

A Guide to Application for Liquor Licences and Club Liquor Licences

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Important Notes

(A) It is an offence under the Dutiable Commodities Ordinance (Cap. 109) to sell liquor without a licence. Any person convicted of the offence is liable to a fine of \$1,000,000 and imprisonment for 2 years. Furthermore, the Liquor Licensing Board takes a serious view on the activities of selling liquor without a licence. The application for a liquor licence can be jeopardised if the applicant or any staff of the establishment commits the offence. Therefore, the applicant should ensure that no liquor is sold on the premises at any stage prior to the issue of a liquor licence.

(B) According to the Rehabilitation of Offenders Ordinance (Cap. 297), the provisions relating to the non-disclosure of previous conviction records would not apply to proceedings of determining a person's suitability to be granted or to continue to hold any licence. Therefore, an applicant for liquor licence has to disclose information of all his previous conviction in his application.

(C) It is an offence under the Dutiable Commodities Ordinance (Cap. 109) to make any incomplete statement or declaration or submit any incorrect information for the purpose of this Ordinance. Any person convicted of the offence is liable to a fine of \$1,000,000 and imprisonment for 2 years.

(D) The applicant must not offer money or gift to any Government officers. This is an offence in law and the offender is liable to prosecution.

PART A : General

(1) In accordance with the laws of Hong Kong, any person who intends to sell liquor at any premises for consumption on the premises must obtain a liquor licence before commencement of such business.

(2) If the supply of liquor is intended at any premises used by a club for the purpose of the club, a club liquor licence is required.

(3) The Liquor Licensing Board is the licensing authority for the issue of these two types of liquor licences.

(4) All applications should be made on standard forms obtainable, free of charge, from the Liquor Licensing Offices, at the addresses given in Annex I.

(5) For cases where an objection is lodged, applicants/licensees will be invited to appear before the Liquor Licensing Board to answer questions. They may appear before the Liquor Licensing Board personally or together with their legal representatives.

(6) In general, the Liquor Licensing Board considers applications for liquor licences if the premises to which the applications relate are licensed general/light refreshment/marine restaurants (full or provisional), or likely to be licensed or provisionally licensed by the Director of Food and Environmental Hygiene. A liquor licence will be issued when the premises

have been issued with a restaurant licence or a provisional restaurant licence. For club liquor licence applications, a liquor licence will only be issued if the premises concerned are issued with a Certificate of Compliance or an Exclusion Order by the Home Affairs Department under the Clubs (Safety of Premises) Ordinance (Cap. 376). The Liquor Licensing Board will also consider applications for liquor licence in respect of premises other than the afore-mentioned. For such premises not under application for or not covered by a valid restaurant licence or Certificate of Compliance, the Liquor Licensing Board will, in addition to consulting the Hong Kong Police Force and Home Affairs Department, also consult concerned departments such as Planning Department, Buildings Department / Housing Department / Architectural Services Department, Fire Services Department and Food and Environmental Hygiene Department, in regard to the location, structure, fire safety and hygienic conditions of the premises under application. The processing time of such liquor licence applications will be longer.

(7) For premises located in a mixed commercial/residential building or a residential building, applications for new issues or transfers of liquor licences will be considered on a case-by-case basis if the premises to which the applications relate do not have separate access to each entrance to the premises. Separate access to the premises means an independent means of access not directly leading to the residential units of the building.

(8) The use of the premises for supply or sale of liquor should not be in breach of the specified use as set out in the Occupation Permit issued by the Building Authority, or the conditions in the Government Land Lease.

(9) For premises located in a residential building or a mixed commercial/residential building, the Liquor Licensing Board may impose additional conditions to prohibit the supply, sale or drinking of liquor between 2300 hours and 0700 hours. In general, there is no restriction on the liquor-selling time at premises located in other areas, but the Liquor Licensing Board may impose time restriction based on individual circumstances.

(10) A liquor licensee is required to ensure that all liquor regulations and licensing conditions are strictly and fully complied with in the licensed premises. It is therefore necessary for an applicant to acquire adequate knowledge of the liquor regulations and licensing conditions. To this end, applicants are advised to attend seminars organised periodically by the Liquor Licensing Board to enhance their understanding of the issue. Applicants may also buy a copy each of the Dutiable Commodities Ordinance and the Dutiable Commodities (Liquor) Regulations (Cap. 109B) from the Publications Sales Unit at Room 402, Murray Building, Garden Road, Central, Hong Kong for reference. Applicants may visit the website of the Department of Justice at www.justice.gov.hk and download the legislation from the Bilingual Laws Information System.

