

**A GUIDE TO APPLICATION FOR
RESTAURANT LICENCES**

Food and Environmental Hygiene Department

(September 2016 Edition)

**FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT (FEHD)
PERFORMANCE PLEDGE**

APPLICATION FOR RESTAURANT LICENCES

We are pleased to state below our performance targets in respect of applications for restaurant licences.

Processing Steps	Standard Response Time
● To return proposed layout plans which fail the Preliminary Screening to the applicant	within 10 working days after receipt of proposed layout plans
● To arrange Application Vetting Panel (AVP) meeting with the applicant	within 20 working days of acceptance of the licence application for further processing
● To issue Letter of Requirements for provisional licence and/or full licence	before or at the AVP Meeting upon confirming the premises are suitable for licensing
● To conduct final verification inspection	within 8 working days of receipt of notification of compliance with the licensing requirements from the applicant
● To issue Full Licence	within 7 working days upon confirmation of compliance with all licensing requirements
● To issue Provisional Licence	
a) if the documents are submitted to the Licence Issuing Office	within 1 working day upon receipt of acceptable Certificates of Compliance with licensing requirements from the applicant
b) if the documents are submitted by post	within 7 working days upon receipt of acceptable Certificates of Compliance with licensing requirements from the applicant

To help us serve you as we pledge, you should :

- * submit your application form together with 3 copies of the proposed layout plan;
- * submit a self-declaration on compliance with Government lease conditions for premises located in private buildings;
- * not revise the proposed layout plans unnecessarily once submitted;
- * highlight proposed changes on the revised plans with colour pens and simple descriptions if revision is necessary; otherwise, the revised plans will be rejected;
- * inform us of your new correspondence address, contact telephone and fax numbers should there be any changes; and
- * quote FEHD's file reference and leave your contact telephone number in your correspondence with us.

For correspondence and enquiries, applicants may refer to **Appendix A** which lists all the relevant offices/departments involved in restaurant licensing with correspondence addresses, websites and hotlines, etc.

**Important Advice : DOs & DON'Ts
for Applicants for Restaurant Licences**

DOs

- DO choose premises which are suitable for operating restaurant business under the Occupation Permit, the Government lease conditions and the relevant statutory plan and the notes attached thereto.
- DO retrieve and view the approved building plans and documents available at Buildings Department to check whether there are unauthorized buildings works involved which may affect the suitability of the premises before submitting application.
- DO choose premises with net floor area preferably not less than 30m² and 20m² for a general restaurant and a light refreshment restaurant respectively.
- DO choose premises on floors with adequate loading capacity.
- DO choose premises with adequate means of escape.
- DO choose premises with mains water supply, flushed toilets and a proper drainage system.
- DO choose premises capable of providing an independent and separate ventilating system to the kitchen, toilets and seating accommodation.
- DO prepare three copies of layout plans and air-conditioning/ventilation layout plans of the proposed premises drawn to scale (of not less than 1:100) and in metric units for submission together with your application to the appropriate Licensing Office.
- DO note the relevant requirements in respect of drainage, air pollution, noise control, wastewater control (discharge standards) and waste control as stipulated in the relevant environmental ordinances.
- DO appoint an Authorized Person or a Registered Structural Engineer where extensive alterations and additions works are to be carried out or if you are unfamiliar with the related Buildings Ordinance requirements.
- DO appoint an appropriate class of registered fire service installation contractor for carrying out the works of installation/alteration and addition of fire service installation and equipment.
- DO appoint a registered specialist contractor (ventilation works category) to certify that the works of installation/alteration and addition of mechanical ventilating system and the associated ventilating drawings are in compliance with the Ventilation of Scheduled Premises Regulation, Cap. 132CE and the fire safety requirements as specified in the Fire Services Department Circular Letters.
- DO appoint a registered electrical contractor for carrying out all necessary electrical work (including new, alteration, addition or repairing work).

- DO appoint a registered gas contractor to design, construct, install, modify and commission a gas installation.
- DO appoint an approved distributor / registered gas contractor to supply cylinder Liquefied Petroleum Gas and carry out associated gas installation work.

DON'Ts

- DON'T choose premises in industrial or godown/warehouse buildings.
- DON'T choose the upper floors of any building which are designed for domestic use.
- DON'T choose premises at or below basement level four.
- DON'T choose premises in areas designated for emergency use.
- DON'T choose premises located vertically below, therefore posing a fire hazard to, a registered school, child care centre, elderly home or residential care home for disability.
- DON'T choose premises on the upper floors of single staircase buildings.
- DON'T choose premises located in unauthorized buildings or with unauthorized building works (UBW) by cross reference to the approved building records in Buildings Department and Building Authority's acknowledgement of completion of approved alterations and additions works,
- DON'T choose area/premises which were not accountable for gross floor area (GFA) calculation of the development under Buildings Ordinance; such as plant room, common amenities, and club house, etc.
- DON'T choose premises that are sub-divided units within the same floor which deprive other units of adequate means of escape provision.
- DON'T remove the approved facilities provided for persons with a disability.
- DON'T plan to use the areas where manholes or soil, waste and rain water pipes are situated as kitchens, food preparation rooms and sculleries.
- DON'T start renovating or decorating your premises before receiving the Letter of Requirements issued by the Licensing Authority (i.e. Food and Environmental Hygiene Department).
- DON'T submit incomplete plans and revise the proposed layout plans unnecessarily once submitted, especially after the issue of Letter of Requirements. Submitting incomplete and revised plans will delay the application process.
- DON'T commence business before a licence is obtained from the Licensing Authority.

- DON'T obtain cylinder Liquefied Petroleum Gas supply from an unidentified source of distribution other than from an approved distributor.
- DON'T install and store cylinder Liquefied Petroleum Gas supply in excess of 130 litres.
- DON'T ignore the requirements imposed by other Government departments including the Buildings Department, the Lands Department, the Fire Services Department, the Electrical and Mechanical Services Department, the Environmental Protection Department and the Planning Department notwithstanding that a licence has been granted by the Licensing Authority.

IMPORTANT NOTICE

It is an offence under the *Prevention of Bribery Ordinance (Cap. 201)* to offer advantages to Government officers in relation to their official duties.

Application for a Restaurant Licence Frequently Asked Questions

1. Q : Where can I seek the advisory service for application of a restaurant licence ?

A : You may obtain advice at-

- (a) the Restaurant Licensing Resource Centre of the Food and Environmental Hygiene Department (FEHD) at 4/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon (hotline - 2958 0694); and
- (b) FEHD's Licensing Offices as detailed at **Appendix A**.

You may also attend the seminars on restaurant licensing organised regularly by the FEHD for the public. Details of such seminars are available at the Restaurant Licensing Resource Centre and the FEHD's website:

<http://www.fehd.gov.hk/english/licensing/guide.html>.

2. Q : How can I obtain the approval for an outside seating accommodation in connection with a restaurant ?

A : The requirements and procedures are contained in '*A Guide to Application for Outside Seating Accommodation*' which is available at the FEHD's Licensing Offices, Restaurant Licensing Resource Centre and the FEHD's website:

<http://www.fehd.gov.hk/english/licensing/guide.html>.

3. Q : Is it necessary to hire a professional to make a licence application for me ?

A : It is not a mandatory requirement to hire a professional to make a licence application. However, engagement of professionals would be required under the following situations:

- (i) Appointment of an Authorised Persons (AP) or a Registered Structural Engineer (RSE) is required :
 - to certify that the food business premises at private buildings/properties divested to the Link Management Ltd (The Link) are free of unauthorised building works (UBW) for provisional and full licences;
 - to certify compliance of health and building safety requirements for the issue of provisional and full licence; and
 - to make formal submission of plans for the proposed alteration and addition works involving the structure and/or means of the escape of a building to the Buildings Department (BD), and certifications by these professionals.
- (ii) It is strongly recommended that the advice of an AP or RSE should be sought well in advance. The lists of APs and RSEs registered under the Buildings Ordinance are available for viewing at the BD or its website http://www.bd.gov.hk/english/inform/index_ap.html. Applicants are advised to verify the particulars of the AP/RSE before the appointment. It is also strongly

encouraged to make direct contact and jointly inspect the restaurant premises with the AP/RSE to ensure full compliance with the requirements prior to the submission of certification.

- (iii) Appointment of a registered fire service installation (FSI) contractor is required for alterations and additions of fire service installations and equipment. Such works should be carried out and certified by the contractor. The list of FSI contractors registered under the Fire Services Ordinance is available for public inspection at the Fire Services Department (FSD) or its website:

<http://www.hkfsd.gov.hk/home/eng/cert.html>.

- (iv) Appointment of a registered specialist contractor is required for alterations and additions of the ventilating system. Such works should be carried out and certified by a registered specialist contractor (ventilation works category). The list of specialist contractors (ventilation works category) registered under the Buildings Ordinance is available for public inspection at the BD or its website:

http://www.bd.gov.hk/english/inform/index_ap.html

- (v) Appointment of a registered gas contractor is required for gas installation works including the fabrication, connection, disconnection, testing, commissioning, decommissioning, maintenance, repair, or replacement of gas pipework, appliances and fittings. Such works shall be carried out and certified by a registered gas contractor. The list of registered gas contractors under the Gas Safety Ordinance (Cap. 51) is available for public inspection at the Electrical and Mechanical Services Department or its website:

http://www.emsd.gov.hk/emsd/e_download/pps/gas/RGC_all_rgc.pdf

4. Q : Can I start fitting out my premises and commence business as soon as I have submitted my application for a restaurant licence ?

A : Provided that the proposed restaurant business is in compliance with Government lease conditions and statutory plan restrictions, your application will be processed further only after your proposed plan has been screened and accepted by the BD¹, FSD and FEHD. To avoid incurring unnecessary loss, applicants are advised not to start fitting out their premises before receiving the Letter of Requirements issued by the FEHD. Likewise, you should not start operation without a full/provisional restaurant licence. Otherwise, you will be liable to prosecution.

5. Q : Can my application for a restaurant licence be either submitted by post or handed in by others on my behalf? How can I check the progress of my application?

¹ Housing Department, Architectural Services Department and Lands Department will assume the role of BD for food premises in Housing Authority's Properties/divested Housing Authority's Properties, Government Properties and New Territories Exempted Houses respectively.

A : You should complete the Application Form for Food Business Licence (FEHB 94), prepare the layout plans, and enclose a self-declaration² on compliance with Government lease conditions (FEHB 192) and other supporting documents. You may submit the application and the related documents by post or hand them in by others on your behalf to the respective Licensing Office.

Upon receipt of your application, we will designate a Health Inspector as the “case manager” to process your application. He will follow through the whole licensing process and liaise closely with the BD, FSD and other relevant departments. Your enquiries about the licensing application will also be dealt with by the “case manager”. Besides, you can also check the status of your application through the On-line Licence Application Tracking Facility (ATF). The website of the ATF is www.licensing.gov.hk. For each new application case, FEHD will provide the access information to the applicant by sending a login name and password to his/her correspondence address as indicated in the application form.

6. Q : I intend to open a restaurant in the New Territories. Can I make my application to the Licensing Office on Hong Kong Island ?

A : The regional Licensing Offices are responsible for processing licence applications for premises located in the regions concerned. It is advisable for you to submit the application to the Licensing Office in the New Territories (NT). Though you may also submit your application to the other Licensing Offices, extra time will be required for sending the documents to the NT Licensing Office for action.

7. Q : Where can I get the necessary information if I intend to sell liquor in my restaurant ?

A : The application procedures for liquor licence are set out in the booklet on ‘A Guide to Application for Liquor Licences and Club Liquor Licences’ which can be obtained from the Liquor Licensing Offices located in the Licensing Offices on Hong Kong Island, in Kowloon and in the New Territories respectively. The booklet can also be downloaded from the FEHD’s website: <http://www.fehd.gov.hk/english/licensing/guide.html>.

8. Q : I want to open a restaurant. Do I have to apply for a permit separately if foods such as sashimi and sushi are to be sold in the restaurant ?

A : According to the *Food Business Regulation (Cap.132X)*, no person shall, except with the permission in writing of the Director of Food and Environmental Hygiene, sell any "restricted food" such as sashimi and sushi. However, if the applicant indicates at the time of submitting his application that he intends to sell "restricted food" in the restaurant, we will process the application for sale of "restricted food" together with the application for a restaurant licence. Upon compliance with the licensing requirements by the

² For premises at private buildings

applicant, including the requirements for sale of "restricted food", permission will be endorsed free of charge on the restaurant licence. A list of "restricted food" is shown in the application form FEHB 94. Applicants can simply check the appropriate box to indicate their intention to sell which kind of restricted food.

9. Q : After submitting the application for a restaurant licence to the FEHD, do I have to submit applications to the BD and FSD as well ?

A : The FEHD provides a "one-stop-shop" service for restaurant licence applications. On receiving your application and proposed layout plan, the FEHD will screen the layout plan first. If the layout plan is found to be acceptable, the FEHD will forward it to the BD and FSD for their advice. An Application Vetting Panel meeting will also be arranged within 20 working days of acceptance of the application for further processing. Representatives from the BD, FSD and FEHD will discuss your application with you at the meeting, including the problems identified and the remedies required, as well as your proposed construction/fitting-out plan. If your application is accepted, a Letter of Requirements of restaurant licence will be issued before or at the meeting by the FEHD for your compliance. You do not have to submit your application to the BD or FSD separately.

10. Q : What is the difference between a General Restaurant Licence and a Light Refreshment Restaurant Licence in respect of the food items permitted to sell?

A : For a General Restaurant Licence, the licensee is allowed to prepare and sell any kind of food for consumption on the premises. For a Light Refreshment Restaurant Licence, the licensee is restricted to prepare and sell for consumption on the premises only one group of the food items as specified on the List of Approved Food Items for Light Refreshment Restaurants as shown in **Appendix B**.

11. Q : How can I apply for a provisional restaurant licence ?

A : Application for a provisional licence is optional. When applying for a full licence, applicants can apply for a provisional licence at the same time. We will process your application for a provisional licence in parallel with that for a full one. A provisional licence shall be valid for six months to enable the licensee to operate the restaurant on a provisional basis, pending the issue of a full licence. It should be noted that application for a provisional licence alone, i.e. without applying for a full one, will not be considered.

12. Q : What are the general requirements for exit doors of a restaurant?

A : All exit doors should open outward in the direction of exit. In case they open onto the protected corridor or protected lobbies of staircases, they will need to be provided with fire resisting construction in accordance with the prevailing *Code of Practice for Fire Resisting Construction*. The width of the doors should be in accordance with the prevailing *Code of Practice for the Provision of Means of Escape in case of Fire*.

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Abbreviations

AP	Authorised Person
BD	Buildings Department
CAC	Compliance Assistance Centre
EMSD	Electrical and Mechanical Services Department
EPD	Environmental Protection Department
FEHD	Food and Environmental Hygiene Department
FSD	Fire Services Department
FSI	Fire Service Installation
ICU	Independent Checking Unit
LandsD	Lands Department
LPG	Liquefied Petroleum Gas
L/R	Letter of Requirements
NTEH	New Territories Exempted House
OSA	Outside Seating Accommodation
PlanD	Planning Department
RSC	Registered Specialist Contractor
RSE	Registered Structural Engineer
The Link	The Link Management Ltd
TPB	Town Planning Board

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Part I

GENERAL

Introduction

1. The purpose of this Guide is to provide general information to assist members of the public in their applications for general and light refreshment restaurant licences as well as for provisional general and light refreshment restaurant licences under the *Public Health and Municipal Services Ordinance (Cap.132)*, sections 31(1)(b) and 33C of the *Food Business Regulation (Cap.132X)* and other relevant legislations. It aims to set out the general requirements for the issue of such licences and should be read by those interested in establishing restaurant business in Hong Kong. For enquiries, please contact the Licensing Offices of the Food and Environmental Hygiene Department (FEHD) as detailed at **Appendix A**.

2. Any person who intends to sell liquor at his restaurant for consumption on the restaurant must obtain a liquor licence issued by the Liquor Licensing Board. Guidance booklets on application for liquor licences are obtainable at the Licensing Offices of the FEHD or at FEHD's website : <http://www.fehd.gov.hk/english/licensing/guide.html>.

Legislation

3. Under the *Food Business Regulation (Cap.132X)*, a “restaurant” means any food business which involves the sale of meals or unbottled non-alcoholic drinks other than Chinese herb tea, for consumption on the premises, but does not include a factory canteen or any business carried on by a hawker who is the holder of a licence under the *Hawker Regulation (Cap. 132AI)*. Furthermore, a restaurant operator is required to obtain a restaurant licence from the Licensing Authority before operation of business. Any person found operating an unlicensed restaurant and/or violating the relevant provisions in the legislation will be liable to prosecution. The Director of Food and Environmental Hygiene is the “Licensing Authority” of restaurants in Hong Kong.

General Policy

Criteria for considering applications

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

- (a) the proposed restaurant business is in compliance with Government lease conditions;
- (b) the proposed restaurant business is in compliance with statutory plan restrictions;
- (c) premises can meet health requirements;
- (d) premises have adequate ventilation;
- (e) premises can satisfy with building safety requirements and are free of unauthorised building works (UBW); and
- (f) premises can meet fire safety requirements.

It is also the Licensing Authority's established policy not to issue restaurant licences to the upper floors of any premises which are designated for domestic use, to avoid causing nuisances to inhabitants.

5. If the premises under application for a licence are covered by a valid licence/permit, FEHD

will continue to process the new application. However, Letter of Requirements will be issued only if the applicant is able to submit documentary proof on sole control over the premises (not applicable if the applicant is also the licensee/permittee of the valid licence/permit). Moreover, new restaurant licence will only be issued when the existing licence/permit has been cancelled.

Suitability of Premises

6. In deciding the suitability of premises for use as a restaurant, the FEHD will consult the Buildings Department (BD)³, the Fire Services Department (FSD), the Planning Department (PlanD). If their comments are such that its policy or requirements cannot be complied with, the licensing authority will refuse the application and inform the applicant of the refusal with reasons. The FEHD will normally continue to process an application only when the premises are deemed to be safe and suitable for restaurant use by the FEHD, BD, FSD, PlanD and other departments concerned (for instance, the Lands Department (LandsD)).

Main Considerations

7. Not all premises are suitable for licensing as restaurants. When choosing shop premises, the applicant must ensure that operating food business at the subject shop premises is in compliance with the requirements imposed under the legislations administered by the FEHD and other concerned Government departments as well as the relevant Authorities. In particular, applicants are strongly advised to ascertain that the use of the potential shop premises for restaurants is in compliance with the Government Lease, the Occupation Permit of the building, and the relevant statutory plan and the Notes attached to the plan prior to application. The relevant information and documents may be obtained from the Land Registry, BD and PlanD as detailed at **Appendix C**.

8. The following sections summarise the main considerations involved :

(a) Health (FEHD)

- (i) Premises are laid on with mains water supply.
- (ii) Premises are provided with a proper drainage system.
- (iii) Premises are provided with proper flushed toilets.
- (iv) No manholes should be located in the proposed kitchen, food preparation room and scullery.
- (v) Premises are capable of providing an independent and separate ventilating system to the kitchen, toilets and seating accommodation.

(b) Building Safety Requirements (BD)

- (i) The premises should be free of UBW except the types of building works listed in paragraph 6 on the “Guideline UBW-1 for Authorized Persons and Registered Structural Engineers for Certification of Food Business Premises Free of UBW” as shown on **Appendix P**. The BD will not recommend to the Licensing Authority to issue the letter of requirements if UBW which pose risks to public safety are found on the premises under application.
- (ii) The minimum designed loading of the restaurant shall not be less than 4 kPa (i.e. 80

³ Housing Department, Architectural Services Department, Lands Department will assume the role of BD for food premises in Housing Authority’s Properties/divested Housing Authority’s Properties, Government Properties and New Territories Exempted Houses respectively.

lb/ft²) (office premises are normally designed for a superimposed load of 3kPa)

- (iii) Where alterations and additions works involving the structure and/or means of escape (MOE) of a building are to be carried out, formal submission of plans for the proposed works to the BD by an Authorised Person (AP) (an architect, engineer or surveyor registered under the Buildings Ordinance) or Registered Structural Engineer (RSE) may be required. It is strongly recommended that the advice of an AP or RSE should be sought well in advance.
- (iv) Premises shall be designed and constructed of fire resisting constructions which satisfy the provisions of the prevailing *Building (Construction) Regulations* and the *Code of Practice for Fire Resisting Construction* issued from time to time by the BD.
- (v) Every restaurant shall be provided with adequate means of escape and access for firefighting and rescue in accordance with Part V of the prevailing *Building (Planning) Regulations* and the *Code of Practice for the Provision of Means of Escape in case of Fire* (MOE Code) and the *Code of Practice for Means of Access for Firefighting and Rescue* issued from time to time by the BD.
- (vi) For premises on the ground floor having direct access to a street, there would generally be no major problem on means of escape provision. For premises on upper storeys and basements, at least two properly fire protected escape staircases should be provided to the restaurant.
- (vii) Restaurants are not permitted to operate on the upper floors of single-staircase buildings.
- (viii) The provision of means of escape in any particular floor of a building or in the building as a whole can only accommodate a specified maximum number of persons at any one time. The current MOE Code sets out such limits and relates them to the width and number of exit doors and exit routes provided for each floor and for the whole building. It follows that if, as a result of the operation of a restaurant, the existing population figure for a floor or for the building exceeds these limits, a recommendation for rejection of the application will be made. In assessing the population figures, applications in respect of premises located within the same building will be treated on a residual discharge value method.

(c) Fire Safety (FSD)

The following premises are considered not suitable to be licensed as restaurants :

- (i) Industrial portion of any buildings;
- (ii) Premises at or below basement level four;
- (iii) Premises in areas designated for emergency use, such as the “buffer” floor and the refuge floor; and
- (iv) Premises located vertically below, therefore posing a fire hazard to, a registered school, child care centre or elderly home. (However, consideration would be given to those where such fire hazard can be mitigated.)

9. Besides, applicants should satisfy the FEHD that their premises applying for a restaurant licence be (i) free of unauthorised building works; (ii) in compliance with Government lease conditions; and (iii) in compliance with statutory plan restrictions, otherwise the FEHD will not process the application for a restaurant licence further. In this regard, applicants are advised to

read “A Guide to Applicants/Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on – (i) Certification of Free of Unauthorized Building Works; (ii) Compliance with Government Lease Conditions; and (iii) Compliance with Statutory Plan Restrictions” which can be obtained from the Licensing Offices of FEHD as detailed at **Appendix A** or downloaded from the FEHD’s website at <http://www.fehd.gov.hk/english/licensing/guide.html>.

The following are relevant:

(a) Certification on Free of Unauthorized Building Works

Certification made by authorized persons or registered structural engineers in prescribed form(s) [UBW-1 for provisional licence (FEHB 190) and UBW-2 for full licence (FEHB 191) at **Appendix Q** (Annex I & II)] in accordance with the Guidelines issued by Director of Buildings, Director of Lands or Independent Checking Unit (ICU) of Housing Department (HD) at **Appendix P** shall be submitted to the FEHD before the issue of provisional licence and full licence. However, premises situated in Government properties and Housing Authority’s properties are not required to submit certification on free of UBW. Form UBW-1 and Form UBW-2 will be forwarded to BD, ICU of HD or LandsD for auditing under their purview.

(b) Government Lease Conditions (LandsD)

(i) Premises in Private Buildings

The use of the premises for the proposed restaurant business should be in compliance with the Government lease conditions. A declaration at **Appendix E** (FEHB 192) made by the applicant to the effect that the operation of the proposed restaurant business at the premises is in compliance with Government lease conditions shall be submitted at the time of making application to the Licensing Office of the FEHD. Applicant is advised to check the Government lease document concerned from the Land Registry as detailed at **Appendix C** so as to ensure that the premises are in compliance with the Government lease conditions before submitting the licence application.

Applicant may approach Land Registry in advance for copies of the land lease and other relevant land documents of the premises concerned. In the event that the applicant finds that there is non-compliance of the lease and a modification of the lease is required, he may approach relevant District Lands Office of LandsD for assistance. However, there is no guarantee whether the application will be approved by LandsD.

(ii) Premises in Government Properties / Housing Authority’s Properties / divested Housing Authority’s Properties

Declaration on compliance with government lease condition is not required. In the interest of the applicant, he should ensure that the proposed restaurant business is in compliance with the designated trade under the tenancy agreement with the Government department / organization concerned.

(c) Statutory Plan Restrictions (PlanD)

The use of the premises for the proposed restaurant business should be in compliance with statutory plan restrictions. 'Restaurant' is generally regarded as 'Eating Place' according to the definition of terms in statutory plans. Applicant is advised to check with the PlanD as detailed at **Appendix C** on whether the proposed use is permitted according to the relevant statutory plan before submitting the licence application to the Licensing Authority.

If planning permission for the 'Restaurant' use is required, a separate planning application should be submitted to the Town Planning Board (TPB) under section 16 of the Town Planning Ordinance. Each planning application will be considered on its individual merits and will be processed by the TPB within two months. Guidance notes on how to make a planning application can be viewed at the TPB's website (www.info.gov.hk/tpb). For those premises which have obtained planning permission from the TPB, the approval conditions attached to the permission (if any) should be complied with by the applicant. The applicant should inform the PlanD upon fulfillment of the approval conditions.

Differentiation between General and Light Refreshment Restaurant Licences

10. General and Light Refreshment Restaurant Licences serve for different purposes :

(a) General Restaurant Licence

This licence permits the licensee to prepare and sell any kind of food for consumption on the premises.

(b) Light Refreshment Restaurant Licence

This licence restricts the licensee to prepare and sell for consumption on the premises any one group of the food items shown in **Appendix B**.

11. As light refreshment restaurant licences are intended for the preparation of a limited range of food items, the requirements for this type of restaurants in the context of the minimum area for food room (i.e. kitchen, food preparation room and scullery) are less stringent than those for general restaurants. Details of the minimum area requirements for food room are set out in paragraph 22. Failure to apply for the correct type of restaurant licences may result in delay in or rejection of the licence application.

Pre-requisites for Issue of a Restaurant Licence

12. The Licensing Authority will not issue a restaurant licence until the following pre-requisites are fulfilled :

- (a) compliance with the licensing requirements in respect of health, ventilation, gas safety and building safety (including free of UBW) imposed by the Licensing Authority, Electrical and Mechanical Services Department (EMSD) and BD respectively;
- (b) compliance with fire safety and mechanical ventilating system requirements imposed by the FSD;
- (c) compliance with Government lease conditions; and
- (d) compliance with statutory plan restrictions.

Outside Seating Accommodation (OSA)

13. OSA refers to any open area used for alfresco dining business, whether it is situated on Government land or within private property. When a restaurant licensee/licence applicant wishes to use an OSA outside the restaurant premises for alfresco dining, he is required to obtain approval from the Director of Food and Environmental Hygiene before commencement. For details on application procedures, licensing criteria, requirements and conditions, applicants may refer to “*A Guide to Application for Outside Seating Accommodation*”, which can be obtained from the three Licensing Offices of FEHD or downloaded from the website of FEHD at <http://www.fehd.gov.hk/english/licensing/guide.html>.

Part II

HOW TO APPLY FOR A RESTAURANT LICENCE

Submission of Application

14. Application for a restaurant licence must be made in the name of a person or a corporation and submitted on a standard form (FEHB 94) as at **Appendix D** to the relevant FEHD Licensing Office. The application form must be submitted together with three copies of the proposed layout plans of the restaurant. Such plans must be drawn to scale (of not less than 1:100) in metric units.

15. For premises⁴ in private buildings, applicants are also required to make a declaration on the form FEHB 192 as at **Appendix E** that the use of the premises for the proposed food business does not violate any Government lease conditions. FEHD will not process the application for the issue of a food business licence if such declaration is not submitted at the time of application for food premises at private properties. It is in the applicant's interest to ensure that the proposed restaurant is in compliance with the user restriction and other relevant conditions of the Government lease under which the premises is held. Applicants should also note that if subsequently the Lands D finds that the premises is in breach of Government lease conditions or the declaration on compliance with Government lease condition is false, the full or provisional licence so issued may be cancelled.

Both the forms FEHB 94 and FEHB 192 are obtainable from the Licensing Offices and District Environmental Hygiene Offices or from the website of the FEHD at <http://www.fehd.gov.hk/english/licensing/guide.html>.

Proposed Layout Plans

16. The proposed layout plans should contain the following particulars :

- (a) area demarcated for restaurant licence application;
- (b) space allocated to the cooking, preparation and handling of food;
- (c) space allocated to the storage of any kind of open food;
- (d) space allocated to the serving of meals to customers with details showing the layout as well as construction material and height of every fixed or floating partition in the seating accommodation;
- (e) space allocated to the cleansing, sterilizing, drying and storage of utensils;
- (f) sanitary fitments and drainage works;
- (g) cloak rooms, passageways and open spaces;
- (h) all means of exit, entry and internal circulation;
- (i) all windows including the portions of the designed windows which would be sealed up by decoration, ducts providing ventilation and means of mechanical ventilation;
- (j) the siting of all furniture and equipment of a substantial and permanent nature, including food manufacturing and preparation plant, cooking ranges showing each and

⁴ For premises in Housing Authority's properties, properties divested to The Link and Government properties, such declaration is not necessary as the Government departments and organizations concerned would ensure the compliance requirements prior to the tenancy agreement.

every stove, sterilizers, dish-washing machines, refrigeration and cooling equipment, fixed sideboards, washbasins and sinks, drying racks and water tanks;

- (k) the size and clear height of the walk-in-freezers/coolers, cold storage rooms and storage racks therein and the layout of the racks should be clearly shown, if any;
- (l) means of refuse storage and disposal;
- (m) the type of fuel to be annotated. If liquid fuel is used, the location of the fuel tank, the routing of supply pipings and its capacity should be indicated on the layout plan;
- (n) the extent of raised floor should be indicated;
- (o) the description of all existing fire service installations in the premises;
- (p) the layout of the fire resisting kitchen with details showing thickness, construction material and fire resistance period of the enclosing walls;
- (q) the layout of the front food room/soda fountain with indication of its construction material and height of partition/counter;
- (r) location of the cashier counter;
- (s) existing UBW within the interior and attached to or extending from the premises that will be demolished before the issue of provisional or full licence; and
- (t) proposed UBW (falling within those mentioned in paragraph 6 of the Guideline UBW-1 or paragraph 7 of the Guideline UBW-3 at **Appendix P**), within interior and attached to or extending from the premises in connection with the food business. Position and major dimensions of these UBW should be indicated on the layout plan.

17. Applicant may choose to provide separate plans indicating the UBW as mentioned at paragraph 16(s) and (t) above, if any. Otherwise, the proposed layout plans and ventilation plans are required to indicate such UBW. If only proposed layout plans are submitted, the UBW including those of ventilating system are also required to be indicated. Sample of plan indicating the UBW is at **Appendix F** (Annex I) for reference.

18. The following items are not required to be shown in the proposed layout plan : -

- (a) Movable appliances not of a substantial and permanent nature e.g. coffee grinder, blender, juice extractor, microwave oven, portable electric rice cooker, portable electric warmer, toaster, electric water heater, bread slicer, electric coffee warmer, electric mixer, electric mincer, egg cooker in kitchen and food preparation room; and
- (b) Movable facilities/furniture not of a substantial and permanent nature, e.g. chopping block, storage rack/shelf, food preparation table and computer terminal in kitchen and food preparation room; and non-fixed tables and chairs, storage rack/shelf, magazine rack, condiment rack, sauce container, display shelf, trackless folding screens for flexible partitioning of seating accommodation for customers, wall-mounted light weight television set, computer terminal, non-food display cabinet, trolley and decoration in seating area.

Points to Note in Designing and Drawing a Layout Plan

19. Every plan should be drawn in one whole piece, not blurred and with no single line drawing. The plans should be drawn to the nearest metric scales of not less than 1:100 and show all particulars as listed at paragraph 16 above. Applicant is required to locate and label each piece of appliances/facilities/furniture of a substantial and permanent nature on the proposed layout plan. In addition, the plan should be drawn to show the usage of every space, room, counter, and any

ancillary activities such as karaoke and dancing in restaurant premises. Areas designated for such activities and the exact boundaries of premises under application for restaurant licence should be clearly demarcated in the proposed layout plan.

20. Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to this department for consideration and referral to other departments for processing. Revised plans not in compliance with this requirement will be rejected.

21. Paragraphs 22 to 36 give some general guidance on how to prepare the proposed layout plans for major items.

Minimum Area for Food Room

22. In preparing the proposed layout plans, the first thing to be considered is the size of the food room(s) (i.e., kitchen, food preparation room and scullery accommodation). According to the Schedule 5A to the *Food Business Regulation*, every general or light refreshment restaurant is required to be provided with one or more food rooms, the aggregate area of which is as follows :

(a) General Restaurants

Gross floor area of the premises	Minimum area of food room
100 m ² or less	25% of gross floor area, but not less than 8 m ²
exceeding 100 m ² but not exceeding 150 m ²	22% of gross floor area, but not less than 25 m ²
exceeding 150 m ² but not exceeding 250 m ²	19% of gross floor area, but not less than 33 m ²
exceeding 250 m ² but not exceeding 500 m ²	16% of gross floor area, but not less than 48 m ²
exceeding 500m ² but not exceeding 1000 m ²	13% of gross floor area, but not less than 80 m ²
exceeding 1000 m ²	10% of gross floor area, but not less than 130 m ²

(Note: At least one kitchen must be provided in a general restaurant.)

(b) Light Refreshment Restaurants

Gross floor area of the premises	Minimum area of food room
23 m ² or less	Not less than 4.5 m ²
exceeding 23 m ² but not exceeding 35 m ²	20% of gross floor area or 6 m ² whichever is less
exceeding 35 m ² but not exceeding 55 m ²	18% of gross floor area or 7.5 m ² whichever is less
exceeding 55 m ² but not exceeding 95 m ²	14% of gross floor area or 12 m ² whichever is less
exceeding 95 m ² but not exceeding 185 m ²	13% of gross floor area or 17 m ² whichever is less
exceeding 185 m ²	9% of gross floor area or 18 m ² whichever is more

23. The gross floor area is the roofed-over area used exclusively for the business of the restaurant including store-rooms, cold storage chambers, staff changing rooms, offices, air-conditioning engine rooms, lavatories, lift lobbies, stair halls. It should be measured to inside of boundary walls including columns, if any, within the area to be licensed. (In the calculation of food room(s) and seating areas, only net usable floor space (measured to internal walls) and space having 1.8 m high or more headroom will be taken into consideration; however, columns, if any, will be excluded.)

Location of Food Room

24. In designing the food room(s), care should be taken to avoid placing them at locations where there are manholes or foul-waste/sanitary fitments (water closets, urinals and toilets). Resiting of the manholes and/or drainage alterations may require the approval of the Building Authority. Furthermore, the food room(s) should not be so designed as to result in :

- (a) the conveyance of food or clean eating utensils from the food room(s) to the customers' seating area through an open space (except the outside seating accommodation approved by FEHD) or open yard; or
- (b) customers having to pass through the food room(s) when going to toilets.

Failure to meet these requirements may constitute an objection to the proposed layout of the restaurant on health grounds.

Seating Area and Number of Customers

25. After the size of the food room(s) has been decided, the seating area for customers can be marked out on the plans. The seating area should normally include adjoining passages. For the purpose of calculating the number of sanitary fitments required (paragraph 26) and the volume of outside air required on the premises per hour if a ventilating system is to be installed (paragraph 42), the number of customers to be accommodated is calculated at 1.5m² per person of the seating area provided.

Sanitary Fitments

26. The number of sanitary fitments required in both general and light refreshment restaurants is the same, and varies with the number of customers and staff to be accommodated. The requirements are as follows (where WC denotes water closet; WHB denotes wash-hand basin and U denotes urinal) :

- | | | |
|-----|--|--|
| (a) | <u>Less than 25 customers</u> |) |
| | 1 WC and 1 WHB | For both sexes) |
| | 1 U | For males) |
| | (WCs and Us should be provided in separate rooms with separate entrances.) |) |
| | |) Provision of independent sanitary fitments for staff |
| (b) | <u>Between 25 and 100 customers</u> |) |
| | 1 WC, 1 WHB and 1 U | For males) |
| | 1 WC and 1 WHB | For females) |
| | |) is exempted, provided that the fitments are available for share use by customers and staff |
| (c) | <u>Between 101 and 200 customers</u> |) |
| | 1 WC, 1 WHB and 2 Us | For males) |
| | 2 WCs and 1 WHB | For females) |
| | |) share use by customers and staff |
| (d) | <u>Between 201 and 300</u> |) |
| | 2 WCs, 2 WHBs and 3 Us | For males) |
| | 3 WCs and 2 WHBs | For females) |
| (e) | <u>Over 300 customers</u> |) |
| | Provision of sanitary fitments for customers and staff should conform to the requirements in regulations 5 and 8 of the <i>Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations (Cap. 123)</i> . | |

27. The internal dimensions of each water-closet compartment should not be less than 700 mm x 1,200 mm. If a trough urinal is installed, 500 mm of trough length is deemed equivalent to one stall urinal. Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000 mm (depth) and 500 mm (width). If the proposed restaurant is situated in a commercial building and sanitary fitments are not provided within the premises, communal toilets in the building available for the use of customers and staff of the restaurant will also be accepted for consideration in the application for a restaurant licence. In this regard, location plans indicating the exact position of the communal toilets shall be conspicuously displayed in the seating accommodation of the premises. Furthermore, a copy of the approved building plan (or a location plan acceptable to the Licensing Authority) indicating the location and number of communal sanitary fitments in the building together with a letter of confirmation signed by the property management or owner concerned certifying such use by the restaurant and the maintenance responsibility thereof should be furnished to the Licensing Authority.

Choice of Fuel

28. The use of fuel is subject to control by the FSD, the Environmental Protection Department (EPD) and the EMSD. Applicants are advised to read paragraphs 94 to 96 in Part VI, paragraphs 113 to 120 in Part VII and paragraph 138 in Part IX before deciding on the type of fuel to be used. From air pollution point of view, gaseous fuel should be used. Liquid and solid fuels are not recommended due to the associated dark smoke and other air pollution problem. The use of fuel has an important bearing on the design of the layout of a restaurant. Generally, for service bars (soda fountains and bar counters) which are not enclosed with walls having a fire resisting period of not less than one hour, electricity, town gas, natural gas and piped liquefied petroleum gas are normally allowed, with relevant safety requirements/measures imposed by departments concerned as appropriate. For kitchens which meet the requirements on fire resisting construction as stipulated in paragraph 73 of Part V, the applicant may choose to use any type of fuel subject to compliance with specific fire safety requirements as well as those requirements stipulated by the Director of Electrical and Mechanical Services in respect of electricity, town gas, liquefied petroleum gas and natural gas. Furthermore, the applicant is required to obtain prior approval from the EPD if there is any installation or alteration of restaurant stoves or its chimney/exhaust inside premises with the total fuel consumption capacity, including that of the proposed work, exceeding:

- (a) 25 litres of conventional liquid fuel per hour; or
- (b) 35 kilograms of conventional solid fuel per hour; or
- (c) 1,150 megajoules of any gaseous fuel per hour.

29. The term "conventional liquid fuel" means kerosene, diesel oil, petroleum and any equivalent liquid fuel; while "conventional solid fuel" means coal, coke, charcoal, wood and any equivalent solid fuel. The application for prior approval should be submitted to the one-stop shop offices of the EPD not less than 28 days prior to the commencement of such work. The addresses and telephone numbers of the offices are at **Appendix A**.

30. The Licensing Authority's requirement in respect of fuel is that if the applicant proposes to use diesel oil or solid fuel, an independent chimney above the roof level should be provided. The construction of the chimney should meet the requirements of the EPD (as mentioned in paragraph 28) and the approval and consent from the BD under the Buildings Ordinance are required. The position of the chimney should be indicated on the proposed layout plans.

Ablution and Scullery Facilities

31. Food handlers should always keep their hands clean. For every single food room (i.e., kitchen, food preparation room and/or scullery), there must be at least one wash-hand basin and one wash up sink for use by staff. For a large food room which accommodates a large number of staff, the standard of provision of wash-hand basins is one basin for every 20 staff. The length of such basin and sink should not be less than 350mm and 450mm respectively measured from the top inner edges of the rims. It is an offence against the *Food Business Regulation* to wash eating utensils or food equipment in open spaces. Applicants are strongly advised to provide adequate space and sinks for the washing and cleaning of eating utensils according to their operational needs.

Refrigerators

32. Refrigerators shall be provided for the storage of perishable foods. All perishable food stored at chiller and freezer shall be at a temperature of 4°C or below and -18°C or below respectively. A thermometer shall be provided to each refrigerator indicating the temperature at which the food is being stored.

33. Any installation of walk-in refrigerator/cold storage room must be equipped with such a device that its door could be opened from the inside without using a key. The floor of any walk-in refrigerator/cold storage room must be surfaced with smooth non-absorbent material and internal walls of any walk-in refrigerator/cold storage room must be surfaced with glazed tiles or similar impervious material from the floor to the ceiling. Besides, BD will assess the structural safety of walk-in refrigerator/cold storage room (Paragraph 72 contains details on structural safety aspect).

Utensil Sterilization

34. Used eating utensils must be washed and sterilized before re-use. Failure to observe this rule is in breach of the *Food Business Regulation*. On the proposed layout plans, the position of the sterilizer for eating utensils must be indicated. The alternative use of an approved type of bactericidal agent for sterilizing eating utensils instead of boiling is permitted. Approved dish washing machines having a sterilization function may be used in lieu of a conventional sterilizer. Lists of such approved types of bactericidal agents and dish washing machines may be obtained from the FEHD Licensing Offices or downloaded from the website of the FEHD at http://www.fehd.gov.hk/english/howtoseries/agent_index.html.

Storage of Utensils

35. It is required under the *Food Business Regulation* that crockery, glassware or other utensil used in the preparation or consumption of food shall be washed and thereafter sterilised before re-use. All crockery, glassware or other utensil, unless immediately required for further use, shall be stored in a cupboard which has been rendered proof against the access of dust, insects and vermin. In this regard, adequate cupboard space shall be provided for the storage of all utensils, crockery and cutlery used in the food business. The suggested amount of cupboard space to be provided is 0.02 cubic metre for every square metre of the food room area.

Staff Changing Rooms/Lockers

36. It is an offence against the *Food Business Regulation* to place personal effects or garments in any food room(s) as they will contaminate food. For restaurants having a large number of staff, provision of a changing room for them is advisable. For smaller restaurants, there should be adequate lockers for storage of employees' personal effects. The lockers should not be located in the food room(s) and their exact positions should be indicated on the proposed layout plans. Access to the changing rooms and lockers through the food room(s) should be avoided.

Common Shortcomings in Proposed Layout Plans

37. This section lists out common mistakes found in the proposed plans that should be avoided in order not to cause delay in application process.

- (a) Plan blurred.
- (b) Plan not in one whole piece.
- (c) Single line drawing.
- (d) Plan not drawn to scale.
- (e) Plan without scale.
- (f) Plan not in common scale.
- (g) Plan not in metric scale.
- (h) Exact boundaries of premises under application for licence not properly delineated.
- (i) Food room not delineated.
- (j) Food room not shown.
- (k) Sanitary fitments not shown.
- (l) Toilet communicates with food room.
- (m) Type of fuel not shown.

Samples of Layout Plans

38. Samples of proposed layout plans on UBW, Chinese and Western restaurants are at Annex I, II and III of **Appendix F** respectively for general reference.

Part III

VENTILATION

Ventilation

39. The intention of ventilation is to ensure an adequate supply of fresh/outside air for human occupation and effective extraction of exhaust air arising from activities in premises. Ventilation can be provided by natural means, natural with mechanical assistance or wholly mechanical.

Natural Ventilation

40. Premises having unobstructed window openings of total area equivalent to one-tenth of the gross floor area of the premises are considered as having adequate means of natural ventilation.

Mechanical Ventilating System

41. Although it is not a statutory requirement that a restaurant must be provided with a mechanical ventilating system including an air-conditioning system, such provision is common. Ventilating systems also include simple mechanical ventilating systems involving the use of ducting and trunking connected to cooking hoods. All mechanical ventilating systems in restaurants are controlled by the *Ventilation of Scheduled Premises Regulation (Cap.132CE)* and approval for the installation of a ventilating system by both the FEHD and the FSD is one of the licensing requirements for a restaurant licence. To avoid delay in the processing of an application for a restaurant licence, where an air-conditioning system is to be provided or where ducting and trunking are intended for the exhaust system, an applicant is advised to apply for approval to install the system at the same time he sends in his application for the restaurant licence. Except in the case of window type air-conditioners as described in paragraph 51, application for approval of a mechanical ventilating system is normally made on behalf of an applicant by a registered specialist contractor (ventilation works category). It is therefore important for an applicant to appoint a suitable contractor/consultant.

