

《公眾娛樂場所規例》（第172A章）

PLACES OF PUBLIC ENTERTAINMENT REGULATIONS (CAP. 172A)

公眾娛樂場所牌照／臨時公眾娛樂場所牌照*申請書

Application for Places of Public Entertainment Licence/

Temporary Places of Public Entertainment Licence*

注意： 填寫此表格前請先詳細閱讀「申請人須知」。

Important: Please read “NOTICE TO APPLICANT” carefully before completing this form.

致 食物環境衛生署署長

（根據《公眾娛樂場所條例》（第172章）第3B條獲民政及青年事務局局長授權）

To: Director of Food and Environmental Hygiene

(authorised by the Secretary for Home and Youth Affairs under Section 3B of the Places of Public Entertainment Ordinance (Cap. 172))

茲確認本人在本申請書及附件中所述的各項詳情，均屬真實正確。本人現根據《公眾娛樂場所規例》（第172A章）第3條（適用於公眾娛樂場所（戲院／劇院））／第162條（適用於公眾娛樂場所（戲院／劇院除外）及臨時公眾娛樂場所）*的規定申領牌照，以便經營或使用下述及（乙）部所述場所作為公眾娛樂場所。本人如根據第172A章獲發牌照，須確保持牌處所內的行為或活動不會涉及任何可能構成或相當可能會引致在港區國安法或香港特別行政區其他法例下屬危害國家安全的罪行。

I confirm that the particulars set out in this application form and in the enclosures are true and accurate. Pursuant to Regulation 3 (applicable to a place of public entertainment (cinema/theatre))/Regulation 162 (applicable to a place of public entertainment (other than cinema/theatre) and a temporary place of public entertainment)* of the Places of Public Entertainment Regulations (Cap. 172A), I now apply for a licence to keep or use the place described below and in Part (B) as a place of public entertainment. For the licence to be issued under Cap. 172A, I 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 HKSAR.

擬申請下列的牌照〔註：請只選(a)或(b)〕：

Intend to apply for the following licence [Note: Please choose only (a) or (b)]

(a) 公眾娛樂場所牌照〔註：請只選(I)或(II)〕

Places of Public Entertainment Licence [Note: Please choose only (I) or (II)]

(I) (i) 公眾娛樂場所牌照（戲院／劇院）

Places of Public Entertainment Licence (Cinema/Theatre)

(ii) 臨時公眾娛樂場所牌照（戲院／劇院）

〔註：申請人選擇(ii)，必須已經選擇上列的(i)〕

Provisional Places of Public Entertainment Licence (Cinema/Theatre)

[Note: Applicant choosing (ii) must have already chosen (i) above]

(II) 公眾娛樂場所牌照（戲院／劇院除外）

Places of Public Entertainment Licence (other than Cinema/Theatre)

(b) 臨時公眾娛樂場所牌照

Temporary Places of Public Entertainment Licence

* 請刪去不適用者。 Please delete where appropriate.

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(甲) 申請人資料

(A) Particulars of Applicant

(倘以公司名義提出申請，請只須填寫本部第(1)項、第(3)項及附錄。)

(If the application is made in the name of a corporation, you only need to complete items (1), (3) of Part (A) and the Appendix.)

(1) 申請人姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of Applicant (Chinese) (English) (Mr./Ms.*)

(2) 香港身分證/護照*號碼： _____
Hong Kong Identity Card/Passport* No.

(3) 通訊地址(此通訊地址會用作寄發所需的印文本文件)： _____
Correspondence Address (This correspondence address will be used for sending necessary hardcopy documents)

(4) 電話號碼： _____
Tel. No.

(5) 辦事地址： _____
Business Address

(6) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

流動電話號碼[^]： _____ (申請人) 額外流動電話號碼 (如有)[^]： _____ (發牌顧問)
Mobile Phone No.[^] (Applicant) Additional Mobile Phone No. (if any)[^] (Licensing Consultant)

[^] 註： 除用作電話通訊外，本署亦會在暫准牌照(如有)屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

電郵地址[#]： _____ 額外電郵地址(如有)[#]： _____
Email Address[#] Additional Email Address (if any)[#]

[#] 註： 除用作電郵通訊外，本署亦會在暫准牌照(如有)屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

(7) 職業： _____
Occupation

* 請刪去不適用者。 Please delete where appropriate.

