

21st Business Liaison Group Meeting with the Trade of Recreational Clubs

Date : 20 November 2023 (Monday)
Time : 3:00 p.m. – 4:30 p.m.
Venue : Idea Rooms of Efficiency Office, 15/F, Treasury Building,
3 Tonkin Street West, Cheung Sha Wan, Kowloon
Convenor : Miss Winnie Leong
Assistant Commissioner for Efficiency (Business Facilitation)

Trade Attendees:

The Helena May

Ms Betty SIMPSON

General Manager (also contact point of
Club Managers' Association)

Hebe Haven Yacht Club

Ms Cali CHEUNG

Mr Marco FUNG

Mr C Y SO

Mr Davy YUNG

Mr Billy NG

Executive Assistant to General Manager

Assistant F&B Manager

Project Manager

Assistant Manager - Marine Operations

Operations & Facilities Manager

HKGTA Town Club

Mr Matthew HAU

Miss Yan CHAN

Chief Engineer

Senior Business Support Officer

Hong Kong Football Club

Ms Kristy SZE

Mr William WONG

Mr Simon TANG

Ms Kathleen LEUNG

Executive Assistant to GM

Facilities Manager

Security Manager

Chief Accountant

Kowloon Bowling Green Club

Ms Yoki SIN

Ms Carmon KWAN

General Manager

Manager - Operations

Kowloon Cricket Club

Mr Edwin LU

Mr Dennis IP

Ms Agnes YIP

General Manager

Financial Controller

Accountant

The American Club Hong Kong

Ms Irene CHIN
Mr Carl CHAN

Director of Finance
Director of Facilities

The Hong Kong Cricket Club

Ms Clara LI
Mr Simon LAI

Assistant General Manager
House Operations Manager

The Sailors Home And Mission To Seafarers

Ms Pebble NG
Ms Winnie WOO

General Manager
General Manager

Victoria Recreation Club

Ms Sharren LO
Mr Larry TSANG

Administration & Membership Manager
Clubhouse Manager

Government Representatives:

Hong Kong Police Force (HKPF)

Mr LAI Ko-yin, Bruce
Ms LEUNG Mei-po, Mable

Chief Inspector of Police (Licensing)
Senior Inspector of Police (Licensing)

Home Affairs Department (HAD)

Mr WAN Chi-wai, Terry
Ms WONG Lai-lee, Lesley

Senior Building Surveyor (Licensing Authority)²

Building Surveyor (Licensing Authority)¹⁰

Mr SO Lap-chi

Assistant Divisional Officer (Licensing Authority) Fire Safety 1

Mr LIN Ka-kit

Senior Station Officer (Licensing Authority) Fire Safety 3

Efficiency Office, Innovation, Technology and Industry Bureau

Ms HO Wai-luen, Pauline (Secretary)

Chief Management Services Officer (Business Facilitation)²

Ms TUNG Wing-lam, Sophy

Business Facilitation Officer⁽³⁾

Introduction

1. The **Convenor** welcomed the trade and government representatives to the meeting.

Agenda item 1 – Briefings by government departments

1.1 Provision of online services for Temporary Liquor Licence

2. HKPF representative gave a briefing on the subject with the presentation slides at [Annex 1](#). In order to facilitate business and provide applicants with greater convenience and efficiency in the application process, HKPF has been providing online services for temporary liquor licence applications to enable the trade operators to apply for licences, make payment and collect licences without requiring them to physically visit the licensing offices.

3. A trade operator enquired about the situation under which a temporary liquor licence would be required as she was already in possession of a valid club liquor licence. HKPF remarked that the applicant might be a holder of a valid liquor/ club liquor licence in order to apply for a temporary liquor licence. . A temporary liquor licence would be required if the event was held in a place of public entertainment or a public occasion for retail sale of liquors. If the sale or supply of liquors for consumption was within the licensed area of the club premises as specified in the club liquor licence, temporary liquor licence would not be needed.

4. The **Convenor** enquired whether HKPF had any publicity plan to promote the online services and increase the awareness of trade operators. HKPF elaborated that various publicity initiatives had been launched to boost the adoption rate of e-services, such as organising press conference, publicising promotional videos and appointing ambassadors at the Police Licensing Office to provide assistance and guidance to applicants about the use of online services.

5. The **Convenor** invited HKPF to share tips for trade operators to avoid the common pitfalls when they applied for licences through electronic means. HKPF reminded that applicant should get prepared and submit all the required documents as listed in the guidance note (e.g. event floor plan), thus reducing subsequent back-and-forth clarifications/ re-submissions of documents.

