

Filming Involving the Use of Lantau Closed Road

Permit Name: Lantau Closed Road Permit
Licensing Authority: New Territories Regional Office, Transport Department
Inquiry Contact: New Territories Regional Office
Address: 7/F, Mongkok Government Offices,
30 Luen Wan Street, Mongkok, Kowloon.
Tel: 2399 2444 / 2399 2472
Fax: 2381 3799 / 2398 7430

The Regulation:

- **Control Subject Matter:**
 - Filming involving the use of the closed roads in South Lantau should obtain a permit from the Transport Department beforehand.
- **Conditions of the Licence :**
 - The vehicles are subject to the usage conditions as stated in the Lantau Closed Road Permit and the relevant approval letter issued by the Transport Department.

How to Apply:

1. Apply for the Lantau Closed Road Permit by submitting the completed application form (TD 348) at least 3 weeks in advance with information on the date, time and location concerned, itinerary (time and destination) of each of the filming vehicles, the registration number(s) of the vehicle(s) to be used, type(s) of vehicle(s) (e.g. light goods vehicle and medium goods vehicle) to be used, the gross vehicle length (lengthy loading(s) included) of each vehicle concerned and the justifications indicating the need for the permit (e.g. purpose of the vehicles, equipment and props to be brought, etc).
2. Attach also the copy of the following documents:
 - valid vehicle registration document (front and back page);
 - the approval letter issued by the Government departments, organizations or landlords of the filming location concerned;
 - current permit and approval letter from the Transport Department for previous application (for renewal application); and
 - the applying company's Business Registration Certificate / Certificate of Incorporation (if any).

Permit Fees:

- Lantau Closed Road Permit
 - \$75/ month per new permit
 - \$55/ month per renewal permit(any part of a month counting as one month)

Duration of Permit:

- As stated in the permit

Form Required:

- Application form and guidelines are available at the Resource Centre and website of the Film Services Office. Application form is also available at the New Territories Regional Office, Hong Kong Licensing Office (3/F, United Centre, 95 Queensway, HK) and website of the Transport Department (http://www.td.gov.hk/en/public_forms/td_forms/permit/index.html).

大嶼山封閉道路通行許可證申請表格
LANTAU CLOSED ROAD PERMIT APPLICATION FORM

填寫前請參閱附頁的「須知事項」。請以正楷填寫各項資料。
Please read the guidance notes attached before completing this form.
Please complete all items in BLOCK LETTERS.

請在適當括號加上“✓”號。
Please “✓” in the appropriate brackets.

本欄不必填寫 FOR OFFICIAL USE ONLY

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Receiving Officer's Signature _____