(11) For enquiries concerning liquor licensing matters, the applicant may approach the respective Liquor Licensing Office, either in person or by telephone at the address and telephone number given in Annex I.

PART B : Application for New Issue of Licences

Any applicant who intends to apply for either one of the following licences should -

[I] Liquor Licence

(1) Obtain one copy of the application form (FEHB 106) from the Liquor Licensing Office.

(2) Complete the form and return it to the respective Liquor Licensing Office together with the following documents -

- (a) 2 recent photographs (35mm x 40mm) of the applicant;
- (b) one copy of the applicant HKID card;
- (c) one copy each of the business registration certificate of the restaurant and company (if the establishment under application is a limited company); and
- (d) 3 copies of a plan showing the layout of the premises with clear indication of the area used for dancing (for applications with dancing endorsement only).

[II] Club Liquor Licence

(Note : Application for a Club Liquor Licence must be made by the secretary of the respective club and a person nominated by the club (if the proposed licence holder is not the club secretary))

(1) Obtain one copy of the application form (FEHB 107) from the Liquor Licensing Office.

(2) Complete the form and return it to the respective Liquor Licensing Office together with the following documents -

- (a) If the club is established as a society under the Societies Ordinance (Cap. 151) -
 - (i) a letter from the Societies Officer confirming that the particulars of the notified society has been entered into the list of societies;
 - (ii) 3 copies of the certified true copy of the club rules;
 - (iii) a copy of the minutes regarding the appointment of the club liquor licence holder and the adoption of the club rules(if available);
 - (iv) 2 recent photographs (35mm x 40mm) of the applicant;
 - (v) a copy of the applicant's HKID Card ;
 - (vi) a copy of the certificate of compliance issued by the Secretary for Home Affairs (if available);
 - (vii) 2 copies of the club's layout plan; and
 - (viii) a copy of documents showing the club's admission procedure for members, membership application form and membership card.
- (b) If the club is a limited company incorporated under the Companies Ordinance (Cap. 622) -
 - (i) 3 copies of the Memorandum and Articles of Association

of the club;

- (ii) a certified true copy of the certificate of incorporation of the club;
 - (iii) a certified true copy of the latest Annual Return of the club;
 - (iv) a certified true copy of the resolution of the board of directors approving -
 - (aa) the appointment of the applicant as a club liquor licence holder; and
 - (bb) the adoption of the club rules;
 - (v) one copy of the business registration certificate of the club;
 - (vi) 3 copies of the certified true copy of the club rules;
 - (vii) 2 recent photographs (35mm x 40mm) of the applicant;
 - (viii) a copy of the applicant's HKID card;
 - (ix) a copy of the certificate of compliance issued by the Secretary for Home Affairs (if available);
 - (x) 2 copies of the club's layout plan; and
 - (xi) a copy of documents showing the club's admission procedure for members, membership application form and membership card.
- (c) If the club is a proprietary club operated by a limited company incorporated under the Companies Ordinance (Cap. 622) -
- (i) 3 copies of the certificate of incorporation of the limited company, of which one is certified true by the Companies

Registry;

- (ii) 3 copies of the Memorandum and Articles of Association of the limited company;
- (iii) a certified true copy of the latest Annual Return of the limited company;
- (iv) a copy of the business registration certificate of the limited company;
- (v) a copy of the branch registration certificate of the club;
- (vi) a certified true copy of the resolution of the board of directors approving –
 - (aa) the establishment of the club specifying its name and address;
 - (bb) the appointment of the applicant as a club liquor licence holder; and
 - (cc) the adoption of the club rules;
- (vii) 3 copies of the certified true copy of the club rules;
- (viii) 2 recent photographs (35mm x 40mm) of the applicant;
- (ix) a copy of the applicant's HKID card;
- (x) a copy of the certificate of compliance issued by the Secretary for Home Affairs (if available);
- (xi) 2 copies of the club's layout plan; and
- (xii) a copy of documents showing the club's admission procedure for members, membership application form and membership card.

[III] Processing of the Application

(1) After submission of an application, applicant may be required to attend an interview to be arranged by the Secretary, Liquor Licensing Board for the purpose of verifying the information provided in the application form and other matters relating to the application.

(2) All applications are referred to the Commissioner of Police and the District Officer concerned for comments.