1.2 Alteration and refurbishment application in club-houses

6. HAD representative gave a briefing on the subject with the presentation slides at [Annex 2](#). In October 2022, the Office of the Licensing Authority (OLA) of HAD promulgated a [guideline](#) to the Club Certificate of Compliance (CoC) holders to facilitate them in planning for alteration, addition, renovation or redecoration works in their club-houses. HAD elaborated the related application procedures and workflow.

7. A trade operator enquired whether the club would be required to report minor works/ alteration changes to the OLA if the minor works were conducted decades ago and there might not be any record due to loss or other difficulties in retrieval. HAD clarified that applicant should obtain the written permission from the OLA before commencement of any alternation works. If the alteration works were completed a long time ago and case-specific in nature, respective trade operators should approach the OLA to review the case as soon as possible. The OLA would assess the completed works on a case by case basis as to whether the alteration works fully complied with relevant safety requirements.

8. The trade operator further mentioned that apart from seeking permission from the OLA, for some building works (usually more complicated ones), the applicant also needed to seek approval and consent from the Buildings Department (BD) in parallel. The trade operator enquired about the procedures for seeking consents from both BD and OLA for these building works. HAD explained that in general, the trade operator could apply to the OLA and BD concurrently if he/she knew clearly the requirement of which type of building works would need prior approval and consent from the Building Authority (i.e. BD). Such requirement would also be stated in the Letter of Requirements (LoR) issued by the OLA after receipt of the alteration application. Upon completion of the required upgrading works, the applicant should complete the “Report of Completion” form and submit it to the OLA together with all required certificates and documentations (including the acknowledgement letter issued by BD for completion of the alteration works and the minor works submission records where applicable). The OLA would issue the new registered plans to the applicant if all the requirements in LoR had been complied with.

9. The **Convenor** enquired whether the trade operator would need to provide sufficient justifications to apply for extending the completion time if the upgrading works could not be completed within the specified date. HAD explained that the OLA would consider granting an extension of time based on the size and complexity of the

project, such as building works that might need to obtain prior approval(s) and consent(s) from BD.

1.3 Requirement of documentary proof of holding a continuous and personal supervision for operation, keeping, management or other control of club-houses by CoC holder for application for new issue/ renewal and transfer of CoC

10. HAD representative gave a briefing on the subject with the presentation slides at [Annex 3](#). In respect of the application for new issue/ renewal and transfer of CoC, the applicant should submit documentary proof to the OLA to substantiate that he/she had a continuous and personal supervision over the premises concerned. If the documentary proof did not cover the full period of CoC, the applicant should submit a new documentary proof at least 30 days before the expiry of the original proof.

1.4 Fire safety measures in club-houses

11. HAD representative gave a briefing on the subject with the presentation slides at [Annex 4](#). To protect the club-house premises against the perils of fire, especially during dry season, the Fire Safety Unit of the OLA shared with trade operators fire prevention and safety measures so as to help trade operators to master the knowledge of minimising fire risks in the club-houses.

12. A trade operator enquired whether the draperies and curtains treated with fire retardant solution of relevant type by a Class 2 Registered Fire Service Installation Contractors (RFSIC) could be washed. HAD clarified that before any treatment could be made to the draperies and curtains, the trade operator should ensure that the fire resistance performance of the fire retardant solution applied could still be maintained. For the avoidance of doubt, trade operator could reach RFSIC to inspect or reapply the fire retardant solution.

13. HAD representative observed that it was increasingly popular for trade operators to use aromatherapy in the club-houses in recent years. However, this might pose a potential fire hazard to club premises. Trade operators were recommended to use LED candles or aroma spray, and to avoid lighting scented candles, which might burn fiercely once catch fire.

Agenda item 2 – Any other business

2.1 Support measure for Small and Medium Enterprises – “Digital Transformation Support Pilot Programme”

14. The Secretary gave an introduction on the subject with the presentation slide at [Annex 5](#). The Government was committed to driving the adoption of e-services. To facilitate digital transformation among Small and Medium Enterprises (SMEs), the Government would, through the Cyberport, launch the Digital Transformation Support Pilot Programme to assist SMEs in applying ready-to-use digital solutions. The Pilot Programme would cover three categories, including point of sale and e-payment systems, online promotion, as well as customer management and discount systems. The Cyberport would set up a dedicated website through which applicants could browse the pre-assessed solution packages. Product demonstration on the listed solutions would also be arranged by the Cyberport in due course. When there were more details about the Pilot Programme and the product demonstration, the Secretariat would relay the information to the trade accordingly.

Agenda item 3 – Date of the next meeting

15. The **Convenor** said that the secretariat would inform the trade of the date of the next meeting in due course.

**Secretariat, Business Liaison Group for Recreational Clubs
February 2024**