申請人資料 PARTICULARS OF APPLICANT

1. 名稱 Full Name	() 個人名義 Individual	先生／夫人／小姐／女士 中文 (In Chinese)		
		Mr./ Mrs./ Miss/ Ms. (In English)		
		香港身份證號碼 H.K. Identity Card No.		
1. 名稱 Full Name	() 公司／機構名義 Company / Organization	中文 (In Chinese)		
		(In English)		
		商業登記證／公司註冊證書號碼 Business Registration Certificate no. / Certificate of Incorporation no.		
2. 聯絡方法 Contact Details	聯絡人姓名 Name of Contact Person	日間聯絡電話 Daytime Contact Tel. No.	傳真號碼 Fax No.	
3. 地址 Address	大嶼山地址 Lantau Address	<input type="text"/>	<input type="text"/>	樓宇層數請依升降機所用編號，或以西式計算。 座 Block
		室 Flat / Room	樓 Floor	
		<input type="text"/>		
		大廈／屋苑名稱 Name of Building / Estate		
		<input type="text"/>		
		門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village)		
		<input type="text"/>		
		地區 District		
		「注意：如申請人為大嶼山南部居民或商戶，申請人須提交其位於大嶼山南部的有效地址證明文件，有關詳情請參閱須知事項的第 A4 段。」(Note: If the applicant is resident or business operator in south Lantau, he / she should provide valid address proof document of his/her address located in south Lantau, please refer to Part A4 of the Notes.)		
	通訊地址 Mailing Address	<input type="text"/>	<input type="text"/>	樓宇層數請依升降機所用編號，或以西式計算。 座 Block
		室 Flat / Room	樓 Floor	
		<input type="text"/>		
		大廈／屋苑名稱 Name of Building / Estate		
		<input type="text"/>		
		門牌號數及街道 (或鄉村) 名稱 Number and Name of Street (or Village)		
		<input type="text"/>		
		地區 District		
		() 香港 Hong Kong () 九龍 Kowloon () 新界 New Territories		
		「注意：上述通訊地址只供本次大嶼山封閉道路通行許可證申請之用，並不可用作更新申請人於本署的其他地址紀錄 (包括駕駛執照持有人／登記車主曾向運輸署署長提供的地址)。有關詳情請參閱須知事項的第 B7 段。」(Note: The above mailing address is for Lantau Closed Road Permit application only and could not be used in updating other address records including that previously provided to the Commissioner for Transport by the driving licence holder / registered owner. Please refer to Part B7 of the Notes.)		

申請詳情 DETAILS OF APPLICATION

4. 申請類別 Type of Application	<input type="checkbox"/> 新申請 New Application <input type="checkbox"/> 遺失／補領 Lost Permit / Replacement Application 現有許可證號碼 Existing Permit No. _____ <input type="checkbox"/> 續期 Renewal Application <input type="checkbox"/> 更改車輛號碼或種類 現有許可證號碼 Existing Permit No. _____ Change of Vehicle Number or Class 現有許可證號碼 Existing Permit No. _____ <input type="checkbox"/> 其他 (請註明) Others (Please specify) _____
5. 擬使用日期 Intended Date of Use	<input type="checkbox"/> 由 From _____ 至 to _____ ; 或 or <input type="checkbox"/> ____個月 (不能超過 12 個月) _____ month(s) (no more than 12 months) (非大嶼山南部居民或商戶申請人適用) 如使用大嶼山封閉道路通行許可證的日期包括星期六下午、星期日或公眾假期，請列明有關原因，及夾附證明文件副本。 (Applicable to non-south Lantau resident or business operator) If the Lantau Closed Road Permit is to be used on Saturday afternoon, Sunday, or public holiday , please specify the reason for such need and provide a copy of supporting document: 如有需要，請附另頁說明。Use separate sheet if necessary.
6. 申請原因 Reason for Application	<input type="checkbox"/> 大嶼山南部居民／商戶日常需要 Daily use (resident or business operator in south Lantau) <input type="checkbox"/> 其他 (請註明) Others (Please specify)
7. 車輛登記號碼及種類 Vehicle Registration Number & Class	新增 Add _____ 保留 Retain _____ 刪減 Delete _____ 如使用車輛屬長度 (包括負載物) 逾 12 米的車輛，請列明有關原因，及夾附證明文件副本。 If the vehicle is (included loading) over 12 meters in length, please specify the reason for such usage and provide a copy of supporting document. 如有需要，請附另頁說明。Use separate sheet if necessary.

聲明 DECLARATION

據本人所知所信，以上填報各項資料均屬真確。本人明白如明知而作出虛假的陳述，根據香港法例第 374 章道路交通條例第 111 條第 3 款的規定，本人可被判罰 \$5,000 元及監禁 6 個月。本人承諾，如上文填報各項詳情有任何更改，定必會立即以書面通知運輸署。

本人聲明，於申請表第 7 項列出的車輛已獲其車主同意使用作申請相關許可證之用 (適用於申請人並非第 7 項列出的車輛的車主)。

本人已閱讀附頁的「須知事項」，並同意遵守有關規定。

I declare that to the best of my knowledge and belief, the information, given above is true and correct. I understand that if I knowingly make any statement which is false in a material particular, I shall be liable under Section 111(3) of the Road Traffic Ordinance (Cap. 374) to a fine of \$5,000 and to imprisonment for 6 months. I undertake to notify the Transport Department in writing immediately upon any change in the particulars given above.

