

A Guide to Application for Liquor Licences and Club Liquor Licences

(April 2023)

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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/her previous conviction in his/her 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) Liquor Licensing Board is established in accordance with the Dutiable Commodities (Liquor) Regulations (Cap. 109B) as an independent statutory body to consider the applications for liquor licences and club liquor licences. Food and Environmental Hygiene Department provides executive and secretarial support to the Liquor Licensing Board.
- (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, or download from websites of the Liquor Licensing Board and the Food and Environmental Hygiene Department.
- (5) Liquor Licensing Board also accepts electronic applications for liquor licences and club liquor licences. The "Online Licence Services" website (<https://www.licensing.gov.hk>) provides electronic licence services to facilitate applicants in submitting their liquor licence or club liquor licence applications, and checking their application status online.
- (6) For cases where an objection is lodged by the public or the Police, 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.
- (7) 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 Secretary of Home and Youth Affairs under the Clubs (Safety of Premises) Ordinance (Cap. 376). 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 / Independent Checking Unit under the Office of the Permanent Secretary for Housing / 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.

(8) For premises located in a mixed commercial / residential building or a residential building, applications for new issues or transfer 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 building.

(9) The use of 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 Government lease conditions.

(10) 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.

(11) 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 organized 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 (Cap. 109) and the Dutiable Commodities (Liquor) Regulations (Cap. 109B) from the Publications Sales Unit of the Information Services Department or the Online Government Bookstore (<https://www2.bookstore.gov.hk/bookstore/#/home>) for reference. Applicants may visit the website of the Hong Kong e-Legislation (<https://www.elegislation.gov.hk>) to download the legislation(s).

(12) If the Liquor Licensing Board, in the process of handling the application, considers that other documents or information are required to substantiate the related application, the applicant will be required to submit the related documents and information before deliberation to be arranged.

(13) For the criteria used in vetting liquor licence applications by the Liquor Licensing Board, applicant may refer to “Guidelines on Assessing Liquor Licence Application” on the Liquor Licensing Board website (https://www.fehd.gov.hk/english/LLB_web/assess_guide.html).

(14) 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

[I] Liquor Licence

- (1) Complete the application form “Application for New Issue of a Liquor Licence” (FEHB 106) and return it to the respective Liquor Licensing Office together with the following documents
-

- (a) 2 recent photographs (35 mm x 40 mm) of the applicant;
- (b) a copy of the applicant’s HKID card;
- (c) a copy of each of the business registration certificate of the restaurant and company (if the establishment under application is a limited company);
- (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); and
- (e) a copy of the Certificate of Incorporation if the owner of the establishment under application is a corporation.

[II] Club Liquor Licence

(Note: Application for a Club Liquor Licence must be made by the secretary of the respective club. The licence shall be issued to the secretary of the club or a person nominated by the club)

- (1) Complete the application form “Application for New Issue of a Club Liquor Licence” (FEHB 107) 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;
- (iv) 2 recent photographs (35 mm x 40mm) of the proposed licence holder;
- (v) a copy of the proposed licence holder's HKID Card;
- (vi) 2 copies of a layout plan of the club;
- (vii) 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 the appointment of the proposed licence holder as a club liquor licence holder; and the adoption of the club rules;
- (v) a copy of each the business registration certificate of the club and company;
- (vi) 3 copies of the certified true copy of the club rules;
- (vii) 2 recent photographs (35 mm x 40 mm) of the proposed licence holder;
- (viii) a copy of the proposed licence holder's HKID card;
- (ix) 2 copies of a layout plan of the club; and

- (x) 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 proposed licence holder 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 (35 mm x 40 mm) of the proposed licence holder;
 - (ix) a copy of the proposed licence holder's HKID card;
 - (x) 2 copies of a layout plan of the club;
 - (xi) 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 Hong Kong Police Force and Home Affairs Department 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 requirements and standard format provided by the licensing offices. Upon receipt of the application, Liquor Licensing Board will post the notice on application for Liquor / Club Liquor Licence on its website.
 - (a) The advertisement in the size of not smaller than 30 square centimetres (5 square inches) must be in the following format –

(i) **Liquor Licence**

(Posted in English newspaper)

