

# Resource Handbook for Bazaar Application

**January 2024**

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## **1. Introduction**

Bazaars generally refer to venues set up on a temporary basis for buying and selling goods within a specific time period. The purposes of organising bazaars vary, some are for promoting local economy and tourism, some for providing opportunities to the grassroots and young people to start short-term businesses, while some for festive celebration etc. Bazaars may take different forms to serve their respective purposes.

2. The Government has all along adopted an open attitude towards bazaars proposed by organisations and provided facilitation and suitable assistance. Providing that the bazaar proposal will not compromise principles such as public safety and order, food safety and environmental hygiene etc., and when support from local communities has been garnered, relevant bureaux and departments will offer appropriate facilitation. Organisations/persons interested in organising bazaars<sup>1</sup> (hereinafter referred as “proponents”) may identify suitable sites (including government and non-government venues) to hold bazaars of different forms and natures with regard to the local circumstances as well as cultural and planning features.

3. In order to facilitate proponents in having an easier grasp of the relevant application procedures and processes, the relevant bureaux and departments (including the Environment and Ecology Bureau, Home and Youth Affairs Bureau, Culture, Sports and Tourism Bureau, Commerce and Economic Development Bureau, Food and Environmental Hygiene Department (FEHD), Home Affairs Department (HAD), Housing Department (HD), Leisure and Cultural Services Department (LCSD), Lands Department (LandsD), Transport Department (TD), Fire Services Department (FSD) etc.) have jointly compiled this “Resource Handbook for Bazaar Application” for reference.

### **Points to Note**

4. This handbook is not a legal document, the information herein only covers licensing and relevant statutory requirements that may generally be involved in organising bazaars. It is for reference only. Proponents should comply with relevant legislations and look up the requirements or guidelines laid out by relevant departments, and apply or make enquiry to departments concerned about the licence or approval required for the proposed activities.

5. Proponents shall ensure the observance by all participants of the activities of the Basic Law, the Law of the People’s Republic of China on Safeguarding

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<sup>1</sup> For hiring government venues to organise bazaars, only applications from organisations are accepted in general.

National Security in the Hong Kong Special Administrative Region and the laws of the Region in relation to the safeguarding of national security and other Hong Kong legislation, and shall ensure that they will not engage in any act or activity which is not in compliance with the said legislation. Proponents shall also ensure that any activity conducted in the venue to publicize, promote, display, show, sell or gift any goods in the venue is not unlawful, contrary to the interest of national security, immoral, or incompatible with the objective of the bazaar.

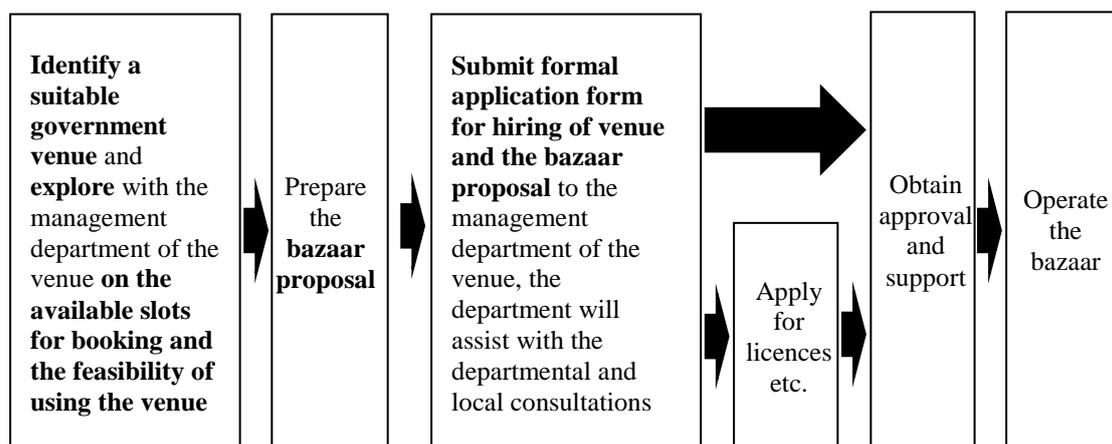
6. Proponents and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any government officer in preparing for bazaars. Otherwise, they shall be guilty of an offence and will be prosecuted.

## 2. Application Procedures

7. As a first step, proponents may look for suitable venues having regard to the form and nature of the bazaar. Proponents may hire government or private venues (such as shopping malls or other non-government venues) to hold bazaars. For organising bazaars at **government venues**, [paragraphs 8 to 17](#) below introduce the relevant application procedure; [paragraphs 18 to 19](#) provide information on organising bazaars at **private venues**; whereas [paragraphs 20 to 21](#) give a brief account **on information related to licence applications** as required for bazaars activities in general.

### I. Government Venue

8. The general procedures for hiring and holding bazaar at a government venue are as follows:



#### A. Identification of Venue

9. Proponents may, according to their needs (such as the form and nature of the bazaar), identify a government venue for holding bazaar and submit an application to the department concerned. The [GeoInfo Map](#) of LandsD can be used to facilitate the search for a suitable government venue if needed.

