

REVISED GUIDE

**A GUIDE TO APPLICATION FOR
OUTSIDE SEATING ACCOMMODATION**

General

OSA refers to any non-roofed-over area used for alfresco dining business, whether it is situated on Government land or within private property. When a restaurant licensee/licence applicant wishes to use an OSA outside the restaurant premises for alfresco dining, he/she is required to obtain permission from the Director of Food and Environmental Hygiene before commencement.

- All restaurant licensees/licence applicants should take notice of the main licensing requirements and conditions for OSA at Appendix A, covering matters such as legal right to use the land concerned, building safety, fire safety, transport requirements, and compatibility with the surrounding areas and environment, etc.
- Restaurateurs operating OSA business without permission may be subject to prosecution pursuant to the Food Business Regulation (Cap.132). Repeated convictions may lead to suspension or cancellation of their licences.

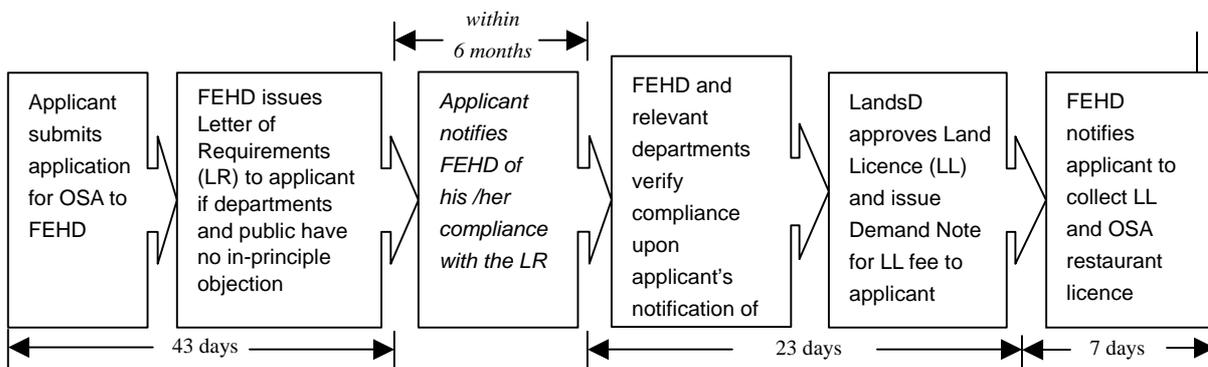
Application Procedures

2. The Food and Environmental Hygiene Department (FEHD) is the focal point to receive and process OSA applications, whereby FEHD will arrange for the necessary referrals to the departments concerned and follow through the whole process. Applications involving the issue of appropriate land documents will also be referred to Lands Department (LandsD) by FEHD.

3. Restaurant licensees who wish to include an OSA into their licensed premises are required to apply to the respective FEHD District Office (Environmental Hygiene) by filling in the application form "*Application for OSA (FEHB xx)*" at Appendix B.

4. For new licence applications for restaurants with OSA, applicants should apply to the Licensing Section by filling in the application form "*Application for OSA (FEHB xx)*" at Appendix B together with the form "*Application for Food Licence (FEHB 94)*" (available from FEHD website: <http://www.fehd.gov.hk/forms/licence.html>.)

5. The end-to-end standard time for processing a simple normal application for inclusion of OSA into existing licensed premises is 73 working days¹. A flowchart for processing an OSA application is at Appendix C. The major processing steps and the relevant standard time are shown below:



Issue of Letter of Requirements

6. Provided that the departments and the local community do not object to the OSA application, FEHD will issue a Letter of Requirements (LR) listing specific measures to be taken by the restaurant licensee/licence applicant for compliance with the requirements for OSA before permission/issue of licence can be granted. If an application is rejected, FEHD will inform the OSA applicant of the reasons for the decision.

Grant of Permission

7. The restaurant licensee/licence applicant should inform FEHD upon his/her compliance with the requirements as stipulated in the LR (except land documents). After confirmation of the compliance, FEHD will grant permission for inclusion of the OSA as part of the licensed premises/issue a restaurant licence. An additional licence fee may be charged for the OSA, which is calculated according to the gross floor area of the licensed premises. LandsD will also charge a fee for a land document if it is required and issued in relation to the OSA.