Points to Note in Design and Installation of a Ventilating System

Health/hygiene Requirements

42. To protect public health safety at premises with mechanical ventilation system, the system shall be able to supply a minimum amount of 17m³/hr/person of fresh air to the premises as laid down in the Schedule 2 to the *Public Health and Municipal Services Ordinance (Cap.132)*.

43. Under section 8 of the *Ventilation of Scheduled Premises Regulation (Cap.132CE)*, a ventilating system, which shall be independent of any ventilating system provided for the public parts of any scheduled premises, shall be provided for the kitchens, latrines and any other parts of such premises as may be considered necessary by the Director of Food and Environmental Hygiene.

44. An exhaust system and a fresh air intake system shall be provided to each and every kitchen, food preparation space/room, and scullery space/room. Ventilation hoods and devices shall be designed to prevent grease or condensate from dripping onto food or food preparation surfaces. Intake air ducts shall be designed and maintained so as to prevent the entrance of dust, dirt, insects or other contaminating materials. Air ducts shall be free from obstruction and be changed gradually in section to achieve minimum pressure drop.

Fire Safety Requirements

45. Ventilating system shall be designed, installed and maintained to meet the fire safety provisions stipulated in the *Ventilation of Scheduled Premises Regulation (Cap.132CE)* and the fire safety requirements issued by the FSD so as to avoid constituting a fire hazard. Vent ducts which pass through any exit staircases, protected lobbies and fireman's lift lobbies should be enclosed and protected by fire resisting construction having an fire resistance period (FRP) of not less than that of the walls separating the staircases or protected lobbies with the rest of the building or not less than 1 hour, whichever the higher. Details of the general fire safety requirements of ventilating system for scheduled premises are set out in **Appendix G**.

Gas Safety Requirements

46. A ventilation system shall be designed, installed and operated in connection with gas appliances to serve the following purposes :-

- (a) to remove the combustion products from the gas appliances;
- (b) to supply sufficient air to the gas appliances for proper combustion; and
- (c) to ensure sufficient oxygen is available for the occupants of the room or internal space in which the appliances operate.

This is to avoid constituting a danger to any person or property. Details of such requirements are set out in Part VII.

47. For those catering installations where natural ventilation is not sufficient or not available, mechanical ventilation shall be employed. An electrical interlock or air pressure switch system or equivalent shall be employed to ensure that the mechanical exhaust system is always in operation when gas appliances are in use in accordance with Regulation 24(4) of the *Gas Safety (Installation and Use) Regulations (Cap. 51C)*.

Environmental Protection Considerations

48. The design and installation of a ventilating system shall ensure emissions to air from restaurant is free from any visible fumes and objectionable odours as well as not to cause noise disturbance to nearby residents. Details of such requirements are set out in paragraphs 138 to 151 in Part IX.

How to Apply for Approval

49. According to section 94(1) of the *Public Health and Municipal Services Ordinance (Cap. 132)*, an application for approval of a mechanical ventilating system must be accompanied by three copies of the proposed layout plans of the mechanical ventilating system and a certificate from the supplier of the system containing the following particulars in respect of the mechanical ventilating system :

- (a) the capacity of the fan in cubic metres per minute;
- (b) the outlet velocity of the fan in metres per minute;
- (c) the designed static pressure of the fan in pascals;
- (d) the speed of the fan pulley in revolutions per minute;
- (e) the net area of the air intake in square metres;
- (f) the net area of exhaust in square metres except where the premises are air-conditioned

- with positive pressure; and
- (g) the type of refrigerant (if any) to be used⁵.

Ventilation Plan Requirements

50. The ventilation plan(s) shall represent the layout of the ventilation system and be drawn to metric scale of not less than 1:100, and shall clearly indicate the following particulars –

- (a) the layout of all air ducts showing each and every diffusers;
- (b) positions of air-handling/fan-coil units, fresh air inlet(s), exhaust air outlet(s) and fire dampers and precipitators; and
- (c) fire-rated enclosures for air ducts. Major dimensions and exact locations indicating the metal frames with fresh air and exhaust air fans/plants suspended from the ceiling, attached on walls or laid on the flat roof or yard; vent ducts projecting from the external walls; metal frames with air-conditioning condenser units attached on external walls; metal frames with water cooling tower on flat roof or yard, etc should be shown on the ventilation plan. The applicant must sign on each copy to certify that it is correct. If the proposed restaurant is in a shopping arcade, the applicant needs to provide three copies of the mechanical ventilating system block plan.

Window Type Air-conditioners

51. For small restaurants which use only window type air-conditioners and propulsion/extraction fans, the applicant may himself prepare such simple ventilation plans showing the locations of the installations and submit them in triplicate together with the licence application to the respective Licensing Office of the FEHD. The manufacturer's catalogues of the air-conditioners and propulsion/extraction fans must also be submitted to enable the licensing inspector to obtain the technical data of these appliances for the processing of the application. In the event that the catalogues do not provide the necessary data, the applicant may be required to obtain certification of the required data from the manufacturer or supplier of the appliances.

Criteria for Approval

52. Upon receipt of an application for approval of a proposed mechanical ventilating system, the relevant FEHD Licensing Office will assess the acceptability of the proposal on health grounds before forwarding the application and a copy of the ventilation plans to the Ventilation Division of the FSD. Where structural safety related to the mechanical ventilating system is involved, a copy of the plans will also be forwarded to the BD for special comment. If there is no objection on health grounds, the FEHD will issue a letter of ventilation requirements (**Appendix H**) to the applicant. Paragraphs 101 to 109 in Part VI describe how the Ventilation Division of FSD processes the application. Compliance with the requirements imposed by the FEHD and the issue of a Letter of Compliance (Ventilating System) by the FSD are the pre-requisites for the approval of the mechanical ventilating system. Late submission of ventilation plans may cause delay in issue of licence. Applicants are advised to submit the drawings as soon as possible.

⁵ Applicant should seek expert advice on the type of refrigerant permitted for proposed installation.

Part IV
THE ROLE OF THE
FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT

Procedures of Processing Application for General/Light Refreshment Restaurant Licences

53. The flow chart at **Appendix I** shows the procedures of processing an application for General/Light Refreshment Restaurant Licences and the contents of this part and Parts V to VII are to describe the procedures in detail.

Submission of Application

54. Applicant should send the completed application form and the proposed layout plan in triplicate to the relevant Licensing Office of FEHD. Additionally, the applicant should also submit a declaration on compliance with Government lease conditions for premises which are located in a private building.

55. During the application process, the applicant will be required to submit relevant documents to the Licensing Authority at different stages in order to fulfil the requirements for the issue of a licence. A checklist of supporting documents that should be submitted at different stages of the application process is at **Appendix J**.

Preliminary Screening of Layout Plans

56. A case manager of the Licensing Office will be assigned to handle an application throughout the licensing process. The officer will conduct a preliminary screening of the layout/UBW⁶ plan(s) to ensure that the application and plan(s) conform to the requirements before they are processed further.

57. The applicant will be informed of whether his proposal has met the requirements, and will also be given advice on how to overcome shortcomings, if any. If the application fails to pass the preliminary screening, the proposed plans will be returned to the applicant within 10 working days. If the shortcomings are overcome afterwards, submission of a fresh application is required.

Referral of Application

58. On passage of preliminary screening, the application will be referred to the BD, FSD and Plan D⁷ for comments on building safety, fire safety and compliance with statutory plan restrictions respectively. If necessary, the application may also be referred to other departments concerned such as Lands Department and Environmental Protection Department for comments.

Separate Site Inspection

59. The officers of the FEHD, BD and FSD will conduct separate site inspections with the applicant and/or his representatives. Site inspections will allow the departments concerned to come to an initial view as to whether the premises are suitable for the operation of a restaurant and to give professional advice within their respective ambits.

⁶ If UBW are detected on the plan(s) concerned, the applicant will need either to remove the UBW, or obtain BD's approval of the building works, as one of the requirements for the issue of licence.

⁷ Applications with premises at private properties and properties divested to The Link will be referred to the PlanD. For premises at Government and Housing Authority properties, referral is not necessary as the departments/organization concerned should have ascertained that the business is in compliance with the statutory plan restrictions.

Application Vetting Panel

60. After the separate site inspections, an Application Vetting Panel (AVP) meeting will be arranged, normally within 20 working days after the acceptance of the application, in which the applicant (and the AP/RSE if appointed) can discuss the application with officers of all the three departments concerned (i.e. FEHD, BD and FSD). Problem areas, remedial works and the applicant's proposed construction/decoration programmes will be discussed. In the event that there are, for whatever reasons, impediments to licensing, he will be so informed and if remedies are feasible, advice will be given.

Issue of Letter of Requirements

61. After obtaining full clearance from the departments concerned, the FEHD will issue a letter of requirements for provisional licence (**Appendix K**), if applicable, and a letter of requirements for full licence (**Appendices H and L or M** as appropriate) to the applicant at the AVP meeting. Fire safety requirements will be issued to the applicant by the FSD separately. The applicant is advised to report to the respective Licensing Office of the FEHD for verification as soon as he has complied with all the requirements. For those premises which have obtained planning permission from the TPB, the approval conditions (if any) attached to the permission should be complied with by the applicant. The applicant should inform the PlanD upon fulfillment of all the approval conditions.

Refusal of Application

62. In the event that the premises are deemed to have serious impediments and remedies are considered not feasible by the AVP, the Licensing Authority may consider refusing the application. Layout plans failing the preliminary screening or being objected by relevant departments will not be further processed. If the shortcomings/objection is overcome after the refusal, submission of a fresh application is required.

Report of Compliance with Licensing Requirements

63. The applicant should expedite action to comply with the licensing requirements and to report compliance as soon as possible to the respective FEHD Licensing Office for verification. If no report of compliance is received, the case manager will inspect the premises within the first three months upon issue of the letter of requirements to offer advice to the applicant as necessary. Subsequently, only quarterly reminder will be sent to applicant to remind him to expedite action to comply with outstanding requirements. The maximum period of time allowed for the applicant to comply with all licensing requirements is 6 months after the expiry of the provisional licence or 12 months after the issue of the letter of requirements for a full licence if no provisional licence has been issued, unless the applicant can demonstrate that the delay in meeting the licensing requirements is due to factors beyond his reasonable control. The application for a full restaurant licence will be deemed withdrawn after the above period of time.

64. After receipt of the applicant's compliance notice in writing and the acceptable documents specified under item (d) of **Appendix J**, the case manager will make an appointment with the applicant to inspect the premises and check the licensing requirements. If there are still outstanding licensing requirements, these will be pointed out to the applicant during the inspection, and thereafter, the applicant will be advised in writing that he has to report compliance after he has complied with the outstanding requirements, so that another verification inspection can be arranged.

Final Verification Inspection

65. When full compliance with the licensing requirements is confirmed by the case manager, a Senior Health Inspector (Licensing) will conduct the final verification inspection (normally within eight working days after report of compliance by the applicant) in the presence of the applicant.

Notification of Result to Applicant

66. After the final verification inspection, the FEHD will inform the applicant in writing of full compliance with the licensing requirements and of the arrangements regarding the payment of prescribed fee⁸ and collection of the licence.

On-line Licence Application Tracking Facility

67. An On-line Licence Application Tracking Facility (ATF) is available to provide a platform for applicants to check the status of their applications through the Internet. The website of the ATF is <http://www.licensing.gov.hk>. The FEHD will provide the access information to the applicant by sending a login name and password to him at the time of application.

Common Non-compliance Items

68. Experience shows that many applications were found to contain outstanding licensing requirements when applicants reported compliance for provisional and/or full licences. Given the need to take time for rectification of the non-conforming items, the progress of licensing had been hampered and the whole process was thus lengthened. A list of common non-compliance items is available at **Appendix N** for applicants to guard against their occurrence so as to obtain the licence in the shortest possible time.

⁸ A list of the prescribed fees in respect of restaurant licences is available at the Licensing Offices of FEHD.

Part V

THE ROLE OF THE BUILDINGS DEPARTMENT

The Role of the Director of Buildings

69. Several Government departments are responsible for providing advice on applications for restaurant licences to the FEHD in regard to the suitability of premises. The Director of Buildings offers advice for premises in private buildings. The Housing Department, through its Independent Checking Unit (ICU), gives advice in relation to premises at Housing Authority's properties and those divested to the Link Management Ltd. (The Link). Similarly, the Architectural Services Department and Lands D play the advisory role for premises in Government properties and New Territories Exempted Houses (NTEH) respectively. Applicants should therefore note that the role of the BD, as discussed in this Part, is equally applicable to other departments concerned.

70. Suitability will be assessed in the following areas :

- (a) Structural safety;
- (b) Fire resisting construction;
- (c) Means of escape and access for firefighting and rescue; and
- (d) Unauthorized building works.

71. General Requirements:

- (a) Each case shall be considered on its merits after full consideration of the circumstances. Nothing contained herein shall be taken as in any way derogating from the statutory powers of the Director of Buildings.
- (b) In case the subject matters are related to complicated technical issues which are difficult to overcome, the applicant should enlist the service of an AP or RSE at the early stage to avoid unnecessary waste of time and efforts resulting from unsuccessful applications.
- (c) Where alterations and additions works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works to the BD by an AP or RSE may be required. It is strongly recommended that the advice of an AP or RSE should be sought well in advance. The lists of AP and RSE registered under the Buildings Ordinance are available for viewing at BD or its web-site <http://www.bd.gov.hk> .
- (d) With the implementation of the *Building (Minor Works) Regulation* on 31 December 2010, certain building works have been specified as minor works. As an alternative to obtaining prior approval and consent from the BD, minor works may be carried out under the simplified requirements of the Minor Works Control System (MWCS). The details of the minor works requirements can be viewed at BD's web-site <http://www.bd.gov.hk>.

Structural Safety

72. The main issues to be considered on structural safety are:

- (a) The minimum designed loading of the restaurant shall not be less than 4 kPa (i.e. 80 lb/ft²) (office premises are normally designed for a superimposed load of 3 kPa).
- (b) In cases where there are non-structural screeding on slabs to raise floor levels, heavy

kitchen equipment/plants, fish tanks or brick/partition walls, justification of the adequacy of the existing supporting structure to cater for such superimposed loads will have to be submitted by an AP/RSE. In this connection, the size of the cold storage room/walk-in-freezer should be commensurate with the food premises with reasonable internal circulation area. The size and clear height of the cold storage room/walk-in-freezer and storage racks and the layout of the racks should be indicated on the plan. The supporting structural calculations should be based on 5 kPa for each metre of storage height and 2 kPa for internal circulation area. The weight of the storage racks, evaporators and enclosures of the cold storage room/walk-in-freezer (including any superimposed load on the top) should be considered in the structural calculation and should be substantiated with catalogues or relevant documents.

- (c) No part of a restaurant shall be located in, under or over any structures built without the approval and consent of the BD.
- (d) A restaurant shall not be situated in premises other than those approved for non-domestic use, unless no objection is raised by the Buildings Department.

Fire Resisting Construction

73. Premises shall be designed and constructed of fire resisting constructions which satisfy the provisions of the prevailing *Building (Construction) Regulations* and the *Code of Practice for Fire Resisting Construction* issued from time to time by the BD. Some general requirements on fire resisting constructions include:

- (a) Restaurant premises shall be separated from the adjoining occupancy by walls and floors having a fire resistance period (FRP) of not less than that required for the compartments in which they are situated, subject to a maximum of 2 hours.
- (b) The kitchen of a restaurant should be enclosed by walls and floors having an FRP of not less than 1 hour and any opening in the enclosure should be defended by a door having an FRP of not less than ½ hour (fire shutter (except item(d) below) is not acceptable). A protected lobby should be provided between each door of the kitchen and
 - any escape route from the main building; and/or
 - the dining area of the restaurant where the kitchen has a usable floor area exceeding 45m² and the door opens onto an exit route of the dining area.
- (c) Food hatch of size not more than 0.2 m² formed on the enclosure wall of the kitchen shall be protected by fire shutter having an FRP of not less than ½ hour.
- (d) Openings for passage of ducts, pipes, wires, etc. through fire resisting walls such as kitchen wall should be properly protected by fire resisting constructions in order to maintain the FRP of that wall.
- (e) In cases where new or modified fire resisting constructions such as walls and doors are involved, a duly completed Form (i.e. Appendix A to the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers PNAP APP-13) with test/assessment reports from an AP/RSE shall be submitted to substantiate the FRP of the fire resisting components. Such reports are not required for submission if Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers PNAP ADM-20 is applicable.

Means of Escape and Means of Access for Firefighting and Rescue

74. Every restaurant shall be provided with adequate means of escape and access for

firefighting and rescue in accordance with Part V of the prevailing *Building (Planning) Regulations*, the *Code of Practice for the Provision of Means of Escape in case of Fire* (MOE Code) and the *Code of Practice for Means of Access for Firefighting and Rescue* issued from time to time by the BD.

75. The provision of means of escape in any particular floor of a building or in a building as a whole can only accommodate a specified maximum number of persons at any one time. The current MOE Code sets out such limits and relates them to the width and number of exit doors and exit routes provided for each floor and for the whole building. It follows that if, as a result of the operation of restaurant, the existing population figure for a floor or for the building exceeds these limits, a recommendation for rejection of the application will be made. In assessing the population figures, applications in respect of premises located within the same building will be treated on a residual discharge value method. Some general requirements are listed below:

- (a) For premises on the ground floor having direct access to a street, there would generally be no major problem on means of escape provision. For premises on upper storeys and basements, at least two exit staircases are required for the restaurant. Restaurants are not permitted to operate on the upper floors of single-staircase buildings.
- (b) Any room/restaurant with a capacity exceeding 30 persons shall be provided with at least 2 exits. The exit doors shall open in the direction of exit and shall not obstruct any part of any exit route by the swing of the doors. The lines of direct distance from any point in the room / restaurant to the two exits shall form an angle of not less than 30°.
- (c) Normally, the minimum width of an exit route shall be not less than 1050 mm and greater width would be required depending on the total capacity of the restaurant and that particular floor in which the restaurant is situated. The exit doors shall have a minimum width of not less than 750 mm for capacity of 30 persons or less; and 850mm for capacity between 31- 200 persons with a total width of 1750 mm. Reference should be made to Table 2 of the MOE Code for the detailed requirements.
- (d) All required exit routes shall lead directly to a street and the staircase enclosure at G/F shall be so continued at G/F as to separate from the remainder of the building. All exit routes shall have a clear height of not less than 2 m and be kept free from obstruction. Every part of each exit route shall be provided with adequate artificial lighting and backed up by an emergency lighting system providing a horizontal illuminance at floor level of not less than 2 lux. The design of the emergency lighting system shall comply with the *Code of Practice for Minimum Fire Service Installations and Equipment*.
- (e) All exit doors shall be capable of being readily opened from the inside without the use of a key. Automatic sliding doors shall stay open to the full width in the event of power failure.
- (f) Security shutters across exits must be kept open during business hours.
- (g) A solid separation of 450 mm should be provided between the shopfront of a restaurant and the final discharge point of an exit staircase of a building. The FRP (including insulation performance) of the solid separation should be not less than that of the enclosure wall of the staircase.
- (h) Where the direction of travel from an exit door of a room to a staircase or a point of discharge to a street is possible in one direction only (i.e. dead-end), the distance from any part of a room to an exit or a point, from which travel in different directions to 2 or more exits are available, shall not exceed 18 m. In other cases where alternative exit routes are available in more than one direction, it may vary from 30 m to 45 m, depending on the fire resisting construction of the exit routes.
- (i) For the purpose of determining the adequacy of means of escape, actual counting of the

population may be acceptable. For the avoidance of doubt, actual counting is referred to seating/ furniture/ fixtures, etc. put into place in the premises which help to demonstrate a fair and reasonable assessment of the population to be accommodated. In normal circumstances, to ensure the provision of adequate means of escape, the population of the premises is assessed as follows:

Use	Factor used in determining the population
Seating Area	1 m ² /person
Food Room Area	4.5 m ² /person
Dancing Area	0.75 m ² /person

Minor Works Control System

76. The *Buildings Ordinance* (BO) has been amended by the Buildings (Amendment) Ordinance 2008 and a set of new regulations, the *Building (Minor Works) Regulation* [B(MW)R] has been made to introduce a new system, the Minor Works Control System (MWCS) to control the carrying out of minor works. Apart from the existing system under which prior approval and consent of the Building Authority (BA) have to be sought for carrying out building works, a set of prescribed requirements that are simpler than the old system has been added to the BO by the above Amendment Ordinance and new regulations. The MWCS came into operation on 31 December 2010.

77. A new category of building works, namely “minor works”, and a new register of “registered minor works contractors” (RMWCs) for carrying out such minor works, have been introduced under the BO. In respect of minor works, the requirement to seek BA’s prior approval for building plans and consent to commence the works can be dispensed with. Minor works are classified into three classes according to their nature, scale and complexity as well as the risk to safety they pose. Common minor works at restaurants include:

- (a) Removal of architectural projection, rack (other than a drying rack), unauthorized floor slab or unauthorized structure;
- (b) Building works associated with installation, alteration or removal of service lift;
- (c) Erection, alteration, removal or strengthening of non-concrete canopy or supporting structure for an air-conditioning unit / water cooling tower;
- (d) Erection, alteration or removal of drains or internal staircase;
- (e) Formation or reinstatement of opening in a floor slab;
- (f) Replacement of display surface, erection, alteration or removal of signboards; and
- (g) Construction, alteration, repair or removal of window or window wall.
- (h) Construction, alteration, repair and removal of non-loading bearing external reinforced concrete walls/external block walls.

78. The BD will conduct audit checks to ascertain compliance with the statutory requirements and

ensure the quality and standard of “minor works”. Disciplinary and prosecution action may be taken against cases of non-compliance.

79. Tailor-made pamphlets with more comprehensive guidance are issued separately and can be downloaded from BD website at http://www.bd.gov.hk/english/documents/index_cglist.html.

80. Applicant may also appoint an Authorized Person to make formal submission for minor works together with other building works of larger scale to BD for approval and consent prior to the commencement of such works.

Unauthorized Building Works

81. The existence of UBW on or affecting premises under application for restaurant licences may pose risks to the safety of the public, restaurant employees and patrons. A policy on free of UBW has been implemented with effect from 18 April 2006. The BD⁹ will not recommend to the Licensing Authority to issue a restaurant licence if UBW, particularly, unauthorized cockloft, slabbing-over of original staircase opening and cockloft void, which pose risks to public safety are found on the premises under application. Examples of UBW affecting public safety can be found in Annex B of Guideline UBW-1 at **Appendix P**.

82. Applicant should note that minor works violating the statutory requirements of the MWCS (e.g. without appointment of prescribed building professional, if required /prescribed registered contractor to carry out minor works) and the BO are unauthorized building works and will not be accepted by the Licensing Authority notwithstanding that appropriate action may be taken by BD against such works. The above circumstances will be regarded as not meeting the relevant licensing requirements and the licence application may be refused accordingly.

83. The erection of advertising signs should be in accordance with the “*Guide on Erection and Maintenance of Advertising Signs*” issued by the BD. In general, advertising signs projecting over a pavement should have a minimum vertical clearance of 3.5m and a minimum horizontal clearance of 1.0m from the curb of such pavement. Advertising signs projecting over a carriageway should have a minimum vertical clearance of 5.8m. For new signboard, the applicant must enlist an AP/RSE to submit plans for BD’s approval before the erection. Copies of the Guide can be obtained from the BD for reference. Advertising signs which fall within the classes of minor works should be commenced and carried out according to the *Building (Minor Works) Regulation*.

84. Applicants’ attention is drawn to the *Disability Discrimination Ordinance (Cap. 487)* in regard to the provision of access and facilities for persons with a disability. Unauthorized removal or alteration of existing approved access and facilities (e.g. ramps and toilets) for persons with a disability will not be accepted and the applicant is required to reinstate such facilities. Also building works which hinder the access to the restaurant for persons with a disability (e.g. raised platform in seating areas) will not be acceptable unless suitable facilities (e.g. ramps) are provided.

85. Applicant should furnish the certification of an AP/RSE that the requirement of free of UBW has been met at the premises¹⁰ at the time of reporting compliance with the provisional and full licence requirements. Specimen Forms UBW-1 and UBW-2 are shown at **Appendix Q** (Annex I and II). Certifications should be prepared in accordance with the Guidelines at

⁹ ICU of Housing Department, Arch SD and Lands D assume similar role of BD for premises under their purview.

¹⁰ Certification is necessary for premises at private buildings, those divested to the Link and NTEH. For premises at Government properties and Housing Authority’s properties, certification is not necessary as the department/organization concerned will conduct regular check to ensure the premises are UBW free.

Appendix P¹¹ and applicant should take note of the following :

- (a) The flow charts at **Appendix Q** (Annex III and IV) indicate the procedures for audit checking of AP/RSE's certification for provisional licence and full licence ;
- (b) If the auditing of the Form UBW-1 fails, FEHD will cancel the provisional licence, and not to process the application for full licence unless the outstanding UBW are removed and a revised Form UBW-1 is resubmitted;
- (c) If the auditing of the Form UBW-2 fails, FEHD will cancel the full licence unless the outstanding UBW are removed and a revised Form UBW-2 is resubmitted; and
- (d) If the Form UBW-1 and/or UBW-2 have not been selected for audit checking, a notification letter will be given to the AP/RSE with copy to the applicant. However, this would not derogate the power of the Building Authority to take enforcement/disciplinary actions when false certification/site irregularities are subsequently found.

Application Processing

86. Staff of the BD will carry out separate site inspection to check that the submitted plans conform to the actual premises, to determine the suitability of the premises and the scope of any proposed or required alterations.

87. Apart from advising FEHD, the BD will send a copy of its building safety requirements to the applicant.

88. Through arrangements by the respective FEHD Licensing Office, an officer from the BD will take part in the Application Vetting Panel meeting to discuss the application with other departments concerned and the applicant. If there are serious or major impediments to licensing, the applicant will also be informed at the meeting with advice on any remedies.

3-tier System for Verification of Compliance with Building Safety Requirements

89. With effect from 1 August 1996, in order to streamline and simplify the processing of verification of compliance with building safety requirements for restaurant licensing, the BD has adopted a 3-tier system for verification of compliance with building safety requirements, under which building requirements are graded into Categories 1, 2 and 3 as follows:

(a) Category 1

The applicant is required to certify compliance direct to the respective FEHD Licensing Office in respect of requirements relating to matters of fact e.g. exit doors opening in direction of exit, removal of movable obstructions from exit routes and extent of licensed area.

(b) Category 2

An AP/RSE is required to certify compliance direct to the respective FEHD Licensing Office in respect of requirements involving a professional appraisal relative to well-established standards, e.g. improvement of means of escape to stipulated standards, structural justification for additional loading, separation between different uses and removal of unauthorized building works.

¹¹ Please refer to Annex I, II and III to Appendix P for premises in private buildings, premises in NTEH and premises divested to the Link respectively.

(c) Category 3

An AP/RSE is required to report compliance to the BD in cases involving more serious concerns about building safety e.g. approval of plans for extensive alterations and additions works prior to licensing, adequacy of means of escape from a restaurant with interface with other parts of a building and assessment of the structural stability of a restaurant premises vis-a-vis the entire building.

A list showing the categorization of typical building safety issues is at **Appendix O**. Under this 3-tier system, the respective FEHD Licensing Office will inform the applicant of the arrangements for reporting compliance with Categories 1 and 2 requirements along with the issue of the letter of requirements (paragraph 61 of Part IV refers). However, if there are Category 3 requirements, the applicant's AP/RSE is required to report compliance with the Category 3 requirements to the BD. The respective FEHD Licensing Office will not issue any letter of requirements until after the BD has confirmed that the applicant has fully complied with all the Category 3 requirements.

**REQUESTS FOR VIEWING AND COPYING OF
APPROVED PLANS & DOCUMENTS**

Viewing and copying of approved plans and documents are available at Buildings Department at a prescribed fee. Requests can be made in a standard application form available in Buildings Department or on the web site <http://www.bd.gov.hk> through Building Records Access and Viewing under On Line System (BRAVO). Prior appointment may be necessary so as to allow for the records to be retrieved. For enquiries, please contact the Customer Service Unit of Building Information Centre of Buildings Department. (Tel. No.: 2626 1207).

For Housing Authority's premises and premises divested to The Link, the approved plans and documents are available at the ICU of the Housing Department at a prescribed fee. Request can be made at tel. no. 3162 0488. Prior appointment may be necessary so as to allow for the records to be retrieved.

CODES OF PRACTICE ON FIRE SAFETY CONSTRUCTIONS

The Codes of Practices mentioned in paragraphs 73 and 74 are available for viewing on the Buildings Department web site (<http://www.bd.gov.hk>).

ENQUIRIES

For enquiries, please contact the Licensing Unit, Buildings Department, 12/F., Pioneer Centre, 750 Nathan Road, Kowloon (Tel. No.: 2626 1085*, Fax No.: 2625 0703) in respect of private buildings or the ICU, Housing Department, 9/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon (Tel. No.: 3162 0488, Fax No.: 3523 1200) in respect of Housing Authority's properties or properties divested to The Link.

*Handled by "1823 Call Centre" of the Government.

Part VI

THE ROLE OF THE FIRE SERVICES DEPARTMENT

The Role of the Director of Fire Services

90. The Licensing Authority will not issue any licence until after the applicant has complied with, among others, all requirements imposed by the Director of Fire Services. The proof of compliance with fire safety requirements is a Fire Services Certificate issued by the FSD, which is a pre-requisite for the issue of a restaurant licence. If there are installation/alteration works on the mechanical ventilating system of the premises under application for a restaurant licence, which fall within the *Ventilation of Scheduled Premises Regulations (Cap.132CE)*, a Letter of Compliance (Ventilating System) is also one of the pre-requisites for the issue of restaurant licence. This part describes the procedures of processing an application for a Fire Services Certificate and Letter of Compliance (Ventilating System) by the FSD and further enquiries can be made to any of the Regional Offices and Ventilation Division of the FSD.

How to Obtain a Fire Services Certificate

91. The applicant does not need to apply directly to the FSD for a Fire Services Certificate (a sample is at **Annex I of Appendix R**) in respect of premises under application for a restaurant licence. The respective Regional Office will, upon receiving the referral of the application for a restaurant licence from the respective Licensing Office of the FEHD, process it as an application for a Fire Services Certificate. FSD will make direct contact with the applicant, with copies of all relevant correspondences to the Licensing Office of the FEHD.

The Procedures

92. For each individual application, the FSD will consider whether the premises are suitable for the operation of a restaurant. If the proposed layout and the premises are considered suitable for such purpose, detailed fire safety requirements will be formulated and issued to the applicant direct. If the premises and/or the proposed layout are/is considered unsuitable for such purpose, a letter of objection stating the reasons for objection will be issued to the applicant. Through the arrangement by the FEHD, the FSD will also take part in the Application Vetting Panel meeting for any matters arising from the application.

Fire Safety Requirements

93. Fire safety requirements are measures to protect the safety of public and the premises against fire, limit its spread and at the same time give warning to the occupants of the premises. There are general fire safety requirements published by the FSD which are available in their departmental homepage (<http://www.hkfsd.gov.hk/home/eng/licensing.html>) for the reference of applicants of restaurant licences. To support compliance of requirements, applicants will be required to obtain the following certificates, licence or letter of approval :

- (a) *Certificate of Fire Service Installations and Equipment (FS 251) and Certificate of Compliance (FSI/314A or FSI/314B)*

These certificates are issued by a registered fire service installations (FSI) contractor. The purpose of a FS 251 certificate is to ensure that following the decoration of the premises, the fire service installations provided for the building are still in efficient working order. If there is a need to alter or add any fire service installation and equipment in the premises, the applicant should appoint a registered FSI contractor to

carry out the work. The registered FSI contractor should submit a copy of the certificate (FSI/314A or FSI/314B as appropriate) together with the relevant FSI plan to the Director of Fire Services. Upon completion of the work, the registered FSI contractor should inspect and certify the installations, and submit a copy of the Certificate of Fire Service Installations and Equipment (FS 251) to the Director of Fire Services. A list of registered FSI contractors is available for inspection at the Regional Offices, all fire stations and FSD website: www.hkfsd.gov.hk/home/eng/cert.html. Samples of the FS 251, FSI/314A and FSI/314B are at **Annex II – III of Appendix R** for reference.

(b) *Dangerous Goods Licence/Letter of Approval*

If the storage of dangerous goods exceeds the exempted quantity, or any tankage is used to store dangerous goods in liquid form, a Dangerous Goods Licence (sample at **Annex IV of Appendix R**) or Letter of Approval in respect of the storage and use of dangerous goods issued by the FSD is required. The purpose of the licence/letter of approval is to ensure that the dangerous goods stored or used in the premises do not pose any undue risk to the premises and their vicinities. The type of licence/letter of approval required by FSD depends on the fuel to be used, which in turn may restrict the location of the food premises; the quantity of fuel that may be permitted; and the design of the kitchen.

(c) *Test report/Catalogue of the Emergency Lighting Unit and FS 251*

The purpose of this test report or catalogue is to enable the FSD to check whether the self-contained battery type emergency lighting unit, if installed, meets the specified standards. This requirement for Self-contained Luminaires Emergency Lighting Systems PPA/104(A)(4th revision) has been taken into effect from 1 January 2007.

(d) *Test report and invoice of Polyurethane (PU) foam filled furniture*

The invoice from the manufacturers/suppliers indicating that the PU foam filled furniture items meet the relevant flammability standards and a copy of the test certificate issued by a testing laboratory accredited to conduct tests according to specified standards. The test certificate should bear the supplier's/manufacture's company seal for authentication purposes and PU foam filled furniture items meeting the specified standards should bear appropriate labels.

Paragraphs 94 to 96 hereunder list the restrictions to be imposed on the use of fuel and paragraphs 113 to 120 in Part VII list the restrictions to be imposed on the use of electricity, town gas, liquefied petroleum gas and natural gas as fuel.

Use of Fuel

94. Fire safety requirements for the use of various fuels in restaurant premises are available in FSD's homepage: <http://www.hkfsd.gov.hk/home/eng/licensing.html>. Generally speaking, there is no restriction on the use of electricity and town gas as fuel. From fire safety point of view, if liquid fuels are to be used, only diesel and kerosene are permitted to be used in the kitchen of the restaurant premises subject to the compliance of the *Dangerous Goods Ordinance (Cap. 295)* and its subsidiary legislation and the fire safety requirements stipulated by the FSD. In general, the use of diesel and kerosene will require the following approval or licence respectively:

(a) Diesel, which may be stored subject to approval/licensing as follows :

- (i) for quantity not exceeding 2,500 litres in service tanks, the tank and its associated pipings and equipment should be approved by the Director of Fire Services under regulation 99A(1) of the *Dangerous Goods (General) Regulation (Cap 295B)*; and
- (ii) for quantity exceeding 2,500 litres, the storage requires a Dangerous Goods Licence issued by the FSD under Section 6 of the *Dangerous Goods Ordinance (Cap 295)*.

The applicant is also advised to read paragraphs 28 to 30 in Part II for the requirements of the FEHD.

- (b) Kerosene, if the capacity of the storage/use of which exceeds 20 litres, a separate licensed dangerous goods store shall be provided under Section 6 of the *Dangerous Goods Ordinance (Cap. 295)*; and

The applicant is required to submit separate application for approval/licence for the storage of diesel and/or kerosene to the Dangerous Goods Division of the FSD.

95. For the use of solid fuel, fire separation between the kitchen and other parts of the premises is required. The applicant is also advised to read paragraphs 28 to 30 in Part II for the requirements of the FEHD.

96. The applicant is advised to read paragraph 30 in Part II for the provision of an independent chimney when using diesel oil or solid fuel. The applicant is also advised to read paragraphs 113 to 120 in Part VII for electrical and gas installations.

Report of Compliance

97. Applicants or their authorized representatives should, upon completion of all works required, inform the respective Regional Office by phone, in writing or via email so that follow-up inspection can be arranged. The addresses, telephone numbers and email addresses of these offices are at **Appendix A**. To ensure smooth processing of licence inspection, the applicant should submit **ALL** required documentary proof of compliance with fire safety requirements to the respective Regional Office before a compliance inspection would be arranged. Given below are some common documentary proof of compliance with fire safety requirements:

- (a) Certificates of Fire Service Installations and Equipment (FS 251); and
- (b) Invoices from manufacturers/ suppliers and test certificates from testing laboratories indicating that the polyurethane (PU) foam filled mattresses and upholstered furniture used in the premises have complied with the specified standards. (Test certificates shall be issued by an accredited laboratory authorized to conduct such test according to the specified standard, and be stamped with the company's chop of the manufacturer/supplier for verification.)

Follow-up Inspection

98. If non-compliance with fire safety requirements is spotted during the follow-up inspection, the subject Regional Office will advise the applicant in writing of any remedial works required, and arrange for further follow-up inspection after the applicant has notified that all the requirements have been met.

Issue of a Fire Services Certificate

99. If the follow-up inspection has proved that all fire safety requirements have been complied with and the layout of the premises conforms to the approved plan, the applicant will be

notified in writing by FSD that a Fire Services Certificate is available for collection after payment of the prescribed fee. A copy of the notification will be forwarded to the respective Licensing Office of FEHD by the FSD.

100. The Fire Services Certificate is one of the pre-requisites for the issue of a restaurant licence. However, the certificate remains valid only if the actual layout of the premises conforms to the latest plans accepted by FSD, and that all necessary fire safety requirements stipulated are fully complied with. If there are alterations or additions to the premises that may affect fire safety, a new Fire Services Certificate may be required.

How to Obtain a Letter of Compliance (Ventilating System)

101. The Letter of Compliance (Ventilating System) (sample at **Annex V of Appendix R**) is issued by the Ventilation Division of the FSD. The purpose of this Letter of Compliance is to certify that the mechanical ventilating system installed in the restaurant premises has been inspected, and complies with the fire safety provisions stipulated in the *Ventilation of Scheduled Premises Regulation (Cap. 132CE)* and the fire safety requirements on mechanical ventilating system issued by the FSD.

The Procedures

102. The applicant does not need to apply directly to the FSD for a Letter of Compliance for the mechanical ventilating system of the premises under application. If the applicant has indicated in the application that a mechanical ventilating system will be provided at the premises, fire safety requirements on mechanical ventilating systems at **Appendix G** will be issued to the applicant directly by the FSD.

103. Before the ventilation work is commenced on site, the applicant is required to submit three sets of ventilation/air-conditioning layout plans directly to the Licensing Office of the FEHD. The FEHD will refer the plans to the Ventilation Division of the FSD for processing.

Use of Electrostatic Precipitator

104. Should the applicant consider the installation of an electrostatic precipitator or air cleaner to achieve more effective control of oily fumes or cooking odour at kitchen exhaust, test report and certificate of such equipment have to be submitted to the FSD for approval prior to its installation. To save your time and effort on documentary submission, certain models of electrostatic precipitator had already been accepted for use and the list can be obtainable at FSD website: http://www.hkfsd.gov.hk/home/eng/accep_eq.html.

Report of Compliance

105. When all ventilation installation works have been completed in full compliance with the fire safety requirements, the applicant should fill out a prescribed form (Vent/425) (sample at **Annex VI of Appendix R**) which should also be certified by the contractor and return the original copy to the Ventilation Division, so that an inspection can be arranged.

106. To ensure smooth processing of licence inspection, applicant's particular attention is drawn to the following aspects:

- (a) The applicant should submit the ventilation drawings in advance to the Licensing Office of FEHD. The ventilation drawings shall clearly indicate the layout of all existing or new installations, including air ducts, positions of fire dampers,

ventilation equipment and fire rated enclosures within the licensing area.

- (b) For application on ventilating system alteration, the applicant should be ready to produce a valid annual inspection certificate for the existing installation and the installation under alteration shall be highlighted in the ventilation drawing.
- (c) If the applicant does not wish to handle the ventilation inspection application in person, he must appoint, in the form of authorisation letter, a representative for document submission, attending site inspection and receiving advice. Otherwise, the process of application may be delayed or the inspection cannot be arranged.

Initial and Follow-up Inspection

107. If the ventilating system does not comply with fire safety requirements, the inspection officer of Ventilation Division will, during initial inspection, advise the applicant or the appointed representative of any remedial works required. A formal list of non-compliance works will be issued to the applicant through the respective Licensing Office of FEHD. After rectifying the defects of the ventilation installation, the applicant is required to report compliance to the Ventilation Division once again. The procedure is identical to that of initial inspection.

108. Failure to provide sufficient information (e.g. drawing plan) and necessary certification document for verification may delay the inspection and the issue of the Letter of Compliance (Ventilating System) which is one of the pre-requisites for the granting of a restaurant licence.

Issue of a Letter of Compliance (Ventilating System)

109. After confirmation from the inspection officer of Ventilation Division that all fire safety requirements for the mechanical ventilating system have been complied with, a Letter of Compliance (Ventilating System) will be issued directly to the applicant with a copy to the respective Licensing Office of the FEHD. The letter will normally be mailed to premises address. If the applicant wishes to collect the letter in person or have it mailed to another correspondence address, a written request shall be submitted before the inspection of the ventilating system is conducted.

ENQUIRIES

The contact particulars of the offices of the FSD are at **Appendix A**.

Part VII

THE ROLE OF THE ELECTRICAL AND MECHANICAL SERVICES DEPARTMENT

The Role of the Director of Electrical and Mechanical Services

110. The applicant shall submit relevant certificates to the Licensing Authority if electricity, town gas, liquefied petroleum gas (LPG), natural gas or any mixture of such gases are to be used in a restaurant.

111. These certificates shall be issued by electrical or gas contractors registered with the EMSD, to certify that the electrical or gas installation in the restaurant complies with relevant legislative requirements and codes of practice.

112. Paragraphs 113 to 120 hereunder list the requirements for each type of fuel. Any specific queries concerning the use of electricity, town gas, LPG, natural gas or any mixture of such gases can be directed to the EMSD. Its address and telephone number are shown at Appendix A.

Electricity

113. No restriction is imposed on the use of electricity as fuel for a food business. However, all fixed electrical installation works should be carried out by a registered electrical contractor¹²/worker. Either a copy or the original of the Work Completion Certificate (Form WR1) issued both as regards the electrical work (including new, alteration, addition or repairing work) on the fixed electrical installation of the restaurant and for the purposes of regulation 19 of the *Electricity (Wiring) Regulations, (Cap. 406E)*, or a copy of endorsed Periodic Test Certificate (Form WR2) issued both as regards the existing fixed electrical installation of the restaurant and for the purposes of regulation 20 of the *Electricity (Wiring) Regulations (Cap. 406E)*, should be obtained and forwarded to the Licensing Authority.

Town Gas, LPG, Natural Gas or any mixture of such gases

114. All gas installation works on the premises must be carried out in accordance with the *Gas Safety Ordinance (Cap. 51)* by a registered gas contractor¹³. Such works include new installations, and modifications or servicing/repair of existing gas installations. The office of the Gas Authority, the Gas Standards Office of EMSD, is responsible for enforcing gas safety legislation and approving codes of practice for such works.

115. Town gas installations should comply with the *Gas Safety Ordinance* and relevant codes of practice issued by the Gas Authority, and operating procedures issued by the registered gas supply company (i.e. Hong Kong and China Gas Company Ltd.).

116. LPG installations, including portable gas appliances, should comply with the *Gas Safety Ordinance* and relevant codes of practice (including the *Gas Utilisation Code of Practice 06 (GU 06) – LPG Installations for Catering Purposes in Commercial Premises*) issued by the Gas Authority. In particular, the following should be noted :

- (a) The use or storage of LPG cylinders exceeding 130 litres nominal water capacity requires

¹² Registered electrical contractor list is available at the EMSD website,
http://www.emsd.gov.hk/emsd/eng/pps/electricity_reg_ec.shtml

¹³ Registered gas contractor list is available at the EMSD website,
http://www.emsd.gov.hk/emsd/eng/pps/gas_reg.shtml

the written approval of the Gas Authority in accordance with the *Gas Safety (Gas Supply) Regulations*.

- (b) LPG shall not be supplied to areas below ground level.
- (c) LPG cylinders (other than for LPG dim-sum trolleys) should not be used unless a central LPG, or Towngas, piped supply is unavailable in the premises.
- (d) LPG cylinders shall only be supplied from a distributor approved by registered gas supply companies¹⁴. Cylinders must be placed in a purpose-built storage chamber and connected to appliances by means of rigid metal pipework.

