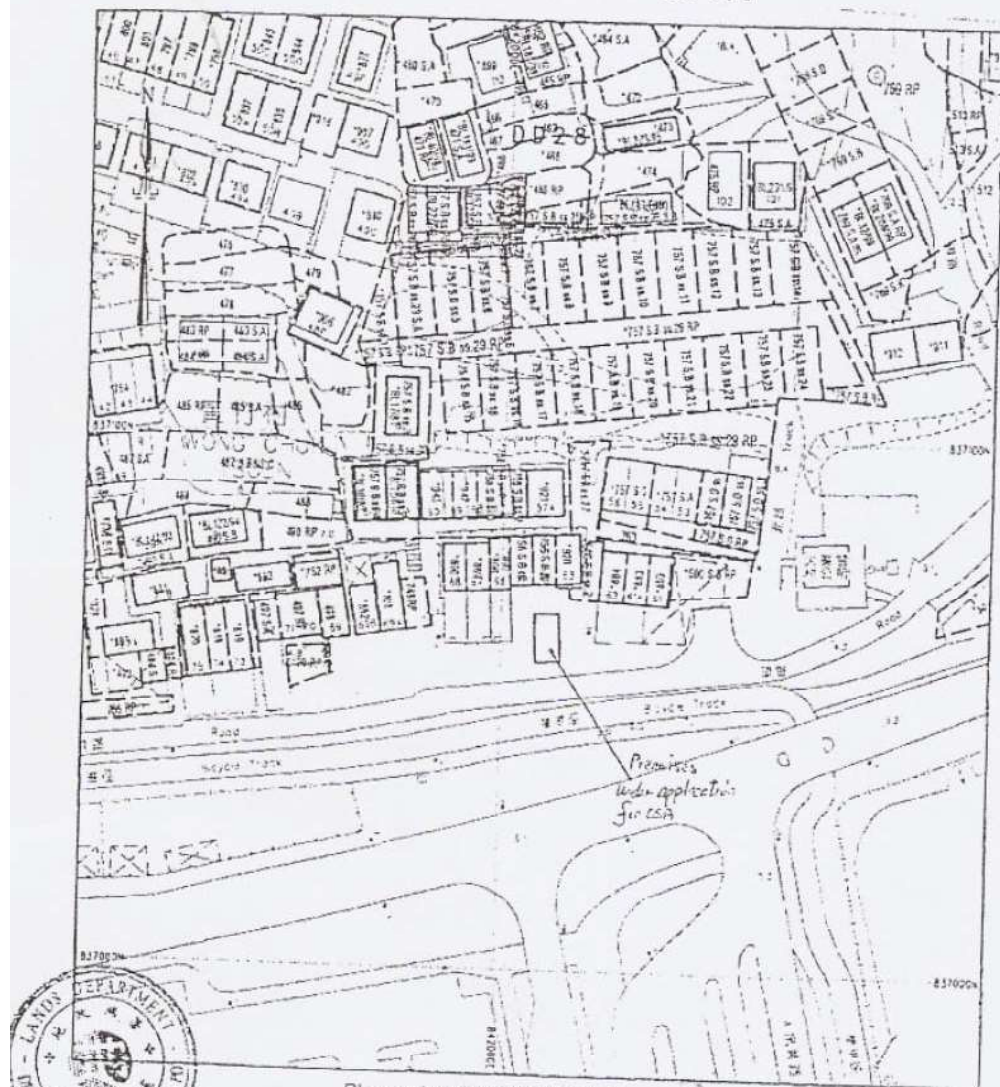
4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street, Sham Shui Po, Kowloon  
Tel. No.: 2729 1964 Fax No.: 2708 9761