¹ The “standard time” does not include time spent by applicants in replying queries and taking actions for compliance with the licensing requirements, and it is applied for simple cases without public objections or complicated land issues. Additional time may be required for settling public objections (about 4 weeks) and complicated land issue (which varies from case to case depending on the land status and whether other land documents, e.g. Short Term Tenancy and Short Term Waiver, are required).

Enquiries on Licensing of OSA

8. Enquiries about the application procedure and other issues on licensing of OSA may be addressed to the respective FEHD District Office (Environmental Hygiene)/Licensing Section either in person or by telephone. For specific enquiry relating to building and fire safety issues, the applicants can also contact the Licensing Unit of the Buildings Department and the Fire Services Department Regional Offices directly if necessary. Contact details are at Appendix D.

Frequently Asked Questions (FAQs)

9. Restaurant licensees/licence applicants are advised to read the FAQs at Appendix E first before making an enquiry. **[To be provided by FEHD and relevant departments]**

Sample Form and Plans

10. A sample of a properly prepared application form together with the location map and layout plan is at Appendix F for reference. **[To be provided by FEHD]**

**Food and Environmental Hygiene Department
xx January 2007**

The Main Licensing Requirements and Conditions for Outside Seating Accommodation (OSA)

Licensing Requirements (For compliance before OSA permission is granted)

Premises

- (a) An OSA shall normally be annexed to restaurant premises, i.e. food and beverages need not be conveyed through an intervening public thoroughfare. If the OSA area is not annexed to restaurant premises, the application could still be considered based on its individual merits, taking account of the vehicular/pedestrian traffic conditions and the nearby environment.
- (b) Additional food preparation space and scullery area equivalent to 1/10 of the OSA area should be provided inside the roofed-over restaurant premises.
- (c) Adequate sanitary and ablution facilities should be provided within the roofed-over area of the premises for use by the customers.

Right of Land Use

- (d) Legal right to use government land for a proposed OSA should be granted or made available by acquiring appropriate land documents, e.g. Land Licence (LL)¹ or Short Term Tenancy (STT)², from Lands Department.
- (e) If an OSA is within private property, the applicant is required to provide documentary proof (please see note 3 in Appendix B for details) showing the legal right to use the OSA area and the property owner's agreement in writing for setting up an OSA. Depending on the permitted use under the lease conditions governing the proposed OSA area, a Short Term Waiver (STW)³ may be required.

¹ LL is for **non-exclusive** use of the Government land on a make-shift basis and no structures will be permitted. The fee for LL is nominal as prescribed under Land (Miscellaneous Provision) Ordinance (Cap.28).

² STT is for **exclusive** use of the land on a 24-hour basis and structures may be permitted subject to the approval of Buildings Department. A rental at full market rate together with an administrative fee and a refundable deposit will be charged for use of land granted under STT. Compared with LL, it takes at least two additional calendar months for processing and issue of STT.

³ If temporary change of land use for the OSA purpose within private property is required, a STW should be sought from LandsD at a fee representing the enhancement in the rental value of the land together with an administrative fee and a refundable deposit. Similar to the issue of STT, it takes at least two additional calendar months for processing and issue of STW compared with the issue of LL.

Planning Requirements

- (f) An OSA is regarded as “Restaurant” or “Eating Place” according to the definition of land use under statutory plans. The establishment of an OSA must comply with the land use zoning of the site/premises on the relevant statutory town plan (the Plan⁴), i.e. Outline Zoning Plan (OZP) or Development Permission Area (DPA) Plan, and the provisions of the Plan under the Town Planning Ordinance (Cap. 131).
- (g) In urban and new town areas, an OSA not involving permanent structures/building works would be regarded as a temporary use in land use planning terms, provided that the duration of use is expected to be less than 5 years, and no planning permission from the Town Planning Board (TPB) will be required. In rural areas, planning permission will not be required if “Restaurant” or “Eating Place” use is permitted as of right in the land use zone within which the OSA is located. Otherwise, planning permission from the TPB would be required.
- (h) If planning permission for an OSA is required according to the provisions of the Plan, an OSA applicant may have to seek planning permission separately from the TPB. Such a planning application will be considered on its individual merits and will normally be processed by the TPB within two months.

