

**APPLICATION FORM  
FOR DISPLAY OF ROADSIDE NON-COMMERCIAL PUBLICITY MATERIALS**

**(A) DETAILS OF PROPOSED PUBLICITY MATERIALS TO BE DISPLAYED**

(1) Display Period: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (day/month/year)  
less the last two days.

(2) Display District:

- Sha Tin   Tai Po   North   Yuen Long   Tuen Mun   Kwai Tsing  
Tsuen Wan   Sai Kung   Island   H.K. East   H.K. South   Wanchai  
Central & Western   Wong Tai Sin   Kwun Tong   Kowloon City  
Shum Shui Po   Yau Tsim Mong

(3) Publicity Materials:

(i) Type of Materials: Banner/Signboard/Poster/

Others (please specify): \_\_\_\_\_

(ii) Purpose:

(a) Name of Event/Function/Service : \_\_\_\_\_

(b) District Event/Function/Service: Yes / No

(c) Others: \_\_\_\_\_

(iii) Size: Height: \_\_\_\_\_ metres, Length: \_\_\_\_\_ metres

(iv) Contents: \_\_\_\_\_  
\_\_\_\_\_

**(B) PARTICULARS OF THE APPLICANT**

(1) Name of Organization: \_\_\_\_\_

- Non-governmental organizations (NGOs) or charitable bodies subvented by government
- Non-governmental organizations (NGOs) or charitable bodies exempted from paying tax under Section 88 of the Inland Revenue Ordinance
- Organization registered under the Society Ordinance Cap. 151
- Trade union registered under the Trade Union Ordinance Cap. 332 and the Trade Union Registration Regulations Cap. 332A
- Legally Registered Body
- Government Organization

(2) Address: \_\_\_\_\_

(3) Correspondence Address (if different from the above): \_\_\_\_\_  
\_\_\_\_\_

(4) Name of Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

**(C) UNDERTAKING**

I/We hereby undertake that: -

- (1) I/We shall abide by the Terms and Conditions annexed to this application. In the event that approval of my/our application is granted; and
- (2) I/We shall obtain any other necessary approvals from other Government departments as may be required.

**(D) INDEMNITY**

I/We shall indemnify the Government and the Director of Lands and his officers from and against all liabilities, costs, expenses, claims, actions, demand and proceedings of whatsoever nature arising out of or in connection with this approval of display of banners, posters or publicity materials at the designated spots.

**(E) DECLARATION**

I/We hereby declare that: -

- (1) This is the only application I/we have made during the above mentioned display period; and
- (2) The particulars entered in this form in (A) and (B) are true and accurate.

**(F) CONSENT TO DISCLOSE**

I/We hereby agree that the Government of the HKSAR ("Government") may, if it considers that disclosure is desirable in the public interest, disclose any or all of the information provided by me/us on this application form, whether of its own motion or upon request by any third party (written or otherwise) and without further reference to me/us.

Signature: \_\_\_\_\_

Official chop of Organization: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:**

- (1) This form may be completed in either English or Chinese.
- (2) Only the organizations listed at B(1) are eligible to apply. Applications from individuals (except District Council Members and LegCo Members) will not be considered.
- (3) The completed form, together with banner layout and copy of organization certificate shall be submitted to the relevant District Lands Office by fax or mail.
- (4) The information provided will be used for the processing of the application for allocation of designated spot(s) and for related purposes including enforcement action where any breach of the Terms and Conditions has or may have occurred. The Government shall have the right to disclose any or all of the information provided on this application form where it considers that disclosure is desirable in the public interest whether of its own motion or upon request by any third party (written or otherwise) and without further reference to the applicant.
- (5) A list of designated spots for display can be obtained from the District Lands Office.
- (6) The approval to be given is limited to your display of banners, posters or non-commercial publicity materials at the designated spots within the authorized display period respectively mentioned above and the approval does not imply that the Government or the Director of Lands or his officers approve the contents of the banners, posters or publicity materials so displayed. The Government and the Director of Lands and his officers shall bear no responsibility or liability for any costs, claims, demands, charges, damages, actions or proceedings of whatsoever nature arising out of or in connection with the display of the banners, posters or publicity materials and the contents thereof.
- (7) Address and fax number of District Lands Offices of Lands Department :

<b>District Lands Offices</b>	<b>Address</b>	<b>Fax No.</b>
(a) DLO/HKE	19th floor, Southorn Centre, 130-150 Hennessy Road, Wan Chai, Hong Kong	2834 4324
(b) DLO/HKW&S	20th floor, Southorn Centre, 130-150 Hennessy Road, Wan Chai, Hong Kong	2833 1945
(c) DLO/KE	9th & 10th floors, Yau Ma Tei Carpark Building, 250 Shanghai Street, Kowloon.	2782 5061
(d) DLO/KW	9th & 10th floors, Yau Ma Tei Carpark Building, 250 Shanghai Street, Kowloon.	2782 5061
(e) DLO/IS	19th floor, Harbour Building, 38 Pier Road, Central, Hong Kong	2850 5104
(f) DLO/N	6th floor, North District Government Offices, 3 Pik Fung Road, Fanling, New Territories	2675 9224
(g) DLO/SK	3rd and 4th floors, Sai Kung Government Offices, 34 Chan Man Street, Sai Kung, New Territories	2792 0706
(h) DLO/ST	11th floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories	2602 4093
(i) DLO/TP	1st floor, Tai Po Government Offices, Ting Kok Road, Tai Po, New Territories.	2650 9896
(j) DLO/TW&KT	10th and 11th floors, Tsuen Wan Station Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories	2415 0703
(k) DLO/TM	6th and 7th floors, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, New Territories	2459 0795
(l) DLO/YL	9th-11th floors, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories	2473 3134