

# Seminar on Restaurant Licensing



# **Restaurant Licences**

## **Application Procedures and Interpretation of Licensing Requirements**

# General Policy

## Criteria for Considering Applications

The purpose of licensing restaurants is to ensure that the premises are suitable for operating restaurant business, to safeguard public health and to ensure the safety of patrons. The Licensing Authority will not consider an application for a restaurant licence in respect of any premises unless :

- Premises can satisfy with building safety requirements and are free of unauthorised building works (UBW);
- Proposed restaurant business is in compliance with Government lease conditions;
- Proposed restaurant business is in compliance with statutory plan\* restrictions;
- Premises can meet fire safety requirements;
- Premises can meet health requirements; and
- Premises have adequate ventilation.

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

# General Policy

## Criteria for Considering Applications


Applicants are strongly advised to check well in advance the following documents when choosing premises for **operating food business** :

	Document	Relevant information and documents may be obtained from the following government offices
(1)	Occupation Permit and Approved Building Plan	<b>Buildings Department - Building Information Centre</b> 2/F, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. Enquiry No.: 2626 1207 (Handled by "1823")
(2)	Government Lease	<b>Land Registry - Central Search Office</b> 19/F, Queensway Government Offices, 66 Queensway, Hong Kong Enquiry No.: 2867 2871
(3)	Statutory Plan	<b>Planning Department - Planning Enquiry Counters</b> 17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong or 14/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories Enquiry No.: 2231 5000

# General Policy

## Criteria for Considering Applications

- The use of the premises for the proposed food business should be **in compliance with the relevant Government lease conditions**, for the issue of relevant food business licence;
- For premises in **private buildings**, applicants are also required to make a declaration (**Form FEHB 192**).

 **食物環境衛生署**  
Food and Environmental Hygiene Department

**聲明書**  
**DECLARATION**

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

(B) 聲明者個人資料 :  
Personal Particulars of Person Making the Declaration  
(倘以公司名義提出申請, 請填寫獲授權人資料。)  
(Please fill in particulars of the authorised person if the application is made in the name of a corporation.)

姓名 : \_\_\_\_\_ 年齡/性別 : \_\_\_\_\_  
Name Age/Sex  
香港身份證/護照\*號碼 : \_\_\_\_\_ 電話 : \_\_\_\_\_  
Hong Kong Identity Card/Passport\* No. Tel. No.  
通訊地址 : \_\_\_\_\_  
Correspondence Address

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

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

(E) 聲明內容 :  
Declaration  
本人聲明 :  
I DECLARE as follows:

(1) 本人明白在上文 (D) 段列明的處所經營 (\_\_\_\_\_) , 必須符合相關的  
(食物業類別)  
政府租契條款, 否則本人/本公司\*的簽發/轉讓\* (\_\_\_\_\_) 牌照申請  
(食物業類別)  
將會被拒。  
I understand that the operation of a (\_\_\_\_\_) at the premises  
(type of food business)  
stated in paragraph (D) above should be in compliance with the relevant Government lease  
condition(s). Otherwise, my/the corporation's\* application for the issue/transfer\* of a  
(\_\_\_\_\_) licence will be refused.  
(type of food business)

(2) 本人已/並未\*查閱相關的政府租契條款。  
I have/have not\* checked the relevant Government lease condition(s).

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

FEHB 192 (03/2023)

- (3) 本人確認在上文 (D) 段列明的處所經營 (\_\_\_\_\_) 符合相關的政府租契條款。  
(食物業類別)  
I confirm that the operation of a (\_\_\_\_\_) at the premises  
(type of food business)  
stated in paragraph (D) above is in compliance with the relevant Government lease condition(s).
- (4) 本人明白如作出虛假聲明, 已獲准簽發/轉讓\*的牌照可能會被取消。  
I understand that if this declaration is false, the licence granted for issue/transfer\* may be  
cancelled.
- (5) 本人已閱讀此聲明書夾附的「申請人須知」, 並明白其中的內容。  
I have read and understood the "Notice to Applicant" attached to this declaration.

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

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

FEHB 192 (03/2023)

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# General Policy

## Criteria for Considering Applications

- Applicants should consult professional adviser(s), if necessary, on the technical interpretation of the **Government lease** or the **statutory plan**.
- Applicants should be responsible for confirming the certificates and documents that are submitted to the Food and Environmental Hygiene Department (FEHD) in connection with the application are correct.
- Applicants should also note that the **declaration on compliance with Government lease condition** is subsequently found to be **false** or **misleading**, the Director of Food and Environmental Hygiene may
  - cancel the application for the issue of a food business licence; and / or
  - cancel the full or provisional licence so issued.



# DOs

- ✓ **DO** choose premises which are suitable for operating restaurant business under the Occupation Permit, the Government lease conditions and the relevant statutory plan and the notes attached thereto.
- ✓ **DO** retrieve and view the approved building plans and documents available at Buildings Department to check whether there are unauthorised buildings works involved which may affect the suitability of the premises before submitting application.
- ✓ **DO** choose premises with mains water supply, flushed toilets and a proper drainage system.
- ✓ **DO** choose premises with net floor area preferably **not less than 30m<sup>2</sup>** for a **general restaurant**.
- ✓ **DO** choose premises with net floor area preferably **not less than 20m<sup>2</sup>** for a **light refreshment restaurant**.

# DOs (Continue)

- ✓ **DO** choose premises capable of providing an independent and separate ventilating system to the kitchen, toilets and seating accommodation.
- ✓ **DO** submit three copies of the proposed layout plans of the restaurant together with the application form to the relevant Licensing Office.
- ✓ **DO** plans must be drawn to scale (of not less than 1:100) and in metric units for submission.



# DOs (Continue)

- ✓ **DO** pay attention to the progress of licence application and remind his contractor or agent to comply with the licensing requirements timely.
- ✓ **DO** attend the Application Vetting Panel (AVP) in person, participate the Case Manager's inspection for checking the compliance of licensing requirements at the premises.
- ✓ **DO** submit supporting documents, e.g. Work Completion Certificate, certificate from the supplier of the ventilating system, food supplier's certificate, valid certificate of fire service installations and equipment.

# DON'Ts

- ✗ Don't choose the upper floors of any building which are designed for domestic use, premises in industrial or godown/warehouse buildings.
- ✗ Don't plan to use the areas where manholes or soil, waste and rain water pipes are situated as kitchens, food preparation rooms and sculleries.
- ✗ Don't commence business before a licence is obtained from the Licensing Authority.

# DON'Ts (Continue)

- ✗ **Don't** submit incomplete plans and revise the proposed layout plans unnecessarily once submitted, especially after the issue of letter of requirements. Submitting incomplete and revised plans will delay the application process.
- ✗ **Don't** ignore the requirements imposed by other Government departments including the Buildings Department, the Lands Department, the Fire Services Department, the Electrical and Mechanical Services Department, the Environmental Protection Department and the Planning Department notwithstanding that a licence has been granted by the Licensing Authority.

# Application for Food Business Licence

## FEHB 94

**食物環境衛生署**  
Food and Environmental Hygiene Department

**食物業牌照申請書**  
APPLICATION FOR FOOD BUSINESS LICENCE

致：牌照組助理  
To: Assistant Secretary, Licensing Office

本人欲申請  
I intend to apply for a

(請只選擇右列其中一項)  
(Please choose only one item on the right)

- ☐ 普通食肆牌照 General Restaurant Licence
- ☐ 小食食肆牌照 Light Refreshment Restaurant Licence
- ☐ 水上食肆牌照 Marine Restaurant Licence
- ☐ 烘製麵包餅食店牌照 Bakery Licence
- ☐ 凍房牌照 Cold Store Licence
- ☐ 工廠食堂牌照 Factory Canteen Licence
- ☐ 食物製造廠牌照 Food Factory Licence
- ☐ 新鮮糧食店牌照 Fresh Provision Shop Licence
- ☐ 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
- ☐ 奶品廠牌照 Milk Factory Licence
- ☐ 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence

申請資料 (如有任何轉變, 須填明)  
Particulars of Application (Please state if there are any changes in future.)

(倘以公司名稱標出申請, 只須填寫第 (1) 項、第 (3) 項及第 (8) 項。  
(If the application is made in the name of a corporation, you only need to complete (1), (3) and (8) onwards and the Appendix.)

(1) 申請人姓名/公司名稱\*: (中文) \_\_\_\_\_ (女士\*)  
Name of Applicant/Corporation\* (Chinese)

(2) 香港身份證/護照\*號碼: \_\_\_\_\_  
Hong Kong Identity Card/Passport\* No.

(3) 發牌前通訊地址: \_\_\_\_\_  
Correspondence Address Before Issue of Licence

發牌後通訊地址: (如欲在發牌後以另一地址接收通訊, 請列明。) ☐ 同上 Same as above  
Correspondence Address After Issue of Licence (Please state if you wish to receive correspondence at another address after issue of licence.)

\* 請刪去不適用者。 Please delete where appropriate.  
□ 請在適當的方格內填上“/”, 標。 Please tick the appropriate box(es).

