

民政事務總署
牌照事務處
旅館業條例
牌照續期申請表

HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY
HOTEL AND GUESTHOUSE ACCOMMODATION ORDINANCE
APPLICATION FOR RENEWAL OF A LICENCE

向牌照事務處遞交本表格前，請參閱第 VIII 部分及提交附件一所註明所需之文件
Please read Section VIII and attach the required documents as indicated in Appendix I
before submission to the Office of the Licensing Authority

第 I 部分
SECTION I

現有牌照號碼
Existing licence number H/ _____

第 II 部分
SECTION II

申請牌照續期旅館所在的物業及營業詳情
Particulars of the premises and business in respect of which application for renewal of a licence is sought

(a) 旅館名稱 Name of hotel/guesthouse

按照二零一八年七月六日在憲報刊登的《二零一八年旅館業（修訂）條例草案》，監督獲賦權在發牌條件訂明，除了酒店牌照持有人外，其他牌照持有人不得使用“酒店”一詞作為營業名稱。因此，如果你並非領有酒店牌照，請審慎考慮會否使用“酒店”一詞作為營業名稱，以免日後可能須要作出更改。
According to the Hotel and Guesthouse Accommodation (Amendment) Bill 2018 gazetted on 6 July 2018, the Authority is empowered to specify in the licence condition that, other than hotel licensees, holders of other licences shall not use the word “hotel” in their business names. Therefore, if you are not holding a hotel licence, you are advised to consider carefully if the word “hotel” should be used in the business name to avoid the possible need to make changes in future.

(i) 英文 in English

(ii) 中文 in Chinese

(b) 旅館地址 Address of hotel/guesthouse

- 香港 HK
 九龍 Kln
 新界 NT

(c) 旅館電話號碼 Telephone No. of hotel/guesthouse 傳真機號碼 Fax no.

(d) 商業登記證號碼 Business Registration Certificate number 旅館電子郵件 E-mail address of hotel/guesthouse

第 III 部分 申請人資料及通訊地址
SECTION III Applicant's particulars and correspondence address

第 III(A)部分 申請人如為個別人士 (即自然人), 請填報下開資料
SECTION III(A) Particulars to be completed if the applicant is an individual (i.e. a natural person)

(a) 申請人的英文全名 Full name of applicant in English

姓氏先行, 名字隨後 Surname first, then other names

(b) 申請人的中文全名 Full name of applicant in Chinese

(c) 住址 Residential address

- 香港 HK
- 九龍 Kln
- 新界 NT

(d) 電話號碼 Telephone no. _____ (住宅 Residence) _____ (辦公室 Office)

流動電話號碼 Mobile phone no. _____

(e) 請在以下合適的方格內加「✓」號, 示明申請人是否香港永久居民。
Please indicate whether the applicant is a permanent resident of Hong Kong by ticking the appropriate box below.

是 Yes 否 No

如申請人並非香港永久性居民, 須提交填妥在附件二的“同意書”。
If applicant is not a permanent resident of Hong Kong, he/she should submit the completed "consent form" at Appendix II.

第 III(B)部分 申請人如為有限公司, 請填報下開資料
SECTION III(B) Particulars to be completed if applicant is a limited company

(a) 公司名稱(英文) Name of company in English

(b) 公司名稱(中文) Name of company in Chinese

(c) 公司地址 Company Address

- 香港 HK
- 九龍 Kln
- 新界 NT

(d) 公司經理姓名
Name of manager of company _____

(e) 電話號碼 Telephone no. _____ 傳真機號碼 Fax no. _____

流動電話號碼 Mobile phone no. _____

第 III(C)部分 申請人的通訊地址 [如與以上第 III(A)(c)部分或第 III(B)(c)部分不同]
SECTION III(C) Applicant's correspondence address [if different from Section III(A)(c) or Section III(B)(c) above]

- 香港 HK
- 九龍 Kln
- 新界 NT

第 IV 部分 擬申領牌照的版本及有效期
SECTION IV Version and validity period of licence to be applied for

(a) 請在以下合適的方格內加「✓」號，示明擬續期牌照的版本。
Please choose the version of the licence that you wish to be renewed by ticking the appropriate box below.

- 中文 Chinese 英文 English

(b) 請在以下合適的方格內加「✓」號，示明擬申領牌照的有效期。
Please choose the validity period of the licence you wish to apply for by ticking the appropriate box below.

- 12 個月 months 24 個月 months 60 個月 months
- 36 個月 months 72 個月 months
- 48 個月 months 84 個月 months

如申領牌照的有效期為 12 個月，無需填寫第 IV(c)部分。
No need to complete Section IV(c) if the applied licence validity period is 12 months.

