

**Business Facilitation Advisory Committee  
Task Force on Business Liaison Groups**

*Business facilitation measure to minimize delay in liquor licence renewal*

**Background**

In the past years, an application for renewal of the liquor licence (including club liquor licence) was required to be submitted to the Liquor Licensing Board (LLB) at least two months prior to the expiry date of the liquor licence. The renewal application would normally be approved in 5-6 weeks if it was a non-contested case. For a contested case, LLB would conduct an open hearing for the parties involved (e.g. the applicant, objectors or departments concerned) to express their views before making a decision on the renewal application. Under such circumstance, longer processing time would be required.

**Trade's Concern**

2. At a Business Liaison Group for Karaoke Establishments, Nightclubs, Bars and other Entertainment Clubs, the trade expressed their concern that even the non-contested renewal applications were timely submitted to LLB, the processing time was sometimes too long and passed the licence expiry date. As a result, they had to close temporarily the business of selling liquor (“斷酒牌”).

**Administration's Response**

3. To address the trade's concern, LLB has reviewed the liquor license renewal application process and advanced the deadline for submission of renewal applications from at least two months to three months. Under the new arrangement, the Liquor Licensing Office of the Food and Environmental Hygiene Department will issue a renewal notice four months before the licence expiry date to remind the licensee concerned to submit the application to LLB at least three months prior to the expiry of the licence. As such, more time is allowed for the processing of the renewal application and thus the incidence of licence break could be avoided.

4. Factors like late submission of renewal applications or inadequate information provided by the applicants may also cause delay in licence renewal. Thus, the trade are advised to observe the submission schedule and provide all required information in their applications.

### **Way Forward**

5. Members are invited to note the above business facilitation measure and offer comments, if any.

Food and Environmental Hygiene Department  
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