

## **A Guide to Applicants on Procedures of Issue of Full Food Business Licences under the “Professional Certification System” (PCS)**

### **Existing Licensing Mechanism**

According to section 31 of the Food Business Regulation (Cap. 132X), any person who intends to carry on a food business is required to obtain a relevant licence issued by the Food and Environmental Hygiene Department (FEHD). Under the existing licensing regime, applicant may apply for a provisional licence together with the application for a full licence. Provisional licence enables the applicant to operate his/her food business on a provisional basis following certification of compliance of essential requirements, pending compliance with the outstanding requirements for the issue of a full licence.

2. After receiving from the applicant the written report on compliance with all the licensing requirements for full licence, the final layout plans and other required documents, the FEHD staff will conduct a final verification inspection on site within 8 working days. Upon confirmation of the applicant’s compliance with all licensing requirements, the FEHD will issue a full licence to the applicant within 7 working days.

### **PCS as an additional option for issue of Full Food Business Licences**

3. With a view to streamlining application procedures and shortening processing time, with effect from 1 March 2023, the FEHD has implemented a PCS for the issue of full licences for **Light Refreshment Restaurant** and **Food Factory** on a pilot basis as an initiative to reform the food business licensing regime. **The applicant can choose to adopt either the existing licensing mechanism or the PCS for the issue of the full licence.**

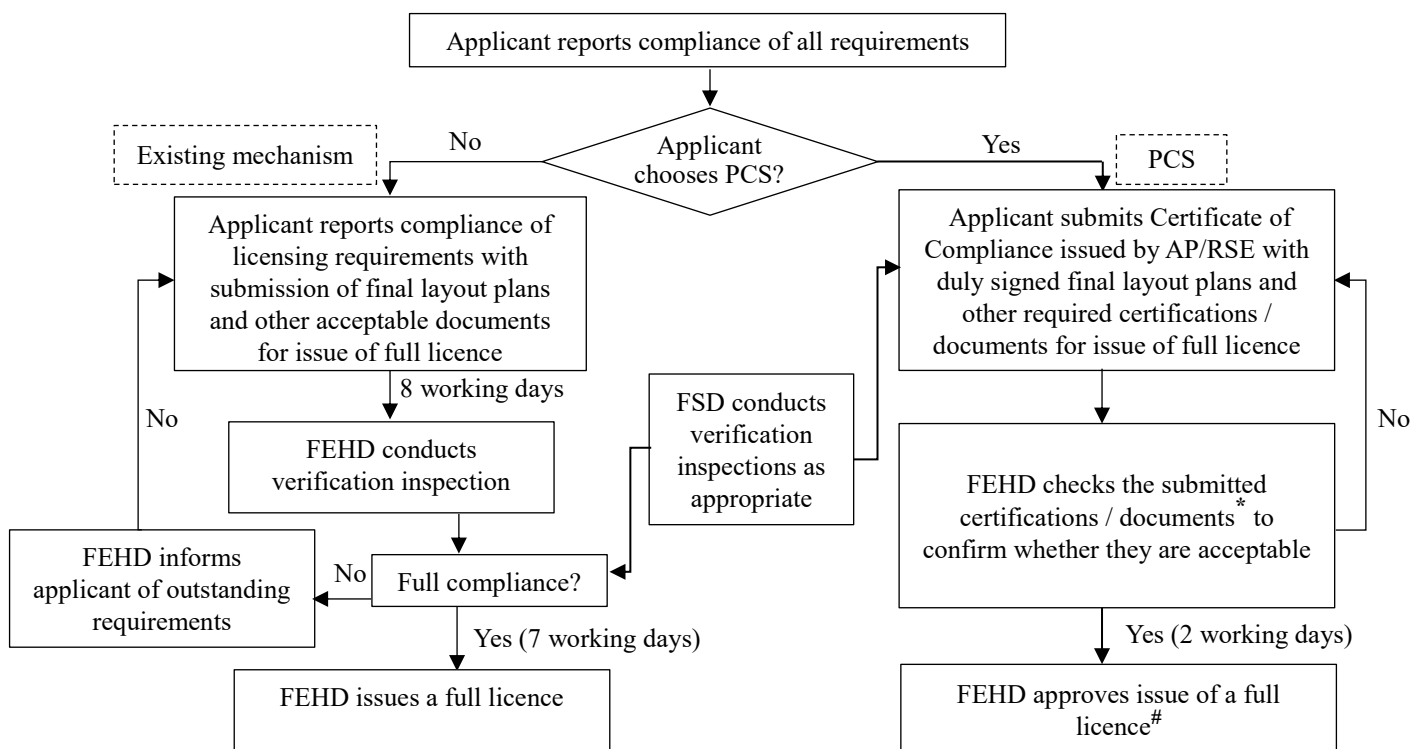
4. Under the PCS, the applicant is allowed to report compliance with all the health requirements for full licence by submission of a Certificate of Compliance for Full Food Business Licence (Health Requirements) (FEHC 331/FEHE 331) (Certificate of Compliance) (**Appendix I**) as issued by an authorized person / a registered structural engineer (AP / RSE) registered under section 3 of the Buildings Ordinance, Cap. 123. Upon compliance with all the licensing requirements, the applicant should submit the Report of Compliance for the Grant of Full Food Business Licence (FEHC 332 / FEHE 332) (**Appendix II**) enclosing with the said Certificate of Compliance, final layout plans and final ventilating system layout plans and all other required certificates / documents to the Licensing Office provided that all the licensing requirements imposed by other relevant government departments have already been complied with and complaint against the premises for causing environmental nuisance, if any has been resolved. Concerning the final layout plans and final ventilating system layout plans (if applicable) which should be tallied with the proposed plans lastly cleared by concerned departments, both the applicant and his/her AP / RSE have to certify its conformity with the existing layout by signing with date at back of the plans. The specimens of the wording for the said certification are

