

**Business Liaison Group for Recreational Clubs**  
**Summary of trade's views and Government's responses**  
**July to December 2023**

During the above-mentioned period, the Secretariat, Business Liaison Group for Recreational Clubs received some trade's views on licensing and regulatory matters. The Secretariat has excerpted the trade's views together with the responses of relevant bureaux/departments as follows for the trade's reference:

| No. | Trade's view   | Government responses  |
|-----|--|---|
| 1.  | <p><b>Retrieval of registered plans on online platform by club operators</b><br/>           Trade may need to check specific information from the registered plan (say, capacity of the subject club-house) from time to time for event planning. Due to record loss or other difficulties in record retrieval, trade needs to approach the Home Affairs Department (HAD) by phone or email for the required information. Trade suggests HAD to consider providing an online platform with authentication mechanism so that trades could directly access the registered plan of their club-houses to locate the specific information required.</p> | <ul style="list-style-type: none"> <li>• Under the condition 10 of the Certificate of Compliance (CoC) of club-house, the CoC holder is required to keep the registered plans of the club-house in a safe place and be produced for inspection on demand. If the CoC holder loses his/her records of registered plans, he/she can apply for a copy of the lost records by written request (email or letter). The CoC holder can choose to receive the copy of the plans in soft copy via email (free of charge) or hard copy upon payment of fee (photocopying service charges for A4 size and A3 size of registered plans are \$1.4 and \$1.6 respectively).</li> <li>• The capacity of each club has been specified in the CoC which should be displayed in a conspicuous part of the club.</li> <li>• In view of the licensing condition that the registered plans should be kept by the CoC holder for operation and management of the club-house and that there are only a few applications for a copy of the registered plans from club operators as revealed from past records, the provision of online platform to provide the required information is considered to be not required. In this regard, HAD will carry on with the</li> </ul> |

| <b>No.</b> | <b>Trade's view</b> | <b>Government responses</b>   |
|------------|---------------------|---|
|            |                     | current practice of providing such information via written application. |

**Secretariat, Business Liaison Group for Recreational Clubs  
December 2023**