如申領牌照的有效期超過 12 個月，請填寫下面第 IV(c)部分，並符合有關規定。
If you choose a licence validity period exceeding 12 months, please complete Section IV(c) below and comply with the relevant requirements.

(c) 如欲申請有效期超過 12 個月的牌照，申請人請表示是否符合以下的要求：
If you wish to apply for a licence with a validity period **exceeding 12 months**, please indicate whether you can fulfill the following criteria:

請在以下合適的方格內加「✓」號，以聲明盡你所知的有關情況。
Please declare, to the best of your knowledge, the relevant situation by ticking the appropriate box.

(i) 具備良好的經營旅館記錄（如果日後你擬把牌照轉讓予另一人，則該承讓人也必須具備良好紀錄），即是必須：
have a good record (If subsequently you wish to transfer the licence to another person, the proposed transferee should have a good record) in that you should :

- (1) 在提交本申請書前的 12 個月內，你一直管理需續期的旅館或以持牌人身份管理其他已領有由監督發出牌照的旅館。
have been managing the hotel/guesthouse under application or other hotel(s)/guesthouse(s) with licence issued by the Authority (as a licensee) for the 12 months preceding the date of this application.

除本申請相關旅館外，請列出在提交本申請書前的 12 個月內，其他曾經/一直由你或你公司督導並已領有由旅館業監督（監督）發出牌照的所有旅館下列有關資料。
Except the subject hotel/guesthouse under application, please state the following details of all other hotels/guesthouses with licence issued by the Hotel and Guesthouse Accommodation Authority (the Authority), which had been / have been under your / your company's supervision for the 12 months preceding the date of this application.

旅館的名稱 Name of Hotel/Guesthouse	牌照編號 Licence Number	地址 Address	牌照有效期至 Licence Valid Until

- (2) 在提交本申請書前的 12 個月內，你沒有就曾經/一直由你或你公司督導並已領有由監督發出牌照的旅館違反任何發牌條件。
have NOT committed any breach of licensing condition in any hotels/guesthouses with licence issued by the Authority, which had been/have been under your/your company's supervision for the 12 months preceding the date of this application.

如有，請提供以下詳情：
If yes, please provide the following details:

違反的發牌條件 Licensing Conditions Breached	日期 Date

- (3) 在提交本申請書前的 36 個月內，你沒有就你所管理的旅館被法庭裁定觸犯《旅館業條例》(《條例》)。
have NOT been convicted of any offence against the Hotel and Guesthouse Accommodation Ordinance (the Ordinance) in respect of any of your hotels/guesthouses for the 36 months preceding the date of this application.

如有，請提供以下詳情：
If yes, please provide the following details:

被控罪行 Offence Convicted	定罪日期 Date of Conviction	刑罰及罰款 Punishment and Fine

- (4) 沒有因在二零一一年二月一日後觸犯《條例》第 5 條、第 21(1)(b)條或第 21(3)(b)條所訂關於經營、開設、管理或控制無牌旅館的罪行而被定罪。
 have NOT been convicted of an offence committed after 1 February 2011 against sections 5, 21(1)(b) or 21(3)(b) of the Ordinance for operating, keeping, managing or having control of an unlicensed hotel/guesthouse.

- 有觸犯
Have committed
- 沒有觸犯
Have not committed

如有，請提供以下詳情：

If yes, please provide the following details:

被控罪行 Offence Convicted	定罪日期 Date of Conviction	刑罰及罰款 Punishment and Fine

監督會因應每宗申請的情況，根據《條例》予以考慮。監督亦會考慮在處理該宗申請期間申請人在遵守《條例》方面的紀錄。

The Authority will consider the application in accordance with the Ordinance on a case by case basis and take into account the applicant's latest records in complying with the Ordinance before making a determination under the Ordinance.

- (ii) 就擬申領牌照續期的旅館所在的大廈 –
regarding the building where the guesthouse which licence is to be renewed is situated –

- (1) 請聲明盡你所知，擬申領旅館牌照的處所所在的大廈曾否被指控因經營旅館而會違反該大廈公契。
Please declare, to the best of your knowledge, whether there is any allegation that guesthouse operation contravenes the Deed of Mutual Covenant (DMC) of the building where your guesthouse is situated.

- 有 Yes
- 沒有 No
- 不適用 Not Applicable
(如有關大廈沒有大廈公契) (e.g. there is no DMC for the building concerned)

- (2) 如有收到經營旅館會違反該大廈公契的指控，你能提供文件（例如由律師簽署的證明書）證明相關大廈公契沒有明確限制性條文，包括禁止有關處所用作旅館或商業用途，或私人住宅用途以外的其他用途。
Upon receiving such allegation, you can provide documentary proof (e.g. a certificate signed by a solicitor) ascertaining that there is no explicit restrictive provision in the DMC, including stipulation that guesthouse operations or commercial activities are not allowed in the building, or the premises are for private residential use only.

