

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

Date: 28 November 2019  
Time: 3:00 p.m. – 4:00 p.m.  
Venue: Business Facilitation Team 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)

Aberdeen Boat Club

Ms Selina MAK Personal Assistant to General Manager

Club Lusitano

Ms Betty LEUNG Administration & Accounts Officer

Hebe Haven Yacht Club

Mr Rene VERHULST General Manager  
Ms Carol CHAN Human Resources and Accounting Manager

Hill Top Country Club

Mr Gary AU General Manager  
Mr Carl CHAN Senior Finance and Administration Manager

Hong Kong Aviation Club

Ms Carrie LAU General Manager  
Ms Winnie SHEA Assistant Membership Manager

Kowloon Bowling Green Club

Mr Peter IP Club Manager

Ladies Recreation Club

Ms Iris LAI On behalf of Ms Sandy FUNG, Membership Officer of Ladies  
Recreation Club

Pacific Club Kowloon

Mr Raymond TANG Chief Accountant

The Hong Kong Country Club

Mr Anthony HAU Chief Engineer

The Hong Kong Cricket Club

Ms Clara LI Assistant General Manager

Mr Simon LAI House Operations Manager

The Hong Kong Jockey Club

Ms Kellie NG Hospitality Services Manager

Victoria Recreation Club

Ms Sharren LO Administration Officer

**Government Representatives:**

Home Affairs Department (HAD)

Ms LAW Pui-sze, Anny Senior Building Surveyor (Licensing Authority)1

Mr HONG, Edwin Building Surveyor (Licensing Authority)7

Food and Environmental Hygiene Department (FEHD)

Ms LAU Lai-ming Superintendent (Licensing)2

Mr WONG Ka-fai Chief Health Inspector (Liquor Licensing)Headquarters

Business Facilitation Team / Efficiency Office (EffO)

Ms Doris YUEN Chief Management Services Officer (Business Facilitation)1  
(Secretary)

Ms Lyan KI Chief Management Services Officer (Business Facilitation)3  
(Designate)

Miss Jenny YEUNG Business Facilitation Officer

The **Convenor** welcomed all to the meeting. He said that the notes of the last meeting had been posted to the Business Facilitation Initiatives website ([https://www.gov.hk/tc/theme/bf/pdf/RC\\_BLG\\_18\\_Notes.pdf](https://www.gov.hk/tc/theme/bf/pdf/RC_BLG_18_Notes.pdf)) for the trade's reference.

**Agenda item 1 – Briefings by Government department**

*1.1 Measures to facilitate licence applications for club premises*

- a. Revision of the standard licensing requirements*
- b. Revision of the Report of Completion (RoC) Form for report of compliance*
- c. Updating the sample layout plans*

2. HAD representative gave a briefing on the subject with the presentation slides at **Annex 1**. HAD advised that to facilitate applications for the Certificate of Compliance (CoC), the Office of the Licensing Authority (OLA) had revised the Letter of Requirements and the sample layout plan, and introduced a Report of Completion (RoC) form. HAD reminded the trade to indicate the number of occupants of each individual room and common areas as well as the total number of occupants of the karaoke establishment therein, if any, on the layout plan.

3. In response to the Convenor's enquiry, HAD clarified that ventilation plans should be submitted to the Ventilation Division of the Fire Services Department through OLA for vetting and they were not covered by the RoC form.

4. The **Convenor** said that the above facilitation measures could facilitate the club operators in understanding the compliance requirement, which as a result would lead to a smoother and faster application processing.

5. The **Convenor** supplemented that as HAD had waived the requirement of showing moveable furniture on the layout plans of club premises, it might not be necessary for the trade to submit an alteration application when the change in the layout only involved moveable furniture provided that the number of occupants as stated on the layout plan did not change. In view of the above, the Convenor suggested the trade to take note of the relaxed requirement and in case minor alternation is going to be carried out, consult HAD whether an application for alteration would be required.

6. Upon enquiry by a trade operator, HAD advised that the processing time for alteration applications varied from case to case depending on the scale and complexity of the works involved. As such, it was difficult for OLA to set performance pledges for such applications. Nevertheless, the above business facilitation measures were also applicable to alteration applications and HAD would further streamline the processing of alteration applications in future if necessary.