10. Proponents may then make an enquiry to the management department of the venue on whether such venue can in principle be used for holding bazaar and its availability on the proposed date of the bazaar. In this regard, proponents should get ready the following basic information:

- (a) Name, nature (e.g. whether it is a non-profit-making organisation etc.) and contact details of the organisation;
- (b) Facilities to be hired and the date and time; and

- (c) Brief description of the activities, estimated number of participants, and whether there will be admission fee and revenue generated.

11. General points to note when hiring a government venue include (but are not limited to):

- (a) Eligibility for application;
- (b) Deadline for reservation;
- (c) Duration available for hire;
- (d) Hire charges;
- (e) Whether there is any restriction on commercial transaction; and
- (f) Whether charitable organisations are accorded priority etc.

12. [Section A of Annex I](#) sets out the contact information of various departments and the matters requiring attention in respect of the use of the departments' venues for holding bazaars. For venues managed by LCSD, the Housing Authority (HA) or LandsD, proponents may contact the respective offices direct.

### **B. Drafting of the Bazaar Proposal**

13. After preliminarily confirming the feasibility of holding the bazaar (e.g. the government venue concerned is available for booking on the relevant dates), proponents should start working on the details of the bazaar activities so as to proceed to subsequent steps such as venue application, consultation and licence application, etc. A template of the bazaar proposal is available for reference at [Annex II](#) of this Handbook. It sets out issues that generally need to be considered in organising bazaars, such as the expected number and types of stalls, venue layout (locations of aisles, first-aid posts, etc.) and cleansing arrangements etc. with a view to facilitating proponents to comprehensively plan for the arrangements and management of the proposed activities early on. Various points to note provided by the relevant departments are also set out in [Section B of Annex I](#) for proponents' perusal.

### **C. Application for Hiring a Government Venue and Consultation**

14. After mapping out the details of the bazaar activities and completing the bazaar proposal, proponents should submit the proposal to the management department of the venue. For venues managed by HA, please submit with the proposal the [Application Form for Holding Relevant Activities in Estates/Courts by Organisations](#); while for venues managed by LandsD, please also submit the bazaar proposal with the [Application Form for Use of Vacant Government Land for Community, Institutional or Non-profit Making Purposes on Short Term Basis](#). [Section A of Annex I](#) sets out the contact

information of various departments.

**(a) Departmental Consultation**

15. In general, LCSD, HA or the District Lands Office (DLO) of LandsD will consult the relevant government departments (e.g. FSD, the Hong Kong Police Force (HKPF), TD etc.) on the proponent's proposal. The proponent may be required by the respective bureaux or departments to submit further information.

**(b) Local Consultation**

16. For hiring of the venues of LCSD, HA or LandsD, the department concerned will forward the proposal submitted by the proponent to the District Office (DO) concerned under HAD for local consultation. The local consultation will generally be conducted by circulation. If no objection from local stakeholders is received, it is deemed that the local community does not object to holding the activities. Depending on the specific details of the bazaar proposal and local stakeholders' views, the relevant bureaux or the management department of the venue may opt to conduct local consultation in other forms, for example, through meeting discussions. DOs will provide assistance for local consultation in the form so decided.

17. Upon confirming that the relevant bureaux or departments, as well as the local stakeholders have no objection to the bazaar proposal, the management department of the venue will notify the proponent of the result of application for hiring of venue and issue a short-term tenancy agreement or letter of approval etc. for the use of the venue, upon confirmation that the hire charge (if necessary) has been received.

**II. Private Venue**

18. To hold bazaars in private venues (e.g. shopping malls or other non-government venues), proponents should contact the management parties of the private venues concerned direct to discuss the venue arrangement and work out the details of the bazaar activities so as to proceed to subsequent steps such as licence application.

19. When drawing up arrangements for the bazaar, proponents may make reference to the template of the Bazaar Proposal at [Annex II](#) of this Handbook, which sets out issues that generally need to be considered in organising bazaars.

### **III. Application for Licence, Permit or Approval (Applicable to both Government and Private Venues)**

20. Proponents must **apply to the relevant departments direct for the licences, permits or approvals required** for organising the proposed activities, regardless of whether the bazaars are to be held at government or private venues.

21. The licences, permits and approvals required for common bazaar activities are tabulated below. As circumstances may vary for each activity, **the table may not be able to cover all the licences, permits and approvals required.** Proponents should make an enquiry to the relevant departments about the application procedures for and details of the licences, permits and approvals required for the proposed activities.

