



僅供部門填寫
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表格 RFE/R01
《消防（註冊消防工程师）規例》（第 95H 章）
消防安全風險評估報告（食物業）
（供註冊消防工程师（風險評估）使用）

FORM RFE/R01
FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CAP. 95H)
FIRE SAFETY RISK ASSESSMENT REPORT (FOOD BUSINESS)
(For Registered Fire Engineer (Risk Assessment))

申請人須知

Notes for Applicants

- (1) 本表格是消防（註冊消防工程师）規例（第 95H 章）第 90 條下指明格式的表格。
This form is the specified form under section 90 of the Fire Services (Registered Fire Engineers) Regulation (Chapter 95H).
- (2) 本報告僅供相關註冊消防工程师根據《註冊消防工程师實務守則》的要求，對指明申請的表列處所進行檢查及消防安全風險評估，於完成消防安全評估當日之後的 **30 日內**填寫及呈交。
This Report is intended only for completion and submission by the relevant Registered Fire Engineer(s) **within 30 days** after the date of completion of inspection of and fire safety risk assessment for the scheduled premises under the specified application, as required by the *Code of Practice for Registered Fire Engineers*.
- (3) 註冊消防工程师在填寫本報告前，應先細閱附連的「表格 RFE/R01 備註」和「個人資料收集聲明書」。
The RFE should read carefully the “Notes to Form RFE/R01” and “Personal Information Collection Statement” attached before completing this Report.
- (4) 請以**正楷**填妥表格所有有關欄目，並在表格上**簽署**。
Please complete all relevant sections of this Report in **BLOCK** letters and **SIGN** the Declaration.

消防安全風險評估報告 (食物業)
Fire Safety Risk Assessment Report (Food Business)

(供註冊消防工程師 (風險評估) 使用) (For Registered Fire Engineer (Risk Assessment))

目的 Purpose	<input type="checkbox"/> 牌照申請 Application for Licence <input type="checkbox"/> 修改設計圖則 Revised Layout Plan (適用於仍在牌照申請階段的處所 For premises at licence application stage) <input type="checkbox"/> 更改獲批准圖則申請 Application for Alteration to the Approved Plan (適用於已獲發牌照的處所 For premises with licence issued)
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第一部分 Part I 申請資料 Particulars of Application

1. 牌照類型 Type of Licence _____

2. 處所地址 Address of Premises _____

第二部分 Part II 審閱設計圖則 Vetting of Layout Plan

- 設計圖則可被接受 The layout plan is acceptable
 設計圖則不被接受 The layout plan is NOT acceptable
(請跳到第四部分程序 4 Please jump to Step 4 of Part IV.)

第三部分 Part III 一般資料 General Particulars

1. 樓宇資料 Particulars of Building

1.1 樓宇建造材料 Construction of Building :

- | | | |
|---|--|--|
| <input type="checkbox"/> 鋼筋混凝土 R.C.C. | <input type="checkbox"/> 磚及石 Brick & Stone | <input type="checkbox"/> 幕牆 Curtain Walled |
| <input type="checkbox"/> 木/鐵皮 Wooden/Tin-sheeted* | <input type="checkbox"/> 其他 Others: _____ | |

1.2 樓宇類型 Type of Building :

- | | | |
|--|---|---|
| <input type="checkbox"/> 住用 Domestic | <input type="checkbox"/> 綜合 Composite | <input type="checkbox"/> 商業 Commercial |
| <input type="checkbox"/> 工業 Industrial | <input type="checkbox"/> 社團 Institutional | <input type="checkbox"/> 其他 Others: _____ |

1.3 消防裝置及設備 Fire Service Installations and Equipment :

