



Police Licensing Office

Chief Inspector of Police

LAI Ko-yin, Bruce



Temporary Liquor Licence

- Cap.109B Dutiable Commodities (Liquor) Regulations;
- The Commissioner of Police may grant the licence for the retail sale of liquors at any public entertainment or on any public occasion;
- A liquor licence or a temporary liquor licence is required for the sale of liquor—
 - (a) at any premises for consumption on those premises; or
 - (b) at a place of public entertainment or a public occasion for consumption at the place or occasion.

(where a fee or admission fee is charged, and / or there is sales of liquor for consumption thereat)

- No liquor shall be supplied at any premises used by any club for the purposes of the club to any member of the club except under and in accordance with a club liquor licence.



Temporary Liquor Licence

- Application requirements:

- ① Applicant is already in possession of a full liquor licence;
- ② Application should be made 12 working days in advance before the start of the event;
- ③ A prescribed fee for the licence is HK\$585 per day of the event;
- ④ Application can be submitted to the Licence Office in person, by mail or online;
- ⑤ If Applicant cannot be present during the whole event, an appointed representative should be delegated and present at the event being responsible for maintaining good order.



Temporary Liquor Licence

- Application Documents:

- ① A completed 'Authorisation' form(s) signed by the representative;
- ② Copy of a valid Liquor / Club Liquor Licence;
- ③ Signed copies of identity documents of the applicant and appointed representative;
- ④ Letter of Agreement signed by the organiser;
- ⑤ Details of event rundown and venue layout plan.



Temporary Liquor Licence – Online Application



Hong Kong Police Force
The Government of the Hong Kong
Special Administrative Region

繁 簡 Text Size ↻ 🔍

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Centre



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Request for
Information



FAQs

- Licences e-Service
- General Enquiries
- Compliments on Police Officers

- Complaints Against Police
- Certificate of No Criminal Conviction
- Sexual Conviction Record Check

- Data Access Request for Criminal Conviction Data (CCD)
- JPC and SPC Online Portal

book



Temporary Liquor Licence – Online Application



Licensing E-service

Hong Kong Police Force

Application for a Temporary Liquor Licence

Major Steps

Step 1 :

Notes for Applicants

Step 2 :

Enter Application Details

Step 3 :

Preview and Submit

Required Items



Printer

For printing the form



Adobe Acrobat Reader

For printing/saving the form in PDF format

[Download](#)

Web Browser Requirement

Chrome: Version 67 or above, Firefox: Version 60.9 or above, Edge: Version 44 or above, Safari : Version 13 or above

Authentication



Please enter the code



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Sound

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Temporary Liquor Licence – Online Application



Step 1

Notes for Applicants

Step 2

Enter Application Details

Step 3

Preview and Submit

Application for a Temporary Liquor Licence

- Provision of Personal Data -

Required Documents for Application

1. Copy of the valid Liquor/Club Liquor Licence
2. Signed copies of identity documents of the applicant and appointed representative(s) (if any):
Only copies of the photo-bearing side of the identity documents of the applicant and appointed representative(s) should be provided and each person should sign next to the copy of his/her respective identity document. (You are recommended to attach a maximum of eight copies of identity document within one page of an A4 paper so that images can be shown clearly. Please move the mouse cursor to the question mark on the right to see a sample.)
Sample ?
3. Signed 'Authorisation' form:
If you appoint representative(s) for the event, please upload the duly completed and signed 'Authorisation' form on Part IV(iii) of this online application form.
([Click here](#) to download the form or obtain a copy from a nearby police station.)
4. Signed letter of agreement from the organiser:
If you apply for the licence on behalf of a company/organisation, please upload the duly completed and signed letter of agreement from the organiser on Part IV(iv) of this online application form.
([Click here](#) to download the sample or obtain a copy from a nearby police station.)
5. Event floor plan

Licence Fee

HK\$585 per day (Payment to be made upon approval of the licence)

Purpose of Collection

1. The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of applications/record purpose/record update/all kinds of present and subsequent investigations and related licensing conditions as well as the enforcement for Temporary Liquor Licence under the Dutiable Commodities (Liquor) Regulations, Cap. 109B.
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be

2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.

