

**Public Dance Hall/Dancing School Licence**  
**Application Forms and Guide for Applicants**

**Chapters**

- I. Statutory Provisions
- II. Important Note and Note for Provision of Personal Data

**Annexes**

Application Form\*

Consent Form to Release Criminal Conviction Records\*

Contact Details of Applicant\*

Note (\*) These forms together should be submitted to the Office of the Licensing Authority, Home Affairs Department (OLA) for processing your application.

Office of the Licensing Authority  
Home Affairs Department

December 2023

## I. Statutory Provisions

### **Public Dance Halls/Dancing School Licence Miscellaneous Licences Ordinance, Cap 114**

(Extract of Ordinance)

4. No person shall open or keep any place specified in the First Schedule, or conduct any trade, business or occupation specified in the First Schedule except under and in accordance with a licence issued under this Ordinance. Prohibition of trading, etc., without licence First Schedule
5. (1) The grant of any licence issued, or to be issued under this Ordinance and the grant of any renewal of any licence shall be in the absolute discretion of the officer authorized to issue such licence. Grant of licences, revocation and appeals
- (2) Such officer may revoke a licence granted to any person on proof to his satisfaction of an offence against this Ordinance or other misconduct by such person.
- (3) Notice in writing of a decision of an officer under this section shall be given by such officer to the person in respect of whom it is made.
- (4) A notice under subsection (3) shall, except in the case of a decision to grant a licence or to grant a renewal of a licence or to permit the transfer of an existing licence or to impose other conditions, be accompanied by a statement of the reasons for the decision.
- (5) Any person aggrieved by a decision of any officer made in respect of him under this section may, within 28 days from the date when he was informed of the decision, appeal to the Administrative Appeals Board.
- (6) A decision that is appealed against under subsection (5) shall be suspended in its operation as from the day on which the appeal is made until such appeal is disposed of, withdrawn or abandoned unless such suspension would, in the opinion of any such officer, be contrary to the public interest and the notice of the decision contains a statement to that effect.
7. Any person who- Offences and Penalties
- (a) contravenes the provisions of section 4; or
  - (a) fails to comply with any condition in a licence issued hereunder; or
  - (b) in furnishing any particulars which he is required by regulation made hereunder to furnish, furnishes any information which he knows or has reason to believe to be false in any material particular or by reason of the omission of any material particular or furnishes any information without any belief in the truth or accuracy of the information supplied.
- Shall be guilty of an offence and shall be liable –
- (2) in the case of an offence under paragraph (a), to a fine of \$50,000 or to imprisonment for 6 months; or
  - (ii) in the case of an offence under paragraph (b) or (c), to a fine of \$10,000 or to imprisonment for 6 months.

**Public Dance Hall/Dancing School Licence**  
**Miscellaneous Licences Regulations**  
(Extract of Miscellaneous Licences Regulations, Cap. 114A)

7. (1) The licensing authority may refuse to grant or renew a licence, or may revoke a licence granted –
- (a) to a person under the age of 21 years;
  - (b) to any person who may be unsuitable to hold such licence;
  - (c) in respect of any premises which are unsuitable for the purposes for which the licence is required or held, or in which the accommodation or provision for treatment, where such is the purpose of the licence, is not reasonably adequate or suitable;
  - (d) in respect of any premises which have been or are being improperly conducted;
  - (e) in respect of any premises in which any curative treatment is or may be administered by any person who does not possess such technical qualifications as may be reasonably necessary;
  - (f) in respect of any premises in which no adequate provision against fire has been made;
  - (g) in respect of any premises which are being conducted in contravention of the provisions of the Ordinance, or any regulation made thereunder; and
  - (h) to any person or in respect of any premises, if such refusal or revocation in his opinion be expedient in the public interest.

Refusals and  
Revocations

(2) Upon any breach of the Ordinance or any regulation or condition of a licence the licensing authority may in his discretion peremptorily revoke the licence, whereupon the same shall forthwith cease to be valid.

