

香港警務處牌照課  
香港灣仔軍器廠街一號  
警察總部  
警政大樓十二樓



Licensing Office  
Hong Kong Police Force  
12/F, Arsenal House,  
Police Headquarters,  
1 Arsenal Street,  
Wan Chai, Hong Kong.

To: Commissioner of Police  
致: 警務處處長

**Application for a Temporary Liquor Licence**  
**under Dutiable Commodities (Liquor) Regulation, Cap. 109**  
**臨時酒牌申請書**  
**根據法例第 109 章應課稅品(酒類)規例**

- Note: (I) The applicant must be a holder of a valid Liquor/Club Liquor Licence issued by Liquor Licensing Board, Food and Environmental Hygiene Department.  
註: 申請人必須持有由食物環境衛生署發出的有效酒牌/會所酒牌。
- (II) A copy of the valid Liquor/Club Liquor Licence must be attached to this application.  
請隨本申請書附上有效的酒牌/會所酒牌副本。
- (III) This application should be submitted to Commissioner of Police at least 12 working days before the commencement of the proposed public entertainment or public occasion.  
本申請書須於擬舉行的公眾娛樂開始前最少 12 個工作天遞交警務處處長。
- (IV) An application for a Temporary Liquor Licence will only be approved for public entertainment or occasions.  
此臨時酒牌，只發出給在公眾娛樂場所或場合之用。
- (V) In the event that your application is approved you have to comply with the condition that you or your appointed representative should be present during the event.  
倘你的申請獲批准，你或你委任的代表必須在活動舉行期間在場出席。

A) Particulars of Applicant (See Note I)

申請人資料 (見註 I)

1. Name: \_\_\_\_\_ (English)  
(英文)

姓名: \_\_\_\_\_ (Chinese)  
(中文)

2. Title: Mr/Mrs/Miss (Delete as appropriate)  
稱呼: 先生/太太/小姐 (刪去不適用者)

3. Hong Kong Identity Card No.: \_\_\_\_\_  
香港身份證號碼

4. Chinese Commercial Code : \_\_\_\_\_  
中文商業電碼

5. Telephone No.: (i) \_\_\_\_\_ (Office)  
電話號碼 (辦公室)  
(ii) \_\_\_\_\_ (Mobile Phone or Pager)  
(手提電話或傳呼機)

6. Facsimile No. (if any) : \_\_\_\_\_  
圖文傳真號碼 (如有)

7. Correspondence Address : \_\_\_\_\_  
通訊地址  
\_\_\_\_\_  
\_\_\_\_\_

B) If applicant cannot be present during the event, please give particulars of the appointed representative (See Note V)

如申請人未能在活動期間出席，請詳列委任代表的資料（見註 V）

1. Name: \_\_\_\_\_ (English)  
(英文)

姓名: \_\_\_\_\_ (Chinese)  
(中文)

2. Title: Mr/Mrs/Miss (Delete as appropriate)  
稱呼: 先生/太太/小姐 (刪去不適用者)

3. Hong Kong Identity Card No.: \_\_\_\_\_  
香港身份證號碼

4. Chinese Commercial Code: \_\_\_\_\_  
中文商業電碼

5. Telephone No.: (i) \_\_\_\_\_ (Office)  
電話號碼 (辦公室)

(ii) \_\_\_\_\_ (Mobile Phone or Pager)  
(手提電話或傳呼機)

6. Facsimile No. (if any) : \_\_\_\_\_  
圖文傳真號碼 (如有)

7. Correspondence Address : \_\_\_\_\_  
通訊地址  
\_\_\_\_\_  
\_\_\_\_\_

C) Particulars of the proposed event

擬舉行的活動資料

1. Place (please specify site, e.g. court of a club)  
地點 (請正確寫明位置，如在會所內的球場)

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2. Date (exact period)  
日期 (確實舉行期間)

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3. Time (give exact duration)  
時間 (確實的活動持續時間)

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4. Anticipated attendance  
估計參加人數

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5. Name of organization holding the event (A letter of agreement from the organizer is required - sample at Annex A)  
舉辦活動的機構名稱 (須提交附件 A 由主辦者簽發同意信)

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6. Description of the contents of the proposed event

擬舉行活動的內容

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7. No. of the Places of Public Entertainment Licence issued by the Director of Food and Environmental Hygiene in respect of the event

由食物環境衛生署署長為是項活動發出的公眾娛樂場所牌照號碼

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I certify that the information supplied by me is to the best of my knowledge and belief both true and correct and I undertake to comply with all the licence conditions imposed on the above-mentioned activity.

本人謹證明，本人所提供的資料，盡本人所知所信，均屬正確無訛。同時，本人亦保證遵守所有附加於上述活動的牌照條件。

Date \_\_\_\_\_

日期

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Signature of Applicant  
申請人簽署

Licensing Office  
Hong Kong Police Force  
12/F, Arsenal House, Police Headquarters,  
1 Arsenal Street, Wan Chai,  
Hong Kong.