3. Any material falsification or omission of information may result in the Commissioner of Police's refusal to give approval.

Classes of Transferees

The personal data you provide by means of this form may be disclosed to other government departments and public or private organisations for the purposes mentioned in the above paragraphs.

Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided on this form.

Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Executive Officer (Licensing)
Police Licensing Office
Hong Kong Police Force
12-13/F, Arsenal House
Police Headquarters
1 Arsenal Street
Wan Chai, Hong Kong

Tel: 2860 6527

In accordance with the Dutiable Commodities (Liquor) Regulation, Cap. 109B, applicants should note the following:

1. The applicant must be a holder of a valid Liquor/Club Liquor Licence issued by the Liquor Licensing Board, Food and Environmental Hygiene Department.
2. A copy of the valid Liquor/Club Liquor Licence must be attached to this application.
3. This application should be submitted to the Commissioner of Police at least 12 working days before the commencement of the proposed public entertainment or public occasion.
4. An application for a Temporary Liquor Licence will only be approved for public entertainment or public occasions.
5. In the event that your application is approved you have to comply with the condition that you or your appointed representative(s) (if any) should be present during the event.

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Temporary Liquor Licence – Online Application

Step 1

Notes for Applicants

Step 2

Enter Application Details

Step 3


Preview and Submit

Application for a Temporary Liquor Licence

You may save the typed information by clicking "SAVE" at the bottom of the page and download a temporary file (xml) at your drive, and retrieve the typed information by clicking "UPLOAD" at the bottom of the page and upload the temporary file (xml).

In order to complete form filling, please authorise "iAM Smart" to provide the following personal information:

- English Name
- Chinese Name
- HKID number
- Gender
- Email Address
- Residential address
- Office Number
- Mobile Number

 Personal Data from iAM Smart

iAM Smart
/ Fill in the blanks

More Info

Fields marked with * are mandatory.

Part I. Personal Particulars of Applicant

(The applicant must be a holder of a valid Liquor/Club Liquor Licence issued by the Liquor Licensing Board, Food and Environmental Hygiene Department.)

*First Name	*Last Name	Chinese Name (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Type of Identity Document	*Identity Document No.	
<input type="text" value="Hong Kong Identity Card"/>	<input type="text"/>	
Chinese Commercial Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender		
<input type="text"/>		
*Email Address		
<input type="text"/>		
*Confirm Email Address		
<input type="text"/>		
Contact Tel No. (Office)	*Mobile Phone No.	Fax No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Correspondence Address		
<input type="text"/>		


Remember to fill in correct
and accurate email address.

Result will be sent to the
Applicant's email.



Temporary Liquor Licence – Online Application

 iAM Smart

 English ▾

[< Back to online service](#)

Form-filling via iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App

 Scan QR Code

3. Scan the QR Code



Temporary Liquor Licence – Online Application

Part II. If the applicant cannot be present during the event, please provide personal particulars of the appointed representative.

(In the event that your application is approved you have to comply with the condition that you or your appointed representative should be present during the event.)

Appointed Representative List

Part III. Details of the Proposed Event

*Start Date (yyyy-mm-dd)

*End Date (yyyy-mm-dd)

*Start Time (hh:mm)

*End Time (hh:mm)

Anticipated attendance

Name of organisation holding the event

*Place (please specify the site, e.g. court of a club)

Name and description of the contents of the proposed event

No. of the Places of Public Entertainment Licence issued by the Director of Food and Environmental Hygiene in respect of the event

Part IV. Supplementary Documents

i. *Copy of the valid Liquor/Club Liquor Licence (Supported File Types : Word, PDF, JPEG, TIFF and Excel; File Size Limit : 1MB)

Choose File

ii. *Signed copies of identity documents of the applicant and appointed representative(s) (if any) (Supported File Types : Word, PDF, JPEG, TIFF and Excel; File Size Limit : 10MB)

Only copies of the photo-bearing side of the identity documents of the applicant and appointed representative(s) should be provided and each person should sign next to the copy of his/her respective identity document. (You are recommended to attach a maximum of eight copies of identity document within one page of an A4 paper so that images can be shown clearly. Please move the mouse cursor to the question mark on the right to see a sample.)

