

Procedures for Application for Licence for Residential Care Home for Persons with Disabilities (RCHD)

It is the responsibility of the operators to ensure that the premises used for operating RCHDs comply with the requirements of the relevant legislations, statutory plans, land lease conditions, deed of mutual covenant and tenancy conditions, etc. Apart from the required documents for a licence application, operator(s) should also provide proof of the above documents (if applicable) such as:

- Letter from Buildings Department on the change in use of premises;
- Planning permission by Town Planning Board;
- Short-term waiver by Lands Department; and
- Documents for fire safety and precautionary measures, etc.

Operator(s) submit application form, together with required documents to the Licensing Office of Residential Care Homes for Persons with Disabilities (LORCHD) of the Social Welfare Department

Operator(s) need to supplement further documents to LORCHD

Yes

No

LORCHD processes application, including vetting layout plans of the prospective RCHD

Layout plans and other requirements of the prospective RCHD meet the licensing requirements

No

Yes

Inspectors of LORCHD conduct site visits to evaluate whether all licensing requirements are met

Yes

Operator(s) need to amend the layout plans

No

Operator(s) are required to change layout/facilities and/or supplement relevant certificates or documents in accordance with the vetted layout plans or statutory requirements

Yes

No

Issue of licence by LORCHD

8 weeks