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(乙) 娛樂業務資料

(B) Particulars of the Entertainment Business

(1) 娛樂業務的類別及性質 (請說明) :

Type and nature of the entertainment business (please give details)

(如有需要, 請另紙繼續填寫) (Continue on separate sheet if necessary)

(2) 臨時性質的公眾娛樂節目〔註: 只適用於申請臨時公眾娛樂場所牌照〕:

Public entertainment event of temporary nature [Note: Only applicable to application for Temporary Places of Public Entertainment Licence]

(a) 預計該項娛樂節目的上演期間 (如知悉開始日期及結束日期者, 請註明)

Proposed duration of entertainment (please give details on date of commencement and date of termination, if known)

(b) 預計每日的上演時間 (在該段時間內, 牌照所適用的場所將作公眾娛樂用途)

Proposed hours during the day (for which the place to which the licence relates will be used for public entertainment)

(3) 有關你的申請的其他詳情 (請註明每場可容納觀眾人數的最高限額、上演次數及其他相關的資料)

Other particulars relevant to your application (please give details on the maximum admission capacity of each performance, number of performances and other relevant information)

(如有需要, 請另紙繼續填寫) (Continue on separate sheet if necessary)

(4) 你對舉辦該項娛樂的處所是否擁有任何權益?

Do you have any interest in the premises where the entertainment is to be held?

否

No

是 (請詳述所擁有權益的性質及範圍) :

Yes (Please give details on the nature and extent of the interest)

(如有需要, 請另紙繼續填寫) (Continue on separate sheet if necessary)

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(丙) 舉辦娛樂場所的資料

(C) Particulars of the Establishment in which the Entertainment is to be held

(1) 場所名稱：(中文) _____ (英文) _____
Name of the Establishment (Chinese) (English)

(2) 場所地址或所在地點：
Address or Location of the Establishment

(中文)

室／鋪 _____ 樓 _____ 座 _____

大廈 _____

屋邨／鄉村 _____

街道名稱及門牌
號碼 _____

如涉及多於一條
街道，請詳述 _____

分區 _____ 地區 _____

地段號碼 (如適用) _____ 香港／九龍／新界／離島*

(English)

Flat/Room/Shop _____ Floor _____ Block _____

Building _____

Estate/Village _____

No. and Name of
Road/Street _____

*Please specify if more
than one road/street is
involved* _____

Sub-district _____ District _____

Lot No. (if applicable) _____ HK/Kln/NT/Islands*

(3) 場所類別 (包括任何處所及任何已蓋搭或擬蓋搭的臨時建築物的詳情)：
Type of the establishment (please give full details of any premises and of any temporary structure erected or proposed)

* 請刪去不適用者。 Please delete where appropriate.

- (4) 如場所是屬於政府管理／政府土地，你是否已向或正向所屬政府部門／有關當局申請使用該場所作公眾娛樂場所？

If the establishment is government lands or managed by government department, have you applied/are you going to apply to the government department/authority concerned for using the establishment as places of public entertainment?

否
No

是（請詳述有關當局／政府部門）：
Yes (Please specify the government department/authority concerned)

- (5) 請參閱附件以提供附加資料：

Please see the Annexes for additional information to be provided

申請公眾娛樂場所牌照－請於附件 I 提供附加資料

For application for Places of Public Entertainment Licence – please provide additional information at Annex I

申請臨時公眾娛樂場所牌照－請於附件 I、附件 I(a)（如適用）及附件 II 提供附加資料

For application for Temporary Places of Public Entertainment Licence – please provide additional information at Annex I, Annex I(a) (if applicable) and Annex II

申請安裝激光設備（如適用）－請於附件 III 提供附加資料

For installation of laser equipment (if applicable) – please provide additional information at Annex III

- (6) 本人以中文／英文*為日後的通訊語言。

I would use Chinese/English* for future correspondence.

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

日期（日／月／年）
Date (dd/mm/yyyy)

申請人簽署
Signature of Applicant

* 請刪去不適用者。 Please delete where appropriate.

申請公眾娛樂場所牌照／臨時公眾娛樂場所牌照*的補充資料
(本表格須由申請人填妥及簽署)

**Supplementary Information to Application for
Places of Public Entertainment Licence/Temporary Places of Public Entertainment Licence***
(This form should be completed and signed by the applicant)

- (1) 擬使用場地的大約面積 (例如: X 平方米/平方呎、一個籃球場、半個足球場的大小等) :

The approximate size of the proposed venue (e.g. X m²/ft², the size of a basketball court, the size of half a football pitch, etc.)

- (2) 會否使用分開的出入口? 如有分開出入口, 有多少個? 抑或是場地四面開放, 任何人可自由進出?

Will there be separate entrances and exits? If so, how many? Or is the venue open on all sides?

- (3) 估計每日參加人數:

Estimated attendance per day

場地可容納的最高人數:

Maximum capacity of the venue

_____ 人次
person-times

_____ 人
persons

- (4) 將會協助活動進行之護衛員/義工/男、女童軍的數目:

No. of security guards/volunteers/boy scouts/girl guides who will assist in the function

- (5) 會否提供救傷服務? 由何人擔任?

Will first aid service be provided? If so, by whom?

