

**Legislative Council Panel on Food Safety and Environmental Hygiene**

**Subcommittee to Study the Streamlining of Food Business Licensing**

**Processing of Certificate of Compliance for Club-houses**

Introduction

At the meeting of the Subcommittee to Study the Streamlining of Food Business Licensing on 2 March 2005, Members requested further information on the processing of Certificate of Compliance (CoC) for club-houses under the Clubs (Safety of Premises) Ordinance (Cap.376). This paper sets out the information requested by Members.

Number of Applications for CoC and Time Taken for the Processing of these Applications

2. The numbers of applications for CoC for club-houses received by the Office of the Licensing Authority (OLA) are 114, 125 and 196 respectively in the past three years (from year 2002 to 2004). These applications fall into different categories such as clubs for mahjong, karaoke, residents, religious purpose, professionals, trade, business associations, sports, fitness, martial arts, hobby, video, educational, clansman, kai fong and eating & drinking, etc. Out of the 435 applications received in the past three years, 221 applications fall within the type of eating and drinking clubs. However, catering services may also be provided in other types of clubhouses like mahjong clubs or karaoke clubs, etc. The number of clubs providing catering services is around 70% of all the applications.

3. The details of the applications in the past three years are shown in Annex A.

4. The issue of a CoC depends mainly on when the upgrading works set out in OLA's letter of requirements are completed by the applicant. OLA will, on receipt of the "Report of Completion", make appointment with the applicant to conduct a compliance inspection visit within eight working days, at the convenience of the applicant. To ensure public safety, OLA will only issue a CoC to those club-houses which have fully complied with the certification requirements. Once OLA is satisfied that all the upgrading requirements have been completed, it will

issue to the applicant the CoC within seven working days.

### One-stop Services Offered by OLA to Applicants

5. With professional and technical staff seconded from the Buildings Department and Fire Services Department, OLA provides one-stop licensing services to applicants for CoC of club-houses. These include vetting of applications, inspection of the premises, issuance and renewal of CoC, enforcement actions and other duties that may be required under the Clubs (Safety of Premises) Ordinance.

6. The procedures for processing an application for CoC of club-house are summarized as below –

- (a) an applicant submits an application form together with the necessary supporting documents & drawings to OLA;
- (b) OLA will arrange with the applicant an inspection of the premises and thereafter issue a letter of upgrading requirements or refuse the application which have fundamental objection within **43 working days** from receipt of the application;
- (c) applicant will report compliance with the requirements by submitting a "Report of Completion" together with all the certificates and relevant documentation to OLA;
- (d) OLA will then make appointment with the applicant and conduct compliance inspection within **eight working days** on receipt of the "Report of Completion" (*provided that the applicant is available for inspection*); and
- (e) OLA will issue the CoC within **seven working days** on satisfactory confirmation of compliance of all requirements.

7. A flow chart to illustrate the procedures is at Annex B.

### Manpower in OLA for Processing CoC Applications

8. The staff establishment of the OLA is set out in Annex C.

9. It must be noted that in addition to the Clubs (Safety of Premises) Ordinance, OLA is also responsible for the implementation of three other Ordinances, namely, Hotel and Guesthouse Accommodation Ordinance (Cap.349), Bedspace Apartments Ordinance (Cap.447) and Karaoke Establishments Ordinance (Cap.573). These three Ordinances are aimed at providing a regulatory system for the safety of hotels and guesthouses, bedspace apartments and karaoke establishments. There is **no** segregation of manpower specifically for the implementation of the Clubs (Safety of Premises) Ordinance.

### Conclusion

10. Members are invited to take note of the above.

Home Affairs Department  
March 2005

**Applications for Certificate of Compliance (CoC) for Club-houses  
Under the Clubs (Safety of Premises) Ordinance in the Past Three Years**