(3) In all other cases, the licensing authority shall not refuse to renew or shall not revoke a licence unless he has given to the person applying for the licence or holding the licence proposed to be revoked not less than 7 days' previous notice either personally or in writing that objections have been or will be taken to such renewal or that a revocation is proposed. Such written notice as aforesaid may be given by post to the applicant at the premises or at his last address as shown in any register of licences kept by the licensing authority.

(4) Noting in this regulation contained shall be construed as limiting in any way the discretion of the licensing authority contained in section 5 of the Ordinance.

**Extracts from Miscellaneous Licences Regulations**  
**Chapter 114A, Laws of Hong Kong**

**PART VI**  
**PUBLIC DANCE HALLS**

- Form. 57. The form of a public dance hall licence shall be that in Form 6 in the Second Schedule.
- Application for licence. 58. A person requiring a licence to open or keep any premises as a public dance hall shall when making application for the same furnish to the licensing authority 2 copies of his photograph.
- Minimum dancing area. 58A. (1) After the commencement of the Miscellaneous Licences (Amendment) Regulations 1965 no new public dance hall licence shall be issued or renewed, and after the expiry of a period of 24 months from the commencement of such regulations no public dance hall licence issued before the commencement of such regulations shall be renewed, in respect of any premises in which the total unobstructed dancing area available to persons resorting thereto for the purpose of dancing is less than 46 square metres.
- (2) It shall be a condition of every new public dance hall licence issued or renewed after the commencement of the aforesaid regulations and of every public dance hall licence renewed after the expiry of a period of 24 months from the commencement of the aforesaid regulations that at all times when the premises are open to the public for dancing the total unobstructed dancing area available to persons resorting thereto for the purpose of dancing is not less than 46 square metres.
- Outdoor sign. 59. Every person licensed to keep a public dance hall shall exhibit and keep exhibited the words “Licensed for dancing” in English and in Chinese the characters “已領有跳舞牌照” in some conspicuous place near the door and on the outside of the premises to the satisfaction of the licensing authority.
- Only approved assistants to be employed. 60. Every person licensed to keep a public dance hall shall employ in the premises only such assistants as the licensing authority may approve.
- Register of dancing partners etc. 61. Every person licensed to keep a public dance hall shall keep a register at the premises and shall correctly enter therein the names, age, sex, nationality, birthplace and place of residence in Hong Kong of every dancing partner and other person employed in the premises and shall affix thereto a photograph of every such dancing partner and employee.
- Return of dancing partners etc. 62. On the first day of every month every person licensed to keep a public dance hall shall make a return in writing to the licensing authority in such form as he may approve of the particulars required to be entered in the register, relating to every dancing partner and other person then employed in the premises.

**Extracts from Miscellaneous Licences Regulations**  
**Chapter 114A, Laws of Hong Kong**

**PART VI**  
**PUBLIC DANCE HALLS**

Minimum age for employees and persons present in the premises.	63. (1) No person under the age of 18 years shall be employed in the premises.  (2) No person under the age of 16 years shall be permitted to be present, at any time when the public are not excluded from the premises, in any part of the premises available to the public.
Sleeping on premises.	64. No person other than the licensee, members of his family, his agent, or watchman, and no person employed as a dancing partner shall sleep or be permitted to sleep on the licensed premises.
Sale of consumption of liquors.	67. No intoxicating liquors shall be sold or consumed in the premises, except under and in accordance with the terms of a valid licence in that behalf granted in respect of such premises.
Good order in premises.	68. Every person licensed to keep a public dance hall shall maintain good order in the premises and shall not suffer or permit therein – any profanity or impropriety of language; any indecency of dress, dance or gesture; any offensive personalities or representations of living persons or anything calculated to produce riot or breach of the peace; any drunkenness or other disorderly conduct; any unlawful game; or any persons of notoriously bad character to assemble and meet together.
Lighting.	69. The premises shall be lighted throughout by gas or electricity from the mains of a public utility company, and, except by and in accordance with the special permission of the licensing authority, no candle, oil lamp or other form of illumination shall be used therein.
Prohibition of partitions and screens.	69A. The licensee shall not erect, place or have any partition or screen in any part of the premises available to the public.
Requirements as to seating.	69B. (1) The seating facilities in the premises shall, except as otherwise permitted in paragraph (2), be by means of separate chairs only (each such chair designed to accommodate one person only) and shall, at all times when the premises are open to the public for the purpose of dancing, so be arranged as to ensure that at least one-half of the dancing area can be seen from every chair.  (2) The seating facilities in the premises when the premises are open to the public for the purpose of dancing may consist of or include seats designed to accommodate more than one person but only if –

