



地政總署

**Lands Department**

## 以短期形式使用空置的政府土地 作社區、團體或非牟利用途 申請指引

# Guidelines for Application for Use of Vacant Government Land for Community, Institutional or Non-Profit Making Purposes on Short Term Basis

### 1. 引言

本小冊子簡介非政府機構和社會企業申請短期租約，以使用空置的政府土地作社區、團體或其他非牟利的臨時用途的相關程序。

本小冊子僅為解釋處理上述申請的現行要求及安排，無意藉此造成任何法律權利或義務。

本指引所適用的短期租約申請必須取得有關決策局的政策支持，方會獲批出短期租約。在處理申請時，地政總署會徵詢有關決策局會否給予政策支持。

### 1. Introduction

This pamphlet introduces the procedures for non-government organizations and social enterprises to apply for short term tenancies (“STTs”) for temporary use of vacant government land for community, institutional or other non-profit making purposes.

This pamphlet is not intended to create any legal rights or obligations and serves only to explain the current requirements and arrangements for dealing with such applications.

The applications for STT covered by this set of guidelines must have the policy support of the relevant policy bureau in order to be granted the STTs. Lands Department will consult the relevant policy bureau whether policy support will be given in processing an application.

倘若建議用途屬非牟利性質，而有關決策局支持以象徵式(或優惠)租金批出短期租約，有關短期租約如獲批核，可能只需收取象徵式(或優惠)租金。不過，倘若有關決策局或部門只同意批出短期租約給申請者但不同意／不支持以象徵式或優惠租金批出短期租約，有關短期租約如獲批核，將須收取十足市值租金。

本署建議申請者考慮聘請合適的專業人士協助提出申請。由於審批申請需時，為方便處理申請及配合預計的土地接管日期，申請者應盡早遞交申請。

## 2. 如何申請短期租約

申請者須：

- i) 填妥夾附的申請表格，並連同相關文件一併提交予有關的分區地政處；
- ii) 倘若擬議用途屬非牟利性質，則提交所有有關的文件／證據以作支持；

If the proposed uses are non-profit-making in nature and the relevant policy bureau supports the grant of an STT at nominal (or concessionary) rent, then, the STT, if approved, may be granted at nominal (or concessionary) rent. However, if the supporting policy bureau or department only gives support to the direct grant of the STT to the applicant but does not agree to/ support the STT being granted at a nominal or concessionary rent, the tenancy, if approved, will be granted at full market rent.

The applicant is advised to consider enlisting the service of an appropriate professional to assist him in making the application. To facilitate processing of the application and to meet the anticipated site possession date, applications should be submitted at the earliest possible time.

## 2. How to apply a STT

The applicant should:

- i) complete the attached application form and submit the completed form together with all the supporting documents to the relevant District Lands Office;
- ii) if the proposed uses(s) is non-profit-making in nature; submit all relevant documents/ evidence to support the application;

iii) 如若適用，提供符合《稅務條例》第 88 條規定的證明書證明申請者本身為公共性質的慈善機構或慈善信託；或

iv) 如申請人是根據《公司條例》(第 622 章)或前《公司條例》(第 32 章)註冊成立的擔保有限公司及其宗旨及權力不包括向成員分派利潤，或根據香港任何法例註冊或成立的非牟利社團或機構，提供根據相關法例註冊或成立的證明書，以及其章程文件的核證副本，當中須有明確條款表明不會向其成員、董事、股東、僱員或任何其他人士等分派利潤；或

v) 如若適用，提供資料證明申請人是載列於由民政事務總署編製的《社企消費熱點》([https://www.social-enterprises.gov.hk/tc/hotspots/full\\_text.html](https://www.social-enterprises.gov.hk/tc/hotspots/full_text.html))或社會企業商務中心編製的《社企指南》(<https://socialenterprise.org.hk/zh-hant/sedb>)內的機構或已獲得香港社會企業總會的社企認證(<http://www.seemark.hk/>);

iii) If applicable, provide a certificate under Section 88 of the Inland Revenue Ordinance to prove that the applicant is a charitable institution or trust of a public character; or

iv) If the applicant is a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members, or a non-profit-making society registered in Hong Kong, provide a certificate of its registration or establishment issued under the relevant Ordinance, and a certified copy of its constitutional document which includes an express clause specifying that it does not distribute profits to its members, directors, shareholders, employees or any other persons; or