I declare that consent has been obtained from the owner(s) of the vehicle(s) listed in item 7 of the application form for permit application (applicable to applicant who is not the owner of the vehicle(s) listed in item 7).

I have read the "Notes to help you" attached to this form, and agree to comply with the requirements concerned.

申請人簽名 (及公司／機構蓋章) _____ 日期 _____
Signature of Applicant (and Company / Organization Chop) _____ Date _____

如以公司／機構名義申請，須由該公司所指定的授權人士簽署及加蓋該公司印章。
The form must be signed by a person authorized by the company / organization and stamped with the organization's chop for application in the name of a company / organization.

須知事項 Notes to Help You

大嶼山南部的道路為**封閉道路**。在大嶼山封閉道路行駛的車輛，必須持有有效的『**大嶼山封閉道路通行許可證**』。車輛必須遵守大嶼山封閉道路通行許可證上及運輸署發出相關批准信上所載的使用條件限制。

Roads in south Lantau are designated as **closed road**. Vehicles running on the closed roads in south Lantau are required to possess valid **Lantau Closed Road Permit** and are subject to the usage conditions as stated on the Lantau Closed Road Permit and the relevant approval letter issued by the Transport Department.

(A) 申請許可證必須提交的文件 Supporting documents that should be provided

申請人須負責提出符合資格的證明，下開文件的**清晰副本**應連同申請表格一併遞交，以支持所提出的申請。運輸署有權要求申請人出示有關文件的正本以供審查。每次申請無論是新申請或是續期申請，均需重新提交所有必要文件。

Responsibility for producing proof of eligibility rests with the applicant. To support the application, **a clear photocopy** of the following documents should be submitted together with the application form. The applicant may be required to produce the original documents for inspection by the Transport Department. All necessary documents must be provided for each application whether new or for renewal.

必要文件 Necessary Documents

- 有關車輛的有效登記文件。
The valid vehicle registration document(s) of the vehicle(s) concerned.
- 申請人的香港身份證 (如以個人名義申請)。
The applicant's Hong Kong Identity Card (for application in the name of a person).
- 申請人之商業登記證／公司註冊證書 (如以公司／機構名義申請)。
The applicant's Business Registration Certificate / Certificate of Incorporation (for application in the name of a company / organization).
- 如申請人為大嶼山南部居民或商戶，請提交位於大嶼山南部的有效地址證明文件，該文件須為距今不超過 3 個月：
(1) 電力公司發給閣下及顯示該地址的賬單；或
(2) 差餉物業估價署發給閣下及顯示該地址的賬單；或
(3) 土地註冊處發給閣下及顯示該地址的證明文件，證明申請人是該物業或土地的業權擁有人，並連同地段索引圖以指示該地段的確實位置；或
(4) (如申請人為該地址的租戶) 顯示該地址的租單及已加蓋印花的租約；
(如上述地址證明文件並非以閣下名義登記，請提交與該地址登記人的關係證明及提交有關證明文件副本，如業主授權書等。)
If applicant is resident or business operator in south Lantau, please provide any one of the following valid address proof document issued not more than 3 months from now:
(1) A bill issued to the applicant by the electricity company in respect of the property in south Lantau; or
(2) A bill issued to the applicant by the Rating and Valuation Department in respect of the property in south Lantau; or
(3) The land search document issued by Land Registry to the applicant showing the applicant's address and that he / she is the owner of the property, including a Lot Index Plan to indicate its exact location; or
(4) (If applicant is tenant of the address) The stamped tenancy agreement made between the land owner and the applicant and a rental receipt issued not more than 3 months from now;
(If the above address proof document is not under the name of the applicant, please provide proof of relationship between the registered user and the applicant with supporting document, such as owner's authorization letter.)