Domestic Gas Appliances and Gas Flexible Tubing

117. (a) Regulations require that all domestic gas appliances to be supplied and installed for use in Hong Kong shall be approved by the Gas Authority, EMSD. That includes all new gas appliances primarily designed, or intended to be used inside domestic premises, for example, cookers, water heaters, and portable cassette cookers fuelled by small disposable gas cylinders. Approved domestic gas appliances¹⁵ shall bear a mark, known as the GU Mark. For information of approved appliance models, please inspect the list at EMSD or browse EMSD web-page (<http://www.emsd.gov.hk>).
- (b) All models of flexible gas tubing¹⁶ to be imported or manufactured for use in Hong Kong for low-pressure applications (supply pressure not exceeding 7.5kPa) shall have already been approved by the Gas Authority, EMSD, in accordance with the *Gas Safety (Miscellaneous) Regulations (Cap. 51F)* and *Code of Practice GU01*.

Installation of Mechanical Exhaust System for Gas Appliances

118. (a) For those catering installation where natural ventilation is not sufficient or not available, mechanical ventilation shall be employed. An electrical interlock or air pressure switch system or equivalent shall be employed to ensure that the mechanical exhaust system is always in operation when gas appliances are in use in accordance with Regulation 24(4) of the *Gas safety (Installation and Use) Regulations (Cap. 51C)*.
- (b) An exhaust vent /duct shall be installed at a place away from the fresh air intake so as to prevent any air re-circulation.
- (c) An exhaust vent/duct shall terminate in a well ventilated location so that the exhaust gas can be adequately dispersed without hindrance.
- (d) The installation shall comply with the requirements in the *Gas Utilization Code of Practice 12 (GU12) – Installation of Mechanical Exhaust System for Gas Appliances (Rated Heat Input Up to 70kW)*. The code specifies requirements such as interlocks for gas appliances with exhaust physically connected to a mechanical

¹⁴ Register of LPG cylinder distributors is available at the EMSD website, http://www.emsd.gov.hk/emsd/eng/pps/gas_reg.shtml

¹⁵ List of approved domestic gas appliances is available at the EMSD website, http://www.emsd.gov.hk/emsd/eng/pps/gas_reg.shtml

¹⁶ List of approved flexible gas tubing is available at the EMSD website, http://www.emsd.gov.hk/emsd/eng/pps/gas_reg.shtml

exhaust system.

Work Certification Scheme

119. The following describes the procedures that an applicant for a restaurant licence has to follow under the Work Certification Scheme, when proposing gas installation and modification works on the premises under application :

- (a) The applicant should select a registered gas contractor¹⁷.
- (b) Prior to commencement of works, the applicant should obtain a Certificate of Compliance signed by the registered gas contractor and forward it to the Licensing Authority.
- (c) Upon completion of all gas installation and modification works, to include commissioning of gas appliances, the applicant should obtain a signed Certificate of Completion from the registered gas contractor and forward it to the Licensing Authority.

120. The Licensing Authority will check that the relevant work certificates have been properly completed. There will be no inspections of work for the purpose of issuing a licence. The registered gas contractor will be responsible for ensuring that all works are completed in accordance with legislative requirements and relevant codes of practice. The Gas Standards Office will subsequently carry out quality control of completed works from time to time.

Maintenance of Gas Installations

121. The owners/operators of the restaurants should

- (a) ensure that any gas appliance, gas pipework, flexible gas tubing, interlock of mechanical exhaust system and gas supply system, flue installed associated with gas appliances at any place of work under his/her control is maintained in a good condition and an effective working manner so as to prevent risk of injury to any person.
- (b) arrange for a registered gas contractor to carry out regular safety inspection at an interval not longer than 12 months to ensure gas appliances and fittings are in order.
- (c) arrange for registered gas contractor to replace the flexible gas tubing before the expiry of its service life.
- (d) keep records of inspection and maintenance of the gas installation (including all gas appliances, gas tubing and kitchen ventilation/exhaust safety checks) for a period of not less than two years after the gas installation work concerned is carried out.
- (e) make use of the services provided by approved LPG distributors only. Information of approved LPG distributors is available at EMSD web-page (<http://www.emsd.gov.hk>).

¹⁷ Registered gas contractor lists are available at the EMSD website, http://www.emsd.gov.hk/emsd/eng/pps/gas_reg.shtml

Part VIII

PROVISIONAL RESTAURANT LICENCES

Provisional General/Light Refreshment Restaurant Licences

122. Under section 33C of the *Food Business Regulation (Cap.132X)*, the Licensing Authority may, if such applications are made, issue Provisional General/Light Refreshment Restaurant Licences to premises which have met all essential health, ventilation, building and fire safety requirements for the issue of provisional licences imposed by all the Government departments concerned. This enables applicants to operate their restaurants on a provisional basis following certification of compliance of essential requirements, pending the issue of full licence.

Application and Licensing Procedures

123. Application for a provisional licence is entirely optional. Applicant may apply for a provisional licence concurrently with the application for a full licence or at a later stage before the issue of full licence. Application for a provisional licence without applying for a full licence will not be considered by the Licensing Authority.

124. The licensing procedures of application for provisional licences are same as those of application for full licences except that after the issue of the letter of requirements (provisional licence), the applicant is required to report compliance by submission of certifications by professionals. The flow chart at **Appendix I** depicts the licensing procedures of application for provisional licences (as well as those of application for full licences).

Criteria for Issue

125. The Licensing Authority will issue a provisional licence if :

- (a) there is no objection in principle to the application for a full licence, i.e., the application has been accepted by the Application Vetting Panel;
- (b) the applicant has been issued with a list of essential licensing requirements concerning health (**Appendix K**) building safety, fire safety and ventilation aspects as required by the concerned departments for the issue of a provisional licence; and
- (c) the Licensing Authority is satisfied that all licensing requirements for provisional licence have been met upon receipt of the Report of Compliance for the Grant of Provisional Licence (**Appendix S**) from the applicant enclosing the following certificates (**Appendix T**) and documents –
 - (i) Certificate of Compliance A (Health Requirements);
 - (ii) Certificate of Compliance B (Building Safety Requirements) together with a copy of Certificate of Completion and / or Notice of Commencement of Minor Works (if applicable);
 - (iii) Certificate of Compliance C (Fire Services Requirements)¹⁸;
 - (iv) Certificate of Compliance D (Ventilation Requirements) together with three copies of ventilating system layout plans, drawn to scale, showing the final layout of the ventilating system installed in the premises;

¹⁸ The applicant should declare in the Certificate of Compliance C whether polyurethane foam filled mattresses and upholstered furniture (“the furniture”) is used in the premises under application for a restaurant licence. If the furniture is used, the invoices and test certificates should be produced during FSD’s verification inspection. If the invoices and test certificates cannot be produced during FSD’s verification inspection, the relevant delivery notes contained a list of the concerned furniture with details of types, quantity and colour should be produced to FSD as an interim measure. A grace period of 8 weeks from the date of the verification inspection by FSD will be given for the applicant to submit the relevant invoices and test certificates to FSD. The Licensing Authority shall have the right and absolute discretion to refuse to grant a Provisional Licence to the application or cancel the Provisional Licence issued to the applicant at any time if the applicant fails to produce the relevant delivery notes, invoices or test certificates as and when required.

- (v) Certification of Free of UBW for Provisional Licence Application (Form UBW-1) (**Annex I of Appendix Q**); and
- (d) a duly completed nomination form for Hygiene Manager and / or Hygiene Supervisor together with a copy of the relevant course certificate(s) [Remarks: the original of the course certificate(s) of Hygiene Manager and / or Hygiene Supervisor should be produced for verification]. For Hygiene Supervisor who has completed a Hygiene Supervisor training course organized by the FEHD and is awarded a certificate, submission of a copy of the course certificate is not required.

126. If the applicant has been issued with a provisional food business licence of the same nature of food business at the same premises as that of the provisional licence to be applied, the Licensing Authority will refuse his provisional licence application if it is made within 3 years from the date of expiry of the last provisional licence issued to him. However, the Licensing Authority will continue to process his application for a full licence in respect of the premises under the established licensing policy unless he advises the Licensing Authority otherwise in writing.

127. The following professional persons are recognised by the Licensing Authority for the purpose of certification for the issue of provisional licences :

- (a) authorised persons or registered structural engineers registered under the *Buildings Ordinance* in respect of health, building safety requirements and free of unauthorized building works at the food premises;
- (b) fire service installation contractors registered under the *Fire Services Ordinance* in respect of fire service installations and equipment; and
- (c) registered specialist contractors (ventilation works category) under the *Buildings Ordinance* in respect of ventilating systems.

To obtain the lists of the authorized persons and registered structural engineers, registered fire service installation contractors and registered specialist contractors (ventilation works category), please browse the web sites of BD (http://www.bd.gov.hk/english/inform/index_ap.html) and FSD (<http://www.hkfsd.gov.hk/home/eng/cert.html>).

The Licence Issuing Offices

128. All applicants (or their authorised representatives) may approach the Licence Issuing Offices of the FEHD for issue of the provisional licences over the counter after they have complied with all the licensing requirements stipulated in the letter of requirements (provisional licence). The applicant is required to submit the prescribed report form enclosed with the required certificates and documents as detailed in paragraph 125 above. Having confirmed the certificates and documents are acceptable and the applicant has paid the licence fee, a provisional licence valid for 6 months will be issued to him within one working day. The applicants may also choose to send their applications for provisional licence by post. The provisional licence will be issued to them within 7 days.

Validity

129. A provisional licence shall be valid for six months to enable the licensee to operate his restaurant on a provisional basis following certification of compliance of essential requirements, pending the issue of a full licence.

Renewal

130. The Licensing Authority may in exceptional circumstances renew a provisional licence, before it expires, for only a further period not exceeding six months, if it is satisfied that the non-compliance with the outstanding requirements for the issue of a full licence is due to factors beyond the reasonable control of the licensee, his contractors and his agents. Examples of such circumstances are :

- (a) the processing of the full licence application being hindered by a cause which is not attributable to the act, default or omission of the licensee, his contractors and his agents; and
- (b) the occurrence of such events as labour strikes, curfews and natural disasters.

131. Applicants who intend to apply for renewal of a provisional licence should submit an application three weeks before the expiry of the licence with evidence to show that the failure to comply with the full licence requirements is due to factors referred to in paragraph 130 above. If the application for renewal is refused, any person operating unlicensed restaurant business after the expiry of provisional restaurant licence will be prosecuted. In this regard, applicants are strongly advised to take early action to meet all the licensing requirements for issue of a full restaurant licence

Transfer

132. A provisional licence is not transferable except with the consent of the Licensing Authority and that the proposed transferee shall also be the applicant for the full restaurant licence. The existing policies and guidelines governing the transfer of full licences will apply to application for the transfer of provisional licences.

Licence Fee

133. The licence fee for the issue and renewal of a provisional licence shall be 50% of the fee for a full licence. Nevertheless, if a full licence is issued during the validity period of a provisional licence, refund of part of the fee paid in respect of the provisional licence will be made on a pro-rata basis.

Monitoring

134. Premises issued with a provisional licence will be subject to the same licence conditions, risk-based inspection system and licence suspension/cancellation policies operating under the existing full licensing system.

135. The licensing staff of the departments concerned will follow-up on the letter of requirements for the issue of a full licence in accordance with their normal departmental licensing procedures.

Cancellation

136. The provisional licence will be subject to cancellation should there be non-compliance with any of the requirements on health, building safety, fire safety and ventilation pertaining to the provisional licence.

137. The Director of Food and Environmental Hygiene may immediately cancel the provisional licence issued if any information certified correct in the certificates of compliance, certification on free of unauthorized building works (Form UBW-1) or self-declaration on compliance with Government lease conditions submitted by the applicant or his authorized professionals is later found to be incorrect, fraudulent or misleading, or the declaration made is false. The Director of Food and Environmental Hygiene will not exercise his discretion to suspend the “immediate cancellation” decision during the pending period of appeal even if the applicant appeals against the decision to be heard in the respective appeal tribunals.

PART IX

ENVIRONMENTAL PROTECTION MEASURES

Environmental Requirements Relating to Restaurants

138. The issue of a restaurant licence does not exempt the licensee from meeting the environmental requirements imposed by the Environmental Protection Department (EPD). Among other things, the following environmental requirements are particularly relevant to restaurants :

Requirements under Air Pollution Control Ordinance (Cap. 311)

- (a) Appropriate air pollution control equipment should be installed such that there should be no visible fume emission from the kitchen exhaust and the emission should not cause any odour nuisance to the nearby sensitive receptors such as residential premises and school.
- (b) Emission of dark smoke from a chimney or equipment should not be more than six minutes in any period of four hours or for more than three minutes continuously at any one time.
- (c) Prior approval from the EPD should be obtained for installation, alteration or modification of any chimney, furnace or flue if the total fuel consumption rate exceeds the prescribed levels (for further details, please refer to paragraphs 28 to 30).
- (d) Only gaseous fuel is allowed to be used in the Sha Tin Fuel Restriction Area under *Air Pollution Control (Fuel Restriction) Regulations*. For more information, please visit the EPD and the Green Restaurant Websites, internet addresses: www.epd.gov.hk & www.greenrestaurant-hk.org respectively or you may contact the EPD offices shown in the **Appendix A**.

Requirements under Noise Control Ordinance (Cap. 400)

- (a) Excessive levels of noise, for example, from ventilating systems & refrigeration units, are not allowed. Detailed explanations of the noise requirements and the relevant acceptable noise levels are provided in the *Technical Memorandum for the Assessment of Noise from Places other than Domestic Premises, Public Places or Construction Sites* available from the EPD and the Green Restaurant Websites, internet addresses: www.epd.gov.hk & www.greenrestaurant-hk.org respectively.

Requirements under Water Pollution Control Ordinance (Cap. 358)

- (a) A licence should be obtained from the EPD before commencing any trade effluent discharge from a restaurant. Restaurant owners/operators should ensure that discharges are made in accordance with the terms and conditions of the licence. Full details of the application procedures for a discharge licence can be found in the booklet *A Guide to the Water Pollution Control Ordinance* available from the EPD and the Green Restaurant Websites, internet addresses: www.epd.gov.hk & www.greenrestaurant-hk.org respectively.

139. Any enquiries relating to environmental requirements and application for licence or

approval under the above-mentioned requirements may be referred to the offices of EPD or the “Compliance Assistance Centre” (CAC) as detailed at **Appendix A**. Most of the information can be found in the EPD and the Green Restaurant Websites, internet addresses: www.epd.gov.hk & www.greenrestaurant-hk.org respectively.

Important Advice

General

140. The design and installation of pollution control equipment usually involves complicated technical issues. Approval and consent from the Building Authority may also be required for their installation. Restaurant owners/operators are advised to appoint competent consultant/qualified engineer/authorized person to undertake the design and installation as well as seeking approval from the Building Authority.

141. Site selection, positioning and design of equipment as well as selection and installation of pollution control equipment are the key to prevent pollution. Restaurant owners/operators should take note of the following or approach EPD’s CAC at the early stage of planning their restaurants in order to avoid environmental problems that may subsequently arise from the operation of the business.

Location of the Restaurant

142. Site constraints, such as the lack of suitable location for cooking fumes outlets, may pose severe difficulty in managing the pollution arising from restaurant operations. The following summarizes the main environmental considerations involved for site selection:

General

- (a) Sufficient buffer distance from nearby residents should be allowed.
- (b) Position and installation of pollution control equipment should be allowed.

Avoidance of Air Pollution

- (a) Choosing residential block or sites close to residential block as restaurants should be avoided.
- (b) Enough separation distance should be allowed for positioning the exhaust outlet for effective dispersion of cooking fumes/odour to the open air.
- (c) Enough space and adequate access should be provided for installation of air pollution control equipment.
- (d) Other than the properly designed exhaust system, there should be no free passage in the premises through which cooking fumes and odour could escape to the neighbouring areas.

Avoidance of Noise Nuisance

- (a) Enclosed space like plant room should be made available for installation of noisy equipment, especially for those which may need to be operated during night time.
- (b) If equipment likely to cause noise nuisance (such as air-cooled chillers) has to be

installed in open area, the feasibility of installation of noise control equipment should be considered taking into account the floor loading limit.

Avoidance of Waste and Water Pollution

- (a) Suitable space for installation and maintenance of grease traps or other suitable treatment facilities of sufficient capacity should be allowed.
- (b) Ample space should be allowed for regular inspection and maintenance of grease traps and or other treatment facilities.
- (c) All effluent from the restaurant should be discharged to public sewer, wherever available. If public sewer is not available, space should be allowed for installation of alternative treatment and disposal facilities of sufficient capacity to handle the combined toilet and kitchen wastes, including sullage.
- (d) Food preparation and dish washing must not be carried out in the back alleys.
- (e) Adequate space and facilities for waste storage and pick up should be allowed.
- (f) In order to save water resources and minimize wastewater production, effective water saving devices should be installed and appropriate water saving and/or water reuse/recycle programmes should be implemented.

Design and Installation of Kitchen Exhaust System

143. Emissions to air from the restaurant should be free from any visible fume and objectionable odour. Cooking stoves in restaurant kitchens should be designed in such a way that no excessive air pollutant emissions should be generated when in use. The number of cooking stoves should be minimized to cope with the business of the restaurant.

144. Suitable outlet position of the exhaust system and its design are of paramount importance to avoid causing, or contributing to, air pollution to the public. The following summarizes the main considerations involved:

Positioning of Exhaust Outlets

- (a) The outlets should be located at such a place where the ventilation is good and the emissions from them can be adequately dispersed without hindrance.
- (b) Appropriate separation distance from any sensitive neighbouring properties should be allowed to avoid creating a nuisance.
- (c) The exhaust emission should be directed vertically upwards. Advice from environmental professionals on the effectiveness of the system should be sought if an alternative design is to be adopted.
- (d) The emission from the exhaust system will not be restricted or deflected by, for example, the use of plate or caps.
- (e) The outlet should preferably be extended at least 3 metres above the highest point of the building where the restaurant is located. If any attached or adjacent building within a twenty-metre radius is taller than the source building, the exhaust height should be extended accordingly. If this is not practicable, advice from environmental professionals should be sought to identify an alternative outlet location.

Design of Exhaust System

- (a) The complete kitchen exhaust system, including the air pollution control equipment, should be properly designed, fabricated and serviced to ensure their performance. The design should always be based on the expected peak load conditions, i.e. the worst case scenario.
- (b) The large amount of oily fumes generated from frying, charbroiling or roasting need to be removed from the extracted air, by efficient air pollution control equipment, before it is discharged into the open air.
- (c) If the exhaust contains a strong odour or the exhaust outlet is in close proximity to any sensitive receptor (such as residential premises and school), high efficiency odour control equipment will also be required.
- (d) As the removal of both oily fumes and strong odours requires special additional treatment, it is advisable to collect and treat these emissions separately so as to avoid mixing the more polluted exhaust with the general ventilation and hence overloading the control equipment.
- (e) In the installation and design of ducting, large extraction fan, condenser for air-conditioner, water scrubber and electrostatic precipitator, it is suggested that a registered specialist contractor (ventilation works category)/AP/RSE be consulted to confirm no adverse effect caused to structural suitability, fire escape in respect of the construction, narrowing of the means of escape or reduction of headroom, etc.

145. Further details on oily fume and cooking odour problems and possible solutions can be found in the booklet *Control of Oily Fume and Cooking Odour from Restaurant and Food Business* available from the EPD and the Green Restaurant Websites, internet addresses: www.epd.gov.hk and www.greenrestaurant-hk.org respectively. As regards the installation of electrostatic precipitator(s), attention should be paid as to the compliance of the requirements of the EPD and the electrostatic precipitator(s) should be a type approved by the FSD.

Noise Consideration in Design and Installation of Ventilating System

146. The following points have to be noted in order to prevent the ventilating system (such as air conditioning units, fresh air fans and exhaust fans) from causing noise disturbance to nearby residents:

Design of Ventilating System and Refrigeration Unit

- (a) Noise level of the ventilating system and refrigeration unit should be 5 dB(A) below the relevant acceptable noise levels stipulated in paragraph 2 of the *Technical Memorandum for the Assessment of Noise for Places other than Domestic Premises, Public Places or Construction sites* issued under the *Noise Control Ordinance*.
- (b) Appropriate capacity should be allowed and quieter models of all ventilating systems and refrigeration unit should be selected.
- (c) Anti-vibration mount according to the load to be carried, flexible connection, damping material and sound absorbing lagging to isolate rotating or vibrating parts should be provided.

Additional Considerations for Systems Close to Noise sensitive Receivers (e.g residential premises and Schools)

- (a) Noise sources should be located away from noise sensitive receivers
- (b) Whether key noise sources (such as large ventilation fans or air-cooled chillers) are likely to cause annoyance should be ascertained.
- (c) Noise abatement measures such as acoustic panels, enclosures, silencers or louvres for those noise sources facing noise sensitive receivers should be incorporated where necessary.

147. Further details on ventilating system noise problems and possible solutions can be found in the booklet *Good Practices on Ventilating System Noise Control* available from the EPD and the Green Restaurant Websites, internet addresses: www.epd.gov.hk and www.greenrestaurant-hk.org respectively.

Drainage of Wastewater

148. The following points have to be noted in order to avoid causing drainage problems or making illegal drainage connections:

- (a) All wastewater should be discharged to the foul sewer. Only rainwater and uncontaminated water can be discharged to a storm water or surface water drain.
- (b) All greasy wastewater from a restaurant, including that from basins, sinks, cooking stove areas & floor drains, should be collected and discharged to foul sewer via a well-maintained grease trap or other suitable treatment plant of sufficient capacity.
- (c) Wastewater from bars and pantries, where no cooking or other food preparation will be carried out, together with wastewater from showers and toilets can be discharged directly to the foul sewer.
- (d) Kitchen, food preparation room and/or scullery must not be located at places where there is no appropriate foul drainage system, such as in open spaces outside the restaurant or in rear lanes.

Treatment of Wastewater

149. Greasy wastewater arising from the restaurant should be pre-treated by grease traps or other wastewater treatment facilities to meet the required licence standards before making discharge. The following are the main considerations when grease traps are to be used :

- (a) It should be correctly designed with sufficient capacity to allow for treatment of the wastewater during the peak trade hours.
- (b) It is preferably installed at a lower level than that of the kitchen floor to allow for gravity flow from the floor drains.
- (c) The grease trap should be conveniently located to facilitate the routine clean up activities carried out by restaurant staff for small grease traps or by the grease trap waste collection vehicles for large grease traps. Grease traps should be cleaned up or emptied periodically in order to avoid any possible spillage of greasy pollutants into the foul sewer.
- (d) Sampling point should be provided immediately after the grease trap outlet or at other convenient locations downstream of the grease trap outlet so that representative

wastewater samples can be taken for assessing compliance with the required discharge standards in the licence.

- (e) Where there is no public sewers in the vicinity, an approved compact sewage treatment plant, in addition to grease trap(s), should also be installed to treat the wastewater generated from the restaurant operation up to the required discharge standards. However, it should be noted that such provision are subject to site-specific technical feasibility, the availability of space and strict environmental control. The feasibility and design of such system should be carefully checked at the early planning stage.

150. Reference may also be made to the booklet entitled *Grease Traps for Restaurants and Food Processors* published by the EPD which outlines the design, operation and maintenance of a grease trap, etc. and is available from the EPD and the Green Restaurant Websites, internet addresses: www.epd.gov.hk and www.greenrestaurant-hk.org respectively.

Operation and Maintenance

151. The performance of pollution control equipment depends on the way it is operated and maintained. Restaurant owner/operators should ensure that their pollution control equipment is properly operated and maintained to ensure performance to the design standard. The following practices are suggested:

- (a) Operation and servicing of the pollution control equipment should only be carried out by trained and competent staff with sufficient training and relevant skill and should be in accordance with the manufacturers' recommendations or guidance;
- (b) Maintenance and repair of the pollution control equipment should be carried out by competent professionals/contractors;
- (c) Consideration should be given in the design to ensure continuous operation of the pollution control equipment;
- (d) Components should be inspected, cleaned and serviced regularly to ensure proper performance of each component/part;
- (e) Sufficient stock of such materials should be kept in the restaurant to facilitate immediate replacement; and
- (f) Restaurant owners/operators should keep a copy of the operation and maintenance manual as well as the maintenance and repair log book of the pollution control equipment at the restaurant.

PART X

OCCUPATIONAL SAFETY AND HEALTH

Occupational Safety and Health Requirements Relating to Restaurants

152. Irrespective of the issue of a restaurant licence by the Licensing Authority, applicants for restaurant licences shall comply with the *Factories and Industrial Undertakings Ordinance (Cap. 59)*, the *Occupational Safety and Health Ordinance (Cap. 509)* and their subsidiary regulations to ensure the safety and health of their employees at work. The following are some typical legislative requirements which are relevant to restaurants:

General safety requirement under the Factories and Industrial Undertakings Regulations, Cap. 59A

- The surface of all the floors of a workplace shall be rendered and maintained in an even and non-slippery condition.

Fire safety requirements under the Factories and Industrial Undertakings (Fire Precautions in Notifiable Workplaces) Regulations, Cap. 59V

- The doors, gates and shutters leading out of a notifiable workplace (including a restaurant) shall not be locked or fastened in such a manner that they cannot be easily and immediately opened from the inside.
- Every doorway, stairway and passageway within a notifiable workplace which affords a means of escape in case of fire shall be maintained in good condition and free from obstruction.
- Adequate and suitable fire extinguishers shall be provided/maintained and so placed as to be readily available for use.

Machinery safety requirements under the Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations, Cap. 59Q

- Every dangerous part of a machinery or plant in a notifiable workplace shall be effectively guarded.
- Young persons shall not work at or operate any machine specified in the Fourth Schedule of the Regulation (including dough brakes, dough mixers, hydro-extractors, washing machines, etc.) unless fully instructed as to the dangers arising in the use of the machine and the precautions to be observed and fully trained or under close supervision.

153. Full contents of the above-mentioned legislation are available at the website of the Department of Justice at <http://www.legislation.gov.hk/eng/home.htm>.

154. Relevant safety publications can be downloaded from Labour Department's website at http://www.labour.gov.hk/eng/public/content2_8a.htm.

List of Offices of Licensing Authority and Related Departments

Offices	Address (Email Address)	Tel No.	Fax line
Food and Environmental Hygiene Department			
Hong Kong & Islands Licensing Office (LO) Licence Issuing Office (LIO)	8/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong (hkis_lo@fehd.gov.hk)	(LO) 2879 5738 (LO) 2879 5729 (LIO) 2879 5380	2507 2964
Kowloon Licensing Office (LO) Licence Issuing Office (LIO)	4/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon (kln_lo@fehd.gov.hk)	(LO) 2729 1632 (LO) 2729 1347 (LIO) 2729 1964	3146 5319
New Territories Licensing Office (LO) Licence Issuing Office (LIO)	4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories (nt_lo@fehd.gov.hk)	(LO) 3183 9226 (LO) 3183 9227 (LIO) 3183 9206	2606 3350
Restaurant Licensing Resource Centre	4/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon	2958 0694	2708 9761
Buildings Department			
Licensing Unit	12/F, Pioneer Centre, 750 Nathan Road, Kowloon	2626 1085 (handled by "1823 Call Centre")	2625 0703
Housing Department			
Independent Checking Unit	9/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon	3162 0488	3523 1200
Fire Services Department			

Hong Kong Regional Office	M/F, Sheung Wan Fire Station, 2 Western Fire Services Street, Sheung Wan, Hong Kong (lchfpro2@hkfsd.gov.hk)	2549 8104	2559 3461
Kowloon West Sub- Regional Office	Room 601, 6/F, Tsim Sha Tsui Fire Station, 333 Canton Road, Kowloon (lckfpro@hkfsd.gov.hk)	2302 5339	2302 5314
Kowloon East Sub- Regional Office	Room 403, 4/F, West Wing, Tsim Sha Tsui Fire Station, 333 Canton Road, Kowloon (lckfpro2@hkfsd.gov.hk)	2302 5310	2722 5256
New Territories Regional Office	Room 402, 4/F, West Wing, Tsim Sha Tsui Fire Station, 333 Canton Road, Kowloon (lcstfpro@hkfsd.gov.hk)	2302 5373	2443 1411
Ventilation Division	3/F, Fire Services Department Kwai Chung Office Building, No 86 Hing Shing Road, Kwai Chung, New Territories (fsvent@hkfsd.gov.hk)	2718 7567	2382 2495
Dangerous Goods Division	4/F, Fire Services Department Kwai Chung Office Building, No 86 Hing Shing Road, Kwai Chung, New Territories (fsdgd@hkfsd.gov.hk)	2417 5757 2417 5768	2413 0873
Electrical and Mechanical Services Department			
Electricity Legislation Division	3 Kai Shing Street, Kowloon Bay, Kowloon (info@emsd.gov.hk)	1823 2808 3812	2895 4929
Gas Standards Office	3 Kai Shing Street, Kowloon Bay, Kowloon (info@emsd.gov.hk)	1823 2808 3658	2576 5945

General Legislation Division		3 Kai Shing Street, Kowloon Bay, Kowloon (info@emsd.gov.hk)	1823 2808 3867	2577 4901
Environmental Protection Department				
Customer Services Hotline		---	2838 3111	2838 3111
Regional Office (East)	Kwun Tong, Wong Tai Sin, Sai Kung, & Kowloon City	5/F, Nam Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518	2756 8588
	Yau Tsim Mong	8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon	2402 5200	2402 8272
Regional Office (South)	Hong Kong Island & Islands	2/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718	2960 1760
Regional Office (West)	Tuen Mun, Tsuen Wan, Kwai Tsing & Sham Shui Po	8/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories.	2417 6116	2411 3073
Regional Office (North)	Yuen Long, Shatin, Tai Po & North District	10/F, Sha Tin Government Offices, No.1 Sheung Wo Che Road, Sha Tin, New Territories.	2158 5757	2685 1133
Compliance Assistance Centre		28/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	2838 3111 (Press '5' after selecting the language)	2114 0139
Business Facilitation Office		8/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.	2402 5200	2402 8272
Revenue Tower Office		33/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong	2824 3773	-
Southorn Centre Office		28/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	2573 7746	-

**LIST OF APPROVED FOOD ITEMS FOR
LIGHT REFRESHMENT RESTAURANTS**

Licensed light refreshment restaurants may only prepare and sell one of the following groups of food items for consumption on the premises –

Group A

- (1) Noodles / vermicelli in soup with meat, offal, fish or sea food;
- (2) Wantun and dumplings in soup (also known as shui kau);
- (3) Boiled vegetables;
- (4) Tea, coffee, cocoa, any non-alcoholic drink or beverage made by adding water to prepared liquid or powder, and
- (5) Five self-specified snack items 【pre-prepared and supplied from approved / licensed sources, ready to eat after warming / reheating by electricity (excluding deep-frying and stir-frying)】*.

or

Group B

- (1) Rice congee with meat, offal, poultry, fish, sea food or frog;
- (2) Tea, coffee, cocoa, any non-alcoholic drink or beverage made by adding water to prepared liquid or powder; and
- (3) Five self-specified snack items 【pre-prepared and supplied from approved / licensed sources, ready to eat after warming / reheating by electricity (excluding deep-frying and stir-frying)】*.

or

Group C (any combination of the following seventeen items)

- (1) Bread, cakes and biscuits;
- (2) Toast including French toast;
- (3) Sandwiches;
- (4) Hot cakes, pancakes and waffles;
- (5) Oatmeal porridge and instant cereals;
- (6) Pastries (baking is not allowed but an electric warmer may be used to keep the pastries warm);
- (7) Eggs (boiled, poached, fried or scrambled);
- (8) Ham, bacon, western sausages, tinned meat and tinned fish;
- (9) Soup (prepared from tinned soup or powdered soup);
- (10) Macaroni / spaghetti in soup prepared from tinned soup or powdered soup;
- (11) Tea, coffee, cocoa, any non-alcoholic drink or beverage made by adding water to prepared liquid or powder;

- (12) Hot dogs;
- (13) Cold cuts (from pre-cooked meat and served cold on the premises) and vegetable / fruit salads;
- (14) Hamburgers (made from ready-to-cook hamburger meat from a licensed food factory or from a lawful source);
- (15) Jelly, tinned or prepared from jelly powder;
- (16) Instant noodles / vermicelli in soup from pre-prepared ingredients enclosed in the packet; and
- (17) Five self-specified snack items 【pre-prepared and supplied from approved / licensed sources, ready to eat after warming / reheating by electricity (excluding deep-frying and stir-frying)】 *.

or **Group D** (any combination of the following ten modified items)

- (1) Bread, cakes and biscuits;
- (2) Toast excluding French toast;
- (3) Sandwiches, neither cooked nor fried;
- (4) Sausage rolls and other pastries containing pre-cooked meat (baking not allowed, but a warming oven may be permitted for warming pre-baked meat pies);
- (5) Boiled eggs;
- (6) Tea, coffee, cocoa, any non-alcoholic drink or beverage made by adding water to prepared liquid or powder;
- (7) Hot dogs;
- (8) Cold cuts (pre-cooked roast chicken and roast meat to be served cold on the premises);
- (9) Waffles; and
- (10) Five self-specified snack items 【pre-prepared and supplied from approved / licensed sources, ready to eat after warming / reheating by electricity (excluding deep-frying and stir-frying)】 *.

or **Group E** (any combination of the following seven items)

- (1) Preparing sweet soup;
- (2) Double-steamed egg custard;
- (3) Jelly, tinned or prepared from jelly powder;
- (4) Soya bean curd flake (pre-prepared only);
- (5) Tea, coffee, cocoa, any non-alcoholic drink or beverage made by adding water to prepared liquid or powder;
- (6) Desserts (pre-prepared only); and
- (7) Five self-specified snack items 【pre-prepared and supplied from approved / licensed sources, ready to eat after warming/reheating by electricity (excluding deep-frying and stir-frying)】 *

or **Group F****

- (1) Speciality item (selling one food item);
- (2) Soup (prepared from tinned soup or powdered soup);
- (3) Tea, coffee, cocoa, any non-alcoholic drink or beverage made by adding water to prepared liquid or powder; and
- (4) Five self-specified snack items **【pre-prepared and supplied from approved / licensed sources, ready to eat after warming / reheating by electricity (excluding deep-frying and stir-frying)】 ***.

Remarks: * **Please refer to “Specified Snack List”**
 ** **Each application is considered on its own merits**

From 12 June 2002 onwards, Light Refreshment Restaurant licensee may choose a total of five items either from the following 'Specified Snack List' and/or pre-prepared snack items which are not on the “Specified Snack List” for sale. However, these pre-prepared snacks must be obtained from source(s) approved or licensed by the Director of Food and Environmental Hygiene and are ready to eat after warming or reheating by electricity (excluding deep-frying and stir-frying) in these restaurants. Approved / licensed sources for pre-prepared snack items include licensed food factories specialized in the manufacturing of such products, supermarkets and licensed fresh provision shops selling quick/deep frozen commodities in the manufacturers’/processors’ original wrappers, packages or containers. If the applicant wants to sell pre-prepared snacks from the ‘specified snack-list’ and/or not from the ‘specified snack-list’, he may fill in the appropriate part at paragraph (d) of Annex II to the ‘Application for Food Business Licence’ at **Appendix D** and return it to the respective Licensing Office for processing.

***Specified Snack List**

(Chinese Snack)

Item No.	Name of Snack Item	Item No.	Name of Snack Item	Item No.	Name of Snack Item
1	Lo shui duck gizzard	24	Deep fried savoury triangle	47	Red bean glutinous rice ball
2	Lo shui chicken gizzard	25	Shrimp dumpling	48	Sesame paste bun
3	Lo shui sliced beef	26	Steamed beef ball	49	Red bean bun
4	Lo shui chicken wing	27	Chicken with Chinese ham and maw	50	Leaf lard bun
5	Boiled egg in tea	28	Chicken claw	51	Egg-yolk and cream bun
6	Spring roll	29	Siu mai	52	Soya bean curd flake
7	Steamed meat bun	30	Steamed sparerib	53	Twisted doughnut
8	Steamed bread	31	Pickled chicken claw	54	Ox tongue crisp
9	Sesame seed cake	32	Chicken claws in black bean sauce	55	Sesame cookie
10	Green onion coil	33	Pan-fried chicken wing	56	Spicy doughnut
11	Vegetarian lo mei	34	Fish ball	57	Shrimp ricesheet roll
12	Snow ball	35	Beef ball	58	Vegetarian ricesheet roll
13	Red bean pudding	36	Pork ball with minced mushroom	59	Barbecued meat ricesheet roll
14	Split peas pudding	37	Cuttlefish ball	60	Beef ricesheet roll
15	Coconut milk pudding	38	Glutinous rice with salted pork	61	Shui Kau
16	Multi layers cake	39	Rice dumpling with lye	62	Steamed dumpling in Chiu Chow Style
17	Turnip pudding	40	Barbecued meat bun	63	Fish dumpling
18	Taro pudding	41	Vegetable meat bun	64	Soup
19	Jelly fish	42	Beef bun	65	Dumpling
20	Deep fried taro pastry	43	Steamed bread roll	66	Chive dumpling
21	Steamed rice dumpling	44	Stuffed dumpling in green wrapping	67	Fresh soyabean sheet roll
22	Mini steamed rice dumpling	45	Sweetened dough	68	Dried soyabean sheet roll
23	Glutinous rice roll	46	Sesame paste glutinous rice ball	69	Seasame roll
				70	Pre-cooked rice dumpling

(Non-Chinese Snack)

Item No.	Name of Snack Item	Item No.	Name of Snack Item	Item No.	Name of Snack Item
1	Sweet coconut bread	19	Brochette of chicken	37	Vegetable salad
2	Pineapple bun	20	Barbecued mackerel pike	38	Curry Kok (Samosa)
3	Dinner bun	21	Pineapple and sausage	39	French fries
4	Mango pudding	22	Raisin muffin	40	Smoked salmon
5	Sago pudding	23	Corn beef croissant	41	Frozen (cooked) shrimp meat
6	Fruit pudding	24	Ham and cheese croissant	42	Frozen (cooked) crab meat
7	Butter puff	25	Egg and tomato sandwich	43	Chicken nuggets
8	Cheese cake	26	Beef sandwich	44	Mixed Vegetable in Beef Roll
9	French bread	27	Ham sandwich	45	Stir Fried Mixed Mushroom in Olive Oil
10	Baked potato (single filling)	28	Ham and cheese sandwich	46	Juicy Beef Salad
11	Boiled egg	29	Pizza (single-flavoured topping)	47	Cold Noodles with Sesame Dressing
12	Waffle with butter and syrup	30	Jelly	48	Crab Roe and Mango Salad
13	Goose liver roll	31	Chicken pie	49	Frozen Omelet
14	Duck meat roll	32	Pancake		
15	Sausage roll	33	Waffle		
16	Brochette of pork	34	Toast		
17	Hot dog	35	Egg tart		
18	Brochette of beef	36	Toasted bread with cheese and cream		

* Applicants may browse the website of FEHD: <http://www.fehd.gov.hk/english/licensing/guide.html>, for an updated Specified Snack List.

IMPORTANT POINTS TO NOTE
WHEN CHOOSING SHOP PREMISES FOR OPERATING FOOD BUSINESS

When choosing a shop premises, the applicant must ensure that operating food business at the subject shop premises is in compliance with the requirements imposed under the legislation administered by the FEHD and other Government departments as well as the relevant Authorities. Applicants are therefore strongly advised to check the following documents in advance:

1. the Government Lease,
2. the Occupation Permit of the building, and
3. the relevant statutory plan and the Notes attached to the plan.

The relevant information and documents may be obtained from the following Government department offices:

1. *Land Registry*

- Central Search Office
- Address: 19/F, Queensway Government Offices, 66 Queensway, Hong Kong
- Tel. No.: 2867 2871
- A fee will be charged for providing copies of Government Lease and Occupation Permit (if registered in the Land Registry) of the building

2. *Buildings Department*

- Building Information Centre
- Address: 13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon
- Tel. No.: 2626 1207
- A fee will be charged on applying for certified true copy of Occupation Permit of the building

3. *Planning Department*

- Planning Enquiry Counters
- Address: 17/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong or 14/F, Sha Tin Government Offices, No.1, Sheung Wo Che Road, Sha Tin, New Territories
- Tel. No.: 2231 5000
- Free enquiry service is provided on whether the use of premises as “restaurant” requires planning permission according to the relevant statutory plan and the Notes attached to the plan
- The relevant statutory plan and the Notes attached to the plan can be browsed at “Statutory Planning Portal” www.ozp.tpb.gov.hk
- A copy of the statutory plan and the Notes attached to the plan can be obtained, on payment of the prescribed fee, from the Map Publications Centre of Lands Department at 23/F, North Point Government Offices, 333 Java Road, Hong Kong (Tel. No.: 2231 3187) or G/F, 382 Nathan Road, Kowloon (Tel. No.: 2780 0981).



食物環境衛生署

Food and Environmental Hygiene Department

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

致：牌照組助理秘書

To : Assistant Secretary, Licensing Office

本人欲申請

I intend to apply for a

(請只選擇右列其中一項)

(Please choose only one item
on the right)

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

申請資料

Particulars of Application

(倘以公司名義提出申請，你只須填寫本申請書第1項、第3項及第8項起的以後項目及附錄)

(If application is made in the name of a corporation, you only need to complete items 1, 3 and 8 onwards and the **Appendix**.)

(1) 申請人姓名／公司名稱* (中文)： _____ (先生／女士*)
Name of applicant/corporation* (Chinese) (Mr./Ms.*)
(英文正楷)： _____
(English in BLOCK letters)

(2) 香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.

(3) 通訊地址：
Correspondence address

(4) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

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

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(5) 聯絡人姓名 (中文) : _____ (先生/女士*)
Name of contact person (Chinese) _____ (Mr./Ms.*)
(英文正楷) : _____
(English in BLOCK letters)

(6) 電話號碼 : _____ 傳真號碼 : _____
Tel. No. Fax No.

(7) 申請牌照的處所地址 :
Address of premises under application

室/鋪 _____ 樓 _____ 座 _____
Flat/Rm/Shop Floor Block

大廈 _____
Building

屋邨/鄉村 _____
Estate/Village

街道名稱及號碼 _____
No. and Name of Road/Street

如涉及多於一條 _____
街道, 請詳述 (if more than one road/street is involved, please specify)

地區 _____ 地段號碼(如適用) _____
District Lot Number (if any)

香港/九龍/新界*
HK/Kln/NT*

(8) (a) 擬開設店鋪的名稱(如適用) :
Shop sign of the proposed business (if any)

(中文) : _____
(Chinese)

(英文) : _____
(English)

(b) 擬開設店鋪的面積: _____ 平方米
Size of the proposed shop m²

(9) 擬使用的爐具類型及燃料種類 :
Type(s) of heating equipment and fuel intended to be used

電力 Electricity

煤氣 Town Gas

液化中央石油氣 Liquefied Petroleum Gas from Central

液化石油氣室 Liquefied Petroleum Gas from Cylinder Chamber Supply

柴油 Diesel Oil

火水 Kerosene

其他, 請說明: Others, please specify _____

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

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

- (10) 店舖內裝設的空氣調節系統：
Air-conditioning system intended to be installed

類型：

Type

產地：

Country of manufacture

- (11) 擬另外申請的牌照：
Other licences intended to be applied

- 暫准牌照
Provisional Licence
- 酒牌（只供申請普通／小食食肆牌照使用，並須另行填寫申請表格）
Liquor Licence (For General/Light Refreshment Restaurant Licence applications only and separate application form is required)

- (12) 現夾附（見申請人須知）
Enclosed (see **Notice to Applicant**)

- 擬議設計圖則一式_____份
_____copies of identical proposed layout plans
- 擬議通風系統設計圖則一式_____份
_____copies of identical proposed ventilating system layout plans

- (13) 附加資料提供：
Additional information to be provided

- 普通食肆／工廠食堂（見附件I）
General Restaurant/Factory Canteen Licence application (see **Annex I**)
- 小食食肆（見附件II）
Light Refreshment Restaurant Licence application (see **Annex II**)
- 食物製造廠／新鮮糧食店／燒味及滷味店（見附件III）
Food Factory/Fresh Provision Shop/Siu Mei and Lo Mei Shop Licence application (see **Annex III**)
- 申請設置露天座位申請表格(FEHB 197) (只適用於食肆牌照申請)
Application for Outside Seating Accommodation (OSA) (FEHB 197) (*Applicable to Restaurant Licence application only*)

- (14) 水錶編號／用戶編號： _____
Water meter number/Water account number

(不適用於凍房、新鮮糧食店及燒味及滷味店牌照)

(*NOT applicable to Cold Store, Fresh Provision Shop and Siu Mei and Lo Mei Shop Licence applications*)

- 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

- (15) 本人明白本人有責任去確保申請食物業牌照的有關店舖處所用作經營食物業的用途，是符合食物環境衛生署和各政府部門以及有關的主管當局按其執行的法例所訂立的規定，包括政府租契和法定圖則[†]。關於政府租契或法定圖則[†]，如有需要本人會徵詢專業人士的意見。

I understand that it is my responsibility to ensure that operating food business at the shop premises under application for a food business licence is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities, including the Government lease and the statutory plan[†]. I will consult my professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan[†].