provided in **Appendix III** attached.

5. After receiving the submitted documents, the FEHD staff will check the documents. If all the documents are found acceptable, without the need to conduct verification inspection, the applicant will be informed of approval of issue of the full licence within 2 working days. The premises issued with full licence under PCS will be subject to audit check by the Licensing Authority.

6. After the collection of full licence by the licensee upon payment of the licence fee, the Case Manager will arrange with the licensee to conduct the on-site audit and confirmation check within 7 working days. If the Certificate of Compliance issued by his/her AP / RSE, the certified final layout plans and certified final ventilating system plans (if applicable) and other certifications / documents that submitted in connection with the application are subsequently found to be incorrect, fraudulent or misleading in a material particular, the Licensing Authority may cancel the licence.

The licensing procedures for issue full licence either under the existing mechanism or PCS are demonstrated in the flowchart below:



Legend:

\* Paper checking on the submitted certifications / documents only and site verification inspection is not required

# Audit and confirmation check within 7 working days arranged by FEHD staff after collection of full licence by licensee upon payment of licence fee

**CERTIFICATE OF COMPLIANCE (HEALTH REQUIREMENTS)  
FOR FULL FOOD BUSINESS LICENCE**

I, \_\_\_\_\_ ( \_\_\_\_\_ ) (Mr./Ms.\*),  
(Surname) (Other Names) (Name in Chinese)

holder of Hong Kong Identity Card number \_\_\_\_\_ ( \_\_\_\_\_ ), being the authorised person/  
structural engineer\* registered under section 3 of the Buildings Ordinance (Cap.123) do hereby certify and  
declare as follows:

In respect of the premises known as \_\_\_\_\_  
(Shop Sign in English)

( \_\_\_\_\_ ) , situated at \_\_\_\_\_  
(Shop Sign in Chinese) (Address of Premises)

and being under application for a Full \_\_\_\_\_ Licence by  
\_\_\_\_\_ ( \_\_\_\_\_ ) (Mr./Ms.\*),  
(Name of Applicant in English) (Name of Applicant in Chinese)

all health requirements listed as Appendix A requirements in the Letter of Requirements addressed to the  
above-named applicant dated \_\_\_\_\_ have been fully complied with. I have personally  
(dd/mm/yyyy)

verified such compliance by inspection of the subject premises on \_\_\_\_\_ .  
(Date of Inspection) (dd/mm/yyyy)

I have read the said Letter of Requirements and understand the contents thereof. I also understand that all  
matters including related documents submitted for this application covered by this Certificate will be subject to  
further auditing and verification by the Licensing Authority and that if I willfully or negligently give false, incorrect  
or misleading information in this Certificate, I shall render myself to be liable to legal and/or other penalties.

