

**Notes of the 12th Business Liaison Group Meeting
with the Trade of Recreational Clubs**

Date: 7 February 2013
Time: 2:30 p.m. – 4:00 p.m.
Venue: Conference room 7, G/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Admiralty

Convenor: Mr CHAN Wah-chan Head, Business Facilitation Division,
Economic Analysis and Business Facilitation Unit

Trade Attendees

The Club Managers Association

Mr Michael FRANCO Vice Chairman

The Helena May

Ms Betty SIMPSON General Manager

Clearwater Bay Country Club

Mr Eddie CHAN Vice Chairman

Hebe Haven Yacht Club

Mr Alan REID General Manager

Hong Kong Jockey Club

Mr Vincent YIM Property Development Manager

India Club

Mr Cris PEREIRA General Manager

Government Representatives

Home Affairs Department (HAD)

Mr Winston LEUNG Chief Officer (Licensing Authority)

Food and Environmental Hygiene Department (FEHD)

Mr Eric CHEUNG Superintendent (Licensing)
Miss Jacqueline CHAN Executive Officer (Licensing)

Buildings Department (BD)

Mr Patrick TSUI

Chief Building Surveyor /Mandatory Building Inspection 2

Economic Analysis and Business Facilitation Unit (EABFU)

Mr Peter FUNG

Chief Management Services Officer (*Secretary*)

Miss Jenny YEUNG

Business Facilitation Officer

Action

The **Convenor** welcomed all to the meeting. He said that the notes of the last Business Liaison Group (BLG) meeting had been posted to the Business Facilitation Initiatives website

<http://www.gov.hk/en/theme/bf/pdf/Notes-RC11v.5.pdf> for trade's reference.

2. The **Convenor** reminded the meeting that all the BLG meetings were open for enrolment and participation by members of the trade. The Government had not made any appointment of BLG members from the trade. Individual cases would not be discussed at the BLG meetings. The Terms of Reference of the BLG were -

- i. to enhance communication between the trade and the stakeholding bureaux or departments to exchange views on licensing and regulatory matters;
- ii. to solicit trade's views on the licensing regime so as to identify possible improvement opportunities; and
- iii. to serve as a platform to brief the trade about the related regulatory requirements and business compliance facilitation measures, and consult the trade on regulatory proposals.

Matters arising

Compensatory tree planting

3. **Mr Michael FRANCO** on behalf of the Club de Recreio shared with the meeting that the briefing delivered by the Lands Department (LandsD) at the last BLG meeting was proved beneficial to the trade. It was clarified at the briefing that deviation from the required ratio of compensatory planting would be acceptable if the trade could provide valid justifications. His club was currently working out with LandsD on a compensatory tree proposal. Moreover, the clarification on pruning had also helped in saving a lot of money in tree husbandry. **Mr FRANCO** expressed his gratitude to the advice offered by LandsD.

4. **Mr Cris PEREIRA** opined that it was difficult for the trade to get a tree of the same girth size for compensatory tree planting when the lost tree was a very big one. As such, he opined that LandsD should be flexible in handling compensatory tree planting, and enquired whether compensatory planting could be

in the form of sampling(s) which would grow into larger trees. As Mr PEREIRA did not attend the last BLG meeting, **the Convenor** advised him to make reference to the briefing material provided by LandsD.

(Post-meeting notes: The BLG secretariat passed relevant information [including the contact information of the subject officer of LandsD] to Mr PEREIRA on 26 Feb 2013)

Application for restricted food permits

5. **Mr Eric CHEUNG** reported that FEHD had been working on re-designing the format of the application form for restricted food permits (including the e-form) to facilitate the applicants to complete the application form. The revised form should be ready by early April this year. Furthermore, in response to the request made by the trade at the last meeting, FEHD had also reminded its front-line staff of the legal and licensing requirements of different restricted food permits.

FEHD

6. **The Secretary** reported that all the seven clubs attending the last BLG meeting had been asked to provide their case details to the BLG secretariat if they had encountered difficulties in the application for restricted food permits. One club had provided their specific case details, two clubs had replied that they had no cases to be followed up, and no replies had been received from the other four clubs. The BLG secretariat had referred the case to FEHD for follow up. **Mr CHEUNG** advised that FEHD was following up closely with the trade on the case, and he would advise the progress of the case in due course.

(Post-meeting notes : After the meeting, FEHD had subsequently provided advice to the club that was referred by the BLG secretariat)

7. **Mr FRANCO** and **Mr Alan REID** said that the Hebe Haven Yacht Club had submitted applications for some restricted food permits a few months ago but it seemed that there was no progress of the applications. **Mr CHEUNG** undertook to follow up the case with the club.

(Post meeting notes: The club confirmed on 27 Feb 2013 with the BLG secretariat that they obtained all the relevant permits in Feb 2013.)