Building Safety Requirements

- (i) The proposed OSA should not obstruct the exit routes from the concerned restaurant and/or the emergency exits of the buildings.
- (j) The OSA should be suitable for restaurant use with regard to structural safety, means of escape, means of access for firefighting and rescue, fire resisting construction and free of unauthorized building works.
- (k) No part of an OSA should be located in, under or over structures built without the approval and consent of the Building Authority under the Buildings Ordinance.
- (l) Moveable sunshades in the form of parasol/umbrella/furniture and not constituting as building works under the Buildings Ordinance are allowed for an OSA. Applicants are advised to consult an Authorized Person (AP) / Registered Structural Engineer (RSE), if necessary, on whether a moveable sunshade is safe and suitable for use in a particular location taking into account the weather conditions. Samples of the specifications and photos of the permitted types of moveable sunshades are at Annex 1.

⁴ The Plan is available for public inspection at the Planning Enquiry Counters of the Planning Department and for sale at the Map Publications Centres of the Lands Department. The electronic version of the Plan can also be viewed at the Town Planning Board’s Website (<http://www.info.gov.hk/tpb/>).

- (m) No shelters other than movable sunshades in the form of parasol/umbrella/furniture would be allowed in the OSA. Prior approval and consent should be obtained from the Building Authority for the construction of awnings or other temporary structures under the Buildings Ordinance (Cap. 123). Reference on application for the approval of alteration or addition building works can be found in the website of Buildings Department (BD) (http://www.bd.gov.hk/english/services/index_aawork.html).
- (n) All requirements imposed by BD under the 3-tier system⁵ for verification of compliance with building safety requirements should be complied with.

Fire Safety Requirements

- (o) An OSA should not be situated within 6 meters from any dangerous goods store or installation, or within 1.5 meters from any fire hydrant, ground valve or notice plate for fire services installation / emergency vehicular access.
- (p) An OSA should not cause obstruction to any emergency vehicular access and operation of fire services aerial appliances or equipment.
- (q) An OSA should not cause obstruction to any building fire services installation.
- (r) No heating activities involving naked flame for cooking/food warming is permitted inside the OSA.
- (s) OSA should be provided with portable fire fighting equipment, considered adequate and appropriate by Fire Services Department.

Transport Requirements

- (t) Any walkway on which an OSA is proposed should have a clear width of at least 2 meters for pedestrian circulation at all times. A greater width may be required at individual locations depending on the pedestrian flow and site conditions.
- (u) An OSA should be located in area where the traffic speed is low, and not be close to any pedestrian crossing or problem spot.
- (v) Furniture used in an OSA should not obstruct driver sightlines and traffic aids.
- (w) An OSA should not affect road works and traffic diversions as well as traffic management scheme for special occasions.
- (x) No damage to pavement and street furniture in the OSA area should be allowed. The restaurant licensee/licence applicant is required to rectify at his own cost any damage to pavement and street furniture caused by the use of OSA.

⁵ Regarding the details of the 3-tier system, please refer to "A Guide to Application for Restaurant Licence" published by FEHD (which can be viewed at FEHD's website at http://www.fehd.gov.hk/howtoseries/forms/new/A_Guide_to_Restaurant.PDF). For the purpose of reporting compliance of building safety requirements, an Authorized Person (AP) / Registered Structural Engineer (RSE) should submit Certificate of Compliance with related supporting documents to FEHD accordingly. BD will carry out random audit to the certification made by the AP / RSE.

Public Consultation Requirements

- (y) Applications for an OSA will be subject to an assessment of local public opinion. Local public consultation will be conducted by the Home Affairs Department. The consulted parties may include the concerned District Councilors, Area Committee members and village/resident representatives in the vicinity of the proposed OSA, among others.

- (z) If public objections are raised, both objectors and applicants may be invited to express their views in person or by writing for the consideration of the FEHD. All objections should be assessed and settled within 4 weeks of receiving the cases by FEHD. If an application is going to be rejected due to public objections, the applicant may make a representation to the Assistant Director (Environmental Hygiene) of FEHD within 2 weeks of receiving notification from FEHD.