**Extracts from Miscellaneous Licences Regulations**  
**Chapter 114A, Laws of Hong Kong**

**PART VI**  
**PUBLIC DANCE HALLS**

69(B)(2) (Cont'd)...

every such seat is in a position outward-facing against a wall; and  
at least one-half of the dancing area can be seen from every sitting  
place on every such seat; and

no such seat is fitted with anything, other than arm-rests, calculated  
to or having the effect of segregating any person using that sofa or seat from  
any other person using the same or any other sofa or seat.

Removal of fire  
danger.

70. The licensing authority may require the removal of, and the licensee shall immediately remove, anything in the premises which in the opinion of the licensing authority is a fire danger.

71. (1) Every person licensed to keep a public dance hall shall provide and maintain on the premises to the satisfaction of the Director of Fire Services –

fire appliances adequate for the protection of the premises, at all times free from obstruction and ready for use;

an adequate shade or guard for every lamp and fire; and

fire resisting screens, shutters, curtains or other adequate means of fire protection for every window or opening which adjoins any place or premises where any inflammable substance is kept or stored.

(2) Every person licensed to keep a public dance hall shall provide and maintain on the premises to the satisfaction of the Building Authority adequate means of escape in case of fire for all persons from every part of the premises.

(3) Every person licensed to keep a public dance hall shall at all times keep free from obstruction and ready for use every means of escape provided by him under paragraph (2).

Exits and doors.

72. Every door and barrier on the premises must open outwards, and every exit shall be plainly indicated in 170-millimetre letters and Chinese characters by a fixed lighted sign of a nature and in a position approved by the Director of Fire Services.

Gangways and  
staircases.

73. Every gangway, passage and staircase for the exit of the public shall be kept entirely free from obstruction, whether permanent or temporary, and no person shall be permitted to loiter therein.

Corridors not to  
be used as  
cloakrooms.

74. No corridor shall be used as a cloakroom and no pegs for hanging hats or cloaks shall be allowed therein.

Latrines.

75. Every person licensed to keep a public dance hall shall provide and shall maintain in a clean and wholesome condition on the premises adequate latrine, urinal or watercloset accommodation to the satisfaction of the Director of Food and Environmental Hygiene.

**Extracts from Miscellaneous Licences Regulations**  
**Chapter 114A, Laws of Hong Kong**

**PART VI**  
**PUBLIC DANCE HALLS**

- Hygiene. 76. Every person licensed to keep a public dance hall shall provide adequate measures for ventilating, cleansing and otherwise securing hygienic condition to the satisfaction of the Director of Food and Environmental Hygiene.
- Entry and inspection. 77. Every person holding a licence under this Part shall at all reasonable times permit any police officer not under the rank of inspector and any person authorized in writing by the licensing authority to enter and inspect the licensed premises and the entries in any records kept in connexion therewith.
- Conditions. 78. (1) Every person holding a licence to keep a public dance hall shall observe the following conditions, namely –
- (a) that except with the written permission of the licensing authority endorsed on the licence, the licensee shall not transfer, lend or hire his licence to any person;
  - (b) (Deleted, 8 of 1977, s.2)
  - (c) that should any person employed by the licensee and induced by him or on his behalf to enter Hong Kong become liable to expulsion from Hong Kong or at any time after the termination, in whatsoever manner, of his services with the licensee desire to return to the place from where he came to Hong Kong, the licensee shall defray the cost of such expulsion or return;
  - (d) that where the public dance hall is situated on a floor, not being the lowest floor, of a building designed for domestic purposes, the licensee shall not permit to be present on the premises at any time when the premises are open to the public for the purpose of dancing a greater number of persons, including dancing partners and other persons employed by the licensee, than one person for every 10 square metre of the area which is available on the premises to the public;
  - (e) that on demand the licensee shall produce and show to the licensing authority and any person deputed by the licensing authority in writing in that behalf every contract in respect of any employment performed on the premises,
- and such special conditions as the licensing authority may in his discretion impose.
- (2) Every condition specified in or imposed under paragraph (1) shall be endorsed on the licence.