[†] 「法定圖則」指由城市規劃委員會依據城市規劃條例擬備和公布的圖則。

“Statutory plan” refers to plan prepared and published by the Town Planning Board under the Town Planning Ordinance.

- (16) 本人以中文／英文*為日後的通訊語言。

I would use Chinese/English* for my future correspondence.

_____/_____/_____
日期 (日/月/年)
Date (dd/mm/yyyy)

申請人簽署
Signature of applicant

備註: 請參閱夾附的申請人須知。

Note: A copy of the **Notice to Applicant** is enclosed for your reference.

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



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

(簽發予以公司名義申請者)
(TO BE ISSUED IN THE NAME OF A CORPORATION)

致：牌照組助理秘書

To : Assistant Secretary, Licensing Office

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

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

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

申請牌照的處所地址：

Address of premises under application

室／鋪 _____ 樓 _____ 座 _____
Flat/Rm/Shop _____ Floor _____ Block _____

大廈 _____
Building _____

屋邨／鄉村 _____
Estate/Village _____

街道名稱及號碼 _____
No. and Name of Road/Street _____

如涉及多於一條 _____
街道，請詳述 (if more than one road/street is involved, please specify)

地區 _____ 地段號碼(如適用) _____
District _____ Lot Number (if any) _____

香港／九龍／新界*
HK/Kln/NT*

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

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(甲) 公司資料

(A) Particulars of the Corporation

- (1) 公司名稱 (中文) : _____
Name of corporation (Chinese)
(英文) : _____
(English)
- (2) 公司註冊號碼 : _____ 電話號碼 : _____
Company Registration No. Tel. No.
- (3) 公司註冊地址 :
Address of registered office

- (4) 執行董事姓名 (中文) : _____ (先生/女士*)
Name of managing (Chinese) (Mr./Ms.*)
director
(英文正楷) : _____
(English in BLOCK letters)
- (5) 住址 :
Residential address

- (6) 電話號碼 : _____
Tel. No.

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

(乙) 獲授權代表資料

(B) Particulars of the Authorized Person

(1) 獲授權代表姓名 (中文) : _____ (先生/女士*)
Name of authorized person (Chinese) (Mr./Ms.*)

(英文正楷) : _____
(English in BLOCK letters)

(2) 香港身分證/護照*號碼 : _____
Hong Kong Identity Card/Passport* No.

(3) 獲授權代表在公司擔任的職位 : _____
Position of the authorized person in the corporation

(4) 住址 : _____
Residential address

(5) 電話號碼 : _____ 傳真號碼 : _____
Tel. No. Fax No.

(6) 聯絡人姓名 : (中文) : _____ (先生/女士*)
Name of contact person (Chinese) (Mr./Ms.*)

(英文正楷) : _____
(English in BLOCK letters)

(7) 電話號碼 : _____ 傳真號碼 : _____
Tel. No. Fax No.

日期 (日/月/年)
Date (dd/mm/yyyy)

獲授權代表簽署
Signature of authorized person
(代表申請公司)
(for and on behalf of the applying corporation)

公司印章
Company chop

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

申請人須知
NOTICE TO APPLICANT

- (1) 以公司名義提出的申請書須連同下列文件遞交，否則本署無法處理有關申請。
For application in the name of a corporation, the following documents should be submitted to this department, otherwise this department is unable to process the application.
- (a) 根據《公司條例》(第622章) 規定而取得公司註冊證書的副本，並由公司註冊處處長證實其為認證副本；或任何其他可證實該公司法人身分的文件；
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 622) certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;
 - (b) 公司的註冊辦事處地址更改通知書或法團成立表格(視何者適用)的副本，並由公司註冊處處長證實其為認證副本；
a copy of Notice of Change of Address of Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;
 - (c) 公司最新近的週年申報表的副本，並由公司註冊處處長證實其為認證副本 (新公司在其成立為法團的年度內，請提交法團成立表格副本，並由公司註冊處處長證實其為認證副本)；
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (For new company in the year of its incorporation, please submit a copy of Incorporation Form certified as true copy by the Registrar of Companies.);
 - (d) 由該公司董事會通過的書面決議，授權一名人士代表該公司與發牌當局接洽，處理有關牌照申請事宜；
a resolution in writing passed by the Board of Directors to authorize a person to act on behalf of the corporation to deal with licensing matters with the licensing authority;
 - (e) 該名獲授權代表所簽署的接納授權通知書；
Notice of Acceptance of the Authorization signed by the authorized person;
 - (f) 該公司組織大綱及細則的副本；及
a copy of the Memorandum and Articles of Association of the corporation; and
 - (g) 該公司商業登記證的副本。
a copy of Business Registration Certificate for the corporation.
- (2) 申請書須連同有關處所的建議設計圖則一式三份一併遞交，否則本署無法處理有關申請。但如屬下列情況，則須按以下規定辦理：
The application must be accompanied by 3 identical hard copies of proposed layout plans of the premises, otherwise this department is unable to process the application except that :
- (a) 申請工廠食堂牌照者，所須遞交的建議設計圖則為一式四份；及
For application for a Factory Canteen Licence, 4 identical hard copies of proposed layout plans are required; and
 - (b) 申請食物製造廠(烤肉)牌照者，所須遞交的建議設計圖則為一式五份。
For application for a Food Factory (Meat Roasting) Licence, 5 identical hard copies of proposed layout plans are required.
- 上述所有圖則須以十進制單位及不少於1:100的常用比例繪製。
All the above proposed layout plans must be drawn in metric unit and in scale commonly used of not less than 1:100.
- (3) 申請人凡擬更改已交來圖則上的設計，須提交經修訂圖則，以供本署考慮和由本署轉交其他部門處理；申請人須用顏色筆在圖則上標示建議的設計更改，並略加說明。不符合這項規定的經修訂圖則概不受理。
Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to this department for consideration and referral to other departments for processing. Revised plans not in compliance with this requirement will be rejected.

- (4) 假如其中一項發牌條件是申請人必須提交符合規定證明書D(通風設施規定)，申請人須遵照履行才會獲發暫准牌照。申請人須安排把通風系統最終安裝在處所內的設計，盡量按比例繪畫在通風系統設計圖則上，然後把圖則一式三份夾附於符合規定證明書D(通風設施規定)一併提交。
If the submission of Certificate of Compliance D (Ventilation Requirements) is a requirement to be complied with before a Provisional Licence can be issued, the applicant is required to submit 3 copies of ventilating system layout plans, drawn as nearly as possible to scale, showing the final layout of the ventilating system installed in the premises together with the Certificate of Compliance D (Ventilation Requirements).
- (5) 除政府物業或房委會物業內的食物業處所外，申請人須向本署遞交由認可專業人士(即根據《建築物條例》(第 123 章) 第 3 條的規定註冊的認可人士／結構工程師)證明有關的食物業處所內沒有違例建築工程的證明書。而上述證明書須以特定表格(FEHB 190 或 FEHB 191)填寫，並符合下列相關指引(以適用者為準)內的要求。
Except for food premises in Government properties or Housing Authority properties, 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 food business premises are free of unauthorized building works shall be submitted to the Food and Environmental Hygiene Department in prescribed form(s) (FEHB 190 or FEHB 191) as in accordance with the corresponding guidelines, where appropriate, listed as follows :
- 由屋宇署署長發出的《認可人士及註冊結構工程師 - 核證食物業處所沒有違例建築工程的指引》
“Certification of Food Business Premises Free of Unauthorized Building Works - Guidelines for Authorized Persons and Registered Structural Engineers” issued by the Director of Buildings
 - 由地政總署署長發出的《新界豁免管制屋宇食物業處所並無違例建築工程證明書 - 供認可人士及註冊結構工程師參考的指引》
“Certification of Food Business Premises Free of Unauthorized Building Works in respect of New Territories Exempted Houses - Guideline for Authorized Persons and Registered Structural Engineers” issued by the Director of Lands
 - 由房屋署獨立審查組發出的《認可人士及註冊結構工程師 - 核證食物業處所並無違例建築工程的指引(適用於已拆售予領匯管理有限公司的物業)》
“Certification of Food Business Premises Free of Unauthorized Building Works - Guidelines for Authorized Persons and Registered Structural Engineers (applicable to the properties divested to The Link Management Limited)” issued by the Independent Checking Unit of Housing Department
- (6) 除政府物業、房委會物業或已拆售予領匯管理有限公司的物業內的食物業處所外，申請人須遞交聲明書(FEHB 192)，聲明申請食物業牌照的處所經營的食物業，符合政府租契的條件，否則本署無法處理有關申請。
Except for food business premises in Government properties, Housing Authority’s properties or the properties divested to The Link Management Limited, a declaration (FEHB 192) declaring that the operation of the food business at the premises under application is in compliance with Government lease conditions shall be submitted to the Food and Environmental Hygiene Department, otherwise this department is unable to process the application.
- (7) 在揀選店鋪處所時，申請人必須確保在該店鋪處所經營食物業，是符合食物環境衛生署和各政府部門以及有關的主管當局按其執行的法例所訂立的規定。申請人因此須預早留意及查閱下述文件：(一)政府租契、(二)樓宇的入伙紙以及(三)法定圖則。申請人可以從下列政府辦事處獲取有關資料。
When choosing a shop premises, the applicant must ensure that operating food business at the subject shop premises is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities. Applicants are therefore strongly advised to check well in advance the following documents; (1) the Government Lease, (2) the Occupation Permit of the building, and (3) statutory plan. Relevant information and documents may be obtained from the following Government department offices:

土地註冊處

- 綜合查冊中心
- 地址：
香港金鐘道 66 號金鐘道政府合署 19 樓
- 查詢電話：2867 2871
- 該處會收取提供政府租契及入伙紙(如已在土地註冊處登記)複本的服務費用

屋宇署

- 樓宇資訊中心
- 地址：
九龍旺角彌敦道 750 號始創中心 13 樓
- 查詢電話：2626 1207
- 該署會收取處理申領入伙紙經核證真確副本的費用

規劃署

- 規劃資料查詢處
- 地址：
香港北角渣華道 333 號北角政府合署 17 樓或
新界沙田上禾輦路 1 號沙田政府合署 14 樓
- 查詢電話：2231 5000
- 就處所用途是否須按照根據有關法定圖則及其註釋的規定申請規劃許可，該署提供免費查詢服務
- 市民可自行透過互聯網，到「法定規劃綜合網站 www.ozp.tpb.gov.hk 瀏覽有關法定圖則及其註釋
- 市民在下列地點繳付指定的費用後，便可取得有關法定圖則及其註釋：
地政總署地圖銷售處
香港北角渣華道 333 號北角政府合署 23 樓 (電話號碼：2231 3187) 或九龍彌敦道 382 號地下 (電話號碼：2780 0981)

Land Registry

- Central Search Office
- Address:
19/F, Queensway Government Offices,
66 Queensway, Hong Kong
- Enquiry No.: 2867 2871
- A fee will be charged for providing copies of Government Lease and Occupation Permit (if registered in the Land Registry) of the building

Buildings Department

- Building Information Centre
- Address:
13/F, Pioneer Centre, 750 Nathan Road,
Mong Kok, Kowloon.
- Enquiry No.: 2626 1207
- A fee will be charged on applying for certified true copy of Occupation Permit of the building

Planning Department

- Planning Enquiry Counters
- Address:
17/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong or
14/F, Sha Tin Government Offices, 1,
Sheung Wo Che Road, Sha Tin, New Territories
- Enquiry No.: 2231 5000
- Free enquiry service is provided on whether the use of premises requires planning permission according to the relevant statutory plan and the Notes attached to the plan
- The relevant statutory plan and the Notes attached to the plan can be browsed at “Statutory Planning Portal” www.ozp.tpb.gov.hk
- A copy of the statutory plan and the Notes attached to the plan can be obtained, on payment of the prescribed fee, from the Map Publications Centre of Lands Department at : 23/F, North Point Government Offices, 333 Java Road, Hong Kong (Tel. No. : 2231 3187) or G/F, 382 Nathan Road, Kowloon (Tel. No. : 2780 0981)

- (8) 就上述第(5)至(7)段，申請人應參閱《申請食物業牌照申請人／持牌人的發牌和轉讓程序指南：(i) 核證食物業處所沒有違例建築工程(違建工程) (ii) 食物業處所必須符合政府租契的條件 (iii) 食物業處所必須符合法定圖則的規限》。相關資料已上載於本署網址：http://www.fehd.gov.hk/tc_chi/licensing/guide.html。此外，申請人亦可到本署牌照組辦事處或分區環境衛生辦事處(見下述第(12)段)索取該指南。

For paragraphs (5) to (7) above, applicant should read “A Guide to Applicants/Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on (i) Certification of Free of Unauthorized Building Works (UBW) (ii) Compliance with Government Lease Conditions (iii) Compliance with Statutory Plan Restrictions”. Relevant information is uploaded to the website of

this Department at <http://www.fehd.gov.hk/english/licensing/guide.html>. In addition, the Guide is also available at the Licensing Offices or District Environmental Hygiene Offices of this department (see paragraph (12) below).

- (9) 假如申領暫准／正式牌照的處所已領有有效食物業牌照／許可證，本署將不會發出有關牌照，直至該現有牌照／許可證被取消。
If the premises under application for Provisional/Full Licence are already covered by a valid food business licence/permit, the licence will not be issued until and unless the existing licence/permit has been cancelled.
- (10) 申請人必須於暫准牌照屆滿後 6 個月或正式牌照的發牌條件通知書發出後 12 個月(如只是申請正式牌照或未獲發暫准牌照)，履行所有發牌條件。除基於申請人不能合理控制的因素外，申請人如在上述限期屆滿後仍未能履行所有發牌條件，本署將會視作撤銷有關申請論。
The maximum period of time allowed for the applicant to comply with all licensing requirements is 6 months after the expiry of the Provisional Licence or 12 months after issue of the letter of requirements for a Full Licence in the case where application for a Full Licence only is made or a Provisional Licence is not issued, unless the delay in meeting the licensing requirements is due to factors beyond the applicant's reasonable control. The application for food business licence will be deemed withdrawn if the applicant fails to comply with all licensing requirements after the above period of time.
- (11) 按照《公眾衛生及市政條例》(第132章)第125(8)條的規定，食物環境衛生署署長若決定拒絕你有關批出或續發牌照、許可證或登記的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該條例第125(9)條的規定，在宣布有關決定的通知書送達給你後的14天內，向牌照上訴委員會提出上訴。
Pursuant to Section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director of Food and Environmental Hygiene shall inform you in writing of any decision made to reject your application for the grant or renewal of licence, permit or registration. If you are dissatisfied with the decision made by the Director, you may within 14 days after the service on you of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with Section 125(9) of the Ordinance.

(12) **牌照組辦事處**

港島及離島區

香港灣仔軒尼詩道225號
駱克道市政大廈8字樓
港島及離島區牌照組
牌照組助理秘書
電話號碼：2879 5729

九龍區

九龍深水埗基隆街333號
北河街市政大廈4字樓
九龍區牌照組
牌照組助理秘書
電話號碼：2729 1632

新界區

新界大埔鄉事會街8號
大埔綜合大樓4字樓
新界區牌照組
牌照組助理秘書
電話號碼：3183 9226

Licensing Offices

Hong Kong & Islands

Assistant Secretary, Licensing Office
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building
225 Hennessy Road, Wan Chai, Hong Kong.
Tel. No.: 2879 5729

Kowloon

Assistant Secretary, Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon.
Tel. No.: 2729 1632

New Territories

Assistant Secretary, Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories.
Tel. No.: 3183 9226

分區環境衛生辦事處

港島及離島區

中西區環境衛生辦事處

香港皇后大道中345號上環市政大廈10樓
電話號碼：2545 0506 傳真號碼：2851 7653

東區環境衛生辦事處

香港鰂魚涌街38號鰂魚涌市政大廈3樓
電話號碼：3103 7041 傳真號碼：2565 8203

南區環境衛生辦事處

香港香港仔大道 203號香港仔市政大廈4樓
電話號碼：2903 0411 傳真號碼：2873 1608

灣仔區環境衛生辦事處

香港灣仔軒尼詩道225號駱克道市政大廈7樓
電話號碼：2879 5760 傳真號碼：2519 6884

離島區環境衛生辦事處

香港中環統一碼頭道38號海港政府大樓6樓
電話號碼：2852 3205 傳真號碼：2545 2964

District Environmental Hygiene Offices

Hong Kong & Islands

Central/Western District Environmental Hygiene Office

10/F, Sheung Wan Municipal Services Building,
345 Queen's Road Central, Hong Kong
Tel. No.: 2545 0506 Fax No.: 2851 7653

Eastern District Environmental Hygiene Office

3/F, Quarry Bay Municipal Services Building,
38 Quarry Bay Street, Hong Kong
Tel. No.: 3103 7041 Fax No.: 2565 8203

Southern District Environmental Hygiene Office

4/F, Aberdeen Municipal Services Building,
203 Aberdeen Main Road, Hong Kong
Tel. No.: 2903 0411 Fax No.: 2873 1608

Wanchai District Environmental Hygiene Office

7/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5760 Fax No.: 2519 6884

Islands District Environmental Hygiene Office

6/F, Harbour Building, 38 Pier Road, Central, Hong Kong
Tel. No.: 2852 3205 Fax No.: 2545 2964

九龍區

九龍城區環境衛生辦事處

九龍馬頭圍道165號土瓜灣政府合署3樓及4樓
電話號碼：2715 4608 傳真號碼：2761 0718

觀塘區環境衛生辦事處

九龍觀塘瑞和街9號瑞和街市政大廈7樓
電話號碼：3102 7373 傳真號碼：2343 6734

旺角區環境衛生辦事處

九龍旺角花園街123號A花園街市政大廈6樓及7樓
電話號碼：2749 3626 傳真號碼：2391 5572

深水埗區環境衛生辦事處

九龍深水埗元州街59-63號元州街市政大廈8樓至10樓
電話號碼：2748 6934 傳真號碼：2748 6937

黃大仙區環境衛生辦事處

九龍黃大仙彩虹道121號大成街街市大樓3樓
電話號碼：2997 9003 傳真號碼：2351 5710

油尖區環境衛生辦事處

九龍油麻地寶靈街17號官涌市政大廈3樓及4樓
電話號碼：2302 1301 傳真號碼：2735 5955

Kowloon

Kowloon City District Environmental Hygiene Office

3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon
Tel. No.: 2715 4608 Fax No.: 2761 0718

Kwun Tong District Environmental Hygiene Office

Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon
Tel. No.: 3102 7373 Fax No.: 2343 6734

Mong Kok District Environmental Hygiene Office

6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon
Tel. No.: 2749 3626 Fax No.: 2391 5572

Sham Shui Po District Environmental Hygiene Office

8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon
Tel. No.: 2748 6934 Fax No.: 2748 6937

Wong Tai Sin District Environmental Hygiene Office

3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon
Tel. No.: 2997 9003 Fax No.: 2351 5710

Yau Tsim District Environmental Hygiene Office

3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon
Tel. No.: 2302 1301 Fax No.: 2735 5955

新界區

沙田區環境衛生辦事處

新界沙田鄉事會路138號新城市中央廣場第1座
12樓1201-1207室及1220-1221室

電話號碼：2634 0136 傳真號碼：2634 0442

大埔區環境衛生辦事處

新界大埔鄉事會街8號大埔綜合大樓3樓

電話號碼：3183 9119 傳真號碼：2650 1171

北區環境衛生辦事處

新界上水智昌路13號石湖墟市政大廈4樓

電話號碼：2679 2812 傳真號碼：2679 5695

西貢區環境衛生辦事處

新界將軍澳培成路38號西貢將軍澳政府綜合大樓8樓

電話號碼：3740 5100 傳真號碼：2792 9937

葵青區環境衛生辦事處

新界葵涌興芳路166-174號葵興政府合署9樓

電話號碼：2420 9204 傳真號碼：2480 4023

荃灣區環境衛生辦事處

新界荃灣楊屋道45號楊屋道市政大廈3樓

電話號碼：2212 9735 傳真號碼：2414 8809

屯門區環境衛生辦事處

新界屯門屯喜路1號屯門政府合署1樓及3樓

電話號碼：2451 3113 傳真號碼：2452 6559

元朗區環境衛生辦事處

新界元朗橋樂坊2號元朗政府合署2樓至5樓

電話號碼：2920 7605 傳真號碼：2477 5099

New Territories

Sha Tin District Environmental Hygiene Office

Unit 1201-1207, 1220-1221, 12/F, Tower 1,
Grand Central Plaza, 138 Rural Committee
Road, Sha Tin, New Territories

Tel. No.: 2634 0136 Fax No.: 2634 0442

Tai Po District Environmental Hygiene Office

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

Tel. No.: 3183 9119 Fax No.: 2650 1171

North District Environmental Hygiene Office

4/F, Shek Wu Hui Municipal Services Building,
13 Chi Cheong Road, Sheung Shui,
New Territories

Tel. No.: 2679 2812 Fax No.: 2679 5695

Sai Kung District Environmental Hygiene Office

8/F, Sai Kung Tseung Kwan O Government
Complex, 38 Pui Shing Road, Tseung Kwan O,
New Territories

Tel. No.: 3740 5100 Fax No.: 2792 9937

Kwai Tsing District Environmental Hygiene Office

9/F, Kwai Hing Government Offices Building.,
166-174 Hing Fong Road, Kwai Chung, New
Territories

Tel. No.: 2420 9204 Fax No.: 2480 4023

Tsuen Wan District Environmental Hygiene Office

3/F, Yeung Uk Road Municipal Services
Building, 45 Yeung Uk Road, Tsuen Wan,
New Territories

Tel. No.: 2212 9735 Fax No.: 2414 8809

Tuen Mun District Environmental Hygiene Office

1/F & 3/F, Tuen Mun Government Offices
Building, 1 Tuen Hi Road, Tuen Mun,
New Territories

Tel. No.: 2451 3113 Fax No.: 2452 6559

Yuen Long District Environmental Hygiene Office

2/F-5/F, Yuen Long Government Offices,
2 Kiu Lok Square, Yuen Long, New Territories

Tel. No.: 2920 7605 Fax No.: 2477 5099

只供申請普通食肆及工廠食堂牌照使用：

For General Restaurant Licence and Factory Canteen Licence application only

(a) 業務類別：

Type of business

- 中式食肆 Chinese style restaurant
- 西式食肆 Western style restaurant
- 快餐式食肆 Fast food restaurant
- 其他，請說明：Others, please specify

(b) 擬在店舖內售賣的受限制食物：

Items of restricted food intended to be sold in the premises

- | | |
|---|--|
| <input type="checkbox"/> 在處所內以拌料／果汁加水沖製的非瓶裝飲料
Non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises | <input type="checkbox"/> 經加工醃製的肉類／鴨類／臘腸
Preserved meat/ducks/Chinese sausages |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 燒味及滷味
Siu mei and lo mei |
| <input type="checkbox"/> 利用人工操作的調配分售機，
售賣置於加壓容器內非瓶裝飲料
Non-bottled drinks in pressurised containers
by means of a manual dispensing machine | <input type="checkbox"/> 刺身
Sashimi |
| <input type="checkbox"/> 涼茶
Chinese herb tea | <input type="checkbox"/> 壽司
Sushi |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 供不經烹煮而食用的蠔
Oyster to be eaten in raw state |
| <input type="checkbox"/> 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop | <input type="checkbox"/> 供不經烹煮而食用的肉類
Meat to be eaten in raw state |
| <input type="checkbox"/> 冰凍甜點(軟雪糕)
Frozen confection (soft ice-cream) | <input type="checkbox"/> 進口熟肉／乾肉／肉類產品
Imported cooked meat/dried meat
/meat products |
| <input type="checkbox"/> 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers | <input type="checkbox"/> 進口腸
Imported intestine |
| <input type="checkbox"/> 涼粉
Leung fan | <input type="checkbox"/> 進口肉餡餅及香腸
Imported pies and sausages |
| <input type="checkbox"/> 切開的水果
Cut fruit | <input type="checkbox"/> 介貝類水產動物
Shell fish |
| <input type="checkbox"/> 以售賣機出售的食物 (食物／飲品名稱在牌照上註明)
Food sold by vending machine (Name of food/drink to be specified on the licence) | |

(c) 擬提供的服務／設施：

Services/facilities to be provided

- 外賣食物服務於同一工廠大廈(適用於工廠食堂申請)
Take-away food service at same factory building (Applicable to Factory Canteen Licence application)
- 跳舞設施 (不適用於工廠食堂申請)
Dancing facilities (Not applicable to Factory Canteen Licence application)

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

只供申請小食食肆牌照使用：
For Light Refreshment Restaurant Licence application only

(a) 擬提供的食物類別（只可選擇一項）：

Groups of food items to be provided (Only one group can be chosen)

(有關小食食肆食物的分類，請瀏覽網址 http://www.fehd.gov.hk/tc_chi/licensing/guide.html 或參閱《食肆牌照申請指南》。)

(Regarding the categorisation of food items for Light Refreshment Restaurants, please browse the website <http://www.fehd.gov.hk/english/licensing/guide.html> or refer to “A Guide to Application for Restaurant Licences”.)

- | | |
|--|--|
| <input type="checkbox"/> 甲類
Group A | <input type="checkbox"/> 丁類
Group D |
| <input type="checkbox"/> 乙類
Group B | <input type="checkbox"/> 戊類
Group E |
| <input type="checkbox"/> 丙類
Group C | <input type="checkbox"/> 己類
Group F |

(b) 擬提供跳舞設施
Dancing facilities will be provided

(c) 擬在店舖內售賣的受限制食物：
Items of restricted food intended to be sold in the premises

- 在處所內以拌料／果汁加水沖製的非瓶裝飲料
Non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises
- 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises
- 利用人工操作的調配分售機，
售賣置於加壓容器內非瓶裝飲料
Non-bottled drinks in pressurised containers
by means of a manual dispensing machine
- 奶類及奶類飲品
Milk and milk beverages
- 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop
- 冰凍甜點(軟雪糕)
Frozen confection (soft ice-cream)
- 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers
- 切開的水果
Cut fruit

以下項目供應自本署接受的來源
Items below are supplied from source
acceptable by the Department

- 刺身
Sashimi
- 壽司
Sushi
- 涼茶
Chinese herb tea
- 涼粉
Leung fan
- 進口熟肉／乾肉／肉類產品
Imported cooked meat/dried meat
/meat products
- 進口腸
Imported intestine
- 進口肉餡餅及香腸
Imported pies and sausages

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

- (d) 擬提供的五種自訂小食名稱（請瀏覽網址 http://www.fehd.gov.hk/tc_chi/licensing/guide.html 或參閱《食肆牌照申請指南》）

5 self-specified snack items to be provided (please browse the website <http://www.fehd.gov.hk/english/licensing/guide.html> or refer to “A Guide to Application for Restaurant Licences”)

- 本人欲售賣下列在「特定小食表」內的預製小食：

I wish to sell the following pre-prepared snack items from the “Specified Snack List”

項目編號 Item no.	小食名稱 Name of snack item(s)	供應來源 Obtained from

- 本人欲售賣下列在「特定小食表」以外預製小食：

I wish to sell the following pre-prepared snack items which are not on the “Specified Snack List”

項目編號 Item no.	小食名稱 Name of snack item(s)	供應來源 Obtained from

- (e) 己類「特別食品（售賣一種食品）」的申請人，請說明食品在食肆的配製過程：

For Group F “Speciality item (selling one food item)” applicants, please describe food preparation process in restaurant

特別食品名稱 Name of speciality item	食肆內的食物配製過程 Description of food preparation process in restaurant

- 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

只供申請食物製造廠牌照使用：
For Food Factory Licence application only

(a) 擬配製食物的種類：
Type of food intended to be prepared

- | | |
|--|---|
| <input type="checkbox"/> 製造麵粉類食品(麵條／米粉／線麵／通心粉／粉絲等)
Manufacture of flour products (noodles/rice noodles/vermicelli/macaroni/bean threads etc.) | <input type="checkbox"/> 食品加工(醃製豬手／動物內臟等)
Processing of food (preserved pig knuckles/animal offals etc.) |
| <input type="checkbox"/> 燒烤肉類／豬隻或家禽
Roasting of meat/pig or poultry | <input type="checkbox"/> 製造醬油
Manufacture of sauces |
| <input type="checkbox"/> 製造魚丸／蝦丸／肉丸
Manufacture of fish balls/shrimp balls/meat balls | <input type="checkbox"/> 製造調味料
Manufacture of seasoning |
| <input type="checkbox"/> 製造蒸餾水／樽裝食水
Manufacture of distilled water/bottling of water | <input type="checkbox"/> 製糖／煉糖
Manufacture/refining of sugar |
| <input type="checkbox"/> 製造醃製食品包括乾製及醃製肉類／臘腸／香腸／火腿
Manufacture of dried/preserved meat/sausages/ham | <input type="checkbox"/> 製造刺身／壽司
Manufacture of sashimi/sushi |
| <input type="checkbox"/> 製造罐裝/瓶裝或用其他物料包裝的食品／飲品
Manufacture of canned/bottled food/drinks or food/drinks by other means of packaging | <input type="checkbox"/> 配製供不經烹煮而食用的蠔
Preparation of Oyster to be eaten in raw state |
| <input type="checkbox"/> 製造豆腐／豆漿／腐乳／南乳
Manufacture of bean curd/soya bean juice/fermented bean/taro curd | <input type="checkbox"/> 配製供不經烹煮而食用的肉類
Preparation of meat to be eaten in raw state |
| <input type="checkbox"/> 製造／包裝糖果
Manufacture/wrapping of confectionery | <input type="checkbox"/> 快餐食品
Fast food |
| <input type="checkbox"/> 製造中式糕點／點心
Manufacture of Chinese pudding/Dim Sum | <input type="checkbox"/> 製造食油
Manufacture of edible oil |
| <input type="checkbox"/> 製造麵粉
Manufacture of flour | <input type="checkbox"/> 製造蝦片
Manufacture of shrimp slices |
| <input type="checkbox"/> 供應飯盒
Supply of lunch boxes | |
| <input type="checkbox"/> 其他，請說明：
Others, please specify _____ | |

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(b) 擬在店舖內售賣的受限制食物：
Items of restricted food intended to be sold in the premises

- | | |
|---|---|
| <input type="checkbox"/> 在處所內以拌料／果汁加水沖製的非瓶裝飲料
Non-bottled drinks prepared by diluting drink mixes/fruit juices with water on the premises | |
| <input type="checkbox"/> 利用人工操作的調配分售機，售賣置於加壓容器內的非瓶裝飲料
Non-bottled drinks in pressurized containers by means of a manual dispensing machine | |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 刺身
Sashimi |
| <input type="checkbox"/> 切開的水果
Cut fruit | <input type="checkbox"/> 壽司
Sushi |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 涼茶
Chinese herb tea |
| <input type="checkbox"/> 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop | <input type="checkbox"/> 供不經烹煮而食用的蠔
Oyster to be eaten in raw state |
| <input type="checkbox"/> 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers | <input type="checkbox"/> 供不經烹煮而食用的肉類
Meat to be eaten in raw state |
| <input type="checkbox"/> 涼粉
Leung fan | <input type="checkbox"/> 進口熟肉／乾肉／肉類產品
Imported cooked meat/dried meat /meat products |
| <input type="checkbox"/> 進口肉餡餅及香腸
Imported pies and sausages | <input type="checkbox"/> 進口腸
Imported intestine |
| | <input type="checkbox"/> 介貝類水產動物
Shell fish |

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

只供申請新鮮糧食店牌照使用：
For Fresh Provision Shop Licence application only

新鮮食品

Fresh commodities

- 新鮮牛肉
Fresh beef
- 新鮮豬肉
Fresh pork
- 新鮮羊肉
Fresh mutton
- 新鮮魚
Fresh fish
- 新鮮家禽屠體，但不包括水禽屠體
Fresh poultry carcass
excluding water bird carcass
- 新鮮水禽屠體
Fresh water bird carcass
- 新鮮爬行類動物
Fresh reptiles
- 新鮮蛇肉
Fresh snake meat

活的食物

Live commodities

- 活魚 (鹹水 淡水)
Live fish marine fresh water
- 活家禽及新鮮家禽屠體，
但不包括活水禽及活鸕鶿
Live poultry and fresh poultry
carcass but excluding live water
birds and live quails
- 活鸕鶿及新鮮鸕鶿屠體
Live quails and fresh quail carcass
- 活爬行類動物
Live reptiles
- 活蛇及新鮮蛇肉
Live snake and fresh snake meat

冷凍食品

Chilled commodities

- 進口冷凍牛肉
Imported chilled beef
- 進口冷凍豬肉
Imported chilled pork
- 進口冷凍羊肉
Imported chilled mutton
- 進口冷凍魚
Imported chilled fish
- 進口冷凍雞
Imported chilled chicken
- 冷凍爬行類動物
Chilled reptiles

冷藏食品

Frozen commodities

- 冷藏牛肉
Frozen beef
- 冷藏豬肉
Frozen pork
- 冷藏羊肉
Frozen mutton
- 冷藏魚
Frozen fish
- 冷藏家禽 (雞 鴨 鵝)
Frozen poultry chicken duck goose
- 冷藏爬行類動物
Frozen reptiles

- 預先包裝進口冷凍牛肉
Prepackaged imported
chilled beef
- 預先包裝進口冷凍豬肉
Prepackaged imported
chilled pork
- 預先包裝進口冷凍羊肉
Prepackaged imported
chilled mutton
- 冷凍魚
Chilled fish
- 冷凍家禽 (鴨 鵝)
Chilled duck goose
poultry

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

其他
Others

- | | |
|--|---|
| <input type="checkbox"/> 切開的水果
Cut fruit | <input type="checkbox"/> 由製造商供應的原杯及原包裝冰凍甜點
Frozen confection in manufacturers' cups and wrappers |
| <input type="checkbox"/> 在處所內榨取的鮮果汁
Fresh fruit juices extracted on the premises | <input type="checkbox"/> 用雪糕杓售賣的冰凍甜點
Frozen confection sold by the scoop |
| <input type="checkbox"/> 新鮮／冷藏野味
Fresh/frozen game | <input type="checkbox"/> 進口熟肉／肉類產品
Imported cooked meat/meat products |
| <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages | <input type="checkbox"/> 介貝類水產動物
Shell fish |
| <input type="checkbox"/> 利用人工操作的調配分售機，
售賣置於加壓容器內的非瓶裝飲料
Non-bottled drinks in pressurised containers by
means of a manual dispensing machine | <input type="checkbox"/> 刺身
Sashimi |
| <input type="checkbox"/> 在處所內以拌料／果汁加水沖製的非瓶裝飲料
Non-bottled drinks prepared by diluting drink
mixes/fruit juices with water on the premises | <input type="checkbox"/> 壽司
Sushi |

只供申請燒味及滷味店牌照使用：
For Siu Mei and Lo Mei Shop Licence application only

食品供應來源：
Source of Supply

- 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

關於申請食物業及其他行業牌照所填報的個人資料
Collection of Personal Data in Connection with Application for Food Business
and Other Trade Licences

[按照《個人資料(私隱)條例》的規定處理]
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明
Statement of Purpose

1. 收集資料的目的
Purposes of Collection

你透過本申請表格所提供的個人資料，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for

- (a) 處理向發牌當局申請新簽發／轉讓／續發食物業及其他行業牌照／許可證的相關事宜；
carrying out activities relating to the applications for the grant/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (b) 處理向發牌當局申請新簽發／轉讓／續發酒牌及會所酒牌的相關事宜，其中包括按照酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；以及
carrying out activities relating to the applications for the grant/transfer/renewal of liquor licences and club liquor licences made to the Licensing Authority. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (c) 方便發牌當局職員及其他政府部門的職員與你互相聯絡，以便遵從有關食物業或行業的有關法例及規定。
facilitating communication among staff of the Licensing Authority, other Government departments and yourself concerning the cooperation of your food business or trade in compliance with the relevant laws and regulations.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，則發牌當局恐怕不能處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Licensing Authority may not be able to process your application for licences.

2. 接受資料轉介人的類別
Class of Transferees

在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第1段所載的目的。這些個人資料亦會被披露給本署食物安全中心及其他政府部門作執法用途，其中食物安全中心將用作執行《食物安全條例》(第612章)，而渠務署將用作執行《污水處理服務條例》(第463章)及其附屬法例。根據《污水處理服務條例》規定，經營食肆及食物製造業的用水帳戶，須就其行業所產生的工商業污水繳交工商業污水附加費。

The personal data which you have provided by means of this form may be disclosed to other Government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above. The personal data may also be disclosed to the Centre for Food Safety (CFS) of this department and other Government departments for law enforcement purposes, amongst which the CFS will use such data for the enforcement of the Food Safety Ordinance (Cap. 612) and Drainage Services Department for the enforcement of the Sewage Services Ordinance (Cap. 463) and its subsidiary legislations. According to the Sewage Services Ordinance, the operators of the restaurant and food manufacturing trades are required to pay Trade Effluent Surcharge for their trade effluent discharged.

3. 查閱個人資料

Access to Personal Data

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。發牌當局應查閱要求而提供資料時，可能徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

4. 查詢

Enquiries

如對牌照申請有任何疑問，包括對本申請表格收集的個人資料有任何查詢，可向下述牌照組辦事處主管提出。

Enquiries concerning the application for licence, including the personal data collected by means of this form, should be addressed to the officer in charge of the below Licensing Offices.

港島及離島區

香港灣仔軒尼詩道225號
駱克道市政大廈8字樓
港島及離島區牌照組
牌照組助理秘書
電話號碼：2879 5712

Hong Kong & Islands

Assistant Secretary, Licensing Office
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wan Chai, Hong Kong
Tel. No.: 2879 5712

九龍區

九龍深水埗基隆街333號
北河街市政大廈4字樓
九龍區牌照組
牌照組助理秘書
電話號碼：2729 1293

Kowloon

Assistant Secretary, Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon
Tel. No.: 2729 1293

新界區

新界大埔鄉事會街8號
大埔綜合大樓4字樓
新界區牌照組
牌照組助理秘書
電話號碼：3183 9234

New Territories

Assistant Secretary, Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9234

聲明書
DECLARATION

- (A) 日期(日/月/年): _____
Date(dd/mm/yyyy)
- (B) 聲明者個人資料:
Personal particulars of person making the declaration
(倘以公司名義提出申請, 請填寫獲授權人資料。)
(If application is made in the name of a corporation, please fill in particulars of the authorized person.)
- 姓名: _____ 年齡/性別: _____ / _____
Name Age/Sex
- 香港身分證/護照*號碼: _____ 電話: _____
Hong Kong Identity Card/Passport *No. Tel. No.
- 通信地址: _____
Correspondence address
- (C) 申請簽發/轉讓*食物業牌照類別: _____
Type of food business licence under application for issue/transfer*
- (D) 申請簽發/轉讓*食物業牌照的處所地址: _____
Address of premises under application for issue/transfer* of food business licence
- (E) 聲明內容:
Declaration

本人聲明, 申請簽發/轉讓*(_____)牌照的有關店舖處所
(見上述(D)項)經營(_____)的用途, 是符合政府租契條款的。
(食物業牌照類別) (食物業類別)

I declare that the operation of (_____) at the shop
(type of food business)
premises (see item (D) above) now under application for issue/transfer* of a
(_____) licence is in compliance with the Government
(type of food business licence)
lease conditions.

牌照申請人/授權人(以公司名義為
申請人)/新持牌人*聲明簽署
Signature of applicant/authorized person
(corporation as applicant)/prospective
licensee* making declaration

(F) 備註：
Remark

申請簽發／轉讓*食物業牌照的食物業處所必須完全符合政府租契條款，否則食物環境衛生署署長不會批准簽發／轉讓*有關牌照。倘申請人為取得簽發／轉讓*牌照而作出虛假聲明，以符合政府租契條款，獲批准簽發／轉讓*的牌照可能會被取消。

Director of Food and Environmental Hygiene will refuse the issue/transfer* of the food business licence unless the food premises are in compliance with government lease conditions. In case of the false declaration given concerning the compliance with the government lease conditions for the purpose of obtaining the grant on issue/transfer* of a licence, the licence may be cancelled.

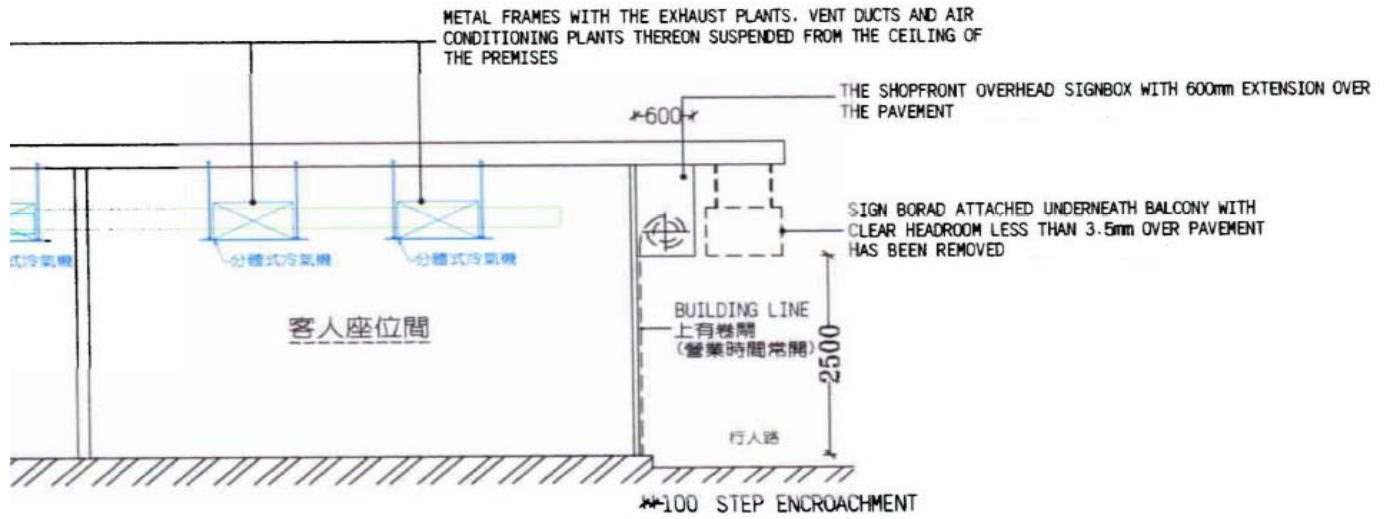
* 請刪去不適用者。 Please delete where appropriate.

