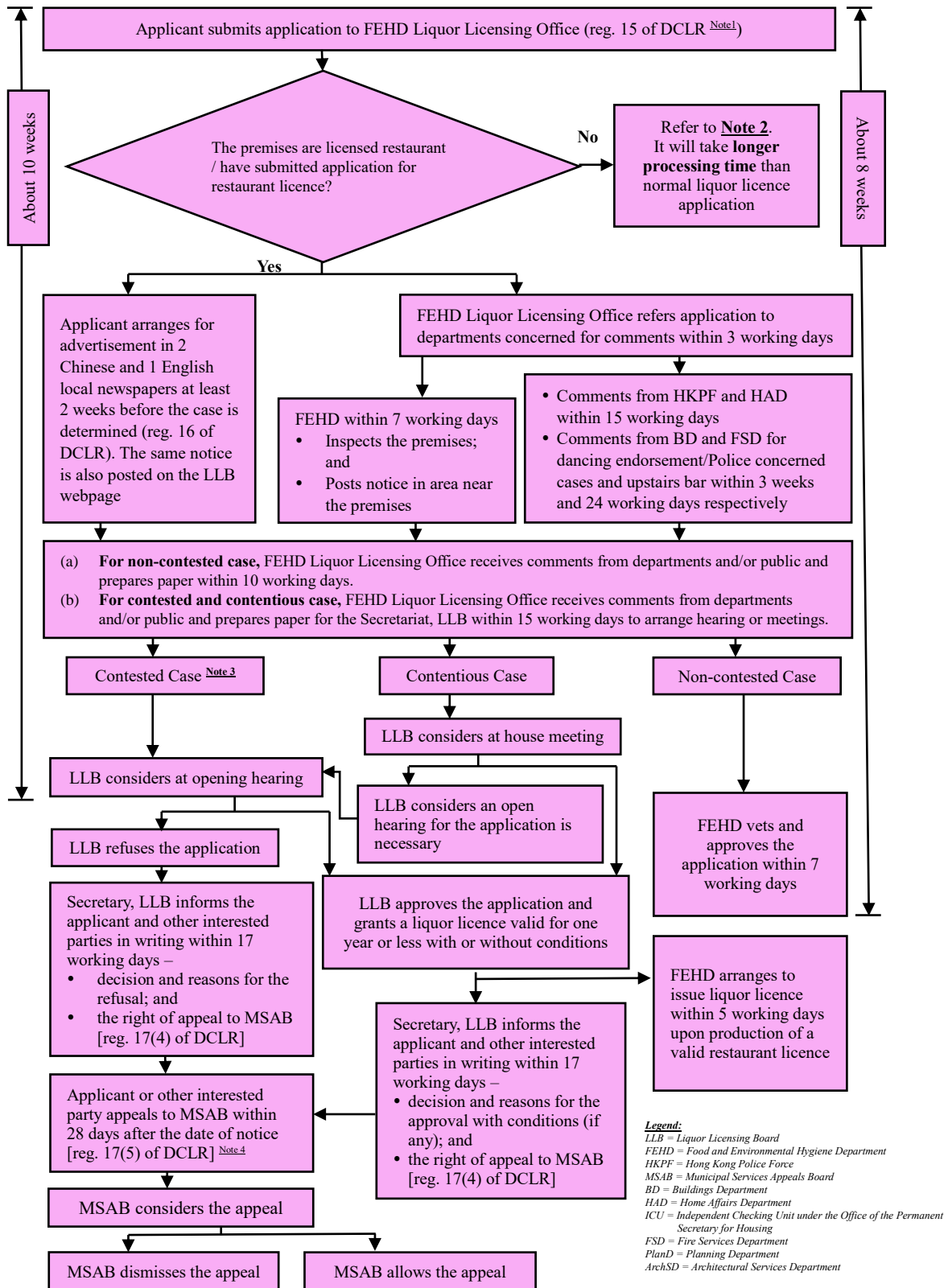


## Flow chart of processing application for new issue of Liquor Licence



**Note 1** DCLR = Dutiable Commodities (Liquor) Regulations (Cap. 109B)

**Note 2** For premises not under application for or covered by a valid restaurant licence or Certificate of Compliance, applicant should complete Annex 1 of application form and submit layout plans and location plans. Besides HKPF and HAD, FEHD Liquor Licensing Office refers application to PlanD, BD/ArchSD/ICU, FSD and FEHD Licensing Office for comments within 5 working days. Comments from concerned departments/office will be made within 20 working days. Upon receiving comments from concerned departments/office and the public, the application will be dealt with in accordance with the procedures of above flow chart.

**Note 3** If LLB considers that any contested case requires to be processed specifically, it can deal with the objections in a manner as it sees fit, including not convening an opening hearing.

**Note 4** The applicant or 20 or more persons residing within a radius of 400 metres from the premises to which the application relates may, within 28 days after the date of the notice under paragraph (4), appeal to the Municipal Services Appeals Board against the decision.

**Legend:**

LLB = Liquor Licensing Board  
 FEHD = Food and Environmental Hygiene Department  
 HKPF = Hong Kong Police Force  
 MSAB = Municipal Services Appeals Board  
 BD = Buildings Department  
 HAD = Home Affairs Department  
 ICU = Independent Checking Unit under the Office of the Permanent Secretary for Housing  
 FSD = Fire Services Department  
 PlanD = Planning Department  
 ArchSD = Architectural Services Department