



漁農自然護理署  
Agriculture, Fisheries and  
Conservation Department

**批租農地之農用構築物批准書  
申請表**

**Letter of Approval for Agricultural Structures on Private Agricultural Land  
Application Form**

表格  
Form  
  
LA01

**收集個人資料聲明 Personal Information Collection Statement**

你所提供的個人資料本署將用作處理「批租農地之農用構築物批准書」的申請事宜。本署可能會將你的資料提供給其他政府部門作調查或統計之用。如欲查閱及更改個人資料，請以書面向漁農自然護理署署長提出。來信請註明本署的檔案號碼。 The personal data provided by you will be used for purposes relating to the application for Letter of Approval for Agricultural Structures on Private Agricultural Land in this Department. The said information or any part thereof may be supplied by this Department to other Government departments for investigation or statistics purpose. Request for personal data access and correction should be addressed to the Director of Agriculture, Fisheries and Conservation. Please also quote your reference number in this Department.

**防止賄賂 Prevention of Bribery**

因本申請書而向任何政府人員提供利益均屬觸犯〈防止賄賂條例〉。如有任何人士因本申請書而向你索取利益，應向廉政公署舉報（電話：2526 6366）。 Any person who offers any advantage to a public servant due to this application shall be guilty of an offence. If any person solicits or accepts any advantage due to this application, please contact ICAC (Phone no.: 2526 6366).

**虛假資料 Falsification of Information**

任何人在本申請書內或附件中提交或提供任何虛假的或具誤導性的資料而意圖欺騙，即屬犯法。 Any person who, in an application or in an attachment to an application, furnishes or supplies with intent to deceive any false or misleading information commits an offence.

**額外資料 Additional Information**

在處理本申請時，本署可隨時要求申請人提供更多相關資料。 The AFCD can request any further information as and when necessary in processing this application.

**申請號碼**

**Application No**

(只供政府人員填寫)  
(For Official Use only)

APP/LOA/

**申請須知 Notes for Application**

- 為方便農友，漁護署與地政總署現正進行一站式優化農用構築物批准書（LoA）及豁免證明書（CoE）申請計劃。  
For the convenience of farmers, the AFCD and the Lands Department (LandsD) are currently conducting a one-stop optimization of Letter of Approval for Agricultural Structures on Private Agricultural Land (LoA) and Certificate of Exemption (CoE) application scheme.
- 於新安排下，農友可經漁護署向地政總署**同時**遞交 LoA 及 CoE 的申請。
  - (1) 如擬建的農用構築物有蓋面積大於 5,000 平方呎 (464.51 平方米) 而不涉及興建關鍵構件，則需連同由**建築承建商及 T2 合資格人士**簽署的聘任書一併遞交。
  - (2) 如擬建的農用構築物有蓋面積大於 1,000 平方呎 (92.90 平方米) 而涉及興建關鍵構件，則需連同由**建築承建商及 T2 合資格人士**再加上**註冊結構工程師／註冊專業工程師**簽署的聘任書一併遞交。