其他可能需要的證明文件 Other Supporting Documents that may be required

- (如申請人為大嶼山南部商戶) 最近 6 個月內 (每月兩張) 的經營合約、工程指引、收發單據或送貨單。
(If applicant is business operator based in south Lantau) Business contract, works order, invoices or delivery notes in the last 6 months (2 sets for each month).
- 如搬運大型貨物或搬屋等申請，請提交送貨單、屋主於大嶼山南部的地址證明及屋主的申請信。
For application for transporting bulky goods or house removal, etc., please provide the delivery order, house owner's residential proof in south Lantau and application letter from the house owner.
- 工程／服務合約文件 (包括開工及完工日期、工程項目、工程地點及在大嶼山南部進行工程／服務的時間表)。
Documents of works / service contract (including commencement and completion dates, works items, works location and timetable of the works / services to be conducted in south Lantau).
- 地政總署批准在大嶼山南部興建村屋之批准書。
The approval letter issued by Lands Department for construction of village house in south Lantau.
- 批出有關合約之政府部門／公司最近 3 個月發出的證明文件，證明該合約仍然生效。
Document from government department / company issued within the last 3 months indicating that the relevant contract is still in force.

10. 假如有關工程與上次申請相同，請提交工程進度證明、未能完工原因以及預計完工日期。
If the works are the same as those in a previous application, please submit progress report, reason for delay and target completion date.
11. 如申請使用的車輛多於一部，請列明車輛的安排（包括每部車輛的用途及使用時間）。本署只簽發有限數目的許可證，請把所有車輛分組，以便本署考慮為每組車輛簽發一張許可證。
If there is more than one proposed vehicle, please specify the vehicle deployment (including the use of vehicles and time that they will be used). This Department will only issue limited number of permits. Please arrange the vehicles in groups so that this Department can consider issuing a permit to each group of vehicles.
12. 最近 3 個月內公司註冊處發出的證明文件以證明申請人是公司董事。
Document issued by Company Registry in the last 3 months to certify the applicant concerned is still the company director.
13. 最近簽訂之僱員合約以證明申請人受僱於有關公司。
Recent employment contract to certify the applicant is still employed by the company concerned.
14. 最近 6 個月內的醫生證明文件以證明 (1) 有關病者之病況不適宜乘搭公共交通工具（包括的士）及 (2) 需要治療時間或覆診日期。
The medical certificate concerned in the last 6 months to certify (1) the sick is not suitable to take any kind of public transport service (including taxi) and (2) duration of medical treatment or date(s) of medical appointment.
15. 婚禮舉辦日期之證明文件，如婚禮請柬或婚姻登記處發出之證明文件，及於大嶼山南部的地址證明。
Documentary proof for date of wedding, such as invitation card or certificate issued by Marriage Registry, and address proof document in south Lantau.
16. 殮葬證明文件，如死亡證及殮葬單據。
Documentary proof for funeral, such as death certificate and funeral receipt.
17. 如因遺失許可證而需要申請許可證複本，請提交由警方發出的報失證明文件。
In the event that the application is for a duplicate permit where the permit is lost, please provide the record of report of loss memo from the police.
18. 如工程／服務內容涉及提供電力或斜坡等緊急維修，請提交合乎相關資格／政府部門的證明文件，如由機電工程署發出的註冊證明書。
If the works / contract involves emergency maintenance of electricity, slope etc., please provide relevant document of qualification / support from Government department, e.g. a certificate issued by Electrical and Mechanical Services Department etc.
19. 其他文件以證明有實際需要前往大嶼山封閉道路。
Other documents to prove the genuine need to access closed roads in south Lantau.

