

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

Date: 16 March 2017  
Time: 3:30 p.m. - 4:40 p.m.  
Venue: Training cum Lecture Rooms, 5/F, West Wing, Tamar Central Government  
Offices, Admiralty  
Convenor: Mr Andrew KWOK Head, Business Facilitation Division,  
Economic Analysis and Business Facilitation Unit

**Trade Attendees:**

The Helena May

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

Aberdeen Boat Club

Mr Philippe de MANNY General Manager  
Ms Selina MAK Personal Assistant to General Manager

The Aberdeen Marina Club

Mr Patric LEE Financial Controller

Gold Coast Yacht and Country Club

Ms Joyce WONG Accounts Supervisor

Hill Top Country Club

Mr Carl CHAN Finance and Administration Manager

The Hong Kong Cricket Club

Ms Clara LI Assistant General Manager  
Mr Simon LAI House Operations Manager

Hong Kong Gun Club

Mr KY FONG Club Administrator

The Hong Kong Jockey Club

Ms Irene TAM Hospitality Services Manager

Royal Hong Kong Yacht Club

Ms Polly LEE Executive Secretary  
Mr Carton LAM Technical and Projects Manager

Victoria Recreation Club

Mr Robert COOK General Manager

**Government Representatives:**

Home Affairs Department (HAD)

Ms Candice S K LAU Building Surveyor/Licensing Authority (1)  
Mr LAU Ping-hang Building Surveyor/Licensing Authority (4)

Food and Environmental Hygiene Department (FEHD)

Ms Jacqueline HO Superintendent (Licensing)2

Water Supplies Department (WSD)

Mr Kevin LEE Engineer/Customer Services (Technical Support) 3

Economic Analysis and Business Facilitation Unit (EABFU)

Mr Peter FUNG Chief Management Services Officer (Business Facilitation)2  
(Secretary)  
Miss Jenny YEUNG Business Facilitation Officer

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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 ([http://www.gov.hk/tc/theme/bf/pdf/RC\\_BLG\\_16\\_Notes.pdf](http://www.gov.hk/tc/theme/bf/pdf/RC_BLG_16_Notes.pdf)) for the trade's reference.

**Agenda Item 1 – Briefing by Government department**

*Mandatory use of designated devices registered under the Water Efficiency Labelling Scheme*

2. **Mr Kevin LEE** gave a briefing on the subject with the presentation slides at Annex 1. He said that to promote water conservation, WSD launched the voluntary Water Efficiency Labelling Scheme (WELS) in 2009 to help consumer select water efficient plumbing fixtures and appliances. To further promote the use of water efficient products, WSD had recently launched the mandatory use of designated devices (showers for bathing, water taps and urinal flushing valves) registered under WELS Stage 1 on 1 February 2017 with a 12-month grace period. Whereas the proposed mandatory WELS Stage 2 would tentatively require all plumbing fixtures / water-consuming appliances for sale in Hong Kong to be registered under WELS.

3. **Mr LEE** explained that only plumbing works which involved all of the following would be affected by Stage 1 –

- i. submission of the Form WWO 46
- ii. domestic kitchens, as well as bathrooms and toilets in all premises
- iii. installation of showers for bathing, water taps or urinal flushing valves

The Form WWO 46 should be submitted whenever there were inside service plumbing works that required the approval from the Water Authority before commencement of works. **Mr LEE** reminded that the trade should use the updated

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Form WWO 46 starting from 1 February 2017.

4. To facilitate the trades in complying with the Stage 1 proposal and allow more choices of water consuming devices in the market, **Mr LEE** highlighted several business facilitation measures adopted in implementing the mandatory WELS: a) allowing the use of WELS registered flow controller in water tap or shower for bathing not complying with the prescribed water efficiency requirements; b) establishing a recognition mechanism that allowed the use of water consuming devices registered under water efficiency schemes in other jurisdictions; and c) considering the trades' applications for exemption.

5. **Ms Betty SIMPSON** enquired whether the list of the devices registered under WELS would be available online or the trade should source them from the suppliers. **Mr LEE** responded that the devices registered under WELS had been uploaded to WSD's website and those registers would be updated regularly ([http://www.wsd.gov.hk/en/plumbing\\_and\\_engineering/wels/registers\\_of\\_all\\_wels\\_products/index.html](http://www.wsd.gov.hk/en/plumbing_and_engineering/wels/registers_of_all_wels_products/index.html)).

6. The **Convenor** supplemented that the proposal was applicable to the kitchens, bathrooms and toilets of all premises except non-domestic kitchens. That said, Stage 1 proposal would be applicable to existing club premises when there were renovation works which necessitated the submission of WWO 46 and involving the installation of showers for bathing, water taps or urinal flushing valves in the toilets or bathrooms of the premises. The **Convenor** advised that the licensed plumbers were amongst the stakeholders being consulted before the proposal was finalised, they should therefore realise how to ensure compliance of their plumbing works with the requirements under Stage 1 proposal.