簽署: _____

Signature

姓名: _____

Name in BLOCK Letters

職位: _____

Post Title

日期: _____

Date

申請臨時公眾娛樂場所牌照
消防安全補充資料

(本表格只適用於節目中使用煙火物料、顏料、粉塵或其他特別效果物料的申請，
並須由牌照申請人填妥及簽署)

**Supplementary Information on Fire Safety for
Application for Temporary Places of Public Entertainment Licence**

(This form is applicable only if the event under application involves the use of
pyrotechnic materials, coloured paints, powder or any other special effects materials
and should be completed and signed by the applicant of the licence)

- (1) 申請舉辦的娛樂節目的性質及形式 (例如：音樂會、舞台表演及／或其他)：
Details of the nature and form of the entertainment event under application (e.g. concert, stage
performance and/or others)

- (2) 製造特別效果所需道具及／或器材的種類及擺放位置：
Types and locations of props and/or apparatus used to produce special effects

- (a) 有否向相關發牌當局 (例如：娛樂特別效果發牌監督) 申請批准在有關場地或處
所使用特別效果及／或煙火物料？

Whether the approval for the use of special effects and/or pyrotechnic materials in the event
venue or premises has been applied from the relevant Licensing Authority, e.g.
Entertainment Special Effects Licensing Authority?

否
No

有
Yes

- (b) 特別效果及／或煙火物料的詳情 (如有)：
Details of special effects materials and/or pyrotechnic materials (if any)

(c) 已夾附相關的物料安全資料表（包括煙火物料、顏料、粉塵或其他特別效果物料）：

The Material Safety Data Sheet of the subject material is attached (including pyrotechnic materials, coloured paints, powder or any other special effects materials)

不適用

Not applicable

已夾附

Yes

注意： 如貯存、使用或運送超過法定豁免量的危險品，必須另行申請有關的危險品牌照。

Important: Separate application of relevant dangerous goods licence is required for the storage, use or conveyance of dangerous goods in excess of exempt quantity.

簽署： _____

Signature

姓名： _____

Name in BLOCK Letters

職位： _____

Post Title

日期： _____

Date

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

申請臨時公眾娛樂場所牌照的補充資料
(本表格須由團體／公司之主管填妥及簽署)

**Supplementary Information in Support of an Application for
Temporary Places of Public Entertainment Licence**

(This form should be completed and signed by the supervisor of the organisation/company)

(1) 團體／公司名稱： (中文) _____
Name of Organisation/ (Chinese)
Company (英文) _____
(English)

(2) 團體／公司的註冊地址： _____
Registered Address of Organisation/Company

(3) 團體／公司的目標及活動： _____
Objectives and Activities of Organisation/Company

(4) 團體的性質：
Nature of Organisation

宗教團體
Religious Organisation

慈善團體
Charitable Body

福利團體
Welfare Body

教育機構／組織
Education Institution/Organisation

(5) 團體／公司董事、經理、總裁、主席、秘書或司庫資料：
Details of Director, Manager, President, Chairman, Secretary or Treasurer of
Organisation/Company

職位
Post

姓名
Name

地址
Address

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(6) 證明：
Certification

茲證明 _____ 先生／女士*（香港身分證／護照* 號碼：_____）在本團體／公司任職 _____，並獲授權代表本團體／公司申請臨時公眾娛樂場所牌照，於 _____（日期（日／月／年））在 _____ 舉辦 _____（地點） _____（活動名稱） _____。

This is to certify that Mr./Ms.* _____ (Hong Kong Identity Card/Passport* No. _____) is employed as _____ in this organisation and is authorised to apply for Temporary Places of Public Entertainment Licence on behalf of this organisation for holding _____ (Name of Function) _____ at _____ on _____ (Venue) (Date (dd/mm/yyyy)).

簽署： _____

Signature

姓名： _____

Name in BLOCK Letters

職位： _____

Post Title

日期： _____

Date

* 請刪去不適用者。 Please delete where appropriate.

演示激光資料
Display Laser Information

(1) 主辦機構／擁有人資料

Details of Organiser/Owner

- (a) 姓名／名稱 : _____
Name
- (b) 地址 : _____
Address
- (c) 負責人 : _____
Responsible Person
- (d) 電話號碼 : _____
Tel. No.
- (e) 傳真號碼 : _____
Fax No.

(2) 激光裝置資料

Details of the Laser Installation

- (a) 地點 : _____
Location
- (b) 戶內／戶外 : _____
Indoor/Outdoor
- (c) 永久性／臨時性 : _____
(使用時間)
Permanent/Temporary (performance period)
- (d) 裝置日期 : _____
Date of Installation
- (e) 用途 : _____
(例如：舞台表演、的士高燈光、宣傳廣告)
Intended Purpose (e.g. stage performance, disco lighting, advertising)

(3) 負責供應／裝置激光系統的機構／人士資料

Details of Organisation/Person Responsible for Supply/Installation of the Laser System

- (a) 姓名／名稱 : _____
Name
- (b) 地址 : _____
Address

- (c) 負責人 : _____
Responsible Person
- (d) 電話號碼 : _____
Tel. No.
- (e) 傳真號碼 : _____
Fax No.