**#NOTICE ON APPLICATION FOR NEW ISSUE OF 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 Liquor Licence in respect of (..... sign of establishment) situated 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, *8th Floor, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong / 4th Floor, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon / 4th Floor, 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)

#申請新酒牌公告

#商號名稱

「現特通告： （申請人姓名） 其地址為 （申請人地址），現向酒牌局申請位於 （商務地址）
（商號名稱） 的新酒牌，*其附加批註為(酒吧／跳舞／酒店)。凡反對是項申請者，請於此公告刊登之日起十四天內，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： (即公告刊登日期)」

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 NEW ISSUE OF 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 Club Liquor Licence in respect of (.....name of club) situated at (..... address of the club). Any person having any objection to this application should send a signed written objection, stating the grounds therefor, to the Secretary, Liquor Licensing Board, *8th Floor, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong / 4th Floor, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon / 4th Floor, 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)

#申請新會社酒牌公告

#會社名稱

「現特通告：(申請人姓名) 其地址為 (申請人地址)，現向酒牌局申請位於 (會社地址) (會社名稱) 的新會社酒牌。凡反對是項申請者，請於此公告刊登之日起十四天內，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：(即公告刊登日期)」

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 newspaper :-

South China Morning Post
The Standard
China Daily Hong Kong Edition
Financial Times

- (ii) Group B – Chinese newspapers :-

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

- (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 by staff of the Food and Environmental Hygiene Department 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 II, 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.

[IV] Liquor Licence in respect of premises not under application for or not covered by valid restaurant licence or Certificate of Compliance

- (1) Liquor Licensing Board will also consider applications for liquor licence in respect of premises other than the aforementioned. 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 the Planning Department, Buildings Department / Independent Checking Unit under the Office of the Permanent Secretary for Housing / 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.
- (2) Applicant is required to submit documents as listed in Part B [I] above to the respective Liquor Licensing Office together with the following documents –
 - (a) 5 copies of identical proposed layout plan of the premises showing its layout including the portion for sale or supply of liquor and for consumption of liquor on the premises. Such plans should be drawn to scale of not less than 1:100 and in metric units;
 - (b) if the ventilating system is installed in the premises, 3 copies of identical proposed ventilating system layout plan together with the Supplier Certificate are required. Such plans should be drawn to scale of not less than 1:100 and in metric units; and
 - (c) 3 copies of identical location map to clearly indicate the location of the premises. The map should be drawn to scale of 1:1000 and in metric units.

PART C: Application for Renewal of Licences

- (1) Application for renewal of a liquor licence or club liquor licence 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 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.
- (2) Under the prevailing policy, the Liquor Licensing Board will consider the liquor-licensed premises with a good track record for at least two consecutive years immediately before the liquor licence renewal application for licence renewal for two years.
- (3) By “good track record”, the liquor-licensed premises should meet the following criteria:
 - (a) there is no substantiated complaint / enforcement action recorded against the licensed premises or the licensees in the licences register for at least two consecutive years immediately before the renewal application;
 - (b) the premises had been granted a liquor licence of at least one year at the time when the licence was last approved or renewed; and
 - (c) the licence renewal application is not the subject of objection or adverse comment from the public.

[I] Liquor Licence

- (1) Complete the application form “Application for Renewal of a Liquor Licence” (FEHB 106A) and return it to the respective Liquor Licensing Office together with the following documents —
 - (a) A copy of the valid liquor licence; and

- (b) 2 recent photographs (35 mm x 40 mm) of the licensee.
- (2) 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 Part B [III] (3)(b) on 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.
- (3) 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.

[III] Club Liquor Licence

- (1) Complete the application form “Application for Renewal of a Club Liquor Licence” (FEHB 107A) and return it to the respective Liquor Licensing Office together with the following documents –
 - (a) a copy of the valid club liquor licence; and
 - (b) 2 recent photographs (35 mm x 40 mm) of the licensee.
- (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] (2) above).

[III] Liquor Licence in respect of premises not under application for or not covered by valid restaurant licence or Certificate of Compliance

- (1) The same procedures as that of the application for renewal of liquor licences in Part C [I] above apply.
- (2) Liquor Licensing Board will consult Fire Services Department on the compliance of fire safety requirements including submission of Certificate of Fire Service Installations and Equipment (F.S.251) and Annual Inspection Certificate of the premises.