v) If applicable, provide information showing that the applicant is an institution listed under the “Hot spots for consumptions at SEs” compiled by the Home Affairs Department: ([http://www.social-enterprises.gov.hk/en/hotspots/full\\_text.html](http://www.social-enterprises.gov.hk/en/hotspots/full_text.html)), or the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre: (<https://socialenterprise.org.hk/en/sedb>) or accredited by the Hong Kong General Chamber of Social Enterprises (<http://www.seemark.hk/en-gb/>);

vi) 提供由城市規劃委員會就擬議用途發出的有關規劃許可(如適用)。

vi) provide the relevant planning permission from the Town Planning Board for the proposed use, if applicable.

資料不齊全的申請不會視為有效申請，不會獲得處理。

Applications with incomplete information will not be accepted as valid applications and will not be processed.

### 3. 審批申請的程序

### 3. Procedures for Processing the Applications

i) 在接獲申請後，有關的分區地政處會先審視申請的資料是否齊全及可否視作有效申請。如未能視為有效申請，分區地政處會盡快通知申請者相關原因。如申請有效，有關的分區地政處會就申請尋求所需的政策支持，並就擬議計劃諮詢有關的決策局和政府部門。如認為有此必要，地政處亦會諮詢區內的持份者，例如鄉事委員會、村代表等。

i) Upon receipt of the application, the District Lands Office will initially study the application to see whether it contains all the required information and could be accepted as a valid application. If it cannot be accepted as a valid application, the applicant will be informed at the earliest possible time of the reasons. If the application is accepted as a valid application, the District Lands Office will seek the necessary policy support to the application and consult the relevant Government departments and bureaux on the proposal. If considered necessary, local stakeholders such as the Rural Committee, village representatives, etc. will also be consulted.

申請者或須提供政府部門及決策局所需的任何補充資料。

The applicant may need to provide any supplementary information that the Government departments and bureaux may require.

ii) 申請人須設法解決就有關申請所收到的任何反對意見。

ii) The applicant should attempt to resolve any objections received arising from the application.

iii) 如申請獲得批准，有關的分區地政處將發出基本條款建議書，包括擬議租約的主要條款，以及須繳付的行政費用、租金和按金金額(如適用)，供申請者於訂明的限期內接納。如申請者接納基本條款建議書，便會安排簽立租約、繳付租金和按金(如適用)，並將有關土地移交予申請者。

iv) 如申請不獲批准，申請者將獲告知結果及申請遭拒絕的原因。

iii) If the application is approved, the District Lands Office will issue a basic terms offer letter, including the main terms of the proposed tenancy, for the acceptance by the applicant within the prescribed time frame. If the applicant accepts the basic terms offer, arrangements will be made for execution of the tenancy agreement, payment of rent and deposit (if applicable), and handover the site to the applicant.

iv) If the application is not approved, the applicant will be informed of the result with the reasons for rejection.

#### 4. 查詢

各分區地政處的分界圖，可瀏覽以下連結 ([http://www.landsd.gov.hk/en/about/boundary\\_plan.htm](http://www.landsd.gov.hk/en/about/boundary_plan.htm))。如有查詢，請聯絡地政總署和分區地政處，地址和聯絡電話/傳真號碼載於以下連結：

(<https://www.landsd.gov.hk/tc/about/enquiries.htm>)

(二零一九年二月二十一日修訂)

#### 4. Enquiries

The boundary plan of District Lands Offices can be inspected at the link below:

([http://www.landsd.gov.hk/en/about/boundary\\_plan.htm](http://www.landsd.gov.hk/en/about/boundary_plan.htm)). The addresses and contact numbers of District Lands Offices and Lands

Department Headquarters for enquiries are set out in the link below:

(<http://www.landsd.gov.hk/en/about/enquiries.htm>)

(Updated: 21.2.2019)



**Application Form for Use of Vacant  
Government Land for Community, Institutional or  
Non-profit Making Purposes on Short Term Basis**

To : District Lands Office ( )

**Part (A) DETAILS OF THE PROPOSAL**

1	Site under Application (with Site Ref. No.)	<hr/> <p>A copy of site plan at a scale of 1:1000 showing the proposed site boundary has been attached.</p>
2	Site area	about                      square metres
3	Proposed use(s) with brief description	<hr/> <p>A detailed proposal is attached<sup>1</sup>.</p>
4	Zoning (under the Outline Zoning Plan)	
5	Does the proposed use(s) require planning permission from the Town Planning Board <sup>2</sup> ?	<input type="checkbox"/> Yes, the proposed use(s) requires planning permission from the Town Planning Board.  <input type="checkbox"/> The required planning permission has been obtained, a copy of which is attached.  <input type="checkbox"/> The required planning permission has not yet been

<sup>1</sup> The proposal must cover the following areas: (a) objectives of the proposal, (b) background and experience of the applicant, (c) targeted beneficiaries, (d) implementation milestones and (e) intended achievements.