- | | | |
|---|--|--|
| <input type="checkbox"/> 消防栓/喉轆系統
FH/HR System | <input type="checkbox"/> 手提滅火筒
Portable Fire Extinguisher | <input type="checkbox"/> 排煙系統
Smoke Extraction System |
| <input type="checkbox"/> 花灑系統
Sprinkler System | <input type="checkbox"/> 應急照明系統
Emergency Lighting | <input type="checkbox"/> 聲響/視象警報系統 A/V
Advisory System |
| <input type="checkbox"/> 火警警報系統
Manual Fire Alarm System | <input type="checkbox"/> 防火捲閘
Fire Shutters | <input type="checkbox"/> 通風/空氣調節控制系統
Vent/AC Control System |
| <input type="checkbox"/> 出口指示牌
Exit Sign | <input type="checkbox"/> 火警偵測系統
Fire Detection System | <input type="checkbox"/> 其他
Others : _____ |

1.4 樓宇詳情 Building Details :

樓宇面積 (平方米) _____
Dimensions of building (in m²) _____

樓層數目 (包括地庫及頂樓單位) _____ 略去層數(如有): _____
No. of storey (including basement and penthouse) _____ Omitted floors (if any): _____

避火層位於 _____
Refuge floor(s) on _____

公共走廊闊度 (開放式/密封式*): (毫米) _____
Width of common corridor(s) (open balcony/enclosed type*): (in mm) _____

1.5 樓梯 Staircase :

樓梯數目(闊度)(毫米) 1 _____ 2 _____ 3 _____ 4 _____
No. of Staircase (Width)(mm):

樓梯通往樓層 1 _____ 至 _____ 2 _____ 至 _____ 3 _____ 至 _____ 4 _____ 至 _____
Staircase serving for: to to to to

1.6 天臺 Roof :

	是 Yes	否 No	不適用 N/A	
天臺搭建物: Roof structure(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
是否有非法天臺搭建物^: Are there any unauthorized roof structure^:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	^須通知屋宇署有關的非法天臺搭建物 ^BD should be notified of the unauthorized roof structure
由天臺往毗鄰物業的通道: Access to adjoining property via roof:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
天臺是否有空間, 可供等候之用: Does the roof have waiting space:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	如有, 所佔面積 If yes, area available _____ %

1.7 通風系統 Ventilating Systems :

	是 Yes	否 No	不適用 N/A
*防火閘 Fire Damper /空氣過濾器 Air Filter /靜電 聚塵器 Electrostatic Precipitator 在處所內的機動 通風系統 in VS of the Premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.8 升降機 Lift :

升降機數目 No. of lift : _____ 消防員專用升降機數目 No. of Fireman's lift : _____

第三部分 Part III (續 Cont'd)

2. 樓宇用途簡圖 Occupancy Diagram :

/F _____

/F _____

/F _____

/F _____

/F _____

/F _____

/F _____

/F _____

備註 Notes :

- i) 表示處所樓層上下 3 層的用途。
Show the occupancy of 3 floors immediately above and below the premises
- ii) 用“R/F”表示天臺(如相關)。
Show roof level by “R/F”(if relevant).
- iii) 標明危險品貨倉及避火層位置(如相關)。
Indicate the location of D.G. store and refuge floor (if relevant).

3. 處所資料 Particulars of Premises :

3.1 消防裝置及設備 Fire Service Installations and Equipment :

- | | | |
|--|--|--|
| <input type="checkbox"/> 消防栓/喉轆系統
FH/HR System | <input type="checkbox"/> 手提滅火筒
Portable Fire Extinguisher | <input type="checkbox"/> 排煙系統
Smoke Extraction System |
| <input type="checkbox"/> 花灑系統
Sprinkler System | <input type="checkbox"/> 應急照明系統
Emergency Lighting | <input type="checkbox"/> 聲響/視象警報系統
A/V Advisory System |
| <input type="checkbox"/> 火警警報系統
Manual Fire Alarm | <input type="checkbox"/> 防火捲閘
Fire Shutters | <input type="checkbox"/> 通風/空氣調節控制系統
Vent/AC Control System |
| <input type="checkbox"/> 出口指示牌
Exit Sign | <input type="checkbox"/> 火警偵測系統
Fire Detection System | <input type="checkbox"/> 其他
Others: _____ |

3.2 處所狀況 Status of Premises:

- 上鎖
Locked and unattended
- 裝修中
Under renovation
- 營運中(其他業務)
In operation (Other business)
- #是次申請的業務正在營運中#Business of this application in operation

如有無牌經營業務情況，須通知所屬發牌當局。

Respective licensing authority should be notified of any operation of business without a valid licence.

