

Frequently-Asked Questions
Application of the Food Truck Pilot Scheme (Pilot Scheme)
(Please read in conjunction with the
Invitation for Applications and the Application Form)

I. Basic Information

Q1. How to apply for the Food Truck Pilot Scheme? Where can I get the hard copy of the application form?

A1. Invitation for Applications document (Invitation Document) is available at the Tourism Commission's Food Truck Pilot Scheme dedicated website (<http://www.tourism.gov.hk/english/foodtruck/foodtruck.html>). Applicants shall download the Invitation Document and submit the application form by registered mail to the Tourism Commission on or before the application deadline as specified in the Invitation Document. There are no hard copies of the Invitation Document available for distribution.

Q2. Who are eligible to apply for the Pilot Scheme?

A2. Hong Kong residents aged 18 years or above, or a company registered in Hong Kong may apply for the Pilot Scheme. For holders of non-Hong Kong permanent identity cards, applicants are required to present travel documents to prove that their stay in Hong Kong is not subject to any condition of stay other than a limit of stay.

Q3. Do I need to have a business registration for applying the Pilot Scheme?

A3. You may submit an application without a business registration at this moment. If you are finally selected to take part in the Pilot Scheme,

you are required to apply for the business registration within one month upon the commencement of the business.

Q4. Do I need to submit an application in person?

A4. Applicants are not required to submit applications in person.

To apply for the Pilot Scheme, please enclose the completed application form together with the required documents in a sealed plain envelope marked “CONFIDENTIAL – Application for the Hong Kong Food Truck Pilot Scheme” and submit by registered mail to the Tourism Commission located at 22/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong by 30 May 2016 (date of the stamp chop will be used as the submission date).

Q5. Is an application fee required?

A5. No application fee is required for the Pilot Scheme. However, applicants are required to bear their own costs or charges for the preparation of application documents.

Q6. I am interested in participating in the Pilot Scheme but do not know how to complete the application form. Would the Government offer any assistance?

A6. Applicants have to fill in the application forms on their own.

Food Trucks is a kind of business operation of which operators have to bear its profit and loss. Therefore, applicants should formulate business plans prior to applications and consider carefully the investment and operational details before deciding to participate in the Pilot Scheme. It is not appropriate for the Government to provide any

advice in this regard in order not to affect their business decisions.

The Hong Kong Mortgage Corporation Limited will provide financial assistance to eligible applicants while also offer entrepreneurial training courses through voluntary organisations and mentoring services to interested parties. If necessary, you may check with the relevant organisations. For information on the Microfinance Scheme, please refer to Annex B of the Invitation for Applications.

Q7. May I amend the content of the proposal after submitting the application form?

A7. Applicants who would like to make any amendments should submit the revised content to the Tourism Commission before the application deadline (i.e. 30 May 2016).

Q8. Can I change the menu of the Food Truck after being selected to participate in the Scheme?

A8. No alteration of the signature dish proposed by the applicant in the application form will be allowed after the submission of Application and throughout the Scheme. If the operator wishes to change dishes other than the signature dish, he should obtain prior written approval from the Venues and the Food and Environmental Hygiene Department.

Q9. When will the Food Trucks commence business?

A9. The Pilot Scheme will be launched for a period of two years starting from a designated commencement date. We expect that the Food Trucks may commence business in end 2016 to early 2017.

Q10. Is there an “entrance fee” for the Pilot Scheme? If not, what is the \$600,000 entrance fee frequently quoted by media?

A10. There is no “entrance fee” for the Pilot Scheme.

Since on-site cooking is allowed under the Pilot Scheme, Food Trucks should comply with certain requirements and specifications to ensure food safety and hygiene. Operators may choose the types of vehicles that fit their business needs as long as the requirements are met.

Some saying that a Food Truck will cost \$600,000. It is just an estimation reflected by the market that a Food Truck may cost \$600,000 if it is a brand new light goods vehicle with fully equipped food preparation compartment, sewage and waste treatment. Yet, the actual investment in a Food Truck depends on the vehicle and equipment purchased by the operator which is different for every case, e.g. operators may purchase a brand new or second hand vehicle.

