



民政事務總署

牌照事務處

床位寓所條例

牌照申請表

HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY
BEDSPACE APARTMENTS ORDINANCE
APPLICATION FOR A LICENCE

向牌照事務處遞交本表格前，請參閱第 V 部分的核對表及第 VI 部分的備註
Please read the Checklist in Section V and Notes in Section VI
before submission to the Office of the Licensing Authority

注意： 床位寓所牌照持有人如不遵守任何其他法例的條文或違反香港任何其他規例或法例（包括《中華人民共和國香港特別行政區維護國家安全法》），則須承擔法律上的後果，而絕不會因獲簽發牌照而可獲得豁免或得到補償。

NOTICE: The issue of a bedspace apartment licence does not in any way exempt or indemnify the holder of the licence from the consequences of non-compliance with the provisions of any other enactments or from the consequences of any breach of any other regulations or laws of Hong Kong (including The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region).

第 I 部分 申請床位寓所牌照所在的物業及所經營的業務詳情

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

(a) 床位寓所名稱(英文) Name of bedspace apartment in English

Grid for entering the name of the bedspace apartment in English.

(b) 床位寓所名稱(中文) Name of bedspace apartment in Chinese

Horizontal line separating section (b) from section (c).

(c) 床位寓所地址 Address of bedspace apartment

Grids for entering address details: 室 Flat/Room, 樓 Floor, 座 Block, and 大廈名稱 Name of Building.

Grids for entering address details: 門牌號數及街道名稱/屋邨 Number and Name of Street/Estate, and 地區 District.

*香港 Kln
九龍 NT
新界

(d) 床位寓所電話號碼 Telephone No. of bedspace apartment, 傳真機號碼 Fax No., 電子郵址 E-mail Address

Grids for entering telephone, fax, and email information.

(e) 商業登記證號碼 Business Registration Certificate Number

Grid for entering the Business Registration Certificate Number.

(f) 床位數目 Number of bedspaces

Box for entering the number of bedspaces.

(g) 請在以下合適的方格內加「✓」號，示明擬申領牌照的版本。
Please choose the version of the licence you wish to be issued by ticking the appropriate box below

中文 Chinese 英文 English

第 II(C)部分 申請人的通訊地址 (如與以上 II(A)(e)或 II(B)(d)項不同)
SECTION II(C) Applicant's correspondence address (if different from II(A)(e) or II(B)(d) above)

室 Flat/Room	樓 Floor	座 Block	大廈名稱 Name of Building
門牌號數及街道名稱/屋邨 Number and Name of Street/Estate	地區 District		

*香港 九龍 新界
 *HK Kln NT

第 III 部分 床位寓所擁有權
SECTION III Ownership of bedspace apartment

(a) 床位寓所擁有權詳情(例如：獨資經營／合股經營／有限公司等)
 Details of Ownership of bedspace apartment (e.g. proprietorship/partnership/limited company etc.)

(b) 床位寓所東主姓名及身分證號碼／商業登記號碼
 Name and Identity Card Number/Business Registration Number of bedspace apartment owner(s)
 (如東主屬個別人士，請填報以下資料)
 (For completion if owner is an individual)

(i)

Mr	Mrs	Miss	Ms
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 *

先生	夫人	小姐	女士
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 * (英文)

_____ (中文 in Chinese)

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

香港身分證號碼 HK Identity Card Number

(ii)

Mr	Mrs	Miss	Ms
----	-----	------	----

 *

先生	夫人	小姐	女士
----	----	----	----

 * (英文)

_____ (中文 in Chinese)

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

香港身分證號碼 HK Identity Card Number

(iii)

Mr	Mrs	Miss	Ms
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 *

先生	夫人	小姐	女士
----	----	----	----

 * (英文)

_____ (中文 in Chinese)

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

香港身分證號碼 HK Identity Card Number

(iv)

Mr	Mrs	Miss	Ms
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 *

先生	夫人	小姐	女士
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 * (英文)

_____ (中文 in Chinese)

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

香港身分證號碼 HK Identity Card Number

(如東主屬有限公司，請填報以下資料)
 (For completion if owner is a limited company)

(c) 公司名稱(英文) Name of Company (in English)

(d) 公司名稱(中文) Name of Company (in Chinese)

(e) 商業登記號碼 Business Registration Number

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

本人謹此聲明—
I declare that:—

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 given by me in this application is true and correct to the best of my knowledge and belief.