<sup>2</sup> In processing the application, the Lands Department will consult the Planning Department whether the proposed use(s) requires planning permission from the Town Planning Board. In case that planning permission is required but has not yet been obtained, the applicant will be notified at the earliest possible time and should obtain the planning permission within a prescribed time frame such that the application will continue to be processed.

		<p>obtained.</p> <p><input type="checkbox"/> No, the proposed use(s) does not require planning permission from the Town Planning Board</p> <p><input type="checkbox"/> We are uncertain whether the proposed use(s) requires planning permission from the Town Planning Board.</p>
6	Proposed structures (if any)	<p>No. of buildings/ Structures:</p> <p>No. of storey/ height of the structures:</p> <p>Gross floor area:</p> <p>Drawings showing the proposed structures (if applicable)</p>
7	Proposed commencement date of the tenancy	
8	Proposed term of the tenancy	
9	Apply for nominal/ concessionary rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Part (B) PARTICULARS OF THE APPLICANT

(1) Name of the Applicant

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We hereby declare and confirm that we are:

a non-profit-making society/organisation/body, specifically:

a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112),

a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members, or

a non-profit-making society registered or body established under any legislation in Hong Kong



a Social Enterprise which is:

listed under the “Hot Spots for consumptions at SEs” compiled by the Home Affairs Department; or

listed under the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre; or

accredited by the Hong Kong General Chamber of Social Enterprises;

and relevant document evidence is attached (see Note (4)(a) below).

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

\_\_\_\_\_

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

Position in the Applicant Organisation : \_\_\_\_\_

Name of Company (for Agent only, with relevant document attached per Note (4)(b)):

\_\_\_\_\_

Tel No.: \_\_\_\_\_ Emergency Tel. No.: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

(4) According to the declaration given at Note (1) above, we attach the following relevant documents where appropriate in support of our application:-

(a) Document evidence of the eligibility of the applicant:

- i. Document evidence to prove that the Applicant is a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112),
- ii. Document evidence to prove that the Applicant is a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members;
- iii. Document evidence to prove that the Applicant is a non-profit-making society registered or body established under any legislation in Hong Kong, specifically, a certificate of its registration or establishment issued under the relevant Ordinance, and a certified copy of its constitutional document which includes an express clause specifying that it does not distribute profits to its members, directors, shareholders, employees or

any other persons;

- iv. Document evidence to prove that the Applicant is a Social Enterprise listed under the “Hot Spots for consumptions at SEs” compiled by the Home Affairs Department;
- v. Document evidence to prove that the Applicant is a Social Enterprise listed under the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre;
- vi. Document evidence to prove that the Applicant is accredited by the Hong Kong General Chamber of Social Enterprises; and

(b) Authorization Letter from the Applicant to authorize the Agent to act on behalf of the Applicant (if applicable).

**Part (C) CONSENT TO DISCLOSURE OF PERSONAL DATA**

We hereby expressly warrant and declare that the above information and attachments provided in support of our application are correct and genuine. We also expressly acknowledge that we acknowledge and accept that the tenancy applied for will be considered on the basis of the information supplied by us and that the application will be rejected in the event that such information is found to be false or misleading.

We further expressly acknowledge that the personal data provided by us in this application form will be used by the Lands Department in connection with the processing of our application. The provision of any personal data requested in the application form is voluntary. We understand that if we do not provide sufficient information, the District Lands Office concerned may not be able to process our application.

By submitting this application, we hereby consent to the Government’s disclosure of any or all of the information provided by 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 us.

