

**For discussion
on 11 December 2012**

LegCo Panel on Food Safety and Environmental Hygiene

**Electronic Submission of Applications Relating to
Food Business/Trade Licences and Permits**

Purpose

Starting from January 2013, the Food and Environmental Hygiene Department (FEHD) will accept online filing of applications for food business/trade licences and permits through the internet. This paper briefs Members on FEHD's plans.

Background

2. At present, FEHD has promulgated 39 forms relating to food business/trade licences and permits. Of them, eight¹ may be filed electronically through e-mail and nine through online submission². For the remaining application forms related to food business/trade licences and permits, there are 12 categories of forms where the applicants are required to submit the filled-in paper form together with the proposed layout plans of the premises (if required³) to FEHD. FEHD now plans to accept electronic submission of these forms as a facilitation measure for the trade. As regards the remaining 10 forms, since the applicants have to lodge original certificates in parallel, submission online is not feasible. The **Annex** gives further details about these forms, broken down by categories.

¹ These forms relate to applications for restricted food permits, transfer of licences, karaoke establishment permits and nomination of hygiene manager / hygiene supervisor.

² These forms relate to applications for liquor licences.

³ For these 12 categories of forms, submission of proposed layout plans is not required where the application is for restricted food permits, undertaker's licence, temporary food factory licence, transfer of places of public entertainment licence, and permission for live broadcast at cinema.

New Service

Scope of New Service

3. The new arrangement for electronic submission of applications will cover 12 categories of forms involving the following 21 types of food business/trade licences and permits, of which the Director of Food and Environmental Hygiene is the licensing authority:

Food Business Licences/Permits

- (a) General Restaurant Licence;
- (b) Light Refreshment Restaurant Licence;
- (c) Marine Restaurant Licence;
- (d) Factory Canteen Licence;
- (e) Food Factory Licence;
- (f) Bakery Licence;
- (g) Fresh Provision Shop Licence;
- (h) Siu Mei and Lo Mei Shop Licence;
- (i) Cold Store Licence;
- (j) Composite Food Shop Licence;
- (k) Frozen Confection Factory Licence; and
- (l) Milk Factory Licence; and
- (m) Restricted Food Permits.

Trade Licences/Permit

- (a) Swimming Pool Licence;
- (b) Commercial Bathhouse Licence;
- (c) Offensive Trade Licence;
- (d) Slaughterhouse Licence;
- (e) Funeral Parlour Licence;
- (f) Undertaker's Licence;
- (g) Places of Public Entertainment Licence⁴; and
- (h) Karaoke Establishment Permit.

Operational Procedures

4. Under the new arrangement, applicants seeking any of the licences and permits mentioned above may fill in the relevant electronic application form and submit it to FEHD together with the proposed layout plan(s), where required, in electronic format. The submitted layout plans

⁴ For Places of Public Entertainment Licences, the Director of Food and Environmental Hygiene is authorised by the Secretary for Home Affairs to issue or cancel any licence or exercise any other functions relating to licensing under section 3B of the Places of Public Entertainment Ordinance (Cap. 172).

should meet the following criteria:

- (a) they should be in “PDF” format;
- (b) the total file size should not exceed 10 MB;
- (c) they should be drawn to the metric scale of not less than 1:100;
and
- (d) the paper size of each plan should not be larger than A3.

Criteria (a) and (b) are technically simple to meet and commonly adopted for electronic files of the plans concerned. Criteria (c) and (d) reflect the formats commonly adopted by the trade for most of the applications.

5. On receipt of an application, FEHD will refer, through electronic means, its details together with the electronic plan(s) to the relevant government departments (such as the Fire Services Department, the Buildings Department, the Planning Department, etc.) for comments and consideration. Concerned departments will also reply to FEHD through electronic means.

Expected Benefits

6. The new arrangement will provide the trade with the choice of submitting the licence/permit application through electronic means, on top of the submission of an application in paper form. Electronic submissions relieve traders from having to pay visits to FEHD Licensing Offices or District Environmental Hygiene Offices in lodging applications. Also, electronic submissions may help speed up the workflow and ease the dialogue among government departments as well as communication with the applicant.

Trade Consultation

7. We have consulted the trade on the introduction of the new arrangement to accept electronic submission of licence/permit applications. They are supportive of the arrangement and have indicated no difficulties in complying with the requirements set out in paragraph 4 above.