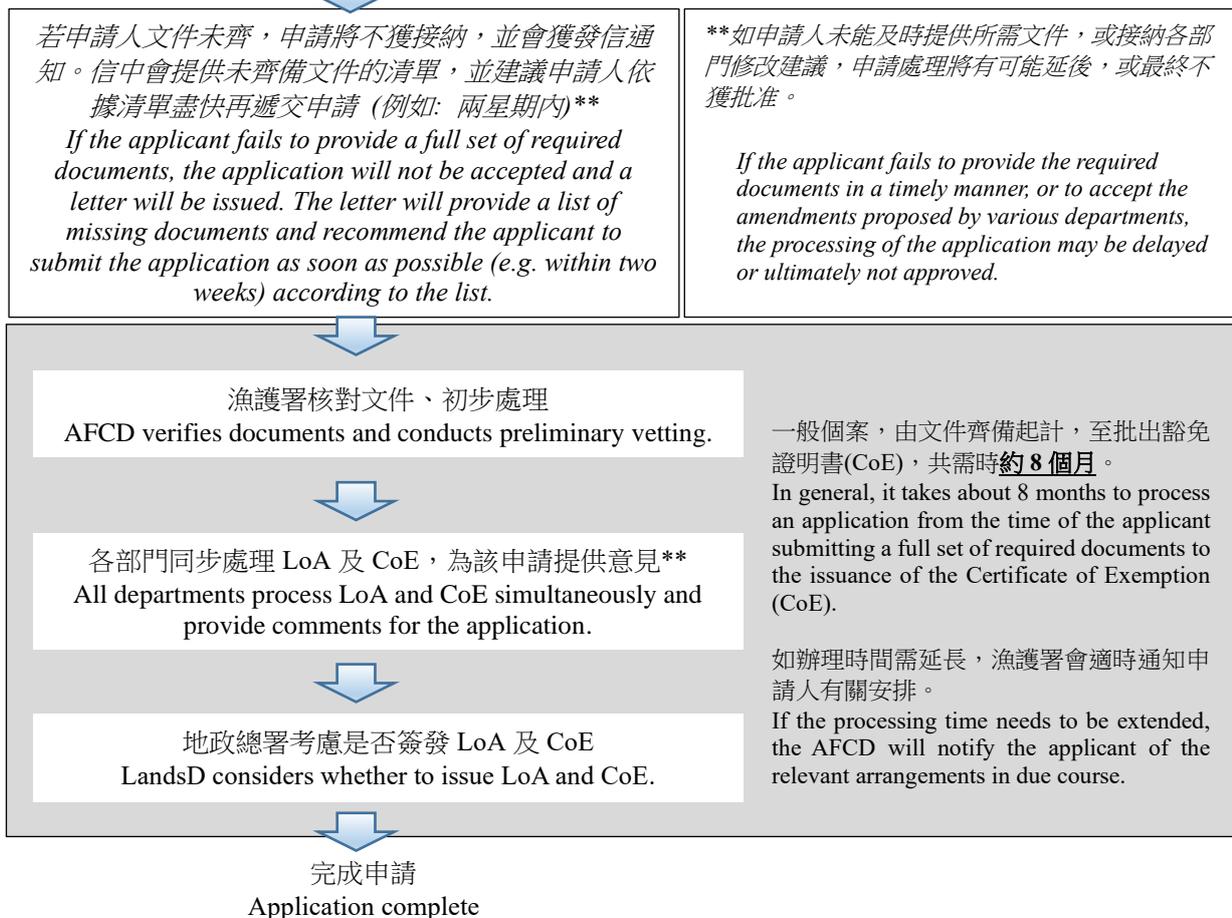
詳情請見「第四部份 隨本申請表提交的文件」。

Under the new arrangement, farmers can submit applications for both LoA and CoE to the LandsD through the AFCD.

  - (1) If the roofed-over area of any proposed agricultural structures exceeds 5,000 ft<sup>2</sup> (464.51 m<sup>2</sup>) without involving construction of critical structural elements, please also submit a letter of appointment from **Building Contractor and T2 competent person**.
  - (2) If the roofed-over area of any proposed agricultural structures exceeds 1,000 ft<sup>2</sup> (92.90 m<sup>2</sup>) but involving construction of critical structural elements, please also submit a letter of appointment from **Building Contractor and T2 competent person** together with that of **Registered Structural Engineer/Registered Professional Engineer**.

Please refer to "Part 4 Documents to be Submitted with this Application Form" for details.
- 為減省處理申請所需的時間，漁護署經初步審視後，會把申請文件送呈各相關部門**同步**提出意見，然後一併向地政總署作出建議。  
In order to reduce the time for processing applications, after a preliminary review, the AFCD will send the application documents to the relevant departments for comments at the same time, and then make suggestions to the LandsD.
- 地政總署接獲漁護署及相關部門對有關申請的意見後，會再進一步考慮是否簽發 LoA 及 CoE。若申請獲得批准，LoA 及 CoE 均由地政總署直接發給申請人。  
The LandsD will further consider whether to issue LoA and CoE after receiving the comments of the AFCD and relevant departments for the application. If the application is approved, both the LoA and CoE will be issued directly to the applicant by the LandsD.
- 漁護署會協調各相關部門，並加強監督個案進度，盡可能縮短所需時間，**一般個案需時約 8 個月**。如辦理時間需延長，漁護署會適時通知申請人有關安排。  
The AFCD will coordinate with relevant departments and strengthen monitoring of the progress of the case, so as to shorten the required time as much as possible. In general, completion of a straightforward case takes **about 8 months**. If the processing time needs to be extended, the AFCD will notify the applicant of the relevant arrangements in due course.
- 如申請人未能及時提供所需文件，或接納各部門修改建議，申請處理將有可能延後，或最終不獲批准。  
If the applicant fails to provide the required documents in a timely manner, or to accept the amendments proposed by various departments, the processing of the application may be delayed or ultimately not approved.