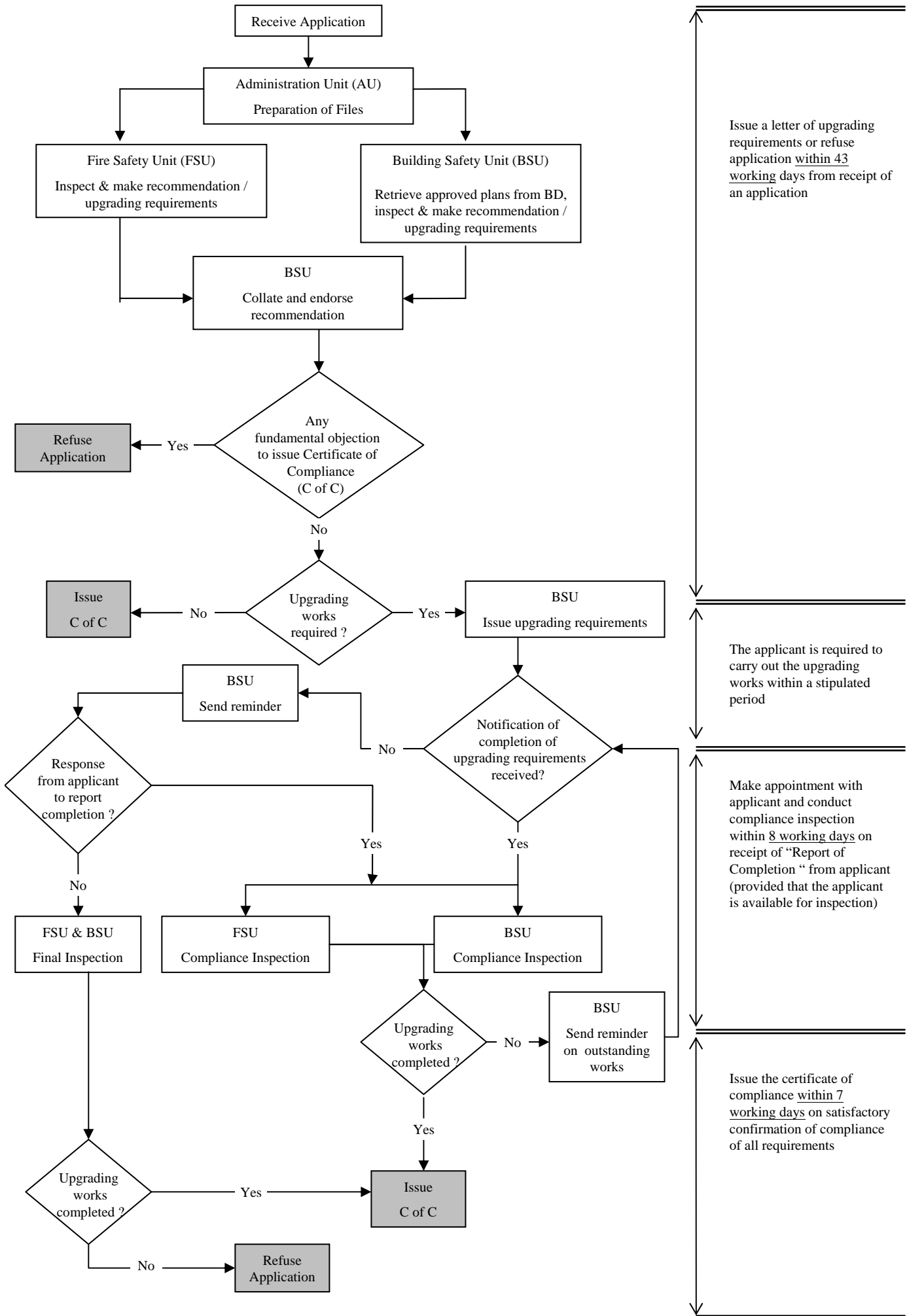
**All Clubs**

	2002	2003	2004
Total no. of applications	114	125	196
	Total: 435		
CoC issued	61	66	37
	Sub-total: 164		
Applications rejected by OLA	17	23	33
	Sub-total: 73		
Applications withdrawn by the applicant	36	32	25
	Sub-total: 93		
Applications still under processing	0	4	101
	Sub-total: 105		

### Eating and Drinking Clubs Only

	2002	2003	2004
Total no. of applications	42	59	120
	Total: 221		
CoC issued	26	31	19
	Sub-total: 76		
Applications rejected by OLA	7	14	21
	Sub-total: 42		
Applications withdrawn by the applicant	9	13	20
	Sub-total: 42		
Applications still under processing	0	1	60
	Sub-total: 61		

Flow chart for processing NEW application



Issue a letter of upgrading requirements or refuse application within 43 working days from receipt of an application

The applicant is required to carry out the upgrading works within a stipulated period

Make appointment with applicant and conduct compliance inspection within 8 working days on receipt of "Report of Completion" from applicant (provided that the applicant is available for inspection)

Issue the certificate of compliance within 7 working days on satisfactory confirmation of compliance of all requirements

### Staff Establishment in the Office of the Licensing Authority

Unit	Team	Rank	Number
Chief Building Surveyor			1
Building Safety Unit	Senior Building Surveyor		1
	New application team	Building Surveyor	3
		Senior Surveyor Officer	5
		Surveyor Officer	5
	Renew application team	Building Surveyor	2
		Surveyor Officer	4
	Structural team	Structural Engineer	1
Technical Officer		1	
Enforcement Unit <sup>1</sup>		Senior Building Surveyor	1
		Building Surveyor	4
		Surveyor Officer	1
		Licensing Inspector	12
Fire Safety Unit	District Officer		1
	Assistant District Officer		1
	New application team	Senior Station Officer	5
	Renew application team	Senior Station Officer	3
	Bedspace Apartment team	Senior Station Officer	1
Administration Unit		Senior Executive officer	1
		Executive Officer	1
		Secretary, Clerical Officer/Assistant, Workman, etc.	15
<b>Total</b>			<b>69</b>

<sup>1</sup> The Enforcement Unit of OLA does not handle applications and renewals of Certificates of Compliance for club-houses.