Choose File

Sample ?

iii. Signed 'Authorisation' form (Supported File Types : Word, PDF, JPEG, TIFF and Excel; File Size Limit : 1MB)

If you appoint representative(s) for the event, please upload the duly completed and signed 'Authorisation' form on Part IV(iii) of this online application form.

[Click here](#) to download the form or obtain a copy from a nearby police station.

Choose File

1. If the applicant cannot present during the event, remember to delegate an appointed Representative.

2. Details of the event.



Temporary Liquor Licence – Online Application

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Choose File

Sample ?

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[Click here](#) to download the form or obtain a copy from a nearby police station.

Choose File

iv. *Signed letter of agreement from the organiser (Supported File Types : Word, PDF, JPEG, TIFF and Excel; File Size Limit : 1MB)

If you apply for the licence on behalf of a company/organisation, please upload the duly completed and signed letter of agreement from the organiser on Part IV(iv) of this online application form.

[Click here](#) to download the sample or obtain a copy from a nearby police station.

Choose File

v. *Event floor plan (Supported File Types : Word, PDF, JPEG, TIFF and Excel; File Size Limit : 1MB)

Choose File

BACK

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UPLOAD

NEXT

3. Remember to submit the supplementary documents:

- Copy of valid Liquor Licence
- HKID copies of applicant and appointed representative
- Signed 'Authorisation form'
- Signed letter of agreement from the organiser
- Event floor plan



Temporary Liquor Licence – Online Application

Part V. Declaration

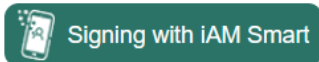
- I certify that the information supplied by me is to the best of my knowledge and belief both true and correct and I undertake to comply with all the licence conditions imposed on the above-mentioned activity.

- I hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to Police Licensing Office, and to obtain information and/or to inquire into any and all my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my licence.



Signature

(You may use your mouse to sign here.)



More Info

Applicant can use 'iAM Smart' digital signage or use mouse to sign the form.



Temporary Liquor Licence – Online Application



Licensing E-service

Hong Kong Police Force

The application has been successfully submitted.

Reference number: **A11120231109144450**

Remember to mark down
the reference number!

Thank you for using Police Licensing Office's "Licensing E-Service". Please rate the following items of the online service you used just now:

- 1. User-friendliness
- 2. Clarity of Instructions
- 3. Overall Satisfaction

SUBMIT

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Temporary Liquor Licence – Online Payment



Licensing E-service

Hong Kong Police Force

Online Application

- Arms Licensing
- Massage Establishments Licence
- Playing Musical Instrument Permit
- Pawnbrokers Licence
- Temporary Liquor Licence
- Lion/Dragon/Unicorn Dance Permit
- Security Personnel Permit
- Societies Registration

Online Payment

- Online Payment
- Online Payment

Online Enquiry

- Online Enquiry

Email will be sent to Applicant if the application is approved. Applicant can select online payment.



Temporary Liquor Licence – Online Payment

Major Steps

Step 1 :

Enter Application Details

Step 2 :

Select Payment Method

Required Items



Printer

For printing the form



Adobe Acrobat Reader

For printing/saving the form in PDF format

[Download](#)

Web Browser Requirement

Chrome: Version 67 or above, Firefox: Version 60.9 or above, Edge: Version 44 or above, Safari : Version 13 or above

Authentication



Please enter the code

Enter the authentication code.



Temporary Liquor Licence – Online Payment



Licensing E-service

Hong Kong Police Force

Step 1

Enter Application Details



Step 2

Select Payment Method

Online Payment

Fields marked with * are mandatory.

Application Details

*Application Reference No.

*First 4 letters/digits of the Applicant's Identity Document No.