**Extracts from Miscellaneous Licences Regulations  
Chapter 114A, Laws of Hong Kong**

**PART XI  
DANCING SCHOOLS**

Form	106. The form of a dancing school licence shall be that in Form 11 in the Second Schedule.
Application for licence	107. A person requiring a licence to open, keep or use any premises as a dancing school shall when making application for the same, furnish to the licensing authority 2 copies of his or her photograph.
Minimum dancing area	107A. (1) After the commencement of the Miscellaneous Licences (Amendment) Regulations 1965, no dancing school licence shall be issued or renewed in respect of any premises in which the total unobstructed dancing area available to persons resorting thereto for the purpose of receiving instruction in dancing is less than 46 square metres, or the total seating area is more than one-third of the dancing area.  (2) It shall be a condition of every such licence issued or renewed after the commencement of the aforesaid regulations that at all times when the premises are open for instruction in dancing the total unobstructed dancing area available to persons resorting thereto for the purpose of receiving instruction in dancing is not less than 46 square metres and the total seating area is not more than one-third of the dancing area.
Outdoor sign	108. Every person licensed to keep a dancing school shall exhibit and keep exhibited “Licensed for Dancing Instruction” in English and in Chinese the characters “特許教授跳舞” in some conspicuous place near the door and on the outside of the premises to the satisfaction of the licensing authority.
Only approved assistants to be employed	109. Every person licensed to keep a dancing school shall employ at the premises only such assistants as the licensing authority may approve.
Register of dancing instructor, etc.	110. Every person licensed to keep a dancing school, shall keep a register at the premises and shall correctly enter therein the names, age, sex, nationality, birth place and place of residence in Hong Kong of every dancing instructor, dancing partner and of any other person employed in the premises and shall affix thereto a photograph of every such dancing instructor, dancing partner or employee.



**Extracts from Miscellaneous Licences Regulations  
Chapter 114A, Laws of Hong Kong**

**PART XI  
DANCING SCHOOLS**

Register of persons receiving tuition	111. Every person licensed to keep a dancing school shall keep a register of all persons receiving tuition at the school in which shall be entered the name and address of the persons receiving tuition.
Return of dancing instructors, etc.	112. On the first day of every month, every person licensed to keep a dancing school shall make a return in writing to the licensing authority in such form as he may approved of the particulars required to be entered in the register relating to every dancing instructor, dancing partner and to other persons employed on the premises.
Minimum age for employees	113. No person under the age of 18 years shall be employed in the premises.
Minimum age for person present in the premises	113A. No person under the age of 16 years shall be permitted to be present, at any time during which the licensee may, under and in accordance with his licence, allow the premises to be used for instruction in dancing, in any part of the premises available to persons resorting thereto for the purpose of receiving instruction in dancing.
Sleeping on premises	114. No person other than the licensee, members of his family, his agent, or watchman shall sleep or be permitted to sleep on the licensed premises.
Exclusion of public	115. Except during the hours prescribed in the conditions of the licence, no instruction in dancing shall be given and the public shall be excluded from the premises.
Sale or consumption of liquors	117. No intoxicating liquors shall be sold or consumed in the premises, except under and in accordance with the terms of a valid licence in that behalf granted in respect of such premises.
Good order in premises	118. Every person licensed to keep a dancing school shall maintain good order in the premises and shall not suffer or permit therein- <ul style="list-style-type: none"><li>(a) any profanity or impropriety of language;</li><li>(b) any indecency of dress, dance or gesture;</li><li>(c) any drunkenness or other disorderly conduct;</li><li>(d) any unlawful game; or</li><li>(e) any persons of notoriously bad character to assemble and meet together.</li></ul>
Prohibition of partitions and screens	118A. The licensee shall not erect, place or have any partition or screen in any part of the premises available to persons resorting thereto for instruction in dancing.

