

Hotel and Guesthouse Accommodation Ordinance, Cap 349
旅館業條例 (第 349 章)

賓館牌照事宜簡介會

Forum on Matters Related to Guesthouse Licence

Office of the Licensing Authority, Home Affairs Department
民政事務總署牌照事務處
23, 24 & 25 September 2009

Outlines 簡介會大綱

- **Condition: Display of guesthouse logos**
發牌條件: 展示賓館標誌應注意事項
- **OLA's Website**
牌照事務處網頁
- **Enforcement policy against the shadow/unlicensed guesthouses**
對無牌/影子旅館的執法行動
- **Timeous submission of Renewal application**
按時提出牌照續期申請
- **Criteria for application of multi-years licence**
申請多年期牌照的條件
- **New fire safety requirement**
新增消防安全要求

Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Display of guesthouse logos

展示賓館標誌

- The new guesthouse logos will be issued by the Hotel and Guesthouse Accommodation Authority (the Authority) free of charge to all guesthouse licence holders.

新賓館標誌會由旅館業監督(監督)免費簽發予賓館持牌人。

Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Display of guesthouse logos


展示賓館標誌

- The logos issued by the Authority must be displayed at all times in each of the prominent places of the guesthouse.
持牌人必須時刻在賓館當眼位置展示由監督簽發的賓館標誌。
- The prominent places mean **the main entrance** as well as **the door of each of the rooms of the guesthouse.**
當眼位置指**賓館的正門入口**及**賓館內每所房間的房門**。

Guesthouse Logos 賓館標誌

H/9000 G 001250


持牌賓館
Licensed Guesthouse

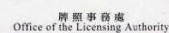


有效期至: 30/09/2010 房間數目: 6
Valid until: 30/09/2010 No. of Rooms: 6

名稱: ABC 賓館 ←
Name: ABC GUESTHOUSE

地址: 香港北角大角街大吉大廈 2 字樓 A 座 1-2 室
Address: Flat 1-2, Block A, 2/F., Tai Kut Building,
3 Tai Lei Street, North Point, Hong Kong.

 民政事務總署
Home Affairs Department

 牌照事務處
Office of the Licensing Authority

Main entrance 賓館的正門入口

The logo must be displayed **at the main entrance of the guesthouse** at all times.

持牌人必須把賓館標誌貼於**賓館的正門入口**。

Name	名稱
Address	地址
Validity date	牌照有效期
No. of Rooms	房間數目

Guesthouse Logos 賓館標誌

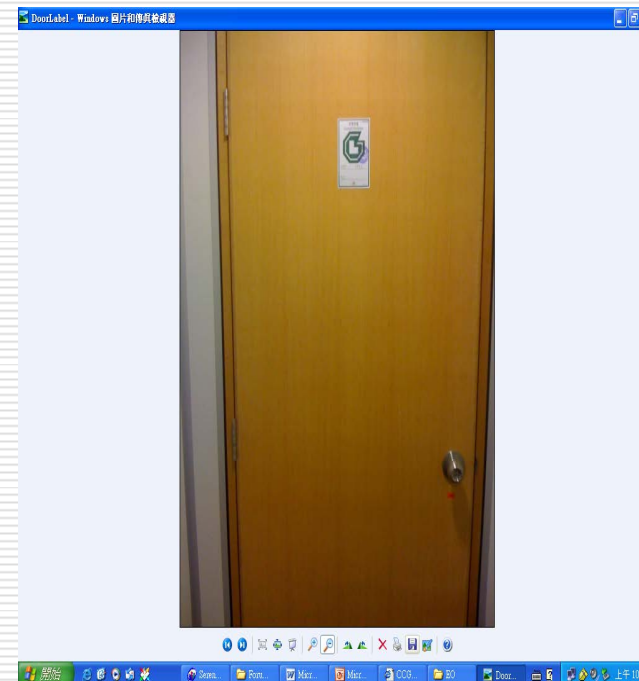
Guestroom Door 賓館房間的房門



The logo must be displayed on **the door of each of the rooms of the guesthouse** at all times.

持牌人必須把賓館標誌貼於**賓館內每所房間的房門**。

Address	地址
Validity date	牌照有效期
No. of Rooms	房間數目



Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Proof of Compliance

證明符合發牌條件

- Within 28 calendar days from the date of the logos issued by the Authority, the licence holder is required to submit a photo record to the Authority as a proof of compliance with the condition.