Next Steps

8. We plan to roll out the new arrangement in January 2013. We will closely monitor its implementation and users’ feedback, review its effectiveness in the light of operational experience, and introduce further improvements where necessary.



















Advice Sought

































9. Members are invited to note and comment on our plan to accept online submission of applications for food business and trade licences set out in their paper.














**Food and Health Bureau
Food and Environmental Hygiene Department
December 2012**

Breakdown of Public Forms
for Food Business / Trade Licences and Permits





(For forms which may already be submitted online, they are marked in the respective columns on file formats with icons (please see the last three columns))

Form No.	Form Title	PDF	e-Form	Online Form	e-Mail
FEHB 89	Report of Compliance for the Grant of Provisional Licence				
FEHB 90	Certificate of Compliance A (Health Requirements)				
FEHB 91	Certificate of Compliance B (Building Requirements)				
FEHB 92	Certificate of Compliance C (Fire Services Requirements)				
FEHB 93	Certificate of Compliance D (Ventilation Requirements)				
FEHB 94	Application for Food Business Licence				
FEHB 95	Application for Permit (to be issued in the name of an individual)				
FEHB 95A	Application for Permit (to be issued in the Name of a Corporation)				
FEHB 104	Application for Places of Public Entertainment Licence / Temporary Places of Public Entertainment Licence				
FEHB 105	Application for Other Trade Licences				
FEHB 106	Application for New Issue of a Liquor Licence				
FEHB 106A	Application for Renewal of a Liquor Licence				

FEHB 106B	Application for Transfer of a Liquor Licence				
FEHB 106C	Application for Amendment of a Liquor Licence				
FEHB 107	Application for New Issue of a Club Liquor Licence				
FEHB 107A	Application for Renewal of a Club Liquor Licence				
FEHB 107B	Application for Transfer of a Club Liquor Licence				
FEHB 107C	Application for Amendment of a Club Liquor Licence				
FEHB 169	Application for Transfer of Licence/Permit				
FEHB 175	Application for Karaoke Establishment Permit				
FEHB 176	Application for Renewal of Karaoke Establishment Permit / Provisional Karaoke Establishment Permit				
FEHB 177	Application for Transfer of Karaoke Establishment Permit / Provisional Karaoke Establishment Permit				
FEHB 178	Application for Change of Name of Karaoke Establishment				
FEHB 179	Application for Replacement of Authorized Representative of the Grantee of the Karaoke Establishment				
FEHB 180	Exemption from the Application of the Karaoke Establishments Ordinance for A Bona Fide Restaurant				
FEHB 190	Certification of Food Business Premises Free of Unauthorized Building Works (UBW) for Provisional Licence Application(Form UBW-1)				
FEHB 191	Certification of Food Business Premises Free of Unauthorized Building Works (UBW) for Full Licence Application(Form UBW-2)				
FEHB 192	DECLARATION				

FEHB 197	Application for Outside Seating Accommodation				
FEHB 201	Application for a Temporary Food Factory Licence				
FEHB 221	Nomination of Hygiene Manager / Hygiene Supervisor				
FEHB 230	Application for Alteration to the Approved Plan of Licensed Food Premises				
FEHB 231	Application for Food Factory Licence (Reheating Pre-cooked Sausages, Meat and Other Food Products) [Applicable to Premises Eligible to Apply for Adoption of Fast Track Licensing Procedures for Issue of Provisional Food Factory Licence]				
FEHB 239	Application for Temporary Absence of Liquor Licensee for a Period Not Exceeding Three Months				
FEHB 242	Certificate of Compliance AA for Full Composite Food Shop Licence (Health Requirements)				
FEHB 243	Report of Compliance for the Grant of Full Composite Food Shop Licence				
FEHB 244	Application Form for Composite Food Shop Licence				
FEHB 250	Application for Permitting Live Broadcast (other than Exhibition of Films) at Premises Issued with a Valid Places of Public Entertainment Licence (endorsed with cinematograph displays)				
FEHB 254	Application for Transfer of Places of Public Entertainment Licence				

Note

-  8 categories of forms that may be submitted electronically through emails.
-  9 categories of forms that may be submitted online.
-  12 categories of forms related to 21 types of food business / trade licences and permits which require applicants to fill in a paper application form and submit it together with the proposed layout plans of the premises to FEHD. FEHD now plans to accept electronic submission of these 12 categories of forms from the trade.
-  10 categories of forms where submission of original certificates are required and online submission cannot be done.