

# How to submit a NEW application for a Hotel / Guesthouse Licence

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The Office of the Licensing Authority (OLA)  
Home Affairs Department





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Text Size

## Useful Search



Entertainment Licences



Licensed Hotels /  
Guesthouses



List of prospective  
hotels / guesthouses  
applying for licence



List of licensed hotels /  
guesthouses applying  
for renewal of licence





(e) [Notice of Appeal](#)

(f) [Application for Summons to a Witness](#)

(g) [Report on Suspected Unlicensed Bedspace Apartment, Club, Hotel/Guesthouse form\]](#)

4. Hotel & Guesthouse :

(a) [Application for a licence \[PDF\] \[e-form\]](#)



(b) [Application for renewal of a licence \[PDF\] \[e-form\]](#)

(c) [Application for transfer of a licence \[PDF\] \[e-form\]](#)



## Notice to applicant



A hotel/guesthouse licence issued by the Hotel and Guesthouse Accommodation Authority (the Authority) does not constitute 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 Deed of Mutual Covenant (DMC) or other covenants relating to the building in which the hotel/guesthouse is situated. The issuance of a licence does not exempt or protect the licence holder from the consequence and liability of any breach of the laws (including The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), DMC or other leases and agreements.

For the licence to be issued under Cap. 349, the applicant shall ensure that no act or activity on the licensed premises may constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other laws of the Hong Kong Special Administrative Region.

**Read the Notice to applicant carefully**

- a. The applicant must retain the original or certified copies of any documents which are submitted electronically. The Office of the Licensing Authority (OLA) will request the applicant to provide such original or certified copies within a specified period.
- b. In choosing premises for a hotel/guesthouse, applicants are required to note the following :
  - i. The premises should be for domestic or hotel/guesthouse use approved by the Building Authority or situated in a domestic use village type house.
  - ii. Any proposed hotel/guesthouse application made in respect of premises approved by the Building Authority for non-domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval.

3

I have read the above Notice to applicant. \*

4

I Want To

- Start Filling in a New Form
- Fill in a Saved Form

4a

**Fill a New Form**

4b

**Open a Saved Form**

Saved Form File \*

Choose a file or drag and drop  
Accept file format: CSV, XLS, XLSX

**Upload a saved form**

Password \*

**Input the password of the saved form**

Cancel Open



You can either use Form filling with “iAM Smart e-ME” or type in your personal information

5a



Form Filling with iAM Smart

Use iAM Smart to fill in your personal information

[More Info](#)

## Particulars of the premises and business in respect of which application for licence is sought

Please read [“A Guide to Licence Application under the Hotel and Guesthouse Accommodation Ordinance \(Cap.349\)” \(the Guide\)](#) and Notice to applicant and attach the required documents.

5b



Type your personal information

In accordance with the Hotel and Guesthouse Accommodation Ordinance (the Ordinance), except for hotel licensees, holders of guesthouse licenses shall not use the word “hotel” in their business names. Please note that OLA will only issue licenses for premises approved or accepted for hotel use by the Buildings Department.

Name of hotel/guesthouse (in English)

Name of hotel/guesthouse (in Chinese)



## Applicant's particulars and correspondence address

6a Status of applicant \*

Individual  Body of persons

### Individual (i.e. a natural person)

Title \*

Mr  Mrs  Miss  Ms

Surname (in English)

Other names (in English)

Full name in Chinese

Position held by applicant in hotel/guesthouse \*

HK Identity Card

## Applicant's particulars and correspondence address

6b Status of applicant \*

Individual  Body of persons

### Body of persons (body corporate such as limited company, partnership or other unincorporated body)

Name of body of persons in English

Name of body of persons in Chinese

Business Registration Certificate number \*

Address of the body of persons \*

Flat/Room

Floor

Block

Name of building

Number and name of street/estate

District



## Version and validity period of licence applied for

Version of the licence applied for \*

Please Choose ... **7**

- Please Choose ...
- Please Choose ...
- Chinese
- English

Validity period of the licence applied for \*

Please Choose ... **8a**

- Please Choose ...
- 12 months **8b**
- 24 months
- 36 months
- 48 months
- 60 months
- 72 months
- 84 months

If you wish to apply for a licence with a validity exceeding 12 months, you should 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.

8a

Apply for licence with 12 months of validity period

12 months

Please note that under section 12H of the Ordinance, the validity period of a licence is to be determined by the Authority will consider the validity period of the licence in accordance with the Ordinance.



If you wish to apply for a licence with a validity exceeding 12 months, you should have been managing the hotel/guesthouse under application or other hotel(s)/guesthouse(s) with licence issued by the Authority for the 12 months preceding the date of this application.

