

**A GUIDE TO APPLICATION FOR
SIU MEI AND LO MEI SHOP LICENCE**

Food and Environmental Hygiene Department

(March 2012 Edition)

A GUIDE TO APPLICATION FOR SIU MEI AND LO MEI SHOP LICENCE

General

In accordance with the laws of Hong Kong, any person who intends to operate a Siu Mei and Lo Mei shop business at any premises in the territory must obtain a Siu Mei and Lo Mei shop licence issued by the Licensing Authority before commencement of such business. For restaurant licensees selling Siu Mei and Lo Mei at their premises, only permission from the Licensing Authority endorsement onto their licences for the sale of these food items is required.

Siu Mei and Lo Mei shops are only allowed for the retail sale of siu mei and lo mei supplied by licensed food factories. If applicants intend to prepare siu mei and lo mei by themselves at their premises, they need to apply separately for a food factory licence.

When applications for Fresh Provision Shop (fresh meat/frozen fresh meat) and Siu Mei and Lo Mei Shop licences are made simultaneously for premises with sufficient space for both businesses to be carried on separately (e.g. corner house), the proposed Siu Mei and Lo Mei Shop must be separated from the rest of the premises by brick walls to the full height with separate entrance from the street.

Application Procedure

Application should be made by submission of a standard application form (FEHB 94), a declaration on premises in compliance with Government lease conditions (FEHB 192), and 3 copies of a proposed layout plan of the premises (drawn to scale and in metric unit) to Assistant Secretary (Other Licences) of Licensing Office concerned (see Appendix I). The standard forms are obtainable from all Licensing Offices and District Environmental Hygiene Offices and can be downloaded from the website of Food and Environmental Hygiene Department at http://www.fehd.gov.hk/english/forms/index_forms.html.

The application should contain the following :-

- (a) the type of licence applied for,
- (b) full address of the premises under application for a licence including name of the street, number of the premises, name of the building and the flat number etc; to avoid postal misdelivery,
- (c) the name, correspondence address and telephone number card number of the applicant; if the applicant is a corporation, the name and address of the corporation and the name and home address of the managing director and authorized person; and
- (d) whether air-conditioning system is to be installed in the shop; if so, the type and working capacity of such installation.

The application must be signed by the applicant personally. A licence may be issued in the name of a person or a corporation.

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

Compliance with Government Lease Conditions and Statutory Plan Restrictions

With effect from 18 April 2006, premises under application for **Siu Mei and Lo Mei Shop Licence** should comply with Government lease conditions and statutory plan restrictions. Applicants may refer to the “A Guide to Applicants/Licensees on Procedures of

Applying for Issue and Transfer of Food Business Licences on (i) Certification of Free of Unauthorized Building Works (UBW), (ii) Compliance with Government Lease Conditions and (iii) Compliance with Statutory Plan Restrictions” for details. The said documents are obtainable from all Licensing Offices and District Environmental Hygiene Offices and can be downloaded from the website of Food and Environmental Hygiene Department at http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF.

Preparation of Proposed and Revised Layout Plan

Before preparation of the layout plan, the applicant is required to apportion the shop by setting aside different locations for showcases, counters, customers standing space, wash-hand basin and wash-up sinks.

In the proposed layout plan, the following particulars should be furnished :

1. the locations of showcases and counters;
2. standing space for customers;
3. wash-hand basins, wash-up sinks and drainage works;
4. all furniture or fittings of a substantial and permanent nature including refrigerators, fixed cupboards, wardrobes etc;
5. means of refuse storage and disposal;
6. all windows, air-conditioning system, if installed, exhaust fans and other relevant machines; and
7. the area in the premises occupied by the Siu Mei and Lo mei Shop and its correct location.

The purposed layout plan may be prepared by the applicant himself or an architect employed by him.

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

Processing of Application and Notification of Licensing Requirements

Upon receipt of the application for licensing, the Assistant Secretary (Other Licences) concerned will acknowledge it and inform the applicant in writing the date and time when the Licensing Inspector will conduct inspection to the subject premises to assess its suitability for licensing after the proposed layout plan passing the preliminary screening. If the appointment is inconvenient to him, he can always request to change it to another date by telephoning the Assistant Secretary (Other Licences) concerned, but this will cause some delay in the processing of the application.

After all these inspections and upon clearance from all Government departments concerned, the Assistant Secretary (Other Licences) concerned will list out in detail the licensing requirements and convey them to the applicant in writing for his compliance before a licence can be issued.

For details of the main licensing requirements, please refer to Appendix II. The applicant is advised, in his own interest, to make reference to the Food Business Regulations, Cap.132X.

The applicant can start the decoration work only upon notification in writing of licensing requirements from the Licensing Authority. If the subject premises are unsuitable for licensing, the applicant will be informed of the rejection of the application by the Assistant Secretary (Other Licences) concerned together with reasons.

