

Agriculture, Fisheries and Conservation Department
Permit Application for Holding Fund-Raising Activities / Sporting Competitions /
Public Meetings / Making Public Speeches in Country Parks or Special Areas

To : Agriculture, Fisheries and Conservation Department
 5/F, Cheung Sha Wan Government Offices
 303 Cheung Sha Wan Road, Kowloon

Fax : 2317 0482

E-mail : cpevent@afcd.gov.hk

Part A Particulars of applicant

1. Name of organisation / company: _____
2. Mailing Address: _____
(Please ensure the mailing address is correct for the delivery of permits by post)
3. Name of applicant: _____
4. Telephone / mobile phone no.: _____ Fax no.: _____
 Email address: _____
(Please ensure the email address is correct for sending of electronic permit)
5. No. of participants: _____ Age range: _____

Part B Activity details (Please tick as appropriate)

6. Fund-raising activity / sporting competition / public meeting / public speech (\$520 for each event)

Nature of activity:

sporting competition public meeting public speech others _____

Is this a fund-raising activity?* Yes* No

Event name: _____

Description of activity (use additional sheet if necessary):

Date: _____ Time: _____

Location (country parks and places): _____

Please attach:

1. Detailed map(s) (scale 1:25000 or larger) illustrating the location and route of the event
2. Event rundown
3. Layout plan(s) of venue(s) indicating the position of any shelters, posters, banners, advertisements, sound equipment, tables, chairs, machinery, reception counter, first aid post, support post, etc.

* Organisations who wish to conduct fund-raising activities must acquire any other necessary permission under the Laws of Hong Kong. For details, please refer to website below:

<https://www.gov.hk/en/theme/fundraising/welcome/>

7. Construction or erection of shelter (\$317 for each shelter)

Construction or erection of any shelter needed? Yes No

If yes, please provide details of all the shelters (use additional sheets if necessary):

Type	Size	Quantity	Location

(Please attach photos of the shelters)

8. Display of sign, notice, poster, banner or advertisement

(\$250 per month / for less than one month)

Display of any signs, notices, posters, banners or advertisements needed? Yes No

If yes, please provide details of all the signs, notices, posters, banners or advertisements (use additional sheets if necessary):

Size	Quantity	Description / purpose	Location

(Please attach design layouts of signs, notices, posters, banners or advertisements)

9. Sound equipment or musical instrument

Use of any sound equipment or musical instruments needed? Yes No

If yes, please provide details of all the sound equipment or musical instrument (use additional sheet if necessary):

Type & Quantity

(Please attach photos of the sound equipment and musical instruments)

10. Other facilities (e.g. table, chair, machinery, backboard, platform, reception counter, first aid post, support post, generator, portable toilet, etc.)

Please provide details of all the other facilities (use additional sheet if necessary):

Facility	Size	Quantity	Location

11. Use of vehicles

Use of any vehicles needed?

- Yes; number of vehicles: _____ No

(If use of any vehicles is needed, please submit a separate application for vehicle entry permit(s))

Part C Submission of other information

To ensure the application is processed promptly, please ensure the following information has been provided with the application:

- Detailed location map(s) and route plan**
- Layout plan(s) of the venue**
- Photos of shelters (if needed)**
- Design of sign(s), notice(s), poster(s), banner(s) or advertisement(s) (if needed)**
- Information about and photos of the sound equipment and musical instrument(s) (if needed)**
- Safety measures**
- Contingency plan for inclement weather**
- Litter collection and disposal plan**
- Green management plan***
- Organisation registration document issued by the relevant government authority of HKSAR (e.g. Business Registration, Companies Registry records or proof of charitable institutions and trusts exempted from tax under Section 88 of the Inland Revenue Ordinance)**
- Relevant permits or licences issued by the relevant government authority of HKSAR for fund-raising activities (if applicable)**

* For formulation of the Green management plan, applicants may make reference to the Waste Reduction Guidebook published by the Environmental Protection Department which is available at the link below:
https://www.wastereduction.gov.hk/en/green_event_guide.htm

Part D**Payment and permit collection method** (Please tick as appropriate)

Please select your preferred payment method#:

- In person
- By online payment (credit card / Faster Payment System (FPS))

An electronic permit will be issued by email and no printed copy of the permit will be provided unless requested below*.

Do you need a printed copy of the permit?

- No – an electronic permit will suffice*
- Yes – to be collected in person (at 5/F, Cheung Sha Wan Government Offices, Kowloon)
- Yes – to be sent by registered post# (will normally take at least 7 working days after successful online payment)

Permit fee must be paid and permits can only be collected in person if:

- (a) **payment is made in less than 3 working days prior to the permit use date; or**
- (b) **payment is made in less than 7 working days prior to the permitted activity date(s) and the applicant has applied for vehicle permit(s) or requested for a printed copy of the permit (for the entry of any vehicle into country parks or special area, a separate application for vehicle entry permit shall be submitted for consideration).**

* **Electronic permit will be sent to the email provided in Part A within 3 working days upon successful payment.**

Part E**Personal Data Collection Statement** (Please tick as appropriate)Purpose of Collection

1. The personal data provided by means of this form will be used by the Agriculture, Fisheries and Conservation Department (and the Country and Marine Parks Authority) for one or more of the following purposes:
 - a. activities relating to the processing of your submission in this form;
 - b. administration and enforcement of the Country Parks Ordinance (Cap. 208), its subsidiary legislation (Cap. 208A) and relevant Hong Kong laws;
 - c. complaint investigations;
 - d. statistical analysis and research purposes;
 - e. to facilitate communications between the Department and yourself; and
 - f. any other legitimate purposes as may be required, authorised or permitted by law.
2. The provision of personal data by means of this form is voluntary. In the event that you do not provide sufficient information, this Department may not be able to process your application.

Classes of Transferees

3. The personal data you provided by means of this form may be disclosed to:
 - a. other Government bureaux and departments, and relevant organisations for the purposes mentioned in paragraph 1 above; and
 - b. other persons as permitted by the relevant legislation.

Access to Personal Data

4. Subject to exemptions under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of personal data submitted to this Department with respect to your application. The right of access includes the right to obtain a copy of the personal data provided by this application form.

Enquiries

5. Enquiries concerning the personal data collected by means of this application form, including the making of access and corrections, should be addressed to:

(Attn: Personal Data Administration Officer)
Agriculture, Fisheries and Conservation Department,
5/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon

(Please provide reference number related to the form or relevant permit issued for onward action).

- I have read, understood and agreed to the above Personal Information Collection Statement.

Part F**Declaration**

I, the undersigned, hereby apply to hold an activity in country park(s) / special area(s), with the particulars of which are set out above.

I understand the Agriculture, Fisheries and Conservation Department reserves the right to make the final decision on approving an application and to refuse the approval without giving any reason and without bearing any liability to any person.

I have read and understood the guidelines on permit applications and understand that if I am granted a permit for this application, I will be responsible as a permit holder for observing the terms of every condition in the permit. The permit may be revoked by the Agriculture, Fisheries and Conservation Department if (i) I / the activity contravene the Country Parks and Special Areas Regulations (Cap. 208A) or fail to comply with the permit condition(s), or (ii) if the activity deviates with permitted scope.

Applicant's signature: _____

Applicant's name:
(in block letters) _____

Company chop: _____

Date: _____

****It is advised to read the guidelines before the submission of an application****

FAQ and guidelines to application:

www.afcd.gov.hk/english/application_form/permit/permit_cou/cou_app_pricp.html

Enquiry (Tel): 2150 6868