*First Name of Applicant


*Last Name of Applicant

RESET

NEXT



Temporary Liquor Licence – Online Payment






**Licensing E-service**
Hong Kong Police Force

Eng 繁 简 A- | A | A+

Step 1 Enter Application Details ▶ **Step 2** Select Payment Method

Type of Licence/Permit Application : Pawnbrokers Licence

*Payment Method



Payment Amount

HKD
5070

1. After clicking the "PAY" button, please **DO NOT** leave this e-service until the acknowledgement page is loaded, otherwise your transaction may not be successful and your application cannot be processed.
2. Merchant Name is applicable to credit card payment method only.
3. "PPS Shop&Buy Service" ("PPS") does not support payment via browsers of mobile devices (including mobile phones and tablets) at the moment. If you wish to pay by PPS, please use desktop computer.
4. Under exceptional conditions, a refund may need to be arranged. If the payment is made by credit card, the refund will normally be made to the credit card account that is used for the payment.
5. The online payment systems of the banks for collecting credit card payments for the government may be slow in response intermittently. Some users may load an error page or have to wait for several minutes before they get a response from the credit card payment gateway. The banks and the contractors of their online payment systems will investigate the problem and the service will be resumed as soon as possible. If you experience such a problem, please wait a moment and retry, or use other available payment methods instead. We apologise for any inconvenience caused.
6. To enhance security for online transactions, JCB, Mastercard and Visa have designed "JCB J/Secure", "Mastercard SecureCode" and "Verified by Visa" respectively for identity authentication. Different credit card issuers may have implemented different mechanisms to authenticate the cardholder's identity during online payment. Please note that the identity authentication page of some card issuers for entering of personal details may be in English only. If you want to learn more about the services of "JCB J/Secure", "Mastercard SecureCode" and "Verified by Visa", you may contact your card issuer.

PAY

Available Payment Methods:

- JCB
- Mastercard
- Visa Card
- UnionPay
- PPS



Temporary Liquor Licence – Online Payment



Licensing E-service

Hong Kong Police Force

Online Payment

Your payment has been received.

Type of Licence/Permit Application: Temporary Liquor Licence
Application Reference No. : A12320220120112002
Transaction Reference No. : 20231109143345519
Transaction Date and Time : 2023-11-09 14:35:54
Merchant Name : Police Licensing Office E-service
Payment Method : JCB
Payment Status : Successful
Payment Amount : HKD 500

No payment receipt will be issued for online application for Temporary Liquor Licence by the Licensing Office, Hong Kong Police Force. If you wish to retain your payment records, please print this page.

[PRINT RECEIPT](#)

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Temporary Liquor Licence – Physical Licence / E-Licence

- To collect the valid licence, the Applicant can:
 - ① Personally visit the Police Licence Office;
 - ② Choose to receive the e-licence via email.
(E-licence will be in PDF format.
Each licence has a unique serial number.)

No.005531


DUTIABLE COMMODITIES ORDINANCE
應課稅品條例
CHAPTER 109
第109章
TEMPORARY LIQUOR LICENCE
臨時酒牌

Name of licensee Mr. KO Ho-yue
持牌人姓名
Address of licensee Smart Restaurant - G/F, No. 10 Nathan Road, Tsim Sha Tsui,
持牌人地址 Kowloon

Nature and place of organized public entertainment or public occasion
擬舉辦公眾娛樂活動或公眾場合的地點及類別
"Jazz Music Show",
to be held at MacPherson Stadium, 1/F, 38 Nelson Street, Mong Kok, Kowloon

Period of licence, from 16 September 2019 to 18 September 2019
牌照有效期間：由 16 September 2019 至 18 September 2019
Fee \$ 1,755-
牌照費

Licence is hereby granted to the person, for the period, and at the place specified above to sell intoxicating liquors retail for consumption at the said place subject to the conditions as stated overleaf.
上述人士獲發給臨時酒牌，可在上述規定之期間及地點內零售酒類以供在該處地點飲用，惟必須遵守相關的規條（見背頁）。

Date 2 September 2019
日期： 年 月 日

REF.: L/M (400) in CP LIC 136/21 Pt. 40
有關項目： (CHEUNG Ka-yan)
警務處處長
(蔣嘉欣 代行)

Shroff
收銀員

Pol. 54A



Thank you