Enquiry on licensing matters

In case the applicant has difficulty in understanding the licensing requirements imposed by the Licensing Authority or has any queries concerning licensing matters, he should approach the Licensing Inspector in charge of the application either in person or by telephone at the address and telephone number given in Appendix I.

Report of Compliance with Licensing Requirements and Issue of Licence

Upon compliance with all the licensing requirements, the applicant should immediately inform the Licensing Office concerned in writing and submit the acceptable documents. The Licensing Office will then arrange for a Licensing Inspector to visit the premises for verification inspection. The acceptable documents include final layout plans of the premises, the duly completed nomination form for Hygiene Supervisor, food supplier's certificate and other required supporting document, such as Certificate of Compliance (Category1 requirements).

After confirming that all licensing requirements have been complied with, a licence will then be issued. The applicant will be informed in writing to pay fee and to collect licence. The flow chart for processing of application for Siu Mei and Lo Mei Shop Licence is at Appendix III.

The annual licence fee for a Siu Mei and Lo Mei Shop, which is subject to review, is at a fixed rate irrespective of the size of the premises concerned. For details, please call the Licensing Offices.

The objective of issuing Siu Mei and Lo Mei shop licences is to ensure maintenance of a good standard of hygiene on the premises concerned and the wholesomeness of the food supplied therefrom. In the event of any difficulty or incomprehension, please approach the Assistant Secretary (Other Licences) concerned.

Non-compliance with Licensing Requirements

If the applicant fails to comply with all the licensing requirements after verification inspection by Licensing Inspector, the Assistant Secretary (Other Licences) concerned will inform him of the outstanding requirements in writing for his early remedial action. He will also be advised to report compliance again for another verification inspection after he has complied with the outstanding requirements.

If no report of compliance of licensing requirements is received, the Licensing Inspector will only inspect the premises once within the first 3 months after the issue of letter of requirements to check progress of the application. Afterwards, only quarterly reminders will be issued to the applicant reminding to expedite action to comply with all licensing requirements for the issue of licence by the Assistant Secretary (Other Licences).

Deadline for Compliance with Licensing Requirements

The maximum period of time allowed for the applicant to comply with all licensing requirements is 6 months after the expiry of provisional licence or 12 months after the issue of the letter of requirements for a full licence in the case where application for a full licence is made or provisional licence is not issued, unless the applicant can demonstrate that the delay in meeting the licensing requirements is due to factors beyond his reasonable control. The application for a full licence will be deemed withdrawn after the above period of time.

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.

Licensing Offices of Food and Environmental Hygiene Department

Hong Kong & Islands

Assistant Secretary (Other Licences)
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wan Chai, Hong Kong.
Tel. No. : 2879 5712
Fax No. : 2507 2964
E-mail : hkis_lo@fehd.gov.hk

Kowloon

Assistant Secretary (Other Licences)
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon
Tel. No. : 2729 1293
Fax No. : 2789 0107
E-mail : kln_lo@fehd.gov.hk

New Territories

Assistant Secretary (Other Licences)
New Territories Licensing Office,
4/F, Tai Po Complex,
8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No. : 3183 9226
Fax No. : 2606 3350
E-mail : nt_lo@fehd.gov.hk

Main Requirements for the Issue of a Siu Mei and Lo Mei Shop Licence

(A) Licensing requirements

1. Public mains water shall be laid on to the premises.
2. The internal surfaces of walls surrounding the business portion shall be surfaced with smooth non-absorbent material or tiles up to a height of not less than 2 metres. The junctions between the walls and floors shall be coved (i.e. rounded). All areas above the 2 metres level and ceilings within the business area not tiled or imperviously surfaced shall be limewashed or painted. The floor of the business portion shall be surfaced with smooth light coloured non-absorbent material.
3. At least one wash-hand basin and one wash up sink of glazed earthenware, stainless steel or other approved material shall be provided on the premises.
4. The siu mei and lo mei business area shall occupy a space of not less than 3.2m² with a width of not less than 1.2 metres.
5. Showcases displaying siu mei and lo mei shall be able to keep out dust and flies. They shall occupy an area of not less than 0.72 sq. metre (i.e. 1.2 metres wide and 600 mm deep).
6. A passageway not less than 600 mm in width shall be provided within the shop and in front of the counter as standing space for customers.
7. If the proposed siu mei and lo mei shop occupies a portion of a shop, it shall be compatible with the other business (e.g. sale of vegetable and fruits) to be conducted on the same premises. If the business of a fresh provision shop and a siu mei and lo mei shop are intended to be conducted on the same premises, the space allocated for the business of a siu mei and lo mei shop must be separated from the rest of the premises by brick wall to full height to guard against cross-contamination, and the portion for siu mei and lo mei shop shall fulfill all licensing requirements.
8. Siu mei and lo mei shall be supplied by licensed food factories or suppliers approved by the Licensing Authority and certificate to such effect shall be available for verification.
9. No hanging rails for the display of siu mei and lo mei shall be allowed in any part of the shop except within the approved siu mei and lo mei showcase.
10. One or more grease traps shall be provided between the drain trap and the main sewer.