- 能 Yes
- 不能 No

- (iii) 如果你擬申請有效期超過 36 個月的牌照（在二零一七年三月一日後，只適用於酒店牌照和賓館(度假營)牌照），請表示是否符合以下要求：

If you wish to apply for a licence with validity period **exceeding 36 months** (only applicable to hotel licence and guesthouse (holiday camp) licence with effect from 1 March 2017), please indicate whether you can fulfill the following criteria:

- (1) 你的旅館所在的處所必須是專為旅館用途而建造的。這即是說有關處所是專門為開辦旅館而設計和建造的，而此用途已獲得建築事務監督批准，並在所批出的佔用許可證或改動及加建工程的批准圖則上註明。有關改動及加建工程的竣工證明書必須已獲建築事務監督認收。
Your hotel/guesthouse premises should be purposely built for hotel/guesthouse use in that they were designed and constructed as a hotel/guesthouse, the use of which has also been approved by the Building Authority, either as shown in the occupation permit or as indicated in the alterations and additions plans approved by the Building Authority. The completion certificate for such alterations and additions works should have been acknowledged by the Building Authority.

- 是 Yes
- 不是 No

- (2) 倘若監督向你簽發期限超過 36 個月的牌照，則你必須根據《條例》第 9(3A)條的規定，每年向監督呈交“認可人士證明書”(認可人士指名列於由建築事務監督備存的認可人士名冊內的建築師/工程師/測量師)，而該證明書須 –

- 同意 Agree
- 不同意 Disagree

If a licence is issued to you for a period exceeding 36 months, you have to submit to the Authority an “Authorized Person’s Certificate” (Authorized Person means an architect/engineer/surveyor whose name is on the Authorized Persons’ register kept by the Building Authority) annually in accordance with section 9(3A) of the Ordinance. The said certificate shall –

- (a) 在牌照的每一周年日之前一個月至之後一個月的期間內呈交；
be submitted within a period of 1 month before and 1 month after each anniversary of the licence;

- (b) 符合監督指定的格式並由一名認可人士簽署；
be in such form as the Authority may determine and signed by an authorized person;

- (c) 證明自牌照發出之日起，或自牌照前一個周年日起(視屬何情況而定)有關旅館 –
certify that since the date upon which the licence was issued or, since the immediate previous anniversary of the licence, as the case may be, the hotel or the guesthouse –

- 相對於最新一份存放於監督處並得監督同意的圖則(如有的話)而言，並無進行任何重大的改動；
has not undergone any substantial alteration by reference to the latest plan, if any, deposited with and agreed to by the Authority;
- 是在並無違反根據《條例》第 8(2)(a)條施加的條件下，由你本人經營、開設、管理或以其他方式控制的；及
has been operated, kept, managed or otherwise controlled by you in a manner which does not contravene any of the conditions imposed under section 8(2)(a) of the Ordinance; and
- 就建築物的安全及防火安全而言，由你本人維持於妥善狀況。
has been maintained by you in a proper condition with regard to building safety and fire safety.

第 V 部分
SECTION V

申請旅館的有效第三者風險保險 (公眾責任保險)
Valid Third Party Risks Insurance (Public Liability Insurance) for the applied hotel/guesthouse

你必須就任何人使用持牌處所事宜投取第三者風險保險 (公眾責任保險)，並須在整個持牌期間，確保所投取的第三者風險保險單有效。有關保險必須在有效期內就有關持牌處所就每宗事故提供不少於港幣 1,000 萬元的彌償限額及不設彌償事故宗數上限。如相關資料及文件現時未有提交，則須在發出牌照前提交。
You shall procure a third party risk insurance (public liability insurance) for the use of the licensed premises by any person. You shall also maintain a valid third party risks insurance policy during the entire licensing period of the licence. The insurance should provide a minimum limit of indemnity of HK\$10 million per event and coverage of unlimited events for any one period of insurance in respect of the licensed premises. If the relevant information and documents are not submitted, it must be submitted before the licence is issued.