(4) 所用激光設備資料
Details of the Laser Equipment Used

- (a) 製造商 : _____
Manufacturer
- (b) 型號 : _____
Model No.
- (c) 原產地 : _____
Country of Origin
- (d) 激光器類別 : _____
Class of Laser
- (e) 輸出功率 : _____
Output Power

連續波模式

Continuous Wave Mode

波長	最大功率
<u>Wavelength</u>	<u>Maximum Power</u>

.....
.....
.....
.....

脈沖模式

Pulse Mode

波長	每一脈 沖能量	脈寬	脈沖重複 頻率
<u>Wavelength</u>	<u>Energy Per Pulse</u>	<u>Pulse Duration</u>	<u>Pulse Repetition Frequency</u>

.....
.....
.....
.....

- (f) 輸出光束直徑 (毫米) : _____
Output Beam Diameter (mm)
- (g) 光束發散角 (弧度) : _____
Beam Divergence (radian)

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(5) 操作者資料

Details of Operators

<u>姓名</u> Name(s)	<u>曾受訓練操作者</u> Trained Operator	<u>有操作經驗</u> Relevant Experience
_____	是／不是* Yes/No*	是／不是* Yes/No*
_____	是／不是* Yes/No*	是／不是* Yes/No*
_____	是／不是* Yes/No*	是／不是* Yes/No*
_____	是／不是* Yes/No*	是／不是* Yes/No*
_____	是／不是* Yes/No*	是／不是* Yes/No*

(6) 申請人應提供兩份詳列下述資料的簡圖

Two Copies of Sketch Plan Detailing the Following Should be Provided

- (a) 所用激光設備的位置
Location(s) of laser equipment used
- (b) 所用附加部件（例如掃描主光束分器、光束衰減器、光束終止器等）的位置
Location(s) of additional component used (e.g. scanning head beam splitters, beam attenuators, beam stoppers, etc.)
- (c) 控制擋板的位置
Location(s) of control panel(s)
- (d) 光束路徑／圖案
Beam path(s)/pattern
- (e) 演示區域內其他反射表面（例如鏡子、金屬表面等）的位置
Position(s) of other reflective surface inside the display area (e.g. mirror, metal surface, etc.)
- (f) 屏障（如適用）的位置
Position(s) of barriers (if applicable)
- (g) 激光演示區域界線
Boundary of the laser display area(s)

* 請刪去不適用者。 Please delete where appropriate.

(7) 激光演示圖案概述
Summary of Laser Display Pattern(s)

(8) 第(6)及(7)項內未提及的激光系統的裝置／操作概述
Summary on the Installation/Operation of the Laser System not Mentioned in Items (6) & (7)

(9) 算項／實測數據
Calculations/Measurements

申請人應提供足夠資料（包括算項），以證明激光演示區域外的激光輻照度低於最大允許照射量。如提供實測數值，應說明量度方法和儀器。

Sufficient information (including calculations) should be provided to demonstrate that the irradiance of the laser outside the boundary of the laser display area is below the Maximum Permissible Exposure (MPE). If measured value(s) are given, the measuring method and instrument used should be stated.

(10) 激光設備目錄（如有）
Laser Equipment Catalogue (if Available)

公眾娛樂場所牌照／臨時公眾娛樂場所牌照*申請書
Application for Places of Public Entertainment Licence/
Temporary Places of Public Entertainment Licence*

(簽發予以公司名義申請者)
(To be issued in the Name of a Corporation)

本人欲代表下述公司申請公眾娛樂場所牌照／臨時公眾娛樂場所牌照*。

I intend to apply for Places of Public Entertainment Licence/Temporary Places of Public Entertainment Licence* for and on behalf of the corporation mentioned below.

(甲) 公司資料

(A) Particulars of Corporation

- (1) 公司名稱： (中文) _____
Name of Corporation (Chinese)
(英文) _____
(English)
- (2) 公司註冊號碼： _____ 電話號碼： _____
Company Registration No. Tel. No.
- (3) 公司註冊地址：
Address of Registered Office

- (4) 執行董事姓名： (中文) _____ (先生／女士*)
Name of Managing Director (Chinese) (Mr./Ms.*)
(英文正楷) _____
(English in BLOCK letters)
- (5) 住址：
Residential Address

- (6) 電話號碼： _____
Tel. No.

* 請刪去不適用者。 Please delete where appropriate.