If have breached / received, please provide the following details

If yes, please provide the following details:

# 1

Name of Hotel/ Guesthouse \*

Licence Number \*

Licensing Conditions Breached/ Date of Warning Letter \*

YYYY-MM-DD

Have NOT breached any licensing conditions of the application \*

Please Choose ... **9**

- Please Choose ...
- Please Choose ...
- Have breached/ received
- Have not breached/ received

If yes, please provide the following details

Please provide the following details:

# 1

Name of Hotel/ Guesthouse \*

Licence Number \*

Have been a licensee to supervise the operation, keeping, managing, or assisting in the management of a hotel/guesthouse for the 12 months preceding the date of application \*

Please Choose ... **10**

- Please Choose ...
- Please Choose ...
- Yes
- No



## 8b Apply for licence with more than 12 months of validity period

Validity period of the licence applied for \*

24 months

Please note that under section 12H of the Ordinance, the validity period of a licence is to be specified by the Authority. The Authority will consider the validity period of the licence in accordance with the Ordinance on a case by case basis.



If you wish to apply for a licence with a validity exceeding 12 months for hotel/guesthouse under application or other hotel(s)/guesthouse(s) with licence, you must have not breached/ received any licence for the 12 months preceding the date of this application.

9

Have NOT breached any licensing conditions for the 12 months preceding the date of this application

Have not breached/ received

Please Choose ...  
Please Choose ...  
Have breached/ received  
Have not breached/ received

If have breached / received, please provide the following details

If yes, please provide the following details:

#

1

Name of Hotel/ Guesthouse \*

Licence Number \*

Licensing Conditions Breached/ Date of Warning Letter \*

YYYY-MM-DD



10

Have been a licensee to supervise the operation, keeping, management and control of licensed hotel(s)/guesthouse(s) for the 12 months preceding the date of the application

Please provide the following details:

#

1

Name of Hotel/ Guesthouse \*





# "Fit and Proper" Requirement

*(Please refer to Section 3 of the Guide)*

Applicant or related person (if applicant is a body of persons) please indicate whether you can fulfill the following criteria (if subsequently you wish to refer for the license to another person):

have NOT been convicted of an offence under the Ordinance

Please Choose ...

11

Please Choose ...  
Please Choose ...  
Have committed  
Have not committed

If have committed, please provide the following details

# 1	Name *	Offence Convicted *
	<input type="text"/>	<input type="text"/>
	Date of Conviction *	Punishment and Fine *
	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>

have NOT been convicted of an offence, other than an offence under the Ordinance, in the 5 years preceding the date of application, and, if convicted, the sentence imposed has not exceeded 3 months \*

Please Choose ...

12

Please Choose ...  
Please Choose ...  
Have committed  
Have not committed



# "Fit and Proper" Requirement

are NOT an undischarged bankrupt, are NOT in liquidation or are NOT the subject of a

Please Choose ...

13

Please Choose ...  
Please Choose ...  
Yes, not in the stated situation  
No, in the stated situation

If you are in the stated situation, please provide the details

apart from the above, do NOT have other factors that would affect the application

Please Choose ...

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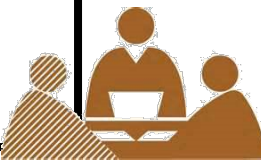
Please Choose ...  
Please Choose ...  
Yes, no other factors  
No, have other factors

If there are other factors, please provide the details

In the course of processing the application, the Authority should report a written notice to the OLA as soon as possible.



The Authority will consider the application in accordance with the Ordinance on a case by case basis. **The applicant and the related person** should submit the completed **“personal data authorisation form” at Appendix III and “consent form” at Appendix IV** to authorise the Commissioner of Police and the Official Receiver to release relevant information to the OLA of the Home Affairs Department.



## No-use Restriction Requirement

*(Please refer to Section 3 of the Guide)* [↗](#)

Name of the legal practitioner \*


Name of the legal firm \*

Date of the written legal advice \*

Regarding the building where the premises intended to be used as a hotel/guesthouse is situated –

Please declare, to the best of your knowledge, whether there is any change to the DMC or Government lease (if there is no DMC) of the building concerned after the issuance date of the relevant written legal advice provided \*

The applicant shall submit with the form a written legal advice given by a legal practitioner about whether the premises to which the application relates is free from a use restriction within the meaning of section 12J of the Ordinance.



## Valid Third Party Risks Insurance (Public Liability Insurance) for the hotel/guesthouse under application

*(Please refer to Section 5 and Appendix I of the Guide)*



You shall procure a third party risks 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.

Name of insurance company

Policy/Reference number

Effective date and expiry date

From

To

Whether 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 has been provided by ticking the appropriate box below.