PART D: Application for Transfer of Licence to Another Person

(Note: the application form must be completed by the person to whom the transfer is intended (transferee))

[I] Liquor Licence

- (1) Complete the application form “Application for Transfer of a Liquor Licence” (FEHB 106B) and return it to the respective Liquor Licensing Office together with the following documents —
 - (a) a copy of the valid liquor licence;
 - (b) 2 recent photographs (35 mm x 40 mm) of the applicant (transferee);
 - (c) a copy of the applicant’s HKID card; and
 - (d) a copy of each of the Business Registration Certificate of the restaurant and company (if the establishment under application is a limited company).
- (2) 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.
- (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] (2) on page 18).

[II] Club Liquor Licence

- (1) The same procedures as above apply, but the following documents should be produced.
- (2) Complete the application form “Application for Transfer of a Club Liquor Licence” (FEHB 107B) and return it to the respective Liquor Licensing Office together with the following

documents –

- (a) a copy of the valid club liquor licence;
- (b) 2 recent photographs (35 mm x 40 mm) of the applicant (transferee);
- (c) a copy of the applicant's HKID card;
- (d) a copy of each 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 Incorporation 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 a layout plan of the club; and
 - (vii) a copy of documents showing the club's admission procedure for members, membership application form and membership card.

[III] Liquor Licence in respect of premises not under application for or not covered by valid restaurant licence or Certificate of Compliance

- (1) Similar procedures as that of the application for new issue of licences in Part B [I] above apply.
- (2) Except for premises in Government properties or Housing Authority properties, the transferee of an existing liquor licence is required to submit (in person or by mail) certification made by recognised professional(s) (i.e. authorized persons / structural engineers registered under Section 3 of the Buildings Ordinance (Cap.123)) certifying that the premises are free of unauthorized building works to Liquor Licensing Board in prescribed form (FEHB 267).

PART E: Application for Amendment of Licences

[I] Application for Permission to Change the Shop Sign / Club Name of the Establishment

(A) Liquor Licence

- (1) Complete the application form “Application for Amendment of a Liquor Licence” (FEHB 106C) and return it to the respective Liquor Licensing Office together with the following documents –
 - (a) 2 recent photographs (35 mm x 40 mm) 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] (2) on page 18).

(B) Club Liquor Licence

- (1) The same procedures as above apply, but the following documents should be produced.
- (2) Complete the application form “Application for Amendment of a Club Liquor Licence” (FEHB 107C) and return it to the respective Liquor Licensing Office together with the following documents –
 - (a) 2 recent photographs (35 mm x 40 mm) of the applicant;
 - (b) a copy of each 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.

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

(A) Liquor Licence

- (1) Complete the application form “Application for Amendment of a Liquor Licence” (FEHB 106C) and return it to the respective Liquor Licensing Office together with the following documents
—
 - (a) 2 recent photographs (35 mm x 40 mm) of the applicant; and
 - (b) 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).
- (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] (2) on page 18).

***Remarks:** If the layout plan at Part E [II] (A) (I)(b) is not consistent with the existing layout plan of the licensed restaurant

approved by the Food and Environmental Hygiene Department, the licensee of the restaurant should submit 3 copies of a plan showing the layout of the premises to apply for alteration with the Food and Environmental Hygiene Department .

(B) Club Liquor Licence

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

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

(A) Liquor Licence

- (1) Complete the application form “Application for Amendment of a Liquor Licence” (FEHB 106C) and return it to the respective Liquor Licensing Office together with the following documents –
 - (a) 2 recent photographs (35 mm x 40 mm) of the applicant;
 - (b) a copy of amended Business Registration Certificate in respect of the premises under application; and
 - (c) 3 copies of a plan showing the layout of the premises with clear indication of the area included / deleted.
- (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] (2) on page 18).
- (3) If any proposed new portion included into licensed premises involves food business, such new portion shall be covered by a restaurant licence.

(B) Club Liquor Licence

- (1) The same procedures as above apply, but the following documents should be produced.
- (2) Complete the application form “Application for Amendment of a Club Liquor Licence” (FEHB 107C) and return it to the respective Liquor Licensing Office together with the following documents –
 - (a) 2 recent photographs (35 mm x 40 mm) of the applicant;
 - (b) one copy of the amended Business Registration Certificate in respect of the premises under application; and
 - (c) 2 copies of the amended layout plan of the club.