8. **Ms Betty SIMPSON** advised that there was progress in her club's application for restricted food permit. Currently, the club was carrying out the works to comply with the requirements set out by FEHD.

9. Upon enquiry by Mr FRANCO on the enquiry hotline for restricted food permits of recreational clubs, **Mr CHEUNG** said that the hotline (2867 5436) was established in October 2012 but so far no calls were received.

Time frame for alteration applications of Certificate of Compliance

10. **Mr Winston LEUNG** reported that having assessed the present workload and the resources, the following internal management targets were established for processing alteration applications in respect of premises of which the Certificate of Compliance (CoC) would expire in 4 months:

- a) within 5 working days to acknowledge the alteration application upon receipt;
- b) upon acknowledgement of the alteration application, within 29 working days to conduct site inspection; and
- c) after site inspection, within 20 working days to issue the letter of requirements.

11. **Mr LEUNG** advised that the above internal management targets were already in effect.

Issuance of a letter of proof for the validity of the Certificate of Compliance

12. **Mr LEUNG** reported that the issuance of a letter of proof to the applicant in respect of the application for renewal of CoC received by HAD not less than 3 months before the expiration of CoC was in effect since 3 October 2012. He advised that the letter could facilitate the applicant by asserting that the CoC remained valid until the determination of the CoC renewal application was made

Provision of a covering letter for the registered drawings for clubs

13. **Mr LEUNG** reported that since 3 October 2012, HAD would issue a covering letter together with the approved registered drawings to the applicant in respect of alteration applications. He advised that the letter should be able to assist the applicant in identifying the submissions to which the drawings were related when there were several alteration applications made from the same club premises concurrently. The measure was welcomed by the trade.

Briefings by Government departments

Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme (BD)

14. **Mr Patrick TSUI** gave a briefing on “*Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS)*” to the trade. — Presentation slides were at [Annex 1](#).

15. **Mr FRANCO** enquired whether the schemes applied to Grade three historic buildings. **Mr TSUI** advised that, except domestic buildings not exceeding 3 storeys in height, both schemes covered all buildings and therefore

were applicable to historic buildings.

16. **Ms SIMPSON** enquired whether the trade could take the initiatives to follow the schemes before receiving the pre-notification letter from BD. **Mr TSUI** advised that if clubs wish to arrange inspections and repairs of their buildings or windows in accordance with the MBIS and MWIS together with other alteration/renovation works, they should inform BD and comply with all the requirements under the schemes. The Registered Inspector (RI) and the Qualified Person (QP) appointed by the clubs should carry out the works in accordance with the standards and procedures of the MBIS and MWIS, and submit the documents as required under the schemes to BD for record and audit check. For those buildings fulfilling the statutory requirements, BD would not select the buildings within the respective inspection cycle (5 years for MWIS and 10 years for MBIS)

17. Upon enquiry by Ms SIMPSON, **Mr TSUI** clarified that professionals such as Authorized Persons had to be registered before they were eligible to take up the roles of RI under the MBIS. The Inspectors Registration Committee under BD was responsible for the vetting of the applications for registration as RI.

18. Upon enquiry by Mr PEREIRA on the availability of qualified personnel for the inspection work, **Mr TSUI** advised that the trade could access the inspector's register for the lists of RI and a reference list for QP on BD's website, the links were appended below –

Inspectors' registers:

http://www.bd.gov.hk/english/inform/index_ap.html

Reference list for QP:

<https://mwer.bd.gov.hk/SEARCH/QPSearch.do?method=SearchQP>

Online Submission of Electronic Applications for Food Business and Trade Licences (FEHD)

19. **Mr CHEUNG** and **Miss Jacqueline CHAN** gave a briefing and a demonstration on “*Online Submission of Electronic Applications for Food Business and Trade Licences*” to the trade. Presentation slides were at Annex 2.

20. **Mr CHEUNG** briefed the trade that starting from 1 January 2013, the Food and Environmental Hygiene Department has accepted online filing of applications of food business/other trade licences and permits through the internet. **Mr CHEUNG** added that digital signature would not be required for the electronic submission of applications for restricted food permits.

21. Upon enquiry by Mr PEREIRA on whether the enquiry hotline was handled by an answering machine, **Miss CHAN** advised that the hotline for enquiries about online submission of electronic applications would be handled by FEHD staff.

Introduction of “Business Consultation e-Platform” mobile application

22. **The Secretary** briefed the trade that EABFU had launched a “Business Consultation e-Platform” mobile application (the app) on iPhone platform in November 2012. The app is available for free download by searching for "Consultation" on the iPhone App Store. Presentation slides were at [Annex 3](#). The trade could access details of the latest consultation exercises and offer their views via the Business Consultation e-Platform or their mobile phones. The trade would also be prompted of new consultation exercises through e-alerts.

Date of next meeting

23. **The Secretary** would inform members of the date of the next meeting in due course.

Economic Analysis and Business Facilitation Unit

March 2013