

**Certification of Food Business Premises Free of
Unauthorized Building Works (UBW) for Provisional Licence Application (Form UBW-1)**

I, _____ (Surname) _____ (Other names) _____ (Name in Chinese) (Mr./Ms.*),

holder of Hong Kong Identity Card No. _____ (____), being the authorized person/structural engineer* registered under Section 3 of the Buildings Ordinance (Chapter 123) do hereby certify and declare that :

- (a) I personally inspected the premises known as _____ (Shopsign in English)
(_____) (Shopsign in Chinese), situated at _____ (Address of premises)

and being under application for issue/transfer* of a provisional food business licence by _____ (Name of applicant/transferee* in English) _____ (Name of applicant/transferee* in Chinese),

on _____ (Date(s) of inspection(s)) (dd/mm/yyyy) at _____ (Time of inspection(s))

in accordance with the Guidelines for Authorized Person and Registered Structural Engineer for Certification of Food Business Premises free of Unauthorized Building Works (Guidelines) issued by the Director of Buildings (D of B), Director of Lands (D of L) or the Independent Checking Unit of Housing Department (ICU of HD), as appropriate.

- (b)* I have read the Letter of Requirements addressed to the above named applicant dated _____ (dd/mm/yyyy)^(Note 1) on the subject premises to be free of UBW except those mentioned in paragraph (d) below and understand the contents thereof. *(Not applicable to transfer of food business licence)*

- (c)* In accordance with paragraphs 4 to 9 of the Guidelines of the D of B/paragraphs 5 to 10 of the Guidelines of the ICU of HD*, the subject premises are free of UBW except those mentioned in paragraph (d) below.

- (d)* In accordance with paragraph 6 and Appendix C of the Guidelines of the D of B/ paragraph 7 and Appendix C of the Guidelines of the ICU of HD*, I have inspected the following UBW[#] and was satisfied that they are not in dilapidated or dangerous condition:

Note 1: Date of the Letter of Requirements issued by FEHD, whichever is the latest, should be stated.

- (e) In accordance with paragraphs 4 to 9 and Appendix C of the Guidelines of the D of B/ paragraphs 5 to 10 and Appendix C of the Guidelines of the ICU of HD*, I attach the plan(s) showing UBW mentioned in paragraph (d) and record photos taken during my inspections showing the conditions of the subject premises and external walls of the premises and UBW mentioned in paragraph (d) to support my certification.
- (f) I have taken all reasonable and practical steps to ensure the correctness of the information in this certification and referred to the following approved/record plans/documents in accordance with the Guidelines:

Description of documents (File reference of private building, excluding the properties divested to The Link Management Limited)*

Description of documents (Applicable to New Territories Exempted Houses)*

Description of documents (Applicable to the properties divested to The Link Management Limited)*

- (g) I understand that all matters and information covered by this certification and all the related documents submitted for this licence application will be subject to further examination, auditing and verification by the Building Authority, Lands Department or the ICU of HD (as appropriate) and that if I wilfully or negligently give false, incorrect or misleading information in this certification, I will be liable to disciplinary action under Section 7 of the Buildings Ordinance and/or other legal penalties.

Date (dd/mm/yyyy)

Signature of authorized person/registered structural engineer*

Registration no. : _____

Expiry date of registration : _____ (dd/mm/yyyy)

Registered address : _____

Contact telephone no.: _____ Contact fax no.: _____

Notes:

- * Please delete where appropriate. Only one AP/RSE should certify paragraph (c). In case of different UBW in the food business premises are to be certified by different authorized persons/registered structural engineers (APs/RSEs), each AP/RSE should submit a separate certification. If the AP/RSE certifying paragraph (c) is based on his/her and another AP/RSEs' certification of paragraph (d), that AP/RSE should specify in paragraph (c) of his/her certification.
- # Itemize the UBW with detailed description including their condition, essential dimensions and locations and use separate sheets if necessary. The itemized UBW shall be indicated on the latest licence layout plan attached with the Form UBW-1. The separate sheets should be endorsed by the AP/RSE.