警告
WARNING

根據香港法例第 447 章《床位寓所條例》，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，仍在本申請表格或與這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 shall be guilty of an offence under the Bedspace Apartments Ordinance (Cap.447).

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：在申請牌照續期，續期申請表上的簽名式樣及公司印鑑必須與發牌當局的最後記錄相符。)

(Note: For application for renewal of a licence, the signature(s) and company chop on the renewal application form must be the same as last recorded by the Office of the Licensing Authority)

第 V 部分 **提交申請表前之核對表**
SECTION V **Checklist before submission**

(a) 請確保已填妥上述列明之一切適用部分。
Please ensure that all applicable sections above have been completed.

(b) 為利便盡速辦理閣下之申請，請核對及附交在下列註明之全部所需文件—
To expedite processing of your application, please check and attach all the required documents as indicated below:—

- 本填妥的申請表正本連同副本一份
The original and one copy of this completed application form
- 申請人如屬個別人士，其身份證影印本；或如申請人屬公司，其商業登記證影印本
Photocopy of the identity card of the applicant (if the applicant is an individual) or business registration certificate of the applicant (if the applicant is a company)
- 如申請人並非香港永久性居民，須提交填妥的“同意書”（見附件一）及其旅遊證件影印本
If applicant is not a permanent resident of Hong Kong, he / she should submit the completed "consent form" at Appendix I and a copy of his / her travel document
- 床位寓所的商業登記證影印本
Photocopy of the business registration certificate of the bedspace apartment
- 使用十進制單位及符合比例（一般情況應不小於 1:100）的圖則三份：圖則須清楚顯示床位寓所牌照申請範圍的界線及內部間格；詳載牌照涵蓋的範圍；牌照範圍內及所有房間的擬作用途，並註明尺寸和附加註釋；處所內現有及/或擬進行的建築工程；處所內所有現有或擬使用的間隔材料及裝置的類型、標準和規格；所有現有及/或擬使用的衛生設備以及現有及/或擬進行的渠務工程；窗戶、通風管道和機械式通風系統的所在位置；及所有升高地台、間隔牆和其他改建部分的範圍和詳情
3 sets of detailed layout plans in metric and to scale (normally not less than 1:100) with the boundary of the premises of bedspace apartment area intended for licensing clearly delineated and partitions layout of the bedspace apartment shown. The plans should contain: intended use of all designated areas and rooms with the necessary dimensions and annotations; all existing and/or proposed building works in the premises; the types, standards and specifications of all materials used and/or intended to be used in the premises; all existing and proposed sanitary fittings and drainage works; the location of all windows, ventilation ducting and means of mechanical ventilation; and the extent and details of raised floors, partitions and other alterations.

- 申請人能持續親自監督有關處所的经营、開設、管理或以其他方式的控制的證明文件（例如土地註冊處業權記錄、註冊業主與申請人簽訂的加蓋印花租約、有關處所的註冊業主或合法租戶簽發，讓申請人經營、開設、管理或控制其處所的授權書、明確指定申請人有權經營、開設、管理或控制有關處所的法律文件（例如政府租約或大廈公契），或顯示申請人對有關處所具有獨有的使用或享用權的其他文件）。
Proof of document showing that the operation, keeping, management or other control of concerned premises is under the continuous and personal supervision by the applicant (e.g. proof of land ownership issued by the Land Registry, stamped rental agreement signed between the registered owner and the applicant, authorisation letter issued by the registered owner or legal tenant of the concerned premises to allow the applicant to operate, keep, manage or control his/her premises, legal document (e.g. Government rental agreement or Deed of Mutual Covenant) explicitly stating that the applicant is authorised to operate, keep, manage or control of the concerned premises, or other document showing that the applicant has exclusive use or enjoyment of the concerned premises).
- 建築事務監督的書面核准/同意有關申請床位寓所牌照的處所可從非住用用途改變為住用用途（如有關處所位於建築事務監督批准用作非住用用途的處所）
Evidence showing that the Building Authority has granted prior approval for the change of use of the premises from non-domestic to domestic use (if the proposed bedspace apartment is situated in premises approved by the Building Authority for non-domestic use)

如申請人未能提供齊備的資料，申請可能不獲受理。

The application may not be considered if the applicant fails to provide all the information requested.

