

申請暫時佔用政府土地設置街站舉辦非牟利活動的指引

Guidelines on application for temporary occupation of Government land for setting up street counters to hold non-profit making activities

1. 介紹

- (a) 本小冊子簡介暫時佔用政府土地，以設置街站舉辦非牟利活動（「非牟利街站」）的申請手續。
- (b) 本小冊子不構成任何法律權利或義務，僅為闡釋申請暫時佔用政府土地的現行規定和安排要點。如欲查詢更多資料，請聯絡相關分區地政處。

1. Introduction

- (a) This pamphlet introduces the procedures involved in the application for temporary occupation of Government land (“GL”) for setting up street counters to hold non-profit making activities (“Non-profit Street Counters”).
- (b) This pamphlet is not intended to create any legal rights or obligations. It serves only to explain the key features of the current requirements and arrangements for dealing with such applications. The applicant may approach the respective District Lands Offices for further details.

2. 非牟利街站的准許用途

非牟利街站均不得以任何形式進行商業活動、宣傳或展示廣告。至於在選舉期間暫時佔用政府土地，以設置街站舉辦競選活動，須參閱每次選舉另行發出的一套指引。

2. Permitted Use of Non-profit Street Counters

No commercial activities, promotions or advertisements in any form are permitted at any of the Non-profit Street Counters. For temporary occupation of GL for setting up street counters to hold electioneering activities during election

period, separate set of guidelines to be issued for each election shall apply.

3. 非牟利街站的尺寸

非牟利街站的尺寸不得超過 1 米(長度)x2 米(闊度)x2 米(高度)。

3. Size of Non-profit Street Counters

The size of the Non-profit Street Counter shall not exceed 1m (length) X 2 m (width) X 2 m (height).

4. 指定地點機制

- (a) 政府土地上適合申請設置非牟利街站以舉辦非牟利活動的地點，會列作「指定地點」。
- (b) 現時可供申請的指定地點一覽表，可在相關分區地政處或政府「地理資訊地圖」網頁 (https://www.map.gov.hk/gm/map/search/faci/_STC?lg=tc)查閱。
- (c) 除指定地點外，申請暫時佔用其他地點的政府土地以設置非牟利街站，概不受理。
- (d) 地政總署會定期檢視指定地點一覽表。

4. Designated Spots System

- (a) Suitable spots on GL available for application for setting up of Non-profit Street Counters to hold non-profit making activities will be classified as “designated spots”.
- (b) The current list of designated spots available for application can be checked at the respective District Lands Offices or the government GeoInfo Map web page. The link https://www.map.gov.hk/gm/map/search/faci/_STC?lg=en is
- (c) Applications for temporary occupation of GL for setting up Non-profit Street Counters at locations other than the designated spots will not be considered.
- (d) The list of the designated spots will be reviewed at regular interval.

5. 申請資格準則

- (a) 以下各方提出的申請可予考慮：

5. Eligibility Criteria

- (a) Applications from the following parties may be considered：

- (i) 現任立法會議員／區議會議員；
 - (ii) 根據《稅務條例》(第 112 章)第 88 條屬公共性質並獲豁免繳稅的慈善機構或慈善信託，或根據《社團條例》(第 151 章)註冊的組織，或其他合法註冊的團體；以及
 - (iii) 政府部門及法定組織。
- (b) 個人(現任立法會和區議會議員除外)提出的申請，通常不獲接納。

- (i) Incumbent Legislative Council members/District Council members;
 - (ii) Charitable institutions or trust of a public character which are exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112) or societies registered under the Societies Ordinance (Cap. 151) and other legally registered bodies; and
 - (iii) Government departments and statutory organisations.
- (b) Applications from individuals (except incumbent Legislative Council members and District Council members) are generally not accepted.

6. 設置非牟利街站舉辦籌款活動的一站式申請平台

為利便活動主辦單位在政府土地舉辦籌款活動，政府設有一站式服務，處理所需許可的申請。根據精簡後的程序，活動主辦單位只須提交申請予相關發牌當局(即社會福利署、食物環境衛生署及／或民政事務總署)審批。發牌當局在接獲指定地點的申請後，會轉交地政總署，以徵詢意見。申請如獲審批當局批准，地政總署所提意見和要求，會訂為批核條件。

6. One-Stop Application Platform for Non-profit Street Counter to be used for Fund-raising Activities

The Government provides a one-stop service to facilitate the event organisers to apply for the necessary permissions to hold fund-raising activities on GL. Under the streamlined procedure, the event organisers are only required to submit their applications to the respective licensing authorities, i.e. Social Welfare Department, Food and Environmental Hygiene Department and/or Home Affairs Department for approval. The respective licensing authorities, after receiving the application for the designated spots, will refer it to the Lands Department for comments. Where the application is approved, Lands Department's comments and requirements will be incorporated as conditions upon which the approval is to be given by their respective approval regimes.

7. 申請設置非牟利街站以舉辦非籌款活動

- (a) 活動主辦單位必須填寫申請表格，提供所需資料，包括預計設置非牟利街站的日期、時間、地點(連同該地點在地政總署「地理資訊地圖」網頁的編號)、非牟利非籌款活動的簡介和證明文件(如政府要求提交)。下載申請表格的連結為 <https://www.landsd.gov.hk/tc/forms/index.htm>。
- (b) 指定地點的申請如涉及地政總署不超過兩個分區地政處，應直接送交各相關分區地政處處理。
- (c) 指定地點的申請如涉及三個或以上的分區地政處，應按申請表格所載的地址，送交地政總署總部綜合處理。
- (d) 上文第 7(a)段所述的申請表格，只限用於申請暫時佔用政府土地，以設置街站舉辦非牟利和非籌款活動。活動主辦單位應自行安排向各有關當局，申請擬舉辦活動的全部其他所需牌照、許可及批准。

7. Application for Non-profit Street Counter to be used for Non-Fund Raising Activities

- (a) The event organisers are required to fill in the Application Forms to provide the necessary information including scheduled dates, time, locations of the Non-profit Street Counters (with the ID number allocated for the designated spots as may be retrieved from the GeoInfo Map of the Lands Department website), brief description of the non-profit making and non-fund raising activities and documentary proof (if required by the Government). The link to download the Application Form is <https://www.landsd.gov.hk/en/forms/index.htm>.
- (b) For application for designated spots involving not more than two District Lands Offices of the Lands Department, the application should be sent to all the relevant District Lands Offices direct.
- (c) For application for designated spots involving three or more District Lands Offices, the application should be sent to the address of the Lands Department Headquarters as shown in the Application Form for consolidated processing.
- (d) The Application Form referred to in paragraph 7(a) above is limited to the application for temporary occupation of Government land for setting up street counters to hold non-profit making and non-fund raising activities only. The event organisers should make their own arrangements to obtain all other necessary

licences, permits and approvals from the appropriate authorities in respect of the activities to be held.

8. 查詢

各分區地政處的分界圖，可瀏覽以下連結：
https://www.landsd.gov.hk/tc/about/boundary_plan.htm。如有查詢，請聯絡地政總署和各分區地政處，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>。

地政總署
2018年8月

8. Enquiries

The boundary plan of District Lands Offices can be inspected at the link below:
https://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:
<https://www.landsd.gov.hk/en/about/enquiries.htm>.

Lands Department
August 2018