**Extracts from Miscellaneous Licences Regulations**  
**Chapter 114A, Laws of Hong Kong**

**PART XI**  
**DANCING SCHOOLS**

- Requirements as to seating      118B.      The seating facilities in the premises shall be by means of separate chairs (each such chair designed to accommodate one person only) and shall, at all times when the premises are open for the purpose of instruction in dancing, be so arranged as to ensure –
- (a) that any person sitting in any chair has an unobstructed view of the whole of the dancing area; and
  - (b) that no chair is obstructed by any pillar, plant or other thing (whether similar or not) calculated to, or having the effect of, segregating any person using that chair from the full sight of any other person present.
- Prohibition against entering cocklofts      118C.      (1) No person shall be permitted to enter any cockloft in the premises at any time during which the licensee may, under and in accordance with his licence, allow the premises to be used for instruction in dancing.
- (2) Nothing in paragraph (1) shall be taken to prohibit the licensee himself from entering any such cockloft.
- Lighting      119.      (1) The premises shall at all times when open for the purpose of instruction in dancing, except between the hours of 8 a.m. and 6 p.m., be lighted throughout by gas or electricity from the mains of a public utility company, the lighting shall be controlled by switches, no lamp shall be connected to a switch or other device by which the light therefrom may be dimmed, and, except by and in accordance with the special permission of the licensing authority, no candle, oil lamp or other form of illumination shall be used therein.
- (2) On the issue or renewal of any dancing school licence the licensing authority may specify, by endorsement thereon –
- (a) the minimum number of lamps required to be alight on the premises at all times when the premises are, under paragraph (1), required to be lighted;
  - (b) the minimum wattage of each such lamp;
  - (c) the siting of each such lamp;
  - (d) the colour of the bulb of, and the colour and type of the shade which may be used in connexion with, each such lamp; and
  - (e) such period of grace (if any) as the licensing authority may consider necessary for the purpose of enabling compliance with any endorsement made as aforesaid;

**Extracts from Miscellaneous Licences Regulations  
Chapter 114A, Laws of Hong Kong**

**PART XI  
DANCING SCHOOLS**

119(2) (Cont'd)...

and where any such endorsement has been made on a licence in accordance with the foregoing provisions of this paragraph, then, subject to the provisions of paragraph (3) and the decision of the Chief Executive in Council on any appeal thereunder against such endorsement, the lighting on the premises shall comply therewith at all times when the premises are, under paragraph (1), required to be lighted:

Provided that where any period of grace has been granted in respect of any endorsement, non-compliance therewith during such period shall not constitute a contravention of this paragraph.

(3) Where the licensee is aggrieved by any endorsement made on his licence pursuant to paragraph (2) or by the failure to grant a period of grace in respect of any endorsement, he may appeal by way of petition against such endorsement or such failure to the Chief Executive in Council, and in the event of such an appeal –

- (a) the provisions of regulation 8 shall apply in respect thereof;
- (b) the Chief Executive in Council may cancel or vary the endorsement appealed against, or grant a period of grace where the failure of the licensing authority to grant such a period is the subject of the appeal;
- (c) written notice of the decision of the Chief Executive in Council shall be given to the licensee;
- (d) pending the giving of written notice to the licensee as aforesaid, the endorsement appealed against, or, where the appeal is against the failure of the licensing authority to grant any or a sufficient period grace in respect of any endorsement, that endorsement, shall have no effect, and the period of grace (if any) applicable in respect of any such endorsement as aforesaid, whether granted by the licensing authority or the Chief Executive in Council, shall not commence or be deemed to have commenced to run until the giving of such written notification to the licensee.