本人欲申請 I intend to apply for a	<input checked="" type="checkbox"/> 普通食肆牌照 General Restaurant Licence
(請只選擇右列其中一項) (Please choose only one item on the right)	<input type="checkbox"/> 小食食肆牌照 Light Refreshment Restaurant Licence
	<input type="checkbox"/> 水上食肆牌照 Marine Restaurant Licence
	<input type="checkbox"/> 烘製麵包餅食店牌照 Bakery Licence
	<input type="checkbox"/> 凍房牌照 Cold Store Licence
	<input type="checkbox"/> 工廠食堂牌照 Factory Canteen Licence
	<input type="checkbox"/> 食物製造廠牌照 Food Factory Licence
	<input type="checkbox"/> 新鮮糧食店牌照 Fresh Provision Shop Licence
	<input type="checkbox"/> 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
	<input type="checkbox"/> 奶品廠牌照 Milk Factory
	<input type="checkbox"/> 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence



附錄  
Appendix

食物業牌照申請書  
APPLICATION FOR FOOD BUSINESS LICENCE

(發予以公司名義申請者)  
(FOR ISSUE OF LICENCE TO APPLICANT IN THE NAME OF A CORPORATION)

致 牌照助理秘書

To: Assistant Secretary, Licensing Office

本人欲代表下述公司申請  
I, on behalf of the corporation  
mentioned below, intend to apply  
for a

(請只選擇右列其中一項)  
(Please choose only one item  
on the right)

- ☐ 普通食肆牌照 General Restaurant Licence
- ☐ 小食食肆牌照 Light Refreshment Restaurant Licence
- ☐ 水上食肆牌照 Marine Restaurant Licence
- ☐ 烘製麵包餅食店牌照 Bakery Licence
- ☐ 凍房牌照 Cold Store Licence
- ☐ 工廠食堂牌照 Factory Canteen Licence
- ☐ 食物製造廠牌照 Food Factory Licence
- ☐ 新鮮糧食店牌照 Fresh Provision Shop Licence
- ☐ 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
- ☐ 奶品廠牌照 Milk Factory Licence
- ☐ 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence

申請牌照的處所地址 (中文)：

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

大廈 \_\_\_\_\_

屋邨／鄉村 \_\_\_\_\_

街道名稱及門牌  
號碼 \_\_\_\_\_

如涉及多於一條  
街道，請詳述 \_\_\_\_\_

分區 \_\_\_\_\_ 地區 \_\_\_\_\_

地段號碼 (如適用) \_\_\_\_\_ 香港／九龍／新界／離島\*

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

☐ 請在這裏的方格內填上「✓」號。 Please tick the appropriate box(es).

## Application for Food Business Licence (For Issue of Licence to Applicant in the Name of a Corporation)

# Submission of Application

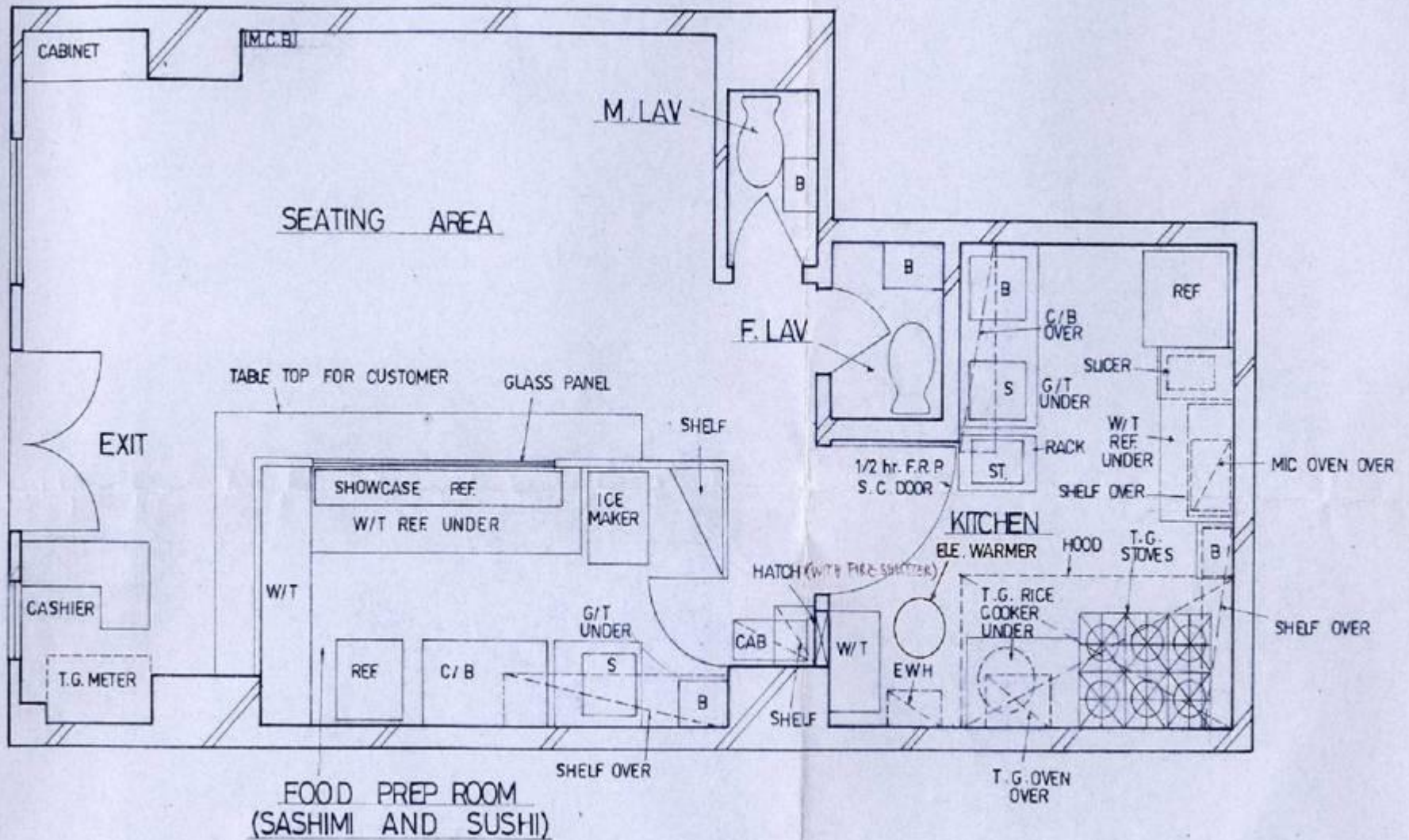
If the applicants provide the following information on the application form :

- **Email address:** Apart from using as email communication, FEHD will also send notifications simultaneously to the email addresses provided in **60** and **30 days** prior to the expiry of provisional licence (if any) to alert relevant persons (including the applicant and his contractor or agent) the expiry of provisional licence and remind them for early comply with full licence requirement..
- **Mobile phone number:** FEHD will also send short message (SMS) simultaneously to the mobile phone numbers provided in **90, 60** and **30 days** prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence to alert relevant persons (including the applicant and his contractor or agent) the expiry of provisional licence and remind them for early comply with full licence requirement.

# Submission of Application (Continue)

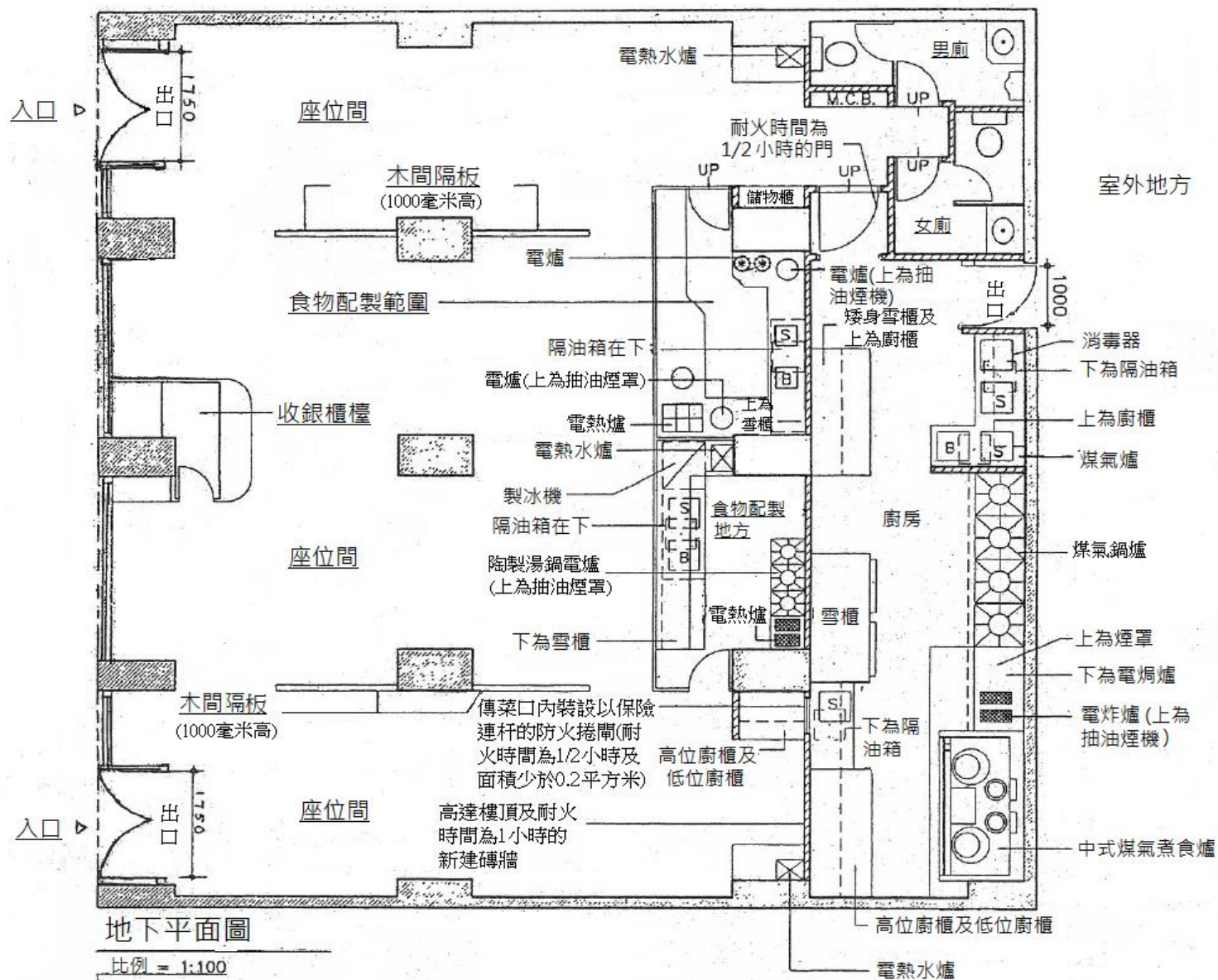
- If the applicant indicates at the time of submitting his application that he intends to sell "restricted food" in the restaurant, FEHD will process the application for sale of "restricted food" together with restaurant licence application. Upon compliance with the licensing requirements by the applicant, including the requirements for sale of "restricted food", permission will be endorsed free of charge on the restaurant licence.





