

N.B. PLEASE COMPLETE 2 COPIES AND SUBMIT BOTH WITH PLANS* TO THE DISTRICT LANDS OFFICE

OFFICIAL USE

Ref. :
Permit No.

EXCAVATION PERMIT

Section I

Application is hereby made to excavate trenches for the purpose of _____ at the location as indicated on the A3 size survey plan* of 1:1 000 scale attached herewith. It is certified that the routes shown on the attached plan are of one scheme and if rural villages are affected, the attached plan does not cover more than one rural village.

* only one A3 size survey plan shall be submitted for each application

The proposed duration and approximate size(s) of the excavation(s) are as follows :-

Item	Commencement Date	Duration of excavation	Size of excavation			Underground / above ground installation or both (See Note below)	Remarks
			Length	Width	Depth		
1							
2							
3							
4							
5							

Note : If above ground installation is involved, its dimensions, materials, elevation and cross-section plans shall be provided for reference.

I / We undertake to observe the conditions accompanying the permit and all the provisions of the Land (Miscellaneous Provisions) Ordinance (Cap. 28) and all the subsidiary legislation made thereunder; and I / we agree to observe that the area affected shall on completion of the work be reinstated in all respects to the satisfaction of the District Lands Officer _____ within a period of _____ days from date of completion of the work, and that such reinstatement shall be subject to a maintenance period of 12 months after completion of reinstatement.

I / We hereby authorize the Lands Department to disclose any personal data provided in the application form to other Government Bureaux / Departments or agents of them and other public / private organizations for considering and processing my / our application for excavation permit and related purposes (including but not limited to enforcement actions to be taken against any breach of the terms and conditions contained in the said permit, if issued).

I / We agree that the Lands Department may, in processing my / our application, collect my / our personal data from other relevant Government Bureaux / Departments or agents of them, public / private organizations and / or any other third party possessing my / our personal data for verification. In this connection, I / We authorize, and undertake to provide separate consent(s), if necessary, to these Government Bureaux / Departments or agents of them, public / private organizations and / or any other third party possessing my / our personal data to furnish the Lands Department with my / our personal data for processing this application.

I / We acknowledge that I / we have read and understood the “Note on Use of Personal Information” in this application form.

Applicant's Reference : _____ *Signed :* _____

Name in block letters : _____

Name of Utility

Undertaking : _____

Date : _____ *Tel. No. :* _____

Note on Use of Personal Information

Purpose of Collection	The personal data provided in your application will be used by the Lands Department for the purpose of considering and processing your application for excavation permit and related purposes (including but not limited to enforcement actions to be taken against any breach of the terms and conditions contained in the said permit, if issued). The provision of your name, telephone number and signature is obligatory. If you do not provide such information, the Lands Department may refuse to process your application.
Class of Transferees	The personal data provided may be disclosed to other Government Bureaux / Departments or agents of them and other public / private organizations for the purposes mentioned above.
Access to Personal Data	The individual who is the subject of the personal data has 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 (Cap. 486). Such right of access includes the right to obtain a copy of the personal data provided in this application upon payment of the applicable charge.
Enquiries	Enquiries concerning the personal data collected, including the request for access and corrections, should be addressed to: Departmental Personal Data Controlling Officer of the Lands Department 20/F North Point Government Offices 333 Java Road Hong Kong

OFFICIAL USE

Section II

To Applicant

In exercise of the authority vested in me, permission is hereby given for you to make the excavation(s) on Government land described above subject to the conditions accompanying this permit and all the provisions of the Land (Miscellaneous Provisions) Ordinance (Cap. 28) and all the subsidiary legislation made thereunder. This permit expires on _____.

Signed : _____
for Director of Lands

Date : _____

Name of Officer : _____