3.3 出口總數 Total Nos. of Exit :

闊度(毫米)	_____	至	_____
Width (in mm)	_____	to	_____
闊度(毫米)	_____	至	_____
Width (in mm)	_____	to	_____
闊度(毫米)	_____	至	_____
Width (in mm)	_____	to	_____

3.4 處所樓面面積 Floor Area of Premises : _____ 平方米 m²

處所專用樓梯 Staircase(s) exclusive to the

3.5. premises :

第四部分 Part IV 消防安全風險評估 Fire Safety Risk Assessment

程序 1 Step 1 鑒定火警危險 Identification of Fire Hazards

(若處所是營運中，請填妥程序 1 Complete Step 1 if the premises is in operation)

	有 Yes [^]	沒有 No	不適用 N/A	備註 Remarks
(1) 走火通道 Means of Escape *阻塞 Obstruction / 被改動 Alteration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[^] 須通知消防通訊中心有關的火警危險/危機 Fire Services Communications Centre should be notified of any risk(s)/ hazard(s) <input type="checkbox"/> 已通知 Notified <input type="checkbox"/> 不適用 N/A 日期 Date: _____ 時間 Time: _____
(2) 防煙門 Smoke Door *被楔開 Wedged Open / 被改動 Alteration / 損壞 Defective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) 出口門上鎖 Exit Door Locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4) 消防設備 Fire Service Installations *損壞 Defective / 欠缺保養 Lack of maintenance / 阻礙 Obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5) 通風系統的防火閘 Fire Damper(s) for Ventilating Systems *欠缺 Missing / 損壞 Defective / 欠缺保養 Lack of Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6) 其他 Others _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

程序 2 Step 2 鑒定處於風險之中的人士/場所 Identification of Parties at Risk

	有 Yes	沒有 No	不適用 N/A	備註 Remarks
(1) 符合與其他場所的相容性 Compatibility of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[^] 答案若『是』的話，請填妥程序 3 第 13 項 If 'Yes' in this Item, complete Item (13) in Step 3.
(2) 共處場所 Co-existence with [^]				
(i) 學校 School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) 幼兒院 Child Care Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) 安老院 Residential Care Home for the Elderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) 殘疾人士院舍 Residential Care Homes for Persons with Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) 其他人士/場所處於危險? Other parties at risk? 答案若『是』，請註明 If 'yes', please specify:- _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

程序 3 Step 3 評估潛在風險或危害 Evaluation of Potential Risk(s) or Hazard(s)

	有 Yes	沒有 No	不適用 N/A	備註 Remarks
(1) 符合地點的限制要求 Compliance with the restriction of location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2) 可燃物料間隔 > 30% 座位間總面積 Combustible partition > 30% total area of seating accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3) 座位間可燃物料 > 60 公斤/平方米 Combustible materials in seating accommodation > 60kg/m ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4) 可開啟/固定的窗門超過 50% 被阻塞/密封 Openable/fixed windows be obstructed/sealed up > 50%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5) 廚房之分隔 Separation of kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6) 廚房以外範圍用非電力煮食活動 Cooking activity outside kitchen, other than using electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(7) 用於(6)之燃料 Fuel used for (6):				
(i) 煤氣 Town Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) 石油氣 LPG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) 地面以下樓層使用石油氣 LPG used on any floor below ground floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) 碳 Charcoal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(v) 其他 Others: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(8) 火鍋 / 燒烤活動 Hot pot / BBQ activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

程序 4 Step 4 減低風險建議 Recommendation for Reduction of Risk

關於是次申請 For this application

- (1)(a) 不反對，唯申請人須遵從消防處已於以下日期批註之消防安全規定(只適用於更改圖則申請):-
Raise no objection subject to the Fire Safety Requirements endorsed by FSD on the following date to be complied with by the applicant (*Applicable to revised plan application only*):-