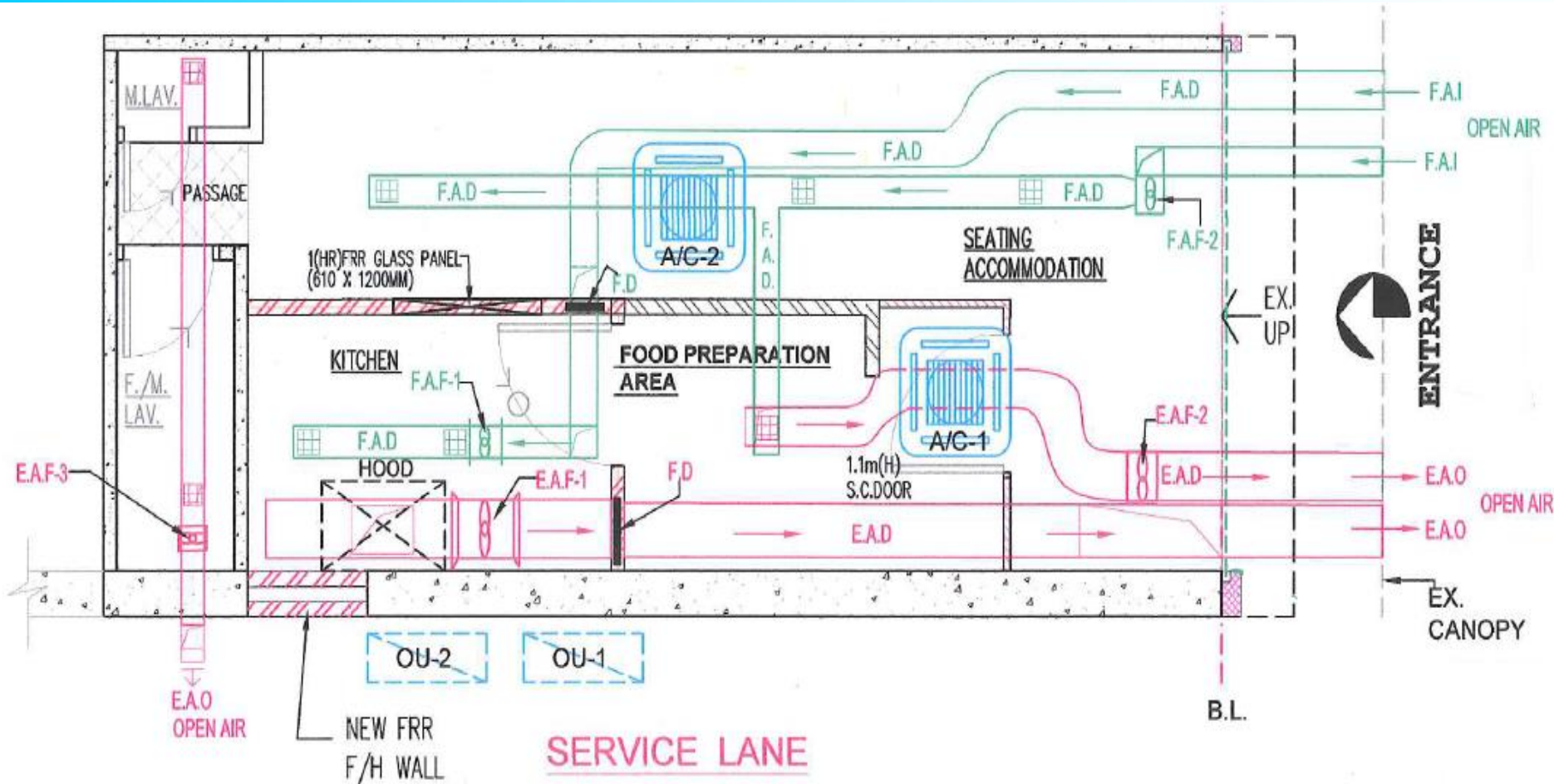
**Layout Plan (Sample 1)**

FUEL : ELECTRICITY AND TOWN GAS



**Layout Plan (Sample 2)**





#### MVAC LEGEND:

- E.A.D. - EXHAUST AIR DUCT
- F.A.D. - FRESH AIR DUCT
- S.A.D. - SUPPLY AIR DUCT



A/C - CEILING MOUNTED  
SPLIT TYPE A/C UNIT



OU - OUTDOOR CONDENSER  
UNIT

SHOP SIGN:	TYPE OF LICENCE: <b>General Restaurant Licence</b>
PROJECT ADDRESS:	DRAWING TITLE: <b>MVAC PLAN</b>
	SCALE: 1:50@A4

## Ventilating System Plan (Sample 3)

# **Points to Note**

## **in Designing and Drawing a Layout Plan**

- Every plan should be drawn in one whole piece, not blurred and with no single line drawing.
- The plans should be drawn to the nearest metric scales of not less than 1:100.
- The plans should be clearly drawn and labelled and in consistent with the actual layout of the premises.
- The plans are not required to show those movable facilities / furniture that are not of a substantial and permanent nature.
- The plans should indicate and label each piece of appliances / facilities / furniture of a substantial and permanent nature.
- The plan should be drawn to show the usage of every space, room, counter, and any ancillary. Areas designated for such activities and the exact boundaries of premises under application for restaurant licence should be clearly demarcated in the proposed layout plan.

# **The Proposed Layout / Ventilation Plans Should Contain the Following Particulars**

1. Space allocated to the cooking, preparation and handling of food;
2. Space allocated to the storage of any kind of open food;
3. Space allocated to the serving of meals to customers;
4. Space allocated to the cleansing, sterilizing, drying and storage of utensils;
5. Sanitary fitments and drainage works;
6. Cloak rooms, passageways and open spaces;
7. All means of exit, entry and internal circulation;

# **The Proposed Layout / Ventilation Plans Should Contain the Following Particulars (continue)**

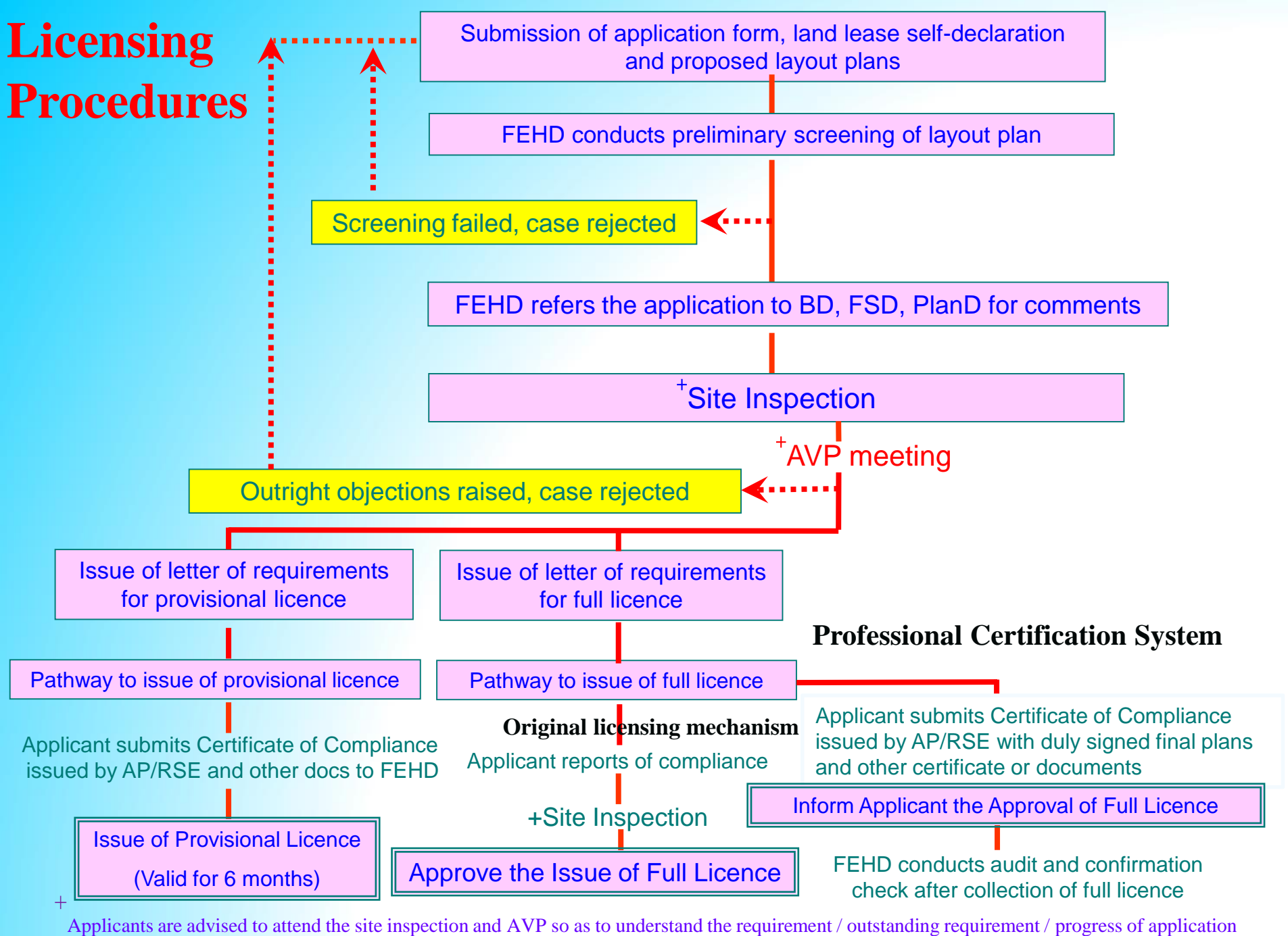
8. All windows, ducts providing ventilation and means of mechanical ventilation;
9. The siting of all furniture and equipment of a substantial and permanent nature, including food manufacturing and preparation plant, cooking ranges showing each and every stove, sterilizers, dish-washing machines, refrigeration and cooling equipment, fixed sideboards, washbasins and sinks, drying racks and water tanks;
10. Means of refuse storage and disposal;
11. The type of fuel to be annotated. If liquid fuel is used, the location of the fuel tank and its capacity should be indicated on the layout plan;

# **The Proposed Layout / Ventilation Plans Should Contain the Following Particulars (continue)**

12. The extent of raised floor should be indicated;
13. Existing UBW within the interior and attached to or extending from the premises that will be demolished before the issue of provisional or full licence; and
14. Proposed UBW not be included in the Free of UBW Certification, within interior and attached to or extending from the premises in connection with the food business. Position and major dimensions of these UBW should be indicated on the layout plan.



