

# Implementation of Administrative Enhancement Measures

**Home Affairs Department**

**Office of the Licensing Authority**



# Background

- The Home Affairs Department (HAD) conducted an extensive public consultation on the review of the Ordinance in 2014.
- At the meeting of the Legislative Council Panel on Home Affairs held on 24 March 2015, the Legislative Council Members were informed of the outcome of the public consultation exercise and the proposed way forward, which includes, inter alia, **the implementation of administrative enhancement measures to the existing licensing regime of hotels/guesthouses.**

# Implementation of Administrative Enhancement Measures

- By letter dated 11.12.2015, the trade was informed of the following administrative enhancement measures with effect from **28.12.2015** (the Implementation Date) –
  - (a) a third party risks insurance** (public liability insurance) policy is required to be procured by the licensee of hotel/guesthouse;
  - (b) a 24-hour manned counter** is required to be installed at the licensed guesthouse (general); and
  - (c) four different forms of licences** will be issued on the basis of the approved use of the premises.

# Grace Period Arrangements

- **Licence issued before the Implementation Date** - an one-off grace period of 12 months will be granted to the licensee upon the renewal of the licence.
- **New licence application made before the Implementation Date** - an one-off grace period of 12 months will be granted to the applicant upon the issue of the new licence.
- **Application for new licence made on or after the Implementation Date** - no grace period would be allowed.

# Guideline on New Licensing Requirements

## (A) Procurement of Third Party Risks Insurance (Public Liability Insurance)

- Cover liabilities of the licensee for any death, injury and damage suffered by any third party arising from or in connection with the use of the licensed premises and/or anything provided therein.
- The minimum limit of indemnity of the policy shall be **HK\$10 million per event** and cover for **unlimited events** for any one period of insurance in respect of the licensed premises.

## **(B) Provision of 24-hour Manned Counter**

- The 24-hour manned counter requirement is only applicable to guesthouse (general) only.

## (C) Different Forms of Hotel or Guesthouse Licences

- Four different forms of licences :-
  - a) **“hotel licence”** for premises/buildings approved by the Building Authority for hotel use;
  - b) **“guesthouse (general) licence”** for premises providing short-term sleeping accommodation located in residential buildings;
  - c) **“guesthouse (holiday camp) licence”** for premises providing short-term sleeping accommodation within camp sites; and
  - d) **“guesthouse (holiday flat) licence”** for premises providing short-term sleeping accommodation in village type houses in the New Territories.

- Guesthouse licensees are required to indicate clearly “**(licensed guesthouse)**/(持牌賓館)” in all promotional materials/advertisements related to the guesthouse.



**Enquiry hotline : 3107 3021**

**Thank you**