日期 Date : _____ (DD/MM/YYYY)

- (1)(b) 不反對申請，唯申請人須遵從下列之消防安全規定:-
Raise no objection subject to the following Fire Safety Requirements to be complied with by the applicant:-

- (i) 與食物環境衛生署有關的表列處所之**標準**消防安全規定 (請只選其中一項)
Standard Fire Safety Requirements in relation to the scheduled premises under FEHD (Please select only one item)

- PPA/101(A) PPA/101(B) PPA/101(C) PPA/101(D) PPA/101(E)
 PPA/101(F) PPA/101(G) PPA/101(H) PPA/101(I) PPA/101(J)

- (ii) 手提滅火設備的**特定**要求 (可選多於一項)
Specific requirements of portable firefighting equipment (more than one item may be selected)

- | | | | | |
|--------------------------|---|--|-------|----------|
| <input type="checkbox"/> | *水劑／乾粉滅火筒
* Water type / dry powder type fire extinguisher | 不少於 Not less than
*9 升 Litre / 5 公斤 Kg | _____ | 支 no(s). |
| <input type="checkbox"/> | 二氧化碳滅火筒
Carbon dioxide gas type fire extinguisher | 不少於 Not less than
4.5 公斤 Kg | _____ | 支 no(s). |
| <input type="checkbox"/> | 滅火氈 Fire blanket | 不少於 Not less than
平方米 1.44 m ² | _____ | 張 no(s). |
| <input type="checkbox"/> | 其他 Others: _____ | | | |

- (iii) 與食物環境衛生署有關的表列處所之**額外**消防安全規定 (可選多於一項)
Additional Fire Safety Requirements in relation to the scheduled premises under FEHD (More than one item may be selected)

- 食肆內使用各種燃料的規定 (PPA/102)

Additional Fire Safety Requirements for Various Fuels used in Food Premises (PPA/102)

- 經營燒烤／火鍋菜館的座位間所使用各種燃料的消防規定

Additional Fire Safety Requirements for various fuels used in seating accommodation of food premises serving barbecue food and/or hot pot (PPA/117)

- 在廚房範圍以外煮食的一般消防安全規定

Additional Fire Safety Requirements for Cooking Activity outside Kitchen (CAOK)

- 在廚房範圍以外以木炭為燃料煮食的特定規定

Additional Fire Safety Requirements for Cooking Activities Using Charcoal as Fuel Outside Kitchen (CACOK)

- 在廚房範圍以內以木炭為燃料煮食的附加消防規定

Additional Fire Safety Requirements for Using Charcoal as Fuel Inside Kitchen (CACIK)

- 食物間的附加消防規定

Additional Fire Safety Requirements for Food Room

- 鐵板爐的附加消防規定

Additional Fire Safety Requirements for Teppanyaki

- 適用於普通食肆／工廠食堂座位間(不包括露天座位)使用輕便型爐具以作臨時或暫時火鍋／食物加熱／在食物上灑上酒及點燃的消防安全條件

Fire Safety Conditions for Conducting Temporary or Occasional Hot Pot / Food Warming / Flambéing in Seating Accommodation (Excluding Outside Seating Accommodation) of General Restaurants / Factory Canteens Using Portable Stoves

- 其他 Others: _____

程序 4 Step 4 (續 Cont'd)

(iv) 其他額外消防安全規定 (可選多於一項)

Other **Additional Fire Safety Requirements** (*More than one item may be selected*)

- 中央供電應急照明系統的消防安全規定 (PPA/104)
Requirements of Emergency Lighting Systems with Central Power Supply (PPA/104)
- 獨立應急照明系統的消防安全規定 (PPA/104(A))
Requirements of Self-contained Luminaires Emergency Lighting Systems (PPA/104(A))
- # 根據第 132 章附表所列處所內通風系統的消防安全規定
Fire Safety Requirements of Ventilating System for #Scheduled Premises of Cap. 132
- 處所內通風系統的消防安全規定 (#根據第 132 章附表所列處所除外)
Fire Safety Requirements of Ventilating System for Premises (other than #Scheduled Premises of Cap.132)
- 機動式通風系統的消防安全規定 (消防處通函 2/2023 號)
Fire Safety Requirements for Mechanical Ventilating Systems (FSD Circular Letter no. 2/2023)
- 持牌處所通風/空氣調節控制系統的消防規定
Fire Safety Requirements for Ventilation / Air Conditioning Control Systems for Licensed Premises
- 通風/空氣調節控制系統的消防規定
Fire Safety Requirements for Ventilation / Air Conditioning Control System