(B) 注意事項

Notes for Attention

1. 每個大嶼山南部住宅／商業單位只可用作申請大嶼山封閉道路通行許可證一張。
Each dwelling unit / shop in south Lantau will only be issued one Lantau Closed Road Permit upon application.
2. 運輸署會根據營運及業務實際需要，考慮簽發有關許可證予為大嶼山南部提供物料和服務的車輛。
The Transport Department will consider issuing relevant permit, according to genuine operational needs, to vehicles providing materials and services to south Lantau.
3. 大嶼山封閉道路通行許可證並無授予任何泊車特權。車輛只可在以法定交通標誌及路面標記劃為停車地方之地點停泊。
The Lantau Closed Road Permit does not confer any parking privileges. Parking is permitted only within a parking space designated by authorized traffic signs and road markings.
4. 大嶼山封閉道路通行許可證並無授予任何非專營巴士在大嶼山南部接載乘客的特權。非專營巴士營辦商必須先獲得運輸署批准的相關服務批註，以提供相關的非專營巴士服務。
The Lantau Closed Road Permit does not confer any right to non-franchised bus for carriage of passengers in south Lantau. Non-franchised bus operator is required to obtain the relevant service endorsement and approval from the Transport Department in advance for providing respective non-franchised bus service.
5. 大嶼山封閉道路通行許可證乃根據道路交通（車輛登記及領牌）規例第 49 條的規定簽發，該等許可證並無授權車輛駛入根據道路交通（交通管理）規例第 28 條第 (1) 款予以暫時封閉的道路。
The Lantau Closed Road Permit is issued under the provision of Regulation 49 of the Road Traffic (Registration and Licensing of Vehicles) Regulations. It does not authorize entry to a road temporarily closed by virtue of Regulation 28(1) of the Road Traffic (Traffic Control) Regulations.
6. 大嶼山封閉道路通行許可證的續領申請，如在現有許可證有效日期屆滿超過 2 年後提交，會被視作新申請處理。
Application for renewal of Lantau Closed Road Permit must be made not later than 2 years after the expiry of the current permit(s). Application not made within this time period will be treated as new applications.

7. 如任何駕駛執照持有人／登記車主曾向運輸署署長提供其姓名、地址或身份證明文件有所改變，他／她須在改變出現後 72 小時內以書面或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 2,000 元。車輛登記文件、車輛牌照及自訂登記號碼分配證明書 (如屬需要) 亦須交出，以作修改。
If there is any change occurs in the name, address or identity document of a driving licence holder / registered owner previously provided by the driving licence holder / registered owner to the Commissioner for Transport, the driving licence holder / registered owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form (TD 559). Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. You should also submit your vehicle registration document and where appropriate the vehicle licence and the Certificate of Allocation of Personalized Registration Mark for amendment.
8. 運輸署署長可要求給予改變通知的駕駛執照持有人／登記車主，在要求當日起 **14 日內** 提供有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 2,000 元。如屬姓名的改變或身份證明文件的改變，駕駛執照持有人／登記車主亦須將現有的駕駛執照正本 (如持有)、車輛登記文件正本 (如持有) 及／或駕駛教師執照正本 (如持有) 送交運輸署署長。
The Commissioner for Transport may require a driving licence holder / registered owner who has given to the Commissioner for Transport a notification of change of particulars to produce proof of the change **within 14 days** from the day on which the requirement is made. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder / registered owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original vehicle registration document (if applicable), and / or original driving instructor's licence (if applicable).
9. 簽發大嶼山封閉道路通行許可證的收費為：首簽每年\$900 或每月\$75 及續領每年\$660 或每月\$55。如申請使用日期不足 1 個月，亦會收取 1 個月的費用。如持證人需要更改車牌號碼／使用日期／車輛種類或其他已領取許可證上的資料，持證人須再次繳付相關的許可證費用，已繳付的許可證費用，則不會退回。
Fee shall be charged for the issue of Lantau Closed Road Permit: First Issue \$900 per annum or \$75 per month; Renewal \$660 per annum or \$55 per month. If the application period forms any part of a month, it will still be counted as a month and charged accordingly. If the permit holder applies for amending the vehicle registration number, date of use, vehicle class or any other information shown on the collected permit, he / she is required to pay the permit fee again accordingly. The paid permit fee is not refundable.