(C) Liquor Licence in respect of premises not under application for or not covered by valid restaurant licence or Certificate of Compliance

- (1) The same procedures as Part E [III] (A) above apply. In addition to the required documents as listed in Part E [III] (A) (1), the application must be accompanied with following documents:
 - (a) 4 copies of identical layout plan and/or 3 copies of ventilating system layout plan showing the proposed alteration(s) and/or addition(s) to the premises. Proposed layout / ventilating system layout plan must be drawn in metric unit and in scale commonly used of not less than 1:100.
- (2) The application will be referred to the Hong Kong Police Force, Home Affairs Department, Planning Department, Fire Services Department, Buildings Department / Independent Checking Unit under the Office of the Permanent Secretary for Housing / Architectural Services Department etc. and government departments concerned for comment. It will take longer

processing time than normal liquor licence applications.

[IV] Application for Addition of a New Portion, which is not under Application for or covered by Restaurant Licence or Certificate of Compliance, to Licensed Premises (Only applicable to Hotels)

- (1) The same procedures as Part E [III] (A) above apply.
- (2) The following documents have to be submitted to the Liquor Licensing Board in respect of the amendment application:
 - (a) 2 recent photographs (35 mm x 40 mm) of the applicant;
 - (b) a copy of the amended Business Registration Certificate in respect of the premises under application;
 - (c) 5 copies of proposed layout plan showing the layout of the premises including the portion for sale of supply of liquor and for consumption of liquor on the premises. Such plans should be drawn to scale (of not less than 1:100) in metric unit;
 - (d) 3 copies of proposed ventilating system layout plan together with Supplier Certificate as require if the ventilating system is installed in the premises. Such plans should be drawn to scale (of not less than 1:100) in metric unit;
 - (e) 3 copies of identical location map to clearly indicate the location of the premises. The map should be drawn to scale of 1:1000 and in metric units; and
- (3) The application will be referred to the Hong Kong Police Force, Home Affairs Department, Planning Department, Fire Services Department, Buildings Department / Independent Checking Unit under the Office of the Permanent Secretary for Housing / Architectural Services Department etc. and government departments concerned for comment. It will take longer processing time than normal liquor licence applications.

Remarks: Any proposed changes to the approved layout of the

premises must be highlighted with colour and simple descriptions on the proposed layout / ventilating system layout plans before making submission to the Liquor Licensing Board for consideration and referral to other government departments for processing. Proposed plans not in compliance with this requirement will be rejected. Licensee should note that the Liquor Licensing Board and other government departments concerned would not be responsible for any delay caused by the errors and omissions in highlighting all changes on the plans. Application for alternation(s) and / or addition(s) of ventilating system must be accompanied by a certificate from the supplier / contractor / consultant giving the specifications of the system.

PART F: Miscellaneous Applications

(Note: Both liquor licence and club liquor licence refers to the same application procedure)

[I] Application for Reserve Licensee

- (1) The reserve licensee mechanism comprises of vetting application for nomination of reserve licensee and application of authorization of reserve licensee. A person to be nominated as a reserve licensee should meet the “fit and proper person” criterion and not be a licence holder or reserve licensee of other liquor licensed premises.
- (2) The maximum period for authorization of the reserve licensee during the absence of the liquor licensee is capped at 25% of the number of days of the validity period of the liquor licence, and for a liquor licence with a validity period of more than one year, each period must not exceed 90 days (and the aggregate periods must not exceed 90 days within any 12 consecutive months in the validity period of the licence).

(A) Application for Nomination of Reserve Licensee

- (a) The licensee / applicant should submit application (Form No.: FEHB 266) that is in attached to Annex I / II of application forms for new issue (FEHB 106/107), renewal (FEHB 106A/107A) and transfer (FEHB 106B/107B) of liquor licence / club liquor licence and return to respective Liquor Licensing Officer together with the following documents:
 - (aa) a copy of HKID card of the nominated reserve licensee;
 - (bb) a recent photograph of the nominated reserved licensee.
- (b) An application for nomination of reserve licensee has to be submitted together with application for new issue / renewal / transfer of liquor licence. An individual application for nomination of reserve licensee will not be processed.