(3) Public opinion is also sought and this is done by placing an advertisement, at the applicant's expense, in three newspapers (other than in the classified advertisement column) in accordance with the following instructions –

- (a) The advertisement in the size of not smaller than 30 square centimetres (five square inches) must be in the following format -

(i) Liquor Licence

(Posted in English newspaper)

#NOTICE ON APPLICATION FOR A LIQUOR LICENCE **#Sign of Establishment**

“Notice is hereby given that (..... name of applicant) of (..... address of the applicant) is applying to the Liquor Licensing Board for new issue of a Liquor Licence in respect of (..... sign of establishment) at (..... address of the establishment) *with endorsement of (bar/dancing/hotel). Any person having any objection to this application should send a signed written objection, stating the grounds therefor, to the Secretary, Liquor Licensing Board, *8/F, Lockhart Road Complex, 225 Hennessy Road, Wan Chai, Hong Kong / 4/F, Pei Ho Street Complex, 333 Ki Lung Street, Sham Shui Po, Kowloon / 4/F, Tai Po Complex, No. 8, Heung Sze Wui Street, Tai Po, New Territories within 14 days from the date of this notice.”

Date : (the advertisement date)

In bold type

* Delete where appropriate

(Posted in Chinese newspaper)

#申請酒牌公告 **#商號名稱**

「現特通告：_____(申請人姓名) 其地址為_____(申請人地址) 現向酒牌局申領位於_____(商號地址)_____(商號名稱) 的酒牌，*附加批註事項為(酒吧/跳舞/酒店)。凡反對是項申請者，請於此公告登報之日起十四天內，將已簽署及申明理由之反對書，寄交*香港灣仔軒尼詩道 225 號駱克道市政大廈 8 字樓／九龍深水埗基隆街 333 號北河街市政大廈 4 字樓／新界大埔鄉事會街 8 號大埔綜合大樓 4 字樓酒牌局秘書收。

日期：(即公告登報日期)」

用粗黑體字

* 刪去不適用的字句

(ii) **Club Liquor Licence**
(Posted in English newspaper)

#NOTICE ON APPLICATION FOR A CLUB LIQUOR LICENCE

#Name of Club

“Notice is hereby given that (..... name of applicant) of (..... address of the applicant) is applying to the Liquor Licensing Board for new issue of a Club Liquor Licence in respect of (..... name of club) at (..... address of club). A Any person having any objection to this application should send a signed written objection, stating the grounds therefor, to the Secretary, Liquor Licensing Board, *8/F, Lockhart Road Complex, 225 Hennessy Road, Wan Chai, Hong Kong / 4/F, Pei Ho Street Complex, 333 Ki Lung Street, Sham Shui Po, Kowloon / 4/F, Tai Po Complex, No. 8, Heung Sze Wui Street, Tai Po, New Territories within 14 days from the date of this notice.”

Date : (the advertisement date)

In bold type

* Delete where appropriate

(Posted in Chinese newspaper)

#申請會社酒牌公告

#會社名稱

「現特通告：____(申請人姓名)____其地址為____(申請人地址)____現向酒牌局申領位於____(會社地址)____(會社名稱)____的會社酒牌。凡反對是項申請者，請於此公告登報之日起十四天內，將已簽署及申明理由之反對書，寄交*香港灣仔軒尼詩道225號駱克道市政大廈8字樓／九龍深水埗基隆街333號北河街市政大廈4字樓／新界大埔鄉事會街8號大埔綜合大樓4字樓酒牌局秘書收。

日期：(即公告登報日期)」

用粗黑體字

* 刪去不適用的字句

(b) The advertisement must be placed for one day in one newspaper from Group A and two newspapers from Group B :

(i) Group A - English newspapers :-

South China Morning Post
The Standard
Asian Wall Street Journal
China Daily Hong Kong Edition
The Financial Times

(ii) Group B - Chinese newspapers :-

Oriental Daily News	Hong Kong Daily News
Sing Pao Daily News	Hong Kong Economic Journal
Ming Pao Daily News	Hong Kong Economic Times
Sing Tao Daily	Ta Kung Pao
Wen Wei Po	Apple Daily
The Sun	Hong Kong Commercial Daily
am730	Headline Daily

(c) A copy of the full page, containing the advertisement, from each of the newspapers in which it appears, must be submitted by the applicant to the Liquor Licensing Office as soon as possible. Processing of the applications will be held in abeyance until such copies of the advertisement are received by the Liquor Licensing Office.

(4) Notices will also be posted in the building where the premises under application are located.

(5) When there is no objection to the application, a liquor licence or a club liquor licence will be granted (see Annexes III & IV). The liquor licensee has to observe a set of statutory conditions (see Annexes V, V(a), (VI) & VI(a)) and any additional licensing conditions as may be imposed by the Liquor Licensing Board.