SAMPLES OF LAYOUT PLANS

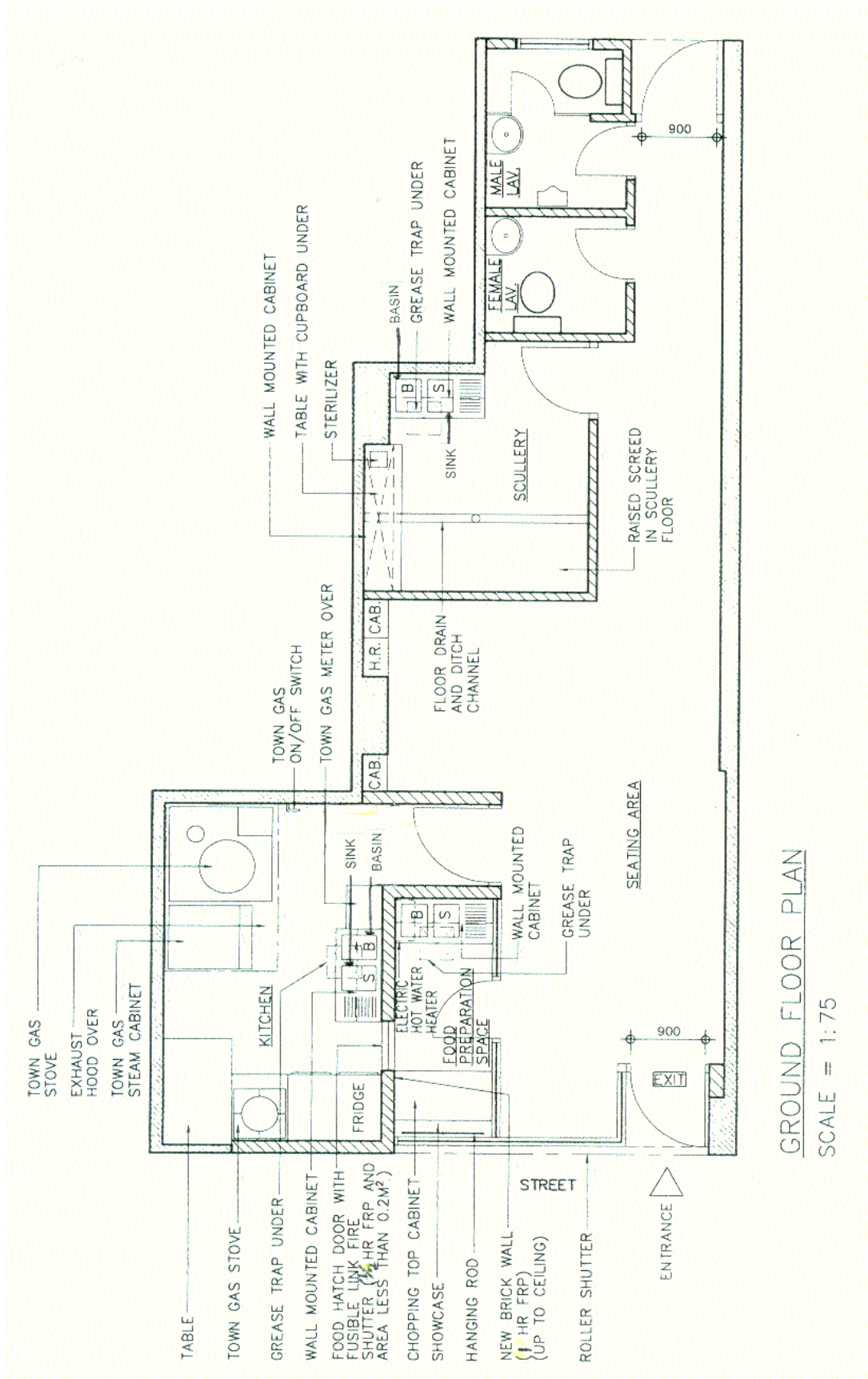
- 1. Unauthorized Building Works (Annex I)**
- 2. Chinese Restaurant (Annex II)**
- 3. Western Restaurant (Annex III)**

Appendix F
(Annex I)

SAMPLE OF PLAN
INDICATING UNAUTHORIZED BUILDING WORKS

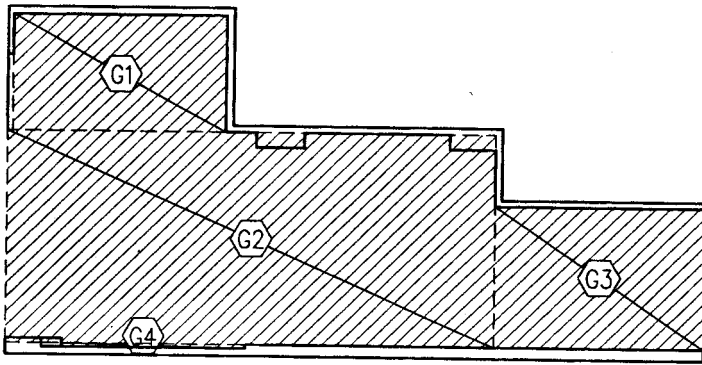


SAMPLE OF CHINESE RESTAURANT LAYOUT PLAN



GROUND FLOOR PLAN
SCALE = 1:75

SAMPLE OF CHINESE RESTAURANT LAYOUT PLAN CALCULATION SHEET



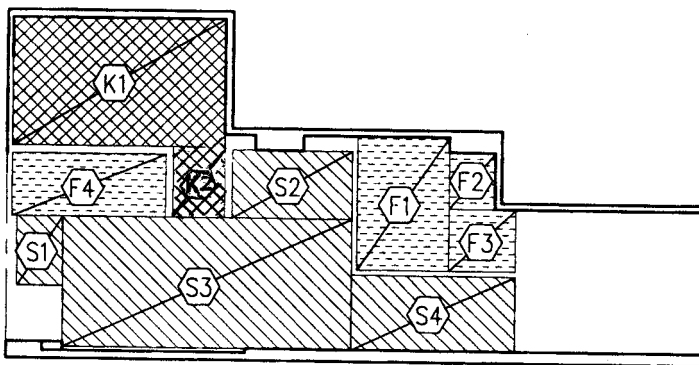
SCALE = 1:150

CALCULATION

GROSS FLOOR AREA
= G1 + G2 + G3 + G4

TOTAL FOOD PREPARATION AREA
= K1 + K2 + F1 + F2 + F3 + F4

SEATING AREA
= S1 + S2 + S3 + S4



SCALE = 1:150

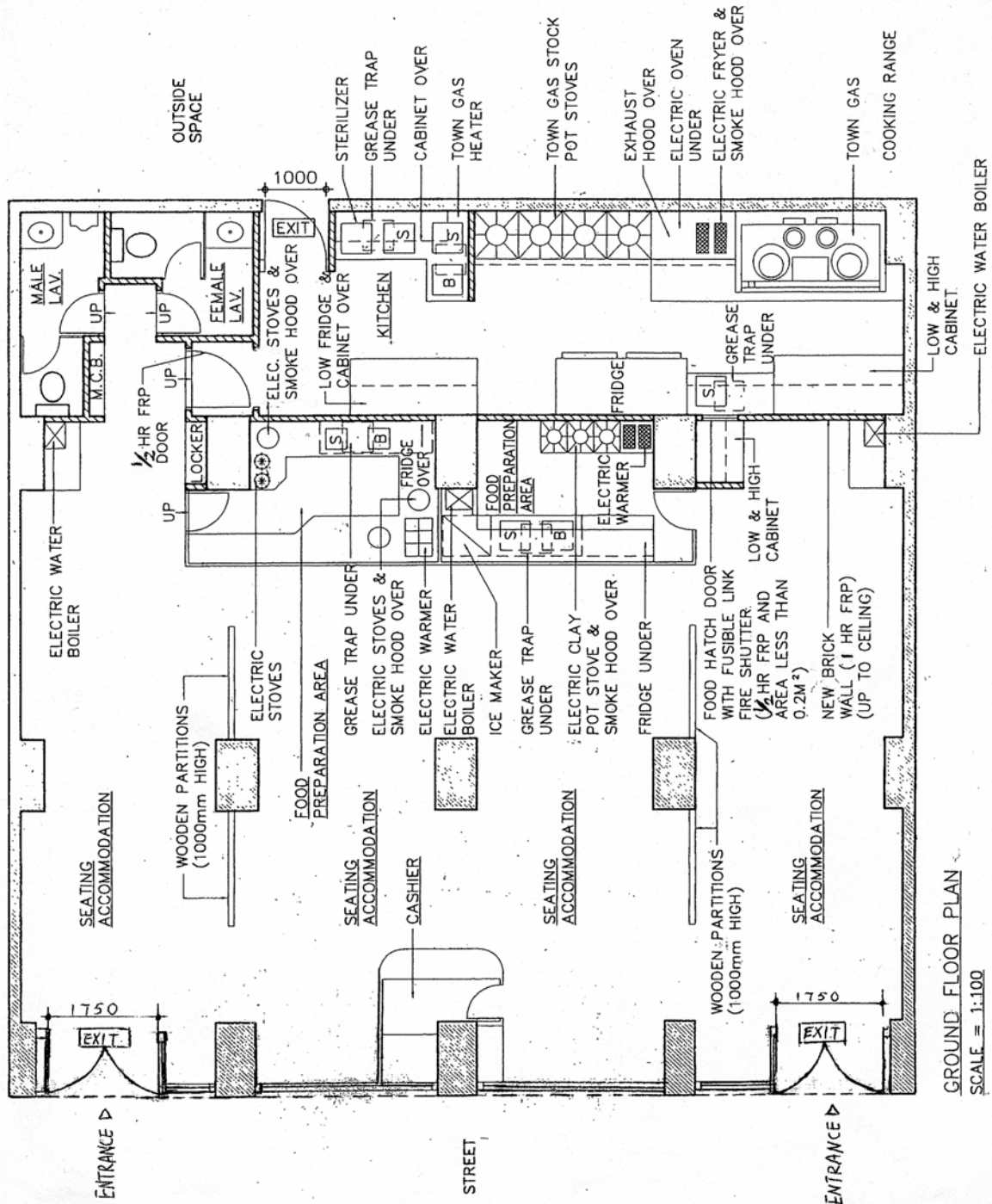
SANITARY FITMENTS CALCULATION

SEATING AREA = 23.64 sq.m.

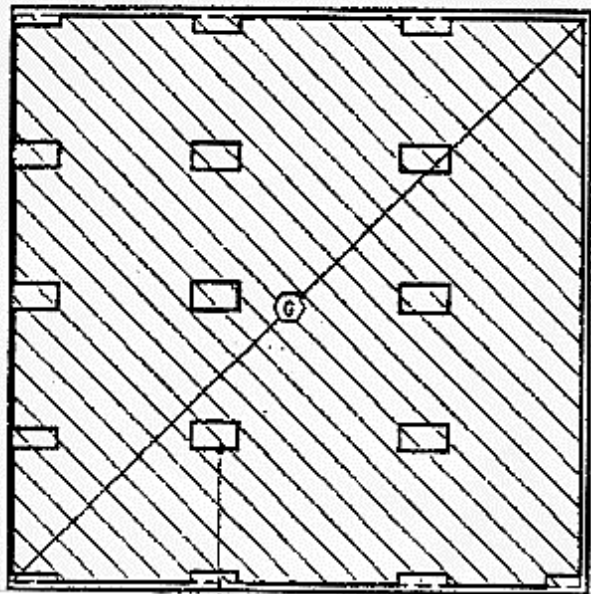
CUSTOMERS = $\frac{23.64}{1.5} = 16$ No.

CUSTOMERS RATIO = 8 MALE + 8 FEMALE

SAMPLE OF WESTERN RESTAURANT LAYOUT PLAN



SAMPLE OF WESTERN RESTAURANT LAYOUT PLAN CALCULATION SHEET



SCALE = 1:200

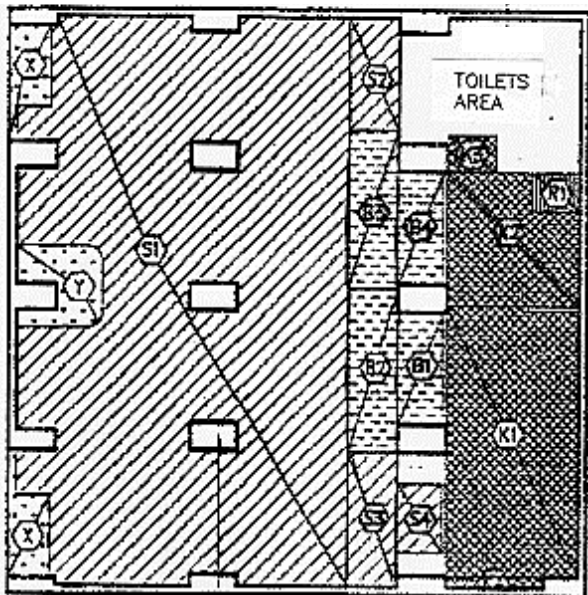
Area of columns included in gross area

CALCULATION

GROSS FLOOR AREA
= G

TOTAL FOOD PREPARATION AREA
= K1 + K2 + K3 + K4 + B1 + B2 + B3 + B4 - R1

SEATING AREA
= S1 + S2 + S3 + S4 - 2X - Y



SCALE = 1:200

Area of columns and walls not included in nett area for food preparation area and seating accommodation

SANITARY FITMENTS CALCULATION

SEATING AREA = 124.37 sq.m.

CUSTOMERS = $\frac{124.37}{1.5} = 83$ No.

CUSTOMERS RATIO = 42 MALE + 41 FEMALE

Fire Safety Requirements of Ventilating System for Scheduled Premises*

附表所列處所*內通風系統的消防安全規定

1. Application 適用範圍

These requirements shall apply to every ventilating system of the scheduled premises, which include restaurants, dancing establishments, cinemas, theatres, funeral parlours and factory canteens.

本規定適用於任何附表所列處所的通風系統。這些處所包括：食肆、跳舞場所、戲院、劇院、殯儀館及工廠食堂。

2. The Requirements 規定

- (a) No air intake for the ventilating system shall be sited in any place which in the opinion of the Director of Fire Services constitutes a fire hazard.
通風系統的入氣口不得位於消防處處長認為構成火警危險的任何地方。
- (b) The opening of every air intake shall be fitted with a screen constructed of corrosion-resistant material having a mesh not greater than 12mm.
每個入氣口須裝上一個用防蝕物料製造的網罩，其網孔不得超過 12 毫米闊。
- (c) Every duct shall be wholly constructed of non-combustible material having a strength and durability similar to that of galvanized sheet iron or steel.
每條管道須全部用不易燃物料製成，該等物料的強度及耐用度須與鍍鋅鐵片或鋼片的強度及耐用度相近。
- (d) Every duct shall, at the point where it passes through any floor, wall or ceiling, be fitted with a damper which shall be operated by fusible links of a type approved by the Director of Fire Services, and designed to operate up to a temperature of 69 degrees Celsius, and be so constructed or protected as to resist the action of fire for a period not less than the period for which the floor, wall or ceiling through which it passes is designed to resist the action of fire.
在管道經過任何地面、牆壁或天花板之處，即須裝設以保險連杆操作的防火閘，該保險連杆須屬消防處處長所批准的類型，而保險連杆的設計則須在溫度升達攝氏 69 度時能操作，至於防火閘的構造及防護性能，亦須能抵受火力不少於管道所經過的地面、牆壁或天花板在設計上所能抵受火力的時間。

- (e) No duct shall serve more than one building.
每條管道不能供多過一座建築物使用。
- (f) Every air filter shall be constructed wholly of non-combustible material, other than steel wool.
每個空氣過濾器須全部用鋼絲絨以外的不易燃物料製成。
- (g) Every electrostatic filter or precipitator shall be of a type approved by the Director of Fire Services.
每個靜電過濾器或聚塵器須屬消防處處長所批准的類型。
(List of approved electrostatic filter or precipitator is provided on the FSD's website at:
有關消防處批准的靜電過濾器或聚塵器的類型，可瀏覽消防處網址：
http://www.hkfsd.gov.hk/home/eng/source/licensing/list_of_acceptable_material_ventilation.pdf)
- (h) Electric motors and other apparatus shall not be installed in any air duct or in the air stream of any ventilating system unless they form part of the ventilating system.
任何電動機及其他器具如非構成任何通風系統的一部分，則不得安裝在該通風系統的任何空氣管道內或氣流經過之處。
- (i) Electric motors and other apparatus forming part of the ventilating system shall be totally enclosed in a way to exclude dust and dirt; and if they are installed in an air-input duct, shall be of such design that, in the event of overheating, smoke will not be discharged into the air stream.
構成通風系統一部分的電動機及其他器具須完全密封以防止塵埃及污物進入；及如安裝在輸入空氣的管道內，則在設計上須做到一旦過熱時，煙霧不會排進氣流中。

3. Daily Operation and Maintenance 日常操作及保養

- (a) The ventilating system shall be kept in safe and efficient working order at all times.
通風系統須時刻保持在安全和有效的操作狀態。
- (b) Every damper, filter and precipitator in the ventilating system that embodies the use of ducting or trunking in the premises shall be inspected at intervals not exceeding 12 months by a registered specialist contractor (ventilation works category).
處所內的通風系統如敷設有管道或幹槽，則須由註冊專門承建商(通風系統工程類別) 在每隔不超過 12 個月的期間內檢查該系統內的每個防火閘、過濾器及聚塵器。

4. **Warning 警告**

In pursuant to section 13 of the Ventilation of Scheduled Premises Regulation, Cap. 132CE, Laws of Hong Kong, the licensing authority may revoke the licence issued or granted by it in respect of any scheduled premises, either temporarily or permanently, in the event of any contravention of these fire safety requirements.

根據香港法例第 132CE 章《附表所列處所通風設施規例》第 13 條，任何人如違反本消防安全規定，發牌當局可將其就任何附表所列處所發出或批出的牌照暫時或永久撤銷。

**“Scheduled premises” means any premises of any of the classes of premises specified in the first column of the Schedule 2 of the Public Health and Municipal Services Ordinance, Chapter 132, Laws of Hong Kong.*

**“附表所列處所”指香港法例第 132 章《公眾衛生及市政條例》附表 2 第 1 欄所指明的其中任何類別的處所。*

Hong Kong Fire Services Department 香港消防處

November 2007

2007 年 11 月

Note : This is a set of sample requirements and conditions for general information only.
It may vary according to the circumstances of individual cases.

**VENTILATING (AIR-CONDITIONING) SYSTEM
STANDARD REQUIREMENTS**

IMPORTANT

Permission must be obtained from the Director of Water Supplies if mains water is used for the purpose of cooling. A Letter of Compliance for Ventilating System installed in Scheduled Premises shall be obtained from the Director of Fire Services. It is the applicant's responsibility to seek such permission and to obtain such certificate.

1. The ventilating system shall comply with section 4 of the *Ventilation of Scheduled Premises Regulation, Cap. 132CE*. (Particulars as required by this provision are attached at Annex.)
2. (1) Before the grant of approval for the installation, you must provide three copies of a plan, drawn as nearly as possible to scale, showing the final layout of the ventilating system installed in the premises for approval of the Licensing Authority. You must sign on each copy certifying that it is correct. The Licensing Authority will keep two copies and return one to you after endorsement.

(2) In addition to the provision of three copies of plan mentioned in (1) above, you are required to provide *one/two sets of final plan for forwarding to the *Director of Fire Services and/or the Building Authority for record.

(Note : (1) For the purpose of meeting this requirement, the applicant is strongly advised to assign a registered specialist contractor (ventilation works category) / electrical and mechanical consultant for the plan submission.

(2) If any change is to be made to the original plans submitted with the application, you must submit afresh three copies of the amended plans for re-consideration of the Licensing Authority. You should note that the final layout plans in addition to the original plans and any amended plans are required as a result of changes to the original plans submitted with your application.)
3. All air-ducts shall be rendered rat-proof.
4. All water from the well for cooling the ventilating system shall be arranged in a close circuit system.
5. All supply pipes conveying well water to the ventilating system shall be painted black.
6. A fresh air inlet sited in the open air and at a height of not less than 2.5m from the ground

level shall be provided to the ventilating system.

7. Any emission of air either above or below the temperature of the external air from a ventilating system shall be arranged to discharge into the open air at a height of not less than 2.5m above ground level and in such a manner as not to be a nuisance. Exhaust duct(s) shall be connected thereto if required by the Licensing Authority.
8. The cooling tower shall be provided with a guard in such a manner as to prevent the splashing of water therefrom.
9. Each air-conditioner shall be fitted with a drain pipe / hose for conveying water dripping from the machine to a position and in such a manner as to prevent nuisances.
(Applicable to window type air-conditioners only.)
10. A Letter of Compliance for Ventilating System installed in Scheduled Premises shall be obtained from the Director of Fire Services.

STANDARD CONDITIONS

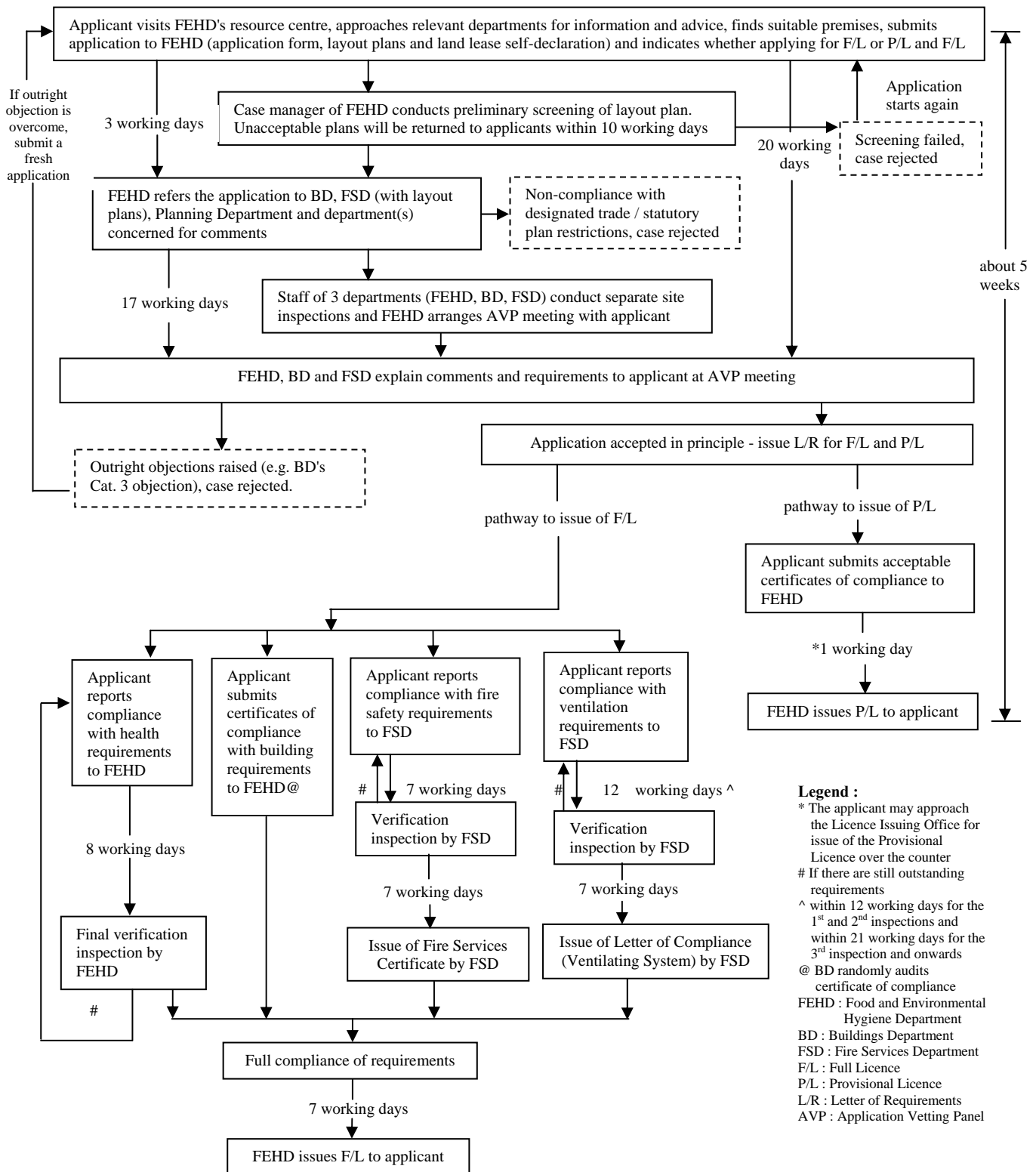
1. Any emission of air either above or below the temperature of external air from a ventilating system shall be discharged into the open air and in such a manner as not to be a nuisance.
2. The cooling tower shall be satisfactorily maintained in such a manner as to prevent the splashing of water therefrom at all times.
3. Any dripping of water from air-conditioners installed on the premises must be discharged in such a manner as not to be nuisance.
(Applicable to window type air-conditioners only).
4. The licensee shall cause the ventilating system that embodies the use of ducting and trunking in the premises to be inspected at intervals not exceeding 12 months by a registered specialist contractor (ventilation works category) in accordance with the *Ventilation of Scheduled Premises Regulation (Cap.132 sub. leg.)*. A copy of the certificate issued to the licensee on whose instructions the inspection was carried out proving that the ventilating system has been inspected by a registered specialist contractor (ventilation works category) shall be submitted to the Director of Food and Environmental Hygiene within 21 days of such inspection.

Ventilation of Scheduled Premises Regulation (Cap. 132CE)

- Section 4
- (1) Every ventilating system in any scheduled premises shall comply with the following provisions -
 - (a) all moving parts thereof shall be securely fenced;
 - (b) every part thereof shall be accessible for the purposes of inspection, and, in particular -
 - (i) the spindle of every fan shall be so sited that its guard may be removed and a tachometer applied thereto; and
 - (ii) every air intake and exhaust shall be accessible for the purposes of measurement;
 - (c) no air intake for the ventilating system shall be sited in any place -
 - (i) which constitutes a fire hazard in the opinion of the Director of Fire Services;
 - (ii) where waste or rubbish is likely to accumulate; or
 - (iii) where the air is for any reason impure or likely to become impure;
 - (d) the opening of every air intake shall be fitted with a screen constructed of corrosion-resistant material having a mesh not greater than 12 mm;
 - (e) an air intake damper shall be -
 - (i) adjusted to a setting approved by the Director of Food and Environmental Hygiene;
 - (ii) marked indelibly to indicate the approved setting; and
 - (iii) secured against interference;
 - (f) no exhaust from the ventilating system shall be sited in any place where it causes, or is likely to cause, annoyance or inconvenience to the public;
 - (g) every duct shall -
 - (i) be wholly constructed of non-combustible material having a strength and durability similar to that of galvanized sheet iron or steel;
 - (ii) be accessible for the purposes of cleaning throughout its entire length;

- (iii) where its size is sufficient to allow any person to enter therein, be fitted with access openings to allow a person to enter the same for the purpose of cleaning, and shall be constructed to bear the weight of any person who has so entered;
 - (iv) be provided with a smooth and impervious internal surface; and
 - (v) where it passes through any floor, wall or ceiling, be fitted with a damper which shall be operated by fusible links of a type approved by the Director of Fire Services, and designed to operate up to a temperature of 69°C, and be so constructed or protected as to resist the action of fire for a period not less than the period for which the floor, wall or ceiling through which it passes is designed to resist the action of fire.
- (h) no duct shall serve more than one building;
 - (i) an air filter shall be -
 - (i) constructed wholly of non-combustible material, other than steel wool;
 - (ii) of a design approved by the Director of Food and Environmental Hygiene; and
 - (iii) installed in such a manner that all incoming air passes through it before being distributed within the premises;
 - (j) every electrostatic filter or precipitator shall be of a type approved by the Director of Fire Services;
 - (k) every blower fan shall be fitted with a fused running hour meter connected to the load side of the fan contractor with a device for recording time in minutes and hours or tenths or lesser fractions of an hour;
 - (l) each fused running hour meter shall be sited in an easily accessible and conspicuous place to facilitate inspection;
 - (m) each set of filters in a ventilating system shall be indicated by a filter gauge, filter flag indicator or differential pressure switch;
 - (n) filters shall be cleaned or replaced when the filter gauge, filter flag indicator or differential pressure switch shows an increase of 50 pascals over the designed air filter pressure drop; and
 - (o) a filter flag indicator shall indicate “dirty” when there is an increase of 50 pascals over the designed air filter pressure drop.

FLOW CHART SHOWING RESTAURANT LICENSING PROCEDURES



**CHECKLIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED AT
DIFFERENT STAGES OF THE APPLICATION PROCESS**

(a) Application for new issue of provisional and/or full restaurant licence

1. One set of duly completed and signed application form (FEHB 94 - Application for Food Business Licence) and FEHB 192 - Declaration on compliance of Government lease conditions, if the premises concerned is in private building; and
2. 3 copies of proposed layout plan drawn in metric scale of not less than 1:100;
3. *Additional documents for applications made in the name of a corporation*
 - (i) a copy of Certificate of Incorporation under the Companies Ordinance, Cap. 622 certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;
 - (ii) a copy of Notification of Change of Address of Registered Office/ Incorporation Form certified as true copy by the Registrar of Companies;
 - (iii) a copy of the latest Annual Return certified as true copy by the Registrar of Companies (for new company in the year of its incorporation, please submit a copy of Incorporation Form certified as true copy by the Registrar of Companies);
 - (iv) a resolution in writing passed by the Board of Directors to authorise a person to act on behalf of the corporation to deal with licensing matters with the licensing authority;
 - (v) Notice of Acceptance of the Authorisation signed by the authorised person;
 - (vi) a copy of the Memorandum and Articles of Association of the corporation; and
 - (vii) a copy of Business Registration Certificate for the corporation.

(b) Application for installation of ventilating system

1. 3 copies of proposed ventilation layout plan drawn in metric scale of not less than 1:100; and
2. A certificate from the supplier certifying the specifications of the ventilating system as required under section 94 of the Public Health and Municipal Services Ordinance, Cap. 132.

(c) Reporting compliance of requirements for issue of provisional licence

1. Completed and signed prescribed form - FEHB 89 (Report of Compliance for the Grant of Provisional Licence);
2. Completed and signed prescribed form - FEHB 90 (Certificate of Compliance A (Health Requirements));
3. Completed and signed prescribed form - FEHB 91 (Certificate of Compliance B (Building Safety Requirements));
4. Completed and signed prescribed form – FEHB 92 (Certificate of Compliance C (Fire Safety Requirements));

5. Completed and signed prescribed form – FEHB 93 (Certificate of Compliance D (Ventilation Requirements));
6. Completed and signed prescribed form – FEHB 190 (Certification of Food Business Premises Free of Unauthorized Building Works (UBW) for Provisional Licence Application (Form UBW-1));
7. 3 copies of ventilation layout plan drawn in metric scale of not less than 1:100 (if Certificate of Compliance D is required);
8. Photos showing tolerated UBW/removal of UBW;
9. 3 copies of layout plan showing tolerated UBW/removal of UBW; and
10. A duly completed nomination form for Hygiene Manager and / or Hygiene Supervisor together with a copy of course certificate(s) of Hygiene Manager and / or Hygiene Supervisor [Remark: the original of the course certificate(s) of Hygiene Manager and / or Hygiene Supervisor should be produced for verification]. For Hygiene Supervisor who has completed a Hygiene Supervisor training course organized by the FEHD and is awarded a certificate, submission of a copy of the course certificate is not required.

(d) Reporting compliance of requirements for issue of full licence

1. Letter from applicant informing compliance of all licensing requirements with supporting documents listed at items 2 to 8 below;
2. 3 copies of final layout plan showing the as-fitted layout of the restaurant premises;
3. 3 copies of final ventilation plan showing the as-fitted layout of the ventilating system installed in the restaurant premises;
4. Completed and signed prescribed form – FEHB 191 (Certification of Food Business Premises Free of Unauthorized Building Works (UBW) for Full Licence Application (Form UBW-2));
5. Completed and signed Certificate of Compliance by applicant (Category 1 Requirements);
6. Completed and signed Certificate of Compliance by Authorised Person/Structural Engineer with supporting documents (Category 2 Requirements);
7. Copy (original must be produced for verification) or original of completed and signed Form WR1/WR2 with supporting documents for electrical installation;
8. Completed and signed Certificate of Compliance and Certificate of Completion in respect of gas installation, if applicable; and
9. Any other certificate(s) whenever stipulated in the letter of requirements such as food supplier certificate, allocated/communal toilet certificate, etc.

HEALTH REQUIREMENTS FOR THE ISSUE OF PROVISIONAL
GENERAL/LIGHT REFRESHMENT RESTAURANT LICENCE

STANDARD REQUIREMENTS

1. **Ventilation** : When natural ventilation is insufficient (i.e., where openings and windows to the open air are less than 1/10th of the floor area), a ventilating system shall be provided to give not less than 17 cubic metres of outside air per hour for each person that the premises are designed to accommodate. A ventilating system, which shall be independent of any ventilating system provided for the seating accommodation, shall be provided for the kitchens and toilet rooms of the premises.

2. **Toilets** : At least one toilet compartment, one urinal and one wash-hand basin shall be provided on the premises for the use of customers and staff. If the premises are designed to accommodate more than 25 customers, at least 50% of the provision required for the issue of a full licence have been provided.

3. **Water supply** : Public mains water shall be laid on to the premises. Otherwise, potable water with quality satisfying the criteria as laid down in Volumes 1 and 2 of the Guidelines for Drinking Water Quality issued by the World Health Organisation in 1993 shall be provided on the premises.

4. **Manholes** : No manhole shall be situated inside any kitchen, food preparation room and scullery accommodation.

5. ***Food room area**: At least one kitchen shall be provided and an aggregate area of food rooms for kitchen, food preparation and scullery purposes, of not less than _____ square metres must be allocated. (*Applicable to General Restaurant Licence*)

***Food room area**: Note less than _____ square metres shall be allocated for kitchen, food preparation and scullery purposes. (*Applicable to Light Refreshment Restaurant Licence*)
(*Delete as appropriate.)

6. **Food room enclosures** : All kitchens, food preparation rooms and scullery accommodations shall be separated from the rest of the premises by fixed enclosures or service counters of not less than 750 mm in height. The enclosures shall be from floor to structural ceiling in the case of:-

1. the kitchen being the only kitchen on the premises ; or
2. the kitchen being designed for food preparation in addition to cooking of food; or
3. the kitchen being designed for the use of solid or liquid fuels.

7. **Front food room** : Any food room in the front of the premises shall be :

- (a) constructed of brick or other substantial and non-absorbent materials to a height of not less than 750 mm and fixed in a position;

- (b) separated from the street in the front and the seating accommodation / passage at the sides by fixed glazed panels carried up from the brickwork to the full height of the premises. The glazed panel at the side shall be fixed to the foremost portion of the food stand along the length to an extent of not less than 1.2 m; and
- (c) provided with a fly and dust-proof showcase / cupboard for the storage of food.
- (Note : Please see the sketch on page 132 for reference)

8. **Floor of food rooms** : The floor of every kitchen, food preparation room and scullery shall be surfaced with smooth light coloured non-absorbent material or tiles and slope towards a floor drain which shall be provided. (Ceramic tiles with a non-slip surface are an acceptable alternative.)

(Note : If you have doubt on the “light colour” requirement, you may submit a sample for approval. A colour which is not darker than “light grey” in density as compared to a 30% dotted screen comparator normally complies with this requirement.)

9. **Walls and ceilings of food rooms** : The internal surfaces of walls and partitions of every kitchen, food preparation room and scullery shall be surfaced with smooth non-absorbent materials or tiles up to a height of not less than 2 m. The junctions between the walls, partitions and the floors must be coved (rounded). Remaining surfaces of the walls and ceilings shall be limewashed or painted.

10. **Metal hoods and ducts** : A metal hood properly connected to an air-duct fitted with an extraction fan of at least _____ cubic metres per minute in capacity shall be provided over all food cooking equipment such as ranges, meat roasting ovens, deep fat fryers and barbecues in the kitchen and food room. The exhaust shall be arranged:

- (a) to pass through a grease filter, and if required by the Director of Food and Environmental Hygiene (e.g. as in the case of a meat roasting oven or deep fat fryer, etc.), a water scrubber to effectively remove cooking odours, smoke, steam, grease and vapours before discharging into the open air at a height of at least 2.5m above the ground or street level; or
- (b) to discharge into the open air at roof level as not to be a nuisance. Steam tables and microwave ovens need not be provided with special exhaust ventilation.

11. **Independent chimney** : If solid fuel or diesel is used for cooking, an independent chimney shall be provided on the premises, preferably on the external wall in the rear of the building.

(Note : The permission of the Director of Environmental Protection shall be obtained for the installation of the chimney. It is the applicant’s responsibility to seek such permission.)

12. **Grease-traps** : One or more grease-traps shall be provided to prevent the discharge of grease or oil into any drain or sewer.

(Note : The sketch shown at page 133 is intended for reference only. Any under-ground grease-traps will require the approval of the Building Authority. It is the responsibility of the applicant to seek such approval.)

13. **Sinks** : At least one wash-up sink of glazed earthenware, stainless metal or other approved material of not less than 450mm in length (measured between the top inner rims) shall

be provided in each kitchen, food preparation room and scullery. Every sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

14. **Wash-hand basins** : In addition to the number of wash-hand basins required under Requirement No. 2 above, at least one wash-hand basin of glazed earthenware or other approved material of not less than 350 mm in length (measured between the top inner rims) shall be provided in each kitchen, food preparation room and scullery. For large food rooms which accommodate a large number of staff, the standard provision is one basin for every 20 staff. Every basin shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

15. **Sterilization facilities** : At least one sterilizer of not less than 23-litre capacity shall be provided for the sterilization of all crockery, glassware or other utensils used in the preparation and consumption of food. Perforated metal or wire dipping trays shall be provided to hold the crockery etc. being sterilized. Alternatively, a mechanical dish washing machine or bactericidal agent of a type approved by the Director of Food and Environmental Hygiene may be used.

16. **Storage of utensils** : Adequate cupboard space shall be provided for the storage of utensils, crockery and cutlery used in the food business.

(Note : The suggested amount of cupboard space to be provided is 0.02 cubic metre for each square metre of food room area required under Requirement No. 5 above.)

17. **Refrigerators** : Adequate refrigerators shall be provided for the storage of all perishable food at a temperature not exceeding 10° C. A thermometer shall be provided in each refrigerator.

18. **Certificate of Compliance** : If town gas or liquefied petroleum gas is used as fuel, a Certificate of Compliance in respect of all gas fittings and appliances installed on the premises shall be obtained from a registered gas contractor.

19. **Supervision of food business by trained persons** :

(Applicable to food premises that are required to appoint a Hygiene Manager and a Hygiene Supervisor) :-

1. Submission to the Director of Food and Environmental Hygiene (DFEH) documentary proof with a copy of course certificate to the effect that the food business at the premises shall be supervised by a full time Hygiene Manager who has completed a hygiene manager training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate. The full time duty will require working in the premises for not less than 8 hours a day.
2. Submission to DFEH documentary proof to the effect that a full time Hygiene Supervisor shall assist the Hygiene Manager in supervising the operation of the food business. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by FEHD and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.

3. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Managers for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Manager will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises.
4. In relation to 2 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Supervisors for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises.

or

(Applicable to food premises that are required to appoint a Hygiene Supervisor only):-

1. Submission to the Director of Food and Environmental Hygiene documentary proof to the effect that the food business at the premises shall be supervised by a full time Hygiene Supervisor who has completed a hygiene supervisor training course and is awarded a certificate. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.
2. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Supervisors for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises.

NON-STANDARD REQUIREMENTS

20. **Certification on Free of Unauthorized Building Works** : Certification made by recognized professional(s) (i.e. Authorized Persons and Registered Structural Engineers under section 3 of the Buildings Ordinance (Chapter 123)) in prescribed form(s) (FEHB 190) as in accordance with the Guidelines for Authorized Persons and Registered Structural Engineers for certification of the food business premises are free of unauthorized building works, issued by Director of Buildings, Director of Lands or Independent Checking Unit of Housing Department where appropriate, shall be submitted to the Food and Environmental Hygiene Department.

(Except for food business premises in Housing Authority's properties or Government properties).

21. **Declaration on Compliance with Government Lease Conditions** : A declaration (FEHB 192) by the applicant declaring that the operation of a restaurant at the premises is in compliance with Government lease conditions shall be submitted to the Food and Environmental Hygiene Department.

(Except for food business premises in Housing Authority's properties, the properties divested to The Link Management Limited or Government properties).

Note: The imposition of other non-standard requirements will depend on the circumstances of each individual application.

Note: This is a set of sample requirements and conditions for general information only. It may be varied according to the circumstances of individual cases.

FULL GENERAL RESTAURANT LICENCE

STANDARD REQUIREMENTS

IMPORTANT

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

1. LAYOUT

1.1 Plans

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

(Note: (1) For the purpose of meeting this requirement, plans endorsed by an authorized person are not necessary.

- (2) If any change is to be made to the original plans submitted with the application, the applicant is required to submit afresh three copies of amended plans for reconsideration of the Director of Food and Environmental Hygiene.)

(* Delete as appropriate.)

2. **FOOD ROOMS**

2.1 **Food room area**

At least one kitchen shall be provided and an aggregate area of food rooms for kitchen, food preparation and scullery purposes, of not less than _____ square metres must be allocated.

2.2 **Floors, walls and ceilings**

(a) The floor of every kitchen, food preparation room, and scullery shall be surfaced with smooth light coloured non-absorbent materials or tiles and slope towards a floor drain which shall be provided. (Ceramic tiles with a non-slip surface are an acceptable alternative.)

(Note : If you have any doubt about the “light colour” requirement, you may submit a sample for approval. A colour which is not darker than “light grey” in density as compared to a 30% dotted screen comparator normally complies with this requirement.)

(b) The internal surfaces of walls and partitions of every kitchen, food preparation room and scullery shall be surfaced with smooth non-absorbent materials or tiles up to a height of not less than 2 metres. The junctions between the walls, partitions and the floors must be coved (rounded). Remaining surfaces of walls and ceilings shall be limewashed or painted.

2.3 **Food room partitions**

All food rooms and kitchens must be separated from any seating accommodation or passage-way by permanently fixed partitions or counters of not less than 750 mm in height. Partitions must be from floor to ceiling in the case of-

- (a) the kitchen being the only kitchen on the premises; or
- (b) the kitchen being designed for food preparation in addition to cooking of food; or
- (c) the kitchen being designed for the use of solid or liquid fuels.

2.4 **Front food room**

Any food room in the front of the restaurant must be :

- (a) constructed of brick or other substantial and non-absorbent materials to a height of not less than 750 mm and permanently fixed in a position;
- (b) separated from the street in the front and the seating accommodation/passage at the sides by fixed glazed panels carried up from the brickwork to the full height of the premises. The glazed panel at the side shall be fixed to the foremost portion of the food stand along the length to an extent of not less than 1.2 m; and
- (c) provided with a fly and dust-proof showcase / cupboard for the storage of food.

(Note: Please see the sketch at page 132 for reference)

3. SANITARY FACILITIES

3.1 Sanitary fitments

_____ water closets and _____ flush urinals for males and _____ water closets for females must be installed in the positions as shown on the proposed plans. All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fitments shall be segregated and separate entrance must be provided for persons of each sex.

- (Note :
- (a) If urinals are of the trough type, every 500 mm of trough shall be deemed to be the equivalent of one urinal and each stall or bowl type urinal shall have a clear width of not less than 500 mm.
 - (b) The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.
 - (c) In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000mm (depth) x 500mm (width.)

3.2 Ablution facilities

_____ wash-hand basin(s) of glazed earthenware or other approved materials of not less than 350mm in length (measured between the top inner brims) must be installed in (state position). Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

4. VENTILATION (INCLUDING FUMES/EXHAUST)

4.1 Mechanical ventilation

When natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air are less than 1/10th of the floor area), a ventilating system must be provided to give not less than 17 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

(Note : The same specification will apply in the case of the applicant wishing to install a ventilating system voluntarily.)

4.2 Design of ventilating system

The ventilating system shall comply with section 4(1) of the Ventilation of Scheduled Premises Regulation, Cap. 132CE.

4.3 Well water

The water from any well used for air-conditioning must be arranged in a closed circuit system and all pipes conveying the water must be painted black.

4.4 Extraction and propulsion fans

Extraction and propulsion fans of the capacity indicated must be installed at the following points :

- (a) _____ extraction fan(s) with _____m³/min in capacity in (state position).
- (b) _____ propulsion fan(s) with _____m³/min in capacity in (state position).

4.5 Discharge from extraction fans

All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 m above the ground or street level and in such a manner as not to be a nuisance.

4.6 Propulsion fans in kitchen/food preparation room

A propulsion fan with _____m³/min. capacity fitted with an air-duct obtaining fresh air from the open air shall be provided to the kitchen / food preparation room.

4.7 Siting of propulsion fans

All propulsion fans installed on the premises must serve the purpose of obtaining fresh air from the open air at a height of not less than 2.5 m from the ground or street level and in such a manner as not to be a nuisance. There shall be no short-circuiting with the extraction of exhaust air and the supply of fresh air.

4.8 Metal hood

- (a) A metal hood properly connected to an air-duct fitted with an extraction fan of at least _____ m³/min. in capacity must be provided over all cooking stoves in the kitchen and food room. The exhaust must be arranged (a) to pass through a grease filter and, if required by the Director of Food and Environmental Hygiene, an air pollution control equipment like water scrubbers and electrostatic precipitators before discharging into the open air and in such a manner and at such a position as not to be a nuisance; or (b) to discharge into the open air at roof level as not to be a nuisance.
- (b) A Letter of Compliance for ventilating systems installed in scheduled premises in respect of the installation shall be obtained from the Director of Fire Services.