(C) 簽發條件 Conditions of Issue

1. 獲發大嶼山封閉道路通行許可證的車輛的駕駛者必須持有有效的香港正式駕駛執照。
Driver of vehicles issued with Lantau Closed Road Permit must hold a valid full Hong Kong driving licence.
2. 大嶼山封閉道路通行許可證不得轉讓。
The Lantau Closed Road Permit is non-transferable.
3. 大嶼山封閉道路通行許可證在限期屆滿或當本署提出要求時，必須退還本署。
The Lantau Closed Road Permit must be returned to this Department upon expiry or upon demand.
4. 當車輛在大嶼山封閉道路內行駛時，有關許可證必須展示在車頭盡可能近行車證的位置。
When the vehicle is being driven on the Lantau closed roads, the permit concerned should be displayed on the front screen of the vehicle as near as possible to the vehicle licence at all times.
5. 大嶼山封閉道路通行許可證可隨時註銷作廢。
The Lantau Closed Road Permit may be revoked at any time.
6. 駕駛公共巴士進入大嶼山封閉道路範圍的司機，必須已持有公共巴士駕駛執照最少兩年。
Driver driving public bus on closed roads in Lantau must hold a valid driving licence for public bus for not less than 2 years.
7. 大嶼山封閉道路通行許可證的持有人須遵從該許可證上列明的使用條件，並須確保駕駛有關車輛的人士遵從「須知事項」的規定及有關許可證上列明的使用條件。
Holders of Lantau Closed Road Permit shall comply with the conditions of the permit and ensure driver of the concerned vehicle complies with the requirements in the "Notes to Help You" and conditions in the permit.

(D) 更改事項 Amendments

申請表格內各項資料如有變更，申請人須立即以書面通知運輸署。
Any change in the particulars in respect of the application should be notified to the Transport Department in writing immediately.