Signed by the Applicant(s) : \_\_\_\_\_  
(with company chop if applicable)

Full Name of the Applicant(s) : \_\_\_\_\_  
In block letters

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

Note :

*(1) After completion, this form may either be mailed, or handed*

*in to the District Lands Office concerned.*

- (2) *The Government does not bind itself to accept any application submitted.*

以短期形式使用空置政府土地  
作社區、團體或非牟利用途  
申請表格

地政總署 \_\_\_\_\_ 地政處：

(甲)部 建議詳情

1	申請用地 (請註明用地參考 編號)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 10px;"/> 隨本表格夾附比例為 1:1 000，顯示擬議用地界線的平面圖。
2	用地面積	約                      平方米
3	擬訂用途連簡介	<hr style="border: none; border-top: 1px solid black; margin-bottom: 10px;"/> 隨本表格夾附詳細建議書。 <sup>1</sup>
4	用途地帶 (分區計劃大綱圖上 所示者)	
5	擬訂用途是否必須 取得城市規劃委員 會的規劃許可？ <sup>2</sup>	<input type="checkbox"/> 擬訂用途必須取得城市規劃委員會的規劃許可，  <input type="checkbox"/> 並已取得規劃許可，相關資料隨本表格夾附。  <input type="checkbox"/> 惟尚未取得規劃許可。

<sup>1</sup> 建議書內容必須包括以下範疇：(a)建議的目標，(b)申請者的背景和經驗，(c)受惠對象，(d)實施時間表，以及(e)預期成果。

<sup>2</sup> 就擬訂用途是否必須取得城市規劃委員會的規劃許可，地政總署在處理申請時，會諮詢規劃署。假如規劃許可尚未取得，地政總署會盡快告知申請者，並須在規定的時限內取得規劃許可，以繼續處理申請。

		<input type="checkbox"/> 擬訂用途無須取得城市規劃委員會的規劃許可。 <input type="checkbox"/> 不清楚擬訂用途是否必須取得城市規劃委員會的規劃許可。
6	擬建構築物 (如有)	建築物／構築物數目：
		構築物層數／高度：
		樓面總面積：
		顯示擬建構築物的圖則(如適用)
7	租約擬訂生效日期	
8	擬訂租期	
9	是否申請以 象徵式／優惠租金 獲批短期租約？	<input type="checkbox"/> 是 <input type="checkbox"/> 否

## (乙)部 申請者詳情

(1)申請者姓名／名稱：

\_\_\_\_\_  
謹此聲明並確認，我們是：

非牟利社團／組織／團體，具體為：

根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅，屬公共性質的慈善機構或信託團體；

根據《公司條例》(第 622 章)或前《公司條例》(第 32 章)註冊成立的擔保有限公司，其宗旨及權力不包括向成員分派利潤；或

根據香港任何法例註冊或成立的非牟利社團或團體；

社會企業，即：

名列於民政事務總署編製的《社企消費熱點》；或

名列於社會企業商務中心編製的《社企指南》；或

已獲得香港社會企業總會的社企認證；

我們隨本表格夾附了相關的證明文件(參閱下文第(4)(a)段)。

(2)通訊地址： \_\_\_\_\_

(3)聯絡人姓名： \_\_\_\_\_

在申請機構的職位： \_\_\_\_\_

公司名稱(只適用於代理人，並夾附第(4)(b)段載列的相關文件)：

\_\_\_\_\_

電話號碼： \_\_\_\_\_ 緊急聯絡電話號碼： \_\_\_\_\_

傳真號碼： \_\_\_\_\_ 電郵： \_\_\_\_\_

(4)根據上文第(1)段的聲明，我們現就這宗申請夾附下列相關文件(如適用)：

(a)證明申請者資格的文件：

- i. 證明申請者是根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅，屬公共性質的慈善機構或信託團體的文件；
- ii. 證明申請者是根據《公司條例》(第 622 章)或前《公司條例》(第 32 章)註冊成立的擔保有限公司，其宗旨及權力不包括向成員分派利潤的文件；
- iii. 證明申請者是根據香港任何法例註冊或成立的非牟利社團或團體的文件。具體而言，該社團或團體根據相關法例註冊或成立的證明書，以及其章程文件的核證副本，當中須有明確條款表明不會向其成員、董事、股東、僱員或任何其他人士等分派利潤；
- iv. 證明申請者是名列於民政事務總署編製的《社企消費熱點》的社會企業的文件；