- (a) 保險公司名稱 Name of insurance company

- (b) 保險單/參考號碼 Policy/Reference number : _____
- (c) 有效日期及屆滿日期 Effective date and expiry date : 由 From _____ 至 To _____
- (d) 請在以下合適的方格內加「✓」號，示明是否在保險期內就有關持牌處所就每宗事故提供不少於港幣 1,000 萬元的彌償限額及不設彌償事故宗數上限。
Please indicate whether a minimum limit of indemnity of HK\$10 million per event and coverage for unlimited events for any one period of insurance in respect of the licensed premises will be provided by ticking the appropriate box below.
 是 Yes 否 No
- (e) 受保人姓名 Name of the insured

- (f) 受保處所地址 Address of the insured premises

第 VI 部分

設立 24 小時有職員當值的接待櫃檯 (只適用於一年寬限期已屆滿的賓館 (一般) 牌照續期申請人)

SECTION VI

Provision of 24-hour Manned Counter (only applicable to applicants for renewal of guesthouse (general) licence whose 1-year grace period has already expired)

請在以下合適的方格內加「✓」號，示明你會在擬申領旅館牌照續期的處所內設立 24 小時有職員當值的接待櫃檯 或 提交替代方案。請參閱「《旅館業條例》(第 349 章)新發牌規定指引」及「設立 24 小時有職員當值的接待櫃檯補充指引」(補充指引)。以上指引可於牌照事務處網頁(www.hadla.gov.hk)「最新消息」中「《旅館業條例》的檢討」的連結內下載。

Please indicate whether you will install 24-hour manned counter in the guesthouse which licence is to be renewed **or** submit proposal of alternative measure by ticking the appropriate box below. Please read the "Guideline on New Licensing Requirements Under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349)" and the "Supplementary Guideline on the Provision of 24-hour Manned Counter" (Supplementary Guideline). These guidelines can be downloaded at the links at "Review of the Hotel and Guesthouse Accommodation Ordinance" under the "Latest News" on the website of the Office of the Licensing Authority (OLA) (www.hadla.gov.hk).

- 設立 24 小時有職員當值的接待櫃檯 [請提交以下所需文件]
install 24-hour manned counter [please provide the required documents as indicated below]
- 請提交接待櫃檯的圖則三份，圖則須使用十進制單位及符合比例 (一般情況應不小於 1:100) 及清楚顯示旅館牌照申請範圍的界線及內部間格，和接待櫃檯的詳細資料，包括安裝的位置、尺寸及物料 (請參閱「根據《旅館業條例》(第 349 章)申請牌照的一般指引」的第 4 部分，有關指引可於牌照事務處網頁(www.hadla.gov.hk)「相關資訊」內下載。)
Please provide 3 sets of detailed layout plans in metric and to scale (normally not less than 1:100) with the boundary of the premises of the hotel/ guesthouse area under this licence application clearly delineated and partitions layout of the hotel/guesthouse shown, and details of the counter including the location, dimension and materials used (Section 4 of "A Layman's Guide to Licence Applications under the Hotel and Guesthouse Accommodation Ordinance (Chapter 349)" refers. The Guide can be downloaded at the "Related Information" on the website of the OLA (www.hadla.gov.hk)).

- 提交替代方案 [請填寫下表及提交所需文件]
submit proposal of alternative measure [please provide the required documents]

替代方案 Proposed alternative measure	理由及詳情 Reason(s) and Details
<input type="checkbox"/> 於大廈內的大堂內設立24小時有職員當值的接待櫃檯 Set up of a 24-hour manned counter in the lobby of the building	
<input type="checkbox"/> 與同一大廈內的其他賓館共用一個24小時有職員當值的接待櫃檯 Sharing of a 24-hour manned counter with guesthouses located in the same building	(請提供理由;列明設有共用接待櫃檯的賓館名稱、地址、牌照編號;有關通訊途徑方法的詳情,如提供協助人士的電話號碼;閉路電視裝置的位置等;及夾附共用接待櫃檯的協議。) (Please provide the reasons; details of the proposal such as name(s), address(es), licence number(s) of the guesthouse(s) sharing the counter; details of the relevant means of contact, such as telephone number; location of the closed-circuit television (CCTV) installed; and attach the agreement for sharing of counter.)
<input type="checkbox"/> 提供另一些24小時有人處理的通訊途徑方法並於接獲入住人士的要求後大約20分鐘內抵達現場提供協助 Provision of other 24-hour means of contact and provision of help around 20 minutes from the time of a patron's call	(請提供理由;列明有關通訊途徑方法的詳情,如提供協助人士的電話號碼;閉路電視裝置的位置等;及夾附書面證明提供24小時直接聯繫方法和安裝閉路電視的所在位置受其管轄或控制。) (Please provide the reasons; details of the relevant means of contact, such as telephone number; location of the CCTV installed; and attach documentary proof that the means of 24-hour manned direct communication and the installation of CCTV are in a location under his/her management or control.)
<input type="checkbox"/> 其他(供牌照事務處審核) Others (for examination by the OLA)	

第 VII 部分 **申請人聲明**
SECTION VII **Declaration by applicant**

本人謹此聲明
I declare that:

