



**Home Affairs Department  
Office of the Licensing Authority**

**Report on Suspected Unlicensed Bedspace Apartment, Club, Guesthouse or Karaoke Establishment**

Address	Name of the Bedspace Apartment/ Club/ Guesthouse/ Karaoke Establishment	Opening Hours*	Status of the Premises* (e.g. daily/ monthly rental, no. of rooms/ bedspaces/ lodgers, etc)	Others* (e.g. illegal worker, vice activity, illegal structure, obstruction to exit route, etc)

\*Please ignore if no relevant information is available

Explanatory Note:

- (a) "Bedspace" means any floor space, bed, bunk or sleeping facility used or intended to be used as sleeping accommodation for an individual, and "Bedspace apartment" means any flat; or where the partitioning wall or walls between two or more adjoining flats which has or have been demolished, in which there are 12 or more bedspaces occupied or intended to be occupied under rental agreements, and for the purpose of determining whether any flat constitutes a bedspace apartment, the existence of partitions in the flats shall be disregarded.
- (b) "Club" means any corporation or association of persons formed for the purpose of affording its members facilities for social intercourse or recreation and which (i) provides services for its members (whether or not for the purpose of gain); and (ii) has a club-house of which only its members and their accompanied guests have a right of use, and "Club-house" means any premises or part thereof exclusively set aside for use permanently or temporarily by a club and its members.
- (c) "Guesthouse" means any premises being held out in which sleeping accommodation is provided for any person presenting himself who appears able and willing to pay a reasonable sum for the services and facilities provided for a period of less than 28 continuous days.
- (d) "Karaoke establishment" means, unless being exempted, any place opened, kept, or used for the purpose of karaoke by way of trade or business, whether or not the trade or business is carried on exclusively or in association or connection with any other trade or business activity and whether or not the place is a place to which the public have or are permitted to have access.

**Name of the informant:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please send this form to the Office of the Licensing Authority, Home Affairs Department.*

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