(乙) 獲授權人資料

(B) Particulars of the Authorised Person

(1) 獲授權人姓名： (中文) _____ (先生/女士*)
Name of Authorised Person (Chinese) (Mr./Ms.*)
(英文正楷) _____
(English in BLOCK letters)

(2) 香港身分證/護照*號碼： _____
Hong Kong Identity Card/Passport* No.

(3) 獲授權人在公司擔任的職位： _____
Position of the Authorised Person in the Corporation

(4) 住址： _____
Residential Address

(5) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

流動電話號碼[^]： _____ (申請人) (如有)[^]： _____ (發牌顧問)
Mobile Phone No.[^] (Applicant) Additional Mobile Phone No. (if any)[^] (Licensing Consultant)

[^]註： 除用作電話通訊外，本署亦會在暫准牌照（如有）屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

電郵地址[#]： _____ 額外電郵地址
Email Address[#] (如有)[#]： _____
Additional Email Address (if any)[#]

[#]註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

日期 (日/月/年)
Date(dd/mm/yyyy)

獲授權人簽署 (代表申請公司)
Signature of Authorised Person
(For and on Behalf of the Applying Corporation)

公司印章
Company Chop

* 請刪去不適用者。 Please delete where appropriate.

申請人須知
NOTICE TO APPLICANT

1. 在為劇院或戲院申請簽發牌照時，須向食物環境衛生署署長（署長）遞交店鋪的擬議設計圖則。該圖則須以十進制單位及常用比例繪製，而比例不得少於 1:100：
For making application for the issue of licence in respect of a theatre or a cinema, you shall submit to the Director of Food and Environmental Hygiene (the Director) the proposed layout plan of the premises, drawn in metric unit and in scale commonly used of not less than 1:100:
 - (a) 本申請表格及附件及擬議設計圖則各一式三份；及
3 copies each of this application form and enclosures and proposed layout plans; and
 - (b) 若準備裝設雷射器材，則須遞交本申請表格及擬議設計圖則各一式四份。
4 copies each of this application form and proposed layout plans if you intend to install laser equipment.

2. 在為劇院或戲院以外的用途申請簽發公眾娛樂場所牌照時，須向署長遞交店鋪的擬議設計圖則。該圖則須以十進制單位及常用比例繪製，而比例不得少於 1:100：
For making application for the issue of licence in respect of a place of public entertainment for purposes other than theatre or cinema, you shall submit to the Director the proposed layout plan of the premises, drawn in metric unit and in scale commonly used of not less than 1:100:
 - (a) 本申請表格及擬議設計圖則各一式四份；或
4 copies each of this application form and proposed layout plans; or
 - (b) 若準備裝設雷射器材，則須遞交本申請表格及擬議設計圖則各一式五份。
5 copies each of this application form and proposed layout plans if you intend to install laser equipment.

3. 按照《電子交易條例》（2000 年第一號）第 11(1) 條訂立的《電子交易（豁免）令》，署長不會接受以電子形式提出申請牌照的圖則。
Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director will not accept any electronic submission of plans.

4. 在為舉辦臨時性質的公眾娛樂節目申請簽發牌照時，申請人須向署長遞交本申請表格及擬議設計圖則各一式四份。如要安裝激光設備，則須遞交本申請表格及擬議設計圖則各一式五份。而且，申請人須根據下列時限向署長申請牌照：
For making application for the issue of licence to hold public entertainment event of a temporary nature, the applicant shall submit to the Director 4 copies each of this application form and proposed layout plans. In case laser equipment is to be installed, 5 copies each of this application form and the proposed layout plans shall be submitted. In addition, the applicant shall apply to the Director for the licence in accordance with the following time frames:
 - (a) 活動如須豎設臨時建築物，至少要 42 天；或
at least 42 days for function requiring erection of temporary structure; or
 - (b) 跳舞派對以外的活動如毋須豎設臨時建築物，至少要 18 天；或
at least 18 days for function other than dance party not requiring erection of temporary structure;
or
 - (c) 跳舞派對如毋須豎設臨時建築物，至少要 7 個工作天。
at least 7 working days for dance party not requiring erection of temporary structure.

5. 任何在擬舉辦娛樂活動日期開始前超過 12 個月遞交的臨時公眾娛樂場所牌照申請將不被接受。
Any application for Temporary Places of Public Entertainment Licence submitted more than 12 months in advance of the commencement date of the proposed entertainment event will not be accepted.