「附表所列處所」指香港法例第 132 章《公眾衛生及市政條例》附表 2 第 1 欄所指明的其中任何類別的處所。

"Scheduled Premises of Cap. 132" means any premises of any of the classes of premises specified in the first column of the Second Schedule of the Public Health and Municipal Services Ordinance, Chapter 132, Laws of Hong Kong.

- (1)(c) 不反對申請，唯申請人須遵從採用消防工程學方法制定的**其他方案(已夾附)**及/或其他擬議規定如下:-
Raise no objection subject to further adherence to the **Alternative Proposal** with adoption of Fire Engineering Approach by the applicant as **enclosed** and/or other proposed requirements as follows:-

其他 Others: _____

- (2) 不反對提交之處所的設計圖則 **Raise no objection** to the submitted layout plan(s)
食環署檔號/日期 FEHD Ref./Date(DD.MM.YYYY): _____

- (3) 反對申請，原因如下：
Raise objection to the application for reason(s) below

- (4) 通知有關部門其他的危險 Notification to the relevant authority for other hazard(s)

<input type="checkbox"/> 食物環境衛生署 Food and Environmental Hygiene Department (FEHD)	<input type="checkbox"/> 屋宇署 Buildings Department (BD)	<input type="checkbox"/> 機電工程署 Electrical and Mechanical Services Department (EMSD)	<input type="checkbox"/> 其他 Others: _____
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請註明該危險 Please specify the hazard: _____

第五部分 Part V 註冊消防工程師（風險評估）的聲明 Declaration of RFE(RA)

本人，即下開簽署人，現謹此聲明：

I, the undersigned, hereby declare that:

- i) 本人或另一名在我直接和恰當監督下的人於 _____ / _____ / _____ (日日/月月/年年年年)，就上述申請中的處所完成檢查及消防安全風險評估。

The inspection and fire safety risk assessment on the aforementioned premises under application was conducted by me or by another person who was under my direct and proper supervision on _____ / _____ / _____ (DD/MM/YYYY).

- ii) 就本人所知及相信，在本表格內所提供的各項資料，均屬正確、完整和真實。

The information given in this form is true, complete and correct to the best of my knowledge and belief.

- iii) 在此申請處理期間，如情況有任何改變以致影響本表格內各項資料的準確性，本人承諾以書面通知消防處處長。

I undertake to inform the Director of Fire Services in writing of any change in circumstances which may affect the accuracy of the information given while this application is being processed.

- iv) 本人同意為處理此申請而向任何政府機關、公共機構或私營機構提供本人申請書內所提供的資料。

I consent to the release of the information given in this form to any government authorities, public bodies, or private organizations for the processing of this application.

- v) 本人確認本人對此申請的處理，包括為消防安全風險評估進行的檢查、編寫和提交本報告，均在本人的註冊有效期內進行。

I confirm that my processing of this application inclusive of conducting inspection for fire safety risk assessment, compilation and submission of this report was within the validity period of my registration.

- vi) 本人明白任何失實陳述或聲明可引致法律行動及／或紀律處分。

I understand that any false statement or declaration may be subject to legal and/or disciplinary action.

