

民政事務總署
牌照事務處
旅館業條例 / 會社（房產安全）條例 / 卡拉OK場地條例 / 床位寓所條例
申請改動 / 裝修持牌處所
HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY
Hotel and Guesthouse Accommodation Ordinance/ Clubs (Safety of Premises) Ordinance /
Karaoke Establishments Ordinance / Bedspace Apartments Ordinance
APPLICATION FOR ALTERATION / REFURBISHMENT IN LICENSED PREMISES

第 I 部分 *持牌處所資料*
SECTION I *Particulars of the licensed premises*

- (a) 牌照/合格證明書/許可證號碼 Licence/ Certificate of Compliance/ Permit number _____
- (b) 持牌處所名稱 Name of licensed premises _____

第 II 部分 *獲持牌人授權處理改動/裝修持牌處所代表的資料(如適用)*
SECTION II *Particulars of the person authorized by the licensee to handle the alteration/refurbishment of the licensed premises (if applicable)*

- (a) 獲授權代表的中文全名 Full name of authorized person in Chinese : _____
- (b) 獲授權代表的英文全名 Full name of authorized person in English : _____
- (c) 獲授權代表的香港身分證號碼 HK Identity Card Number :

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- (d) 辦公室電話號碼 Office Telephone No. _____ 流動電話號碼 Mobile Phone No. _____
- (e) 獲授權代表的通訊地址 [如與持牌處所不同] Authorized person's correspondence address [if different from the licensed premises]

- (f) 獲授權代表的電郵地址 Authorized person's email address _____

第 III 部分 *擬改動/裝修的資料*
SECTION III *Particulars of Proposed Alteration/ Refurbishment*

(1) 擬改動/裝修類別 Types of proposed alteration/ refurbishment

- (a) ☐ *增加/減少客房/床位數目：由 _____ 至 _____ (只適用於酒店，旅館及床位寓所)
Nos. of guest room / bedspace in which accommodation is available *increased/ decreased from _____ to _____
(Only applicable to hotels, guesthouses and bedspace apartments)
- (b) ☐ *增加/減少持牌處所範圍總樓面面積：由 _____ 平方米 至 _____ 平方米 (只適用於會社及卡拉OK)
Gross Floor Area of the licensed premises * increased/ decreased from _____ m² to _____ m²
(Only applicable to clubhouses and karaoke establishments)
- (c) ☐ 更改持牌範圍容納人數 Change in the population capacity within licensed area
Please specify: Capacity within licensed* increased/ decreased from _____ to _____
請註明：*增加/減少容納人數：由 _____ 人 至 _____ 人
- (d) ☐ 改動持牌範圍內間隔
Alteration of layout of licensed area
(Note: For alteration involving only change in layout of sanitary fittings or drainage pipes, application is **not** required. The licensee can commence the drainage works under the Minor Works Control System or with prior approval and consent from the Buildings Department, if applicable, and then notify the Office of Licensing Authority upon completion with the supporting documents for verification and record purpose.)
(附註：如改動只涉及更改衛生設備及排水管道，則無需作出申請。申請人可按需要透過小型工程監管制度或事先取得屋宇署的批准及施工同意後，開展有關排水工程，然後再於完工時通告牌照事務處並提交有關證明文件以作核實及存檔。)

*請刪去不適用者 Delete as appropriate

- (e) ☐ 更改持牌範圍內房間用途
Change in use of room(s) within licensed area
- (f) ☐ 更改持牌範圍內已註冊的座位佈局 (適用於有註冊座位佈局的個案)
Alteration of registered seating layout of licensed area (applicable for cases with registered seating plan only)
- (g) ☐ 裝修持牌處所
Refurbishment of licensed premises
- (h) ☐ 改動持牌範圍內消防裝置或因應相關工程，改動消防裝置
Alteration to fire services installations (FSI) within licensed area or FSI will be affected due to associated works

☐ 請在適用的方格內填上「✓」 Please tick the appropriate box(es)

(2) 工程詳情 Details of works

擬申請改動/裝修已獲批准圖則的主要項目 Main items related to the proposed alteration/ refurbishment to the registered plans

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____

第 IV 部分 申請人聲明 SECTION IV 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；
all the information in this application is true and correct to the best of my knowledge and belief;
- (b) 本人為牌照持有人/合格證明書/許可證持有人；
I am the licensee or certificate/permit holder of the licensed premises;
- (c) 本人注意到上址的牌照/合格證明書/許可證的有關條件，除非持牌人/持證人獲得旅館業監督/床位寓所監督/民政及青年事務局局長的書面批准，否則不得更改、修改或改變獲發牌照/證明書物業的設計，使之與旅館業監督/床位寓所監督/民政及青年事務局局長註冊的圖則互有出入；
In accordance with the relevant Conditions of the Licence/ Certificate of Compliance/Permit in that except with the written permission of the Hotel and Guesthouse Accommodation Authority/ Bedspace Apartments Authority/ Secretary for Home and Youth Affairs, the licensee/certificate/permit holder shall not alter, amend or otherwise change the layout of the premises licensed from the drawings registered by the Authority/ Secretary;
- (d) 一併遞交一份擬裝修/改建工程之平面圖則，圖則改動部分已用顏色標示及略加說明以作識別；以及
1 set of proposed layout plan is submitted and proposed changes are highlighted with colour and brief description is provided for identification; and
- (e) 有關授權文件(如適用)已一併遞交。
Relevant authorization document (if applicable) is submitted.

日期 Date _____

簽署 Signature _____

公司印鑑(如適用) Company Chop (if applicable) _____

姓名 Name _____

申請人須知

Notice to applicant

- (a) 根據《電子交易條例》，監督現接受更改/裝修持牌處所電子形式的申請。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 alteration/refurbishment in licensed premises in electronic form are now accepted by the Authority. For details, please visit the Home Affairs Department homepage (www.had.gov.hk).
- (b) 如有任何查詢，請與牌照事務處聯絡。
Please contact the Office of the Licensing Authority 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《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 Ordinance.

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

完
END