

## ⑤ 申請臨時食品制造廠牌照

### Application of Provisional Food Factory Licence

- A. 遵循食環署附錄一“甲類規定-臨時食物廠牌照的市政服務規定”中的規定及條件。  
Follow the requirements and conditions provided by FEHD in Appendix I “Category A Requirements – Municipal Services Requirements for Provisional Food Factory Licence”.
- B. 向食環署遞交兩份附有食物業處所的最新牌照圖則，並附有FEHB 190(表格UBW-1)由認可人士或注册結構工程師證明申請暫准牌照的食物業處所沒有違例建築工程  
Submit two copies of the latest licence plans with the certification of the food business premises are free of unauthorized building works made by authorized person or registered structural engineer in the form (FEHB 190) to FEHD.
- C. 牌照申請人向食環署遞交聲明書(FEHB 192)，聲明申請暫准牌照的食物業處所符合政府租契條款。  
Submit a declaration (FEHB 192) by the applicant of a food business licence declaring that the operation of a food factory at the premises is in compliance with government lease conditions to FEHD.
- D. 使用附錄III所載的“發出臨時食物廠牌照合規報告”表格，向食環署申報已辦妥所有發牌條件  
Report to FEHD of complying with requirements by using form “REPORT OF COMPLIANCE FOR THE GRANT OF PROVISIONAL FOOD FACTORY LICENCE” attached in Appendix III.
- E. 以附件三所附的“臨時食物制造廠牌照的符合性報告”表格向食環署報告符合規定。  
Submit the certification in prescribed forms “CERTIFICATE OF COMPLIANCE A (HEALTH REQUIREMENTS)”.
- F. 提交由認可專業人士（即AP / RSE）製作的證明，表格為“符合性證明書B（建築安全要求）”，如食環署附錄。  
Submit certification made by recognized professional (i.e. AP / RSE) in form “CERTIFICATE OF COMPLIANCE B (BUILDING SAFETY REQUIREMENTS)” as at appendix to FEHD.
- G. 聘請完成衛生督導員培訓課程并獲得證書的專職衛生督導員。連同申請人給食環署的授權書，一併遞交衛生督導員的證明書。  
Appoint a full time Hygiene Supervisor who has completed a hygiene supervisor training course and is awarded a certificate. Submit certificates for the hygiene supervisor with your authorization letter to FEHD.
- H. 繳付所需牌照費（支票抬頭請注明香港特別行政區政府）  
Pay for requisite licence fee (cheques should be made payable to the Government of the HKSAR)
- \* 申請人將立即獲得為期6個月的臨時牌照  
A provisional licence for 6 months will be issued to the applicant immediately.
  - \* 如申請人不能親自辦理手續，可以書面授權他人代為辦理  
For applicants who cannot come in person, they may authorize in writing another person to complete the procedures.

### 發出臨時牌照後須遵守的要求及條件

Requirements and Conditions to be observed after issue of a Provisional Licence

- I. 遵循食環署在附錄I及II中提供的要求和條件  
Follow the requirements and conditions provided by FEHD in Appendix I & II
- \* 遵守所有發牌規定的最長期限為臨時牌照到期後6個月或正式牌照要求書發出後12個月  
The maximum period of time allowed 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

## ⑥ 申請正式食品廠牌照

### Application of Full Food Factory Licence

- A. 符合附錄A中包含的要求。  
Comply with the requirements contained in Appendix A.

### 現行機制 Through Existing System

- B. 以書面通知食環署，並提交可接受的證明文件  
Report to FEHD in writing with certified document as follow:
- \* 最終設計圖則  
Duly signed final layout plan ;
  - \* 核證申請正式牌照的食物業處所沒有違例建築工程（違建工程）（表格 UBW-2）（表格FEHB 191）；  
Certification of Food Business Premises Free of Unauthorized Building Works (UBW) For Full Licence Application (Form Ubw-2) with connecting document (FEHB 191) ;
  - \* 電力裝置證明書(表格WR1 / WR2)  
Electrical installation certificate (Form WR1 / Wr2), and

- \* 衛生督導員培訓課程證書  
Hygiene Supervisor training Course Certificate ;
  - \* 符合政府租契條件的聲明（表格FEHB 192）  
Declaration on compliance with Government Lease conditions (Form FEHB 192) .
- C. 食環署進行最後實地視察  
FEHD conducts verification inspection.
- D. 如果全部辦妥，食環署將發出正式牌照  
If requirements fully complied, a full licence will be issued.