- v. 證明申請者是名列於社會企業商務中心編製的《社企指南》的社會企業的文件；
- vi. 證明申請者已獲得香港社會企業總會的社企認證的文件；  
以及

(b)申請者授權代理人為其行事的授權書(如適用)。

### (丙)部 同意披露個人資料

我們現明確保證並聲明，上文提供用以支持申請的資料及附件真確無訛。此外，我們明確表示已明白和接受地政總署分區地政處會基於我們提供的資料而考慮所申請的租約，若發現有關資料屬虛假或誤導，申請將不獲接納。

我們並明確知悉，地政總署在審批申請時，會使用我們在本申請表格提供的個人資料。提供本申請表格要求的任何個人資料純屬自願。我們明白如未有提供足夠的資料，相關的分區地政處可能無法辦理申請。

本申請一經提交，即表示我們同意政府不論主動還是應第三方的要求(以書面或其他形式提出)，均可披露我們在本申請表格所填報的任何或全部資料，而無須另行通知我們。

申請者簽署 : \_\_\_\_\_  
(連公司蓋章，如適用。)

申請者全名 : \_\_\_\_\_  
(請以正楷填寫)

日期 : \_\_\_\_\_

#### 註：

- (1) 填妥後，可將本表格寄回或親自交回相關的分區地政處。
- (2) 政府不一定接納任何一份已提交的申請表格。

**Application Form for Use of Vacant  
Government Land for Community, Institutional or  
Non-profit Making Purposes on Short Term Basis**

To : District Lands Office (**Kowloon East**)

**Part (A) DETAILS OF THE PROPOSAL**

1	Site under Application (with Site Ref. No.)	<p><i>Lung Cheung Road (opposite to Lok Sin Tong Yu Kan Hing School) (Site Ref: WTS-149)</i></p> <hr/> <p>A copy of site plan at a scale of 1:1000 showing the proposed site boundary has been attached.</p>
2	Site area	about <b>2,000</b> square metres
3	Proposed use(s) with brief description	<p><i>Education/ Visitor Centre to educate the public about the importance of protecting the children.</i></p> <hr/> <p>A detailed proposal is attached<sup>1</sup>.</p>
4	Zoning (under the Outline Zoning Plan)	<i>Open Space (under Wang Tau Hom &amp; Tung Tau OZP S/K8/21)</i>
5	Does the proposed use(s) require planning permission from the Town Planning Board <sup>2</sup> ?	<input type="checkbox"/> Yes, the proposed use(s) requires planning permission from the Town Planning Board.  <input type="checkbox"/> The required planning permission has been

<sup>1</sup> The proposal must cover the following areas: (a) objectives of the proposal, (b) background and experience of the applicant, (c) targeted beneficiaries, (d) implementation milestones and (e) intended achievements.

<sup>2</sup> In processing the application, the Lands Department will consult the Planning Department whether the proposed use(s) requires planning permission from the Town Planning Board. In case that planning permission is required but has not yet been obtained, the applicant will be notified at the earliest possible time and should obtain the planning permission within a prescribed time frame such that the application will continue to be processed.



		<p>obtained, a copy of which is attached.</p> <p><input type="checkbox"/> The required planning permission has not yet been obtained.</p> <p><input checked="" type="checkbox"/> No, the proposed use(s) does not require planning permission from the Town Planning Board</p> <p><input type="checkbox"/> We are uncertain whether the proposed use(s) requires planning permission from the Town Planning Board.</p>
6	Proposed structures (if any)	<p>No. of buildings/ Structures: <i>1 building block</i></p> <p>No. of storey/ height of the structures: <i>1 storey</i></p> <p>Gross floor area: <i>500sm thereabouts</i></p> <p>Drawings showing the proposed structures (if applicable)</p>
7	Proposed commencement date of the tenancy	<i>1 April 2019</i>
8	Proposed term of the tenancy	<i>5 years</i>
9	Apply for nominal/ concessionary rent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Part (B) PARTICULARS OF THE APPLICANT**

(1) Name of the Applicant  
**ABC ASSOCIATION**

We hereby declare and confirm that we are:

a non-profit-making society/organisation/body, specifically:

a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112),

a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members, or

a non-profit-making society registered or body established under any legislation in Hong Kong

a Social Enterprise which is:

listed under the “Hot Spots for consumptions at SEs” compiled by the Home Affairs Department; or

listed under the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre; or

accredited by the Hong Kong General Chamber of Social Enterprises;

and relevant document evidence is attached (see Note (4)(a) below).