Q11. Do I need to possess a Food Truck when submitting application? If not, when should I purchase it?

A11. Applicants do not need to purchase Food Trucks during the application period. However, you are required to provide information on the Food Trucks proposed to be used for assessment purpose.

Applicants who are selected to take part in the Pilot Scheme will have to apply for Food Factory Licence from the Food and Environmental Hygiene Department, and vehicle registration and licensing from the Transport Department (Food Trucks will be classified as special purpose vehicles, with body type classified as “food processors”). Operators

are advised to procure Food Trucks and equipment at this stage.

II. The Microfinance Scheme

Q12. How would the Government assist interested parties who wish to start up a new business or those who are short of capital in participating in the Pilot Scheme?

A12. Food Truck is a business operation of which operators have to invest their capital. Operators in need of capital may apply for a loan up to \$300,000 under the existing Microfinance Scheme of the Hong Kong Mortgage Corporation Limited (HKMC).

Q13. What is the maximum loan amount of the Microfinance Scheme? Is interest required? What will be the interest rate?

A13. Interested parties who would like to operate Food Trucks may apply for the Microfinance Scheme at any time. The maximum loan amount is \$300,000, with interest rate not higher than 9% per annum or 8% per annum if a satisfactory third party guarantee is provided. The longest loan tenor is five years.

Q14. Can applicants who are selected to take part in the Pilot Scheme be exempted from the evaluation procedures of the Microfinance Scheme and obtain approval for the loan direct?

A14. To expedite the approval process, the HKMC will simplify procedures of loan application for operators who are selected to take part in the Pilot Scheme and interested in applying for the Microfinance Scheme.

III. Assessment

Q15. What are the assessment procedures of the Pilot Scheme?

A15. The selection process will be divided into two stages. The first stage involves the assessment of the Food Truck proposals from applicants, including the theme and menu of food, business and financial plans and the design of vehicle, etc. The second stage will be a cook-off challenge for applicants to demonstrate their proposed signature dish.

Q16. Who are the members of the selection panel of the Pilot Scheme? How to avoid conflict of interest?

A16. The selection panel will comprise representatives from the relevant government departments and Food Truck operation venues, food critics, members of tourist industry and financial experts, etc. Members are required to declare interest to avoid any conflict of interest.

Q17. Would priority be given to applications from Start-up Micro-enterprise? What is the definition?

A17. To encourage the participation of Start-up Micro-enterprise, we have particularly reserved 10 out of 100 marks for them when designing the assessment mechanism.

IV. Licensing and Vehicle

Q18. What licences are required for operating Food Trucks?

A18. Applicants who are selected to take part in the Pilot Scheme will have to apply for Food Factory Licence from the Food and Environmental

Hygiene Department, and vehicle registration and licensing from the Transport Department (Food Trucks will be classified as special purpose vehicles, with body type classified as “food processors”). Selected participants have to comply with all the licensing requirements, acquire all required licences and approvals, and sign necessary agreements with venue owners/management authorities before they can commence operation.

Q19. Is it compulsory for the applicant to arrange a back-up licensed food factory?

A19. Food preparation activities must be conducted in licensed food factories or the Food Truck itself. Preparing food at home or any other unlicensed premises for sales on the Food Truck will be strictly prohibited. Where there are activities to support the operation of the Food Truck, including preparation of food (such as washing, peeling, cutting, etc), washing and sterilization of equipment, supply of potable water and disposal of waste water and refuse, etc, the activities must be conducted in back-up licensed food factories. Where food prepared or sold in the Food Truck is obtained from food suppliers, the food should be obtained from licensed food factories or other lawful sources.

Q20. What are requirements for the types of vehicles to be used as Food Trucks?

A20. Since on-site cooking of raw food is allowed under the Pilot Scheme, our principle is that food safety and environmental hygiene must be ensured. Under the Pilot Scheme, a Food Truck refers to a vehicle equipped with a suitably fitted out food preparation compartment,

obtained a Food Factory Licence issued by the Food and Environmental Hygiene Department and classified as special purpose vehicles (with body type classified as “food processors”) by the Transport Department.