Licensing Conditions (For compliance to maintain OSA permission)

- (a) The boundary of the OSA should be properly delineated and clearly shown on site when business is in operation.
- (b) Tables and chairs should only be set out within the boundary of the approved OSA area.
- (c) Furniture such as movable sunshades should be properly erected, and kept in good repair and in a safe and clean condition.
- (d) Adequate measures should be taken to protect food from risk of contamination during conveyance to the OSA.
- (e) No preparation, display or storage of open food, or cleaning or storage of any equipment or utensils used in the preparation or service of food is allowed in the OSA.
- (f) The business hours in the OSA should generally be confined to the period from 11 a.m. to 11 p.m. Requests for use of the OSA outside of these hours will be considered by FEHD on individual merits, taking into account the mode of operation and the nearby environment.
- (g) The licensee should keep the OSA clean and tidy at all times.
- (h) The operation of OSA should not create any environmental nuisance to the residents and local community in the vicinity, including
 - Noise (e.g. Karaoke, music playing by any kind of musical instruments, or any playbacks by amplifiers are not allowed in the OSA if there are noise sensitive receivers in the vicinity.)
 - Wastewater and waste (e.g. Wastewater shall not be discharged into any storm drain, watercourse or the sea. Waste and litter generated from the operation of OSA shall be properly collected and disposed of and prevented from reaching the sea or adjoining areas.)
 - Air pollution (e.g. the licensee shall not cause any air-borne litter or dust in the OSA.)
- (i) The licensee should comply with the provisions of all laws of Hong Kong and requirements and conditions imposed by other Government departments.
- (j) Approval for OSA may be revoked at any time when its existence is incompatible with its surrounding area or environment. **[To be elaborated by FEHD with examples]**

Advisory Note to All Applicants/Licensees

- ◆ The OSA must carry public liability insurance.

APPLICATION FOR OUTSIDE SEATING ACCOMMODATION (OSA)

To : District Secretary / Assistant Secretary, Licensing Office *

I intend to apply for:

- Inclusion of OSA area into the Licensed (General / Light Refreshment)* Restaurant Premises (Licence No. _____)
- New (General / Light Refreshment)* Restaurant Licence with OSA (please submit this form together with the *Form FEHB 94 "Application for Food Licence"*)

at Shopsign (if any)
(English)

_____ (Chinese) _____

Address of Premises:

Flat/Rm/Shop _____ Floor _____

Building _____

Estate/Village _____

No. and Name of Road/Street _____

District _____ HK/KIn/NT* _____

Particulars of Applicant

(1) Name of Applicant / Restaurant Licensee *:

(Mr./Ms.)* (English) _____ (Chinese) _____

(2) Hong Kong Identity Card / Passport/ Company Registration No.* _____

(3) Correspondence Address (if different from the restaurant address)

Tel. No. _____ Mobile Tel. No. _____

Fax No. _____ Email _____

(4) Name of Contact Person:

(Mr./Ms.)* (English) _____ (Chinese) _____

Tel. No. _____ Mobile Tel. No. _____

Fax No. _____ Email _____

Particulars of the OSA

(5) Size of the OSA area: _____(m²)

(6) Land status of the OSA area:

- Government land
- Private land

(7) If the proposed OSA is on Government land, it is intended to be used under:

- Land Licence (non-exclusive use of the land at the prescribed rate)
- Short Term Tenancy (exclusive use of the land at the market rate)

(Note: Lands Department is the authority to advise and decide which land document could be granted)

(8) Intended daily business hours: _____

(Please provide reasons if it is beyond the normal range from 11:00 a.m. to 11:00 p.m.)

(9) Enclosed are: (Please see guidance notes attached to this form)

- 8 copies of identical proposed layout plan (at a scale 1:100 in metric unit)
- 3 copies of identical proposed location map (at a scale 1:1000 in metric unit)
- Documentary proof of the property ownership of the OSA area and the property owner's written agreement on the proposed OSA (if the OSA is within private property)
- Certification of Free of Unauthorized Building Works for application of new restaurant licence with OSA (*NOT applicable to applications for inclusion of OSA to existing restaurants*)

(10) I understand that it is my responsibility to ensure that the operations in the OSA are in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities, including the Government lease and the statutory plan#. I will consult my professional adviser(s), if necessary, on the technical interpretation of the Government lease or the statutory plan.

Statutory plan refers to plan prepared and published by the Town Planning Board under the Town Planning Ordinance.