# Licensing Procedures



+ Applicants are advised to attend the site inspection and AVP so as to understand the requirement / outstanding requirement / progress of application

# Notes to Applicant

- The regional Licensing Offices are responsible for processing licence applications for premises located in the regions concerned. Applicant may submit your application to the other Licensing Offices, **extra time will be required** for sending the documents to the respective Licensing Office for action.
- Submission of **application form** together **with proposed layout plans** conforming to the required format.
- Whenever there are changes to the submitted plans, the applicants are required to **highlight** any proposed changes on the revised plans with **colour pens** and **simple descriptions** before making submission.
- **Submission of revised layout plans** is required if the design of installations on the premises have been changed. FEHD will vet the revised plans, depending on its nature and individual merits and may also be referred to BD, FSD or other departments for further comment. This will extend the operational procedures for processing licence application and extra time is required in issue of licence.

# **Provisional Licence**

# Provisional Licence— Letter of Requirements

Dear Sir/Madam,

## Application for Light Refreshment Restaurant Licence (for Provisional Licence)

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Thank you for your application for a Provisional Light Refreshment Restaurant Licence in respect of the above premises.

### Issue of Provisional Licence

I wish to inform you that there is no objection to your above application and a set of requirements and conditions is attached as follows:

Appendix I - requirements to be complied with before issue of a provisional licence:	
	(a) Category A Requirements (Health Requirements); and
	(b) Category B Requirements (Building Safety Requirements).

The Category C and Category D requirements (Fire Services Requirements and Ventilation Requirements respectively) have been sent to you by the Fire Services Department direct.

\*In addition, certification made by authorized person or registered structural engineer that the food business premises are free of unauthorized building works# in prescribed form(s) with two copies of the latest licence plans attached shall be submitted for issue of a food business licence.

# Issue of Provisional Licence

- Declaration on compliance of Government lease conditions (**FEHB 192**).
- Reporting compliance of requirements for issue of provisional licence.
- Applicants submit the following supporting documents to the **Licence Issuing Office (LIO)** –
  - (1) Report of Compliance for the Grant of Provisional Licence (FEHB 89).
  - (2) Certificate certified by Authorized Person / Registered Structural Engineer ("AP/RSE").
    - (A) Certificate of Compliance A (Health Requirements) (FEHB 90);
    - (B) Certificate of Compliance B (Building Safety Requirements) (FEHB 91)  
together with a copy of Certificate of Completion and / or Notice of Commencement of Minor Works (if applicable);
    - (C) Certificate of Compliance C (Fire Safety Requirements) (FEHB 92);
    - (D) Certificate of Compliance D (Ventilation Requirements) (FEHB 93);
    - (E) Certification of Food Business Premises Free of Unauthorised Building Works (UBW) for Provisional Licence Application (Form UBW-1);
  - (3) 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 (FEHB 221 and FEHB 221(A)).
- Provisional Licence will be issued **within 1 working day** upon receipt of acceptable Certificates of Compliance with licensing requirements from the applicant (if the documents are submitted to the Licence Issuing Office).

# Issue of Provisional Licence

To facilitate business, for applications received after **30 September 2016**, FEHD has reviewed and streamlined the procedures for submission of copy of Minor Work (MW) documents to expedite the issue of provisional licence:

- the AP/RSE certifying Certificate of Compliance B ("Certificate B") on building safety requirements will check and certify that the relevant information prepared by the registered MW contractors for the MW documents are in order.
- BD conducts random selection and audit checking.
- Requisite certificates which include Certificate B together with MW documents (where applicable) at LIOs to request for issue of Provisional food business licence direct.

# Provisional Licence

A provisional licence shall be valid for **six months** which enables the applicants to operate their restaurant on a provisional basis following certification of compliance of essential requirements, pending the issue of full licence.

## Attention:

- After the applicant is issued with a provisional licence, if he revised the layout plans, FEHD will vet the nature of the changes and may further refer to BD, FSD or other government departments for comment.
- Relevant referral procedure will extend the operational procedures for processing full licence application and extra time is required in issue of licence, which result in the full licence may not be able to issue before the expiry of the provisional licence.



# Full Licence

# **Issue of Full Licence**

## **1) Issue of Licence Through the Original Licensing Mechanism**

Applicant Reports Compliance of All Requirements



Applicant Reports of Compliance of Licensing Requirements with Submission of Acceptable Documents



Verification Inspection Conducted by FEHD and Other Departments



Approve the Issue of Full Licence

# 1) Issue of Licence Through the Original Licensing Mechanism

- After receipt of the applicant's compliance notice in writing on all licensing requirements, FEHD will conduct a **final verification inspection** on site within **8 working days**.
- Upon confirmation of compliance with all licensing requirements, FEHD will **approve the issue a full licence within 7 working days**.

## 2) Issue of Licence Through Professional Certificate System

- In addition to the above licensing mechanism, FEHD introduced “Professional Certification System” (PCS) as an additional option to obtain full **general restaurants** and **light refreshment restaurants** licence.
- Similar to the issue of provisional licences.
- Adopts an approach of “**licence first, inspection later**” for the issue of full restaurant licences.
- Applicants are **free to choose** between the original mechanism or the new PCS for obtaining full licences.

# 2) Issue of Licence Through Professional Certificate System

## Report of Compliance with Licensing Requirements

- Applicants are allowed to report compliance with all health requirements for the full licence by submission of a **Certificate of Compliance (Health Requirements) for Full Food Business Licence** (FEHC / FEHE 331) **certified by AP/RSE**.
- After compliance with all licensing requirements, the applicants are required to submit a **Report of Compliance for the Grant of Full Food Business Licence** (FEHC / FEHE 332) enclosing the duly completed FEHC / FEHE 331, **certified final layout and ventilation plans**, and **all other required certificates and documents** to the respective Licensing Office.
- For the final layout and ventilation plans, both the applicants and their AP/RSE have to certify by signing with date at back of the plans.
- After receipt of the submitted documents, the Case Manager will check the documents.

## 2) Issue of Licence Through Professional Certificate System

### Issue of Full Licence

- If all documents are found acceptable, the applicants will be informed of approval a full licence within **2 working days** without onsite verifications.

## 2) Issue of Licence Through Professional Certificate System

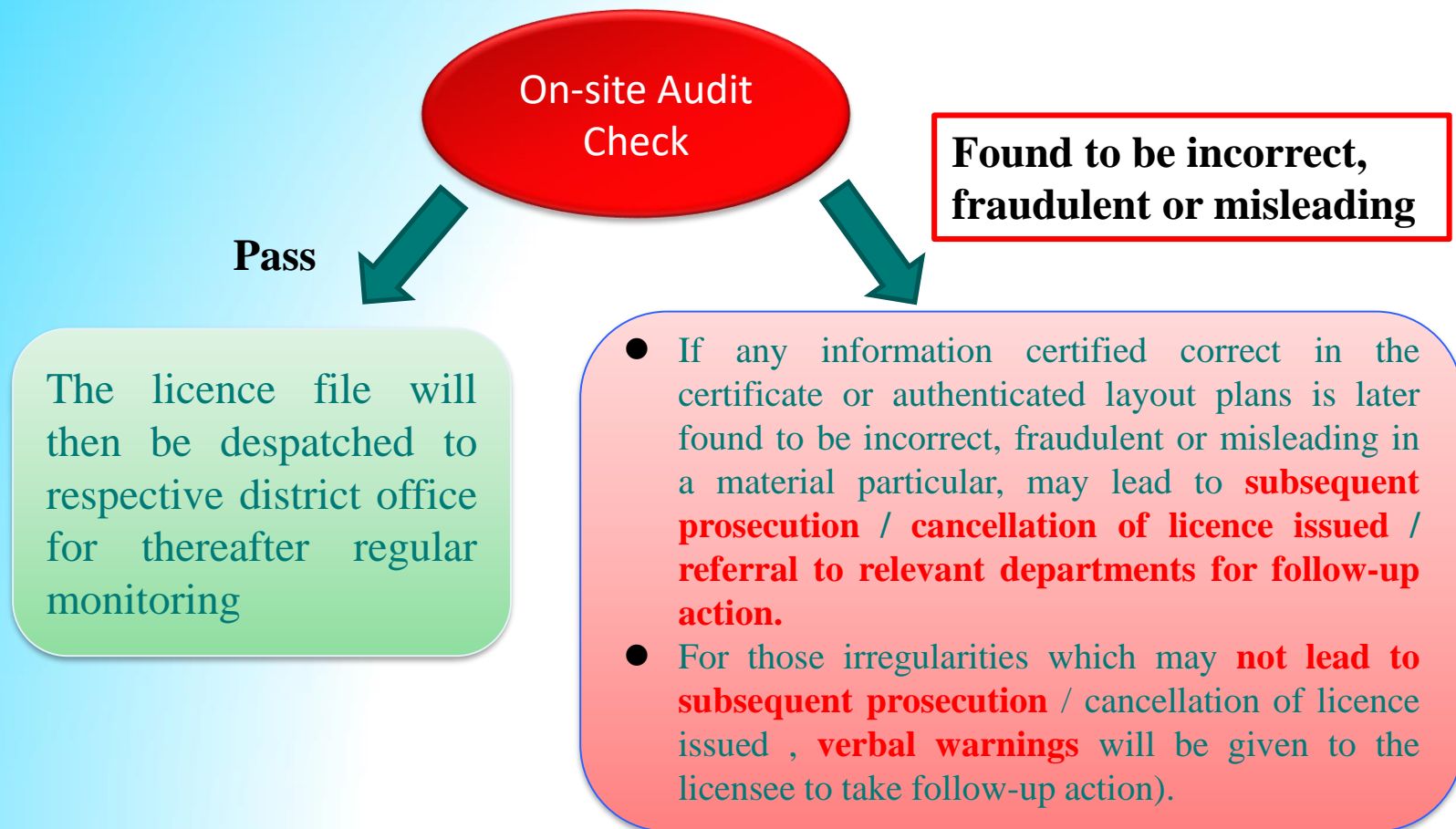
### On-site Audit Check after Issue of Full Licence

- FEHD will arrange on-site audit check within **7 working days** from issue of the full licence in the presence of the licensee.
- FEHD will verify whether the certified **final layout and ventilation plans** are in strict conformity with the actual layout of the premises and all the **licensing requirements have been fulfilled**.
- FEHD will carry out **follow-up action** if the certified layout plans or certifications / documents that are submitted in connection with the application are subsequently found to be **false or misleading** in a material particular.

