

**14th Business Liaison Group Meeting
with the Trade of Recreational Clubs**

Date: 14 January 2015
Time: 2:30 p.m. – 4:00 p.m.
Venue: Idea 2&3, Efficiency Unit, 41/F, Revenue Tower, 5 Gloucester Road, Wan Chai

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

Trade Attendees:

The Helena May

Ms Betty SIMPSON General Manager

Jewish Community Centre

Mr Neill MORGAN General Manager

Club Lusitano

Mr Henrique SOUZA General Manager

Gold Coast Yacht & Country Club

Mr Terence CHAN Operations Manager

Hong Kong Club

Mr James MA Chief Engineer

The Hong Kong Cricket Club

Ms Clara LI Assistant General Manager

Mr Simon LAI House Operations Manager

Kee Club

Ms Eva Lee Group Operations and Project Director

Kowloon Cricket Club

Mr Eddie CHAN Assistant General Manager

The Hong Kong Jockey Club

Ms Irene TAM Hospitality Administration Manager

Mr Alan WONG Chief Engineer

Mr Wallace LI General Manager, Racecourse Catering Operations

The Repulse Bay

Mr Michael LEE Manager – Club Services

Victoria Recreation Club

Mr Craig NORTJE General Manager

Mr John KULIP Administrator

Zetland Hall

Mr Henry KWOK General Manager

Club de Recreio

Mr Vasco DA COSTA General Manager

Hong Kong Aviation Club

Mr Stanley KONG General Manager

Hill Top Country Club

Mr Carl CHAN Finance and Administration Manager

Government Representatives:

Home Affairs Department (HAD)

Mr Timothy LEE Building Surveyor/Licensing Authority S1

Food and Environmental Hygiene Department (FEHD)

Mr HUI Fai-wing Superintendent (Licensing)2

Mr CHENG Chok-wing Chief Inspector (Other Licensing)HQ

Environmental Protection Department (EPD)

Dr David HA Senior Environment Protection Officer, Regional Office
(South)

Mr Laurence LAU Environment Protection Officer, Regional Office
(South)

Water Supplies Department (WSD)

Mr William TAM Senior Engineer/Customer Services (NTE)

Mr Patrick HO Engineer/Customer Services (Special Duties1)

Mr WAN Chin-man Engineer/Customer Services (Special Duties2)

Electrical and Mechanical Services Department (EMSD)

Mr Lawrence LAW Senior Engineer/Energy Efficiency B1

Mr Raymond HUNG Engineer/Energy Efficiency B1/4

Economic Analysis and Business Facilitation Unit (EABFU)

Mr Peter FUNG Chief Management Services Officer (Business
Facilitation)2 (*Secretary*)

Miss Jenny YEUNG Business Facilitation Officer

The **Convenor** welcomed all to the meeting. He said that the notes of the last meeting had been posted to the Business Facilitation Initiatives website (http://www.gov.hk/tc/theme/bf/pdf/RC_BLG_13_Notes.pdf) for trade's reference.

Matters arising from last meeting

Application for restricted food permits

2. **Mr CHENG Chok-wing** provided an update on the progress of the revision of the application forms for restricted food permits. He advised that FEHD had reviewed the application forms for restricted food permits currently in use. The two different lists of restricted food items in the application forms would be consolidated in the revised application form. FEHD would also take the opportunity to combine the two existing application forms (one for applicant in name of individual and the other for corporation) into a single form. FEHD would inform the BLG again should the revised forms be ready for rolling out.

3. **Mr Vasco DA COSTA** enquired whether the trade were required to use the revised forms to re-apply for restricted food permits. **Mr CHENG** clarified that the existing permits were still valid and the new forms would be used for new applications only.

Posting of business facilitation measures and licensing/regulatory requirements to the website of The Club Managers' Association of Hong Kong

4. The **Secretary** said that a proposal to post Government information on business facilitation measures and licensing/regulatory requirements to the website of The Club Managers' Association of Hong Kong (CMAHK) had been accepted and taken on board (screenshots at [Annex 1](#)). **Ms Betty SIMPSON** and **Mr Neill MORGAN** said that the Government links were very helpful to the Association members.

Briefings by Government departments

Proper use of water supply to cooling towers for water-cooled air conditioning system

5. **Mr Patrick HO** gave a briefing on "*Proper use of water supply to cooling towers for water-cooled air conditioning system*" to the trade. His presentation slides were at [Annex 2](#). **Mr HO** introduced the requirements for the proper installation of fresh water cooling towers (FWCTs) including the vetting requirements set out by WSD and EMSD. **Mr HO** emphasised that the five basic requirements set out by EMSD must be fully complied with before the installation of FWCTs. He said that promotional leaflets / posters and a designated webpage on the proper installation of FWCTs for the trade's reference would be ready in next month. **Mr HO** stressed that FWCTs could be sources of spreading of Legionnaires' disease. There was health concern on their use if they were not properly designed, installed, operated and maintained. To address the concern, WSD and EMSD were now in joint force promoting to the relevant stakeholders the message of not to install improper FWCTs.