6. 在為公眾娛樂場所續領牌照時，須於有關牌照期滿前五至六個月內以書面形式向署長提出申請。
- For renewal of Places of Public Entertainment Licence, application should be submitted in writing to the Director during the period of not more than 6 months but not less than 5 months before the expiration of the licence.
7. 如若以公司名義申請，必須遞交下列文件，以支持有關的申請：
- The following documents have to be submitted in support of the application in the name of a corporation:
- (a) 該公司的商業登記證副本；
a copy of the Business Registration Certificate of the corporation;
 - (b) 該公司的組織大綱及細則副本；
a copy of the Memorandum and Articles of Association of the corporation;
 - (c) 根據《公司條例》（第 622 章）取得和經公司註冊處處長核證真實的公司註冊證書副本，或任何其他可證實該公司法人身分的文件；
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 622) certified as true copy by the Registrar of Companies, or any other documents to establish the legal entity of the corporation;
 - (d) 公司的註冊辦事處地址更改通知書或法團成立表格（視何者適用而定）的副本，須為經公司註冊處處長核證真實的副本；
a copy of Notice of Change of Address of Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;
 - (e) 公司最新的周年申報表副本，須為經公司註冊處處長核證真實的副本（在新公司成立為法團的年度內，則請提交經公司註冊處處長核證真實的法團成立表格副本）；
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (or a copy of Incorporation Form certified as true copy by the Registrar of Companies in case of a new company in the year of its incorporation);
 - (f) 公司董事會通過的書面決議，以授權一名人士代表該公司與發牌當局接洽處理牌照事宜；及
a resolution in writing passed by the Board of Directors to authorise a person to act on behalf of the corporation to deal with licensing matters with the licensing authority; and
 - (g) 該名獲授權代表所簽署的接納授權通知書。
Notice of Acceptance of the Authorisation signed by the authorised representative.
8. 按照《公眾娛樂場所規例》（第 172A 章）第 3(4) 條及第 162(11) 條的規定，署長若決定拒絕你有關簽發或續發牌照的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該規例的有關規定，在宣布有關決定的通知書送達給你後的 28 天內，向市政服務上訴委員會提出上訴。
- Pursuant to Regulations 3(4) and 162(11) of the Places of Public Entertainment Regulations (Cap. 172A), the Director shall inform you in writing of any decision made to reject your application for the issue or renewal of licence. If you are dissatisfied with the decision made by the Director, you may within 28 days after the service on you of the notice declaring the decision appeal to the Municipal Services Appeals Board in accordance with the relevant section of the Regulations.
9. 根據《公眾娛樂場所條例》所須持有牌照的規定，並不適用於在公眾有權進出而主辦機構無權控制公眾入場的公眾地方舉行的娛樂活動。
- The requirement of a licence under the Places of Public Entertainment Ordinance does not apply to entertainment held in any public place to which the public has right of access and the organiser has no right to control the admission of the public.

10. 根據《公眾娛樂場所條例》（第 172 章）第 4 條，任何人在未有根據該條例簽發的牌照而經營或使用任何公眾娛樂場所，即屬違法，一經定罪，可處罰款最高港幣 25,000 元及監禁 6 個月，並可就罪行持續的期間，另處罰款每日港幣 2,000 元。申請人應注意不得在獲批牌照前經營或使用任何公眾娛樂場所。申請人並應留意，在該場所獲發牌照可經營或使用作公眾娛樂場所前，如其作出任何財務承擔，包括為擬議的公眾娛樂節目進行宣傳和發售門票，可因此招致財務風險。發牌當局會考慮所有相關因素，包括（但不限於）相關政府部門提出的反對及申請人未能符合發牌當局及／或相關政府部門的規定，才會就申請作出決定。申請人不應假設每宗申請均會獲得批准。如申請人選擇在未正式獲發牌照前就擬議的公眾娛樂節目發售門票，則應在發售門票時向消費者清楚解釋若申請被拒絕的退款或其他安排。

According to Section 4 of the Places of Public Entertainment Ordinance (Cap. 172), it is an offence to keep or use any place of public entertainment without a licence issued under the Ordinance and any person convicted of the offence shall be liable to a fine up to \$25,000 and imprisonment for 6 months, and to a further fine of \$2,000 for every day during which the offence has continued. Applicants are warned not to keep or use a place of public entertainment before a licence is issued. Applicants are also warned of the financial risk that may arise if they proceed to make any financial commitments, including promotion of the proposed public entertainment and sale of tickets, before being issued a licence for the keeping or use of the place as a place of public entertainment. The Licensing Authority will consider all relevant factors including, but not limited to, any objections from relevant government departments and any non-compliance by the applicant with the requirements imposed by the Licensing Authority and/or relevant government departments, before deciding on an application. Applicants should not assume that their applications will be approved in each case. Should an applicant choose to sell tickets prior to obtaining a licence for the proposed public entertainment, the applicant should explain to consumers clearly, upon the sale of tickets, the refund or other arrangements in case its application is rejected.