PART C : Application for Renewal of Licences

[I] Liquor Licence

(Note : Applications for renewal of licences should be submitted to the respective Liquor Licensing Office (see Annex I) not more than 4 months and not less than 3 months before the licence is due for renewal. Where the period of the licence is 3 months, the application for renewal of the licence is required to be submitted not less than 2 months before the licence is due to renewal.)

(1) Obtain an application form (FEHB 106A) from the Liquor Licensing Office or use the application form mailed to the licensed premises between 3 and 4 months prior to expiry of the liquor licence.

(2) Complete the form and return it to the respective Liquor Licensing Office with the following documents -

- (a) a copy of the valid liquor licence; and
- (b) 2 recent photographs (35mm x 40mm) of the licensee.

(3) Liquor licensees need to advertise in any one local newspaper (other than in the classified advertisement column) from either Group A or Group B (see page 15) for one day, at his/her own expense, according to the instructions below -

- (a) The advertisement must be in the size of not smaller than 60 square centimetres (ten square inches) in the format provided by the licensing office.
- (b) The advertisement must be in both Chinese and English.
- (c) An original copy of the full page, containing the advertisement, must be submitted to the licensing office for record as soon as possible.

For details of the advertisement, liquor licensees may approach the respective Liquor Licensing Office, either in person or by telephone at the address and telephone number given in Annex I.

[II] Club Liquor Licence

(Note : Applications for renewal of licences should be submitted to the respective Liquor Licensing Office (see Annex I) not more than 4 months and not less than 3 months before the licence is due for renewal. Where the period of the licence is 3 months, the application for renewal of the licence is required to be submitted not less than 2 months before the licence is due to renewal.)

(1) Obtain an application form (FEHB 107A) from the Liquor Licensing Office or use the application form mailed to the licensed premises between 3 and 4 months prior to expiry of the club liquor licence.

(2) Complete the form and return it to the respective Liquor Licensing Office with the following documents -

- (a) a copy of the valid club liquor licence; and
- (b) 2 recent photographs (35mm x 40mm) of the licensee.

(3) The requirements of newspaper advertisement for this kind of application are similar to that of the application for renewal of liquor licence (see Part C[I](3) on page 17).

PART D : Miscellaneous Applications

[I] Application for Transfer of Licence to Another Person

(A) Liquor Licence

(1) Obtain one copy of the application form (FEHB 106) from the Liquor Licensing Office.

(2) Complete the form (Important - the form must be completed by the person to whom the transfer is intended (transferee)) and return it to the respective Liquor Licensing Office (see Annex I) with the following documents -

- (a) a copy of the valid liquor licence;
- (b) 2 recent photographs (35mm X 40mm) of the applicant (transferee);
- (c) a copy of the applicant's HKID card; and
- (d) one copy of the business registration certificate of the restaurant and company (if the establishment under application is a limited company).

(3) Both the transferor and the transferee may be required to attend an interview to be arranged by the Secretary, Liquor Licensing Board for the purpose of verifying the information provided in the application and other matters relating to the application.

(4) The requirements of newspaper advertisement for this kind of application are similar to that of the application for renewal of Liquor Licence (see Part C[I](3) on page 17).

(B) Club Liquor Licence

The same procedures as above apply, but the following documents should be produced -

- (a) a copy of the valid club liquor licence;
- (b) 2 recent photographs (35mm x 40mm) of the applicant (transferee);
- (c) a copy of the applicant's HKID card;
- (d) a copy of the business registration certificate of the club and company (if the club under application is a limited company);
- (e) a certified true copy of the resolution of the board of directors appointing the applicant as a club liquor licence holder; and
- (f) if there is a change of hand of the company/organisation which owns the club, please also submit the following documents -
 - (i) 3 copies of the Memorandum and Articles of Association of the club;
 - (ii) a certified true copy of the certificate of incorporate of the

- club, if any;
- (iii) a certified true copy of the latest Annual Return of the limited company;
- (iv) a certified true copy of the resolution of the new board of directors approving -
 - (aa) the appointment of the applicant (transferee) as the club licence holder; and
 - (bb) the adoption of the club rules;
- (v) 3 copies of the certified true copy of club rules;
- (vi) 2 copies of the club's layout plan; and
- (vii) a copy of documents showing the club's admission procedure for members, membership application form and membership card.

