

**Notes for Renewal Application for a Licence or Certificate of Exemption
under Drug Dependent Persons Treatment and Rehabilitation Centres (Licensing) Ordinance**

1. Application forms of Renewal for a Licence / Certificate of Exemption (LODTC 1) can be obtained free of charge from the Licensing Office of Drug Dependents Treatment Centres (hereinafter referred as “LODTC”), Social Welfare Department, or downloaded from the website of Social Welfare Department (<http://www.swd.gov.hk>).
2. Please fill in the application form LODTC 1 and other relevant forms with block letters using black ink or ball pen.
3. Application form should be filled with up-to-date information as at the time of application. If there is any change of such information subsequent to the application, the applicant should inform LODTC of such changes as soon as possible.
4. Before filling in the application form LODTC 1 and other relevant forms, please read the Notice on Provision of Personal Data to Social Welfare Department at Appendix 1(a) of the Code of Practice for Drug Dependent Persons Treatment and Rehabilitation Centres (hereinafter referred as “Code of Practice”).
5. Please read the following notes to ensure filling in the application form LODTC 1 correctly -
 - (i) Section II (a)-(b): The Chinese and English names of the treatment centre should be the same as item 2(a) of the currently valid licence / certificate of exemption.
 - (ii) Section II (c): Please state clearly the Lot and / or DD numbers, floor levels and flat numbers of the whole treatment centre premises. Such content should be the same as the address stated in item 2(b) of the currently valid licence / certificate of exemption. If the centre address is different from its correspondence address, please also provide the correspondence address of the centre.
 - (iii) Section II (f)-(h): Please enter the relevant correspondence details for direct contact with the centre. If the relevant correspondence equipment is not installed in the centre premises, please remark in bracket “Not installed in the centre”.
 - (iv) Section II (k): If the premises of the treatment centre are partly self-owned and partly rented, please list out the respective units of the self-owned and rented premises clearly.
 - (v) Section II (n): If there are minimum age and maximum age set for admission of drug dependent persons, please state such minimum/maximum ages; and if no such minimum age or maximum age is set, please enter “Not Applicable” in this item.
 - (vi) Section II (p)-(q): “Service” refers to subvented or self-financing and non-profit-making treatment centres whereas “business” refers to private treatment centres operated under business registration.
 - (vii) Section II (r): The applicant has the responsibility to ensure that the premises of the treatment centre comply with the following requirements:

- the permitted user conditions of any government lease and/or licence issued by the Lands Department (for enquiry on issue of government lease or licence, please contact the respective District Lands Offices.)
- provision of the statutory town plan (Enquiry on the statutory town plan issue can be made to the respective District Planning Offices. If planning permission or amendment to the plan or its notes is required from the Town Planning Board (TPB) for the use of the premises as treatment centre, please approach the Secretary, TPB for enquiry.)

- (viii) Section III Part (A)(j) or Part (B)(j):
- (a) **Newly joined** partners / **newly joined** directors (if the applicant is a partnership / body corporate) should submit fit person statements. The applicant should delete the inapplicable parts of the sentence regarding the means of submission of such statement.
 - (b) Applicant, or partners / directors of the applicant (if the applicant is a partnership / body corporate), who has/have submitted fit person statements and is/are still fit person(s) as specified in section 7 of the Ordinance, is/are not required to submit such statement(s) again. Under this circumstance, the applicant should delete the whole sentence regarding submission of fit person statement in this item.
- (ix) Section IV: The applicant for the renewal should be the Specified Operator of the currently valid licence / certificate of exemption.

6. Upon submission of the renewal application, please submit the following documents altogether –

- (i) The original of the properly completed and signed application form LODTC 1 together with **three additional copies**;
- (ii) Copy of the Hong Kong Identity Card(s) ¹ of –
 - (a) **newly joined** partner(s) / **newly joined** director(s) (applicable for applicant who is a partnership / body corporate);
 - (b) applicant, or partner(s) / director(s) of the applicant (if the applicant is a partnership / body corporate) whose Hong Kong Identity Card(s) has/have been changed in content;

(Remark : Applicant is not required to re-submit the same copy of Hong Kong Identity Card which has already been submitted to LODTC and remains unchanged in content.)
- (iii) Copy of the Business Registration Certificate and certified copy of Business Registration Application issued by the Commissioner of Inland Revenue (applicable for private treatment centre);
- (iv) Copy of Certificate of Incorporation issued by the Registrar of Companies and copy of Annual Return submitted to the Registrar of Companies by the applicant (applicable for an incorporated company);

¹ Applicant may, as an alternative, produce the original Hong Kong Identity Card(s) for checking.

- (v) Copy of the assignment, copy of tenancy agreement and/or copy of any government land lease or licence issued by the Lands Department in respect of the treatment centre premises certifying the property arrangement and/or rental arrangement of the treatment centre;

(Remark : If copies of assignment, tenancy agreement and/or government land lease / licence previously submitted to LODTC are still valid and remain unchanged, applicant is not required to re-submit such documents.)

- (vi) For any alteration having been conducted in the treatment centre, or any changes in the layout of the premises: **5 copies** of the updated building plan(s) of the whole centre, attached with 4 copies of a letter to elaborate the alterations and/or changes. The updated plan(s) should be drawn in accordance with the requirements of Appendix 1(b) of the Code of Practice, with each page signed by the applicant (if the applicant is an individual) or stamped with the company / organization chop (if the applicant is a company or an organization);

(Remark : (a) If there is no alteration conducted in the treatment centre or no change in the layout of the premises, the applicant is not required to re-submit the building plan(s).

(b) Any alteration and/or changes in the centre premises should have been approved by this Department.)

- (vii) Full list of employees (employed / to be employed) and/or skeleton volunteers ², using the prescribed form LODTC 2 and/or LODTC 2(a); and

- (viii) Fit person statement(s) (Form LODTC 1 Annex A) to be completed as required in the above paragraph 5(viii)(a). Person(s) required to complete the statement(s) may choose to return such statements separately for personal privacy purpose.

7. Application form and the above documents can be forwarded either by registered post or in person to the following address:

Licensing Office of Drug Dependents Treatment Centres
Social Welfare Department
Room 2353, 23/F., Wu Chung House
213 Queen's Road East, Wan Chai
Hong Kong

8. For any enquiry in relation to the renewal application, please approach LODTC or dial 2116 3592 during office hours to contact the responsible social worker.

Licensing Office of Drug Dependents Treatment Centres
Social Welfare Department
June 2008

² Skeleton volunteers refer to those who perform fundamental or core duties/activities/programmes of the treatment centre on a regular basis.