4.9 Independent chimney

If solid fuel or diesel oil is used for cooking, an independent chimney must be built on the external wall, preferably at rear of the building.

(Note : The permission of the Director of Environmental Protection must be obtained for the installation of the chimney. It is the applicant's responsibility to seek such permission.)

5. DRAINAGE

5.1 Grease-traps

One or more grease-traps must be provided to prevent the discharge of grease or oil into any drain or sewer.

- (Note : 1. Please see the sketch at page 133 for reference.
2. Any underground grease-traps will require the approval of the Building Authority. It is the applicant's responsibility to seek such approval.)

5.2 Manholes and drain pipes in food rooms and seating accommodation

(a) No manhole shall be situated inside any food room (including kitchen, food preparation room and scullery accommodation). Any manhole situated in the seating accommodation must be provided with a double-seal cover.

(Note : Any manhole situated inside any food room including kitchen, food preparation room and scullery accommodation must be resited outside such food room. The resiting of a manhole is a drainage alteration which may require the approval of the Building Authority. It is the applicant's responsibility to seek such approval.)

(b) Any soil/waste/rain-water pipe inside any food room (including kitchen, food preparation room and scullery accommodation) or seating accommodation shall be enclosed in pipe duct constructed of impervious rust-proof material* to the satisfaction of the Director of Food and Environmental Hygiene. Suitable inspection openings shall be provided to such enclosure(s).

(*Note : For example, stainless steel sheet of 1.6 mm, or brickwork of 115 mm with plaster on the outer side would normally be acceptable.)

6. OTHER FACILITES

6.1 Water supply

Public mains water shall be laid on to the premises unless the Director of Food and Environmental Hygiene approves another source.

6.2 Scullery accommodation

_____ wash-up sink(s) of glazed earthenware, stainless metal or other approved materials of not less than 450mm in length (measured between the top inner rims) shall be installed in (state position). Every sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

6.3 Sterilization facilities

Not less than _____ sterilizer(s) of not less than 23-litre capacity shall be provided in (state position) for the sterilization of all crockery, glassware or other utensils used in the preparation and consumption of food. Perforated metal or wire dipping trays shall

be provided to hold the crockery etc. being sterilized. Alternatively, a mechanical dish washer or bactericidal agent may be used. The type of dish washer or bactericidal agent must be approved by the Director of Food and Environmental Hygiene.

6.4 Arrangement for washing and sterilization facilities

If no dish washing machine is provided, the washing and sterilizing facilities for eating and drinking utensils in the food room of the premises shall be arranged in such a manner and in such a position satisfactory to the Director of Food and Environmental Hygiene.

(Note : A suggested layout for the washing and sterilization facilities is shown at page 134)

6.5 Storage of utensils

Adequate cupboard space shall be provided for the storage of utensils, crockery and cutlery used in the food business.

(Note : The suggested amount of cupboard space to be provided is 0.02 cubic metre for every square metre of the food room area, i.e. kitchen, food preparation room and scullery accommodation.)

6.6 Food tables

The tops of tables used for food preparation must be made of close-jointed hardwood or other impervious materials.

6.7 Chopping blocks

Chopping blocks or benches of smooth close-jointed hardwood and free from cracks must be provided for cutting up food.

6.8 Refrigerators

Refrigerator(s) must be provided for the purpose of storing all perishable food at a temperature not exceeding 10°C. A thermometer shall be provided to each refrigerator indicating the temperature at which the food is being stored.

6.9 Food Counters

Counters shall be constructed of brick or other substantial and impervious materials and permanently fixed into position. Such counters etc., must be surfaced with impervious materials both on the tops and on the sides facing the food preparation/scullery space.

6.10 Racks and shelves

Adequate number of racks and shelves shall be provided for the storage of utensils to prevent them from coming into contact with the ground / floor surface.

6.11 Food lifts

- (a) Any food lift(s) installed shall be of impervious metal construction throughout and is easily accessible for cleansing. All shelves shall be removable.
- (b) If only one food lift with one single compartment is provided:
 - i. it should be restricted for the conveyance of prepared food and clean utensils only; or
 - ii. the single compartment to be sub-divided into two with the upper compartment for the storage of prepared food and clean utensils, and the lower compartment for the storage of food remnants and used / soiled utensils.
- (c) On the external surfaces of the food lift(s) or compartment(s) used for the conveyance of prepared food and clean utensils and also for the conveyance of used utensils, there shall be notices in Chinese characters each at least 50 mm high in the following form:
 - 「食物及潔淨碗具專用」 (English translation : This food lift is to be used only for the conveyance of prepared food and clean utensils.)
 - 「不潔碗具專用」 (English translation : This food lift is to be used only for the conveyance of used utensils.)

7. CERTIFICATES/LETTERS OF COMPLIANCE

7.1 Certificate for Ventilating System

Before a ventilating system (including an air-conditioning system) is installed, a certificate must be obtained from the supplier and delivered to the Director of Food and Environmental Hygiene, giving the particulars required by section 94 of the Public Health and Municipal Services Ordinance, Cap. 132.

7.2 Fire Services Certificate

A Fire Services Certificate in respect of the premises under application for a general restaurant licence shall be obtained from the Director of Fire Services.

7.3 Letter of Compliance for Mechanical Ventilating System

A Letter of Compliance in respect of fire safety provisions for mechanical ventilating system installed in the premises under application for a general restaurant licence shall be obtained from the Director of Fire Services.

7.4 Certificate of Compliance and Certificate of Completion in respect of gas installations

A Certificate of Compliance and a Certificate of Completion in respect of all gas fittings and appliances installed in the premises under application for a general restaurant licence shall be obtained from a registered gas contractor.

7.5 Electrical Installation Certificate

All electrical work (including new, alteration, addition or repairing work) on the fixed electrical installation of the restaurant, after completion, shall be inspected, tested and

certified by an electrical worker / contractor registered with the Director of Electrical and Mechanical Services (DEMS). A certified true copy or the original of the Work Completion Certificate (Form WR1) shall be submitted to the Director of Food and Environmental Hygiene as a proof of compliance. For existing electrical installations of the restaurant, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted instead.

7.6 Supervision of food business by trained persons

(Applicable to food premises that are required to appoint a Hygiene Manager and a Hygiene Supervisor) :-

1. Submission to the Director of Food and Environmental Hygiene (DFEH) documentary proof with a copy of course certificate to the effect that the food business at the premises shall be supervised by a full time Hygiene Manager who has completed a hygiene manager training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate. The full time duty will require working in the premises for not less than 8 hours a day.
2. Submission to DFEH documentary proof to the effect that a full time Hygiene Supervisor shall assist the Hygiene Manager in supervising the operation of the food business. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by FEHD and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.
3. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Managers for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Manager will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises.
4. In relation to 2 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Supervisors for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises.

or

(Applicable to food premises that are required to appoint a Hygiene Supervisor only):-

1. Submission to the Director of Food and Environmental Hygiene documentary proof to the effect that the food business at the premises shall be supervised by a full time Hygiene Supervisor who has completed a hygiene supervisor training course and is awarded a certificate. For Hygiene Supervisor who has completed

a hygiene supervisor training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.

2. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Supervisors for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises.

8. NO ENCROACHMENT

No encroachment on any Government Land or common passageway shall be made either in front, at side or at rear of the premises.

NON-STANDARD REQUIREMENTS

9. CERTIFICATION ON FREE OF UNAUTHORIZED BUILDING WORKS

Certification made by recognized professional(s) (i.e. Authorized Persons / Registered Structural Engineers registered under section 3 of the Buildings Ordinance (Chapter 123) in prescribed form(s) (FEHB 191) as in accordance with the Guidelines for Authorized Persons and Registered Structural Engineers for certification of the food business premises are free of unauthorized building works issued by the Director of Buildings, Director of Lands or Independent Checking Unit of Housing Department, where appropriate, shall be submitted to the Food and Environmental Hygiene Department.

(Except for food business premises in Housing Authority's properties or Government properties).

10. DECLARATION ON COMPLIANCE WITH GOVERNMENT LEASE CONDITIONS

A declaration (FEHB 192) by the applicant declaring that the operation of a general restaurant at the premises is in compliance with Government lease conditions shall be submitted to the Food and Environmental Hygiene Department.

(Except for food business premises in Housing Authority's properties, the properties divested to The Link Management Limited or Government properties).

Note: The imposition of other non-standard requirements will depend on the circumstances of each individual application.

FULL GENERAL RESTAURANT LICENCE

STANDARD CONDITIONS

1. The layout of the premises, other than furniture, shall be kept in strict conformity with that shown in the final plans approved by the Director of Food and Environmental Hygiene, and no alterations or additions shall be made to the premises without the prior approval of the Director of Food and Environmental Hygiene.
2. Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director of Food and Environmental Hygiene, the premises must not be used for any other purpose or class of business.
3. (a) All water laid on and used in connection with the business other than that for flushing and air-conditioning purposes must be drawn from public mains or such other sources as has been approved by the Director of Food and Environmental Hygiene.
(b) If a water storage tank is to be installed on the premises,
 - (i) the tank shall be provided with a close-fitting cover so constructed as to prevent the access of dust and insects or other foreign matters. The cover shall be kept closed at all times except when the tank is being cleaned, repaired, or some other operation that cannot be carried out with such cover closed is being carried out; and
 - (ii) the inside of the tank must be thoroughly cleansed and scrubbed with a solution of not less than fifty parts of chlorine to one million parts of water every three months. The tank must be kept empty when not in use.
 - (iii) on completion of each periodical cleaning, the date on which the cleansing was carried out must be painted legibly and conspicuously on every tank.
 - (iv) upon receipt of instruction from any health inspector, special cleansing in such manner and within such time as may be required must also be carried out.
4. Sufficient containers must be provided for the storage or display of all open food except uncooked perishable food and to protect it as far as possible, against contamination from dust or vermin.
5. Adequate precautions must be taken to safeguard ice used in drinks against contamination.
6. All fresh fruit juices shall be free from contamination by hand and extracted from the fruit by means of a juice extractor.
7. All fresh fruit juices, if not sold immediately after extraction, shall be stored in suitable containers with close-fitting covers or stoppers and kept separate from other commodities in a refrigerator.
8. Only boiled water and / or distilled water shall be used for diluting drink mixes / fruit juices in the preparation of non-bottled drinks.
9. All non-bottled drinks and liquid drink mixes / fruit juices used in the preparation of non-bottled drinks shall be stored in suitable containers with close-fitting covers or stoppers and kept separate from other commodities in a refrigerator.

10. All drinking straws (or tubes) shall be supplied to customers in the manufacturer's original dust-proof wrappings or other dust-proof containers.
11. Only drink mixes obtained from a licensed food factory or other lawful sources shall be used in the making of beverages.
12. The sale of non-bottled drinks shall be conducted only in conjunction with the business of the licensed restaurant.
13. Wash-hand basins must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electric hand dryers.
 - (a) If cloth towel rolls in dispensers are used,
 - (i) the dispensers should be designed in such a way that the users can only retrieve the clean and unused portion of the cloth towel roll therein; and
 - (ii) the towels or towel rolls provided through the dispensers must be dry, clean, sanitised, unworn, stainless and of good quality.
 - (b) If electric hand dryers are provided, they must be in good working condition at all times.
14. Each water closet must be provided with an adequate supply of toilet paper and kept clean at all times.
15. If wet towels are provided for the use of customers, a sterilizer must be provided and used.
16. Disposable cups used for serving drinks shall be kept in dust-proof containers.
17. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matters awaiting disposal.
18. Any fumes, steam and hot air from the stoves in the kitchen and/food room and from any extraction fan must be arranged to discharge into the open air in such a manner as not to be a nuisance.
19. All metal hoods, ducting, extraction fans, grease filters/water scrubbers of the exhaust system shall be maintained in a reasonably clean condition and in an efficient working order at all times. The system must be in operation during business hours.
20. All smoke from the use of solid fuel and diesel oil shall be discharged through the chimney.
21. The ventilating system must be kept fully in operation at all times when the premises are open to the public.
22. Should any leakage of soil/waste/rain-water pipe inside any food room (including kitchen, food preparation room and scullery accommodation) / seating accommodation or any blockage of manhole in the seating accommodation be found, all food business activities therein shall be suspended until such time when such pipe or manhole is satisfactorily repaired / cleared of the blockage.
23. Sufficient clean overalls or outer garments must be provided for all employees on duty.

24. Immunization cards of all employees must be produced for cross check and inspection whenever requested by inspecting officers.
25. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene, shall conduct the business in person at the licensed restaurant.
26. Personal effects such as clothing, footwear, luggage, umbrella, toilet articles and other articles must not be stored or left in any food room.
27. Water in every wet refrigerator and/or immersion cooler must be kept clean at all times.
28. The use of wooden or other duck boards must not be allowed on the premises.
29. Hygiene Manager and/or Hygiene Supervisor

(Applicable to food premises that are required to appoint a Hygiene Manager and a Hygiene Supervisor):-

1. A full time Hygiene Manager who has completed a hygiene manager training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate shall supervise in person the food business at the licensed premises while on duty. A list of duties of Hygiene Managers is attached at Annex (See page 131) for reference. The full time duty will require working in the premises for not less than 8 hours a day.
2. A full time Hygiene Supervisor who has completed a hygiene supervisor training course organized or recognized by FEHD and is awarded a certificate shall assist the Hygiene Manager in supervising the operation of food business. A list of duties of Hygiene Supervisors is attached at Annex (See page 131) for reference. The full time duty will require working in the premises for not less than 8 hours a day.
3. Course certificates of the Hygiene Manager and Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, appointed by the licensee shall be kept at the licensed premises and be readily available for inspection on demand at all reasonable times. Any change of the Hygiene Manager or Hygiene Supervisor must be reported in writing to the Director of Food and Environmental Hygiene within seven working days. A copy of the course certificate of the new Hygiene Manager or Hygiene Supervisor should be provided for retention if the course certificate is obtained after having completed a hygiene manager/supervisor training course recognized by FEHD. For Hygiene Supervisor who obtains the course certificate after having completed a hygiene supervisor training course organized by FEHD, submission of a copy of the course certificate is not required.
4. The Hygiene Manager should be a managerial staff at the licensed food premises.
5. The Hygiene Supervisor should be a staff member who performs a supervisory role in food handling at the licensed food premises.
6. The Hygiene Manager and Hygiene Supervisor shall, save with reasonable cause, supervise in person the food business at the licensed premises while on duty.
7. The licensee shall within six weeks after the Hygiene Manager or Hygiene Supervisor has resigned or is absent from his/her post for whatever reason appoint a new Hygiene Manager or Hygiene Supervisor.

8. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Manager will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises, if the same person is appointed as the Hygiene Managers for respective individual licences.
9. In relation to 2 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises, if the same person is appointed as the Hygiene Supervisors for respective individual licences.

or

(Applicable to food premises that are required to appoint a Hygiene Supervisor only):-

1. A full time Hygiene Supervisor who has completed a hygiene supervisor training course organized or recognized by the Food and Environmental Hygiene Department and is awarded a certificate shall supervise in person the food business at the licensed premises while on duty. A list of duties of Hygiene Supervisors is attached at Annex (See page 131) for your reference. The full time duty will require working in the premises for not less than 8 hours a day.
 2. Course certificate of the Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, appointed by the licensee shall be kept at the licensed premises and be readily available for inspection on demand at all reasonable times. Any change of the Hygiene Supervisor must be reported in writing to the Director of Food and Environmental Hygiene within seven working days together with a copy of the course certificate of the new Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, for retention.
 3. The Hygiene Supervisor should be a staff member who performs a supervisory role in food handling at the licensed food premises.
 4. The licensee shall within six weeks after the Hygiene Supervisor has resigned or is absent from his/her post for whatever reason appoint a new Hygiene Supervisor.
 5. The Hygiene Supervisor shall, save with reasonable cause, supervise in person the food business at the licensed premises while on duty.
 6. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises, if the same person is appointed as the Hygiene Supervisors for respective individual licences.
-
30. No encroachment on any Government Land or common passageway shall be made either in front, at side or at rear of the premises.
 31. The licensee shall exhibit and keep exhibited a sign supplied by the Director of Food and Environmental Hygiene denoting that the premises have been licensed at a conspicuous

place near the main entrance of the licensed premises.

NON-STANDARD CONDITIONS

The imposition of non-standard conditions will depend on the circumstances of each individual application.

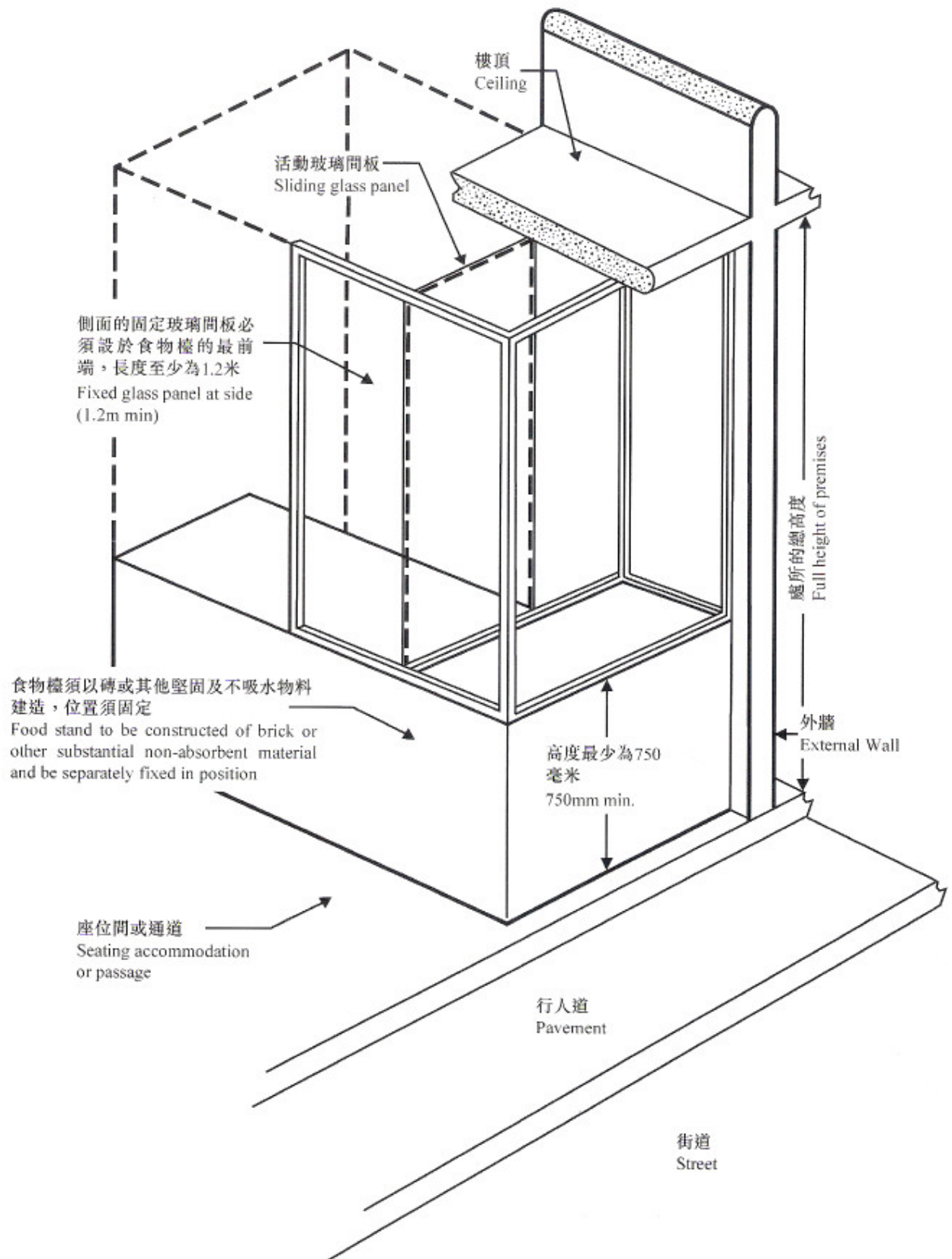
Duties of Hygiene Managers and Hygiene Supervisors

Duties of Hygiene Managers

- To identify key areas of risk in various food operations for early remedial actions
- To ensure compliance with the regulations, licensing conditions and codes of practice relating to food businesses
- To monitor the health condition of food handlers and to arrange medical examination or suspension of work where necessary
- To provide in-house training for the food handlers
- To supervise the work of the Hygiene Supervisor (if any)
- To handle complaints or enquiries from customers on food hygiene matters
- To act as a focal point of contact with the Food and Environmental Hygiene Department

Duties of Hygiene Supervisors

- To advise food handlers on the proper food handling practices and ensure their observance
- To conduct daily checks on the personal, environmental and food hygiene conditions of the food establishment and keep records on the findings
- To act as a focal point of contact with the Food and Environmental Hygiene Department (Note: for food establishments not required to appoint a Hygiene Manager)



舖前食物室圖解
FOOD ROOM IN SHOP FRONT

隔油池的功用

- 隔油池的功用是利用油比水輕而浮於水面的原理將污水裡的油脂分隔出來，以免其流入地下渠道，造成淤塞，導致污水四溢，影響環境衛生。隔油池的構造可參考以下略圖。

隔油池的設計

- 井蓋應採用輕便但堅固的材料製造以使其易於揭起及方便經常清理池中油脂。
- 設置矮石欄或在四周設明渠以免地面污水流入池內。
- 隔油池的體積必須足以應付日常的油脂流量。

隔油池的安裝

- 隔油池應裝置於廚房污水管與主排水系統之間。
- 隔油池的安裝地點須要以方便檢查和清理為原則。

Function of Grease Trap

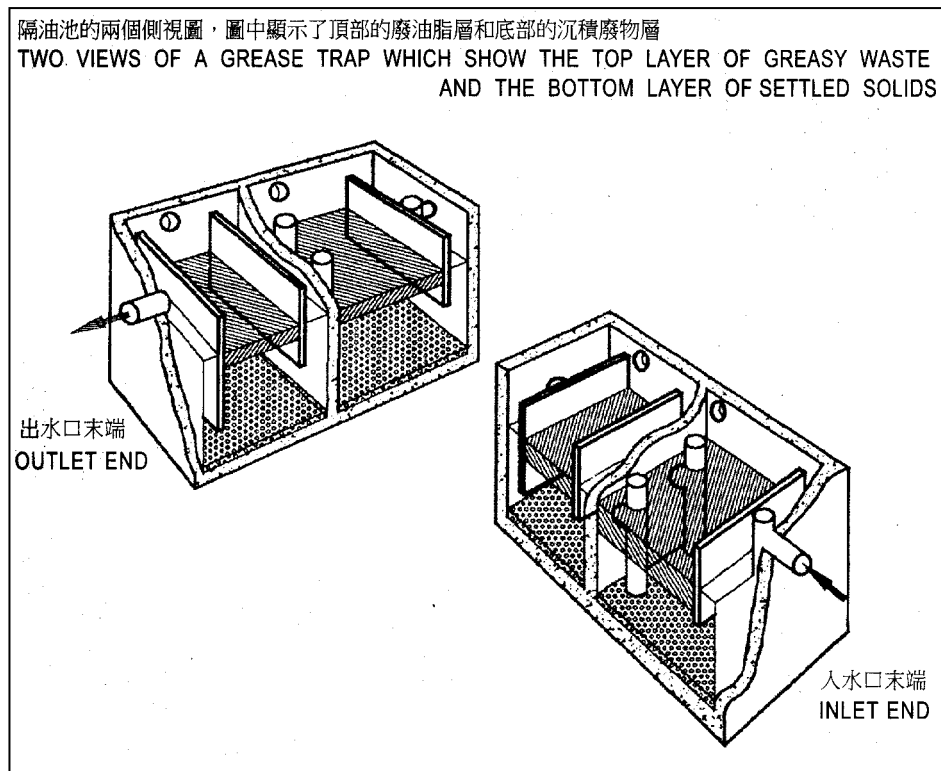
- A grease trap is used to separate grease from wastewater. This prevents the discharge of excessive grease into underground sewers which causes blockage and overflow of wastewater to the surroundings. The design of a typical underground grease trap is shown in the diagram below.

Design of Grease Trap

- Covers of a grease trap should be of light but strong material to facilitate removal of trap cleaning.
- Surface water is to be excluded from the grease trap by the provision of kerbs or surface channels.
- The capacity of the grease trap must be big enough to cope with the scale of business.

Installation of Grease Trap

- A grease trap should be installed in a location between the kitchen wastewater pipe and the main drainage system.
- The location of the grease trap should be easily accessible for inspection and cleaning.



隔油池示意圖
GREASE TRAP ILLUSTRATION

1. 將碗碟上之油漬及食物屑抹除

2. 用熱水及洗潔劑將碗碟認真洗擦必要時再用清水沖洗

3. 將洗淨碗碟置攔盤中浸入沸水內一分鐘以上

4. 讓碗碟自行風乾或用清潔碗布抹乾

5. 放入密封碗櫃內以防灰塵、害蟲及老鼠沾污

→ SCRAPE OFF FOOD REMNANTS FROM DISHES

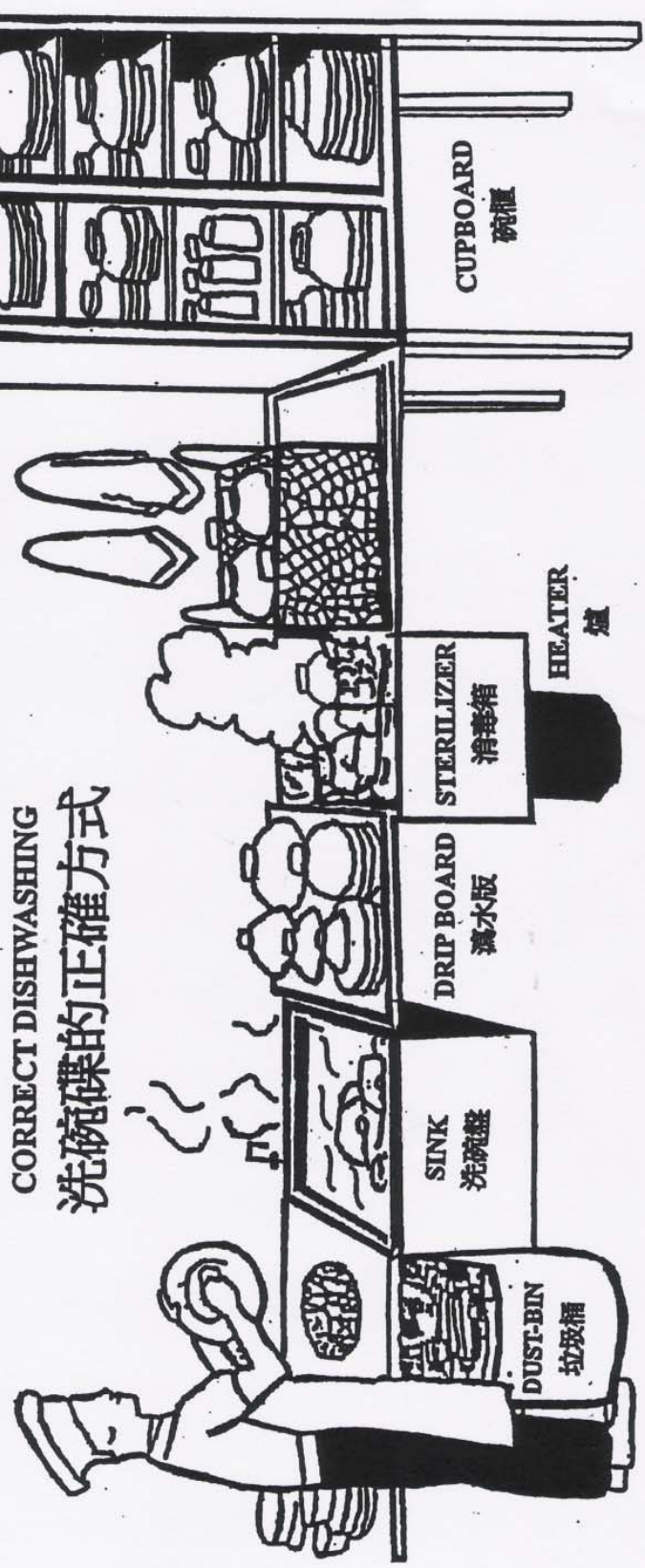
→ WASH WITH HOT WATER AND DETERGENT → SCRUB THOROUGHLY → RINSE IN CLEAN WATER IF REQUIRED

→ IMMERGE IN BOILING WATER FOR AT LEAST ONE MINUTE

→ DRY BY EVAPORATION OR CLEAN DISH CLOTH

→ STORE IN DUST-AND VERMIN-PROOF CUPBOARD

CORRECT DISHWASHING
洗碗碟的正確方式



Note : This is a set of sample requirements and conditions for general information only.
It may vary according to the circumstances of individual cases.

FULL LIGHT REFRESHMENT RESTAURANT LICENCE

STANDARD REQUIREMENTS

IMPORTANT

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

1. LAYOUT

1.1 Plans

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

- (Note : (1) For the purpose of meeting this requirement, plans endorsed by an authorized person are not necessary.
- (2) If any change is to be made to the original plans submitted with the application, the applicant is required to submit afresh three copies of amended plans for reconsideration of the Director of Food and Environmental Hygiene.)

(* Delete as appropriate.)

2. **FOOD ROOMS**

2.1 **Food room area**

Not less than _____ square metres must be allocated for kitchen, food preparation and scullery purposes.

2.2 **Floors, walls and ceilings**

(a) The floor of every kitchen, food preparation room and scullery shall be surfaced with smooth light coloured non-absorbent materials or tiles and slope towards a floor drain which shall be provided. (Ceramic tiles with a non-slip surface are an acceptable alternative.)

(Note : If you have any doubt about the “light colour” requirement, you may submit a sample for approval. A colour which is not darker than “light grey” in density as compared to a 30% dotted screen comparator normally complies with this requirement.)

(b) The internal surfaces of walls and partitions of every kitchen, food preparation room and scullery shall be surfaced with smooth non-absorbent materials or tiles up to a height of not less than 2 metres. The junctions between the walls, partitions and the floors must be coved (rounded). Remaining surfaces of walls and ceilings shall be limewashed or painted.

2.3 **Food room partitions**

All food rooms and kitchens must be separated from any seating accommodation or passage-way by permanently fixed partitions or counters of not less than 750 mm in height. Partitions must be from floor to ceiling in the case of-

- (a) the kitchen being the only kitchen on the premises; or
- (b) the kitchen being designed for food preparation in addition to cooking of food; or
- (c) the kitchen being designed for the use of solid or liquid fuels.

2.4 **Front food room**

Any food preparation room in the front of the restaurant must be: -

- (a) constructed of brick or other substantial and non-absorbent materials to a height of not less than 750 mm and permanently fixed in a position;
- (b) separated from the street in the front and the seating accommodation / passage at the sides by fixed glazed panels carried up from the brick-work to the full height of the premises. The glazed panel at the side shall be fixed to the foremost portion of the food stand along the length to an extent of not less than 1.2 m; and
- (c) provided with a fly and dust-proof showcase / cupboard for the storage of food.

(Note : Please see the sketch at page 132 for reference)

3. **SANITARY FACILITIES**

3.1 Sanitary fitments

_____ water closets and _____ flush urinals for males and _____ water closets for females must be installed in the positions as shown on the proposed plans. All pipes conveying water from any well for flushing purpose must be painted black. The sanitary fitments shall be segregated and provided with separate entrance for persons of each sex.

- (Note : (a) If urinals are of the trough type, every 500 mm of trough shall be deemed to be the equivalent of one urinal and each stall or bowl type urinal shall have a clear width of not less than 500mm.
- (b) The minimum internal dimension of the water closet compartment should not be less than 1,200 mm x 700 mm.
- (c) In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1000 mm (depth) x 500 mm (width).)

3.2 Ablution facilities

_____ wash-hand basin(s) of glazed earthenware or other approved material of not less than 350mm in length (measured between the top inner rims) must be installed in (state position). Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

4. VENTILATION (INCLUDING FUMES/EXHAUST)

4.1 Mechanical ventilation

When natural ventilation is insufficient (i.e. where openings or windows which can be opened to the open air are less than 1/10th of the floor area), a ventilating system must be provided to give not less than 17 cubic metres of outside air per hour for each person that the premises are designed to accommodate.

(Note : The same specification will apply in the case of the applicant wishing to install a ventilating system voluntarily.)

4.2 Design of ventilating system

The ventilating system shall comply with section 4(1) of the Ventilation of Scheduled Premises Regulation, Cap. 132CE.

4.3 Well water

The water from any well used for air-conditioning must be arranged in a closed circuit system and all pipes conveying the water must be painted black.

4.4 Extraction and propulsion fans

Extraction and propulsion fans of the capacity indicated must be installed at the

following points :

- (a) _____ extraction fan(s) with _____m³/min in capacity in (state position).
- (b) _____ propulsion fan(s) with _____m³/min in capacity in (state position).

4.5 Discharge from extraction fans

All extraction fans installed on the premises must be discharged into the open air at a height of at least 2.5 m above the ground or street level and in such a manner as not to be a nuisance.

4.6 Propulsion fans in kitchen/food preparation room

A propulsion fan with _____m³/min. in capacity fitted with an air-duct obtaining fresh air from the open air shall be provided to the kitchen / food preparation room.

4.7 Siting of propulsion fans

All propulsion fans installed on the premises must serve the purpose of obtaining fresh air from the open air at a height of not less than 2.5 m from the ground or street level and in such a manner as not to be a nuisance. There shall be no short-circuiting with the extraction of exhaust air and the supply of fresh air.

4.8 Metal hood

- (a) A metal hood properly connected to an air-duct fitted with an extraction fan of at least _____ m³/min. in capacity must be provided over all cooking stoves in the kitchen /food room. The exhaust must be arranged (a) to pass through a grease filter and, if required by the Director of Food and Environmental Hygiene, an air pollution control equipment like water-scrubber and electrostatic precipitator before discharging into the open air and in such a manner and such a position as not to be a nuisance; or (b) to discharge into the open air at roof level as not to be a nuisance.
- (b) A Letter of Compliance for ventilating systems installed in scheduled premises in respect of the installation shall be obtained from the Director of Fire Services.

4.9 Independent chimney

If solid fuel or diesel oil is used for cooking, an independent chimney should be built on the external wall, preferably at rear of the building.

(Note : The permission of the Director of Environmental Protection must be obtained for the installation of the chimney. It is the applicant's responsibility to seek such permission.)

5. DRAINAGE

5.1 Grease-traps

One or more grease-traps must be provided to prevent the discharge of grease or oil into any drain or sewer.

- (Note : 1. Please see the sketch at page 133 for reference.
2. Any underground grease-traps will require the approval of the Building Authority. It is the applicant's responsibility to seek such approval.)

5.2 Manholes and drain pipes in food rooms and seating accommodation

- (a) No manhole shall be situated inside any food room (including kitchen, food preparation room and scullery accommodation). Any manhole situated in the seating accommodation must be provided with a double-seal cover.

(Note : Any manhole situated inside any food room (including kitchen, food preparation room and scullery accommodation) must be resited outside such food room. The resiting of manhole is a drainage alteration which may require the approval of the Building Authority. It is the applicant's responsibility to seek such approval.)

- (b) Any soil / waste / rain-water pipe inside any food room (including kitchen, food preparation room and scullery accommodation) or seating accommodation shall be enclosed in pipe duct constructed of impervious rust-proof materials* to the satisfaction of the Director of Food and Environmental Hygiene. Suitable inspection openings shall be provided to such enclosure(s).

(*Note : For example, stainless steel sheet of 1.6 mm, or brickwork of 115 mm with plaster on the outer side would normally be acceptable.)

6. OTHER FACILITIES

6.1 Water supply

Public mains water shall be laid on to the premises unless the Director of Food and Environmental Hygiene approves another source.

6.2 Scullery accommodation

_____ wash-up sink(s) of glazed earthenware, stainless metal or other approved materials of not less than 450mm in length (measured between the top inner rims) shall be installed in (state position). Every sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

6.3 Sterilization facilities

Not less than _____ sterilizer(s) of not less than 23-litre capacity shall be provided in (state position) for the sterilization of all crockery, glassware or other utensils used in the preparation and consumption of food. Perforated metal or wire dipping trays shall be provided to hold the crockery etc. being sterilized. Alternatively, a mechanical dish washer or bactericidal agent may be used. The type of the dish washer or bactericidal agent must be approved by the Director of Food and Environmental Hygiene.

6.4 Arrangement for washing and sterilization facilities

If no dish washing machine is provided, the washing and sterilizing facilities for eating and drinking utensils in the food room of the premises shall be arranged in such a manner and position satisfactory to the Director of Food and Environmental Hygiene.

(Note : A suggested layout for the washing and sterilization facilities is shown at page 134.)

6.5 Storage of utensils

Adequate cupboard space shall be provided for the storage of utensils, crockery and cutlery used in the food business.

(Note : The suggested amount of cupboard space to be provided is 0.02 cubic metre for every square metre of the food room area, i.e. kitchen, food preparation room and scullery accommodation.)

6.6 Food tables

The tops of tables used for food preparation must be made of close-jointed hardwood or other impervious materials.

6.7 Chopping blocks

Chopping blocks or benches of smooth close-jointed hardwood and free from cracks must be provided for cutting up food.

6.8 Refrigerators

Refrigerator(s) must be provided for the purpose of storing all perishable food at a temperature not exceeding 10°C. A thermometer shall be provided to each refrigerator indicating the temperature at which the food is being stored.

6.9 Food Counters

Counters shall be constructed of brick or other substantial and impervious materials and permanently fixed into position. Such counters, etc., must be surfaced with impervious materials both on the tops and on the sides facing the food preparation / scullery space.

6.10 Racks and shelves

Adequate number of racks and shelves shall be provided for the storage of utensils to prevent them from contacting with the ground / floor surface.

6.11 Food lifts

- (a) Any food lift(s) installed shall be of impervious metal construction throughout and is easily accessible for cleansing. All shelves shall be removable.
- (b) If only one food lift with one single compartment is provided:
 - (i) it should be restricted for the conveyance of prepared food and clean

- utensils only; or
- (ii) the single compartment to be sub-divided into two with the upper compartment for the storage of prepared food and clean utensils, and the lower compartment for the storage of food remnants and used / soiled utensils.
- (c) On the external surfaces of the food lift(s) or compartment(s) used for the conveyance of prepared food and clean utensils and also for the conveyance of used utensils, there shall be notices in Chinese characters each at least 50 mm high in the following form:
- 「食物及潔淨碗具專用」 (English translation : This food lift is to be used only for the conveyance of prepared food and clean utensils.)
- 「不潔碗具專用」 (English translation : This food lift is to be used only for the conveyance of used utensils.)

7. CERTIFICATES / LETTERS OF COMPLIANCE

7.1 Certificate for Ventilating System

Before a ventilating system (including an air-conditioning system) is installed, a certificate must be obtained from the supplier and delivered to the Director of Food and Environmental Hygiene, giving the particulars required by section 94 of the Public Health and Municipal Services Ordinance, Cap. 132.

7.2 Fire Services Certificate

A Fire Services Certificate in respect of the premises under application for a light refreshment restaurant licence shall be obtained from the Director of Fire Services.

7.3 Letter of Compliance for Mechanical Ventilating System

A Letter of Compliance in respect of fire safety provisions for mechanical ventilating system installed in the premises under application for a light refreshment restaurant licence shall be obtained from the Director of Fire Services.

7.4 Certificate of Compliance and Certificate of Completion in respect of gas installations

A Certificate of Compliance and a Certificate of Completion in respect of all gas fittings and appliances installed in the premises under application for a light refreshment restaurant licence shall be obtained from a registered gas contractor.

7.5 Electrical Installation Certificate

All electrical work (including new, alteration, addition or repairing work) on the fixed electrical installation of the restaurant, after completion, shall be inspected, tested and certified by an electrical worker / contractor registered with the Director of Electrical and Mechanical Services (DEMS). A certified true copy or the original of the Work Completion Certificate (Form WR1) shall be submitted to the Director of Food and Environmental Hygiene as a proof of compliance. For existing electrical

installations of the restaurant, a Periodic Test Certificate (Form WR2) endorsed by DEMS in lieu of the required Form WR1 shall be submitted instead.

7.6 Supervision of food business by trained persons

(Applicable to food premises that are required to appoint a Hygiene Manager and a Hygiene Supervisor) :-

1. Submission to the Director of Food and Environmental Hygiene (DFEH) documentary proof with a copy of course certificate to the effect that the food business at the premises shall be supervised by a full time Hygiene Manager who has completed a hygiene manager training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate. The full time duty will require working in the premises for not less than 8 hours a day.
2. Submission to DFEH documentary proof to the effect that a full time Hygiene Supervisor shall assist the Hygiene Manager in supervising the operation of the food business. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by FEHD and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.
3. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Managers for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Manager will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises.
4. In relation to 2 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Supervisors for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises.

or

(Applicable to food premises that are required to appoint a Hygiene Supervisor only):-

1. Submission to the Director of Food and Environmental Hygiene documentary proof to the effect that the food business at the premises shall be supervised by a full time Hygiene Supervisor who has completed a hygiene supervisor training course and is awarded a certificate. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a

certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.

2. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Supervisors for respective individual licences will be allowed. In that case, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises.

8. NO ENCROACHMENT

No encroachment on any Government Land or common passageway shall be made either in front, at side or at rear of the premises.

NON-STANDARD REQUIREMENTS

9. CERTIFICATION ON FREE OF UNAUTHORIZED BUILDING WORKS

Certification made by recognized professional(s) (i.e. Authorized Persons and Registered Structural Engineers under section 3 of the Buildings Ordinance (Chapter 123)) in prescribed form(s) (FEHB 191) as in accordance with the Guidelines for Authorized Persons and Registered Structural Engineers for certification of the food business premises are free of unauthorized building works issued by the Director of Buildings, Director of Lands or Independent Checking Unit of Housing Department, where appropriate, shall be submitted to the Food and Environmental Hygiene Department.

(Except for food business premises in Housing Authority's properties or Government properties).

10. DECLARATION ON COMPLIANCE WITH GOVERNMENT LEASE CONDITIONS

A declaration (FEHB 192) by the applicant declaring that the operation of a light refreshment restaurant at the premises is in compliance with Government lease conditions shall be submitted to the Food and Environmental Hygiene Department.

(Except for food business premises in Housing Authority's properties, the properties divested to The Link Management Limited or Government properties).

Note: The imposition of other non-standard requirements will depend on the circumstances of each individual application.

FULL LIGHT REFRESHMENT RESTAURANT LICENCE

STANDARD CONDITIONS

1. The layout of the premises, other than furniture, shall be kept in strict conformity with that shown in the final plans approved by the Director of Food and Environmental Hygiene, and no alterations or additions shall be made to the premises without the prior approval of the Director of Food and Environmental Hygiene.
2. Except with the approval of the Director of Food and Environmental Hygiene, or as specified in any licence or permit granted by the Director of Food and Environmental Hygiene, the premises must not be used for any other purpose or class of business.
3. (a) All water laid on and used in connection with the business other than that for flushing and air-conditioning purposes must be drawn from public mains or such other sources as has been approved by the Director of Food and Environmental Hygiene.
(b) If a water storage tank is to be installed on the premises,
 - (i) the tank shall be provided with a close-fitting cover so constructed as to prevent the access of dust and insects or other foreign matters. The cover shall be kept closed at all times except when the tank is being cleaned, repaired, or some other operation that cannot be carried out with such cover closed is being carried out; and
 - (ii) the inside of the tank must be thoroughly cleansed and scrubbed with a solution of not less than fifty parts of chlorine to one million parts of water every three months. The tank must be kept empty when not in use.
 - (iii) On completion of each periodical cleaning, the date on which the cleansing was carried out must be painted legibly and conspicuously on every tank.
 - (iv) Upon receipt of instruction from any health inspector, special cleansing in such manner and within such time as may be required must also be carried out.
4. Sufficient containers must be provided for the storage or display of all open food except uncooked perishable food and to protect it as far as possible, against contamination from dust or vermin.
5. Adequate precautions must be taken to safeguard ice used in drinks against contamination.
6. All fresh fruit juices shall be free from contamination by hand and extracted from the fruit by means of a juice extractor.
7. All fresh fruit juices, if not sold immediately after extraction, shall be stored in suitable containers with close-fitting covers or stoppers and kept separate from other commodities in a refrigerator.
8. Only boiled water and / or distilled water shall be used for diluting drink mixes / fruit juices in the preparation of non-bottled drinks.
9. All non-bottled drinks and liquid drink mixes / fruit juices used in the preparation of non-bottled drinks shall be stored in suitable containers with close-fitting covers or stoppers and kept separate from other commodities in a refrigerator.