申請人遞交所需文件  
Applicant submits required documents



第一部份：申請人資料 Section 1: Particulars of Applicant

|  |                   |
|--|-------------------|
| 申請人姓名／公司名稱<br>Name of Applicant / Name of Company  | (中文) (in Chinese) |
|  | (英文) (in English) |
| 香港身份證號碼<br>HK Identity Card Number   |                   |
| 住址／公司地址<br>Home Address / Company Address  |                   |
| 通訊地址 (如與上述地址不同)<br>Correspondence Address<br>(If different from above)                           |                   |
| 聯絡電話<br>Phone Number   |                   |
| 商業登記證號碼 (如申請人為公司)<br>Business Registration Certificate Number<br>(If the applicant is a company) |                   |
| 獲授權人姓名<br>Name of Authorized Person  | (中文) (in Chinese) |
|  | (英文) (in English) |
| 獲授權人香港身份證號碼<br>HK Identity Card Number of Authorized Person                                      |                   |

**第二部份：農場資料 Section 2: Particulars of Farm**

|  |  |
|--|--|
| 農場地址<br>Farm Address   |  |
| 農場面積（請註明單位）<br>Area of Farm (Please specify the unit)                        |  |
| 農場編號<br>Livestock Keeping Licence No.  |  |
| 飼養禽畜農場種類（只適用於豬／雞場）<br>Type of Livestock Farm<br>(for pig/chicken farms only) |  |

**農場位置的詳細資料 Details of Farm Location:**

| 部份<br>Portion | 約<br>DD No. | 地段<br>Lot No. | 有否書面租約? *<br>With Written Tenancy Agreement? * |
|---------------|-------------|---------------|--|
| 1             |             |               | 有 Yes / 没有 No                                  |
| 2             |             |               | 有 Yes / 没有 No                                  |
| 3             |             |               | 有 Yes / 没有 No                                  |
| 4             |             |               | 有 Yes / 没有 No                                  |
| 5             |             |               | 有 Yes / 没有 No                                  |
| 6             |             |               | 有 Yes / 没有 No                                  |
| 7             |             |               | 有 Yes / 没有 No                                  |
| 8             |             |               | 有 Yes / 没有 No                                  |
| 9             |             |               | 有 Yes / 没有 No                                  |
| 10            |             |               | 有 Yes / 没有 No                                  |
| 11            |             |               | 有 Yes / 没有 No                                  |
| 12            |             |               | 有 Yes / 没有 No                                  |
| 13            |             |               | 有 Yes / 没有 No                                  |
| 14            |             |               | 有 Yes / 没有 No                                  |
| 15            |             |               | 有 Yes / 没有 No                                  |
| 16            |             |               | 有 Yes / 没有 No                                  |
| 17            |             |               | 有 Yes / 没有 No                                  |
| 18            |             |               | 有 Yes / 没有 No                                  |
| 19            |             |               | 有 Yes / 没有 No                                  |
| 20            |             |               | 有 Yes / 没有 No                                  |
| 21            |             |               | 有 Yes / 没有 No                                  |
| 22            |             |               | 有 Yes / 没有 No                                  |
| 23            |             |               | 有 Yes / 没有 No                                  |
| 24            |             |               | 有 Yes / 没有 No                                  |
| 25            |             |               | 有 Yes / 没有 No                                  |
| 26            |             |               | 有 Yes / 没有 No                                  |
| 27            |             |               | 有 Yes / 没有 No                                  |
| 28            |             |               | 有 Yes / 没有 No                                  |

\* 請刪去不適用者 Please delete as appropriate.



