



Guidance Note **on Application for a Temporary Liquor Licence**

Caution

These notes have been prepared by the Commissioner of Police to provide guidance to persons wishing to apply for a Temporary Liquor Licence. Whilst every effort has been made to ensure their accuracy, anyone in doubt should seek professional advice. The notes do not in any way absolve any person from any provisions of the relevant regulations.

These notes relate **only** to the requirements to be met by applicants under the Dutiable Commodities (Liquor) Regulations, Cap.109B, Laws of Hong Kong and nothing else.

NOTHING IN THESE NOTES SHALL BE CONSTRUED AS COMMITTING THE COMMISSIONER OF POLICE TO ANY PARTICULAR COURSE OF ACTION.

Each application is considered and determined upon its own individual merits.

Who can grant a Temporary Liquor Licence?

- Temporary Liquor Licence may be granted by the Commissioner of Police for the retail sale of liquors at any public entertainment or on any public occasion. A Temporary Liquor Licence is required for a wine tasting event if the event is held:
 - (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 sale of liquor for consumption thereat.

Who may apply?

- Only a person who is already in possession of a full liquor licence will be considered to be issued with a Temporary Liquor Licence.

Fee

- A prescribed fee of HK\$645 per day is payable upon granting of a Temporary Liquor Licence. No fee is required for the application form. The prescribed fee charged is non-refundable upon successful application.

Application methods and required documents

- Applications can be submitted to the Licensing Office in person, by mail or online (https://www.licensing.police.gov.hk/index_tll_en.html).
- The application form can be obtained from the Licensing Office or any police station. The form is also available on the website of the Hong Kong Police Force (https://www.police.gov.hk/ppp_en/11_useful_info/licences/general.html).
- The address and office hours of the Licensing Office are as below:

Licensing Office, Hong Kong Police Force, 12/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong.	Monday to Friday (9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m.) Closed on Saturdays, Sundays and public holidays
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- The applicant has to prepare the following documents:

1.	Copy of the valid Liquor/Club Liquor Licence If you submit your application online, please upload the copy on Part IV of the online application form.
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. If you submit your application online, please upload the copy on Part IV of the online application form. (Sample https://www.police.gov.hk/info/doc/licensing/general/en/id_card_sample_en.pdf)
3.	‘Authorisation’ signed by appointed representative(s) If you appoint representative(s) for the event, please prepare the ‘Authorisation’ form(s) signed by the representative(s). If you submit your application online, please upload the duly completed and signed ‘Authorisation’ form(s) on Part IV of the online application form. (Download the form https://www.police.gov.hk/info/doc/licensing/general/en/authorisation_check_CRO_en.pdf or obtain a copy from a nearby police station.)
4.	‘Letter of Agreement’ signed by the organiser If you apply for the licence on behalf of a company/organisation, please prepare the ‘Letter of Agreement’ signed by the organiser. If you submit your application online, please upload the duly completed and signed ‘Letter of Agreement’ on Part IV of the online application form. (Download the form https://www.police.gov.hk/info/doc/licensing/general/en/loa_en.pdf or obtain a copy from a nearby police station.)

5.	Event floor plan If you submit your application online, please upload the event floor plan on Part IV of the online application form.
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Time required to process an application

- Processing of an application generally requires 12 working days.

Implication of licence conditions

- If an application is approved it should be noted that the applicant, a licensee or the appointed representative(s) (if any) should be present at the event being responsible for maintaining good order.

Refusal to issue a Licence

- The Commissioner of Police has the power to refuse an application and if he does so, he will usually advise the applicant of the reasons.

Enquiries

- All enquiries relating to the application can be referred to Senior Clerical Officer / Assistant Clerical Officer, Liquor and Miscellaneous Licensing Section of the Licensing Office at 2860 6523 / 2860 6524 or by email to sco-g-licensing@police.gov.hk.