第 VI 部分
SECTION VI

備註
Notes

- (a) 個別人士指自然人。
Individual(s) means natural person(s).
- (b) 申請人必須把所有在第 V 部分所註明之文件，送交牌照事務處，地址為—
Applicants should forward the documents as indicated in Section V to the Office of the Licensing Authority at:—
- 香港太古城太古灣道十四號十樓 10th Floor, 14 Taikoo Wan Road,
Taikoo Shing, Hong Kong
- (c) 根據《電子交易條例》，本署現接受電子形式的牌照申請。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
- (d) 床位寓所監督不會發出牌照予位於下列地點的處所—
Bedspace Apartments Authority will not issue a licence in respect of premises situated in:—
- (i) 工業大廈 an industrial building;
- (ii) 地庫 a basement;
- (iii) 違例建築物 an unauthorised structure;
- (iv) 內有經營下列任何行業店舖的大廈—
A building which contains any of the following incompatible uses:—
- (1) 汽車修理店舖 a motor repair shop;
- (2) 硫化工業店舖 a vulcanizing shop;
- (3) 汽車或車廂噴漆工場；和/或 automobile or carriage painting; and / or
- (4) 製造或混合油漆或清漆的油漆店舖 a paint shop where paint or varnish is manufactured or mixed.
- (v) 作緊急或通道用途的地方如隔火層和大廈公眾地方等；
Areas designed for emergency or circulation use such as the “buffer” floor or the common area of a building;
- (vi) 《危險品條例》（第 295 章）所指任何危險品的製造地方；
Areas for manufacturing any dangerous goods within the meaning of the Dangerous Goods Ordinance (Cap. 295);
- (vii) 在貯存危險品地方之毗鄰；
Accommodation adjoining a dangerous goods storage area;
- (viii) 並無按照建築事務監督於 1996 年 8 月頒布的《提供火警逃生途徑守則》（《逃生途徑守則》）設有兩道或以上的逃生樓梯（每道樓梯最少 1,050 毫米闊）的樓宇上層*（即地下以上的所有樓層）〔除非有關樓宇符合 1996 年頒布的《逃生途徑守則》對有關單梯樓宇的要求〕；或
Upper floors* (i.e. all floors above the ground floor) of a building (except it is permitted under the Code of Practice for the Provision of Means of Escape in case of Fire issued by the Building Authority in August 1996 (MoE Code 1996) to have a single staircase) which has not been constructed to have not less than 2 exit routes each with minimum width of 1050 mm or such greater number and minimum width of exit routes as required under MoE Code 1996; or

- (ix) 單梯樓宇上層* (即地下以上的所有樓層)，但並未符合 1996 年頒布的《逃生途徑守則》對有關單梯樓宇的要求。
Upper floors* (i.e. all floors above the ground floor) of a single staircase building which does not comply with the requirements of a single staircase building under the MoE Code 1996.

*: 如處所所在大廈屬戰前樓宇或有關的建築圖則在1996年頒布的《逃生途徑守則》實施前已獲批准，則須符合1986年頒布的《逃生途徑守則》。

For premises in a pre-war building or building whose building plans were approved prior to the adoption of the standards set out in the MoE Code 1996, the standards laid down in MoE Code 1986 will be applied.

(e) **其他責任**
Other Liability

- (i) 床位寓所牌照的簽發並不會免除由香港特別行政區政府或任何公職人員所簽發的租約或其他牌照內所載的任何條件，亦不會影響或更改床位寓所所在樓宇或建築物有關的任何合約、契約或大廈公契。申請人須自行確保在上址經營床位寓所符合上述契據的規定。

The issue of a bedspace apartment licence does not act as a waiver of any terms in any lease or licence granted by the Government of the Hong Kong Special Administrative Region or any public officer, nor does it in any way affect or modify any agreement, covenant or Deed of Mutual Covenant relating to any premises or building in which the bedspace apartment is situated. Applicant should ensure that the operation of a bedspace apartment at the above premises is in compliance with the terms and conditions of the said documents.

- (f) 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實施《床位寓所條例》(第 447 章)。
Personal data provided in this form will be used by the Home Affairs Department for the purposes of implementing the Bedspace Apartments Ordinance (Cap.447).

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 (牌照事務處)
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

請貼上足額郵票 以確保郵遞無誤

Please affix sufficient stamp to ensure delivery in order

完
END

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 447 章《床位寓所條例》申請牌照一事，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 conditions of stay in Hong Kong to the Home Affairs Department in relation to my application for a licence under the Bedspace Apartments Ordinance (Cap. 447).

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