Q21. Can second hand vehicle be used as Food Truck under the Pilot Scheme?

A21. Operators may purchase a brand new or second hand vehicle as Food Trucks depending on their business needs.

Q22. Is it compulsory for the applicant to be the owner of the Food Truck vehicle? Can I rent a vehicle to join the Scheme?

A22. The applicant is not necessarily the owner of the Food Truck vehicle. You may wish to note that the Notice of Conditional Recommendation will be issued to the applicant whilst the vehicle is registered and licensed in the name of the vehicle owner. In case of vehicle rental, the vehicle owner is therefore required to produce documentary proof (e.g. a contract signed between the applicant and the registered vehicle owner) to show the relationship between the selected applicant and the vehicle owner for registration and licensing as a SPV (Food Processor) under the Pilot Scheme.

Q23. Is there any information on the Food Truck vendors that the Government can provide for reference?

A23. There is neither collaboration between the Government and any vehicle vendors nor any Government’s approved list of Food Truck vendors. Food Truck is a business operation and applicants shall make their own

business planning.

Q24. According to paragraph 19 of Annex C of the Invitation for Application, electricity generator set installed on the Food Truck shall be of low noise and low emission models. How to identify an electricity generator set is a low noise model? What measures could be taken if the generator cannot meet the low noise standard?

A24. Electricity generator installed on the Food Truck shall be of low noise and low emission models which comply with the prevailing European Union (EU) or the United States Environmental Protection Agency (USEPA) emission standards.

For noise emission standard of electricity generator, please refer to Environmental Protection Department's website at the following link for the relevant information:

<http://www.epd.gov.hk/epd/english/environmentinhk/noise/qpme/index.html>

If the electricity generator set is not a low noise model, food truck operator should provide effective noise mitigation measures or installation so as to meet the same low noise standard.

Q25. According to paragraph 14 of Annex C of the Invitation for Application, one no. of 4.5 kg CO₂ type fire extinguisher & one no. of 1.44m² fire blanket shall be provided in the food preparation compartment. Is it required to provide one extra 4.5kg CO₂ type fire extinguisher if electricity generator set is installed on the food truck?

A25. If electricity generator set is installed on the food truck, one extra 4.5kg

CO₂ type fire extinguisher is required to be provided for the generator set as stated in paragraph 36.3 of Annex D of the Invitation for Applications.

Q26. Is it required to provide fire extinguisher and fire blanket if only electricity is used as fuel?

A26. No matter what type of fuel to be used, one no. of 4.5kg CO₂ type fire extinguisher and one no. of 1.44m² fire blanket shall be provided for the food preparation compartment.

Q27. Apart from electricity generator, is it acceptable to use rechargeable battery, solar energy or other means of electricity supply?

A27. In respect of electrical safety, diesel generator (with built-in fuel tank), rechargeable battery or solar energy is acceptable. However, the design and installation of electrical system and equipment should be suitable for the moving vehicle and issued with the Work Completion Certificate (EMSD Form WR1) by the registered electrical contractor.

Q28. Whether the service hatch for customer in the food preparation compartment should comply with the fire safety requirement in paragraph 33 of Annex D of the Invitation for Applications?

A28. According to the fire safety requirement for the food truck, "All combustible materials used as walls, floors, ceilings, decoration and canopy of the food processing area shall conform to British Standard 476: Part 7 Class 1 or 2 Rate of Surface Spread of Flame or to another standard acceptable to the Director of Fire Services, or shall be brought

up to any of those standards by treating with a fire retardant paint or solution acceptable to the Director of Fire Services”. The above requirement is not applicable to the materials used for service hatch in the food preparation compartment.

Q29. Is it acceptable if the area of food preparation compartment is less than 6m²?

A29. According to paragraph 5 of Annex C of the Invitation for Applications, the minimum aggregate floor area of the food preparation compartment shall not be less than 6m².

Q30. Are there any differences on the procedure of vehicle examination between food truck and goods vehicle?