- (a) 本人在本表格內所填報的資料，據本人所知及所信，均屬真確無訛；
the information in this application is true and correct to the best of my knowledge and belief;
- (b) 上文第 II 部分所述旅館，其經營、開設、管理及其他方式的控制，均由本人持續地親自監管；
the operation, keeping, management and other control of the hotel/guesthouse referred to in Section II above is under my continuous and personal supervision;
- (c) 已參閱第 VIII 部分；
Section VIII has been read;
- (d) 倘若監督向本人簽發期限超過 36 個月的牌照，則本人必須根據《條例》第 9(3A)條的規定，每年向監督呈交一份“認可人士證明書”；同時本人明白，呈交“認可人士證明書”乃當局發牌的條件之一；本人若有違反這項條件，監督即可根據《條例》第 10 條的規定，以此作為撤銷及暫時吊銷本人牌照或拒絕予以續期的理由；
where a licence is issued to me for a period exceeding 36 months, I shall submit to the Authority an “Authorized Person’s Certificate” annually in accordance with section 9(3A) of the Ordinance; and I understand that the submission of an “Authorized Person’s Certificate” shall be a condition of the licence; and non-compliance with this condition shall be a ground for cancellation and suspension of the licence or refusal to renew it under section 10 of the Ordinance;
- (e) 倘若監督向本人簽發期限超過 12 個月的牌照，而本人提交申請處所的第三者風險(公眾責任保險)文件的保險期並未涵蓋整個牌照有效期，則在有關牌照期內，本人必須於保險期屆滿前，向監督呈交新的有效第三者風險(公眾責任保險)文件；本人若有違反這項規定，監督即可根據《條例》第 10 條的規定，以此作為撤銷及暫時吊銷本人牌照或拒絕予以續期的理由。
where a licence is issued to me for a period exceeding 12 months, and the insured period of my third party risks insurance (public liability insurance) submitted to Authority does not cover the whole licensing period, I shall submit to the Authority within the relevant licensing period new valid third party risks insurance document(s) (public liability insurance) before the existing third party risks insurance (public liability insurance) expires; and I understand that non-compliance with this requirement shall be a ground for cancellation and suspension of the licence or refusal to renew it under section 10 of the Ordinance.

警告
WARNING

根據香港法例第 349 章《旅館業條例》，任何人知道或理應知道陳述（不論是口頭陳述或書面陳述）或資料在要項上失實，仍在本申請的過程中或在與本申請有關連的情況下，作出或提交該等在要項上失實的陳述或資料，即屬犯罪。
Any person who in or in connection with this application makes any statement or furnishes information, whether such statement be oral or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, commits an offence under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349).

日期 Date _____

簽署 Signature _____

姓名 Name _____

在公司所擔任的職位
Position held in the company _____

如申請人為有限公司：須由董事代表有限公司簽署並蓋公司印鑑
For an applicant which is a limited company: a director of the applicant must sign for and on behalf of the limited company with company chop

(注意：簽名式樣及公司印鑑必須與牌照事務處的最後記錄相符。)
(Note: Signature and company chop must be the same as last recorded by the OLA.)

第 VIII 部分 申請人須知
SECTION VIII Notice to applicant

- (a) 你必須把本申請表及附件一所註明所需之文件，送交牌照事務處，地址為：
You should forward the application form and the required documents as indicated in Appendix I to the OLA at:

牌照事務處 Office of the Licensing Authority
香港太古城太古灣道十四號十樓 10/F, 14 Taikoo Wan Road,
Taikoo Shing, Hong Kong

- (b) 你必須每 12 個月安排一名註冊消防裝置承辦商檢查獲發牌照處所內的消防裝置及設備至少一次，並須由檢查當日起計 28 天內，向監督呈交消防裝置及設備證書(F.S.251)的副本。

You shall arrange an inspection of fire service installation and equipment in the licensed premises by a registered fire service installation contractor at least once in every 12 months. You shall deliver a copy of the certificate of fire service installations and equipment (F.S.251) to the Authority **within 28 days from the date of inspection.**

- (c) 其他責任
Other Liability

- (i) 監督只會根據《條例》處理牌照申請。大廈公契本身是私人合約，監督在發牌過程中不會詮釋其條款及條文。大廈公契是大廈各業主、物業管理人和發展商所訂立的私人契約，立約各方根據公契所賦予的權力就大廈的控制、管理及行政執行公契的條文，以及向不遵守合約的任何人士採取適當的行動及措施。如有關人士對詮釋公契有不同意見，可向土地審裁處尋求裁決。申請人應特別留意將處所用作旅館是否抵觸大廈公契或土地批約條款，以免因涉及違反私人或政府契約而引起糾紛或訴訟。在有需要時，申請人應徵詢有關的法律意見。(市民可向土地註冊處繳費索取有關公契或批約條款的副本。)