**Agenda Item 2 – New issues**

*2.1 Implementation of the reserve licensee scheme for club liquor licence*

7. The trade expressed to the BLG secretariat that as the club liquor licence (CLL) was held by the licensee instead of the company under the current legislation, it had caused disruption on their catering business when the licensee suddenly left the job. In response, **Ms Jacqueline HO** briefed the trade on a new business facilitation measure "Reserve Licensee Scheme" (the Scheme) with the presentation slides at Annex 2. **Ms HO** said that the objective of the Scheme was to minimize the disruption caused by the sudden departure of the club liquor licensee by providing a simple procedure to enable another person (reserve licensee) to take over the CLL within a short period of time. The Scheme would be implemented on 28 March 2017. The LLB Secretary would send a letter on the Scheme to the club liquor licensees before the implementation date.

*(Post meeting notes: the letter was sent to all the CLL licensees on 23 March 2017.)*

8. **Ms HO** said that the Scheme involved two-tier vetting, namely, vetting for nomination application and authorization application. The nomination application

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of the reserve licensee would be attached to the normal applications, viz., the application for new issue, transfer and renewal of CLL. LLB would refer the nomination application to the Police for comments on the eligibility of the nominated licensee including whether he/she was a fit and proper person. For application for the authorization of the reserve licensee to take over the CLL, LLB Secretary would grant approval-in-principle in 2 to 4 working days while at the same time refer the application to the Police for comments. In parallel, the business owner should apply for new issue or transfer of licence as appropriate. Upon reply from the Police, the LLB Secretary would grant a formal approval or revoke the approval-in-principle.

9. The new mechanism was well-received by the trade participants.

10. **Mr Philip de MANNY** opined that, to further streamline the process, it should not be necessary for the licensee to inform the LLB of vacation leaves after the nomination application was approved by the LLB and the reserve licensee could take up the role of the licensee automatically. **Ms HO** explained that as the Dutiable Commodities (Liquor) Regulation (Cap 109B) (the Regulation) stipulated that the LLB Secretary was the authority to authorize any person to manage the liquor-licensed premises during the temporary absence of the licensee, as such, the reserve licensee could only take over the duty of the licensee upon authorization by the LLB Secretary. Moreover, the licensee should inform the LLB of his/her leave and authorize someone to take over the licence such that at any one time there was only one licensee responsible for the proper management of the liquor-licensed premises.

11. **Ms Clara LI** said that as the existing recreational clubs could only make nomination applications during the renewal applications for the CLL, and only one such application could be made during the validity period, she was concerned that if the CLL was renewed shortly before the implementation date of the Scheme, or if the approved reserve licensee resigned, the trade would have to wait until the next CLL renewal application to nominate a new reserve licensee. **Ms HO** explained that in view of the thousands of existing liquor licences, it was the government's responsibility to ensure the LLB Secretary and other related departments could manage the influx of workload. LLB would review the Scheme after one year for any improvement opportunities, including the viability of independent submission of nominations.

12. The **Convenor** added that this was a business facilitation measure and encouraged the trade to make nomination applications for reserve licensee for the CLL. If the licensee left suddenly, the trade could make authorization application for the reserve licensee to take up the CLL in about 2 to 4 working days and applied for transfer of the CLL at the same time. The maximum absence period of the licensee was 25% of the licence validity period (up to 90 days) and should be enough for completing the transfer application. As such, the trade's concern on "licence break" of the CLL would be eliminated or much reduced.

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*2.2 Launch of electronic submission of club liquor licence applications using passwords*

13. The trade had expressed to the BLG secretariat that the electronic application system for CLL was difficult to use because most of them do not have digital signature. In response, **Ms HO** advised that the electronic submission of CLL applications using passwords was in full implementation in October 2016. **Ms HO** briefed the trade on the new measure and gave a demonstration on how to use the system with presentation slides at Annex 3. Letters were sent during July to October 2016 to all CLL licensees providing a login name and password for them to login the system, and the trade could use the system for submission of applications for new issue, renewal, amendment, and transfer of CLLs.

14. **Ms Clara LI** said that she was not aware that her club had received the letter. **Ms HO** explained that LLB would normally send letters to the CLL licensees as they were the persons responsible for managing the liquor-licensed premises under the Regulation. Should the trade operators had any problem in getting the letter, she could offer assistance after the meeting. She further advised that club managers who were not the CLL licensees themselves should regularly check with their licensees on any updates from LLB.

**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.

**Economic Analysis and Business Facilitation Unit**

**March 2017**