11. 可能涉及並須個別取得其他批准的項目，例如：

「有獎娛樂遊戲牌照」— 申請人在舉辦或進行有獎娛樂遊戲前，可能須要申請「有獎娛樂遊戲牌照」。詳情請參閱民政事務總署牌照事務處網頁的《申請有獎娛樂遊戲牌照指南》；

「機動遊戲機／小童機動遊戲機使用及操作許可證」— 申請人可能須要申請「機動遊戲機／小童機動遊戲機使用及操作許可證」。有關安全規定及申請程序的詳情，請瀏覽機電工程署的網頁。

Other approvals may be involved and have to be sought separately, for example:

“Amusements with Prizes Licence”– Applicants may be required to obtain an “Amusements with Prizes Licence (AWPL)” before organising or conducting a game of amusement with prizes. For details, please refer to the “Guidance Notes on Application for the Grant of Amusements with Prizes Licence” on the website of the Office of the Licensing Authority of the Home Affairs Department;

“Permit to Use and Operate Amusement Rides/Kiddie Rides”– Applicants may be required to obtain “Permit to Use and Operate Amusement Ride/Kiddie Ride”. Details of safety requirements and application procedures are published by the Electrical and Mechanical Services Department on its website.

關於申請公眾娛樂場所牌照及臨時公眾娛樂場所牌照所填報的個人資料

**Collection of Personal Data in Connection with
Application for Places of Public Entertainment Licences and
Temporary Places of Public Entertainment Licences**

(按照《個人資料(私隱)條例》的規定處理)
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明

Statement of Purpose

1. 收集資料的目的

Purposes of Collection

你在本表格上提供的個人資料，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for:

- (1) 處理向發牌當局提交的簽發／轉讓／續發公眾娛樂場所牌照及臨時公眾娛樂場所牌照申請的相關事宜；及
carrying out activities relating to applications for the issue/transfer/renewal of Places of Public Entertainment Licences and Temporary Places of Public Entertainment Licences made to the Licensing Authority; and
- (2) 方便發牌當局及其他政府部門人員與你聯絡。
facilitating communication between the staff of the Licensing Authority and other government departments and you.

你在本表格填報的個人資料，純屬自願提供。不過，如不提供充份的資料，食物環境衛生署（食環署）未必可以處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Food and Environmental Hygiene Department (FEHD) may not be able to process your application for licence.

2. 接受資料轉介人的類別

Class of Transferees

你在本表格上填報的個人資料，可能會為上文第 1 段所載目的而向其他政府部門及機構披露。

The personal data which you have provided by means of this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above.

3. 查閱個人資料

Access to Personal Data

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱和改正所提供的個人資料。查閱的權利包括可就在本表格提供的個人資料索取複本。食環署應查閱要求而提供資料時，可能會徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

4. 查詢

Enquiries

如對本表格所收集的個人資料有任何查詢，包括查閱及更改資料，可向食環署相關辦事處的主管人員提出：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the officer in charge of the respective offices of FEHD:

關於申請公眾娛樂場所牌照

For Application for Places of Public Entertainment Licence

港島及離島區

香港灣仔軒尼詩道 225 號
駱克道市政大廈 8 樓
港島及離島區牌照組
助理秘書（其他牌照）
電話號碼：2879 5720
傳真號碼：2507 2964

Hong Kong & Islands

Assistant Secretary (Other Licences)
Hong Kong & Islands Licensing Section,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wan Chai, Hong Kong
Tel. no.: 2879 5720
Fax no.: 2507 2964

九龍區

九龍深水埗基隆街 333 號
北河街市政大廈 4 樓
九龍區牌照組
助理秘書（其他牌照）
電話號碼：2729 1298
傳真號碼：2789 0107

Kowloon

Assistant Secretary (Other Licences)
Kowloon Licensing Section,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon
Tel. no.: 2729 1298
Fax no.: 2789 0107

新界區

新界大埔鄉事會街 8 號
大埔綜合大樓 4 樓
新界區牌照組
助理秘書（其他牌照）
電話號碼：3183 9225
傳真號碼：2696 2097

New Territories

Assistant Secretary (Other Licences)
New Territories Licensing Section,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. no.: 3183 9225
Fax no.: 2696 2097

關於申請臨時公眾娛樂場所牌照

For Application for Temporary Places of Public Entertainment Licence

港島區及離島區

Hong Kong & Islands

<p><u>中西區環境衛生辦事處</u> 香港皇后大道中 345 號上環市政大廈 10 樓 電話號碼：2545 0506 傳真號碼：2851 7653</p>	<p><u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. no.: 2545 0506 Fax no.: 2851 7653</p>
<p><u>東區環境衛生辦事處</u> 香港鰂魚涌街 38 號鰂魚涌市政大廈 3 樓 電話號碼：3103 7041 傳真號碼：2565 8203</p>	<p><u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. no.: 3103 7041 Fax no.: 2565 8203</p>
<p><u>南區環境衛生辦事處</u> 香港香港仔大道 203 號香港仔市政大廈 4 樓 電話號碼：2552 8406 傳真號碼：2873 1608</p>	<p><u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. no.: 2552 8406 Fax no.: 2873 1608</p>
<p><u>灣仔區環境衛生辦事處</u> 香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 電話號碼：2879 5760 傳真號碼：2519 6884</p>	<p><u>Wanchai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. no.: 2879 5760 Fax no.: 2519 6884</p>
<p><u>離島區環境衛生辦事處</u> 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3644 傳真號碼：2545 2964</p>	<p><u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. no.: 2852 3644 Fax no.: 2545 2964</p>

