

GOVERNMENT OF HONG KONG

WATER POLLUTION CONTROL ORDINANCE
(Chapter 358)

Application for a licence/
Application for renewal/variation of a licence

_____ Water Control Zone.

SECTION A. The Applicant.

A1. All applicants must complete this section.

Your name in English _____

Your name in Chinese _____

Your identity card number, OR, if the applicant is a firm,
your business registration number _____

Your correspondence address _____

Your telephone number _____

In what capacity are you making this application? _____
(for example, "owner", "occupier", "manager", "director", "agent")

A2. Complete this section if the application is for commercial, industrial or institutional premises (including premises occupied by more than one household unit whether rented as holiday accommodation or otherwise), or a domestic sewage treatment plant.

Name of the enterprise _____

Registered address _____

Name of the manager _____

Manager's identity card number _____

Manager's business telephone number _____

SECTION B. The Effluent.

B1. All applicants must complete this section.

Give the name and full address of the premises from which the discharge or deposit is made.

On what date did or will the discharge or deposit begin? _____

B2. Applicants with toilet, bathroom or kitchen wastewater must complete this section.

(1) Where does toilet wastewater discharge to (please tick) ?

- (a) Septic tank 1
- (b) Other treatment facilities 1
- (c) Communal sewer or drain for the carriage of foul water 1
- (d) Elsewhere, for example, a watercourse 1

(If (b) or (d), please specify _____)

State the location of the facility in relation to the premises _____

(2) Where do the kitchen and bathroom wastewaters discharge to (please tick) ?

- (a) Septic tank
- (b) Other treatment facilities
- (c) Communal sewer or drain for the carriage of foul water
- (d) Elsewhere, for example, a watercourse

(If (b) or (d), please specify _____)

State the location of the facility in relation to the premises _____

B3. Complete this section if the application is for commercial, industrial or institutional premises.

(1) State —

- (a) the industry, trade, business or other work carried on at the premises

- (b) the number of staff _____

- (c) the number of working hours per day _____

- (d) the number of working days per week _____

If fluctuation in any of the above is expected, please elaborate _____

(2) If the business is manufacturing, state —

- (a) what is made _____

- (b) the raw materials used _____

- (c) any streams of wastewater produced _____

- (d) water account number(s) _____

- (e) the information shown in the last received water bill(s) as —

(i) the billing period _____

(ii) the water consumption (in cubic metres) _____

- (f) the information shown in the next-but-last received water bill(s) as —

(i) the billing period _____

(ii) the water consumption (in cubic metres) _____

B4. If the application is for discharges from domestic premises, omit this section.

(1) What is the maximum daily flow rate of the discharge(s) or deposit(s) ? _____

Besides tap water, any other sources of water used ? _____

If yes, please specify (for example, well, stream or recycled water) _____

and its total daily consumption _____

(2) If the effluent is treated before it leaves your premises show by ticking the boxes what treatment processes are used —

Screening 1 Temperature control

Settlement Biological treatment

Chemical precipitation what kind ? _____

Ion exchange Other process 1

pH adjustment 1 what kind ? _____

Provide a layout plan and schematic diagram of the treatment plant if one is available.

(3) Where does the effluent discharge to? _____

(for example surface water drain, foul sewer, treatment plant, river, stream or sea); draw a sketch plan of the discharge in section C.

SECTION C. Plan.

If the application is for discharges from domestic premises, omit this section. If the application is other than for discharges from domestic premises, draw or attach in this section a sketch plan showing the following details —

- (1) the location of the premises;
- (2) the location of the discharge points;
- (3) the places where samples of the effluent maybe taken.

SECTION D. Renewal or Variation.

Complete this section if you are applying to vary or renew an existing licence.

(1) Existing licence number _____

(2) Date licence expires _____

If the application is for a variation of conditions, state the variation sought and the reasons for it —

SECTION E. Declaration.

All applicants must complete this section.

I hereby certify that the particulars provided in this form are, to the best of my knowledge and belief, correct.

Signed _____
(Applicant)

Date _____

- NOTE: 1. Please use a separate sheet of paper where the space provided in the form is not sufficient.
2. The information given in this application, and the result of the application, will be recorded in a register open for public inspection. If an applicant wishes to withhold certain information from public notification, a separate application under section 43 of the Ordinance will be required.
 3. The issue of a licence is subject to payment of a prescribed fee, details of which are provided in a leaflet attached to this application form. A demand note for the fee, specifying the date by which it should be paid, will be sent to the applicant. A licence will not be issued unless the fee is paid by the due date.

Warning: Regulation 17 of the Water Pollution Control (General) Regulations makes it an offence punishable with a maximum fine of \$10,000 for a person in completing the form to knowingly or recklessly make a statement or give an estimate which is incorrect in a material particular or knowingly omit a material particular.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by means of this form will be used by Environmental Protection Department 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 relevant environmental legislation;
 - c. pollution complaint investigations;
 - d. statistical and any other legitimate purposes; and
 - e. to facilitate communications between Government and yourself.

2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

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

 - (ii) and will be disclosed in a register open for inspection by the public for the purpose of making representations about the control of water pollution in Hong Kong.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

5. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
Senior Environmental Protection Officer (Knowledge Management)
33/F, Revenue Tower
5 Gloucester Road
Wanchai
Hong Kong
Tel: 2838 3111
Fax: 2838 3111

個人資料收集聲明

收集個人資料的目的

1. 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
 - a. 與處理本表格申請事項有關的工作；
 - b. 有關環境法例的執行和執法；
 - c. 污染投訴調查；
 - d. 統計及其他法定用途；以及
 - e. 方便政府跟你聯絡。
2. 是否在本表格上提供個人資料，純屬自願性質。如果你不提供足夠的資料，本署未必可以處理你的申請。

獲轉交個人資料人士的類別

3. 你在本表格上提供的個人資料，本署
 - (i) 可向下列人士披露：
 - a. 索取該等資料以作上文第 1 段用途的其他政府決策局及部門；以及
 - b. 按有關法例獲准的其他人士；
 - (ii) 以及會在一登記冊上披露，公開給公眾查閱，以作有關香港污水管制的申述。

查閱個人資料

4. 根據個人資料（私隱）條例第 18 條及第 22 條及附表 1 第 6 原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得在這份表格上提供的個人資料副本。

查詢

5. 如欲查詢經本表格填報的個人資料，包括查閱和更改個人資料，可去信：
香港灣仔告士打道5號稅務大樓33樓
高級環境保護主任（知識管理）
（電話：2838 3111
傳真：2838 3111）