

## Guidelines on "DIY Application for Food Business Licences"

- Ah Tak:** Hi, everyone!  
I'm Keep Clean Ambassador Ah Tak!  
Lately, I've been asked many times about how to apply for a food business licence.  
Do you know how to make an application by DIY?  
Let's watch the upcoming play to learn more!
- Baker:** When will my dream of owning my shop come true?  
My boss said I need a licence,  
but I have no idea how to obtain one.  
I wonder if anyone can help me.
- Senior Health Inspector:** I'm a Senior Health Inspector  
from the Food and Environmental Hygiene Department (FEHD).  
Let me introduce matters on application  
for a food business licence?
- Baker:** Thank you!  
As a baker, I'd like to have my own business.  
But how to obtain a food business licence?  
Is it a difficult process?  
I'd prefer to handle it myself.  
Could you please tell me more about it?
- Senior Health Inspector:** It's easy  
and never operate a food business without a licence!  
At present, there are many types of food business licences.  
If you wish to operate a café with  
seating accommodation provided for customers,  
you may consider applying for a restaurant licence.  
Please choose an appropriate type of licence  
at the time of application.  
When applying for a licence,  
be aware that licensing requirements and criteria  
vary among different types of licences.  
What's more, in order to start business as early as possible,  
you may apply for a provisional licence at the same time  
when applying for a full licence.
- Baker:** Yes and I should be mindful in  
choosing the shop and type of licence.

What are the procedures for licence application?

**Senior Health Inspector:** Just like baking a cake,  
you have to do it step by step.

**Baker:** The first step is fundamental.  
To lodge an application,  
the applicant should submit an application form  
and the following documents to a Licensing Office of FEHD.  
Company documents are required  
if the application is made in the name of a corporation.  
A fast and convenient way is to submit the application online.

**Senior Health Inspector:** Correct! Upon receipt of the licence application,  
FEHD will appoint a Case Manager  
to process your application and conduct preliminary screening  
of the documents and layout plan(s).  
For enquiries, please contact your Case Manager.  
FEHD, through its "one-stop-shop" service,  
refers cases that have passed preliminary screening to  
relevant departments such as Buildings Department (BD),  
Fire Services Department (FSD) and Planning Department.  
These departments give advice within their respective ambits  
and conduct site inspections.

**Baker:** I know the fourth step.  
FEHD will invite the applicant to  
an Application Vetting Panel (AVP) meeting,  
in which representatives from FEHD, BD and FSD  
will explain to the applicant the comments  
from the respective departments and the licensing requirements.

**Senior Health Inspector:** That's right! Don't miss the meeting.  
It is very useful!  
However, not all licence applications  
involve the procedure of an AVP meeting.  
Once the application is accepted in principle,  
a Letter of Requirements for both full licence  
and provisional licence will be issued.  
After submitting acceptable Certificate(s) of Compliance,  
the applicant may obtain a provisional licence  
and within a six-month licence period,  
he / she must comply with the licensing requirements

for obtaining a full licence.

Upon full compliance with these requirements, the applicant should submit the following supporting documents to inform FEHD.

**Baker:** The full licence will be issued soon!

**Senior Health Inspector:** As a final step, the applicant will be informed in writing upon completion of verification inspection by a health inspector. The applicant will obtain the licence upon payment of the licence fee. The applicant may also choose to report compliance with all the health requirements for full licence under the Professional Certification System. As long as a Certificate of Compliance was issued by relevant professionals and all other required documents have been properly submitted, the licence will be issued without prior verification inspection to speed up the application process. Throughout the process, the applicant may also check the status of the application and pay the licence / permit fees through the “Licence Application Tracking Facility” online platform. It’s really convenient!

**Baker:** Indeed, you can apply for a licence by DIY (do it yourself). It’s just a piece of cake!

**Ah Tak:** To help prospective operators understand the procedures for applying for a restaurant licence and the roles and licensing requirements of relevant government departments, FEHD arranges seminars on restaurant licensing at different venues with free admission for the public on a bi-monthly basis. Also, for details of application for a food business licence, please visit the following website or contact our licensing offices in the respective regions.