為證明已遵守有關展示標誌的發牌條件，持牌人必須在賓館標誌發出日期起計28天內向監督呈交有關的相片記錄。

Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Consequence of breach

違反發牌條件的執法行動

- If there is any evidence to show that the licence holder fails to comply with the condition, prosecution action will be taken.
若有證據證明持牌人違反上述發牌條件，有關人士將會被檢控。

Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Consequence of breach

違反發牌條件的執法行動

- Under section 21 of the Hotel and Guesthouse Accommodation Ordinance (the Ordinance), any person who contravenes any condition of a licence will commit an offence and is liable on conviction to a fine of \$100,000 and to imprisonment for two years and to a fine of \$10,000 for each day during which the offence continues.

根據《旅館業條例》(條例) 第21條，持牌人違反發牌條件，即屬違法，一經定罪，可處罰款\$100,000及監禁2年，並可就罪行持續期間的每一天另處罰款\$10,000。

Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Consequence of breach

違反發牌條件的執法行動

- Under section 10 of the Ordinance, the Authority may consider taking action against the licence holder to cancel, suspend or refuse to renew the licence concerned on the ground that a condition has not been or is not being complied with.

監督亦可根據條例第10條，以“就該旅館發出的牌照的持有人，曾經或正在違反有關牌照指明的條件”的原因，撤銷或暫時吊銷有關的牌照，或拒絕把該牌照續期。

Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Replacement of Logo

補領/更換賓館標誌

- For replacement of the logo due to damage or amendment of information in the logo, the licence holder must return the existing logo to the OLA for cancellation.

因損毀/更改標誌上的資料而補領/更換賓館標誌，持牌人必須把現有賓館標誌交還牌照事務處註銷。

Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Replacement of Logo

補領／更換賓館標誌

- Request for replacement of the logo due to loss will be entertained if the licence holder produces a lost property report from the Police.

你必須向監督提交警方的失物報告，否則賓館標誌一般不會因遺失而補發。

Condition: Display of Guesthouse Logos

發牌條件：展示賓館標誌應注意事項

Licence Renewal

牌照續期

- The logos will be issued to the licence holder upon issue of the renewed licence. The existing logos are not required to return for cancellation.

賓館標誌會與續期牌照一併簽發予持牌人。現有賓館標誌無需交還牌照事務處註銷。

Condition: Display of Guesthouse Logo

發牌條件：展示賓館標誌應注意事項

Licence Transfer

牌照轉讓

- If information in the logo is required to amend, the licence holder must return the existing logo to the OLA for cancellation. A new logo will be issued to the transferee.

如需更改標誌上的資料，持牌人必須把現有賓館標誌交還牌照事務處註銷。新的賓館標誌會簽發予承讓人。

OLA's Website - www.hadla.gov.hk

牌照事務處網頁

Searching for Licensed Guesthouses

搜尋持牌賓館

- Existing website 現有網站
Search by (1) Guesthouse Name, (2) District and (3) No. of Rooms
用(1)賓館名稱、(2)地區和(3)房間數目來搜尋持牌賓館
- Improved website 改進後的網站
 - Additional Search - Search by Guesthouse Address
新增搜尋 - 用賓館地址來搜尋持牌賓館
 - Printing a list of Licensed Guesthouses in a building
列印某一座大廈內的持牌賓館名單

Enforcement Action against the shadow/unlicensed guesthouse

對影子／無牌旅館的執法行動

- Under section 21(3)(d) of the Ordinance, any person who on any occasion operates, keeps, manages or otherwise has control of a hotel or a guesthouse in respect of which a licence has been issued in any premises other than the premises indicated in the licence so issued would commit an offence and is liable on conviction to a fine of \$100,000 and to imprisonment for two years and to a fine of \$10,000 for each day during which the offence continues.

根據條例第21(3)(d)條，任何人在牌照顯示的處所以外的處所內經營、開設、管理或以其他方式控制該旅館，即屬犯罪。一經定罪，可處罰款\$100,000及監禁2年，並可就罪行持續期間的每一天另處罰款\$10,000。

Enforcement Action against the shadow/unlicensed guesthouse

對影子／無牌旅館的執法行動

- Under section 5 of the Ordinance, any person who on any occasion operates, keeps, manages or otherwise has control of a hotel or a guesthouse without a valid licence would commit an offence and is liable on conviction to a fine of \$200,000 and to imprisonment for 2 years and to a fine of \$20,000 for each day during which the offence continues.