#### **(a) Licences, Permits and Letters of Approval Required for Common Bazaar Activities**

	<b>Bazaar Activity</b>	<b>Licence/Permit/Letter of Approval Required*</b>
1.	<ul style="list-style-type: none"> <li>● Carrying out of at least one of the following activities: (i) bazaar ; (ii) exhibition ; (iii) concert, opera, ballet, stage performance or other musical, dramatic or theatrical entertainment; (iv) cinematograph or laser projection display; (v) circus; (vi) lecture or story-telling; (vii) sporting exhibition or contest; (viii) amusement ride or any mechanical device which is designed for amusement; or (ix) dance party; and</li> <li>● The above activities are <i>not</i> carried out in a venue managed by LCSD, HAD, Legislative Council Commission or the Judiciary</li> </ul>	<b><u>Temporary Places of Public Entertainment Licence</u></b>
2.	Game of amusement with prizes	<b><u>Temporary Places of Public Entertainment Licence and Amusements with Prizes Licence</u></b>
3.	Amusement rides (including kiddie rides)	<b><u>“Design Approval” and “Permit to Use and Operate”</u></b>

	<b>Bazaar Activity</b>	<b>Licence/Permit/Letter of Approval Required*</b>
4.	Operation of a stall/kiosk of temporary nature for sale of (i) cooking of pre-prepared and ready-to-cook food and/or (ii) heating up / warming pre-cooked food	Temporary Food Factory Licence <u>(To Be Issued in the Name of an Individual)</u> or <u>(To Be Issued in the Name of a Corporation)</u>
5.	Sale of food such as frozen beef, mutton, pork, reptiles or fish etc.	<u>Fresh Provision Shop Licence</u> or <u>Restricted Food Permits</u>
6.	Sale of restricted foods such as non-bottled drinks, milk and milk beverages, frozen confections etc.	<u>Restricted Food Permits</u>
7.	A fee or admission fee is charged and there is supply or sale of liquor for consumption thereat	<u>Temporary Liquor Licence</u> (to be applied <b>by a holder of a full liquor licence</b> )
8.	Display, use or raising of the national flag, regional flag, national emblem, or regional emblem	<u>Application should be made to</u> the Administration Wing of the Chief Secretary for Administration's Office
9.	Playing and singing of the national anthem	Comply with <u>the requirements under the National Anthem Ordinance</u> and ensure the compliance with the relevant legislation by participants
10.	Collection of money or sale or exchange for donations of badges, tokens or similar articles in public places for charitable purposes	The proponent organisation and the beneficiary organisation must be a bona-fide non-profit-making organisation exempt from tax. <u>Application for Public Subscription Permit (General Charitable Fund-raising Activities)</u>

	<b>Bazaar Activity</b>	<b>Licence/Permit/Letter of Approval Required*</b>
11.	Fund-raising activities for non-charitable purposes in public places	<a href="#"><u>Permits for Fund-raising for Non-charitable Purposes</u></a>
12.	Organisation of or participation in a lion dance, dragon dance or unicorn dance, or any attendant martial arts display in a public place	<a href="#"><u>Lion / Dragon / Unicorn Dance Permit</u></a>
13.	Organisation of public meeting attended by more than 50 persons, public meeting conducted in private premises attended by more than 500 persons, and public procession attended by more than 30 persons	<a href="#"><u>Notification of the Intention to hold a Public Meeting / Procession</u></a>
14.	Display of non-commercial publicity materials at designated spots on government land outside the venue	<a href="#"><u>Display of Roadside Non-Commercial Publicity Materials</u></a>
15.	Store or use of dangerous goods exceeding the exempt quantity, e.g. helium, thinner, naphtha, alcohol, paint, liquid plumber, hydrochloric acid and bleach etc.	<a href="#"><u>Store and Use Licence for Dangerous Goods</u></a>
16.	Display of laser	Display Laser Information Form (Annex III of Application for <a href="#"><u>Temporary Places of Public Entertainment Licence</u></a> )

\*Note: Please click the above link to access the application guides/forms provided by the respective departments.

### **(b) Responsible Department**

	<b>Licence/Letter of Approval/Permit*</b>	<b>Responsible Government Department*</b>
1.	<a href="#"><u>Temporary Places of Public Entertainment Licence</u></a>	<a href="#"><u>FEHD – District Environmental Hygiene Offices</u></a>
2.	<a href="#"><u>Restricted Food Permits</u></a>	
3.	Temporary Food Factory Licence ( <a href="#"><u>To Be Issued in the Name of an Individual</u></a> ) or ( <a href="#"><u>To Be Issued in the Name of a Corporation</u></a> )	<a href="#"><u>FEHD - Licence Issuing Offices</u></a>
4.	<a href="#"><u>Fresh Provision Shop Licence</u></a>	
5.	<a href="#"><u>Temporary Liquor Licence</u></a> (Note: The applicant must be a holder of a valid liquor licence/club	<a href="#"><u>Hong Kong Police Force</u></a>