10. All drinking straws or tubes shall be supplied to customers in the manufacturer's original dust-proof wrappings or other dust-proof containers.
11. Only drink mixes obtained from a licensed food factory or other lawful sources shall be used in the making of beverages.
12. The sale of non-bottled drinks shall be conducted only in conjunction with the business of the licensed restaurant.
13. Wash-hand basins must be provided with an adequate supply of liquid soap in dispensers and clean paper towels or cloth towel rolls in dispensers or electric hand dryers.
 - (a) If cloth towel rolls in dispensers are used,
 - (i) the dispensers should be designed in such a way that the users can only retrieve the clean and unused portion of the cloth towel roll therein; and
 - (ii) the towels or towel rolls provided through the dispensers must be dry, clean, sanitised, unworn, stainless and of good quality.
 - (b) If electric hand dryers are provided, they must be in good working condition at all times.
14. Each water closet must be provided with an adequate supply of toilet paper and kept clean at all times.
15. If wet towels are provided for the use of customers, a sterilizer must be provided and used.
16. Disposable cups used for serving drinks shall be kept in dust-proof containers.
17. Sufficient dust-bins with close-fitting lids must be provided for the storage of all refuse and other waste matter awaiting disposal.
18. Any fume, steam and hot air from the stoves in the kitchen and / food room and from any extraction fan must be arranged to discharge into the open air in such a manner as not to be a nuisance.
19. All metal hoods, ducting, extraction fans, grease filters/water scrubbers of the exhaust system shall be maintained in a reasonable clean condition and in an efficient working order at all times. The system must be in operation during business hours.
20. All smoke from the use of solid fuel and diesel oil shall be discharged through the chimney.
21. The ventilating system must be kept fully in operation at all times when the premises are open to the public.
22. Should any leakage of soil/waste/rain-water pipe inside any food room (including kitchen, food preparation room and scullery accommodation)/seating accommodation or any blockage of manhole in the seating accommodation be found, all food business activities therein shall be suspended until such time when such pipe or manhole is satisfactorily repaired/cleared of the blockage.
23. Sufficient clean overalls or outer garments must be provided for all employees on duty.
24. Immunization cards of all employees must be produced for cross check and inspection

whenever requested by inspecting officers.

25. The licensee, or a manager nominated by the licensee in writing to the Director of Food and Environmental Hygiene and acceptable to the Director of Food and Environmental Hygiene, shall conduct the business in person at the licensed restaurant.
26. Personal effects such as clothing, footwear, luggage, umbrella, toilet articles and other articles, must not be stored or left in any food room.
27. Water in every wet refrigerator and / or immersion cooler must be kept clean at all times.
28. The use of wooden or other duck boards must not be allowed on the premises.
29. Hygiene Manager and/or Hygiene Supervisor

(Applicable to food premises that are required to appoint a Hygiene Manager and a Hygiene Supervisor):-

1. A full time Hygiene Manager who has completed a hygiene manager training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate shall supervise in person the food business at the licensed premises while on duty. A list of duties of Hygiene Managers is attached at Annex (See page 149) for reference. The full time duty will require working in the premises for not less than 8 hours a day.
2. A full time Hygiene Supervisor who has completed a hygiene supervisor training course organized or recognized by FEHD and is awarded a certificate shall assist the Hygiene Manager in supervising the operation of food business. A list of duties of Hygiene Supervisors is attached at Annex (See page 149) for reference. The full time duty will require working in the premises for not less than 8 hours a day
3. Course certificates of the Hygiene Manager and Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, appointed by the licensee shall be kept at the licensed premises and be readily available for inspection on demand at all reasonable times. Any change of the Hygiene Manager or Hygiene Supervisor must be reported in writing to the Director of Food and Environmental Hygiene within seven working days. A copy of the course certificate of the new Hygiene Manager or Hygiene Supervisor should be provided for retention if the course certificate is obtained after having completed a hygiene manager/supervisor training course recognized by FEHD. For Hygiene Supervisor who obtains the course certificate after having completed a hygiene supervisor training course organized by FEHD, submission of a copy of the course certificate is not required.
4. The Hygiene Manager should be a managerial staff at the licensed food premises.
5. The Hygiene Supervisor should be a staff member who performs a supervisory role in food handling at the licensed food premises.
6. The Hygiene Manager and Hygiene Supervisor shall, save with reasonable cause, supervise in person the food business at the licensed premises while on duty.
7. The licensee shall within six weeks after the Hygiene Manager or Hygiene Supervisor has resigned or is absent from his/her post for whatever reason appoint a new Hygiene Manager or Hygiene Supervisor.

8. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Manager will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises, if the same person is appointed as the Hygiene Managers for respective individual licences.
9. In relation to 2 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises, if the same person is appointed as the Hygiene Supervisors for respective individual licences.

or

(Applicable to food premises that are required to appoint a Hygiene Supervisor only):-

1. A full time Hygiene Supervisor who has completed a hygiene supervisor training course organized or recognized by the Food and Environmental Hygiene Department and is awarded a certificate shall supervise in person the food business at the licensed premises while on duty. A list of duties of Hygiene Supervisors is attached at Annex (See page 149) for your reference. The full time duty will require working in the premises for not less than 8 hours a day.
 2. Course certificate of the Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, appointed by the licensee shall be kept at the licensed premises and be readily available for inspection on demand at all reasonable times. Any change of the Hygiene Supervisor must be reported in writing to the Director of Food and Environmental Hygiene within seven working days together with a copy of the course certificate of the new Hygiene Supervisor, other than the Hygiene Supervisor who obtains his certificate after attending a hygiene supervisor training course organized by FEHD, for retention.
 3. The Hygiene Supervisor should be a staff member who performs a supervisory role in food handling at the licensed food premises.
 4. The licensee shall within six weeks after the Hygiene Supervisor has resigned or is absent from his/her post for whatever reason appoint a new Hygiene Supervisor.
 5. The Hygiene Supervisor shall, save with reasonable cause, supervise in person the food business at the licensed premises while on duty.
 6. In relation to 1 above, for those food premises which are under the same licensee and housed in the same supermarket or food court, the full time duty of the Hygiene Supervisor will require working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the operation of the food business of each of those food premises, if the same person is appointed as the Hygiene Supervisors for respective individual licences.
30. No encroachment on any Government Land or common passageway shall be made either in front, at side or at rear of the premises.

31. The licensee shall exhibit and keep exhibited a sign supplied by the Director of Food and Environmental Hygiene denoting that the premises have been licensed at a conspicuous place near the main entrance of the licensed premises.
32. Only such items of cooked food as endorsed on the licence shall be sold on the premises.
33. No roasting or frying shall be employed in preparing the permitted food items.

NON-STANDARD CONDITIONS

The imposition of non-standard conditions will depend on the circumstances of each individual application.

Duties of Hygiene Managers and Hygiene Supervisors

Duties of Hygiene Managers

- To identify key areas of risk in various food operations for early remedial actions
- To ensure compliance with the regulations, licensing conditions and codes of practice relating to food businesses
- To monitor the health condition of food handlers and to arrange medical examination or suspension of work where necessary
- To provide in-house training for the food handlers
- To supervise the work of the Hygiene Supervisor (if any)
- To handle complaints or enquiries from customers on food hygiene matters
- To act as a focal point of contact with the Food and Environmental Hygiene Department

Duties of Hygiene Supervisors

- To advise food handlers on the proper food handling practices and ensure their observance
- To conduct daily checks on the personal, environmental and food hygiene conditions of the food establishment and keep records on the findings
- To act as a focal point of contact with the Food and Environmental Hygiene Department (Note: for food establishments not required to appoint a Hygiene Manager)

Common Non-compliance Items

Category	Non-compliance Items	Recommended measures
Provisional Licence	1. Inspection date indicated on the Certificate of Compliance is earlier than the date of issue of the latest Letter of Requirements.	The applicant, his authorized representative or the Authorized Person (AP) / Registered Structural Engineer (RSE) conduct inspection upon receipt of the latest Letter of Requirements.
	2. The ventilation plan is incomplete.	Obtain the plan(s) required from the organizations concerned (such as building owners / property management office) as early as possible.
	3. Record photos taken during inspections are not attached to the Certification of Food Business Premises Free of Unauthorized Building Works (UBW) for Provisional Licence Application (Form UBW-1) to support the certification.	Submit photos taken before and after the removal of the unauthorized building works (UBW). If the premises are free of UBW, submit record photos taken during inspection to support the certification.
Ventilating System (Health Requirements)	4. The ventilation plan does not tally with the layout plan.	Submit revised ventilation plan and/or layout plan which tallies with each other.
	5. The capacity of the extraction fans and propulsion fans are not provided.	Remind as early as possible the contractor to provide the information required.
	6. The kitchen, toilets and seating accommodation are not provided with independent ventilating systems.	Remind the contractor of the requirement of providing separate ventilating systems and submit ventilation plan as early as possible.

Category	Non-compliance Items	Recommended measures
	<p>7. The positions of the fresh air inlet(s) and exhaust air outlet(s) do not conform to the requirements:</p> <ul style="list-style-type: none"> • The fresh air inlet(s) and exhaust air outlet(s) shall be sited at a height of not less than 2.5 m from the ground level. • The fresh air inlet(s) and exhaust air outlet(s) shall be sited in a direction as not to be a nuisance. 	<p>Remind the contractor of the requirement of the location of the fresh air inlet and exhaust air outlet.</p>
<p>Ventilating System (Fire Safety Requirements)</p>	<p>8. The ventilation plan is incomplete.</p>	<p>Obtain the plan(s) required from the organizations concerned (such as building owners / property management office) as early as possible.</p>
	<p>9. Existing installations on the premises do not tally with the plan.</p>	<p>Before submitting the Report of Completion to the Ventilation Division of the Fire Services Department (FSD), check whether the ventilating system installed tallies with the initial proposal. If not, a revised plan has to be re-submitted to FEHD.</p>
	<p>10. The installations or materials are not of the accepted type:</p> <ul style="list-style-type: none"> • fire dampers • fusible links • air filters or precipitators in the ventilating system • external air duct insulation material 	<p>Check the “List of Accepted Material and Equipment (Ventilation System)” on the FSD web page before purchasing materials :</p> <p>http://www.hkfsd.gov.hk/home/eng/accept_eq.html</p>
	<p>11. The installations do not conform to the requirements:</p> <ul style="list-style-type: none"> • Fire damper(s) is / are not provided between fire compartment 	<p>Remind the contractor of the requirements.</p>

Category	Non-compliance Items	Recommended measures
	<p>walls / floors.</p> <ul style="list-style-type: none"> • Fire damper(s) is / are installed in wrong orientation. • Fire damper(s) is / are not sealed. • Fire damper(s) is / are not securely installed in the plane of the fire compartment wall. • Access panel(s) is / are not provided for the fire damper(s). • Combustible material is found in the air duct(s). • Combustible material (plastic electrical conduit) is found inside the precipitator. 	
<p>Unauthorized Building Works (UBW)</p>	<p>12. UBW:</p> <ul style="list-style-type: none"> • Unauthorized slabbing-over of cockloft / staircase void. • Unauthorized staircases and cocklofts. • Unauthorized rooftop / flat roof / yard structures. • Unauthorized retractable canopies installed against the external wall. • Unauthorized metal frames supporting cooling towers attached to the external wall. • Signboards at a height of less than 3.5m and 5.8m from the pavement and carriageway respectively. • Shop front decoration projecting beyond the building line. • Air-conditioning units projecting over the pavement / side alley / back alley or common area. • Demolition of approved ramps for persons with a disability. • Demolition of approved toilets for 	<p>Attention should be paid to whether the premises contain possible UBW which are likely to meet with objections (including alterations made by the previous owner/tenant).</p> <p>[Note: In order to certify that the premises are free of UBW which are likely to meet with objections, the AP / RSE is required to check whether there are UBW in the premises and its associated areas.]</p>

Category	Non-compliance Items	Recommended measures
	<p>persons with a disability.</p> <ul style="list-style-type: none"> • Additional raised screeds without provision of access for persons with a disability. • Unauthorized metal canopies attached to the external wall of the premises. • Non-approved structural alterations, unauthorized obstruction to smoke vents, alteration or removal of fire doors. 	
Fire Safety Requirements	<p>13. The installations and materials are not of the accepted types:</p> <ul style="list-style-type: none"> • The self-contained luminaries emergency lighting system is not of the accepted type. Information of the brand and model number of the system are not provided in the FS251 certificate and no relevant test report is attached. 	<p>Check the “List of Accepted Fire Service Installations and Equipment” on the FSD web page before purchasing materials: http://www.hkfsd.gov.hk/home/eng/accept_eq.html.</p>
	<p>14. The installations do not conform to the requirements:</p> <ul style="list-style-type: none"> • Sub-standard kitchen doors (kitchen doors shall be self-closing and with a fire resisting period equivalent to ½ hour). • The food hatch between the kitchen and the seating accommodation exceeds 0.2 m² in area. • The food hatch between the kitchen and the seating accommodation is not protected by 44 mm hardwood or equivalent drop hatch. • Sprinkler head(s) is / are covered by plastic sheets or plastic seals. • Sprinkler head(s) is / are obstructed by piping or false ceiling. 	<p>Remind the contractor of the requirements.</p>

Category	Non-compliance Items	Recommended measures
	<ul style="list-style-type: none"> • Insufficient call points for manual fire alarm system (fire alarm call points shall be installed outside the kitchen, around each exit and at the cashier's counter). • Lack of maintenance and labels for portable fire fighting equipment (maintenance / inspection of the fire fighting equipment shall be carried out at least once every 12 months, the relevant FS251 certificate shall be provided and appropriate labels shall be affixed to the fire fighting equipment). 	
	<p>15. No documentary proof:</p> <ul style="list-style-type: none"> • Use of fire resisting glass as compartmentation in the kitchen without providing the relevant catalogue of the manufacturer and test report. Installation shall be carried out in accordance with the manufacturer's specification and a declaration signed by an AP shall be submitted. • No documentary proof and appropriate labels for Polyurethane (PU) foam filled mattress and upholstered furniture 	<ul style="list-style-type: none"> • Ask the manufacturer / supplier for the required documentary proof when placing an order for the relevant material. • Remind the contractor of the requirements.
	<p>16. Lack of valid FS251 certificate(s):</p> <ul style="list-style-type: none"> • Ventilating / air conditioning control systems • Self-contained luminaries emergency lighting system • Portable fire fighting equipment • Protection drop hatch at food hatch • Lack of valid certificates for fire service equipment on the premises: 	<ul style="list-style-type: none"> • Submit the ventilation plan and air conditioning data of the premises to FEHD as early as possible for FSD to ascertain if ventilating / air conditioning control systems need to be installed on the premises. • Notify the FSI contractor of the certificate requirements as early

Category	Non-compliance Items	Recommended measures
	<p>(a) Either no FS251 is provided or an expired FS251 is provided</p> <p>(b) The FS251 provided contains defective items</p> <p>(c) Provision of the relevant FS251 and FSI/314A is required for alteration or addition of fire service installations and equipment (such as sprinkler system or manual fire alarm system).</p>	<p>as possible.</p> <ul style="list-style-type: none"> • If defects are found in the fire service equipment of the building, a checklist of defects together with a completed FS251 indicating that the defects have been rectified shall be submitted. • Provision of FS251 and FSI/314A for any alteration or addition of fire service installations and equipment.
<p>Report of Compliance with Licensing Requirements</p>	<p>17. Fitting out works do not conform to the requirements:</p> <ul style="list-style-type: none"> • No floor drain provided. • Waste pipes in the food room are not enclosed in pipe ducts constructed of impervious rust-proof material. • Water closet compartments do not conform to the requirements (the internal dimension of the water closet compartment shall not be less than 1 200 mm x 700 mm; the standing space in front of each urinal shall not be less than 500 mm x 500 mm). 	<p>Remind contractors of the requirements.</p>
	<p>18. Supporting documents:</p> <ul style="list-style-type: none"> • Work Completion Certificate (Form WR1) for electrical installations lacks diagram for wiring, and no certificate of electrical workers and contractors provided. • The communal / allocated toilet certificate issued by the owner or management of the building does not indicate the relative locations 	<ul style="list-style-type: none"> • Notify the contractor of the certificate requirements as early as possible. • Obtain the necessary documents duly signed from the owner or property management as early as possible.

Category	Non-compliance Items	Recommended measures
	<p>of the restaurant and communal toilets. The certificate is not signed by the owner or management.</p> <ul style="list-style-type: none"> • The certificate confirming the use of common area issued by the owner or management is not signed. • Certificates of Compliance (Category 2 Requirements of the Buildings Department / Housing Department). 	<ul style="list-style-type: none"> • Verify whether the certificates contain all information showing compliance with all licensing requirements of the Buildings Department / Housing Department and the calculations on the structural adequacy of the existing floor in respect of the additional loads.

Others	Points to Note	Recommended Measures
Revised Plans	Vetting of revised plans may need some 20 working days.	Do not revise the proposed plans once submitted.
Cancellation of Existing Licence/Permit	For premises already covered by a valid food business licence / permit, the licence under application shall only be issued upon cancellation of the current licence / permit.	Submit documentary proof on sole control over the premises as early as possible.
Monitoring of Progress	A provisional licence shall be valid for 6 months. Report of compliance should be made to FEHD at least 15 working days before the expiry of the provisional licence.	Use the On-line Licence Application Tracking Facility to check the status of the application: <u>www.licensing.gov.hk</u>

**CATEGORISATION OF TYPICAL
BUILDING SAFETY ISSUES**

Category 1

- (a) Fire resisting doors to be self-closing.
- (b) Door across exit route to open in the direction of exit.
- (c) Misleading exit sign to be deleted.
- (d) Information on licensed plans as identified at Application Vetting Panel meeting stage e.g. licensed area to agree with site condition.
- (e) Means of escape to be clear of movable obstructions.
- (f) Automatic sliding door at front entrance to stay open to the full width in the event of power failure.
- (g) Information on Form UBW-1/UBW-2 to be submitted.

Category 2

- (a) Door certificates and test report certified by authorized person/registered structural engineer.
- (b) Kitchen hatch shutter certificate.
- (c) Exit route/door to be increased to a specified width.
- (d) Door not to obstruct exit route at any point of its swing.
- (e) No. of exit routes from the premises to be increased.
- (f) Means of escape to be cleared of permanent obstructions, e.g. metal gates, protrusions of partition walls/rooms onto the exit route.
- (g) Kitchen to be enclosed by walls and floors with specified fire resisting period (FRP).
- (h) Shop front return to be not less than 450mm.
- (i) Exit staircase to be enclosed by walls with specified FRP.
- (j) Protected lobby to be provided.
- (k) The separating wall/floor should have adequate FRP.
- (l) Structural justification for screeding on slabs to raise floor levels, solid partition and fish tank, etc.
- (m) Structural justification for floor/slab opening.
- (n) Acknowledgement of completion of approved alterations and additions work formally approved under the Buildings Ordinance (Form BA 14) and/or acknowledgement of completion of minor works under the Building (Minor Works) Regulation.

Category 3

- (a) Original design live load is inadequate.
- (b) Unsatisfactory means of escape e.g. insufficient exit routes/exit doors and inadequate headroom of exit routes.
- (c) Unauthorized building works in common areas resulting in obstruction of means of escape from the restaurant premises or the building, such as unauthorized sub-division of a floor into separate units resulting in some units without adequate means of escape, and unauthorized blocking up of access to an exit staircase rendering the means of escape of other occupancies inadequate.
- (d) Unauthorized sub-division of a floor into separate units without the provision of internal corridors protected by fire resisting walls and doors (except for shopping arcade).

- (e) Food business premises resulting in increase of population figures which exceed the allowable discharge values of the existing staircases for means of escape or the existing width of exit routes for the storey where the food premises are situated cannot accommodate the total population capacity of that storey.
- (f) The designed live loads of the premises under licence application cannot meet the required 4 kPa for restaurant use.
- (g) Licence application in upper floors of single staircase building.
- (h) Conversion of area/premises which were excluded from GFA calculation in the original building design into accountable GFA.

Note:

1. The Buildings Department will continue to advise on rejection of the issue of a licence until the unauthorized building works which pose risks to public safety have been removed or the risks to public safety have been eliminated.
2. If the removal or rectification of the unauthorized building works involves the carrying out of building works not exempted under section 41(3) of the Buildings Ordinance, it will be necessary for the applicant to appoint an Authorized Person and/or a Registered Structural Engineer and to obtain the prior approval and consent of the Building Authority for such building works. However, some removal works as stipulated in Schedule 2 Part 2 of the Building (Minor Works) Regulation are classified as designated exempted works which may be commenced under the said Regulation. Copies of *Guidelines for the Removal of Typical Unauthorized Building Works* and its amendments can be obtained from Buildings Department or downloaded from the web-site www.bd.gov.hk for information.
3. The examples of Category 1, 2 and 3 above are not exhaustive.

**Certification of Food Business Premises Free of Unauthorized Building Works
Guidelines for Authorized Persons and Registered Structural Engineers**

- 1. Guideline UBW-1 for premises in private buildings
(Annex I)**
- 2. Guideline UBW-2 for premises in New Territories Exempted Houses
(Annex II)**
- 3. Guideline UBW-3 for premises divested to the Link Management Limited
(Annex III)**

Guideline UBW-1

**Certification of Food Business Premises Free of Unauthorized Building Works
Guidelines for Authorized Persons and Registered Structural Engineers
(Applicable to Private Buildings)**

Introduction

The following guidelines are provided for authorized persons (AP) and registered structural engineers (RSE) who are commissioned to certify that food business premises are free of unauthorized building works (UBW) required by the Licensing Authority.

Unauthorized Building Works

2. Buildings and building works are defined in section 2 of the Buildings Ordinance (BO). Unless exempted under section 41(3) of the BO, buildings erected or building works carried out without the prior approval and consent from the Building Authority (BA) or minor works violating the statutory requirements of the Building (Minor Works) Regulation are UBW.

3. To verify if any buildings or building works are unauthorized, the AP/RSE are advised to examine the approved plans of the subject building including the approved plans for all alteration and addition (A&A) works relating to the premises in question and, if any, the record plans and the completed “minor works” record in case the A&A works are “minor works”. For A&A works including minor works, the AP/RSE should check if the completed works have been certified under the BO and accepted by the BA.

Scope and Extent of AP/RSE’s Certification

4. For the purpose of certifying that food business premises are free of UBW, the AP/RSE should check the existence of any UBW within the food business premises (e.g. unauthorized slabs covering approved cockloft/staircase voids, removal of approved facilities for persons with a disability), UBW attached to or extending from the external walls of the food business premises (e.g. metal frames for cooling towers) and UBW located off the premises but directly associated with or serving the premises under application*(e.g. metal frames for air-conditioning units).

* For the avoidance of doubt, if the food business premises under application is served by the central air-conditioning plant of the building in which the premises is situated, those ventilation ducts, associated frames and related branching off accessories of the central plant serving the premises need not be included in the certification subject to compliance with item (f) of paragraph 6.

5. The certification system, as regards free of UBW, does not include UBW attached to the external walls or on the approved roofs of the food business premises if such UBW are being used to serve premises other than the food business premises.

6. Subject to paragraph 4 above and without violating the statutory requirements of the Building (Minor Works) Regulation, the following types of existing UBW need not be included in the certification. However, the AP/RSE should make necessary steps including a visual inspection to satisfy himself that such UBW are not in dilapidated or dangerous condition. Any certification with structural justification, if required, should be submitted prior to the application for full licence and transfer of licence.

- (a) Continuous unauthorized canopies or overhead projections serving both the premises and other premises and that the portion of the canopy or projection serving the premises under application is not more than 50% of the total length of the canopy or projection;
- (b) Canopies, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, projecting not more than 500mm beyond the building line and having a minimum vertical clearance of 2.5m;
- (c) Shopfront overhead projections, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, not more than 600mm beyond the building line and having a minimum vertical clearance of 2.5m;
- (d) Decorative shopfront extensions/projections, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, of not more than 300mm beyond the building line;
- (e) Existing signboards not resting on or suspended from approved canopies and with the area of the largest planer surface of the prescribed prism being less than 20m² ('prescribed prism' means the smallest virtual rectangular prism which can contain all parts of the signboard, including its supporting structure but excluding structural members solely for preventing lateral movement of the signboard);
- (f) Supporting frames projecting not more than 600mm from the external wall and at a height not less than 2.5m from the ground for air-conditioning units and vent ducts;
- (g) Supporting frames not resting on approved suspended slabs and less than 600mm high for air-conditioning units;
- (h) Supporting frames resting on approved roofs/slabs and less than 600mm high for air-conditioning units;
- (i) Supporting frames suspended from the approved floor slabs for

air-conditioning plants if such frames are certified, with supporting calculations, to be structurally safe. For the avoidance of doubt, ventilation ducts and associated accessories for the air-conditioning units wholly within the licensed premises not passing through compartment walls/floors and with a minimum vertical headroom of 2m need not be included in the certification;

- (j) Existing openings on or slabs over existing floors for food hoists and pipe ducts if such openings or slabs are certified, with supporting calculations, to be structurally safe and any slabs should not result in additional gross floor area under the Building (Planning) Regulations;
- (k) Hollow raised platforms within approved premises with a height not greater than 600mm and not hindering the access for persons with a disability;
- (l) Hollow raised platforms with a height between 600mm to 2000mm within approved premises if such platforms are certified, with supporting calculations, to be structurally safe and not hindering the access for persons with a disability;
- (m) Removal of internal staircases not involving unauthorized strengthening works if such removal is certified, with supporting calculations, to be structurally safe;
- (n) Kitchens and toilets within approved premises and drainage works certified as being in proper function and properly connected;
- (o) Small storage chamber for LPG cylinders with an aggregate capacity not exceeding 130L and complying with “LPG Installation for Catering Purposes in Commercial Premises” issued by the Electrical and Mechanical Services Department; and
- (p) Grease traps suspended from the approved slab if such grease traps are certified, with supporting calculations, to be structurally safe.

Minor works should be carried out under the Building (Minor Works) Regulation. Minor works violating the requirements of the said Regulation are UBW and will not be accepted. In paragraph 4 above, for example, supporting frames for air-conditioning units, if being minor works and not erected in accordance with the said Regulation are UBW, and the affected premises should not be certified as free of UBW.

Where structural assessment is made, the supporting calculations should be prepared in accordance with the guidelines at Appendix A.

7. A list of typical UBW in food business premises and a checklist for carrying out certification are at Appendix B and C for general reference. The UBW described in Appendix B should not be taken as exhaustive. If minor works are commenced and carried out in accordance with the Building (Minor Works) Regulation, they are not considered as UBW.

8. For removal of UBW, reference should be made to the “Guidelines for the Removal of Typical Unauthorized Building Works and General Maintenance of External Walls” published by the Buildings Department. However, certain removal works as stipulated in Schedule 2 Part 2 of the Building (Minor Works) Regulation are classified as designated exempted works which may be commenced under the said Regulation.

9. The guidelines provided in paragraph 6 are for the purpose of application for a food business licence and transfer of a licence from the Licensing Authority only. The operators should be reminded that future action may be taken under sections 24, 24AA and 40 of the BO to secure removal or rectification of these UBW by the Buildings Department in accordance with the prevailing enforcement policy.

Records of Completed Building Works

10. Except for pre-war buildings and buildings falling within the purview of the Buildings Ordinance (Application to New Territories) Ordinance, the approved plans and structural calculations for completed private buildings and A&A works; and completed “Minor Works” record thereon may be viewed in the Building Information Centre of BD at 13/F of Pioneer Centre, 750 Nathan Road, Kowloon (tel. no.: 2626 1207) or through Building Records Access and Viewing under On Line System (BRAVO) upon application and payment of the requisite fee. Certified copies of plans and documents are available upon submission of an application form together with the payment of the requisite fee. Application forms may be obtained from the Information Counter on 12/F of Pioneer Centre, 750 Nathan Road, Kowloon or by downloading soft copies from the website <http://www.bd.gov.hk>.

Enquiries

11. For specific enquiries, please approach the Licensing Unit of BD at 12/F of Pioneer Centre, 750 Nathan Road, Kowloon (tel. no. 2626 1257 – handled by “1823 Call Centre” of the Government).

Buildings Department

August 2011

Information and Assessment to be included in the Supporting Structural Calculations

1. General Requirements

- (a) Whilst the structural members of the UBW should be checked under the current Building Regulations, all approved structural elements should be checked in accordance with the original design principle and the prevailing codes of practice at the time of construction.
- (b) The imperial units shown in the approved plan and/or original design calculations should be converted to metric units for easy reference.
- (c) The structural integrity of the affected structures should be checked in accordance with the minimum imposed loads stipulated in Regulation 17 of the Building (Construction) Regulations.

2. Fundamental Information and Assessments (if applicable)

- (a) The original design data retrieved from the approved plan and/or original design calculations, such as material specifications, permissible stress and design imposed load should be given.
- (b) Relevant structural framing part plans should be submitted to show the affected portion of existing structures.
- (c) Relative disposition of the additional elements such as partition walls, raised screeding, walk-in freezers, fish tanks, water pools, over hanging air-conditioning units and cooling towers should be shown on the structural framing part plans with appropriate setting out dimensions.
- (d) The weight of all additional elements, such as partition walls and raised screeding, should be conformed to the type, size, thickness and density of the construction materials resulting from these additional works.
- (e) The structural adequacy of the existing structures arising from the total combined loadings should be demonstrated.

3. Specific Information (if applicable)

- (a) The manufacturer's catalogue and specification of the relevant plants and equipment should be attached in order to substantiate the design operational weight.
- (b) The design of steel frame supporting the relevant plants or equipment should be submitted. The connection details of these steel members and fixing details into existing structures should also be given.
- (c) Depending on the circumstances of individual cases, additional information and assessment may be required.

New Issue or Transfer of Food Business Licence
Typical Unauthorized Building Works Requiring Removal/Rectification

1. Unauthorized rooftop/flat roof/yard structures.
2. Unauthorized structures on or suspended from approved canopies.
3. Unauthorized canopies/projections /extensions/cladding.
4. Unauthorized signboards resting on or suspended from approved canopies.
5. Unauthorized support frames for vent ducts.
6. Unauthorized supporting frames for air-conditioning or ventilating plants.
7. Unauthorized obstructions to smoke vents.
8. Unauthorized alteration or removal of compartment walls or fire resisting walls/shutters/doors not complying with fire and structural safety requirements.
9. Unauthorized slabs filling up approved voids.
10. Unauthorized openings through slabs.
11. Unauthorized cocklofts, intermediate floors or floor extensions.
12. Unauthorized staircases.
13. Unauthorized removal, partial removal or alteration of staircases.
14. Unauthorized removal, partial removal or alteration of structural members.
15. Unauthorized removal of approved facilities for persons with a disability (e.g. toilet or access ramp) and unauthorized building works which hinder the access to the food business premises for persons with a disability (e.g. raised platform in seating areas).
16. Unauthorized alterations and additions works contravening the provisions of the Buildings Ordinance (e.g. sub-division of a floor into separate units not complying with the fire and structural safety requirements, conversion of plant rooms/car parks to usable floor areas for licensing, obstruction of means of escape from the premises or the parent building, etc.).

**Checklist for Certifying Food Business Premises
Free of Unauthorized Building Works (UBW)**

Part 1 – General Information

Address of Premises : _____ Lot No. _____

Part 2 – Examination of Approved Records/Minor Works Records

	Yes	N/A
Approved plans for the parent buildings		
Approved plans for all alterations and additions (A&A) works affecting the subject premises		
Record plan of completed A&A works affecting the subject premises		
Completion certification of A&A works affecting the subject premises		
Building Authority’s acknowledgement of the completion certification of A&A works affecting the subject premises		
Records of Minor Works affecting the subject premises including record plans and associated documents		
BA’s acknowledgement of the completion certification of Minor Works affecting the subject premises		

Part 3 – Site Inspection

- (i) Prior to site inspection, the findings in Part 2 and the guidelines should be studied.
- (ii) When conducting the site inspection, reference should be made to the copy of the latest set of approved plans and record plans including those for A&A works with Building Authority’s acknowledgement and record plans for minor works with Building Authority’s acknowledgement.

	Yes	No
<p>UBW within the premises, attached to or extended from the external walls of the premises, or located off the premises but directly associated with or serving the premises</p> <p><input type="checkbox"/> Itemize all UBW with detailed description including their condition, essential dimensions, location, material and fixing details.</p> <p><input type="checkbox"/> record on a copy of approved plans, and</p> <p><input type="checkbox"/> take record photos.</p>		

Part 4 – Submission of Certification

Complete the certificate and submit all the required supporting documents and structural justification, if applicable.

Guideline UBW-2

**Certification of Food Business Premises Free of
Unauthorized Building Works in respect of
New Territories Exempted Houses
Guideline for Authorized Persons and Registered Structural Engineers**

Introduction

This guideline is provided for authorized persons (APs) and registered structural engineers (RSEs) who are commissioned to certify that food business premises are free of unauthorized building works (UBW) in respect of New Territories Exempted Houses (NTEHs) required by the Licensing Authority. In this certification exercise, the APs/RSEs should first check with the requirements stipulated in the Buildings Department Guidelines before certifying that the food premises under application is free of UBW.

Definition of New Territories Exempted Houses

2. NTEHs which are covered by the Buildings Ordinance (Application to the New Territories) Ordinance (Cap 121) are houses not exceeding 65.03m² (700 ft.²) in area, 3 storeys and 8.23m (27 ft.) in height. Small Houses are NTEHs built in accordance with the Small House Policy under which male indigenous villagers in the New Territories are allowed to build a house on Government land upon payment of a concessionary premium or on his private agricultural land. As all Small Houses must be built in compliance with the provisions of Cap 121, they are all NTEHs.

3. On the other hand, NTEHs are not necessarily Small Houses. There are many house lots in the New Territories which are not granted under the Small House Policy. Examples include 'old schedule' house lots and 'new grant' house lots. Owners of these 'old schedule' and 'new grant' house lots may apply to the respective District Lands Officers to build houses in compliance with the provisions of Cap 121.

4. In short, for the purpose of this guideline, NTEHs refer to houses built in compliance with Cap 121 under the Small House Policy, on 'old schedule' house lots or 'new grant' house lots, as long as the houses are not bigger than 65.03m², not higher than 8.23m and not exceeding 3 storeys.

Unauthorized Building Works

5. To verify whether there are UBW in an NTEH, the APs/RSEs are advised to examine the lease in respect of the NTEH, the certificates of exemption in respect of site formation, building works and drainage works (if the NTEH is erected after October 1987) and the certificate of compliance. In case if the NTEH is an 'old schedule' house lot or a 'new grant' house lot where approval for redevelopment has been given by the respective New Territories District Lands Officer, the APs/RSEs are advised to also examine the letter of approval for redevelopment and the letter of 'No objection to occupy'. Except the lease conditions which can be found in the Land Registry, certified true copy of the abovementioned documents (if available) can be obtained from the respective New Territories District Lands Offices upon payment of the relevant fees and charges. Application forms (LAOVIC_001) may be obtained from the Village Improvement and Lease Enforcement/Land Control Section of Lands Department at 22/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong or download from Lands Department's Homepage.

6. This guideline is drawn up for APs/RSEs for the purpose of new issue and transfer of food business licences only. It does not prejudice Lands Department's or Buildings Department's rights to take enforcement actions if they detect UBW in the licensed food business premises or if there are other breaches of the leases or land grants. Lands Department reserves its rights to determine if any building works in licensed food business premises are UBW and if there are/have been other breaches of the leases or land grants and to take such enforcement or other actions as it considers appropriate.

7. Nothing contained in this guideline shall be treated or considered as giving rise to any representation or expectation that NTEHs shall be permitted to be used as food business premises or for purposes other than those permitted under the relevant leases or land grants.

Enquiries

8. Enquiries may be made at Village Improvement and Lease Enforcement/Land Control Section of Lands Department at 22/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong (Tel. No. 2231 3575).

Lands Department

April 2006

APPLICATION FORM FOR COPYING OF DOCUMENTS
(USE ONE FORM FOR EACH PREMISES)

I. PARTICULARS OF THE PREMISES – to be completed by the applicant in BLOCK letters

- (a) D.D./Lot No. : _____
 (b) Address : _____
 (c) District : _____

II. DETAILS OF SERVICES REQUESTED – to be completed by the applicant

No.	Services Requested	*Please ‘√’
1.	Certified true copy of C of E in respect of building works	
2.	Certified true copy of C of E in respect of site formation works	
3.	Certified true copy of C of E in respect of drainage works	
4.	Certified true copy of Certificate of Compliance	
5.	Certified true copy of Approved Letter of Redevelopment of Old Schedule/New Grant House Lot	
6.	Certified true copy of letter of ‘No objection to occupy’	

III. DECLARATION OF THE APPLICANT (AP/RSE)

I/We hereby declare that the information in the above documents will be used for ensuring compliance with the provisions of the Buildings Ordinance or any other enactment

- i.e. * licensing application _____ (state the type of license).
 * others _____ (state the purpose).

AND I/We hereby undertake that I/we will not use the information so obtained for any other purposes and pay the prescribed fee(s).

Name : _____ Tel No. : _____ Fax No. : _____

Address : _____

Signature : _____ Date : _____

- Notes : 1. The personal data provided in this application form will be used by the District Lands Office for the processing of this application. The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the District Lands Office may not be able to process your application.
 2. The completed application form should be submitted in person to the relevant District Lands Offices whose addresses are listed overleaf.

District Lands Office	Address	Telephone	Fax
District Lands Office/Islands	19th floor, Harbour Building, 38 Pier Road, Central, Hong Kong	2852 4265	2850 5104
District Lands Office/North	6th floor, North District Government Offices, 3 Pik Fung Road, Fanling, New Territories	2675 1809	2675 9224 2676 6432
District Lands Office/Shan Tin	11th floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2158 4700	2602 4093
District Lands Office/Sai Kung	3rd and 4th floors, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung, New Territories	2791 7019	2792 0706
District Lands Office/Tai Po	1st floor, Tai Po Government Offices, Ting Kok Road, Tai Po, New Territories	2654 1263	2650 9896
District Lands Office/Tsuen Wan and Kwai Tsing	10th and 11th floors, Tsuen Wan Station Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories	2402 1164	2415 0703 2412 0505
District Lands Office/Tuen Mun	6th and 7th floors, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories	2451 1176	2459 0795
District Lands Office/Yuen Long	9th to 11th floors, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories	2443 3573	2473 3134 2479 9736 2478 8554

Guideline UBW-3

**Certification of Food Business Premises Free of Unauthorized Building Works
Guidelines for Authorized Persons and Registered Structural Engineers
(Applicable to the divested Housing Authority's Properties)**

Introduction

The following guidelines are provided for authorized persons (AP) and registered structural engineers (RSE) who are commissioned to certify that food business premises are free of unauthorized building works (UBW) required by the Licensing Authority with respect to the divested Housing Authority (HA)'s properties.

Unauthorized Building Works

2. Buildings and building works are defined in section 2 of the Buildings Ordinance (BO). Unless exempted under section 41(3) of the BO, buildings erected or building works carried out without the prior approval and consent from the Building Authority (BA) or minor works violating the statutory requirements of the Building (Minor Works) Regulation are UBW.
3. The Independent Checking Unit (ICU) of the Housing Department (HD) administers the building control of the divested HA's properties to which the BO applies, under the delegated authority from the BA.
4. To verify if any buildings or building works are unauthorized, the AP/RSE are advised to examine the records of the subject building including the latest layout and fitting out plan accepted by the HD, and the plans for all alteration and addition (A&A) works relating to the subject premises approved by the ICU of HD, if any. For any A&A works, the AP/RSE should check with the ICU of HD if any such works have been certified completion and such certification have been accepted by the ICU of HD.

Scope and Extent of AP/RSE's Certification

5. For the purpose of certifying that food business premises are free of UBW, the AP/RSE should check the existence of any UBW within the food business premises (e.g. unauthorized slabs covering approved cockloft/staircase voids, removal of approved facilities for persons with a disability), UBW attached to or extending from the external walls of the food business premises (e.g. metal frames for cooling towers) and UBW located off the premises but directly associated with or serving the premises under application * (e.g. metal frames for air-conditioning units).

* For the avoidance of doubt, if the food business premises under application is served by the central air-conditioning plant of the building in which the premises is situated, those ventilation ducts, associated frames and related branching off accessories of the central plant serving the premises need not be included in the certification subject to compliance with item (f) of paragraph 7

6. The certification system, as regards free of UBW, does not include UBW attached to the external walls or on the approved roofs of the food business premises if such UBW are being used to serve premises other than the food business premises.

7. Subject to paragraph 5 above and without violating the statutory requirements of the Building (Minor Works) Regulation, the following types of existing UBW need not be included in the certification. However, the AP/RSE should make necessary steps including a visual inspection to satisfy himself that such UBW are not in dilapidated or dangerous condition. Any certification with structural justification, if required, should be submitted prior to the application for full licence and transfer of licence.

- (a) Continuous unauthorized canopies or overhead projections serving both the premises and other premises and that the portion of the canopy or projection serving the premises under application is not more than 50% of the total length of the canopy or projection;
- (b) Canopies, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, projecting not more than 500mm beyond the building line and having a minimum vertical clearance of 2.5m;
- (c) Shopfront overhead projections, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, not more than 600mm beyond the building line and having a minimum vertical clearance of 2.5m;
- (d) Decorative shop front extensions/projections, which do not consist of stone, tiles, glass or cement mortar and are not constructed of concrete, of not more than 300mm beyond the building line;
- (e) Existing signboards not resting on or suspended from approved canopies and with the area of the largest planer surface of the prescribed prism being less than 20m² ('prescribed prism' means the smallest virtual rectangular prism which can contain all parts of the signboard, including its supporting structure but excluding structural members solely for preventing lateral movement of the signboard)
- (f) Supporting frames projecting not more than 600mm from the external wall and at a height not less than 2.5m from the ground for air-conditioning units and vent ducts;
- (g) Supporting frames not resting on approved suspended slabs and less than 600mm high for air-conditioning units;
- (h) Supporting frames resting on approved roofs/slabs and less than 600mm high for air-conditioning units;
- (i) Supporting frames suspended from the approved floor slabs for air-conditioning plants if such frames are certified, with supporting calculations, to be structurally safe. For the avoidance of doubt, ventilation ducts and associated accessories for the air-conditioning units wholly within the licensed premises not passing through compartment walls/floors and with a minimum vertical headroom of 2m need not be included in the certification;
- (j) Existing openings on or slabs over existing floors for food hoists and pipe ducts if such openings or slabs are certified, with supporting calculations, to be structurally safe and any slabs should not result in additional gross floor area under the Building (Planning) Regulations;

- (k) Hollow raised platforms within approved premises with a height not greater than 600mm and not hindering the access for persons with a disability;
- (l) Hollow raised platforms with a height between 600mm to 2000mm within approved premises if such platforms are certified, with supporting calculations, to be structurally safe and not hindering the access for persons with a disability;
- (m) Removal of internal staircases not involving unauthorized strengthening works if such removal is certified, with supporting calculations, to be structurally safe;
- (n) Kitchens and toilets within approved premises and drainage works certified as being in proper function and properly connected;
- (o) Small storage chamber for LPG cylinders with an aggregate capacity not exceeding 130L and complying with “LPG Installation for Catering Purposes in Commercial Premises” issued by the Electrical and Mechanical Services Department; and
- (p) Grease traps suspended from the approved slab if such grease traps are certified, with supporting calculations, to be structurally safe.

Minor works should be carried out under the Building (Minor Works) Regulation. Minor works violating the requirements of the said Regulation are UBW and will not be accepted. In paragraph 5 above, for example, supporting frames for air-conditioning units, if being minor works and not erected in accordance with the said Regulation are UBW, and the affected premises should not be certified as free of UBW.

Where structural assessment is made, the supporting calculations should be prepared in accordance with the guidelines at Appendix A.

8. A list of typical UBW in food business premises and a checklist for carrying out certification are at Appendix B and C for general reference. The UBW described in Appendix B should not be taken as exhaustive. If minor works are commenced and carried out in accordance with the Building (Minor Works) Regulation, they are not considered as UBW.

9. For removal of UBW, reference should be made to the “Guidelines for the Removal of Typical Unauthorized Building Works and General Maintenance of External Walls” published by the Buildings Department (BD). However, certain removal works as stipulated in Schedule 2 Part 2 of the Building (Minor Works) Regulation are classified as designated exempted works which may be commenced under the said Regulation.