_____/_____/_____
Date: (dd/mm/yy)

Signature of licensee/applicant*

If the restaurant licensee/ licence applicant * is a corporation, please fill in the following particulars:

(Mr./Ms*)

(Name and Signature of authorized person
for and on behalf of the applying corporation)

Company chop

- * ***Please delete where appropriate***
- Please tick the appropriate box(es)***

Guidance Notes on Filling an OSA Application Form

1. Eight copies of identical restaurant layout plan are required to show the layout of the whole premises including the proposed OSA. Such plans should be drawn to scale (of not less than 1:100), in metric units and signed by the restaurant licensees / licence applicants on all copies to certify that they are correct.
2. Three copies of identical location map drawn to scale of 1:1000, in metric units, are required to process a Short Term Tenancy agreement/ Short Term Waiver/ Land Licence application. The proposed OSA location should be marked clearly on the location maps, how it annexes to the licensed restaurant and its relative position in connection with the surrounding premises. A basic map of scale 1:1000 may be purchased from the following Survey and Mapping Office or the respective local District Survey Office of the Lands Department:-

SMO Map Publication Centre, H.K.
23/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong.
(MTR-Quarry Bay Station, Model Lane Exit
C)
Tel. No. 2231 3181

or
SMO Map Publication
Centre, Kowloon.
382 Nathan Road, Yau Ma
Tei, Kowloon.
Tel. No. 2780 0981

3. For OSA within private property, the applicant should provide the documentary proof of the ownership by obtaining certified copies of the following documents relating to the land concerned for the proposed OSA at the Land Registry / the New District Land Registries:
 - (i) a computer printout containing the historical and current ownership particulars of the land concerned; and
 - (ii) a complete copy of the Government Land Grant (including all modification and attachments thereto) affecting the land concerned.

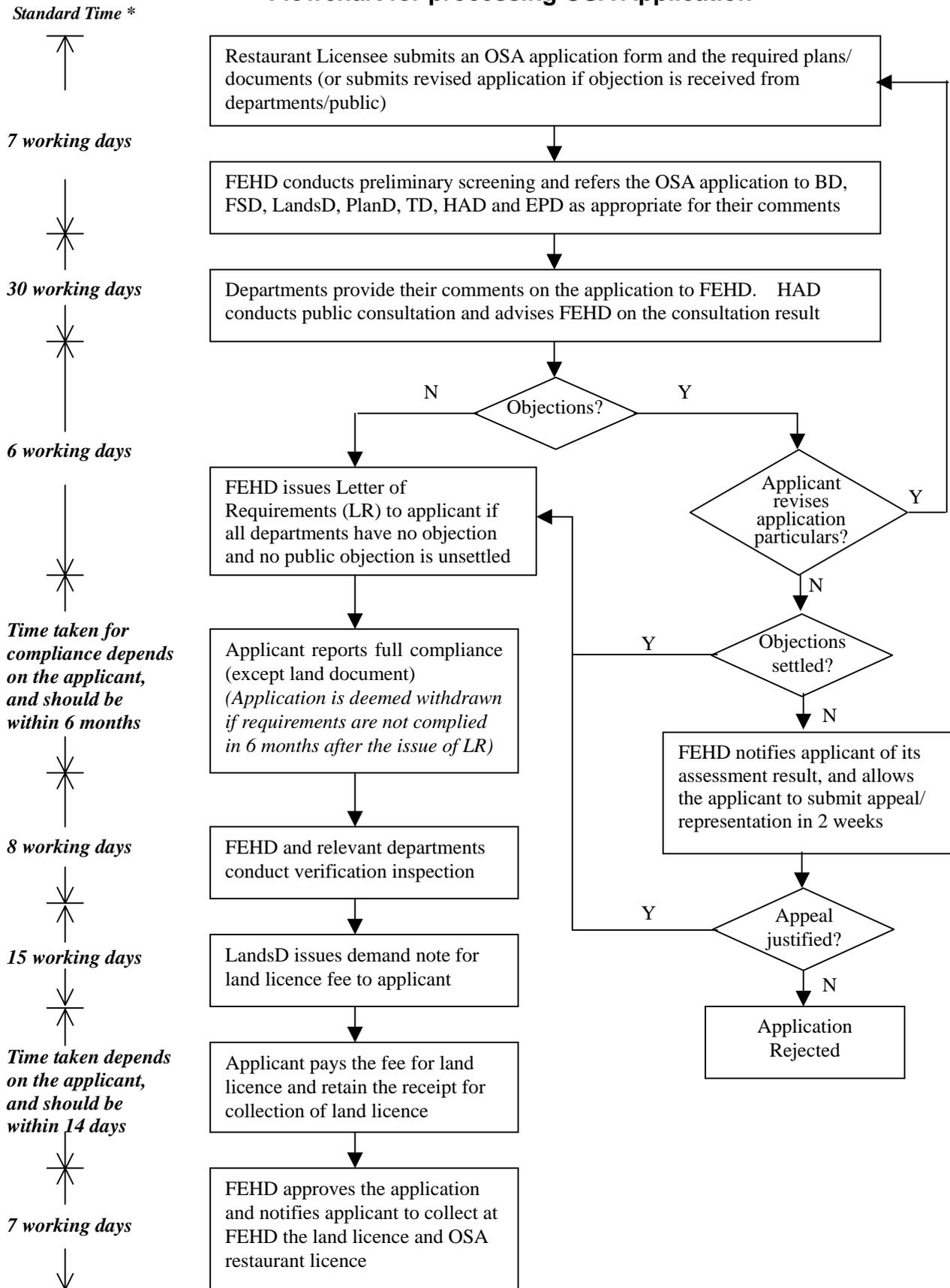
If the applicant is not the registered owner of the land concerned, he/she should also provide the written consent of the registered owner(s) for using the land for OSA.