**New Territories Licence Issuing Office**

4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9206 Fax No.: 2602 0824

Appendix F

# LOT INDEX PLAN



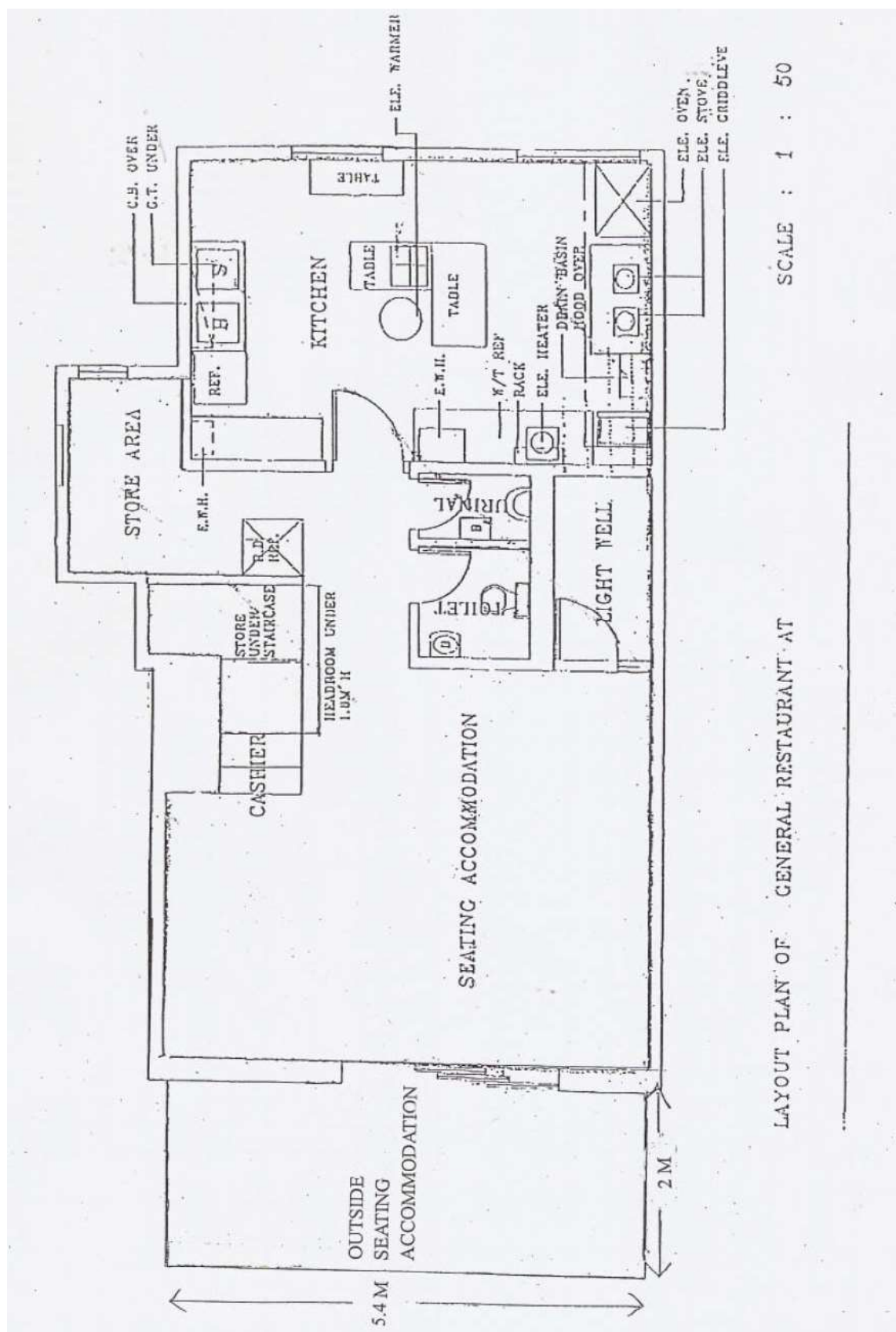
Plan produced by SMO, Lands Department.

SCALE 1:1000  
METRES 10 0 10 20 30 40 50 METRES

Locality : D.D. :  
Lot Index Plan No. : 3  
District Survey Office :  
Date : 13 Sep 05  
Reference No. : --

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SMO P21 200509:3142325

This plan is a copy of the lot index plan which shows the approximate position of lot boundaries. The information shown on this plan **MUST** be verified by field survey. The lot index plan may be revised without prior notification when better lot boundary evidence becomes available. 本圖則為地段索引圖的複印本，旨在顯示地段界線的大約位置。本圖內部的資料，必須經實地測量核對，在有較佳地段界線證據的情況下，地段索引圖可隨時修改。



LAYOUT PLAN OF GENERAL RESTAURANT AT

SCALE : 1 : 50