- (c) Not more than one application for nomination of reserve licensee should be submitted during the validity period of liquor licence except transfer application and in case of refusal of the first nomination application during the validity period of liquor licence.
- (d) All applications for nomination of reserve licensee will be referred to the Hong Kong Police Force for comment. After seeking comments from the Hong Kong Police Force, the Secretary of Liquor Licensing Board will, in general, consider the application in about 8 weeks upon the approval to new issue / renewal / transfer applications.

(B) Application for authorization of reserve licensee upon sudden departure of Licensee

- (a) Should there be a sudden departure of licensee, the licensee / owner / proprietor of liquor selling business is required to submit the following documents for authorization of the nominated reserve licensee to take over the role of the licensee at least 7 working days before the licensee's departure:
 - (aa) an application for authorization of reserve licensee (Form No.: FEHB 266A); and
 - (bb) a declaration of reserve licensee's (Form No.: FEHB 266B).

(Note: In parallel, the concerned owner / proprietor should submit application of new issue / transfer of liquor licence as appropriate.)

[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)

- (1) In case of illness or temporary absence of the licensee, the licensee is required to submit an application for permission to

authorize a person to manage the licensed premises at least 7 working days before the start date of temporary absence if leave period is not more than 30 days and 15 working days before the start date of temporary absence if leave period is more than 30 days.

- (2) Completed application form (FEHB 239) should be submitted to the respective Liquor Licensing Office together with the following documents:-
 - (a) a recent photograph of the authorized person;
 - (b) a copy of the authorized person's HKID card or other identification document;
 - (c) a copy of the leave approval letter from the company / employer if the applied period is more than 10 days.
- (3) With a reserve licensee in place, the application form can be submitted at least 7 working days before start date of temporary absence.
- (4) The maximum period for authorization of a person to manage the licensed premises during temporary absence of the licensee is capped at 25% of the number of days of the validity period of the liquor licence, and for a liquor licence with a validity period of more than one year, each period must not exceed 90 days (and the aggregate periods must not exceed 90 days within any 12 consecutive months in the validity period of the licence).

PART G: Application for a Temporary Liquor Licence

- (1) Temporary Liquor Licence may be granted by the Commissioner of Police for the retail sale of liquors at any public entertainment or on any public occasion.
- (2) Application for a temporary liquor licence can be made at the Licensing Office of the Hong Kong Police Force (see Annex VII). Only a person who is already in possession of a full liquor licence will be considered to be issued with a Temporary Liquor Licence.

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

- (1) Under Regulation 29(1) of the Dutiable Commodities (Liquor) Regulations (Cap. 109B), 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.
- (2) 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.
- (3) 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^{Note} in the licensed premises in which they are employed to work; and
 - (c) there is no objection from the Commissioner of Police.
- (4) 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.
- (5) 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 respective liquor licensing office –
- (a) a copy of the valid liquor licence;
 - (b) a copy of the valid full or provisional general / marine restaurant / light refreshment licence; and
 - (c) information about the duties of the young persons to be employed.

^{Note} 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

Assistant Secretary,
Liquor Licensing Board,
8th Floor, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wanchai, Hong Kong
Tel.: 2879 5728 / 2879 5779
Fax : 2507 2964