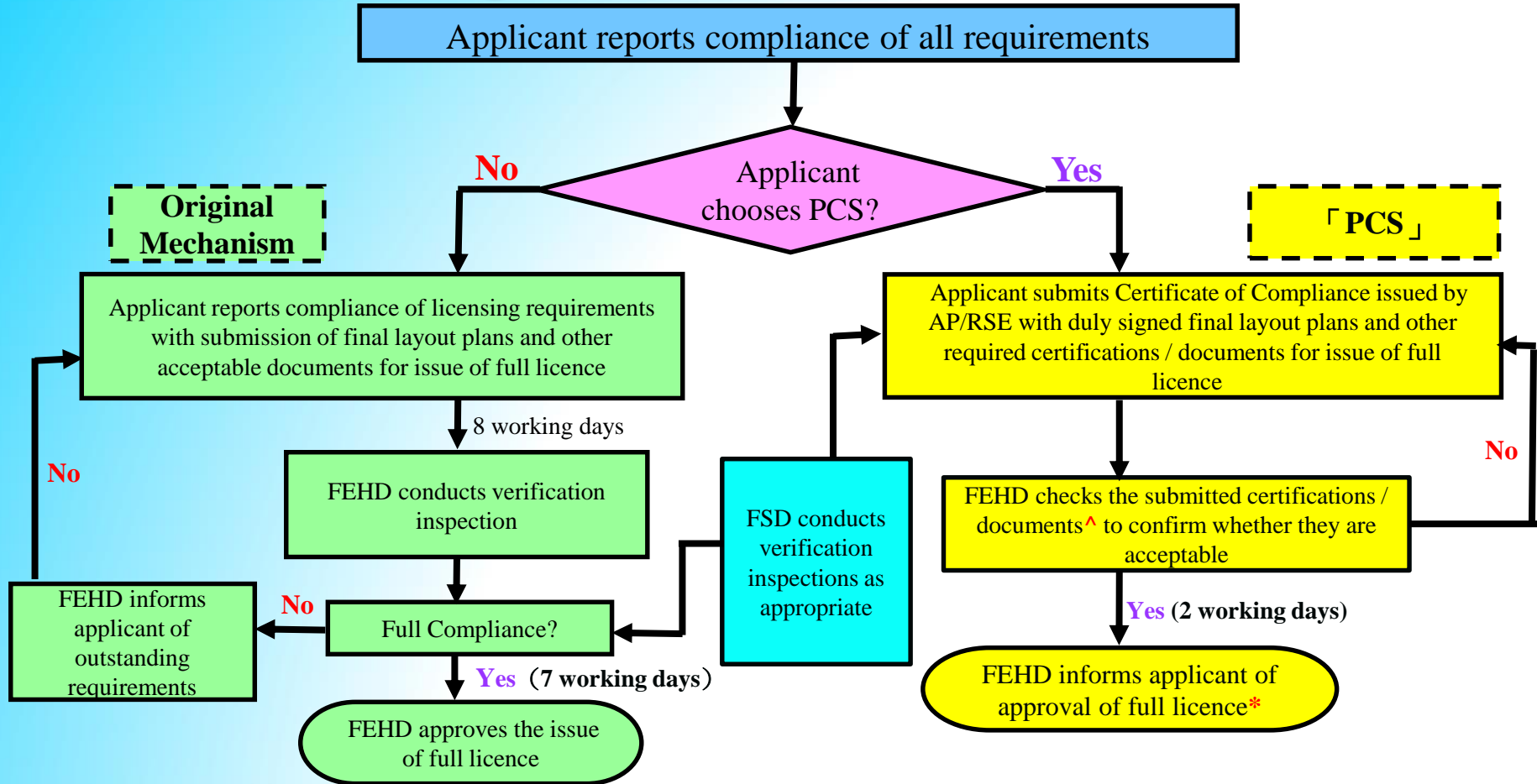


# 2) Issue of Licence Through Professional Certificate System

## On-site Audit Check after Issue of Full Licence



# Licensing Procedures of the Original Mechanism and PCS



# Letter of Requirements

## Standard Requirements for General Restaurant Licence

### **IMPORTANT**

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

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Building Authority, the Director of Fire Services, the Director of Electrical and Mechanical Services, the Director of Environmental Protection or any other Government Departments.

### **Applicant must comply with all requirements before issue of licence**

#### **1. Plans**

1. \* Before the issue of a licence / the grant of approval for change of layout / and the grant of approval for the installation of the ventilating system, the applicant is required to provide three copies of each plan, drawn to scale 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.
2. The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director of Food and Environmental Hygiene.
3. The applicant is required to sign on each copy of the plans certifying that it is correct.
4. \* In addition to the provision of three copies of plan mentioned in (1) above, the applicant is required to provide \*one/two sets of final plan for forwarding to the \*Building Authority and/or the Director of Fire Services for record.

#### **(Note:**

1. For the purpose of meeting this requirement, professional plans are not

# Maximum Period of Time to Comply with All Licensing Requirements

- The applicants should expedite action to comply with all licensing requirements and to report compliance within the maximum period of time:
  - **3 months** after **the expiry of the provisional licence** (if provisional licence has been issued); or
  - **12 months** after the **issue of the letter of requirements for a full licence** (if no provisional licence has been issued).
- Unless the applicants can demonstrate that the delay in meeting the licensing requirements are due to factors beyond their reasonable control, the application for a full restaurant licence will be deemed withdrawn after the above period of time.

# **Premises in Compliance with Health Requirements**

# Material of wall surfaces in the food room





# Junction between the wall and the floor



# Front food room



# Height of food counter



# Siting of cooking ranges and use of fuel





# Basin, sink and grease trap



# Sterilizer





# Dish washing machine



# Refrigerator



# Cabinet





# Material of food preparation table



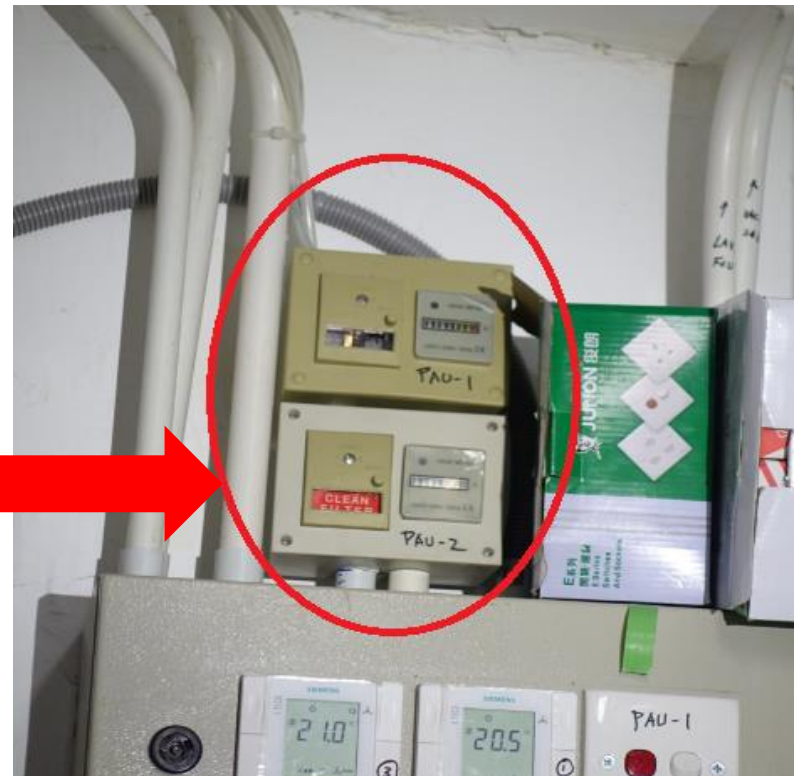
# Manhole



# Ventilating system



Each set of filters in a ventilating system shall be indicated by a **filter flag indicator** in an easily accessible and **conspicuous place** to facilitate inspection.





## Positioning of fresh air inlet and exhaust air outlet



# Collection of Full Licence and Payment

- Collection of full licences by the following payment methods:
  - ❑ In person / authorize another person at LIO;
    - **Cash**
    - **Cheque**
    - **EPS**
    - **FPS**
  - ❑ Delivered by post to respective LIO (Pay by **cheque** only);
  - ❑ Online payment through the “Online Licence Services” website (<http://www.licensing.gov.hk>) by credit cards, PPS and FPS payment;
  - ❑ Pay by e-cheque : Send e-cheque to the email address of LIO and attached with necessary documents in the email;
    - **Hong Kong and Islands LIO:** [echegue\\_hkislio@fehd.gov.hk](mailto:echegue_hkislio@fehd.gov.hk)
    - **Kowloon LIO:** [echegue\\_klnlio@fehd.gov.hk](mailto:echegue_klnlio@fehd.gov.hk)
    - **New Territories LIO:** [echegue\\_ntlio@fehd.gov.hk](mailto:echegue_ntlio@fehd.gov.hk)
- Licence is ready for delivery by post with 5 working days after receipt of the email and the necessary documents / after successful payment.

