

 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。 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, 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 之申請。
 - (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**簽署之聘任書一併遞交。
 - (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**簽署之聘任書一併遞交。

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 LandsD through AFCD.

 - (1) If the roofed-over area of any proposed agricultural structures exceeds 5,000 ft² (464.51 m²) 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 ft² (92.90 m²) 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, AFCD will send the application documents to the relevant departments for comments at the same time, and then make suggestions to 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。如申請不獲批准，地政總署會發信通知申請人，解釋不予批准的理由。
LandsD will further consider whether to issue LoA and CoE after receiving the comments of 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 LandsD. If the application is turned down, LandsD will inform the applicant in writing with reason(s) given.
- 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。
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, 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

若申請人文件未齊，申請將不獲接納，並會獲發信通知。信中會提供未齊備文件的清單，並建議申請人依據清單盡快再遞交申請（例如：兩星期內）**

If the applicant fails to provide a full set of required documents, the application will not be accepted and a letter will be issued. The letter will provide a list of missing documents and recommend the applicant to submit the application as soon as possible (e.g. within two weeks) according to the list.

**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.

漁護署核對文件、初步處理
AFCD verifies documents and conducts preliminary vetting.

各部門同步處理 LoA 及 CoE，為該申請提供意見**
All departments process LoA and CoE simultaneously and provide comments for the application.

地政總署考慮是否簽發 LoA 及 CoE
LandsD considers whether to issue LoA and CoE.

一般個案，由文件齊備起計，至批出豁免證明書(CoE)，共需時約8個月。

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 Certificate of Exemption (CoE).

如辦理時間需延長，漁護署會適時通知申請人有關安排。

If the processing time needs to be extended, AFCD will notify the applicant of the relevant arrangements in due course.

完成申請
Application complete

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

申請人姓名 / 公司名稱 Name of Applicant / Name of Company	(中文) (in Chinese)
	(英文) (in English)
香港身份證號碼 HK Identity Card Number	
住址 / 公司地址 Home Address / Company Address	
通訊地址 (如與上述地址不同) Correspondence Address (If different from above)	
聯絡電話 Phone Number	
商業登記證號碼 (如申請人為公司) Business Registration Certificate Number (If the applicant is a company)	
獲授權人姓名 Name of Authorized Person	(中文) (in Chinese)
	(英文) (in English)
獲授權人香港身份證號碼 HK Identity Card No. of Authorized Person	

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

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

農場位置之詳細資料 Details of Farm Location:

部份 Portion	約 DD No.	地段 Lot No.	有否書面租約? * 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.

Section 3: Information of Agricultural Structures Under Application

Total no. of agricultural structures (including buildings) under application:

Farm Plan issued by Practising Authorized Land Surveyor should be submitted if livestock farm (for pig/chicken farm only) is involved.

[illegible]

**** 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 Document	內容 Content	頁數 No. of Pages
D1	本申請表 This application form	
D2	申請人或獲授權人之香港身份證影印本 Copy of HK I.D. Card of the applicant or the authorized person	
D3	獲委託之授權書 (如適用) Authorization letter to a third party to handle this application (if applicable)	
D4	商業登記證影印本 (如適用) 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 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) Tenancy agreement (if the applicant is a land renter)	
D7	興建構築物之業主同意書 (如申請人為土地租用人) 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。地段索引圖可在地政總署屬下的各區地圖銷售處購得。 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。 A lot index plan (Scale 1:1 000) with farm boundary and locations of the proposed agricultural structure(s) clearly shown. Lot index plans are available for purchase at Map Publications Centres of the Lands Department. 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)) 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) 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) 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) 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	已簽妥地政署的「建築工程、地盤平整工程及渠務工程豁免證明書申請表格」(表格CE/1 (農用構築物)) (下載網址請見注意事項) Signed "Application for Certificate(s) of Exemption in respect of Building/Site Formation/Drainage Works" (Form CE/1 (AGR)) (Please refer to the website listed in the Important Notes below)	

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：
If the roofed-over area of any proposed agricultural structures exceeds 5,000 ft² (464.51 m²) without involving construction of critical structural elements*, please also submit Document D14:

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：

If the roofed-over area of any proposed agricultural structures exceeds 1,000 ft² (92.90 m²) but involving construction of critical structural elements*, please also submit Documents D14 and D15:

D14	已簽妥地政署的「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) 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	已簽妥地政署的「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) 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米之農用構築物。

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.

- 地政署表格 CE/1（農用構築物）、CE/2（農用構築物）及 CE/3（農用構築物）的下載網址：

LandsD's website for downloading the CoE-related forms CE/1 (AGR), CE/2 (AGR) and CE/3 (AGR):

<https://www.landsd.gov.hk/tc/resources/public-forms/exemption-agri-structures.html>

- 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

第五部份：聲明 Section 5: Declaration

本人完全明白並謹此聲明農場內並無亦不會設置下列任何一項具商業性的設施 :-

I fully understand and solemnly declare that the farm does not possess and will not be installed with any of the following commercial facilities:-

- (1) 供參觀者 / 遊客使用的飲食設施 -- 如茶室、茶座、飯堂或餐廳等 ;
Catering facilities such as tea room, café, canteen or restaurant open to visitors.
- (2) 供參觀者 / 遊客使用的室內康樂設施 -- 如遊戲室、卡拉 OK 房、麻雀房、會堂或課室等 ;
Indoor recreational facilities such as game room, karaoke room, mahjong room or assembly/lecture room open to visitors.
- (3) 供參觀者 / 遊客使用的住宿設施 -- 如度假屋、旅舍或客房等 ;
Lodging facilities in the form of holiday bungalow, hostel or guestroom open to visitors.
- (4) 收費設施 -- 如入場費收費處或售票處。
Entrance fee collection point or shroff office.

申請人簽署:
Signature of Applicant: _____

日期:
Date: _____

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

日期:
Date: _____

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.		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。	
Applicant :		申請人 :	
_____	_____	_____	_____
Name	Signature	姓名	簽署
H.K.I.D. No.		香港身份證號碼	
Witness :		見證人 :	
_____	_____	_____	_____
Name	Signature	姓名	簽署
H.K.I.D. No.		香港身份證號碼	
Date:		日期 :	