	<b>Licence/Letter of Approval/Permit*</b>	<b>Responsible Government Department*</b>
	liquor licence issued by the FEHD)	
6.	<a href="#">Lion/Dragon/Unicorn Dance Permit</a>	
7.	<a href="#">Notification of the Intention to hold a Public Meeting/Procession</a>	
8.	<a href="#">Approval for the display/use/raising of the national flag/regional flag and/or the national emblem/regional emblem</a>	<a href="#">The Administration Wing of the Chief Secretary for Administration's Office</a>
9.	<a href="#">Public Subscription Permit (General Charitable Fund-raising Activities)</a>	<a href="#">Social Welfare Department</a>
10.	<a href="#">Permits for Fund-raising for Non-charitable Purposes</a>	<a href="#">Division III of Home Affairs Department</a>
11.	<a href="#">Amusements with Prizes Licence</a>	<a href="#">Office of the Licensing Authority of Home Affairs Department</a>
12.	<a href="#">"Design Approval" and "Permit to Use and Operate" for Amusement Rides</a>	<a href="#">Electrical and Mechanical Services Department</a>
13.	<a href="#">Display of Roadside Non-Commercial Publicity Materials</a>	<a href="#">Lands Department</a>
14.	<a href="#">Store and Use Licence for Dangerous Goods</a>	<a href="#">Fire Services Department</a>
15.	<a href="#">Display Laser Information Form</a> (Annex III of Application for Temporary Places of Public Entertainment Licence)	<a href="#">LCSD</a> (For <b>LCSD</b> venues) <a href="#">FEHD</a> (For <b>non-LCSD</b> venues)

\*Note: Please click the above link to access the application guides/forms provided by the respective departments and their contact details.

### **3. Operation Stage**

22. The bazaar may formally operate after garnering support from local communities and obtaining licences, permits and/or approvals as required.

23. During the operation of the bazaar, in addition to complying with relevant licence/permit conditions, proponents must follow and comply with **all statutory requirements**, as well as the instructions and orders of the management department of the venue. Special attention should be paid to the following requirements:

- (a) Prepare contingency plans for adverse weather or other incidents in advance;
- (b) Deploy sufficient manpower for bazaar operation, crowd control, order maintenance, first-aid and handling contingencies, etc.;
- (c) Maintain close communication with the management department of the venue and other departments (HAD, LCSD, Electrical and Mechanical Services Department, HKPF, TD, Environmental Protection Department (EPD) and FSD etc.) to handle any contingencies;
- (d) Designate staff to handle comments and complaints raised by the public or nearby residents about the bazaar;
- (e) Adhere to the bazaar's location plan, operation plan, risk management plan, and traffic and crowd management plan, etc.;
- (f) All passageways, entrances/exits and emergency accesses in the venue must be kept clear; stall operators must put their goods inside their stalls to avoid obstruction of passageways, which may cause danger and collision;
- (g) Do not engage in any act or activity which is illegal or contrary to the interest of national security;
- (h) Comply with the relevant provisions under the Control of Obscene and Indecent Articles Ordinance (Cap. 390) relating to the publication (including distribution, circulation and sale) and possession of obscene articles, and those relating to the prohibition on display of indecent matter or publishing an indecent article to persons aged under 18;
- (i) Do not sell infringing goods;
- (j) If the activities under application involve public performance of musical, dramatic or literary works and public playing or showing of sound recordings, music videos or videos etc., relevant licences should be acquired in advance from copyright owners in accordance with the Copyright Ordinance (Cap. 528);

- (k) Do not conduct any gambling or any immoral activity;
- (l) Do not employ illegal workers (the law requires that an employer must take all practicable steps to determine whether a person is lawfully employable prior to employment. Apart from inspecting a job seeker's identity card, the employer has the explicit duty to make enquiries regarding the job seeker's condition of stay in Hong Kong and working experience so as to make sure the job seeker is lawfully employable. If the employer failed to check and make the enquiries for entering the employment with the job seeker, the court may not accept the defence that the employer has already taken all practical steps. If the job seeker is not holding a Hong Kong permanent identity card, the law requires the employer to inspect the job seeker's valid travel document to ensure that he/she is free to take up any employment in Hong Kong without the Director of Immigration's prior permission and has not breached any condition of stay.);
- (m) Take out valid employees' compensation insurance (EC insurance) for employees;
- (n) Do not pour wastewater onto road surfaces, into roadside stormwater drains, river courses or other water bodies. Stall operators should provide slop buckets of suitable capacity for temporary storage of wastewater and transport the wastewater collected to suitable sewage disposal facilities for disposal;
- (o) All audio-visual equipment must be set up in such a way that the sound emitted will not cause nuisance to nearby residents and visitors. At present, there are various provisions under the Noise Control Ordinance (Cap. 400) to control noise generated from the operation of bazaars in different venues and circumstances and at different times of the day, etc. The details can be found in the EPD's [A Concise Guide to the Noise Control Ordinance](#);
- (p) Do not store dangerous goods in excess of the quantities exempted by the Dangerous Goods (Application and Exemption) Regulation 2012 (Cap. 295E);
- (q) Jointly clear with stall operators the wastes brought or generated and remove them from the bazaar venue by their own means on each day. The wastes should not be placed or discarded at random places. It is suggested that recyclables (including food waste) be properly source-separated and recycled. Upon closure of the bazaar, the venue should be properly restored to its original state, and wastes, refuse and surplus supplies should be removed; and
- (r) To implement waste reduction measures according to the EPD's [Waste Reduction Guidebook for Large Scale Event Organisers](#), such as

storing surplus supplies for future use or giving them to social welfare organisations and persons in need to avoid wastage.