4. Effective from 18 April 2006, a Certification that the Food Business Premises are Free of Unauthorized Building Works by a recognized professional (such as Authorized Person (AP)/ Registered Structural Engineer (RSE)) should be furnished together with the applications for new restaurant licence with OSA¹. However, the Certification is not required for the inclusion of OSA into an existing licensed restaurant.
5. Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to this department for consideration and referral to other departments for processing. Proposed plans should be prepared carefully to avoid amendment after submission. Revised plans with substantial changes may need to be processed as a fresh application.

¹ Please refer to "A Guide to Applicants /Licensees on Procedure of Applying for Issue and Transfer of Food Business Licences" for more details on the Certification of Free of Unauthorized Building Works (UBW), which can be viewed at FEHD's website:

http://www.fehd.gov.hk/howtoseries/forms/new/External_guide_combine_e.PDF

Flowchart for processing OSA Application



* The Standard Time is applied for straightforward cases without objections or complicated land issue

The District Offices (Environmental Hygiene) and Licensing Section of FEHD

| 辦事處 Office | 地址 Address | 詢問電話 Enquiries 傳真Fax 電郵地址E-mail address |
|---|--|---|
| 中西區環境衛生辦事處 Central/Western District Environmental Hygiene Office | 香港皇后大道中 345 號上環市政大廈 10 樓 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong | 電話TEL 2545 0506 傳真Fax 2851 7653 電郵地址E-mail address cwdoeh@fehd.gov.hk |
| 東區環境衛生辦事處 Eastern District Office (Environmental Hygiene) | 香港鰂魚涌街38號鰂魚涌市政大廈3樓 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong | 電話TEL 3103 7008 傳真Fax 2565 8203 電郵地址 E-mail address edoeh@fehd.gov.hk |
| 南區環境衛生辦事處 Southern District Office (Environmental Hygiene) | 香港香港仔大道203號香港仔市政大廈 4 樓 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong | 電話TEL 2554 9689 傳真Fax 2873 1608 電郵地址 E-mail address sdoeh@fehd.gov.hk |
| 灣仔區環境衛生辦事處 Wanchai District Office (Environmental Hygiene) | 香港灣仔軒尼詩道225號駱克道市政大廈 7 樓 7/F, Lockhart Road Complex, 225 Hennessy Road, Wanchai, Hong Kong | 電話TEL 2879 5743 傳真Fax 2519 6884 電郵地址E-mail address wchdoeh@fehd.gov.hk |
| 離島區環境衛生辦事處 Islands District Office (Environmental Hygiene) | 香港中環統一碼頭道38號海港政府大樓6樓 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong | 電話TEL 2852 3205 傳真Fax 2545 2964 電郵地址 E-mail address isdoeh@fehd.gov.hk |
| 油尖區環境衛生辦事處 Yau Tsim District Office (Environmental Hygiene) | 九龍油麻地寶靈街17號官涌市政大廈3樓及4樓 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon | 電話TEL 2302 1297 傳真Fax 2735 5955 電郵地址E-mail address ytdoeh@fehd.gov.hk |
| 旺角環境衛生辦事處 Mong Kok District Office (Environmental Hygiene) | 九龍旺角花園街123號A花園街市政大廈6樓及7樓 6/F & 7/F, Fa Yuen Street Complex, 123A Fa Yuen Street, Mong Kok, Kowloon | 電話TEL 2749 3626 傳真Fax 2391 5572 電郵地址E-mail address mkdoeh@fehd.gov.hk |