## Provision of 24-hour Manned Counter (only applicable to applicant for guesthouse (general) licence)

*(Please refer to Section 5 and Appen*

17 Licence type \*

- Hotel
- Guesthouse (General)
- Guesthouse (Holiday Camp)
- Guesthouse (Holiday Flat)

Only applicable to applicant for guesthouse (general) licence

Please indicate whether you will install 24-hour manned counter in the premises intended to be used as guesthouse or submit proposal of alternative measure by ticking the appropriate box below \*

Please Choose ...

Please Choose ...

install 24-hour manned counter (please provide details and layout plans with counter indicated in the plans)

there is no counter installed, submit proposal of alternative measure (please provide the required documents)

## Other hotel(s)/guesthouse(s) issued with a licence or under application in the same building (if applicable)

Please indicate whether you hold any licence(s) or are under application for a licence in the same building \*

18

Please Choose ...

Please Choose ...

Please Choose ...

Yes

No

If yes, please provide the details

#  
1

Licence(s) Status \*

Please Choose ...

Name of hotel/guesthouse \*

Address \*



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### Declaration by applicant


I declare that: \*

- a. all the information in this application is true and correct to the best of my knowledge and belief, and I have provided all the necessary information to the Hong Kong Police Force, the Immigration Department, the Official Receiver and other government departments to release information to verify the information in this application;
- b. the operation, keeping, management and other control of the aforementioned hotel/guesthouse will be under my continuous and personal supervision;
- c. Notice to applicant has been read; and
- d. if I am applying for a licence for a period exceeding 36 months, I confirm that the concerned hotel/guesthouse premises was purposely built 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 have been acknowledged by the Building Authority. Also, I shall submit to the Authority an "Authorized Person's Certificate" annually in accordance with section 12I 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 12D of the Ordinance.

**Read the Declaration by applicant carefully**

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**WARNING**

 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.


Name \*

Position held in the body of persons

**Only applicable to applicant as a body of persons**

21

Signature \*

 Choose a file or drag it here  
Accept file format: JPG, JPEG, PNG, PDF  
Size up to 10.0 MB

**Upload your signature**



## Attachment of Required Documents

Please [download](#) and complete the Appendix II (if applicable), Appendix III & Appendix IV and upload all the required documents as indicated in the "Checklist before submission" at Appendix I.

Upload \*

22



Choose files or drag them here  
Accept file format: JPG, JPEG, PNG, PDF  
Total size up to 28.9 MB  
(Could choose multiple files)

Upload Required Documents

I have uploaded all required documents. \*



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Please check the following information before submission. You may go back to make changes as needed.

**Please check information before submission.**

**Particulars of the premises and business in respect of which application for licence is sought**

Please read **[“A Guide to Licence Application under the Hotel and Guesthouse Accommodation Ordinance \(Cap.349\)” \(the Guide\)](#)** and Notice to applicant and attach the required documents.



In accordance with the Hotel and Guesthouse Accommodation Ordinance (the Ordinance), except for hotel licensees, holders of guesthouse licences shall not use the word “hotel” in their business names. Please note that OLA will only issue hotel licence to the premises approved or accepted for hotel use by the Buildings Department.

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**Applicant Signature**

Sign Here



**24a** Sign with iAM Smart  
Sign using “iAM Smart” mobile app

**24b** Sign with Digital Certificate  
Sign using a digital certificate from a file (.p12)

**Sign with iAM Smart**

**Sign with Digital Certificate**

25

**Submission Acknowledgement**

Please provide your email address if you want to receive acknow

mail





## Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

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- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

**Password**

**Confirm Password**

### ATTENTION

The applicant should retain the original or certified copies of any documents which are submitted electronically. The Office of the Licensing Authority will request the applicant to provide such original or certified copies within a specified period.

27 ory fields

Save

Back

Submit

### Save Form

Save the current form for future form completion (Refers to Step 4b for details)

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

**Password \***

**Confirm Password \***

Cancel

Save

Caution: Please securely store this file and its password to enable future form completion by loading the file. This system does not retain any form data associated with this file. Please be aware that if the file is lost or the password is forgotten, the entered data cannot be recovered.



✓ Confirm ✕

Confirm Submit?

28

Cancel OK

 CAPTCHA In-Progress

29

Enter text from image 

Cancel Retry



## Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

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**Print / Download Submitted Form**

**To Print / Download the submitted form for reference**

**Submission Date and Time (YYYY-MM-DD HH:MM)**

2024-08-30 17:36

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**Transaction Reference Number**

XXXXXXXXXXXXXXXXXXXX

**Please keep this Transaction Reference Number**

Should you have any enquiries, please contact the respective bureau, department or organisation -  
Office of the Licensing Authority  
Hotline: 2881 7034  
Email: [hadlaenq@had.gov.hk](mailto:hadlaenq@had.gov.hk)