[II] Application for Permission to Authorise a Person to Manage the Licensed Premises due to Illness or Temporary Absence of the Licensee (for a period not exceeding 25% of the number of days of the validity period of the licence)

(A) Liquor Licence

The licensee can obtain a copy of the application form from any liquor licensing office, stating the reasons for and the period of his temporary absence and send it to the respective Liquor Licensing Office together with the following documents :-

- (a) a copy of the leave approval letter from the employer;
- (b) a recent photograph of the nominee;
- (c) a copy of the nominee's HKID card; and
- (d) a letter of acceptance from the nominee.

(B) Club Liquor Licence

The same procedures as above apply.

[III] Application for Permission to Change the Sign of the Establishment

(A) Liquor Licence

- (1) The licensee should submit the application form (FEHB 106C) to the respective Liquor Licensing Office together with the following documents: -
- (a) 2 recent photographs (35mm x 40mm) of the applicant; and
 - (b) a copy of the business registration certificate bearing the new shop sign.
- (2) The requirements of newspaper advertisement for this kind of application are similar to that of the application for renewal of Liquor Licence (see Part C[I](3) on page 17).

(B) Club Liquor Licence

The same procedures as above apply. The licensee should submit the application form (FEHB 107C) to the respective Liquor Licensing Office with the following documents:

- (a) 2 recent photographs (35mm x 40mm) of the applicant;
- (b) a copy of the business registration certificate of the club and company (if the club under application is a limited company);
- (c) 3 copies of the certified true copy of club rules bearing the new club name;
- (d) a certified true copy of the latest Annual Return of the limited company; and
- (e) (i) if the club is a proprietary club operated by a limited company incorporated under the Companies Ordinance (Cap. 622), a certified true copy of the resolution of the board of directors approving the changing of name of the club; OR
(ii) if the club is a limited company incorporated under the Companies Ordinance (Cap. 622), a certified true copy of

the certificate of change of name of the limited company;
OR

- (iii) if the club is established as a society under the Societies Ordinance (Cap. 151), a letter from the Societies Officer confirming notification of the change of name has been received.

[IV] Application for Addition/Deletion of Endorsement(s) (Bar, Dancing or Hotel) on the Licence

(A) Liquor Licence

- (1) The licensee should submit the application form (FEHB 107C) to the respective Liquor Licensing Office (refer to Annex I) together with the following documents:
 - (a) 2 recent photographs (35mm x 40mm) of the applicant; and
 - (b) 3 copies of a plan showing the layout of the restaurant with clear indication of the area used for dancing (for applications with dancing endorsement only).
- (2) The requirements of newspaper advertisement for this kind of application are similar to that of the application for renewal of Liquor Licence (see Part C[I](3) on page 17).

*Remarks : If the layout plan at Part(A)[I](b) is not consistent with the existing layout plan of the restaurant, the licensee of the restaurant should submit 3 copies of a plan showing the layout of the premises to apply for alteration.

(B) Club Liquor Licence

Dancing and hotel endorsements will not be granted to holders of a club liquor licence.

[V] Application for Permission to Change the Size of the Premises

(A) Liquor Licence

- (1) The licensee should submit the application form (FEHB 106C) to the respective Liquor Licensing Office with the following documents:
 - (a) 2 recent photographs (35mm x 40mm) of the applicant;
 - (b) a copy of the business registration certificate in respect of the premises under application; and
 - (c) a copy of the amended general/marine restaurant licence or light refreshment restaurant licence issued by the Food and Environmental Hygiene Department, in respect of the premises under application for inclusion or deletion.

(2) The requirements of newspaper advertisement for this kind of application are similar to that of the application for renewal of Liquor Licence (see Part C[I](3) on page 17).

(B) Club Liquor Licence

The same procedures as above apply. The licensee should submit the application form (FEHB 107C) to the respective Liquor Licensing Office together with the following documents:

- (a) 2 recent photographs (35mm x 40mm) of the applicant;
- (b) a copy of the amended certificate of compliance in respect of the premises under application, issued by the Office of the Licensing Authority, Home Affairs Department;
- (c) one copy of the amended business registration certificate in respect of the premises under application; and
- (c) 2 copies of the club's amended layout plan.

PART E : Application for a Temporary Liquor Licence

Subject to payment of a prescribed fee and any conditions that may be

imposed, the Commissioner of Police may issue a temporary liquor licence to the holder of a liquor licence for the retail sale of liquor at any public entertainment or on any public occasion. Application for a temporary liquor licence can be made at the Licensing Office of the Hong Kong Police Force (see Annex VII).