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| 深水埗區環境衛生辦事處 Sham Shui Po District Office (Environmental Hygiene) | 九龍深水埗元州街59-63號元州街市政 大廈8樓至10樓 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon | 電話TEL 2748 6934 傳真Fax 2748 6937 電郵地址E-mail address sspdoeh@fehd.gov.hk |
| 九龍城區環境衛生辦事處 Kowloon City District Office (Environmental Hygiene) | 九龍馬頭圍道165號土瓜灣政府合署3 樓及4樓 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon | 電話TEL 2711 5721 傳真 Fax 2761 0718 電郵地址E-mail address kcdoeh@fehd.gov.hk |
| 黃大仙區環境衛生辦事處 Wong Tai Sin District Office (Environmental Hygiene) | 九龍彩虹道121號大成街街市大樓3樓 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon | 電話TEL 2997 9003 傳真Fax 2351 5710 電郵地址E-mail address wtsdoeh@fehd.gov.hk |
| 觀塘區環境衛生辦事處 Kwun Tong District Office (Environmental Hygiene) | 九龍觀塘瑞和街9號瑞和街市政大廈7 樓 Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon | 電話TEL 3102 7309 傳真Fax 2343 6734 電郵地址E-mail address ktdoeh@fehd.gov.hk |
| 荃灣區環境衛生辦事處 Tsuen Wan District Office (Environmental Hygiene) | 新界荃灣楊屋道45號楊屋道市政大廈3 樓 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories | 電話TEL 2212 9704 傳真Fax 2414 8809 電郵地址E-mail address twdoeh@fehd.gov.hk |
| 葵青區環境衛生辦事處 Kwai Tsing District Office (Environmental Hygiene) | 新界葵涌興芳路 166-174 號葵興政府 合署9樓9/F, Kwai Hing Government Offices Building., 166-174 Hing Fong Road Kwai Chung, New Territories | 電話TEL 2420 6151 傳真Fax 2480 4023 電郵地址E-mail address kwtdoeh@fehd.gov.hk |
| 北區環境衛生辦事處 North District Office (Environmental Hygiene) | 新界上水智昌路13號石湖墟市政大廈4 樓 4/F, Shek Wu Hui Municipal Services Building, No.13 Chi Cheong Road, Sheung Shui, New Territories | 電話TEL 2679 2872 傳真Fax 2679 5695 電郵地址 E-mail address ndoeh@fehd.gov.hk |
| 大埔區環境衛生辦事處 Tai Po District Office (Environmental Hygiene) | 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories | 電話TEL 3183 9119 傳真Fax 2650 1171 電郵地址E-mail address tpdoeh@fehd.gov.hk |