Revamped website of Business Facilitation Initiatives

6. The **Secretary** gave a briefing on “*Revamped website of Business Facilitation Initiatives*” to the trade. The presentation slides were at Annex 3. He advised that the website was revamped in June 2014 to provide the users with a better web surfing experience. He further introduced the new features of the revamped webpages and highlighted the parts which were relevant to the recreational club trade.

New issues

Renewal of water pollution control licence

7. The **Secretary** said that a recreational club experienced a short period of licence break during its last licence renewal under the Water Pollution Control Ordinance (“the licence”). As almost all clubs had the licence, the trade would like EPD to brief them the requirements and procedures for licence application and renewal.
8. **Mr Laurence LAU** gave a briefing on “*Water Pollution Control Ordinance (Chapter 358)*” to the trade and explained the licence application procedures, requirements, licensing conditions etc., under the said Ordinance. His presentation slides were at Annex 4. **Mr LAU** said that in respect of a recreational club, the discharges from restaurants, swimming pools and fitness centres etc. were the main types of wastewater discharge that would fall under the control of the Ordinance, and he highlighted the recreational club operators’ management roles in relation to the licence. In respect of licence renewal, **Mr LAU** stressed that it was stipulated in the Water Pollution Control (General) Regulation that “Every application for renewal of a licence shall be made not earlier than 4 months and not later than 2 months before the date of expiry of the licence” and that “a licence which is the subject of an application for renewal shall continue in force until the Authority either grants or refuses the application”. As such, to address the concerns of the trade of avoiding a licence break, **Mr LAU** advised that applicants should try to submit an application for renewal two to four months before its expiry date.
9. In response to the **Convenor’s** enquiry on the validity period of the licence, **Dr David HA** said that it was no less than 2 years and normally a 5 year licence would be granted.

Avoiding break of club liquor licence (“斷會社酒牌”) during licence renewal

10. **Ms Irene TAM** said that Liquor Licensing Board (LLB) would only issue a Club Liquor Licence (CLL) when the club concerned was holding a valid Certificate of Compliance (CoC). If the expiry dates of CLL and CoC were very close to each other and the renewal of CoC was delayed, there was a risk of licence break for CLL. She was concerned that even if the application for CoC renewal was made not less than three months before its expiry such that it was a protected case and the CoC remained valid, LLB might not issue the CLL as the CoC had not been renewed. She enquired how the trade could overcome this problem.

11. **Mr Timothy LEE** advised that according to the Clubs (Safety of Premises)

Ordinance (Cap 376), if the CoC holder submitted an application for renewal not less than three months before the expiration, it was a protected case, and the renewal would take effect on the day following the day of its expiration. For renewal application made less than three months before the expiration of the CoC, it was a non-protected case. For general CoC renewal cases, the processing time taken by OLA would be less than 3 months. CoC holders were reminded to submit an early application to OLA to renew their CoCs.

12. **Mr HUI Fai-wing** advised that by virtue of Section 17(2) of the Dutiable Commodities (Liquor) Regulations (Cap 109B), it was incumbent upon LLB to give due consideration to all relevant issues in respect of each liquor licence application when discharging its statutory functions, including :

- (a) whether the applicant is a fit and proper person to hold the licence;
- (b) whether the premises are suitable for the selling or supplying intoxicating liquor in regard to the location, structure, fire safety and hygiene condition of the premises; and
- (c) whether the grant of the licence is contrary to the public interest.

When the premises to which the CLL application related in possession of a valid CoC issued by HAD, it should have met the structural and fire safety requirements. Thus, the premises would be considered to have fulfilled criteria (b) above and considered suitable for the grant of a CLL or allowed to continue holding or renew its CLL.

13. **Mr HUI** advised that at present, LLB required liquor licence holders to submit application for licence renewal three to four months before the expiry date. In respect of CLL, an electronic system of FEHD would capture the information of the CoC of liquor-licensed premises from HAD on whether it was still valid or not, or if it was due for renewal, whether it was a protected case or a non-protected case. For protected case, LLB would process the renewal application, approve and issue a renewed CLL to the licensee without the need of submission of a renewed CoC. However, for non-protected case, LLB would process and approve the CLL renewal application, but would only issue the renewed CLL upon the submission of a renewed CoC by the licensee.

14. **Mr HUI** further advised that club operator should submit CLL renewal application in time upon receipt of LLB's renewal notice. There was no need to wait for the completion of CoC renewal as long as it was a protected case.

Date of next meeting

15. The **Chairman** said that the secretariat would inform the trade of the date of the next meeting in due course.

**Economic Analysis and Business Facilitation Unit
January 2015**