Removal of fire danger	120. The licensing authority may require the removal of, and the licensee shall immediately remove, anything in the premises which in the opinion of the licensing authority is a fire danger.
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Fire appliances and escape	121. (1) Every person licensed to keep a dancing school shall provide and maintain on the premises to the satisfaction of the Director of Fire Services -
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**Extracts from Miscellaneous Licences Regulations  
Chapter 114A, Laws of Hong Kong**

**PART XI  
DANCING SCHOOLS**

121 (Cont'd)...

- (a) fire appliances adequate for the protection of the premises, at all times free from obstruction and ready for use;
- (b) (Repealed L.N. 391 of 1984)
- (c) an adequate shade or guard for every lamp and fire; and
- (d) fire resisting screens, shutters, curtains or other adequate means of fire protection for every window or opening which adjoins any place or premises where any inflammable substance is kept or stored.

(2) Every person licensed to keep a dancing school shall provide and maintain on the premises to the satisfaction of the Building Authority adequate means of escape in case of fire for all persons from every part of the premises.

(3) Every person licensed to keep a dancing school shall at all times keep free from obstruction and ready for use every means of escape provided by him under paragraph (2).

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| Exits and doors                        | 122. Every door and barrier on the premises must open outwards, and every exit shall be plainly indicated in 170-millimetre letters and Chinese characters by a fixed lighted sign of a nature and in a position approved by the Director of Fire Services.  |
| Gangways and staircases                | 123. Every gangway, passage and staircase for the exit of the public shall be kept entirely free from obstruction, whether permanent or temporary, and no person shall be permitted to loiter therein.   |
| Corridors not to be used as cloakrooms | 124. No corridor shall be used as a cloakroom, and no pegs for hanging hats or cloaks shall be allowed therein.  |
| Latrines                               | 125. Every person licensed to keep a dancing school shall provide and shall maintain in a clean and wholesome condition on the premises adequate latrine, urinal or water-closet accommodation to the satisfaction of the Director of Food and Environmental Hygiene.                                    |
| Hygiene                                | 126. Every person licensed to keep a dancing school shall provide adequate measures for ventilating, cleansing and otherwise securing hygienic conditions in the premises and shall maintain the premises in a hygienic condition to the satisfaction of the Director of Food and Environmental Hygiene. |

**Extracts from Miscellaneous Licences Regulations  
Chapter 114A, Laws of Hong Kong**

**PART XI  
DANCING SCHOOLS**

Entry and inspection      127.      Every person holding a licence under this Part shall at all reasonable times permit any police officer not under the rank of inspector and any person authorized in writing by the licensing authority to enter and inspect the licensed premises and the entries in any records kept in connexion therewith.

Conditions      128.      (1) Every person holding a licence to keep a dancing school shall observe the following conditions, namely –

- (a) that except with the written permission of the licensing authority endorsed on the licence, the licensee shall not transfer, lend or hire his licence to any person;
- (b) that the licensee shall not allow the premises to be used for instruction in dancing between the hours of 2 a.m. and 8 a.m. daily;
- (c) that except with the written permission of the licensing authority endorsed on the licence, the licensee shall not employ a greater number of instructors and dancing partners than the number endorsed on the licence;
- (d) that where the dancing school is situated on a floor, other than the lowest floor, of a building designed for domestic purposes, the licensee shall not permit to be present on the premises at any time when the premises are open for instruction in dancing, a greater number of persons, including instructors and dancing partners, than one person for every square metre of the area which is available for the purposes of instruction.

And such special conditions as the licensing authority may impose.

(2) Every condition specified in or imposed under paragraph (1) shall be endorsed on the licence.