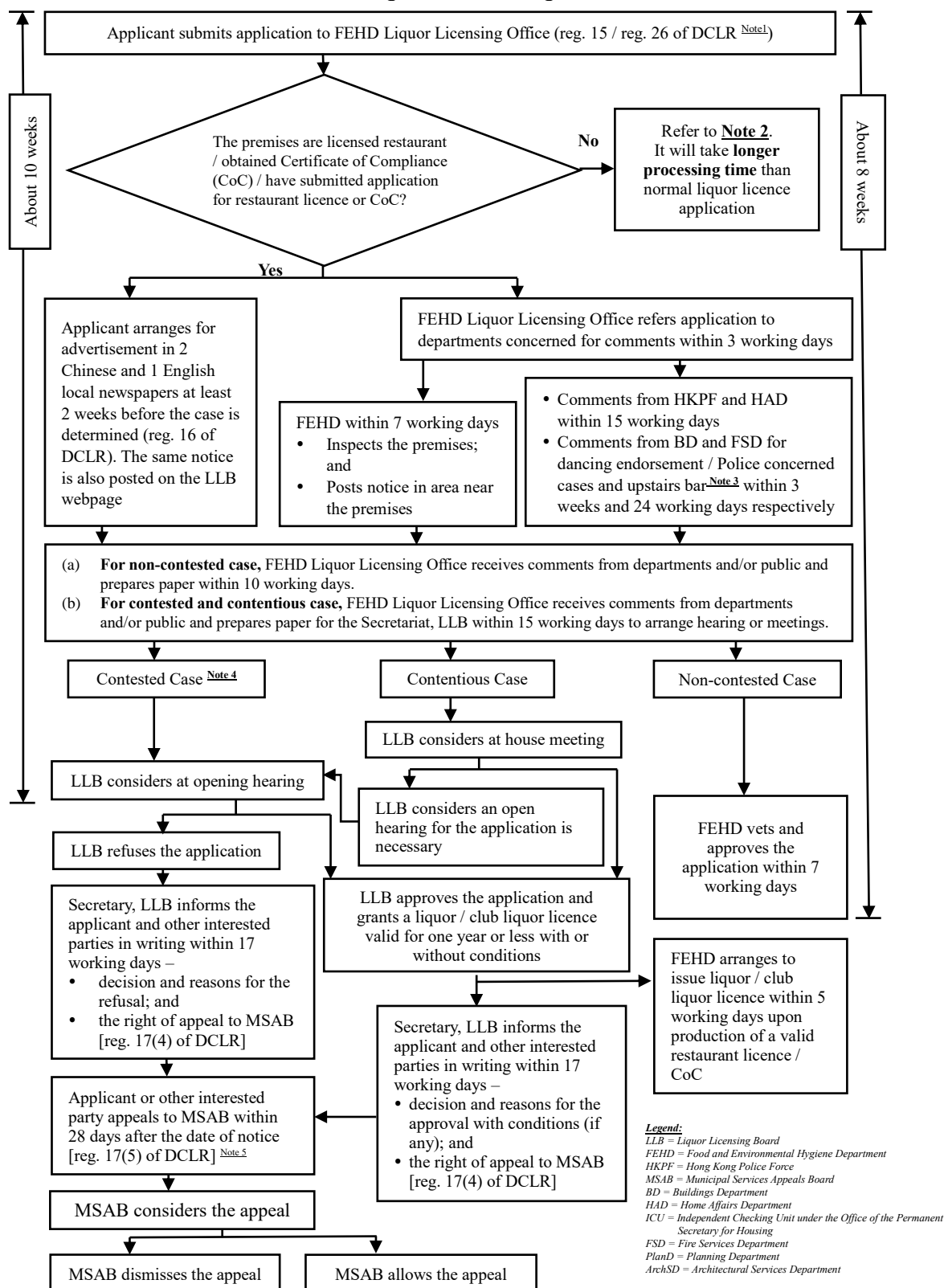
Kowloon

Assistant Secretary,
Liquor Licensing Board,
4th Floor, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon
Tel.: 2729 1126 / 2729 1237
Fax: 3146 5319

New Territories

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

Flow chart Showing Licensing Procedures for New Issue of Liquor / Club Liquor Licence



Note 1 Regulation 15 of Dutiable Commodities (Liquor) Regulations (Cap. 109B) (DCLR) for liquor licence and regulation 26 of DCLR for club liquor licence
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 HAD, FEHD Liquor Licensing Office refers application to PlanD, BD/ArchSD/ICU, FSD and FEHD Licensing Office for comments within 5 working days. Comments from concerned departments/office will be made within 20 working days. Upon receiving comments from concerned departments/office and the public, the application will be dealt with in accordance with the procedures of above flow chart.
Note 3 Dancing endorsement and upstairs bar is not applicable to Club Liquor Licence
Note 4 If LLB considers that any contested case requires to be processed specifically, it can deal with the objections in a manner as it sees fit, including not convening an opening hearing.
Note 5 The applicant or 20 or more persons residing within a radius of 400 metres from the premises to which the application relates may, within 28 days after the date of the notice under paragraph (4), appeal to the Municipal Services Appeals Board against the decision.