Fax No. : 2200 4325

Date :

Dear Sir,

**Application for a Temporary Liquor Licence**

We, .....  
....., are going to hold

.....  
(Name of the Event)

The event will be held at .....  
.....  
(Venue of the Event)

.....  
(Date)

..... on .....

As alcoholic beverages will be consumed during this event, we confirm that .....  
.....  
(Name of the Applicant for a Temporary Liquor Licence)

.....  
.....  
(Name of his/her Licensed Premises)

licensee of .....

will apply for a temporary liquor licence on our behalf for the above event.

Should you require any further details, please contact the undersigned or .....

..... on .....

Yours sincerely,

( ..... )  
Name of the Authorized Person  
of the Organization

香港灣仔  
軍器廠街一號  
警察總部  
警政大樓十二樓  
香港警務處牌照課

傳真：2200 4325

執事先生：

申請臨時酒牌

(機構名稱)

本公司.....  
(日期)(年 月 日) (活動場地)

將會於.....於.....  
(活動性質)

舉辦.....

由於本公司將會於活動進行期間提供酒類飲品，現確定由.....  
(持牌處所的名稱)

.....持牌人  
(臨時酒牌申請人的姓名)

.....代本公司就上述活動申請臨時酒牌。

如需更多資料，請撥電.....，與下方簽署人  
或.....聯絡。

.....  
(機構授權人名稱)

年 月 日

To: Commissioner of Police

**Application for a Temporary Liquor Licence**  
**- AUTHORIZATION -**

I \_\_\_\_\_, hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to Police Licensing Office, and to obtain information and/or to inquire into any and all my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my licence.

My personal particulars are as follows: -

Name : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
HK Identity Card No. : \_\_\_\_\_( )  
Chinese Commercial Code Nos. : \_\_\_\_/\_\_\_\_/\_\_\_\_  
Place of Birth : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

致：警務處處長

**申請臨時酒牌**  
**- 授權書 -**

本人\_\_\_\_\_現授權警務處處長，或其代表，向警察牌照課發放任何及全部有關本人的刑事判罪紀錄的所有資料，以及向任何第三者索取及/或查詢任何及全部有關本人的資料，作為調查/或執行任何與本人的牌照有關的事宜之用。

本人的個人資料如下: -

姓名 : \_\_\_\_\_  
出生日期 : \_\_\_\_\_  
香港身分證編號 : \_\_\_\_\_( )  
中文商業電碼 : \_\_\_\_/\_\_\_\_/\_\_\_\_  
出生地點 : \_\_\_\_\_

簽署 : \_\_\_\_\_

日期 : \_\_\_\_\_

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**Notes for Applicant :**

**申請人須知**

***It is essential for the applicant to provide the written consent above to facilitate a full assessment of this application.***

**申請人必須填妥並簽署上述授權書，以便本處可全面評估有關申請。**



## APPLICATION FOR A TEMPORARY LIQUOR LICENCE

### 申請臨時酒牌

#### PROVISION OF PERSONAL DATA

#### 提供個人資料

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#### **Purpose of Collection** 收集資料的目的

1. The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of applications/record purpose/record update/all kinds of present and subsequent investigations and related licensing conditions as well as the enforcement for Temporary Liquor Licence under the Dutiable Commodities (Liquor) Regulations, Cap. 109.

香港警務處會把申請表上填報的個人資料，作下列用途：辦理申請人根據《應課稅品(酒類)規例》(第 109 章)而提出的臨時酒牌申請/記錄存檔/更新記錄/現階段及日後的一切調查工作，以及處理有關的發牌條件和執法工作。

2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.

在本表格上提供個人資料，純屬自願性質。若資料不足，本處可能無法辦理你的申請/更新你的記錄。

3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.

若虛報或漏報重要資料，警務處處長可拒絕有關申請。

#### **Classes of Transferees** 獲轉授資料的機構的類別

4. The personal data you provide by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned in the above paragraphs.

本處可能會向其他部門及公營或私營機構披露表格上填報的個人資料，以作上文所載的用途。

#### **Access to Personal Data** 查閱個人資料

5. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access included the right to obtain a copy of your personal data provided by this form.

根據《個人資料(私隱)條例》第十八及第二十二條和附表一的第六原則，你有權查閱和更正個人資料，包括有權索取表格上填報的個人資料副本乙份。

#### **Enquiries** 查詢

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

如對本表格所收集的個人資料有任何疑問，包括申請查閱和更正資料，請向下列人員查詢：

Executive Officer (Licensing)

Licensing Office

Hong Kong Police Force

12-13/F, Arsenal House

Police Headquarters,

1 Arsenal Street,

Wan Chai,

Hong Kong

Tel: 2860 6527

香港灣仔

軍器廠街一號

警察總部

警政大樓十二及十三樓

香港警務處牌照課

行政主任 (牌照)

電話: 2860 6527