The processing of the application is strictly in accordance with the provisions under the Ordinance. For private covenant such as DMC, the Authority is not empowered to interpret the provisions of the relevant covenant. For DMC being a private covenant among the property owners, the property management and the developer of a building, only these engaged parties are empowered to act under the power conferred by the DMC to enforce the DMC provisions in relation to the control, management and administration of the building. The engaged parties may also take appropriate actions and measures against any owner who does not comply with the DMC. If the parties concerned have different views in interpreting the DMC, they may seek rulings from the Lands Tribunal. Applicant should check in advance whether his operation of a hotel/guesthouse at the premises would be in contravention of the DMC or Government Lease in order to avoid any dispute or litigation that may arise. The applicant should seek legal advice where necessary. (Copy of DMC or Government Lease can be obtained from the Land Registry for a fee.)

- (ii) 旅館業監督簽發的牌照，並不會免除任何由政府所批出的地契、租約或牌照內所載的任何條款，亦不會影響或改變賓館所在樓宇的大廈公契或其他契約的條文。持牌人如違反法例、大廈公契或其他契約，須承擔一切後果和責任，絕對不會因獲簽發牌照而得到豁免或受到保護。

A guesthouse licence issued by the Hotel and Guesthouse Accommodation Authority does not act as a waiver of any terms in any lease, tenancy agreement or licence granted by the Government, nor does it affect or change the provisions of the DMC or other covenants relating to the building in which the guesthouse is situated. The issuance of a licence does not exempt or protect the licence holder from any consequence and liability of any breach of the laws, DMC or other leases and agreements.

- (iii) 鑑於私人大廈業主關注在其大廈內經營賓館的事宜，牌照事務處已於二零一四年四月起推出新的通報機制，凡收到賓館（一般）牌照的新申請或續期申請，即會通報大廈業主和住客。根據通報機制，牌照事務處在收到賓館（一般）牌照申請後，會發信通知該大廈的業主立法法團（下稱“法團”）／居民組織和／或物業管理公司，以及有關處所的業主，正在處理有關申請。如該大廈沒有法團／居民組織，以及沒有物業管理公司管理，則會發信給大廈每一單位。

In view of the concerns raised by owners of private buildings in respect of guesthouses operated in their buildings, the OLA has implemented a Notification System with effect from April 2014 to inform the owners and residents of the buildings concerned of receipt of new or renewal application for guesthouse (general) licence. Under the Notification System, the OLA will issue letters to the owners' corporation (OC)/residents' organization (RO) and/or the property management company (PMC) of the building concerned, as well as the owner of the premises concerned to inform them that an application for guesthouse (general) licence has been received and is being processed by the OLA. For those buildings without any OC/RO and are not managed by any PMC, letters will be issued to all individual occupants of the buildings concerned.

- (iv) 牌照事務處會向有關人士發信兩次。第一次會在收到新申請／或續期申請後發出，第二次會在即將批准該新申請／續期申請前發出。信中只會載述“申請牌照賓館／持牌賓館（一般）地址”、“申請類別”（即新申請或續期申請）和“收到新申請／續期申請的日期”，並不會披露申請人的詳細資料，包括個人資料。有關資料亦會上載牌照事務處網站(www.hadla.gov.hk)。

Two letters will be issued by the OLA. The first letter will be issued shortly after the OLA has received a new/renewal licence application. The second letter will be issued shortly before the new/renewal application is to be approved by the OLA. The “address of the prospective/licensed guesthouse (general)”, “type of application” (i.e. new or renewal application) and “date of receipt of the new/renewal application” will be provided in the letters. Details of applicants, including personal information, will not be disclosed. Such information will also be uploaded onto the OLA's website (www.hadla.gov.hk).

- (v) 民政事務總署為了提升根據《條例》獲發牌照的處所的安全和管理，已由二零一五年十二月二十八日起實施三項優化措施。詳情請參閱“《旅館業條例》（第 349 章）新發牌規定指引”(www.hadla.gov.hk/filemanager/tc/docs/hotel_20151211b_chi.pdf)，及“設立 24 小時有職員當值的接待櫃檯補充指引”(www.hadla.gov.hk/filemanager/tc/docs/hotel_20170103_chi.pdf)。請密切留意有關的法例修訂及其他可能推出的措施。詳情請到牌照事務處網頁(www.hadla.gov.hk)瀏覽「最新消息」。

To enhance the safety and management of the premises licensed under the Ordinance, the Home Affairs Department has implemented three enhancement measures with effect from 28 December 2015. For details, please read the “Guideline on New Licensing Requirements Under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349)” at www.hadla.gov.hk/filemanager/en/docs/hotel_20151211b_eng.pdf, and the “Supplementary Guideline on the Provision of 24-hour Manned Counter” at www.hadla.gov.hk/filemanager/en/docs/hotel_20170103_eng.pdf. You are advised to keep track of the developments of the legislative amendments and other measures to be launched. Please check the Latest News on the website of the OLA (www.hadla.gov.hk) for details.