24. Inspections will be conducted by the relevant departments according to the licences, permits and approvals issued. Where contraventions of the law or irregularities are found, appropriate follow-up actions will be taken. In addition, the Centre for Food Safety will collect samples of food from bazaars for testing to ensure their compliance with the legal requirements in Hong Kong and fitness for human consumption.

25. For other points to note in the operation phase, please refer to [Section B of Annex I](#).

#### **4. Frequently Asked Questions**

##### **1. How to identify a suitable venue for holding bazaar? Does the Government keep a list of venues where bazaars were held by local communities?**

Bazaars may take different forms and scale with different activities, there are thus many sites that can be used. As to whether an individual application or hiring of a particular venue for holding bazaar would be approved, there are a series of factors to be considered, including the application requirements of the departments/organisations, conditions of use and restrictions on individual venues, information submitted by the proponent on the proposed bazaar, stakeholders' opinions and assessment by the management department of the venue concerned, etc. As such, the Government does not maintain a list of venues which local communities have organised bazaars thereat.

According to the scale, nature and activity requirements of the proposed bazaar, proponents should take the initiative to look for suitable private or government venues in the community, e.g. shopping malls, leisure facilities of LCSD, common spaces in public housing estates of the HA, or unleased or unallocated government lands managed by LandsD. Proponents may use LandsD's [GeoInfo Map](#) to facilitate their search for suitable government venues if needed.

##### **2. How should I consult the relevant government departments, District Council and the local community when applying for the use of a government venue?**

Taking a further step to facilitate proponents, the Government has aligned the procedures for departmental and local consultations. Proponents should firstly prepare the bazaar proposal (sample at [Annex II](#) for reference) and make a submission of it together with any other required documents to the management department of the venue. LCSD, HA or District Lands Office of LandsD will consult the relevant government departments. The proponent may be required by the respective bureaux or departments to submit further information. In addition, the management department of the venue concerned will forward the proposal to the DO concerned. The consultation will generally be conducted by

circulation. Depending on the specific details of the bazaar proposal and local stakeholders' views, the relevant bureaux or the management department of the venue may opt to conduct local consultation in other forms, for example, through meeting discussions. DOs will provide assistance for the local consultation in the form so decided.

**3. I would like to set up a cooked food stall in the bazaar. What should I pay attention to?**

The proponent should explore with the management department of the venue on whether sale of cooked food is allowed at the proposed bazaar venue. For example, sale of cooked food may not be approved for LCSD's venues with light refreshment kiosks and densely populated public housing estates in order to minimise impacts on the environmental hygiene of the estates. Given the specific situation of each venue differs, proponents should consult the management departments of the respective venues concerned.

When preparing the layout plan, the proponent should take into consideration the relevant [fire safety requirements/recommendations](#), such as maintaining adequate and clear passageways throughout the venue. In addition, the proponent should form an initial view on the fuel to be used for cooking/heating up of food in the bazaar, and meet the fuel requirements for the relevant equipment – whether the venue can supply sufficient power to meet all needs should electrical heating devices are to be used; if not, whether it is feasible to generate power with generators such as diesel-driven mobile generator sets. If [cassette cookers with the GU mark](#) will be used, it should be noted that no more than 50 liquefied petroleum gas cartridges are allowed to be stored on site.

As regards licence applications, the proponent and/or actual operators of individual cooked food stalls should prepare a list of food items intended to be sold and a food supplier's certificate, and apply to FEHD for a [temporary food factory licence](#) as soon as possible. FEHD has now relaxed the restrictions of the licence to allow, apart from heating up of pre-cooked food, cooking of pre-prepared and ready-to-cook food by methods such as boiling, stewing, steaming, braising and simple frying. This does not include cooking methods which may generate large amount of greasy fumes such as deep frying, stir frying and grilling. If stall

operators intend to sell pre-prepared and ready-to-cook food that are cooked, they should pay special attention to the specific licensing conditions set by FEHD (such as setting up of ancillary facilities such as scullery accommodation and cold storage facilities). When setting up the said facilities, considerations should be given to issues such as water supply, temporary storage and discharge of wastewater, and power supply.

Upon submission of the application, the relevant departments such as FEHD and FSD will notify the proponent of the relevant requirements on a case by case basis. The persons concerned must comply with the requirements during actual operation.

#### **4. Can I sell “home-made food” prepared at home in the bazaar?**

No. In order to ensure food sold in Hong Kong is safe and fit for consumption and to protect consumers, any persons operating a food business, including production of food for sale, shall hold the relevant licences issued by FEHD. According to the requirements of the [temporary food factory licence](#), all pre-cooked food and/or pre-prepared and ready-to-cook food sold on the premises shall be obtained from a licensed food factory or other lawful sources. Documentary proof to this effect shall be furnished to the Director of Food and Environmental Hygiene for retention. In addition, the Food Business Regulation prohibits the preparation of food in domestic premises for the purposes of any food business. The purpose is to ensure that food sold by any food business is prepared in premises which comply with the hygiene standards prescribed by law.