(E) 遞交申請方法

Method for Submission of Application

1. 填妥的申請表格，須連同一切有關的證明文件的清晰副本，傳真至 2381 3799 或 2398 7430 或郵寄至九龍旺角聯運街 30 號旺角政府合署七樓運輸署新界分區辦事處。**為免重覆，切勿同時傳真及郵寄。**信封面請註明「申請大嶼山封閉道路通行許可證」。
The completed application form should be submitted together with clear copies of all supporting documents by fax at 2381 3799 or 2398 7430 or by mail to Transport Operations (NT) Division, Transport Department, 7/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon. **To avoid duplication, please do not mail and fax the same application.** Please mark “Application for Lantau Closed Road Permit” on the envelope.
2. 申請須於許可證使用日或許可證到期日三個月內至三個星期前遞交。
Application should be submitted up to 3 months to 3 weeks prior to the date of permit usage or the permit expiry date.
3. 本署會以書面通知申請人申請結果。如申請獲批准，申請人須帶同批准信及有關車輛的有效登記文件副本，前往香港牌照事務處領取許可證。請注意，大嶼山封閉道路通行許可證是要收費的（請參閱本須知的第 B9 段）。香港牌照事務處的服務時間及地址如下：
地址： 香港金鐘道 95 號統一中心 3 樓
辦公時間： 星期一至五，上午 9 時至下午 5 時（公眾假期除外）
This Department will inform the applicant of the result in writing. If his / her application is approved, the applicant is required to bring the approval letter and a copy of the vehicle registration document(s) concerned to the Hong Kong Licensing Office to collect the permit. Please note that fee shall be charged for the issue of Lantau Closed Road Permit (Please refer to Part B9 of this note). The service hours and address of Hong Kong Licensing Office are as follows:
Address: 3/F., United Centre, 95 Queensway, Hong Kong.
Office hours: 9.00 a.m. to 5.00 p.m. Monday to Friday (except public holidays)
4. **非臨時**大嶼山封閉道路通行許可證可在香港牌照事務處續期。申請人須攜同已填妥的申請表格、香港身份證／商業登記證／公司註冊證書副本、車輛的有效登記文件副本、距今不超過三個月的地址證明（請參閱本須知的第 A4 段）、現有的大嶼山封閉道路通行許可證副本。
Non-temporary Lantau Closed Road Permit can be renewed in the Hong Kong Licensing Office. The applicant should bring the duly-completed application form, a copy of Hong Kong Identity Card / Business Registration Certificate / Certificate of Incorporation, a copy of valid vehicle registration document, address proof issued not more than 3 months from now (please refer to Part A4 of this note) as well as a copy of current Lantau Closed Road Permit.
5. 如欲郵遞申請續領**非臨時**大嶼山封閉道路許可證，請於現有的許可證屆滿日期前四個月內以掛號信寄香港金鐘道九十五號統一中心三樓運輸署香港牌照事務處，並連同填妥的申請表格、有關的證明文件及**應繳費用（只接受支票，請劃線並註明『香港特別行政區政府』為收款人）**一併寄交本署，本署收到申請及有關文件後，如同意申請人有需要前往封閉道路，會在 10 個工作天內將許可證以掛號信寄回給你。
Non-temporary Lantau Closed Road Permit can be renewed by post. You may apply for renewal of the permit within four months prior to the expiry date of the current permit. Please send the completed application form by registered post to Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong together with all the supporting documents and **appropriate fee (please make cheque payable to “The Government of the Hong Kong Special Administrative Region” and crossed)**. Upon receipt of the application together with documents and upon this department being satisfied as to the needs to access the closed road, the permit will be posted to you by registered post within 10 working days.

(F) 查詢

Enquiry

如有查詢，請致電顧客服務熱線 1823。
For enquiry, please contact customer service hotline at 1823.

G) 關於你個人資料的說明 Notes about your Personal Data

收集目的 Purposes of Collection

1. 運輸署會使用透過本表格所獲得的個人資料作下列用途：

The personal data provided by means of this form will be used by the Transport Department for the following purposes:

- a) 辦理有關審批你在本表格中所提出的申請的事務；
activities relating to the processing of your application in this form;
- b) 辦理有關交通及運輸的事務；
activities relating to traffic and transport matters;
- c) 方便運輸署與你聯絡；及
facilitating communication between the Transport Department and yourself; and
- d) 根據香港法例第 374 章道路交通（車輛登記及領牌）規例附表 9，許可證持有人的姓名將會列在許可證上。
The name of the permit holder will be entered on the permit in accordance with Schedule 9 of Road Traffic (Registration and Licensing of Vehicles) Regulations (Chapter 374, Laws of Hong Kong).

2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

獲轉交資料的部門／人士 Classes of Transferees

3. 你透過本表格所提供的個人資料可能會向下列人士／部門公開：

The personal data you provided by means of this form may be disclosed to:

- a) 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
other Government departments, bureau and related organizations for the purposes mentioned in paragraph 1 above; and
- b) 隧道公司及青馬管理有限公司，以便該等機構執行與交通及運輸有關的法定職責。
tunnel companies and Tsing Ma Management Limited for execution of their statutory duties in traffic and transport matters.

索閱個人資料 Access to Personal Data

4. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本表格所提供的個人資料副本一份。

You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

查詢 Enquiries

5. 有關透過本表格收集的個人資料的查詢，包括索閱及修正資料，應寄往：

九龍旺角聯運街 30 號旺角政府合署七樓運輸署新界分區辦事處運輸主任／離島 2 收

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Transport Officer / Islands 2, Transport Operations (NT) Division, Transport Department, 7/F., Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon.