

**18<sup>th</sup> Business Liaison Group Meeting  
with the Trade of Recreational Clubs**

Date: 21 August 2018  
Time: 2:30 p.m. – 4:15 p.m.  
Venue: BFT Conference Room, 9/F, Revenue Tower, 5 Gloucester Road, Wan Chai  
Convenor: Mr Andrew KWOK Assistant Commissioner for Efficiency  
(Business Facilitation), Efficiency Office

**Trade Attendees:**

The Helena May

Ms Betty SIMPSON General Manager (also contact point of Club Managers Association)

Royal Hong Kong Yacht Club

Ms Polly LEE Executive Secretary

Ladies Recreation Club

Ms Sandy FUNG Executive Assistant

Hong Kong Jockey Club

Ms Kellie NG Hospitality Services Manager  
Ms Jacqueline CHAN Hospitality Administration Officer

Kowloon Bowling Green Club

Mr Peter IP Club Manager

Hilltop Country Club

Mr Carl Chan Finance & Administration Manager

The Hong Kong Country Club

Mr Eddie CHAN Assistant General Manager

Victoria Recreation Club

Mr Robert COOK General Manager  
Ms Sharren LO Administration Officer

The Hong Kong Cricket Club

Ms Clara LI Club Secretary/Assistant General Manager  
Mr Simon LAI House Operations Manager



sent to the trade operators concerned. DH would also post a set of guidelines on its website to facilitate compliance of the trade. Business operators could make use of the guidelines to prepare training to their employees. A hotline would also be provided to answer enquiries on the implementation details of the said Ordinance.

3. The **Convenor** enquired whether it was the employee himself or the business operator would be held liable in case an employee had sold liquor to a minor, and whether this would have any impact on the renewal application for liquor licence. DH advised that both parties might be held liable under the said Ordinance depending on the details of the case and DH would seek advice from the Department of Justice before forming a charge against any party. It would be a defence for each one of the party if reasonable measures were taken to prevent the liquor from being sold/supplied to the minor. FEHD advised that it might affect the renewal of liquor licence because a good track record was a pre-requisite for granting a two-year liquor licence. The Liquor Licensing Board would hold an open hearing for the renewal application if there was any record of offences on a liquor-licensed premises.

4. A trade operator opined that even liquors were sold at more than one outlet on a recreational club premises, it would be sufficient for any single club to display one sign of the prescribed notice only because all the outlets were under one single management. DH advised that in principle one sign should be displayed at every single location where liquor was sold or supplied. DH inspectors would provide practical advice on the display of the sign during compliance inspections.

5. Taking into account of the business mode of a recreational club, viz., that liquor was sold or supplied in almost every part on the club premises, to facilitate compliance of the clubs, the **Convenor** suggested and **Ms Betty SIMPSON** agreed to provide a list of CMA members, all of whom were the club managers who were responsible for displaying the sign on the prescribed notice, to DH to act as the contact point for compliance inspections.

*(Post meeting notes: the CMA member list provided by Ms Simpson was forwarded to DH on 11 September 2018.)*

## **Agenda Item 2 – New issues**

### *2.1 Mechanism for transfer of liquor licence under the Reserve Licensee Scheme*

6. FEHD representative gave a briefing on the subject with the

presentation slides at **Annex 2**. Under the new mechanism, when a liquor licensee suddenly quitted the job without giving consent to transfer the licence, the business owner could apply for transfer of licence in parallel with the application for the authorization of the reserve licensee to take over the role of licensee shortly. As such, there would be no disruption of business operation. Moreover, as the maximum period of liquor licensee's absence was capped at 25% of the licence duration or 90 days (whichever is shorter) and it took about three months to complete an application for transfer, the reserve licensee could take up the licensee role until the transfer application was completed.

7. FEHD further explained that the business owner/operator had to submit an authorisation application for the reserve licensee to take up the licensee role. FEHD would grant an approval-in-principle in 2 to 4 working days whilst the application was referred to the Hong Kong Police Force (HKPF) for vetting. A formal approval would be granted if there was no objection from the HKPF.

8. In respect of the day-off enjoyed by the liquor licensees, FEHD advised that they could opt for two instead of one regular day-off per week during the application for new issue or renewal of liquor licence. For temporary absence other than the regular day-off, the liquor licensee should make an advance application regardless of its duration.

### *2.2 Provision of electronic application for temporary absence of club liquor licensee*

9. FEHD representative gave a briefing on the subject with the presentation slides at **Annex 3**. E-services including online payment were available for the applications for new issue, renewal, transfer and amendment of liquor licence. E-applications were also available for applications for temporary absence of the liquor licensee and nomination / authorisation of the reserve licensee and FEHD would enhance the existing system to provide online payment for these applications as well.

10. The trade operators were encouraged to use the above e-services especially that for the renewal applications where a pre-filled online form would be provided. Moreover, FEHD would further enhance the e-services such as sending reminder for renewal applications via SMS.

### *2.3 Revised requirement of showing moveable items on club layout plans*

11. HAD representative gave a briefing on the subject with the presentation slides at **Annex 4**. To facilitate the club operators in the submission of applications and reduce the need for applying for alteration of

the seating layout in daily club operation, common moveable furniture items such as sofas, tables and chairs would not be required to be shown on the club layout plans for registration purpose. In case where the means of escape provisions has become critical, OLA may require the indication of moveable furniture on the layout plans. Nevertheless, the existing requirements of indicating on plans the maximum capacity to be accommodated in various parts of the proposed licensed area for OLA's vetting and the vetting of fire safety requirements of the furniture remain unchanged.

12. Operators of licensed clubs who would like to remove the moveable furniture items from the registered plans could liaise with OLA at any time they thought fit.

#### *2.4 Measures to facilitate new applications for club licence*

13. HAD representative gave a briefing on the subject with the presentation slides at **Annex 5**. The facilitation measures included providing pre-submission enquiry service to purpose-built clubs, enhancing the Letter of Requirements to make it clearer and more up-to-date and revising the Report of Completion to clearly set out the documents to be submitted for Report of Completion. It was expected that the above measures would expedite the licensing process and they would be put in place within 2018.

14. In response to the enquiry by a trade operator, HAD clarified that the above measures were applicable to alteration applications too.

#### **Agenda Item 3 – Date of the next meeting**

15. The **Convenor** said that the secretariat would inform the trade of the date of the next meeting in due course.

**Efficiency Office**  
**September 2018**