#### **5. Are Proponents required to appoint consultancy firms or professionals to process related licence applications on behalf of them?**

In general, proponents may apply for all the licences required for their proposed activities direct. It is not necessary to appoint consultancy firms nor professionals to apply on their behalf. For details, please refer to [Part \(2\)\(III\)](#) above. If proponents wish to seek assistance from consultancy firms or professionals for their applications, they should consider their budget and the experience of the related persons in handling technical issues.

**6. Can those selling goods in the bazaar operate their business outside the bazaar site while the bazaar is being held?**

Persons selling goods in the bazaar cannot operate their business outside the site area of the bazaar unless approved by the relevant departments. If the area outside the bazaar is a public walkway, no hawking activities are allowed thereon unless they hold a valid hawker licence.

## **A. Summary of Points to Note on Application for Holding Bazaars at Government Venues**

### **1. Leisure Facilities**

Pleasure grounds managed by the Leisure and Cultural Services Department (LCSD) are primarily for designated recreational purposes. Trading activities at such venues is normally not allowed unless with prior approval. Some of LCSD's outdoor hard-surface pitches and facilities are available for application for non-designated uses, e.g. charitable activities, festive celebrations and carnivals etc.

<b>Venue Restriction</b>	To balance the demand for leisure facilities for public to conduct recreational and leisure activities and organisations to organise activities, each application for non-designated use of LCSD's leisure facilities generally should neither last more than three days nor be on a recurrent basis, unless under exceptional circumstances.
<b>Application and Hiring Procedures</b>	<p>LCSD processes and assesses the booking applications for using its leisure facilities according to the established guidelines and procedures. Under the booking procedures, the applications are prioritised according to the type of organisations submitting the application and the time of booking. LCSD will consider and vet the applications on a case by case basis using the established procedures as set out in the guidelines for Use of Leisure Venues for Non-designated Use. Besides, it will consult relevant departments on the applications.</p> <p>LCSD implements charges for the use of non-fee charging leisure facilities in conducting trading activities. A fee at 10% of the total gross receipts derived from admission fees, plus at least 3% of the total receipts from sources other than the gross receipts of admission fees, is to be charged. The minimum charge for use of each 4 500 square metres is \$2,330 per day. For details, please refer to the <a href="#">New Hire Charges for the Use of Non-Fee Charging Leisure Venues for Conducting Sale Activities</a> issued by LCSD.</p>
<b>Eligibility</b>	Only registered bodies are eligible to apply.
<b>Enquiry and Contact</b>	Please click <a href="#">here</a> for the contact numbers and addresses of the District Leisure Services Offices.

## 2. Public Housing Estates

In general, public housing estates under the HA are densely populated. Open spaces on the ground level are often public passages, sitting-out areas or common spaces for residents' use. Regarding the proposals for using these common spaces for holding bazaars, if some facilities within the estates concerned involve owners other than HA, consent to the proposals from those owners will be required. In addition, if the relevant land lots are subject to land leases and deeds of mutual covenant, which set out restrictions on floor area and land use, approval from LandsD may be required for the implementation of the bazaar proposals, depending on the individual land lease conditions. Regardless of whether other owners are involved in the estates concerned, HA has to fully consider the views of the residents and other stakeholders, as well as the impact of such proposals on the relevant estates.

<p><b>Venue Restriction</b></p>	<p>HA shall take into consideration various factors including whether the proposal will obstruct public and emergency accesses, compromise environmental hygiene, cause nuisances to residents and draw in illegal hawking activities, as well as whether the necessary facilities are available, such as power supply and drainage provision. If proponents are granted approval for hiring the venue, they shall be responsible for the operation of the bazaar and management of the venue, and shall obtain from the relevant government departments the licences, permits or approvals required. The proponent shall comply with the detailed conditions set out in the venue application form and the approval letter for the use of the venue and pay the relevant fees.</p>
<p><b>Application and Hiring Procedures</b></p>	<p>Please submit the Application for Holding Bazaar Activities in Estates/Courts by Organisations and the bazaar proposal to the subject Estate Office of HA. HD will assist the proponent to conduct departmental consultation and forward the proposal to the relevant DO for local consultation. If land leases, deeds of mutual covenant and other owners are involved, HA will also assist the proponent to consult the owners concerned and LandsD. In respect of bazaar activities, if the proponent is a charitable organisation, and if the nature of the bazaar activities is non-profit-making, HA will determine the fees on a concessionary basis instead of the market</p>

	level.
<b>Eligibility</b>	Any body or organisation is eligible to apply.
<b>Enquiry and Contact</b>	Please click <a href="#">here</a> for the contact numbers and addresses of the Estate Offices.