(2) Correspondence Address : *No.1 XYZ Street, Kowloon, Hong Kong*

(3) Name of Contact Person: *Ms A*

Position in the Applicant Organisation : *Project Director*

Name of Company (for Agent only, with relevant document attached per Note (4)(b)):

Tel No.: *xxxx xxxx* Emergency Tel. No.: *xxxx xxxx*

Fax No.: *xxxx xxxx* E-mail: *contact@abcassociation.org*

(4) I/We attach the following documents where appropriate in support of my/our application:-

(a) Document evidence of the eligibility of the applicant:

- i. Document evidence to prove that the Applicant is a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112),
- ii. Document evidence to prove that the Applicant is a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members;
- iii. Document evidence to prove that the Applicant is a non-profit-making society registered or body established under any legislation in Hong Kong, specifically, a certificate of its registration or establishment issued under the relevant Ordinance, and a certified copy of its constitutional

document which includes an express clause specifying that it does not distribute profits to its members, directors, shareholders, employees or any other persons;

- iv. Document evidence to prove that the Applicant is a Social Enterprise listed under the “Hot Spots for consumptions at SEs” compiled by the Home Affairs Department; or
- v. Document evidence to prove that the Applicant is a Social Enterprise listed under the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre;
- vi. Document evidence to prove that the Applicant is accredited by the Hong Kong General Chamber of Social Enterprises; and

(b) Authorization Letter from the Applicant to authorize the Agent to act on behalf of the Applicant (if applicable).

**Part (C) CONSENT TO DISCLOSURE OF PERSONAL DATA**

We hereby expressly warrant and declare that the above information and attachments provided in support of our application are correct and genuine. We also expressly acknowledge that we acknowledge and accept that the tenancy applied for will be considered on the basis of the information supplied by us and that the application will be rejected in the event that such information is found to be false or misleading.

We further expressly acknowledge that the personal data provided by us in this application form will be used by the Lands Department in connection with the processing of our application. The provision of any personal data requested in the application form is voluntary. We understand that if we do not provide sufficient information, the District Lands Office concerned may not be able to process our application.

By submitting this application, we hereby consent to the Government’s disclosure of any or all of the information provided by 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 us.

Signed by the Applicant(s) : Ms. A  
(with company chop if applicable)

Full Name of the Applicant(s) : ABC ASSOCIATION  
In block letters

Date : XX.XX.201X

Note:

- (1) *After completion, this form may either be mailed, or handed in to the District Lands Office concerned.*
- (2) *The Government does not bind itself to accept any application submitted.*

SAMPLE

ABC Association (“ABC”)  
Address: No. 1 ABC Street, Kowloon, Hong Kong  
Tel: (852) xxxx xxxx Fax: (852) xxxx xxxx  
email: [contact@bccassociation.org](mailto:contact@bccassociation.org)

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District Lands Office, Kowloon East  
Lands Department  
Lands Administration Office  
District Lands Office, Kowloon East  
10/F, Yau Ma Tei Carpark Building, 250 Shanghai Street, Kowloon  
Date: XX.XX.201X

**Re. Application for Short Term Tenancy for  
Setting up of an Education/ Visitor Centre at Lung Cheung Road, Wong Tai Sin  
by ABC Association (“ABC”)**

We would like to apply for the use of the site at Lung Cheung Road (opposite to Lok Sin Tong Yu Kan Hing School) for establishing an Education/Visitor Centre (“the Centre”). The location of the site is shown below for your reference.



**Objective of the Proposal**

The objective of setting up the Centre is to educate the public the importance of child protection against child abuse. It also aims at teaching the children to protect themselves and to

seek help from the society when needed.

Background and Experience of the Applicant

ABC is a non-government organization in Hong Kong founded in 2005. We have obtained the tax-exempt charity status under section 88 of the Inland Revenue Ordinance. We are dedicated to assist the families with the problems of child abuse and child negligence and to help the children restore the normal life. Over the past years, ABC has organized seminars, education programs and activities focusing on educating the public the concept of “child abuse” and providing information and instruction on protection from child abuse.

Target Beneficiaries

The target beneficiaries are the general public especially the children under 6 and families which have child abuse problems.

Implementation Milestones/ Commence to Operate

We expect that the Centre can be brought into operation within 1-2 years after taking up the site.

Intended Achievement

We hope that there will be a significant reduction on the number of reported cases of child abuse in the upcoming years after raising the awareness of the public about the importance of child protection.

Yours sincerely,

MS A  
Chief Executive