

# Application Form 1

Following are examples of supporting documents to be provided:

Item	Examples of supporting documents <sup>(i)</sup>
<b>1. Particulars of Applicant</b>	
1.1 Company's identity Individual's identity	Valid Business Registration Certificate Hong Kong Identity Card
1.2 Business address (for company applicant) Residential address (for individual applicant)	Valid Business Registration Certificate Bill of electricity / town gas / telephone / water charges ( <i>within last 3 months</i> )
<b>2. Particulars of Construction Work Contract</b>	
2.1 Contract award date	Letter of intent / Letter of acceptance / Letter of award / Articles of agreement / Contract document ( <i>Applicant must be the main contractor <sup>(ii)</sup> as shown in the supporting documents</i> )
2.2 Contract value	
2.3 Construction waste generated site	Letter of intent / Letter of acceptance / Letter of award / Articles of agreement / Contract document / Works order / Tender specification
2.4 Construction work commencement date and completion date	Contract document / Notification letter issued by client or his agent / Insurance certificate

Notes:

- (i) Only copies of documents to be submitted and they will not be returned to the applicant.
- (ii) Under the Waste Disposal (Charges for Disposal of Construction Waste) Regulation, "main contractor" means a person who enters into a contract directly with an owner or occupier of any land, or with an agent or authorized architect, surveyor or engineer of such owner or occupier, to perform any construction work for such owner or occupier.

Under the Waste Disposal (Charges for Disposal of Construction Waste) Regulation, a main contractor who undertakes construction work with a value of \$1,000,000 or above under a contract that has been awarded on or after 1 December 2005 shall, within 21 days after being awarded the contract, make an application to the Director of Environmental Protection to establish a billing account solely in respect of that contract. A main contractor who, without reasonable excuse, fails to comply with this regulation commits an offence.

**Main contractors are reminded to submit application within 21 days after being awarded the contract, even if the supporting documents are still under preparation.**