九龍區

Kowloon

<p><u>九龍城區環境衛生辦事處</u> 九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 電話號碼：2715 4608 傳真號碼：2761 0718</p>	<p><u>Kowloon City District Environmental Hygiene Office</u> 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. no.: 2715 4608 Fax no.: 2761 0718</p>
<p><u>觀塘區環境衛生辦事處</u> 九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 電話號碼：3102 7375 傳真號碼：2343 6734</p>	<p><u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. no.: 3102 7375 Fax no.: 2343 6734</p>
<p><u>旺角區環境衛生辦事處</u> 九龍旺角花園街 123 號 A 花園街市政大廈 6 樓及 7 樓 電話號碼：2749 3627 傳真號碼：2391 5572</p>	<p><u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. no.: 2749 3627 Fax no.: 2391 5572</p>
<p><u>深水埗區環境衛生辦事處</u> 九龍深水埗元州街 59 至 63 號元州街市政大廈 8 樓至 10 樓 電話號碼：2748 6943 傳真號碼：2748 6937</p>	<p><u>Sham Shui Po District Environmental Hygiene Office</u> 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. no.: 2748 6943 Fax no.: 2748 6937</p>
<p><u>黃大仙區環境衛生辦事處</u> 九龍黃大仙彩虹道 121 號大成街街市大樓 3 樓 電話號碼：2997 9005 傳真號碼：2351 5710</p>	<p><u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. no.: 2997 9005 Fax no.: 2351 5710</p>
<p><u>油尖區環境衛生辦事處</u> 九龍油麻地寶靈街 17 號官涌市政大廈 3 樓及 4 樓 電話號碼：2302 1301 傳真號碼：2735 5955</p>	<p><u>Yau Tsim District Environmental Hygiene Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. no.: 2302 1301 Fax no.: 2735 5955</p>

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<p><u>沙田區環境衛生辦事處</u> 新界沙田鄉事會路 138 號新城市中央廣場第 1 座 12 樓 1201 至 1207 室及 1220 至 1221 室 電話號碼：2634 0136 傳真號碼：2634 0442</p>	<p><u>Sha Tin District Environmental Hygiene Office</u> Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Rural Committee Road, Sha Tin, New Territories Tel. no.: 2634 0136 Fax no.: 2634 0442</p>
<p><u>大埔區環境衛生辦事處</u> 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 電話號碼：3183 9111 傳真號碼：2650 1171</p>	<p><u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. no.: 3183 9111 Fax no.: 2650 1171</p>
<p><u>北區環境衛生辦事處</u> 新界上水智昌路 13 號石湖墟市政大廈 4 樓 電話號碼：2679 2815 傳真號碼：2679 5695</p>	<p><u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. no.: 2679 2815 Fax no.: 2679 5695</p>
<p><u>西貢區環境衛生辦事處</u> 新界將軍澳培成路 38 號西貢將軍澳政府綜合大樓 8 樓 電話號碼：3740 5100 傳真號碼：2792 9937</p>	<p><u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories Tel. no.: 3740 5100 Fax no.: 2792 9937</p>
<p><u>葵青區環境衛生辦事處</u> 新界葵涌興芳路 166 至 174 號葵興政府合署 9 樓 電話號碼：2425 5192 傳真號碼：2480 4023</p>	<p><u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. no.: 2425 5192 Fax no.: 2480 4023</p>
<p><u>荃灣區環境衛生辦事處</u> 新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓 電話號碼：2212 9733 傳真號碼：2414 8809</p>	<p><u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. no.: 2212 9733 Fax no.: 2414 8809</p>
<p><u>屯門區環境衛生辦事處</u> 新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓 電話號碼：2451 3113 傳真號碼：2452 6559</p>	<p><u>Tuen Mun District Environmental Hygiene Office</u> 1/F & 3/F, Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories Tel. no.: 2451 3113 Fax no.: 2452 6559</p>
<p><u>元朗區環境衛生辦事處</u> 新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓 電話號碼：2920 7605 傳真號碼：2477 5099</p>	<p><u>Yuen Long District Environmental Hygiene Office</u> 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. no.: 2920 7605 Fax no.: 2477 5099</p>