根據條例第5條，任何人沒有領取有效旅館牌照，經營、開設、管理或以其他方式控制旅館，即屬犯罪，一經定罪，可處罰款\$200,000及監禁2年，並可就罪行持續期間的每一天另處罰款\$20,000。

Enforcement Action against the shadow/unlicensed guesthouse

對影子／無牌旅館的執法行動

- Direct prosecution will be taken against the responsible person who contravenes the provisions of the Ordinance without prior warning.

牌照事務處會對違反上述條例的人士提出即時檢控，而不會預先予以警告。

Timeous Submission of Renewal

Application 按時提出牌照續期申請

- Always submit renewal application, together with the required documents, according to section 9(1) of Ordinance, i.e. not less than 3 months before the expiration of the licence so that the licence can remain in effect under section 9(5) of the Ordinance.

續期申請必須根據條例第9(1)條的規定，於牌照的有效期屆滿前的3個月以前提出，並附上必須的文件，以確保有關牌照能根據條例第9(5)條持續生效。

Timeous Submission of Renewal

Application 按時提出牌照續期申請

- If the application is not made under section 9(1) of the Ordinance and the guesthouse still operates after expiry of the licence, direct prosecution will be instituted against such illegal operation.

若續牌申請不是根據條例第9(1)條的規定提交而有關賓館於牌照有效期後仍繼續經營，牌照事務處會就其非法經營作出檢控。

- Renewal application submitted after the expiry of a licence will not be processed.

於牌照的有效期過後提出的續期申請將不獲處理。

Criteria for application of multi-years licence in respect of guesthouse

申請多年期牌照的條件

- A licence with a validity period of more than 12 months will only be issued to establishments which have good records of compliance with the building and fire safety standards.

只有那些在消防和樓宇安全標準方面保持良好記錄的處所，才能獲當局簽發有效期超過12個月的牌照。

Criteria for application of multi-years licence in respect of guesthouse

申請多年期牌照的條件

Submit the following certificates every year :

每年應呈交以下證書:-

- Valid Certificate of Fire Service Installations and Equipment (FS251)
有效消防裝置及設備證書(FS251)
- Valid Annual Inspection Certificate in the ventilating system(s), where damper, filter and precipitator are present.
凡設有防火閘 / 過濾器 / 聚塵器的通風系統，則須呈交有效通風系統年檢證書

Criteria for application of multi-years licence in respect of guesthouse

申請多年期牌照的條件

**Submit the following certificates every
five years:**

每五年應呈交以下證書:-

- Valid “Work Completion Certificate-Form WR1” or “Periodic Test Certificate-Form WR2”
有效電力完工證明書 – 表格WR1或 電力規例完工證書 – 表格WR2

Criteria for application of multi-years licence in respect of guesthouse

申請多年期牌照的條件

Refusal Grounds 拒絕理由

Examples for the guesthouse without good record

沒有良好記錄的例子

- Change of layout or alteration found without approval
發現未經批准的裝修或改動工程
- Conditions were not complied with
未能符合發牌條件
- Irregularities found and warning letter issued
發現違規事項及發出警告信

New fire safety requirement

新增消防安全要求

- The installation of smoke detector with integrated sounder base shall comply with the Fire Services Department Circular Letter No. 2/2009.

安裝配有專用聲響警報基座的煙霧偵測器須符合消防處通函第 2/2009 號的有關規定。

- Effective date: 1st September 2009

生效日期：2009年9月1日

New fire safety requirement

新增消防安全要求

- Smoke detectors provided in all guestrooms only shall be integrated proprietary made sounder bases.

只須在旅館客房內裝設的煙霧偵測器配置專用的聲響警報基座。

New fire safety requirement

新增消防安全要求

Reasons for installation

安裝的理由

- To provide better fire protection for guest
提高客人的消防安全
- To give a local signal to alert the occupant of the room
where the detector is installed
能向房內的客人直接發出警報

New fire safety requirement

新增消防安全要求

Apply for

適用於

- Major renovation of existing guesthouse
大型的裝修改動
- New application after 1.9.2009
2009年9月1日之後的新申請

Enquiry 查詢

Office of the Licensing Authority,
Home Affairs Department
民政事務總署牌照事務處

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Fax 傳真 : 2894 8343

E-mail 電郵 : hadlaeng@had.gov.hk

Address 地址 : 14/F, Cornwall House, Taikoo Place,
979 King's Road, Quarry Bay, Hong Kong.
香港鰂魚涌英皇道979號太古坊康和大廈14字樓

Report on Unlicensed Guesthouse

舉報無牌經營賓館

Office of the Licensing Authority,
Home Affairs Department
民政事務總署牌照事務處

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