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| 西貢區環境衛生辦事處 Sai Kung District Office (Environmental Hygiene) | 新界西貢親民街34號西貢政府合署5樓 5/F, Sai Kung Government Offices Building, 34 Chan Man Street, Sai Kung, New Territories | 電話TEL2163 9101 傳真Fax 2792 9937 電郵地址E-mail address skdoeh@fehd.gov.hk |
| 沙田區環境衛生辦事處 Sha Tin District Office (Environmental Hygiene) | 新界沙田鄉事會路138號新城市中央廣 場第1座12樓 Level 12, Tower 1, Grand Central Plaza, No.138 Rural Committee Road, Sha Tin, New Territories | 電話TEL 2634 0353 傳真Fax 2634 0442 電郵地址E-mail address stdoeh@fehd.gov.hk |
| 屯門區環境衛生辦事處 Tuen Mun District Office (Environmental Hygiene) | 屯門屯喜路1號屯門政府合署1樓及3樓 1/F & 3/F., Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories | 電話TEL 2457 5286 傳真Fax 2452 6559 電郵地址E-mail address tmdoeh@fehd.gov.hk |
| 元朗區環境衛生辦事處 Yuen Long District Office (Environmental Hygiene) | 新界元朗橋樂坊2號元朗政府合署及大 橋街市2樓至5樓 2/F-5/F, Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square, Yuen Long, New Territories | 電話TEL 2920 7606 傳真 Fax 2477 5099 電郵地址 E-mail address yldoeh@fehd.gov.hk |
| 港島及離島區牌照組 Hong Kong and Islands Licensing Section | 香港灣仔軒尼詩道225號駱克道市政大 廈8樓 8/F, Lockhart Road Complex, 225 Hennessy Road, Wanchai, Hong Kong | 電話TEL 2879 5738 傳真Fax 2507 2964 |
| 九龍區牌照組 Kowloon Licensing Section | 九龍深水埗基隆街333號北河街市政大 廈4樓 4/F, Pei Ho Street Complex, 333 Kilung Street, Sham Shui Po, Kowloon | 電話TEL 2729 1632 傳真Fax 2789 0107 |
| 新界區牌照組 New Territories Licensing Section | 新界大埔鄉事會街8號大埔綜合大樓四 樓 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories | 電話TEL 3183 9234 傳真Fax 2696 2097 |

Licensing Unit of Buildings Department

For issues relating to building safety requirements, enquiries can also be made to the Licensing Unit of BD at 12/F of Pioneer Centre, 750 Nathan Road, Kowloon (Tel. No. 2626 1257 – handled by “1823 Citizen’s Easy Link” of the Government).

Regional Offices of the Fire Services Department

For issues relating to fire safety requirements, enquiries can also be made by telephone, in writing or in person to the following offices :

Hong Kong and Kowloon West Regional Office

Hong Kong Regional Office

M/F, Sheung Wan Fire Station,
2 Western Fire Services Street,
Sheung Wan, Hong Kong

Tel : 2549 8104
Fax : 2559 3461

e-mail: lchfpro2@hkfsd.gov.hk

Kowloon West Sub-Regional Office

Room 601, 6/F,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5339
Fax : 2302 5314

e-mail: lckfpro@hkfsd.gov.hk

New Territories and Kowloon East Regional Office

New Territories Regional Office

Room 402, 4/F., West Wing,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5373
Fax : 2443 1411

e-mail: lcstfpro@hkfsd.gov.hk

Kowloon East Sub-Regional Office

Room 403, 4/F, West Wing,
Tsim Sha Tsui Fire Station,
333 Canton Road, Kowloon

Tel : 2302 5310
Fax : 2722 5256

e-mail: lckfpro2@hkfsd.gov.hk

Frequently Asked Questions (FAQs)

Q.1. Will OSA application be affected under the new licensing policies launched on 18 April 2006 ?

The new licensing policies launched on 18 April 2006 will be applicable to applications for new restaurant licence with OSA.

[Other FAQs to be provided by FEHD]

Sample Form and Plans

[To be provided by FEHD]

Criteria for Permitted Types of Movable Sunshades

1. Freestanding parasol / umbrella with maximum dimensions (including length, width & height) of 3m.
2. Portable without permanent fixings. No fixture / support should be allowed to fix on ground / attach to the external walls of buildings. The parasol / umbrella should be fixed in place by a portable base or inserting into a table ready set up with umbrella holder. (See photos below)



3. Readily capable to fold up when unattended; under adverse weather condition; or not in use (see photo below).



4. No building services such as electric/water supply should be attached to the parasol / umbrella.

5. For the avoidance of doubt, the following structures would **NOT** be allowed unless prior approval and consent of the Building Authority under the Buildings Ordinance has been obtained :-
- Combining multiple parasols / umbrella to form an extensive cover over the OSA.
 - Retractable canvas canopy / awnings attached to the external wall over the OSA.
 - Tent or similar structures over the OSA.