

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 organization / 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 _____

Event name: _____

Description of activity (use additional sheet if necessary):

Date: _____

Time: _____

Location (country parks and places): _____

*Is this a fund-raising activity?

☐ Yes

☐ No

- (Please attach: 1. detailed location map(s) 1:25,000 or larger
2. layout plan(s) of the venue, 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)

Do you need to construct or erect any shelter ? ☐ Yes ☐ No

If yes, please give details of all shelters (use additional sheet if necessary):

Size	Quantity	Location

(Please attach photos of shelters to be used)

Do you need to construct or erect any buildings or huts? If so, please provide details.

8. Display of sign, notice, poster, banner or advertisement (\$250 per month / for less than one month)

Do you need to display any signs, notices, posters, banners or advertisements?

☐ Yes ☐ No

Please give details of any signs, notices, posters, banners or advertisements (use additional sheet if necessary):

Size	Quantity	Description / purpose	Location

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

9. Sound equipment or musical instrument

Do you need to use any sound equipment or musical instruments? ☐ Yes ☐ No

If yes, please list out all the sound equipment and musical instruments, including their type and quantity:

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

Facility	Size	Quantity	Location

11. Use of vehicles

Do you need to use any vehicles? ☐ Yes; number of vehicles _____ ☐ No

(If you need to use vehicles, please submit a separate application for vehicle entry permit(s))

Part C-----Submission of information

To ensure your application is processed promptly, please ensure that you have provided the following information with your application:

- ☐ **Detailed location map(s)**
- ☐ **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**
- ☐ **Litter collection and disposal plan**
- ☐ **Green management plan***
- ☐ **Organization registration document (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 from the Government 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

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

***If vehicle entry is required, the vehicle entry permit(s) must be separately sought and obtained in hard copy (by registered post/ in person) for display on vehicle's window.**

Please select your preferred payment method.

- ☐ In person
- ☐ By online payment (credit card / FPS) #

Unless otherwise requested, no printed copy of the permit will be provided to the applicant.

Do you need a printed copy of the permit?

- ☐ No
- ☐ Yes – collect in person
- ☐ Yes – collect by post # - registered post will normally take at least 6 working days upon successful confirmation of online payment.

Note: #Applicants must collect the permit(s) in person if:

- (a) your online payment has been successful in less than 3 working days prior to the permit use date; or**
- (b) your online payment has been successful in less than 6 working days prior to the permit use date and you have applied for vehicle permit(s) or requested for a printed copy of the permit.**

Part E----- Personal Data Collection Statement

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)

5/F, Agriculture, Fisheries and Conservation Department,

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 a meeting or activity in country park(s) / special area(s), with the particulars of which are set out above.

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.

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: 2150 6868