PART F : Application for Employment of Young Persons Between the Ages of 15 Years and 18 Years on Licensed Liquor Selling Premises

Under Regulation 29(1) of the Dutiable Commodities (Liquor) Regulations, no licensee shall employ, or permit the employment of, on or about the licensed premises, or in connection with the business carried on therein—

- (a) at any time any person under the age of 15 years; or
- (b) between the hours of 10 p.m. and 6 a.m. any person under the age of 18 years; or
- (c) between the hours of 6 a.m. and 10 p.m. any person under the age of 18 years except with the written permission of the Board.

The employment of persons between the ages of 15 years and 18 years on licensed liquor selling premises between the hours of 6 a.m. and 10 p.m. is prohibited except with the written permission of the Liquor Licensing Board.

Permission will only be given when the following three requirements are satisfied—

- (a) such persons are the students of a vocational training school or an educational institute registered under the Education Ordinance or any other Ordinance in force and such employment is in connection with a training programme; or
- (b) the sale of liquor is not the main activity* in the licensed premises in which they are employed to work; and
- (c) there is no objection from the Commissioner of Police.

Besides, licensees are prohibited to employ any person under the age of 15 years on any licensed liquor selling premises at any time and of persons under the age of 18 years between the hours of 10 p.m. and 6 a.m. to which no exemption is given.

Given the above provision and requirements, if any licensee wants to employ young persons between the ages of 15 years and 18 years, he should apply in writing together with the following information and documents to the respective liquor licensing office—

- (a) a copy of the valid liquor licence;
- (b) a copy of the valid full or provisional general/marine restaurant licence or light refreshment restaurant licence; and
- (c) information about the duties of the young persons to be employed.

* Premises in which sale of liquor is considered to be the main activity includes bars, karaoke establishments, discos and clubs.

Annex I

Liquor Licensing Offices of the Food and Environmental Hygiene Department

Hong Kong and Islands

The Assistant Secretary,
Liquor Licensing Board,
Lockhart Road Complex,
8th floor, 225 Hennessy Road,
Wan Chai,
Hong Kong
Tel.: 2879 5728 / 2879 5779
Fax : 2507 2964

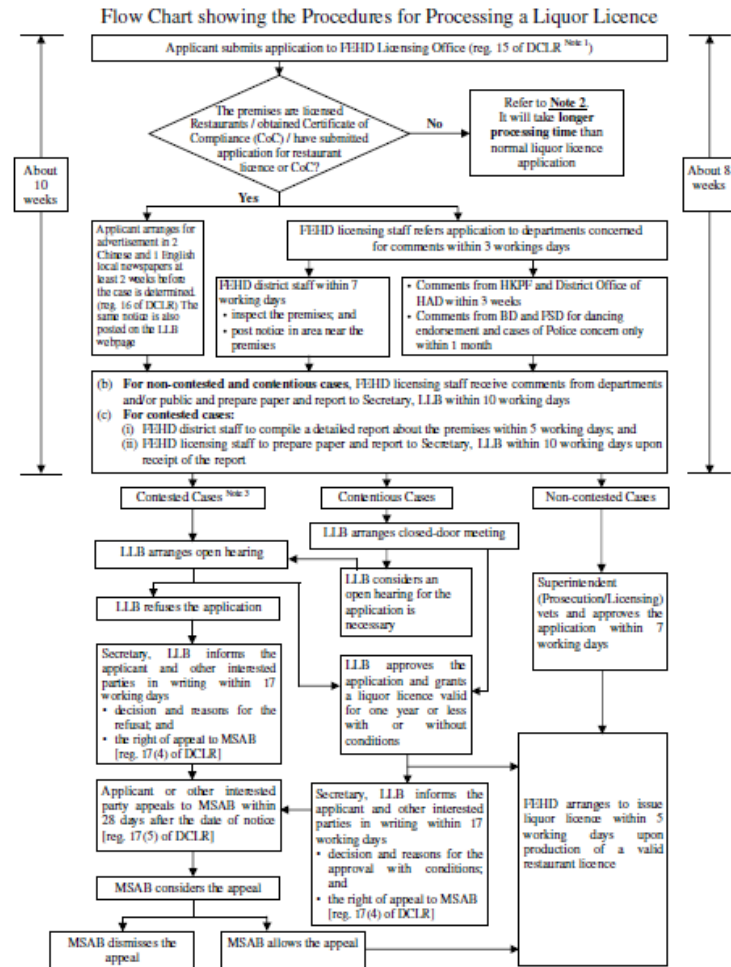
Kowloon

The Assistant Secretary,
Liquor Licensing Board,
Pei Ho Street Complex,
4th floor, 333 Ki Lung Street,
Sham Shui Po,
Kowloon
Tel.: 2729 1237 / 2729 1126
Fax : 2729 1293