# **Electronic Application for Food Business Licences**

# Electronic Application for Food Business Licences

The submitted **layout plans** should meet the following criteria:

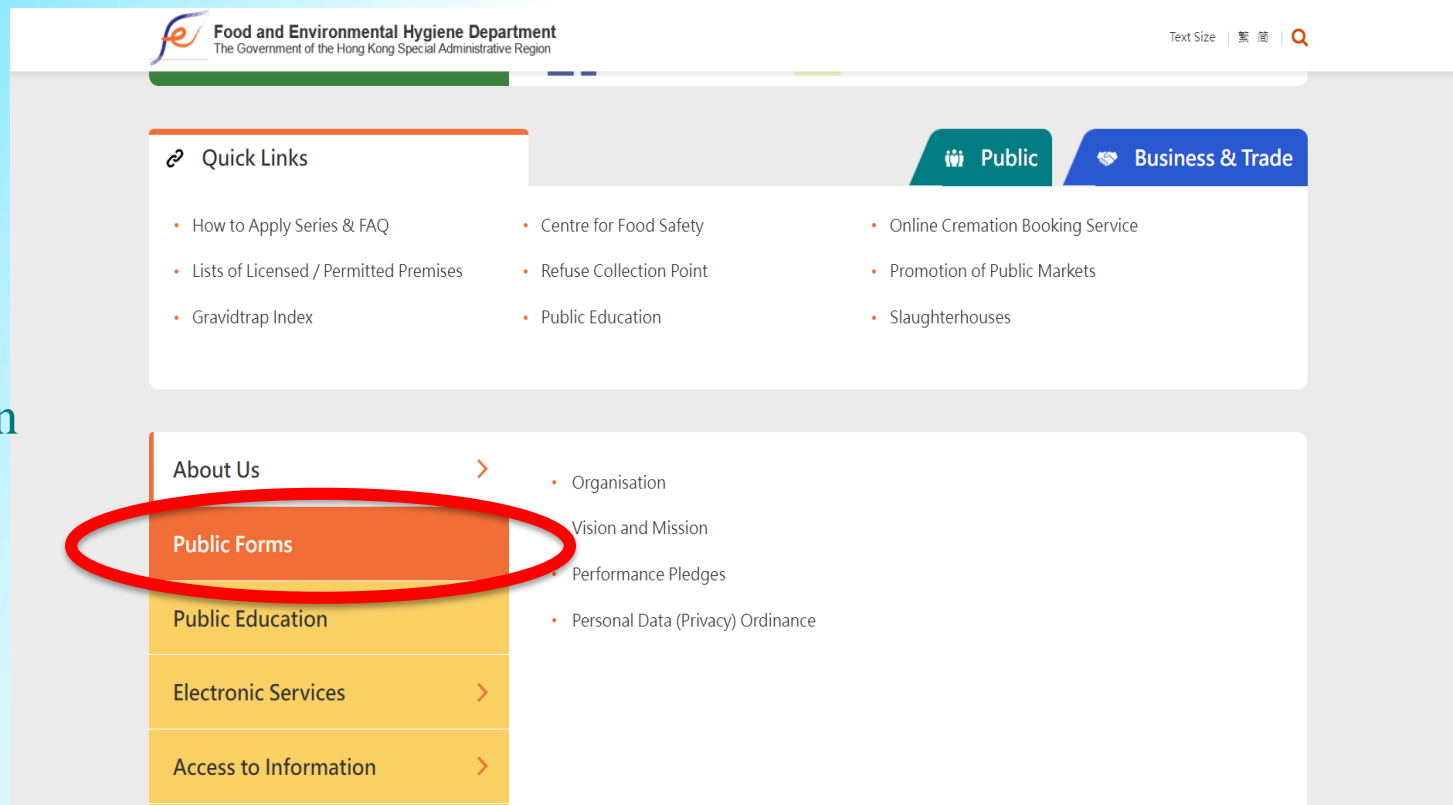
- 1) The plan(s) should be in **"PDF" format** ;
- 2) The total file size of the plan should **not exceed 15 MB**;
- 3) The scale of the plan should be drawn in metric scale and **not less than 1:100** ; and
- 4) The paper size of each sheet of the plan should **not be larger than A3**.

# **Download Application Form**

# How to Download Application Form

- FEHD website ([www.fehd.gov.hk](http://www.fehd.gov.hk))

Select “**Public Forms**” in main page of FEHD website →





# How to Download Application Form

FEHB 89	Report of Compliance for the Grant of Provisional Licence		
FEHB 90	Certificate of Compliance A (Health Requirements) (To be attached to FEHB 89 for submission)		
FEHB 91	Certificate of Compliance B (Building Requirements) (To be attached to FEHB 89 for submission)		
FEHB 92	Certificate of Compliance C (Fire Safety Requirements) (To be attached to FEHB 89 for submission)		
FEHB 93	Certificate of Compliance D (Ventilation Requirements) (To be attached to FEHB 89 for submission)		
FEHB 94	Application for Food Business Licence		
FEHB 95	Application for Permit		
	Application for Restricted Food Permit (Online Sale of Restricted Food)		
	Application for Places of Public Entertainment Licence / Temporary Places of Public Entertainment Licence		

**Please  
click to  
download**


 : Forms can be submitted online.

# **Online Licence Services - Application Tracking Facility (ATF)**


# Application Tracking Facility

- The ATF is designed to provide a platform for licence / Outside Seating Accommodation applicants to check the status of their applications through the internet, submit relevant documents or plans and access the correspondence sent by FEHD through the platform.
- The access information will be provided to the applicants by sending the login name and password to their correspondence address as indicated in the application form.
- The applicants can log onto the system at [www.licensing.gov.hk](http://www.licensing.gov.hk) or access via FEHD website ([www.fehd.gov.hk](http://www.fehd.gov.hk)).

# Application Tracking Facility (continue)




**Food and Environmental Hygiene Department**  
The Government of the Hong Kong Special Administrative Region


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Licensing

Information for Licence / Permit Applicant

- Applicant selling restricted foods can choose to apply for a "Composite Restricted Foods Permit" with effect from 1 January 2025
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Online  
Licence Application  
Tracking Facility  
網上查詢牌照申請進度系統

Login / Register


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**Welcome to Online Licence Services**









**Online**

Online Licence Services  
網上牌照服務

[About Online Licence Services](#)

[Related Information](#)

### Online Licence Services

Licence Application & Application Tracking	Application Tracking
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <ul style="list-style-type: none"> <li><a href="#">Liquor Licence</a></li> <li><a href="#">Club Liquor Licence</a></li> </ul> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <ul style="list-style-type: none"> <li><a href="#">Application for Food Business Licence / Other Trade Licence / Restricted Food Permit</a></li> </ul> </div> <div style="background-color: #4a86e8; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Payment for New Food Business Licence / Other Trade Licence / Restricted Food Permit Fee</b> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <ul style="list-style-type: none"> <li><a href="#">Pre-registration for receiving of e-Licence/e-Permit</a></li> <li><a href="#">Licence/Permit (New issue)</a></li> </ul> </div> <div style="background-color: #4a86e8; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Payment for Renewal of Food Business Licence / Other Trade Licence / Restricted Food Permit Fee</b> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <ul style="list-style-type: none"> <li><a href="#">Pre-registration for receiving of e-Licence/e-Permit*</a></li> <li><a href="#">Licence/Permit (Renewal)*</a></li> </ul> </div>	<div style="border: 2px solid red; border-radius: 50%; padding: 10px; margin-top: 10px;"> <ul style="list-style-type: none"> <li><a href="#">General Restaurant Licence</a></li> <li><a href="#">Light Refreshment Restaurant Licence</a></li> <li><a href="#">Marine Restaurant Licence</a></li> <li><a href="#">Food Factory Licence</a></li> <li><a href="#">Bakery Licence</a></li> <li><a href="#">Factory Canteen Licence</a></li> <li><a href="#">Frozen Confection Factory Licence</a></li> <li><a href="#">Fresh Provision Shop Licence</a></li> <li><a href="#">Milk Factory Licence</a></li> <li><a href="#">Siu Mei and Lo Mei Shop Licence</a></li> <li><a href="#">Cold Store Licence</a></li> <li><a href="#">Composite Food Shop Licence</a></li> <li><a href="#">Outside Seating Accommodation Permission</a></li> <li><a href="#">Places of Public Entertainment Licence for Places Other Than Cinemas and Theatres</a></li> <li><a href="#">Places of Public Entertainment Licence (Cinema/Theatre)</a></li> <li><a href="#">Swimming Pool Licence</a></li> <li><a href="#">Clubhouse Certificate of Compliance</a></li> <li><a href="#">Hotel / Guesthouse Licence</a></li> <li><a href="#">Karaoke Establishment Licence / Permit</a></li> <li><a href="#">Bedspace Apartment Licence</a></li> </ul> </div>


## Select application



# Application Tracking Facility (continue)

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Date of Enquiry:


  
食物環境衛生署  
Food and Environmental  
Hygiene Department

Login Name:

Password:

[Forgot Password?](#)

Or

 Login with iAM Smart

[More Info](#)

Register a Centralized Login Account for  
Multiple Licence Applications


(Note: You are not required to key in the Login Name and Password above.)


**NEWS**

**Note:**

- Normally, the date of and comments on an action will be updated to the Licence Application Tracking Facility (ATF) within three working days after the action is taken by the concerned officers.
- The information updated by the concerned officers will be posted to the ATF website on a daily basis and remains static during the days.
- For the latest and detailed information about an application, please contact the Case Manager/Officer directly.