### 專業核證制度（PCS）

Through Professional Certification System (PCS)

- B. 申請人提交由認可人士 / 注册結構工程師發出的符合規定證明書，連妥為簽署的最終設計圖則及其他所需證明書 / 文件，以申領正式牌照，如下所示：  
Applicant submits Certificate of Compliance issued by AP/RSE with duly signed final layout plans and other required certifications / documents for issue of full licence as follow:
- \* 電氣安裝證書（表格WR1 / WR2）  
Electrical installation certificate (Form WR1 / WR2)
  - \* 衛生督導員培訓課程證書  
Hygiene Supervisor training Course Certificate ;
  - \* 符合政府租契條款聲明書(FEHB 192)  
Declaration on compliance with Government Lease conditions (Form FEHB 192) .
- C. 消防處進行最後實地視察(如適用)  
FSD conduct verification inspections as appropriate .
- D. 食環署查核所提交的證明書 / 文件，以確認是否可以接納  
FEHD conduct paper checking on the submitted certifications and documents .
- E. 如全部文件均獲得接納，食環署會在無需進行查證視察的情況下，於2個工作天內通知申請人獲發正式牌照。  
If requirements fully complied, without a need to conduct verification inspection, a full licence will be issued within 2 working days.

本指南旨在為偏遠鄉郊舊村申請持牌食肆提供資料及指引，載述申請食肆牌照期間有關政府部門的要求及規定。申請人亦可向專業人士或相關公司獲取協助。

The purpose of this guide is to provide information and guidance for applications in remote old villages for licensed food business, It sets out the requirements of relevant government departments during the application period for the food business licence. Applicants may also seek assistance from professionals or relevant companies.

### 計劃資助：



### 主辦單位：



<https://www.hkcountryside.org/>

# 偏遠鄉郊舊村持牌食肆可行性研究

## Feasibility Study of Licensed Food Business in Remote Old Villages



# 申請指南

## 偏遠鄉郊舊村食肆牌照申請指南

Guide to applying for Licensed Food Business in Remote Old Villages



## ① 偏遠鄉郊舊村食肆牌照申請注意事項

### Notes for Application of Licensed Food Business in remote Old Villages

- 化糞池/沙井需設置於厨房/食物室外**  
Septic tanks/sand wells must be installed outside the kitchen/food room.
- 牌照食肆使用的化糞池需距離水源(河道/水井)不少於30米**  
The septic tank used by a licensed restaurant must be at least 30 meters away from the water source (rivers/wells).
- 申請範圍(地界紀錄)不得越過政府土地**  
The application scope (boundary records) must not encroach on government land
- 申請範圍需符合該區土地規劃用途**  
The application scope must comply with the land use planning purposes of the area
- 建議以電力煮食以避免安裝大量消防裝置(例如消防水缸、喉轆及花灑系統等)**  
It is recommended to use electric cooking to avoid the installation of a large number of fire-fighting equipment (such as fire water tanks, hose reels, and sprinkler systems).
- 厨房/食物室須以高達樓頂並具有耐火時效的物料作分隔**  
The kitchen/food room must be separated with fire-resistant materials reaching up to the roof.

## ② 食肆牌照發牌的基本要求

### Basics Requirements of Licensed Food Business in remote Old Villages

- 提供消防裝置及新建部份需符合防火要求**  
Provided fire protection equipment and newly constructed parts must comply with fire safety requirements.
- 提供厨房機械通風系統及空氣過濾系統**  
Provide kitchen mechanical ventilation systems and air filtration systems.
- 提供足夠電力系統**  
Provide sufficient electrical power systems.
- 提供足夠衛生設施以符合法例要求**  
Provide adequate sanitation facilities to meet the legal requirements.
- 提供供水系統**  
Provide water supply system
- 鮮風入口與排氣喉管需相隔5米或以上的距離(水平方向/垂直方向)**  
Fresh air inlet and exhaust pipe should be separated by 5 meters or more (horizontal/vertical).

## ③ 偏遠鄉郊舊村食肆牌照申請主要步驟

### Main steps in applying for Licensed Food Business in remote Old Villages

- 地政總署(參考地政總署網頁, 查詢申請範圍落成時間)**  
Lands Department (Please refer to the Lands Department's website to check the completion time of the application scope).
  - 若申請範圍於1961年1月1日前落成:屬舊批地段豁免現有建築物的限制**  
If the application area is completed before 1 January 1961: the old grant lot is exempt from the existing building restriction.
  - 若申請範圍於1961年1月1日至1987年10月15日期間落成:建議向地政總署需查詢地契條款之限制, 確保擬議用途符合地契條款的規定**  
If the application scope was completed between January 1, 1961, and October 15, 1987: It is recommended to consult the Lands Department regarding the restrictions of lease terms to ensure that the proposed use complies with the provisions of the lease terms.
  - 若申請範圍於1987年10月16日後落成:新批地段不適用於本指南**  
If the application scope was completed after October 16, 1987: New lots are not applicable to this guide.
  - 若地界紀錄不清晰, 建議諮詢專業人士或相關公司獲取協助**  
If the boundary records are unclear, it is recommended to consult professionals or relevant companies for assistance.
- 城市規劃委員會(約90個工作天)**  
Hong Kong Town Planning Board (approximately 90 working days)
  - 參考城規會網頁, 查閱申請範圍擬議用途或發展的各項規定;**  
Refer to the Town Planning Board (TPB) website and review the various provisions for the proposed use or development of the application scope;
  - 申請範圍擬議用途或發展需涵蓋食肆或商店及服務行業;**  
The proposed scope of the application or development must include restaurants, shops, and service industries.
  - 城規會會公布申請以供公眾查述及提出申述。**  
The Town Planning Board (TPB) will publish the application for public inspection and submission of representations