第四部份：隨本申請表提交的文件

Section 4: Documents submitted together with this application

| 文件編號<br>Document  | 內容<br>Content  | 頁數<br>No. of Pages |
|---|--|--------------------|
| D1  | 本申請表<br>This application form  |                    |
| D2  | 申請人或獲授權人的香港身份證影印本<br>Copy of HK I.D. Card of the applicant or the authorized person  |                    |
| D3  | 獲委託的授權書（如適用）<br>Authorization letter to a third party to handle this application (if applicable)   |                    |
| D4  | 商業登記證影印本（如適用）<br>Copy of Business Registration Certificate (if applicable)   |                    |
| D5  | 申請日期前三個月內的土地註冊處註冊紀錄副本<br>Up-to-date land registration record issued by the Land Registry (within 3 months before the application date)   |                    |
| D6  | 租約（如申請人為土地租用人）<br>Tenancy agreement (if the applicant is a land renter)  |                    |
| D7  | 興建構築物的業主同意書（如申請人為土地租用人）<br>Land owner's consent to the erection of the structures (if the applicant is a land renter)  |                    |
| D8  | 一份有關申請的農場所在地段的1:1000地段索引圖。農場範圍及擬申請興建的構築物的位置，須標示於圖上。申請人可在香港地圖銷售處及元朗測量處或香港地圖服務 2.0購買各區的地段索引圖（下載網址請見注意事項）。<br>如屬 <u>禽畜農場（只適用於豬／雞場）</u> ，則必須同時提交由執業認可土地測量師簽發的土地測量文件及藍圖。<br>A lot index plan (Scale 1:1 000) with farm boundary and locations of the proposed agricultural structure(s) clearly shown. Applicant can purchase a lot index plan of all districts at both Map Publications Centre, Hong Kong and District Survey Office, Yuen Long or online at the Hong Kong Map Service (HKMS) 2.0 (Please refer to the website listed in the Important Notes below).<br>For <u>livestock farms (pig/chicken farms only)</u> , land survey documents and layout plans issued by a practising authorized land surveyor must be submitted together with the application form. |                    |
| D9  | D8 項農場圖則的數碼版本（禽畜農場（只適用於豬／雞場））<br>A digital format Farm Plan (same as D8) (for livestock farms (pig/chicken farms only))  |                    |
| D10   | 簡單的3D結構圖（作物農場適用）<br>Brief 3D structural plan (for crop farms)  |                    |
| D11   | 有關作物生產活動及農場運作的詳細計劃書（作物農場適用）<br>Farming Proposal (for crop farms)   |                    |
| D12   | 由註冊結構工程師／認可人士／T2合資格人士／建築承建商為擬申請興建構築物的位置所簽發的地貌評估報告（報告範本及有關須知請見注意事項）<br>A Ground Features Report (GFR) issued by a Registered Structural Engineer (RSE) / Authorized Person (AP) / T2 Competent Person / Building Contractor (Please refer to the Important Notes below for the sample GFR and the corresponding Points to Note)   |                    |
| D13   | 已簽妥的「建築工程、地盤平整工程及排水工程豁免證明書申請表格（根據批准書搭建農用構築物）」（表格CE/1（農用構築物））（下載網址請見注意事項）<br>Signed "Application Form for Certificate(s) of Exemption in respect of Building, Site Formation & Drainage Works (for erection of agricultural structures under Letter of Approval)" (Form CE/1 (AGR)) (Please refer to the website listed in the Important Notes below)   |                    |
| <p>如擬建的農用構築物有蓋面積大於5,000平方呎（464.51平方米）而不涉及興建關鍵構件*，則需連同文件D14一併遞交：<br/>If the roofed-over area of any proposed agricultural structures exceeds 5,000 ft<sup>2</sup> (464.51 m<sup>2</sup>) without involving construction of critical structural elements*, please also submit Document D14:</p> <p>如擬建的農用構築物有蓋面積大於1,000平方呎（92.90平方米）而涉及興建關鍵構件*，則需連同文件D14及D15一併遞交：<br/>If the roofed-over area of any proposed agricultural structures exceeds 1,000 ft<sup>2</sup> (92.90 m<sup>2</sup>) but involving construction of critical structural elements*, please also submit Documents D14 and D15:</p> |  |                    |
| D14   | 已簽妥的「建築承建商及T2合資格人士聘任書」（表格CE/2（農用構築物））（下載網址請見注意事項）<br>Signed "Letter of Appointment - Building Contractor and T2 Competent Person" (Form CE/2 (AGR)) (Please refer to the website listed in the Important Notes below)  |                    |
| D15   | 已簽妥的「註冊結構工程師／註冊專業工程師聘任書」（表格CE/3（農用構築物））（下載網址請見注意事項）<br>Signed "Letter of Appointment - Registered Structural Engineer/Registered Professional Engineer" (Form CE/3 (AGR)) (Please refer to the website listed in the Important Notes below)  |                    |

\*關鍵構件：包括懸臂式露台及簷篷、長跨距橫樑、長跨距平板及地基底座。

Critical structural elements: including cantilevered balconies and canopies, long span beams, long span slabs and foundation

footings.