**Participating Departments**

  
BUILDINGS  
DEPARTMENT

  
香港房屋委員會  
Hong Kong Housing Authority

[Enquiry and Support](#)



# Application Tracking Facility (continue)



# Application Tracking Facility (continue)

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[Case Enquiry](#) | [Registered Application](#) | [Case Status](#) | [System Configurations](#) | [User Management](#)

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Case Reference:

Not Required
✔ Verified
⚙ Document received and being verified
✖ Not acceptable
✎ Follow-up Action Required
📌 Follow up action required (pending original copy)

Status*	Receipt Date*	Document Type	Upload#	Submission History	Last Submission Date Time
⚙	15/06/2023	Supplier's Certificate for air conditioning	<a href="#">Upload</a>	<a href="#">Show</a>	15/06/2023 18:17
⚙	04/07/2022	Communal / Allocated Toilet Certificate with location plan and toilet layout plan	<a href="#">Upload</a>	<a href="#">Show</a>	04/07/2022 18:00
✔	05/07/2022	Certificate of Compliance and Certificate of Completion for gas installation		<a href="#">Show</a>	05/07/2022 15:11
⚙	12/07/2022	WR1 / WR2 with supporting document for electrical installation	<a href="#">Upload</a>	<a href="#">Show</a>	12/07/2022 12:40
✔	01/07/2022	Certificate of Compliance for Cat.1 of BD / HD's requirements			
		Certificate of Compliance for Cat.2 with supporting document of BD / HD's requirements			
⚙	30/03/2023	Certification of Food Business Premises Free of Unauthorized Building Works (UBW) for Full Licence Application (Form UBW-2) with connecting documents (Form FEHB 191)	<a href="#">Upload</a>	<a href="#">Show</a>	30/03/2023 15:30
		Hygiene Manager Training Course Certificate			
⚙	30/03/2023	Hygiene Supervisor Training Course Certificate	<a href="#">Upload</a>	<a href="#">Show</a>	30/03/2023 15:00
✔	06/07/2022	Hygiene Manager and Hygiene Supervisor Training Course Certificates		<a href="#">Show</a>	06/07/2022 21:42
✔	17/03/2023	Siu Mei & Lo Mei Food source supplier's certificate		<a href="#">Show</a>	17/03/2023 23:40
		Catalogue / information on the filtration and disinfection system of fish tank			
		Certificate on communal sump and pump facilities with location plan			
		Certificate on communal grease trap with location plan			
		Certificate from owner / management office on use of common area			
		Fire Services Certificate			
		Letter of Compliance for Ventilating System			
		Declaration on compliance with Government lease conditions (Form FEHB 192)			
		Ventilating System Plan			
		Layout Plan			

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**Warning: The applicant should keep the original copies and produce for verification by the concerned government department(s) upon request.**  
 \* If a document is submitted more than once, only progress and receipt date of the latest submission are shown.  
 # The file size limit of document is 15MB, acceptable file format are .pdf, .doc, .docx, .jpg, .jpeg, .png.  
 # If the document submission is made after the office hours of FEHD Licensing Offices, it will be treated as having been submitted on the following working day.

# Application Tracking Facility (continue)

**On-line Licence Application Tracking** [Change Password](#) [English](#) | [繁體中文](#) | [简体中文](#) [Help](#) | [FAQ](#) | [Logout](#)  
Date of Enquiry:

[Case Enquiry](#) | [Registered Application](#) | [Case Status](#) | [System Configurations](#) | [User Management](#)

Case Reference:   
Date of Receiving Application:   
Type of Licence: **General Restaurant**

**IN PROGRESS**  
[Correspondence Download](#) [Supporting Document Required](#)

[About the Icons](#) Pass / Completed In Progress Processing Withheld / Action Being Confirmed Fail / With Opposing Views Not Started / Applicable

	Ready To Process	Issue Letter of Requirements	Process Revised Plan	Handle Report Of Completion	Provide Result of Inspection	Confirm Licence or Compliance Certificate/Letter/Memo Ready
Food and Environmental Hygiene Department						
Buildings Department						
Fire Services Department (Regional Office)						

# Application Tracking Facility (continue)

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Case Reference:


	<b>FEHD</b>	<b>BD</b>	<b>FSD</b>
Case Manager/Officer:	Jane Chan	Mary Lam	John Lo
Tel No.:	1234 5678	1234 1234	5678 5678
eMail*:	<a href="mailto:jchan@fehd.gov.hk">jchan@fehd.gov.hk</a>	<a href="mailto:mlam@bd.gov.hk">mlam@bd.gov.hk</a>	<a href="mailto:jlo@fsd.gov.hk">jlo@fsd.gov.hk</a>
Supervisor:	Pam Lee	David Chow	Vincent Chan
Tel No.:	1234 8765	1234 4321	5678 8765
eMail:	<a href="mailto:plee@fehd.gov.hk">plee@fehd.gov.hk</a>	<a href="mailto:dchow@bd.gov.hk">dchow@bd.gov.hk</a>	<a href="mailto:vchan@fsd.gov.hk">vchan@fsd.gov.hk</a>
Responsible Office:	8/F, Lockhart Road Municipal Services Building,	Buildings Department Headquarters, North Tower,	M/F, Sheung Wan Fire Station, 2 Western Fire
Office Address:	225 Hennessy Road, Wan Chai, Hong Kong	West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.	Services Street, SheungWan, Hong Kong

\* Use of email for communication with with your Case Manager / Officer is recommended . However, all your submissions, including plans and documents, must be sent to the Licensing Offices of the Licensing Authority, the Food and Environmental Hygiene Department, by mail or in person. Any submission by email will not be processed.


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# Online Payment

# Online Payment




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The Government of the Hong Kong Special Administrative Region


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- Hawker Management
- Cemeteries and Crematoria
- **Licensing**
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- Public Facilities

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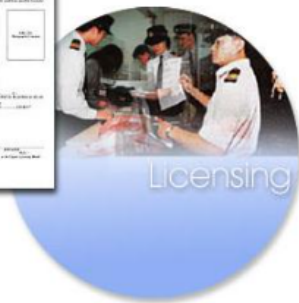

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Licensing

Information for Licence / Permit Applicant

- Applicant selling restricted foods can choose to apply for a "Composite Restricted Foods Permit" with effect from 1 January 2025
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- Guide to Application for Licences
- Guide on Types of Licences Required
- **Licence Application Tracking Facility (Login / Register)**
- Performance Pledge



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Welcome to Online Licence Services



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## Online Licence Services

### Licence Application & Application Tracking



- [Liquor Licence](#)
- [Club Liquor Licence](#)



- [Application for Food Business Licence / Other Trade Licence / Restricted Food Permit](#)

### Payment for New Food Business Licence / Other Trade Licence / Restricted Food Permit Fee



- [Pre-registration for receiving of e-Licence/Permit](#)
- [Licence/Permit \(New issue\)](#)

### Payment for Renewal of Food Business Licence / Other



- [Licence/Permit \(Renewal\)\\*](#)

### Application Tracking



- [General Restaurant Licence](#)
- [Light Refreshment Restaurant Licence](#)
- [Marine Restaurant Licence](#)
- [Food Factory Licence](#)
- [Bakery Licence](#)
- [Factory Canteen Licence](#)
- [Frozen Confection Factory Licence](#)
- [Fresh Provision Shop Licence](#)
- [Milk Factory Licence](#)
- [Siu Mei and Lo Mei Shop Licence](#)
- [Cold Store Licence](#)
- [Composite Food Shop Licence](#)
- [Outside Seating Accommodation Permission](#)
- [Places of Public Entertainment Licence for Places Other Than Cinemas and](#)

Choose “Licence / Permit (New issue)”

[Places of Public Entertainment Licence](#)

- [Swimming Pool Licence](#)

# Online Payment (Continue)

- Input the **Licence / Permit No**, **Licence Start Date** and **Payment Amount** provided in the approval letter, then click “**Submit**”.

**New Licence / Permit Online Payment**

Application Type :

☒ New Licence / Permit

Licence / Permit No :

Licence / Permit No :

Licence Start Date :(DD/MM/YYYY)

Payment Amount :

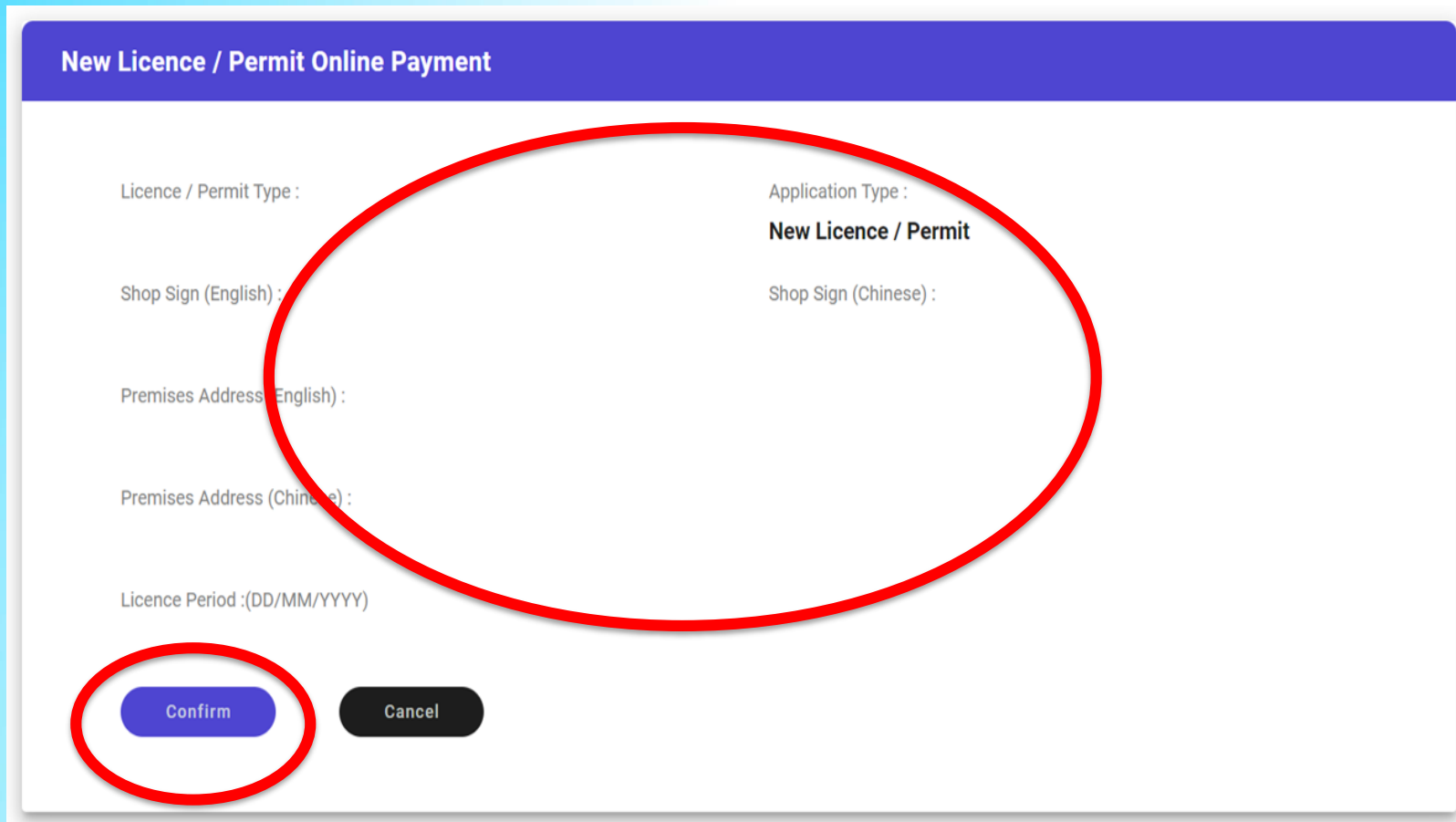
Payment Amount :

**Submit** **Cancel**

0 / 20

# Online Payment (Continue)

- Click “**Confirm**” after verification.