➤ 若申請範圍屬第一欄用途  
If the application scope under Column 1  
**無須另行申請規劃許可**  
No separate planning permission is required

➤ 若申請範圍屬第二欄用途  
If the application scope under Column 2  
**須另行申請規劃許可(S.16)**  
Need to apply for planning permission separately under Section 16

➤ 若申請範圍未有涵蓋用途  
If the application scope does not include the intended use  
**可提出修訂圖則申請(S.12A), 申請修改規劃用途;城規會可能會提出附加條件**  
You can submit a revision plan (S.12A) to apply for a change in land use. The TPB may impose additional conditions.

- 向食物環境衛生署申請食物牌照(約40個工作天)**  
Application for Food Business Licence from Food and Environmental Hygiene Department (approximately 40 working days)

- 遞交申請(申請表格、設計視察圖則及租契聲明書)**  
Submit the application (Application form, design inspection drawings, and a lease declaration).
- 有關政府部門會進行實地視察**  
Relevant government departments will conduct on-site inspections.
- 確定有關部門不反對申請後, 食環署則會發出暫准牌照**  
The FEHD will issue a provisional license upon confirmation that the department concerned has no objection to the application
- 申請人申報已辦妥所有發牌條件, 食環署則會發出正式牌照**  
The FEHD will issue the official license after the applicant declares that all licensing conditions have been fulfilled.

## ④ 建議申請食肆牌照的種類

### Proposed Type of Food Business Licenced

備注 Note:

- 個案研究主要針對地下面積大概50平方米及以下, 其他面積數申請請參考食環處申請指引。**  
The case study mainly focuses on ground floor areas of approximately 50 sqm and below. For other floor areas, please refer to the FEHD application guidelines.
- 個案研究中提供之數據均為建議之數據, 僅供參考。**  
The proposed figures provided in the case study are for reference only.
- 期間, 還有兩個個案參與研究, 由于所處位置建築地契等問題, 在提交城規會申請規劃許可期間已退出。**  
In this feasibility study, two other cases considered but withdrawn during the planning application stage due to respective land lease issues.

| 建議牌照種類<br>Proposed Type of Licence   | 牌照特點/可提供食物種類<br>Feature of Licence/ Type of food that can be provided               | 申請範圍的總樓面面積<br>Gross floor area for the application             | 食物室的最小面積<br>Food Room Area  |
|--------------------------------------|---|--|---|
| 普通食肆<br>General Restaurant           | 任何種類的食物, 可在處所內進食<br>General Restaurant  | 100平方米或以下<br>100SQM or Less                                    | 總樓面面積的25%, 但不小於8平方米<br>25% of total floor area, But not Less than 8 SQM   |
| 小食食肆<br>Light Refreshment Restaurant | 列表列明食物, 可在處所內進食<br>List of food by using simple cooking.<br>Can service at premise. | 23平方米或以下<br>23 SQM or Less                                     | 不小於4.6平方米<br>Not Less than 4.6 SQM  |
|                                      |   | 超過23平方米 但不超過35平方米<br>exceeding 23 SQM but not exceeding 35 SQM | 總樓面面積的20%或6平方米, 以較小者為準<br>20% of gross floor area or 6 SQM whichever is less  |
|                                      |   | 超過35平方米 但不超過55平方米<br>exceeding 35 SQM but not exceeding 55 SQM | 總樓面面積的18%或7.5平方米, 以較小者為準<br>18% of gross floor area or 7.5 SQM whichever is less  |
| 食物制造廠<br>Food Factory                | 任何種類的食物, 只供外賣<br>Any kind of food, for take away only                               | 沒有特定要求<br>No specific requirements                             | 售賣外賣熟食/快餐的食物制造廠, 須設有總面積最少6平方米的食物室。<br>A minimum aggregate food room area of 6 SQM shall be provided in food factories selling take-away cooked food/fast food.<br><br>加熱已煮熟食品以供售賣的食物制造廠, 須設有總面積最少3.5平方米的食物室。<br>For food factories reheating pre-cooked food for sale, a minimum aggregate food room area of 3.5 SQM shall be provided therein. |