New Territories

The Assistant Secretary,
Liquor Licensing Board,
4/F, Tai Po Complex,
No. 8, Heung Sze Wui Street,
Tai Po,
New Territories
Tel: 3183 9220 / 3183 9255
Fax : 2606 3350

Annex II



Note 1 DCLR = Dutiable Commodities (Liquor) Regulations

Note 2 For premises not under application for or covered by a valid restaurant licence or Certificate of Compliance, applicant should complete Annex 1 of application form and submit layout plans and location plans. Besides HKPF and District Office of HAD, Licensing Office refers application to PD, BD/ASD/HAD, FSD and FEHD for comments within 5 working days. Comments from concerned departments will be made within 4 weeks. Upon receiving comments from concerned departments and the public, the application will be dealt with in accordance with the procedures of above flow chart.

Note 3 If L.L.B considers that any contentious case requires to be processed specifically, it can deal with the objections in a manner as it sees fit, including not convening an open hearing.

Legend:
 L.L.B = Liquor Licensing Board
 HKPF = Hong Kong Police Force
 BD = Buildings Department
 HD = Housing Department
 PD = Planning Department
 FEHD = Food and Environmental Hygiene Department
 MSAB = Municipal Services Appeals Board
 HAD = Home Affairs Department
 FSD = Fire Services Department
 ASD = Architectural Services Department

Annex III

Sample of a Liquor Licence

酒牌局
LIQUOR LICENSING BOARD
應課稅品條例(第109章)
DUTIABLE COMMODITIES ORDINANCE, CAP. 109
應課稅品(酒類)規例
DUTIABLE COMMODITIES (LIQUOR) REGULATIONS
酒牌
LIQUOR LICENCE

牌照編號
Licence No. 000000

茲發給本牌照予所指定的持牌人，准許其在所指定期間及店舖內，依照本牌照下述及背面的規條售賣酒類，供人在該店舖內飲用。
Licence is hereby granted to the person for the period and in respect of the premises specified herein to sell intoxicating liquors for consumption on the premises subject to the conditions specified hereunder and overleaf.

持牌人姓名：
Name of licensee

獲發牌照店舖的名稱：
Name of licensed premises

獲發牌照店舖的地址：
Address of licensed premises

在獲發牌照店舖內的經營的生意：
Nature of business operated in the premises

牌照有效期間：由 年 月 日
Period of licence from y m d

至 年 月 日
to y m d

附加持牌條件：
Additional Licensing Conditions*

(a) 可售酒類時間：
Liquor selling hours from p.m. to a.m.

(b) 在酒牌上批註跳舞/酒吧/酒店
Endorsement of dancing/bar/hotel on the licence*

(c) 在任何同一時間內，店舖的總人數連同職員在內，不得超過 人。
Not more than persons, including staff, shall be permitted on the premises at any one time.

(d) 持牌人的當值時間：
The hours of duty of the licensee from a.m./p.m.* to a.m./p.m.*

牌費：
Fee \$

日期： 年 月 日
Date yy mm dd

酒牌局秘書
(代行)
for Secretary to the Liquor Licensing Board

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

FEHL 09 (5/2000)
機印所示金額收訖
RECEIVED the sum imprinted below

Sample of a Club Liquor Licence

酒牌局
LIQUOR LICENSING BOARD
應課稅品條例(第109章)
DUTIABLE COMMODITIES ORDINANCE, CAP. 109
應課稅品(酒類)規例
DUTIABLE COMMODITIES (LIQUOR) REGULATIONS
會社酒牌
CLUB LIQUOR LICENCE

牌照編號
Licence No. 000000

茲發給本牌照予所指定的持牌人，准許其在所指定期間及會社內，依照本牌照下述及背面的規條向該會社的會員供應酒類。
Licence is hereby granted to the person for the period and in respect of the club premises specified herein to supply intoxicating liquors at the premises to members of club subject to the conditions specified hereunder and overleaf.

會社的名稱：
Name of club

會社秘書/會社指定人士*的姓名：
Name of club secretary/person nominated by the club*

會社的地址：
Address of club

牌照有效期間：由 年 月 日
Period of licence from y m d

至 年 月 日
to y m d

附加持牌條件：
Additional Licensing Conditions*

(a) 可售酒類時間：
Liquor selling hours from p.m. to a.m.

(b) 在任何同一時間內，店舖的總人數連同職員在內，不得超過 人。
Not more than persons, including staff, shall be permitted on the premises at any one time.