### 3. Unallocated and Unleased Government Land

In general, LandsD will manage the unleased sites pending development or those that may not be suitable for development, and to put them for temporary or short-term gainful uses, including putting up for application by non-governmental organisations (NGOs) or social enterprises for community, institutional or non-profit-making purposes etc.

<b>Venue Restriction</b>	For restrictions on those individual vacant government sites which are available for short-term uses, please refer to the information on the " <a href="#">GeoInfo Map</a> " webpage, and enquire with the DLO concerned.
<b>Application and Hiring Procedures</b>	<p>Please make enquiry to the DLO concerned. Proponents may submit the completed application form available on LandsD's webpage, bazaar proposal etc. to the DLO concerned.</p> <p>The DLO concerned will seek the policy support required for the application from the relevant policy bureau, and consult the relevant bureaux and departments on the proposal. If the proposed use of the bazaar is non-profit-making in nature, and the relevant policy bureau supports the grant of a short-term tenancy at nominal (or concessionary) rent, the short-term tenancy may be granted at nominal (or concessionary) rent, if approved. However, if the policy bureau or department only gives support to the grant of the short-term tenancy to the proponent but does not agree to/support the tenancy to be granted at nominal or concessionary rent, the tenancy will be granted at full market rent, if approved. The proponent is also required to comply with separate terms and conditions of the short-term tenancy.</p>
<b>Eligibility</b>	NGOs and social enterprises are eligible to apply.

<b>Enquiry and Contact</b>	Please click <a href="#">here</a> for the enquiry and contact details of DLOs.
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#### **4. Community Centre or Community Hall**

Community centres or community halls play an important role in community building by providing venues for locals to organise various kinds of activities. In general, HAD will not approve applications from commercial organisations or allow the conduct of commercial activities in community centres or community halls. Given that sales activities, acts of cooking, lighting of fire and eating are prohibited in community centres or community halls, these venues are not suitable for holding local bazaars since sales activities, including light refreshment stalls, are often involved.

### **B. Major Operational Issues to be Taken into Consideration in the Drafting of the Bazaar Proposal and Bazaar Operation**

The following are the general points to note when organising and operating bazaars. The list may not be exhaustive. For enquiries, please contact the relevant departments.

#### **1. Assessment of traffic impact and obstruction**

- (a) The bazaar must be held at a convenient and accessible location. Taking into account the details of the activities, location, area, operation and management, the organiser should consider whether the activities will cause traffic impact and obstruction to public roads or walkways and the appropriate measures to alleviate the traffic impact brought by the activities.
- (b) The organiser should ensure that the bazaar activities will not endanger road users or cause hindrance to the maintenance and repair of public roads, and should arrange the activities in manner that will not cause damage to road surface or associate facilities.
- (c) If closure of public roads (e.g. pedestrian footpaths, carriageways, cycling tracks, parking spaces etc.) managed by TD is required for conducting the bazaar activities, the organiser must provide written proof of policy support for the bazaar activities and road closure proposal from the relevant departments or bureaux.

- (d) In relation to the said road closure needed, the organiser should formulate necessary temporary traffic arrangements according to the Code of Practice for the Lighting, Signing and Guarding of Road Works of the Highways Department. Such arrangements are only to be implemented with the consent of TD and HKPF.

## **2. Measures on public order and safety (fire and other risks)**

- (a) Establish appropriate management facilities include setting up directional signs, command centre, and first-aid posts etc. in the bazaar, as well as providing sufficient entrances/exits, appropriate passageways and buffer zones (if applicable) for safe evacuation in case of emergency and speedy arrival of rescue personnel. Formulate a set of emergency evacuation plans and emergency handling procedures to facilitate the evacuation of visitors in case of emergency and handling fire incidents. The organiser may consider setting up steward teams and implementing crowd control arrangements to maintain good order in the venue if necessary.
- (b) Conduct appropriate fire risk assessments when organising the bazaar. The factors to be taken into consideration include location (e.g. types of buildings in the vicinity, emergency vehicular accesses and fire hydrants), venue layout (e.g. site area, capacity, exit routes, distance between stalls, and number of stalls in the bazaar), construction material of stalls, the fuel used (if cooked food stalls are involved), and other performances carried out at the venue. The Fire Services Department will request the organiser/operator to comply with the relevant fire safety requirements/recommendations.

## **3. Noise and other environmental impacts**

- (a) If the bazaar will operate during nighttime, the organiser should implement measures to minimise noise impact by, for example, putting noise-generating operations as far away from nearby residential areas as possible, placing banners around the periphery to remind visitors to lower volume and not to shout or make noises, and avoiding the use of loudspeakers, so as to avoid causing nuisance to the community in the vicinity. The organiser should also abide by the regulations and requirements under environmental legislation (e.g. noise, sewage disposal, air emissions, plastic shopping bag charging (if applicable)).
- (b) Operators of food stalls should avoid using ingredients or cooking

methods that would result in strong odour or oily fumes. Suitable ventilation equipment and measures should be in place to enhance the air-ventilation of the venue, so as to minimise cooking fumes and odour and ensure that they will not cause nuisance to the residents in the vicinity.