10. The guidelines provided in paragraph 7 are for the purpose of application for a food business licence and transfer of a licence from the Licensing Authority only. The operators should be reminded that future action may be taken under sections 24, 24AA and 40 of the BO to secure removal or rectification of these UBW by the ICU of HD under the delegated authority from the BA and the BD respectively.

Records of Completed Building Works

11. Approved plans and structural calculations for A&A works and completed “Minor Works” record may be viewed at the ICU of HD on 10/F of Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon (tel. no.: 3162 0488) upon application and payment of the requisite fee. Certified copies of such approved plans are available upon submission of an

application form together with the payment of the requisite fee. Application forms may be obtained from the reception counter on 10/F of Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.

Enquiries

12. For specific enquiries, please write to the ICU of HD, 10/F of Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon (tel. no.: 3162 0488).

Housing Department

August 2011

Information and Assessment to be included in the Supporting Structural Calculations

1. General Requirements

- (a) Whilst the structural members of the UBW should be checked under the current Building Regulations, all approved structural elements should be checked in accordance with the original design principle and the prevailing codes of practice at the time of construction.
- (b) The imperial units shown in the approved plan and/or original design calculations should be converted to metric units for easy reference.
- (c) The structural integrity of the affected structures should be checked in accordance with the minimum imposed loads stipulated in Regulation 17 of the Building (Construction) Regulations.

2. Fundamental Information and Assessments (if applicable)

- (a) The original design data retrieved from the approved plan and/or original design calculations, such as material specifications, permissible stress and design imposed load should be given.
- (b) Relevant structural framing part plans should be submitted to show the affected portion of existing structures.
- (c) Relative disposition of the additional elements such as partition walls, raised screeding, walk-in freezers, fish tanks, water pools, over hanging air-conditioning units and cooling towers should be shown on the structural framing part plans with appropriate setting out dimensions.
- (d) The weight of all additional elements, such as partition walls and raised screeding, should be conformed with the type, size, thickness and density of the construction materials resulting from these additional works.
- (e) The structural adequacy of the existing structures arising from the total combined loadings should be demonstrated.

3. Specific Information (if applicable)

- (a) The manufacturer's catalogue and specification of the relevant plants and equipment should be attached in order to substantiate the design operational weight.
- (b) The design of steel frame supporting the relevant plants or equipment should be submitted. The connection details of these steel members and fixing details into existing structures should also be given.
- (c) Depending on the circumstances of individual cases, additional information and assessment may be required.

New Issue or Transfer of Food Business Licence
Typical Unauthorized Building Works Requiring Removal/Rectification

1. Unauthorized rooftop/flat roof/yard structures.
2. Unauthorized structures on or suspended from approved canopies.
3. Unauthorized canopies/projections /extensions/cladding.
4. Unauthorized signboards resting on or suspended from approved canopies.
5. Unauthorized support frames for vent ducts.
6. Unauthorized supporting frames for air-conditioning or ventilating plants.
7. Unauthorized obstructions to smoke vents.
8. Unauthorized alteration or removal of compartment walls or fire resisting walls/shutters/doors not complying with fire and structural safety requirements.
9. Unauthorized slabs filling up approved voids.
10. Unauthorized openings through slabs.
11. Unauthorized cocklofts, intermediate floors or floor extensions.
12. Unauthorized staircases.
13. Unauthorized removal, partial removal or alteration of staircases.
14. Unauthorized removal, partial removal or alteration of structural members.
15. Unauthorized removal of approved facilities for persons with a disability (e.g. toilet or access ramp) and unauthorized building works which hinder the access to the food business premises for persons with a disability (e.g. raised platform in seating areas).
16. Unauthorized alterations and additions works contravening the provisions of the Buildings Ordinance (e.g. sub-division of a floor into separate units not complying with the fire and structural safety requirements, conversion of plant rooms/car parks to usable floor areas for licensing, obstruction of means of escape from the premises or the parent building, etc.).

Checklist for Certifying Food Business Premises
Free of Unauthorized Building Works (UBW)
(applicable to the divested Housing Authority's Properties)

Part 1 – General Information

Address of Premises: _____

Lot No./Vesting Order No. _____

Part 2 – Examination of Records/Minor Works Records

	Yes	N/A
(a) Check with the Independent Checking Unit (ICU) of Housing Department (HD) regarding plans for all alteration and addition (A&A) works approved by the ICU which may affect the subject premises		
(b) Check with the ICU of HD regarding record plans of completed A&A works acknowledged by the ICU which may affect the subject premises		
(c) Check with the ICU of HD for any completion certification of A&A works affecting the subject premises		
(d) Check with the ICU of HD for any acknowledgement of the completion certification of A&A works affecting the subject premises		
(e) Check with the ICU of HD regarding records of Minor Works affecting the subject premises including record plans and associated documents		
(f) Check with the ICU of HD for any acknowledgement of the completion certification of Minor Works affecting the subject premises		

Part 3 – Site Inspection

- (i) Prior to site inspection, the findings in Part 2 and the guidelines should be studied.
- (ii) When conducting the site inspection, reference should be made to the copy of the latest

layout and fitting out plans which are obtained from the HD or The Link (if any), and those for A&A works with ICU's acknowledgement and record plans for minor works with ICU's acknowledgement.

		Yes	No
UBW within the premises, attached to or extended from the external walls of the premises, or located off the premises but directly associated with or serving the premises	<input type="checkbox"/> itemize all UBW with detailed description including their condition, essential dimensions and location, material and fixing details. <input type="checkbox"/> record on a copy of the latest layout plan accepted by the HD, if any, and <input type="checkbox"/> take record photos.		

Part 4 – Submission of Certification

Complete the certificate and submit all the required supporting documents and structural justification, if applicable.

Unauthorized Building Works

- 1. Certification of Food Business Premises Free of UBW for Provisional Licence Application (Form UBW-1) - Annex I**
- 2. Certification of Food Business Premises Free of UBW for Full Licence Application (Form UBW-2) - Annex II**
- 3. Flowchart for Audit Checking of Certification for Provisional Licence - Annex III**
- 4. Flowchart for Audit Checking of Certification for Full Licence - Annex IV**

**Certification of Food Business Premises Free of
Unauthorized Building Works (UBW) for Provisional Licence Application (Form UBW-1)**

I, _____ (Surname) _____ (Other names) _____ (Name in Chinese) (Mr./Ms.*),

holder of Hong Kong Identity Card No. _____ (____), being the authorized person/structural engineer* registered under Section 3 of the Buildings Ordinance (Chapter 123) do hereby certify and declare that :

- (a) I personally inspected the premises known as _____ (Shopsign in English)
(_____) (Shopsign in Chinese), situated at _____ (Address of premises)

and being under application for issue/transfer* of a provisional food business licence by
_____ (Name of applicant/transferee* in English) _____ (Name of applicant/transferee* in Chinese),

on _____ at _____
(Date(s) of inspection(s)) (dd/mm/yyyy) (Time of inspection(s))

in accordance with the Guidelines for Authorized Person and Registered Structural Engineer for Certification of Food Business Premises free of Unauthorized Building Works (Guidelines) issued by the Director of Buildings (D of B), Director of Lands (D of L) or the Independent Checking Unit of Housing Department (ICU of HD), as appropriate.

- (b)* I have read the Letter of Requirements addressed to the above named applicant dated _____ (dd/mm/yyyy)^(Note 1) on the subject premises to be free of UBW except those mentioned in paragraph (d) below and understand the contents thereof.
(Not applicable to transfer of food business licence)

- (c)* In accordance with paragraphs 4 to 9 of the Guidelines of the D of B/paragraphs 5 to 10 of the Guidelines of the ICU of HD*, the subject premises are free of UBW except those mentioned in paragraph (d) below.

- (d)* In accordance with paragraph 6 and Appendix C of the Guidelines of the D of B/ paragraph 7 and Appendix C of the Guidelines of the ICU of HD*, I have inspected the following UBW[#] and was satisfied that they are not in dilapidated or dangerous condition:

Note 1: Date of the Letter of Requirements issued by FEHD, whichever is the latest, should be stated.

- (e) In accordance with paragraphs 4 to 9 and Appendix C of the Guidelines of the D of B/ paragraphs 5 to 10 and Appendix C of the Guidelines of the ICU of HD*, I attach the plan(s) showing UBW mentioned in paragraph (d) and record photos taken during my inspections showing the conditions of the subject premises and external walls of the premises and UBW mentioned in paragraph (d) to support my certification.
- (f) I have taken all reasonable and practical steps to ensure the correctness of the information in this certification and referred to the following approved/record plans/documents in accordance with the Guidelines:

Description of documents (File reference of private building, excluding the properties divested to The Link Management Limited)*

Description of documents (Applicable to New Territories Exempted Houses)*

Description of documents (Applicable to the properties divested to The Link Management Limited)*

- (g) I understand that all matters and information covered by this certification and all the related documents submitted for this licence application will be subject to further examination, auditing and verification by the Building Authority, Lands Department or the ICU of HD (as appropriate) and that if I wilfully or negligently give false, incorrect or misleading information in this certification, I will be liable to disciplinary action under Section 7 of the Buildings Ordinance and/or other legal penalties.

Date (dd/mm/yyyy)

Signature of authorized person/registered structural engineer*

Registration no. : _____

Expiry date of registration : _____ (dd/mm/yyyy)

Registered address : _____

Contact telephone no.: _____ Contact fax no.: _____

Notes:

- * Please delete where appropriate. Only one AP/RSE should certify paragraph (c). In case of different UBW in the food business premises are to be certified by different authorized persons/registered structural engineers (APs/RSEs), each AP/RSE should submit a separate certification. If the AP/RSE certifying paragraph (c) is based on his/her and another AP/RSEs' certification of paragraph (d), that AP/RSE should specify in paragraph (c) of his/her certification.
- # Itemize the UBW with detailed description including their condition, essential dimensions and locations and use separate sheets if necessary. The itemized UBW shall be indicated on the latest licence layout plan attached with the Form UBW-1. The separate sheets should be endorsed by the AP/RSE.

**Certification of Food Business Premises Free of
Unauthorized Building Works (UBW) for Full Licence Application (Form UBW-2)**

I, _____ (Surname) (Other names) (_____ (Name in Chinese)) (Mr./Ms.*),
holder of Hong Kong Identity Card No. _____ (____), being the authorized
person/structural engineer* registered under Section 3 of the Buildings Ordinance (Chapter 123)
do hereby certify and declare that :

- (a) I personally inspected the premises known as _____ (Shopsign in English)
(_____ (Shopsign in Chinese)), situated at _____ (Address of premises)

and being under application for issue/transfer* of a full food business licence by
_____ (Name of applicant/transferee* in English) (_____ (Name of applicant/transferee* in Chinese)),

on _____ (Date(s) of inspection(s)) (dd/mm/yyyy) at _____ (Time of inspection(s))

in accordance with the Guidelines for Authorized Person and Registered Structural Engineer for Certification of Food Business Premises free of Unauthorized Building Works (Guidelines) issued by the Director of Buildings (D of B), Director of Lands (D of L) or the Independent Checking Unit of the Housing Department (ICU of HD), as appropriate.

- (b)* I have read the Letter of Requirements addressed to the abovenamed applicant dated _____ (dd/mm/yyyy) ^(Note 1) on the subject premises to be free of UBW except those mentioned in paragraph (d) below and understand the contents thereof. *(Not applicable to transfer of food business licence)*
- (c)* In accordance with paragraphs 4 to 9 of the Guidelines of the D of B/paragraphs 5 to 10 of the Guidelines of the ICU of HD*, the subject premises are free of UBW except those mentioned in paragraph (d) below .
- (d)* In accordance with paragraph 6 and Appendix C of the Guidelines of the D of B/paragraph 7 and Appendix C of the Guidelines of the ICU of HD*, I have inspected the following UBW[#] and was satisfied that they are not in dilapidated or dangerous condition:

Note 1: Date of the Letter of Requirements issued by FEHD, whichever is the latest, should be stated.

- (e)* In accordance with paragraph 6 of the Guidelines of the D of B/paragraph 7 of the Guidelines of the ICU of HD*, I have inspected the following UBW[#] and based on the attached supporting structural justification and my site inspection(s), I was satisfied that they are structurally safe and not in dilapidated or dangerous condition:

- (f) In accordance with paragraphs 4 to 9 and Appendix C of the Guidelines of the D of B/paragraphs 5 to 10 and Appendix C of the Guidelines of the ICU of HD *, I attach the plan(s) showing UBW mentioned in paragraphs *(d) and *(e) and record photos taken during my inspections showing the conditions of the subject premises and external walls of the premises and UBW mentioned in paragraphs *(d) and *(e) to support my certification.
- (g) I have taken all reasonable and practical steps to ensure the correctness of the information in this certification and referred to the following approved/record plans/documents in accordance with the Guidelines:

Description of documents (File reference of private building, excluding the properties divested to The Link Management Limited)*

Description of documents (Applicable to New Territories Exempted Houses)*

Description of documents (Applicable to the properties divested to The Link Management Limited)*

- (h) I understand that all matters and information covered by this certification and all the related documents submitted for this licence application will be subject to further examination, auditing and verification by the Building Authority, Lands Department or the ICU of HD (as appropriate) and that if I wilfully or negligently give false, incorrect or misleading information in this certification, I will be liable to disciplinary action under Section 7 of the Buildings Ordinance and/or other legal penalties.

Date (dd/mm/yyyy)

Signature of authorized person/registered
structural engineer*

Registration no. : _____

Expiry date of registration : _____(dd/mm/yyyy)

Registered address : _____

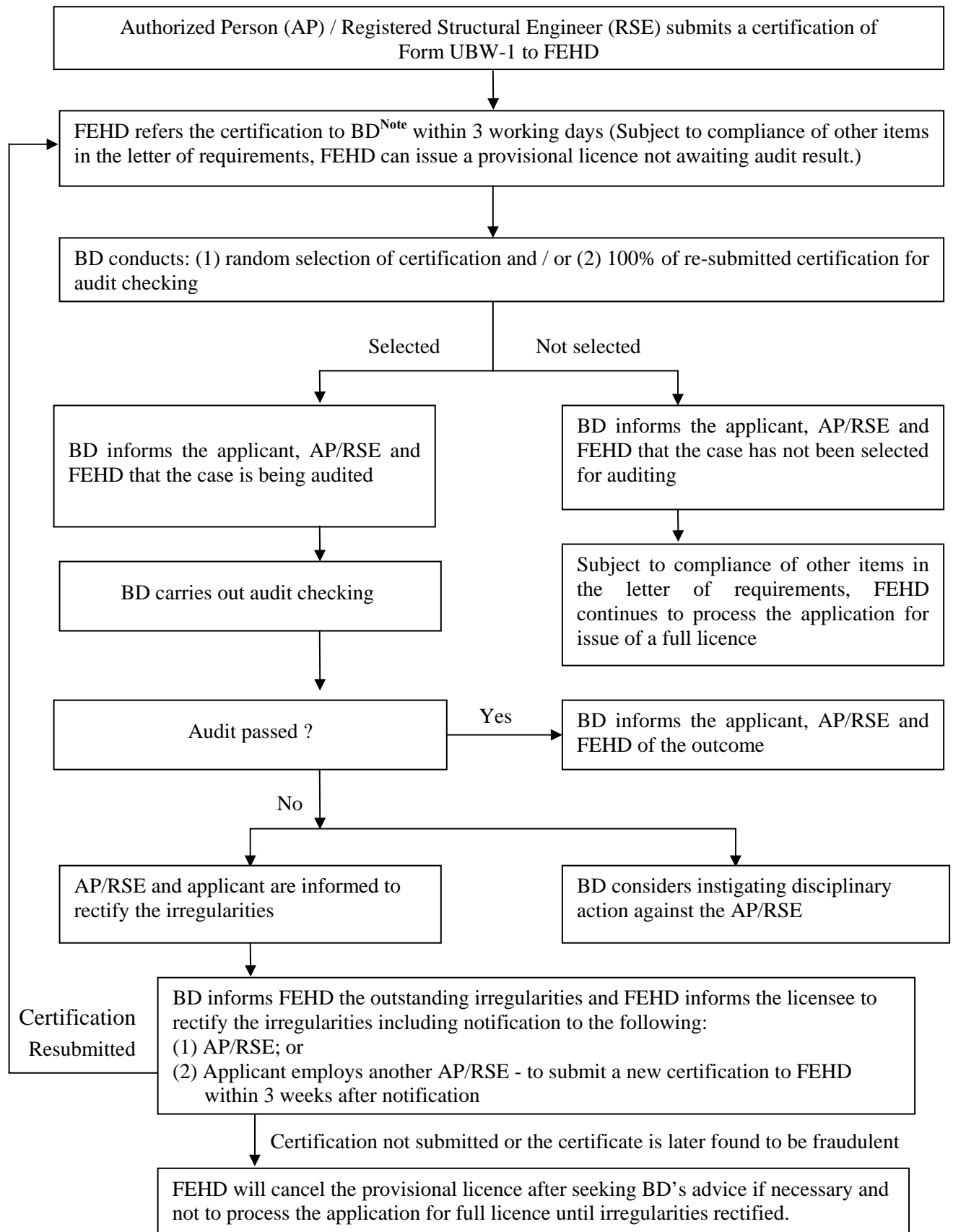
Contact telephone no.: _____ Contact fax no.: _____

Notes:

- * Please delete where appropriate. Only one AP/RSE should certify paragraph (c). In case of different UBW in the food business premises are to be certified by different authorized persons/registered structural engineers (APs/RSEs), each AP/RSE should submit a separate certification. If the AP/RSE certifying paragraph (c) is based on his/her and another AP/RSEs' certification of paragraphs (d) and (e), that AP/RSE should specify in paragraph (c) of his/her certification.
- # Itemize the UBW with detailed description including their condition, essential dimensions and locations and use separate sheets if necessary. The itemized UBW shall be indicated on the latest licence layout plan attached with the Form UBW-2. The separate sheets should be endorsed by the AP/RSE.

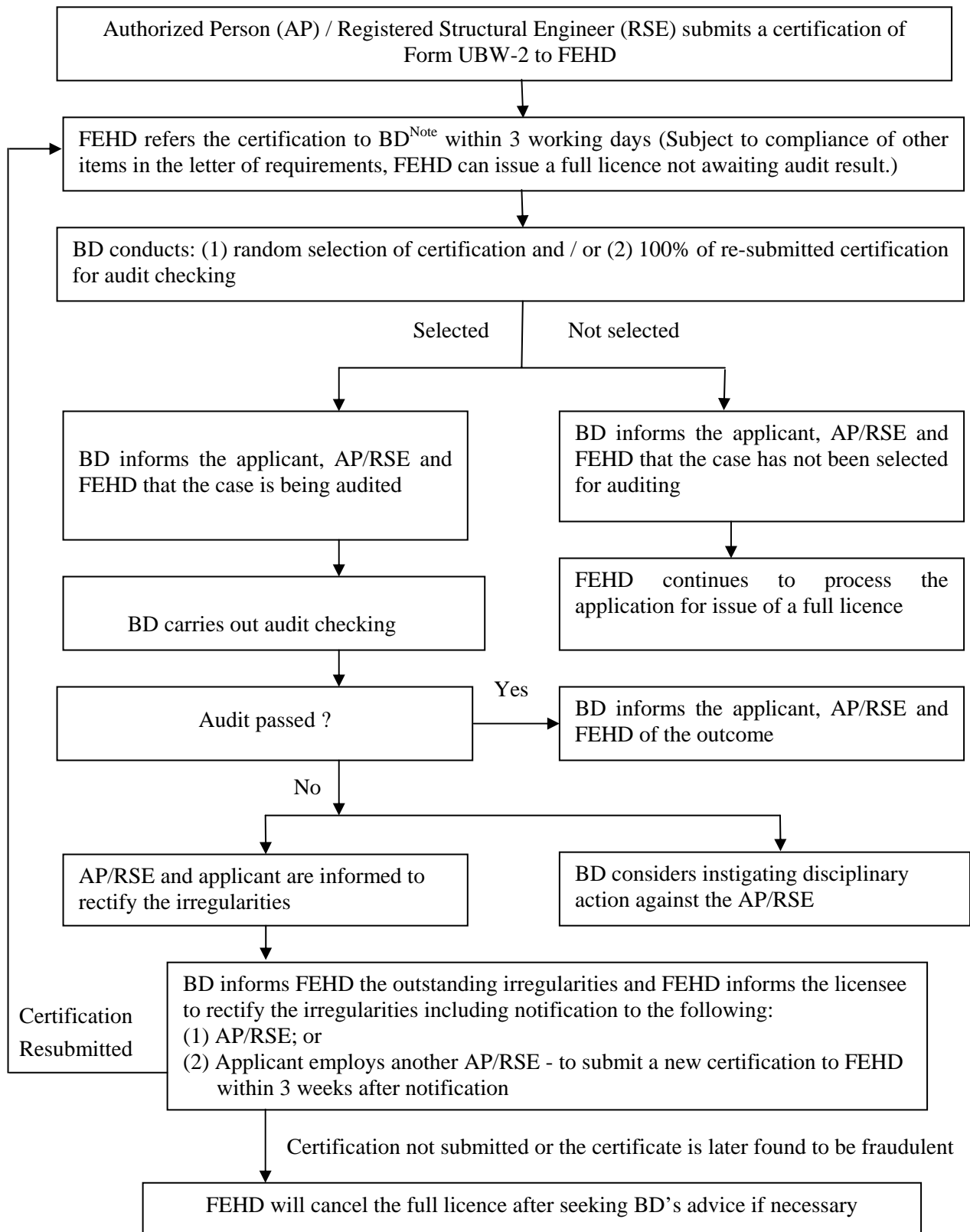
Appendix Q
(Annex III)

Flowchart for Audit Checking of Certification (Form UBW-1) for Provisional Licence



Note: The ICU of Housing Department and Lands Department play similar role as the BD for premises under their purview.

Flowchart for Audit Checking of Certification (Form UBW-2) for Full Licence



Note: The ICU of Housing Department and Lands Department play similar role as the BD for premises under their purview.

**SAMPLES OF CERTIFICATE/LICENCE/LETTER
REQUIRED BY THE FIRE SERVICES DEPARTMENT**

- 1. Fire Services Certificate (FS 348)
(Annex I)**
- 2. Certificate of Fire Service Installations and Equipment (FS 251)
(Annex II)**
- 3. Certificate of Compliance (FSI/314A or FSI/314B)
(Annex III(a) and Annex III(b))**
- 4. Dangerous Goods Licence (FS 163)
(Annex IV)**
- 5. Letter of Compliance (Ventilating System) (FS 224b)
(Annex V)**
- 6. Report of Completion on Ventilating System (Vent/425)
(Annex VI)**

Sample of Fire Services Certificate (FS 348)



Ref.:

Serial No. A 046051

FIRE SERVICES CERTIFICATE

NAME OF LICENSEE : _____

ADDRESS OF PREMISES : _____

The above premises was inspected by officers of the Fire Services Department on _____ and at the time of inspection, was in accordance with the plans held by this Department. Fire Services requirements for the licensing of this general restaurant/light refreshment restaurant/bakery/food factory/factory canteen by the Food and Environmental Hygiene Department were found to be complied with.

- N.B.*— (1) You are advised that this Certificate does not cover the storage or use of dangerous goods, or the installation of a ventilation system (i.e. air-conditioning). Separate applications under appropriate legislation are required for such items.
- (2) You are required to observe the Fire Services requirements issued to you at all times.

Date: _____

for *Director of Fire Services*

c.c. DFEH

Sample of Certificate of Fire Service Installations and Equipment (FS 251)

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS
消防(裝置及設備)規例
(Regulation 9(1))
(第九條(1)款)
CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT
消防裝置及設備證書

A

FSD Ref.: _____
消防處檔號

Name of Client: _____
顧客姓名

Name of Building: _____
樓宇名稱

Street No./Town Lot: _____ Street/Road/Estate Name: _____
門牌號數/市地段 街道/屋苑名稱

Block: _____ District: _____ Area: HK K NT
座 區 地區 香港 九龍 新界

Type of Building 樓宇類型: Industrial 工業 Commercial 商業 Domestic 住宅 Composite 綜合 Licensed premises 持牌處所 Institutional 社團

Part 1 Annual Maintenance ONLY 第一部 只適用於年檢事項						
Code 編碼 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Comment on Condition 狀況評述	Completion Date 完成日期 (DDMM/YY)	Next Due Date 下次到期日 (DDMM/YY)	

Part 2 第二部 Installation / Modification / Repairing / Inspection works 裝置/改裝/修理/檢查工作						
Code 編碼 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Nature of Work Carried out 完成之工作內容	Comment on Condition 狀況評述	Completion Date 完成日期 (DDMM/YY)	

Part 3 第三部 Defects 損壞事項				
Code 編碼 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述

I/we hereby certified that the above installations/equipment have been tested and found to be in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services. Defects are listed in Part 3.

本人籍此證明以上之消防裝置及設備經試驗，證明性能良好，符合消防處處長不時公佈之最低限度之消防裝置及設備守則與裝置及設備之檢查測試及保養守則的規格，損壞事項列於第三部。

如證書涉及年檢事項，應張貼於大廈或處所當眼處以供消防處人員查核
This certificate should be displayed at prominent location of the building or premises for FSD's inspection if any annual maintenance work involved.

Authorized Signature: _____
授權人簽署

Name: _____
姓名

FSD/RC No.: _____
消防處註冊號碼

Company Name: _____
公司名稱

Telephone: _____
聯絡電話

Date: _____
日期

for FSD use only:
Inspected
Key-in
Verified

F.S. 251 (Rev. 11/2002)

Sample of Certificate of Compliance (FSI/314A)

FSI/314A

To : Director of Fire Services

Fire Service Installation Plans for Building at

This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department and in accordance with the relevant Rules and Codes of Practice as listed below:

- Rules of the Fire Offices' Committee for -
 - Automatic Sprinkler Installations (29th Edition)
 - Automatic Fire Alarm Installations (11th/12th Edition)
 - Installation of External Drenchers (4th Edition)

- Rules of the Loss Prevention Council for -
Automatic Sprinkler Installations

- Codes of National Fire Protection Association for -
 - Carbon Dioxide Extinguishing Systems (Standard 12)
 - Clean Agent Fire Extinguishing Systems (Standard 2001)
 - Water Spray Fixed Systems for Fire Protection (Standard 15)

- Codes of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department
 - Fire Alarm Systems
 - Fire Hydrant/Hose Reel Systems

- Others _____

Signed _____ Date _____

Full Name of FSI Contractor/Consultant _____

Correspondence Address _____

_____ Tel No. _____

Mark "x" where applicable

Sample of Certificate of Compliance (FSI/314B)

FSI/314B (Revised 5/98)

To : Director of Fire Services
(Attn: Commercial Building Premises Division)

Fire Service Installation Plans for
*Prescribed Commercial Premises / Specified Commercial Building at

This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department under the Fire Safety (Commercial Premises) Ordinance and in accordance with the relevant Rules and Codes of Practices, as may be applicable, e.g.:

- * Rules of the Loss Prevention Council for Automatic Sprinkler Installations
- * Fire Offices' Committee for Automatic Sprinkler Installations (29th Edition)
- * Codes of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department

Signed _____

(Full Name of FSI Contractor/Consultant)

Date _____

* To delete as appropriate

Sample of Licence for the Storage of Dangerous Goods (FS 163)Licence No. 19501
牌照編號THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

香港特別行政區政府

Dangerous Goods Ordinance

Chapter 295

Section 6 and Section 9

危險品條例

第二百九十五章

第六條及第九條

LICENCE FOR THE STORAGE OF DANGEROUS GOODS

貯存危險品牌照

1. Name of Licensee
持牌人姓名
2. Address of Licensee
持牌人地址
3. Dangerous Goods
危險品
 - (a) Description
名稱
 - (b) Classification: Category Class Division
分類 類別
 - (c) Maximum quantity
最大貯存量
4. Licensed premises
領牌地方
 - (a) Address
地址
 - (b) Location of approved store
核准貯藏所地點
5. Annual Licence Fee: \$
每年牌費
6. Date and period of first issue
首次發牌日期及有效期間
7. This licence is issued subject to the conditions specified overleaf.
本牌照之發給，須遵照後頁之規條

for Director of Fire Services,
Licensing Authority.
消防處處長 (發牌當局)
(代行)FSD Ref.
消防處檔案編號RENEWAL RECEIPTS
換領牌照繳費收據ORIGINAL—WHITE PAPER
正本——白紙DUPLICATE—YELLOW PAPER
副本——黃紙

Sample of Letter of Compliance
(Ventilating System)

FS-224b

消 防 處
牌 照 及 審 批 總 區
九 龍 尖 沙 咀 東 部 康 莊 道 一 號
消 防 總 部 大 廈 五 樓



FIRE SERVICES DEPARTMENT
LICENSING & CERTIFICATION COMMAND
5/F, Fire Services Headquarters Building,
No.1 Hong Chong Road, Tsim Sha Tsui East, Kowloon.

By Registered Mail

本處檔號 Our Ref.: FP 33/
來函檔號 Your Ref.:
圖文傳真 Fax: (852) 2382 2495
電 話 Tel No.: (852) 2718 7567

Dear Sir/Madam,

LETTER OF COMPLIANCE
FOR VENTILATING SYSTEMS INSTALLED IN
SCHEDULED PREMISES

Owner : _____
Premises : _____
Address : _____

The ventilating system installed at the above premises was inspected on _____ by officers of this Department and at the time of inspection was found in compliance with Section 4 of the Ventilation of Scheduled Premises Regulation in respect of Fire Services requirement.

----- You are hereby reminded that under Section 6 of the above-mentioned Regulation there are certain obligations, in respect of the ventilating systems installed in scheduled premises, which require your attention. Relevant particulars and advice are given in the enclosed attachment.

Yours faithfully,

()
for Director of Fire Services

ATTACHMENT

Licensee/Owner's Obligations in respect of Annual Inspection of Ventilating Systems
under the Public Health & Municipal Services Ordinance,
Ventilation of Scheduled Premises Regulation

Section 6 of the captioned Regulation requires the ventilating system(s) installed in scheduled premises to be inspected by a registered specialist contractor (ventilation works category) at intervals not exceeding twelve months, and a certificate to be issued by the registered specialist contractor (ventilation works category) stating whether or not in his opinion, the damper, filter or precipitator, or all of them, are in safe and efficient working order.

Only a registered specialist contractor (ventilation works category) may issue a certificate and a list of those so authorised is available for viewing by any person free of charge at the Buildings Department. You may also browse the list of the registered specialist contractor (ventilation works category) at BD's homepage : www.bd.gov.hk

The only items to be certified are fire damper, filter and precipitator, and any or all of them installed at the ventilating system.

You are advised that when a copy of the certificate is not arrived at the Director of Fire Services by the due date, the Licensing Authority may be requested to act under Section 13(e) of the captioned Regulation to revoke your licence.

In your own interests, if you do not have a regular maintenance contract, you are advised to seek quotations from a number of registered specialist contractors before selecting the contractor you will engage. Remember, immaterial of the reason, it is an offence not to renew your certificate by the due date.

You are requested to note that the first inspection shall be carried out within 12 months from this Letter of Compliance. Reminders will not be issued for certificates subsequently required in succeeding twelve months period. Please quote our file reference in your enquiries and at certificate submissions.

Sample of Report of Completion on Ventilating System (Vent/425)

Vent/425 (ver. 06/04)

Report of Completion on Ventilating System

Submit to : **Fire Services Department
Licensing & Certification Command,
5/F, Fire Services Headquarters Building,
No. 1 Hong Chong Road,
Tsim Sha Tsui East, Kowloon. Hong Kong.**

Name of Licensee	
Licence Type of Application	
Premises Address	
FSD VD File Reference No.	FP 33 /

Verification Inspection Request	<i>Note : Please tick the box as appropriate</i> <input type="checkbox"/> Initial inspection <input type="checkbox"/> Follow-up inspection; and the previous inspection date is :
Document Enclosed with this Report of Completion	<i>Note : Please tick the box as appropriate</i> <input type="checkbox"/> Checklist certified by a Registered Specialist Contractor on ventilating system <input type="checkbox"/> Drawing Plan (Numbered :) <input type="checkbox"/> Material test report or certificate <input type="checkbox"/> Annual Inspection Certificate

Contractor Certification : (This section must be completed by contractor)

I have checked the ventilating system at the above premises and confirmed it in full compliance with FSD requirements.

Name of Contractor : _____ Authorised Signature or Company Chop : _____

Name of Responsible Person : _____

Date of Checking : _____ Contact Tel. No. : _____

Licensee Authorisation : (This section must be completed by licensee and tick the box as appropriate)

I do not appoint any person and I will attend in person on ventilation inspection.

I hereby authorise _____ (name & tel. no.) to act on my behalf of this application submission and representing me during inspection.

Name of Licensee : _____ Signature of Licensee : _____

Contact Tel. No. : _____ Date : _____

MUST submit original copy of this report to confirm

**REPORT OF COMPLIANCE FOR THE GRANT OF
PROVISIONAL () LICENCE**

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

Name of applicant/authorized representative*:

(English) _____ (Mr./Ms.*)

(Chinese) _____

Address of premises : _____

Tel. no.: _____ Fax no.: _____

With reference to my application for a Provisional _____ Licence in respect of the above-mentioned premises dated _____ (dd/mm/yyyy), I wish to confirm that I have complied with all licensing requirements contained in your letter referenced _____ dated _____ (dd/mm/yyyy) and the Director of Fire Services' letter referenced _____ dated _____ (dd/mm/yyyy) and enclose herewith the following certificates of compliance :

- (a) Certificate of Compliance A (Health Requirements)
- * (b) Certificate of Compliance B (Building Safety Requirements)
- * (c) Certificate of Compliance C (Fire Services Requirements)
- * (d) Certificate of Compliance D (Ventilation Requirements) together with three copies of ventilating system layout plans, drawn as nearly as possible to scale, showing the final layout of the ventilating system installed in the premises
- * (e) Certificate of Compliance UBW-1 (Free of Unauthorized Building Works Requirements)

I understand that all matters covered by the enclosed certificates are subject to verification by the Licensing Authority.

Date (dd/mm/yyyy)

Signature of applicant/
authorized representative*

* Please delete where appropriate.

Certificate of Compliance Forms

- 1. Certificate of Compliance A (Health Requirements)
(Annex I)**
- 2. Certificate of Compliance B (Building Safety Requirements)
(Annex II)**
- 3. Certificate of Compliance C (Fire Safety Requirements)
(Annex III)**
- 4. Certificate of Compliance D (Ventilation Requirements)
(Annex IV)**

CERTIFICATE OF COMPLIANCE A
(HEALTH REQUIREMENTS)

I, _____ (_____),
(Surname) (Other names) (Name in Chinese)
holder of Hong Kong Identity Card number _____ (_____), being the authorized person/
structural engineer* registered under Section 3 of the Buildings Ordinance (Chapter 123) do hereby
certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)
(_____), situated at _____
(Shopsign in Chinese) (Address of premises)

and being under application for a Provisional _____ Licence
by _____ (_____),
(Name of applicant in English) (Name of applicant in Chinese)

all health requirements listed as Category A requirements in the Letter of Requirements
addressed to the abovenamed applicant dated _____ (dd/mm/yyyy) have
been fully complied with. I have personally verified such compliance by inspection of the
subject premises on _____. I have read the said Letter of
(Date of inspection) (dd/mm/yyyy)

Requirements and understand the contents thereof. I also understand that all matters covered
by this Certificate will be subject to further verification by the Licensing Authority and that if I
wilfully or negligently give false or misleading information in this Certificate, I shall render
myself to be liable to legal and/or other penalties.

Date (dd/mm/yyyy)

Signature of authorized person/registered
structural engineer*

Registration number : _____

Expiry date of registration : _____ (dd/mm/yyyy)

Registered address : _____

Name of company/partnership firm* : _____
(if authorized person/registered structural engineer* is an
employee/director/partner* of a company/partnership firm*)

Company chop

* Please delete where appropriate.

CERTIFICATE OF COMPLIANCE B
(BUILDING SAFETY REQUIREMENTS)

I, _____ (_____),
(Surname) (Other names) (Name in Chinese)
holder of Hong Kong Identity Card number _____ (_____), being the authorized
person/ structural engineer* registered under Section 3 of the Buildings Ordinance (Chapter
123) do hereby certify:

(1) In respect of the premises known as _____
(Shopsign in English)
(_____), situated at _____
(Shopsign in Chinese) (Address of premises)

and being under application for a Provisional _____ Licence
by _____ (_____),
(Name of applicant in English) (Name of applicant in Chinese)

all Category B building safety requirements listed in the Letter of Requirements addressed to the
abovenamed applicant dated _____ (dd/mm/yyyy) have been fully complied with. I
have personally inspected the premises on _____ (dd/mm/yyyy) for the
(Date of Inspection)
purpose of making the certification, read the said Letter of Requirements and understand the
contents thereof.

(2)* That the address of the premises and the description of the minor works in the following
submission records are correct for the subject premises and all the minor works items required
under the aforesaid Category B building safety requirements have been covered. Copies of the
following submission records for the aforesaid minor works items are attached herewith:

- Notice of Commencement of Class I and/or Class II* Minor Works (MW01 and/or
MW03*) together with record photos.
- Certificate of Completion of Class I and/or Class II* Minor Works (MW02 and/or
MW04*) together with record photos.
- Notice and Certificate of Completion of Class III Minor Works (MW05) together with
record photos.

I understand that matters covered by this Certificate will be subject to further verification
by the Licensing Authority and if I willfully or negligently give false or misleading information
in this Certificate, I shall render myself liable to legal and/or other penalties.

Date (dd/mm/yyyy)

Signature of authorized person/
registered structural engineer*

Registration number : _____
Expiry date of registration : _____ (dd/mm/yyyy)
Registered address : _____
Name of company/partnership firm* : _____
(if authorized person/registered structural engineer* is an
employee/director/partner* of a company/partnership firm*)

Company chop

* Please delete where appropriate.

Please tick the appropriate box

CERTIFICATE OF COMPLIANCE C
(FIRE SAFETY REQUIREMENTS)

Part 1

I/We*, (a) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)

(b) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)

and (c) _____ (_____) (HKID No.: _____),
(Surname) (Other Names) (Name in Chinese)

being the fire service installation contractor(s) registered under Regulation 3 of the Fire Service (Installation Contractors) Regulations (Cap. 95A) and I,

_____ (_____) _____,
(Surname) (Other Names) (Name in Chinese)

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

In respect of the premises known as _____
(Shopsign in English)

(_____) _____, situated at _____
(Shopsign in Chinese) (Address of Premises)

_____ and being

under application for a Provisional _____ Licence

by _____ (_____) _____,
(Name of Applicant in English) (Name of Applicant in Chinese)

all fire safety requirements listed as Category C requirements in the Letter of Requirements addressed to the abovenamed applicant by the Director of Fire Services (D of FS) dated _____ (dd/mm/yyyy) have been fully complied with. We

have personally verified such compliance by inspection of the subject premises on _____ (dd/mm/yyyy) and _____ (dd/mm/yyyy) respectively.

(Date of Inspection by Fire
Service Installation Contractor)

(Date of Inspection by Authorised
Person/Registered Structural Engineer*)

We have read the said fire safety requirements and understand the contents thereof. We also understand that all matters covered by this Certificate will be subject to further verification by the Licensing Authority and the Fire Services Department (FSD) and that if we wilfully or negligently give false or misleading information in this Certificate, we shall render ourselves liable to legal action and/or other penalties.

- Certificate(s) of Fire Service Installations and Equipment (FS 251) is/are enclosed.
- Fire Service Installation (FSI) Plans (FSI/314A), FSI Plans for Prescribed Commercial Buildings (FSI/314B), FSI Plans for Composite Buildings/Domestic Buildings (FSI/314C) is/are enclosed.

* Please delete where appropriate.

Please tick the appropriate box

- (a) Signature of the fire service installation contractor or its authorised representative if the fire service installation contractor is a company/partnership firm*:

Company Chop	Signature
Registration Number	(Name and HKID No. of the authorised representative)
Date (dd/mm/yyyy)	

- (b) Signature of the fire service installation contractor or its authorised representative if the fire service installation contractor is a company/partnership firm*:

Company Chop	Signature
Registration Number	(Name and HKID No. of the authorised representative)
Date (dd/mm/yyyy)	

- (c) Signature of the fire service installation contractor or its authorised representative if the fire service installation contractor is a company/partnership firm*:

Company Chop	Signature
Registration Number	(Name and HKID No. of the authorised representative)
Date (dd/mm/yyyy)	

- (d) Signature of authorised person/registered structural engineer or its authorised representative if authorised person/registered structural engineer* is an employee/director/partner* of a company/partnership firm*:

Company Chop	Signature
Date (dd/mm/yyyy)	(Name and HKID No. of the authorised representative)

Registration number: _____ Expiry date of registration : _____
(dd/mm/yyyy)

Registered address : _____

Name of company/partnership firm* : _____

* Please delete where appropriate.

Part 2 - For food business licence application only (to be completed by the applicant)

- I hereby declare that there are no polyurethane (PU) foam filled mattresses and upholstered furniture in the subject premises.

For PU Foam Filled Mattresses and Upholstered Furniture Used in the Subject Premises

- (1) I declare that the PU foam filled mattresses and upholstered furniture (“the said furniture”) used in the subject premises do conform to the standards as stipulated in the fire safety requirements issued to me by D of FS dated _____ (dd/mm/yyyy);
- (2) I warrant that there are relevant invoice(s) and test certificate(s) of the said furniture to prove that the said furniture do conform to the standards as stipulated in the fire safety requirements issued by D of FS;
- (3) If the relevant invoice(s) and test certificate(s) of the said furniture cannot be produced during the FSD’s verification inspection, I shall produce the relevant delivery note(s)[#] of the said furniture to FSD as an interim measure and undertake to produce the relevant invoice(s) and test certificate(s) to FSD for verification within 8 weeks from the date of the verification inspection; and
- (4) I acknowledge that the Licensing Authority shall have the right and absolute discretion to refuse to grant a Provisional Licence to me or cancel the Provisional Licence issued to me at any time if I fail to produce the relevant delivery note(s), invoice(s) or test certificate(s) as and when required.

I understand and acknowledge that the Licensing Authority and FSD shall have the right to investigate and verify any information, delivery note(s), invoice(s) or test certificate(s) provided and produced pursuant to this Certificate of Compliance and that I shall be subject to sanctions including but not limited to the refusal of the grant of a Provisional Licence or immediate cancellation of the Provisional Licence if I provide any information or produce any delivery note(s), invoices(s) and test certificate(s) which may be false or misleading.

Signature of applicant:

_____	(_____)	_____
Name of applicant	(Name in Chinese)	Signature/Company Chop
_____		_____
Date (dd/mm/yyyy)		(Certificate of Incorporation No./ HKID No. of the applicant)

- Please tick the appropriate box.
- # The delivery note must contain a list of the concerned PU foam filled mattresses and upholstered furniture with details of types, quantity and colour.



CERTIFICATE OF COMPLIANCE D
(VENTILATION REQUIREMENTS)

I, _____ (_____),
(Surname) (Other names) (Name in Chinese),
holder of Hong Kong Identity Card number _____ (_____), being the registered
specialist contractor (ventilation works category) under Section 8A of the Buildings Ordinance
(Chapter 123) do hereby certify and declare as follows :

In respect of the premises known as _____
(Shopsign in English)
(_____), situated at _____
(Shopsign in Chinese) (Address of premises)

_____ and
being under application for a Provisional _____ Licence
by _____ (_____),
(Name of applicant in English) (Name of applicant in Chinese)

all ventilation requirements listed as Category D requirements in the Letter of Requirements
addressed to the abovenamed applicant dated _____ have been fully complied with.
(dd/mm/yyyy)

I have personally inspected the subject premises and verified the compliance of the
requirements against the ventilating system layout plan (drawing
no. _____), 3 copies attached,
on _____. I have read the said Letter of Requirements and
(Date of inspection) (dd/mm/yyyy)

understand the contents thereof. I also understand that all matters covered by this
Certificate will be subject to further verification by the Licensing Authority and that if I
willfully or negligently give false or misleading information in this Certificate, I shall
render myself to be liable to legal and/or other penalties.

Date (dd/mm/yyyy)

Name in BLOCK letters and authorized signature
of registered specialist contractor
(ventilation works category)

Registered address : _____

Name of company/partnership firm* : _____
(if the ventilation contractor is a company/partnership*)

Contact telephone no. (Contractor): _____

Contact telephone no. (Applicant): _____

Company chop

* Please delete where appropriate.