

Measures to Facilitate Food Business Licence Applicants to Obtain Full Licence in Timely Manner



The image shows a tilted application form for a Food Business Licence. The form is titled '食物環境衛生署' (Food and Environmental Hygiene Department) and 'APPLICATION FOR FOOD BUSINESS LICENCE'. It includes sections for 'Type of Licence', 'Particulars of Application', and 'Declaration'. The 'Type of Licence' section lists various categories such as General, Special, and Temporary. The 'Particulars of Application' section includes fields for the applicant's name, address, and contact information. The 'Declaration' section contains a statement of truth and a signature line.

Provisional Licensing System for Food Business

- ❑ Applicant will be granted a provisional licence for commencement of business upon submission of the certificate(s) duly signed by recognized professionals certifying compliance with the essential licensing requirements imposed by various government departments concerned
- ❑ The provisional licence is valid for six months, during which the applicant has to continue to comply with the licensing requirements for a full licence

Measures to Facilitate Applicant's Compliance with the Licensing Requirements

- Food and Environmental Hygiene Department (FEHD), Fire Services Department (FSD), Buildings Department (BD) and Independent Checking Unit (ICU) have reviewed the application procedures for food business licence and proposed a number of measures on various aspects to facilitate the applicant in compliance with the licensing requirements for a full licence

(1) Engaging the Business Operators in Licence Application

- ❑ Applicants will be emphatically reminded in the Letter of Requirements and the letter notifying the issue of provisional licence by FEHD to comply with all the requirements for a full licence as soon as possible during the validity period of the provisional licence
- ❑ FEHD will send copy of the notification of outstanding licensing requirements to be issued upon inspection of the premises by FEHD staff to the premises under application for licence

(1) Engaging the Business Operators in Licence Application (cont'd)

- FEHD will remind the applicants of the expiry date of the provisional licence at suitable time slots before the expiry of the provisional licence by sending emails and messages through Short Message Services (SMS)

(2) Streamlining the Workflow of Processing Revised Plans

- BD/ICU propose that if the alterations of layout do not involve significant changes to the structure or escape routes, and will not lead to an increase in capacity of the premises to over 200 persons at any time, licence applicants may choose to appoint Authorised Persons /Registered Structural Engineers (APs/RSEs) to certify that the revised plans is in compliance with the building safety requirements
- FEHD, BD/ICU and FSD will update and revise the existing referral protocols to streamline the processing procedures

(3) Providing FEHD Prescribed Forms Filled in with Relevant Details in Advance

- FEHD will explore the feasibility of extracting relevant details of the applications (such as name of the applicant, address of the premises and type of licence applied for) from the department's computer system to pre-fill them in relevant prescribed forms and send by email to the applicants or their contractors/agents

(4) Enhancing Publicity and Education on Good Practices

- ❑ FEHD, BD/ICU and FSD find the following good practices can serve as reference for licence applicants and facilitate them to obtain a full licence timely :
 - Avoid making unnecessary changes to the layout plan which has been accepted by the departments concerned
 - Highlight proposed changes on revised layout plan with colour pen and provide brief descriptions if revisions to the plan are necessary
 - Keep track of the application status and, where appropriate, prompt the contractor or agent to take action in complying the licensing requirements

(4) Enhancing Publicity and Education on Good Practices (cont'd)

- Attend Application Vetting Panel meeting (if applicable) in person and participate in compliance inspection at the premises conducted by case manager of FEHD
- Early preparation for the required supporting documents such as the Work Completion Certificate for electrical installations, the certificate from supplier of ventilation system, the food supplier certificate, and the valid Certificate of Fire Installations and Equipment
- Report to FEHD of compliance with the licensing requirements at least 15 working days before the expiry of the provisional licence, so that FEHD can conduct the final verification inspection and issue a full licence on time

Thank You