## **II. Important Note and Notes for Provision of Personal Data**

### **Application for Public Dance Hall or Dancing School Licence**

#### **Important Note**

For the licence to be issued under Cap. 114, 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.

#### **Purposes of Collection of Personal Data**

The personal data provided by you or the solicitors/ agency on your behalf to the OLA in connection with your application for public dance hall/dancing school licence under the Miscellaneous Licences Ordinance (Cap. 114) will be used for the following purposes:

- (a) to facilitate assessment of your application for the grant of the licence;
- (b) to facilitate enforcement of the laws, regulations or conditions in respect of the licence; and
- (c) to facilitate communication between Government and yourself on your application and other relevant licensing matters.

The form must be completed in full. If you do not provide sufficient information, OLA may not be able to process your application.

#### **Transfer of Personal Data**

2. The personal data you provide may be transferred to other Government departments for the purposes mentioned in paragraph 1 above.

#### **Correction of and Access to Personal Data**

3. For correction of or access to personal data given by you in the application, please contact Licensing Officer (Miscellaneous)<sup>1</sup> of the OLA at 2117 2977.

This form should be submitted to Unit 2503-05, 25<sup>th</sup> Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order. You can also submit your application via the electronic submission channel at (<https://eform.one.gov.hk/form/had104/en/>).

Application No. ....

**MISCELLANEOUS LICENCES ORDINANCE & REGULATIONS**  
**Chapter 114, Laws of Hong Kong**

**To the public officer appointed by the Secretary for Home and Youth Affairs**

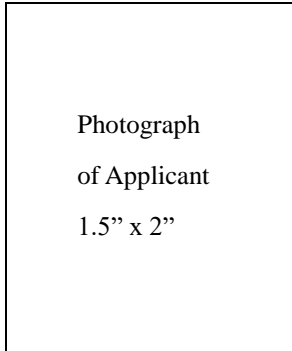
**APPLICATION FOR PUBLIC DANCE HALL/DANCING SCHOOL LICENCE**

(To be submitted in DUPLICATE together with FOUR layout plans of the proposed premises)

**BEFORE** completing this application **READ** the **NOTE** below.

**Section A - Particulars of Applicant**

1. Name of Applicant: English: .....  
(Surname) (First Name)  
Chinese: ..... Title: Mr/Miss/Mrs
2. Sex: Male/Female      3. Age: .....      4. Date of Birth : .....
5. Place of Birth: .....      6. Nationality: .....
7. Occupation: .....
8. H.K. Identity Card/Passport Number: .....
9. Commercial Code Number: .....
10. Residential Address: .....
11. Office Address: .....
12. Telephone Numbers: Home ..... Office .....
13. Have you ever been convicted of an offence? Yes/No  
If 'yes', give details of date(s) of conviction, offence(s) and penalty: .....
14. Are you holding other licences issued by the Commissioner of Police or the public officer appointed by the Secretary for Home and Youth Affairs? Yes/No  
If 'yes', state the type of licences and the issuing authority: .....
15. Have you applied to the Commissioner of Police or the public officer appointed by the Secretary for Home and Youth Affairs for other licences before? Yes/No  
If 'yes', state types of licences and the date of application: .....
16. Do you have any experience in operating the type of business or working at premises for which a Public Dance Hall/Dancing School Licence is required? Yes/No  
If 'yes', state your experience in detail: .....



- 17. Do you know the regulations and conditions relating to the Public Dance Hall/Dancing School Licence? Yes/No
- 18. Will you abide by these conditions and regulations if a licence is granted to you: Yes/No
- 19. Will you invite partners to operate the proposed public dance hall/dancing school? Yes/No

If 'yes', state the particulars of your partners:

	Name	I/D Card No.	Address	Telephone No.
(i)	.....	.....	.....	.....
(ii)	.....	.....	.....	.....
(iii)	.....	.....	.....	.....
(iv)	.....	.....	.....	.....

- 20. Approximately how much capital you and your partners intend to invest in the proposed public dance hall/dancing school?  
.....