Sample of a Liquor Licence

	<p>酒牌局 LIQUOR LICENSING BOARD</p> <p>應課稅品條例 (第 109 章) DUTIABLE COMMODITIES ORDINANCE (CAP. 109)</p> <p>應課稅品 (酒類) 規例 DUTIABLE COMMODITIES (LIQUOR) REGULATIONS</p>	<p>編號 Serial No. L</p>																								
<p>牌照號碼 Licence No.</p>	<p>酒牌 LIQUOR LICENCE</p>																									
<p>茲發給本牌照予所指定的持牌人，准許其在所指定期間及處所內，依照本牌照下述及背面的規條售賣酒類，供人在該處所內飲用。 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.</p>																										
<p>持牌人姓名 Name of licensee :</p>																										
<p>獲發牌照處所的名稱 Name of licensed premises :</p>																										
<p>獲發牌照處所的地址 Address of licensed premises :</p>																										
<p>在獲發牌照處所內的經營的業務性質 Nature of business operated in the premises :</p>																										
<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">牌照有效期間 Period of licence :</td> <td style="width: 10%;">由</td> <td style="width: 10%;">年</td> <td style="width: 10%;">月</td> <td style="width: 10%;">日</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>from</td> <td>yyyy</td> <td>mm</td> <td>dd</td> <td></td> </tr> <tr> <td></td> <td>至</td> <td>年</td> <td>月</td> <td>日</td> <td></td> </tr> <tr> <td></td> <td>to</td> <td>yyyy</td> <td>mm</td> <td>dd</td> <td></td> </tr> </table>			牌照有效期間 Period of licence :	由	年	月	日			from	yyyy	mm	dd			至	年	月	日			to	yyyy	mm	dd	
牌照有效期間 Period of licence :	由	年	月	日																						
	from	yyyy	mm	dd																						
	至	年	月	日																						
	to	yyyy	mm	dd																						
<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 0; right: 0; width: 100px; height: 100px; border: 1px solid black; text-align: center; vertical-align: middle;">持牌人照片</div> </div>																										
<p>附加持牌條件： Additional Licensing Conditions:</p>																										
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"> <p>費用收訖 Fee Received:</p> <p>日期 年 月 日 Date : yyyy mm dd</p> </td> <td style="width: 40%; text-align: right;"> <p>酒牌局秘書 (代行) for Secretary to the Liquor Licensing Board</p> </td> </tr> </table>			<p>費用收訖 Fee Received:</p> <p>日期 年 月 日 Date : yyyy mm dd</p>	<p>酒牌局秘書 (代行) for Secretary to the Liquor Licensing Board</p>																						
<p>費用收訖 Fee Received:</p> <p>日期 年 月 日 Date : yyyy mm dd</p>	<p>酒牌局秘書 (代行) for Secretary to the Liquor Licensing Board</p>																									

Sample of a Club Liquor Licence

	酒牌局 LIQUOR LICENSING BOARD	編號 Serial No. L
	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	
牌照號碼 Licence No.	會社酒牌 CLUB LIQUOR LICENCE	
<p>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.</p>		
會社的名稱 Name of Club:	持牌人照片
會社秘書／會社指派人士的姓名 Name of club secretary/ person nominated by the club:	
會社的地址 Address of Club:	
牌照有效期間 Period of licence:	由 年 月 日 from yyyy mm dd 至 年 月 日 to yyyy mm dd	
附加持牌條件： Additional Licensing Conditions:		
費用收訖 Fee Received:		
日期 Date: 年 月 日 yyyy mm dd	酒牌局秘書（ 代行） for Secretary to the Liquor Licensing Board

FEH(L) 106 (12/2010)

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處所內進飲酒類飲品 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 or 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.

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.

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 or 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 club liquor licence shall be concurrently covered by a valid Certificate of Compliance issued by the Secretary for Home and Youth Affairs.

Annex VI(a)

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.

Licensing Office of the Hong Kong Police Force

Licensing Office
The Hong Kong Police Force
12/F, Arsenal House,
Police Headquarters, 1 Arsenal Street,
Wan Chai, Hong Kong
Tel: 2860 6523 / 2860 6524

IMPORTANT NOTICE

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