- (d) 按照二零一八年七月六日在憲報刊登的《二零一八年旅館業（修訂）條例草案》，監督獲賦權在發牌條件訂明，除了酒店牌照持有人外，其他牌照持有人不得使用“酒店”一詞作為營業名稱。因此，如你並非領有酒店牌照，請審慎考慮會否使用“酒店”一詞作為營業名稱，以免日後可能須要作出更改。
According to the Hotel and Guesthouse Accommodation (Amendment) Bill 2018, gazetted on 6 July 2018, the Authority is empowered to specify in the licence condition that, other than hotel licensees, holders of other licences shall not use the word “hotel” in their business names. Therefore, if you are not holding a hotel licence, you are advised to consider carefully if the word “hotel” should be used in the business name to avoid the possible need to make changes in future.
- (e) 根據《電子交易條例》，監督現接受電子形式的牌照續期申請。詳情請瀏覽民政事務總署網頁 www.had.gov.hk。
Pursuant to the enactment of the Electronic Transactions Ordinance, applications for a licence in electronic form are now accepted by the Authority. For details, please visit the Home Affairs Department homepage – www.had.gov.hk.
- (f) 如有任何查詢，請與牌照事務處聯絡。
Please contact the OLA if you have any enquiries.

電話號碼 Telephone No. : 2881 7034
傳真號碼 Fax No. : 2894 8343
電郵地址 Email Address : hadlaenq@had.gov.hk

個人資料收集聲明 Personal Data Collection Statement

收集目的 Purpose of Collection

1. 在這份表格所提供的個人資料，民政事務總署會用作處理本宗申請及實施香港法例第 349 章《旅館業條例》。
Personal data provided in this form will be used by the Home Affairs Department for the purposes of processing this application and implementing the Hotel and Guesthouse Accommodation Ordinance (Cap. 349).

資料轉移對象類別 Classes of Transferees

2. 在這份表格所提供的個人資料，可能會為上文第 1 段所述目的而移轉予政府其他各局、部門，以及其他有關人士和團體。
Personal data provided in this form may be transferred to other Government bureaux, departments and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.

查閱個人資料 Access to Personal Data

3. 資料當事人有權要求查閱及改正他的個人資料。
A data subject has the right to request access to and correction of his personal data.

要求查閱 Requests for Access

4. 查閱及改正資料的要求，應向下述人員提出：
Requests for access and correction of personal data should be addressed to:

高級行政主任（牌照） 民政事務總署牌照事務處 電話號碼：2881 7034	Senior Executive Officer (Licensing Authority) Office of the Licensing Authority, Home Affairs Department Telephone No. : 2881 7034
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完
END

請貼上足額郵票 以確保郵遞無誤
Please affix sufficient stamp to ensure delivery in order

遞交申請表前之核對表 Checklist before submission

為利便盡速辦理牌照申請，請附交下列註明的全部所需文件。除非另有註明，否則申請人如未能提供齊備的資料，申請可能不獲受理。

To expedite processing of licence application, please attach all the required documents as indicated below. Unless specified otherwise, the application may not be considered if the applicant fails to provide all the information requested.