**Section B - Particulars of the proposed Premises**

- 1. Location of Premises: .....
- 2. Name of Establishment: .....
- 3. Approved use of premises: domestic/non-domestic
- 4. Total floor area of premises: ..... Square feet
- 5. Total unobstructed dancing area: ..... square feet
- 6. Total number of exit routes and staircases provided for the premises .....
- 7. Do you know the floor loading of the premises? Yes/No  
If 'yes', state the loading: ..... lbs. per sq.ft.
- 8. Are you the owner, tenant or sub-tenant of the premises? Owner/Tenant/Sub-tenant
- 9. Are the plans submitted together with this application prepared by an Authorized Architect? Yes/No
- 10. If you are the tenant or sub-tenant, is the owner aware of the proposed use of the premises? Yes/No

I certify that the information supplied by me in this application is to the best of my knowledge and belief, both true and correct.

Date: .....

Signature of Applicant: .....

**Note:**

- 1. You are advised to refer to the Miscellaneous Licences Ordinance and Regulations, Cap. 114, Laws of Hong Kong.
- 2. This application should be submitted together with 4 copies of layout plans of the proposed premises and the plans should be drawn to scale to indicate:
  - (a) the dancing floor area;
  - (b) the seating arrangement;
  - (c) the sanitary facilities and
  - (d) the fire exit doors, routes and staircases of the proposes premises.

Duly completed forms and supporting documents can be submitted to the Office of the Licensing Authority of Home Affairs Department **either by mail or in person**. For application by post, please **affix sufficient stamp** to ensure delivery in order. As we require original application forms which bear the personal signature of the applicant, application by fax is not accepted.

- 3. You are warned that any material falsification or omission of information may result in the refusal by the public officer appointed by the Secretary for Home and Youth Affairs to grant a licence.
- 4. For the licence to be issued under Cap. 114, the applicant shall ensure that no act or activity on the licensed premises may constitute or is likely to cause occurrence of an offence endangering national security under the National Security Law or other laws of the Hong Kong Special Administrative Region.



5. You are strongly advised not to make any alterations to the premises or any arrangements involving financial commitment before your application is approved in principle.
6. If the public officer appointed by the Secretary for Home and Youth Affairs decides to grant a licence, a fee of HK\$4,300 (Public Dance Hall Licence)/HK\$1,500 (Dancing School Licence) will be payable to the Government of the Hong Kong Special Administrative Region upon such grant. There is no other fee required. No payment should be made now in respect of your application. If your application is approved, OLA will inform you by letter about payment of licence fee.

**【Please attach this form together with your licence application forms for processing.】**

**To : Commissioner of Police**

**(Through the Office of the Licensing Authority, Home Affairs Department)**

**Application for Public Dance Hall / Dancing School Licence**

I hereby authorize the Commissioner of Police to release full particulars of my criminal convictions (if any) to the public officer appointed by Secretary for Home and Youth Affairs and Home Affairs Department.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

HKID Card / Passport No.: \_\_\_\_\_

Date : \_\_\_\_\_

**【Please attach this form together with your licence application forms for processing.】**

**Contact Details of Applicant**

**Applicant (Please attach 2 copies of HKID Card/Passport)**

Name of Applicant : Mr./Mrs./Miss/Ms. * :	_____
Name in Chinese :	_____
Office Address :	_____ _____
Home Telephone No. :	_____
Office Telephone No. :	_____
Fax No. :	_____
Mobile Phone No. :	_____
Email address	_____

**Notes :**

1. The personal data provided above will be used for facilitating communication between Government and the applicant on the above application and other relevant licensing matters. Please complete the form in full. Otherwise, we may not be able to contact you.
2. The personal data you provide may be transferred to other Government departments for the purposes mentioned above.
3. For correction of or access to personal data given by you in this form, please contact Licensing Officer (Miscellaneous)1 of the Office of the Licensing Authority, Home Affairs Department at 2117 2977.

\* Please delete whichever is inapplicable.