

**Business Facilitation Advisory Committee  
Task Force on Business Liaison Groups**

*Measures to facilitate licence application for purpose-built hotels*

**Background**

According to the Hotel and Guesthouse Accommodation Ordinance, it is necessary to obtain a hotel licence issued by the Office of the Licensing Authority (OLA) of the Home Affairs Department (HAD) for the operation of a hotel. Currently, the licence application process for a newly constructed purpose-built hotel will commence after the Occupation Permit (OP) is issued by the Buildings Department (BD).

**Trade's Concern**

2. The hotel trade enquired that to expedite the licensing process, whether it is feasible to advance the licence application process.

**Administration's Response**

3. In response, the HAD has formulated several business facilitation measures with a view to facilitating early planning of licence application and avoiding subsequent rectification works -

- (a) ***Wider promulgation of hotel licensing requirements:*** OLA will work with BD to bring the early attention of hotel developers and their Authorized Persons (APs) to plan ahead of the proposed hotel building in meeting the licensing requirements by providing hyperlinks to hotel licensing information on the relevant Practice Note posted on BD's website;
- (b) ***Encourage early incorporation of hotel licensing requirements:*** When commenting building plans for hotels, OLA will encourage APs to liaise with hotel operators for early incorporation of hotel licensing requirements as much as possible so that the developer, in liaison with the appointed hotel operator, can consider starting

planning for hotel licensing at the plan submission stage. This will allow early preparation for hotel licensing and better co-ordination and planning of related works with a view to shortening the lead time required for obtaining the hotel licence; and

- (c) ***Provide pre-submission enquiry service:*** OLA will provide pre-submission enquiry service to the AP appointed by developer and/or consultant appointed by hotel operator before the issue of OP. OLA will offer advice to pre-submission enquiry on specific hotel licensing issues / requirements which will facilitate planning of works well before submission of hotel licence application.

4. OLA will put in place these measures progressively from Q3 of 2018 with a view to implementing them fully within 2018-19. It is expected that with these measures, the lead time for obtaining a hotel licence for purpose-built hotels can be shortened from weeks to months, depending on the project complexity.

### **Way Forward**

5. Members are invited to note the content of the paper and offer comment, if any.

Home Affairs Department  
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