A30. Under the Pilot Scheme, A Food Truck will be classified as a special purpose vehicle (SPV), with body type “food processor”. The construction of a SPV as a food truck needs to comply with the requirements of Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap. 374A). The vehicle chassis will typically be type approved as a goods vehicle first. Approval of the drawings of the vehicle body, followed by an examination of the vehicle will be required. Besides, the layout of the food preparation compartment should tally with the drawings of the vehicle body. The vehicle vendor and body builder can provide technique support if required. The relevant information of vehicle examination can be found in the Transport Department’s website at the following link:
http://www.td.gov.hk/en/public_services/vehicle_examination/vehicle_examination/index.html

Q31. How to obtain the vehicle smoke emission information as required in item 3.3.1 of the Application Form?

A31. Applicant can obtain the relevant information of vehicle smoke emission from the vehicle manufacturers through the vehicle agents.

V. Operation Venues and Service Fee

Q32. Where are the designated operation venues and pitches for Food Trucks? How would the venues be allocated?

A32. There will be 16 Food Trucks in the Pilot Scheme operating at the eight designated venues on a rotation basis, with each location providing two pitches. The designated venues are: Wan Chai Golden Bauhinia Square, the Central Harbourfront Event Space, area outside the Ocean Park, Tsim Sha Tsui Salisbury Garden, Tsim Sha Tsui Art Square, Energizing Kowloon East Venue 1, Wong Tai Sin Square (near Wong Tai Sin Temple) and area outside the Hong Kong Disneyland. We tentatively plan to allocate operation venues for Food Trucks by drawing lots.

For the locations of pitches in each operation venue, please refer to Annex G “Location of the Pitches” of the Invitation for Applications.

Q33. Is there any limit on the operating hours for Food Trucks?

A33. In principle, Food Trucks are allowed to operate during the operating

hours of the venues (please refer to paragraph 57 of the Invitation for Applications on the general operating hour of each venue). Applicants are required to specify the proposed operating hours at each venue when submitting application.

Q34. Is there water supply at the Pitch?

A34. There is no water supply at the Pitch. Applicants must install a potable water tank of a capacity of at least 120 litres equipped with apparatus to provide a continuous flow of potable water at constant pressure and such a design can facilitate easy cleansing and disinfection. The potable water tank must be replenished on a daily basis. Only water from public mains water drawn from a water supply point in a clean and hygienic environment (such as in a back-up licensed food factory) or distilled water in the manufacturer's original bottle should be used to fill up the tank.

Q35. Does the venue provide electricity for the operation of the Food Truck? Is the operator required to install a generator?

A35. A 3 phase 380V, 32A electricity supply with an interface of a 3 phase 32A socket outlet complying with IEC 60309 will be provided by Venues. Food Truck operators are required to prepare their own cable wiring and plug for connecting to the socket outlet at the Pitch. Venues will not provide extra socket outlet at the Pitch. Food Truck operators should make their own business decision to install electricity generator on the food truck according to the actual food truck operation. For details on the requirement of installation of electricity, please refer to paragraph 18-19 of Annex C and paragraph 40-44 of Annex D of the

Q36. Can operators operate their Food Trucks at private functions (such as carnival) or locations other than the designated venues?

A36. We will line up Food Trucks to provide services at designated large scale tourism events to enhance the attractiveness of the events. However, operators are not allowed to operate their Food Trucks at locations other than the designated venues or private functions.

Q37. How much service fee will be charged by the operation venues? What services will be covered?

A37. For service fees to be charged by each venue, please refer to Annex E of the Invitation for Applications.

The service fee will cover the occupation during a trading period by a Food Truck of a pitch at each venue as well as the supply of any grid electricity and other supporting facilities / services by each of the venues, such as venue cleansing and management services.

Q38. Is it allowed to set up tables, chairs, tentages and publicity materials at the operating pitch by the food truck operator?

A38. To ensure the environmental hygiene and avoid causing nuisance and obstruction to the public, food truck operator is not allowed to set up tables, chairs, tentages and publicity materials outside the food truck.

20 May 2016