

## General referral protocols for food business licence applications

*(Depending on its nature, each case will be referred to the relevant Government department(s) as appropriate.*

*The information contained in the table below is for general information purpose only.)*

Government Departments to be Referred	FSD See Note (1)	BD / ICU / Arch SD See Note (2)	Labour D	Marine D	Lands D See Note (3)	Plan D See Note (4)	EPD See Note (5)	EMSD See Note (6)
Type of Licences								
Bakery Licence	Yes (except those meeting : (1) GFA not greater than 100m <sup>2</sup> ; only use electricity as fuel; and involve no 'open fire' and 'deep-frying' activities;  <b>OR</b> (2) GFA of 100m <sup>2</sup> or above but below 230m <sup>2</sup> ; only use electricity as fuel; involve no 'open fire' and 'deep- frying' activities; and without retail sale on premises.)	-	Yes	-	-	Yes (except those making bakery products from frozen pre-prepared dough inside MTR stations)	-	-

<b>Government Departments to be Referred</b>	<b>FSD</b> See Note (1)	<b>BD / ICU / Arch SD</b> See Note (2)	<b>Labour D</b>	<b>Marine D</b>	<b>Lands D</b> See Note (3)	<b>Plan D</b> See Note (4)	<b>EPD</b> See Note (5)	<b>EMSD</b> See Note (6)
<b>Type of Licences</b>								
Cold Store Licence	Yes	Yes	-	-	-	Yes	-	-
Factory Canteen Licence	Yes	Yes	Yes	-	Yes	Yes	-	-
Food Factory Licence	Yes (except those meeting : (i) GFA not larger than 100 m <sup>2</sup> ; (ii) only use electricity as fuel; and (iii) involve no 'open fire' and 'deep-frying' activities)	- (except those for meat and pig roasting)	Yes (except those preparing and selling simple food items e.g. take-away cooked food items, pre-prepared food items, sandwiches, hamburgers, fried fish fillets / chicken wings or legs, lunch boxes, etc for consumption off the premises)	-	-	Yes (except those for reheating / warming of pre-prepared food and simple processing of food without the use of fuel for retails that are located inside MTR stations)	- (except those for meat and pig roasting)	-
Fresh Provision Shop Licence	-	-	-	-	-	Yes (except those inside MTR stations)	-	-

<b>Government Departments to be Referred</b>	<b>FSD</b> See Note (1)	<b>BD / ICU / Arch SD</b> See Note (2)	<b>Labour D</b>	<b>Marine D</b>	<b>Lands D</b> See Note (3)	<b>Plan D</b> See Note (4)	<b>EPD</b> See Note (5)	<b>EMSD</b> See Note (6)
<b>Type of Licences</b>								
Frozen Confection Factory Licence	-	-	Yes (except those manufacturing soft ice-cream / frozen yoghurt / frozen carbonated beverage from pre-prepared mixtures in dispensing machines for direct retail)	-	-	Yes (except those manufacturing soft ice-cream / frozen yoghurt / frozen carbonated beverage from pre-prepared mixtures in dispensing machines for direct retail)	-	-
Milk Factory Licence	-	-	Yes	-	-	Yes	-	-
Restaurant Licence								
a) General Restaurant	Yes	Yes	-	-	-	Yes	-	-
b) Light Refreshment Restaurant	Yes	Yes	-	-	-	Yes	-	-
c) Marine Restaurant	-	-	-	Yes	-	-	-	-
Siu Mei and Lo Mei Shop Licence	-	-	-	-	-	Yes (except those inside MTR stations)	-	-

Government Departments to be Referred	FSD See Note (1)	BD / ICU / Arch SD See Note (2)	Labour D	Marine D	Lands D See Note (3)	Plan D See Note (4)	EPD See Note (5)	EMSD See Note (6)
Type of Licences								
Composite Food Shop Licence	Yes (except those meeting : (i) GFA not larger than 100 m <sup>2</sup> ; (ii) only use electricity as fuel; and (iii) involve no 'open fire' and 'deep-frying' activities)	-	-	-	-	Yes	-	-

**Explanatory Note:**

- (1) A copy of ventilation system plan will be referred to FSD(VD) for ventilating system that embodies the use of ducting or trunk, which passes through any wall, floor or ceiling of the building in which the ventilating system is installed, from one compartment of such building to another.
- (2) For cases merit special consideration, referral of the application to the BD/ICU/ Arch SD for special comment will be required.
- (3) Referral to Lands D for clearance will be required if there is grave doubt on the legality of land status or cases merit special comment.
- (4) All food business licence applications received on or after 18.4.2006 will be referred to Plan D for comment on compliance with statutory plan restrictions, except premises under the management of Housing Department, Government Property Agency, Leisure and Cultural Services Department and Agriculture, Fisheries and Conservation Department. If Plan D confirms that the proposed food business violates the statutory plan restrictions, the licence application will not be processed.
- (5) Referral of the layout plan to EPD for information will be required for food premises installed with chimneys.
- (6) Installation of food lifts in restaurants and other food premises having a rated load of not more than 250 kg, a lift car floor area of not more than 1 square metre and an internal height of not more than 1.2 m require to be referred to Labour D for information. Food lifts exceeding the aforesaid rated load and size require to be referred to EMSD for comment.

**Legend:**

FSD : Fire Services Department

FSD(VD) : Fire Services Department(Ventilation Division)

BD : Buildings Department

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

Arch SD : Architectural Services Department

Labour D : Labour Department

Marine D : Marine Department

Lands D : Lands Department

Plan D : Planning Department

EPD : Environmental Protection Department

EMSD : Electrical and Mechanical Services Department