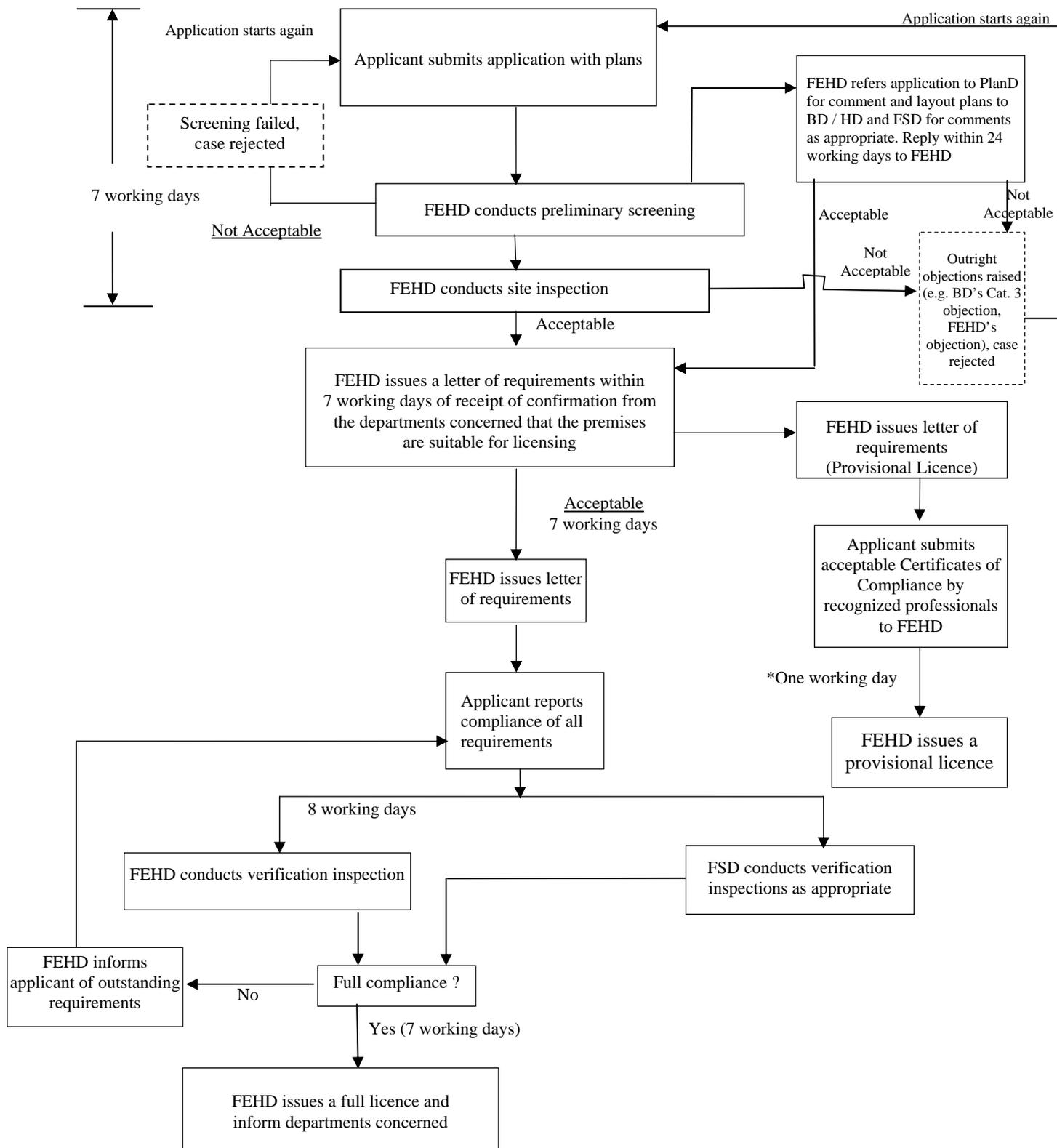
(B) Building structure

1. Particular care should be taken in the selection of premises as buildings or parts of a building approved for use other than for shop or commercial purposes may not be suitable. As a general rule, all premises on solid ground floor are structurally suitable.
2. If the premises are on a floor not resting on soil, they should be designed for a superimposed load of 5Kpa.
3. Where premises are on a floor not resting on soil or where extensive alteration and additional works are to be carried out on the premises, it is strongly recommended that the service of an authorized person (architect, structural engineer or building surveyor) registered under the Buildings Ordinance, Cap. 123 be sought.

(C) Means of escape facilities

1. As a general rule, premises on ground floor having direct access to a street are suitable or can be adopted to meet the requirements on means of escape.
2. For means of escape, the Code of practice on Provision of Means of Escape and Part V of the Building (Planning) Regulations, Cap. 123F will apply.

Flow Chart for Processing of Application for Siu Mei and Lo Mei Shop Licence



Legend:

*The applicant may approach the Licence Issuing Office for issue of the Provisional Licence over the counter