(c) 持牌人的當值時間：
The hours of duty of the licensee from a.m./p.m.* to a.m./p.m.*

牌費：
Fee \$

日期： 年 月 日
Date yy mm dd

酒牌局秘書
(代行)
for Secretary to the Liquor Licensing Board

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

FEHL 09 (5/2000)
機印所示金額收訖
RECEIVED the sum imprinted below

Specimen 樣本

Annex V

Licensing Conditions for Liquor Licence

1. No disorder shall be permitted on the premises.
2. No person shall be allowed to become drunk on the premises, nor shall liquor be supplied to any person who is drunk.
3. No games of chance shall be played on the premises.
4. The licensee shall personally supervise the premises.
5. The licensee shall display a warning notice at a conspicuous place inside the premises containing the words “禁止任何十八歲以下人士在會社內進飲酒類飲品 NO LIQUOR FOR PERSON UNDER THE AGE OF 18”. In the said notice, the size of each Chinese character shall not be less than 3 cm (height) x 3 cm (width) and the size of each English letter shall not be less than 2 cm (height) x 2 cm (width).
6. The licensee shall exhibit and keep exhibited a notice denoting its licensed status provided by the Board at the main entrance of the premises.
7. The licensee shall not permit any person to occupy or use any portion of the premises for any immoral or illegal purpose.
8. The licensee shall not permit any common prostitutes or reputed thieves to assemble or remain on the premises.
9. The licensee shall not permit drunkenness, or violence, quarrel or other disorderly conduct on the premises and shall not permit persons of known bad character to assemble and remain on the premises.
10. The name of any liquor for which a standard of quality is prescribed by regulations shall be clearly marked on the container in or from which the liquor is supplied to any customers.
11. No bar business shall be operated on the premises, except with the permission of the Board endorsed herein.
12. No dancing shall be permitted on the premises, except with the permission of the Board endorsed herein.
13. Toilets shall be maintained in a state of cleanliness and good repair for the use of customers.
14. Except exempted by the Board, the licensed premises shall be concurrently covered by a valid restaurant licence issued by the Director of Food and Environmental Hygiene.

Annex V(a)

Additional Licensing Conditions for Liquor Licence

- (a) Liquor selling hours : from a.m./p.m. to a.m./p.m.
- (b) Endorsement of dancing/bar/hotel on the licence.
- (c) Not more than persons, including staff, shall be permitted on the premises at any one time.
- (d) The hours of duty of the licensee : from a.m./p.m. to a.m./p.m.

Annex VI

Annex VI(a)

Licensing Conditions for Club Liquor Licence

1. No disorder shall be permitted on the club premises.
2. No person shall be allowed to become drunk on the club premises, nor shall liquor be supplied to any person who is drunk.
3. The licensee shall personally supervise the club premises.
4. The licensee shall display a warning notice at a conspicuous place inside the club premises containing the words “禁止任何十八歲以下人士在會社內進飲酒類飲品 NO LIQUOR FOR PERSON UNDER AGE 18”. In the said notice, the size of each Chinese character shall not be less than 3 cm (height) x 3 cm (width) and the size of each English letter shall not be less than 2 cm (height) x 2 cm (width).
5. The licensee shall exhibit and keep exhibited a notice denoting its licensed status provided by the Board at the main entrance of the club premises.
6. The licensee shall not permit any person to occupy or use any portion of the club premises for any immoral or illegal purpose.
7. The licensee shall not permit any common prostitutes or reputed thieves to assemble or remain on the club premises.
8. The licensee shall not permit drunkenness, or violence, quarrel or other disorderly conduct on the club premises and shall not permit persons of known bad character to assemble and remain on the club premises.
9. Toilets shall be maintained in a state of cleanliness and good repair for the use of members.
10. Except exempted by the Board, the licensed premises shall be concurrently covered by a valid Certificate of Compliance issued by the Secretary for Home Affairs.

Additional Licensing Conditions for Club Liquor Licence

- (a) Liquor selling hours : from a.m./p.m. to a.m./p.m.
- (b) Not more than persons, including staff, shall be permitted on the premises at any one time.
- (c) The hours of duty of the licensee : from a.m./p.m. to a.m./p.m.

Annex VII

Licensing Office of the Hong Kong Police Force

Superintendent of Police (Licensing)
Police Licensing Office
The Hong Kong Police Force
12/F - 13/F, Arsenal House,
Police Headquarters, 1 Arsenal Street,
Wan Chai, Hong Kong
Tel: 2860 6524

IMPORTANT NOTICE

It is an offence under the Prevention of
Bribery Ordinance to offer advantages
to Government Officers