\_\_\_\_\_  
Date (dd/mm/yyyy)

\_\_\_\_\_  
Signature of Authorised Person/  
Registered Structural Engineer\*

Registration No: \_\_\_\_\_

Expiry Date of Registration: \_\_\_\_\_ (dd/mm/yyyy)

Registered Address: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_ Contact Fax No.: \_\_\_\_\_

Name of Company/  
Partnership Firm\*: \_\_\_\_\_

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

\_\_\_\_\_  
Company Chop

**REPORT OF COMPLIANCE FOR THE GRANT OF**

**FULL ( ) LICENCE**

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

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

Address of premises: \_\_\_\_\_  
\_\_\_\_\_

Tel. no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

With reference to my application for a Full \_\_\_\_\_

\_\_\_\_\_ Licence in respect of the above-mentioned premises dated  
\_\_\_\_\_, I wish to confirm that I have complied with all licensing requirements contained in  
(dd/mm/yyyy)

your letter referenced \_\_\_\_\_ dated \_\_\_\_\_ and the Director  
(dd/mm/yyyy)

of Fire Services' letter(s) referenced \_\_\_\_\_ dated \_\_\_\_\_ \*

and referenced \_\_\_\_\_ dated \_\_\_\_\_ \*

and enclose herewith the following certificates of compliance and documents:

- (a) Certificate of Compliance (Health Requirements) for Full Food Business Licence<sup>#</sup>
- (b)\* Certificate of Compliance UBW-2 (Free of Unauthorised Building Works Requirements)
- (c)\* A duly completed nomination form for Hygiene Manager and/or Hygiene Supervisor together with a copy of course certificate(s) of Hygiene Manager and/or Hygiene Supervisor<sup>@</sup>. For Hygiene Supervisor who has completed a hygiene supervisor training course organised by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate, submission of a copy of course certificate is not required
- (d)\* Photocopy of Fire Services Certificates issued by the Fire Services Department<sup>@</sup>
- (e)\* Photocopy of Letter of Compliance for Ventilating System issued by the Fire Services Department<sup>@</sup>

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

\_\_\_\_\_  
Date (dd/mm/yyyy)

\_\_\_\_\_  
Signature of applicant

\* Please delete where appropriate.

# All the documents required under the licensing requirements (e.g. final layout plans, final ventilating system layout plans, electrical installation certificate, food supplier's certificate, Certificate of Compliance (Cat. 1 Requirements) and Certificate of Compliance (Cat. 2 Requirements) for the Buildings Department's requirements (if required), etc.) should be submitted to FEHD and have to be accepted by the FEHD.

@ The original copy of Fire Services Certificate and Letter of Compliance for Ventilating System issued by the Fire Services Department (where appropriate) and course certificate(s) of Hygiene Manager and/or Hygiene Supervisor should be presented to FEHD's staff for checking.

## **Specimens of Wording**

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

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

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

**(A) Specimen of Wording for Final Layout Plans**

(i) **By Applicant**

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

\_\_\_\_\_ .  
to be licensed as a \_\_\_\_\_ (food business)

Signature: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

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

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

Date: \_\_\_\_\_  
(dd/mm/yyyy)

**(A) Specimen of Wording for Final Layout Plans**

**(ii) By Authorized Person / Registered Structural Engineer**

I have today inspected the premises at \_\_\_\_\_ (address of premises) \_\_\_\_\_

to be licensed as a \_\_\_\_\_ (food business) \_\_\_\_\_ and I hereby certify that this plan is a true representation of the layout of the said premises.

Signature: \_\_\_\_\_

Name of authorized person /  
Registered structural engineer\*: \_\_\_\_\_

Registration number: \_\_\_\_\_

Expiry date of registration: \_\_\_\_\_

Registered address: \_\_\_\_\_

\_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Contact Fax number: \_\_\_\_\_

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

\_\_\_\_\_

Date (dd/mm/yyyy)

\_\_\_\_\_

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\* Please delete where appropriate.

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

(i) **By Applicant**

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

to be licensed as a \_\_\_\_\_ (food business) \_\_\_\_\_.

Signature: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

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

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

Date: \_\_\_\_\_  
(dd/mm/yyyy)



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

**(ii) By Authorized Person / Registered Structural Engineer**

I have today inspected the premises at \_\_\_\_\_ (address of premises) \_\_\_\_\_

to be licensed as a \_\_\_\_\_ (food business) \_\_\_\_\_ and I hereby certify that this plan is a true representation of the layout of the ventilating system of the said premises.

Signature: \_\_\_\_\_

Name of authorized person /  
Registered structural engineer\*: \_\_\_\_\_

Registration number: \_\_\_\_\_

Expiry date of registration: \_\_\_\_\_

Registered address: \_\_\_\_\_  
\_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Contact Fax number: \_\_\_\_\_

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

\_\_\_\_\_  
Date (dd/mm/yyyy)

\_\_\_\_\_  
Company Chop

\* Please delete where appropriate.