### *1.2 Fee concessions for club liquor licence (CLL) and restricted food permit*

7. FEHD representative gave a briefing on the subject with the presentation slides at **Annex 2**. The fee concessions were applicable to all new issue and renewal of CLL and restricted food permits, and notification letters on the fee waiver arrangement were sent to the applicants/licensees/permittees in early October. The concession period would last for one year commencing on 1 October 2019 and ending on 30 September 2020 (both dates inclusive).

8. Upon enquiry by the Convenor, FEHD clarified that the renewal notices of CLL would be sent to the CLL licensees. The **Convenor** opined that some CLL licensees who were frontline staff of the club premises might overlook the renewal notices and the required follow-up action. With reference to the current practice in food business that correspondences on licence application are sent to both the licensee and the respective restaurant, the Convenor suggested and FEHD agreed to explore the feasibility of sending the renewal notices of CLL to club management / premises as well with a view to ensuring

timely submission of renewal application of CLL.

9. Upon enquiry by the Convenor, FEHD clarified that the application processing for CLL renewal would take about 10 to 12 weeks and the application should be made no more than four months before the expiry. To ensure timely licence renewal, the **Convenor** recommended that the trade should submit the renewal application immediately upon receipt of the renewal notices and take heed to comply with FEHD's requirements such as posting an advertisement for the application.

### *1.3 Tips for application for CLL*

10. FEHD representative gave a briefing on the subject with the presentation slides at **Annex 3**. FEHD advised that the trade should take note and avoid some common errors of filling the application forms for CCL renewal, such as providing a wrong licence number, inputting wrong format of hours, inconsistency in the period of business hours, liquor supplying hours and peak business hours, duty hours of the licensee contradicts with the licensing conditions, wrong licensee's signature, out-dated licensee's photo and inaccuracy of information provided in the advertisement etc., which might cause unnecessary delays in the application processing.

## **Agenda item 2 - Discussion items**

### *2.1 Renewal applications for CoC by electronic means*

11. HAD representative informed the trade that electronic submission of CoC renewal had been accepted by OLA since September 2019. Licensee could now download and complete the e-application form and submit it online. Moreover, the completed e-application form could be saved by the licensee for future use without the need to complete the same information repeatedly. HAD reminded the trade that a digital signature would be required for e-application.

### *2.2 Timely updating of application status of CoC on the Application Tracking Facility (ATF)*

12. HAD representative informed the meeting that to provide a more timely updating of the application status, the ATF was being revamped to enable the issue of e-alerts or e-reminders to case officers to remind them to timely update the application status in the system. The revamped ATF system was expected to be rolled out in late 2020.

13. The **Convenor** supplemented that there was limitation for ATF to reflect the real-time status of application in view of the need for 'manual' processing such as physical inspections. However, with the system enhancement, a more timely updating of the application status was envisaged.

### *2.3 Online applications for temporary absence of CLL licensee and CLL renewal*

14. FEHD representative demonstrated the online applications for temporary absence of CLL licensee and CLL renewal by using the password assigned or approved by the Liquor Licensing Board (LLB) through the Online Licence Services (OLS) (please see the slides of the demonstration at **Annex 4**). FEHD reminded the trade to contact the System Administrator if they encountered any technical problems during the online application process.

*(Post meeting notes: To submit an online application for temporary absence of CLL licensee, it is necessary for the authorized person to create a user account. The login name and password of the authorized person were required to be entered in the online form. For details on how to apply for a user account, please refer to **Annex 5**.)*

15. A trade operator enquired whether FEHD could allow the person who took up the licensee role during the weekly day-off of the CLL licensee, viz., the appointed “nominee”, to take up the same role during the licensee’s absence for just a few days without having to make an application for temporary absence. FEHD clarified that it was a statutory requirement for the licensee to apply for temporary absence regardless of the duration of the leave.

16. A trade operator enquired whether the reserve licensee mechanism was applicable to CLL. FEHD advised that the said mechanism was applicable to both liquor licence and CLL. The Convenor supplemented that the trade had been briefed in previous BLG meetings. Relevant presentation materials were uploaded to the [Business Facilitation Initiatives website](#) and a feature article on the subject together with other business facilitation measures was also posted on the [Club Managers’ Association website](#). The Secretariat would circulate the presentation files to trade participants of this meeting for their information.

*(Post meeting notes: the hyperlinks of relevant presentation files were sent to the trade on 29 November 2019.)*

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

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

**Efficiency Office**  
**January 2020**