- 本填妥的申請表正本連同副本兩份。
the original and two copies of this completed application form.
- 如申請人並非香港永久性居民，須提交填妥在附件二的“同意書”。
if applicant is not a permanent resident of Hong Kong, he / she should submit the completed "consent form" at Appendix II.
- 由註冊消防承辦商所簽發的有效消防裝置及設備證書(F.S. 251)副本一份，以證明安裝在獲發牌處所內的消防裝置及設備處於有效的操作狀態。
a copy of valid Certificate of Fire Service Installations and Equipment (F.S. 251) issued by a registered fire service contractor who certified that all fire services installations and equipment in the licensed premises are in efficient working order.
- 由註冊電業工程人員所簽發的有效電力完工證明書 – 表格 WR1 或電力規例完工證書 – 表格 WR2 副本一份，以證明處所內的固定電力裝置符合電力條例的規定及操作安全。而該處所:-
a copy of valid "Work Completion Certificate – Form WR1" or "Periodic Test Certificate – Form WR2" issued by a registered electrical worker who certified that the Fixed Electrical Installation complies with the Electrical Ordinance and is in safe working order in the premises, where:-
 - (i) 凡低壓固定電力裝置允許負載量為超過 100 安培(單相或三相)，該固定電力裝置須安排每 5 年最少作一次檢查、測試及領取證明書；或
If a low voltage fixed electrical installation located in such premises that has an approved loading exceeding 100A, single or three phase, shall have the installation inspected, tested and certified at least once every 5 years; or
 - (ii) 凡用作住宿用途，如酒店、賓館、度假屋或度假營類，該低壓固定電力裝置須安排每 5 年最少作一次檢查、測試及領取證明書。
if a low voltage fixed electrical installation located in the premises that is used for sleeping accommodation such as hotel, guesthouse, holiday flat and holiday camp shall have the installation inspected, tested and certified at least once every 5 years.
- 凡設有防火閘／過濾器／聚塵器的通風系統，則須呈交由註冊通風承辦商所簽發的有效通風年檢證書副本一份，以證明處所內通風系統的所有防火閘／過濾器／聚塵器均處於安全和有效的操作狀態。
a copy of valid annual ventilation maintenance certificate issued by a registered ventilation contractor who certified that all dampers / filters / precipitators in the ventilating system(s) are in safe and efficient working order in the premises where damper, filter and precipitator are presented in the ventilating system.
- 申請處所的有效第三者風險（公眾責任保險）副本及由保險公司發出的收據（可在發出牌照前提交）。
a copy of valid third party risks insurance (public liability insurance) for the applied premises and receipt issued by the insurance company (may be submitted before the licence is issued).
- [只適用於設立 24 小時有職員當值的接待櫃檯的賓館(一般)牌照申請人]**
接待櫃檯的圖則三份，圖則須使用十進制單位及符合比例（一般情況應不小於 1:100）及清楚顯示旅館牌照申請範圍的界線及內部間格，和接待櫃檯的詳細資料，包括安裝的位置、尺寸及物料(請參閱「根據《旅館業條例》(第 349 章)申請牌照的一般指引」的第 4 部分)
[Only applicable to applicants for guesthouse (general) licence installing 24-hour manned counter]
3 sets of detailed layout plans in metric and to scale (normally not less than 1:100) with the boundary of the premises of the hotel/guesthouse area under this licence application clearly delineated and partitions layout of the hotel/guesthouse shown. and details of the counter including the location, dimension and materials used (Section 4 of "A Layman's Guide to Licence Applications under the Hotel and Guesthouse Accommodation Ordinance (Chapter 349)" refers.)
- [只適用於提交替代方案的賓館（一般）牌照申請人]**
[Only applicable to applicant for guesthouse (general) licence submitting proposal of alternative measure]
 - (i) 若替代方案為共用設於同一大廈內另一賓館的 24 小時有職員當值接待櫃檯，請提供理由；列明設有共用接待櫃檯的賓館名稱、地址、牌照編號；有關通訊途徑方法的詳情，如提供協助人士的電話號碼；閉路電視裝置的位置等；及夾附共用接待櫃檯的協議。
if the alternative proposal involves sharing of a 24-hour manned counter in other guesthouse(s) located in the same building, please provide the reasons; details of the proposal such as name(s), address(es), licence number(s) of the guesthouse(s) sharing the counter; details of the relevant means of contact, such as telephone number; location of the closed-circuit television (CCTV) installed; and attach the agreement for sharing of counter.
 - (ii) 若替代方案為提供另一些 24 小時有人處理的通訊途徑方法並能於接獲入住人士的要求後大約 20 分鐘內抵達現場提供協助，請提供理由；列明有關通訊途徑方法的詳情，如提供協助人士的電話號碼；閉路電視裝置的位置等；及夾附書面證明提供 24 小時直接聯繫方法和安裝閉路電視的所在位置受其管轄或控制。
if the alternative proposal involves provision of other 24-hour means of contact and provision of help around 20 minutes from the time of a patron's call, please provide the reasons; details of the relevant means of contact, such as telephone number; location of the CCTV installed; and attach documentary proof that the means of 24-hour manned direct communication and the installation of CCTV are in a location under his/her management or control.

同意書
Consent Form

致有關人士

就本人，即下方簽署人，根據香港法例第 349 章《旅館業條例》申請牌照續期一事，本人現同意香港特別行政區入境事務處向民政事務總署披露本人在香港的逗留條件資料。

簽署： _____
姓名： _____
香港身份證號碼： _____
日期： _____

TO WHOM IT MAY CONCERN

I, the undersigned, hereby give consent to the Immigration Department of the Hong Kong Special Administrative Region to release information on my condition of stay in Hong Kong to the Home Affairs Department in relation to my application for renewal of a licence under the Hotel and Guesthouse Accommodation Ordinance, Cap. 349.

Signature: _____
Name: _____
Hong Kong Identity Card No.: _____
Date: _____