簽署 Signed:

(根據註冊記錄 In accordance with the registration record)

中文姓名 Name in Chinese : _____

英文姓名 Name in English : _____

註冊編號 Registration No.: _____

日期 Date : _____

表格 RFE/R01 備註 / Notes to Form RFE/R01

1. 本表格連同有關文件（如有）應經**電郵、郵寄、傳真或親身**送交至在申請中表列處所所屬地區的消防處牌照課辦事處。牌照課辦事處的資料如下：

This form together with relevant documents (if any) should be submitted by email, post, fax or in person to the respective Licensing Offices of the Fire Services Department (FSD) according to the district where the scheduled premises under application is located. Details of the Licensing Offices are as follows:

在申請中表列處所的所屬地區 District where scheduled premises under application is located	牌照課辦事處地址 Address of Licensing Office	電郵地址、傳真號碼及查詢電話 Email address, Fax no. & Tel no.
中西區、東區、南區、灣仔、離島（愉景灣、馬灣、竹篙灣除外） Central and Western, Eastern, Southern, Wan Chai, Islands (Except Discovery Bay, Ma Wan and Penny's Bay)	港島牌照辦事處 地址：香港上環西消防街2號上環消防局閣樓 Hong Kong Licensing Office Address: M/F, Sheung Wan Fire Station, 2 Western Fire Services Street, Sheung Wan, Hong Kong	電郵地址 Email address: rfe_h_lic_1@hkfsd.gov.hk 傳真號碼 Fax no.: 2559 3461 查詢電話 Enquiry Telephone no.: 2549 8104
深水埗、油尖旺、離島（愉景灣、馬灣、竹篙灣） Sham Shui Po, Yau Tsim Mong, Islands (Discovery Bay, Ma Wan and Penny's Bay)	西九龍牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓 Kowloon West Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	電郵地址 Email address: rfe_nt_k_lic@hkfsd.gov.hk 傳真號碼 Fax no.: 2722 5256 查詢電話 Enquiry Telephone no.: 3423 9302
九龍城、觀塘、黃大仙、西貢、沙田 Kowloon City, Kwun Tong, Wong Tai Sin, Sai Kung, Sha Tin	東九龍牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓 Kowloon East Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	
葵青、北區、大埔、荃灣、屯門、元朗 Kwai Tsing, North, Tai Po, Tsuen Wan, Tuen Mun, Yuen Long	新界牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓 New Territories Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	

2. 消防處各分區牌照組辦事處專責處理位於該區的處所的牌照申請，申請人應向所屬分區牌照辦事處提交申請。如申請人屬意向其他牌照辦事處提交申請，便要加上額外的時間把文件傳遞至所屬牌照組辦事處處理。

The regional Licensing Offices are responsible for processing licence applications for premises located in the regions concerned. It is advisable for the applicant to submit the application to the responsible Licensing Office. Though the applicant may also submit the application to the other Licensing Offices, extra time will be required for sending the documents to the appropriate Licensing Office for action.

3. 為免延誤處理你的申請，請在向發牌當局遞交牌照申請後盡快提交本表格。

To avoid any delay caused in processing of your application, you are advised to submit this form at your earliest convenience after the submission of application to the Licensing Authority.

4. 本表格內如有資料不全或錯漏，消防處處長可要求有關人士提供補充資料以符合本表格所有項目的要求或重新提交本表格。

If incomplete or erroneous information is provided in this form, the Director of Fire Services may request the person concerned to submit relevant supplementary information to satisfy the requirements of all the items in this form or re-submit this form.

個人資料收集聲明書 / PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料的目的 Purpose of Personal Data Collection

1. 在本表格所提供的個人資料，政府會用於下列目的：
The personal data provided by means of this form will be used by the Government for the following purposes：
 - (a) 進行與處理在本表格所作呈交有關的工作；
activities relating to the processing of the submission in this form;
 - (b) 進行與《消防（註冊消防工程師）規例》所訂明規定有關的工作；以及
activities relating to requirements stipulated in the Fire Services (Registered Fire Engineers) Regulation; and
 - (c) 方便政府與你通訊。
facilitating communication between Government and yourself.
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。
It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

獲轉交資料的部門／人士 Classes of Transferees

3. 本處可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。
The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

查閱個人資料 Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正所提交的個人資料。消防處有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與註冊消防工程師計劃策劃及籌備委員會聯絡。
You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Fire Services Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to RFE Scheme Planning and Organizing Committee of Fire Services Department.