**注意事項 Important Notes :**

- 以上申請，只適用於**單層**及**高度不超過4.57米**的農用構築物。  
The above application is only applied to agricultural structures with **a single storey** and **a height of not more than 4.57m**.  
一般而言，由文件齊備起計，至批出豁免證明書，共需時約 8 個月。如辦理時間需延長，漁護署會適時通知申請人有關安排。  
In general, it takes about 8 months to process an application from the time of the applicant submitting a full set of required documents to the issuance of the CoE. If the processing time needs to be extended, the AFCD will notify the applicant of the relevant arrangements in due course.
- 如申請人未能及時提供所需文件，或接納各部門修改建議，申請處理將有可能延後，或最終不獲批准。  
If the applicant fails to provide the required documents in a timely manner, or to accept the amendments proposed by various departments, the processing of the application may be delayed or ultimately not approved.
- 表格CE/1（農用構築物）、CE/2（農用構築物）及CE/3（農用構築物）可於地政總署的網頁下載：  
The LandsD's website for downloading the Forms CE/1 (AGR), CE/2 (AGR) and CE/3 (AGR):  
<https://www.landsd.gov.hk/tc/resources/public-forms.html>
- 各區的地段索引圖可於香港地圖服務2.0購買：  
Lot index plan of all districts can be purchased online at the Hong Kong Map Service (HKMS) 2.0:  
<https://www.hkmapservice.gov.hk>
- 地貌評估報告範本及有關須知可於本署網頁下載：  
Sample GFR and the corresponding Points to Note can be downloaded through the AFCD's website:  
[https://www.afcd.gov.hk/tc\\_chi/agriculture/agr\\_hk/agr\\_hk\\_app/agr\\_hk\\_app.html](https://www.afcd.gov.hk/tc_chi/agriculture/agr_hk/agr_hk_app/agr_hk_app.html)

**第五部份：聲明 Section 5: Declaration**

本人完全明白並謹此聲明，除了經漁農自然護理署署長批准的指定商業設施用以經營農業／漁業相關附屬活動外，農場內並無亦不會設置下列任何一項商業康樂設施：-

I fully understand and solemnly declare that except for designated commercial facilities for operating agriculture/fisheries-related ancillary activities endorsed by the Director of Agriculture, Fisheries and Conservation, the farm does not possess and will not be installed with any of the following commercial recreational facilities:-

- (1) 向訪客提供服務的餐飲設施，如食堂或餐廳；  
Catering facilities offering services, such as canteen or restaurant open to visitors;
- (2) 提供訪客使用與促進農業／漁業無關的室內康樂設施，如遊戲室、卡拉OK房或麻雀房等；及  
Indoor recreational facilities that are unrelated to the promotion of agricultural/fisheries, such as game room, karaoke room or mahjong room open to visitors; and
- (3) 提供訪客使用的住宿設施，如度假屋、旅舍或客房。  
Lodging facilities in the form of holiday bungalow, hostel or guestroom open to visitors.

申請人簽署： \_\_\_\_\_ 日期： \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

獲授權人／公司負責人簽署（如適用）： \_\_\_\_\_ 日期： \_\_\_\_\_  
Signature of Authorized Person / \_\_\_\_\_ Date: \_\_\_\_\_  
Responsible Person (If applicable): \_\_\_\_\_

公司印鑑（如適用）： \_\_\_\_\_  
Company Chop (If applicable): \_\_\_\_\_

附件一 Appendix I

同意書 Undertaking

I hereby undertake to demolish all the structure(s) on lots specified in Section 3 of this Application Form as and when required by the Government of the Hong Kong Special Administrative Region (the Government) and indemnify and keep indemnified the Government and or any of its officers against all actions, proceedings, claims and demands arising out of or in connection with the erection of the structures on the captioned lots.

Applicant:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
H.K.I.D. No.

Witness:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
H.K.I.D. No.

Date:

本人現承諾在香港特別行政區政府（下稱「政府」）提出要求時，清拆在本申請表第三部份所列地段上所有構築物，並就於上述地段豎設構築物而引致或與此有關的所有法律行動、訴訟、申索及要求，向政府及／或其任何人員作出彌償。

申請人：

\_\_\_\_\_  
姓名

\_\_\_\_\_  
簽署

\_\_\_\_\_  
香港身份證號碼

見證人：

\_\_\_\_\_  
姓名

\_\_\_\_\_  
簽署

\_\_\_\_\_  
香港身份證號碼

日期：