- (c) Do not pour wastewater onto road surfaces, into roadside stormwater drains, river courses or water bodies. Stall operators must provide slop buckets of suitable capacity for temporary storage of wastewater, and transport the wastewater collected to suitable sewage disposal facilities for disposal.

#### **4. Environmental hygiene and waste management plan**

- (a) The organiser should provide suitable management facilities including refuse bins, toilets and recycling points, and set up water using devices and washing facilities for stall operators.
- (b) It is recommended that waste separation facilities and food waste recycling facilities be placed at prominent locations with clear signs to promote wider usage of the facilities, and recyclers be arranged to collect the recyclables.
- (c) The organiser should request stall operators to be responsible for the environmental hygiene of their stalls, properly handle the waste, refuse and surplus supplies generated, and implement suitable measures to prevent environmental hygiene problems such as pest infestation.
- (d) The organiser should be responsible for the environmental hygiene of the entire venue. It should estimate the amount of waste in advance for activities (e.g. food preparation) carried out by individual stalls in the bazaar, set up sufficient refuse storage facilities at suitable places, and arrange manpower and vehicles to clear the waste and refuse generated and send them to the waste disposal facilities of the Environmental Protection Department on the same day.
- (e) Persons selling goods in the bazaar should not conduct sales activities outside the bazaar, unless approval from the relevant department is obtained. On-street selling is not allowed if the area outside the bazaar venue is a public street, unless the person concerned is a holder of a valid hawker licence.

#### **5. Waste management measures**

- (a) To devise waste reduction and recycling strategy, plan and measures

according to the EPD's [Waste Reduction Guidebook for Large Scale Event Organisers](#).

- (b) Implementation of "Shopping naked" is recommended (i.e. encouraging the public to bring their own reusable containers, environmental bags, utensils, and water bottles to buy goods and food in the bazaar, so as to reduce the use of disposable items);
- (c) Reduce or avoid the use of excessive decorations; and
- (d) Purchase or rent simple stalls that can be dismantled and assembled for reuse to reduce wastage.

## **6. Food safety**

- (a) The five simple and effective keys recommended by the World Health Organization for preventing foodborne diseases are as follows:
  - (i) Choose (Choose safe raw materials)
  - (ii) Clean (Keep hands and utensils clean)
  - (iii) Separate (Separate raw and cooked food)
  - (iv) Cook (Cook thoroughly)
  - (v) Safe temperature (Keep food at safe temperature)
- (b) Information on food safety can be accessed at the [webpage of the Centre for Food Safety](#).

## **7. Community resources**

- (a) Depending on the purpose of the bazaar, proponents may consider co-organising the bazaar with any body or organisation, social service group, non-profit-making organisation and shop which have prior experience in holding bazaars.

## **8. Professional assistance**

- (a) If the use or erection of any temporary structure is involved, professional assistance may be required.
- (b) If electrical work is involved (including installation, commissioning, inspection, testing, maintenance, modification or repairing), registered electrical contractors and registered electrical workers should be engaged to carry out the work in accordance with the requirements stipulated in the Electricity Ordinance (Cap. 406).
- (c) If the use or installation of gas installations/appliances is involved, the

requirements under the Gas Safety Ordinance (Cap. 51) must be complied with.

## **9. Publicity**

- (a) Apart from the publicity avenues provided by the organiser, publicity can be conducted via the network of community groups, online media and media interviews etc.
- (b) Written permission from LandsD is required for posting posters on government lands. The Public Health and Municipal Services Ordinance (Cap. 132) contains an express provision against unauthorised display or posting of bills and posters. As for displaying non-commercial publicity materials at designated roadside locations on Government land which are outside the venue, application need to be made to LandsD according to the [Management Scheme for the Display of Roadside Non-commercial Publicity Materials](#).
- (c) For display of publicity materials in public housing estates of HA, applications should be made to the relevant Estate Offices three working days before the date of the activity and all approved publicity materials shall be placed within the designated venue;
- (d) LCSD's prior approval is required for all publicity materials to be used in LCSD venues.
- (e) Consider adopting environmentally-friendly publicity methods when organising publicity activities. For example:
  - (i) Utilise electronic systems (e.g. e-mail etc.) and online platforms for wide publicity and timely updates on the bazaar;
  - (ii) Adopt e-procurement to minimise the use of printed documents;
  - (iii) Use recyclable materials to produce publicity materials and decorations. For example: paper, metal and pure plastic;
  - (iv) Choose paper with recycled content and use environmentally-friendly ink to print publicity materials; and
  - (v) Avoid distributing single-use souvenirs.

## **10. Public liability and accident insurance**

- (a) The organiser should take out valid and adequate public liability and accident insurance policies.
- (b) First-aid equipment should be provided in the venue (e.g. automated external defibrillators for performing cardiac resuscitation).