**New Licence / Permit Online Payment**

Licence / Permit Type :

Shop Sign (English) :

Premises Address (English) :

Premises Address (Chinese) :

Licence Period : (DD/MM/YYYY)

Application Type : **New Licence / Permit**


Shop Sign (Chinese) :


**Confirm** **Cancel**


# Online Payment (Continue)


Type of Service	Licensing Services (Licenses and Permits)		
Merchant Name	FEHD		
Transaction Date	27-11-2024		
Transaction Reference Number	HK:	i30	
Total Amount	HK\$		


**Payment Method:**


☐  繳費靈

☐ 

☐ 

☐ 

☐ 

☐ 

Select “Payment Method”

then click “Confirm”

# Application for Outside Seating Accommodation

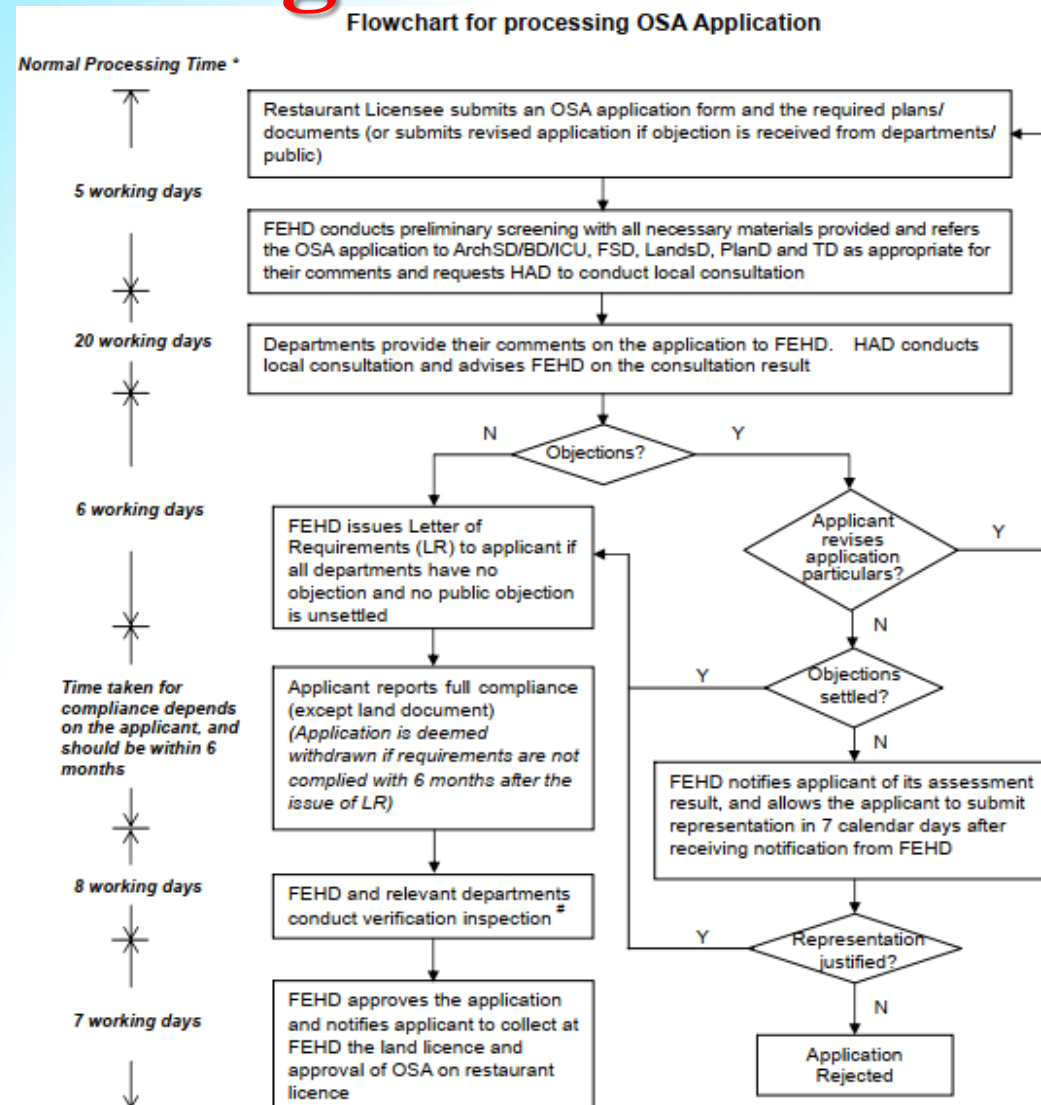
[Guide to Application for outside seating accommodation \(hyperlink\)](#)

# Application for Outside Seating Accommodation

- Outside seating accommodation (OSA) refers to any open area used for alfresco dining business;
- Complete application form
- New licence applications for restaurant with OSA / inclusion of OSA into the licensed premises;
- 8 copies of identical restaurant layout plan are required to show the layout of the whole premises including the proposed OSA;
- 5 copies of identical **location map** drawn to **scale of 1:1000**, in metric units;
- FEHD will refer the case to the Buildings Department / Independent Checking Unit under the Office of the Permanent Secretary for Housing / Architectural Services Department, Fire Services Department, Lands Department, Planning Department, Transport Department and Home Affairs Department, where appropriate for comments;



# Application for Outside Seating Accommodation



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

# Application for Outside Seating Accommodation

Main licensing criteria for application for OSA:

## 1. Legal Right of Land Use —

- For OSA within **government land**, applicant should obtain permission from LandsD and acquire appropriate land documents for the proposed use of OSA
- For OSA within **private property**, applicant should ensure the proposed OSA area is complied with the permitted use under the lease conditions and provide the property owner's agreement in writing for setting up an OSA as a documentary proof showing the legal right to use the OSA area

# Application for Outside Seating Accommodation

## 2. Planning Requirements —

- The establishment of an OSA must comply with the land use as “Eating Place” on Outline Zoning Plan (OZP)

## 3. Other Requirements from Departments —

- Including hygiene, building safety, fire safety, traffic and environmental protection requirements

## 4. Public Consultation —

- District office of HAD will assist in conducting local consultation. FEHD will assess all local objections, as well as the complaints and enforcement action related to the OSA application.

**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**

- **SMO Map Publication Centre, H.K.**  
23/F, North Point Government Offices,  
333 Java Road, North Point, Hong Kong  
Tel. no.: 2231 3187
- **SMO Map Publication Centre, Kowloon**  
382 Nathan Road, Yau Ma Tei, Kowloon  
Tel. no.: 2780 0981

# Liquor Licences

Any person who intends to sell liquor at premises have been issued with a restaurant licence issued by FEHD for consumption on the premises must obtain a liquor licence from Liquor Licensing Board before commencement of such business.

## Liquor Licensing Board Secretariat

(Queen's Road East, Wan Chai) – Tel: 3141 1237

## Liquor Licensing Offices

- **Hong Kong and Islands**  
( Lockhart Road Municipal Services Building ) - Tel: 2879 5779
- **Kowloon**  
( Pei Ho Street Municipal Services Building ) - Tel: 2729 1293
- **New Territories** ( Tai Po Complex ) - Tel: 3183 9255

# **Download A Guide to Application for Restaurant Licences**

**“How to Apply for Restaurant Licences”**

[https://www.fehd.gov.hk/tc\\_chi/howtoseries/forms/new/A\\_Guide\\_to\\_Restaurantc.PDF](https://www.fehd.gov.hk/tc_chi/howtoseries/forms/new/A_Guide_to_Restaurantc.PDF)

**“How to Apply for Restaurant Licences  
(Quick Reference Guide)”**

[https://www.fehd.gov.hk/tc\\_chi/licensing/Quick\\_Reference\\_Guide.pdf](https://www.fehd.gov.hk/tc_chi/licensing/Quick_Reference_Guide.pdf)

**“Guide to Application for Outside Seating  
Accommodation”**

[https://www.fehd.gov.hk/tc\\_chi/howtoseries/forms/new/OSA\\_Guide.pdf](https://www.fehd.gov.hk/tc_chi/howtoseries/forms/new/OSA_Guide.pdf)



# Licensing Offices and Licence Issuing Offices

- **Hong Kong & Islands Region**

Licensing Section (Restaurant Licences)

Tel : 2879 5729

Licensing Issuing Office

Tel : 2879 5380

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

- **Kowloon Region**

Licensing Section (Restaurant Licences)

Tel : 2729 1347

Licensing Issuing Office

Tel : 2729 1964

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

- **New Territories Region**

Licensing Section (Restaurant Licences)

Tel : 3183 9227

Licensing Issuing Office

Tel : 3183 9206

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

# **Restaurant Licensing Resource Centre**

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

Tel: 2958 0694

**Thank You**