

**APPLICATION FORM  
FOR TEMPORARY OCCUPATION OF GOVERNMENT LAND FOR SETTING UP  
STREET COUNTERS TO HOLD NON-PROFIT MAKING AND NON-FUND RAISING  
ACTIVITIES**

**To: District Lands Office, \_\_\_\_\_ (“DLO”) or  
Village Improvement and Special Duties Section (“VI&SD Section”)**

I/We, \_\_\_\_\_ (“the Applicant”), hereby declare and confirm that I/we fall into one of the categories of the bodies/organisations as set out in Part (B)(1) below and hereby apply for temporary occupation of Government land on the designated spots for setting up street counters to hold non-profit making and non-fund raising activities. Details of my/our application are listed below.

**(A) DETAILS OF PROPOSED STREET COUNTERS TO BE SET UP**

(1) Setting Up Period: From \_\_\_\_/\_\_\_\_/\_\_\_\_(day/month/year) to  
\_\_\_\_/\_\_\_\_/\_\_\_\_(day/month/year) (one month maximum)

(2) Locations of the street counters and designated spot ID numbers (*See Note (5)*):

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(Please use separate sheet to indicate, if necessary.)

(3) Details of non-profit making and non-fund raising activities to be held:

Name of event	:	
Objective(s) and target participants of activities	:	
Content details of activities	:	

**(B) PARTICULARS OF THE APPLICANT**

(1) Name of the Applicant:

\_\_\_\_\_

- Incumbent Legislative Council Member/District Council Member
- Charitable institution or trust of a public character which is exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112) or society registered under Societies Ordinance (Cap. 151)
- Government department or statutory organisation
- Other legally registered body

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

\_\_\_\_\_

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

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

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

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

(4) I/We attach the following documents in support of my/our application (*delete as appropriate and please see Note (7)*):-

- (a) documentary 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 (if applicable);
- (b) documentary evidence to prove that the Applicant is a society registered under the Societies Ordinance Cap. 151 (if applicable); or
- (c) documentary evidence to prove that the Applicant is a legally registered body (please specify) \_\_\_\_\_.

I/We acknowledge and agree that failure to submit the required documents may lead to rejection of the application. I/We also acknowledge and agree that I/we may need to submit other additional information or documents as may be required by DLO or VI&SD Section to facilitate the assessment of my/our application. Unless such additional information/documents are submitted, my/our application cannot be further processed.

### **(C) UNDERTAKING**

I/We hereby undertake that:-

- (1) All activities to be held and contents of messages to be delivered or displayed during the event shall comply with the laws of the Hong Kong Special Administrative Region;
- (2) In case that the Director of Highways, an Assistant Commissioner for Transport, the Commissioner of Police or the Director of Food and Environmental Hygiene inform me/us at any time that any of the specified spots shall not be used for the event, I/we shall immediately cease the event and reinstate the spot(s), even when approval has been granted;
- (3) I/We shall obtain any other necessary licences, permits and approvals from other relevant authorities as may be required for holding the non-profit making and non-fund raising activities; and
- (4) In case of ineligibility to apply for or hold the non-profit making and non-fund raising activities set out in this application as a consequence of changes in my/our status or other aspects, I/we shall inform the Lands Department forthwith and this application shall be deemed to have been withdrawn.

### **(CI) INDEMNITY**

I/We shall indemnify the Government of the HKSAR (“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 the occupation of Government land or the setting up, use and holding of or carrying out of any activities at the street counters at the designated spots.

### **(CII) DECLARATION**

I/We hereby declare that:-

- (1) This is the only application for temporary occupation of Government land that I/we have made for the above mentioned occupation period in respect of the same designated spot(s) or otherwise;
- (2) The particulars provided in this form are in all respects true, complete and accurate; and
- (3) I/We have read the Notes below and the Guidelines on application for temporary occupation of Government land for setting up street counters to hold non-profit making activities.

## **(F) CONSENT TO DISCLOSE**

By submitting this application, I/we hereby consent to the Government's disclosure of 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 Organisation (applicable to organisation only): \_\_\_\_\_

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

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

### **NOTES:**

- (1) This form should be completed in either English or Chinese.
- (2) Applications from individuals (except incumbent Legislative Council Members and District Council Members) are generally not accepted.
- (3) The completed form, together with a copy of the organisation certificate/documentation proof, can be submitted by hand, by fax, by post, or by e-mail.
- (4) The information provided in this form will be used for processing the application for temporary occupation of Government land on the designated spots for setting up street counters to hold non-profit making and non-fund raising activities and for related purposes including enforcement action where any breach of the terms and conditions, as specified in the no objection letter to be issued if the application is approved, has or may have occurred.
- (5) A list of the current designated spots allocated with ID numbers can be found at the respective District Lands Offices or on the Government GeoInfo Map web page. The link is <http://www.map.gov.hk/gih3/index.jsp?tab=322&lg=en>.
- (6) Each application will be considered on its own merits. Where no objection is given, the no objection letter to be issued will be limited to the setting up of street counters to hold non-profit making and non-fund raising activities at the designated spots within the period specified in the letter subject to such terms and conditions as may be imposed. 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 setting up, use and holding of or carrying out of any activities at the street counters.

- (7) No documentation proof is required if the application is made by incumbent Legislative Council Members/District Council Members, Government departments and statutory organisations.
- (8) For applications for designated spots involving not more than two District Lands Offices, please send the completed application form to relevant District Lands Offices. The link to the addresses and fax numbers of District Lands Offices of Lands Department is <https://www.landsd.gov.hk/en/about/enquiries.htm>.
- (9) For applications for designated spots involving three or more District Lands Offices, please send the completed application form to LandsD Headquarters. The contact particulars are:
- To: Village Improvement and Special Duties Section,  
Lands Department  
Address: 22/F North Point Government Offices,  
333 Java Road, North Point, Hong Kong.  
E-mail: [slevisd@landsd.gov.hk](mailto:slevisd@landsd.gov.hk)  
Tel. No.: 2231 5541  
Fax. No.: 2810 0963
- (10) The information provided by you in connection with this application will be used for considering and processing your application as well as for administering the temporary occupation of Government land on the designated spots for setting up street counters to hold non-profit making and non-fund raising activities and for related purposes including enforcement action where any breach of the terms and conditions, as specified in the no objection letter to be issued if the application is approved, has or may have occurred. Your application cannot be processed if you fail to provide all the information as requested. Such information may be disclosed to other Government bureaux, departments or their agents for the abovementioned purposes, to the media and members of public in response to their enquiries, and to any other persons if it is authorised or required by law. You have the right to request access to and correction of your personal data held by us. Such requests should be submitted to the Departmental Secretary of the Lands Department on 21/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong.
- (11) The Government has the discretion to provide the public with the information in connection with your application, including but not limited to the information provided by you in the application such as your name/the name of your organisation, the locations of the designated spots and the occupation period if it considers that disclosure of the information is desirable in answering enquiries from the media and members of the public.